

Minutes
MKINL Committee Meeting 28/9/17

Present:

Katrina Hird	Chairman	<i>KH</i>	Sara Parsons	Results	<i>SP</i>
Jane Halsey	Vice Chair	<i>JH</i>	Lynne Foster-Jones	Minutes	<i>LFJ</i>
Audrey Castle	Umpiring Secretary	<i>AC</i>	Hayley Sinclair	Affiliations	<i>HS</i>
Emily Winship	Secretary	<i>EW</i>			

Apologies:

Gemma Loud	Treasurer	<i>GL</i>	Julia Pearse	Duty	<i>JP</i>
Claudette DaCosta	PR	<i>CDC</i>			

Action
(who / date)

- 1 KH welcomed all members to the meeting.

Update from last meeting

- 2 In response to Point 4 (Minutes 31/8/17), TI of **Netball United** has emailed the Committee. The Committee would like to confirm that the Minutes from 31/8/17 are not factually incorrect and will therefore not be amended however, the Committee agree that, from the information provided by TI at the meeting held on 31/8/17 before the main Committee meeting, there is no conflict of interest between TI and the League Constitution as it currently stands.

Items still outstanding from previous meeting

- 3 The Committee voted unanimously to produce a Quarterly Newsletter for the league. It is intended to send the first Newsletter via mailshot by 30/9/17 and then one around Christmas-time, March 2018 and May 2018. Initially, JH will be responsible for collating all the information and putting together the Newsletter. EW to circulate. **JH to send proof 29/9/17**
EW 30/9/17
- 4 The 2016/2017 accounts have been reviewed by an independent accountant who has sent recommendations (Appendix 2). The Committee will discuss whether to accept the recommendations or not at the next meeting/ **All**
26/10/17
- 5 All Match fees from last season are paid to date except **Netball United**, who owe £20 (previous email to NU had an error in it but the monies are owed). GL to email club and request that payment be made with first payment for this year's match fees. GL to confirm whether NU have paid the £20 owing from last season. **GL**
ASAP
- 6 We need to amend the signatories on the Lloyds bank account as the Chairman / Vice Chairman have changed. JH to complete the forms online & take into the bank to add herself and to remove the previous Chairman. **JH**
by 31/10/17
- 7 The Committee voted unanimously to close the NatWest bank account (which has not been in use for some time) and to move the remaining monies (around £800) to the Lloyds bank account. KH to draft a letter for the previous Chairman and LFJ to sign (as the signatories had not been changed since LFJ resigned as Treasurer). **KH**
by 31/10/17

- 8 EW to send CDC the photos taken at the AGM, with a view to putting them on Facebook. Any member whose photograph was taken at the AGM, and who does NOT wish their photo be used, must email the Committee on mknlcontact@gmail.com by close of play on 30 Sept 2017.

EW / CDC
30/9/17

Correspondence

- 9 Email rec'd from JT of **Netters Ice** – talent-identification does not take place in time to submit TI forms to Committee. AC advised that as Regional Matches are about to start this week, the TI forms should be available shortly. EW to email JT and ask when we can have the forms.
- 10 NB from **Lightning** has emailed to apologise for their umpire not turning up at the correct venue on 12/9/17. Lightning will pay both umpires for the match that was affected. Thanks from both Lightning and the Committee, go to Kym Dennis who stepped in to umpire, so that a friendly match could be played.
- 11 Email rec'd from TI of **Netball United** regarding whether NU Beginner Umpires, who are working towards their C Awards, can be allowed to umpire Div 2. AC has confirmed that AM passed her pre-assessment so is certified to do Div 2. The umpire list reflects this.
- 12 AT from **Netters Diamonds** emailed with a general umpiring query, to which AC has responded. She has also said “whilst emailing, I just wanted to thank you and the committee for all you do in voluntary roles to support the league”. Thanks AT – it is nice to be recognised for this!
- 14 Additional email from AT from **Netters Diamonds** rec'd. The Committee can confirm that Netters Ice were not offered a 2nd team place in the Div 1 for this season.
- 15 Email rec'd from TI at **Netball United** regarding umpiring bleep test requirement of league. Please refer to Point 20 in the minutes of 31/8/17 and Rule 5.2.7 (both available on the MKINL website).
- 16 Email from **Wingrave Zodiacs** regarding non-payment of umpire at match on 26th September – HS to check duty sheets and let them know who needs to be paid.
ALL TEAMS PLEASE REMEMBER TO PAY YOUR UMPIRE ON THE NIGHT
- 17 Email from **Netters Blaze** querying Court Etiquette, specifically if “ANY umpire (with or without a mentor) is allowed in the hall, as watching other umpires / watching other games improves your umpiring?” The Committee can confirm that any umpire is allowed in the Sports Hall during any match, regardless of whether they are umpiring or not.
- 18 The List of Correspondence dealt with between this meeting and the previous meeting, can be found in Appendix 1.

EW
ASAP

HS
ASAP

Affiliations

- 19 19/9/17
LB Comets played an unaffiliated player (JP). This was due to the player needing to be 2nd-claimed but hadn't been. LB Comets receive a 1 point deduction. In line with MKINL rule 3.3, the result of the game will stand (as LB Comets were not the winning team).

- 20 19/9/17
LB Bombers played an unaffiliated player (RD). This was due to the player needing to be 2nd-claimed but hadn't been. LB Bombers receive a 1 point deduction. In line with MKINL rule 3.3, the match is deemed void (a draw) with the possibility of a replay at season end (Appendix 3).
- 21 HS to email teams if their Master Signature Sheet contains players that aren't affiliated to the League
- 22 Thanks to all teams for affiliating successfully and on time and to HS for helping them to do this!

**HS
Ongoing**

Players who played up

	Affiliated to:	Played up to:
AMG	Panthers Storm	Panthers Jets
TS	Panthers Onyx	Panthers Storm
LG	NU Zodiacs	NU Aztecs
SP	NU Aztecs	NU Trojans
CB	NU Aztecs	NU Trojans

Umpiring

- 23 There are 3 upcoming Umpiring courses, full details available on Facebook and at www.netballnorthbucks.co.uk . Dates are:

C Award – 15/10/17, Aylesbury High School
B Award – 22/10/17, Fernhill School, Farnborough
Into Officiating – 05/11/17, Aylesbury High School
- 24 Jo Kelly will be attending the Umpiring Forum on 9/1/18.
- 25 Carolyn Davies has been ill recently and the Committee would like to wish her all the best for a speedy recovery.
- 26 5 people attended an Into Officiating Course before the season started; AC to visit their training sessions to provide some mentoring. **AC**
- 27 4 people are waiting to take their C Award practical test. Any Beginner Umpire awaiting their C Award practical test, will be allowed to umpire a Championship or Div 1 match in preparation for the practical, with AC present for the entire match. All teams will be advised in advance of such matches. **AC**
- 28 AC to assess BP for Prem approval . **AC**
- 29 Anyone who is working towards any umpiring qualification, please get in touch with AC at mkinlumpiringsecretary@gmail.com .

Duty

30 12/9/17

- Duty box not found by WLC for start of match. Scoreboard has disappeared despite manager confirming it was there prior to start of season. JP to pop in to see them.
- Insufficient score cards at WLC; score cards were all there when duty box was dropped off at venue and there are blank cards available as well.
- Breezers at BLC unhappy to pay umpire for friendly match – see Point 10
- Master signature sheets handed in by NU Aztecs, Panthers Jets, Time Systems, Lightning, MK Ballers, NU Trojans, Olney 1st, Netters Flames and MK Sapphires.

JP

31 19/9/17

- The Committee cancelled the Netters Ice v Ashmore game at BC due to the M1 being closed in both directions. The game will be re-scheduled. Big thanks to Lesley Hales of Panthers Storm for stepping in and umpiring the 2nd match at BC, due to the SAS umpire being unable to get there due to the M1 closure.
- No score card for 8pm game and only 1 set of scorecards at BC; score cards were all there when duty box was dropped off at venue and there are blank cards available as well.
- Score board missing at WLC – JP to pop in to see them.
- BLC - insufficient score cards, missing zero on the score board and no fixture list in box. Play stopped during Q4 of 1st match as eggs were thrown through the fire doors onto the court. The incident was reported to Leisure Centre staff at the time but *the Committee would like to remind everyone that the Fire Doors must be kept shut at all times.*
- Chelbridge GA refused to shake hands with Brackley GK and GD at end of match.
- Master signature sheets handed in by Netters Diamonds, Sapphires, Futureprint, Amber Jets, NU Amazons, Dragons.

JP

32 Duty box from Radcliffe is with JP but the scoreboard from Radcliffe is not – JP to investigate with Radcliffe.

JP

33 All scoreboards were collected in over the summer – except Woughton Leisure and Bletchley College.

34 Score boards re-distributed to Hazeley, BLC and Shenley.

35 2 new hand bells purchased so all boxes have a bell to ring at the end of each quarter.

36 There were just enough sheets on the remaining duty pads to cover us until Christmas. JP has one quote for new pads; she will get a couple more to compare before ordering.

JP

37 Copies of all new paperwork for the 2017/18 season are in a plastic wallet in each duty box – including the most recent umpire list, and fixtures.

PR

38 CDC has not received any website information from the previous website designer that the committee was using and so went with the company that she knows. CDC to advise whether there are any charges for them doing it or an annual fee for having it.

CDC

Results

39 All up to date on the website

Treasury

Not discussed as Treasurer on holiday & report not submitted.

AOB

40 KH attended the NBNA meeting on 4/9/17. Aylesbury have offered their help / advice if we need it on anything.

41 The Committee voted unanimously to a contribution of £150.00 to a Committee Christmas dinner in recognition of all the time & effort spent by everyone to ensure the smooth and safe running of the League.

LFJ to organise.

LFJ

Next Committee Meeting

26 October 2017

Appendix 1

MKINL Correspondence

- Email from JT requesting extension to affiliation deadline due to extenuating circumstances – to be discussed at next committee meeting
- Updated team contact list sent to all teams
- Emails received - changes to team contact details
- Updated team contact list sent to all teams
- Emails received – changes to umpire details
- Updated umpire list sent to all teams
- Email received from Chelbridge to thank committee regarding umpire decision
- Query from Storm NC regarding new umpires – umpire form sent
- Query from Cranfield Roses regarding new umpire – umpire form sent
- Affiliation of new player email received from Cranfield Roses – forwarded to Affiliations Officer
- Email received from JT regarding umpiring opportunities – sent to all umpires
- Emails received from 4 players looking for teams – put in touch with teams looking for players
- Email from parent querying age of league players – reply sent
- Email from umpire with change of telephone number – umpire list updated
- Email from Storm NC confirming umpire details – umpire list updated
- Emails received regarding regional umpire email sent to umpires on behalf of JT – no attachments – attachments requested from JT – received and sent to all umpires
- Email from KR regarding umpire list contact information – umpire list updated
- Updated umpire list sent to MKINL members
- Email from CC with updated telephone number for umpire contact list – umpire list updated
- Email from JT requesting fixtures – fixtures re sent
- Email from Storm NC with new umpire details – umpire list updated
- August MKINL Minutes emailed to all team contacts
- Updated division list sent to all team contacts
- Updated umpire list sent to all MKINL members
- Email received from team looking to join the league – response emailed
- Email received from team looking to join Summer League – response emailed
- Email from NB at Lightning – apologies and explanation for non-arrival of umpire at BLC – to be discussed by committee at next meeting - 28th September 2017
- Email from netball united re umpiring – Umpiring Secretary to respond
- Email from Netters Diamonds re umpiring – forwarded to Umpiring Secretary
- Master signature sheet received from Storm NC – forwarded to Affiliations Officer
- Email received from Storm NC with new umpire details (SK) – will add to umpire list once confirmed by Umpiring Secretary – confirmed and added to umpire list 26/09/2017
- Email received from player looking to join a team – put in touch with team looking for players
- Email received from CL asking for MKINL Umpire number – response sent
- Email from Netters Diamonds regarding placement of Netters Ice in Division 1 – to be discussed at committee meeting on 28th September
- Affiliation receipt from LBNC received for additions – forwarded to Affiliations Officer
- Email received from player looking for a team – put in touch with team looking for players
- Email received from Dynamos asking for banking details of MKINL – forwarded to MKINL Treasurer – reply sent
- Email query regarding entry to league – reply sent
- Email from Brackley Eagles regarding high temperature at BLC on Tuesday 19th September – forwarded to MKINL Treasurer – Treasurer contacted BLC
- Email from Wingrave Zodiacs regarding ED umpiring – forwarded to Umpiring Secretary – ED added to umpire list

- Email from Wingrave Zodiacs querying court and umpire fees – reply sent
- Email from player looking for a team – put in touch with team looking for players
- Email received regarding purse left at Hazeley containing £12 and nail clippers – please let us know if you have lost a purse
- Email from player looking for team – put in touch with team looking for players
- Email from TI, netball united, regarding minutes from last meeting, TI not happy with what has been recorded in minutes regarding meeting with committee on 31st August 2017 – to be discussed at MKINL meeting on 28/09/2017
- Email from TI, netball united, regarding umpiring bleep test requirement of league – to be discussed at MKINL meeting on 28/09/2017
- Updated umpire list emailed to MKINL members
- Email from Wingrave Zodiacs regarding non-payment of umpire at match on 26th September – MKINL to check duty sheets to assist with finding out who requires payment. Also queried if they have paid match fees into correct account – to check with MKINL Treasurer – confirmed they have paid match fees correctly
- Email from Netters blaze querying Court Etiquette specifically if ‘ANY umpire (with or without a mentor) is allowed in the hall, as watching other umpires / watching other games improves your umpiring?’
- Master signature sheet received from Amazons, forwarded to Affiliations Officer.

Appendix 2

25th July 2017

Dear Katrina

Thank you for instructing me to inspect the accounts, which I received on 4th July, I have inspected the payments and expenses, and have provided a report based on my findings below:

Accounts of MKINL year ended 31st May 2017

The bank balance as per statements at 31st May 2017

Lloyds £10220.74

NatWest £784.68

- There was no cash held at 31st May 2017, no inspection has been made of cash based transactions.
- The accounts are prepared on a cash basis, with payments being recorded as they are made.
- All cheque payments not cleared at 31st May 2016 have now been cashed.
- There are £200 cash/cheques marked as received in the books, but not received in the bank account, there are cheques paid in early in the new financial year totalling this amount.
- Actual receipts are measured against expected income.

Recommendations and notes

1. There is no paper record for the annual Moon fruit payment £11.99, all other payments are backed up with an appropriate invoice or expenses claim.
2. It would be helpful to keep a separate record of payments made to C Salt, where invoices are partially settled on a regular basis.
3. It would be helpful to include invoices and credit notes contra`d in the cashbook.
4. It would be helpful to have the pay in slip recorded on the spreadsheet for ease of reference.
5. All receipts & payments are recorded in a spreadsheet correctly,
6. The paying in book containing Receipt number 500001, paid in 4th April is missing, however the receipts have been correctly recorded.
7. Keep a record of cheques received but not cleared at year end.
8. At the end of 2015/16 an accrual was made for various expenses which were paid for in 2016/17, there is £120 of this amount unused, no accruals have been made for 2016/17.
9. There is a significant debt outstanding for venue hire, not in line with the previous years. The expected costs need to be checked.

BlackCat Accounts Ltd Registered in England and Wales no. 08104816

In conclusion, I can confirm that the attached accounts have been prepared from the books, vouchers and information supplied and I certify them to be in accordance therewith.

Please let me know if I can be of any further assistance

Yours Sincerely

By email

Claire Disley Black
BlackCat Accounts Ltd

Appendix 3

Matches to be considered for re-playing at end of Fixtures

Date of Game	Match	Reason
19/9/17	LB Bombers vs. Chelbridge Arrows	LB Bombers played unaffiliated player & won match
19/9/17	Netters Ice vs. Ashmore	Cancelled by Committee due to M1 closure