



Application for a club premises certificate to be granted
under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

Aston Ingham Bowling Club

(Insert name of club)

club applies for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises).

The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003.

Part 1 – Club premises details

Name of club			
Aston Ingham Bowling Club			
Postal address of premises or, if none, ordnance survey map reference or description			
The club is situated on the B4222, just as you enter the village of Aston Ingham. Aston Bank, Aston Ingham, Herefordshire HR9 7LS			
Post Town	Aston Ingham	Postcode	HR9 7LS
Telephone number (if any)			
E-mail address (optional)			

Name of person performing duties of a secretary to the club			
Christine Philipps			
Address of person performing duties of a secretary to the club			
Post Town		Postcode	
Daytime contact telephone number (if any)			
E-mail address (optional)			

Non-domestic rateable value of premises	£0
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Are the club premises occupied and habitually used by the club?

Yes Y ☒ No ☐

Part 2 – Club Operating Schedule

When do you want the club premises certificate to start?

DD		MM		YYYY			
2	5	0	6	2	0	2	5

If you wish the certificate to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			

General description of club (please read guidance note 1)

The Aston Ingham Bowling Club is an amateur bowling club under the governing body Bowls England, the English Short Mat Bowling Associate and the Herefordshire Short Mat Bowling Association. It is a one storey brick building with car parking. The Aston Ingham Bowling Club has indoor mats and an outdoor bowling green (6 lawn rinks), which are all permanent. There is a permanent fitted kitchen, as well as toilets (one of which is for disabled use) and changing facilities. Alcohol will be served and consumed within the club house or outside within the clubhouse grounds.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

n/a

What qualifying club activities do you intend to conduct on the club premises?

Provision of regulated entertainment

Please tick all that apply

- | | |
|---|---------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | Y <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club (if ticking yes, fill in box I) ☒

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place (if ticking yes, fill in box J) ☒

In all cases complete boxes, K and L.

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri					
Sat			<u>Non standard timings. Where the club intends to use the premises for the performance of a play at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed			<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 4)		
Thur			<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 4)		
Fri			<u>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat			<u>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun			<u>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3) The Aston Ingham Bowling Club is used by its members for club bowling activities including both play and social. They also host indoor bowls competitions, both within the Aston Ingham Bowling Club and its members, and with other bowling clubs. No music is played during these competitions.
Day	Start	Finish	
Mon	10:00	23:00	
			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4) Indoor competitions are played more regularly during the winter months, although some competitions continue during the summer months.
Tue	10:00	23:00	
Wed	10:00	23:00	<u>Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u> (please read guidance note 5) n/a
Thur	10:00	23:00	
Fri	10:00	23:00	
Sat	10:00	23:00	
Sun	10:00	23:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri					
Sat			<u>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur					
Fri			<u>Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed					
Thur					
			<u>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri					
Sat			<u>Non-standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed			<u>Please give further details here</u> (please read guidance note 3)		
Thur			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4)		
Fri			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4)		
Sat			<u>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun			<u>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		

I

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption - please tick</u> (please read guidance note 7)		On the premises	<input checked="" type="checkbox"/> Y
					Off the premises	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations</u> (please read guidance note 4) n/a			
Mon	10:00	23:00				
Tue	10:00	23:00				
Wed	10:00	23:00				
Thur	10:00	23:00				
			<u>Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u> (please read guidance note 5) The Aston Ingham Bowling Club holds periodic social events for its members throughout the year.			
Fri	10:00	23:00				
Sat	10:00	23:00				
Sun	10:00	23:00				

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	10:00	23:00	
Tue	10:00	23:00	
Wed	10:00	23:00	
Thur	10:00	23:00	
Fri	10:00	23:00	<u>Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list</u> (please read guidance note 5) The Aston Ingham Bowling Club hosts periodic social events throughout the year where the wider community are invited, for example quiz nights.
Sat	10:00	23:00	
Sun	10:00	23:00	

K

<p>Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children (please read guidance note 8).</p> <p>Not applicable. No such events planned.</p>

L Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

Procedures in place re storage and sale of alcohol, overseen by Bar Manager. All alcohol will be locked away when not on sale. License certificate to be prominently displayed.

Neighbours to be informed of upcoming events. Premises at all times to be clean and clear of debris and recycling and litter disposal carefully managed. Visitors and members of club to be well informed re car parking arrangements. Procedures in place where children are invited to an event – children will be supervised at all times by an adult when on the premises. The club has a Safeguarding Officer.

b) The prevention of crime and disorder

Club membership is monitored by the committee. Numbers for social events controlled by ticket entry. Club securely locked with the addition of a padlocked gate.

All monies collected and removed by Treasurer. No monies left in club house.

c) Public safety

Public liability insurance paid annually. All recommended/required alarms (ie smoke, carbon monoxide), fire blankets and extinguishers are at the premises and checked regularly. Fire Officers annual check and PAT tests on all electrical equipment as required.

Fire drill procedures announced at the start of any event and all members are made aware of the procedures.

d) The prevention of public nuisance

All events entered by ticket only. Committee aware of guest list.

Individual consumption of alcohol will be carefully monitored.

Good and ongoing relationship established with all neighbours.

e) The protection of children from harm


No child will be able to buy or consume alcohol. When needs be, ages checked in line with legal requirements. Parents and leaders will be responsible for children when they are invited to and participate in open events.







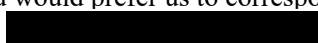
Checklist:
Please tick to indicate agreement

- I have made or enclosed payment of the fee. Y
☒
- I have enclosed the plan of the premises. Y
☒
- I have sent copies of this application and plan to the responsible authorities. ☒
- I have completed and enclosed the club declaration and enclose a copy of the club rules. Y
☒
- I understand that I must now advertise my application. Y
☒
- I understand that if I do not comply with the above requirements my application will be rejected. Y
☒

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 3 – Signatures (please read guidance note 10)
I Christine Rivers
(Insert full name)
make this application on behalf of the club and have authority to bind the club

signature	
Date	20/05/2025
Position	AIBC, Committee Member

			
Post town			
 (if any) 			
If you would prefer us to correspond with you by e-mail your e-mail address (optional)  m			

Notes for Guidance

- 1) Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.
- 2) Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 3) .Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 4) For example (but not exclusively) where the activity will occur on additional days during the summer months.
- 5) For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 6) Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 7). If the club wishes members and their guests to be able to consume alcohol on the premises please tick 'on the premises'. If the club wishes people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If the club wishes people to be able to do both please tick 'both'.
- 8) Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, gambling machines etc.
- 9) Please list here steps you will take to promote all four licensing objectives together.
- 10) The application form must be signed.
- 11) This is the address which we will use to correspond with the club about this application.



**Declaration for a club premises certificate to be granted
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING
DECLARATION**

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

Club Premises details

Name of club Aston Ingham Bowling Club	
Postal address of club, if any, or, if none, ordnance survey map reference or description The club is situated on the B4222, just as you enter the village of Aston Ingham	
Post Town Aston Ingham	Postcode HR9 7LS
Telephone number (if any)	

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

Aston Ingham Bowling Club

(Insert name of club)

club makes the following declarations

1) Where the club to which this application relates is:

a registered society within the meaning of the Industrial and Provident Societies Act 1965, a registered society within the meaning of the Friendly Societies Act 1974 or a registered friendly society within the meaning of the Friendly Societies Act,

the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

☐

yes

Please give relevant club rule number(s)

1. 11.

Condition 2 in section 62(3) of the Licensing Act 2003 yes
☐

Please give relevant club rule number(s)

11.

Condition 4 in section 62(5) of the Licensing Act 2003 yes
☐

The club has to date 55 members
1, 11

Does the club wish to supply alcohol to members and guests? yes
☐

If yes the club declares that -

The purchase of alcohol for the club and the supply of alcohol by the club is under
the control of the members or of a committee appointed by the members yes
☐

Please give relevant club rule number(s), if any

7& 8

**2) Where the club to which this application relates is:
an association organised for the social well-being and recreation of
persons employed in or about coal mines, the club declares that the club
satisfies:**

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003 ☐

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003 ☐

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests? ☐

If yes the club declares that it satisfies -

First condition in section 66(4) of the Licensing Act 2003 ☐

Please give relevant club rule number(s), if any

Second condition in section 66(5) of the Licensing Act 2003 ☐

Please give relevant club rule number(s), if any

3) Where the club to which this application relates does not fall into the categories in 1 or 2 above, the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003 ☐ yes

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003 ☐ yes

Please give relevant club rule number(s)

Condition 3 in section 62(4) of the Licensing Act 2003 ☐ yes

The club's arrangements for restricting the club's freedom of purchase of alcohol are:

(a) contained in club rule number(s),

8

(b) or, as follows

(please provide a short description)

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(a) contained in club rule number(s),

6.

(b) or, as follows

(please provide a short description)

The arrangements for giving members information about the finances of the club are:

(a) contained in club rule number(s),

8. 17.

or, as follows

(please provide a short description)

Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant rule number(s)

Accounts are kept by means of bank statements, spread sheets for all receipts and expenses. These are printed and distributed to members at the AGM.

Please tick Yes

Condition 4 in section 62(5) of the Licensing Act 2003 yes
☐

Condition 5 in section 62(6) of the Licensing Act 2003 yes
☐

The club proposes to supply alcohol to members and guests yes
☐
and declares that the club satisfies:

additional condition 1 in section 64(2) of the Licensing Act 2003 yes
☐

Please give relevant club rule number(s), if any

1, 8,

additional condition 2 in section 64(3) of the Licensing Act 2003 yes
☐

Please give relevant rule number(s), if any

6,8, 9,17

additional condition 3 in section 64(4) of the Licensing Act 2003 ☐

Please give relevant club rule number(s), if any

6,8

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

I Christine Rivers,

.....
make this declaration on behalf of the club and have authority to bind the club

Signature

.....
.....

Date –12th March 2025-----

.....

Capacity Club Catering Lead

.....

Aston Ingham Bowling Club Constitution

- 1) The club shall be known as Aston Ingham Bowling Club. The club established in 1984, is conducted in good faith and qualifies as an amateur bowling club under the governing body Bowls England, the English Short Mat Bowling Association and the Herefordshire Short Mat bowling Association. In 2025 we have to date 57 members.
- 2) The object of the club will be to further promote the game of bowls by means of competition and by other means which the club may deem advisable. Aston Ingham Bowling Club will at all times ensure that it remains a community bowling facility, which is accessible to the general public. Membership of the club is open to all the community and without discrimination on the grounds of ethnicity, nationality, sexual orientation, religious beliefs, sex, age or disability
- 3) To serve on the Management Committee an individual must hold membership of the club. The committee shall consist of at least the following positions, President, Chairperson, 3 year term, Vice Chairperson to be elected in the subsequent year, providing continuity, 3 year term, Secretary, 3 year term and Treasurer 3 year term . All elected by vote held at each AGM and shall remain on said committee for at least one year (unless stated otherwise) until the following AGM. Members may stand for re-election as their term of office ends. The President, Chairperson, Vice Chairperson, Secretary, Treasurer and Club Captains should be the only ones voted on by the membership.
- 4) Aston Ingham Bowling Club has adopted the policy and procedures for the protection of Children and Vulnerable young adults as contained in the constitution of Bowls England, the ESMBA and HSMBA.
- 5) The Annual General Meeting will be held on either the third or fourth week in October each year
- 6) The club is a non- profit making organisation. All profits and surpluses will be used to improve the club's facilities. On the winding up or dissolution of the club no profit or surplus will be distributed other than to another Registered Community Amateur Sports Club or registered charity.
- 7) The management of the affairs of the club shall be exercised by the committee, who shall have all the powers necessary, including particularly, but without prejudice to the foregoing generality, power to purchase and or lease property. To erect buildings and maintain premises, to borrow such sum or sums of money as in the opinion of the committee or management may be necessary for the purposes of the club and that upon such terms and conditions as they think proper, to grant securities and incur liabilities on behalf of the members, to enter agreements binding the Club to purchase goods or supplies from any person or persons.
- 8) The committee shall appoint and manage a sub- committee of three members, over the age of 18years, known as the Bar Committee. The Bar Committee shall be responsible for applying for a Liquor License to enable and supervise the sale of alcohol to the club and guests, they shall insure that the Club complies and satisfies all conditions of the Licensing Act 2003, complying with sections 61, 62, 63 and 64 or any amendments thereto.
- 9) All funds of the Club shall be lodged in the name of the Club in a bank or building society as agreed by the committee. The Club Treasurer to retain in hand a sum of money sufficient for current expenses. Any two from the committee, either Chairperson, Secretary or Treasurer shall sign all cheques and orders.
- 10) Three trustees shall be elected at an Annual General meeting and shall hold office for a period of at least 3 years. They shall be indemnified against all Public liability and such other risks as may be required for their financial protection.
- 11) The property of the club shall be held for the club by the trustees from time to time of the club, who shall hold all property including land leases and freehold land and properties, investments and others, for and behalf of the club, with power to grant all necessary deeds and documents for the purchase, sale, lease, mortgage or pledge of the property of the club with the consent of the committee of management. Prospective members may not be admitted as members or candidates for membership or have any of the privileges of membership until at least 2 days has elapsed between the nomination/application and acceptance to the Club Membership.
Without prior nomination or application a person may not be admitted to the privileges of membership

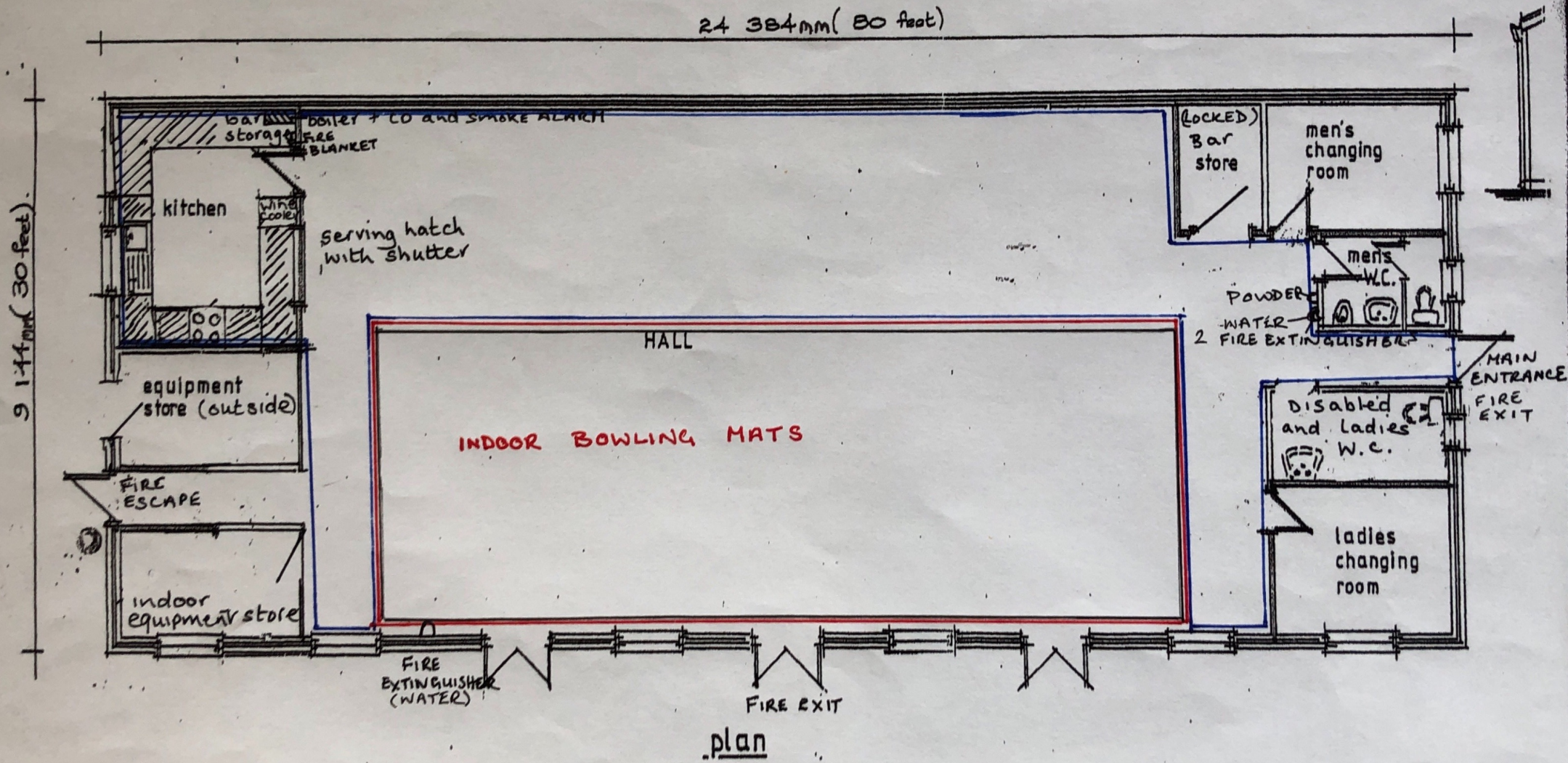
without an interval of at least 2 days between their becoming members and their admission.

Membership of the club shall imply an obligation to compensate the committee and the Office Bearers of and from all liability undertaken by them on behalf of the club jointly with all other members. In 2025 to date we have 57 members.

- 12) The Management Committee shall meet once per month or as deemed necessary by the secretary for the business of the club.
- 13) No persons shall be allowed to become honorary or temporary members of the club or be relieved of the payment of the regular entrance fee or subscription, except any such honorary members, as may be declared to be such at an AGM of the club, the appointment being made for meritorious service rendered to the club and not otherwise.
- 14) Any minute that is passed at a committee meeting can only be rescinded at the next committee meeting and only by a two –thirds majority of the members present.
- 15) The subscription for the ensuing year shall be the sum fixed at the AGM and shall be paid by the 31st October by each member as a precondition of membership for that year. In the event of any member failing to pay the Subscription by the due date of each year, said member shall forfeit all the rights and privileges of membership of the club. The committee has the right to refuse membership to any applicant or expel any member for misconduct.
- 16) Any committee member vacancies arising during the year for any of the main roles as detailed by the management committee shall be filled by a ballot vote at the next AGM. The successful candidate /s will be elected for the term of office no longer than one year unless decided otherwise. The committee shall have the power to appoint for special purposes such sub committees as they deem necessary. At all Committee meetings of the club, the Chairperson shall have a deliberate vote as well as a casting vote.
- 17) The secretary shall keep a record of all business transacted at the committee meetings. Minutes of proceedings, decisions and finance will be displayed for all members to see on the club notice board. All meetings require a quorum of 10% of membership. At each AGM the Secretary shall submit a report to the membership of the proceedings since the previous AGM. Correct accounts and books shall be kept by the Treasurer showing the financial affairs and intermissions of the club. Alcohol income and expenditure will be itemised and recorded by the Bar Committee and presented to the Treasurer to be itemised separately.
- 18) No addition or alteration to the constitution rules of the club shall be made except at the AGM or at an Extraordinary General Meeting especially called for the purpose, all of which due notice had been given. All notice of Motions to be in the hands of the secretary twenty-one, 21 days prior to the AGM setting forth in full such proposed alterations or additions which shall be stated in the Notice of Business for the Meeting. Alterations to the Constitution will be carried by a two thirds majority.
- 19) Any member may send a requisition to the secretary to call a special general meeting in the club. Such requisition shall state the nature of the business to be brought forward and upon its receipt the Secretary with the consent of the Chairperson shall lay the same before the members of the committee, who shall, if they deem the matter of sufficient importance, instruct the secretary to call a Special General Meeting. A Special General or Extraordinary Meeting shall give members 14 days' notice and shall state the business for which it has been called and no other business shall be transacted at such a Special Meeting.
- 20) Any member banned from the club, for any offences, cannot stand as an official or Committee position for three years (3) after the expiry of the ban.
- 21) Any member using indecorous language or committing any misconduct on the green, in the club house, or at any function or game held under the auspices of Aston Ingham Bowling Club may be complained against to the committee, which shall have the power to deal with the matter in such a way as they think proper.
 - i) Consideration must be shown at all times by members to other members when attending meetings or playing in matches, by adhering to club Bowls Herefordshire and HSMBA rules and and thereby ensuring the enjoyment of games and maintenance of harmony within the club.

Members will at all times when playing in either friendly competition and league matches maintain the decorum that befits a member representing the club.

- ii) All members are required to act in a manner befitting the tradition of Aston Ingham Bowling Club.
 - iii) Any member whose conduct, in the opinion of Aston Ingham Bowling Club Committee is detrimental to the club shall be liable to expulsion. Right to appeal at a Special General Meeting can be requested and the decision taken then will be final. No member expelled will have the right to re-entry during that season; future membership will be at the discretion of the committee.
 - iv) The club is affiliated to Bowls England, it must be on Bowl England regulation 9, when following disciplinary rules. A copy of which is with the current club secretary.
- 22) The club may; by a majority of votes of members present at a Special General Meeting, expel any members for misconduct and that member shall forfeit all interest in the club. One week's NOTICE of MOTION to be given to the member of the club and to the person being expelled.
- 23) Injuries and Loss of Property. The Club has a duty of care to its members and visitors. Members and visitors are required to conduct themselves so as to minimise the risk of injury to themselves and others. The committee of the club accepts no responsibility for any personal property left, lost or damaged on the premises or cars parked at the club by members or visitors.



— Licensable Activity Area
 — Consumption of Alcohol Area

ASTON INGHAM BOWLING CLUB PROPOSED CLUB HOUSE

drwg no. A
 scale: 1:100