



**LICENSING ACT 2003
PREMISES LICENCE**

Cyngor Sir **Ceredigion** County Council



s licence number

PRM 0158 (Issued 20/09/2012)

Premises details

Postal address of premises, or if none, ordnance survey map reference or description

**ABERYSTWYTH GOLF CLUB
BRYNYMOR ROAD**

Post town

ABERYSTWYTH

Post code

SY23 2HY

Telephone number

01970 615 104

Where the licence is time limited the dates

LICENCE NOT TIME LIMITED

Licensable activities authorised by the licence

REGULATED ENTERTAINMENT:

FILMS

INDOOR SPORTING EVENTS

LIVE MUSIC

RECORDED MUSIC

PERFORMANCES OF DANCE

**ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC or
PERFORMANCES OF DANCE.**

FACILITIES FOR ENTERTAINMENT:

MAKING MUSIC

DANCING

ENTERTAINMENT of SIMILAIR DESCRIPTION to MAKING MUSIC or

DANCING

PROVISION OF LATE NIGHT REFRESHMENT

SALE BY RETAIL OF ALCOHOL

The times the licence authorises the carrying out of licensable activities

REGULATED ENTERTAINMENT:

FILMS

INDOOR SPORTING EVENTS

LIVE MUSIC

RECORDED MUSIC

PERFORMANCES OF DANCE

ANYTHING OF SIMILAIR DESCRIPTION TO LIVE or RECORDED MUSIC or

PERFORMANCES OF DANCE

ALL ABOVE ACTIVITIES: MON-SUN: 0900-0200 HRS

FACILITIES FOR ENTERTAINMENT:

MAKING MUSIC

DANCING

ENTERTAINMENT of SIMILAIR DESCRIPTION to MAKING MUSIC or

DANCING

ALL ABOVE FACILITIES: MON-SUN: 24 hr availability.

SALE BY RETAILOF ALCOHOL

MON-SUN: 0900-0200 HRS

NON STANDARD TIMINGS:

NEW YEARS EVE: 0900-0400 HRS

LATE NIGHT REFRESHMENT: MON-SUN: 2300-0200 HRS.

The opening hours of the premises

MON-SUN: 0600-0230 HRS.

NEW YEARS EVE: 0600-0430 HRS.

**Where the licence authorises supplies of alcohol whether these are on and/
or off supplies**

ON AND OFF SALES

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**ABERYSTWYTH GOLF CLUB,
BRYNYMOR ROAD,
ABERYSTWYTH
SY23 2HY**

Registered number of holder, for example company number, charity number (where applicable)

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

IDWAL THOMAS JENKINS

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

CER 1000

CEREDIGION COUNTY COUNCIL

Annex 1 - Mandatory conditions

Mandatory conditions where licence authorises supply of alcohol

- (1) No supply of alcohol may be made under the premises licence—
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
- (2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory condition where the premises licence includes a Condition that at specified times one or more individuals must be at the premises to carry out a security activity:

- (1) Each such individual must be licensed by the Security Industry Authority.
- (2) But nothing in (1) above requires such a condition to be imposed—
 - (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
 - (b) in respect of premises in relation to—
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- (3) For the purposes of this section—
 - (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010

With effect from 6th April 2010

1. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children –

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on-

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

With effect from 1st October 2010

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that –

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –

(i) beer or cider: ½ pint

(ii) gin, rum, vodka or whisky: 25ml or 35ml; and

(iii) still wine in a glass: 125ml; and

(b) customers are made aware of the availability of these measures.

Annex 2 - Conditions consistent with the operating Schedule

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

The club is run by an elected committee on behalf of its members under the terms of the club constitution and rules. Compliance by members is assured by the fact that it is a private members club who are subject to the rules of the club as lodged with their application to membership.

The bar will normally operate within the traditional times, being 11:00am till 23:00pm with variations to reflect other social activities. On all occasions the clubhouse will close 30 minutes after the agreed times. Last entry will be 23:00

The club is a member of the National Golf Clubs Advisory Association and Association of Golf Club Secretaries.

b) The prevention of crime and disorder

The club has a redcare monitored alarm system which is regularly maintained by CHUBB ALARMS.

The club operates an incident reporting procedure. All instances of criminal activity are reported to the Secretary for investigation and contacting police. In all cases incidents are also reported to the Management Committee for any further action to be taken.

Regular sweeps of the licensed areas are made to remove empty bottles and glasses.

The club operates a zero tolerance to drugs. In all cases incidents will be reported to the police.

Capacity limit of 199 will be observed at all times. (including staff)

FOR ITS MEMBERS -

The club operates a Code of Conduct and has a Disciplinary Committee who are charged with the duty of dealing with all aspects of members misbehaviours.

The club does not promote cheap alcohol promotions as a means of attracting customers.

The club operates a child friendly environment and discourages the use of foul language. The club also operates an over 18 policy for its gaming machine.

IN ADDITION -

The club will prevent persons from leaving the club with bottles or glasses.

Persons who are drunk, violent, quarellsome or disorderly will not be allowed entry. Any persons becoming disorderly will be asked to leave and if necessary the police will be informed.

c) Public safety

The course has a number of public footpaths which surround the course. Members and visitors are made aware of the potential harm through various notices posted in the clubhouse and around the course.

The Management Committee have appointed a Health & Safety Sub Committee to undertake all aspects of health and safety within the clubhouse and course. The club has a health and safety policy which is reviewed on a regular basis. This is available for inspection at all times by police, fire officer and local authority officer but is too comprehensive to attach. All risk assessments are reviewed annually and records kept. All store rooms are kept locked to ensure no public access can be gained. All staff are made aware of health and safety policies and procedures.

FIRST AID -

Adequate and appropriate first aid equipment and materials are kept on the premises. These are situated in the bar area, ladies locker room, secretary's office and greenkeepers shed. Signs are posted to inform the public where first aid stations are situated.

LIGHTING -

Suitable and sufficient lighting is provided and maintained in all areas accessible to the public. Interiors and car park are well illuminated. Fire safety signs are adequately illuminated. Emergency lighting is installed and regularly maintained.

SAFETY CERTIFICATES -

The premises is undergoing extensive electrical repair works and will have a satisfactory NICEIC periodic electrical installation certificate by March 2007. An inspection will be carried out annually and a new certificate obtained each year.

The premises is undergoing extensive electrical works and will have a satisfactory certificate of inspection of emergency lighting by March 2007. An inspection will be carried out annually and a new certificate obtained each year.

The premises has portable fire fighting equipment. An inspection is carried out annually and a new certificate will be obtained in January 2007.

The premises has appropriate Employers Liability Insurance and Public Liability Insurance Cover up to £10 million pounds. Club insurance policy is too comprehensive to attach but is available at all times for inspection by the police, fire officer and local authority officer.

EMERGENCY EXITS -

All emergency doors and fittings are checked on a regular basis.

IN ADDITION -

The club will comply with all legal requirements and implement changes as necessary. It will also co-operate with the Fire Authority and will agree to implement their requests/recommendations over an agreed period of time.

d) The prevention of public nuisance

The club is situated approx. 300metres from the nearest residential house.

Doors and windows are double glazed and will be closed at times when regulated entertainment has been organised in order to minimise disturbance.

Any outdoor scheduled musical entertainment will end at 24:00 midnight.

All deliveries of goods, collection of waste and disposal of bottles will not be carried out after 22:30pm.

e) The protection of children from harm

The club has a designated junior section with a Junior Organiser and Junior Committee who organise and promote junior golf and membership. The club offers various training courses to its volunteers including Good Practice and Child Protection courses run by Golf Development Wales.

The club has a Child Protection Policy in place which is reviewed annually. This is available for inspection at all times by the police, fire officer and local authority officer but is too comprehensive to attach.

The Golf Professional is a qualified member of the Professional Golfers Association and is highly qualified to teach children.

The club operates a strict policy in preventing the supply of alcohol to any persons under the age of 18. In cases of doubt the club records can be accessed to verify age. In all other cases proof of age and identity will be sought.

The club wishes to apply Section 177 in this application.

A 'No Smoking Policy' at the bar is operated and enforced.

CONSTITUTION

1. Name

The name of the organisation shall be **Clwb Golff Aberystwyth Golf Club** hereinafter referred to as the 'Club'.

2. Objectives

The club is established to pursue the following objectives:

- a) Participation in the sport of golf hereinafter referred to as the 'sport'.
- b) The organisation, management and development of the course and clubhouse for all members of the Club.
- c) The provision of training and playing facilities for its members.
- d) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- e) Upholding the rules of the sport.
- f) The promotion of the sport.

3. Affiliation

The Club shall be affiliated to the Golf Union of Wales

4. Membership

All members are subject to the Constitution of the Club, the Club Rules, particularly Rule 1 which lists the Code of Conduct.

- a) Membership of the club is open to all individuals approved by the Management Committee and who comply with the Constitution of the Club.
- b) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- c) Each fully paid up member shall be entitled to attend and vote at Extraordinary General or Annual General Meetings.
- d) Fully paid up members may be elected to serve on the Management Committee.
- e) All members will receive a copy of the relevant Code of Conduct and Club Rules. The Constitution of the Club is posted on the Club Notice Board.
- f) The Club owes a duty of care to all its members they will be treated equally and fairly.

5. Suspension, Refusal or Termination of Membership

- a) The Management Committee shall be entitled to:
 - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Clause 2 of this constitution.
 - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the Disciplinary Committee before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting.
- c) Any member who fails to pay their fees by the date required shall lose their membership status. This means they forfeit their right to representation on the management committee and at general meetings, and shall be ineligible from taking part in any event under the control of the club.

- d) Loss of membership status also means they will be barred from taking part in any match or event under the control of the club.
- e) The management committee shall inform the member in writing of any decision to terminate their membership.
- f) Notification of the termination of a membership will be forwarded to the Disciplinary Committee. (For details see the Club Rules)

6. General Meetings

a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the Management Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the club's financial accounts for the year.
- iii) Presentation of club's projected financial situation for the forthcoming year, and the setting of all fees
- iv) Presentation of Chairman's report.
- v) Election of officers to the Management Committee.
- vi) Any other business brought before the meeting that has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairman.
- vii) Postal voting is permitted

Notice for an AGM shall be a minimum of 21 days and specifying the business to be transacted as well as the day, place and time of the meeting.

A quorum for an AGM shall be 50 members.

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) 50 of the fully paid up membership over 18 years.
- ii) The Chairman.
- iii) 2/3 majority of the Management Committee.

An individual member requesting an EGM may only do so through the Management Committee.

Notice for an EGM shall be of a minimum of 14 days notice, and stating the business to be discussed.

7. Rules for General Meetings

See Club Rules and Duties

8. Election Of Officers To The Management Committee

The **President** of the Club will be determined through a process of consultation involving a sub-committee consisting of Past Captains. That person will then be recommended to the AGM for approval or rejection. This process will occur triennially or whenever a new President is required. The President is expected to serve for three years.

Selection of the **Vice Captain** will be made by the Captain designate (Vice Captain) assisted by a sub-committee of Past Captains. That person will then

be recommended to the AGM for approval or rejection. This process will occur annually or whenever a new Vice Captain is required. Selection of the new **Ladies' Captain** will be made by the in-post Ladies' Captain assisted by a sub-committee of Past Ladies' Captains. That person will then be recommended to the AGM for approval or rejection. This process will occur annually or whenever a new Ladies' Captain is required

Through this process the following will automatically become members of the Management Committee; the President (3 years), the Vice Captain, Captain, Past Captain and Ladies' Captain. Other members of the Management Committee will be selected by vote at an AGM.

- a) The other members of the Management Committee, including the Chairman, shall be drawn from the membership, as defined in clause 4 of this constitution.
- b) Candidates shall be elected by paper ballot at the AGM, and shall be members of the Management Committee for two years.
- c) All nominations of candidates for election shall have the consent of the nominee; be in writing; be seconded; be received by the Secretary not less than fourteen days before the AGM.
- d) Uncontested posts may be filled by nomination(s) and election at the AGM.
- e) The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

(For further details concerning the election of Officers see the appropriate Club Rules)

9. Members of the Management Committee

- a) The Management Committee shall consist of the following:
 - i) President
 - ii) Chairman
 - iii) Captain
 - iv) Ladies Captain
 - v) Vice Captain
 - vi) Past Captain
 - vii) Treasurer (Hon)
 - viii) House and Social Committee Chairman
 - ix) Greens and Handicaps Committee Chairman

The first 7 members listed above are to be called 'Officers of the Club'.

- b) All the above shall be entitled to one vote each at General Meetings, except the Chair who will exercise a casting vote.
- c) The committee may co-opt any member to unfilled or vacated posts until the conclusion of the following AGM. Up to three additional members may be co-opted (see under Club Rules and Duties).
- d) The Management Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of

the following AGM. The proceedings of all sub-committees shall be reported to the Management Committee.

e) The Secretary shall be an *ex officio* member of the Management Committee

10. Rules For The Management Committee

a) The Chairman shall chair all meetings, or in his/her absence either the Captain (Deputy Chairman) or a nominee from the committee.

b) Fourteen days notice of any meeting of the Management Committee shall be given by the Secretary, except when:

- i) The date of the meeting had been agreed at the previous meeting, in which case seven days notice shall be given.
- ii) In an emergency the Chairman may call a meeting at four days notice.

c) The quorum shall be three of those Officers entitled to vote, as listed at Clause 9a)

d) All members of the Management Committee as listed in Clause 9a are entitled to vote.

e) All motions properly proposed and seconded shall be determined by a simple majority vote. In the event of a tied vote, the Chairman may exercise a casting vote.

11. Finance

a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Clause 2, of this constitution.

b) All monies shall be lodged in a bank account or Building Society in the name of the club.

c) The Chairman, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.

d) The financial year of the club shall run from 1st December to 30th November of the following calendar year.

e) The Management Committee shall have the power to negotiate loans and overdrafts on behalf of the Club up to a maximum of £100,000 (one hundred thousand pounds). Loans or overdrafts exceeding that figure require the approval of the members at an AGM or EGM.

12. Responsibilities and Duties of the Management Committee

a) The Committee is collectively responsible for ensuring the Club complies with all necessary legislation, particularly Employment Laws, Health and Safety, Licensing Laws and Data Protection.

b) The Committee is responsible for all staff, including contracts, training and appraisals.

c) The Committee is responsible for ensuring the Club, its staff and where appropriate its members are insured. This especially applies to the Trustees of the Club.

d) The duties of the Officers of the Management Committee are contained in separate documents held in the Club Office.

- e) It is the duty of the Committee to frame policies, budgets, codes of conduct and rules necessary for the proper operation of the Club.
- f) The Committee has the responsibility to appoint six **Trustees**. The property of the Club must be vested in the Trustees. The Trustees have the authority to enter into agreements with the Club Landlord for acquiring Golfing Rights or additional property. The Trustees must be indemnified against risk and expense out of the Club property. The Trustees hold office until death or resignation or until removal by the Management Committee. The Management Committee has the power to appoint a new trustee or trustees.
- g) The Management Committee must be indemnified against risk and expense out of the Club property.

13. The Dissolution Of The Club.

- a) Any resolution to dissolve the club may be passed at any Extraordinary or General Meeting provided that:
 - i) the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
 - ii) at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) Upon dissolution of the Club, after all Club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to the local club/league, or to the (Local/ Area Governing Body), as determined by the meeting, to be employed for the development of the sport. The liability of each member shall not exceed £2.

14. Declaration

It is hereby certified that this document together with the appended Club Rules represents a true and most up to date version of the Constitution of Clwb Golf Aberystwyth Golf Club.

SIGNATURES

Chairman

Date 1st December 2006

Secretary *A. M. Deod*

Date 1st December 2006

All previous Constitutions of the Club are revoked.

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

CLUB RULES AND DUTIES

Section A Membership

1. Individuals may apply for membership of the Club by completing an application form. The application must be supported by two full members and forwarded to the Secretary of the Club. The application form will be posted on the Club Notice Board for 7 days before being considered by the Management Committee. The Committee reserve the right to refuse any such application. It must be emphasised that membership status means that individuals must adhere to the Code of Conduct of which points one and two state. ***Members will at all times conduct themselves in a sober and responsible manner. Unruly, abusive or aggressive behaviour will result in an appearance before the Disciplinary Committee. Appropriate sanctions may be applied. Club employees must at all times be treated with respect and consideration. Complaints by members against employees must be sent in writing to the President.***
2. Categories of Membership and subscription charges are available from the Club Office. Details of the categories may be subject to change following decisions taken by the membership at annual general meetings.
3. Any member who fails to pay their subscription by the 31st January in any year shall cease to be a member of the Club. The Management Committee may at its discretion review individual cases and reinstate the member and levy a charge for doing so if it deems the case warrants it.
4. The Management Committee has the right to levy a locker rent on all members using locker facilities.
5. The Management Committee has the right to levy charges to members and visitors wishing to hire buggies from the Club.
6. Members may operate their own buggies on the course provided they conform to the rules as laid down by the Management. The Management reserve the right to adjust the terms applied to buggy owners at any time, but only after consultation.
7. Any member may resign their membership by giving notice of their intention to the Secretary not later than 31st December.
8. Complaints against members must adhere to the following procedure. A written notice signed by six full members giving details of the circumstances of the case must be sent to the Secretary. The Secretary, on receipt of the notice, will present it to the next meeting of the Management Committee who will decide what action to recommend. Serious cases involving possible suspension or expulsion from the Club will be forwarded to the Disciplinary Committee. The said member shall be given 21 days in which to submit an explanation in writing or voluntarily withdraw from the Club. The Disciplinary Committee can request the said member to appear before them.
9. On the recommendation of the Management Committee any person may be voted life membership at a General Meeting and shall, thereafter, be entitled to all the privileges of membership without paying the annual subscription.

Section B Rules and Standing Orders for Annual General Meetings

1. A minimum of 21 days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of 14 days.
2. The Chairman, or in his/her absence a member selected by the meeting, will take the Chair.
3. All members shall register with the Secretary prior to the start of the meeting.
4. Each member shall have one vote.
5. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
6. The quorum shall be 50 voting members.
7. The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.
8. When an amendment to a motion is proposed and seconded no second amendment shall be considered until the first amendment is voted upon. If that amendment is carried it shall then be put as a substantive motion on which a further amendment may be moved, but only one amendment shall be accepted for further discussion at one time.
9. Any discussion may be closed by a proposal 'that the question be now put' being moved seconded and carried, such a proposal being put to the meeting without debate.
10. Members who resign before the next subscription deadline must have paid in full their subscription for that year. Members who pay by direct debit monthly must respect this rule.

Section C Management Committee and the Duties of its Members

1. The Management Committee shall meet, once a month, that is 12 times a year. Some of these meetings may be called to discuss special topics such as finance or strategic planning.
2. Officers of the Club shall meet quarterly to review matters concerned with the Club's employees including contracts, appraisals, job descriptions and salary reviews. Topics of a more general aspect may also be discussed including the operation of the various sub-committees appointed by the Management Committee.
3. Day to day running of the Club will require meetings of the Chairman, Secretary and two other members of the Management Committee on a weekly basis or when necessary. All discussions of these groups must be reported to the full Management Committee.
4. The Secretary will convene meetings for the Management Committee. The Agenda and Minutes of the previous meeting will be transmitted to committee members by e-mail, paper copies will be made available by the Secretary if requested.
5. The Management Committee shall have the power to co-opt additional members up to a maximum of 3 in any one year.
6. At the first meeting following the AGM the Management Committee shall appoint sub-committees as they deem necessary.

7. The Chairman chairs both the Management Committee and the Legal and General Committee. The latter committee is concerned with Employment law, Health and Safety law as well as general legal matters including Club insurance and liability.
8. The Captain shall be the Deputy Chairman of the Management Committee.
9. The President will be the Chairman of the Disciplinary Committee.
10. The Vice-Captain shall have responsibility for co-ordinating league and friendly matches and assume a public relations role on behalf of the Club.
11. The Hon Treasurer must keep the accounts of the Club and must make up the annual statement of accounts and balance sheet of the Club in association with the Secretary. The Hon Treasurer shall be responsible for monitoring all financial transactions of the Club.
12. The Lady Captain will be responsible for all matters concerning lady members.
13. A House and Social committee will be responsible for all matters pertaining to the Clubhouse, locker rooms and bungalow. It will be issued with a budget.
14. A Handicaps and Greens committee will be responsible for the Course and members handicaps. It will also be responsible for major golfing events offered by the Club. It will be issued with a budget.
15. The Secretary (who is an ex officio member of the Management Committee) has those responsibilities and duties contained in his/her job description and contract.

Section D General

1. No rule of the Club may be repealed or altered and no new rule may be made save by a two-thirds majority of the members present at a general meeting.
2. At least one calendar month's notice of the intention to propose any new rule or alteration must be given to the Secretary who must post the notice prominently in the Clubhouse at least 14 days before the general meeting.
3. The accounts and balance sheet must after audit be made available to all members when the notice of the annual general meeting is given.
4. The Management Committee may engage a firm of accountants to prepare and audit the accounts. If no firm is engaged two members appointed as auditors at the annual general meeting must audit and then certify the annual statement of accounts and balance sheet before they are issued.
5. The Management Committee may make, repeal and amend any local byelaws it may from time to time consider necessary for the well-being of the Club. No byelaw may conflict with Club Rules.
6. A member may introduce guests to the privileges of the Clubhouse and Course on payment of the appropriate Green Fee.
7. Visitors may be admitted to the Clubhouse and Course upon payment of the appropriate Green Fee.

8. Visitors to the Clubhouse are subject to the conditions of the liquor licence held by the Club. The details of the licence held must be posted in the entrance to the Clubhouse.
9. The permitted hours for the supply of intoxicating liquor are listed in the conditions of the licence held by the Club.
10. The Management Committee may at its discretion recommend at a general meeting ordinary members to be life members of the club. A life member is entitled to all the privileges of membership without paying the annual subscription. A two-thirds majority of those present is necessary for election of a life member.
11. A member may resign his membership of the club at any time by giving notice in writing to the Secretary.
12. A member who resigns continues to be liable for any annual subscription due and unpaid at the date of his resignation.

This Constitution was confirmed at the 2006 Annual General Meeting held on Wednesday 29th November.

This document is also available in Welsh

Annex 3 - Conditions attached after a hearing by the licensing authority/Mediation Meeting.

MEDIATION MEETING: 1120 hrs 23rd January 2007 at Aberystwyth Golf Club.

PRESENT: Mr. G.B. BLAIR, DPS. Mr. J. McLEOD, Secretary. Mr. M. DOBSON, Chairman.

Pc J. EVANS, Police Licensing Officer. Mr. M. EDWARDS, Ceredigion CC Licensing.

MATTERS AGREED: (In response to Police Representations)

- 1. Club rules will be inserted as part of Operating Schedule.**
- 2. Outside regulated entertainment will be confined to Patio as detailed on plan. Any other outdoor entertainment will be subject to Temporary Events Notice.**
- 3. A No Smoking policy will be in operation at these premises from 1st March 2007.**
- 4. No Bar will be erected on the Patio area.**

All parties signed to confirm agreement. Police Reresentations withdrawn.

Annex 4 – Plans

