

Cheltenham Bridge Club Charitable Incorporated Organisation
Registered charity number 1188825

DELEGATION OF AUTHORITY LETTER

To the Chairperson, Treasurer and Secretary (the officers) and other members of the Management Committee of Cheltenham Bridge Club Charitable Incorporated Organisation (“CBC”)

Article 17 of the Constitution of CBC gives us, the Trustees of CBC, power to delegate any of our powers or functions to a committee. If we do so, we are required to determine the terms and conditions on which the delegation is made. By this letter we delegate our powers and functions to you, the officers and other members of the Management Committee of CBC on the terms and conditions set out below. The officers of CBC have countersigned this letter by way of confirmation that you acknowledge and agree to this delegation.

1. The effective date of this delegation is 1 May 2026.
2. This delegation shall run for a period of twelve months or until terminated by prior written notice given by the Trustees to the officers of CBC or by the officers of CBC to the Trustees. This notice must specify a termination date not less than thirty days after the date on which notice is given.
3. The authority delegated is not subject to sub-delegation without the prior and express written consent of the Trustees.
4. The authority delegated shall be exercised in furtherance of the objects of CBC and not otherwise.
5. Where specified in this letter, the authority delegated may be exercised only with the prior approval of the Trustees.
6. The Management Committee of CBC shall be responsible for the following operational matters and the Trustees delegate their powers and functions as may from time to time be necessary for the Management Committee to discharge their operational responsibilities:

Leadership and Communications

Providing leadership for the productive management of CBC
Implementing Trustee decisions and pursuing CBC’s Mission and Strategy.
Arranging for regular updates to be provided to the Trustees and to the membership.
Maintaining communications with members and being receptive to their comments and ideas.

Subject to the prior approval of the Trustees, employee recruitment (whether as a replacement or in a new post and whether full-time, part-time or on zero hours contract).

Managing the CBC Operations & Development Manager and all other employees.

Managing the relationship between CBC and its contractors and ensuring compliance with the terms of CBC's insurance policy in this regard

Recruiting and managing volunteers.

Holding regular Management Committee meetings, preparing Agendas and Minutes and posting the Minutes on the CBC website

Making arrangements to hold General Meetings, preparing and distributing notices and circulating relevant documentation, acting as Chair, preparing Minutes and posting the Minutes on the CBC website.

Upholding Best Behaviour. Receiving complaints and convening the Conduct Committee from time to time as required under the Conduct & Disciplinary Process

Maintaining the CBC website

Maintaining the Pianola communication system

Managing the CBC archive on Dropbox.

Arranging special events such as the Cheltenham Congress and the Winter Bridge holiday.

Complying with the requirements of the EBU.

Financial matters and risk

Ensuring that the CBC premises and all CBC activities are fully and effectively insured against risks of any nature.

Overseeing the financial affairs of CBC as a Charitable Incorporated Organisation, appraising the financial viability of all activities, preparing the yearly budget for approval by the Trustees, ensuring effective financial procedures and controls are in place

Obtaining the prior approval of the Trustees to any expenditure outside or in excess of the yearly budget.

Obtaining the prior approval of the Trustees to CBC entering into any contract which incurs or may incur a liability in excess of £10,000.

Ensuring proper accounting records are kept, including VAT and payroll. Dealing with all necessary tax compliance.

Preparing and filing annual financial statements, liaising with the independent examiner

Reporting to the Trustees on financial matters.

Membership and Data Protection

Submitting applications for membership to the trustees. Keeping an up to date database of members and complying with Data Protection law.

IT

Installing and maintaining the club IT hardware and software so that it is fully functional and up to date.

Organising IT reports and communications to members, the CBC website, GCBA and the EBU.
Providing IT training for volunteers as necessary.

Bridge Management

Arranging and overseeing regular bridge sessions at all levels of expertise.
Maintaining the calendar and the standby rota.
Providing directors and scorers for all sessions and ensuring that results are communicated to the membership and the EBU.
Supporting directors and advising on ethical issues.

Bridge Tuition

Arranging for CBC to offer the Learners 1 and 2 weekly tuition programme, intensive weekend courses, and students' practice sessions. Collecting tuition fees. Ensuring that all remunerated bridge teachers and helpers have self-employed status.
Arranging a programme of bridge teaching seminars for more experienced players.
Maintaining the CBC bridge library.

Health, Safety and Environment

Ensuring (inter alia via regular inspections of the premises) that CBC is compliant with all health and safety regulations and that bridge sessions and social events take place in a safe and pleasant environment.
Ensuring that club members are aware of relevant safety procedures.
Ensuring compliance with fire regulations.
Maintaining first aid supplies, boxes and defibrillator.
Maintaining the Accident register.
Organising fire, health and safety training as necessary.

Premises

Managing the overall maintenance, repair and security of the clubhouse and car park, including the garden areas, and the fixtures and fittings, including bridge playing equipment.
Monitoring the cleaning of the club premises and liaising as necessary with the cleaning contractors.
Organising maintenance, repair and replacement of fixtures and fittings and the disposal of surplus equipment.
Undertaking regular inspections and tests of the premises including testing the fire alarm and fire evacuation procedure.
Liaising with the insurers, utility providers, contractors, employees and volunteers as necessary in relation to the condition and use of the clubhouse and its contents.
Managing hirings of all or part or parts of the clubhouse and ensuring compliance with the terms of CBC's insurance policy in this regard

Note: no sale or leasing of CBC's real property is authorised by this delegation

Hospitality - Catering & Sale of Intoxicating Liquor

Arranging for the staffing, licensing and hygiene of the kitchen.

Ensuring that intoxicating liquor is sold only in strict compliance with the club's licence.

7. In the event of any conflict between the Constitution of CBC and this delegation letter the Constitution shall prevail.
8. This delegation shall apply only so far as is consistent with the provisions of the Charities Act 2011 and with the general law of England & Wales.

Approved by the Trustees at a meeting held on (date)
signed on their behalf by the chair of the meeting

2026 and

_____ Trustee

Acknowledged and agreed:

Chairperson of CBC

Treasurer of CBC

Secretary of CBC