

OXFORD BRIDGE CLUB



Oxford Bridge Club CIO
Registered Charity 1155820

Trustee Meeting held the 8th day of May 2024 at 3:30 pm
(by video conference)

Minutes

Attendees: Julie Anderson (JA) Ruth Kim (RK) Ursula Bowler(UB) Peter Schroeder(PS) Chris Bone(CB)
John Briggs(JB)Paul Watson(PW)Brian Mills(BM)

1. Welcome and apologies for absence
JA welcomed everyone. Apologies were received from Liza Furnival, Juliette Riehl, Joe Brash. JA also warmly welcomed Brian Mills who has kindly agreed to fill the Communications Secretary position on the Trustee Board.
2. Declaration of conflicts of interest
None declared
3. Minutes and actions of the last meeting on 28th February 2024

The Minutes were approved with one minor amendment and will be forwarded to the Chair for signing. All action points have been completed or covered below. £10K has been paid off the mortgage, the service charge for the flats has been increased by 4% and invoices sent. Various names were proposed for social secretary but the position remains unfilled. The Social Secretary is not a trustee position but anyone in that position could become a directly elected trustee.

4. Communications- Brian Mills has kindly agreed to take on the post of Communications Officer and was co-opted unanimously. Vicky Fleming has kindly agreed to compile the newsletter as a member of the communications committee and will send out the June edition.

The proposal for more prominent signage for the club was discussed again. JA previously obtained a quote for more prominent signage above the front door but it may be that a more visible notice board near the front boundary would be preferable. JA understood this would require planning permission from OCC. BM will speak to Richard Sills for any information regarding this and discuss options with CB. UB has a temporary banner which is used to promote Bridge for All and draws attention to the club's existence.

5. Finance – PS presented a summary of his report. On income, the bridge contribution was slightly up and the education contribution was double that of last year. Additional income was from a one-off lease extension on one of the flats. Income was over £58K, £19K up on last year, and of that, £27K went to pay mortgage interest (which was up on last year as expected) and £26K went to pay off mortgage capital. In summary, it was a very good year. JB commended the high quality and clarity of the report, agreed by all present. JA thanked PS for all his hard work. On assets, the building value was slightly down on last year due to the lease extension. The Budget was in line with previous discussions. The bridge numbers have been kept as before, there are the usual increases allowed for EBU and training costs, utilities are up as we are no longer on a fixed rate and catering is increased as more people are attending the club. It has been assumed that the 9% interest rate for the mortgage will continue, though this may reduce later this year.

Education has been budgeted on a conservative basis and might also vary. The communal service charge fund remains low, and though this is a theoretical risk, there are no anticipated major expenditures in the near future and the increased service charges will rebuild the fund. The club's financial position is healthy with £30K in the bank. JA asked whether we should pay more off the mortgage now but PS advised that the savings accounts are on fixed terms till August/September and so we should review the position again at that point. JA also enquired whether the need for admin support for education would adversely impact the budget. PS confirmed that there was some allocation in the budget that could be used to pay for additional support on an ad hoc basis. He also confirmed that regular property valuations were a requirement and every 3 years would seem advisable, eg early next year.

6. Education – UB presented a summary of her report. The retention rate for learners was very good, 76%, and higher than in previous years. UB will ask around for volunteers to give some admin support to the teachers in preparation for the start of each term. If there are no volunteers, it was agreed that she could pay someone on an ad hoc basis, within the budget restraints. JA thanked UB for a very successful year.
7. Bridge – LF had circulated a report. There was some discussion over whether transition sessions were needed eg on a Thursday evening, to help those attending Supervised Play sessions move into Gentle Duplicate or 9 high sessions. This proposal will have to wait for more directors to be trained. After discussion, it was agreed, mainly for logistical reasons, that the club should continue to pay the Wessex League fees (approx. £600 per annum) rather than ask individual team members to pay a contribution.

The EBU Festival of Bridge takes place the week of 14th September. The club is hosting an event for the juniors on the 14th. It was agreed that the club was not able to put on its own event as part of the festival as the education team will be busy preparing for the start of term and too many key people will be away in September. **JA will inform Kathy Talbot.**

8. Conduct Committee was not required to meet and there were no reports or incidents. PW confirmed that the proposed changes to the procedures and consequent alteration to the Articles of Association (AoA) had been checked by Victor Rae-Reeves, who has legal expertise, and he had agreed them. PW proposed that the next step is to send a brief explanatory paper regarding the changes and the proposed change in the AoA with the papers to members for the AGM. Members would then be asked to vote their approval of this change at the AGM. This was agreed and **RK will put this on the AGM agenda.**
9. Premises – CB referred to his report. A new key safe has been installed, the insurance has been renewed, PAT testing has been completed and the patio steam cleaned. There are still some problems with the push-button toilet flushes failing which are being dealt with. After discussion there was a majority in favour of installing a fixed rail for bikes to be locked to the boundary wall at the back of the building for an estimated £605 plus VAT (including installation) on condition the owner of the wall (thought to be the university) agrees. It was not considered bikes locked to this rail would compromise fire exits but this point will be checked. UB had been asked whether we could install blinds for the skylights but this was not agreed as considered unnecessary.
10. Social – various people have been approached by JA but no-one is yet willing to be the Social Secretary. Volunteers often help on an ad hoc basis but no-one willing to be the organiser/coordinator. As a result, there will not be a summer party this year.

11. Arrangements for AGM – it was agreed that the AGM should be held on Wednesday 10th July at the club at 6pm followed by a free bridge session, with a glass of prosecco which JA kindly agreed to organise. RK confirmed that the Chair, Club secretary, Treasurer and the Comms, Conduct, Education, Premises and Tournament secretaries all need to be re-elected on an annual basis. PW will ask Victor Rae-Reeves if he would be willing to take over the Conduct chair but if not, he will continue for another year. CB will let JA know asap (and certainly by the end of May) whether he is willing to continue in post for a 3rd year. Everyone else was willing to stand again and will need a proposer and seconder. RK will circulate the forms in due course. There is a vacancy for one directly elected Trustee. 14 days clear notice has to be given to all members of the AGM and prior to this, committee reports and accounts need to be agreed and loaded up to the website. RK also needs to compile a Charity Commission report based on these reports, so reports and accounts need to be completed by mid- June. It was agreed that the accounts can be approved by the Trustees by email and then audited by Peter Stevenson prior to the AGM so that a further Trustee meeting was not needed for this.
12. Review of room hire rates – PS had discussed these with LF and proposed to keep these as they are as they were increased by 10% last year and we don't want to lose the chess club. This was agreed.
13. Licences for alcohol and TV – it was decided not to apply for a TV licence. It was agreed that the alcohol licence should be extended if possible to cover the entire premises and to run from midday onwards rather than from 6pm. This will need an application to the Council and a 6 week Notice. **JA/RK to action**. A proposal to allow members to hire the club for meetings/social functions would be deferred to another meeting.
14. Documents for review – JA presented the proposed new policy for dealing with member death notices and this was agreed as it was felt necessary to have clear and consistent guidelines when dealing with such a sensitive area.
15. AOB – none
16. Date of next meeting – Wednesday 31st July 2024 at 3:30 on Zoom.

Action points – highlighted in yellow



Julie Anderson, Chairman 31.7.24