

# *CONSERVATIVE CLUBS MAGAZINE*



December 2017 50p



**Calverley Conservative Club, West Yorkshire**

**Happy Christmas  
To All Our Readers**



# Maidenhead Conservative Club is CAMRA Club of the Year

## CONTENTS

Maidenhead Conservative Club Wins CAMRA Award	2
Western Area Conservative Clubs' Council Meeting	3
ACC Services	4
Club Law and Management	5, 6
Premier League Fixtures	7
ACC Contracts of Employment	9
Northern Area's Conservative Clubs' Dinner Dance	11
Stotfold Conservative Club Snooker Marathon	12
Pages From The Past	13
ACC Order Form and Product Catalogue	15, 16

The Maidenhead Conservative Club, Berkshire, has been awarded a prestigious Club of the Year prize by the Slough, Windsor & Maidenhead branch of CAMRA.

The Award was in recognition

of an excellent selection of superbly kept ales and a great Club atmosphere. The Club now progresses to the Regional Finals as a result of the award.

The ACC congratulates the Club on this achievement.



The Club's Team.

## CONSERVATIVE CLUBS MAGAZINE

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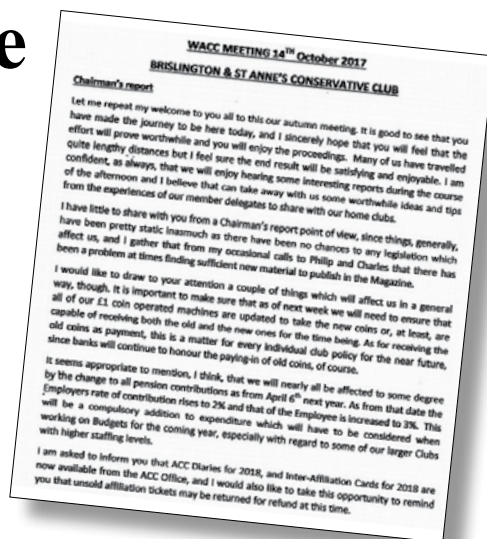
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# Western Area Conservative Club's Council Meeting



The Brislington & St Anne's Conservative Club was the venue for the Autumn Meeting of the Western Area Conservative Club's Council which was both informative and well attended. The Club Chairman Tina Passmore and Secretary Sarah Roberts provided the delegates with a warm welcome. Sarah also put together a excellent buffet which was enjoyed by everyone who attended.

The meeting comprised an exchange of ideas and suggestions driven by Club delegate reports which led to some lively debate. John Honour from Dransfields discussed Gaming Machines and associated issues. Area Chairman

Ray Johnson was pleased to be able to hold this event in one of the Area's Bristol Clubs; he remarked that 'this was the first time that this has happened for some time'. An extract of the Chairman's speech is included alongside this article.

The Meeting was advertised on the Area's website, [www.wacc.co.uk](http://www.wacc.co.uk), which is becoming an increasingly useful tool for Clubs. The web site has the information and the booking form for next April's Western Area Conference Weekend. It is hoped that with this extra avenue of communication more delegates will be aware of Western Area Meetings and the Conference Weekend.



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## Trusteeship

The ACC Trusteeship Service is a free facility offered by the ACC. The transfer of Trusteeship to the ACC has increasingly become popular amongst unincorporated clubs and there are two main benefits for the Club. The first is that the ACC will pay for all legal expenses involved with the transfer of Trusteeship. The second is that the Association's financial and legal resources are such that the Club's position will be greatly strengthened when negotiating loans or defending itself against legal action taken by a third party.

The ACC do not become involved with the day to day business of any Club for which we act as Trustee. The Club will continue to be able to call upon the ACC for advice on any matter without needing to make reference to our Trusteeship. We will only act on behalf of the Club in accordance with the lawful instructions of the Committee and Members. The Club Committee will therefore continue to run the Club's affairs and will only refer matters to the ACC as and when they consider it appropriate to do so

## Deposit Scheme

Clubs may deposit surplus funds with the ACC and we are currently offering interest of 2.5% gross per annum on funds deposited. We are already holding in excess of £4,000,000 on behalf of Clubs and deposits range from £1,000 upwards. Funds can be returned in full or part at any time and our rate of interest will apply on a pro rata basis. There is no upper or lower limit of investment.

## Sale and Leaseback

Since launching the ACC Sale and Leaseback service, over 90 Clubs have entered into this arrangement with the ACC.

Under what circumstances would a Sale and Leaseback be appropriate? The most successful examples of ACC Sale and Leasebacks are Clubs which have a dedicated Committee and Membership and want to secure their Club's future. By unlocking the Club's freehold, Clubs can be provided the means of repaying debt, often undertaking refurbishments and providing a significant cash sum. The rent payable to the ACC following the completion of a Sale and Leaseback can often be less than a Club was paying for servicing debt.

## Documentation Available Free Of Charge

**ACC Room Hire Agreement** - The room hire agreement is designed to be completed at the time a booking and includes space for a deposit to be taken to secure the room is applicable.

**ACC Catering Franchise Pack** - The ACC Catering Franchise pack can be used by Clubs which have a franchisee who uses the Club's facilities to prepare and serve food within the Club. The Franchisee Contract permits the Committee to decide if the franchisee shall pay a set fee per month to the Club for use of the Club's facilities, shall pay to the Club a percentage of the profits from the sale of food or that a combination of both methods of remuneration shall be utilised.

**Health and Safety and Risk Assessment Documentation** - The ACC has extensive documentation to assist a Club in creating a Health and Safety policy and conducting regular risk assessments. This documentation is available free of charge. Examples include template health and safety documentation, risk assessment forms and practical advice on completing a Club risk assessment and first aid information.

**Candidates for Admission Sheets** - The admission sheets can be posted on the Club's Notice Board to detail prospective new Members and have spaces for: Date, Candidate Name, Address, Occupation, Proposer, Seconder.

**To obtain any of the documentation packages please email [charles@toryclubs.co.uk](mailto:charles@toryclubs.co.uk) or phone 0207 222 0843. To enquire about any of the ACC's financial assistance packages please email [assistance@toryclubs.co.uk](mailto:assistance@toryclubs.co.uk) or phone 0207 222 0843.**



# CLUB LAW AND MANAGEMENT

## Lotteries – Best Practice Guide for Clubs

We understand that particularly at Christmas Lotteries are popular within Clubs. We hope the information below will assist Clubs with holding the different types of lotteries which are available to Clubs.

A Lottery is defined as a scheme for distributing prizes by lot or chance. All raffles, draws, sweepstakes, totes, or other lotteries by any other name, are declared illegal with the exception of Small Lotteries (incidental to exempt entertainments), Private Society Lotteries, Small Society Lotteries and the National Lottery.

### Small Lotteries (Incidental to Exempt Entertainments)

To promote such lotteries the following conditions must be observed–

- The entertainments concerned are bazaars, sales of work, fetes, dinners, dances, sporting or athletic events and other entertainments of a similar character
- The whole proceeds of the entertainment (including the proceeds of the lottery) shall be devoted to purposes other than private gain, however, the following may be deducted–
  - The expenses of the entertainment, excluding expenses incurred in connection with the lottery
  - The expenses incurred in printing tickets in the lottery
  - A sum not exceeding £250 that the promoters of the lottery think fit to spend in purchasing prizes in the lottery

- None of the prizes in the lottery shall be money prizes
- Tickets or chances in the lottery shall not be sold or issued, nor shall the result of the lottery be declared, except on the premises on which the entertainment takes place and during the progress of the entertainment
- The facilities afforded for participating in lotteries shall not be the only inducement to persons to attend the entertainment

### Private Society Lotteries

To promote such lotteries the following conditions must be observed–

- The sale of tickets or chances must be confined to members of one society established and conducted for purposes not connected with gaming, betting or lotteries
- The expression ‘society’ includes a club, institution, organisation or other association of persons by whatever name called and each society is regarded as separate and distinct; thus two or more clubs cannot combine to hold a joint lottery, which would preclude a federation of clubs from running such a lottery
- The word ‘ticket’ includes any document issued which entitles the holder to participate in the lottery
- The lottery must be promoted for the club, and the sale of tickets or chances must be confined solely to its members,

and to any other persons on the club’s premises i.e. members’ guests, visitors admitted in accordance with the approved rules, and affiliation ticket holders

- The lottery must be authorised in writing by the club committee, and duly recorded in the Minute book
- The committee must appoint the Secretary or a member of the club to act as ‘promoter’
- After deducting only expenses for printing and stationary, the whole of the proceeds must be devoted to either the provision of prizes or to the purposes of the club, or both
- The only notice or advertisement of the lottery is permitted–
  - On the club premises
  - On the face of the tickets
- The price of every ticket or chance must be the same and if tickets are used the price must be stated on the ticket
- It is illegal to allot free tickets to sellers or to purchasers of complete books of tickets
- The full price of the ticket must be paid on purchase, and no money is returnable to the purchaser
- No ticket in the lottery may be sent through the post
- Prizes in the lottery may be in cash or kind
- ‘Printing’ includes writing or other modes of reproducing words in visible form; thus a rubber stamp could be utilised to stamp on the tickets the particulars required by the Act
- Each ticket must have printed on it–
  - The name and address of the promoter
  - To whom it may be sold i.e. members of the club only
  - A statement that no prize will be paid or delivered except to the purchaser of winning tickets

### Society Lotteries

A society is defined as including any club, institution, organisation, association or persons, by whatever name called, and any separate branch or section of such a club, institution, organisation or association.

A society lottery means a lottery promoted on behalf of a society which is established and conducted wholly or mainly for one of the following purposes–

- Charitable purposes
- Participation in or support of athletic sports or games, or cultural activities
- Purposes which are not described in the previous two points but are purposes neither of private gain, nor of any commercial undertaking

Society lottery tickets must also state the name and address of the promoter. The proceeds of a society’s lottery, after the deduction of amounts for expenses and prizes, must be applied to the purposes of the society.

### Registration Procedure

Once the decision has been taken to promote a lottery, a society must first establish whether it needs to register with its local authority or the Gambling Commission. This will depend on whether the value of tickets that the society i.e. the club intends to put on sale in the lottery will exceed £20,000 or whether, taken together with sales from previous lotteries in the same year, it will exceed £250,000. In either case, such a lottery must be registered with the Gambling Commission. Once it has been decided that commission registration is needed, application forms and further details can be obtained from the commission’s lotteries section. No tickets or chances may be offered for sale before the society is registered.

### Frequency and Dates of Lotteries

There are no restrictions on either the number or frequency of lotteries which may be held by a society. The date of a lottery must be specified on the tickets.

### Proceeds Limits

All lotteries promoted by societies under Commission registration are subject to the following limitations–

- The total value of the tickets or chances sold in a single lottery may not exceed £1,000,000

To page 6 ►

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## ◀ From page 5

- The total value of the tickets or chances sold in all lotteries held in any one calendar year and promoted on behalf of the same society may not exceed £5,000,000

### Prizes

Prizes in a society lottery may not exceed £25,000 in amount or value, or 10% of the total value of tickets or chances sold, whichever is greater. Not more than 55% of the actual proceeds of a lottery may be used to provide prizes. Where the proceeds of a lottery do not exceed £20,000, up to 35% of the proceeds may be used to meet expenses without referral to the Commission. If the proceeds exceed £20,000, the permitted percentage reduces to 15% but a higher level (up to a maximum of 35%) can be authorised by the Commission in the case of a particular lottery.

### Donated Expenses

In maintaining a record of the expenses of a lottery, it is important that societies take care to ensure that all expenses incurred are

included. The records must show whether any expenses were paid by funds other than out of the proceeds of the lottery and, if so, the amount and source of such sums.

### Ticket Requirements

The maximum permitted price of a ticket in a lottery is £1 and the price of every ticket or chance in a lottery must be the same. A person cannot participate in a lottery unless the whole price of the ticket or chance has been paid to the society. In addition, once money has been received for, or on account of, a ticket or chance it cannot be refunded to the participant. No ticket or chance in a lottery may be sold by or to a person under the age of sixteen.

Every ticket must specify—

- Its price
- The name of the society promoting the lottery
- The date of the lottery
- The fact that the society is registered with the Gambling Commission (NB societies promoting lotteries under local authority registration must specify on the ticket the name of the local authority).

## Index to Club Law & Management MAGAZINE ARTICLES 2017

<b>JANUARY</b>	Risk Assessment, Questions and Answers
<b>FEBRUARY</b>	How to prevent Club Fraud, Questions and Answers
<b>MARCH</b>	Annual General Meeting Guidance, Club Gaming Machine permits
<b>APRIL</b>	Duties of Club Officials, Questions and Answers
<b>MAY</b>	Liability for lost or stolen property, Cybercrime information, Questions and Answers
<b>JUNE</b>	Insuring Gaming Machines, IA Ticket Information, Questions and Answers
<b>JULY</b>	How to show sports legally inside the Club, Questions and Answers
<b>AUGUST</b>	Linneweber 1 Update, Sky Sports Update, Questions and Answers
<b>SEPTEMBER</b>	Disciplinary Procedure Guidance and Flowchart
<b>OCTOBER</b>	Questions and Answers
<b>NOVEMBER</b>	Making Tax Digital Information, Questions and Answers
<b>DECEMBER</b>	Lottery Guidance

## Auto Enrolment Pension – April 2018 Changes

All Clubs with eligible employees should now have enrolled into the Auto Enrolment Pension scheme. From 6th April 2018, the contributions from the employer and the employee

will increase. The Club will contribute 2%, up from 1% currently, and the employee will contribute 3%, up from 1%. Further changes will occur from 6th April 2019.

Date	Employer Minimum	Employee Minimum	Total Minimum Contribution
Up to 5 April 2018	1%	1%	2%
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

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# CLUB LAW AND MANAGEMENT

## Premier League Fixtures December 2017 and January 2018

All matches are 3pm unless otherwise stated.  
Fixtures are subject to change.

### Saturday, 2 December 2017

12:30 Chelsea v Newcastle  
Brighton v Liverpool  
Chelsea v Newcastle United  
Everton v Huddersfield Town  
Leicester City v Burnley  
Stoke City v Swansea City  
Watford v Tottenham Hotspur  
West Bromwich Albion v Crystal Palace  
17:30 Arsenal v Man Utd

### Sunday, 3 December 2017

13:30 AFC Bournemouth v Southampton  
16:00 Man City v West Ham

### Saturday, 9 December 2017

12:30 West Ham v Chelsea  
Burnley v Watford  
Crystal Palace v AFC Bournemouth  
Huddersfield Town v Brighton  
Manchester United v Manchester City  
Swansea City v West Bromwich Albion  
Tottenham Hotspur v Stoke City  
17:30 Newcastle v Leicester

### Sunday, 10 December 2017

12:00 Southampton v Arsenal  
14:15 Liverpool v Everton  
16:30 Man Utd v Man City

### Tuesday, 12 December 2017

19:45 Burnley v Stoke City  
20:00 Crystal Palace v Watford  
20:00 Huddersfield Town v Chelsea

### Wednesday, 13 December 2017

19:45 Newcastle United v Everton  
19:45 Southampton v Leicester City  
19:45 Swansea City v Manchester City  
20:00 Liverpool v West Bromwich Albion  
20:00 Manchester United v AFC Bournemouth  
20:00 Tottenham Hotspur v Brighton  
20:00 West Ham United v Arsenal

### Saturday, 16 December 2017

12:30 Leicester City v Crystal Palace  
Arsenal v Newcastle United  
Brighton v Burnley  
Chelsea v Southampton  
Stoke City v West Ham United  
Watford v Huddersfield Town  
17:30 Manchester City v Tottenham Hotspur

### Sunday, 17 December 2017

14:15 West Bromwich Albion v Man United  
16:15 AFC Bournemouth v Liverpool

### Monday, 18 December 2017

20:00 Everton v Swansea City

### Friday, 22 December 2017

19:45 Arsenal v Liverpool

### Saturday, 23 December 2017

12:30 Everton v Chelsea  
Brighton v Watford  
Manchester City v AFC. Bournemouth  
Southampton v Huddersfield Town  
Stoke City v West Bromwich Albion  
Swansea City v Crystal Palace  
West Ham United v Newcastle United  
17:30 Burnley v Tottenham Hotspur  
19:45 Leicester City v Manchester United

### Tuesday, 26 December, 2017

12:30 Tottenham Hotspur v Southampton  
AFC Bournemouth v West Ham United  
Chelsea v Brighton  
Huddersfield Town v Stoke City  
Manchester United v Burnley  
Watford v Leicester City  
West Bromwich Albion v Everton  
17:30 Liverpool v Swansea City

### Wednesday 27 December, 2017

17:30 Newcastle United v Manchester City  
Thursday 28 December, 2017  
20:00 Crystal Palace v Arsenal

### Saturday, 30 December, 2017

AFC Bournemouth v Everton  
Chelsea v Stoke City  
Huddersfield Town v Burnley  
Liverpool v Leicester City  
Newcastle United v Brighton  
Watford v Swansea City  
17:30 Manchester United v Southampton

### Sunday, 31 December 2017

12:00 Crystal Palace v Manchester City  
14:15 Tottenham Hotspur v West Ham United  
16:30 West Bromwich Albion v Arsenal

### Monday, 1 January 2018

12:30 Brighton v AFC Bournemouth  
Burnley v Liverpool  
Leicester City v Huddersfield Town  
Stoke City v Newcastle United  
17:30 Everton v Manchester United

### Tuesday 2 January 2018

19:45 Southampton v Crystal Palace  
19:45 Swansea City v Tottenham Hotspur  
19:45 West Ham United v West Bromwich Albion  
20:00 Manchester City v Watford

### Wednesday 3 January 2018

19:45 Arsenal v Chelsea

### Saturday, 13 January 2018

Chelsea v Leicester City  
Crystal Palace v Burnley  
Huddersfield Town v West Ham United  
Newcastle United v Swansea City  
Watford v Southampton  
West Bromwich Albion v Brighton  
17:30 Tottenham Hotspur v Everton

### Sunday 14 January 2018

13:30 AFC Bournemouth v Arsenal  
16:00 Liverpool v Manchester City

### Monday 15 January 2018

20:00 Manchester United v Stoke City

### Saturday 20 January, 2018

12:30 Brighton v Chelsea  
Arsenal v Crystal Palace  
Burnley v Manchester United  
Everton v West Bromwich Albion  
Leicester City v Watford  
Stoke City v Huddersfield Town  
West Ham United v AFC Bournemouth  
17:30 Manchester City v Newcastle United

### Sunday 21 January 2018

16:00 Southampton v Tottenham Hotspur  
Monday 22 January 2018  
20:00 Swansea v Liverpool

### Tuesday 30 January 2018

20:00 Huddersfield Town v Liverpool  
19:45 Swansea City v Arsenal  
19:45 West Ham United v Crystal Palace

### Wednesday 31 January 2018

19:45 Chelsea v AFC Bournemouth  
19:45 Everton v Leicester City  
20:00 Manchester City v West Bromwich Albion  
19:45 Newcastle United v Burnley  
19:45 Southampton v Brighton  
19:45 Stoke City v Watford  
20:00 Tottenham Hotspur v Manchester United



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Sun 3 Dec, 4pm



West Ham v Chelsea  
Sat 9 Dec, 12.30pm



Liverpool v Everton  
Sun 10 Dec, 2.15pm



Real Madrid v Barcelona  
Sat 23 Dec, 12pm



Man United v Man City  
Sun 10 Dec, 4.30pm



Arsenal v Liverpool  
Fri 22 Dec, 7.45pm



Everton v Chelsea  
Sat 23 Dec, 12.30pm



Leicester v Man United  
Sat 23 Dec, 7.45pm



Celtic v Rangers  
Sat 30 Dec, 12pm



Newcastle v Man City  
Wed 27 Dec, 7.45pm



Tottenham v West Ham  
Sun 31 Dec, 2.15pm



Everton v Man United  
Mon 1 Jan, 5.30pm



Arsenal v Chelsea  
Wed 3 Jan, 7.45pm



Leeds v Nottm Forest  
Mon 1 Jan, 3pm

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# ACC Contracts of Employment

The ACC are pleased to supply a range of Employment Contracts. These contracts are designed specifically to comply with the needs of ACC Clubs and are produced to a high quality with a glossy finish. All Contracts were fully revised and updated in 2015, with minor revisions made in 2016, and are compliant with all current UK legislation. We recommend that all Clubs use our current contracts of employment for their employees.

All Contract Packs now include a high quality and durable employee disciplinary and grievance policy handbook which should assist both Clubs and employees when these issues arise. Contracts for use with employees who live on the Club's premises now come with a specifically drafted Service Occupancy Agreement for the employees, and their partners if applicable, to sign in relation to their accommodation.

Our newest introduction to our contracts range is a contract of employment for use by Clubs which employ Bar Managers. We know that many Clubs employ Bar Managers as opposed to Club Stewards and we are pleased to now supply a specific contract pack for Bar Managers.

The contracts which are offered by the ACC are as follows:

## Contract of Employment

### STEWARD (PARTNER NOT EMPLOYED)



#### Steward Contract

Appropriate for a Club employing a Steward with or without accommodation included. Each contract pack costs £25 and includes:

- 2 x Club Steward Contract
- 2 x Service Occupancy Agreement
- 2 x Club Employee Disciplinary and Grievance Policy Handbook.

## Contract of Employment

### STANDARD TERMS AND CONDITIONS



#### Standard Terms and Conditions of Employment

Appropriate for a wide range of Club Employees (bar employees, cleaners, general part time employees etc.). Each contract pack costs £15 and includes:

- 2 x Standard Terms and Conditions of Employment Contract
- 2 x Club Employee Disciplinary and Grievance Policy Handbook.

## Contract of Employment

### CLUB SECRETARY / ADMINISTRATOR



**Club Secretary/Administrator Contract**  
Appropriate for Clubs which employ, rather than elect, a Club Secretary. Each contract pack costs £20 and includes:

- 2 x Club Secretary Contract
- 2 x Club Employee Disciplinary and Grievance Policy Handbook.

## Contract of Employment

### BAR MANAGER



#### Bar Manager Contract

Appropriate for a Club employing a Bar Manager without accommodation. Each contract pack costs £20 and includes:

- 2 x Bar Manager Contract
- 2 x Club Employee Disciplinary and Grievance Policy Handbook.

## Joint Contract of Employment

### STEWARD AND STEWARDESS



#### Steward and Stewardess Joint Contract

Appropriate for a Club employing a Steward and Stewardess on a joint contract of employment with or without accommodation included. Each contract pack costs £25 and includes:

- 2 x Club Steward and Stewardess Contract
- 2 x Service Occupancy Agreement
- 2 x Club Employee Disciplinary and Grievance Policy Handbook.

**Please contact the ACC with any questions regarding the new contracts of employment.**

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## TESTIMONIAL

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John Jenkins, Secretary – Aintree Conservative Club



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# Northern Area's Conservative Clubs' Dinner Dance

The 14th Annual Dinner Dance of the Northern Area Conservative Clubs took place in South Shields.

This popular event in the Northern Area calendar was once again well attended from representatives from throughout the North East of England. The Loyal Toast was proposed by Mr. Derek Dixon, President of the Northern Area. 'Our Guests' were proposed by Mr. William

(Bill) Newel, Chairman, and the response was made by Lord Smith of Hindhead, ACC Chief Executive. The Toast Master for the evening was Mr. Keith Bibby, Area Treasurer. Following the formalities of the evening, entertainment was provided which was enjoyed by all the guests until the early hours.

During the evening funds were for the Sunderland Armed Forces Network.



The North East Area Officers.

Left to right: Mr Keith Bibby and Mr Jeff Simpson JP..



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# Stotfold Conservative Club Hosts 24 Hour Snooker Marathon

To raise funds for a Club refurbishment, the Stotfold Conservative Club, Bedfordshire, are hosting a 24 hour Snooker Marathon.

Keen Club Snooker Players Andy Barrett and Mark Kenkins will be playing during the marathon to attract Members into the Club to support event and raise money for the planned refurbishment. The rest of the Club has recently undertaken a wide refurbishment and it is hoped that the Club's snooker room can also be renovated if sufficient funds are raised.

Club Chairman Stewart Craig said: "With the demise of many of so many snooker halls in the area, we are proud to have been providing snooker to our members since we opened in Regent Street in 1981. Our two magnificent tables have not only seen lots of keen competition in the



**Club Member Andy Barrett.**

**Photo: The Comet**

local leagues, but have also been providing a great social occasion for all our members and guests who enjoy the game. We are particularly proud of the fact that our snooker team are current holders of both the league and league knockout cup in the Biggleswade & District Snooker League. However, upkeep of our tables now sees us needing to renew cloths and lighting – this is quite an expense for us. We were delighted when Andy and Mark, on behalf of the snooker team, offered to fundraise by holding a 24-hour Snookerthon. Our club is open to new members, and our aim is to continue to offer this great game to the local community. We look forward to many more years of friendship and fun in our snooker room.”

We wish the Club and the snooker players the very best for this fundraising effort.



### The Club Players in Training.

**Photo: The Comet**

## *Pages From The Past*

In this month's Pages From The Past we go back 88 years to December 1929 which has an advert for the ever popular ACC Inter Affiliation Ticket. Clubs will of course be aware that IA Tickets still provide the same benefits although sadly the price of the ticket has very slightly risen from the one shilling selling price in 1929 to still just £2 today. Additionally, a 2018 IA Ticket will no longer provide

personal accident insurance  
free of charge!

IA Tickets remain a very popular way for Club Members to visit and see other ACC Clubs throughout the United Kingdom and we hope the proud tradition of the IA Ticket continues for another 81 years. Please contact the ACC on 0207 222 0868 or visit and pay online at [www.toryclubs.co.uk](http://www.toryclubs.co.uk) to purchase your 2018 IA Tickets now.





VOL. XXXIII. No. 417.

DECEMBER, 1929.

PRICE 2d.

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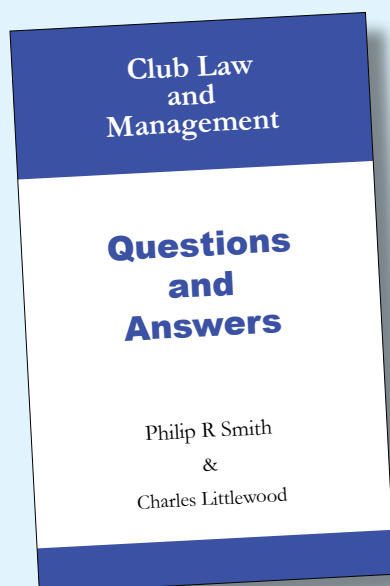
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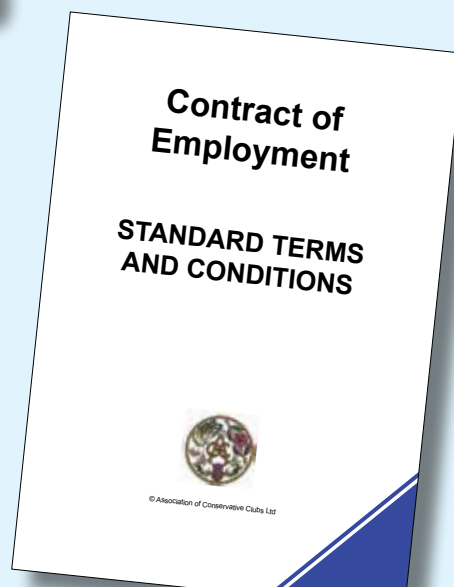
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