



**MINUTES OF MEETING OF THE ENGLISH BRIDGE EDUCATION &  
DEVELOPMENT TRUSTEES**  
Sunday 3 November 2024 at 09.15 AM until 1.30am

Woldingham School  
Marden Park  
Woldingham  
Surrey CR3 7YA

Attendees

Ian Sidgwick – Chair (IS)  
William Bourne – Treasurer (WB)  
Abbey Smith – Trustee (AS)  
Tony Cherrett – Trustee (TC)  
Milly Sutton – Trustee (MS)  
Richard Croot – New CEO (RC)

Notes/ Minutes by MS/WB

**1. HOUSEKEEPING**

Welcome & introductory remarks (IS) IS opened the meeting and welcomed the attendees.

Apologies NONE – all invitees present

Minutes from meeting held on 2<sup>nd</sup> November 2024 were agreed and accepted. Following the meeting, it was noted that previous minutes had not been posted on the EBED website as we had agreed to do. **ACTION RC**

Conflicts of interest - No Conflicts of Interest were declared

Trustee Appointment

The Board formally recognised the appointment of Milly Sutton as a Trustee.

Actions from the last meeting

The Board went through the action points from the last meeting. It requested an update of the financial forecasts for the full year **ACTION WB**

**2. SAFEGUARDING**

The Board approved the replacement of Abbey Smith by Richard Croot as the Designated Safeguarding Officer and the appointment of Abbey Smith as Deputy Safeguarding Officer for the EBU and EBED.

The Board discussed a draft document on safeguarding and made the following comments and recommendations:

- We emphasised the need to vet recruits and volunteers according to the agreed safeguarding policies
- Any panel interview should include someone trained in safer recruiting, and a list of those who qualify in this respect should be maintained

- We recommended that a formal training log be put in place for staff and outsourced contractors **ACTIONS RC/AS**

### 3. FINANCE

The Board approved the Investment Policies document setting out responsibilities and processes for investing.

The Board approved a document setting out the authorisation processes for unbudgeted expenditure.

The Treasurer told the Board that receipt of more funds from the Faulkner legacy was not certain, as the process of obtaining probate involved a complex legal situation in Spain.

### 4. STRATEGY

The Board discussed the draft Strategy and Tactics document. We agreed that the contents are a good description of what we do, but that a shorter document was needed to explain our strategy and objectives. We also noted that stakeholders may require more detail on our activities and how these will achieving our objectives. The current document may form the basis of both of these. **ACTION IS**

In the course of the discussion we debated whether EBED should set overall strategy for teaching bridge, or see itself primarily as a resource for those who wished to pursue their own methods. We agreed that both approaches will be required.

### 5. CEO's objectives

The Board discussed and agreed the detailed objectives for the new CEO subject to one addition in the area of staff management.

### 6. Contract to survey and recommend suitable teaching and other material

The Board agreed to start a project to survey what high quality teaching and other material exists round the world which EBED could provide links to from the website. This will be outsourced and is expected to take about four days work.

### 7. Universities Awards

The Board approved the Universities Awards framework to incentivise keen bridge players to re-start university bridge clubs.

### 8. Youth Grants

The Board approved a process by which EBED will assess grant requests and offer funding to people or organisations. It also approved a template, subject to some detail changes. The Board suggested this should be clearly signposted on the website. **ACTION RC**

### 9. AOB

Under AOB we discussed feedback and some issues with the summer and autumn camps and how registrations should be processed. **ACTION RC**

We agreed that the website needs to be upgraded as it is changed to Wordpress. Given the pressure on staff, we agreed to outsource a review to make recommendations on both its aesthetics and its functionality. **ACTION RC**

We also discussed Trustee training and WB agreed to report back to the Board **ACTION WB**

## **10. Next Board meeting**

We agreed to hold the next meeting at 1000 on 6<sup>th</sup> January 2025 in Aylesbury, combined with a working lunch together with as many staff as can be with us. We also agreed to hold a monthly Zoom call at 0915 on the first Monday of the month for all months when we do not hold a board meeting. The first will therefore be 2<sup>nd</sup> December 2024.