

CARLISLE CITY COUNCIL
LICENSING COMMITTEE
UPPERBY MENS INSTITUTE

INDEX TO DOCUMENTS SUBMITTED BY UPPERBY MENS INSTITUTE

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INTERVIEW QUESTIONS

WHY DO YOU WANT TO JOIN THE CLUB?

ARE YOU A MEMBER OF ANY OTHER CLUBS?

HAVE YOU EVER BEEN BARRED OR SUSPENDED FROM ANY OTHER CLUB?

HAVE YOU EVER BEEN IN TROUBLE WITH THE POLICE?

DO YOU PROMISE TO ABIDE BY THE CLUB AND COMMITTEE RULES?

DO YOU PROMISE TO CONDUCT YOURSELF IN AN ORDERLEY MANNER WITHIN AND WITHOUT THE CLUB?

YOU DO UNDERSTAND THAT ANY INFRACTION OF THIS SESSION WILL LIABLE YOU TO COMMITTEE AND CIU DISCIPLINARY PROCEDURES AND PUNISHMENTS? **EXPLAIN CIU.**

EXPLAIN

~~AT PRESENT WE HAVE A MEN ONLY BAR.~~

FOUL AND ABUSIVE LANGUAGE IS NOT TOLERATED IN THE LOUNGE BAR OR CONCERT ROOM WHERE WE HAVE MIXED COMPANY.

↑ * THE CONCERT ROOM MAY BE BOOKED FOR PRIVATE PARTIES ON AVAILABLE DATES (BIRTHDAYS-NOT 18TH, CHRISTENINGS WEDDINGS ETC.)

CARE TO BE TAKEN WITH DOOR ENTRY SO THAT NOT JUST ANYONE CAN WALK IN.

SIGNING IN OF GUESTS ETC.

ANY PROBLEMS SEEK HELP FROM A COMMITTEE MEMBER DO NOT TRY TO SORT OUT YOURSELF.

TELL ABOUT FOB AND DEPOSIT, RULE BOOK AND CARD RENEWAL.

IF AVAILABLE GIVE AN UP TO DATE NEWSLETTER.

But one

Upperby Mens' Institute Ltd.

41, Lamb Street, Upperby, Carlisle. CA2 4NF

TELEPHONE : 01228 - 543104
email : umilamb41@btconnect.co

APPLICATION TO HIRE THE CONCERT ROOM FOR 21st BIRTHDAY PARTY ONLY

NAME.. MEMB.No..

ADDRESS.

HIRE DATE.. TOTAL ATTENDING.....REASON 21st BIRTHDAY PARTY

% MEMBERS.....CONTACT No

To the Management Committee,

I accept responsibility for the purchase of all alcohol consumed by non-members.
I undertake to be responsible for ensuring that all Visitors sign the visitors' book.

I understand that no drinks are allowed on the dance floor at all or in the outside area after 10.00pm. No GLASSWARE of any kind is allowed in the outside smoking area. Any children present are not allowed outside and must remain in the function room and, be supervised by an adult at all times.

I undertake not to use Foil Confetti table decorations of any kind.

I agree to ensure that the concert room is vacated by all members of my party before 1.20 am (or such other time as stipulated by the Club).

I understand that the bar will close at 01.00 am. (or such other time as stipulated by the Club).

I undertake that live music will cease by 11.30 p.m and that disco music will cease by midnight, and ensure that noise levels will be kept to a minimum and that entertainers clear the room by midnight.

I undertake not to advertise the above function to the general public.

My representative or I will remain present throughout the evening, to be responsible for the behaviour of non-members in particular and to ensure that all of the above conditions are met.

I agree to indemnify the Club against all actions, proceedings, liability, claims, breakages, damages, loss and expenses in relation to, or arising from the above function and of the actions and omissions of the members of my party.

I AGREE TO ADVANCE A DEPOSIT OF £125 and understand that a balance of ~~£100~~ will be returned after the hire date, provided that my guests have caused no damage and the room is left in a reasonably tidy condition.

We reserve the right to close the function at any time and withhold the deposit especially in cases of underage or attempted underage drinking. Also due to the unruly behaviour of your guests or excessive noise levels.

SIGNED.....DATE 28/10/12

APPROVAL TO HIRE THE CLUB CONCERT ROOM

TO.....DATE...../...../.....

Your application to hire the concert room on/...../.....has now been accepted subject to receipt of your deposit of ~~£100~~ £125, at least one month before the above hire date.

COMMITTEE

COMMITTEE MEETING
HELD TUESDAY, 13th MAY 2015 AT 8pm

Present: Mr. J. Ruddick - Chairman
Mr. W. Dixon - Vice Chairman
Mrs. L. Baker - Club Secretary
Mr. C. Little, Mr. M. Gardner
Mr. K. Haslam, Mr. J. Weymouth

Apologies for Absence: Ms. K. Eden, Mr. A. Johnstone, Mr. R. Ruddick and Mr. J. Andrews.

The Chairman thanked everyone for attending the meeting.

Minutes of the previous meeting

Minutes of previous meeting held 14th April 2015 were read and approved.

Matters Arising

Mr. J. Andrews resigned as Treasurer due to other commitments. Mr. K. Haslam offered to take this position which was unanimously proposed and seconded. It was brought to Committees attention that a rumour had been made that Committee Members Ms. K. Eden and Mr. A. Johnstone had resigned. Secretary to send letter to verify this point. Opening times were discussed and it was decided to place a notice in the Club for all members to see suggesting on Monday, Tuesday, Wednesday each week the club opens at 4pm saving on wages and energy costs. Any objections or complaints to be brought to the next meeting.

Finance

Chairman reported income of £7600 for week and that the bills were being paid. Ticket machine continuing to be profitable. Cash flow needs to improve. Advised that we were on a payment plan with Eon for Electric and Gas and that Heineken were reducing our old debt by monthly payments at a reduced rate.

Social Report

Nothing to report apart from Bingo continues to be popular.

Correspondence

1. The chairman advised that we had received a quotation from Northern Washrooms to replace PHS contract making a monthly Saving with better equipment and that they would pay the £700 Cancellation charge from PHS to cease the contract.
2. Ladies (disabled) and mens toilets to repair.
3. Snooker table needs new cloth
4. Letter received from Cumbria County Council Fire Station Notification of deficiencies returning 5th June 2015 to ensure Action plan and deficiencies are being remedied. Chairman will Speak to Gary Graham (Member) regarding Health and Safety And Emma Jenkins husband regarding Fire Extinguishers.
5. PAT test and periodical electrical installation tests to be done for Club insurance.
6. Barclays mandates signed for all committee members.
7. Stock report read. Notice to deficits on report was actually on Surplus. Bar staff to be trained on correct useage of till as they are Pressing the wrong buttons which is why the report is reflecting Inaccurate information. Suggested spotlights be placed above tills So the staff can see the buttons clearly. Sam Smith to be put on Tills. Heineken and Carlsberg increase to be effected and put on Tills.
8. Discussed staff contracts. Any new contracts holidays terms to be Agreed. Existing contracts can not be changed.
9. A. Wilson stewardess. Discussion took place on her investigation Meeting which was held Friday 8th May 2015. From the meeting A complaint from Louise Ulllyhart about the stewardess was not Signed this to be dealt with. Also letter off Chairman regarding Meetings stewardess did not attend to do. Compromise agreement

Suggested instead of redundancy. A further meeting to be arranged
W.Dixon dealing with this matter.

10. Agreement that as the Chairman was working over and above 16
Hours to compensate for shortage of staff, that he should be
Renumerated at his rate of pay for the extra hours worked until
Such time as staff levels were accomplished.
11. L. Armstrong discussed. A statement regarding the intimidation
From a committee members wife to be obtained.

Any other business

There being no further business the meeting closed at 9.35 p.m. The date
of the next meeting being set for Tuesday, 9th June 2015 at 8 p.m.

J.RUDDICK
CHAIRMAN

L.BAKER
CLUB SECRETARY

21/11/2015

Data Protection registration - Confirmation of Change ICO:00042536935

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Junk | ▼

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X

Data Protection registration - Confirmation of Change ICO:00042536935

RT Registration Team Queue <registration@ico.org.uk>

👍

Reply all | ▼

To: les armstrong; ▼

Wed 18/11/2015 08:42

Inbox

Registration Entry Detail... ▼
131 KB

Download

Organisation name: **UPPERBY MENS INSTITUTE LTD**
Registration reference: **Z6595611**

Dear Linda Baker

Data protection registration - we confirm we have updated your registration

You recently asked us to alter your register entry, and we now attach an updated copy.

The contact details we hold for you are:

Title:

Name: Linda Baker

Address:

Line 1: 41 LAMB STREET

Line 2: CARLISLE

Line 3:

City:

County:

Postcode: CA2 4NF

Email address: umilamb41@btconnect.com

Telephone number: 01228 543104

Mobile phone number:

Please check this information carefully. Whenever any of the details need updating, please tell us by emailing registration@ico.org.uk or by calling our helpline on 0303 123 1113.

UPPERBY MENS INSTITUTE LTD
41 LAMB STREET
CARLISLE
CA2 4NF

Tel: 01228 528574

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

10th November 2015

Dear Sirs,

Registration Reference Z6595611

I refer to Data Protection Registration referenced above which we renewed and paid to 21st July 2016.

Please be advised Mr. L.S. Armstrong is no longer employed by us and he should be replaced by Mrs. Linda Baker, Club Secretary.

Our email address is umilamb41@btconnect.com

Yours faithfully,

J.P. RUDDICK
CHAIRMAN

COMPANY NAME:

Upperby Mens Institute

Department 5. - Management

Hourly Rate.

10.00

7.7000

77.00

Payment Method - Cash

PAYE Tax

National Insurance

15.40

0.00

Payment Period - Weekly

Total Gross Pay TD

Gross for Tax TD

Tax paid TD

Earnings For NI TD

National Insurance TD

Earnings for NI

Gross for Tax

Total Gross Pay

Nat. Insurance No

37

14/12/2015 5.

BR

151

Mrs. L Baker

61.60

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