

Working Men's Club and Institute Union Limited

ANNUAL REPORT

FOR 2012

and

BALANCE SHEET

FOR THE YEAR ENDED

30 SEPTEMBER 2012

ANNUAL REPORT FOR 2012

AND

BALANCE SHEET

FOR THE YEAR ENDED 30TH
SEPTEMBER 2012

6TH APRIL 2013
BLACKPOOL
ANNUAL MEETING

253-254 Upper Street
London N1 1RY
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OFFICERS

JANUARY 2013

President:

GEORGE DAWSON CMD

Vice-President:

JOHN TOBIN

National Executive Committee

NAME	ELECTORAL DISTRICT
Colin Armstrong	Cleveland/Durham County
John Baker	North West Metropolitan/North East Metropolitan
Geoff Blakeley CMD	Cumbria/Burnley & Pendle/Manchester
Carol Goddard	Warwickshire/South East Midlands
Ken Green CMD	West Yorkshire/Heavy Woollen/South Yorkshire
John Harris	Derbyshire/Leicestershire
Sid Hicks	Scottish/Northumberland
Colin Howroyd CMD	West Yorkshire/Heavy Woollen/South Yorkshire
Roger Oake	Kent/South East Metropolitan
Ken Roberts CMD	South Wales/Monmouthshire
Bob Russell CMD	Western Counties/Wessex
Martin Smith CMD	York City/Leeds/Wakefield/Doncaster
Geoff Whewell	North Staffs/West Midland
Gordon Winn CMD	York City/Leeds/Wakefield/Doncaster
Brian Young David Walton	Cleveland/Durham County

ADMINISTRATION TEAM

AT 31ST JANUARY 2013

HEAD OFFICE DEPARTMENTAL HEADS

Office Manager: Stephen Goulding

Accountant: Steve Connell

Rules Secretary: Maureen Ross

Administrative Consultant: Norman Pritchard-Woollett

Branch Secretaries

No of Clubs

NORTH EAST METROPOLITAN – JOHN BAKER, 77 London Road, Grays, Essex RM17 5YF.....	69
NORTH WEST METROPOLITAN – JOHN TOBIN, 1 Walmer Close, Crowthorne, Berkshire RG45 8RF.....	77
SOUTH EAST METROPOLITAN – SUSAN GRAHAM , Magnolia Lodge, Shaftesbury Road, Woking, West Sussex GU22 7DU	91
KENT – DAVE EASTWOOD, 17 Temple Way, Tunbridge Well, Kent TN2 3GL	77
WEST YORKSHIRE – GEORGE DAWSON CMD, c/o Arden Road Social Club, Arden Road, Halifax HX1 3AG..	51
BURNLEY & PENDLE –MICHAEL WOODVINE, c/o Brierfield WMC, Walter Street, Brierfield, Nelson, Lancs BB9 5AW.....	29
CLEVELAND & DISTRICT – ARTHUR SOUTER CMD, 189 Union Street, Middlesbrough, Cleveland TS14EF.....	20
CUMBRIA & DISTRICT – KEN BROWN CMD, 1 Pennygill, Flimby, Maryport, Cumbria CA15 8TS.....	33
DERBYSHIRE –JOHN BATCHELOR,c/o Alvaston&CrewtonClub,Trent Street, Alvaston, Derby DE24 8RY.....	38
DONCASTER & DISTRICT - DAVE GRAVEL, 19 South Mall, Frenchgate Centre, Doncaster,DN1 1LL.....	63
DURHAM COUNTY – KEITH REAY BRIAN YOUNG, Club Union House, Flass Corner, Durham CH1	198
HEAVY WOOLLEN DISTRICT – COLIN HOWROYD CMD, c/o Staincliffe Cricket W M Club, The Pavilion, Halifax Rd, Staincliffe, Batley WF17	51
LEEDS & DISTRICT – MARTIN SMITH CMD, c/o Rothwell W M Club, Marsh Street, Rothwell, Leeds, LS26 OAE.....	61
LEICESTER – MICK CHALLINOR, c/o Spinney Hill Social Club, Frisby Road, Leicester LE5 ODQ.....	42
c/o Newfoundpool Non-Political Club, 55 Beatrice Road, Leicester LE3 9FJ	
/MANCHESTER – GEOFF BLAKELEY, 534 Hyde Road, Gorton, Manchester M18 7AA.....	124
MONMOUTHSHIRE – JIM HARRISON, 6 Avon Close, Pontlanfraith, Blackwood HP12 2GB	46
NORTH STAFFORDSHIRE – DAN CAPEWELL CMD, 909 Leek New Road, Baddeley Green, Stoke On Trent ST2 7HQ.....	42
NORTHUMBERLAND – DAVE RICHARDSON, 17 Lansdown Terrace, Gosforth, Newcastle upon Tyne NE3 1HP.....	
c/o Blucher Social Club,1 st Floor, Main Road West, Blucher, Newcastle on Tyne, NE15 9SN	108
SCOTTISH – JIM KENNEDY, 26 Dundas Park, Bonnyrigg, Midlothian EH19 3AU.....	27
SOUTH EAST MIDLANDS – CAROL GODDARD, 1 Shirley Road, Rushden, Northants, NN10 6BY.....	74
SOUTH WALES – KEN ROBERTS CMD, 5 Lionel Terrace, Rhydyfelin, Pontypridd, Mid Glamorgan CF37 5HR.....	140
SOUTH YORKSHIRE – KEN GREEN CMD, 5 Eastgate, Barnsley, Yorks S70 2EP	94
WAKEFIELD & DISTRICT – GORDON WINN CMD, c/o Glasshoughton W M Club, 152 Leeds Road, Castleford, WF10 4PD.....	46
WARWICKSHIRE – REGAN BLOUNT, GRAHAM HOLT 54 Barras Green, Stoke,Coventry CV2 4LY.....	55
WESSEX – JOHN WOOD CMD, Rivendale House, 38 Leigh Road, Eastleigh, Hampshire, SO50 DT.....	70
WEST MIDLAND – GEOFF WHEWELL, 41 Lichfield Street, Walsall, West Midlands, WS1 1UT	108
WESTERN COUNTIES – MARK BREWER, c/o 25 Whittington Road, Swindon, Wilts SN5 7DF	77
YORK CITY – FRANK HEALY, The Brand Building, Little Hallfield,York YO31 7XP.....	35
TOTAL:.....	1946

NEW EXECUTIVE MEMBER

DAVID WALTON CAROL GODDARD

Durham Branch Executive member David Walton was co-opted on to the National Executive Committee to fill the vacancy left by Brian Young. David is Vice-President of Hamsterley & District Social Club where he has been a member for 32 years. He has been on the Committee in total for 14 years. Aged 50, David is married with twin teenage daughters. He assists his wife in their catering business, plays darts and dominoes.

South East Midlands Branch Secretary was elected to the National Executive Committee in

CAROL GODDARD

South East Midlands Branch Secretary was elected to the National Executive Committee in December 2011.

OBITUARIES BRANCH EXECUTIVE

As reported in the Club Journal

Bob Skeel

Bob Smith

Derek Armstrong

Dennis Welland

Des Rowe

Ex South East Metropolitan Branch

Ex-North East Metropolitan Branch

Northumberland Branch

South East Metropolitan Branch

Ex-Western Counties Branch

21 YEAR BRANCH SERVICE AWARD

NAME	BRANCH
Mark Brewer	Western Counties
George Dawson CMD	West Yorkshire
John Taylor	West Yorkshire
Robert A Russell CMD	Wessex
Terence Greenhill	Leicestershire
Michael Challinor	Leicestershire
John Bechelli	Cumbria
Arthur Morris	Manchester

1ST GOLD BAR (31 YEAR)

Roy Marriott	Derbyshire
Brian Oler	Warwickshire
Gordon Stansfield	West Yorkshire
Ronnie Caple	Burnley and Pendle
Malcolm Piper	Derbyshire
Ken Brown	Cumbria
William Turner	Cumbria

2ND GOLD BAR (41 YEAR)

(None)

3RD GOLD BAR (51 YEAR)

Norman Barnett	Derbyshire
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ANNUAL CONFERENCE 2012

The Annual Meeting in Blackpool was attended by only 645 delegates. Notices of Motions were put forward by the National Executive Committee and all were passed by an overwhelming majority. The four motions called on the Government to:

- make the Revenue & Customs treat clubs with the same regard they give big businesses;
- allow separate smoking rooms;
- stop encouraging binge drinking.

The Conference in 20123 will take place on Saturday 6th April 2013 at the Winter Gardens in Blackpool.

It was marked not by the small number of delegates but by the positive and supportive attitude of the meeting towards the Notices of Motion proposed by the National Executive to preserve the financial security of the CIU.

The meeting heard from two guest speakers, Mr Simon Clarke of the “Save our Pubs and Clubs” campaign gave a very informative address on the aims and actions of this group. Brian Binley MP, a joint Chairman of the All Party Parliamentary Group and a person raised in the life of traditions of Working Men’s Clubs, spoke forcefully on the value of our clubs in modern society.

The meeting, by substantial majorities, adopted the increase of the per capita fee from 30p to 50p, to include all full members and to increase the cost of pass cards and associate cards to £3.50 inclusive of VAT. It also adopted a motion to fully comply with the Equality Act.

The Conference in 2012 will take place on Saturday 14th April 2012 at the Winter Gardens in Blackpool.

PARLIAMENTARY GROUP

Brian Binley MP succeeded Greg Knight MP as joint Group Chairman, Stephen Hepburn MP continues as the other joint Group Chairman, with Lord Bilston (Secretary) and David Ward MP (Treasurer).

The Group has continued to campaign for more recognition by Government of the social value clubs deliver to their local communities. At regular Group meetings with CIU/CORCA we continue to discuss and explore options for lessening the regulatory and financial burdens on clubs the better to help them survive and prosper.

The Group officers and CIU representatives met with the Minister of State, Home Office, in an endeavour to have clubs exempted from Early Morning Restriction Orders (EMROs) and the Late Night Levy where which were provided for in the Police Reform and Social Responsibility Act 2011. Disappointingly the Government, in making the statutory regulations on EMROs and the Levy, did not include clubs with a club premises certificate in the limited categories of premises which were granted outright or discretionary exemption

ALCOHOL LICENSING

Regulations came into force on 31st October 2012 Allowing licensing Authorities to make Early Morning Restriction Orders (EMROs) and to introduce a Late Night Levy. EMROs can apply to a defined area and in effect nullify existing premises licences and club premises certificates within that area on defined days and hours between midnight and 6.00am.

Any Late Night Levy imposed would extend to the whole of a licensing authority's area and would apply to all licensed premises and certificated clubs within it. The min main aim of the Levy is to meet costs incurred in policing the late night economy.

GAMING MACHINE TAXATION

Under measures in the Finance Act 2012 Amusement Machine Licence Duty plus VAT on net machine takings are to be replaced from 1st February 2013 by a single simple Machine Games Duty (MGD). The new duty will be paid on the profit (stakes less winnings) on all gaming machines and other cash prize machine games (eg quiz machines where the machine offers a cash prize greater than the cost to play). There will be two rates of duty: Standard rate 20%; lower rate 5%. The lower rate will apply only to machines where the maximum stake/prize is 10p/£8. Since 1st November 2012 clubs and other operators with ongoing liable machines have been required to register for MGD; and the Union has been encouraging member clubs to do so well ahead of 1st February 2013 to ensure compliance with the law and to avoid the possibility of incurring an MRC penalty.

Clubs have been advised by HMRC, as their licenses become due for renewal, of the transitional arrangements for paying any balance of licence duty up to 31st January 2013

LICENSING CONSULTATION

The Government issued a consultation document in 2010 in an attempt to review the Licensing Act. This document "Rebalancing the Licensing Act", was part of the Coalition Government's commitment to tack crime and anti-social behaviour associate with night time binge drinking.

The Union's response to the document impressed upon the Government that our clubs are family and community friendly clubs which, although licensed for the supply of alcohol by way of a Club Premises Certificate under the Licensing Act 2003 are totally opposed to binge drinking and the social ills that it generates.

The Union stressed upon Government that it felt any regulation should be targeted at irresponsible premises and practice and not on those member clubs properly conducting activities.

The Police and Social Responsibility Bill was presented to Parliament on 30th November 2010 and introduced changes to the Licensing Act 2003 covering guidance to licensing authorities, the addition of licensing authorities and primary care trusts to the existing responsible authorities able to raise objections or make representation relating to licensing applications and reviews. Licensing authorities are also to have a wider scope to apply conditions to licences and CPCs and the conditions relating to Temporary Event Notices, where the present provision has been extended to the Environmental Health Authority and they and the Police may object in relation to any of the four licensing objectives. TENs for premises already holding a CPC could be subject to existing licence conditions and provision is also in the Bill for a limited number of TENs for as little as 5 days before the event rather than the standard 10 day minimum notification.

The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 brought into effect a set of five mandatory conditions affecting licensed premises, and premises with a CPC. The aim was to ban irresponsible promotions and practices in licensed premises likely to lead or contribute to crime and disorder, risk to public safety, public nuisance or harm to children. On 6th April 2010 the banning of irresponsible promotions such as drinking games, speed drinking, women drinking for free and all other drinks promotions was introduced as well as banning the dispensing of alcohol directly into the mouth and ensuring the provision of free tap water to customers.

On 1st October further conditions were introduced which requires clubs to offer alcohol in the following measures – beer or cider by the half; gin, rum, vodka or whisky in 25ml or 35ml measures; still wine in a 125ml glass.

In addition anyone believed to be under the age of 18 must show some proof of identification and the government advised that an Age Verification Policy be in place. The Union has produced a draft Policy for clubs to use (obtainable from your Branch Secretary or the Union's website) but given the requirement for all club members and associates to carry their membership card this should not be an issue for Union clubs.

LICENSING ACT SCOTLAND

This came into force on 1st September 2009 and each club has to have a premises supervisor who must have undergone training. This supervisor must then train all the staff at the club so that every employee is aware of their responsibilities. This is in addition to what is required under English law, but apart from that, the two countries' Licensing Laws are not very different. Scotland does at least have the ability to have 16 Temporary Event Notices (TENS) as opposed to the 12 of England and Wales.

We were faced with some scare stories that premises supervisors would have to be present every minute the club was open, but the Scottish Licensing Board confirmed that this was not the case.

GAMING MACHINE LICENCE DUTY A M L D

The 2009 Budget increased AMLD rates as follows:

Category C Machines (up to £1/£70 stake/prize)	£830 to £860
Category B4 Machines (up to £1/£250 stake/prize)	£2010 to £2075
Category B3A Machines (up to £1/£500 stake/prize)	£2285

GAMBLING MACHINE TAXATION

i) Clubs which made valid VAT repayment claims on fiscal neutrality grounds (as per Rank/Lineweber) are being repaid with interest or given a credit note by HMRC. They will also receive a protective assessment whereby HMRC can recoup the refund if Revenue's ongoing appeal ultimately succeed.

ii) Following a successful appeal to the Tax Tribunal, Category B3A electronic lottery machines have been ruled exempt from VAT. Clubs which have paid VAT on such machines (mostly from 1st September 2007) are therefore eligible for a refund. HMRC continues to maintain that Category B3A machines are liable to AMLD and are issuing default assessments on unpaid duty. The Union remains hopeful that an appeal against AMLD liability may yet succeed but the issue will take time to resolve.

iii) Skill with prize machines (SWPs) were the subject of a review because of Joint Treasury and Gambling Commission concerns that some which featured gambling themes could, as the law is constructed rank as gaming machines. Fortunately the review concluded that provided machines are not presented as offering games of chance (e.g. roulette, bingo, poker) they will not be considered gaming machines for regulatory or AMLD purposes. The Union understands that the main suppliers of machines to CIU member clubs have ensured their SWPs are compliant. SWPs do however remain liable to VAT.

GAMBLING ACT 2005

With effect from 1st September 2007 this Act replaced the Gaming Act 1968. From that date the following regulations applied:

1. **Bingo played as a club activity (formerly Section 40 Gaming Act 1968)**

- No limit on stakes or prizes (but see 3 below).
- Maximum participation fee £1.
- Games cannot be linked to other premises.
- Participants must be Bona Fide members or guests.
- No deduction from sums staked or won.
- Under 18s cannot participate but can be present.

2. **Bingo played at a non-commercial event (formerly Section 41 Gaming Act 1968)**

- No private gain; participants must be told the object is to raise funds for club or other noncommercial cause.
- Maximum payment by way of participation fee, stake or other charge - £8 per game.
- Value of prizes for all games at the event not to exceed £600.
- If series of events held on same premises value of prizes at final event not to exceed £900.

3. **High turnover bingo**

Clubs which play bingo involving over £2000 in stakes or prizes in any seven day period must notify the Gambling Commission. To exceed this amount within the next year they need a bingo operating licence from the Commission. This involves a fairly demanding application procedure. Any club affected can obtain an information pack from the Union Head Office to facilitate completion of the application forms. The initial application fee for a licence is £1028 with an annual fee of £1571 to follow although the latter is reduced by 25% for the first year. 70 Union Clubs are currently registered.

4. **Card games etc.**

(a) Non-banker games may be played without a licence or permit. Games with a banker e.g. pontoon, are not allowed without a club gaming permit (formerly Part II registration under the Gaming Act 1968).

(b) Special rules apply to poker viz:

- Maximum stake per person per game £10.
- Aggregate amounts staked in any one day not to exceed £250.
- Aggregate amounts staked in any seven day period not to exceed £1000.
- Maximum prize in any one game not to exceed £250.
- Maximum participation fee per day £1.
- No deductions from amounts staked.
- Participants must be bona fide club members or guests.

5. **Club gaming permit**

It is possible for a club to take out a club gaming permit (formerly a Part II registration) from the local licensing authority on payment of the appropriate fees which permits the playing of pontoon and chemin de fer. The Union does not encourage its clubs to acquire gaming permits.

Note: In addition to the [above](#) rules in 1 to 5 above the Gambling Commission requires bingo and other forms of gaming to be conducted by clubs with due regard to its published codes of practice.

GAMING MACHINES

Under the **Gambling Gaming** Act 2005 the Part III registration procedure with the magistrates was replaced by club machine permits issued by local licensing authorities. Clubs where Part III registration expired after 1st September 2007 should apply to their local licensing authority in advance of expiry to replace it with a new club machine permit. These permits last for 10 years and require an initial application fee of £100 and an annual fee of £50. Clubs with a club premises certificate under the Licensing Act 2003 have the benefit of a fast track procedure which precludes any objection by the police.

An unexpired Part III registration and a replacement club machine permit entitles a club to provide up to three machines. These may be either jackpot machines (maximum stake/prize £1/£250) or lower category machines. Exceptionally one of a club's machines may be an electronic lottery machine with a maximum stake of £1 and maximum prize of £500 a B3A machine.

Under the **Gambling Gaming** Act 2005 and Gambling Commission's code of practice only members and guests may play the machines; under 18s may not. The machines must be sited where they can be properly supervised to prevent under age usage.

Under the Gaming Act 2005 and Gambling Commission's code of practice only members and guests may play the machines; under 18s may not. The machines must be sited where they can be properly supervised to prevent under age usage.

SWITCHING TO I & P

A number of clubs switched to I&P at the Union's suggestion during the course of the last year. The Union believes it is worthwhile encouraging clubs to leave the Friendly Societies Act (FS) and register under the Industrial & Provident Societies Act (I&P). However, this needs to be voted on by the members and go through the correct procedure as if for a Rule change therefore involving the Rules Department at Head Office.

Advantage for clubs becoming (I&P) registered are:

1. All officers are relieved of personal liability for club debts, unless they have personally undertaken or guaranteed the same.
2. Trustees are not required, it is often a difficult task getting individuals to stand as Trustees.
3. The management of the club is in the hands of the Committee as a whole, with the Secretary signing documents on their behalf.
4. Registration under the Act gives a wider scope for the club to invest its funds. Clubs are limited and become an incorporated body Of particular concern is the fact that three or four secretaries of clubs who were registered under the (FS) **Friendly Societies** Act, and have since become insolvent, have been sued under their own name by leasing companies. This would not happen if the club was registered under the (I&P) Act.

There is no registration fee when switching, but there would be a cost in the printing for the new Rule Books.

FSA

The Union's Head Office will contact the FSA on behalf of clubs each time clubs require to change their rules. This applies to all clubs whether Friendly Societies or Industrial & Provident Societies registered. All clubs will have to an annual fee to the FSA. This amount is detailed below: The Registry of Friendly Societies was absorbed into the Financial Services Authority (FSA) some years ago and all reference to the Registry is now obsolete. Every time a club comes to change its rules it will contact the FSA through the Union's Head Office. This applies to all clubs whether Friendly Societies of Industrial & Provident Societies registered. All clubs will have to pay an annual fee to the FSA. This amount is detailed below:

BANDS – 20121/20132

£1	-	£50K	=	£55
£50	-	£100k	=	£110
£100	-	£250k	=	£180
£250	-	£1m	=	£235
£1m	-		=	£425
£1 - £50k	£50 - £100k	£100 - £250k	£250 - £1m	£1m
£55	£110	£180	£235	£425

Clubs who were previously registered under the (FS)Friendly Societies Act would have previously pay paid a sum of £150 and those under the (I&P) Act a finding fee of £40. These have been dispensed with in favour of the figure produced above. One advantage for all clubs is that irrespective of the number of times they change their rules, they will not have to pay.

FSA ANNUAL RETURN

Important

Clubs must complete the Annual Return to the FSA together with the appropriate fee as determined by the FSA. This fee has not increased for some years. It is a statutory requirement for clubs to complete these forms and return them direct to the FSA and it is hoped that all clubs will do so without facing any penalty. The FSA have recently prosecuted a number of clubs for non-submission of Annual Returns, and in a few cases, have de-registered clubs.

IT IS IMPERATIVE THAT CLUBS SUBMIT ANNUAL RETURNS TO THE FSA

NEW SECRETARIES

When a new club secretary is elected or appointed as per the club rules, the first steps they should take include notifying the licensing authority of such appointment. This is an essential requirement of the Licensing act and notice must be given within 42 days of the appointment.

Notification should be given to the local VAT office providing full details of the club secretary's name, home address and the club's VAT registration number. It is also essential for new secretaries to inform their insurance company.

Should any problem upon which the committee require advice occur, then the secretary should contact the Union Branch Secretary.

NEW TRUSTEES

If your club changes trustees for whatever reason they must obtain Form S from the Union's head office, complete it in all details and then forward to the FSA in London. This must happen within 14 days of the appointment of such a Trustee.

THE ROLE OF THE TRUSTEE IN A FRIENDLY SOCIETY CLUB

Every club registered under the Friendly Societies Act must have one or more Trustees. The rules of such clubs must make provision for the appointment and removal of the Trustees.

A club must have Trustees because of its un-incorporated nature; otherwise, for example, dealing with the property of an un-incorporated society, which belongs to all members equally, would be near impossible in a club of any size. The rules of the club should fix the number of Trustees; three is considered by the Union to be a suitable number. A member under 18 years of age may not be a Trustee.

All property belonging to a club, whether it was acquired before or after registration vests in the Trustees of the club, for the use and benefit of the club, its members and all persons claiming membership according to the club's rules.

The Trustees of a club are not liable to make good any deficiency in the funds of the club, and each Trustee is liable only for sums of money actually received by him on account of the club. The indemnity does not extend to illegal acts, but it would extend to acts, by Trustees under the direction of the committee of management. This protection does not apply when a club goes into dissolution.

Trustees are the officers who sue or are sued on behalf of a club, and in this matter their responsibility and powers are significant.

The Union recommends that all clubs give consideration to becoming I & P clubs – it gives greater protection to club officials.

OPTING OUT OF AUDITED ACCOUNTS

The Deregulation Order 1996 provided for a club to opt out of the need to have audited accounts if certain criteria are met. The financial criteria are as follows:

I&P Clubs

1. Full Audit - if turnover is in excess of £5,600,000 (Registered Auditor)
2. Report - if turnover is £90,000 - £5,600,000 (Registered Auditor)
3. Unaudited - if turnover is less than £90,000 (secretary and committee members)
4. Lay Audit - if turnover less than £5,000 (two people – members)

FS Clubs

1. Full Audit - if turnover is in excess of £350,000 (Registered Auditor)
2. Report - if turnover is £90,000 - £90,000 - £350,000 (Registered Auditor)
3. Unaudited - if turnover is less than - £90,000 (Secretary & Committee members)
4. Lay Audit - if turnover is less than £5,000 (two people – members)

Once a club decides to change its rule to provide for this order and have them registered in the usual way then the members need to vote at an annual meeting as to whether they wish to take

advantage of the Deregulation Order and this vote will have to take place on an annual basis, as the exemption is always based on meeting the financial criteria in the preceding year.

The club will still have to appoint a reporting accountant who is a qualified auditor and the accountant has to make a report in accordance with the relevant Societies Act. The rights to examine books, deeds and accounts etc., and attend general meetings, remains unchanged.

Taking up the audit exemption will, in practice, only save the club around £200 a year in accountants and auditing fees as the majority of the work will still have to be undertaken to enable them to make the "Accountants Report" required by the relevant Societies Act. The saving comes about, as the FSA will not have to complete an audit file, where it is currently required under the Audit Regulations Act.

FSA INSIST ON NO ALTERATIONS

The Financial Services Authority have returned to the Rules Department at Head Office, rule books and several forms which have been submitted by the Union on behalf of various clubs. They are refusing to accept any tippexed alterations to forms. They want forms correctly made out and clubs should be aware of this before submitting their request to the Rules Department.

RULE CHANGES

The Union's Rules Department deals with many requests for alterations of rules. Our Rules Department is very experienced and can advise clubs on partial amendments, full amendments and how to deal with the Financial Services Authority (FSA).

We can also arrange printing of these rules. Some clubs go to their local solicitor for advice. We normally find that the solicitor then contacts our Rules Department to obtain this advice from our experts. Obviously the solicitor then charges the club a sizeable fee.

Clubs will find it easier if, whenever considering making any rule changes, they contact the Union directly and avoid dealing with a solicitor.

Amendments to club rules should be voted upon at a special general meeting called for that purpose. However, if the Annual General Meeting is imminent, it is quite in order to place the rule amendments at the end of the agenda provided on the occasion of that particular business the meeting is declared "special" in order to deal with the proposed amendments.

CHANGE OF CLUB ADDRESS

Whenever a club changes its address it must register this with the FSA. The relevant form is Form P for clubs registered under the Friendly Societies Act, and Form I for clubs registered under the Industrial and Provident Societies Act. Both these forms can be obtained from the Union's Rules Department and they should be completed by the club and returned to the Rules Department.

Clubs are also reminded that should they change the Trustee they will need to obtain Form S from the Union's Head Office, and forward it on to the FSA, and whenever a Secretary changes the FSA must be notified, as must the Union's Head Office.

CLUB NAME TO BE DISPLAYED

It is a condition of the Industrial and Provident Societies Act and the Friendly Societies Act, that each registered society shall cause its registered name to be printed or affixed in a conspicuous position in letters easily legible on the outside of the registered office and on every other place in which the club business is carried on.

In addition if a Seal is held by the club the names shall be shown in legible characters on the Seal and all notices and official publications of the society and on all business letters of the society plus all bills of exchange, cheques, orders and receipts.

CHANGING THE CLUB'S NAME

The FSA have sent us the following **information** "Change of a Club or Society's name".

We have recently reviewed our procedures for the processing of amendments which seek to change the name of societies. I refer you to chapter 11, **paragraph** 163 of the "Guide to the Law Relating to Friendly Societies and Industrial Assurance", which states that:

"The approval of a change of name is altogether discretionary. The reason for desiring to change should, therefore, be stated. Generally, unless the change of name is a consequence of a change in the constitution or circumstances of the society, or is for the purpose of more clearly indicating its character, the approval will be withheld as any change must be inconvenient, if not prejudicial, to persons having claims on the society".

COMMITTEE'S RESPONSIBILITY

The steward may be responsible to the committee for employing members of staff but the committee must always be sure that it has the final word on employment. If the steward pays staff illegally and Revenue and Customs are involved, the onus will be on the club and not their servant. It is a club's clear duty to ensure it has records for all workers, even if they are merely casual and working for just one month during college holidays.

Revenue and Customs are carrying out more and more checks on moonlighting and casual staff and they have the power to inspect club records and, if necessary assess the correct amount of unpaid tax for these employees. A number of clubs have had to pay out large lump sums in respect of this back tax and it is essential that all clubs adopt the correct method of ensure that all employees are taxed no matter how casual their employment.

REGISTERING OF CLUB RULES

Clubs are reminded that following their members' decision to change the club rules they must have these rules registered with the **FSA Financial Services Authority** before they come into effect. **If a club committee recommends to the members that women become full members and subscriptions rise to £5 per year and the members vote in favour of these recommendations at a special meeting called in accordance with the rules, they do not become immediately operable.**

The club must contact the Union's Head Office **and to** ensure that the correct procedure is followed. **The FSA Financial Services Authority** must be sent copies of the changes and only when the FSA have returned these to the Union confirming the date they were registered as being amendments to the club rules, do they come into effect.

CLUBS REGISTERED UNDER THE FRIENDLY SOCIETIES ACT (FS)

F&S (FS) clubs are reminded that two pieces of 1993 legislation are in force:

1. **Copy of Rules.** The 1974 Act **was amended in 1992** **provided that a sum not exceeding 10p.** Under the 1992 Friendly Societies Act the monetary figure has been discontinued and the 1974 Act amended to read "Every registered society or branch shall deliver to any person on demand, on payment of a reasonable fee, a copy of the rules of the society or branch". The "reasonable fee" therefore should be a sum commensurate with the cost of production. **This does not apply to I & P clubs who can only charge 10p per copy.**
2. **Dissolution.** The Dissolution Rule may now read that a club may at any time be dissolved by an instrument of dissolution approved by a special resolution of the club, instead of by the signature of three-quarters of the members as the Rule reads at present.

If the club should require to amend the rules as above and if either or both amendments are passed by the members at a special meeting, then if you write to Head Office the necessary partial amendment of rules will be prepared to enable the registration to take place. When clubs contact the Rules Department to seek complete amendments to the rules, the above amendments will be automatically made to the necessary rules.

Clubs registered under the (FS)Friendly Societies Act have until 31st July to submit their Annual Return, whilst those under the (I&P) Act must return within 7 months of its year end.

COMMITTEE SHORTAGES

A number of clubs find it difficult to attract committee members and we are worried that they cannot get sufficient to comply with their club rules. If a club has tried every possible way to attract committee members, including giving women full rights and co-option, they must consider the possibility of changing their rules and reducing the numbers of committee members and the number required to be quorate.

Clubs are informed that the FSA **recommend** **insist** that there should be a minimum of six committee members **stated** within their rules.**and they cannot go below this figure, although of course the number required for a quorum is lower.**

EQUALITY ACT 2010

The main provisions of the Equality Act 2010 came into force on 1st October 2010. The Act harmonises and replaces previous legislation such as the Race Relations Act 1976 and the Disability Discrimination Act 1995. It covers the same groups that were protected by existing equality legislation – age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy and maternity. Under the new legislation these are now called ‘protected characteristics’.

Protected Characteristics – Although the characteristics set are protected by statute remain unchanged as compared to current law, there have been a few changes to the definitions, including the following:

Gender Re-Assignment: there is now protection for those who are “proposing to undergo” the process for the purpose of re-assignment of sex by changing physiological or other attributes of sex (and there is no requirement for medical supervision).

Race/Racial Group: this is now non-exhaustive and it may be that caste is added as a protected characteristic at a later date.

Disability: a wider range of individuals who are likely to be protected now fall within the Act, where they meet a general requirement that their impairment has a substantial and long term effect on their ability to carry out a normal day to day activity.

Types of Discrimination

Combined Discrimination: expected to come into force in April 2011 employees will be able to bring claims of combined discrimination, based on a combination of no more than two protected characteristics (except for claims arising out of pregnancy and maternity or marriage and civil partnership).

Direct Discrimination: the Act amends existing definition of direct discrimination – it will be unlawful to discriminate against someone because of a particular protected characteristic. The

legislation will cover those discriminated against because they are associated where the third party is covered by that protected characteristic. The Act also extends cover to discrimination where the employer wrongly perceives the employee to have a protected characteristic (again for marital status/civil partnership, which are not covered).

Harassment by third parties: protection from harassment in respect of the protected characteristics (except for pregnancy/maternity and marriage/civil partnerships) will be widened to protect employees who are harassed by someone from outside the employer's workforce.

Employers will be allowed (though not obliged) to discriminate in favour of a minority applicant who is as qualified as another applicant for the same role, if that minority group is under represented in the workforce.

Indirect Discrimination: a standard definition of indirect discrimination is adopted to ensure uniformity of protection across the protected characteristics. Indirect discrimination applies to all the protected characteristics except for pregnancy and maternity, and includes (for the first time) disability and gender re-assignment.

Disability Discrimination: the Act provides for a new type of disability discrimination – “detriment arising from disability”. The Act sets out that a person (x) discriminates against a disabled person (z) if: he or she treats (z) unfavourably because of something arising in consequence of (z's) disability and (x) cannot show that the treatment is a proportionate means of achieving a legitimate aim (i.e. it cannot be justified). In order to be guilty of discrimination, (x) must know, or be reasonably able to know that (z) had the disability.

The Union has advised its member clubs to alter their rules to provide for one type of membership. For further advice contact your Branch Secretary. If your club already has the Interpretation Rule in its rule book this will provide for full/equal membership for ALL club members.

WOMEN TAKE AN ACTIVE ROLE

The clubs will need to amend their rules to provide full membership for lady members, for clubs who do not do so at present. Ladies will now be granted equal rights as for male members and be eligible to be nominated for official positions in the clubs and to hold the Associate Card and Pass Card. The ‘Interpretation Rule’ will need to be adopted by clubs and registered with the FSA. The Rules Department at Head Office will assist clubs in this procedure, once a special meeting has been called of the members. A club's rule book will need to be changed to reflect full membership rights, even though the Equality Act will over-ride all club rules.

EMPLOYMENT TRIBUNALS

Clubs must be aware that Employment Tribunals will automatically decide in favour of a former employee if the correct procedures have not been followed when dismissing staff. This will happen even if the employee is clearly guilty and deserved dismissal.

If an individual is guilty of repeated misconduct, i.e. continued lateness, failing to notify absences, or a poor attitude towards members or other colleagues in the workplace, or refusing to carry out reasonable tasks etc. Employees must be notified immediately when a disciplinary meeting will be carried out, and this can be done within a day or two of the misconduct.

Even if someone is caught “dipping into the till”, it is not a correct procedure to dismiss them on the spot. It must be clearly established if the employees' actions were actually dishonest or just looked that way.

Therefore An investigation should be carried out prior to the disciplinary meeting. All evidence must be considered. CCTV images can be included as evidence.

All employees must be given the opportunity to explain their actions at an investigation meeting. ACAS has have produced guidance. which is available, and is now statutory.

THE CURRENT ACAS CODE OF PRACTICE FOR GRIEVANCES & DISCIPLINE IS
NOT STATUTORY BUT CLUBS FAILING TO FOLLOW THE ACAS CODE WILL SUFFER
A DETRIMENT AT ANY SUBSEQUENT EMPLOYMENT TRIBUNAL

NATIONAL MINIMUM WAGE

From 1st October 2012 the main rate of National Minimum Wage, which applies to workers aged 21 and over is £6.19 per hour.

The rates for 18 – 21 year olds inclusive is £4.98 per hour and for 16 – 17 year olds is £3.68 per hour.

The maximum sum which can be offset for accommodation as from 1st October 2011 is £4.73 per day (or £33.11 per week).

Apprenticeship rate is £2.60 per hour under 19 or over in first year of Apprenticeship.

DAILY AND WEEKLY REST PERIODS AND REST BREAKS

Adult workers (over 18) are entitled to 11 hours consecutive rest in each 24-hour period. Young workers are entitled to 12 hours consecutive rest in each 24-hour period unless periods of work are split up over the day or are of short duration.

Adult workers are entitled to an uninterrupted rest period of not less than 24 hours in each 7-day period. This may be averaged over a two-week period. Young workers are entitled to two days rest in each week. This cannot be averaged over a two-week period but can be reduced to 36 hours where justified by “technical or work organisation reasons”.

Adult workers who work more than six hours in any day are entitled to a 20 minute rest break. The length of the rest break may be determined by a collective or workforce agreement. If however there is no agreement, the worker’s break must be at least 20 minutes long. Young workers are entitled to a minimum of 30 minutes rest break if they work for longer than 4 ½ hours. Young workers are defined as those over school leaving age but under 18.

WRITTEN CONTRACTS

Once any employee has been employed the club then they must give that employee a written statement of certain terms of employment This must now be given within eight weeks (previously 13) of commencement of employment. The statement must contain the name of the club, the date the employment commenced, a job title, the rate of pay for the job, when payment is made, the normal working hours, holiday and sickness entitlement.

If the employee works a 6-day week although 4.8 weeks would equate to 28.8 days the maximum statutory holiday entitlement is 28 days.(5.6 weeks, inclusive of eight Public/Bank Holidays)

48 HOUR OPT-OUT

Britain has an is to keep its “Opt-out” clause in Europe’s 48 hour working hour week, after talks to phase out the Working Time Directive. failed in the European Parliament. It now appears as if all 27 European Member States will join with Britain in the opt-out, which This allows employees to work more than 48 hours per week if they so desire.

EMPLOYERS' HELPLINE

Clubs with general enquiries about PAYE, National Insurance, or VAT registration, can now get the answers by telephone 0345 143 143.

Revenue & Customs have a helpline to give employers easier access to the three departments. The helpline is open from 8.30am to 5.00pm Monday to Friday.

VETTING AND BARRING SCHEME

The Government issued a guidance booklet in March 2010 aimed at helping employers and voluntary groups implement the Vetting and Barring Scheme which aims to prevent unsuitable people who pose a risk or harm to children or vulnerable adults from working or volunteering with those groups.

The Scheme is delivered by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) and from July 2010 employees starting work in an organisation or role affected by the new rules and volunteers working with vulnerable groups could apply to become ISA registered.

The Union contacted the Home Office requesting advice on the particular circumstances regarding our clubs and was informed that “the requirement to register will exist for those involved in coaching a junior football team, but would not include an individual who is simply providing refreshment. They will not be required to register should a club host a Christmas party for children”.

Only those individuals who have “intensive” or “frequent” contact with children or vulnerable people are required to register with the VBS and in light of this it is unlikely that many clubs are affected.

PENSIONS – NATIONAL EMPLOYMENT SAVINGS TRUST (NEST)

The Pensions Act 2008 introduced Measures which came into effect in 2012, aimed at encouraging greater private saving including a duty on employers to automatically enrol all eligible workers into a qualifying workplace pension unless they opt out of membership. Employers will also be required to make minimum contributions into such a pension. **This scheme**

On 27 October 2010 the Government published the outcome of the independent review into how to make authentic enrolment work and these reforms will be phased into operation between 2012 and September 2017. An organisation has been established, National Employment Savings Trust (NEST) which is a low cost pension scheme that meets the requirement of the legislation. The scheme is specifically designed for low to moderate earners and will be introduced gradually, likely to affect clubs in 2014.

REFERENCES

An employer is not obliged to provide a reference but if a request for a reference is rejected, then the employee may attempt to argue, it is the employer's custom and practice to provide a reference and an employee who is refused a reference after he or she made a claim, could argue it was victimisation or discrimination. if one was not provided. Any employer owes a duty to its employee to take reasonable care in supplying a reference, and the employer is liable in negligence if the employee should suffer damage by the employer's failure to do so.

There is no requirement that a reference should be detailed or comprehensive. The primary requirements to bear in mind when constructing a reference are, it must be in substance true, accurate and fair, and must not give a misleading impression. A reference which is not true will only give rise to a claim for defamation where the reference is made in malice.

The employer may be liable not only because of what he says in the reference but what is not stated, an omission can be as bad as an incorrect reference. For example an employee's departure to in part to disciplinary proceedings and not having this mentioned in a reference may find the employer in breach of duty of care to the parties seeking such reference.

COMMITTEES MUST CONTROL CLUB

All Union clubs are firmly reminded that it is the management committee, consisting of duly elected members, who are responsible for the management of the club, not outside bodies or the employees.

The whole committee should be elected at regular intervals in accordance with the club's rule. Some club secretaries may be elected or appointed at the pleasure of the club depending on the club rules. and this is acceptable.

The Licensing Act 2003: "The purchasing and supply of intoxicating liquor must be managed by an elective committee." This means members of the club who are elected by members of the club. to the committee for a period of not less than one nor more than five years.

Most clubs do not need a bar committee although some clubs do appoint them to have special responsibility for the stock. It can be a good idea to have a part of the committee concentrating on the stock side and working closely with the club steward but it is not a requirement of the law and the suggestion from one or two police officers that it is necessary is incorrect.

DON'T DO FLY TIPPING

If club dumps waste illegally, they can be fined up to £50,000 and/or 13 months imprisonment. Even if you use someone else to get rid of your rubbish and they go onto dump it illegally, it is still the club's responsibility and the Secretary could be fined up to £5,000.

The Environmental Agency has introduced the "Fly Tipping Serious Crime – Serious Punishment" campaign which is being taken up all around the country. Further information at: www.environment-agency.gov.uk/flytipping

SMOKING BAN

The smoking ban introduced in 2007 is still in force without amendment despite strong and reasoned lobbying from such organisations as the “Save our Pubs and Clubs” campaign and “Freedom to Choose”.

In our clubs smoking is not allowed within the buildings but may take place in designated areas outside the building. Smoking is permitted in steward’s quarters, as they are classed as private accommodation.

Alcohol may only be taken to the outside smoking area if that area is licensed or included in the club’s CPC operation schedule.

An individual could be fined up to £200 for breaking the ban and a club fined up to £2,500 if it was shown it had not done all it could to enforce the ban. Clubs failing to display no smoking signs could be fined up to £2000.00.

During 2011 it became illegal for cigarette machines to be positioned where the public have access. It has been established that this also applies to private members clubs such as ours. The machines may be kept in a position where a member of staff can use the machine on behalf of members.

From the end of December 2004 all tobacco branded material was not permitted to be on display if it includes reference to cigarettes on beer mats, ashtrays, bar towels, drip trays, ice buckets, clocks, playing cards, dart flights, glasses, pens, crib boards etc., the only exception to this is if the cigarette line is discontinued and the goods are a historic souvenir of a former brand, then it is possible still to display these.

DATA PROTECTION

Some clubs have fallen victim to a scam operated by companies spread up and down the country. These companies issued, on official looking headed notepaper, requests for sums between £85 and £120 To register businesses under the Data Protection Act. The true costs of registering under such an Act is £35 per year which includes VAT. The Information Commissioner has asked all clubs who are contacted by any other organisation pretending to be from the Data Protection Agency to let him know as they were to take legal action. Most of these companies have something similar in their title, but Any club that is asked to pay more than £35 per year or asked to pay VAT, should immediately refer them to contact the Data Protection Office on 01625 545 740.

THE FREEDOM OF INFORMATION ACT

Club members will occasionally say “I am entitled to this under the Freedom of Information Act”, and sometimes committees can get worried as to what this means.

There is no need for them to worry; The Freedom of Information Act applies when individuals are requesting information from central or local Government bodies. enquiring of Government bodies or local Government officials for information. It does not apply to CIU clubs. nor any aspect of club management.

CLIMATE CHANGE LEVY

During 2001 CCL was introduced as a tax on power use in 2001. All clubs and businesses faced an increase in their power bill of between eight and 15 per cent. [Although this does not apply to domestic property, it does apply to clubs and there is no way around it.](#) Clubs are urged not to waste power unnecessarily and consequently, the turning out of lights and control of heating, water etc. assumes even more importance.

LOYALTY SCHEMES UNLAWFUL

The Union contacted a Barrister concerning bonus schemes and loyalty cards, common in parts of the country. In one system the club provided a membership card, handed over by the member to the steward each time he/she make a purchase. The electronic system enables the card to work out when a member qualifies for a loyalty bonus based on the amount consumed over previous months. Another system has to be kept in credit by members who make payments in advance and when electronically swiped a discount is given on the bill.

The Barrister is of the opinion that these contravened both club and Union rules and would also contravene Licensing laws. The Union therefore continues to advise clubs that any form of bonus or loyalty ticket is unlawful.

LATE NIGHT TAXIS

The Union and its fellow members of CORCA failed to persuade the Inland Revenue that providing staff with late night taxis home was not a benefit in kind. The Revenue said concessions for an occasional journey was acceptable but if members of staff had taxis home every weekend it was a benefit in kind and subject to tax. [This was not a new ruling but the Union had Parliamentary support in trying to overturn the Revenue's view, unfortunately without success.](#)

ORDERING OF GOODS

A number of cases have arisen where the Secretary or other officials of a club have ordered goods from a supplier without getting approval from the Committee. Once the Committee realise what has happened they decide not to support the Secretary and refuse to pay for the goods. Unfortunately two court cases have ruled that the club was responsible for the order as the Secretary is the duly authorised signatory to any letter or contract. Consequently clubs must ensure that the Secretary, when ordering goods, has the support of the Committee.

MANAGING ASBESTOS

Legal duties have been imposed on all buildings in the UK that are likely to contain asbestos materials. Clubs must find out whether their building contains asbestos and what condition it is in. They must also assess the risk, i.e. is it likely to release fibres, and form a plan to manage that risk. A surveyor, architect or contractor who is familiar with the club will almost certainly be able to inform the club as to how to proceed and the way to carry out an inspection of the building. This can be done in-house and there is no need to use an independent expert unless the club has some cause for concern. Clubs are reminded that asbestos is only dangerous when disturbed. If it is safely managed and contained it does not present a health hazard and does not need to be removed unnecessarily. There are various HSE publications relating to managing asbestos which are available free of charge.

RATING VALUATION 2010

On 1st April 2010 a new rating valuation list came into force using values based on the prevailing values as at 1st April 2008. The Union's rating advisor, Bissett Kenning and Newiss, have acted on behalf of clubs who have lodged smoking ban appeals to reduce their rates and some clubs received a 10% reduction in rateable value by providing turnover information in order to prove to the Valuation Tribunal that the smoking ban has affected a club's financial position.

For further information regarding any rating issues clubs should contact Bissett Kenning and Newiss on 0113 245 5507.

POLICE TARGET YOUNG PEOPLE AND DRUNKS

The Police have for some years now cracked down on sales to under age individuals and alcohol misuse, especially at Christmas.

The Home Office funded the campaign which focuses on Compliance with the Licensing Act 2003. Police will make advisory visits and watch the selling of alcohol of under 18s which is against the law, and also to ensure that no club sells alcohol to someone who is drunk. This could involve the club in a hefty fine if proven in Court.

FOREIGN TV SATELLITES ILLEGAL

The European Court found in favour of Mrs Murphy but left some matters open to argument and interpretation. The European ruling is now being considered by our High Court and a definitive decision would appear some way off.

The advice of the Union Executive remains unaltered in strongly advising clubs not to use foreign satellites to show football matches at cheaper rates.

DVD LICENCES

If DVDs or video films are shown for group entertainment, or special events, it is essential to be licensed. before you can show. Many clubs are unaware of copyright restrictions and have never previously before purchased a "Public Performance Licence". This permission is easily arranged by the Motion Picture Licensing Companies umbrella, which complies fully with the 1988 Act.

Any club interested should telephone "The Federation Against Copyright Theft Act", who will be able to assist – telephone 01323 649647.

NEVER GO IN FOR LEASING

There have been a number of reports from clubs about leasing arrangements they have entered into for equipment ranging from door entry systems, tills, CCTV cameras, screens, projectors and air conditioning work. There are a number of companies in existence, none of whom is endorsed by the Union, which are in the business of providing equipment to clubs on lease arrangements. Most offers appear attractive at a glance, but ultimately they involve complex leasing agreements which run for many years and sometimes incorporate automatic renewal terms in the event of cancellation notices not being provided by clubs within a specified time slot.

Some clubs have ended up paying well over £20,000 for a simple door entry system and in one case calculated that £48,000 had been spent on a door entry system which was no longer being used. These leasing contracts are legally binding and there is no escape for the clubs concerned. Clubs should not enter into leasing arrangements for such equipment, however plausible the offers may appear to be. If the club cannot afford the equipment outright, then it is probably best not to purchase it. Or else seek to obtain a proper loan from either a bank or a brewery.

You must also take careful note when cancellation notices should be given, also avoid offers of upgrading lease equipment already in place as this will invariably create new contract terms.

Often leasing equipment will never ultimately belong to the club and in almost every case companies selling the equipment use a separate finance company which actually owns the equipment, and it is this finance company which the club will have to deal with when there are problems involving either the equipment or the lease.

CO-OPERATIVE BANK

The Union has had a special relationship with the Co-operative Bank for many years and it has been official banker to the Union for over 20 years. It is also the official banker to almost every Branch in the Union and has sponsored the Management Page in the Journal, the Union's Annual Dinner and other activities for many years.

The bank was founded about the same time as the Union and we have gone along parallel lines for many years.

UNION PUBLICATIONS

The Union supplies a number of publications for the benefit of its clubs. The most famous are the guides to management: 500 Points in Club Law, Club Book Keeping Financial Control and the Secretaries Handbook. There are a number of other books which the Union make available: Membership Registers, minute books, finance minute books and a wide variety of books which are available from Branch Secretaries. [to enable clubs to keep efficient records.](#) [Branch secretaries have a full list of prices and clubs should contact their branch secretary.](#)

THE CLUB IS RESPONSIBLE

It is essential that club officials are aware of the Food Safety Act 1990 [and Food Safety Regulations 1995](#) and the dangers of breaching it. Instances have occurred where environmental health officers have visited clubs and found beer and spirits have been adulterated. Clubs have been prosecuted and fined heavily. They must be aware that if an employee waters down intoxicants it is the club's responsibility as the employer and they will face legal action, not the employee. An intentional breach of the Act is of course gross misconduct and clubs could dismiss [the responsible their](#) employee.s.

Clubs can exercise due diligence by insisting that spot checks concerning the quality of beer and spirits take place at any reasonable time. If clubs do take samples they should keep one themselves, ensure the steward has one, and a further one is sent to a brewery for analysis.

CCTV AND TAPE RECORDINGS

CCTV can only be used in areas where appropriate signage is in use. It is therefore essential that clubs make members aware that they are in an area being covered by CCTV and the reasons why.

The legislation requires that data controllers should ensure that they have at least one legitimate basis for processing all personal data eg video images, and that the processing is lawful and fair.

The Information Commissioner's Case Officer stated that as long as people were aware that their movements were being recorded and the arbitrators felt that it was in their reasonable expectation that any misappropriate behaviour would be recorded and the arbitrators felt that it was in their reasonable expectation that any inappropriate behaviour would be recorded and might be used at an appeal hearing then it was likely that it could be used without the consent of the individual. The Information Commissioner also stated that voice recording should not happen as standard procedure. Ongoing voice recording is not permitted and only in extreme circumstances where a serious crime was committed or suspected should audio recording take place. It was stated that in such instances the Police are likely to be involved.

THE COMMITTEE OF REGISTERED CLUB ASSOCIATIONS (CORCA)

CORCA was set up following advice from the All Party Parliamentary Group and is made up in addition to the Union of the Royal British Legion Clubs, the National Union of Labour Clubs, the Royal Naval Association Clubs, the National Union of Liberal Clubs, the Royal Air Forces Association Branch Clubs, the Association of Conservative Clubs, RBL Scotland Clubs, Association of London Clubs, Northern Ireland Federation of Clubs and CISWO clubs. They represent all shades of political opinion, but have in common the welfare of the genuine non-profit making members' clubs. CORCA and the All Party Parliamentary Group continue to work together successfully in their endeavours to assist clubs through the country.

EQUITY

All the members of CORCA have agreed to support the actors union Equity, in their campaign entitled "Behind the Scenes".

The purpose of this campaign is to remind club officials and other organisations that provide entertainment such as television, theatre, etc., that artists deserve a certain standard in the changing/dressing rooms. The minimum that any artist should expect when appearing in a club is a clean wash basin, somewhere to hang their clothes, a mirror, sufficient space, of endeavouring to provide all of these facilities. Clubs sometimes tend to dump things in the artists dressing room, forgetting the artist does require a certain area to be able to prepare properly before entertaining members.

Equity members are also fully insured should their equipment prove faulty when entertaining in clubs. This ensures peace of mind for club officials.

A jointly agreed contract between CORCA and Equity concerning the engagement of artists is available from the Branch Secretary.

PHONOGRAPHIC PERFORMANCE LIMITED

"PPL (Phonographic Performance Ltd) licence sound recordings on behalf of **nearly 3,000** record companies and **30,000** performers. A PPL licence is required by anyone using sound recordings (records, tapes, CDs) on their premises."

The licence from PPL, is not to be confused with **that the one** issued by the Performing Rights Society (PRS) which controls a separate aspect of copyright on behalf of the composers and publishers of music. – **see the net item. A PRS licence will be needed in addition to that from PPL.** If you use sound recordings in public then you are legally obliged to obtain a licence from PPL.: **it is rather like needing a drinks licence. Many club secretaries and committee members do**

not realise this, or are ill advised and can end up being aced with legal proceedings for copyright infringement and expensive solicitors' bills.

There are broadly two types of licence.

The first is where sound recording are used solely for background music and the annual fee for a licence is £85 approximately. the second type of licence is where the sound recordings are used as a featured attraction to the premises at a dance or discotheque and in these instances; fees are charged on a sliding scale and depending upon the hours of record use and average attendance. This specially featured entertainment tariff is the subject of a consultation with PPL which is proposing substantial increases in this particular fee structure. The CIU and other interests representing recorded music users are strenuously opposing the proposed increases.

In thousands of social clubs recorded music is used to entertain members. Do not undervalue its importance by ignoring the legal requirements in record to copyright music licensing.

PERFORMING RIGHT SOCIETY – TARIFF JMC

The Tariff JMC was published in the August 2010 edition of the Club Journal, as in previous years. Subsequently the PRS announced that they will no longer use the Average Earnings Index to annually adjust the tariff as this will no longer be published by the Office for National Statistics. Instead the Average Weekly Earnings will be used from 1st January 2011. Copyright law exists to protect music in different ways. Businesses and organisations that play music in public will often require a licence from both *PRS for Music* and PPL. *PRS for Music* collects and distributes fees for the use of musical compositions (including lyrics) on behalf of songwriters, composers and music publishers. PPL collects and distributes fees for the use of recorded music on behalf of record companies and performers.

If you are a community building using recorded music you will now require a PPL licence as well as a *PRS for Music* licence. *PRS for Music* and PPL are working together to offer a joint licence, available through *PRS for Music*, as a one-stop solution to community buildings' music licensing requirements.

Please note that a PPL licence will not be required if you only feature live bands, or in the unlikely event that the recorded music you play is not controlled by PPL. A *PRS for Music* licence is not required in the unlikely event that the only music you play, either recorded or during live events, is not controlled by *PRS for Music*.

You do not need to take any action until your existing *PRS for Music* licence is due for its annual review in 2012. PRS will contact you nearer the time with more information about converting to the new joint licence, and will explain what you need to do. PPL's charges for community buildings will be very similar to the existing *PRS for Music* charges, and will be based on the same definition of 'income' to keep things simple for community buildings.

The joint licence will be administered by *PRS for Music*, acting on its own behalf and on behalf of PPL. *PRS for Music* will continue to be your point of contact for any queries or changes regarding your licence, and you will make a single payment of fees to *PRS for Music* (who will then pass on the PPL element of those fees to PPL).

DRUG AWARENESS

Drugs are coming into all realms of society and the position is now that up to a third of young children do delve into illegal drugs or solvents by the time they leave school. It is worth repeating the possible indicators of problem drug abuse among members or visitors to clubs. These are:

- An unwillingness to take part in activities that they previously participate in.
- Unusual outbreaks of temper.
- Marked mood swings, restlessness and irritability.
- Suddenly changing their group of friends.
- Spending or borrowing excessively.
- Reduced interest in personal appearance.
- Excessive tiredness without obvious cause.
- Heavy use of scent or cologne to hide the smell of drugs.
- Wearing of sunglasses in darkened areas to conceal dilated or constricted pupils.

If a club official or staff member finds a needle or syringe in the club they should dispose of it by handling the needle or syringe carefully with the needle pointing away from you. It is best placed in a container such as an empty drinks can or tin. The container can then be sealed and placed in the dustbin. If a large quantity of needles are found you should ring your local Environmental Health Department who will come and collect them. If you find more than the odd needle or syringe you should get a strong box to put them in. This is a special plastic or cardboard container for disposal of needles and is available from the Environmental Health Department.

There is a danger in jabbing yourself with a needle but there is very little risk of getting HIV – the virus that can lead to AIDS. However, there is a slight risk of being infected with hepatitis B or tetanus. If somebody pricks himself or herself with a needle let the area bleed for a few minutes and press the area with warm soapy water and pat it dry. If the individual experiences further worries he/she should then seek advice from a doctor or contact the local hospital casualty department.

If any club requires further information or has any worries they should contact their local police drugs office.

STOCKTAKING

A club should employ a professional gauger. The expense involved is negligible in comparison with the importance of securing an accurate account, and one that is likely to be accepted as correct should the stock accounts have to be produced in court. Stock should be taken monthly, the gauger furnishing an account to the club showing among other things what surplus or deficiency of cash has resulted.

When stock is taken the steward should be present and the stock arranged so that articles may be easily counted and recorded. Care should be taken that every item of stock is taken into account. The steward should sign the stock sheet as correct to prevent questions afterwards.

If a deficiency occurs, it should be immediately investigated. Failing a satisfactory explanation by the steward, the amount of the deficiency should be deducted from his deposit. The steward or his/her accountant should be allowed to inspect the stock account if desired, or to have the figures checked.

Should a deficiency on any succeeding stocktake be found, the committee should consider whether the steward should continue in the club's service.

CORRECT PROCEDURE FOR MEMBERSHIP OF A CLUB

Most club rules provide that a candidate for election must sign an application for membership and, in the case of a club registered under the Industrial & Provident Societies Act, deposit the full amount payable for one share. The amount for a share will of course be returned to the candidate in the event of non-acceptance as a member.

Every candidate must be proposed and seconded by two financial members, able from personal knowledge to vouch for his respectability and fitness to be a member, and if required the candidate must sign a declaration of his concurrence with the adherence to the purposes of the club.

The rule then provides that the election shall be by committee and the name, address and occupation of the candidate, with the names of his/her proposer and seconder, shall be prominently displayed in the principal club premises, in a part frequented by the members for at least seven days before the day on which his/her name is submitted for election to membership. This rule is among the most important rules in the rule book of any club, and for a club to remain a bona fide members' club the rule must be strictly complied with.

It is essential that any candidate for membership must be proposed and seconded by two financial members able from personal knowledge to vouch for their respectability and fitness to be a member, namely that the proposer and seconder must personally know the candidate and must not merely put their names to his application because they have been asked to do so.

When a candidate has been properly proposed and seconded, then his/her name, address and occupation and the name of his/her proposer and seconder must be prominently displayed on the club's notice board for at least seven days.

When this period is over, then there is a question of his/her election to membership, and by law this election must be carried out by the committee. It is not sufficient for the secretary merely to read out the names of candidates for membership and for the club committee to elect them "en bloc". Each candidate should appear before the committee, together with his/her proposer and/or seconder, so that any member of the committee can ask the candidate any questions that are material to his/her application, and if the committee consider that he/she is a fit and proper person to become a member of the club then they can so elect him/her to membership.

The question is often posed regarding the election to membership of a person who has previously been a member and ceased to be a member because he/she has been expelled from membership, and it must be realised that when a person is expelled then he/she has ceased to be a member of the club and if he/she is desirous again to become a member he/she must be proposed and seconded in accordance with the club's rules.

His/her name must be published on the notice board and then it is for the committee to decide whether he/she is a suitable person to be a member of the club, and in reaching this decision the committee should take into account the reasons why he/she was expelled from membership, the length of time that has passed since he/she was expelled, and whether it would be in the interests of the club and the membership as a whole again make him/her a member, and with all the facts before them they must consider the application in depth.

If clubs wish to remain as private members' clubs, it is essential that the provisions in the club's rules relating to the election of persons to membership be strictly complied with.

DOOR SUPERVISORS

The Door Supervisors National Certificate has been introduced and the plan is for all those in charge of door supervision to possess a national registration certificate. It is believed that this

would go a long way in achieving a safe environment for licensed premises. The certificate relates to people previously called “bouncers” whom we see regularly outside many public houses during busy periods.

This certificate and regulation does not apply to non-profit making member’ clubs such as those in the Union. Parliament has twice looked at the introduction of a national certificate but on each occasion the Union has sought and gained assurances that it does not apply to our type of clubs.

CONTROL ADMISSION

It is essential that clubs have total control of who enters their premises. If you do not have a doorman you must have some other form of security which ensures that only members, associates and bona fide guests come into the club.

All Associations must sign the appropriate book and so must guests of members. Both an associate book and a guest book can be obtained from your Branch office and all clubs must ensure they have them at a suitable point near the club’s entrance.

HONORARY MEMBERSHIP

Unless the club rules permit the granting of honorary membership, and there are very few that do, then it is not possible. Clubs can only grant membership as laid down in their rule book to individuals who have gone through the correct method of application.

If the club does have a rule which permits the granting of honorary membership then it can happen, provided the club adheres strictly to the rule book.

LIFE MEMBERSHIP

Most clubs award Life Membership when members reach a qualifying age – usually 65 – and have been a member of the club for a stated length of time. Each club has a suitable rule.

However, to qualify for such an award (which usually but not exclusively, means free subscriptions) the Union believes it should only be granted for meritorious service to the club. Some clubs have over 1,000 life members.

MISCONDUCT PROCEDURE

When your club suspends or expels any member it must ensure that details are sent to Union Head Office. By sending them to the Head Office the details of the individual will be circulated to all clubs in the Union via the medium of the Club Journal.

In addition you should notify the Branch Secretary of any suspension or expulsion and any of your colleagues in a division, panel or area. It is essential that all clubs know about individuals who have misbehaved themselves and then they can take steps accordingly.

Clubs are reminded of a rule in the rule book relating to misconduct of members. Almost every club has the Union’s model rule and I repeat that wording in its entirety.

“The Secretary **or**, President **or** committee member shall have power to order the withdrawal from the club premises of any member who misconducts **him/herself**, and such members shall have no right of re-entry to the club premises until summoned to meet the committee, as provided in the “**Misconduct of Members Rule**”**Rule 15 or 25**. If the next ordinary meeting of the committee be within less than three days, such member may claim to appear before them, and to have his case dealt with waiving the length of notice required by the said “**Misconduct of Members Rule**”. **Rule 15 or 25**.”

Club officials are reminded to use the correct wording when ordering the withdrawal of a club member from the premises and are also reminded about the three days rule.

Clubs must use the withdrawal from club premises wording in their letter; rather than the word suspension; prior to the individual's case being heard by the full committee.

HEALTH AND SAFETY

The Management of Health and Safety at Work regulations 1992 requires that all employers, including clubs, must make suitable and efficient assessment of health and safety risks on their premises that might affect their employees and members and guests. The purpose of risk assessment is to identify any measures the club needs to take to comply with the law.

Clubs should therefore think carefully about the nature of the hazards within the club and what should be done to reduce or control those hazards to make the club safe and health. When carrying out a risk assessment, an assessment form should be completed and **to carry out a risk assessment** you need to define what constitutes a risk. Some examples of typical hazards likely to be encountered in a club are set out below.

- Slipping/tripping hazards
- Fire from flammable materials
- Pressure systems, e.g. steam boilers vehicles
- Electricity e.g. poor wiring, **manual handling**, poor lighting.

The club should pay particular attention to the following **groups type of people** when carrying out a risk assessment.

- Staff with disabilities
- Visitors
- Inexperienced staff, lone workers.

Once the hazard has been identified the club should assess whether it has been adequately controlled, i.e. has the club taken precautions against the risks, **from hazards listed**. **You will also need to consider** whether the precautions meet the standards set by a legal requirement

- Comply with a recognised industry standard
- Represent good practice
- Reduce a risk as far as reasonably practicable.

Clubs are reminded that a local Environmental Health Inspector can visit the club to check on compliance with the regulations; if after a visit the club is warned and takes no action, then an improvement notice may be issued

Although not part of a risk assessment, clubs should ask themselves the following:

- Do we have an accident book and know where it is?
- Is there first aid equipment on the premises?
- Is there an emergency procedure for evacuating the club?
- Has the club a guideline on manual handling and control of substances hazardous to health?
- Is there inclusion of some kind of fire alarm and evacuation procedures in case of fire?
- Are radiator surface temperatures non-injurious to health?

RISK ASSESSMENT PACKS

The Union has produced club specific risk assessment packs for members to use. These cover the bar area, the cellar, fire risk assessments and more. These are on the Union's website (www.wmciu.org.uk) and also available from your Branch Secretary.

HEALTH AND SAFETY APPEALS

If a Health & Safety Inspector instructs you to carry out work **tells you to do something** you have a right to **be given** a letter explaining what needs to be done, when and why. You have two weeks to make **a** representation to the Inspector's Manager. If an Inspector intends to take immediate action, for example by issuing a Prohibition Notice, you have a right to a written explanation as soon as practicable as to why this is necessary.

If an Inspector intends to issue an Improvement Notice you have a right to a written explanation of what is wrong, what needs to be done and by when. You also have a right to have your point of view heard by the Inspector's Manager if you consider the notice should be changed or **rescinded not issued**. You have two weeks in which to make such representations.

When a notice is issued, you will be told in writing about your right of appeal to an Industrial Tribunal and given an appropriate form.

All these procedures provide ways in which your views can be heard, if you are not happy with the Health & Safety Inspector's action. Anyone wanting further information should contact the Health & Safety Executive and their information centre telephone number is 0114 289 2345.

HEALTH AND SAFETY IN CLUBS

The 1974 Health & Safety Act states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all club employees and this also applies to club members. Failure to do so is a criminal offence and could result in the club having to pay compensation to any injured party. The 1974 Act has been amended greatly in recent years, particularly in respect of the need to implement various EC Directives.

Those clubs that insure with CIU Insurance Services will have received an extremely comprehensive document relating to all aspects of insurance and a particular chapter on health and safety will prove of great benefit to club officials.

In accordance with Section 2(3) of the 1974 Act clubs should supply a new policy statement and display the poster entitled "Health and Safety Law" – issued by the HSE. There is a new poster which all premises must display by 2014.

Clubs should also be aware of the Health & Safety guidance articles that have been featured in the Club Journal over recent years.

Serious injuries which occur on the club premises should be reported to the HSE under the Reporting of Diseases and Dangerous Occurrences Regulation of 1995. All injuries where an employee is off work for more than three days must be reported.

It is important that good practices are maintained within the club and the club should assess all risks or hazards and train staff in safe working practices. The Work Place Health & Safety Welfare Regulations 1992 include slips and trips, which are the main cause of reported injuries within clubs.

This guidance will enable clubs to eliminate or reduce risks concerning obstruction of floors and the spillage of substances. The HSE produce **guidance a booklet entitled "Slips and Trips"** free of charge.

Electrical equipment within a club premises should be installed and maintained by a competent person and there have been various articles in the Club Journal relating to this. Hazardous substances on club premises (pesticides or cleaning fluids) are subject to the Control of Substance Hazardous to Health Regulations (COSHH) 2002, 1988 and 1994.

The Health & Safety First Aid Regulations of 1981 provide that all clubs should have first aid materials in a clearly identified box. The HSE provide a booklet entitled “First Aid at Work” which gives excellent guidance.

The 1971 Fire Precautions Act provides that clubs must have adequate means of warning of fire and the British Standard Code of Practice BS5839 provides that alarms should be tested every three months and all the results recorded. There are also requirements for the examination of fire extinguishers in accordance with the British Standard Code of Practice 5306 (3) 1985.

When staff or visitors are preparing food on club premises using the club facilities, registration must be made under the Terms of the Food Safety Regulations Act 1995 and the club must ensure compliance with Food Hygiene Regulations and Guidance.

HEALTH AND SAFETY POSTER

There is a legal duty to display this poster in a readily accessible and visible position and it must be maintained in a reasonable position at all times. An alternative to displaying this large poster is to issue each employee with a copy of “Health & Safety Law – What you should Know” which has also been updated.

Clubs must be aware that it is illegal to photocopy the poster and place it on their notice board as it is an infringement of copyright and the Government would take action if it is found that a photocopy rather than the original is displayed in the club premises.

LEGISLATION ON LIFTING EQUIPMENT

Many clubs have lifting equipment or machinery installed – either lifts for the disabled or machinery to help carry out certain tasks. Legislation relating to such plant and machinery or work equipment used in clubs can be confusing. There is legislation covering all work equipment that includes appliances and tools, from a hand drill to a passenger lift, called the Provision and Use of Work Equipment Regulations (PUWER 98). This makes all employers responsible for ensuring that work equipment is suitable for its purpose is safe and is regularly maintained. Over and above PUWER 1998 are specific requirements applying to lifting plant. These are the Lifting Equipment Regulations 1998 (LOLER 98), and these aim to reduce risks to people’s health and safety from accidents involving lifting equipment such as passenger lifts, service and goods lifts, stair lifts, dumb waiters and window cleaning equipment and sling s, shackles, pulley and eyebolts are to be well maintained and looked after.

LOLER 98 requires that equipment is.

- a. strong, stable and marked with the safe working load;
- b. positioned and installed to minimise any risks;
- c. used safely;
- d. subject to ongoing thorough examination by a competent person.

It is essential that the competent person is sufficiently independent and that equipment continues to be used safely. LOLER 98 also requires that the examination is carried out frequently, at least every six months for equipment used for lifting persons and at least every 12 months for other lifting equipment.

Your insurer can assist clubs with lifting equipment compliance under the Lifting Operations and Lifting Equipment Regulations. They have a national field force of qualified engineer

surveyors with the required skills, expertise and experience who will carry out the thorough examination as required and follow up with a comprehensive report.

For further information on the legislation or the service available please contact your insurers.

REFURBISHMENT REGULATIONS

Committees considering having the club refurbished and in some cases extended must be aware that if this job lasts more than 30 days, involves five or more men working on the site at any one time or involved demolitions, the contract comes under the Construction (Design and Management) Regulations 1994 (CDM) and you have to obtain certain obligations that you are legally required to fulfil. This is statute law and failure to comply can lead to unlimited fines and imprisonment.

CDM was brought into force in 1995 to improve health and safety on construction sites it clearly lays out the responsibilities of the client of the client, planning supervisor, designer/architect and principal contractor.

One of the objectives of bringing in the regulations was to make safer the contract from concept to completion and eventually demolition, by making everyone aware of the hazards on the job and either designing them out or producing a safe risk management statement.

At the end of the contract a file is produced with drawings, as built, the materials used on the project, any hazards associated with them, plus instructions on the operational maintenance of electrical, mechanical and equipment installed during the contract. This Health and Safety file is kept by the owner of the building.

The Health and Safety file must be made available to anyone carrying out work on or within the building and added to on completion of any works. The file virtually acts as an instructions manual for the building. The simple nuts and bolts of the Regulation are:

- The client must appoint a planning supervisor, a competent contractor and designer/architect who **allows** adequate provision for health and safety, and also to pass on all information concerning the building to the architect/designer.
- The planning supervisor notifies the Health and Safety Executive, produces a pre-tender Health and Safety Plan, liaises with the designer/architect on health and safety, vets the main contractor by studying the method statement and risk assessments produced by the contractor and produces the Health and Safety file at the end of the contract.
- The designer/architect must [produce detailed drawings with risk assessments for any part of the contract that is hazardous, i.e. demolition, working at heights etc.
- The main contractor produces the construction phase Health and Safety Plan, risk assessments and method statements and only employs competent sub-contractors and ensures all works are carried out in a safe manner according to the method statement.

NOISE NUISANCE

A number of clubs have had recent visits from Environmental Health Officers with complaints about noise. The change in the law has meant that they have to act even if there is only one complaint.

Officers usually contact the club, discuss the situation and determine whether there is a problem or not. If a club does decide to act immediately, they sometimes consider the installation of a cut-out piece of equipment, which is fitted into the concert room and cuts out the noise when it reaches about a certain decibel level.

Although this is unpopular with the musicians and groups that it affects, it can be very efficient. A club has informed me however that their machine cut out some of the noise being

made by the group caused damage to their amplifiers because of the sudden short circuiting of the noise level. If this happens, then the club could well be in danger of being faced with the bill for damage to the musicians' equipment and they should obtain appropriate advice from an electrician when installing it or their insurers if they currently possess it.

BONUSES ARE ILLEGAL

Occasionally we receive a request from a club to see if they can reward the steward or the secretary if the club has a particularly good year. The club argue that it may be through the work of the steward or the secretary that the members have used the club more frequently or that more members have joined the club.

Although it may well be due to their efforts that more members have joined I am afraid they cannot be rewarded in monetary terms. The club rules, irrespective of whether the club is registered under the Industrial & Provident Society Act or the Friendly Societies Act, states:

The Officers Rule states "No office of salary, profit or remuneration shall be held by any member of the Committee". The Finance Committee rule states: "Nothing shall empower the Committee to incur expenditure except such as is consistent with the purpose in which the club is established".

In addition any arrangements which may appear to reward a steward on the basis of the sale of intoxicants in a registered club could offend the Licensing Act 2003.

CLUB SECURITY

Clubs must be aware that security is becoming more important. Break-ins are occurring with greater frequency and we hear of more and more stories of bar staff and stewards being threatened by violent robbers.

Some points to consider are:

1. Make certain you have a proper insurance policy.
2. No insurance policy can replace a relative, member or employee.
3. Do not take chances.
4. Minimise the risk of it happening.

Some clubs look at the possibility of installing security cameras. These undoubtedly are an excellent deterrent and are of tremendous use to the police.

Robbers will always check out a club before they strike and will only attempt to break in if they think there is a good opportunity of taking money and getting away with it. Security cabinets for gaming machines are excellent ideas. Many clubs only install them after they have had damage caused to the machines and substantial sums of money taken. The advantage of having a security cabinet is that you can prevent a burglary happening.

Clubs should also beware of the dangers of having the club steward's accommodation outside the scope of the alarm system. Robbers can then break into the steward's premises and use him and the threat of violence against his family to gain entrance to the club and to take money.

Clubs should also look at the possibility of bricking up unnecessary windows, particularly if they are on the ground floor around the back of the club. Exterior lighting around the club although expensive, can be a deterrent. Ensure members of staff and indeed club members are always vigilant and aware of unusual circumstances.

Try to ensure that more than one person opens or locks the club up at night. Keep as little cash on the premises as possible, with a small amount in each till.

PUBLIC INTEREST DISCLOSURE ACT 1998

This Act, which amended the Employment Rights Act of 1966, is designed to prevent the victimisation of any worker who makes a protected disclosure. If a worker notes that a criminal offence has been committed or is likely to be committed, there is failure to comply with a legal obligation, a miscarriage of justice has occurred, health and safety is endangered, the environment is under attack, and provides information to the appropriate body he/she cannot be victimised by his/her employer.

This is also referred to as called the Whistle Blower Act and although we do not think that clubs will be greatly affected they should be aware of this Act.

CASH IN HAND IS ILLEGAL

It is not the responsibility of an individual employee to ensure statutory deductions are made from his/her wages. Cash in hand is illegal.

The Revenue will insist that clubs account for and fully detail any employee who earns more than £1 per week. A tax inspector will make a claim from the club for any unpaid tax and he can go back a number of years if failure to deduct is suspected.

A number of clubs each year face a hefty bill totalling several thousands of pounds for failure to keep accurate records and not deducting tax.

USE THE BRANCH OFFICE

Club secretaries are reminded of an Executive decision taken some years ago.

All correspondence requesting advice and guidelines should be addressed to the respective Branch Secretary for his attention and reply. Should the Branch Secretary require clarification or assistance of Head Office or the Executive Committee or considers a particular letter requires the attention of Head Office he will act accordingly.

Clubs will appreciate the logic of this procedure. Branch Secretaries must be aware of all club matters within their respective areas.

Please note however, correspondence specifically designed for dispatch direct to Head Office, i.e. applications for the Convalescent Home, games, entries, education course applications etc., should be forwarded to Head Office. Articles and photographs for the Club Journal should be sent direct to the Editor at Club Union House.

In addition all clubs are urged to trade with the Branch. Bingo tickets, club goods and Union publications can all be obtained at very competitive prices.

TV LICENSING

The TV licensing regulations state that one licence taken out in the designation of a responsible officer of the club e.g. the Secretary, Treasurer or Steward), will cover the use of television sets in the clubs available to members or any rooms or areas which are in common use.

A separate licence will be needed by any member of staff who uses television in their own living accommodation on the premises. If the responsible officer of the club named on the licence resides on the club premises that licence will cover his/her use of television in his/her own private accommodation on the premises.

PUB WATCH SCHEMES

Police in certain parts of the country have organised for a number of years, Pub Watch Schemes, and this has been extended to members' clubs. The basic idea is that after an individual has been found guilty of an offence of violence or threatened violence on licensed premises, to

impose as an additional penalty, an exclusion order banning the person from any licensed premises named in the order for a period. Failure to obey such an order could expose the offender to a further form of penalty.

The problem with a CIU club being in membership of this scheme, is that in the event of an individual being a member of a club the overall ban may not be imposed as far as the club is concerned unless the member is summoned to appear before the management committee in accordance with the club's rules. Nearly all clubs' rules provide for the suspension and expulsion of members and club committees must ensure that anyone being disciplined should be dealt with under the club rules.

The new Licensing Act has greatly increased the importance of Pub Watch Schemes and clubs are encouraged to participate in the scheme in their area, although they must be aware of the proviso detailed above. Many Pub Watch Schemes have proved very beneficial for our clubs and many officials are keen to support them.

TIPPING IS ILLEGAL

The practice of substituting cheap, sometimes bootleg spirits, into branded bottles for resale is known as "tipping" in the licensed trade. There are three different acts under which prosecutions can be brought: The Food Safety Act, the Trade Descriptions Act, and the Trademark Act. Clubs should make certain that none of their employees attempt to participate in this illegal activity.

SMUGGLING

Revenue and Customs have made a determined attempt in the last few years to combat smuggling of drinks and cigarettes and almost 1,000 staff were involved.

They are becoming more and more successful at catching individuals and court cases are resulting in lengthy terms of imprisonment. Revenue and Customs have also introduced a computerised system to enhance the co-ordination and analysis on smuggling activities.

We again remind clubs that it is illegal to import excise goods which have been acquired duty free or duty paid from another EU member state and then to sell them without payment of UK duty and where appropriate. VAT – It is essential that clubs do not get involved in this traffic, even though they might be tempted to by special offers.

We do know of a number of club officials who have served terms of imprisonment for this offence and they were caught on odd occasions selling goods in Union clubs. There is no allegation that Union clubs were directly involved or that they were purchasing such smuggled goods, but I would again encourage clubs and officials not to be tempted.

CORPORATION TAX AND CLUBS

Although our clubs are private members' clubs and are classed as non-profit making organisations, there are times when they can be liable to corporation tax. A club is not liable to corporation tax on any surplus it makes from normal activities with its members such as the bar or amusement machines.

This exemption does not apply however, to investment income, such as interest received on bank and building society accounts. This income is liable to corporation tax at the small companies rate.

VAT AND INVOICES

From the 4th January 2011 VAT was increased to 20%.

HMRC POWERS

Revenue officers have considerable powers of entry into buildings. Including private premises such as members' clubs. Their powers in this regard are greater than those of the Police.

Some newspapers have suggested that Revenue officers need a warrant to gain immediate entry into a club, but this is misleading. They naturally require in the course of routine visits e.g. to check a club's VAT returns or verify that gaming machines are correctly licensed.

The authority in these circumstances is provided by the officer's personal ID card or warrant issued by the HMRC. Club officials should ask to see these to check the officer's authority.

Exceptionally a Revenue officer, having reasonable grounds to suspect the presence of anything liable to seizure and forfeiture under law, e.g. bootlegged alcohol or tobacco, may obtain entry to search premises, including private premises such as a club. Under the authority of a magistrates' warrant or a "writ of assistance" issued by a senior Revenue and Customs official.

Such a warrant of "writ of assistance" authorises the officer to enter the premises, by force if necessary, but requires that the officer is accompanied by a Police Officer if exercising the power of entry at night.

COMMITTEE'S RESPONSIBILITY

The steward may be responsible to the committee for employing members of staff but the committee must always be sure that it has the final word on employment. If the steward pays staff illegally and Revenue officers are involved, the onus will be on the club and not their servant. It is a club's clear duty to ensure it has records for all workers, even if they are merely casual and working for just one month during college holidays.

Revenue officers are carrying out more and more checks on moonlighting and casual staff and they have the power to inspect club records and, if necessary assess the correct amount of unpaid tax for these employees. A number of clubs have had to pay out large lump sums in respect of this back tax and it is essential that all clubs adopt the correct method of ensure that all employees are taxed no matter how casual their employment.

ARBITRATIONS

The Union has been concerned for a number of years with those club members who exercise their right (as per their rule book) to appeal to arbitration against being suspended or expelled.

The member will follow his rule book and lodge an appeal in writing accompanied by the required deposit. If the Arbitration Department opens an appeal, then both the club and the appellant will be required to lodge the balance of the Arbitration Expenses (currently £150.00 which includes VAT) with Head Office before an arbitration hearing date is organised.

When both sides have submitted this sum the hearing takes place. The Arbitrators will come to a decision and apportion the costs accordingly. A refund of the costs may then be made in whole or part to the parties concerned.

MEMBERSHIP CANNOT BE TRANSFERRED

Occasionally we hear from clubs who are asking for the current position on transferring an individual's membership from one club to another and the transferring of the Associate and Pass Cards.

If an individual moves from one town to another he would obviously wish to join a club in his new town. He therefore usually becomes a member of the new club but wishes to keep his Associate and Pass Cards from his old club.

There is nothing wrong with this and he can indeed renew his Associate and Pass Card when he renews his membership to his old club. However, if he wishes to participate in any Union activity he must take out an Associate and Pass Card from the new club of which he is a member. Indeed it is only right and proper that he does. In the past you could transfer an Associate Card from one to the other but that practice was stopped many years ago. The cost of having a new Associate and Pass Card is still minimal and anyone who transfers clubs should not object to having the new Associate and Pass Cards provided by the club he has just joined.

UNDER 18'S

a. There is normally no restriction on the age of a guest or a visitor but a young person aged under 18 cannot enter the premises unless he or she is signed in by a member or an Associate. Some clubs have a junior members rule and the Union's Rules Department can provide for the exact wording in these circumstances. However under the new Licensing Act no one under the age of 18 can consume or purchase alcohol in a club.

This rule allows junior members the same rights and privileges of membership except they may not purchase intoxicants in the club. They also cannot attend general meetings or become candidates for office or vote in elections.

No Under 18s can be permitted to play gaming machines Nor can they play bingo in a club.

Any young persons on the premises of a club who are not lawfully signed in and who are not junior members are in breach of the club rules and they should not be able to participate in bingo or gaming. Indeed they should not be in the club at all on club premises.

We remind clubs that a club may be refused registration for licences under Part III of the Gambling Act 2005 if the club is frequented wholly or mainly by persons under the age of 18.

b. Employees – School leavers aged 16 or over are permitted in most circumstances to employment in clubs subject to any local authority regulations. Under the new Licensing Act 2003 they can still serve as cleaners, glass collectors and undertake do other jobs. The only thing task they cannot do is to dispense alcohol as the regulations are now tightened up and they would need to be unless supervised for every pint they pulled or spirit dispensed. Consequently the steward would be utilised in supervising young persons, rather than providing the drinks for the members. himself.

STEWARDS' DEFICIENCIES

NB: Printer – please replace Steward with lower case “s” throughout this section.

Almost all clubs have an agreement with the steward whereby if there is a stock deficiency it can be taken out of the Steward's Bond. Indeed this is included in the CORCA standard contract. Some clubs however are under the misapprehension that they can deduct a deficiency from wages, instead of the Bond. This is not the case unless the steward and the club have written this into a specific agreement. Under the Employment Rights Act 1996 an employer is entitled to deduct money in respect of any over payment of wages or expenses for taxes owing to Revenue and Customs: as a consequence of a strike or industrial action: for trade union dues if there is a contract to that effect: in satisfaction of a court or tribunal order requiring the worker to pay to the employer: or if the deficiency is attributable to an error of computation. NO DEDUCTIONS CAN BE MADE FROM WAGES FOR ANY OTHER REASONS UNLESS THE EMPLOYEE SO AGREES.

STEWARD'S BOND

NB: Printer – please replace Steward with lower case “s” throughout this section.

It has been brought to the attention of CORCA that some clubs are not placing the Steward's cash bond in a separate account. When a steward is employed by a club the club correctly ask him to deposit a bond of which could be used to protect the club if he became deficient or if he suddenly left the club's employ without giving due notice.

This bond however, is the steward's money and can only be used by the club in the two circumstances outlined above. In the normal course of events it would be refunded to the steward when he left the club's employ and the interest accumulated should also be credited to the steward's bond account.

All clubs are strongly advised to ensure that they have a separate account for the steward's bond and for a small premium clubs can have the security of the cash bond in their general insurance cover.

EDUCATION

In 2012 the Education Committee was replaced by the full National Executive Committee (NEC) consisting of 17 members including the Union's President and Vice President with assistance from Catherine Fitzpatrick. Previous Education Assistant Lucy Pitcher left the position in August 2012.

The National Executive Committee was determined in 2012 to examine all feasible ways of sustaining and improving the education programme. With the need for guidance of running a club so important, it is imperative that the education programme is both relevant and interesting for Club officials and those who aspire to office. The Education Programme detailed in the following pages is available not just for club officials and committees but also to any club member. The NEC have this year looked at updating the education programme and introducing elements such as a module based and online training. Diploma Course as well as an online accountancy database whereby students study and complete exercises online.

Information on the education services is provided each month in the Club Journal as well as on the union website www.wmciu.org.uk. Additionally major elements of the programme are circulated to all clubs on a regular basis. It is important that relevant information is also posted on club notice boards, and the Education Committee request club secretaries to ensure that this information is supplied to the membership as a whole.

CLUB MANAGEMENT DIPLOMA

One of the most vital areas of the Union's Education programme is the six-monthly correspondence course on Club Management. The Club Management Diploma first started in 1934 and is the only practical way the Union can inform the many enthusiastic clubmen and women of best practice in club administration.

Members of affiliated clubs with current Associate and Pass Cards can take part in the CMD Course. Students enroll during July and August when the course is advertised in the Club Journal and a poster is sent out to every Union Club. The Course begins in October and runs until March, with an optional examination, held in April or May. The enrolment fee is £32 for 2012/2013, plus a £10.00 refundable deposit for each section of the examination sat.

Lessons are dispatched monthly and cover Club Law and Administration and Bookkeeping and Accountancy. The Union's publications "500 Points in Club Law and "Club Book-keeping and Financial Control" are used for study which are available to purchase from your local branch.

Some Branches provide local tuition. The tutors are either professional men or CMD holders. Some Club Officials enroll each year to ensure that they are up to speed with current Law and Accountancy practice but they do not sit the examination. The examination is designed to install confidence in students with the knowledge they now possess and encourage them to transfer this knowledge into practical skills.

In 2011/12 94 students enrolled for the Diploma. This included 34 women and comprises 70 officials 16 committee members while 8 held no office at the time of enrolling.

The 2012 examinations took place in May. Venues are arranged locally. Candidates' travel costs are refunded by the Union. Candidates can attempt only one section if they wish to do so. This encourages more students to enroll, but both sections must be passed within three consecutive years in order to receive the full diploma. It is necessary to enroll on the CMD course each time and pay the full £32 fee to be eligible to sit the examination. Students who successfully pass both Law and Accountancy sections receive a splendid Diploma and Silver Badge and are entitled to put the initials CMD after their name (although not on ballot papers). The Diploma is awarded if a candidate obtains the set pass mark and honours are awarded to those who submit outstanding papers. Diploma holders can sit again with a view to obtaining honours if they wish.

The first prize winner in each section, where a Diploma is obtained, is presented with his or her diploma during the Annual Conference in Blackpool ensuring that delegates are made aware of the importance of the CMD Examination to the National Executive.

Eleven club members passed the examination in 2012. We offer them all sincere congratulations on their success.

**DIPLOMAS LIST
CLUB MANAGEMENT DIPLOMA EXAMINATION RESULTS
MAY 2012**

NAME	CLUB HONOURS	BRANCH
Kevin Payne	Ramsgate Soc.Club & Inst Ltd 1 st Place Law. 2 nd Place Accy.	Kent
Sharon Peek	Sidcup WMC 1 st Place Accy.	Kent
Robert Farquharson	Sidcup WMC 2 nd Place Law.	Kent
Leslie Hepworth	Ossett Central Club 3 rd Place Law.	Heavy Woollen 3 rd Place Accy.
Patrick O'Brien Metropolitan	----- Cricklewood Trades Hall Club	N. W.
Tom Humphries	----- Carlton House Club Olney	S.E. Midlands
Brenda McMahon	----- Brafield on the Green WMC	S.E.Midlands
Lesley Bailey	----- Birchmoor WMC	Warwickshire
Angela Timms	----- King Street Prog. Club	West Midland

Year	Enrolled	Sitting Exam	Diploma Granted	Law Certificate
2009-10	77	18	3	0
2010-11	58	13	6	0
2011-12	94	20	9	1

Since the introduction of the course, 1986 have obtained the Diplomas with 1080 receiving honours for excellent papers.

The 2012/2013 course commenced in October 2012.

DAY AND EVENING LECTURES

The day and evening lectures are particularly valuable to those clubmen and women who cannot attend a residential school or do not have time to study for the Club Management Diploma. Any member can attend the lectures and they are a good introduction to the education programme. In early January, all Branches are sent a list of Union lecturers and approved subjects. This is revised by the Education Committee at the end of each year and revised where necessary. Each Branch selects the topic they feel would be of most interest to their members and arrange a date and venue. Posters are dispatched to all clubs in the area and the interested club members notify the Branch of their intention to attend at least a week before the lecture is due to be held. At least 25 members must have indicated an interest and intent to attend, or the lecture is cancelled. The lectures are free of charge, and some Branches provide teas for those members who have travelled considerable distances to attend. The Union suggests that every club should have at least two representatives at each lecture within the area. Most lectures begin with a talk for an hour or so, followed by a question and answer session. Lectures are usually held on a Saturday morning or afternoon but some take place in the evenings during the week. On occasion a full day lecture has taken place with a morning and afternoon session and two lectures.

Subjects offered relate to all aspects of Club Management or Union activity and have been considered very successful in the past. New lecturers are added to the list on offer from time to time and the Executive consider it important that even the smallest Branch holds at least one lecture per year.

LECTURE SUBJECTS HELD IN 2012

Open Forum	
Employment Law	
Financial Control	
Club Rules and Committee	1
Employment Law/VAT	
Brewery Agreements/ Open Forum	0
Future of the CIU/Open Forum	0
Total	5

**UNION NATIONAL SCHOOLS
CLUB LAW SPRING WEEKEND**

The Spring Weekend course was held at Saltburn House in March 2012. Twenty-Two students attended. Most of them indicated that meeting/interacting with fellow students was enjoyable and felt that the weekend course gave them lasting benefits. Ken Green National Executive represented the Union. Among the topics covered during the course were club corporate governance, primary cash records, bank reconciliation, VAT, stocktaking and revenue accounts/balance sheet. Three sessions were dedicated to the examinations of the CMD Law questions by the Law Chief examiner Jim Veitch. Students received a group photo and an attendance certificate.

CLUB LAW WEEKEND COURSE

The Law Weekend Course was held at Saltburn House in October 2012. Twenty Five Students attended. Geoff Blakeley National Executive represented the Union.

CLUB FINANCE WEEKEND COURSE

The Fianance Weekend Course was held at Saltburn House in November 2012. Twenty One students attended. Colin Armstrong National Executive represented the Union.

BREWERY COURSE – GENERAL

The Courses are sponsored by the Breweries on behalf of the Union. They are arranged at local Branch level. These Brewery Courses complement the existing Union Courses very well.

HEINEKEN UK SPONSORED WEEKEND SCHOOLS

Heineken UK were able to sponsor **three** weekend courses in **2012**.

BRANCH AND NATIONAL EXECUTIVE 10-YEAR AWARD

This award for 10 years' service to the Branch or National Executive was established in 1977. **Eleven** certificates were awarded in **2012**.

CERTIFICATE OF MERIT

The Silver Badge and Certificate is available for **those clubmen and women** who meet the following conditions. (1) 10 years' service in some position provided for within the Club Rules; (2) Holding of Associate and Pass Cards for at least the last seven years; and (3) Club Affiliation to the Union for the last seven years. Part of the service must have been within the last five years. Service to more than one club is acceptable for the award, provided proof of service to the former club is provided.

Before submitting the application, Committees must ensure that applicants meet the conditions, and record the voting in favour of the application being made. A great deal of unnecessary correspondence takes place because this detail is not fully checked beforehand, and service is frequently claimed for positions not provided within the Club Rules. Invariably the person has been elected to the Committee by the club members and the Committee has then appointed them to the specific position. This should be mentioned on the application as the Committee Service can be claimed for the award.

The application forms and conditions of the award are obtainable from Branch and Head Office. Completed forms should be returned to the Branch Secretary who arranges for them to be endorsed by the Branch Executive, they are then passed to Head Office for approval by the Education Committee and the National Executives. Awards cannot be made until both Executives have approved them and consequently if it is intended to make a presentation, at least eight weeks prior notice should be given. The Award comprises an attractive certificate and a solid silver Badge. Details of Awards made are published in the Club Journal each month. The number of awards in **2012 was 145**.

LONG SERVICE AWARD

Some holders of the Certificate of Merit and others, who have not claimed it, go on giving service for considerable longer periods. To recognise this service the Union grants a Long Service Award.

To qualify, a club committee member must have given at least 25 years service, have held Associate and Pass Cards for the last 10 years, and the club must have been affiliated for 15 years. Applications cannot be accepted on behalf of clubmen or women who have held no office during the preceding five years, but service to more than one affiliated club is admissible for the award. Broken service is also acceptable. Application forms and copies of the full conditions of the award are available from Head Office and the procedure for application and consideration are the same as for the Certificate of Merit.

The Award comprises an attractive certificate and a solid silver badge. Details of awards are published in the Club Journal each month. The number of awards in **2012 was 58**.

DISTINGUISHED SERVICE AWARD

To qualify for this award, a club committee member must have given at least 40 years' service, have held Associate and Pass Cards for the last 20 years, and the club must have been affiliated for 25 years. The award is for service as an Officer or Committeeman or woman specified within the club rules; part of the service must have been within the last five years.

The award is a solid gold badge with green enamel and is most distinctive. The Certificate is designed upon two pillars and has the wording of the Associate Card entwined around them. Application forms and full details are available from all Branches and Head Office. If making a presentation, please ensure the badge and certificate are in the club's possession before arranging a date. The number of awards in 2012 was 21.

SPECIAL (COMBINED) AWARDS

In addition to the awards given for club service there are other awards made to thank club members who perform long service in other spheres including sports and recreation duties. These awards are for ten and twenty five years. **There were one 51 year combined service granted and one 10 year service.** Two attractive badges were introduced this year for forty and fifty years for this combined service.

CENTENARY CERTIFICATES

An attractive certificate is available to clubs with 100 years CIU membership. **Six certificates were awarded in 2012.**

RECREATION

In 2011 the Leisure committee consisted of John Batchelor (Chairman), John Baker (Vice-Chairman), Dave Copham, Jim Harrison, Jim Kennedy, Roger Oake, Ken Roberts and Brian Young. Valda Edmunds remained as Leisure Secretary until her resignation at the end of November 2011, with assistance from Maureen Hawkins. The Committee were tasked in 2011 to oversee and maintain the vast amount of recreational activities provided by the union especially the national championships.

The Union caters for all types of sporting activity and full details are given on the following pages. During each year the Recreation Department of the WMCIU organises numerous National Contests that are open to all Club Men and Women who are in possession of a current Pass Card

Listed below are the competitions and guide dates.

National Indoor Championships

National Indoor Championships

Individual Darts and Pool

Entry forms are sent to all Clubs in October with a closing date in January/February

These Championships run from April Through to December

* * * *

Cribbage, Dominoes Straights and Dominoes 5's & 3's Pairs

Entry forms are sent to all Clubs in January with a closing date in April/May

These Championships run from June through to March

* * * *

Team Snooker, Team Darts, Team Pool, Individual Snooker and Individual Billiards

Entry forms are sent to all Clubs in April with a closing date in June/July

These Championships run from September through to June/July

* * * *

If you are interested in competing in any of these Championships and have not seen or received an entry form please contact The Leisure Assistant, Maureen Hawkins at 253/254, Upper Street, London, N1 1RY. Tel 020 7226 0221 Fax 020 7354 1847

E-mail maureen.hawkins@wmcui.org

Entry forms are also available to download from the website www.wmcui.org.uk.

We again draw the attention of the League and Club Officials to the sections dealing with administration and care of trophies.

TROPHIES

At the end of the year 2,311 trophies were in circulation, and the following table shows the last 5 years.

<i>Year</i>	<i>Branch Trophies</i>	<i>Total</i>	
2007	1,974	2,304	
2008	1,977	2,307	
2009	1,977	2,307	
2010	1,981	2,311	
2011	1,982	2,312	..
2012	1,982	2,312	

The total of 2,312 trophies includes those for National and Area Championships and 259 Cups owned by Branches.

All the Union's 28 Branches arrange games contests, and many have a most impressive local network of activity. The following table indicates the number of contests in each of the Branches for which the Union has provided trophies:

North East	34	Heavy Woollen	63	South Wales	61
North West	27	Huddersfield	39	South Yorkshire	48
South East	30	Leeds	4	Wakefield	71
Kent	85	Leicestershire	63	Warwickshire	85
Burnley & Pendle.	33	Manchester	212	Wessex	24
Cleveland	26	Monmouthshire	13	Western Counties	27
Cumbria	26	North Staffs	56	West Midland	27
Derbyshire	77	Northumberland	123	West Yorkshire	18
Doncaster	10	Scottish	154	York City	48
Durham	202	South East Midlands	53		

All trophies played for in Branches are perpetual and cannot be won outright. So that clubs may have some tangible record of past successes.

THE GAMES WE PLAY

Local clubmen decide in which games and sports they wish to indulge, and Head Office has never sought to influence them.play.

This free choice has resulted in a remarkable variety of activity, and makes provision for the young and not so young,covering indoor and outdoor pursuits.

CARE OF TROPHIES

The trophies provided by the Union are sturdy, of pleasing design, and have a good coating of silver. With proper care and regular cleaning they should retain their “new” appearance for a considerable number of years.

If they are attended to frequently, say every two or three weeks, all that is normally required is a rub over with a smooth dry cloth. This should remove the small amount of tarnish that has formed. Should they, over a longer period, have become more heavily tarnished, all that is needed is the use of a liquid silver polish.

There are a few clubs that do not appear to clean cups between annual presentations. Faced with dark brown trophies they foolishly use abrasives to get the job done quickly.

Under no circumstances should an abrasive cleaner be used as it scratches and eventually removes the silver plate. Re-plating is an expensive process.

The neglect of trophies often arises because it is no one’s specific jobs to keep the cups clean, though the responsibility should rest with the Club Games Committee. Some clubs solve the problem by getting one of the cleaners to polish the cups every two or three weeks. Many Clubs and Games Leagues have in their possession trophies that through age and fair wear and tear are in need of re-plating, and this can prove expensive.

The Union now supplies a product called The Silver Solution. This restores items where the base metal has started to show through. The Silver Solution coats worn items with a layer of pure silver as it polishes, leaving a sparkling finish that will last for years.

This product is available from your local Branch Office.

The majority of our trophies have bakelite plinths, and the trophy is fixed to the plinth with a spring clip, which screws into the plinth. Over the years the bakelite tends to wear away and the clip becomes loose. The thread on the plinth is a “bastard” thread, but this problem can be very simply overcome by the use of a rubber tap washer.

The Union Recreation Committee discussed the condition of Union Trophies.

The Committee CIU were are most concerned at the willful neglect of some trophies, and whilst it is appreciated that the majority of Branches, Areas and Clubs do take proper care, it was felt that in some cases the cause of damage was by neglect.

It will be appreciated that the Union expends a considerable amount each year on the provision of trophies, replicas and contest grants and cannot therefore be expected to meet the cost of repairs that are caused by the negligence of the clubs holding the trophies.

The CIU Committee resolved that the following procedure must be carried out:

1. At all trophy presentations a check must be made to ensure that the Trophies are in good condition.
2. Clubs must sign for the receipt of trophies in good condition;
3. If at future presentations the trophies are returned in a damaged condition, the clubs responsible will be required to meet the cost of repairs.

It is not unreasonable to expect clubs to take proper care of trophies they have won.

EFFICIENT ADMINISTRATION

Efficient organisation and administration are all-important if a League is to prosper. If there is slackness and lack of foresight the League will inevitably fail.

League Committees should study their rules prior to a season commencing and decide whether or not they are adequate, bearing in mind any incidents that arose in the previous season. Competing clubs should have a copy of the rules.

All contests for Union trophies are governed by a simple set of general rules, copies of which are available without charge from Head Office. They cover only such matters as minimum entries, **Associateship**, playing conditions are entirely matters for local decision.

Where Union trophies have not been competed for during three consecutive years they should be returned to Head Office. It is essential therefore, that a record is kept of the whereabouts of all trophies. Where a cup has not been returned for presentation, the League Committee should ensure that it is eventually transferred to the current winners.

Adequate records must be kept of contest results to ensure that claims are submitted to Branches for grants.

League and Area Committees have power to disqualify competitors for violation of rules, but they do not have power to exclude them for a period. In the event of a serious or persistent misdemeanour, which a League or Area Committee considers warrants exclusion, it should so recommend to the Branch-Executive. That body has power to suspend an offender from participation in Branch games for a period not exceeding two years, and its decision is final.

CONTEST GRANTS

An annual Contest Grant is payable to Branches in respect of each Union trophy competed for. The purpose of the Grant is to assist in the cost of administration and provision of prizes.

When introduced in 1933 the Grant was at the rate of £3 per contest, this increased to £4 in 1946, £5 in 1960, £6 in 1969, £8 in 1975, £10 in 1980, and £15 in 1990.

The Grant was reduced to £10 for all Contests commencing on or after 1st January, 1992.

It will be appreciated that this Grant cannot be expected to cover all administrative costs and also maintain the standard of prizes. League Committees should therefore periodically review entry fees to ensure that they have sufficient income to meet their requirements.

Contest Grants paid in **2011-12** totalled **£3,160** and brought the total granted to date to **£706,350**.

TROPHY INSURANCE

It is necessary for clubs, which hold Union trophies to cover them by insurance, as such provision is no longer made by the Union.

Trophies are expensive, and clubs should ensure that reasonable care is taken of them. They should not be kept in places where it is easy for an unauthorised person to remove them. They should not be kept on shelves from which they could fall as a result of knocking or vibration.

The best arrangement is the provision of a glass-fronted case with a lock, placed sufficiently high to make it difficult to be tampered with. Such a case not only displays Trophies to best effect, but also invariably results in Cups having to be cleaned less frequently.

In the event of a trophy being lost or damaged, an immediate report should be made to the Branch or Head Office. In the case of loss the matter must be reported to the police with as little delay as possible.

Union games rules stipulate that cups must be kept on club premises, but if they are required for display purposes elsewhere, permission must be obtained from Head Office. Under no circumstances should a trophy be handed over to a caller unless the club officials are satisfied that he has authority to collect the trophy, and a receipt should always be obtained.

GAMES CERTIFICATES

So that clubs may have some permanent record of their games successes, Certificates are obtainable from Head Office, free of charge.

They are suitable for winners of any type of Union contest, and are attractively designed. Many clubs have a fine display of framed Certificates in their games rooms.

Normally Certificates are requested when Branches submit claims for Contest Grants, and if this is done soon after contests finish the Certificates can be issued in time for presentation with Trophies and prizes.

NATIONAL INDOOR CHAMPIONSHIPS

Season 2011-2012

All the National Indoor Championships are now “Open” contests and John Smith’s once again sponsored the contests.

Entries were as follows:

2011-12	Team Snooker	32
2011-12	Team Darts	39
2011-12	Team Pool	33
2011-12	Individual Snooker	86
2012	Individual Darts	98
2012	Individual Pool	102
2012	Cribbage Pairs	84
2012	Dominoes 5’s & 3’s Pairs	76
2012	Dominoes Straight Pairs	49

Posters are sent to all clubs and reminders are printed in the Club Journal and details are also posted on the WMCIU Website www.wmciu.org.uk

LIST OF CHAMPIONS

The Champions and Runners-Up for the last 5 years are listed below:

**TEAM SNOOKER
(Inaugurated 1925-26)**

		<i>Champions</i>	<i>Runners-Up</i>
2007-08	Rishton Free Gardeners Servicemen's	Sedgley Ex-	
2008-09	Twynyffald	The Poplar Social	
2009-10	Bufs Social	BargoedLabour	
2010-11	Twynyffald WMC	High Howden	
2011-12	Bufs Soc	Greasbrough WM	

**TEAM DARTS
(Inaugurated 1946-47)**

		<i>Champions</i>	<i>Runners-Up</i>
2007-08	York Crescent	Rodbourne Cheney	
2008-09	York Crescent Welfare	Grovesend Miners	
2009-10	TynewyddLabour Station	Bedlington	
2010-11	Grovesend Miners Club	Bannockburn	Miners Club
2011-12	York Crescent (BOTH TEAMS DISQUALIFIED)	Rodbourne Cheney	

**TEAM POOL
(Inaugurated 1993)**

		<i>Champions</i>	<i>Runners-Up</i>
2007-08	Grange Villa W M	Twynyffald W M Social	
2008-09	Garden House	Hayes W M	
2009-10	Rishton Free Gardeners Twynyffald WMC		
2010-11	Easington Colliery Club Twynyffald WMC		
2011-12	Belle Vue (Crook) Tyynyffald WM		

**INDIVIDUAL SNOOKER
(Inaugurated 1928-29)**

	<i>Champions</i>	<i>Runners-Up</i>
2007-08	W Cooper (Laisterdyke Cricket &Ath)	W Jones (Abertysswg WM)
2008-09	ISargeant (BargoedLabour)	R Read (Lindley WM)
2009-10	M Rhodes (Bufs Social)	I Pagett (Twynyffald WM)
2010-11	M Rhodes (Ferryhill)	I Sargeant (BargoedLabour)
2011-12	R Richards (Merthyr Tydfil Lab) D Clarke (The Poplar Soc)	

RECORD BREAKS

Individual Billiards:	1985	R. Close (Western Social), 398 (unfinished)
Team Snooker:	1994	J. Gallagher (King Cross WM), 137
Individual Snooker:	1987	T. Parsons (Penygraig Labour) 138
	1994	T. Duffield (GrangetownSocial) 138
	2005	P Riley (Sherwood Social) 138
	2009	D Lilley (Elmsfield Social) 141

INDIVIDUAL DARTS (Inaugurated 1963)

	<i>Champion</i>	<i>Runner-Up</i>
2007	G Dobey (White House Unique Social)	P Hogan (Basingstoke Railway Social)
2008	D Prins (White House Unique Social)	L Rose (Newport Pagnell W M Social)
2009	C Thompson (Crescent Club)	GDobey(White House Unique)
2010	D Smith (Rodbourne Cheney Club)	Plenagh (Coxhoe Club)
2011	D Prins (Whitehouse Unique)	G Dolby (Whitehouse Unique)

INDIVIDUAL POOL (Inaugurated 1986)

	<i>Champion</i>	<i>Runner-Up</i>
2007	M Farnsworth (North Biddick&Dist)	M White (Parkstone Club)
2008	K Rainbow (Grove &Moorside)	VMakh (Parkstone Club)
2009	D Bone (Stanley Empire W M Club)	A J Walsh (Stopsley W M Club)
2010	J Giles (Alvaston&CrewtonWM)	D Craggs (Belle Vue (Crook)
2011	C Gill (AnnitsfordUtd Irish Club)	MWhite (Parkstone Club)

**CRIBBAGE PAIRS
(Inaugurated 1998)**

	<i>Champions</i>	<i>Runners-Up</i>
2007	A Philcock & M Jones (Abbey Hulton S&S) (Chobham Club)	D Burke & J Fernandez
2008	A Philcock & M Jones (Abbey Hulton S&S) Hulton S&S)	P Philcock & J Filcock (Abbey Hulton S&S)
2009	B Randall & S Jacobs (Poole Labour Hall)	A Coles & R Chudasama (Kingsley Park WM)
2010	J Tabor & I Tabor (Ponders End WM)	G Lewis & A Dunmore (Rushden WM)
2011	A Mitchell & B Allen (Brookside Commercial) F Bailey & J Gratton (Abbey Hulton Sports & Soc)	

**DOMINOES 5's and 3's PAIRS
(Inaugrated 1995)**

	<i>Champions</i>	<i>Runners-Up</i>	
2007 Institute)	S Smith & C. Stainsby (Darlington Club)	A Mellor & J Hinsby	(Brampton)
2008	C Burke & G Reynolds (Chobham Club)	S Smith & C. Stainsby (Darlington Club)	
2009	C Stainsby& S Smith (Darlington Club)	R Pocock&G Lott (High Brooms WM)	
2010	A Kocyk& K Kocyk (Burnholme Club)	G Hackett & B Wilson (Swarcliffe Club)	
2011	R Davis & T Brown (Braunstone Victoria)		
	P Dance & I Millar (Sway Social)		

**DOMINOES STRAIGHT PAIRS
(Inaugrated 1998)**

	<i>Champions</i>	<i>Runners-Up</i>
2007	S Smith & C Stainsby (Darlington Club)	C Sykes & S Crossland (Batley W M)
2008	S Smith & C. Stainsby (Darlington Club)	H Atkinson & W Cowey (Fishburn Social)
2009	S Smith & C Stainsby (Darlington Club)	R Daybell& J Walker (Hayes WM)
2010 Club)	N Tustin & D Olnor (Bedworth Ex-Ser)	P Dove & B Hedley (Newcastle Labour)
2011	S Smith & C Stainsby (Darlington Club)	R Daybell& J Walker (Hayes WM Club)

**NATIONAL AND AREA ANGLING CHAMPIONSHIPS
LIST OF ANGLING CHAMPIONS**

Listed below are our National and Area Angling Champions

NATIONAL/NORTHERN

	Team	Individual
2012	Hatfield Woodhouse	T Winter (Hatfield Woodhouse)

SOUTH WALES & MONMOUTHSHIRE SEA ANGLING (Inaugrated 1980)

2008	Barry Services Social	S Doble (Barry Services Social 'A')
2009	TylorstownEx.Servicemens	S Llewellyn (Tylorstown 'B')
2010	Tylorstown Ex-Servicemens 'B'	J Velda (Barry Services Social Services 'B')
2011	Barry Social Services 'E'	M Langford (Barry Social Services 'E')

2012 CONTEST NOT RUN THIS YEAR INSUFFICIENT ENTRIES

SALTBURN HOUSE

In 2011 the Leisure Committee, consisted of John Batchelor (Chairman), John Baker (Vice Chairman), Jim Kennedy, Jim Harrison, Ken Roberts, Dave Copham, Brian Young and Roger Oake. The Leisure Department consisted of Valda Edmunds, Maureen Hawkins and Lucy Pitcher.

Lucy joined the Leisure Department in April 2011 after the retirement of previous assistant Maria Barry. The Leisure Secretary resigned from her post in November 2011.

To go alongside the new name ‘Saltburn House’ new signs were erected with four logos which were kindly sponsored by Heineken. New furniture was purchased and is now located in the lounge area. The updating is all part of a new marketing strategy to modernise the centre.

The Committee were tasked in 2011 to examine all feasible ways to increase awareness through a sustainable strategy, whilst continually managing to control the costs associated with the running of the centre. This included a website being designed so that members could be kept up to date with the many holiday breaks and other events available at the centre.

The committee in 2011 also discussed as part of the new marketing strategy a brochure/leaflet to be designed and made available to all clubs to increase the awareness of Saltburn House and what it has to offer its members.

A new entertainment programme has proved very successful with guests at Saltburn in 2011 and one of the more popular singers has often had the guests up and dancing the night away.

In 2011 Saltburn ran its very popular Turkey and Tinsel, which sold out very quickly. It is intended to run a specialised 3 night (£175) racing break with entrance to the local race courses of Ripon, Redcar and Catterick. Included in this break will be various entertainments including an in house video race night. We also have the Golfing breaks running in July 2012 with 6 day breaks at £265.00 and 4 day break at £180.00. These need to be booked early as they prove very popular. All information on these events can be found in the CIU Journal and on the website.

Several Clubs and CIU Branches organised coach trips for party visits to the centre. Special rates are available for these trips which can be tailored to a club’s own requirements. Special rates are available for group visits; call Saltburn House for further details.

All bookings for Saltburn House are now made directly. For all enquires please call Saltburn House on 01287 622 008.

GUESTS AT THE CENTRES

Capacity at Saltburn in 2011 consists of 47 beds, 7 double bedded rooms, 15 twin bedded rooms and 4 single rooms.

TOTAL GUESTS 2011/12

	Total	Convalescent	
Saltburn	1618	54	1418
	1397	31	

2011 Charges:

Convalescent – Regular Subscribing Clubs per person. Any length of stay may be booked. A week is 7 nights and a fortnight is 14 nights at reduced rates. Any length of stay may be booked. Clubs must use application forms available from Leisure Dept at Head Office or Website

January – March

1 night £21.00incVAT

March – December

1 night £29.00 inc VAT

7 nights £203.00 inc VAT

14 nights £406.00 inc VAT

Holiday and Convalescent

Non – regular subscribing Clubs per person per day. A week is 7 nights and a fortnight 14 nights at reduced rates. Any length of stay may be booked. Day rate applies to other periods of admission up to 7 days.

All Stays are Half Board

January – March

1 night £25.00inc VAT

March – December

1 night £32.00 inc VAT

7 nights £200.00 inc VAT

14 nights £375.00 inc VAT

Non CIU members Half Board Rate

January – December

1 night £42.00 inc VAT

7 nights £225.00 inc VAT

14 nights £415.00 inc VAT

Non CIU members Bed & Breakfast Rate

March – December

1 night £36.00 inc VAT

7 nights £210.00 inc VAT

14 nights £405.00 inc VAT

CHAD:

Xmas Draw 2011 value of prizes awarded £7300

GREYHOUND EVENT:

A Greyhound event was held in September 2011 at Sheffield Owlerton Stadium which raised £4,550. We managed to secure 9 sponsors for this event and are grateful to the following for their support. BOC, Bissett Kenning &Newiss, Dransfield Novelty, Aon Insurance, Co-operative Bank, Heineken UK, Envtec Services, Thompson & Bryan and Waverley TBS

WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED
Registration number 2766R

**NB : PRINTER PLEASE INSERT THIS SECTION – ALREADY SENT
TO YES2SOLUTIONS AS A PDF FILE**

WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 30 September 2011

..... continued

24.3 Analysis of the amount charged to operating loss	2011	2010
	£	£
Current service cost	(25,000)	(52,000)
Curtailments	-	61,000
Total operating credit/(charge)	<u>(25,000)</u>	<u>9,000</u>

24.4 Analysis of the amount credited to other finance income	2011	2010
	£	£
Expected return on pension scheme assets	243,000	222,000
Interest on pension scheme liabilities	(196,000)	(202,000)
Total income/(cost)	<u>47,000</u>	<u>20,000</u>

24.5 Analysis of amount recognised in Statement of total recognised gains and losses	2011	2010
	£	£
Actual return less expected return on pension scheme assets	(247,000)	80,000
Experience gains/(losses) arising on the scheme liabilities	270,000	-
Gain/(loss) arising from changes in assumptions underlying the present value of the scheme liabilities	413,000	(226,000)
Actuarial gain/(loss)	<u>436,000</u>	<u>(146,000)</u>

24.6 History of experience gains and losses	2011	2010	2009	2008	2007
Difference between the expected and actual return on scheme assets:					
amount (£)	(247,000)	80,000	109,000	(683,000)	36,000
percentage of scheme assets	(7)%	2%	3%	(19)%	1%
Experience gains and losses on scheme liabilities:					
amount (£)	270,000	-	-	(29,000)	4,000
percentage of the present value of the scheme liabilities	7%	-%	-%	(1)%	-%
Total amount recognised in Statement of total recognised gains and losses:					
amount (£)	436,000	(146,000)	(690,000)	(247,000)	282,000
percentage of the present value of the scheme liabilities	11%	4%	21%	(8)%	(9)%

Summary of Branch Accounts

FOR THE YEAR ENDED
30 SEPTEMBER 2012

Summary of Branch Accounts

FOR THE YEAR ENDED
30 SEPTEMBER 2012

**NORTH-EAST METROPOLITAN
HOME COUNTIES**

OFFICE: 77 London Road, Grays,
Essex RM17 5YF
Telephone: 01375 381274

President: **M.BURKE**

Vice-President: **R. DAVIDSON**

Secretary: **J. BAKER**

Executive Committee:

**S.BELTON
L. KING
G. WARD**

**D. JONES
J. TABOR**

	2012	2011
Surplus/(Deficit) for year after tax	<u>£3,931</u>	<u>£(1,024)</u>
Net assets at 30 September	<u>£211,765</u>	<u>£207,834</u>

**NORTH-WEST METROPOLITAN AND
HOME COUNTIES**

OFFICE: 1 Walmer Close, Crowthorne, Berks RG45 6RF
Telephone: 01344 777199

President: **J. O'BRIEN**

Vice-President: **P. FOLEY**

Treasurer: **D. COPHAM**

Games Secretary: **A. HOLDER**

Secretary: **J. C. TOBIN**

Executive Committee:

**R. DAYBELL
E. McCRAE
M. CRONIN**

**J. BUTLER
J. WALKER**

	2012	2011
Surplus for year after tax	<u>£21,008</u>	<u>£66</u>
Net assets at 30 September	<u>£54,630</u>	<u>£53,622</u>

**SOUTH-EAST METROPOLITAN AND
HOME COUNTIES**

OFFICE: Magnolia Lodge, Shaftesbury Road
Woking, West Sussex GU22 7DU
Telephone: 0148 3747113

President: T. BAKER

Vice-President: A. WAY

Secretary: MRS S GRAHAM

Executive Committee:

D. LEGGE
S. SMITH
C. O'NEIL
P. GALE

R. DOCHERTY
D. WELLAND
F. WILDE
K. FARMER

	2012	2011
Surplus/(Deficit) for year after tax	£4,113	£(5,361)
	<hr/>	<hr/>
Net assets at 30 September	£77,341	£73,228
	<hr/>	<hr/>

KENT

OFFICE: 17 Temple Way, Tunbridge Wells, Kent TN2 3GL
Telephone: 01892 2549586

President: R. TINGLEY

Vice-President: C. LEWING

Finance Chairman: R. GILES

Secretary: D. EASTWOOD

Leisure Secretary: P. SANDS

Executive Committee:

M. McGOWAN
H. ROZARIO
R. GILES
R. MILLS
M. CURSONS

R. OAKE
C. LEWING
T. JONES
H. CLARK
W. SIBLEY

	2012	2011
Surplus/(Deficit) for year after tax	£842	£(11,201)
	<hr/>	<hr/>
Net assets at 30 September	£221,127	£220,285
	<hr/>	<hr/>

BURNLEY AND PENDLE

OFFICE: c/o Brierfield WM Club, Walter Street, Brierfield
Nelson BB9 5AW
Telephone: 01282 615048
Mobile: 07800 965306

President: G. LEIGHTON, CMD

Vice-President: H. JACKSON

Secretary: M. WOODVINE

Executive Committee:

M. BARRY
A. HARWOOD **D.PARRY**
D. McGLYNN

R. SAVAGE
D. PARRY
P. WILSON

Deficit for year after tax	2012 <u>£8,329</u>	2011 <u>£8,809</u>
Net assets at 30 September	£34,138 <u> </u>	£42,467 <u> </u>

CLEVELAND

OFFICE: c/o 189 Union Street, Middlesbrough TS1 4EF
Telephone: 01642 252008
Fax: 01642 217877

President: H. J. INSTONE

Vice-President: J. R. CORDEN

Secretary: A. C. SOUTER, CMD

Executive Committee:

B. RICHARDSON
A. CAIRNES

Deficit for year after tax	2012 <u>£2,640</u>	2011 <u>£5,073</u>
Net assets at 30 September	£7,863 <u> </u>	£10,503 <u> </u>

CUMBRIA

OFFICE: 1 Pennygill, Flimby, Maryport, Cumbria CA15 8TS

Telephone: 01900 814722

Email: ken.brown@cumbriaciuf2s.com

President: W. TURNER

Vice-President: P. LAMONT, CMD

Secretary: K. BROWN, CMD

Executive Committee:

J. BECHELLI
W. DENT
P. WATTERS

J. STILGOE
A. PROTHERO, CMD

Deficit for year after tax	2012 £1,992	2011 £3,300
Net assets at 30 September	£53,106	£55,098

DERBYSHIRE

OFFICE: c/o Alvaston & Crewton Club, Trent Street, Alvaston DE24 8RY

Telephone: 01332 571672

President: N. BARNETT

Vice-President: R. WELLS

Secretary: J. D. BATCHELOR

Executive Committee:

D. MACKFALL
J. FLINT
R. MARRIOTT

M. PIPER
R. SHELDON

Deficit for year after tax	2012 £2,274	2011 £4,852
Net assets at 30 September	£12,475	£14,749

DONCASTER

OFFICE: Doncaster Trades Club, 19 South Mall,
Frenchgate Centre, Doncaster DN1 1LL
Telephone/Fax: Doncaster 369378

President: A. BAKER

Vice-President: R. BUTLER

Secretary: D. GRAVEL, CMD

Executive Committee:

J. MUNN
B. HUDD
D. DRINKALL, CMD

G. LAWCOCK
D. WALLACE

Deficit for year after tax	2012 <u>£4,562</u>	2011 <u>£9,357</u>
Net assets at 30 September	<u>£59,705</u>	<u>£64,267</u>

DURHAM

OFFICE: Club Union House, Flass Corner, Durham DH1 4EF
Telephone: 0191 3863921

President: M. McGLASHAM C. ARMSTRONG

Vice-President: T. WATSON

Secretary: K. REAY B. YOUNG

Executive Committee:

J. YOUNG
P. HELME
D. LUMLEY
A. ANDERSON
A. WATSON
S. SMITH
D. WALTON

S. SUMMERS
G. ATKINSON
G. SMITH
E. CAMPBELL
K. REAY
J. CORRIGAN

Deficit for year after tax	2012 <u>£27,839</u>	2011 <u>£24,938</u>
Net assets at 30 September	<u>£253,783</u>	<u>£281,622</u>

HEAVY WOOLLEN

OFFICE: c/o Staincliffe Cricket & WMC, The Pavillion, Halifax Road,
Staincliffe, Batley, West Yorkshire WF17 7BA
Telephone: 01924 405176

President: D. GOODLAD

Vice-President: VACANT

Secretary: C. HOWROYD, CMD

Recreation Secretary: L. POPPLE

Executive Committee:

D. NORMAN
S. T. BALAAM

D. SPENCER
H. CRABTREE

	2012	2011
(Deficit)/Surplus for year after tax	£(1,711)	£690
	<u>£74,817</u>	<u>£76,528</u>
Net assets at 30 September	<u>£74,817</u>	<u>£76,528</u>

LEEDS

OFFICE: c/o Rothwell WM Club, Marsh Street, Rothwell, Leeds LS26 0AE
Telephone: 01132 889464

President: J. DEGAN, CMD

Vice-President: **B. ROPER** **B. MARSHALL**

Secretary: M. SMITH, CMD

Executive Committee:

D. L. BRADLEY
P. ASKIN
J. KNAPP, CMD

B. LONGBOTTOM, CMD
B. ROPER
N. MASSEY

	2012	2011
Surplus/(Deficit) Surplus for year after tax	£3,169	£(3,807)
	<u>£249,613</u>	<u>£246,444</u>
Net assets at 30 September	<u>£249,613</u>	<u>£246,444</u>

LEICESTERSHIRE

OFFICE: c/o The New Foundpool Non-Political Club
55 Beatrice Road, Leicester LE3 9FJ
Telephone: 0116 2627241

President: E. JOHNSON

Vice-President: B. G. WEIR

Secretary: M. CHALLINOR

Executive Committee:

J. JONES
K. HARRIS
T. ORTON
B. ELTON
A. BUNKER

T. GREENHILL
D. L. ROLLASON
K. G. DAY
J. M. HEGGS
P. KELLY

	2012	2011
Deficit for year after tax	<u>£5,051</u>	<u>£12,191</u>
Net assets at 30 September	<u>£148,618</u>	<u>£153,669</u>

MANCHESTER

OFFICE: 534 Hyde Road, Gorton, Manchester M18 7AA
Telephone: 0161 223 1686

President: G. SAWYER

Vice-President: K. BARROWCLIFFE.JP

Treasurer: N. HARROP

Secretary: G. BLAKELEY, CMD

Executive Committee:

D. THOMPSON, CMD
H. CLARK
P. ROBINSON
D. WOODBURN, CMD
H. THOMAS
J. COCHRAN

T. SMITH, CMD
A. R. MORRIS
D. JENKINS
D. MEALEY
R.RHODES K. DIXON

	2012	2011
Deficit for year after tax	<u>£4,067</u>	<u>£23,833</u>
Net assets at 30 September	<u>£79,412</u>	<u>£83,479</u>

MONMOUTHSHIRE

OFFICE: 6 Avon Close, Pontllanfraith, Blackwood, Gwent NP12 2GB
Telephone: 01495 222032

President: G. M. SLATER

Vice-President: R. EDWARDS

Secretary: J. HARRISON

Executive Committee:

D. WILLIAMS
D. KING

R. LENTLE
D. JONES

Surplus/(Deficit) for year after tax	2012 £261	2011 £3,648
Net assets at 30 September	£90,019	£89,758

NORTH STAFFORDSHIRE

SOUTH CHESHIRE AND NORTH WALES

OFFICE: 909 Leek New Road, Baddeley Green, Stoke-on-Trent ST2 7HQ
Telephone: 01782 533800
Fax: 01782 533800

President: F. SWIFT

Vice-President: I. BRAMMER, CMD

Secretary: D. CAPEWELL, CMD

Executive Committee:

K. HARRISON
C. JONES
A. SWIFT

P. PULHAM
M. WILLIAMS

Surplus/(Deficit)/Surplus for year after tax	2012 £3,031	2011 £(47)
Net assets at 30 September	£7,713	£4,682

NORTHUMBERLAND

OFFICE: **Blucher Social Club, 1st Floor, Main Road West**
Blucher, Newcastle on Tyne NE15 9SN Lynam House, 17 Lansdowne Terrace, Gosforth,
Newcastle upon Tyne NE3 1HP
Telephone: 0191 285 1478
Fax: 0191 285 5299

President: A. HARDY

Secretary: D. RICHARDSON

Executive Committee:

A. ISBISTER
J. McDONAGH
D. WHEADON
R. MILLER
S. HICKS

A. MILNE
R. YEATS
P. SCORER
D. NIXON
S. KELL

Deficit for year after tax	2012 <u>£32,701</u>	2011 <u>£38,179</u>
Net assets at 30 September	<u>£13,379</u>	<u>£46,080</u>

SCOTTISH

OFFICE: 26 Dundas Park, Bonnyrigg, Midlothian EH19 3AU
Telephone: 0131 663 9418

President: E. O'CONNOR

Vice-President: I. MACKAY

Secretary: J. KENNEDY

Executive Committee:

J. CAUCHEY
T. WILLIAMS
W. SMITH

J. MOHAN
A. BARNES
D. GALLOWAY

Deficit for year after tax	2012 <u>£9,728</u>	2011 <u>£11,465</u>
Net assets at 30 September	<u>£12,366</u>	<u>£21,644</u>

SOUTH-EAST MIDLANDS

OFFICE: 1 Shirley Road, Rushden, Northants NN10 6BY

Telephone: 01933 315372

Fax: 01933 3115436

President: B. SLASBERG, CMD

Vice-President: M.BOTT

Secretary: C. GODDARD

Executive Committee:

W. GREENAWAY
N. TRINDER
B. McMAHON
B. SMITH
H. GUISE
T.PARKER

D. BIRCH, CMD
K.TIDBURY
D. GAMMON
S. McGRANE
G. SMITH

	2012	2011
Deficit for year after tax	£6,760	£5,882
	<u>£6,760</u>	<u>£5,882</u>
Net assets at 30 September	£103,491	£110,251
	<u>£103,491</u>	<u>£110,251</u>

SOUTH WALES

OFFICE: 5 Lionel Terrace, Rhydyfelin, Pontypridd CF37 5HR

Telephone: 01443 404565

Acting President: P. BARRY, CMD

Acting Vice-President: R. ALLKIN

Secretary: K. ROBERTS, CMD

Treasurer: G. EVANS, CMD

Executive Committee:

A. OSBORNE
H. SHANAHAN, CMD
J. WHITFORD
A. CAMPBELL

E. YATES
G. LEWIS
K. BAKER

	2012	2011
Surplus/(Deficit) for year after tax	£3,929	£(437)
	<u>£3,929</u>	<u>£(437)</u>
Net assets at 30 September	£85,361	£81,434
	<u>£85,361</u>	<u>£81,434</u>

SOUTH YORKSHIRE

OFFICE: 5 Eastgate, Barnsley S70 2EP

Telephone: 01226 203114

Fax: 01226 203142

President: B. SIMMONITE

Vice-President: W. INGRAM

Secretary: K. D. GREEN

Executive Committee:

G. BRAY
D. KELK
J. G. YEARDLEY
H. HURT
D. LOVELAND

P. TAYLOR
D. STENTON
J. ULLYATT
A. DEVINE

Deficit for year after tax	2012 £887	2011 £5,407
	<u>£887</u>	<u>£5,407</u>
Net assets at 30 September	£161,088	£161,975
	<u>£161,088</u>	<u>£161,975</u>

WAKEFIELD

OFFICE: c/o Glasshoughton WM Club, 152 Leeds Road, Glasshoughton,
Castleford WF10 4PD

Telephone: 01977 553001

President: J. F. BARRETT

Vice-President: C. R. VAMPLEW

Secretary: G. WINN, CMD

Treasurer: C. GILLATT, CMD

Executive Committee:

N. BINDER
B. CARR
P. VINEY

J. TURNER
S. MAYFIELD

Surplus/(Deficit)/Surplus for year after tax	2012 £1,879	2011 £1,193
	<u>£1,879</u>	<u>£1,193</u>
Net assets at 30 September	£64,937	£63,058
	<u>£64,937</u>	<u>£63,058</u>

WARWICKSHIRE

OFFICE: 54 Barras Green, Stoke, Coventry CV2 4LY
Telephone: Coventry 454440

President: J. REYNOLDS

Vice-President: J. KENDALL

Treasurer: B. OLNER

Secretary: G. HOLT R. BLOUNT

Executive Committee:

R. VOSE
G. FISHER
J. W. READING

K. CORRIGAN
A. ROWLEY
M. J. FREANEY

Deficit for year after tax	2012 <u>£16,885</u>	2011 <u>£3,092</u>
Net assets at 30 September	<u>£59,075</u>	<u>£77,346</u>

WESSEX

OFFICE: Rivendale House, 38 Leigh Road, Eastleigh, Hampshire SO50 9DT
Telephone: 02380 34575
Fax: 02380 862588

President: R. A. RUSSELL, CMD

Vice-President: S. G. JOHNS. JP

Games Secretary: P. TARRANT

Education Secretary: J. A. WOOD, CMD

Branch Secretary: J. A. WOOD, CMD

Executive Committee:

A. BROOKE
P. CHAPMAN, CMD
R.H. NEWCOMBE W. G. MOXOM, CMD
C. RICHARDS
B. READ

P. DANCE
B. GILLIS
B. RANDALL
H O. NEWCOMBE, CMD
R. BURNETT

Deficit for year after tax	2012 <u>£6,688</u>	2011 <u>£3,257</u>
Net assets at 30 September	<u>£35,806</u>	<u>£42,494</u>

WESTERN COUNTIES

OFFICE: c/o 25 Whittington Road, Westlea, Swindon SN5 7DF
Telephone: 01793 879502
Fax: 01793 873927

President: J. KEENAGHAN

Vice-President: D. LOWE

Secretary: M. L. BREWER

Recreation Secretary: P. CARR

Education Secretary: J. VANDERWOLFE

Executive Committee:

S. CAREY
A. PRIEST
T. CUTTING

G. FITCHETT
M. WOOLFORD

Deficit for year after tax	2012 <u>£3,660</u>	2011 <u>£4,603</u>
Net assets at 30 September	£23,526	£27,186

WEST MIDLANDS

OFFICE: 41 Lichfield Street, Walsall WS1 1UT
Telephone/Fax: 01922 640101
E-mail: westmidlands.ciu@virgin.net

President: E. NICKS D. FLOOD

Vice-President: D. FLOOD J. HAUGHEY

Secretary: G. WHEWELL

Executive Committee:

G. DAVIES
J. HAUGHEY
J. HARLEY A. ROYLE
J. HOPE

T. BARTRAM
J. CLARKE
A. GOODWIN

Deficit Surplus for year after tax	2012 <u>£2,831</u>	2011 <u>£5,461</u>
Net assets at 30 September	£67,556	£70,387

WEST YORKSHIRE

OFFICE: Arden Road Social Club, Arden Road, Halifax,
West Yorkshire HX1 3AG
Telephone: Bradford 371081

President: J. TAYLOR

Secretary: G. A. DAWSON, CMD

Executive Committee:

G. STANSFIELD	E. RATCLIFFE
P. LARKIN	B. DAVIES
W. CHAPMAN	H. SHARPE

Deficit for year after tax	2012 £3,810	2011 £3,094
	<u>£3,810</u>	<u>£3,094</u>
Net assets at 30 September	£68,825	£72,635
	<u>£68,825</u>	<u>£72,635</u>

YORK CITY

OFFICE: The Brand Building, Little Hallfield Road, York YO31 7XP
Telephone: 07709 487997

President: K. F. NEEDHAM, BA, CMD

Vice-President: A. PRESTON

Secretary: F. HEALY BA HND CMD

Assistant Secretary: P. MITCHELL

Executive Committee:

G. WHATTAM	S. GRAY
A. HAYS	

Deficit for year after tax	2012 £8,169	2011 £3,301
	<u>£8,169</u>	<u>£3,301</u>
Net assets at 30 September	£98,783	£107,032
	<u>£98,783</u>	<u>£107,032</u>

