

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 23 Valley View, Market Drayton, TF9 1EA on Thursday 5th March 2026 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 (64 mins) |
| 4. February Management Accounts
For noting by the trustees | 20.40 (30 mins) |
| 5. Allocation of funding | 21.10 (20 mins) |

The Association currently has £6,712 in the bank but still has a number of outstanding liabilities. When the bank total is adjusted for these liabilities the projected bank balance becomes:

Current Bank Balance	£6,712.00
Congress refunds owed	-£38.00
Congress venue hire	-£760.00
Congress ECF Fee	-£128.00
Congress prizes owed	-£50.00
Community Events Equipment (grant 1)	-£1,794.00
Community Events Equipment (grant 2)	£980
Community Events Equipment (grant 2)	-£980
Individual Prizes & Engraving	-£335.00
Champion of Champions Tournament	-£200.00
	£3,407.00
Less Reserves	-£3,000.00
Total cash available	£407.00

Previously agreed priorities were:

- £50 hamper for a stalwart volunteer
- Coaching lessons will hopefully be covered by entry fees £500 (budgeted)
- Upgrade live board cables £270
- Junior trophies £150
- Champion of Champions 100-year anniversary £200
- Support for women's chess £250 (budgeted)
- Junior hoodies £200 (purchased)
- School discounted equipment £250 (budgeted)

Other items for trustees to consider

- New division 3 trophy
- Trophies for Rapid & Blitz Championships

6. Future Meeting Dates and Agendas

21.30 (5 mins)

The next meeting is set for Thursday 9th July 2026 7.30pm at 30 Henricks Crescent,
Shrewsbury, SY2 6JF

7. AOB.

21.35 (5 mins)

Meeting closes at 21.40

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. Nex 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 costsRichard 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

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. Potential new junior club in Wellington and in Shifnal.	Chris Lewis/ Peter Kitchen
3	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
4	Appoint volunteers to vacant positions	A Deputy Treasurer (Luke Bedford) has been found Other Vacant positions include: - Rapidplay Tournament Organiser - Head of Senior Chess - Head of Beginner's Chess - Outreach Committee - Sponsorship Officer - Summer Quickplay Controller Job descriptions have been posted on the website but no responses. Parent at Darwinian Knights to be approached. Chris to send email out to potential candidates including parents	All Trustees

5	Risk owners to create/review risk mitigation procedures for risks in the risk register	Ongoing	Risk Owners
6	Shropshire Chess to inform clubs we would cease advertising their junior clubs without evidence of safeguarding policies	No progress	Chris Lewis
7	Ensure new Autism Club has a risk assessment and child protection policies	Paul to upload documents to Microsoft Cloud	Matthew Clark
8	Creation of a code of conduct	Closed – ECF Safeplay document linked to safeguarding procedures	Matthew Clark
9	Review of GDPR Policy and Procedures	Policy reviewed but need to draft procedures following agreement at Oct 25 meeting including creation of spreadsheet of what data is held and why	Chris Lewis
10	Improve Associations standing on the ECF development Index	Last outstanding action - Women's championships	All trustees
11	Recognise contributions of a long-standing volunteer	Next volunteer to be decided	All trustees
12	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
13	British Championships Bid	Munroe Morrison agreed to explore potential venues for Shropshire to make a bid to host the British.	Tony Preece
14	Organise a coaching session for Shropshire players with a top-level coach	No progress, £500 maximum to be recouped via entry fees	Chris Lewis
15	Explore financial support options for players to enter congresses and join clubs	She Plays to Win provides a potential template but no further progress	Chris Lewis
16	Explore cabling upgrade for live boards	£270 cost agreed in principle but waiting on Matt Carr to test it with his cable.	Chris Lewis
17	Follow-up sale of equipment to Fields Multi Academy Trust	Closed - discussed with school in December and Chris to provide verbal update to trustees	Chris Lewis

18	Purchase equipment for community events and find place to store	Agreed items to be stored in Richard's garage but no update on purchasing	Chris Lewis
19	Promote Twinkl community lottery on website	Prominent link to be added to frontpage – email sent to website editor 28/02	Chris Lewis
20	Compile Trustee Annual Report	Annual report to be compiled by 1 st September – missed deadline but draft has been sent to Chris to review and comments returned	Matthew Clark/Chris Lewis
21	Replace Shrewsbury Trustee	Officials approached	Matthew Clark
22	Invite Church Stretton to appoint a trustee	Invite sent to secretary but no response. Other players approached.	Matthew Clark
23	Investigate county specific score sheets	Speak to Gary White who has experience creating scoresheets	Vinnie Crean
24	Offer support and potentially arrange friendly matches between new Shropshire clubs including a club in Whitchurch and another in Shrewsbury	No progress	Unassigned
25	Link ECF Safeplay guidelines to the website	Closed - added link to new appendix 13 of Safeguarding document	Chris Lewis
26	Provide Trustees with record of players and contact information	Added to sharepoint but trustees still need access	Chris Lewis
27	Send out new census style survey to record number of Shropshire players	No progress	Unassigned
28	Obtain Equipment Insurance from the ECF when insurance is next renewed	No progress – renewal is in September	Chris Lewis
29	Trustees to consult club members on John Casewell's proposal for supporter membership	Ongoing	All Trustees

Appendix C – Management Accounts February 2026

Overview

The accounts show a really mixed picture with some areas performing particularly well, especially the Community Events where grant funding of £2,290 has been secured. In other areas the financial performance has been far worse and this includes the school tournaments and the Rapid & Blitz Championships. Overall the association is in a healthy position and the congress has funded our other activities but there is only a very modest amount of reserves available to utilise. Full reasons for all variations from budget are listed below:

League

The league is projecting a surplus of £77 above budget with all clubs paying their league fee of £18. The variance arises as minimal numbers of clubs claimed engraving costs last year. The costs of the website have now been moved to overheads.

Individuals

The individuals are projected to nearly break even. Unfortunately, despite more effort to promote the tournament, entries remained at similar levels to previous years resulting in the negative income variance against an ambitious entries budget.

Social Chess

The Quiet Chess Initiative continues to thrive under Paul and in recognition of Paul's magnificent achievements he was awarded the ECF Contribution to Accessible Chess Award and the Association was thus granted £250.

Women's chess has been very quiet this year with Kate understandably focused on her upcoming wedding and Paula recovering from injury.

Nicole has been incredibly successful in securing council funding for the community events. We have been awarded £2,290 by Telford and Wrekin Council in 2 separate Councillor Pride Grants. This funding must be used to purchase specified equipment (Gazebo, tables and chairs etc.). The challenge is currently to spend this money in the allocated grant period.

Junior Chess

Junior club turnout remains similar to previous years and a new revenue stream has now started with Mike and Lily Etchells running a little refreshment stand and donating the surplus to Shropshire Chess.

Shropshire was not able to field a team in all J4NCL weekends as hoped but these events break even anyway and so income and costs are both down.

Overall Junior Chess (excluding schools) will require a small subsidy this year.

School Championships

The school events have incurred heavy deficits this year as no sponsorship has been obtained and most events are now completed. This situation primarily arose as Chris has been working all hours in his job the past few months leaving no time to seek sponsors. The loss of the junior championships and Megafinal venue also sucked out more time that would otherwise have been spent searching for sponsorship. This does not reflect a lack of sponsorship opportunities but a lack of available time to seek them out.

The costs of the Secondary School Championships are showing overbudget as the timing of the event this year means that two championships fell into a single financial year.

The English Schools Championships qualifier is a new event that was not budgeted in error.

Megafinal

The 2026 Megafinal will be held slightly earlier in the calendar this year and so two megafinals will fall into the 2025-26 financial year. Last year's Megafinal returned a small surplus and now that it is confirmed this year's tournament will be held at Haberdashers' Adams School with a very reasonable venue hire cost the hope is the event will also break even at least.

Junior Championships

The Junior Championships will be held at Shrewsbury School later this month. Entries are not fantastic yet but with additional advertising they will hopefully pick up in the next couple of weeks. The venue has now been secured at a reasonable price.

Shropshire Congress

Snow fears heavily impacted our congress entries in the final days. The organisers believe that without the negative weather warnings the congress would have equalled last years financial performance. That said, the congress was a success delivering a surplus of £1,048 which was £558 over budget but £500 less than last year.

Rapid & Blitz Championships

The Rapid & Blitz Championships was a new event that took place in September. Entries were substantially lower than hoped. An error by the treasurer meant that only the rapidplay prizes were budgeted (forgetting to budget the blitz prize fund). Despite all this venue costs were low and the event only made a small loss of £199, although we were hoping for a decent surplus. Lessons learnt for next year means the entry fee can be slightly increased and the prize fund adjusted to break even this fledgling event which, despite the financial loss, was otherwise very successful.

Donated Sets

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

5 sets to Birchfield School

6 clocks to Ellesmere College

Last year an audit adjustment resulted in all equipment being written down to nil value (the lower of cost and net realisable value). This means that any future sales of ECF equipment has no associated accounting cost but will generate income.

The Association still has 93 sets and 14 clocks available to supply to schools and junior clubs. Of these, 15 sets and all the clocks were donated by the ECF and these would ideally be supplied as soon as possible to fulfil our grant obligations.

Overheads

The Association hired its Live Board Equipment to the British Championships charging £1 per board per day. This resulted in additional income of £182.

Our community events officer has arranged for Shropshire Chess to be a member of the Telford & Wrekin Community Lottery. Anyone can purchase tickets and enter the prize draw with 60% of every ticket purchased being sent to Shropshire Chess. To date we have received £66 of income.

The association received a donation of £200 from the estate of Ray Cox. The trustees previously agreed to purchase a trophy for the top junior at the Shropshire Congress. This trophy was duly purchased and awarded at the congress.

No progress has been made towards arranging coaching and so the coaching income and cost are currently showing as nil.

The trustees agreed to purchase equipment insurance when our current liability insurance expires. Hence there will be no spend before September.

Hampers were purchased for Graham and Vinnie as previously agreed by the trustees.

Capital Purchases

It is projected we will spend £2,684 on new community equipment, expenditure funded by the council grants. The Ray Cox Trophy was funded by a donation from his estate.

Balance Sheet

The bank accounts show we currently have £6,712 in the bank but we still have a number of outstanding liabilities.

Stock primarily consists of junior medals and trophies along with equipment for supplying into the community and some junior merchandise.

Conclusion

Excluding community events The Association is largely performing well enough to stand still with the congress subsidising other competitions such as the school tournaments and the rapid & blitz. Thanks primarily to Nicole the association has successfully obtained grants to fund capital equipment allowing us to better represent ourselves at a wider range of events in the community. There is a limited amount of available cash over and above our designated reserves which the trustees will need to agree how to invest.

The Trustees are asked to note the February 2026 management accounts.

Report prepared by:

Christopher Lewis (Treasurer)

28th February 2026

Shropshire Chess Association Trustees Meeting Minutes

charity number:1202959



March 2026 - Chris Lewis' House

Present ~ Chris Lewis, Jon Smith, Matt Clark, Tony Preece

Apologies ~ Richard Thomson, Vinnie Crean

Meeting Starts 7:30 pm

Minutes of previous meeting approved

Action tracker

1. Relationships between association and clubs are in good condition
2. Microsoft sharepoint logins have been created for trustees to populate with their own information - Team meeting to be set up
3. ECF Safe Play document has been linked to Shropshire safeguarding document
4. Chris is looking into SCA GDPR compliance
5. The next long-term volunteer has been identified for recognition of their contributions
6. Discussed financial support for players to enter congress and join clubs
7. Chris organised a successful primary school championship
8. Twincl community lottery promotion to be link to website front page
9. No progress made regarding friendly matches between new non-affiliated Shropshire clubs

10. ECF safeplay guidelines have been linked to the website
11. All trustees to be given access to the sharepoint holding player records and contact information

Meeting Discussion

- Exploration of venues for 2029 British Championships considering cost among other factors. Possibly the International Centre or elsewhere to hold 1500-2000 people. - Munroe is investigating
- Still waiting for Matthew Carr to test the electronic board cables before upgrading for £270
- Someone needs to be found to replace Peter Kitchen as the Shrewsbury trustee - Officials have been approached
- No progress in identifying a Church Stretton member to become a trustee
- Matt will monitor risk register
- Tony will enquire regarding the use of Maddocks club for the Summer Quick Play tournament - Need to approach a player to act as the organiser.
- Potential new junior clubs in Wellington and Shifnal have the capacity for junior clubs with 2 people willing to organise them. SCA will provide help. We are no longer in a promising position to start a club in Ludlow.
- Agreed Champion of Champions tournament requires a minimum of 8 players ideally.
- New autism club must have a risk assessment and safeguarding policies which are to be uploaded to the sharepoint
- GDPR policies have been reviewed by Chris and he is to draft the procedures including information about what data is stored and its purpose.
- Discussed further improvement to our standing on the ECF development index regarding the women's championships and future actions
- Discussed proposal from John Casewell regarding supporter membership and decided that people should join a club if they want to become a member

- Reviewed the management accounts and noted that Shropshire chess has one of the highest turnovers for a county association, reflecting the breadth of our activities.
- A debate was held surrounding the currently held stock of 93 sets. Agreed the level is to be monitored with the discussion to be re-visited in 6 months. Chris to review whether the terms of our grant funding would allow sets to be offered to clubs before the next meeting.
- Trustees approved the accounts after thorough review

Priorities

- Chris to explore coaching session for players
- Tony and Chris will purchase Gazebo ASAP
- Matt and Chris to complete the annual trustees report after draft and review
- Tony to talk to Gary regarding customised Shropshire scoresheets
- Jon is to investigate active player numbers within this season of Shropshire via a Census style survey
- Chris will arrange ECF equipment insurance at the next renewal date
- Chris to approach Vinnie regarding congress games being put on PGN for the website
- Chris should investigate team sets, purchase and methods of sale
- Agreed the replacement Division 3 trophy will be purchased before the AGM as a priority – Chris to identify suitable trophy with a budget of £200
- Look into a new potential trophy secretary

Next meetings - proposed date

—-> 9th July

—-> 19th November