



ANNUAL GENERAL MEETING PACK
MONDAY 9TH DECEMBER 2019
@TIDDINGTON CC

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Agenda – AGM 2019

- Apologies for absence (please email the company secretary)
- Minutes of the 2018 AGM (to be made available on the website)
- Matters Arising
- Chairman's Report (to be made available on the website)
- Presentation of the Audited Accounts
- Subscriptions for 2020
- Officers 2020

Director retirement by rotation:-

The Directors propose that DJ King is re-elected as the Director responsible for Marketing and Communications.

New Director:-

Election of a 5th Director- The Directors propose that Fiona Currie is elected as the Director responsible for Women's and Girl's Cricket

OXFORDSHIRE CRICKET BOARD

ANNUAL GENERAL MEETING

Minutes of the meeting held on Wednesday 5th December 2018 at The Tudor Jones Building,
Akeman Street, Chesterton, Bicester at 7pm.

Present: Chris Clements (Chairman), John Patey, Paul Humphreys, Dave King,

Matt Barnes, George Setterfield, Tim Haworth, Zoe Pugh, Laura Crofts, Shaz Khan, Nic Pinhol

Peter O'Neill, Don Brooks, Dave Binningsley, Julian Lawton Smith, Lesley Pykett, Paul White,
Rosalyne Porter, Andrew Moss, Fiona Currie, Vicky Strode, Rupert Evans

Apologies for absence were received from Margaret Stevens, Mike Nurton, Darrel Davies, Darryl
Woods, Robin Matthews, Peter Fenn, John Finch, Ian Royle

The Chairman welcomed everyone to the meeting and thanked them for coming.

1. Minutes

The minutes of the previous AGM were signed as a correct record.

2. Matters Arising

There were no matters arising.

3. Chairman's Report

The Chairman said that his report had been on the website for all to read and asked if there were any questions or comments on it. He added that the challenges for the year included achieving a good result from the 2020-2024 Customer Partnership Agreement (CPA) with the ECB. The organisation was running smoothly although further growth was limited by funding. Tim Spittles was thanked for his good work as the Director of the Youth Pathway. The Board expressed its best wishes to Emma Boswell in her new role with Bucks.

4. Finance Report

John Patey said that the accounts had been on the website together with his report. Income received was £487k and we showed a loss of £11k in the year. We reserved £11k of ECB funding until we are sure that it isn't a forward payment on FY19.

Finally, he thanked Tony Haines of Wenn Townsend for providing the assurance report for the accounts at a low cost.

The Accounts were adopted on a proposal from Don Brooks and seconded by Lesley Pykett.

5. Subscriptions for 2019

Subscriptions and Affiliation fees were confirmed at the existing level of £20 (with a £10 guarantee in case of insolvency) for full membership - Proposed by Rosalyn Porter and seconded by Paul White. Members were reminded that fees would need to be collected through ClubPay to ensure that OCB have up to date contact details.

6. Re-appointment and Confirmation of Directors.

After being in post for 3 years Chris Clements was all standing for re-election. This was proposed by the Board and seconded by Don Brookes.

7. Officers for 2018

The intention is that the following would be the Officers of OCB Ltd for 2018:-

Chairman: C.J. Clements

Finance Director and Company Secretary: J.C. Patey.

This would be confirmed at the January Board meeting when the Directors formally approve these appointments.

8. AOB

Julian Lawton Smith asked about the £11k accrual, this is explained in the finance minute

The meeting closed at 7.21pm.

2019 Chairman's Report to the AGM

2019 has seen significant change within the workforce and the Board, as we grow the business, respond to staff turnover, prepare to meet future challenges and embrace the opportunities of the new 2020-24 to Customer Partnership Agreement with the ECB. During the year our loyal Directors John Patey, Margaret Stevens, Dave King have continued to use their business skills and knowledge to support the organisation by monitoring risk and helping, where their day jobs allowed, to support the workforce, particularly through a period of high staff turnover. In addition, great support was provided this year by Fiona Currie who continued to add value to Women's and Girl's cricket, and the Board will be strongly recommending that Fiona is appointed a Director of OCB Ltd at the AGM in December.

The Board has also been strengthened by three new appointments:

Firstly, John Finch joins the Board in his new capacity as Chairman of NCCA cricket. John has made an excellent start, throwing himself head first into the role and striking up a good relationship with the other NCCA counties and Management Team.

Secondly, Darryl Woods joins the Board in his joint capacity as Chairman of the Oxfordshire Coaches Association and as the Chairman of the Senior Adult teams, including the 50A and B teams. This will give those teams direct access to the Board and their own Management Group.

Lastly, but not least, Dick Giles has been appointed in his role as Head of Disability Cricket for Oxfordshire. Dick is very visible in the role and has single-handedly taken Disability Cricket in the county from almost nothing to what it is today. He has mapped out his campaign and is now actively seeking sponsorship to fund the expansion of his programme.

I personally welcome them all to the Board, their appointments allow me to fulfil my role as Chairman of the Board more effectively and increase the level of delegation as we decentralise.

As the business has grown, priorities evolve and our focus switches, it is inevitable that some staff will move on to progress themselves. The departure of George Setterfield and Shaz Khan gave us space to have a think as to what we really need. Performance Cricket

under Matt Barnes is in a very good place and we saw the need to replicate that for Participation and Growth, recognising this is the majority of our ECB funding, which has an annualised income of circa £149k. With that in mind we recruited Ashley Rump as the Participation and Growth Manager. Ashley left us 6 years ago to progress his career with England Golf, he now returns to work for his home county in his sport of choice. Ashley, Matt and Tim Haworth will form the senior management team and will all attend the Board meetings to represent their respective areas.

The current Memorandum of Association with the ECB ends this year and we are currently finalising our 2020-2024 Strategy after very constructive consultation with the Members and other key groups. Thanks to the excellent work of our own Nic Pinhol, with consultancy from Carole Thelwall-Jones, this collaborative approach with key stakeholders puts us on track to present a compelling strategy that supports the ECB's over-arching desire to 'Inspire future generations'.

Best wishes

Chris Clements

Chairman, Oxfordshire Cricket

STOP PRESS - 'I would like thank Oxfordshire Cricket, ECB and NCCA for their overwhelming support during my recent period of hospitalisation. I will be thanking people individually over the month ahead. God Bless you all' - Chris



Serious Cricket
Official Kit Sponsor



Chadlington Brewery
Senior Men's Team Sponsor



Stuart Canvas
Club Development Sponsor



Hobs Reprographics
Official Print Partner



Marshall Woolridge
Official Insurance Partner



ClubPay
Club Development Partner

ACKNOWLEDGMENTS

- The Board for giving up their time to provide a solid platform for Oxfordshire Cricket
- Our circa 40 coaches and managers
- The Oxfordshire Officials Associations for supplying umpires and scorers to support our programme
- The Workforce
- John Finch, Dick Giles, Darryl Woods, Peter O'Neill, Stuart Murphy, Lesley Pykett,
- Clubs and Schools
- Parents
- Volunteers
- Our Sponsors:-

Serious Cricket

Chadlington Brewery

Stuart Canvas

ClubPay

Hobs Reprographics

Marshall Wooldridge

- Our Partners:-

Sussex Cricket

Magdalen College School

ECB -Andy Lees at South Central

Chance to Shine

Lord's & Lady Taverners



OXFORDSHIRE CRICKET BOARD LIMITED

ANNUAL FINANCIAL REPORT

FY19

(1ST OCTOBER 2018– 30TH SEPTEMBER 2019)

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FINANCE DIRECTOR REPORT FY19

John Patey's report to follow

ASSURANCE REPORT FY19

CHARTERED ACCOUNTANT'S INDEPENDENT ASSURANCE REPORT ON THE UNAUDITED
FINANCIAL STATEMENTS OF THE OXFORDSHIRE CRICKET BOARD
A COMPANY LIMITED BY GUARANTEE

To the Members of The Oxfordshire Cricket Board

I have performed certain procedures in respect of the Oxfordshire Cricket Board's unaudited financial statements for the year ended 30th September 2019 as set out in the accompanying accounts, made enquiries of the Board's members and assessed accounting policies adopted by the members, in order to gather sufficient evidence for my conclusion in this report.

This report is made solely to The Oxfordshire Cricket Board members (the Board), a company limited by guarantee, in accordance with the terms of my engagement. It has been released to the members on the basis that this report shall not be copied, referred to or disclosed, in whole (save for the Board's own internal purposes or as may be required by law or by a competent regulator) or in part, without my prior written consent. My work has been undertaken so that I might state to the members those matters that I have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the members of The Oxfordshire Cricket Board for my work, for this report or for the conclusion I have formed.

Respective responsibilities

You have confirmed that you have met your duty as set out in the accompanying Statement of the Board. You consider that the Board is exempt from the statutory audit requirements for the year to 30th September 2019. My responsibility is to form and express an independent conclusion, based on the work carried out, to you on the financial statements.

Scope

I conducted my engagement in accordance with the Institute of Chartered Accountants in England and Wales' Interim Technical Release AAF 03/06. My work was based primarily upon enquiry, analytical procedures and assessing accounting policies. If I considered it to be necessary, I also performed limited examination of evidence relevant to certain balances and disclosure in the financial statements where I became aware of matters that might indicate a risk of material misstatement in the financial statements.

The terms of my engagement exclude any requirement to carry out a comprehensive assessment of the risks of material misstatement, a consideration of fraud, laws, regulations and internal controls, and I have not done so. I am not required to, and I do not express an audit opinion on these financial statements.

Conclusion

Based on my work, nothing has come to my attention to refute the members' confirmation that the financial statements give a true and fair view of the state of The Oxfordshire Cricket Board's affairs at 30th September 2019 and of its surplus for the year then ended and have been properly prepared in line with the Board's Articles of Association.

29th November 2019
Wenn Townsend

CHARTERED ACCOUNTANTS

FINANCIAL POLICY FY19

The Board of Directors is charged with the preparation of Financial Statements for each financial period which gives a true and fair view of the state of the Company's affairs and the Income and Expenditure for that period.

In preparing those Financial Statements, the Directors are required to:

- i. Select suitable accounting policies and apply them consistently
- ii. Make judgements and estimates that are reasonable and prudent
- iii. Prepare the Financial Statements on a going concern basis unless it is inappropriate to assume that the Company will continue in business.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Company.

The Directors are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT OF THE BOARD

We confirm that as Directors we have met our duty in accordance with the Company's financial policies, that is to:

- i. Ensure that the Board has kept proper accounting records
- ii. Prepare financial statements which give a true and fair view of the state of affairs of the Board as at 30th September 2019 and of its surplus or deficit for that period
- iii. Follow the applicable accounting policies, subject to any material departures disclosed and explained in the notes to the financial statements.

John Patey
Finance Director

20th November 2019

INCOME AND EXPENDITURE FY19

| <u>Income</u> | FY18 | FY19 | Variance | Notes |
|----------------------------------|------------------|-----------------|------------------|-------|
| Bank Interest | £1,066 | £1,670 | £604 | 1 |
| Business Development-sponsors | £12,800 | £7,916 | (£4,884) | 2 |
| Clubs | £9,271 | £10,719 | £1,448 | 3 |
| Coach Education | £1,240 | £400 | (£840) | 4 |
| Disability | £16,343 | £7,061 | (£9,282) | 5 |
| Disability Management Fees | £2,365 | £0 | (£2,365) | 5 |
| ECB Funding | £136,769 | £153,176 | £16,407 | 6 |
| Business Development Events | £18,647 | £16,788 | (£1,859) | 7 |
| MCCA Funding | £33,719 | £39,652 | £5,933 | 8 |
| Membership/Donations | £4,328 | £4,041 | (£287) | 9 |
| Youth Player Pathway | £185,927 | £219,539 | £33,612 | 10 |
| Schools | £34,837 | £36,588 | £1,751 | 11 |
| Street | £27,747 | £22,272 | (£5,475) | 12 |
| Women & Girls | £1,635 | £2,165 | £530 | 13 |
| Total Income | £486,694 | £521,988 | £35,294 | |
| | | | | |
| <u>Expenses</u> | | | | |
| Bad Debt Provision | £413 | £20 | (£393) | |
| Business Development-sponsors | £169 | £0 | (£169) | |
| Club Development | £11,814 | £12,097 | £283 | |
| Coach Education Costs | £4,518 | £491 | (£4,027) | 14 |
| Disability | £15,790 | £3,400 | (£12,390) | 15 |
| Events | £8,713 | £20,736 | £12,023 | 16 |
| Office Costs & Professional Fees | £14,477 | £17,761 | £3,284 | 17 |
| Youth Pathway | £165,526 | £187,077 | £21,551 | 18 |
| Schools Programme | £19,329 | £21,141 | £1,812 | 19 |
| Senior Men | £44,310 | £49,513 | £5,203 | 20 |
| Senior Women | £6,129 | £4,647 | (£1,482) | 21 |
| Staff Costs | £192,691 | £169,386 | (£23,305) | 22 |
| Street | £11,090 | £7,157 | (£3,933) | 23 |
| W&G Development | £3,110 | £3,856 | £746 | 24 |
| | | | | |
| Total Expenses | £498,079 | £497,282 | (£821) | |
| | | | | |
| <u>Surplus (Deficit)</u> | (£11,385) | £24,706 | (£36,091) | |
| Corporation Tax Due | | £317 | | |
| | | £24,389 | | |

NOTES TO INCOME AND EXPENDITURE ACCOUNTS FY19

Note 1 - Bank Interest

An increase in the term of our deposits combined with a slight rise in rates in our Aldermore fixed interest account, enabled us to increase interest income by £600

Note 2 - Sponsorship

Sponsorship income is down due to Chadlington Brewery being invoiced post year end. ClubPay joined us, as a new sponsor in FY19

Note 3 - Clubs

Another increase in the number of affiliated clubs (74) plus an increase in competition revenue, contributed to a 15% in revenue from our clubs.

Note 4 – Coach Education

Courses are now run by Hampshire as part of ECB South Central. Accounting in FY19 relates only to the payment for core staff delivering tutoring. The ECB Coach Education funding was all passed to Hampshire

Note 5 – Disability

This reduced funding reflects a change of model, as we now take full responsibility for our delivery with the break-up of the previous regional organisation. This in turn means there are no chargeable management fees.

Note 6 – ECB Funding

ECB funding increased by 12% in FY19

Note 7 - Business Development & Events

A decrease in total income, due to City Sixes not taking place; we hope to see it return in 2020.

Note 8 - Minor Counties

An increase in funding, reflects the heavy costs incurred, playing 3 day matches, away in Cornwall, Wales & Devon

Note 9 - Membership

Junior membership remained static, but overall, our membership reduced slightly in the year. The income includes donations, junior, affiliated and full members.

Note 10 – Youth Player Pathway

A significant 17% increase in pathway income, to cover another expansion of our Pathway programme in line with ECB guidelines; parents of our players are our biggest stakeholder.

Note 11 – Schools Programme

An increase in our Schools delivery in FY19 by 5%

Note 12 –Street

A reduction in Street delivery in the financial year, post Shaz Khan's departure.

Note 13 –Women & Girls

An increase of 32% reflects Laura Croft's successful programme expansion, in this sector.

Note 14 – Coach Education Costs

A decrease in costs, as you would expect with the centralisation of delivery; the small amount incurred, relates to our CA & running a safe hands course

Note 15 – Disability Costs

Further reductions in costs, as we spent most of the year in a regional delivery model. FY20 will revert to Oxfordshire going solo.

Note 16 – Event Costs

£15k provision for FCC hosting over 5 years

Note 17 – Office Costs & Professional fees

An increase of 22% in FY19 is associated with producing a detailed strategy document for 2020-2024 & some higher recruitment costs.

Note 18 – Youth Player Pathway Costs

The expanded programme inevitably means increased costs, but these are still below the rate of increase in sales.

Note 19 – Schools

An expanded programme in FY19 leading to a proportional increase in costs

Note 20 – Senior Men

Whilst 2nd XI & Veterans costs reduced in FY19, there was a significant increase in our costs to attend 3 day matches, away in Cornwall, Wales & Devon

Note 21 – Senior Women

Expenditure reduced with no Coach/Bus travel required and lower kit expenditure

Note 22 – Staff Costs

We exited the year with the following staff:-

Full time - 4

Performance Manager

Marketing Officer

Cricket Development & Women & Girl's Officer

Cricket Development Officer & C2S Lead

Part Time - 1.4

Accountant & Events Manager / Competitions Manager - 0.8

Pathway Administrator- 0.6

Staff costs were 12% down due to the natural lag in replacing departing staff

Note 23 –Street

A reduction in Street delivery in the financial year, post Shaz Khan's departure.

Note 24 – W&G Costs

Increase is proportional to our programme expansion.

Note 25 – Bottom line

The surplus generated this year is effectively the one off cost saving made in our staff costs, instigated by the departure of two full time employees, in quick succession.

BALANCE SHEET FY19

| | As at 30/9/18 | As at 30/9/19 | Variance | Note |
|---------------------------------------|---------------|---------------|----------|------|
| | £ | £ | £ | |
| Current Assets | | | | |
| <hr/> | | | | |
| Cash in Bank | 143,226 | 206,502 | 63,276 | 1 |
| Debtors | 8,080 | 3,450 | (4,630) | 2 |
| Net Current Assets | 151,306 | 209,952 | 58,646 | |
| Current Liabilities | | | | |
| Creditors | 4,167 | 16,906 | 12,739 | 3 |
| Tax and National Insurance | 5,686 | 4,717 | (969) | 4 |
| Total Current Liabilities | 9,853 | 21,623 | 11,770 | |
| Accruals and Deferred Income | 57,137 | 79,624 | 22,487 | 5 |
| Total Net Assets (Liabilities) | 84,316 | 108,705 | 24,389 | |
| Capital and Reserves | | | | |
| Opening Balance Equity | 95,701 | 84,316 | (11,385) | |
| Surplus/(Deficit) for the year | (11,385) | 24,389 | 35,774 | |
| Total Capital and Reserves | 84,316 | 108,705 | 24,389 | |

NOTES TO BALANCE SHEET FY19

Note 1 - Cash in Bank

Our cash balances on the 30/9/2019 were £206,502, a significant increase of c£63K; this reflects the bottom line profit for the year, an increased creditor balance (see note 3) & some prudent accruals for future spending commitments (e.g. FCC Fixtures of £15K)

Note 2 - Debtors

Debtors reduced to £3450 through efficient collection of debt

Note 3 - Creditors

This was significantly higher at £16,589 with a large invoice outstanding (£11K) for new bowling machines

Note 4 - Tax and National Insurance

This balance relates to Tax and National Insurance liability from the September payroll.

Note 5 - Accruals and Deferred Income

Please see separate notes.

DEFERRED INCOME, FUNDS AND ACCRUALS FY19

| Title | Note | FY18 | FY19 | Variance |
|--|------|---------------|---------------|---------------|
| Academy Fund ¹ | | 1,114 | 1,114 | 0 |
| All Stars | | 210 | 210 | 0 |
| Balance sheet accruals ² | | 600 | 625 | 25 |
| Business Development Fund ³ | | 10,000 | 10,000 | 0 |
| Capital Investment Fund ⁴ | | 1,000 | 1,500 | 500 |
| Competitions Fund ⁵ | | 5,671 | 5,671 | 0 |
| Community Street Cricket Fund | | 242 | 242 | 0 |
| Disability Fund ⁶ | | 6,558 | 1,587 | (4,971) |
| FCC Fixture Accruals | | 0 | 15,000 | 15,000 |
| Hardship Fund ⁷ | | 1,877 | 1,877 | 0 |
| Minor Counties Cricket Reserve ⁸ | | 5,798 | 5,798 | 0 |
| MK Disability Fund ⁹ | | 53 | 53 | 0 |
| Schools Coaching Reserve ¹⁰ | | 8,218 | 8,218 | 0 |
| Simon Porter Fund ¹¹ | | 988 | 988 | 0 |
| Sport England Player Retention ¹² | | 11,033 | 0 | (11,033) |
| Youth Pathway ¹³ | | 3,774 | 26,741 | 22,967 |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | 57,137 | 79,624 | 22,487 |

NOTES TO DEFERRED INCOME, FUNDS AND ACCRUALS FY19

Note 1 – Academy Fund

Residual funds from KFP sponsorship earmarked for 2nd X1 cricket.

Note 2 – Balance Sheet Accruals

Audit fee accrual increased to reflect Wenn Townsend fee increase

Note 3 - Business Development Fund

£10,000 of previous years funding to be used for developing the business in the longer term.

Note 4- Capital Investment Fund

A reserve to maintain/replace groundsman's trailer equipment for our clubs; we add £500 each year to it.

Note 5 – Competitions Fund

Bernard Tollett and OCB funds set aside for the long term financial support of Adult T20 competitions. For the 4th year running we did not need to draw down on this fund to finance the competitions although this may change if we continue to host Finals at Wormsley.

Note 6 - Disability Cricket re-profiling

This was the balance of unspent funding for BBO Disability, which is now being spent.

Note 7 - Hardship Fund

We did not need to draw on this reserve fund to fund awards worth approaching £900 in FY19; these were funded from Pathway Income & fresh donations

Note 8 – Minor Counties Cricket Reserve

The MCCA funded the programme in the year and no draw on reserves was required.

Note 9- MK Disability Fund

A small dedicated fund relating to BBO disability activity in Milton Keynes which will be returned to Bucks Cricket.

Note 10 - Schools Coaching reserve

£8,218 remains in reserve for coaching activities. With Sport England cutting Secondary School funding, we still have an option to consider funding some State School Cricket ourselves

Note 11- Simon Porter Fund

A fund created by donations in memory of Simon Porter that will be used in accordance with the Porter family's wishes, namely hardship and groundsmanship.

Note 12 – Sport England Player Retention

This was drawn down and used in our Youth Player Pathway Programme in FY19

Note 13 – Youth Player Pathway

Income & forward expenditure relating to our 2019/20 Pathway programme

ELECTION STATEMENTS TO SUPPORT PROPOSED ELECTION AND RE-ELECTION OF DIRECTORS

Re-election: David King



I have now served the Board for 5 years and I am proud to have played a part – mostly behind the scenes – in developing our strategy, upgrading our workforce, advising on key issues and driving higher standards and consistency into our communications.

I am standing for re-election as I am keen to continue my input to marketing and communications, and to contribute to the development and implementation of our 2020-24 strategy for performance and recreational cricket. Communications and marketing will be key to its success, and recent strategy consultations with a range of stakeholders are a good example of progress in this area.

Election: Fiona Currie



I am standing for election as I am passionate about womens' and girls cricket, and I think the implementation strategy for 2020 to 2024 will be a hugely important and exciting time for the womens' and girls game. Having been involved with W&G for 15 years, I want very much to be part of this drive forward.

Key Contacts

Directors:

Chairman

Chris Clements

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Finance Director

John Patey

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Inclusivity Director

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Commercial Director

David King

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Women & Girls Director

Fiona Currie

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Core Staff:

Performance Cricket Manager

Matt Barnes

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Participation & Growth Manager

Ashley Rump

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Finance & Business Development Manager

Tim Haworth

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Marketing and Communications Officer

Nick Pinhol

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Cricket Development Officer & C2S Lead

Zoe Pugh

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Cricket Development Officer & Women & Girl's Officer

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Oxfordshire Cricket Board Ltd. Registered Office:

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Registered Company No: 7376156.

Directors: C.J. Clements (Chairman), J.C. Patey, Margaret Stevens, D.J. King.

