



ANNUAL GENERAL MEETING PACK
Monday 14th December 2020

CONTENTS

| | |
|---|-------|
| AGM 2020 Agenda | 3 |
| AGM 2019 Minutes of Meeting | 4-7 |
| Chairman's Report 2020 (CJ Clements) | 8-10 |
| Board Secretary Report | 11 |
| Financial Report and presentation of Accounts | 12-23 |
| Supporting Statements for proposed Director Elections | 24 |
| Key Contacts | 25 |

AGENDA – AGM 2020

The AGM will take place from 7pm in order to transact the following business:-

- 1. Apologies for absence (please email the company secretary)**
- 2. Minutes of the 2019 AGM - enclosed**
- 3. Matters Arising**
- 4. Chairman's Report - enclosed**
- 5. Presentation of the Audited Accounts to be presented on the night**
- 6. Membership**
 - I. There are no changes to membership classes (Full, Associate, Junior)
 - II. We are proposing to increase Full Membership to £30 per annum, payable by January 31st of the year, this includes Club and League membership
 - III. We are proposing to retain affiliated membership (non voting) to £20 per year ditto

7. Director retirement by rotation

The Directors propose that Chris Clements is re-elected as a Director

8. For information

- The Directors propose the following to hold office in 2021, this will be confirmed at the January 2020 Board meeting
 - Chairman : CJ Clements (subject to being re-elected as a Director)
 - Finance Director and Company Secretary : JC Patey
- The Directors are giving notice that the new directors (listed below) will be put forward for election at a later date, Bio's and Photographs will be shared before the meeting. All 4 are full members and will be in attendance.
- Chris Parkinson
- Chris Mitty
- David Hanson
- Paul Taylor

Full and Honorary Members are reminded that if they are unable to attend the meeting, they can nominate a proxy to vote on their behalf. Anyone who wishes to do so must notify the Secretary to the Board in writing indicating the name of their proxy.

ANNUAL GENERAL MEETING

9th December 2019 at Tiddington Cricket Club

1. Welcome

- A welcome was given to the AGM and Members Forum led by Nic Pinhol, providing a summary of the running order and special thanks to the members for their continued support of Chairman, Chris Clements through his recent ill health.
- The members were invited to a light buffet in advance of the Annual General Meeting

Minutes of the Annual General Meeting

Directors: Chris Clements (CC), David King (DK), Margaret Stevens (MS), John Patey (JP)
Operational Board: Richard Giles (RG), Darryl Woods (DW), John Finch (JF), Fiona Currie (FC)
Staff: Tim Haworth (TH), Matt Barnes (MB), Ashley Rump (AR), Nic Pinhol (NP), Paul Short (PS)

Members:

Chaired by: Chris Clements

Minuted by: Matthew Barnes, revisions from the Directors

Opened: 19:00pm

Closed: 19:41pm

1. Apologies/Minutes

- JP noted apologies received from Gill and Roger Batty, Michael Geeson-Brown, Peter O'Neill (proxy vote passed to Julian Lawton-Smith), Robin Matthews and invited members to mention others who they were aware of.
- Paul White sent apologies for Rupert Evans.
- Alex Westbury, Zoe Pugh and Laura Crofts were both committed to work related activities and gave their apologies through the management structure.
- CC asked for minutes from last year's AGM to be edited to reflect Rupert's attendance.

2. Chairman's Report

- Julian Lawton-Smith (JLS) raised questions as to the management team structure and asked for the Chairman to provide information to the members. Julian had been informed of this on several occasions in long time consuming phone calls with the Chairman, during the latter's period of convalescence. CC provided clarity on the management structures, outlining that business governance will continue to be led by the statutory directors, who are liable through UK law, with the introduction of a new Operational Board alongside the professional workforce to support this.
- JLS raised that Paul Humphreys resignation as a Director was missing from the Chairman's report. CC pointed out that all of the appropriate procedures had been followed with Companies House and this is openly available on-line for inspection. The file copy of the report will be amended.

3. Finance Report

- Income and expenditure
 - i. JP explained that his significant work commitments have prevented him from submitting a written finance report for the AGM, but presented slides and a full summary on the accounts. He drew the members' attention to a number of items of income/expenditure:

- ii. Both the income and expenditure from Disability cricket had reduced following the decoupling from BBO, the impact had no impact on the net surplus for the year.
 - iii. Explained that the surplus in the Youth Player Pathway was as a result of the increased scale of the programme, impacted by direction from the ECB, with increased scope, greater contact time and more qualified coaches within sessions. It was pointed out that core staff costs relating to the Youth Player Pathway are accounted for elsewhere and that YPP overall is a loss making activity.
 - iv. Whilst it appears that funding from the ECB increased, this was revenue carried over from last year. On balance ECB revenues were flat across the two years.
 - v. The FY19 accounts include a cost provision of £15k in events, this is the estimated cost of hosting 5 First Class games over the next 5 years.
 - vi. Core staff costs reduced largely as a result of the recruitment lag, with employees George Setterfield and Shaz Khan leaving within the calendar year and Nick Pinhol moving to a reduced role due to academic commitments. This was the major contributing factor to the FY19 surplus.
 - vii. The accounts include a small tax bill relating to bank interest received in the year. This was still under discussion with our advisors, Wenn Townsend, there was a possibility that tax would also be due on earlier years bank interest income.
- o Balance sheet
 - i. The cash balance of over £200k in the accounts in part was attributable to circa £25k of early receipts in respect of FY20. The strong funding balance enables Oxfordshire Cricket to provide long-term security, both for its operation and for its employees.
 - ii. The Directors will review its reserves policy as part of its governance reform programme.
 - iii. We undertook an equipment refresh towards the end of the year, creditors includes amounts for bowling machines that were unpaid in September.
 - iv. JP thanked Tony Haines and his team at Wenn Townsend for their support of Oxfordshire Cricket in providing the Assurance Report.

4. Subscriptions

- o £20 for affiliated and non-affiliated members, the non-affiliated members do not have voting rights, £5 youth player membership taken from parent contribution to player pathway fees. All sub-£20 subscriptions are treated as donations.
- o The Directors recommended that all membership rates remain the same as the previous year, this was proposed by Andy Scarlett, seconded by Don Brooks and the motion carried by the attendees.

5. Director Retirement/Appointment

- o CC provided context as to this years Director rotation and outlined Dave Kling's ongoing commitment and the qualities that he brings to the Board.
- o Julian Lawton-Smith (JLS) questioned DK's suitability for the Director role given his work commitments, outlining that the management team for marketing and communications had not met since he commenced the role.
 - i. The Chairman was disappointed by these comments, as were the other Directors. Dave's responsibilities are far broader than spending time with an MT. It was felt that the criticism was unfounded, Dave himself requested Julian to list his grievance(s) and he would respond appropriately.

- ii. Other than Julian, Dave received full support from the rest of the members and was re-elected, proposed by John Patey and seconded by Richard Giles.
 - iii. The Chairman took full responsibility for the lack of formality over matters of management teams. His lack of formality in this area has rebounded on him. He took the opportunity to state the current position. The following MT's currently exist:-
 1. NCCA Management team led by John Finch
 2. Womens Management team led by Fiona Currie
 3. Adopted Coaches Association led by Darryl Woods
 4. Adopted Senior Adults also led by Darryl Woods
 - iv. All other MT's no longer exist, that is the Director's prerogative in discharging their responsibilities, as per the Articles of Association. Bye-laws 2 & 5 are in conflict as to how amendments to MT's are reported. The rule of thumb is that where a function is owned by a permanent or part-time member of staff there is no need for a MT. Where employees need support from volunteers then an MT is essential. More work is needed on adopting established groups but in the spirit of building a total cricket family this is the correct way forward.
- o Ros Porter raised concern as to the number of members present in the room.
 - i. The Chairman explained that of the 66 members paying £20, only 16 fall into the category of Directors or Workforce or Operational Board. The Directors have tried to make the AGM an attractive event by keeping it short and bolting on the first members forum of the year. This year we added in two excellent external speakers and added in a buffet.
 - ii. Membership accounts for 0.4% of our revenue. There are costs associated with the handbook, newsletters and labour. If we doubled our membership we would increase income by £1500 per year, with no guarantees that the AGM attendance would be increased. Other Forums, notably Parents (our biggest financial stakeholder) and Clubs (in our top 3 priorities for the next 5 years) are much better attended. When Nic Pinhol returns full time in June we will look to run one membership campaign at an appropriate time of the year.
 - iii. The Chairman reiterated his thoughts of 10 years ago when he made it clear that individual membership did not fit comfortably with Companies Limited by Guarantee. The new NCCA organisation has those challenges ahead of it, we have shared our experiences on the matter with Nick Archer.
 - o Don Brooks suggested that the bye-laws should be updated given they had not been done so since their introduction.
 - i. The Chairman agreed whole-heartedly, reiterating that both the Articles and Bye-Laws were originally written 10 years ago and despite more recent improvements are not always as clear as they should be and in some cases conflict in what they are trying to achieve.
 - ii. The 2020-4 strategy is to reform key elements of governance platform, as per ECB guidelines. In the short term we will be implementing some quick wins which will put to bed the Management Team issue. We will then embark on a much bigger piece of work which will consider our Charitable status. That might lead to a significant piece of work.

- Don Brooks stated that he was pleased with the progress of the Board in recent times and acknowledged the amount of growth and status that the organisation has achieved both locally and nationally.
- Fiona Currie was proposed as Director of Womens and Girls Cricket. Fiona was proposed by CJ Clements and seconded by Ros Porter. She was unanimously elected as the 5th Director.
 - i. The Chairman reminded the AGM that Fiona was the sole applicant for the role in January 2019 and was co-opted (1:5 ratio) in February. Since then Fiona has demonstrated great expertise in the W&G function dealing with an evolving National Strategy and also getting involved in wider Board issues e.g. temporary line management during a period of staff turnover and being actively involved in the recruitment of a new P&G Manager.
- As Company Secretary John Patey will instruct Companies House accordingly.

6. Updates from the Board

- CC reminded the meeting that the Directors themselves appointed specific Directorship roles, as a courtesy the meeting was informed that the intention was that Chris would continue as Chairman and JP as Finance Director and Company Secretary, these roles to be confirmed at the next meeting of the Directors in January.
- The Board has added a layer of Operational Board Members to the monthly Board meeting. The individuals will extend our reach to the Oxfordshire Cricket community.
 - i. John Finch - Board Member responsible for NCCA (and Mens 2nd X1 cricket).
 - ii. Darryl Woods - would represent the Coaches Association (Darryl is Chairman of the Oxfordshire .Coaches Association) and Senior cricket (50+ have adopted the Oxfordshire agreement, 60+ remain invited to attend should they wish to do so).
 - iii. Richard Giles - will Head up Disability Cricket now that we have withdrawn from the BBO regional Disability model.
 - iv. It is noted that there is room for further expansion of the operating Board but clear value would need to be demonstrated for each appointment.
 - v. Matt Barnes, Tim Haworth and Ashley Rump also attend the Board Meeting on a monthly basis as members of the Workforce Senior Management team.
- Nic Pinhol is a regular attendee as the manager responsible for the 2020-24 strategy document.
- The Board met 11 times during 2019, as planned.
- The following Forums were held during the year.
 - i. Parents Forum - x2
 - ii. Club Development - x1
 - iii. W&G Forum - x1
 - iv. Members Forum - x2 (out of a planned 3)
 - v. In addition Matt Barnes meets with his Senior Coaches on a regular basis
- We attended the Recreational Forum on 3 occasions during the year and held numerous meetings with the ECB on the CPA strategy and Governance reform.
- Matt Barnes has met with Sussex on 2 occasions in the year and is currently re-working the partnership agreement with Sussex and MCS for the duration of the 5 year strategy

2020 CHAIRMAN'S REPORT

2020 was the year when a global pandemic, Covid-19, threatened the very future of the game. Never before has cricket experienced such a sustained period of disruption. It presented a whole set of new challenges that none of us had experienced before. It was a year when public health took the overriding priority.

Until March 18th the year had started well. We had nearly completed our winter pathway programme and our participation programme was on a sound footing. We were about to communicate that our Boys under 18s had been promoted to the top tier of their national competition, that we had been one of only 10 non first class counties to be awarded a funded Elite Player Programme, and that the ECB had launched a new County Grants scheme which would have meant we had £85k to distribute to our affiliated clubs. At the time all of our programmes were running well and we had lots to look forward to.

On March 18th we conformed with government guidelines to shut down all cricket in the County. We adopted the national priorities of keeping everyone safe, protecting the future of the game and working in partnership. This inevitably led to making tough decisions.

During the period between March and June we met daily to discuss a wide set of issues ranging from employment implications, financial survival and maintaining interest in the game, we were genuinely concerned that clubs would run out of money and the game would lose its audience to other sports and other activities.

During lockdown we made good use of the government's furlough system which secured income for 6 of our salaried staff and over 40 coaches. We refunded parents for the incomplete winter training programme and they in turn donated 50% of that back. Clubs were supported via video conferencing and guidance was provided during all phases of the lockdown and the return to cricket plan. In total over £260K of funding was signposted to clubs largely from the government and some from the ECB. What was great to see was the lockdown activities driven by clubs and local cricketers. Whilst we supported the clubs they in turn were supporting the community, with some fantastic virtual quizzes, charity events and fundraisers. Whilst the lock down weeks were long, there were plenty of cricket related activities to do, we partnered with a software company to provide online learning through cricket and the team produced our own activity sheets to entertain our younger members. We hope that cricket helped with the wellbeing challenges that many had to endure. We sincerely hope that the hard work of the individuals involved will be recognised in the NatWest OSCAs scheme, they deserve it.

During July green shoots started to appear and gradually a return to cricket programme emerged. The plan involved an enormous amount of goodwill and the cricket community responded brilliantly. The detailed reports in the handbook will highlight the pure volume of activity that was undertaken in the period deep into September. The many leagues managed to run a half season programme, we completed a very condensed youth and senior competition programme and the mens and womens teams played a well planned and incredibly well supported friendly programme. We had a great response from schools regarding the Chance to Shine programme at a time when they had lots on their plate, The Disability programme started up in August and we entered into the spirit of the Womens and Girls September Festivals. We ran a free 8 week Pathway programme, attended by 95% of our young cricketers, funded by the generosity of the parent donations mentioned earlier. We also grew our membership by nearly 50% and I personally have never witnessed so many spectators at club and county cricket matches, enjoying their picnics and BBQs. Goodwill certainly generates goodwill.

All of these events were arranged 'on the hoof' and yet we managed to get there, a real credit to those involved in making it happen.

I have tried to avoid using the covid dictionary of media buzzwords, but there is one that I cannot avoid and that is the 'new normal'. What I do know is what I experienced by watching Saturday club cricket, youth cricket, virtual quizzes, charity events and county matches. Elements of the adapted game that we were forced to adopt both on and off the field looked very acceptable to me. Not being able to change and shower must have been a pain but everything else looked fine. One Chairman confided in me to say that his club had made more money over the bar in a shortened season than in a normal year.

At Director level my summary is this. The Directors, John, Fiona, Margaret and Dave supported us on a daily basis, (they have day jobs to do, I am lucky). They really are an excellent team of volunteer professionals and if you get the chance you should thank them for what they do. We thank Dave King for his period in office, our greatly improved communication and the development of Nic Pinhol is a credit to him. We wish him and his family well as they move back to their family home in Sussex.

At Board level, John Finch, despite breaking his leg, has excelled in his new role of Oxfordshire National Counties cricket. With the NCCA voting not to run a national programme he took it upon himself to organise a 5 week friendly programme which proved to be enormously beneficial. Aply supported by the coaches and captain, our very young squad left the season full of enthusiasm and expectation. Darryl Woods and Dick Giles were both very professional and found different ways of adding value. As coaches themselves they were furloughed and we thought it appropriate that they stood down temporarily from Board meetings. But as volunteers they really made their mark with the fantastic success of the masked cricketer and the Taverners match at the Downs (well done to Kieran as well). Both returned for the August Board meeting.

The workforce excelled during this challenge. Tim, Laura, Zoe, Alex and Paul all accepted being furloughed very professionally. Laura has since left us to embark on a career change but we thank her for her contribution as initially our softball co-ordinator and then as the W&G Development Officer. Alex, Zoe and Paul sprang back into action in August to deliver their respective programmes very successfully and I would like to thank the cricket community and schools for giving them so much support in difficult times. Tim kept the accounts going and managed the complexities of the furlough scheme very competently. The Welfare team (Lesley and Stuart) also kept an eye on things as we faced a new set of challenges. We would like to record our thanks to Wenn Townsend our auditors and to Kerry Whitfield, from Shaw Gibbs for providing such great HR support.

Matt, Ashley and Nic both grew with the challenge. In the early months of lockdown Matt was consumed by working on Coaches contracts, furlough agreements and parental engagement. In the later months he and Alex put together a comprehensive Pathway programme which included the overhead of covid risk assessment and security. Ashley grabbed the challenge of Club support and led on a series of forums which signposted £250k to affiliated clubs in Oxfordshire, plus managing his team on their individual programmes. Ashley has only been with us since last November and has already made big improvements to our Club engagement programme. Throughout all of this Nic provided the communication engine which kept the whole cricket community informed. These guys represent Oxfordshire very well indeed and they set high standards at a regional and national level. I would like to also thank the Club Chairman and members who helped us with the onward communication process from the ECB on matters of guidance.

John Patey's financial report will detail a very different year but I will headline some key messages. As we have said repeatedly in the past, the strength of our balance sheet has helped us cope with this very fractured year, reasonably comfortably. In the year we have kept costs in line with income and protected our cash. Any money we have received in the year which hasn't been spent has been carried forward in FY21. Obviously we want to continue to expand our programme and it is a priority that we identify alternative funding streams going forward.

We thank Andy Lees of the ECB for his support of Ashley, particularly over Club funding. We congratulate the coming together of the two Oxfordshire based Cricket Leagues (Cherwell and OCA) and wish them well in their future endeavours. Covid really highlighted the need for action in this area. We would also like to recognise the work of the Oxfordshire Officials Association. Great work went on in providing on-line training programmes; I also noted the number of new umpires that are appearing on the circuit. We look forward to completing the service level proposal presented to them just before lockdown.

In all I think the whole Oxfordshire Cricket Community went the extra mile to combat the threat to the game offered by Covid-19. You should all feel very proud. Who knows we could well be adapting again during 2021 and beyond, but we should feel comfortable that we can handle the situation and do our very best to preserve the game that we all serve with great commitment.

Chris Clements

Chairman

Oxfordshire Cricket Board Ltd

1/10/2020



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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
- Clubs and Schools
- Parents
- Volunteers
- Our Sponsors:-
 - Serious Cricket*
 - Chadlington Brewery*
 - ClubPay*
 - Hobs Reprographics*
 - Unipart*
 - BBC Radio Oxford*
- Our Partners:-
 - Sussex Cricket*
 - Magdalen College School*
 - ECB*
 - Chance to Shine*
 - Lord's & Lady Taverners*

BOARD SECRETARY REPORT

As Board Secretary, I can confirm that in the year to the 30th September 2020 the Board held twelve formal board meetings at which both workforce and invited guests also attended for parts of those meetings, in addition, the Directors also held six directors only meetings. The required quorum of directors was present at all of the meetings convened. Directors attendance was as follows:

Director number of meetings attended (max 12)

- C Clements 12
- F Currie 12
- D King 4
- M Stevens 10
- J Patey 11

Formal board meetings are convened either physically or online to discuss a prepared agenda with content and reports pre-circulated. Minutes of meeting discussions are prepared, approved and stored in a secure environment. Meeting contents will vary from meeting to meeting depending upon the short term requirements of the business, the time of year etc. Each area of the business will be reviewed in some detail at these meetings a minimum of once in every twelve month cycle. These meetings also periodically undertake a formal review of OCB policies, during the year the following policies have been reviewed and updated:

- Data Protection Policy
- Online Safety Policy
- Cookie Policy

All directors are voluntary and are consequently unpaid. Occasionally a director may incur expenses on behalf of the OCB while executing OCB business eg emergency purchase of hand sanitiser, rail fare to attend ECB meetings etc. in these circumstances it is entirely appropriate that these expenses are reimbursed, however in the majority of instances the directors have not claimed these expenses. The total amount of expenses reimbursed to directors during the year amounted to £0. There are no changes to the existing management teams. In 2021 we plan to hold a minimum of 3 members forums.

Nick Pinhol

Marketing and Commercial Manager, and Board Secretary



OXFORDSHIRE CRICKET

OXFORDSHIRE CRICKET BOARD LIMITED ANNUAL FINANCIAL REPORT FY20

(1ST OCTOBER 2019– 30TH SEPTEMBER 2020)

CONTENTS

PAGE

| | |
|---|-------|
| Finance Director Report FY20 | 13 |
| Assurance Report FY20 | 14 |
| Financial Policy FY20 | 15 |
| Income and Expenditure FY20 | 16 |
| Notes to Income and Expenditure FY20 | 17-18 |
| Balance Sheet FY20 | 19 |
| Notes to Balance Sheet FY20 | 20 |
| Deferred Income, Funds and Accruals FY20 | 21 |
| Notes on Deferred Income, Funds and Accruals FY20 | 22 |
| Election & Re-Election Statements | 23 |
| Contact information | 25 |

FINANCE DIRECTOR REPORT FY20

Throughout the second half of the year and during the peak of our summer playing season, the Covid-19 pandemic impacted our operations with an unprecedented level of disruption. Probably the importance of cricket and sport in general has never been so evident as it has been recently and it is to the credit of the wider cricket family that cricket is contributing such good to the health, well being and community spirit of the nation.

There are five important trends that have impacted the results for the year:

1. We have recognised less revenue in our income and expenditure account dropping from £522k to £348k. Put simply we have been unable to deliver all of the cricket we would have done in a normal year and therefore have earned less income.
2. Consequently, our costs to deliver that smaller program are lower, costs have dropped from £497k to £355k.
3. In common with many organisations we utilised government employment support schemes which saw most of our employees furloughed during part of the summer. We are thankful for the support received and the loyalty of the staff concerned.
4. Many of our funders including the ECB had already paid us the cash for delivery of the full FY20 programmes or have paid us future funding early, we therefore exit the year with a particularly strong cash balance (£353k vs £207k).
5. Where we have received cash in FY20 but have been unable to deliver the programme, we have deferred this revenue and will recognise it in the income and expenditure account in FY21 as we incur the costs of delivering that delayed program (matching the income against the expenditure).

We are not a profit making organisation, our financial goal is to reinvest all of our income into the game of cricket in Oxfordshire and we have to look to achieve that goal over a number of years, therefore in some years we will make a surplus in other years a deficit. During FY20 we made a deficit of £7,245, we planned on making a deficit following the surplus made in FY19 and therefore would consider this outcome satisfactory given the uncertainty and lack of visibility of the future that we experienced during the year. We are very grateful to our funders, the Parents, ECB, Chance to Shine and others who have enabled us to achieve this outcome.

Our workforce remains one of our strengths, all have risen to the challenges that have presented themselves this year and we are confident that they will continue their upward level of performance. The pandemic provided time to think, provided a reset and while much continues to change in how we live, breathe, consume and participate in cricket, our staff have proven themselves to be agile, inventive, supportive and resilient. Our budgets for 2020/21 indicate a small loss, however given significant uncertainty, in the short term our focus will continue to be to ensure we have adequate cash reserves such that we can withstand further periods of reduced revenue while continuing to develop cricket in Oxfordshire. We have a strong balance sheet, a good team and the wider cricket family has such collective resilience that we will navigate these volatile and difficult times and will emerge stronger.

The Board would very much like to thank Tony Haines and his team at Wenn Townsend for reviewing our financial information and for providing the Assurance Report attached in these accounts.

John Patey,

Finance Director

ASSURANCE REPORT FY20

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 2020 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 2020. 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 2020 and of its deficit for the year then ended and have been properly prepared in line with the Board's Articles of Association.

14th December 2020
Wenn Townsend

CHARTERED ACCOUNTANTS

FINANCIAL POLICY FY20

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 2020 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
14th December 2020

INCOME AND EXPENDITURE FY20

| <u>Income</u> | FY19 | FY20 | Variance | Notes |
|----------------------------------|-----------------|-----------------|-------------------|-------|
| Bank Interest | £1,670 | £1,578 | (£92) | 1 |
| Business Development-sponsors | £7,916 | £0 | (£7,916) | 2 |
| Clubs | £10,719 | £8,336 | (£2,384) | 3 |
| Coach Education | £400 | £1,311 | £911 | 4 |
| Disability | £7,061 | £11,507 | £4,446 | 5 |
| ECB Funding | £153,176 | £164,998 | £11,822 | 6 |
| Business Development Events | £16,788 | £992 | (£15,796) | 7 |
| NCCA Funding | £39,652 | £1,706 | (£37,946) | 8 |
| Membership/Donations | £4,041 | £4,553 | £512 | 9 |
| Youth Player Pathway | £219,539 | £140,344 | (£79,195) | 10 |
| Schools | £36,588 | £11,753 | (£24,835) | 11 |
| Street | £22,272 | (£200) | (£22,472) | 12 |
| Women & Girls | £2,165 | £846 | (£1,319) | 13 |
| Total Income | £521,988 | £347,724 | (£174,264) | |
| | | | | |
| <u>Expenses</u> | | | | 14 |
| Bad Debt Provision | £20 | £0 | (£20) | |
| Club Development | £12,097 | £8,015 | (£4,082) | |
| Coach Education Costs | £491 | £499 | £8 | 15 |
| Disability | £3,400 | £8,729 | £5,329 | 16 |
| Events | £20,736 | £880 | (£19,856) | |
| Office Costs & Professional Fees | £17,761 | £20,710 | £2,949 | 17 |
| Youth Pathway | £187,077 | £124,038 | (£63,039) | |
| Schools Programme | £21,141 | £12,052 | (£9,089) | |
| Senior Men | £49,513 | £4,089 | (£45,424) | |
| Senior Women | £4,647 | £1,077 | (£3,570) | |
| Staff Costs | £169,386 | £172,534 | £3,148 | 18 |
| Street | £7,157 | £8 | (£7,149) | 19 |
| W&G Development | £3,856 | £2,038 | (£1,818) | |
| Total Expenses | £497,282 | £354,669 | (£142,613) | |
| | | | | |
| <u>Surplus (Deficit)</u> | £24,706 | (£6,945) | (£31,651) | |
| Corporation Tax | £851 | £300 | (£551) | |
| | £23,855 | (£7,245) | (£31,100) | |

NOTES TO INCOME AND EXPENDITURE ACCOUNTS FY20

Note 1 - Bank Interest

Slightly lower interest rates in FY20

Note 2 - Sponsorship

Due to the curtailed cricket activities in the year, all sponsorship income was deferred until FY21 (see deferred income p21)

Note 3 - Clubs

A reduction in income received via club affiliation, plus loss of BT/WB related income streams (bar/BBQ) & no groundsman's trailer.

Note 4 – Coach Education

Oxfordshire ran Safe Hands courses, generating £870 of additional income in FY20

Note 5 – Disability

Oxfordshire successfully bid for additional “Super 1” funding to expand our programme

Note 6 – ECB Funding

A 7.5% increase in overall ECB funding via the new CPA in 2020

Note 7 - Business Development & Events

A steep drop in income due to the enforced cancellation of events/French student courses.

Note 8 - National Counties

No NCCA programme in 2020.

Note 9 - Membership

A 12.5% increase reflects a successful Summer campaign to expand our Membership

Note 10 – Youth Player Pathway

Covid-19 severely impacted this programme until the end of July

Note 11 – Schools Programme

Covid-19 wiped out all delivery from end of March

Note 12 –Street

No Street delivery in FY20 & £200 “refunded” to Oxford City Council, due to 2019 Mela cancelation

Note 13 –Women & Girls

A reduction in delivery in this sector due to Covid-19

Note 14 – Expenses Generally

As you would expect with our delivery impacted by Covid-19, our costs have fallen proportionally too. Where this has not been the case, a specific note has been added.

Note 15 – Coach Education Costs

Some additional costs have been incurred in relation to running a Safe Hands course.

Note 16 – Disability Costs

Costs in this sector have risen, due to the expansion of our funded programme

Note 17 – Office Costs & Professional fees

An increase of 16% in FY20 is associated with additional specialist HR advice, relating to furlough arrangements & updated employment contracts plus an increase in audit charges.

Note 18 – Staff Costs

Employment costs throughout the I&E account are shown net of receipts from the Government Job Retention Scheme. These receipts totalled £68k and are shown in the relevant expense headings eg core Staff Costs, Youth Pathway etc.

We exited the year with the following staff:-

Full time - 5

Performance Manager

P&G Manager

Marketing & Communication Manager

Cricket Development & Competitions Officer

Cricket Development Officer & C2S Lead

Part Time - 1

Accountant & Finance Manager - 0.4

Pathway Administrator- 0.6

Staff costs were slightly up due to an increase in statutory pension contributions in 2019.

Note 19 –Street

No Street delivery in FY20

BALANCE SHEET FY20

| | As at 30/9/19 | As at 30/9/20 | Variance | Note |
|---------------------------------------|----------------|----------------|----------------|------|
| | £ | £ | £ | |
| Current Assets | | | | |
| | | | | |
| Cash in Bank | 206,502 | 353,546 | 147,044 | 1 |
| Debtors | 3,450 | 7,393 | 3,943 | 2 |
| Net Current Assets | 209,952 | 360,939 | 150,987 | |
| Current Liabilities | | | | |
| Creditors | 17,438 | 10,476 | (6,962) | 3 |
| Tax and National Insurance | 4,717 | 5,086 | 369 | 4 |
| Total Current Liabilities | 22,155 | 15,562 | (6,593) | |
| Accruals and Deferred Income | 79,624 | 244,449 | 164,285 | 5 |
| Total Net Assets (Liabilities) | 108,173 | 100,928 | (7,245) | |
| Capital and Reserves | | | | |
| Opening Balance Equity | 84,318 | 108,173 | 23,855 | |
| Surplus/(Deficit) for the year | 23,855 | (7,245) | (31,100) | |
| Total Capital and Reserves | 108,173 | 100,928 | (7,245) | |

NOTES TO BALANCE SHEET FY20

Note 1 - Cash in Bank

Our cash balances on the 30/9/2020 were £353K, a large increase of £147K over the year; this reflects the fact that many stakeholders paid us for delivery of programmes in FY20, that we have been unable to deliver (no expenditure). In these circumstances we have deferred the income to FY21, to match against future costs of delivering those programmes (see note 5). In order to help protect the wider game, we also received cash in FY20 from the ECB, in respect of FY21 core funding, this income has similarly been deferred to next year (see note 5)

Note 2 - Debtors

Debtors includes £5,680 in respect of deposits paid for 2020 cancelled tours which will either be refunded or used for 2021 tours

Note 3 - Creditors

A lower year end creditor figure, reflecting the reduction in activity.

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 Note 1 & separate notes on Accruals & Deferred Income

DEFERRED INCOME, FUNDS AND ACCRUALS FY20

| Title | Note | FY19 | FY20 | Variance |
|--|------|---------------|----------------|----------------|
| Academy Fund ¹ | | 1,114 | 1,114 | 0 |
| All Stars | | 210 | 0 | (210) |
| Balance sheet accruals ² | | 625 | 700 | 75 |
| Business Development Fund ³ | | 10,000 | 10,000 | 0 |
| Capital Investment Fund ⁴ | | 1,500 | 2,000 | 500 |
| Competitions Fund ⁵ | | 5,671 | 5,671 | 0 |
| Competition Men's Indoor ⁶ | | 0 | 1,300 | 1,300 |
| Community Street Cricket Fund | | 242 | 242 | 0 |
| Disability Fund ⁷ | | 1,587 | 0 | (1,587) |
| ECB Core Funding advance ⁸ | | 0 | 49,510 | 49,510 |
| EPP Funding advance ⁹ | | 0 | 31,500 | 31,500 |
| FCC Fixture Accruals | | 15,000 | 15,000 | 0 |
| Hardship Fund ¹⁰ | | 1,877 | 1,877 | 0 |
| National Counties Cricket Funding advance ⁹ | | 0 | 13,500 | 13,500 |
| National Counties Cricket Reserve ¹¹ | | 5,798 | 5,798 | 0 |
| MK Disability Fund ¹² | | 53 | 53 | 0 |
| Schools Coaching Reserve ¹³ | | 8,218 | 8,218 | 0 |
| Schools Funding advance ⁹ | | 0 | 15,000 | 15,000 |
| Simon Porter Fund ¹⁴ | | 988 | 600 | (388) |
| Sponsorship Income deferred ¹⁵ | | 0 | 2,500 | 2,500 |
| Staff Loyalty Fund ¹⁶ | | 0 | 5,362 | 5,362 |
| Women & Girls Funding advance ⁹ | | 0 | 15,504 | 15,504 |
| Youth Pathway ¹⁷ | | 26,741 | 59,000 | 32,259 |
| TOTAL | | 79,624 | 244,449 | 164,825 |

NOTES TO DEFERRED INCOME, FUNDS AND ACCRUALS FY20

Note 1 – Academy Fund

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

Note 2 – Balance Sheet Accruals

Audit fee accrual to reflect Wenn Townsend charges

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, Wilf Bennett and OCB funds set aside for the long term financial support of Adult T20 competitions. We did not need to draw down on this fund to finance the compacted 2020 competitions.

Note 6- Men's Indoor costs

A reserve to meet the costs associated with our 2020 competitions, which have yet to be paid

Note 7- Disability Cricket

This was drawn down and spent in FY20

Note 8 & 9- Various Funding Advances

As delivery of programmes were curtailed in FY20, several funders asked us to carry forward tranches of funding to use for delivery in FY21

Note 10 - Hardship Fund

We did not need to draw on this reserve fund to fund awards in FY20

Note 11 – National Counties Cricket Reserve

No draw on reserves was required.

Note 12 - MK Disability Fund

A small balance of a dedicated fund relating to BBO disability activity in Milton Keynes which has subsequently been returned to Bucks Cricket.

Note 13 - Schools Coaching reserve

£8,218 remains in reserve for coaching activities.

Note 14- Simon Porter Fund

Funding of loG course for £388 in the year; balance of £600 carried forward.

Note 15 – Sponsorship Income Deferred

Due to the severe disruption to our programmes during the Summer of 2020, The Board deemed FY20 to be a “fallow” year for our sponsors; £2,500 of income was therefore deferred to FY21

Note 16- Staff Loyalty Fund

We have a reliable and professional cohort of zero based hours and permanent workforce employees, who endured reduced income, during periods of furlough. In order to retain this workforce and enable a fast start to cricket in the late summer and autumn, we created a reserve to compensate loyal staff, who returned post furlough.

Note 17 – Youth Player Pathway

Income & forward expenditure relating to our 2020/21 Pathway programme

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

Re-election: Chris Clements



I am married to Sandra and we have a daughter, Kate. I live in Wheatley and have done so all of my life. I retired from my role as Director at RM plc in September 2015. Since then I have undertaken several consultancy and voluntary roles, with Oxfordshire Cricket consuming a large amount of my volunteer time. This is my 51st year of some level of involvement in Oxfordshire Cricket.

I attended Lord Williams's Grammar School, Thame, where John Foster and Dick Procktor were my cricketing mentors. As a player I joined Tiddington at the age of 14 moving to North Oxford CC at the age of 18. I owe so much to those clubs in terms of helping me develop as a young person and as a cricketer. After the merger with Bicester I chaired BNOCC for 5 years before retiring from club cricket at the age of 45. I was very fortunate to represent my county at U15 and U19 level (note only 2 age groups in those days) and then to go on and play for Oxfordshire ~80 times. Cycling or catching the bus to St Edwards, on a Friday night, in the summer to be coached by the late Brian Edrich was the extent of the youth coaching programme in those days. At the age of 28 I took up my first Oxfordshire Committee position and went on to perform various roles across the cricket, youth, coaching and competitions committees of the old Oxfordshire County Cricket Club and Oxfordshire County Cricket organisations. I have been involved in some capacity ever since.

KEY CONTACTS

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| | | |
|---|--------------|--|
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| | | |
|--|--------------|--|
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Directors: C.J. Clements (Chairman), J.C. Patey, Margaret Stevens, F Currie.



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