

Working Men's Club and Institute Union Limited

# **ANNUAL REPORT**

**FOR 2010**

and

**BALANCE SHEET**

**FOR THE YEAR ENDED**

**30 SEPTEMBER 2010**



# **ANNUAL REPORT FOR 2010**

AND

## **BALANCE SHEET**

FOR THE YEAR ENDED 30<sup>TH</sup>  
SEPTEMBER 2010

9<sup>TH</sup> APRIL 2011  
BLACKPOOL  
ANNUAL MEETING

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# OFFICERS

JANUARY 2011

*President:*

GEORGE DAWSON CMD

*Vice-President:*

JOHN TOBIN

*General Secretary*

MICK McGLASHAM

*Assistant General Secretary*

MAXINE MURPHY BA(Hons)

*National Executive Committee*

NAME	ELECTORAL DISTRICT
Colin Armstrong	Cleveland/Durham County
John Baker	North East Metropolitan
John Batchelor	Derbyshire
Geoff Blakeley CMD	Manchester
Mark Brewer	Western Counties
Ken Brown CMD	Burnley & Pendle/Cumbria
Dan Capewell CMD	North Staffordshire
David Copham	North West Metropolitan
David Gravel CMD	Doncaster
Ken Green CMD	South Yorkshire
John Harris	Leicestershire
Jim Harrison	Monmouthshire
Sid Hicks	Northumberland
Colin Howroyd CMD	Heavy Woollen/Huddersfield
Jim Kennedy	Scottish
Philip Larkin	West Yorkshire
Chris O'Neill	South East Metropolitan
Roger Oake	Kent
Brian Olnier	Warwickshire
Ken Roberts CMD	South Wales
Bob Russell CMD	Wessex
Barry Slasberg CMD	South East Midlands
Martin Smith CMD	Leeds
Geoff Whewell	West Midland
Gordon Winn CMD	Wakefield
Brian Young	Cleveland/Durham County

# ADMINISTRATION TEAM AT 31ST JANUARY 2011

## HEAD OFFICE DEPARTMENTAL HEADS

*General Secretary:* Mick McGlasham  
*Assistant General Secretary:* Maxine Murphy BA (Hons)  
*Accountant:* Steve Connell  
*Leisure Secretary:* Valda Edmunds  
*Rules Secretary:* Maureen Ross  
*Administrative Consultant:* Norman Pritchard-Woollett

### Branch Secretaries

### No of Clubs

<b>NORTH EAST METROPOLITAN</b> – JOHN BAKER, 77 London Road, Grays, Essex RM17 5YF .....	74
<b>NORTH WEST METROPOLITAN</b> – JOHN TOBIN, 1 Walmer Close, Crowthorne, Berkshire RG45 8RF.....	85
<b>SOUTH EAST METROPOLITAN</b> – ARTHUR MILLARD FIns L Ex, ‘Crossfields’, 7 Westlands, Rustington, West Sussex BN16 3NW .....	102
<b>KENT</b> – DAVE EASTWOOD, 17 Temple Way, Tunbridge Well, Kent TN2 3GL .....	86
<b>WEST YORKSHIRE</b> – GEORGE DAWSON CMD, c/o Arden Road Social Club, Arden Road, Halifax HX1 3AG..56	
<b>BURNLEY &amp; PENDLE</b> – RONNIE CAPLE, c/o Brierfield W M Club, Walter Street, Nelson, Lancs BB9 5A.....	30
<b>CLEVELAND &amp; DISTRICT</b> – ARTHUR SOUTER CMD, 189 Union Street, Middlesbrough, Cleveland TS1 4EF.....	23
<b>CUMBRIA &amp; DISTRICT</b> – KEN BROWN CMD, 1 Pennygill, Flimby, Maryport, Cumbria CA15 8TS.....	34
<b>DERBYSHIRE</b> –JOHN BATCHELOR,c/o Alvaston & Crewton Club,Trent Street, Alvaston, Derby DE24 8RY.....	42
<b>DONCASTER &amp; DISTRICT</b> – DAVE GRAVEL, 19 South Mall, Frenchgate Centre, Doncaster, DN1 1LL.....	72
<b>DURHAM COUNTY</b> – BRIAN YOUNG, Club Union House, Flass Corner, Durham CH1 4EF.....	208
<b>HEAVY WOOLLEN DISTRICT</b> – COLIN HOWROYD CMD, c/o Staincliffe Cricket W M Club, The Pavilion, Halifax Rd, Staincliffe, Batley WF17 .....	58
<b>LEEDS &amp; DISTRICT</b> – MARTIN SMITH CMD, c/o Rothwell W M Club, Marsh Street, Rothwell, Leeds, LS26 OAE.....	69
<b>LEICESTER</b> – MICK CHALLINOR, c/o Spinney Hill Social Club, Frisby Road, Leicester LE5 ODQ.....	50
<b>MANCHESTER</b> – GEOFF BLAKELEY, 534 Hyde Road, Gorton, Manchester M18 7AA.....	139
<b>MONMOUTHSHIRE</b> – JIM HARRISON, 6 Avon Close, Pontlanfraith, Blackwood HP12 2GB .....	49
<b>NORTH STAFFORDSHIRE</b> – DAN CAPEWELL CMD, 909 Leek New Road, Baddeley Green, Stoke On Trent ST2 7HQ.....	51
<b>NORTHUMBERLAND</b> – DAVE RICHARDSON, 17 Lansdown Terrace, Gosforth, Newcastle upon Tyne NE3 1HP.....	115
<b>SCOTTISH</b> – JIM KENNEDY, 26 Dundas Park, Bonnyrigg, Midlothian EH19 3AU.....	29
<b>SOUTH EAST MIDLANDS</b> – CAROL GODDARD, 1 Shirley Road, Rushden, Northants, NN10 6BY.....	78
<b>SOUTH WALES</b> – KEN ROBERTS CMD, 5 Lionel Terrace, Rhydyfelin, Pontypridd, Mid Glamorgan CF37 5HR .....	162
<b>SOUTH YORKSHIRE</b> – KEN GREEN CMD, 5 Eastgate, Barnsley, Yorks S70 2EP .....	106
<b>WAKEFIELD &amp; DISTRICT</b> – GORDON WINN CMD, c/o Glasshoughton W M Club, 152 Leeds Road, Castleford, WF10 4PD.....	55
<b>WARWICKSHIRE</b> – REGAN BLOUNT, 54 Barras Green, Stoke,Coventry CV2 4LY.....	66
<b>WESSEX</b> – JOHN WOOD CMD, 33a Salisbury Road, Totton, Southampton,S040 3HX.....	78
<b>WEST MIDLAND</b> – GEOFF WHEWELL, 41 Lichfield Street, Walsall, West Midlands, WS1 1UT .....	131
<b>WESTERN COUNTIES</b> – MARK BREWER, c/o 25 Whittington Road, Swindon, Wilts SN5 7DF .....	86
<b>YORK CITY</b> – JOHN GRAINGER, The Brand Building, Little Hallfield,York YO31 7XP.....	35
<b>TOTAL:</b> .....	<b>2169</b>

# **NEW EXECUTIVE MEMBERS**

## **PHILIP LARKIN**

West Yorkshire Branch Executive member Philip Larkin was elected to the National Executive Committee in March 2010.

## **NEW BRANCH SECRETARIES**

### **MICK CHALLINOR**

Mick Challinor has been appointed as New Branch Secretary for the Leicestershire Branch, replacing Norman Yates who retired in November 2010. Mick was the long serving Secretary of the Spinney Hill WMC in Leicester.

## **RETIREMENT OF BRANCH SECRETARIES**

### **NORMAN YATES**

Norman Yates the Union's National Executive Finance Committee Chairman retired after 16 years as Leicestershire Branch Secretary and 37 years on the Branch Executive. Norman took over as Branch Secretary in 1994 after the sudden death of Jim Robinson, and was elected to the National Executive shortly after.

Norman had been Secretary of the Croft Club for 21 years and had been Branch Vice-President and then Branch President before joining the National Executive. He has served on all major committees except Insurance and was Chairman of the Finance Committee for the last 5 years. He also been a prominent member of the CORCA/NJIC Committee for many years.

# **OBITUARIES**

## **FORMER PRESIDENT – COLIN WRIGHT**

In May 2010 the former President Colin Wright sadly died at the age of 77. Colin had served on the National Executive Committee for 40 years, making him one of the longest serving National Executive members in the history of the Union. He had joined the Committee of the Northampton Friendlies Institute in 1963 and became the club's full time secretary in 1970 and continued in this position for 25 years. He was elected to the South East Midlands Branch Executive in 1968, become Vice-President of the Branch in 1977 and Branch President in 1978. He received the Union's Gold Medal in 1989 and in 2009 became one of the few clubmen to receive a second bar marking 41 years service to the Branch.

## **FORMER NATIONAL EXECUTIVE MEMBERS**

### **JERRY AHERN**

In July 2010 Jerry Ahern sadly died. He had represented the North East Metropolitan Branch as a National Executive Committee member and also acted as the Branch Secretary. He was a long serving secretary of Grays W M Club in Essex and had served for many years on the Branch Executive, receiving the Union's Gold Medal for 21 years service.

### **BILL DYMOND**

Bill died in June 2010 at the age of 81. Bill had served on the National Executive Committee as the South East Midlands Branch representative and had been secretary of the Russell Park Club for 34 years. He served on the South East Midlands Branch Executive for more than 30 years, gaining the Union's Gold Medal and becoming Branch Vice-President.

## **FORMER CONVALESCENT AND EDUCATION SECRETARY**

### **DAVID MACDONALD**

David had left the Union over 8 years ago when it was decided to amalgamate the positions of Convalescent Homes and Education Secretary with Recreation Secretary. Whilst acting as Convalescent and Education Secretary David met a number of club members, both at Union schools and at the centres and was very well known by all. David died at the age of 68 in September 2010.

## **BRANCH EXECUTIVE**

### **DEREK LAWRENCE BRADLEY**

Derek served the Leeds Branch, Morley area, for more than 22 years and sadly died in November 2010. He was a well known figure at the Annual Meeting in Blackpool and in the Branch.

### **JOHN CLINGAN**

John sadly died at the age of 62 when President of the North East Metropolitan Branch. John worked for Ford at Dagenham where he gained a degree in accountancy and finance. He became a lecturer in economics at Havering College and also lectured at London University. He joined the Silver Hall Social Club in 1980 and was elected to the club Committee, then joined the Branch Executive in 1990 and became President in 2000. John held the Club Management Diploma and had visited all the Union's Convalescent Homes. He was a frequent speaker at the Annual Meeting in Blackpool and often spoke on controversial subjects.

### **CHARLES GOLDSMITH**

The Kent Branch announced the death of their Vice-President, Charlie Goldsmith in September 2010. Charlie had been Vice-President for 29 years after joining the Branch Executive in 1976 and becoming Vice-President in 1981. He received his 10 year Merit award in 1986 and the Union's Gold Medal in 1997. He also served as Mayor for Ramsgate five times. In all Charlie served on the Kent Branch for 34 years.

### **BILL MOXOM**

Bill died at the age of 78 in May of 2010 while serving as the Wessex Branch Games Chairman. He joined the Branch Executive in 1980 and served for a total of 27 years in three spells, gaining the Union's Gold Medal for 21 years service.

### **WES LUMLEY**

Wes, who died just short of his 70<sup>th</sup> birthday, had been involved in club life since he was 18 and was a member of 12 clubs, principally Carcroft Village WMC, which he represented on the Branch Executive from March 1982 until he stepped down in September 2004 because of his ill health. Wes was a very good humoured and endearing character who always supported and helped others despite his own needs.



# **GOLD MEDALS 2010**

<b>NAME</b>	<b>BRANCH</b>
Robert Smith	North East Metropolitan
Patrick J Watters	Cumbria
Keith R Reay	Durham
Tom Milburn	South East Midlands
Norman Trinder	South East Midlands
Charles R Vamplew	Wakefield

## **1<sup>ST</sup> GOLD BAR (31 YEAR)**

None

## **2<sup>ND</sup> GOLD BAR (41 YEAR)**

None

## **3<sup>RD</sup> GOLD BAR (51 YEAR)**

None

## **ANNUAL CONFERENCE 2010**

The Annual Meeting in Blackpool was attended by a disappointing 767 delegates, despite more than 900 credentials being issued. The motions proposed at the meeting related to the amalgamation of electoral districts and a proposal to introduce a compulsory joint associate and pass card.

The amalgamation of electoral districts was proposed by the National Executive in response to the previous year's call from delegates for action to be taken regarding the Union's future strategy. The motion was passed and from the end of 2011 when elections take place for National Executive representatives only 17 individuals will be elected, a considerable reduction.

The other motion for the combined associate and pass card was unsuccessful however and failed to be adopted by the delegates despite it being made clear of the consequences should it not be passed.

It was also very sad to see that after these motions were discussed and before the General Secretary gave delegates an update on the latest news from government bodies regarding clubs, many of those present left the meeting.

The Conference in 2011 will take place on Saturday 9<sup>th</sup> April at the Winter Gardens in Blackpool.

## **PARLIAMENTARY GROUP**

Following the General Election in 2010 the All-Party Parliamentary Group for Non-Profit Making Members' Clubs was reduced to less than 180 members. The former Joint Chairman of the Group David Clelland, stood down and was replaced by Stephen Hepburn MP who joined Greg Knight MP and Lord Bilston as Officers of the Group.

Many government initiatives have affected or will affect clubs – the Police and Social Responsibility Bill, the Licensing Consultation and the introduction of the Equality Act. The Parliamentary Group agreed that given the financial difficulties that many clubs have experienced over the year more action needs to be taken at a political level to ensure that the Coalition Government is aware of the broad range of services that Union clubs provide within their community. To this end the Parliamentary Group will be launching a campaign to raise awareness among various government departments with responsibility for legislation that affects clubs. Their intention is to meet with the appropriate Ministers and help them understand the devastating affect that closure of clubs can have, not only on provision of community facilities but also on unemployment and the local economy.

# 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 30<sup>th</sup> 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 6<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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:

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

## 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 1<sup>st</sup> 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 1<sup>st</sup> 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 non commercial 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 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 1<sup>st</sup> 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 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.

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## **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 and register under the Industrial & Provident Societies Act. 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 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 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 – 2010/2011**

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

Clubs who were previously registered under the Friendly Societies Act would previously pay a sum of £150 and those under the I & P 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**

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.

### **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 of 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)

### **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 typexed 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 of 1965 and the Friendly Societies Act of 1965 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 CLUBS NAME**

The FSA have sent us the following "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, para 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 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 ensure that the correct procedure is followed. 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**

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

1. Copy of Rules. The 1974 Act 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 Friendly Societies Act have until 31<sup>st</sup> 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 insist that there should be a minimum of six committee members 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 1<sup>st</sup> 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 consequent 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.

## **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 have guidance which is available, and is now statutory.

## **EMPLOYEES SHOULD NOT BE CLUB MEMBERS**

We have advised clubs on a number of occasions that it is very unwise to allow a member to become an employee of the club and retain their membership whilst in employment. If a club member wishes to seek employment, even of a part-time nature within the club, and the club are minded to so employ, they must treat the individual as a normal employee with contracts of employment and wage payments etc.

We strongly advise however, that during this period of employment the individual's membership is taken away. It is much better if a club member is not an employee and employer (albeit indirectly as a member of the club).

The club should be able to put into the minute book and give a letter to the member stating that his membership has been terminated for the period of his employment and that providing nothing untoward happens during his employment, it will be returned to him when he ceases employment and he can revert back to ordinary membership.

The reason why we urge this so strongly is because an individual can commit an offence which may render them unsuitable for membership but not suitable for employment. A number of clubs have had difficulties where a member has been suspended correctly because of his conduct as a member but it is not sufficient (or did not take place during working hours), to warrant disciplinary action being taken against him or her as an employee.

Clubs are faced with very embarrassing situations when a member under a period of suspension can still come into the club and work as an employee but it is better to face that period of embarrassment rather than to dismiss an employee and face an Employment Tribunal. Better still of course, do not get the club into such a situation by permitting members to be employees at the same time.

## **NATIONAL MINIMUM WAGE**

From 1<sup>st</sup> October 2010 the main rate of National Minimum Wage, which applies to workers aged 21 and over is £5.93 per hour.

The rates for 18 – 21 year olds inclusive is £4.92 per hour and for 16 – 17 year olds is £3.64 per hour.

The maximum sum which can be offset for accommodation as from 1<sup>st</sup> October 2010 is £4.61 per day (or £32.37 per week).

## **HOLIDAY ENTITLEMENT**

The statutory holiday entitlement from 1<sup>st</sup> October 2010 is 5.6 weeks (28 days if the employee works a five-day week), pro rata for those working part-time. This is inclusive of bank holidays. If an employee receives paid time off (and actually takes the time off) for bank holidays in addition to the employee's four-week holiday entitlement the employee's holiday entitlement has not increased.

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.

## **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 appointed by 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.

## **48 HOUR OPT-OUT**

Britain is to keep its "Opt-out" in Europe's 48 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 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. There will be no 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 due to come 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.

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 2016. 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.

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.

## **WOMEN TAKE AN ACTIVE ROLE**

During the course of the year, women have played a far more active role in the Union than ever before. Three speakers at our Annual Conference were women, indeed one of them proposed a motion. In the South East Midland Branch, Assistant Branch Secretary, Carol Goddard became the first woman to be elected as Branch Official, when she was elected Vice-President on the Branch.

Since then Carol has been elected to take over as the South East Midland Branch Secretary from the 1<sup>st</sup> February 2010 when the present Branch Secretary Derek Dormer retired.

The Equality Bill came into effect on the 1<sup>st</sup> October 2010. 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.

## **THE BENEFIT CARD**

The CIU benefit card is one of the best bargains in the country and club members have been making the most of it. Members who purchase the Union Pass Card for £3.00 not only receive all the benefit of affiliation, but they can also ring the "24 hour" helpline and receive up to half an hour of free legal advice.

## **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 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 on to 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](http://www.environment-agency.gov.uk/flytipping)

## **SMOKING BAN**

This ban was introduced in Wales on 2<sup>nd</sup> April 2007 and in England on the 1<sup>st</sup> July 2007. All premises are now smoke-free and therefore all employees are protected from the effects of passive smoking. All clubs have followed the law and have implemented this, and consequently I do not believe that there is any club where any member tries to have a "crafty cigarette".

The only areas where you can smoke are in certain designated hotel rooms, prison cells and care homes, plus of course an individual's home. There is no smoking permitted in pubs, clubs, taxis, work vehicles, theatres, cinemas, offices and factories etc. Club should have, and I believe have, removed all ash trays from their premises.

There is no need to remove the cigarette vending machines, as smoking is not illegal, although this may change in 2011 and it may be that cigarette vending machines will have to be removed from public premises.



An individual could receive a fixed penalty of £50 or possibly a £200 fine if he/she went to Court for smoking in a club, and if the club fails to prevent a person lighting up, the club could be fined £2,500. However, if the club can show it did all it could to prevent it, then it is unlikely that the club would be fined. Compliance Officers can visit club premises to check out the situation. They have automatic right of entry. The club must display no smoking signs. Failure to display a sign could incur a fine of up to £2,000.

A number of clubs have invested in outdoor provisions and shelters for smokers. Usually the members appreciate this but then there is no compulsion on a club to do so, and if clubs do not have the room or the finances to erect a shelter, they are not breaking the law.

Smokers can only go outside with their drink, if they enter another area which is licensed or included in the club's CPC Operation Schedule. Smoking is still permitted in the steward's quarters, as that is classed as his/her private accommodation.

## **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 cost 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 now 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 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 enquiring of Government bodies or local Government officials for information. It does not apply to CIU clubs nor any aspect of club management.

## **BRANDED MATERIAL BANNED**

From the end of December 2004 all tobacco branded material is 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.

## **CLIMATE CHANGE LEVY**

During 2001 CCL was introduced as a tax on power use. 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 1<sup>st</sup> April 2010 a new rating valuation list came into force using values based on the prevailing values as at 1<sup>st</sup> 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**

A Judge rules that Sky Sports and the Premier League were perfectly entitled to sue any organisation not dealing through Sky Sports and trying to use foreign satellites to show football matches in our clubs at cheaper rates.

The Union Executive had warned clubs not to get involved on many occasions and the legal system has now proved that the Union's advice was correct. A European Court of Justice's decision is ongoing.

## **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 contacts 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 the past 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 two guides to management: 500 Points in Club Law and Club Book Keeping Financial Control. There is a new 500 Points in Club Law available which is selling rapidly. Clubmen are reminded that the new Club Book Keeping Financial Control was revised in 2001. 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 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 their employees.

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**

The Union wrote to the Information Commissioner's Office requesting clarification regarding the use of CCTV recording and tape recordings as evidence in arbitration hearings. We were advised that 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, in their response to the Union, also 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 inappropriate 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. Between them they represent more than 5,000 clubs and over five million members. 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 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 depend upon the hours of record use and average attendance.

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 1<sup>st</sup> January 2011.

## **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.

## **DESIGN CONSULTANTS**

There are many design consultants and clubs should be very careful as to whom they trust their refurbishment to. Although many companies are bona fida and have been established for a number of years, there are some that have been jumping on the bandwagon without any expertise or sufficient financial backing. Clubs should always beware of companies that want money upfront and in addition be very loathe to deal with any company who tries to undercut an agreement which has been made with another company.

## **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, President or committee member shall have power to order the withdrawal from the club premises of any member who misconducts himself, and such members shall have no right of re-entry to the club premises until summoned to meet the committee, as provided in 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 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 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](http://www.wmciu.org.uk)) and also available from your Branch Secretary.

## **HEALTH AND SAFETY APPEALS**

If a Health & Safety Inspector 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 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 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 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) 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 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.

The cost of the poster is £7.50 and is available from HSE books. The leaflets, available in packs of 25 are priced £5,00 also from HSE books at PO Box 1999, Sudbury, Suffolk CO10 2WA.

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 top 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. If you decide not to take advantage of the special agreement negotiated between the Union and G4S for the banking of the

club's money, then at least get the staff to change their routine regularly so it is hard to predict the day and the route that money is being taken to the bank.

## **PUBLIC INTEREST DISCLOSURE ACT**

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 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 despatch 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, currently 21%.

## **OBSELETE BANK DEPOSIT ACCOUNTS**

There are some obsolete deposit accounts paying very low rates of interest, some of which clubs may have had for a number of years. They should always check with their bank as to what accounts are in the club's name and if they do have a very old account paying low rates of interest, they should enter into discussions with their bank manager with a view to changing the account.

## **VAT AND INVOICES**

From the 4<sup>th</sup> January 2011 VAT was increased.

## **CUSTOM POWERS**

Revenue and Customs 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 and Custom 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 Commissioners of Revenue and Customs. Club officials should ask to see these to check the officer's authority.

Exceptionally a Revenue and Customs 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 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.

## **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 £143.75 which includes VAT but this figure was increased on 1<sup>st</sup> January 2010 to take into account the rate of 20% VAT when the Arbitration Expenses will be £150.00 inclusive of VAT) with Head Office before an arbitration 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.

From September 1st 2007 no under 18s can play gaming machines. Nor can they play bingo in a club.

Amy 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.

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 do other jobs. The only thing they cannot do is to dispense alcohol as the regulations are now tightened up and they would need to be 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**

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**

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 2010 the Education Committee consisted of John Batchelor (Chairman), Ken Roberts, Jim Harrison, Jim Kennedy, Roger Oake, John Baker (Vice Chairman) Dave Copham, and Brian Young with Valda Edmunds the Education Secretary with assistance from Maria Barry.

The Education Committee was determined in 2010 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 Education Committee have this year looked at updating education and introducing elements such as computerisation in the finance courses.

Information on the education services is provided each month in the Club Journal. 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 £31 for 2010/2011, 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.

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 not easy but is well within the reach of many students if they are prepared to put in the effort.

In 2009/2010 77 students enrolled for the Diploma. This included 23 women and comprises 38 officials 25 committee members while 14 held no office at the time of enrolling.

The 2010 examinations took place in April. 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 £31 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.

Three club members passed the examination in 2010. We offer them all sincere congratulations on their success.

**DIPLOMAS LIST**  
**CLUB MANAGEMENT DIPLOMA EXAMINATION RESULTS**  
**MAY 2010**

<b>NAME</b>	<b>CLUB</b>	<b>BRANCH</b>	<b>HONOURS</b>
Andrew H Read	Abbots Langley WMC	N.W. Met.	Honours in both sections and gained 1 <sup>st</sup> Place in Law & 1 <sup>st</sup> Place in Accountancy
Michael Johnson	Sunderland Nat. Res. C	Durham	Honours and 3 <sup>rd</sup> Place in Accountancy
Kevin N Edwards	Briton Ferry WMC	South Wales	Honours in both sections and gained 2 <sup>nd</sup> Place in Accountancy

Year	Enrolled	Sitting Exam	Diploma Granted	Law Certificate	Acct Certificate
2000-01	223	73	32	11	3
2001-02	215	71	18	7	20
2002-03	215	70	18	7	13
2003-04	180	53	9	2	17
2004-05	165	40	20	0	7
2005-06	150	34	5	1	7
2006-07	140	21	7	1	6
2007-08	119	25	3	1	10
2008-09	100	31	4	2	4
2009-10	77	18	3	0	6

Since the introduction of the course, 1980 have obtained the Diplomas with 1067 receiving honours for excellent papers.

The course commencing in October 2010 had 50 students enrolling.

## DAY AND EVENING LECTURES

The day and evening lectures are particularly valuable to 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 2010

Open Forum	9
Suspensions & Expulsions	1
Employment Law	2
Financial Control	1
CIU from a Club Secretary's Point of View/Finance Report to Committee	1
<b>Total</b>	<b>14</b>

## LECTURES HELD IN EACH BRANCH & NUMBERS ATTENDED

BRANCH	LECTURES HELD	ATTENDANCE
N East Met.	0	0
N West Met.	2	128
S East Met	0	0
Kent	2	56
West Yorks	0	0
Burnley & Pendle	0	0
Cleveland	0	0
Cumbria & Dist	1	27
Derbyshire	0	0
Doncaster	0	0
Durham	0	0
Wessex	1	25
Heavy Woollen	0	0
Leeds	1	43
Leicestershire	0	0
Manchester	0	0
Monmouthshire	0	0
North Staffs	0	0
Northumberland	0	0
Scottish	1	32
S E Midlands	1	60
S Wales	2	171
S Yorkshire	0	0
Wakefield	0	0
Warwickshire	0	0
West Midlands	1	30
Western Counties	2	51
York City	0	0
<b>Total</b>	<b>12</b>	<b>623</b>

The total attendance of 623 compared with 734 in 2009, the average attendance at each lecture was 52.

## UNION NATIONAL SCHOOLS

### CLUB LAW SPRING WEEKEND

The Spring Weekend course was held at the Derby Conference Centre in February 2010. Twenty- Six 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 Roberts National Executive and Valda Edmunds Head of Leisure represented the Union. Among the topics covered during the course were Club Management, Bingo, Gaming and Lotteries, Suspensions & Expulsions by John Tobin, Employment Law, Health & Safety and Discipline & Dismissal by John Vanderwolfe. 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.

## **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 four weekend courses in 2010.

## **CLUB FINANCE WEEKEND COURSE**

This was again held at the Derby Conference Centre in March 2010. Brian Young represented the Union with Valda Edmunds Head of Leisure. Fifteen students attended. The aim of this course was to help club members develop their Club Book-keeping skills and especially students who wished to sit the CMD examinations.

Topics included Primary Cash Records and the Cash Account, Banking, Bank Vs Brewery Loans and Leases, Calculations, Revenue Account and Balance Sheet, Stocktaking, Problems with the Taxman and Bank Reconciliation by the Union's Club Accountancy examiners. The students expressed their satisfaction with the course.

## **CLUB LAW AUTUMN WEEKEND COURSE**

A further Club Law course was held in October 2010 at our Saltburn Centre in Cleveland. This course was conducted by the Vice President and lecturer John Tobin, and John Vanderwolfe. Similar topics were covered as in February 2010. The Union was represented by the General Secretary Mick McGlasham, the Assistant General Secretary Maxine Murphy along with the Head of Leisure Valda Edmunds. Fifteen students attended the course.

## **CLUB FINANCE AUTUMN WEEKEND COURSE**

This course was also held at our Saltburn Centre in November 2010. John Batchelor represented the Leisure Committee together with Head of Leisure Valda Edmunds, Maxine Murphy Assistant General Secretary and General Secretary Mick McGlasham. Bill Robinson and Ian Silcock the two CMD examiners were the lecturers. Thirty seven students attended the course. On this course, laptops were introduced for the first time. These will be used in future for all courses to help students who want to update their computerisation skills.

## **RUSKIN COLLEGE: CLUB UNION SCHOLARSHIP**

The Club Union Scholarship is the oldest form of the Union's Education Programme introduced in 1908 when three clubmen had their board and fees paid for whilst they attended Ruskin College, Oxford as full-time students.

The Club Union Scholarship was reintroduced some years ago (the Hodgson Pratt Scholarship) and is awarded each year to a suitable club member. The course is of one year's duration and the scholarship for the same period. Though the scholarship provides substantial financial assistance it does not cover the full cost of a year's study and this is met largely by an Adult Education Bursary from the Department of Education. All applicants are asked to submit full details of their background, write an essay on a selected topic and are then invited for interview with the Education Committee including an admissions tutor from Ruskin College. Ruskin College was founded in 1899 and has close links with the Trade Union and Labour Movements, as well as other voluntary organisations. It attracts students from overseas as well as the UK, and a very high proportion of those successfully completing the course and receiving the Ruskin Diploma go on to higher education. The students, approximately in a ratio of three male to two females, have a remarkable variety of former occupations ranging from caretaker to



chambermaid and miner to market trader. Several trade union leaders and MPs, present and former, have graduated from Ruskin College.

## **BRANCH AND NATIONAL EXECUTIVE 10-YEAR AWARD**

This award for 10 years' service to the Branch or National Executive was established in 1977. Six certificates were awarded in 2010.

### **CERTIFICATE OF MERIT**

The Silver Badge and Certificate is available for 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.

Women who are full members of their clubs and meet all the conditions except the holding of the Associate and Pass Cards can also be considered for the award.

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 2010 was 190.

### **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 2010 was 100.

### **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 2010 was 30.

### **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 two ten years and one twenty five years certificates awarded in 2010. Two attractive badges were introduced this year for forty and fifty years for this combined service. One 40 year badge was awarded in 2010.

### **CENTENARY CERTIFICATES**

An attractive certificate is available to clubs with 100 years CIU membership. Twenty two certificates were awarded in 2010.

### **EDUCATIONAL GOODS**

Successful CMD candidates can purchase a CMD tie. The ties are in bottle green or navy blue and there are also navy blue scarves available for the ladies.

Students at the residential schools are entitled to purchase a tie with a CIU motif as a memento of the week. The ties are available in silver grey, blue and beige.

Key fobs and souvenir pens have also been introduced to serve as a memento of participating in Union activities. These, and other goods mentioned above are only available from the Education Department at Head Office. Such goods are always on sale at the residential courses, as are a selection of Union goods.

# RECREATION

In 2010 the Leisure committee consisted of John Batchelor (Chairman), John Baker (V Chairman), Dave Copham, Jim Harrison , Jim Kennedy, Roger Oake, Ken Roberts and Brian Young. Valda Edmunds remained as Leisure Secretary with assistance from Maureen Hawkins in the Recreation Department at Head Office. The Committee were tasked in 2010 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 & Women who are in possession of a current Pass Card

Listed below are the competitions and guide dates.

## 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 Secretary at 253/254, Upper Street, London, N1 1RY. Tel 020 7226 0221 Fax 020 7354 1847 E-mail recreation@wmciu.org

Entry forms are also available to download from the website [www.wmciu.org.uk](http://www.wmciu.org.uk)

We again draw the attention to 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 10 years.

<i>Year</i>	<i>Branch Trophies</i>	<i>Total</i>
2001	2,495	2,825
2002	2,091	2,421
2003	1,970	2,300
2004	1,972	2,302
2005	1,976	2,306
2006	1,974	2,304
2007	1,974	2,304
2008	1,977	2,307
2009	1,977	2,307
2010	1,981	2,311

The total of 2,311 Trophies includes those for National and Area Championships and 259 Cups owned by Branches.

All the Union's 29 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	47
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 Union awards a replica trophy where a team, pair or individual records three successes in a particular contest. When a replica is granted all previous successes are cancelled, and the next club to achieve three successes (not necessarily in successive years) qualifies for a further replica. Some clubs are justly proud of their collection of Replicas.

A Replica is roughly half the size of a perpetual Trophy, and there are three different designs. Each one is engraved with details of the club's successes.

During the year 34 Replicas were awarded.

## 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.

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

The following table indicates the activities catered for, and the number of Union Trophies for each in 2010.

Dominoes	402	Football	27	Rings	3
Darts	397	Quiz	25	Singing	2
Snooker	289	All Fours	15	Dancing	2
Cribbage	245	Glamorous		Chess	2
Pool	205	Grandmother	12	Entertainment	2
Angling	150	Cards	12	Cricket	2
Bowls	136	Bagatelle	12	Domestic Science	2
Golf	113	Athletics	9	Tippet	1
Whist	86	Shooting	8	Rugby	1
Skittles	83	Cage Bird Show	7	Whippet Racing	1
Billiards	55	Table Bowls	7	Brass Band	1
Horticultural	51	Shove – Halfpenny	6	Miscellaneous	35*
Pigeon Racing	42	Euchre	6	Aggregate	21
Don	38	Phat	4		
Queen of Clubs	37	Tug of War	4		

The total value of Union Trophies is £450,000.

## 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 were most concerned at the wilful 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 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, Associate ship, Claims for Replicas, etc. 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 and any Replicas or outright wins due.

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 2009- 10 totalled £5,540 and brought the total granted to date to £699,490.

## **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 2009-2010**

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

Entries were as follows:

2009-10	Team Snooker	58
2009-10	Team Darts	49
2009-10	Team Pool	47
2009-10	Individual Snooker	131
2009-10	Individual Billiards	29
2010	Individual Darts	106
2010	Individual Pool	117
2010	Cribbage Pairs	87
2010	Dominoes 5’s & 3’s Pairs	93
2010	Dominoes Straight Pairs	69

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](http://www.wmciu.org.uk)



## PRIZE-MONEY

<i>Contest</i>	<i>Winner</i>	<i>Runner-Up</i>	<i>Semi-Finalists</i>	<i>Quarter-Finalists</i>
Team Snooker	£1,000	£ 600	£300	£100
Team Darts	£1,000	£ 650	£400	£100
Team Pool	£1,000	£ 650	£300	£100
Individual Snooker	£1,000	£ 600	£350	£100
Individual Billiards	£ 500	£ 300	£150	
Individual Darts	£1,000	£ 700	£400	£100
Individual Pool	£1,000	£ 700	£400	£100
Cribbage Pairs	£1,000	£ 600	£400	£100
Dominoes S's & 3's Pairs	£1,000	£ 600	£400	£100
Dominoes Straight Pairs	£ 800	£ 500	£300	£100

There was also a Highest Break prize of £100 in each of the Billiards and Snooker Championships.

## LIST OF CHAMPIONS

The Champions and Runners-Up for the last 10 years are listed below:

### TEAM SNOOKER (Inaugurated 1925-26)

	<i>Champions</i>	<i>Runners-Up</i>
1999-00	Bargoed Labour	Lindley W M
2000-01	Abertysswg W M 'A'	Redcar W M Social
2001-02	Walsgrave	The Poplar Social 'A'
2002-03	Abertysswg W M 'A'	Chapeltown W M
2003-04	The Poplar Social	Llwynypia W M
2004-05	Bell Green W M	Twyn y Ffald W M Social
2005-06	Poplar Social 'A'	Abertysswg W M 'A'
2006-07	Bargoed Labour	Dewsbury Moor End W M
2007-08	Rishton Free Gardeners	Sedgley Ex- Servicemen's
2008-09	Twynyffald	The Poplar Social
2009-10	Bufs Social	Bargoed Labour

### TEAM DARTS (Inaugurated 1946-47)

	<i>Champions</i>	<i>Runners-Up</i>
1999-00	Gorse Hill WM 'A'	Hilltop WM
2000-01	Woolstanton W M	Rodbourne Cheney W M
2001-02	Cwmbach R B L 'A'	Woolstanton WM
2002-03	Cwmbach R B L 'A'	Conisboro' Castle W M
2003-04	Coxhoe W M	Rodbourne Cheney W M
2004-05	Rodbourne Cheney W M	Conisboro Castle W M
2005-06	Conisboro Castle W M	Rodbourne Cheney W M
2006-07	Cwmbach R B L 'A'	Newbold W M
2007-08	York Crescent	Rodbourne Cheney W M
2008-09	York Crescent	Grovesend Miners Welfare
2009-10	Tynwydd Labour	Bedlington Station

## **TEAM POOL (Inaugurated 1993)**

	<i>Champions</i>	<i>Runners-Up</i>
1999-00	Darfield WM	Twyn y Ffald WM Social 'A'
2000-01	Cowie Miners Welfare	Oaks (Ardsley) WM
2001-02	Station Street	Wellingborough Sports & Social
2002-03	Skegness W M 'B'	Epsom R B L
2003-04	Station Street	Twyn y Ffald WM Social 'A'
2004-05	Moorends Comrades	Twyn y Ffald W M Social
2005-06	Bargoed Labour	Rishton Free Gardeners 'A'
2006-07	Epsom R B L	Rishton Free Gardeners 'B'
2007-08	Grange Villa W M	Twyn y Ffald W M Social
2008-09	Garden House	Hayes W M
2009-10	Rishton Free Gardeners	Twynffald WM

## **INDIVIDUAL BILLIARDS (Inaugurated 1919-20)**

	<i>Champion</i>	<i>Runner-up</i>
1999-00	D Kell (Acklam Garden City)	C. Charville (Acklam Garden City)
2000-01	L. Lagan (North Ormesby Inst.)	P. Shelley (Ball Green WM)
2001-02	L. Lagan (North Ormesby Inst.)	T. MacKinder (North Ormesby Inst.)
2002-03	J Hedley (Maidenhead Ivy Leaf)	D Kell (Acklam Garden City)
2003-04	J Hedley (Maidenhead Ivy Leaf)	S Snee (Blytholme)
2004-05	P Welham (Swaffham Ex-servicemen's)	S Snee (Blytholme)
2005-06	B Bousfield (Blytholme)	P Welham (Swaffham Ex-servicemen's)
2006-07	M Goodwill (Chippenham Gladstone Lib)	R Wilson (Buffs Social)
2007-08	M Goodwill (Chippenham Gladstone Lib)	R Wilson (Buffs Social)
2008-09	R Wilson (Buffs Social)	J Hedley (Maidenhead Ivy Leaf)
2009-10	M Goodwill (Gladstone Road)	R Hall (Gwynnes Social)

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

	<i>Champion</i>	<i>Runner-Up</i>
1999-00	R Read (Lindley WM)	R Jones (Abertysswg WM)
2000-01	M Farrant (Pencoed RBL)	M. White (Walsgrave)
2001-02	D Lilley (Old Benwell Village)	M. White (Walsgrave)
2002-03	D Lilley (Old Benwell Village)	M Quinney (Kings Norton Ex-Service)
2003-04	D Lilley (Old Benwell Village)	P Riley (Sherwood Social) (Won Outright)
2004-05	A Paget (Blackwood W M)	A Parsons (Buffs Social)
2005-06	A Paget (Blackwood W M)	I Kirkup (Coxlodge & Gosforth Social)
2006-07	I Glover (Barnby Dun Social)	R Jones (Abertysswg W M)
2007-08	W Cooper (Laisterdyke Cricket & Ath)	W Jones (Abertysswg W M)
2008-09	I Sargeant (Bargoed Labour)	R Read (Lindley W M)
2009-10	M Rhodes (Buffs Social)	A Pagett (Twynffald WM)

## RECORD BREAKS

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

## INDIVIDUAL DARTS (Inaugurated 1963)

	<i>Champion</i>	<i>Runner-Up</i>
1999-00	J Haines (Gorse Hill WM)	M. Cox (Gorse Hill WM)
2001	A. Roy (Rodbourne Cheney WM)	J. Porter (Sibley & Dist. Liberal)
2002	D Smith (Rodbourne Cheney WM)	J. Porter (Sibley & Dist. Liberal)
2003	M Thomson (Rodbourne Cheney W M)	P Nixon (Ferryhill W M)
2004	B Phillips (Rodbourne Cheney W M)	E Ashman (Ferryhill W M)
2005	T Smith (Enfield Highway)	D Baker (Monks Road W M)
2006	T Martin (Watford T. U. & Labour)	D Baker (Monks Road W M)
2007	G Doby (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)	G Doby (White House Unique)
2010		

## INDIVIDUAL POOL (Inaugurated 1986)

	<i>Champion</i>	<i>Runner-Up</i>
1999	R Slaney (Stopsley WM)	N Churchill (Twyn Ffald WM Social)
2000	S Wray (Ferryhill WM)	K McLroy (Marlborough Club)
2001	P Wright (Westhouses Social)	K Gambold (Twyn y Ffald WM Social)
2002	P Nolan (Cowie Miners Welfare)	K McLroy (Marlborough Club)
2003	N Wilby (Longford Social)	S Gilbert (Pant Social)
2004	A J Walsh (Stopsley W M)	G Preskey (Moorends Comrades)
2005	A Spedding (Hylton Castle W M)	N. Churchill (Twyn Ffald WM Social)
2006	A Daniel (Hylton Castle W M)	A J Walsh (Stopsley W M)
2007	M Farnsworth (North Biddick & Dist)	M White (Parkstone Club)
2008	K Rainbow (Grove & Moorside)	V Makh (Parkstone Club)
2009	D Bone (Stanley Empire W M Club)	A J Walsh (Stopsley W M Club)
2010	J Giles (Alvaston & Crewton WM)	D Craggs (Belle Vue (Crook)

## CRIBBAGE PAIRS (Inaugurated 1998)

	<i>Champions</i>	<i>Runners-Up</i>
2000	A Philcock / M Jones (Abbey Hulton RBL)	P Philcock/ D Dytiche (Abbey Hulton RBL)
2001	A Philcock / M Jones (Abbey Hulton RBL)	P Philcock / J Filcock (Abbey Hulton RBL)
2002	P Philcock / J Filcock (Abbey Hulton RBL)	G Lewis / K Williams (Trefelin W M)
2003	A Philcock / M Jones (Abbey Hulton RBL)	P Dixon & R Heimsath (Effingham Playing Fields Association)
2004	S Bowen & C Smith (Grange Villa W M)	P McKay & D Edmunds (Parkstone Club)
2005	P Philcock & J Filcock (Abbey Hulton S&S)	A Philcock & M Jones (Abbey Hulton S&S)
2006	A Philcock & M Jones (Abbey Hulton S&S)	J Sanderson & G Simpson (Abbey Hulton S&S)
2007	A Philcock & M Jones (Abbey Hulton S&S)	D Burke & J Fernandez (Chobham Club)
2008	A Philcock & M Jones (Abbey 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)

## DOMINOES 5's and 3's PAIRS (Inaugurated 1995)

	<i>Champions</i>	<i>Runners-Up</i>
2000	P. Pearce & S. Woods (Main Line Social)	I. Beers & P. Jackson (Shaftesbury Social)
2001	S Smith & C. Stainsby (Darlington Club)	C Burke & G Reynolds (Chobham Club)
2002	S Smith & C. Stainsby (Darlington Club)	R Shaw & J Tabor (Ponders End W M)
2003	S Smith & C. Stainsby (Darlington Club)	R Burton & P Kepner (Sibley & Dist Lib) (Won Outright)
2004	S Smith & C. Stainsby (Darlington Club)	C Phillips & T Baker (Bexleyheath W M)
2005 Serv)	S Smith & C. Stainsby (Darlington Club)	B Simmonite & A Huchinson (Arundel Ex
2006	S Smith & C. Stainsby (Darlington Club)	G Elvin & J Fisher (Doncaster Trade Union) (Won Outright)
2007	S Smith & C. Stainsby (Darlington Club)	A Mellor & J Hinsby (Brampton Institute)
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)

## DOMINOES STRAIGHT PAIRS (Inaugurated 1998)

	<i>Champions</i>	<i>Runners-Up</i>
2000	A Oldman & R Stoker (Batley WM)	R Tait & F Reidy (Kenton & Dist Social)
2001	S Smith & C Stainsby (Darlington Club)	A Beckwith & A Gray (Stanley Empire)
2002	S Smith & C Stainsby (Darlington Club)	R Dawson & T Moore (Tuxford W M)
2003	S Smith & C Stainsby (Darlington Club)	K Powell & B Randall (Poole Lab Hall) (Won Outright)
2004	W Hodgson & D Illingworth (Ferryhill)	M Wynne D Cronin (Deerfield & W Hendon)
2005	D Dent & M Dent (West Auckland W M)	R Prestley & K Brewer (Tuxford W M)
2006	S Smith & C Stainsby (Darlington Club)	A Fetch & D Smith (Newfoundpool Non Political)
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)

## NATIONAL AND AREA ANGLING CHAMPIONSHIPS LIST OF ANGLING CHAMPIONS

Listed below are our National and Area Angling Champions for the last 10 years:

### NATIONAL (Inaugurated 1948)

	<i>Team</i>	<i>Individual</i>
2000	Knighon & District	N. Owen (Kilnhurst WM)
2001	Stevenage	P. Fellows (London Road Social)
	London Road Social 'A'	
2002	London Road Social 'B'	I Mellor (Crewe Amalgamated Anglers)
2003	Crewe Amalgamated Anglers 'B'	D Bun (Crewe Amalgamated Anglers)
2004	Crewe Amalgamated Anglers 'A'	G Jones (Stevenage Club & Institute)
2005	Crewe Amalgamated Anglers 'C'	A Inglesant (Attleborough Sports)
2006	Crewe Amalgamated Anglers 'A'	G Britton (Stony Stratford W M)
2007	Crewe Amalgamated Anglers 'C'	M Gott (Crewe Amalgamated Anglers)
2008	Attleborough Sports	B Clayton (Dunton Green Social)
2009	Crewe Amalgamated Anglers	B Titmus (Thurmaston Prog)
2010	Crewe Amalgamated Anglers	M Neal (Spalding Services Social)

### NORTHERN (Inaugurated 1953)

2000	Smauthorne Lane WM 'C'	M. Highe (Stone Chair Variety)
2001	Hoyle Ing W.M. 'A'	P Staniforth (Bellhouse Road W.M.)
2002	Hoyle Ing W.M. 'C'	B Smith (Thornaby Ex Services)
2003	Hoyle Ing W M 'A'	B Towing (Conisboro Castle)
2004	Ivanhoe W M	M Wood (Thurnscoe W M)
2005	Brumby & Frodingham W M 'C'	S Bean (Ferrybridge Progressive)
2006	Lindley W M	D Wadsworth (Lindley W M)
2007	Lindley W M	M Byrne (Jnr) (Dunscroft Social 'A')
2008	Wales Jubilee Social	K Keane (Huntington W M 'B')
2009	Wales Jubilee Soc & Huntingdon (Joint)	B Cooper (Doncaster Trades)
2010	Huntington WM 'A'	D Rollinson (Tang Hall)

### MIDLAND (Inaugurated 1953)

1998	London Road Social 'A'	P. Balbuza (Trent Vale Jubilee)
1999	Bagworth & District WM	S. Hagger (Bardon Road)
2000	London Road Social 'A'	J. Bright (Stony Stratford)
2001	Crewe Amalgamated Anglers 'A'	P. Hawley (Olney WM)
		London Road Social 'A'
2002	London Road Social 'A'	J Bright (Stony Stratford W M)
<b>2003</b>	<b>Midland and Southern Combined</b>	

### SOUTHERN (Inaugurated 1952)

1998	Stevenage 'A'	D. Cayley (Walton Comrades)
1999	Walton Comrades 'B'	N. Youldon (Walton Comrades)
2000	Dagenham Trades Hall 'A'	B. Bray (Dagenham Trades Hall)
2001	Dagenham Trades Hall 'A'	M Pollard (Dagenham Trades Hall)
2002	Dagenham Trades Hall 'B'	M Pollard (Dagenham Trades Hall)
<b>2003</b>	<b>Midland and Southern Combined</b>	

### MIDLAND/SOUTHERN combined (2003)

2003	Attleborough Sports 'A'	E Blundell (Coventry Howitzer RFA 'B')
	Dagenham Trades Hall 'A'	
2004	Crewe Amalgamated Anglers 'C'	C Tudor (Crewe Amalgamated Anglers)
2005	Crewe Amalgamated Anglers 'C'	A Inglesant (Attleborough Sports)
2006	Attleborough Sports	T Marshall (Wingfield 'A')
2007	Crewe Amalgamated Anglers 'A'	D Parry (Crewe Amalgamated Anglers 'A')
2008	<b>Insufficient Entries</b>	
2009	<b>Insufficient Entries</b>	

### SOUTH WALES & MONMOUTHSHIRE SEA ANGLING (Inaugurated 1980)

2000	Roath Labour	L. Davies (Trebanog WM)
2001	Tylorstown Ex Servicemen's 'B'	S Llewellyn (Tylorstown Ex S M)
2002	Tylorstown Ex Servicemen's 'B'	R Potts (Tylorstown Ex S M)
2003	Tylorstown Ex Servicemen's 'B' (Won Trophy Outright)	P Evans (Ponderosa Social)
2004	Barry Services Social 'A'	M Kerslake (Barry Services 'A')
2005	Barry Services Social 'B'	R Hicks (Tylorstown Ex Servicemen's 'A')
2006	Tylorstown Ex Servicemen's 'A'	W Saunders (Thomastown Social 'B')
2007	Tylorstown Ex Servicemen's 'A'	R Potts (Tylorstown Ex S M)
2008	Barry Services Social	S Doble (Barry Services Social 'A')
2009	Tylorstown Ex Servicemans	S Llewellyn (Tylorstown 'B')
2010	Tylorstown Ex-Servicemens 'B'	J Velda (Barry Services Social) 'B'

# SALTBURN HOUSE

In 2010 the Leisure Committee, consists of John Batchelor (Chairman), John Baker (Vice Chairman), Jim Kennedy, Jim Harrison, Ken Roberts, Dave Copham, Brian Young and Roger Oake. Valda Edmunds is the Leisure Secretary. Valda heads up the Leisure Department with assistance from Maureen Hawkins and Maria Barry the remaining two Leisure Assistants as Karen Barnes was made redundant earlier in the year.

The other major change that has happened in 2010 is the re-naming to Saltburn House. This change was to modernise Saltburn and to make it more attractive to members wishing to book their holidays. Although the name convalescent is no longer part of the title, members can still use Saltburn to convalesce. The Committee were tasked in 2010 to examine all feasible ways to modernise Saltburn and increase the awareness through a sustainable Marketing Strategy, whilst continually controlling the costs associated with the running of the centre.

In 2010 we looked at our energy efficiency and ways to improve our carbon footprint. With the means of a interest free Carbon Trust Loan, we were able to install the following: TVR Bodies, Heat keeping Convecting Reflectors, Motorised TRV Heads, Room Thermostats and an intelligent Boiler Control. With these changes in place it would reduce our total energy by the following:

- Heating & hot water from boiler 15%
- Thermostat and timers 25%
- Reflector convectors 15%

This would bring the total saving at the home to £10, 547 per annum.

All high energy lamps in Saltburn House were replaced with low energy lamps which will make significant cuts in energy costs.

Saltburn House also undertook some extensive electrical work to bring it in line to meet the requirements of the electrical regulations 2008 17<sup>th</sup> edition.

Also the clock tower had to undergo some renovation work. There was stone erosion on the tower around the clock face. This work had to be undertaken to ensure the clock face did not dislodge from the tower.

A new Hotel Booking System was installed at Saltburn House in April 2010, which enabled them to take bookings direct; this has proved very popular with members.

# GUESTS AT THE CENTRES

Capacity at Saltburn was increased to 47 beds during 2007 consisting of 7 Double bedded rooms, 15 Twin bedded rooms and 3 single bedrooms.

## TOTAL GUESTS 2009/10

	Total	Convalescent	Holiday
Saltburn	1147	50	1097

## CONVALESCENT GUESTS FOR THE PAST DECADE:

Year	Number of Convalescents
1997/8	987 (Broadstairs closed October 97)
1998/9	943
1999/0	739
2000/1	504 (Saltburn closed for en suite)
2001/2	652
2002/3	561
2003/4	232 (Langland closed Jan 04)
2004/5	178
2005/6	151
2006/7	118
2007/8	99
2008/9	69
2009/10	50

## HIGHEST USER CLUBS (ALL CATEGORIES OF USE):

1.	Bagworth & District WMC (Leicester Branch)	95
2.	Brookland Club (South Yorkshire)	65
3.	Bomersund & Dist W M Social (Northumberland Branch)	45
4.	Mauchline & District (Scottish Branch)	45
5.	Manor Estate Social (S. Yorks Branch)	45
6.	Ramsgate Social Club & Inst (Kent Branch)	40
7.	Alvaston & Crewton Men's Social Club	38

### 2010 Charges:

		Day Rate
January/February		
1 night	£27.50 inc VAT	£23.40 + VAT
21 nights +	£23.40 inc VAT	£19.91 + VAT

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

		Day Rate
March – December		
1 night	£28.50 inc VAT	£24.26 + VAT
7 nights	£175.00 inc VAT	£21.28 + VAT
14 nights	£325.00 inc VAT	£19.75 + VAT

Non certified 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

March – December		Day Rate
1 night	£32.00 inc VAT	£27.23 + VAT
7 nights	£200.00 inc VAT	£24.31 + VAT
14 nights	£375.00 inc VAT	£22.80 + VAT

Non CIU members Half Board Rate

March – December		Day Rate
1 night	£40.00 inc VAT	£34.04 + VAT
7 nights	£225.00 inc VAT	£27.35 + VAT
14 nights	£415.00 inc VAT	£25.23 + VAT

Non CIU members Bed & Breakfast Rate

March – December		Day Rate
1 night	£32.50 inc VAT	£27.66 + VAT
7 nights	£210.00 inc VAT	£25.53 + VAT
14 nights	£405.00 inc VAT	£22.80 + VAT

During 2010 Maxine Howes became the new Centre Manager at Saltburn. The three and four day racing breaks are still proving very popular and for the third time a golfing break was held in tandem with the Saltburn Golf Week. We will be repeating all of these breaks during 2011.

### **CHAD:**

Xmas Draw 2010 value of prizes awarded £10,100.

### **GREYHOUND EVENT:**

A Greyhound event was held in October 2010 at Sheffield Owlerton Stadium which raised £4,600. We managed to secure 10 sponsors for this event and are grateful to the following for their support. BOC Sureflow, Bissett Kenning & Newiss, Dransfield Novelty, WebIntellect, Pure Ingredients, PSL Security Systems, Stella Maintenance Technologies, Aon Insurance, Co-operative Bank and Heineken UK. Also received was a donation from Thompson and Bryan.

### **SHORT HOLIDAY BREAKS:**

In 2010 Saltburn will run two Turkey and Tinsel and it is intended to run specialised 3 night (£145) and 4 night (£175) racing breaks with entrance to the local race courses of Ripon, Redcar and Thirsk, included is an in house video race night. We also have the Golfing breaks which need to be booked early as they prove very popular. All information on these can be found in the CIU Journal and on the website.



## **BRANCH AND CLUB PARTY VISITS:**

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 Club's own requirements. Prices and information can be obtained Saltburn.

## **BOOKINGS**

Saltburn has a new booking system and since the introduction of this system, all bookings are now made direct with the office at Saltburn

**For all enquiries call Saltburn on 01287 622008**

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**

# **FINANCIAL STATEMENTS**

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**FOR THE YEAR ENDED  
30 SEPTEMBER 2010**

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NATIONAL EXECUTIVE COMMITTEE REPORT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2010**

The National Executive Committee present their report and the financial statements for the year ended 30 September 2010.

**BUSINESS REVIEW**

The Union's financial statements for the year ended 30 September 2010 have resulted in a profit as shown by the Revenue Account after taxation and exceptional items of £112,999 compared with a loss in the previous year of £461,371. However, as shown on the Statement of Total Recognised Gains and Losses, total losses amounted to £33,001 compared to a loss of £1,151,371 in 2009.

This year's results would appear on quick inspection to have been a vast improvement from the previous year and in certain respects this is true. Significantly better returns were achieved from net investment gains of £313,766 compared to losses of £108,439 in 2009. Also, the Union successfully negotiated a refund of corporation tax which resulted in a net gain of £296,445 after the deduction of professional fees.

However, on closer inspection, these results can easily disguise the fact that due once again to the continuing decline in the Union's turnover, this year by 9%, the operating loss of £645,792 in 2009 has increased to £759,042 this year.

The Union's 28 Branches have suffered significantly from this continuing decline resulting in a combined total loss of £213,991 compared to a loss of £107,977 in 2009.

Your National Executive, faced with the failure last year to secure the Union's future finances by the introduction of a pass card that would have been sold to all club members, had to make some extremely hard decisions to cut costs, particularly at Head Office. The toughest of these decisions resulted in a reduction of Head Office staff of nearly 20%. Due to redundancy payments, the effects of these cuts will only be seen in 2011 and beyond.

Further cuts in expenditure have and will be made to the budgets for the new financial year. To address the problem of the Union's declining income, a series of motions will be considered at the annual conference this year and it is hoped that, if supported and successful, these will go some way to improving the situation in particular at the Branches.

Although not printed within the Annual Report, the individual financial statements of the Branches have revealed that several are perilously close to insolvency. This is not only the case in respect of the several smaller Branches as one might expect but also a number of the largest Branches.

Your National Executive again asks for your continued support during a period when all within our movement are struggling to meet the everyday financial challenges that we face.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**  
**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**

We have audited the financial statements of Working Men's Club and Institute Union Limited for the year ended 30 September 2010 which comprise the Revenue Account, the Statement of Total Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Union's members, as a body, in accordance with Section 9 of the Friendly and Industrial and Provident Societies Act 1968. Our audit work has been undertaken so that we might state to the Union's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Union and the Union's members as a body, for our audit work, for this report, or for the opinions we have formed.

## **RESPECTIVE RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE AND AUDITORS**

As explained more fully in the Statement of Responsibilities of the Union's National Executive Committee as set out in Note 1, the National Executive Committee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Union's circumstances and have been consistently applied and adequately disclosed; and the overall presentation of the financial statements.

### **OPINION ON THE FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the Union's affairs as at 30 September 2010 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Industrial and Provident Societies Acts 1965 to 2002.

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**

### **OPINION ON OTHER MATTER PRESCRIBED BY THE INDUSTRIAL AND PROVIDENT SOCIETIES ACTS 1965 TO 2002**

In our opinion the information given in the National Executive Committee's Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Industrial and Provident Societies Acts 1965 to 2002 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of National Executive Committee members' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**For and on behalf of Robinsons  
Chartered Accountants and  
Registered Auditors**

7 Portland Terrace  
Jesmond  
Newcastle upon Tyne  
NE2 1QQ

**Dated: 11 January 2011**

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**REVENUE ACCOUNT**  
**for the year ended 30 September 2010**

	Notes	Continuing operations					
		30 September 2010			30 September 2009		
		Head Office £	Branches £	Total £	Head Office £	Branches £	Total £
<b>Turnover</b>	3	1,830,839	1,073,684	2,904,523	1,922,637	1,282,967	3,205,604
Cost of sales	4	(74,203)	(316,727)	(390,930)	(108,353)	(426,510)	(534,863)
<b>Gross profit</b>		1,756,636	756,957	2,513,593	1,814,284	856,457	2,670,741
Operating expenses	5	(2,244,988)	(1,027,647)	(3,272,635)	(2,267,447)	(1,049,086)	(3,316,533)
<b>Operating loss</b>		(488,352)	(270,690)	(759,042)	(453,163)	(192,629)	(645,792)
Net investment gains/(losses)	6	311,537	2,229	313,766	(108,439)	-	(108,439)
Rental income		81,736	12,132	93,868	80,750	12,456	93,206
Net finance income	7	144,787	47,625	192,412	140,410	79,280	219,690
<b>Loss on ordinary activities before taxation</b>		49,708	(208,704)	(158,996)	(340,442)	(100,893)	(441,335)
Tax on loss on ordinary activities	8	(19,163)	(5,287)	(24,450)	(12,952)	(7,084)	(20,036)
Exceptional taxation refund	9	296,445	-	296,445	-	-	-
<b>Profit/(loss) for the year</b>	16	326,990	(213,991)	112,999	(353,394)	(107,977)	(461,371)

**Statement of total recognised gains and losses**

<b>Profit/(loss) for the year</b>	326,990	(213,991)	112,999	(353,394)	(107,977)	(461,371)
Pension scheme actuarial gain/(loss)	(146,000)	-	(146,000)	(690,000)	-	(690,000)
<b>Total recognised losses since last annual report</b>	180,990	(213,991)	(33,001)	(1,043,394)	(107,977)	(1,151,371)

The accompanying accounting policies and notes form an integral part of these financial statements

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**BALANCE SHEET**  
as at 30 September 2010

		2010		2009	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10		462,120		563,060
Investments	11		5,911,964		5,451,532
			<u>6,374,084</u>		<u>6,014,592</u>
<b>Current assets</b>					
Stocks	12	140,953		142,557	
Debtors	13	436,245		409,385	
Cash at bank and in hand	14	775,166		1,201,012	
			<u>1,352,364</u>	<u>1,752,954</u>	
<b>Creditors: amounts falling due within one year</b>	15	(1,113,037)		(1,176,534)	
<b>Net current assets</b>			<u>239,327</u>		<u>576,420</u>
<b>Total assets less current liabilities</b>			<u>6,613,411</u>		<u>6,591,012</u>
<b>Pension liability</b>	23		<u>173,000</u>		<u>115,000</u>
<b>Net assets</b>			<u>6,440,411</u>		<u>6,476,012</u>
<b>Capital and reserves</b>					
Called up share capital	16		53,150		55,750
Revenue account	16		6,387,261		6,420,262
<b>Shareholders' funds</b>	17		<u>6,440,411</u>		<u>6,476,012</u>

The financial statements were approved by the National Executive Committee on 11 January 2011 and signed on its behalf by

<b>G Dawson</b> National Executive Committee member	<b>J Tobin</b> National Executive Committee member	<b>M McGlasham</b> General Secretary
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The accompanying accounting policies and notes form an integral part of these financial statements

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**CASH FLOW STATEMENT**  
**for the year ended 30 September 2010**

	Notes	2010 £	2009 £
<b>Reconciliation of operating loss to net cash outflow from operating activities</b>			
Operating loss		(759,042)	(645,792)
Shares forfeited income included in above		(2,775)	(2,950)
Pension service costs included in above		(9,000)	52,000
Pension contributions made		(59,000)	(77,000)
Net return on pension scheme		(20,000)	(17,000)
Depreciation etc.		112,242	110,636
Decrease in stocks		1,604	28,567
(Increase) in debtors		(26,860)	77,399
(Decrease) in creditors		(52,769)	(102,646)
<b>Net cash outflow from operating activities</b>		<b>(815,600)</b>	<b>(576,786)</b>
 <b>Cash flow statement</b>			
Net cash outflow from operating activities		(815,600)	(576,786)
Rental income		93,868	93,206
Returns on investments and servicing of finance	21	192,412	219,690
Taxation	21	261,267	(39,634)
Capital expenditure and financial investment	21	(157,968)	522,108
		(426,021)	218,584
Financing	21	175	100
<b>Decrease in cash in the year</b>		<b>(425,846)</b>	<b>218,684</b>
 <b>Reconciliation of net cash flow to movement in net debt (Note 22)</b>			
<b>Decrease in cash in the year</b>		<b>(425,846)</b>	218,684
<b>Net funds at 1 October 2009</b>		<b>1,201,012</b>	982,328
<b>Net funds at 30 September 2010</b>		<b>775,166</b>	1,201,012

The accompanying accounting policies and notes form an integral part of these financial statements

**WORKING MEN'S CLUB & INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2010**

**1. RESPONSIBILITIES OF THE UNION'S NATIONAL EXECUTIVE COMMITTEE**

The National Executive Committee is responsible for preparing the financial statements in accordance with applicable law and regulations.

The Industrial and Provident Societies Acts 1965 to 2002 require the National Executive Committee to prepare financial statements for each financial year. Under those Acts, the National Executive Committee have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the Union and of its profit or loss for that period.

In preparing these financial statements, the National Executive Committee:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Union will continue its activities.

The National Executive Committee is also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Union and enable them to ensure that the financial statements comply with the Industrial and Provident Societies Acts 1965 to 2002. They are also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The National Executive Committee also confirm that, so far as they are aware:

- there is no relevant audit information of which the Union's auditors are unaware; and
- the National Executive Committee have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the auditors are aware of that information.

**2. ACCOUNTING POLICIES**

**2.1. Accounting convention**

The financial statements are prepared under the historical cost convention and comply with the Industrial and Provident Societies Acts 1965 to 2002 and with the applicable financial reporting standards of the Accounting Practices Board. The principal accounting policies of the Union, which are set out overleaf, have remained unchanged from the previous year.

The financial statements consolidate those of the Head Office and the 28 branches whose own financial statements have all been prepared to 30 September 2010. These consolidated branches include "The Burnley & Pendle Branch of the Working Men's Club & Institute Union Limited" and "Leeds Branch Club Union Limited" which, although separately registered Industrial and Provident Societies, are deemed to be branches of the Union because of the influences exerted by the Union.



**WORKING MEN'S CLUB & INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2010**

..... continued

**2.2. Turnover**

Turnover represents all the income receivable, excluding value added tax, from all operating activities undertaken by the Union during the year.

**2.3. Tangible fixed assets & depreciation**

All tangible fixed assets are initially recorded at cost. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

- |                             |                      |
|-----------------------------|----------------------|
| • Freehold land & buildings | 5% straight line     |
| • Furniture & fittings      | 10-25% straight line |
| • Motor vehicles            | 20% straight line    |

**2.4. Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**2.5. Investments**

Fixed asset investments are stated at cost less provision for permanent diminution in value. Income received from investments is accounted for as the amounts received during the year. The market value is based on the quoted available mid-market price at the accounting date.

**2.6. Stock**

Stock is valued at the lower of cost and net realisable value.

**2.7. Pensions and other post-retirement benefits**

The Union operates a defined contribution scheme for employees. The assets of the scheme are held separately from those of the Union. The contributions to the scheme are charged to the revenue account so as to spread the cost of pensions over the service lives of employees. Variations from the regular costs are spread over the average expected remaining working lives of current members in the scheme.

The Union also operates a defined benefit pension scheme for employees. The assets of this scheme are also held separately from those of the Union.

Pension scheme liabilities are measured on an actuarial basis using a projected unit method and are discounted to their present value using an over 15 year AA rated corporate bond index.

Pension scheme assets are valued at market value at the balance sheet date. The pension scheme surplus or deficit is recognised in full on the balance sheet.

**2.8. Financial instruments**

Financial instruments are classified and accounted for, according to the substance of contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

**3. Turnover**

The total turnover of the Union for the year has been derived from its principal activity wholly undertaken in the UK. This is analysed as follows:

	30 September 2010			30 September 2009		
	Head Office £	Branches £	Total £	Head Office £	Branches £	Total £
Trade account sales	77,880	413,949	491,829	117,210	605,216	722,426
Annual fees	274,856	162,294	437,150	297,183	173,673	470,856
Associate cards	49,913	24,956	74,869	55,070	27,531	82,601
Pass cards	828,643	207,161	1,035,804	794,607	198,652	993,259
Convalescent Centre						
- charges	143,810	-	143,810	172,821	-	172,821
- other income	59,691	9,787	69,478	82,275	9,195	91,470
Insurance commissions	70,268	72,790	143,058	42,563	69,650	112,213
Trade commissions	28,607	104,844	133,451	21,458	50,520	71,978
Education	15,796	4,331	20,127	16,583	2,502	19,085
Recreation	15,452	32,555	48,007	56,663	41,485	98,148
Club journal	244,558	-	244,558	242,937	-	242,937
Sponsorship	18,540	12,976	31,516	20,317	69,896	90,213
Other income	2,825	28,041	30,866	2,950	34,647	37,597
	<u>1,830,839</u>	<u>1,073,684</u>	<u>2,904,523</u>	<u>1,922,637</u>	<u>1,282,967</u>	<u>3,205,604</u>

**4. Cost of Sales**

	30 September 2010			30 September 2009		
	Head Office £	Branches £	Total £	Head Office £	Branches £	Total £
Trade account costs	74,203	316,727	390,930	108,353	426,510	534,863
	<u>74,203</u>	<u>316,727</u>	<u>390,930</u>	<u>108,353</u>	<u>426,510</u>	<u>534,863</u>

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

5. Expenses	30 September 2010			30 September 2009		
	Head			Head		
	Office	Branches	Total	Office	Branches	Total
	£	£	£	£	£	£
Office expenses	68,075	46,200	114,275	82,459	47,199	129,658
Occupancy costs	234,326	79,007	313,333	185,494	78,449	263,943
Bad debts	(13,185)	13,847	662	(9,072)	23,862	14,790
Sundry expenses	192	27,342	27,534	54	17,775	17,829
Convalescent Centre costs	173,768	2,091	175,859	151,185	1,449	152,634
Education	29,963	3,846	33,809	40,546	3,994	44,540
Recreation	59,999	59,249	119,248	71,522	66,557	138,079
Club journal	263,494	-	263,494	275,174	-	275,174
Personnel costs						
- wages & salaries	608,536	604,613	1,213,149	563,643	609,364	1,173,007
- convalescent centre	198,899	-	198,899	177,792	-	177,792
- Pension service costs	(9,000)	-	(9,000)	52,000	-	52,000
Executive Committee exps.	216,617	82,673	299,290	240,831	97,879	338,710
Executive misc./staff exps	9,795	-	9,795	13,469	-	13,469
Annual report & meetings	64,008	26,561	90,569	67,799	29,833	97,632
Auditors' remuneration	31,600	40,344	71,944	31,100	41,862	72,962
Professional fees	149,187	(1,636)	147,551	133,706	2,521	136,227
Service awards/testimonials	15,165	23,495	38,660	47,611	9,396	57,007
Pension scheme cost - Branch						
& Convalescent Centre	28,831	-	28,831	25,687	-	25,687
Cost of free club journal	20,000	-	20,000	20,000	-	20,000
Depreciation of fixed assets	91,947	18,633	110,580	90,899	19,737	110,636
Loss on asset disposals	-	1,662	1,662	-	-	-
Arbitration expenses	2,771	(280)	2,491	1,077	(791)	286
V.A.T. adjustment	-	-	-	4,471	-	4,471
	<u>2,244,988</u>	<u>1,027,647</u>	<u>3,272,635</u>	<u>2,267,447</u>	<u>1,049,086</u>	<u>3,316,533</u>

6. Net Investment Gains	30 September 2010			30 September 2009		
	Head			Head		
	Office	Branches	Total	Office	Branches	Total
	£	£	£	£	£	£
Net gains/(losses) on sale of investments	203,036	2,229	205,265	(379,755)	-	(379,755)
Provision for impairment of investments	108,501	-	108,501	271,316	-	271,316
	<u>311,537</u>	<u>2,229</u>	<u>313,766</u>	<u>(108,439)</u>	<u>-</u>	<u>(108,439)</u>

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

**7. Net Finance Income**

	30 September 2010			30 September 2009		
	Head Office	Branches	Total	Head Office	Branches	Total
	£	£	£	£	£	£
<b>Interest receivable</b>						
Quoted-dividends & interest	166,389	-	166,389	181,819	-	181,819
Unquoted	1,133	1,250	2,383	954	1,333	2,287
Corporation tax interest	-	-	-	3	-	3
Bank interest	-	3,640	3,640	1,382	17,199	18,581
Net return on pension scheme	20,000	-	20,000	17,000	-	17,000
<b>Interest payable</b>						
Branch investment interest	(42,735)	42,735	-	(60,748)	60,748	-
	<u>144,787</u>	<u>47,625</u>	<u>192,412</u>	<u>140,410</u>	<u>79,280</u>	<u>219,690</u>

**8. Taxation**

	30 September 2010			30 September 2009		
	Head Office	Branches	Total	Head Office	Branches	Total
	£	£	£	£	£	£
Corporation tax liability for the current year	35,000	-	35,000	37,000	-	37,000
Adjustments in relation to prior periods	(15,837)	5,287	(10,550)	(24,048)	7,084	16,964
	<u>19,163</u>	<u>5,287</u>	<u>24,450</u>	<u>12,952</u>	<u>7,084</u>	<u>20,036</u>

The Union is exempt from corporation tax on surpluses arising from transactions with its members which constitutes mutual trading. Investment income and gains remain within the charge to corporation tax.

**9. Exceptional taxation refund**

During the year, the Union successfully negotiated a refund of corporation tax totalling £306,280 together with interest of £31,665 in relation to previously overstated capital gains on the sale of the Langland Bay holiday centre in 2005. The associated professional fees incurred in securing this refund amounted to £41,500.

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

**10. Tangible fixed assets**

Cost	Head Office				Branches				Total
	Freehold		Motor	Sub-total	Freehold		Motor	Sub-total	Grand Total
	land & buildings	Furniture & fittings			land & buildings	Furniture & fittings			
£	£	£	£	£	£	£	£	£	
At 1 October 2009	822,260	763,960	24,685	<b>1,610,905</b>	181,676	313,952	29,031	<b>524,659</b>	<b>2,135,564</b>
Additions	-	9,876	-	<b>9,876</b>	-	6,880	-	<b>6,880</b>	<b>16,756</b>
Disposals	-	-	-	-	-	(9,198)	(14,811)	<b>(24,009)</b>	<b>(24,009)</b>
<b>At 30 September 2010</b>	<b>822,260</b>	<b>773,836</b>	<b>24,685</b>	<b>1,620,781</b>	<b>181,676</b>	<b>311,634</b>	<b>14,220</b>	<b>507,530</b>	<b>2,128,311</b>
<b>Depreciation</b>									
At 1 October 2009	499,671	672,557	24,685	<b>1,196,913</b>	106,197	260,285	9,109	<b>375,591</b>	<b>1,572,504</b>
On disposals	-	-	-	-	-	(7,082)	(9,811)	<b>(16,893)</b>	<b>(16,893)</b>
Charge for the year	23,903	68,044	-	<b>91,947</b>	1,992	9,718	6,923	<b>18,633</b>	<b>110,580</b>
<b>At 30 September 2010</b>	<b>523,574</b>	<b>740,601</b>	<b>24,685</b>	<b>1,288,860</b>	<b>108,189</b>	<b>262,921</b>	<b>6,221</b>	<b>377,331</b>	<b>1,666,191</b>
<b>Net book values</b>									
At 30 September 2010	<b>298,686</b>	<b>33,235</b>	-	<b>331,921</b>	<b>73,487</b>	<b>48,713</b>	<b>7,999</b>	<b>130,199</b>	<b>462,120</b>
At 30 September 2009	322,589	91,403	-	<b>413,992</b>	75,479	53,667	19,922	<b>149,068</b>	<b>563,060</b>

Cost represents net book value as at 1968 and additions less disposals to date.

**11. Fixed asset investments**

Cost	Head Office			Branches		Total
	Quoted investments	Unquoted investments	Investment Bank	Quoted investments	Unquoted investments	Total
	£	£	£	£	£	£
At 1 October 2009	5,443,388	56,300	455,879	-	-	<b>5,955,567</b>
Additions	2,161,974	384	-	209,999	7,502	<b>2,379,859</b>
Disposals	(2,100,349)	-	(104,513)	-	-	<b>(2,204,862)</b>
<b>At 30 September 2010</b>	<b>5,505,013</b>	<b>56,684</b>	<b>351,366</b>	<b>209,999</b>	<b>7,502</b>	<b>6,130,564</b>
<b>Provisions for diminution in value</b>						
At 1 October 2009	504,035	-	-	-	-	504,035
Movement	(108,501)	-	-	-	-	(108,501)
Disposals	(176,934)	-	-	-	-	(176,934)
<b>At 30 September 2010</b>	<b>218,600</b>	-	-	-	-	<b>218,600</b>
<b>Net book values</b>						
At 30 September 2010	<b>5,286,413</b>	<b>56,684</b>	<b>351,366</b>	<b>209,999</b>	<b>7,502</b>	<b>5,911,964</b>
At 30 September 2009	4,939,353	56,300	455,879	-	-	<b>5,451,532</b>

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

<b>11.1. Fixed asset investments</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Market valuation of Head Office quoted investments	5,681,556	5,768,135
Market valuation of Branch quoted investments	<u>318,408</u>	<u>-</u>

<b>12. Stocks</b>	<b>30 September 2010</b>			<b>30 September 2009</b>		
	<b>Head Office</b>	<b>Branches</b>	<b>Total</b>	<b>Head Office</b>	<b>Branches</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Stocks	16,648	124,305	140,953	18,292	124,265	142,557
	<u>16,648</u>	<u>124,305</u>	<u>140,953</u>	<u>18,292</u>	<u>124,265</u>	<u>142,557</u>

<b>13. Debtors</b>	<b>30 September 2010</b>			<b>30 September 2009</b>		
	<b>Head Office</b>	<b>Branches</b>	<b>Total</b>	<b>Head Office</b>	<b>Branches</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Trade debtors	78,974	252,045	331,019	177,075	180,830	357,905
Other debtors	42,811	19,704	62,515	5,690	16,988	22,678
Prepayments & accrued income	31,412	11,299	42,711	13,719	15,083	28,802
	<u>153,197</u>	<u>283,048</u>	<u>436,245</u>	<u>196,484</u>	<u>212,901</u>	<u>409,385</u>

Trade debtors are stated less provisions for bad and doubtful debts.

<b>14. Cash at Bank &amp; in Hand</b>	<b>30 September 2010</b>			<b>30 September 2009</b>		
	<b>Head Office</b>	<b>Branches</b>	<b>Total</b>	<b>Head Office</b>	<b>Branches</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cash at Bank & in Hand	158,697	616,469	775,166	460,132	740,880	1,201,012
	<u>158,697</u>	<u>616,469</u>	<u>775,166</u>	<u>460,132</u>	<u>740,880</u>	<u>1,201,012</u>

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

**15. Creditors: amounts falling due within one year**

	30 September 2010			30 September 2009		
	Head Office	Branches	Total	Head Office	Branches	Total
	£	£	£	£	£	£
Trade creditors	67,528	68,009	135,537	126,188	43,838	170,026
Corporation tax	26,272	-	26,272	37,000	-	37,000
Social security & other taxes	6,564	16,521	23,085	32,008	11,836	43,844
Other creditors	387,385	62,019	449,404	190,025	95,735	285,760
Convalescent Centre	341,686	-	341,686	461,773	-	461,773
Subscription Accounts						
Accruals & deferred income	77,104	59,949	137,053	96,705	81,426	178,131
	<u>906,539</u>	<u>206,498</u>	<u>1,113,037</u>	<u>943,699</u>	<u>232,835</u>	<u>1,176,534</u>

**16. Equity Reserves**

	Share Capital	Revenue account	Total
	£	£	£
At 1 October 2009	55,750	6,420,262	<b>6,476,012</b>
Shares added	175	-	<b>175</b>
Shares forfeited	(2,775)	-	<b>(2,775)</b>
Profit for the year	-	112,999	<b>112,999</b>
Pension reserve (see note 23)		(146,000)	<b>(146,000)</b>
<b>At 30 September 2010</b>	<u><b>53,150</b></u>	<u><b>6,387,261</b></u>	<u><b>6,440,411</b></u>

All of the above share capital represents individual equity shares of a nominal value of £25 each.

**17. Reconciliation of movements in shareholders' funds**

	2010	2009
	£	£
Profit/(loss) for the year	<b>112,999</b>	(461,371)
Actuarial gain/(loss) on pension reserve	<b>(146,000)</b>	(690,000)
Net addition to shareholders' funds	<b>(33,001)</b>	(1,151,371)
Opening shareholders' funds	<b>6,476,012</b>	7,630,233
Net proceeds of equity share issue	<b>(2,600)</b>	(2,850)
Closing shareholders' funds	<u><b>6,440,411</b></u>	<u>6,476,012</u>

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

**18. Financial commitments**

At 30 September 2010 the Union had annual commitments under non-cancellable operating leases as follows:

	<b>Other</b>	
	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
<b>Expiry date:</b>		
Between one and five years	<b>13,144</b>	<b>13,118</b>

**19. Related party transactions**

As the branches are wholly controlled by Working Men's Club & Institute Union Limited, the Union has taken advantage of the exemption within Financial Reporting Standard 8 "Related Party Transactions" regarding the disclosure of transactions between Head Office and the branches. These consolidated financial statements in which the branches are included are publically available. Such financial statements are delivered annually to The Financial Services Authority, Mutual Societies Returns Team, 25 The Colonnade, Canary Wharf, London, E14 5HS.

During the year, the South East Midlands Branch traded with D.J. Dormer & Sons Limited, a company in which Mr D.J. Dormer was a director and shareholder (but retired on 31 January 2010). Mr D.J. Dormer is the Branch Secretary for the South East Midlands Branch. During the period to 31 January 2010, D.J. Dormer & Sons Limited has made charges totalling £2,713 (2009: £8,125) to the South East Midlands Branch for services provided and sold goods to the value of £122 (2009: £196). At the balance sheet date, D.J. Dormer & Sons Limited was owed £73 (2009: £73) for goods supplied.

Mr A Millard, is the Branch Secretary of the South East Metropolitan and Home Counties Branch. An amount of £150 (2009: £525) was paid by the Branch to Mr Millard for the rent of the Branch Office.

Mr J D Batchelor, the Branch Secretary of the Derbyshire Branch, is the elected representative of the Branch on the National Executive Committee of the Union and is Club Secretary of the Alvaston and Crewton Mens' Social Club Limited. An amount of £1,820 (2009: £1,820) was paid by the Branch to this club for the rent of the Branch Office.

Mr J A Wood, is the Branch Secretary of the Wessex Branch. An amount of £4,500 (2009: £4,500) was paid by the Branch to Mr Wood for the rent of the Branch Office.



**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

**20. Contingent assets & liabilities**

As explained in Note 9, the Union secured a refund of corporation tax relating to the year ended 30 September 2005. The Union is currently attempting to recover from its auditors of that period a variety of costs incurred in securing this refund on the grounds that they prepared the original corporation tax computations incorrectly. The outcome of these proceedings is currently unclear.

The Union is also the subject of an unfair dismissal claim by a former employee. The outcome of this claim is also unclear.

<b>21. Gross cash flows</b>	<b>2010</b>	<b>2009</b>	
	<b>£</b>	<b>£</b>	
<b>Returns on investments and servicing of finance</b>			
Interest & dividends received	172,412	202,690	
Net return on pension scheme	20,000	17,000	
	<u>192,412</u>	<u>219,690</u>	
<b>Taxation</b>			
Corporation tax paid	(34,326)	(39,634)	
Income tax deducted from investment income	(8,729)	-	
Corporation tax repaid	314,157	-	
Interest on corporation tax repaid	31,665	-	
Costs of tax repayment	(41,500)	-	
	<u>261,267</u>	<u>(39,634)</u>	
<b>Capital expenditure and financial investment</b>			
Payments to acquire tangible assets	(16,756)	(26,540)	
Payments to acquire investments	(2,379,859)	(1,569,085)	
Receipts from sales of tangible assets	5,454	4,997	
Receipts from sales of investments	2,233,193	2,112,736	
	<u>(157,968)</u>	<u>522,108</u>	
<b>Financing</b>			
Issue of ordinary share capital	175	100	
	<u>175</u>	<u>100</u>	
<b>22. Analysis of changes in net funds</b>	<b>Opening balance</b>	<b>Cash flows</b>	<b>Closing balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	1,201,012	(425,846)	775,166
<b>Net funds</b>	<u>1,201,012</u>	<u>(425,846)</u>	<u>775,166</u>

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

**23. Pensions and other post-retirement benefits**

**Defined contributions scheme**

The Union operates a defined contribution pension scheme for the benefit of some employees. The assets of the scheme are administered by trustees in a fund independent from the Union.

**Defined benefits scheme**

The Union also operates a pension scheme providing benefits for some employees based on final pensionable pay. The assets of the scheme are also held separately from those of the Union being invested in quoted securities. The auditors' remuneration in respect of audit fees for this pension scheme for the year ended 31 December 2009 was £4,000 (31 December 2008: £4,000).

Pension contributions are determined by a qualified actuary on the basis of triennial valuations using the projected unit method. A full actuarial valuation was carried out at 31 December 2007 and updated at 30 September 2010. The main assumptions used by the actuary were:

<b>23.1 Principal actuarial assumptions were</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
	%	%	%
Rate of increase in salaries	<b>4.8</b>	4.9	5.2
Rate of increase in pensions in payment (pre 1997 service)	<b>0.0</b>	0.0	0.0
Rate of increase in pensions in payment (post 1997 service)	<b>3.2</b>	3.2	3.6
Rate of increase in pensions in payment (post 2009 service)	<b>2.2</b>	2.2	-
Discount rate	<b>5.0</b>	5.4	7.3
Inflation assumption	<b>3.3</b>	3.4	3.7

**23.2 The principal assets in the scheme were:**

	<b>Long-term</b>		<b>Long-term</b>		<b>Long-term</b>	
	<b>rate of</b>		<b>rate of</b>		<b>rate of</b>	
	<b>return</b>	<b>Value</b>	<b>return</b>	<b>Value</b>	<b>return</b>	<b>Value</b>
	<b>expected</b>	<b>at</b>	<b>expected</b>	<b>at</b>	<b>expected</b>	<b>at</b>
	<b>at</b>	<b>at</b>	<b>at</b>	<b>at</b>	<b>at</b>	<b>at</b>
	<b>30/09/10</b>	<b>30/09/10</b>	<b>30/09/09</b>	<b>30/09/09</b>	<b>30/09/08</b>	<b>30/09/08</b>
	%	£	%	£	%	£
Equities	<b>8.0</b>	<b>2,499,000</b>	8.0	2,109,000	8.0	1,790,000
Government Bonds	<b>3.8</b>	<b>1,251,000</b>	4.0	1,422,000	4.8	1,141,000
Corporate Bonds	-	-	5.2	-	6.3	215,000
Other	<b>1.4</b>	<b>146,000</b>	0.8	238,000	6.1	359,000
Total market value of assets		<b>3,896,000</b>		3,769,000		3,505,000
Present value of scheme liabilities		<b>(4,069,000)</b>		(3,884,000)		(2,972,000)
Surplus/(deficit) in the scheme		<b>(173,000)</b>		(115,000)		533,000
<b>Net pension (liability)/asset</b>		<b>(173,000)</b>		(115,000)		533,000

**WORKING MEN'S CLUB AND INSTITUTE UNION LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 30 September 2010**

..... continued

<b>23.3 Analysis of the amount charged to operating loss</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Current service cost	<b>(52,000)</b>	(52,000)
Curtailments	<b>61,000</b>	-
Total operating credit/(charge)	<u><b>9,000</b></u>	<u>(52,000)</u>

<b>23.4 Analysis of the amount credited to other finance income</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Expected return on pension scheme assets	<b>222,000</b>	230,000
Interest on pension scheme liabilities	<b>(202,000)</b>	(213,000)
Total income/(cost)	<u><b>20,000</b></u>	<u>17,000</u>

<b>23.5 Analysis of amount recognised in Statement of total recognised gains and losses</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Actual return less expected return on pension scheme assets	<b>80,000</b>	109,000
Gain/(loss) arising from changes in assumptions underlying the present value of the scheme liabilities	<b>(226,000)</b>	(799,000)
Actuarial gain/(loss)	<u><b>(146,000)</b></u>	<u>(690,000)</u>

<b>23.6 History of experience gains and losses</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>
Difference between the expected and actual return on scheme assets:					
amount (£)	<b>80,000</b>	109,000	(683,000)	36,000	71,000
percentage of scheme assets	<b>2%</b>	3%	(19)%	1%	2%
Experience gains and losses on scheme liabilities:					
amount (£)	-	-	(29,000)	4,000	21,000
percentage of the present value of the scheme liabilities	<b>-)%</b>	-)%	(1)%	-)%	60%
Total amount recognised in Statement of total recognised gains and losses:					
amount (£)	<b>(146,000)</b>	(690,000)	(247,000)	282,000	46,000
percentage of the present value of the scheme liabilities	<u><b>4%</b></u>	<u>21%</u>	<u>(8)%</u>	<u>(9)%</u>	<u>1%</u>

# **Summary of Branch Accounts**

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**FOR THE YEAR ENDED  
30 SEPTEMBER 2010**

**NORTH-EAST METROPOLITAN  
HOME COUNTIES**

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

*President: J. CLINGAN, CMD, DECEASED*

*Vice-President: L.KING*

*Secretary: J. BAKER*

*Executive Committee:*

E. BUTLER, CMD  
M. BURKE  
R.SMITH

R. DAVIDSON  
G. WARD  
J. TABOR

	2010	2009
Surplus for year after tax .....	£7,423	£6,791
	<u>£208,858</u>	<u>£201,435</u>
Net assets at 30 September .....		

**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  
A. NAYLOR  
P. HOWARD  
M. CRONIN

J. BUTLER  
E. McCRAE  
J. WALKER

	2010	2009
Surplus for year after tax .....	£4,595	£4,095
	<u>£53,556</u>	<u>£48,961</u>
Net assets at 30 September .....		

**SOUTH-EAST METROPOLITAN AND  
HOME COUNTIES**

OFFICE: "Crosslands", 7 Westlands, Rustington,  
West Sussex BN16 3NW  
Telephone/Fax: 01903 716052

*President:* T. BAKER

*Vice-President:* A. WAY

*Secretary:* A. MILLARD

*Executive Committee:*

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

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

	2010	2009
Deficit for year after tax .....	£6,715	£4,813
	<u>£6,715</u>	<u>£4,813</u>
Net assets at 30 September .....	£78,589	£85,304
	<u>£78,589</u>	<u>£85,304</u>

**KENT**

OFFICE: 17 Temple Way, Tunbridge Wells, Kent TN2 4HD  
Telephone: 01892 824042

*President:* R. TINGLEY

*Vice-President:* C. GOLDSMITH

*Finance Chairman:* D. LAWRENCE, CMD

*Secretary:* D. EASTWOOD

*Leisure Secretary:* P. SANDS

*Executive Committee:*

M. McGOWAN  
H. ROZARIO  
R. GILES  
C. SMITH  
H. CLARK

R. OAKE  
C. LEWING  
T. JONES  
R. MILLS

	2010	2009
Deficit for year after tax .....	£7,065	£9,402
	<u>£7,065</u>	<u>£9,402</u>
Net assets at 30 September .....	£231,486	£238,551
	<u>£231,486</u>	<u>£238,551</u>

## 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:* R. CAPLE

*Executive Committee:*

M. BARRY  
A. HARWOOD  
D. McGLYNN

R. SAVAGE  
D. PARRY

	2010	2009
Deficit for year after tax .....	£8,814	£8,471
	<u>£8,814</u>	<u>£8,471</u>
Net assets at 30 September .....	£51,276	£60,065
	<u>£51,276</u>	<u>£60,065</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  
B. McGEE

A. CAIRNES

	2010	2009
Deficit for year after tax .....	£2,743	£2,773
	<u>£2,743</u>	<u>£2,773</u>
Net assets at 30 September .....	£15,576	£18,319
	<u>£15,576</u>	<u>£18,319</u>

## CUMBRIA

OFFICE: 1 Pennygill, Flimby, Maryport, Cumbria CA15 8TS  
Telephone: 01900 814722  
Email: k-abrown@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

	2010	2009
Deficit for year after tax .....	<u>£7,777</u>	<u>£2,077</u>
Net assets at 30 September .....	<u>£58,398</u>	<u>£66,175</u>

## 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

	2010	2009
Deficit for year after tax .....	<u>£4,269</u>	<u>£2,969</u>
Net assets at 30 September .....	<u>£19,601</u>	<u>£23,870</u>



## 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

	2010	2009
(Deficit)/Surplus for year after tax .....	£(7,926)	£2,639
	<u>£73,624</u>	<u>£81,550</u>
Net assets at 30 September .....		

## DURHAM

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

*President:* C. ARMSTRONG

*Vice-President:* T. WATSON

*Secretary:* B. YOUNG

*Executive Committee:*

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

S. SUMMERS  
G. ATKINSON  
G. SMITH  
E. CABELL  
K. REAY  
J. CORRIGAN  
D. WALTON

	2010	2009
Deficit for year after tax .....	£34,080	£17,944
	<u>£306,560</u>	<u>£340,640</u>
Net assets at 30 September .....		

## 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

	2010	2009
Surplus/(Deficit) for year after tax .....	<u>£2,057</u>	<u>£(703)</u>
Net assets at 30 September .....	<u>£75,838</u>	<u>£73,781</u>

## LEEDS

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

*President:* J. DEGAN, CMD

*Vice-President:* B. MARSHALL

*Secretary:* M. SMITH, CMD

*Executive Committee:*

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

B. LONGBOTTOM, CMD  
B. ROPER  
N. MASSEY

	2010	2009
Surplus for year after tax .....	<u>£5,199</u>	<u>£8,594</u>
Net assets at 30 September .....	<u>£250,251</u>	<u>£245,052</u>

## LEICESTERSHIRE

OFFICE: Spinney Hill Social Club, Frisby Road, Leicester LE5 0DQ  
Telephone: Leicester 2627241

*President:* E. JOHNSON

*Vice-President:* B. G. WEIR

*Secretary:* M. CHALLINOR

*Executive Committee:*

J. JONES	T. GREENHILL
K. HARRIS	D. L. ROLLASON
T. ORTON	K. G. DAY
B. ELTON	J. M. HEGGS
A. BUNKER	P. KELLY

(Deficit)/Surplus for year after tax .....	2010 £(864)	2009 £2,618
Net assets at 30 September .....	£165,860	£166,724

## 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	T. SMITH, CMD
H. CLARK	A. R. MORRIS
P. ROBINSON	D. JENKINS
D. WOODBURN, CMD	D. MEALEY
H. THOMAS	K. DIXON
J. COCHRAN	

Deficit for year after tax .....	2010 £22,349	2009 £5,431
Net assets at 30 September .....	£107,312	£129,661

## MONMOUTHSHIRE

OFFICE: 6 Avon Close, Pontlanfraith, 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  
N. JONES

	2010	2009
Deficit for year after tax .....	£320	£1,639
Net assets at 30 September .....	£86,110	£86,430

## 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

P. PULHAM  
M. WILLIAMS  
A. SWIFT

	2010	2009
Surplus for year after tax .....	£1,099	£635
Net assets at 30 September .....	£4,729	£3,630

## NORTHUMBERLAND

OFFICE: 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	A. MILNE
J. McDONAGH	R. YEATS
D. WHEADON	P. SCORER
R. MILLER	D. NIXON
S. HICKS	

	2010	2009
Deficit for year after tax .....	<u>£52,949</u>	<u>£46,142</u>
Net assets at 30 September .....	<u>£84,259</u>	<u>£137,208</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	J. MOHAN
T. WILLAIMS	A. BARNES
W. SMITH	D. GALLOWAY

	2010	2009
Deficit for year after tax .....	<u>£12,027</u>	<u>£8,277</u>
Net assets at 30 September .....	<u>£33,109</u>	<u>£45,136</u>

## **SOUTH-EAST MIDLANDS**

OFFICE: 1 Shirley Road, Rushden, Northants NN10 6BY  
Telephone: 01933 413550  
Fax: 01933 313455

*President:* B. SLASBERG, CMD

*Vice-President:* D. J. DORMER, OBE, CMD

*Secretary:* C. GODDARD

*Executive Committee:*

M. BOTT	W. GREENAWAY
D. BIRCH, CMD	N. TRINDER
K. TIDBURY	T. MILBURN
B. McMAHON	D. GAMMON
B. SMITH	S. McGRANE
H. GUISE	G. SMITH

Deficit for year after tax .....	2010 £32,106	2009 £7,374
Net assets at 30 September .....	£116,133	£148,239

## **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. EVENS, CMD

*Executive Committee:*

A. OSBORNE	E. YATES
H. SHANAHAN, CMD	G. LEWIS
J. WHITFORD	K. BAKER
	A. CAMPBELL

Deficit for year after tax .....	2010 £7,383	2009 £9,627
Net assets at 30 September .....	£81,877	£89,260

## **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	P. TAYLOR
D. KELK	D. STENTON
J. G. YEARDLEY	J. ULLYATT
H. HURT	A. DEVINE
D. LOVELAND	

Deficit for year after tax .....	2010 £5,138	2009 £4,738
Net assets at 30 September .....	£167,382	£172,520

## **WAKEFIELD**

OFFICE: c/o GlasshoughtonWM 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	J. TURNER
B. CARR	S. MAYFIELD

Surplus for year after tax .....	2010 £2,602	2009 £570
Net assets at 30 September .....	£64,251	£61,649

## WARWICKSHIRE

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

*President:* J. REYNOLDS

*Vice-President:* J. KENDAL

*Treasurer:* B. OLNER

*Secretary:* R. BLOUNT

*Executive Committee:*

R. VOSE  
G. FISHER  
J. W. READING

K. CORRIGAN  
A. ROWLEY  
M. J. FREANEY

	2010	2009
(Deficit)/Surplus for year after tax .....	£(1,409)	£5,355
	<hr/> <hr/>	<hr/> <hr/>
Net assets at 30 September .....	£79,249	£80,540
	<hr/> <hr/>	<hr/> <hr/>

## WESSEX

OFFICE: 33a Salisbury Road, Totton, Southampton, Hampshire SO40 3HX  
Telephone: 023 80863004  
Fax: 023 80862588

*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  
W. G. MOXOM, CMD  
C. RICHARDS  
B. READ

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

	2010	2009
Deficit for year after tax .....	£8,480	£7,303
	<hr/> <hr/>	<hr/> <hr/>
Net assets at 30 September .....	£45,751	£54,231
	<hr/> <hr/>	<hr/> <hr/>



## WESTERN COUNTIES

OFFICE: Ashford Road Working Men's Club  
17/18 Ashford Road, Swindon, Wilts  
Telephone: 01793 525352  
Fax: 01793 644520

*President:* J. KEENAGHAN

*Vice-President:* D. LOWE

*Secretary:* M. L. BREWER

*Recreation Secretary:* P. CARR

*Education Secretary:* J. VANDERWOLFE

*Executive Committee:*

S. CAREY  
G. FITCHETT  
A. PRIEST

D. ROWE  
T. CAMPBELL  
M. WOOLFORD

Deficit for year after tax .....	2010 £4,666	2009 £6,000
Net assets at 30 September .....	£31,789	£36,455

## WEST MIDLANDS

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

*President:* E. NICKS

*Vice-President:* D. FLOOD

*Secretary:* G. WHEWELL

*Executive Committee:*

M. TURNER  
T. BARTRAM  
J. CLARKE  
J. HARLEY  
J. HOPE

G. DAVIES  
J. HAUGHEY  
W. LLEWELLYN  
A. GOODWIN

Surplus for year after tax .....	2010 £162	2009 £261
Net assets at 30 September .....	£75,848	£75,686

## 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  
P. LARKIN  
W. CHAPMAN

E. RATCLIFFE  
B. DAVIES

	2010	2009
Deficit for year after tax .....	£3,506	£4,758
	<u>£3,506</u>	<u>£4,758</u>
Net assets at 30 September .....	£75,729	£79,235
	<u>£75,729</u>	<u>£79,235</u>

## YORK CITY

OFFICE: The Brand Building, Little Hallfield Road, York YO31 7XP  
Telephone: 01904 410749

*President:* K. F. NEEDHAM, BA, CMD

*Vice-President:* A. PRESTON

*Secretary:* J. GRAINGER

*Assistant Secretary:* P. MITCHELL

*Executive Committee:*

W. GRAHAM

S. GRAY

	2010	2009
(Deficit)/Surplus for year after tax .....	£(3,504)	£3,380
	<u>£(3,504)</u>	<u>£3,380</u>
Net assets at 30 September .....	£110,582	£114,617
	<u>£110,582</u>	<u>£114,617</u>



































