

CONSERVATIVE CLUBS MAGAZINE



March 2018 50p



Annual North West Area Weekend Conference Report

Romsey Opens New Lounge Bar

CAMRA Names Flixton Conservative Club as Top Four UK Club

New Data Protection Regulations – How to Prepare

St George's Conservative Club Celebrates Pool Team Victory

*CONSERVATIVE
CLUBS
MAGAZINE*

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A Pool team representing the St George's Conservative Club, Northampton, are celebrating winning the 2017 'Eric Westbury' Cup Trophy.

Played over an entire league season, the pool team showed exceptional grit and determination

to maintain their lead in the league until the end and win the Trophy.

The Club's Chairman, Michael J. O'Connor, said that he was incredibly proud of the team winning this cup and hopes they can repeat their success next year.



The Club's Trophy Winning Pool Team.

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Whittlesey Hosts Burns Night



The Whittlesey Conservative Club, Peterborough, has held its annual celebration of Burns Night.

The centre piece of the occasion, the haggis, was paraded in the traditional fashion accompanied by the pipes and drums with many almost 100 Members and staff dressed in full Scottish attire. The Club's Members were later treated to free helpings of haggis, neeps and tatties along with the necessary wee dram to toast the haggis. As usual on Saturday evenings live entertainment followed on for the members further enjoyment.



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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



Sale and Leaseback

Since launching the ACC Sale and Leaseback service, over 70 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 or phone 0207 222 0843. To enquire about any of the ACC's financial assistance packages please email assistance@toryclubs.co.uk or phone 0207 222 0843.

CLUB LAW AND MANAGEMENT

Committee Elections

The rules of a club should provide the method whereby its officers and committee are elected. Such rules must be strictly adhered to, otherwise the election may be rendered invalid and a fresh ballot has to be taken. What follows should be read and applied subject to anything appearing to the contrary in the club rules—

Nominations

It is the duty of Secretary to post a nomination sheet on the notice board, which records the names of candidates for the committee or other offices. The nomination sheet must remain displayed for whole period stipulated in club's rules. Day and time when nominations close should be stated on the sheet, even if not definitely fixed by club rules. The proposer and the seconder of any candidate should personally sign their names against

the candidate they put forward, having previously ascertained that their nominee is willing to stand and serve if elected. A member may be nominated for any number of offices in the club unless the rules provide otherwise; if elected to more than one office, he can select the one he desires to hold. If the rules say that no candidate shall be nominated for more than one office, it is in order for an officer or committee member who is not due to retire to be nominated for another office without first resigning. If unsuccessful, he would retain his present office.

Qualifications

Candidates for office, nominators and seconders must be either honorary members, life members, or subscribing members who are not in arrears with payment of their subscription before

nomination sheet is due to be taken down. Otherwise nominations may be objected. Where a rule provides that a certain period of membership is an essential qualification for office, this must be calculated from the date when the candidate was elected to membership to the last day of nominations. For example, should six months be specified, a person elected to membership on 6 July would first become eligible on 6 January the following year.

List of Voters

Unless the rules provide otherwise, every member of the club is entitled to vote. It is the duty of the Secretary to prepare a special list of members for this purpose. The list should be handed to scrutineers, together with the precise number of requisite ballot papers if all such members voted.

Ballot Paper

The ballot paper is compiled from the nomination sheet. In preparing the ballot paper, names of candidates for presidency and other offices are usually typed or printed in separate sections on the same sheet as names of candidates for committee. The different sections are nevertheless distinct, and if one section is spoilt by the voter, it does not invalidate other sections.

Names of all candidates should be set out alphabetically on the ballot paper and in uniform type. The 'starring' of ballot papers i.e. putting an asterisk (*) against the names of retiring members seeking re-election or distinguishing them by printing their names in larger or thicker type is irregular.

Marking the Ballot Paper

If a voter makes some mark other than the customary 'X' against the name of the candidate for whom he wishes to vote, it does not necessarily spoil his paper. The vote is good, if the intention of the voter is clear. Practically the only grounds for the rejection of the paper are—

- Because too many votes have been recorded
- Uncertainty of the voter's intention
- Writing sufficient to identify

the voter

If a member spoils a paper he should, on request, be supplied with another, having previously handed back the one spoilt. A member may vote for a fewer number of candidates than there are vacancies—he cannot be compelled to use all his votes—but if he votes for more candidates than there are vacancies, the paper, so far as the particular section is concerned, must be regarded as spoilt.

Taking the Ballot

Unless the rules contain specific instructions on the matter, committees decide how ballot papers are to be distributed – whether sent to members by post or handed to them on request. Where the former method is adopted and the member returns the paper by post or hand, the envelope containing it should be sealed and marked 'ballot.' It should be addressed to the scrutineers, who must deposit it unopened in the ballot box. Where ballot papers are handed to members, the scrutineers should first make sure from the list received from the Secretary that the member is entitled to vote. When this is done, the member's name should be scored off, thus preventing anyone voting twice.

Close of Ballot

The ballot must remain open the full time stated in the rules. When it is closed, the scrutineers count the votes recorded. The results, signed by them, together with the marked list of members to whom they have handed ballot papers, and also all unused ballot papers, must be handed by them to the Chairman at the Annual General Meeting.

Demand for a Scrutiny

If a majority of the meeting demands a scrutiny, the box containing all the ballot papers should be sealed by the Chairman and arrangements made for a recount in the presence of the scrutineers. Once it has been declared and accepted, a ballot stands no matter what discrepancies a subsequent examination of the papers may reveal. Prior to the signed statement being handed to

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CLUB LAW AND MANAGEMENT

the Chairman by the scrutineers, a system of checking and double checking should be carried out to ensure absolute accuracy in the matter of the votes recorded.

Preparing for the General Data Protection Regulation (GDPR): 8 steps to take now.

Clubs have been requesting information on how the new GDPR act may affect how Clubs hold and manage Member data. We think that as most Clubs do not share data with third party organisations that the changes will be minimal although we will be providing further specific information nearer to the implementing date of 25th May 2018. For Clubs concerned that they may need to change their operations this checklist highlights 8 steps you can take now to prepare for the implementation of GDPR. Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly with the current law then most of your approach to compliance will remain valid under the GDPR and can be the starting point to build from. However, there are new elements and significant enhancements, so you will have to do some things for the first time and some things differently.

1. Awareness:

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have and identify areas that could cause compliance problems under the GDPR.

2. Information you hold:

You should document what

personal data you hold, where it came from and who you share it with. For example, if you have inaccurate personal data and have shared this with another organisation, you will have to tell the other organisation about the inaccuracy so it can correct its own records.

3. Communicating privacy information:

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation. When you collect personal data you currently have to give people certain information, such as your identity and how you intend to use their information. This is usually done through a privacy notice. Under the GDPR there are some additional things you will have to tell people. For example, you will need to explain your lawful basis for processing the data and your data retention periods. The simplest way to provide this data will likely be on renewal forms and new membership applications forms and we are reviewing if it will be possible for the ACC to provide Clubs with standard wording which can simply be adopted on these forms.

4. Individuals' rights:

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format. The GDPR includes the following rights for individuals: • the right to be informed; • the right of access; • the right to rectification; • the right to erasure; • the right to restrict processing; • the right to data portability; • the right to object; and • the right not to be subject

to automated decision-making including profiling. On the whole, the rights individuals will enjoy under the GDPR are the same as those under the DPA but with some significant enhancements. If you are geared up to give individuals their rights now, then the transition to the GDPR should be relatively easy. This is a good time to check your procedures and to work out how you would react if someone asks to have their personal data deleted, for example. Would your systems help you to locate and delete the data? Who will make the decisions about deletion?

5. Subject access requests:

You should update your procedures and plan how you will handle requests to take account of the new rules. In most cases you will not be able to charge for complying with a request. You will have a month to comply, rather than the current 40 days. You can refuse or charge for requests that are manifestly unfounded or excessive. If you refuse a request, you must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. You must do this without undue delay and at the latest, within one month.

6. Consent:

You should review how you seek, record and manage consent and whether you need to make any changes. Consent must be freely given, specific, informed and unambiguous. There must be a positive opt-in – consent cannot be inferred from silence, pre-ticked boxes or inactivity. You are not required to automatically 're-paper' or refresh all existing DPA consents in preparation for the GDPR.

7. Data breaches:

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach. Some organisations are already required to notify the ICO (and possibly some other bodies) when they suffer a personal data breach. The GDPR introduces a duty on all organisations to report certain types of data breach to the ICO, and in some cases, to individuals. You only have to notify the ICO of a breach where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, you will also have to notify those concerned directly in most cases. You should put procedures in place to effectively detect, report and investigate a personal data breach. You may wish to assess the types of personal data you hold and document where you would be required to notify the ICO or affected individuals if a breach occurred.

8. Data Protection Officers:

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. It is most important that someone in your organisation, or an external data protection advisor, takes proper responsibility for your data protection compliance and has the knowledge, support and authority to carry out their role effectively.

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Questions and Answers - Committee Elections Special

Q In recent years the turnout for voting has been quite poor, is there a minimum amount of votes needed to count as a fair election? We are also trying to establish a more economical way of carrying out such tasks such as postal votes or voting on the evening of the AGM. Are any of these ideas feasible?

A There is no problem with holding the vote for Committee positions and for Officers by either a postal vote or at the AGM itself. However, you will need a Rule change to allow either of these alternatives. Most clubs rules are quite clear in that the elections should be held the week prior to the AGM, or at the AGM itself, and should be by ballot. It is these rules which would need to be modified to allow alternative voting methods.

There is no minimum number of votes which are needed to count as a fair election. Most clubs have a period of seven days where votes can be taken prior to the AGM or choose to simply have the vote taken at the meeting itself. We would hope that during either of these periods a sufficient number of members will visit the club and vote in order for the election result to be considered fair and just.

Q Can our club operate with a General Committee of six elected members? I have only six nominations for 12 vacant positions on the General Committee. I also have one nominee who has received one proposer but no seconder on the nomination list. Is he allowed or disallowed?

A There is no reason why your Club cannot operate with a Committee of six elected members, plus the Officers of the club. It would constitute a Rule change which would have to be approved by the members at a Special General Meeting. You would also need to look at your quorum requirements for the Committee and reduce it down accordingly. However, care should be taken

not to reduce the number so low that the Committee ceases to be representative of the members.

To stand for any elected position, a member must have received a nomination from both a proposer and a seconder. Without a seconder then the nominee cannot stand for election.

Q During my tenure both on the Committee and as Secretary we have had the same President, but this year the President is standing down and another standing.

My question is does the outgoing President chair the whole AGM, or does he chair the meeting until the new President is ratified at the meeting?

A This matter varies from club to club and you should look at the precedent which has previously been set regarding how the AGM is conducted which has an outgoing President. However, it would be highly unusual for an incoming President not to be allowed to address the members if they so desired.

On many occasions it would be appropriate for the outgoing President to open the meeting and discuss any issues arising and give the overview of the previous year before handing off to the new President to close the meeting and address the members. We suggest that the two Presidents discuss how they would like to hold the meeting and decide on an appropriate format.

Q I currently hold the position of Secretary and my husband is considering standing for the role of Chairman. Is it acceptable for a husband and wife to hold two of the positions on the same Committee?

A Should your husband be elected to the position of Chairman then there would be no reason under the rules to prevent you continuing in your role as the Secretary of the club.

Ultimately the members decide who is on the Committee and we

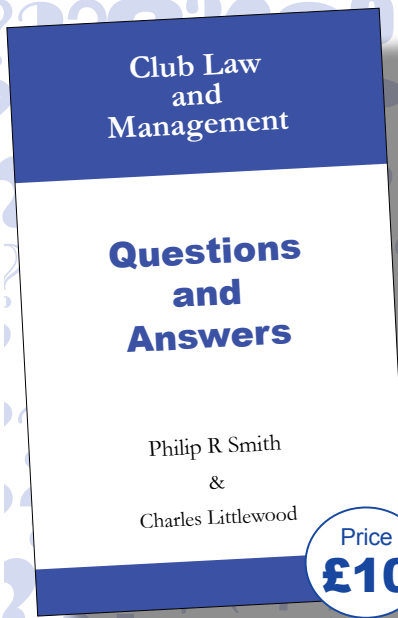
rely on their good judgement in electing the best candidate for the job.

Q We have a vacancy caused by the retirement of our Chairman and the Officers would like our Treasurer to take on this responsibility after the AGM. Would it be possible for this member to hold both positions?

A There is nothing to prevent the Treasurer from standing for both offices, but as your club's rules make clear if a member is elected to more than one position

they much choose which office they wishes to fill. Therefore, should the Treasurer wish to stand for election to the office of Chairman at the AGM, and they are successful then they will have to resign the position of Treasurer.

However, there is nothing to prevent the Treasurer from being appointed as the Chairman under the casual vacancies rule and for this position to be held jointly until the AGM. This would at least give the Treasurer an opportunity to see whether they find the role of Chairman comfortable and, indeed, whether the Committee think they are suitable.



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49th Annual North West Area Week

The 49th Annual Weekend Conference of the North West Conservative Clubs was held at the Grange Hotel, Grange-over-Sands, Cumbria for the second time after the venue first hosted the Conference last year. The North West Area were pleased to welcome Clubs from the North West, Sunderland, North Wales, South Wales and the Eastern Region.

The Conference was opened on Friday afternoon with a warm welcome from Cllr John Hudson OBE, Chairman of the North West Area, who gave a brief update on the activities of the North West Council over the past year. The guests on Friday evening were treated to an excellent dinner followed by entertainment for all.

The delegates were able to enjoy a leisurely Saturday morning by exploring the local area and were treated to some good weather. The Chairman's reception was held in the evening and the event was very well attended and which was followed by the Conference Dinner. Jeff Simpson, North West Treasurer, acted as Toastmaster and introduced the guest speakers Lord Smith of Hindhead, ACC Chief Executive and Cllr. John Hudson OBE. Lord Smith gave an entertaining address which included several jokes which the delegates enjoyed. Philip congratulated John Hudson on his well-deserved and long overdue OBE which John will receive at

Buckingham Palace in June. Lord Smith then proposed a toast to the North West ACC and guests. In an emotional response John thanked Philip for his kind remarks. John also had special thanks for his wife Kathleen who had supported him throughout his long political career including his year as Mayor of Oldham. John thanked his family, friends and supporters for their continued support over many years. A vote of thanks was proposed by North West President Jacqueline Foster MEP.

The dinner was followed dancing and the Conference Grand Raffle draw. ACC Recommended Gaming Machine Supplier Dransfield's had donated the star prize of a 42 inch flat screen TV and microwave oven. The North West Council would also like to thank all the clubs and individuals who donated some 80 prizes. Following the draw entertainment continued in the lounge.

On Sunday Morning Charlie White, North West Officer, chaired a Conference edition of Question Time. The panel consisted of Geoff Knowles OBE, Rt Hon Alistair Burt MP, Cllr Anne Cheatham OBE and Philip Smith who all answered a variety of interesting points. The final session of the weekend was the Club's update with Philip Smith covering many aspects of Club Law and Management including the ACC's Sale and Leaseback Service, Trusteeship and Membership Recruitment.



Left to right: Jeff Simpson, Geoffrey Knowles OBE, Vice President NW Area, Chairman and Charlie White.



Charlie White, North West Area Officer, and Mrs White.



View from the Conference Hotel.

Weekend Conference



Jacqueline Foster MEP, NW Area President, John Hudson OBE, NW Area



Jeff Simpson, North West Area Treasurer, and Mrs Simpson.



The Conference then concluded after an excellent Chinese themed buffet lunch.

The 50th Annual Weekend Conference will be held again in the Grange Hotel on the 8th

- 10th February 2019. Please contact Cllr John Hudson for details.



Representatives enjoying the Conference Dinner.

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Biddulph Conservative Club Presents Charity Cheque

Every year the Biddulph Conservative Club raises funds through their regular quiz nights for various charities selected by the Club's Members.

One of the Charities selected this year was the Douglas Macmillan Hospice which is a specialist palliative care provider in North Staffordshire for adults, the majority of whom are affected by cancer.

The Club had raised £500 for this important charity and

the cheque was handed over on a presentation evening which was well attended by the Club's Committee and Members. This year, at the cheque presentation evening, the cheque for £500 was presented by Mrs Susan Harper Treasurer to Mr Dennis Vickers, Ambassador for the Douglas Macmillan Hospice.

The total raised through the quiz nights stood at over £3,000, the remaining funds will be distributed to different charities in the months to come.



Left to Right: Mrs Susan Harper Treasurer, Mr Derek Jones Chairman, Mr Dennis Vickers DMH, Mr Malcolm Cotterill Entertainment Secretary, Mrs Margaret Heath Vice President and Mrs Carol Forster Committee.

CAMRA Names Flixton Conservative Club as Top Four Club in UK

The Campaign for Real Ale (CAMRA) has named the best four clubs in the country as part of its Club of the Year 2018 competition, one of the most respected and well-known club awards in the UK. CAMRA, the Campaign for Real Ale, is a not-for-profit consumer group with over 190,000 members that has been operating since 1971. CAMRA's vision is to have quality real ale and thriving pubs in every community.

The finalists were two Royal Air Force Association (RAFA) clubs - the Albatross Club in Bexhill-on-Sea and the Real Ale Farm in Bargoed, Wales, the Appleton Thorn Village Hall in Warrington, and the Flixton Conservative Club in Manchester. The Flixton Conservative Club became a finalist after a recent transformation which has seen an even wider range of real ales and ciders brought in. The Club runs monthly brewery nights and a number of sports team and quiz events. With six handpumps on its main bar, this CAMRA award-winning Club continues to display a genuine commitment to selling quality real ales and the occasional real cider. A further five pumps upstairs allow the Club to run monthly brewery nights with a small entry fee, pie and peas included. Various other events are held including a regular quiz night. The Club is home to a wide range of sports teams including snooker, bowls darts, dominoes and chess.

The CAMRA Club of the Year competition is run in conjunction with Club Mirror magazine with

the simple aim of finding the clubs with the greatest commitment to quality real ale - those which offer a fantastic atmosphere, welcoming surroundings and most importantly, top quality real ale served in great condition. Clubs are nominated by CAMRA branches across the country and judged by a panel of volunteer CAMRA members throughout the year.

Keith Spencer, Club of the Year Co-ordinator said: "All four clubs demonstrate a first-class commitment to real ale and a dedication to the respective communities they each serve, making them all absolutely vital to their local areas." Sean Ferris, Publisher and Managing Director of Club Mirror said: "Now, more than ever, clubs are proving to be



The Flixton Conservative Club.

at the heart of the community and we're proud to have been working with them to secure this position for the past 49 years."

The four finalists were each

presented with a commemorative plate. They will now have to wait until spring next year to discover which will be named CAMRA's Club of the Year.



Some of the Club's Real Ales.



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Romsey Celebrates New Lounge Bar

The Romsey Conservative Club, Hampshire, has held an event celebrating the completion of the Club's new Lounge Bar. Caroline Nokes, MP for Romsey and Southampton North, helped to pour the inaugural pints during the opening event of the new bar.

Caroline Nokes said: "I was really pleased to be able to visit the new bar and lounge of the

Romsey Conservative Club to pull the first pint of locally made Flack Manor beer and officially open it. This large investment has created a hugely welcoming space which I know will be appreciated by members of this long-standing club."

The ACC Congratulates the Club on the completion of their new bar.



Caroline Nokes MP is joined by Club Chairman Dave Maslen to officially open the new bar.



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OBITUARY

The Maidenhead Conservative Club is sad to report the loss of three of the Club's Officers.

The Club's President Harry Bird sadly passed away on 18th December 2017. Harry was an extremely popular and long standing Member of the Club who was much respected.

The Club's Secretary Les Savage passed away on the 20th January. Les had endured a long battle with cancer during which

he fought valiantly in the hope of making a recovery. Those who knew him would not have been surprised by his never give up attitude, lasting right until the end. Despite giving so much of his time to his duties as Secretary of Maidenhead Conservative Club he still found the time to fully support his family through some challenging times. When his grandson was diagnosed with cancer and was undergoing chemo Les shaved his hair off to

make him feel better about his hair loss and to raise funds for cancer research.

The Club's Chairman June Leeming passed away on 4th January and also succumbed to a battle with cancer. It was not the first cancer that June had battled, having successfully overcome cancer a few years earlier. The Club was proud that June was the Club's first female Chairman. Prior to assuming the role of Chairman, June had served on the Club's Committee for many years. June was also a keen volunteer with her time and she had served the 'Ladies of the

Licensed Victuallers' for many years and she loved spending time supporting this important cause.

Nigel Brady, who assumed the role of Chairman after June's death, says that the Club will deeply miss Harry, Les and June and that as a team they will be truly irreplaceable and that the Club owes them all a debt of gratitude for their long service and hard work on behalf of the Club and sends condolences to all their family and friends.

The ACC also extends its sympathies to Harry, Les and June's families.



Harry Bird



June Leeming

Pages From The Past

Thank you to Eddie Ward of the Shipley Conservative Club who sent us this photograph of an old election poster (probably from the late 1970s) which was uncovered whilst renovating a flat in the Club's property. The late Sir Marcus Fox was for many years the Chairman of the Association of Conservative Clubs and was a popular figure among Club Members.

Our page from the past this month comes from February 1990 which depicts an occasion when Sir Marcus visited the Newark Conservative Club and is seen here enjoying a game of snooker. Also pictured is the late Richard Alexander who was the Member of Parliament for Newark and was for several years the Treasurer of the ACC.

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FEBRUARY, 1990

Editor/Manager: Miss E. M. Dupont, M.B.E.

20p



Sir Marcus keeps his eye on the reds

A.C.C. Chairman, Sir Marcus Fox, M.B.E. M.P., kept his eye on the reds when he opened the Newark, Notts, Conservative Club's new snooker facility. The Club now has five tables – two new, three re-covered – to cope with the increase of interest in the game among members.

Sharing Sir Marcus' concentration on one of the refurbished tables are (left to right): Chairman of the Club, Mr. John Jones; Club President and MP for Newark, Mr. Richard Alexander; Mayoress of Newark, Mrs. Kate Bird; Mayor of Newark, Mr. Roy Bird, and Mrs. Pat Alexander.

Some 100 members attended the function at which Sir Marcus unveiled a plaque commemorating the event.

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