PLYMOUTH BRIDGE CLUB CIO

MINUTES OF TRUSTEES MEETING HELD VIA ZOOM AND IN PLYMOUTH BRIDGE CLUB ON 24th MARCH 2025 AT 5PM

Attendees:	Steve Lacey	Chair
	Mel Melville-Brown	Vice Chair
	Allan Simpson	Treasurer
	Andy Carpenter	Secretary
	Ailie Henry	Committee

1. Apologies

1.1 Apologies were received from Charles Greenlees, Gill Seymour, Rachael Walters and Diane McGregor.

2. Minutes of Committee Meeting 13th January 2025

2.1 The minutes of the Committee meeting were accepted.

3. Matters Arising

3.1 None

4. Treasurer's Report

4.1 Allan advised that the 2024 accounts for Plymouth Bridge Club to 31st December 2024 (with income and expenditure to 21st October 2024) have not yet been produced as the Independent Examiner has been away.

4.2 Allan presented the Financial Summary up to 28th February. Total Income was £4,132. Total Expenditure was £4,530 with depreciation of £166. There is a deficit of £564 to 28th February.

4.3 Allan presented the Budget sheet for 2025, which will be updated quarterly. The face to face income was based on the average tables in 2024. The room hire was based on usage in 2024. The premises costs were based on the consumption in 2024. Fixed assets are currently written down on a 10% reducing balance basis. It was agreed that we would use a 20% straight line basis from 22nd October 2024.

5. Membership Secretary's Report

5.1 Allan reported that we had 115 members currently of whom 73 play regularly. It was agreed that subscriptions would be collected from 1st April rather than from after the Annual General Meeting. Members will be asked to confirm whether they are UK tax payers in order for the club to claim Gift Aid on subscriptions. It was agreed that table money for visitors would be the same as for members from 1st April 2025.

6. Charitable Incorporated Organisation (CIO) progress report

6.1 Andy reported that we had finalised the formal retirement of Jenny Young as a Trustee. We have asked Gard & Co's conveyancing department to go ahead and transfer the property to the CIO at a cost of £750 plus expenses.

6.2 The current Trustees will come up for re-election at the Plymouth Bridge Club Annual General Meeting. It was agreed that we need to re-elect Trustees to finalise the transfer of the property to the CIO.

7. Building Maintenance

7.1 The boiler annual service has been carried out.

7.2 New lighting has been fitted in the ladies toilets upstairs.

7.3 Steve will follow up the chimney problem with our next door neighbours' landlord.

8. Correspondence

8.1 None

9. Any Other Business

9.1 Steve advised that beginners classes will start on Monday 28th April. The existing beginners group will continue on Monday evenings with a rota of members to support them when Jeremy is away.

9.2 Andy reported on the First Aid issues and actions taken by Ali and Andy. The committee have all been sent a copy of the report. The paracetamols had been put in the First Aid box by someone trying to be helpful but they are not allowed to be kept in the First Aid box. Ann Preston has agreed to check the contents of the First Aid box and the associated records on a monthly basis.

9.3 Allan advised that he had been contacted by some people who wanted to attend the beginners classes. Steve asked for the information to be sent to him with a copy to Jeremy. There are 6 or 7 people interested in the beginners classes. Mel will send out a message to the University and the over 50's club. There is a possibility that Jeremy will be asked to teach bridge lessons in a local school.

10. Date of Next Meeting

10.1 The date of the next meeting is Monday 12th May 2025 at 5pm.

10.2 The Annual General Meeting will be held on Thursday 15th May 2025 at 6pm.