PLYMOUTH BRIDGE CLUB CIO

MINUTES OF TRUSTEES MEETING HELD IN PLYMOUTH BRIDGE CLUB ON 11th MAY **2026 AT 4.30PM**

Attendees:	Jeremy Henderson	Chair
	Mel Melville-Brown	Vice Chair
	Allan Simpson	Treasurer
	Andy Carpenter	Secretary
	Steve Lacey	Committee
	Diane McGregor	Committee
	Gill Seymour	Committee
	Rachael Walters	Committee

1. Apologies

1.1 Apologies were received from Ailie Henry.

2. Minutes of Committee Meeting 23rd March 2026

2.1 The minutes of the Committee meeting were accepted.

3. Matters Arising

3.1 None

4. Treasurer's Report

4.1 Allan presented the Financial Summary up to 30th April. Total Income was £9,113. Total Expenditure was £8,379 with depreciation of £583. There is a surplus of £151 to 30h April.

4.2 Allan advised that face to face averages were slightly up so there was slightly more income.

4.3 Allan noted that insurance is shown for the full year thus reducing the surplus by around £1,200 on a proportionate basis at the end of April.

4.4 The 35 day liquidity account was discussed and it was agreed that it should be retained to cover unforeseen expenses.

4.5 Charity Commission Annual Report
Allan is preparing the submission for the period 22nd October 2024 to 31st December 2025.
It was agreed that he would submit the Trustees Annual Report prepared for the Annual General meeting with the accounts for the period.

4.6 HMRC
Allan advised that charities are usually required to submit tax returns every 3 years. HMRC has requested a tax return to be completed by 31st December 2026 for the year ending 31st December 2025. The period from 22nd October 2024 to 31st December 2024 is exempt. Allan has produced

accounts for the year in question and is in the process of reconciling the Balance Sheet at 31st December 2025.
Allan and Andy will discuss to complete the reconciliation.
Since 1st April filing has to be carried out with commercial software in a recognised format.
Allan has approached four vendors to quote for software for the CT600E exemption form for Charities. He has had 1 response for £25 +VAT. It was agreed that Allan should purchase the software.

4.7 Bank signatories
Allan advised that the club needs to complete a new mandate to make changes to bank signatories to remove one old signatory and the old Chair and add the new Chair.
The Finance sub-committee – Allan, Jeremy, Andy and Steve will minute a meeting to request Santander to change the signatories accordingly. ID of Passport and Driving Licence is required for each signatory.

4.8 Gas, Electricity
Allan advised that the fixed term contract ends at the end of September 2026. The club has used Watts Utilities (broker) and Positive Energy (supplier) in the past and Allan proposes to do so again. Prices are not varying very much but standing charges are. As the club does not use a lot of electricity the club should establish which contract gives the club the best deal. It was agreed that Allan should go ahead on this basis.

4.9 Bank account
Ailie has ascertained that Nationwide has accounts for charities. The monthly service charge of £4.99 is likely to be adopted across banks and is a small amount compared with the investment income that can be generated by depositing funds. It was agreed to keep the account with Santander.

4.10 It was proposed and agreed that Clare's hourly rate be increased to £18.50. Mel and Ailie will agree with Clare a schedule of work to be done to make the best use of Clare's hour per weekday.

5. Membership Secretary's Report

5.1 Subscriptions were due for renewal on 1st April. 11 members have not yet renewed. Allan expects 5 or 6 will renew. 3 members are not renewing.

6. Property sub-committee report

6.1 Mel circulated the draft final report this morning but not many of the Committee have had a chance to read it. The main recommendation is that the club doesn't move presently. Mel asked for comments and some information to finalise the report. A separate meeting will be convened to discuss the way forward.

7. Building Maintenance

7.1 None

8. Correspondence

8.1 Andy advised that the honours boards are now up to date.

9. Any Other Business

9.1 The situation of the fire exit and outside door was discussed and it was agreed to install a thumb turn lock on the outside door doing away with the need for a key.
The fire exit upstairs will be checked at the same time.

9.2 Gill has drafted an updated lettings agreement. The Chess club has asked to use the trophy room. The teaching group will be able to use the upstairs room previously used by the Chess club. The lettings agreement will be discussed at the next meeting and then a meeting will be held with the Chess club accordingly.

10. Date of Next Meeting

10.1 The date of the next meeting is Monday 1st June 2026 at 4.30pm specifically to discuss the property report and the lettings agreement.