

Charlotte Palmer

LA1

Subject: FW: FW: Premises License Ponders End & District Smallholders Association, 82a Church Road, EN3 4NU [SEC=OFFICIAL]

New Secretary's details

From: [REDACTED]
[REDACTED] April 2017 06:55
To: Licensing
Subject: Re: FW: Premises License Ponders End & District Smallholders Association, 82a Church Road, EN3 4NU [SEC=OFFICIAL]

Dear Sir/Madam

Laurie Bradford address: [REDACTED]

Telephone: [REDACTED]

E-mail: [REDACTED]

regards,

Laurie Bradford
Secretary

On 18 April 2017 at 14:25:55 +01:00, Licensing <Licensing@enfield.gov.uk> wrote:

Classification: OFFICIAL

Dear Sirs

Thank you for your email.

Please can you provide Mrs Laurie Bradford's residential address, telephone and email address as we would require this details for a Secretary.

I'm afraid that In regards to the public liability insurance certificate this would need to be taken up with the Club as Licensing would have no involvement in this matter.

Kind Regards

Licensing Team

Regeneration & Environment

Enfield Council

PO Box 57

Civic Centre

Silver Street

Enfield

EN1 3XH

Tel: 020 8379 3578

Email : licensing@enfield.gov.uk

Website: www.enfield.gov.uk

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From: [REDACTED]
Sent: 18 April 2017 09:22
To: Licensing
Subject: Premises License Ponders End & District Smallholders Association, 82a Church Road, EN3 4NU

Dear Sir/Madam,

I am writing to inform you that following a Special General Meeting on March 4th 2017, the above Association have a newly elected management committee.

The three principal officers are:

Mr Winston Binns : Chairman

Mrs Laurie Bradford : Secretary

Mrs Vivienne Nicholas : Treasurer

At the meeting the club rules were amended and registered with the Financial Conduct Authority, a copy of the relevant amendments are attached.

I am unable to enclose a copy of our club premises certificate as the former committee and bar manager will not allow us access to any documents or financial records.

The newly elected committee are concerned that there is no current public liability insurance certificate displayed in the clubhouse. The bar manager could not provide confirmation that it is in force. We therefore seek your advice as to whether we need to cease activities under our club premises license until it can be confirmed.

Our contact details are:

Tel: [REDACTED]

Email: [REDACTED]

With regards,

Mrs Laurie Bradford

Secretary

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R/IP/RA7
Form H



Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London
E14 5HS

Tel: +44 (0)20 7066 1000
Fax: +44 (0)20 7066 1099
www.fca.org.uk

CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014

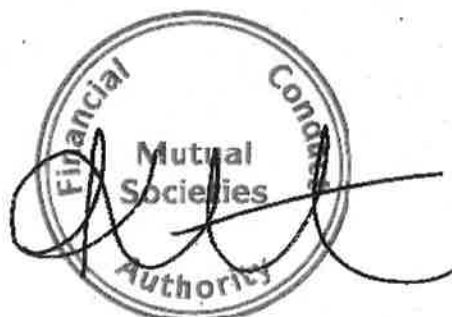
Acknowledgement of registration of a rule amendment

The FCA today acknowledges the registration of the amendment of the attached rules under the Co-operative and Community Benefit Societies Act 2014 for:

Society name: **Ponders End and District Small Holders Association Limited**

Registration number: **7647 R**

Date: **3 April 2017**





Partial amendment of rules of:

Ponders End & District Smallholders Association

Register Number 7647R

Section VIII; Rule 24

Line 3 - delete 'The General meeting shall determine'

Line 4, 5 & 6 - delete entirely

Line 7 - delete 'shall be filled.'

Substitute 'The General Meeting will elect a Committee of Management consisting of the following Officers;

- i. Chair
- ii. Secretary
- iii. Treasurer
- iv. Operations Co-ordinator
- v. Events Co-ordinator
- vi. Fundraising Co-ordinator
- vii. Volunteer Co-ordinator
- viii. Assistant to the Committee
- ix. Ground Steward
- x. Trading Hut Steward

If any of the Committee resign or otherwise cease to be members between General Meetings the residual Committee will have the power to co-opt a temporary replacement to cover the relevant post until such time as the next General Meeting can vote for a replacement.'

Section VIII; Rule 24

Line 8 – delete 'men' and replace with 'person'

Line 9 – delete 'two years' and replace with 'one year'

Section VIII; Rule 26 rescind the rule and substitute

'The Management Committee will, at its absolute discretion, appoint a sub-committee to administer all activities and functions in relation to the smooth, equitable and profitable running of the Club House. The sub-committee will be directly answerable in all matters to the Management Committee.'

Section VIII; Rule 27

Line 3 – delete 'Committeemen' and substitute 'Committee person'

Section VIII; Rule 28

X

Line 1 – delete 'Committeemen' and substitute 'Committee person'

Section X; Rule 29 rescind the rule and substitute

The Management Committee is mandated to produce an outline role function for each of the Officers as defined in Section VIII; Rule 24, i. to x. inclusive.

Section X; Rule 31 rescind the rule and substitute

'The Committee will have the authority to co-opt persons, from time to time, to join the Committee for specific reasons, roles and functions that it deems will be beneficial to the Association. Co-opted members will not have any voting rights in Committee meetings.'

Section XI; Rule 33

Line 4 - delete 'committeemen' and substitute 'Committee person'

After Rule XXI add the following new section;

XXII. Employees

Rule 46

- a. No employee of the Association shall be eligible for election or appointment to the Committee of Management or its sub-committees during their period of employment.
- b. Employees must not be plot holders and/or Associate Members of the Association during their period of employment.
- c. Employees must not authorise the entry of personal guests in to the Club House without the pre-arranged permission of the Management Committee.

G. Powell T. Powell

J. P. P. E. L. W. P. P. E. R.

William Hayles

A Bradford KBRADFORD. secretary.

Ms Marsh
Secretary
Ponders End Smallholders Association
82A Church Road
Enfield
EN3 4NU

Please reply to : Charlotte Palmer
Senior Licensing Enforcement Officer
E-mail : charlotte.palmer@enfield.gov.uk
Phone : 0208 379 3965
Textphone :
Fax :
My Ref :
Your Ref : WK/217021426
Date : 6th July 2017

Dear Ms Marsh,

**Ponders End Smallholders Association, 82A Church Road, Enfield, EN3 4NU
Licensing Act 2003 – Club Premises Certificate – LN/200600378**

I write to you as the Secretary of the above named club following the submission of a Club Premises Certificate Review application.

In order to hold a Club Premises Certificate the applicant must be able to prove that they are a qualifying club under the Licensing Act 2003.

In order to see whether or not the club is still a 'qualifying' club I request that you provide me with the following documents/information by Monday 17th July 2017:

- Details of the membership application process – including any restrictions relating to access to the premises, nomination of members etc.
- Evidence that the club has at least 25 members.
- Evidence that alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.
- What is the nature of the club? (i.e. what is the common thread that links members – are they all allotment holders?)
- Evidence that alcohol is only purchased by a committee who are members, over 18 years old and elected to that committee – ie names and membership number, evidence they are over 18 years old, evidence showing when and how they were elected.

One of the conditions that must be satisfied is that the club must be established and conducted in 'good faith'. I therefore also request the following:

- The books of account and any other records kept to ensure the accuracy of the financial dealings of the club from 2014 to date. *If these do not differ from those submitted with the review application please make this clear.*
- The minutes form the last 3 Annual General Meetings.
- The names of all Committee Members their roles, and date of election.
- Copies of Committee Meeting Minutes for the last 18 months.
- A copy of the club constitution.
- A copy of the up-to-date club rules.
- Details of any restrictions on the clubs freedom to purchase alcohol, who makes commercial decision on behalf of the club and what the governance arrangements are.

Enclosed is a Declaration for a club premises certificate please also complete and return this.

Please provide the documents via email (charlotte.palmer@enfield.gov.uk), post or hand deliver them to the Licensing Team (postal address: Licensing Team, B Block North, Civic Centre, Silver Street, Enfield, EN1 3AE).

Should evidence demonstrate that the club has ceased to be a qualifying club the Licensing Authority shall have no choice but to recommendation that the Club Premises Certificate be withdrawn under s.90 of the Licensing Act 2003. The Club Machine Permit would lapse if a club premises certificate were no longer in place.

Should the club wish to surrender the Club Premises Certificate the Secretary must do this in writing. The club premises certificate must be returned with the surrender letter. If this is not possible then the reason must be given.

If you have any queries in relation to any of the issues mentioned in this letter please email me.

Yours sincerely,

Charlotte Palmer
Senior Licensing Enforcement Officer

IMPORTANT – Enfield residents should register for an online Enfield Connected account. Enfield Connected puts many Council services in one place, speeds up your payments and saves you time – to set up your account today go to www.enfield.gov.uk/connected