

SHROPSHIRE CHESS ASSOCIATION TRUSTEE MEETING

Charity number: 1202959



To Trustees of the Shropshire Chess Association:

Notice is hereby given that a Trustee Meeting will be held at 30 Hendrick Crescent, Shrewsbury, SY2 6JF on Thursday 3rd July 2025 at 7.30pm.

AGENDA

1. **Welcome and Apologies for absence** **19.30** (5 mins)
2. **Minutes of the last meeting (see appendix a)** **19.35** (1 min)
3. **Action points (see appendix b)** **19.36** (44 min)
4. **Approval of the 2024/25 Statutory Accounts and May Management Accounts (see attached document and appendix c)** **20.20** (20 mins)
5. **Review and Approval of the 2025/26 Budget & setting direction for next year (see appendix d + draft budget attached)** **20.40** (45 mins)
6. **Community Lottery** **21.25** (10 mins)
Nicole Heys has applied for Shropshire Chess to become part of the Telford and Wrekin community lottery.
<https://www.twincl.co.uk/>
- To progress the application an equality policy must be created for the Association.
7. **Trustee Annual Report** **21.35** (5 mins)

All registered charities must prepare an annual report and make it publicly available.
8. **Shrewsbury Trustee** **21.40** (5 mins)

Peter Kitchen indicated he wished to step down

9. Future Meeting Dates and Agendas

21.45 (10 mins)

The next meeting is set for Thursday 29th January 7.30pm at 23 Valley View, Market Drayton, TF9 1EA

Proposal we create an annual meeting before then focused solely on risk, policy and procedures and safeguarding.

10. AOB.

- ECF Safeguarding update now published
- Scoresheet print run
- ECF champion of champions tournament Autumn 2026

Meeting closes at 22.15

Appendix A - Shropshire Chess Association
Trustees Meeting
January 2025 - Matt Clark's House

Minutes

Present ~ Jon Smith, Vinnie Crean, Matt Clark, Richard Thompson,
Tony Preece, Chris Lewis, Peter Kitchen.

Apologies ~ N/A

Meeting Starts 7:30 pm

Minutes of previous meeting approved

Action tracker

1. Reviewed and discussed the status of the actions listed on action tracker
 - Fantastic attendance of the junior night at Newport and Lady's night at Darwinian knights
 - Considered the wellbeing of Shropshire clubs, all deemed well by their individual representatives

2. No change

3. Waiting for more quotes

4. Re-applied to the Microsoft grants and donations and was rejected again
Discussed the potential costs if we paid for it as a club

Many thanks to Vinnie and Chris however no headway was made

5. Reflected on the addition of Tony as a signatory for the bank

6. Asked Alex Brims however was declined

Will continue to advertise, on Chris' list to add to the website

7. Will continue to ask despite a lack of progress

Currently out of volunteers, to be advertised on the website

8. Completed the approval by trustees

Still need to create/review risk and mitigation procedures

9. Chris has created public facebook page

10. To discuss

11. Completed

12. Drafted and reviewed, will be put forward to trustees
13. No progress, emailed and was declined
14. Chris to continue progress
15. Dawinian knights are responsible for their own safeguarding, and the association will continue to support Paul.
16. No progress made yet. Discussed what the code of conduct should include
17. Ongoing endeavour
18. Covered under reserves policy
19. Women's group created
Working towards women's championship and others (blitz etc)
20. Done. Many thanks to Richard and Telford chess club
21. Ongoing by Gary White
22. Allocated to Vinnie as he appears to be close to the volunteer.

Meeting Discussion

- Discussed potential new venues for Shropshire chess tournament. Shrewsbury school was proposed and discussed. Wrekin College also proposed. All proposed venues up for further investigation
- Ensure that the cash reserves remain above £3,000
- Reflected on our pledge to never borrow money
- Reviewed the management of accounts surplus figures, and website fee increase.
- Read through and discussed the management of accounts appendix D at length
- Appreciation to all donors including Bischof and Klein, The Wrekin housing plus group and the Youth Chess Trust
- Many thanks to Peter Purland and Dan Love
- Acknowledgement of Chris and Phil for the biggest surplus and a thoroughly successful event.
- Reflected on our work with schools and the success of our efforts over the 3 years of this product. Discussed following up to the schools.
- Hire a top coach for Shropshire players £500 max. Try to recoup

expenditure on entry fees.

- Discussing financial support for players who would find it difficult to enter the congress, join clubs, and partake in other chess related activities.
- Considering financial aid for women and girls chess, providing a generous budget to Paula and Kate. For the women's championship etc.
- Organising prizes for the junior league
- £250 per annum allocated towards providing discounted chess equipment to schools.
- Approve future upgrade of live board cables.
- £200 prize fund proposed for the 100-year anniversary tournament for previous winners of the County Championship opening up to runner up if more players needed and winners of Minor KO if more again.
- Sell hoodies to junior players, would have to build up an order list of 5 before ordering from the supplier, would make money in the long term.

Priorities

- £50 hamper for a stalwart volunteer
- Coaching lessons will hopefully be generated by entry fees. £250
- Upgrade live board cables £270
- Junior trophies £150
- Champion of Champions 100-year anniversary £200
- Support for women's chess £250
- Junior hoodies £200
- School discounted equipment £250

Next meeting date

- Thursday 3rd July at 30 Hendrick Crescent (Matt's house) SY2 6JF
- Thursday 29th January (2026) at Chris's house

AOB

- Interview the County Champions
- Dispute - update is case closed. No one has any concerns with the Shropshire Chess Association
- British Championships bid - Volunteer required to do all the leg work etc.

Appendix B – Action Tracker

Action No.	Details	Current Position	Responsible
1	Monitor relationships between association and the clubs	Ongoing	Matt Clark
2	Explore starting Ludlow Chess Club	No progress	Chris Lewis/ Peter Kitchen
3	Explore cost of insuring Shropshire Equipment	1 quote obtained from ECF insurer. Chris to seek quote from existing insurance whilst Vinnie to seek quote from Hensalls.	Vinnie Crean/ Chris Lewis
4	Explore Cloud Backup Storage	After much effort Shropshire Chess now has Microsoft Cloud Storage. Trustees to be added to the account.	Vinnie Crean/ Chris Lewis
5	Appoint volunteers to vacant positions	Vacant positions include: - Rapidplay Tournament Organiser - Head of Senior Chess - Head of Beginner's Chess - Outreach Committee - Sponsorship Officer - Deputy Treasurer Job descriptions have been posted on the website but no responses.	All Trustees
6	Risk owners to create/review risk mitigation procedures for risks in the risk register	Ongoing – propose separate meeting	Risk Owners
7	SCA to actively seek more sponsorship	Closed – sponsorship found but will be ongoing	Chris Lewis
8	Submit Charity Return to Regulator	Closed – return submitted before the deadline. Next return is due but won't take long to complete.	Matt Clark/ Chris Lewis
9	Invite Church Stretton to appoint a trustee	Invite sent to secretary but no response	Matt Clark
10	Shropshire Chess to inform clubs we would cease advertising their junior clubs without evidence of safeguarding policies	No progress	Chris Lewis

11	Ensure new Autism Club has a risk assessment and child protection policies	At last meeting it was agreed Darwinian Knights were responsible for club and would support in creation of safeguarding policy. Since then the Association has become responsible for this club.	Matt Clark
12	Creation of a code of conduct	No progress	Matt Clark
13	Review of GDPR Policy and Procedures	No progress	Chris Lewis
14	Improve Associations standing on the ECF development Index	- Women's championships - Rapidplay/Blitz championships to be held in September - Social Media Pages created	All trustees
15	Replicate old SCA coat of arms	Closed – Thanks to Gary White for creating a coat of arms	Chris Lewis
16	Recognise contributions of a long-standing volunteer	No progress	Vinnie Crean
17	Champion of Champions Tournament	Trustees agreed in principle to a champions tournament to celebrate the 100-year anniversary of the individual and allocated £200 funding. Trustees are yet to agree on when the anniversary dates fall. Publicity officer to interview past county champions in advance of the tournament.	All Trustees
18	Alternative venues for Shropshire Congress	The current venue remains under threat and Chris is still waiting for confirmation from the building manager if it will be available this year. If it's not, an alternative venue must be found and quotes obtained. Alternatives proposed include:	All Trustees

		- Hodgson Hall at Shrewsbury School - Shrewsbury FC	
19	British Championships Bid	Munroe Morrison agreed to explore potential venues for Shropshire to make a bid to host the British.	Tony Preece
20	Organise a coaching session for Shropshire players with a top-level coach	No progress, £500 maximum to be recouped via entry fees	Chris Lewis
21	Explore financial support options for players to enter congresses and join clubs	She Play's To Win provides a potential template	Chris Lewis
22	Explore cabling upgrade for live boards	£270 cost agreed in principle but waiting on Matt Carr to test it with his cable.	Chris Lewis

Appendix C - Treasurer's Final Report – Year-End Management Accounts

The year ended with the accounts showing a very healthy surplus of £1,751 vs a breakeven budget. This surplus is largely the result of 2 financially successful tournaments plus a big spike in donations and sponsors. Full reasons for the favourable variation from budget are below:

Shropshire Leagues

During the season an EGM was held to discuss the future of the online leagues. A decision was taken to end the division 1 online league this season. Following this decision subs were not charged to the online division 1 teams and subs collected are below budget as a result. There has also been a greater than budgeted rise in website fees increasing from £179 per year to £232, and a higher quantity of trophy engravings than is typical as some engravings related to prior years.

Individuals

The individual competitions almost broke even following an increase in the open fee from £10 to £12.

4NCL

The 4NCL almost broke even with the captain successfully collecting subs at the end of the season. A decision was taken not to support the 4NCL online team earlier in the season.

Social Chess

Social Chess is a new area of activity and incorporates the quiet chess clubs, support for women's chess and community events. £95 income was received in the year following the delivery of coaching at Darwinian Club to raise funds for the quiet chess clubs. £120 was spent on Paul Billington's first aid training and an additional £45 was spent on a new Shropshire banner for the community events.

Junior Chess

Junior chess was slightly below budget this year although still returned a very small surplus. Less 4NCL subs were collected along with corresponding expenditure savings as the decision was taken to only enter one 4NCL weekend rather than two. The summer coaching camp was not budgeted for and ended up breaking even. £84 was spent purchasing trophies for the winning 4NCL division 2 players and additional costs were incurred entering county competitions including EPSCA and the Midland Junior County Championships.

School Championships

The school championships successfully found donations to sponsor the events and cover the cost of the medals. £400 was received from The Chess Trust whilst £50 was received from Bischof & Klein. These donations resulted in the school competitions making a small surplus against a break-even budget.

Megafinal

The 2024 Megafinal had a dip in entries from 112 to 77 and consequently made a loss of £288. The event was poorly timed as it clashed with the Worcestershire Megafinal and so the numbers dropped. The dates for the 2024-25 tournaments were more closely coordinated with Alex Holowczak and our entries rose back up to 108 as a result returning a healthy surplus of several hundred pounds (not shown in this year's accounts). Costs of the venue continue to rise each year placing pressure on the financials of this event.

Junior Championships

The junior championships was very financially successful with high entries, sponsorship from the Housing Plus Group and a fund-raising raffle ran by Paula which raised £296. Overall we made a surplus of £1,123 against a budgeted surplus of £240, which was promptly invested in purchasing junior championship trophies.

Shropshire Congress

Our most financially success congress yet returned a surplus of £1,589, quadruple last year's surplus. This was achieved through higher entries (167 vs 149) and higher entry fees (£38) whilst costs remained largely stable. A new £100 prize for best performing female was introduced. It was always anticipated that as entries exceeded budget, a corresponding increase in cost in table/chair hire would be incurred.

Donated Sets

We have sold/donated discounted sets to the following schools this year:

4 sets and 1 clock to Newport Youth Hub
9 sets to Bowbrook Primary School
20 sets to the Fields Multi-Academy Trust
2 clocks to Broseley Primary School
1 set to Coalbrookdale Primary School
12 sets and 10 clocks to Haberdashers' Adams

During the year the Association was successfully in bidding for 20 sets and 20 clocks from the ECF grassroots fund. In the accounts the income is shown in overheads at the market value if this equipment had been purchased, whilst the subsidy cost is shown in donations such that the equipment is held in stock at the lower of cost and net realisable value. The value of £1,569 makes Shropshire Chess the biggest recipient of ECF grassroots funding to date!

Overheads

In addition to the ECF equipment, we've received £170 from the Hereford Megafinal for the loan of the live boards, plus Staffordshire Chess paid us £100 in exchange for Chris acting as chief arbiter at their Championships.

As the organisation grows we have continued to incur costs including printer ink and other sundries. No cost was incurred on equipment insurance as we are still slowly exploring our options.

Following a successful application to Microsoft we have obtained free charity cloud storage and so no costs are expected to be incurred on this item in future.

Depreciation costs were above budget as we had no budget to purchase the junior trophies (see below).

Capital Purchases

To take advantage of the ECF offer 25 clocks were purchased from the ECF for £575. A trophy for the junior online grand prix was purchased for £36 and a board carrier bag for the Junior Club for £21. Following information that the chief arbiter's printer was broken at the congress, a new Shropshire printer was purchased for £91.

Using the surplus generated by the Junior Championships, presentation trophies comprising of wooden boards and sets were purchased for the new Shropshire Junior Champions. 7 trophies have been purchased to date and each trophy cost £88. The Head of Junior Chess is looking to purchase 3 more girl's trophies before next year's tournament.

Balance Sheet

We ended the financial year with £2,730 in the bank. This is below our target reserves of £3,000 but the balance is artificially lowered by the venue hire cost of the 2025 Megafinal being prepaid plus other costs (£996.48), and the Hereford fee still owed (£170) although this has now been settled. Offset against this is the prizes owed for individuals and trophy engravings. When combined this leave us with a healthy balance of around £3,500.

Stock continues to grow and includes the unsold school chess equipment (98 boards, 20 clocks) and also stocks of medals/trophies/coloured paper/scoresheets etc.

Conclusion

It was another very financially successful year with the association returning a surplus of £1,751. This surplus has to a large extent already been reinvested in the purchase of junior championship trophies and additional equipment. This year Shropshire Chess has demonstrated its capacity to fundraise to support its events. It should be noted that before COVID the Association's turnover was £5,416. It is now close to £15,000 meaning we have tripled in size.

The Trustees are asked to note the May 2025 management accounts.

Christopher Lewis

Treasurer

28th June 2025

Appendix D - Shropshire Chess Association Budget Report

2025-26

Overview

The draft budget has been set to break even. It is highly ambitious reflecting our proposed level of activity and to meet these ambitions some level of sponsorship must be obtained for most of our events which increases the risk. Any risk can be mitigated as the trustees will always have the option not to proceed with certain events. As with most year's, achieving our ambitions will depend on the financial success of the congress and the venue at Wrekin Housing continues to be under threat.

League Costs

The only direct costs of running the league itself are trophy engraving and website fees. The budget anticipates a sizeable jump in income collected. This reflects how most clubs in the league are growing and will hopefully enter additional teams next year.

The trustees need to agree to what extend the overhead costs should be covered by the league fees.

Individual/Minor Individual

The budget for the individuals have been set so that both are self-funding. The budget anticipates more players will enter the individual tournaments next year, in particular junior players. The trustees may need to ensure these tournaments are better advertised than in the past. The budget proposes an increase in the individual prize to match the minor individual prize as it isn't right that the winner of the main individual should receive less.

OTB + Online 4NCL Teams

The budget assumes Shropshire Chess will withdraw all support from 4NCL teams. We no longer have a captain or any teams.

Social Chess

A big area of growth for the Association next year is social chess, including Quiet Chess, Women's Chess and Community Events. The budget allocates £200 to these officials to spend as they see fit but assumes that £400 of grant or sponsorship will be obtained. For Women's chess, this £200 budget may sponsor a women's Shropshire chess championship. For Community Events it could cover pitch fees and volunteer expenses.

Junior Club

The Junior Club has experienced a doubling of its weekly costs with a change of venue. The venue hire per week is now £18 for 2 hours at Meole Brace Peace Memorial Hall (Nerdy was £10/week). The average weekly subs will hopefully just about cover the cost. There is no income budgeted to cover the costs of the junior county teams.

The budget assumes the county will enter 3 Junior 4NCL events next year although the costs for these are passed onto the parents.

The costs of the summer coaching camp have increased as FM Jonathan Blackburn has been hired to coach some of our stronger players. Again this cost will be passed onto the parents in full.

School Championships

The budget assumes sponsorship will be found to cover the costs of all of the school tournaments. If no sponsor is found the association will take the financial hit.

Megafinal

The 2025 megafinal was held last month and made a surplus of £200 thanks to a generous donation by a parent.

Junior Championships

The Junior Championships has been budgeted at 95% of last year's entries.

The entry fee has been increased slightly from £22 to £23 to reflect rising costs, especially of the venue hire.

Shropshire Congress

The Shropshire Congress has been budgeted at 95% of last year's entries. The trustees need to agree if this is sufficiently prudent.

The venue hire budget has been increased by £500 in anticipation that Wrekin may not be available and another venue will be more expensive.

The entry fee has been left unchanged. Any profit of the congress will support many of our other activities.

The congress presents the biggest financial risk to the association and losses will be high if it fails to attract the number of entries budgeted. The trustees should satisfy themselves that the risk to the association is not too great.

Shropshire Rapid & Blitz Championships

The trustees approved the budget for the Rapid & Blitz Championships last month. This is a new event and so entry numbers are unknown. The venue is very cheap and so the budget anticipates a healthy surplus will be made.

Donated Sets

The Association holds 98 sets and 20 clocks for sale to schools and other organisations at a discounted cost. The equipment has already been purchased and so there is no actual cost to the Association.

Overheads

Overheads continue to steadily rise as the organisation expands. The depreciation charge on existing equipment has substantially increased following the purchase of the junior championship trophies last year. A budget remains for insuring the equipment although no decision to purchase any has been made. The cloud storage budget has been removed as the Microsoft cloud storage is free.

Capital Spend

A £300 contingency has been built in for unforeseen capital spend to replace lost or damaged equipment. In addition £500 is budgeted for our community events officer to purchase equipment including Tables/Chairs and eventually a branded gazebo. Discussions are ongoing with the council regarding available sources of grant funding to help finance these purchases and we will also explore an application to the ECF grassroots fund.

Asset Register

The trustees are responsible for safeguarding the charities assets. A list of those assets are presented.

Conclusion

The budget as presented includes an element of risk being heavily reliant on securing sponsorship and grants to meet all of our objectives. This risk is somewhat limited as much of the expenditure accrued in the budget has already been made and line items such as depreciation and equipment subsidy do not impact on our bank reserves. The trustees need to agree whether this budget meets our objectives and correctly allocates funding to reflect our priorities, and whether the risk of failing to obtain sponsorship leaving some activities unfunded is acceptable.

Report prepared by:

Christopher Lewis (Treasurer)

28th June 2025

Shropshire Chess Association Trustees Meeting.

Charity number: 1202959



July 3 2025 Matt Clark's house

1. **Welcome** - Apologies Peter Kitchen, Tony Preece.

Present – Richard Thompson, Vinny Crean, Matt Clark, Paul Billington, Jon Smith, Chris Lewis.

Meeting Start: 7.30

2. **Minutes** - minutes of previous meeting approved.

3. **Action tracker**

- 1) Monitoring of relations between SCA and clubs is ongoing.
- 2) No progress in establishing a club at Ludlow.
- 3) Vinny & Chris are continuing to explore options for equipment insurance.
- 4) Microsoft cloud backup sorted with trustees having access – well done Vinny & Chris.
- 5) Vacant positions: several unfilled deputy treasurer was identified as a priority and was agreed to ask Luke at Darwinian Knights.
- 6) Risk mitigation procedures are ongoing and to be addressed at separate meeting in October.
- 7) SCA to actively seek more sponsorship.
- 8) Charity return submitted to regulator before deadline. Matt & Chris confident that next return will be completed quickly.
- 9) Church Stretton have been invited to appoint a trustee but have not as yet responded.
- 10) Clubs to be encouraged to provide evidence of safeguarding policies regarding juniors, Chris to email template policy.
- 11) Risk assessment for quiet chess club at Darwinian Knights complete and Paul to send documents to cloud.
- 12) Code of conduct to be completed by October by Matt.
- 13) GDPR policy to be completed by Chris.
- 14) Shropshire is very high in ECF development index. To get higher still, it was agreed to promote a women's chess championship.
- 15) Thanks to Gary White for recreating SCA coat of arms.

- 16) The contribution of Graham Ives was once again acknowledged - but no action yet taken.
- 17) Was agreed to hold a 'Champion of Champions' trophy during the hundredth county individual tournament in December 2026, all previous winners invited.
- 18) Venue for the congress still available in 2026.
- 19) Monroe Morrison agreed to explore a bid for Shropshire to host the British Championship.
- 20) No progress yet in hiring a top coach for tuition sessions.
- 21) Financial support option for entry to club and congresses provisionally discussed but no decisions made yet.
- 22) Exploring cable upgrade to live boards, ongoing but cost agreed.

4. **Approval Statutory accounts for 2024/25** were unanimously approved and thanks to Chris for compiling them.

- 1) Thanks to Paula in her efforts for raising £296 at the junior championship in a raffle.
- 2) It was agreed to send a follow up email to The Fields Multi Academy Trust after the donation of 20 sets.
- 3) Matt raised the issue of reserves dropping below £3,000, it was agreed it was an aspiration and not an essential to hit that target.

5. Chris presented **budget for 2025/26** which was accepted by all.

- 1) The importance of a raffle at the junior championship was agreed. Paula or someone else to arrange.
- 2) Team entry fees to Shropshire League discussed. It was agreed to leave that pending the number of teams entering the league.
- 3) Purchase of community based equipment on hold, cost and storage to be discussed at future meeting.

6. **Community lottery**

Entry in Telford & Wrekin community lottery dependant on equality policy. Christ will action within the week.

7. **Trustee annual report**

Matt will complete annual report for charity commission by September 1st.

8. **Shrewsbury Trustee**

Matt to contact Shrewsbury about replacement trustee following Peter Kitchen standing down.

9. **Future meeting dates**

Next meeting at Richard's house on 30th October 2025 followed by 29th January 2026 at Chris' house.

10. **AOB**

County specific score sheets mentioned, Vinny to investigate.

ECF Champion of Champions tournament discussed for county champion and county women's champion.

Matt, Chris and Dennis Bonner have nominated Paul Billington for the ECF Contribution to Accessible Chess award. It was agreed that Paul had worked extremely hard and made an outstanding contribution.