

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 Damson Cottage, 22 Marsh Road, Edgmond, TF10 8EP on Thursday 30th October 2025 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. Recent safeguarding incident
Verbal update to be given by Safeguarding Lead. | 20.20 (10 mins) |
| 5. Review of risk register (see appendix c)

Risk owners to give verbal updates.

Note the ECF Safeguarding policy has now been published . | 20.30 (30 mins) |
| 6. Review of GDPR Compliance (see appendix d) | 21.00 (20 mins) |
| 7. Insurance (see appendix e) | 21.20 (30 mins) |
| 8. Gazebo options (see appendix f) | 21.50 (10 mins) |
| 9. Donation – Junior Trophies
£200 has been received from the Ray Cox estate as a donation towards a trophy for Shropshire or Shrewsbury Junior Chess. Ray was a Shropshire and Junior Chess Champion on several occasions in the 50s. What should this trophy be given for? | 22.00 (10 mins) |
| 10. Supporter Membership Category (appendix g) | 22.10 (10 mins) |

11. Future Meeting Dates and Agendas

22.20 (5 mins)

The next meeting is set for Thursday 29th January 2026 7.30pm at 23 Valley View, Market Drayton, TF9 1EA

12. AOB.

22.25 (5 mins)

Meeting closes at 22.30

Appendix A – Minutes of Shropshire Chess Association

Trustees Meeting

3 July 2025 - Matt Clark's House

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.

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 Cessation of Ludlow Junior Chess Club makes this less likely now.	Chris Lewis/ Peter Kitchen
3	Explore cost of insuring Shropshire Equipment	See item 7	Vinnie Crean/ Chris Lewis
4	Add trustees to Microsoft Cloud Account	Site has been created and populated by Chris' files only. Vinnie to create additional logins and then other trustees and officers need to populate their own information.	Vinnie Crean/ All Trustees
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. Parent at Darwinian Knights to be approached.	All Trustees
6	Risk owners to create/review risk mitigation procedures for risks in the risk register	See later	Risk Owners
7	Invite Church Stretton to appoint a trustee	Invite sent to secretary but no response. Other players approached.	Matt Clark
8	Shropshire Chess to inform clubs we would cease advertising their junior clubs without evidence of safeguarding policies	No progress	Chris Lewis

9	Ensure new Autism Club has a risk assessment and child protection policies	Paul to upload documents to Microsoft Cloud	Matt Clark
10	Creation of a code of conduct	No progress	Matt Clark
11	Review of GDPR Policy and Procedures	See item 6	Chris Lewis
12	Improve Associations standing on the ECF development Index	- Women's championships - Rapidplay/Blitz championships held in September - Social Media Pages created	All trustees
13	Recognise contributions of a long-standing volunteer	Closed – hamper gifted to Graham and Vinnie	Vinnie Crean/ Matthew Clark
14	Champion of Champions Tournament	Date has been set and invites have been sent Publicity officer to interview past county champions in advance of the tournament.	All Trustees
15	Alternative venues for Shropshire Congress	Closed – 2026 congress will be held at Wrekin	All Trustees
16	British Championships Bid	Munroe Morrison agreed to explore potential venues for Shropshire to make a bid to host the British.	Tony Preece
17	Organise a coaching session for Shropshire players with a top-level coach	No progress, £500 maximum to be recouped via entry fees	Chris Lewis
18	Explore financial support options for players to enter congresses and join clubs	She Play's to Win provides a potential template but no further progress	Chris Lewis
19	Explore cabling upgrade for live boards	£270 cost agreed in principle but waiting on Matt Carr to test it with his cable.	Chris Lewis
20	Follow-up sale of equipment to Fields Multi Academy Trust	Chris to discuss when running northern primary zonal in November	Chris Lewis
21	Purchase equipment for community events and find place to store	See item 8	Chris Lewis
22	Register with community lottery	Shropshire is registered and receiving funding	Chris Lewis
23	Compile Trustee Annual Report	Annual report to be compiled by 1 st September – no progress	Matthew Clark
24	Replace Shrewsbury Trustee	Officials approached	Matthew Clark
25	Investigate county specific score sheets	No progress	Vinnie Crean

Appendix C – Risk Register

Shropshire Chess Association Risk Register							
No.	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION NOTES	OWNER
	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
1	Child Protection	Severe reputational damage, legal jeopardy	5	2	10	Safeguarding policy that is monitored by safeguarding lead	Matthew
2	Safe Venues	Severe reputational damage, legal jeopardy	4	3	12	Risk assessments for every event/ public liability insurance	Chris
3	Loss of Key Personnel	Unable to replace loss of key personnel - Severe reduction of activities	4	2	8	Succession planning	Matthew
4	GDPR	Fines and legal jeopardy	4	1	4	GDPR Policy to be developed	Chris
5	Bullying	Reputational damage	3	2	6	Safeguarding policy that is monitored by safeguarding lead	Matthew
6	Financial risk from low entries	Reduction of activities	2	3	6	Maintain healthy financial reserve, carefully choose the date of the events to avoid clashes	Chris
7	Loss or Damage to equipment	Reduction of quality of activities	2	1	2	Insurance, safe storage	Chris
8	Loss of Historical Data	Loosing contact with players (especially juniors), loss of accounts	1	1	1	Data backed up on external hddrive, and will be backed up on the cloud soon	Chris
9	Reputation risk arising from cheating	Reputational damage	1	1	1	Precedence and league rules strongly discourage cheating	Matthew
10	Loss of venues	Reduction of activities, increase in cost	3	3	9	Keep thinking about alternative venues	Chris
11	Insufficient Volunteers	Reduction of activities, increase in health and safety risk	2	5	10	Continual recruitment	Tony

	5	5	10	15	20	25
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	
IMPACT						

Appendix D – Review of GDPR Policy & Procedures

Overview of GDPR

GDPR is built around seven key principles:

1. Lawfulness, fairness, and transparency – Data must be collected and used in a fair, legal, and open way.
2. Data minimisation – Only collect data that is necessary for those purposes.
3. Accuracy – Data must be kept up to date and corrected if inaccurate.
4. Storage limitation – Don't keep personal data longer than needed.
5. Integrity and confidentiality – Keep data secure against loss, damage, or unauthorized access.
6. Accountability – Organisations must be able to show they comply with GDPR.

An organisation must have at least one legal reason to process personal data. These are:

1. Consent (the person agrees freely)
2. Contract (needed to fulfil a contract)
3. Purpose limitation – Data can only be used for specific, stated purposes.
4. Legal obligation (required by law)
5. Vital interests (to protect someone's life)
6. Public task (carried out in the public interest)
7. Legitimate interests (necessary for an organisation's interests, unless overridden by an individual's rights)

Individuals have powerful rights over their personal data:

- Right to access – to see what data is held about them
- Right to rectification – to correct inaccurate data
- Right to erasure ("right to be forgotten")
- Right to restrict processing
- Right to data portability – to transfer their data elsewhere
- Right to object to processing
- Rights regarding automated decision-making and profiling

Obligations for Organisations

Organisations must:

- Keep records of how they use personal data
- Secure personal data properly
- Notify authorities and affected individuals if there's a data breach
- Appoint a Data Protection Officer (DPO) in some cases.
- Have data processing agreements with third parties who handle data for them
- Publish a privacy policy

Enforcement and Penalties

- The ICO enforce GDPR.
- Serious breaches can result in fines up to £20 million

What data does Shropshire hold

- The Head of Junior Chess holds extensive information on all junior players and their parents. This includes name, dates of birth, addresses, special requirements and parental contact information.
- The Trustees hold contact information for a majority of players in Shropshire. This has been built up over time and is not something we formally collect. There is a spreadsheet containing most known contacts in Shropshire.
- The Congress Organisers hold contact information for all current and past entrants to events.
- The league controller and individual controllers will likely hold their own databases.
- Other personal information for more limited purposes may be held across the association. Data may also be held by prior officials.

What information do other trustees and officials hold?

Applying the 7 GDPR principles to the data held by Shropshire Chess:

1) Is it lawful to collect and is it used in the correct way?

The legal reason for holding this data is for a “Legitimate Interest”.

The 3-Part Legitimate Interest Test:

Before using this basis, the organisation should carry out a “Legitimate Interests Assessment (LIA)” covering three areas:

Purpose test: Is there a clear, genuine reason for processing the data?

Necessity test: Is this use of data necessary to achieve that purpose (i.e. no less intrusive alternative)?

Balancing test: Do the individual’s rights, interests, or expectations override your need to use the data?



If all three parts pass, legitimate interest is appropriate.



When Not to Use Legitimate Interest

- If the person wouldn’t reasonably expect their data to be used that way.
- If the use involves sensitive or children’s data.
- If the organisation could easily obtain consent instead.
- If the processing could cause harm, distress, or unfairness.

Comment:

Shropshire’s data is held to contact individuals about Shropshire events so there is a clear purpose. The data is necessary to achieve that purpose. Holding the data does not appear to be overridden by the individuals’ other rights. Shropshire does not carry out a formal legitimate interest test when collecting data.

Children’s Data:

The law doesn’t *ban* using legitimate interest for children’s data but:

- You must do a stricter balancing test; and
- You should avoid relying on it where consent or another lawful basis would be more appropriate.

 When Legitimate Interest *Might* Be Acceptable

- The processing is low risk (e.g., managing a junior club membership list).
- It's expected and necessary (e.g., using a child's name and rating in tournament results).
- It benefits the child or their participation in an activity.
- You've done a careful balancing test and documented it.

 When Legitimate Interest Is *Not* Suitable

You should not rely on legitimate interest when:

- The use involves marketing to children (communication direct to the child).
- The data is sensitive or high-risk (health, images, online tracking, etc.).
- The child (or parent) would not reasonably expect that use.
- The activity could cause distress, unfairness, or harm.

In those cases, you should use consent from a parent or guardian instead.

Comment:

Shropshire chess only holds personal data on the child's date of birth, school and address. This is low-risk data to manage a membership list, tournament entries and the county teams. I believe we can rely on legitimate interest.

2) Purpose Limitation

Data collected by The Association is only used:

- To advertise events to chess-players
- To assist with transport logistics
- To understand which schools are developing the strongest players
- To assign players to age-limited county teams
- To rate games
- To manage membership lists and identify individual special requirements

The data held by Shropshire was collected for a strict and clear purpose.

3) Data minimisation

Shropshire Chess does not appear to collect personal data that is not required.

4) Accuracy

Shropshire's data is collected as accurately as possible and is updated when new information becomes available

5) Storage Limitation

Data Shropshire holds on former players is rarely deleted. If a former player or junior member leaves, the data is held as that player may decide to return. It would be advisable to have a stated time limit for how long we hold data on former players before we delete it.

6) Integrity and Confidentiality

- Junior contact information is held on a single spreadsheet. This spreadsheet is password protected.
- Adult contact information is held on a separate spreadsheet which is also password protected.

- The combined congress contacts spreadsheet is password protected but the annual congress entries spreadsheets are not password protected.
- Current congress entrants and junior tournament entrants are held on google sheets. These are not always password protected.
- Individual spreadsheets do exist which consist of different teams formed for different competitions. These are not always password protected.

7) Accountability

This document and our policies and procedures show we comply with GDPR. Shropshire Chess already has a privacy policy published on its website (see below).

Next Steps

- Propose centralising all contacts onto a few passwords protected spreadsheets viewable on the cloud
- Formally document what spreadsheets exist, who has access to these spreadsheets and why
- Appoint a data protection officer responsible for keeping our GDPR policy and compliance under constant review. The trustees still maintain overall responsibility.
- Introduce a time limit before we delete data for old members
- Introduce a legitimate interest test form that should be filled in prior to collecting any personal data
- Send out a survey to identify all data held by all trustees, officials, and former officials
- Annually remind officers and trustees to review their personal contact data

Privacy Policy (as published on website)

Who we are

Shropshire Chess Association is a volunteer-led association representing chess clubs in Shropshire and organising chess-related competitions and activities. Our website address is: <https://shropshirechess.org>.

How we collect your information

The only information we obtain about our members is provided by them directly and with their agreement for its use. This information is processed either by legitimate interest, such as the organisation of competitions, or by explicit consent, as in the case of the display of personal contact information on the website. We do not collect personal data simply as a result of a person visiting our website. Website administrators, editors and contributors provide user details to allow operation of the software (see below).

What information we hold

The information we collect includes email addresses, phone numbers and postal addresses. These are held as lists, including spreadsheets and phone contacts, by officials of individual clubs and of the Association. Some of these lists appear on the Association website and individual club websites. We also collect and process chess grading information and historical records of competitions and performance. We take photographs of events and individuals. Where photographs are used on the website or in other publicity we seek explicit consent.

How your information is used

We process personal data on the basis of either explicit consent or legitimate interest. The personal data we obtain is used for the following:

- Communicate between the Association, its constituent Chess Clubs, and individuals for the purpose of running the Association, including the holding of meetings.
- Obtain payment of league fees, competition entry fees and other payments related to the operation of the Association and its competitions.
- Register players for and administer individual, county and national competitions organised by the Association or other organisations.
- Register players for and administer ratings via the English Chess Federation or other organisations running competitions.
- Provide a regular news and information service covering Association activities, individual achievements and obituaries.

To allow the above, the contact details provided to us by members may be used to contact them by mail, telephone, fax or email for the purposes of the Association. Contact details may also be published on the website. We will hold personal data for as long as a person is a member of a constituent Chess Club or involved in Association activities, and for up to one year afterwards. Details published on the website will be displayed for as long as relevant to a particular competition, office of the Association or constituent Chess Club, or historical record. This data is held pursuant to the legitimate interests of Shropshire Chess Association, which is the basis on which your data as set out is processed.

Who can access information

Unless required by law, we do not sell, rent or otherwise share personal data with other third parties.

Rights

Members can ask for a copy of the data we hold about them, and can make requests for their data to be managed in line with the eight data subject rights. If a member provides information about another person, it is their responsibility to ensure that the other person has given their explicit consent to the processing of their personal data. Should you have any unresolved complaints about the way we process your personal data, you have the right to make a formal complaint to the Information Commissioner's Office (ICO).

Website specific privacy

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Cookies

We do not have a comment facility on our website and do not collect and store data from visitors. For administrators, editors and contributors involved in running the website, the following applies: If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed. If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

How long we retain your data

For users that register on our website (if any), we store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Review of this policy

We keep our privacy policy under regular review and we will place any updates on this webpage. If you have any questions about this policy, please contact the General Secretary.

This privacy policy was last updated on 31st December 2020

Appendix E – Insurance Options

The following quotes have been obtained for insurance:

	Current Policy (excludes equipment)	Including Equipment
Budget	£250.00	£450.00
Current Broker	£239.33	£542.49
ECF Offer		£443.22
Henshall's		No Response

Now cost is clearer the trustees need to agree whether to proceed with the purchase of equipment insurance (cost £200-£300).

As the Association should not be operating without Public Liability Insurance, the current policy was renewed at the beginning of the month (minus equipment insurance).

Appendix F – Gazebo Options

£1,400 has recently been received from the Telford & Wrekin Councillors Pride Fund. This funding must be used to purchase equipment to promote chess at events within the community. Specifically this must contribute towards the purchase of a roller banner, display board, and a custom printed gazebo.

Further grant applications are pending.

Nicole has obtained the below Gazebo quotes. Nicole is looking for permission to purchase the first Gazebo below and, if we do, she is also looking for a steer on what optional extras to purchase.



Total: £919 + VAT

Optional extras:

- Upgrade to Zilla Xtreme 50mm frame: £150
- Fire retardant material: +10% on fabric cost
- Upgrade to zip-connecting walls: £15 each
- Upgrade free flag to double sided print: £30
- Additional feather flag: £101.50 (single-sided) | £125 (double-sided)
- Flag bases: clamp £25 | spike £20 | cross base £25
- Branded tablecloth (6ft): £125 | folding table (6ft): £59
- Set of gazebo weights: 7.5kg moulded £70 | 10.5kg water-filled £58
- Material carry bag: £35 standard | £54 with logo
- Logo redraw: £45

Other quotes have been similar prices

1.7



£929+VAT



£802.45 + VAT

We have also to answer the question as to where we will store the gazebo once purchased?

Appendix G – John Casewell Membership

From: John Casewell
Sent: 22 July 2025 19:53
To: Matthew Clark, Chris Lewis
Cc: Dennis Bonner
Subject: Shropshire chess

Good evening Matthew and Chris

I was looking at our constitution to see if I was still viewed as a member as I left Telepost at the time of the breakup and while I have visited the Darwinian club have not become a member. I still maintain my ECF membership and still take an interest in Shropshire chess aided by the streaming of live games. I appreciate as a blue badge holder able to play online and as far as I can see would not be able to play in any future minor tournament as no longer a member as per the constitution rules.

I am sure there are others who during the chess season feel unable to make regular contact with their nearest club.

My idea is to invite such individuals to join as friends of the association with a nominal membership fee. In addition there may well be individual players spread throughout the county with no adjacent club. An article in local media may well bear fruit and add to our membership.

Finally in reading through our constitution 8(1) on page 6 refers to section 34. This does not exist but should instead refer to section 33.

Best wishes for the meeting

John

Appendix A - Minutes

Shropshire Chess Association Trustees Meeting October 2025 - Richard Thompson's House

Minutes

**Present ~ Tony Preece, Chris Lewis, Vinnie Crean, Matt Clark,
Richard Thompson**

Apologies ~ Jon Smith

Meeting Starts 7:30 pm

Minutes of previous meeting approved

Action tracker

1. No progress made in regard to starting Ludlow chess club. It was noted there is an unofficial club started in Whitchurch. It was agreed to write a letter to potential clubs to offer support from the association in the hopes they might join. Agreed to explore a potential friendly match between these clubs and an appropriate strength team.
2. Agreed to adopt ECF Safeplay guidelines. Chris to add link to website.
3. Vin to push ahead with creation of logins for trustees to Shropshire sharepoint and push trustees to start populating the site.
4. No progress made in Women's Championship
5. Hampers have been gifted to Graham and Vinnie. Ideas discussed for future recognition of volunteers.
6. Champions of Champions tournament dates have been set and invites have been sent out
7. Shropshire congress venue has been set as Wrekin

8. Little progress made for top-level coaching sessions
9. Explore financial support options for players to enter congress
10. Community lottery has been successful with some funding received by Shropshire. Next steps is to more prominently add link to website.
11. Approaches made to find a replacement for Shrewsbury trustee
12. Vinnie explored possibilities for county specific score sheets and obtained quotes that will be distributed to trustees. Vinnie will speak to Gary White as he has experience creating personalised score sheets.
13. Risk register was reviewed. Probability of child endangerment to be increased from 2 to a 3 on Risk Register.
14. Bullying Risk Register to be edited from a 3 probability scale to 4
15. Record of players and contact information has been begun by Chris. Access to document should be provided to those it would benefit
16. The 1,400£ secured from Telford and Wrekin Councillors Pride Fund must be spent on chess promotion: Roller banner, display board, custom printed gazebo
 - a. Gazebo quotes obtained from Nicole. Reviewed and decided on design
 - b. Extra 400£ granted from trustees to cover upgrade costs
 Richard agreed the gazebo could be stored in his garage once purchased.

Meeting Discussion

- Ideas were discussed how to fill vacant positions within Shropshire chess
- Creation of a personal code of conduct for Shropshire chess discussed
- Successful Rapidplay and Blitz tournament despite a financial loss due to overpredicting the number of entries. Entries to be set at a higher price with lower cost prizes for future.
- Discuss organisation of British Championships bid. Tony asked Munroe to explore potential venues.
- Cabling upgrade for live boards being considered

- The possibility of other clubs wanting their own logo score sheets over a general Shropshire chess design. Idea to be explored further.
- An incident occurred at Telepost Chess club involving a non-member. Once senior officials were informed of the situation, relevant advice was shared to all clubs.
- The ECF have released their new safeguarding policy. Trustees to review the possibility of linking ECF policy to Shropshire chess' safeguarding. All trustees asked to search for inconsistencies between the two before the next meeting.
- Risk Register thoroughly reviewed and discussed
- Review of Shropshire's compliance of GDPR policy was discussed. Chris to draft a GDPR Policy.
- Data storage limit set to be 5 years
- Thanks to Vinnie and Chris for help with GDPR compliance
- Insurance options considered. Agreed to accept ECF offer at next renewal.
- 200£ received from Ray Cox was asked to be spent on a Shropshire Junior Chess trophy. Trustees agreed this would be a trophy for the highest scoring junior in any section in the Shropshire Congress.
- Reviewed a proposal made by John Casewell in relation to supporter membership of Shropshire Chess. Trustees to consult club members on the topic.

Priorities

- Pushing people to become more involved in Shropshire chess to fill vacant positions - Chris to send out emails to potential candidates including parents.
- Invite a trustee member from Church Stretton chess club
- Matt agreed to compile trustee annual report with guidance from Chris
- Future "census" style survey to record number of players

- Create a spreadsheet to record what and why data is being held
- Appoint a data protection officer to keep GDPR compliance under constant review- Vinnie Creen volunteered

Next meeting date:

—> 29th January 2026

9th July 2026