



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Faye LeBon  
Chairman: Mr Tim Boucher



## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 30<sup>th</sup> January 2019 at Poringland Community Centre.

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The business to be transacted at the meeting is as follows:-

**1. Attendance and Apologies for Absence**

**2. Declarations of interest for items on the agenda and applications for dispensations**

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

**3. Minutes of the meeting held on 2<sup>nd</sup> January 2019**

**4. Matters arising including Clerk's Report**

**5. Report from the Chairman**

**6. Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests**

- a. District Councillors (7 mins total)
- b. County Councillor (5 mins total)
- c. Public Participation (15 mins total)

**7. Planning**

a. To Consider Applications Received

- i. 2018/2725 – Land North of Stoke Road – Amended proposal (5 promotional signs, reduced from 10)
- ii. 2019/0129 – 1 Nelson Close – Install Velux windows to the front and rear of the property for a loft conversion

b. To Receive Report of Planning Decisions

- i. 2018/2480 1 Norwich Road - Erection of chalet and demolition of existing garage.

**APPROVAL WITH CONDITIONS**

- ii. 2018/1611 - Poringland Community Centre - Discharge of condition 3 of planning permission 2018/0718 – Tree Protection Plan **APPROVED**
- iii. 2018/2223 – 4 Highfield - Retain in situ the one air-to-air heat pump unit at ground level on front elevation; remove and relocate the existing air-to-water heat pump unit to ground level at the rear; and remove two existing air-to-air heat pump units and relocate one of those units to first-floor level on rear elevation together with installation of a barrier. **APPROVAL WITH CONDITIONS**
- iv. 2018/2578 – 6 Burgate Lane – Works to TPO Trees – **APPROVAL WITH CONDITIONS**
- v. 2018/2746 – 6 Burgate Lane - Discharge of condition 4 - Tree protection of permission

2013/0486 – **APPROVED**

- vi. 018/2480 – 1 Norwich Road - Erection of chalet and demolition of existing garage–  
**APPROVAL WITH CONDITIONS**

**8. Correspondence and Consultations**

- a. Request for Support for Official Bus Stop at Hardley Road
- b. South Norfolk Council Big Litter Pick Scheme 2019

**9. Finance**

- a. Receipts, payments and bank reconciliation for December 2018
- b. Accounts for payment
- c. Quarterly Budget Report
- d. To Consider More Effective Method of Cross Referencing Accounts for Payment
- e. To Agree that Mrs F. LeBon be permitted to access parish bank accounts and review online access for councillors.

**10. Committee and Advisory Group Reports and Recommendations**

- a. Neighbourhood Plan Update

**11. Dog Access to Public Areas**

- a. To Receive Proposal to Waive Standing Order 7a to Enable Further Discussion on Parish Council's decision to restrict dogs to being on leads in Public Areas.
- b. To Consider Actions to Promote Enforceable Dog Legislation

**12. Community Centre**

- a. Event Proposal 2020 – Stayin' Alive – Bee Gees Tribute Act
- b. To Consider Disapplication of DPS Status for Licensing Purposes
- c. To Consider Full Fire Risk Assessment for Community Centre

**13. Policy Review**

- a. To Review Bad Debt Policy
- b. To Review Community Engagement Strategy
- c. To Review Information Security Policy, with a View to Include PCI DSS

**14. Deputising Procedure**

- a. To Receive Proposal that, under the Public Bodies (Admissions to Meetings) Act 1960, the Meeting Should be Closed to the Press and Public for Item 13a as the Item Relates to the Terms of Service of Employees.
- b. To Consider Procedure Relating to Deputising of Positions

**15. Date of next Parish Council meeting: Wednesday 27<sup>th</sup> February 2019, 7pm, Poringland Community Centre**

Dated the 24<sup>th</sup> January 2019

Clerk

*Faye LeBon*

**Minutes of the Meeting of Poringland Parish Council  
Wednesday 2<sup>nd</sup> January 2019 7pm Poringland Community Centre**

**Present:** Tim Boucher (Chairman)  
Trevor Spruce  
James Landshoft  
John Henson  
David Hewer  
John Joyce           DRAFT  
Lisa Neal  
John Overton  
Chris Walker  
Faye LeBon (Parish Clerk)  
Rachel McCarthy (Assistant Parish Clerk)

**Also attended:** 3 members of the public in attendance.

**1. Apologies**

Apologies for absence were received from John Joyce.

**2. Declarations of Interest and Applications for Dispensation**

Lisa Neal declared an interest in item 7 as a member of the South Norfolk Council Planning Committee.

John Henson declared a personal interest in item 7 a(iv), having a connection with the applicant.

**3. Minutes of the Previous Meeting**

Following correction of typographical errors, the minutes of the meeting held on 28<sup>th</sup> November 2018 were **agreed**. Proposed by David Hewer, seconded by Chris Walker, all in favour.

**4. Update on matters arising from the minutes**

The Assistant Clerk presented her report into matters raised;

It was confirmed that the estate agents boards used to advertise events were not illegal and were installed at the discretion of the landowner.

The developers of Rosebery Park have advised that the road surfacing will be reinstated mid to late January, after which point the road markings can be painted.

A meeting about the Community Land Project had been held with the football club and the Men's Shed. Feedback from this meeting had been sent to the architect.

The stones in front of Budgens are not in breach of any planning condition and are being swept daily by Winkworth, however it was felt that this was not sufficient. The landlord of the area is to be established and contacted regarding this problem.

Final letters have been sent regarding the closure of the cemetery to new burials, with a deadline for response of January 31st. After that the Parish Council will assume plots will be retained for the interment of ashes only, however refunds of the exclusive rights of burial will still be available.

There have been no recent requests for wheelie bin speed awareness stickers, therefore these are to be left in the foyer of the community centre for

**Clerk**

anyone to collect.

The solar light has yet to be delivered, but when it is received it will be installed in the teenage shelter.

David Gooderham advised that the response from South Norfolk Council about the lack of planning enforcement over the air source heating units at 4 Highland had been poor. This is to be escalated as, despite the new planning application being submitted, the lack of enforcement had been of detriment to the neighbouring property over an extended period of time.

Clerk

## 5. Report from the Chairman

The Chairman welcomed the new clerk to her first official meeting.

He reported that 74 children had attended the Princess Party held on 19<sup>th</sup> December. Nearly £100 profit was made and this was a successful community event.

The Jukebox Rogues Cabaret event on December 8<sup>th</sup> was very well received and a £640 profit was made.

## 6. Public Participation

*Standing orders were suspended to allow members of the public to speak.*

### a) District Councillors

Cllr Neal reported that the new Managing Director of the combined district councils of South Norfolk and Broadland, Trevor Holden, had started in his role today. Organisation of senior staff is to be discussed at the full council meeting on 14<sup>th</sup> January.

'Pick and Mix' Bitesize learning packages have been put together for community groups. The first session is to be held on 31<sup>st</sup> January at the Cock Inn in Diss, and will cover 'How to get more volunteers and keep them'. Another 'ping' initiative has been launched with grants of up to £100 being made available for community outdoor table tennis tables.

A planning agents forum has been held, with the new NPPF being discussed. In this new framework, 10% of all affordable housing allocations now have to be for affordable rent (it was established that in South Norfolk this would be 10% of the 28% agreed affordable housing contribution). Two bedroom affordable flats were being discouraged and there will no longer be a requirement for 'pepper potting' of affordable housing.

The new calculation for the five year housing land supply is imminent, however there is a level of confidence that South Norfolk will still retain their five year supply.

Chris Walker queried the recent leaflet from South Norfolk Council detailing the forthcoming bin collection dates. All dates were on a Thursday as usual, with the exception of the dates in October which were a Tuesday. Cllr Neal is to raise this, but it was suspected that this was a typographical error.

### b) County Councillor

Cllr Thomson had given his apologies for the meeting, but had forwarded a

report to the Clerk. This is to be circulated to councillors.

Clerk

- c) Public Participation  
There was no comment from the public.

James Landshoft wished all in the room and happy and prosperous 2019

*Standing orders were reinstated.*

*Lisa Neal left the meeting and observed from the public area.*

## 7. Planning

### a) Applications Received

- i) 2018/2725 Land North of Stoke Road: Proposed non-illuminated 5 no. Signs and 5 no. Flags

Trevor Spruce had visited the site and obtained clarity on where the proposed signs and flags were to be situated.

It was **agreed** to recommend approval for this application with conditions applied so that the flags would be removed if noise resulting from movement of the flags became a nuisance to residents of neighbouring properties.

Clerk

The Clerk is to check whether the signage for the show home has planning permission.

Clerk

- ii) 2018/2734 1 Norwich Road: Side extension and car ports

Trevor Spruce had viewed the plans and visited the site.

It was **agreed** to make no comment regarding the application.

Clerk

- iii) 2018/2223 4 Highland: Retain in situ the one air-to-air heat pump unit at ground level on front elevation; remove and relocate the existing air-to-water heat pump unit to ground level at the rear; and remove two existing air-to-air heat pump units and relocate one of those units to first-floor level on rear elevation together with installation of a barrier

John Henson had viewed the plans and visited the site. He raised continued concerns that 'Unit X' would likely cause a noise nuisance to the neighbouring property. Similar concerns were raised about the other two units detailed in the application having adverse effects on the residents of the other two properties close to the applicant's property. There was also consternation over disregard for the previous refusal of the application.

John Overton advised that South Norfolk Council's Environmental Health department had viewed the site and had assured that the decibel level from the units would be acceptable.

It was **agreed** that refusal of the application be recommended on the grounds, that there is no evidence in the revised plans that would mitigate the adverse effects of the noise from the units, which will ultimately be of detriment to three neighbouring properties. Unit X is certainly a commercial unit which is totally unsuitable to being installed on a domestic property, which is located within an estate of houses. Proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

- iv) 2018/2824 6 Greenacres Drive: Rear and side extension  
*John Henson took no part in the discussion of this item and abstained from voting.*  
David Gooderham had viewed the plans and visited the site.  
Discussions occurred as to the loss of the garage, but it was established there remained sufficient car parking space.  
It was **agreed** to make no comment regarding the application, proposed by David Gooderham and seconded by Trevor Spruce. All in favour.

Clerk

## DRAFT

### b) **Planning Decisions**

Planning decisions were noted as follows:

i.2018/2267 Land South West Of Sebald Crescent: Proposed new chalet bungalow and a log cabin annexe.

#### **REFUSAL**

ii.2018/2370 5 St Marys Road: Proposed single storey extension to side of existing dwelling. Demolition of existing flat roof detached garage and erection of 1.8m fencing and gate.

#### **APPROVAL WITH CONDITIONS**

iii.2018/2617 Evangelical Free Church, Carr Lane: Non Material Amendment following 2017/0047 – change to windows.

#### **APPROVAL WITH NO CONDITIONS**

iv.2018/2652 Land South Of Stoke Road And West Of The Street: Non material amendment to 2017/0495 – alterations to internal layout, main body of house above plinth level changed from render to brickwork, window to Utility in side elevation changed to a door, window on half landing reduced in size and addition of high level roof light in roof slope to both sides of dwelling to plot 1.

#### **APPROVAL WITH NO CONDITIONS**

### 8. **Correspondence and Consultations**

#### a) Pollination Corridor Presentation

A presentation was received from the Bergh Apton Conservation Trust regarding a potential 'B-Line' which is a network of pollinator friendly corridors. Presently there are none in Norfolk, but it was proposed to create one along the Chet Valley, on the provision that local support is received. Trevor Spruce queried whether there would be any additional financial commitment from the Parish Council should part of this conservation project be located on Parish Council land, to which it was responded that it was not anticipated that there would be any additional maintenance cost to what would already be budgeted if the area was just grassed. The Community Land Project plans were displayed to show an area provisionally allocated as a wetland nature walk. Other areas in the village were discussed for potential consideration for this project, as were other types of plants. The project was also noted as one that would be well supported by local bee keepers.

It was **agreed** to send a letter of support in principle for this project to the Bergh Apton Conservation Trust.

Clerk

#### b) The Ridings/Devlin Drive Hedge

Correspondence had been received from the public about the lack of highway visibility being caused by a hedge on Devlin Drive, when over taking parked cars, causing a danger. Some councillors had experienced similar

problems in this area. It was noted that the Highways Engineer had visited the site and advised that the lack of visibility was a natural incentive for people to stay within the 20mph speed limit. Discussions occurred as to whether the problem was the hedge or the parked cars. It was **agreed** to contact the local police and ask them to speak with the car owners who are parking in the dangerous position, and to ask the Highways Engineer to put his advice regarding the hedge in writing. .

**Clerk**

**9. Finance**

**a) Receipts, Payments, and Bank Reconciliation**

The receipts, payments and bank reconciliation for November 2018 were presented and **noted**.

DRAFT

b) Accounts for Payment

It was **agreed** to pay the following accounts. Trevor Spruce and Tim Boucher would authorise the payments.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	Staff Salaries	£4,730.52
HMRC	PAYE & NIC	£1,229.55
Norfolk Pension Fund	Pension Contributions	£1,336.57
BT	Telephone & Broadband	£49.55
Microshade	Hosted IT	£217.62
Norfolk Copiers	Printing	£35.98
Total Gas & Power	Electricity	£855.58
ESPO	Gas	£161.78
Wave	Water	£282.18
WorldPay	Card Machine	£4.08
R McCarthy	Event Catering	£80.00
Norwich Electrical	Electrical Repair	£130.96
J Lawrance	Repair of Dishwasher	£75.00
The Alarm Company	Fire Alarm Servicing	£312.00
Wave	Water	£198.63
South Norfolk Council	Premises Licence	£70.00
Wave	Water	£16.03
Parker Planning	Consultant	£240.00
Veolia	Waste	£74.23
Spruce Landscapes	Grounds Maintenance	£945.00
Garden Guardian	Grounds Maintenance	£1,059.29
Garden Guardian	Grounds Maintenance (July)	£870.22
Vortex	Grounds Maintenance	£191.66
API Cleaning	Relief Caretaking	£793.88
Barclaycard	Bar / Event / Statt	£1,064.13
Hugh Crane	Repair of Floor Cleaner	£273.13
Office Water Supplies	Water Cooler Rental	£90.98
J and A Saunders	Window Cleaning	£200.00
R McCarthy	Petty Cash Top Up	£72.21
	<b>TOTAL:</b>	<b>£15,660.76</b>

10. **Committees and Advisory Groups**

a) Finance & Governance Advisory Group

The report was presented by Chris Walker. The group had focussed upon the 2019/2020 budget and precept setting. It was **agreed** that additional staff hours would be required for the Neighbourhood Plan and this should be included in the budget.

*Trevor Spruce Left the Room Due to a Pecuniary Interest*



The following 2019 maintenance contracts were **agreed**:

**Community Centre** – Spruce Landscapes at £2,350 per annum  
Following a proposal from Chris Walker and a second from David Hewer, all in favour.

*Trevor Spruce Re-Entered the Meeting*

**Tree Works** – Eastern Tree Care at £4,750 per annum plus £320 for additional required works identified.  
Following a proposal from Chris Walker and a second from John Henson, all in favour.

## 11. **Other Matters**

### a) **Budget and Precept Setting 2019/20**

Chris Walker presented the budget which resulted in a precept of £166,235.54, Band D of £88.56 and a 4.98% increase, owing principally to the lack of shortfall grant available and loss of income due to the closure of the Cemetery to new burials  
It was advised that South Norfolk Council had confirmed the tax base of 1877.

The budget included revised pay staff scales as recommended jointly by NALC and SLCC. It also included a £10,000 budget for unforeseen repairs to the community centre due to the age of the building, and an additional £8,500 for Neighbourhood Planning.

David Gooderham raised concerns about £10,000 being precepted for the professional fees for a potential new cemetery, and would prefer this to come out of reserves. A vote was taken with the majority **agreed** that £5,000 should be taken from reserves and £5,000 from the precept.

The 2019/2020 precept was therefore **agreed** at £161,235.54, a Band D of £85.90 per annum, an increase 1.82%

The Clerk raised that correspondence had been received over Christmas regarding the £55,000 fixed term investment with Hodge Bank. This had matured and had now been automatically transferred to a seven day notice account paying 0.3% interest. It was **agreed** that this should be reinvested with Hodge bank on 1 year fixed term at a rate of 1.4% after a proposal from Chris Walker and a second from John Henson, all in favour.

**Clerk**

The Clerk raised that Norfolk County Council had made an error with the 20mph order on the Shotesham Road, caused by the traffic signs not being installed within two years from the order notice date. Norfolk County Council is therefore consulting again so as to ensure that the order is enforceable. It was **agreed** to respond positively to this consultation.

**Clerk**

Thanks were given to the Assistant Clerk for her hard work in ensuring that

the parish office ran smoothly whilst the recruitment process for a new clerk took place.

**12. Date of next meeting:**

- Wednesday 30<sup>th</sup> January 2019, 7pm, Full Council, Community Centre.

The meeting closed at 9.10pm. DRAFT

**CHAIRMAN**

### Clerk's Update on Matters Raised at Previous Meetings

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Junction markings on new estates** – White lines are to be delayed as this is only done on highways adoption. Highways do not want to adopt Mentmore Way (Big Sky side) until the Norfolk Homes side has been completed and they will all be adopted at once rather than piecemeal. Big Sky will consider putting in 'give way' signage, although this is not usually done prior to adoption. **ONGOING**
- **Community Land Project Transfer** – Legal transfer in hands of solicitors. Draft Heads of Terms have been sent from the solicitor. Once these have been agreed, Norfolk Homes will be approached to see if they are ready to proceed to complete the Transfer on the basis that the Lease to Men's Shed has been substantively agreed and is ready to go in place shortly thereafter. **ONGOING**
- **New burial ground** – **ONGOING**
- **Redesigned pavement Shotesham Road** – Big Sky advise that footpaths that footpathson the Shotesham Road have now been reinstated after works completed by UK Power networks. **ONGOING**
- **Dog Park** - this will be discussed at the next Strategic Whole Council Advisory Group meeting. **ONGOING**
- **Groundwater at Cemetery** – Final chase letters sent with deadline of January 31<sup>st</sup>. After that will assume plots retained for ashes though refund still available. **ONGOING**
- **Devlin Drive Hedge Proposal** – NCC confirmed no model contract in place for PC's to maintain hedges and likely to only fund cutting every 5 years. Norfolk County Council has been requested to send their recommendations about the hedge and associated highway safety in writing. **ONGOING**
- **Poor design of stone area at Budgens** – SNC confirmed no breach of planning. Winkworth confirmed stones swept daily. This has been raised directly to Amari (landlord) as a request for assistance. They have since been in touch with the tenants who are in the process of drawing up plans to resolve the matter. **ONGOING**
- **Tree Works** – Further to decision to award works, instruction has been given to the successful contractor to commence works. This will be started in later March and be completed in April. **ONGOING**
- **Youth Shelter Anti-Social Behaviour** – Solar Light has been installed on the youth shelter. **COMPLETE**
- **Bee – Line** – The Bergh Apton Conservation Trust has been written to with the Parish Council's support in principle for the Bee Line project. **COMPLETE UNTIL FURTHER UPDATE FROM BERGH APTON CONSERVATION TRUST**
- **4 Highland** – The Parish Council's complaint about enforcement action on this property was escalated to a Stage 2 complaint. South Norfolk Council has advised that they are comfortable that the actions of the officer involved were proportionate and have closed the complaint. **COMPLETED**

**Faye LeBon**  
**Clerk to the Council, 24<sup>th</sup> January 2019**

**Faye Le Bon**

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**From:** [REDACTED]  
**Sent:** 28 December 2018 08:44  
**To:** [REDACTED]  
**Subject:** Bus Stops

Dear Sir or Madam, I live in Stoke Holy Cross and I am registered with the Old Mill Surgery, Poringland. When I visit I have to get the bus which at present is Konectbus service 87. Usually their drivers will allow me to get off at Hardley Road, although the official stop is Poringland Street. Getting to the surgery from there involves crossing a very busy road where there is no pedestrian crossing. I consider that this is dangerous. In January the First Group are going to run the bus service and they have a reputation for stopping only at official stops. In view of this, could your council please consider erecting an official stop at Hardley Road for the benefit of Old Mill patients?

Yours faithfully [REDACTED]  
Sent from my iPad

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**Faye Le Bon**

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**From:** [REDACTED]  
**Sent:** 14 January 2019 12:59  
**To:** Parish Clerks  
**Subject:** South Norfolk Council's Big Litter Pick Scheme 2019

Good afternoon,

**South Norfolk Council's Big Litter Pick 2019 is launching soon.**

**Working with the local community, schools and community groups this council run initiative helps reduce litter and improves the appearance of the district, ensuring that South Norfolk remains one of the best places in the country to live, work and visit.**

**Last year a record total of 96 litter picks took place involving over 1000 residents from across the district and nearly 2,000 bags of rubbish and recycling were collected. This year we are hoping to do even better.**

**From 1<sup>st</sup> February to the end of May, any parish, community group or not-for-profit organisation that registers and completes a litter pick will receive £20 for their local community and will be placed in a draw to win one of 20 prizes of £200 for use in their community!**

**South Norfolk Council will provide the necessary equipment and instructions, all groups need to do is register their interest, advertise for volunteers and then complete the litter pick. For more information visit [www.south-norfolk.gov.uk/litterpick](http://www.south-norfolk.gov.uk/litterpick)**

**If you are interested in taking part, please contact us through the email: '[litterpick@s-norfolk.gov.uk](mailto:litterpick@s-norfolk.gov.uk)' or call on 01508 533641. We will then send you out an information pack to enable you to organise and advertise your litter pick.**

Kind regards

[REDACTED]

[REDACTED]



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**Poringland Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 December 2018**

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	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	0.00
1	Unity Trust	19,498.62
2	Barclays Deposit	0.00
2	United Trust	50,000.00
2	CCLA	40,000.00
2	Santander Bond 1	60,000.00
2	Cambridge & Counties 120 Day	75,311.82
2	Hampshire Trust Bond 1	55,000.00
2	Unity Trust Deposit	155,327.74
2	Nationwide Instant Access	120,878.38
		<b>576,016.56</b>
<u>Other Bank &amp; Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		<b>550.00</b>
		<hr/> <b>576,566.56</b>
<u>Unpresented Payments</u>		
1	22/08/2018 300060	500.00
1	22/08/2018 300065	250.00
1	28/11/2018 300005	330.00
1	28/12/2018 BACS	336.59
1	28/12/2018 BACS	54.40
1	28/12/2018 BACS	92.65
1	28/12/2018 BACS	501.78
1	28/12/2018 BACS	126.10
1	28/12/2018 BACS	1,229.55
1	28/12/2018 BACS	1,336.57
1	28/12/2018 BACS	35.98
1	28/12/2018 DD	161.78
1	28/12/2018 BACS	80.00
1	28/12/2018 BACS	130.96
1	28/12/2018 BACS	75.00
1	28/12/2018 BACS	312.00
1	28/12/2018 BACS	70.00
1	28/12/2018 BACS	240.00
1	28/12/2018 BACS	1,059.29
1	28/12/2018 BACS	870.22
1	28/12/2018 BACS	191.66
1	28/12/2018 BACS	793.88
1	28/12/2018 BACS	90.98
1	28/12/2018 BACS	273.13
1	28/12/2018 BACS	200.00
1	28/12/2018 BACS	72.21
1	28/03/2018 300001	75.00
		<b>9,489.73</b>
		<hr/> <b>567,076.83</b>

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**Poringland Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 December 2018**

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<u>Account Description</u>	<u>Balance</u>
<u>Receipts not on Bank Statement</u>	
1    31/12/2018	220.00
	<b>220.00</b>
<b>Closing Balance</b>	<b>567,296.83</b>
<u>All Cash &amp; Bank Accounts</u>	
Current	10,228.89
Bonds & Savings	556,517.94
Other Bank & Cash Balances	550.00
<b>Total Bank &amp; Cash Balances</b>	<b>567,296.83</b>

<b>PORINGLAND PARISH COUNCIL</b>				
<b>Payments List 30 January 2019</b>				
<b>Payee</b>	<b>Code</b>	<b>Description</b>	<b>Amount</b>	<b>Chq no.</b>
S Cunningham	Salaries	Administrator		SO
R McCarthy	Salaries	Asst Clerk		SO / BACS
S Cunningham	Salaries	Bar Staff		BACS
L Gooderham	Salaries	Caretaker		SO
S Warmingier	Salaries	Cleaner		SO
S Duffell	Salaries	Project Off / Temp Admin		SO / BACS
C Moore	Salaries	Interim RFO		BACS
F LeBon	Salaries	Clerk		SO
			<b>£6,517.50</b>	
HMRC	Salaries	PAYE & NIC	£2,098.55	BACS
Norfolk Pension Fund	Salaries	Pension Contributions	£2,156.43	BACS
BT	General Administration	Telephone & Broadband	£50.21	DD
Microshade	General Administration	Hosted IT	£217.62	SO
Citrus Security Shredding	General Administration	Annual Shredding Fee	£319.20	BACS
ESPO	General Administration	Stationery	£35.04	BACS
Norfolk Copiers	General Administration	Printer Quarterly Rental	£172.76	BACS
ESPO	Community Centre	Gas	£210.53	DD
Hugh Crane	Community Centre	Cleaning Consumables	£167.07	BACS
Ezyglide	Community Centre	Service & Repair of Partitions	£678.00	BACS
MCL Mechanical Services	Community Centre	Boiler / Toilet Repairs	£584.72	BACS
JML Refrigeration	Community Centre	Refrigerator Service	£171.60	BACS
CBF Ltd	Community Centre	Balance of George Michael Trib	£1,500.00	BACS
Jim Lawrance	Community Centre	Repair of Dishwasher	£102.12	BACS
Veolia	Comm Centre / Burial Ground	Waste	£74.23	DD
Spruce Landscapes	Comm Centre / B Ground / Mem Gard	Grounds Maintenance	£945.00	SO
Garden Guardian	Comm Sums / P Field / Outside	Grounds Maintenance	£1,059.29	BACS
Vortex	Commutated Sums	Grounds Maintenance	£191.66	BACS
PI Play Inspections	Commutated Sums	Play Equipment Inspections	£180.00	BACS
Tina Eagle	Commutated Sums	Six+ Strategic Group	£70.47	BACS
API Cleaning	Comm Centre / P Field	Relief Caretaking	£855.50	BACS
Barclaycard	Comm Centre / General Admin	Bar / Event / Statt	£510.44	DD
			<b>£25,385.44</b>	

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Poringland Parish Council  
Budget Comparison 2018/19

Details	First Quarter 2018/19				Second Quarter 2018/19				Third Quarter 2018/19				Notes
	Budget	Expenditure	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining	
<b>Salaries</b>													
Staff Salaries	124899.00	31304.00	25.06%	93595.00	27445.92	58749.92	47.04%	66149.08	21975.01	80724.93	64.63%	44174.07	
Staff Contingency Fund	1000.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00		0.00	0.00%	1000.00	
<b>TOTAL</b>	<b>125899.00</b>	<b>31304.00</b>	<b>24.86%</b>	<b>94595.00</b>	<b>27445.92</b>	<b>58749.92</b>	<b>46.66%</b>	<b>67149.08</b>	<b>21975.01</b>	<b>80724.93</b>	<b>64.12%</b>	<b>45174.07</b>	
<b>General Administration</b>													
Audit Fees	1650.00	420.00	25.45%	1230.00	600.00	1020.00	61.82%	630.00	0.00	1020.00	61.82%	630.00	£420 remaining for mid-year audit
Insurance	4750.00	0.00	0.00%	4750.00	182.15	182.15	3.83%	4567.85	0.00	182.15	3.83%	4567.85	
Petty Cash & Stationery	1500.00	280.00	18.67%	1220.00	399.02	679.02	45.27%	820.98	109.10	788.12	52.54%	711.88	
Telephone & Broadband	600.00	110.00	18.33%	490.00	110.45	220.45	36.74%	379.55	119.83	340.28	56.71%	259.72	
Bank Charges	0.00	91.00		-91.00	58.20	149.20		-149.20	120.85	270.05		-270.05	
Subscriptions	1550.00	194.00	12.52%	1356.00	655.00	849.00	54.77%	701.00	409.62	1258.62	81.20%	291.38	
Advertising and Publicity	500.00	0.00	0.00%	500.00	474.00	474.00	94.80%	26.00	0.00	474.00	94.80%	26.00	
Printing (newsletters & reports)	1000.00	840.00	84.00%	160.00	143.00	983.00	98.30%	17.00	145.00	1128.00	112.80%	-128.00	
Printing (general)	250.00	87.00	34.80%	163.00	114.07	201.07	80.43%	48.93	83.52	284.59	113.84%	-34.59	
Training	2100.00	1728.00	82.29%	372.00	0.00	1728.00	82.29%	372.00	0.00	1728.00	82.29%	372.00	
Hosted IT Solution	2160.00	544.00	25.19%	1616.00	544.05	1088.05	50.37%	1071.95	544.05	1632.10	75.56%	527.90	
Office Equipment	800.00	144.00	18.00%	656.00	173.97	317.97	39.75%	482.03	143.97	461.94	57.74%	338.06	
<b>TOTAL</b>	<b>16860.00</b>	<b>4438.00</b>	<b>26.32%</b>	<b>12422.00</b>	<b>3453.91</b>	<b>7891.91</b>	<b>46.81%</b>	<b>8968.09</b>	<b>1675.94</b>	<b>9567.85</b>	<b>56.75%</b>	<b>7292.15</b>	
<b>Burial Ground</b>													
Maintenance	6000.00	1530.00	25.50%	4470.00	1480.80	3010.80	50.18%	2989.20	1495.07	4505.87	75.10%	1494.13	£830 - exclusive rights refund
Memorial Maintenance (council paying)	0.00	0.00		0.00	525.00	525.00		-525.00		525.00		-525.00	
<b>TOTAL</b>	<b>6000.00</b>	<b>1530.00</b>	<b>25.50%</b>	<b>4470.00</b>	<b>2005.80</b>	<b>3535.80</b>	<b>58.93%</b>	<b>2464.20</b>	<b>1495.07</b>	<b>5030.87</b>	<b>83.85%</b>	<b>969.13</b>	
<b>Community Centre</b>													
Maintenance	6000.00	3562.00	59.37%	2438.00	2986.92	6548.92	109.15%	-548.92	1942.36	8491.28	141.52%	-2491.28	£683 - air con maintenance
Cleaning	2000.00	502.00	25.10%	1498.00	190.86	692.86	34.64%	1307.14	977.98	1670.84	83.54%	329.16	
Heat & Light	7500.00	2293.00	30.57%	5207.00	1970.93	4263.93	56.85%	3236.07	2294.04	6557.97	87.44%	942.03	
Water	1000.00	259.00	25.90%	741.00	275.60	534.60	53.46%	465.40	282.18	816.78	81.68%	183.22	
Rates	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00		0.00	
Capital & Improvements	1280.00	2572.00	200.94%	-1292.00	1253.92	3825.92	298.90%	-2545.92	0.00	3825.92	298.90%	-2545.92	
Grounds Maintenance	2350.00	587.00	24.98%	1763.00	587.49	1174.49	49.98%	1175.51	687.49	1861.98	79.23%	488.02	
Bar	3500.00	999.00	28.54%	2501.00	1056.88	2055.88	58.74%	1444.12	1670.55	3726.43	106.47%	-226.43	
Relief Caretaking	9000.00	562.00	6.24%	8438.00	935.24	1497.24	16.64%	7502.76	3085.61	4582.85	50.92%	4417.15	
Event Expenditure	7250.00	3641.00	50.22%	3609.00	942.63	4583.63	63.22%	2666.37	2111.91	6695.54	92.35%	554.46	£1350 - JukeBox rogues £275 - Princess Party
Contingency Fund	3000.00	0.00	0.00%	3000.00	0.00	0.00	0.00%	3000.00	369.93	369.93	12.33%	2630.07	£169.48 Website hosting, £49.95 domain name, £150.50 TV License
Performing Rights Society Licence	700.00	0.00	0.00%	700.00	0.00	0.00	0.00%	700.00	0.00	0.00	0.00%	700.00	
Loan Repayment (PWLb)	8713.26	4357.00	50.00%	4356.26	0.00	4357.00	50.00%	4356.26	4356.63	8713.63	100.00%	-0.37	
<b>TOTAL</b>	<b>52293.26</b>	<b>19334.00</b>	<b>36.97%</b>	<b>32959.26</b>	<b>10200.47</b>	<b>29534.47</b>	<b>56.48%</b>	<b>22758.79</b>	<b>17778.68</b>	<b>47313.15</b>	<b>90.48%</b>	<b>4980.11</b>	
<b>Outside Spaces</b>													
Capital and Improvements	0.00	140.00		-140.00	1669.50	1809.50		-1809.50		1809.50		-1809.50	
Verge Cutting	2460.00	703.00	28.58%	1757.00	702.86	1405.86	57.15%	1054.14	1405.72	2811.58	114.29%	-351.58	
Memorial Garden	1500.00	375.00	25.00%	1125.00	375.00	750.00	50.00%	750.00	375.00	1125.00	75.00%	375.00	
Dog Bins	1900.00	0.00	0.00%	1900.00		0.00	0.00%	1900.00		0.00	0.00%	1900.00	
General Repairs and Replacements	1000.00	1147.00	114.70%	-147.00	2677.33	3824.33	382.43%	-2824.33	100.00	3924.33	392.43%	-2924.33	
<b>TOTAL</b>	<b>6860.00</b>	<b>2365.00</b>	<b>34.48%</b>	<b>4495.00</b>	<b>5424.69</b>	<b>7789.69</b>	<b>113.55%</b>	<b>-929.69</b>	<b>1880.72</b>	<b>9670.41</b>	<b>140.97%</b>	<b>-2810.41</b>	
<b>Playing Field</b>													
General Costs	8000.00	1330.00	16.63%	6670.00	7699.37	9029.37	112.87%	-1029.37	2747.17	11776.54	147.21%	-3776.54	£1230 - Pavilion decorating
Heating Scheme	6434.00	2570.00	39.94%	3864.00	6016.29	8586.29	133.45%	-2152.29	0.00	8586.29	133.45%	-2152.29	
Grass Cutting & Grounds Maintenance	2425.00	404.00	16.66%	2021.00	404.16	808.16	33.33%	1616.84	808.52	1616.68	66.67%	808.32	
<b>TOTAL</b>	<b>16859.00</b>	<b>4304.00</b>	<b>25.53%</b>	<b>12555.00</b>	<b>14119.82</b>	<b>18423.82</b>	<b>109.28%</b>	<b>-1564.82</b>	<b>3555.69</b>	<b>21979.51</b>	<b>130.37%</b>	<b>-5120.51</b>	
<b>Miscellaneous</b>													
Professional Fees	1500.00	3850.00	256.67%	-2350.00	400.00	4250.00	283.33%	-2750.00		4250.00	283.33%	-2750.00	Liaison with Environment Agency
General Contingency	1600.00	0.00	0.00%	1600.00	0.00	0.00	0.00%	1600.00		0.00	0.00%	1600.00	
Octagon Post Office (S137)	200.00	0.00	0.00%	200.00	0.00	0.00	0.00%	200.00		0.00	0.00%	200.00	
Section 137	300.00	0.00	0.00%	300.00	0.00	0.00	0.00%	300.00	75.00	75.00	25.00%	225.00	

Poringland Parish Council  
Budget Comparison 2018/19

<b>TOTAL</b>	<b>3600.00</b>	<b>3850.00</b>	<b>106.94%</b>	<b>-250.00</b>	<b>400.00</b>	<b>4250.00</b>	<b>118.06%</b>	<b>-650.00</b>	<b>75.00</b>	<b>4325.00</b>	<b>120.14%</b>	<b>-725.00</b>
<b>Projects</b>												
Community Land Project Planning	13000.00	0.00	0.00%	13000.00	0.00	0.00	0.00%	13000.00		0.00	0.00%	13000.00
Neighbourhood Planning	16500.00	166.00	1.01%	16334.00	2900.00	3066.00	18.58%	13434.00	1000.00	4066.00	24.64%	12434.00
<b>TOTAL</b>	<b>29500.00</b>	<b>166.00</b>	<b>0.56%</b>	<b>29334.00</b>	<b>2900.00</b>	<b>3066.00</b>	<b>10.39%</b>	<b>26434.00</b>	<b>1000.00</b>	<b>4066.00</b>	<b>13.78%</b>	<b>25434.00</b>
<b>TOTAL EXPENDITURE</b>	<b>257871.26</b>	<b>67291.00</b>	<b>26.09%</b>	<b>190580.26</b>	<b>65950.61</b>	<b>133241.61</b>	<b>51.67%</b>	<b>124629.65</b>	<b>49436.11</b>	<b>182677.72</b>	<b>70.84%</b>	<b>75193.54</b>
	<b>Budget</b>	<b>Income</b>		<b>Budgeted Income Remaining</b>	<b>Income</b>	<b>Income to Date</b>		<b>Budgeted Income Remaining</b>	<b>Income</b>	<b>Income to Date</b>		<b>Budgeted Income Remaining</b>
<b>Income</b>												
Miscellaneous	500.00	20.00	4.00%	480.00	110.00	130.00	26.00%	370.00		130.00	26.00%	370.00
Capital Grants	0.00	1028.00		-1028.00	2570.40	3598.40		-3598.40		3598.40		-3598.40
Verge Cutting Delegation	4100.00	0.00	0.00%	4100.00	4159.87	4159.87	101.46%	-59.87		4159.87	101.46%	-59.87
Neighbourhood Planning Grant	15000.00	6770.00	45.13%	8230.00	0.00	6770.00	45.13%	8230.00		6770.00	45.13%	8230.00
Interest on Investments	2000.00	2166.88	108.34%	-166.88	1862.41	4029.29	201.46%	-2029.29	1545.39	5574.68	278.73%	-3574.68
Burial Ground - General	5500.00	2288.00	41.60%	3212.00	2639.00	4927.00	89.58%	573.00	1498.00	6425.00	116.82%	-925.00
Memorial Repairs - Charge Lifting	0.00	0.00		0.00	0.00	0.00		0.00		0.00		0.00
Memorial Repairs - Commissioned	0.00	175.00		-175.00	0.00	175.00		-175.00		175.00		-175.00
Refund	0.00	0.00		0.00	-110.00	-110.00		110.00		-110.00		110.00
<b>TOTAL</b>	<b>27100.00</b>	<b>12447.88</b>	<b>45.93%</b>	<b>14652.12</b>	<b>11231.68</b>	<b>23679.56</b>	<b>87.38%</b>	<b>3420.44</b>	<b>3043.39</b>	<b>26722.95</b>	<b>98.61%</b>	<b>377.05</b>
<b>Community Centre Income</b>												
Hirers - Regular	40000.00	12579.00	31.45%	27421.00	11747.86	24326.86	60.82%	15673.14	15624.05	39950.91	99.88%	49.09
Hirers - Casual	10000.00	3251.00	32.51%	6749.00	2436.14	5687.14	56.87%	4312.86	3400.54	9087.68	90.88%	912.32
Bar Takings	9000.00	2007.00	22.30%	6993.00	2339.84	4346.84	48.30%	4653.16	4509.59	8856.43	98.40%	143.57
Police	3000.00	709.00	23.63%	2291.00	610.64	1319.64	43.99%	1680.36	62.40	1382.04	46.07%	1617.96
Comm Centre Misc	500.00	252.00	50.40%	248.00	0.00	252.00	50.40%	248.00	30.00	282.00	56.40%	218.00
Event Income	13855.00	3425.00	24.72%	10430.00	4504.80	7929.80	57.23%	5925.20	2842.50	10772.30	77.75%	3082.70
Refund	0.00	0.00		0.00	-50.00	-50.00		50.00	0.00	-50.00		50.00
<b>TOTAL</b>	<b>76355.00</b>	<b>22223.00</b>	<b>29.10%</b>	<b>54132.00</b>	<b>21589.28</b>	<b>43812.28</b>	<b>57.38%</b>	<b>32492.72</b>	<b>26469.08</b>	<b>70281.36</b>	<b>92.05%</b>	<b>6073.64</b>
Precept	150922.12	75461.06	50.00%	75461.06	75461.06	150922.12	100.00%	0.00		150922.12	100.00%	0.00
Shortfall Grant	1994.00	1994.00	100.00%	0.00	0.00	1994.00	100.00%	0.00		1994.00	100.00%	0.00
<b>TOTAL</b>	<b>152916.12</b>	<b>77455.06</b>	<b>50.65%</b>	<b>75461.06</b>	<b>75461.06</b>	<b>152916.12</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>152916.12</b>	<b>100.00%</b>	<b>0.00</b>
<b>TOTAL</b>	<b>256371.12</b>	<b>112125.94</b>	<b>43.74%</b>	<b>144245.18</b>	<b>108282.02</b>	<b>220407.96</b>	<b>85.97%</b>	<b>35913.16</b>	<b>29512.47</b>	<b>249920.43</b>	<b>97.48%</b>	<b>6450.69</b>
<b>Commuted Sums (earmarked for specific purpose over 10 years)</b>	<b>Fund</b>	<b>Expenditure</b>	<b>Income</b>	<b>Fund Remaining</b>	<b>Expenditure</b>	<b>Expenditure to Date</b>	<b>Income</b>	<b>Fund Remaining</b>	<b>Expenditure</b>	<b>Expenditure to Date</b>	<b>Income</b>	<b>Fund Remaining</b>
Devlin Drive	36916.94	130.00		36786.94	205.00	335.00		36581.94	260.00	595.00		36321.94
Mulberry Close (play equipment only)	16285.15	3292.00		12993.15	108.30	3400.30		12884.85	0.00	3400.30		12884.85
Mulberry (grounds maintenance) - spend	28156.40	1624.00		26532.40	778.34	2402.34		25754.06	711.68	3114.02		25042.38
Trafalgar Square	50219.60	1073.00		49146.60	439.98	1512.98		48706.62	289.98	1802.96		48416.64
Community Infrastructure Levy	5394.88	0.00	43361.46	48756.34	0.00	0.00		48756.34	0.00	0.00	60022.87	108779.21
Rosebery Park	0.00	0.00		0.00	2070.62	2070.62	103630.05	101559.43	472.48	2543.10		101086.95
Norwich Road Bus Shelter (30 years)	32725.36	50.00		32675.36	50.00	100.00		32625.36	50.00	150.00		32575.36
	<b>169698.33</b>	<b>6169.00</b>	<b>43361.46</b>	<b>206890.79</b>	<b>3652.24</b>	<b>9821.24</b>	<b>103630.05</b>	<b>306868.60</b>	<b>1784.14</b>	<b>11605.38</b>	<b>60022.87</b>	<b>365107.33</b>
<b>Earmarked Reserves</b>												
Open Spaces Reserve	31000.00	0.00		31000.00	0.00	0.00		31000.00		0.00		31000.00
Neighbourhood Planning	10000.00	0.00		10000.00	0.00	0.00		10000.00		0.00		10000.00
Community Land Project Land	10000.00	0.00		10000.00	0.00	0.00		10000.00		0.00		10000.00
Community Land Project Planning	20000.00	0.00		20000.00	0.00	0.00		20000.00		0.00		20000.00
Memorial Repairs	1050.00	1225.00	175.00	0.00	0.00	1225.00		0.00		1225.00		0.00
Exclusive Rights Refunds	17000.00	0.00		17000.00	8265.00	8265.00		8735.00	830.00	9095.00		7905.00
Balance Floor Refurbishment	2188.55	2039.00		149.55	0.00	2039.00		149.55		2039.00		149.55
Balance Play Markings	1719.00	1579.00		140.00	0.00	1579.00		140.00		1579.00		140.00
Car Park Extension	15000.00	0.00		15000.00	0.00	0.00		15000.00		0.00		15000.00
The Six Administrator	347.89	0.00		347.89	46.98	46.98	425.00	725.91	74.39	121.37		651.52
	<b>108305.44</b>	<b>4843.00</b>	<b>175.00</b>	<b>103637.44</b>	<b>8311.98</b>	<b>13154.98</b>	<b>425.00</b>	<b>95750.46</b>	<b>904.39</b>	<b>14059.37</b>	<b>0.00</b>	<b>94846.07</b>



BLANK PAGE FOR ELECTRONIC AGENDA COLLATION PURPOSES



# Guidance to applicants on removing the requirement to have a Designated Premises Supervisor and giving responsibility for managing the premises licence to a Management Committee

Licensing Act 2003

May 2012

# Guidance

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## **Application to remove the requirement to have a Designated Premises Supervisor and give responsibility for managing the premises licence to a Management Committee**

### **General**

It is now possible for community, church and village halls to apply under section 25A(6) of the Licensing Act 2003 (“the Act”) to remove the mandatory conditions in section 19(2) and (3) of the Act to (which require a designated premises supervisor (“DPS”), who must be a personal licence holder, to authorise every supply of alcohol) and replace them with an alternative licence condition in under which a management committee is responsible for the supply of alcohol. This removes some of the associated burdens that the current conditions place on volunteers.

**There will be no automatic disapplication of the conditions in respect of any premises. A management committee of a community, church or village hall that seeks the removal of the conditions from an existing licence, or wishes to apply for a licence that does not include them, will need to apply to their local licensing authority for the conditions to be removed and the alternative condition imposed instead.**

The types of application that can be made are as follows:

- Application to replace the requirement to have a DPS with the alternative licence condition for an existing premises licence to supply alcohol.
- New application for a premises licence including the supply of alcohol under the alternative licence condition.
- Application to vary an existing premises licence to add the supply of alcohol under the alternative licence condition.

## **Who can apply?**

The application must come from a committee or board with responsibility for the management of the community premises.

A 'committee' or 'board of individuals' is intended to cover any formally constituted, transparent and accountable management committee or structure. It should have the capacity to provide sufficient oversight of the premises to minimise any risk to the licensing objectives that could arise from allowing the responsibility for supervising the sale of alcohol to be transferred from a DPS. This could include management committees, executive committees and boards of trustees. The application form requires the applicant to provide the names of the management committee's key officers e.g. the Chair, Secretary, Treasurer.

Community premises may wish to check their position with the licensing authority before making an application.

## **Definition of Community Premises**

In most cases, it should be self evident whether a premises is or forms part of a community premises, such as a church hall, chapel hall, village hall, parish hall, community hall or other similar building.

The criteria are the same as those used for the purposes of fees exemptions, so premises that have an existing premises licence and qualify for fee exemptions for regulated entertainment will also be 'community premises' for these purposes.

Where it is not clear, the main criteria will be how the premises are predominantly used. Those premises that are made available for community benefit most of the time and accessible by a broad range of persons and sectors of the community, including for purposes beneficial to the community as a whole, are likely to meet the definition.

Many premises such as schools and private halls are made available for private hire by the general public. This fact alone would not be sufficient for such premises to qualify as community premises. Although this might be seen as providing a facility for the community, licensing authorities will consider whether halls used largely for private hire by individuals or private entities are genuinely by their nature 'community premises'. The test is whether the predominant use of the premises is for community benefit rather than the utility of the premises for members of the community for private purposes.

If the general use of the premises is contingent upon membership of a particular organisation, this would strongly suggest that the premises in question are not a 'community premises' within the definition. However, hiring the premises to individual organisations and users who restrict their activities to their own members and guests would not necessarily conflict with the status of the

premises as 'community premises', provided the premises are generally available for use by the community in the sense described above.

### **Who will be responsible for complying with the law?**

As the premises licence holder, the management committee will collectively be responsible for ensuring compliance with licence conditions and the law (and may remain liable to prosecution for one of the offences in the Act) although there would not necessarily be any individual member always present at the premises.

While overall responsibility will lie with the management committee, where the premises are hired out the hirer may be clearly identified as having responsibility for matters falling within their control (e.g. under the contract for hire offered by the licence holder), much in the same way that the event organiser may be responsible for an event held under a Temporary Event Notice. Where hirers are provided with a written summary of their responsibilities under the Act in relation to the sale of alcohol, the management committee is likely to be treated as having taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

### **The fee**

The fee to apply to replace the requirement to have a DPS with the alternative licence condition is £23.

No extra payment is required beyond the existing fee to include the alternative licence condition as a part of a new application or a variation.

### **Advertising**

There is no requirement to advertise an application to include the alternative licence condition.

### **Objections to an application**

Only the Chief Officer of Police can object to a request for the inclusion of the alternative licence condition on the grounds of crime and disorder. The police will consider any history of incidents at an establishment in light of the actual or proposed management arrangements, including in relation to the use of appropriate hire agreements. If the Chief Officer of Police objects to the application to include the alternative licence condition on crime prevention grounds, the licensing authority must hold a hearing to consider the objection and determine whether to grant the application.

If the application for the alternative licence condition is granted, any responsible authority as defined in section 13(4) of the Act and/or any other person can seek reinstatement of the conditions to have a DPS through licence review (in accordance with sections 51 and 52A of the Act).

## **Appeals**

Where the Chief Officer of Police has made relevant representations against the inclusion of the alternative licence condition, or given a notice under section 41D(6) of the Act which was not withdrawn, the Chief Officer of Police can appeal the decision of the licensing authority to allow the inclusion of the alternative licence condition.

Similarly, a community premises can appeal a decision by the licensing authority to refuse to include the alternative licence condition following a hearing triggered by relevant representations or by a notice given under section 41D(6). Following a review of the licence in which the mandatory conditions are reinstated, the licence holder may appeal against the decision. If the alternative licence condition is not removed on the determination of the review, the applicant for the review or any person who made relevant representations may appeal against that decision.

## **Procedure for applying to replace the licence conditions**

### **The application form**

The form is available from your licensing authority website or from the alcohol application forms page of the Home Office. This form can be printed off or filled in electronically.

<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/designated-premises-supervisor/>

We advise that you supply as much information as possible and that rather than leaving any section blank, you mark it as not applicable.

You may also wish to discuss your application with your licensing officer before completing the form.

### **PART 1 – Premises details**

As the form requires that the application is from a committee or board, you must provide the name of the committee or board rather than of an individual member of the committee or board.

The details required in this section relate to the premises themselves (rather than the committee). If the premises have no postal address, e.g. if the application relates to open land, you should describe the location of the premises or give the Ordnance Survey map reference. You should also only give the telephone number of the premises (if there is one) in this section, rather than a point of contact off the premises.

This section also asks for a description of the premises and the composition of the committee or board with responsibility for the management of the premises. It is important to provide as much information as possible. The licensing authority will use this information to judge whether or not your premises is genuinely a 'community premises'. If you have any documents showing the structure of the premises and how it is managed, we advise that you include these. Please note however that it is only necessary to name the committee's or board's key officers such as the Chair, Secretary, Treasurer etc.

This section also asks for a description of how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises. The licensing authority will only grant the alternative licence condition if they are content that the supply of alcohol will be properly supervised in different situations in the absence of a DPS. It is important to include how responsibility for alcohol sales is to be determined in individual cases and how this will be discussed/reviewed within the committee's or board's procedure in the event of any issues arising. We advise that you include copies of any hiring agreements that describe the arrangement made between the community premises and the hiring party. Models of hiring agreements are available from ACRE and Community Matters:

<http://www.acre.org.uk/>

<http://www.communitymatters.org.uk/>

## **PART 2 – Applicant details**

This section requires a telephone number and address (if there is one) to contact the committee. This may be the phone number and address of an individual member of the committee (such as the Secretary) if this is used to contact the committee.

This section also requires that you state whether you have enclosed the premises licence. This should be included for applications to replace the requirement to have a DPS with the alternative licence condition and for applications to vary an existing licence to add the supply of alcohol and to include the alternative premises licence. If you are unable to enclose the premises licence, please explain clearly why not.

There is also a checklist to ensure that you have enclosed all the relevant information. This is divided into two sections. Only those premises that have an existing licence that authorises the sale of alcohol need enclose the fee.

For those premises applying alongside a new premises licence application or an application to vary an existing premises licence to add the supply of alcohol, documents that identify the premises and

how it is run and copies of any hiring agreements should also be included. As this application should be included with the new application or the application to vary a premises licence, there are already requirements to send the documents to the Chief Officer of Police as a responsible authority.

### **PART 3 – Signatures**

The application form must be signed by two members of the management committee. Please state in what capacity the signatory is signing the application, such as Committee Chair, Committee member, Secretary etc.

This section also asks for a contact name, address and telephone number for correspondence associated with the application if this has not been given in previous sections. If you would like to use the details in a previous section, please state clearly which details you would like to use for correspondence.

**Then send your completed form to your local licensing authority and the Chief Officer of Police.**

### **Role of licensing authorities**

When the licensing authority receives your application, they take the following into consideration:

- Whether the applicant is, or is to be, a committee or board of individuals with responsibility for the management of the premises.
- Whether the premises is a 'community premises'.
- Whether they are satisfied that the arrangements for the management of the premises by the committee or board are sufficient to ensure adequate supervision of the supply of alcohol on the premises in different situations, such as when the premises is hired out to private parties.
- Whether replacing the requirement to have a DPS with the alternative licence condition will have a negative impact on the licensing objectives.

### **Timescales**

The timescales for applications mirror the application process for a grant of a premises licence or to vary a premises licence. Broadly, this is as follows:

When applying for a new licence with the alternative licence condition or if applying to vary the licence to add alcohol with the alternative licence condition, the applicant must copy the application to all responsible authorities on same day as application is sent to the licensing authority.

Where the only application is to remove the requirement to have a DPS from an existing licence, the applicant must copy the application to the police on the same day as the application is sent to the licensing authority.

Representations must be made within 28 days of the application being given to the licensing authority.

A hearing, if representations are received, must be held within 20 working days of the last date on which representations could have been made.

The licensing authority must make a determination within 5 working days of the last day of the hearing.

### **When an application has been granted**

The management committee is strongly encouraged to notify the licensing authority if there are key changes in the committee's composition such as to the Chair, Secretary, Treasurer, and to submit a copy to the Chief Officer of Police. A failure to do so may form the basis of an application to review the premises licence, or be taken into account as part of the consideration of such an application.



