

MINUTES FOR THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUB ROOMS AT 7.00 P.M. ON 10 MARCH 2026.

Present: Jen Macartney, Marie Kean, Allan Dyer, Lyn McLaren, Barbara Wilkes, Diane Paterson, and Heather Urquhart.

Apologies: Sue Johnstone, Jan Methers, Peta Smith

Minutes of Meeting of 10 February 2025: Barbara moved that the minutes are true and correct, seconded by Diane.

Matters Arising: Property checks – Alan will provide to Barbara a checklist.

Banking access update – all completed.

Correspondence:

Inwards

Snail Mail:

Email:

NZ Bridge – preliminary notice of meeting for AGM on 13/06 – (rec'd 10/03).

NZ Bridge – information on board committee membership and portfolios – (rec'd 10/03).

NZ Bridge – Board minutes from 28/01 – (rec'd 10/03).

One.NZ - \$65.00 – (rec'd 10/03).

Kathleen Renton – bank account details for tournament prize – (rec'd 08/03).

NZ Bridge – Congress poster – (rec'd 08/03).

Westpac – confirming Marg Auty has now been removed from banking access – (rec'd 06/03).

Graham Dale – wondering about when tournament prize money will be paid – (rec'd 05/02). *Forwarded on to Allan to attend to.*

Westpac – confirmation of paying \$150.00 into our bank account as a goodwill payment due to the delays we faced in having bank signatures changed – (rec'd 05/03).

Ricoh – Statement – (rec'd 04/03).

Sue Kennedy – would like to register for lessons – (rec'd 04/03).

IRD – GST return now available – (rec'd 03/03).

OfficeMax – Statement – (rec'd 03/03).

Kathleen Renton – bank details for tournament prize – (rec'd 02/03).

O/S – reminder about Regional Conference – (rec'd 02/03).

Cromwell Bridge Club – reminder about their 50th celebration – (rec'd 02/03).

Matt Blakely – bank details for tournament prize – (rec'd 01/03).

NZ Bridge – requesting update of active bridge directors – (rec'd 01/03).

DCC - \$67.13 – water rates – (rec'd 27/02).

BridgeNZ - \$618.63 for bidding pads – (rec'd 27/02). *Allan to invoice Brooklands \$400.00 for cost of bridgepads.*

Mercury – price increase from 01/04 – expected to result in an increase of approximately 62 cents per day – (rec'd 25/02).

Mercury - \$256.01 due 30/03 – (rec'd 25/02).

Jane Thomson – entry to Tournament – (rec'd 25/02).

East Coast Bays – forwarding on an email from Clear View Web Design if we didn't have our own website – (rec'd 23/02).

Westpac – reply to email about when they will be removing banking access for Marg – (rec'd 23/02).

Otago Bridge Club – Poster for their 90th celebrations at Easter – (rec'd 21/02).

NZ Post - \$280.00 – post box renewal – (rec'd 21/02).

Xero -\$71.59 – (rec'd 21/02).

Ricoh - \$68.44 – (rec'd 20/02).

IRD – payment reminder – (rec'd 20/02).

Graham Dale – tournament entry – (rec'd 19/02).

Tony Offen – interest in lessons – (rec'd 19/02).

IRD – Executive Officer has been added – (rec'd 19/02).

Rona Chave – left glasses at club rooms – (rec'd 18/02).

O/S Bridge Admin – notes from recent meeting:

- Otago Southland Regional Conference to be held on 22/03 at Cromwell Catholic Church, RSVP by 15/03.
- Information about Dan Gifford Rubber Bridge scoring help.
- Reminder of Junior Incentive Scheme.
- Offer of \$300.00 per club for advertising and printing costs for lessons (*Barbara forwarded copy of Campbell and Sons \$500.00 invoice*).
- Change of venue for King's Birthday Provincial Champs – now Oamaru

O/S Bridge Admin – Fler for 20A National Swiss pairs on 14/03 at Wellington.

Gillian Alexander – asking when she would receive an invoice for membership fees – (rec'd 17/02). *Forwarded on to Allan to process urgently.*

O/S Bridge Admin – requesting feedback on upgrading from 10A to 15A teams events – (rec'd 13/02).

OfficeMax - \$367.40 - for compostable cups, photocopy paper and hand towels – (rec'd 13/02).

Barbara Hutton – requesting to put membership on hold due to health issues – (rec'd 12/02).

Lisa Lamb – interest in lessons – (rec'd 12/02).

O/S Bridge Admin – info on Dan Gifford Rubber Bridge – (rec'd 12/02).

NZ Bridge – News from the Chair – (rec'd 12/02).

BridgeNZ - \$155.17 – for bidding pads – (rec'd 12/02).

Robin Gillespie – thanks for reply to requesting to use our rooms – her plans have changed but will let us know closer to the time – (rec'd 11/02).

Outwards:

Email reply to Robin Gillespie about the use of our rooms.

Emails welcoming new members: Greg Casey, Heather Casey, Barbara Hutton and Gillian Alexander.

Acceptance of correspondence moved by Barbara and seconded by Jen.

Treasurer's Report:

The treasurer's report for February is below:

ACCOUNTS TO PAY MARCH 2026	
Mercury	\$ 256.01
Ricoh	\$ 68.44
One.nz	\$ 65.00
Wages - March (approx)	\$ 580.00
IRD PAYE - March	\$ 115.60
Simple Saver - March	\$ 200.00
Office Max	\$ 367.40
IRD GST	\$ 2,179.89
Tournament prize money - K Renton	\$ 30.00
NZ Post -PO Box	\$ 280.00
DCC - water rates	\$ 67.13
	<u>\$ 4,209.47</u>
<u>Paid since last meeting</u>	
Kitchen Account – Monthly Top up March	\$ 500.00
Kitchen account - bar payments	\$ 229.18
Kitchen account - kitchen payments	\$ 249.25
Kitchen account - tournament costs	\$ 82.80
Tournament prize money - M Blakeley	\$ 70.00
Tournament prize money - G Dale	\$ 50.00
Tournament prize money - V Clifford-Marsh	\$ 50.00
Tournament prize money - G Coutts/Sout	\$ 60.00
Tournament prize money - R Dyer	\$ 40.00
Tournament prize money - R West	\$ 40.00
Tournament prize money - L McLaren	\$ 40.00
Tournament prize money - D Bruce	\$ 40.00
Tournament prize money - N Corkery	\$ 30.00
Tournament prize money - J Sheehy	\$ 70.00
Total approved	<u>\$ 1,551.23</u>

One tournament prize payment still to be paid to K Renton – awaiting confirmation of bank details – now paid.

The 6-monthly GST return has been filed with IRD with a payment of \$2,179.89 due (mostly due to subscription payments).

All subscriptions have now been paid.

Approval of the accounts payable and acceptance of Treasurers report moved by Allan and seconded by Barbara.

Committee Reports

Building:

End of March for trimming of trees.

Bar:

Need to have a pricelist for food that is relevant. Sausage rolls - \$2.00 each, savouries - \$1.00 each, mini pizzas \$2.50. Barbara to do a sign.

Stationery Supplies:

Blue boards for Monday nights are not in great shape so approval given for Jen to purchase another set of boards.

Kitchen:

Diane – update on chat with Mikayla. Chat went well.

Cards Sent:

Abby Ferguson

Membership:

Lyn Sapsford has not paid and so we will resign her.

Programme:

Tournament on 1st March – 14 tables. Food was \$5.00 per person. Out of town people said we were a very friendly club and lovely food. Surplus of approximately \$200.00.

Easter Fun Day. Food ideas sorted. Peta will direct. Partners drawn out of a hat.

Tuesday practice sessions. Had 3 tables plus helpers. Good atmosphere and will get more popular as sessions progress. Those that came were very appreciative. 5 hands were discussed over the 2 hours.

Charity Tournament 29/03– Jen has 4 x \$25.00 gift vouchers from New World, hopefully Jacqui Johnston will come one board and Jen has approached Woolworths and will chase up on this. Nichols have given us some coffee and cake vouchers which Jen will pick up next week. Remind all members people to bring a plate of food. A notice on our board acknowledging our sponsors. Money from Westpac to be added to our donation amount. Jen to ask Mikayla to come in for this.

Learners

At this stage we have had 11 registrations, hopefully we get more as last year there was a few walk-in's on the first night.

Nearly all of the flyers have been distributed.

Jen will organise the forms etc for the learners to complete their details on.

Deirdre is available the first night but not the next two, Jen should be.

Computers:

Jude still has to write to Martyn Oyston about upgrade of software.

Health & Safety:

A draft Health and Safety policy is attached at end of the agenda for consideration. The subcommittee also recommends we put the defibrillator back into the bookcase along with the first aid kits. They believe with appropriate signage it can be easily accessed by anyone who needs it. Re signage, Sue has contacted an organisation called HeartSaver and they have an A5 AED sticker that we can stick to the glass door of the bookcase costing \$10.00. Committee agreed to adopt policy.

An emergency contact list to be completed by all voluntary members.

Privacy Matters:

Interests Register:

General Business:

Working bee – 4 people turned up. Some did things out of time.

Car Parking – Jen has found the original lease and proposes to reinstate the private car park. See photos at end of Agenda. Need signs to be cemented in the garden. Allan to coordinate this – before next tournament on 7th June.

There's a youth hui on 9th April 1.30 to 3.30 on cricket grounds. Taieri Network Hub wanted to know if we want to do anything. Committee declining this opportunity as youth are not our target market.

There was some discussion on the behaviour from one of our members. A letter is to be sent as a reminder that courteous behaviour required.

Meal out this Saturday – reminder on WhatsApp group.

Meeting closed at 8.20 pm. The next meeting held on Tuesday 14 April 2026, 7.00 pm at the Club rooms.

Action List

Nov 2025

- To come up with 10-year plan for capital expenditure February 2026
 - Carpet
 - Sterilisers
 - Sound systems – Strawberry Sound
 - Dishwasher

Apr 2026

- AED due for Annual check
- Check if Triton wish to sponsor a bridge tournament

May 2026

- Fire Evacuation drill to be held
- Organise water filter to be serviced
- Advertising prices to go up for programme book

Sept 2026

- To organise another working bee for November.
- Discuss rent increases for 2027 year
- Discuss finishing dates for bridge
- New photo for learners flyer

Nov 2026

- Fire Evacuation drill to be held

April 2027

- Host Responsibility to be updated for Alcohol Licence.
- Fire evacuation to be organised and held before alcohol licence renewal

May 2027

- Alcohol Licence renewal, need copy of host responsibility to be updated, new rules, food menu with specific light beer, also need form showing which bridge clubs can use our bar premises.

Sep 2027

- Organise another survey.
- To look at honorarium payments – table card officer.

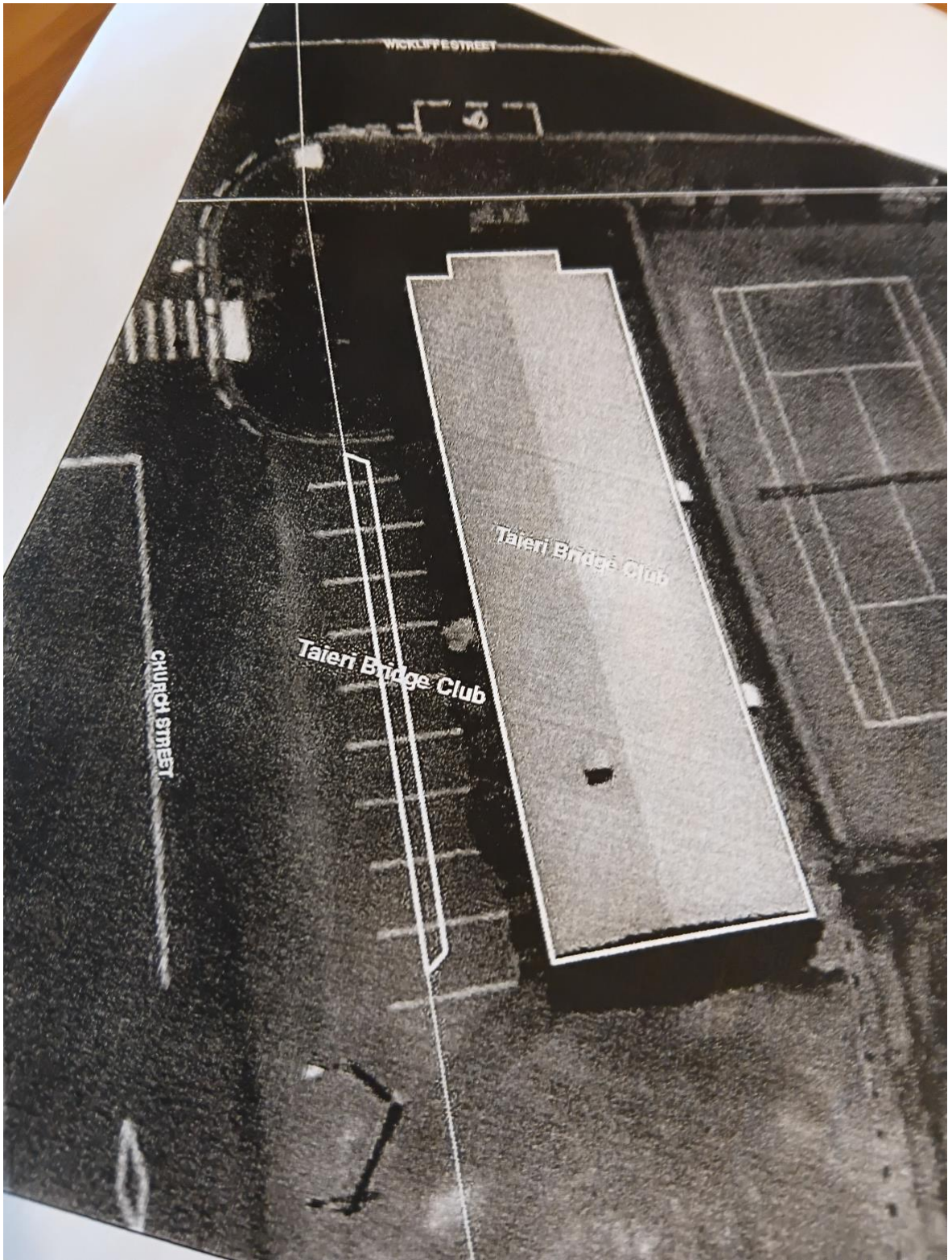
Apr 2029

- Organise an updated building valuation – Dunedin Valuation. Insurance falls due in May

Cash Summary		
The Taieri Bridge Club Inc		
For the month ended 28 February 2026		
Account	Feb 2026	Year to date
Income		
Advertising Income	0.00	925.00
Bar Sales	279.13	2,020.97
Donations	0.00	90.00
Interest Earned	47.18	300.65
Rent	0.00	1,321.76
Subscriptions	846.68	7,027.10
Sundry Income	(36.52)	2,215.54
Table Money	2,128.57	11,345.46
Tournament Income	939.19	2,608.83
Total Income	4,204.23	27,855.31
Less Expenses		
Accounting Software	62.25	367.50
Bank Fees	0.00	2.00
Bar Purchases	229.18	1,477.95
Consulting & Accounting	0.00	1,250.00
Electricity	0.00	1,317.11
Improver Costs	0.00	627.67
Kitchen Expenses	218.53	1,026.60
Lesson Advertising	434.78	434.78
Levies & Charges	787.20	1,649.40
Office Expenses	50.60	830.22
PAYE Payable (includes Kiwisaver contrib)	(5.85)	0.00
Playing Materials	0.00	579.97
Prizes & Engraving	0.00	1,160.97
Property Expenses	0.00	265.71
Reimbursements (Honoraria)	0.00	1,200.00
Revenue in Advance	0.00	52.17
Rounding	0.00	0.94
Sundry Expenses	47.38	2,623.12
Supper Expenses	0.00	80.00
Telephone & Internet	56.52	339.12
Tournament Expenses	369.74	1,740.67
Wages	580.76	3,235.38
Water Rates	0.00	134.80
Total Expenses	2,831.09	20,396.08
Surplus (Deficit)	1,373.14	7,459.23
Plus GST Movements		
GST Collected	672.87	4,357.44
GST Paid	(387.67)	(2,072.55)
Net GST Movements	285.20	2,284.89
Net Cash Movement	1,658.34	9,744.12
Summary		
Opening Balance	59,846.92	51,761.14
Plus Net Cash Movement	1,658.34	9,744.12
Cash Balance	61,505.26	61,505.26

Profit and Loss		
The Taieri Bridge Club Inc		
For the month ended 28 February 2026		
Account	Feb 2026	Year to date
Trading Income		
Advertising Income	0.00	925.00
Bar Sales	279.13	2,020.97
Donations	0.00	90.00
Interest Earned	47.18	300.65
Rent	0.00	1,321.76
Subscriptions	(157.64)	7,091.62
Sundry Income	0.00	2,215.54
Table Money	2,128.57	11,345.46
Tournament Income	939.19	2,608.83
Total Trading Income	3,236.43	27,919.83
Gross Profit	3,236.43	27,919.83
Operating Expenses		
Accounting Software	62.25	373.50
Bank Fees	0.00	2.00
Bar Purchases	229.18	1,477.95
Consulting & Accounting	0.00	1,250.00
Depreciation	560.63	3,363.81
Electricity	222.62	1,441.73
Improver Costs	0.00	627.67
Kitchen Expenses	218.53	960.60
Lesson Advertising	434.78	434.78
Levies & Charges	0.00	1,649.40
Office Expenses	627.69	1,384.62
Playing Materials	134.93	714.90
Prizes & Engraving	0.00	1,160.97
Property Expenses	0.00	265.71
Reimbursements (Honoraria)	0.00	1,200.00
Sundry Expenses	47.38	2,623.12
Supper Expenses	0.00	80.00
Telephone & Internet	56.52	339.12
Tournament Expenses	109.74	1,740.67
Wages	580.76	3,235.38
Water Rates	58.37	125.61
Total Operating Expenses	3,343.38	24,451.54
Net Profit	(106.95)	3,468.29

Balance Sheet	
The Taieri Bridge Club Inc	
As at 28 February 2026	
Account	28 Feb 2026
Assets	
Bank	
Kitchen Account	103.14
Main Account	15,194.55
Prudent Res - Carpet (Bonus Saver)	14,849.56
Prudent Res - Carpet (Term Deposit 2)	10,000.00
Prudent Res - Carpet (Term Deposit 3)	21,358.01
Total Bank	61,505.26
Current Assets	
Accounts Receivable	74.20
Bar Stock	772.37
Total Current Assets	846.57
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(113,203.46)
Less Acc Depn on Plant & Equipment	(50,328.53)
Plant & Equipment	68,519.38
Total Fixed Assets	54,983.39
Total Assets	117,335.22
Liabilities	
Current Liabilities	
Accounts Payable	1,624.76
GST	1,992.74
Rounding	(0.94)
Total Current Liabilities	3,616.56
Total Liabilities	3,616.56
Net Assets	113,718.66
Equity	
Club Balance	110,250.37
Current Year Earnings	3,468.29
Total Equity	113,718.66



2 **Marked Car Park area and Signage**

2.1 The Council is the owner of the land on which the car parks outlined in the proposed Church Street footpath and car park upgrade plan are marked ("car park plan").

2 The Council grants the Lessee a non-exclusive licence to occupy the area as outlined in the car park plan ("the Licence Area"). Subject to the right of termination in clause 3 of this Schedule 3 ("the Licence to Occupy").

Licence to Occupy

The Licence to Occupy shall be on the following terms:

- (a) The Lessee shall not use the Licence Area for any other purpose other than to park the Lessee's members' cars and will not assign, sublet, charge or otherwise dispose of or part of the possession of the whole or any part of the Licence Area.
- (b) The Lessee may erect signage with approval from the Council advising that the marked car park area is for the Lessee's members only and not a public car park.
- (c) It is acknowledged that the Lessee's regular use of the car parks is Monday and Wednesday nights 6.30pm to 11.00pm and Saturday afternoons 1.00pm to 5.30pm. In addition, regular tournaments are held during the year.

The Lessee shall take reasonable care not to damage the car parks. If the Lessee damages the car parks, other than through reasonable use and fair wear and tear, the Lessee shall promptly repair the marked car park area to the standard that the car park area was at prior to the damage.

The Council shall maintain the marked car park area so that it is to a standard similar to that of the adjoining road, provided that the Council shall not be responsible for any repairs or maintenance where the damage has been caused by the Lessee or its invitees (other than through reasonable use and fair wear and tear).

The Lessee shall be responsible for monitoring the use of the marked car park area. The Lessee acknowledges that the Council shall not have any obligation to monitor or enforce use of the marked car park area.

and Hedge Area

The Taieri Bridge Club's Health and Safety Policy and Procedures

Policy

It is the policy of the Taieri Bridge Club to make every reasonable effort to prevent accidents, to protect all users from hazards and promote health and safety measures.

The Committee is of the opinion that Health and Safety is the responsibility of all members, employees, contractors, hirers and guests and makes the following commitments to this end.

All members, employees, contractors, hirers and guests are expected to co-operate with safety practices to ensure the Club premises are a safe and healthy environment.

They will:

- Accept the safety instructions given and use the safety equipment provided.
- Take all practicable steps to ensure their own safety and safety of others while on the premises, and
- Not cause harm to any other person.

Procedures

Fire Safety

The **Director shall be the fire warden** for any playing session.

They must know the location of the fire alarm, firefighting equipment, exits and the evacuation procedures and be able to communicate this to members, employees and guests as and when required.

All members should be aware of the nearest exit and the evacuation procedures.

Procedures on Discovery or Suspicion of Fire:

- Evacuate the building
- Activate the fire alarm (manually)
- Dial 111 and give exact location of fire
- Confine fire by closing all doors and windows
- If safe to do so attack fire with appropriate fire equipment.

Evacuation Procedure:

- Go to the fire exit as directed by the Fire Warden
- Do not stop to collect personal belongings
- Leave the building immediately moving quickly and quietly. Ensure that anyone with mobility issues is assisted to safety
- Assemble across Church Street under the Woolworths Supermarket sign
- The Fire Warden must ensure the building is completely evacuated
- The Fire Warden should be aware of how many people were in the building and check everyone is accounted for.
- Do not re-enter the building until the Fire Warden indicates it is safe to do so.

The Committee will:

- Ensure that fire procedure drills are conducted at 6 monthly intervals.

- Conduct regular checks of the fire exit doors and safety equipment to ensure they are fit for purpose.

Earthquake

If an earthquake occurs you should **Drop Cover and Hold**. The greatest hazard of earthquakes will be falling materials. In a strong earthquake take cover in a doorway or under a strong table. If neither is available get as close to the strongest outer wall of the building but clear of windows.

After an earthquake, if everyone has been evacuated from the building they should not return to the building until permission is given by Civil Defence personnel or the supervising Fire Bridge Officer or a qualified Building Safety Officer.

First Aid & Medical Emergency

In the event of a medical emergency dial 111 ask for Ambulance and give your exact location and detail of the emergency. Do not hang up until asked to do so. If necessary, a defibrillator is available in the bookcase in the front of the club room. Comprehensive instruction is provided when the defibrillator is turned on.

If a bridge player is injured basic first aid may be required. A first aid kit is in the bookcase at the front of the club room.

Minor Hazards

The Bridge Club is considered safe and relatively free of hazards.

However, scolding from an accident with hot liquids is a possibility. In the event of a scold the affected area should be doused under cold water for up to 20 minutes while additional medical assistance is considered. Care must also be taken to minimise the possibility of slips, trips and falls.

Working Alone

No volunteer should work alone in the building.

If an employee is required to work alone that person should be advised to detail a relative or friend of their timed work schedule.

Incident Book

Any incidents/accidents should be reported to the Director for the session and logged in the Incident book in the office.