PLYMOUTH BRIDGE CLUB CIO

MINUTES OF TRUSTEES MEETING HELD VIA ZOOM AND IN PLYMOUTH BRIDGE CLUB ON 13th JANUARY 2025 AT 5PM

Attendees:	Mel Melville-Brown	Vice Chair
	Allan Simpson	Treasurer
	Andy Carpenter	Secretary
	Bruce Foster	Committee
	Rachael Walters	Committee
	Gill Seymour	Committee
	Diane McGregor	Committee
	Ailie Henry	Committee

Mel Melville-Brown chaired the meeting in Steve Lacey's absence.

1. Apologies

1.1 Apologies were received from Steve Lacey and Charles Greenlees.

2. Minutes of Committee Meeting 18th November 2024

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 31st December. Total Income was £22,947.28. Total Expenditure was £18,836.32 with depreciation of £1,221.75 and loss on disposal of fixed assets of £660.37. There is a surplus of £2,228.84 to 31st December. There will be small changes in the annual accounts including services used in December 2024 paid for in January 2025.

4.2 Allan commented on the Budget sheet. The face to face income was based on the 2023 figures and the gas and electricity costs on the kwh used in 2023. Actual income reflected that we didn't play face to face on a Monday until June 2024. We used 27% more gas and 3% more electricity this year. The increased water costs arise from the leak in the downstairs ladies toilet which was not recognised for a number of weeks. Catering costs were higher due to more face to face sessions. The painting of the building was deferred.

5. Membership Secretary's Report

5.1 Allan reported that we had accepted 2 new members and so there are 114 members currently after one member moved away. The criteria for accepting members will be reviewed this year.

6. Charitable Incorporated Organisation (CIO) progress report

6.1 Allan reported that we had asked Gard & Co to prepare a deed of retirement to formally remove Jenny Young as a Trustee. Jenny has taken her documents to Gard & Co. We will then ask Gard & Co's conveyancing department to change the proprietors to Andy Carpenter and Ailie Henry. A separate solicitor needs to represent the CIO on the transfer of assets. Ailie thought it might be sufficient to use conveyancers. The deed of retirement will cost £250. We have not received a quote from the conveyancing department as yet.

6.2 Allan reported on the changes with bank accounts and suppliers. We won't receive business rate relief but we will get an 80% reduction as a charity. Allan has submitted an online registration as a charity with HMRC Allan has some documents to send to them and they will respond in 6 to 8 weeks. Allan, Andy and Steve will be registered to claim gift aid on subscriptions. Allan reported that the insurance renewal had been received and it was agreed to get Trustee indemnity included in the renewal or take out a separate policy.
Mel thanked Allan for his work on setting up the CIO.

7. Building Maintenance

7.1 The 6 monthly fire inspection has been completed satisfactorily.

7.2 The damp patch in the downstairs playing room was photographed in 2020 and is exactly the same. The contact number for the landlords next door has been obtained.

7.3 Jeremy has cleared the gutters and applied mastic relating to the dampness in the upstairs gents toilet. The grill to the fire escape grating for access to the flat roof needs to be checked and opened on a 3 monthly basis.

8. Correspondence

8.1 None

9. Any Other Business

9.1 None.

10. Date of Next Meeting

10.1 The date of the next meeting is Monday 10h March 2025 at 5pm.

10.2 The Annual General Meeting will be held on Monday 24th March 2025 at 6pm.