

Public Document Pack

NORTH LINCOLNSHIRE COUNCIL

LICENSING (ACTIVITIES) SUB-COMMITTEE

8 September 2023

Chairman: To be appointed

Venue: Conference Room,
Church Square House

Time: 10.00 am

E-Mail Address:
sophie.smith@northlincs.gov.uk

AGENDA

1. Appointment of Chairman
2. Declarations of disclosable pecuniary interests, personal or personal and prejudicial interests, and significant contact with applicants, objectors or third parties (lobbying), if any
3. Application for the variation of a Premises Licence at Goxhill Memorial Hall, Chapel Street, Goxhill, DN19 7JJ (Pages 1 - 136)
4. Any other items which the chairman decides are urgent by reason of special circumstances which must be specified

NOTES: Enclosed in these papers are –

(a) Information to accompany the notice of hearings, including the procedure to be followed at meetings.

(b) A counter-notice to be completed and returned to both aforementioned email addresses above, by Thursday 31 August 2023.

(c) All appropriate and available documentation required at the time of notice.

Published: 23 August 2023

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INFORMATION TO ACCOMPANY NOTICE OF HEARING

In the interests of timely, efficient and cost effective decision making the Authority strongly urges all parties involved in any hearing to ensure that they provide advance disclosure between the parties of any information on which they intend to rely at any hearing. Failure to do so may lead to discussions over the admissibility of such information and/or the adjournment of the hearing.

1. Right of Attendance

A party attending the hearing may be assisted or represented by any person whether or not that person is legally qualified.

2. Representations and Supporting Information

2.1 A party at the hearing shall be entitled to –

- a) give further information in response to the points raised (if any) under point 5 of this information. Any documents upon which you intend to rely should be served with the Counter-notice¹
- b) address the authority, and
- c) if given permission by the authority, question any other party.

2.2 A party who wishes to withdraw any representations they have made may do so -

- a) by giving notice to the Authority no later than 24 hours before the day or the first day on which the hearing is to be held, or
- b) orally at the hearing

3. Failure to attend the Hearing

- a) Where a Party informs the Authority that they do not intend to attend the hearing, then the hearing may proceed in their absence.
- b) Where a party has not so indicated and fails to attend or be represented at the hearing the Authority may –
 - (i) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
 - (ii) hold the hearing in the party's absence.
- c) Where the Authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.

¹ Papers served on the day of the hearing will only be considered if all parties to the hearing consent. If the document is particularly long or complex, this may lead to the hearing being adjourned.

- d) Where the Authority adjourns the hearing to a specified date it shall forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

4. Procedure at Hearing

1. Opening remarks and formalities, introduction by the Democratic Services Officer
2. Chairman is elected, opens meeting and explains procedure to parties present
3. Summary of the application by the Licensing Officer
4. Applications (including any applications for supporting persons to be allowed to address the Sub-Committee² and applications for adjournment)
5. Presentation by Applicant (opportunity to present case, call parties in support and produce documents: maximum 20 minutes)
6. Questions (by Members)
N.B³
7. Presentation by Objectors: (opportunity to present case, call parties in support and produce documents: maximum 20 minutes per objector)
 - a) Police
Followed by questions from members
 - b) Other Responsible Authorities
Followed by questions from members
 - c) Interested Parties
Followed by questions from members
8. Clarification of any issues arising by the Licensing Officer
9. Summary by Applicant: maximum 5 minutes
10. Summary by Objectors:
 - a) Police
 - b) Other Responsible Authorities
 - c) Interested Parties(Maximum 5 minutes per objector)
11. Chairman concludes the hearing and all parties leave the room. (The sub-committee may call in the Solicitor to help draft reasons for the decision. Any other advice must be repeated in open forum. If members need to seek clarification from any party, all parties will return to the meeting).
12. Sub-Committee consider decision and the reasons for the decision.
13. Democratic Services Officer will notify all parties of the decision within five working days of the hearing.

² Regulation 8(2) states that where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, permission must be requested from the authority in the counter notice, for such a person to appear. Details of the name of the person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request, will be required.

³ Regulation 23 states that cross examination by other parties shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, applications or notice as the case may require

5. Points upon which the authority requires clarification

If the Local Authority wish you to clarify certain points/issues arising from your application/objection this will be indicated under point 7 of the Committee Report.

6. Powers to extend time limits/adjourn the hearing

- a) The relevant parties must notify the Authority if they consider that the time limits set out in the procedure of hearing will not be sufficient.
- b) The Authority may extend the time limits if it believes that it shall be in the public interest to do so and shall forthwith give notice to the parties stating the period of the extension and the reason for it.
- c) The Authority may adjourn a hearing to a specified date or arrange for a hearing to be held on specified additional dates where it considers this to be necessary for its consideration of any representations or notice made by a party.
- d) Where the Authority adjourns the hearing to a specified date or additional dates, the parties must be notified forthwith of the date, time and place to which the hearing has been adjourned.

7. Right to dispense with hearing if all parties agree

- (1) The Authority may dispense with holding a hearing if all relevant persons agree that such a hearing is unnecessary and that they have given notice to the Authority that they consider a hearing to be unnecessary.
- (2) Where all relevant persons agree that a hearing is unnecessary and have given notice of this then the Authority shall forthwith give notice to all parties that the hearing has been dispensed with.

8. Hearing to be in public

- 8.1 The hearing shall place in public, however;
- 8.2 The licensing authority may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.
- 8.3 For these purposes a party and any person assisting or representing a party may be treated as a member of the public.

9. Disruptive behaviour

The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may-

- (a) refuse to permit that person to return, or
- (b) permit him to return only on such conditions as the authority may specify, but such person may, before the end of the hearing, submit to the authority in writing any information, which they would have been entitled to give orally had they not been required to leave.

10. Record of proceedings

The authority shall provide for a record to be taken of the hearing in a permanent and intelligible form and kept for six years from the date of the determination or, where an appeal is brought against the determination of the authority, the disposal of the appeal. **NB** ⁴

⁴ It is the Councils policy to tape record the proceedings of the Licensing sub-committee. Only the open part of the hearing shall be recorded. The tape recording shall then be kept in a secure environment.

COUNTER NOTICE

**LICENSING ACT 2003 – APPLICATION FOR THE VARIATION OF A
PREMISES LICENCE – GOXHILL MEMORIAL HALL,
CHAPEL STREET, GOXHILL, DN19 7JJ**

(please return this counter notice as a matter of urgency)

To: sophie.smith@northlincs.gov.uk

From: (Applicant / Responsible Authority / Interested Person) (name and address) (please print)

.....
.....
.....

I confirm that I have received the Notice of Hearing for the meeting on **Friday 8 September 2023**, commencing at **10.00am** in the **Conference Room, Church Square House, Scunthorpe**, together with a copy of the procedure which is to be adopted at the Hearing.

Please tick box as appropriate

- 1. I shall be attending the hearing
- 2. I shall not be attending the hearing because ¹.....
.....
.....
- 3. I do not consider a hearing to be necessary because².....
- 4. I intend to be represented at the hearing by ³.....(name of representative)

¹ See point 3 of the attached Information
² See point 7 of the attached Information
³ See point 1 of the attached Information

PROCEDURE AT HEARING – GRANT OR VARIATION

1. Opening remarks and formalities, introductions by the Democratic Services Officer.
2. Chairman is elected, opens meeting and explains procedure to all parties present.
3. Summary of the application by the Licensing Officer.
4. Applications and Variation of Procedure (includes applications for supporting persons to be allowed to address the committee, applications for adjournment, applications for extension of time limits and consideration of cross examination).
5. Presentation by Applicant (opportunity to present case, call parties in support and produce documents: maximum 20 minutes).
6. Questions to applicant (by Members).
7. Presentations by Objectors: (opportunity to present case, call parties in support and, produce documents: maximum 20 minutes per objector).
 - a) Police
Followed by Questions by Members
 - b) Other Responsible Authorities
Followed by Questions by Members
 - c) Interested Parties
Followed by Questions by Members
8. Clarification of any issues arising by the Licensing Officer, if required, followed by questions by members if necessary.
9. Summary by Applicant: maximum 5 minutes.

10. Summary by Objectors: maximum 5 minutes per objector.
11. Chairman concludes the hearing and all parties leave the room. (The sub-committee may call in the Solicitor to help draft reasons for the decision. Any other advice must be repeated in open forum. If members need to seek clarification from any party, all parties will return to the meeting).
12. Sub-Committee consider decision and the reasons for the decision.
13. Democratic Services Officer will notify all parties of the decision within five working days of the hearing.

NORTH LINCOLNSHIRE COUNCIL

LICENSING (ACTIVITIES) SUB-COMMITTEE

**LICENSING ACT 2003
APPLICATION TO VARY A PREMISES LICENCE
GOXHILL MEMORIAL HALL, CHAPEL STREET, GOXHILL, DN19 7JJ**

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To request that the Sub-Committee determines the application to vary a Premises Licence for Goxhill Memorial Hall.
- 1.2 A summary of the application is attached as Appendix A to this report and a copy of the application as Appendix B.
- 1.3 There have been seven representations received, which have been deemed relevant. These are detailed in paragraphs 4.2 and 4.3. Copies of the representations are attached to this report at Appendices H to N.

2. BACKGROUND INFORMATION

- 2.1 In accordance with the provisions of the Licensing Act 2003 and North Lincolnshire Council's scheme of delegation, all applications to vary a Premises Licence where a relevant representation has been made need to be determined by this Sub-Committee.
- 2.2 When determining the application, the Sub-Committee should only consider issues which relate to the four Licensing Objectives, as stipulated by the Act. The Licensing Objectives are:
 - The Prevention of Crime and Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The Protection of Children from Harm
- 2.3 Members of the Sub-Committee must have regard to the Statutory Guidance issued under Section 182 of the Licensing Act 2003, our Statement of Licensing Policy and our Cumulative Impact Policy. Members of the Sub-Committee may deviate from the Statutory Guidance and Licensing Policies only if they deem that there is good reason to do so. Where Members do deviate from the Statutory Guidance or Policy, full reasons must be provided.
- 2.4 Members of the Sub-Committee should not allow themselves to pre-determine the application or to be prejudiced in favour or opposed to the

licence and shall only determine the application having had an opportunity to consider all relevant facts. Members of the Sub-Committee should not hear or decide on any applications for premises licences in their own Ward.

- 2.5 Members of the Sub-Committee shall remember that they are acting in a quasi-judicial role in determining the application and shall remain in the room so that they hear all the evidence before determining the application. The determination shall be based on the evidence provided, which is relevant to the Licensing Objectives.
- 2.6 The options available to the Sub-Committee having considered all the relevant information are as follows:
 - To refuse to vary the licence
 - To vary the licence with additional conditions
 - To vary the licence without additional conditions
 - To vary the licence, but restrict the licensable activities
 - To vary the licence with restricted times
- 2.7 When considering this application to vary a licence, only the additional elements contained within the application can be considered. The activities already licensed cannot be subject to any restriction or additional conditions.
- 2.8 Members of the Sub-Committee should be advised that the applicant, responsible authorities and other persons making relevant representations may appeal to the Magistrates Court within 21 days of the date on which they were notified of the decision.

3. ISSUES FOR CONSIDERATION

- 3.1 The application to vary a Premises Licence for Goxhill Memorial Hall was received on 6 July 2023.
- 3.2 A summary of the application is attached at Appendix A.
- 3.3 A copy of the Variation application is attached at Appendix B. The supporting documents accompanying the application are attached at Appendix C, and a copy of the proposed new plan is attached at Appendix D.
- 3.4 A copy of the current Premises Licence, which is proposed to be varied, is attached at Appendix E. The current Conditions of Hire are attached at Appendix F and a copy of the current Premises Plan, which is proposed to be varied, is attached as Appendix G.
- 3.5 Humberside Police have stated that they have no objection to this variation. A copy of the representation is attached at Appendix H.
- 3.6 Environmental Protection have stated that they have no comments to make in relation to this variation. A copy of the representation is attached at Appendix I.

- 3.7 Humberside Fire have responded with no objections, stating the application is acceptable. A copy of the representation is attached as Appendix J.
- 3.8 Planning have stated that they have no comments to make in relation to this variation. A copy of the representation is attached at Appendix K.
- 3.9 Trading Standards have stated that they have no issues in relation to this variation. A copy of the representation is attached at Appendix L.
- 3.10 There have been two representations from another people, which have been deemed relevant. These representations are detailed in paragraph 4.3 and are attached to this report as Appendices M and N.
- 3.11 The applicant has been made aware of the representations.

4. OUTCOMES OF CONSULTATION

- 4.1 A copy of an application to grant a Premises Licence must be served on the responsible authorities within 48 hours of the Licensing Authority receiving its copy.
- 4.2 The table below provides details of any representations received from the Responsible Authorities:

Responsible Authority	Detail
Humberside Police	<i>"No objection"</i>
Environmental Protection	<i>"No comments"</i>
Humberside Fire & Rescue Service	<i>"Acceptable"</i>
Planning	<i>"No comments"</i>
Trading Standards	<i>"No issues"</i>
Health & Safety	No response received
Child Protection	No response received
Licensing Authority	No response received
Public Health	No response received

- 4.3 The table below provides details of any representations received from other persons:

Other Persons	Detail
Other Goxhill Parish Council	<i>"No objection"</i>
Other Mr Barrie Clayton	<i>"I strongly object to the said application...The end result if granted this licence would result in noise for the residents living all around this building"</i>

- 4.4 Ward Councillors have been made aware of the application. No response was received.

5. OUTCOMES OF MEDIATION

- 5.1 We have a duty to mediate in accordance with our Policy. The results of the mediation will be reported at the meeting.

6. LICENSING OBJECTIVES & STATUTORY PROVISIONS

6.1 Prevention of Crime & Disorder

6.1.1 The applicant has described the steps they intend to take in order to promote this Objective. These are detailed on page 16 to 18 of their application in Appendix B attached to this report.

6.1.2 Further information regarding this objective can be found in the Licensing Policy, pages 33-42.

6.1.3 No representations have been received raising concerns with regard to this Objective.

6.2 Public Safety

6.2.1 The applicant has described the steps they intend to take in order to promote this Objective. These are detailed on page 18 and 19 of their application in Appendix B attached to this report.

6.2.2 Further information regarding this objective can be found in the Licensing Policy, pages 43-49.

6.2.3 No representations have been received raising concerns with regard to this Objective.

6.3 Prevention of Public Nuisance

6.3.1 The applicant has described the steps they intend to take in order to promote this Objective. These are detailed on page 19 and 20 of their application in Appendix B attached to this report.

6.3.2 Further information regarding this objective can be found in the Licensing Policy, pages 50-55.

6.3.3 One representation has been received raising concerns with regard to this Objective.

6.4 Protection of Children from Harm

6.4.1 The applicant has described the steps they intend to take in order to promote this Objective. These are detailed on page 19 of their application in Appendix B attached to this report.

6.4.2 Further information regarding this objective can be found in the Licensing Policy, pages 56-62.

6.4.3 No representations have been received raising concerns with regard to this Objective.

6.5 Other Licensing Policy Issues/Statutory Provisions

6.5.1 The applicant has proposed several general conditions which cover more than one Licensing Objective. These are detailed at page 16 of the application at Appendix B.

7. FURTHER INFORMATION & CLARIFICATION

7.1 A location plan is attached to the report as Appendix O.

8. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

8.1 Not applicable.

9. RECOMMENDATIONS

9.1 That the Sub-Committee determines the application in accordance the Statutory Guidance issued under s182 of the Licensing Act 2003, Statement of Licensing Policy, the Cumulative Impact Policy and the information contained within this report and having had due regard to the applicant and the responsible authorities making relevant representations.

9.2 That the Sub-Committee provides the reasons for its decision.

DIRECTOR: ECONOMY AND ENVIRONMENT

Church Square House
High Street
Scunthorpe
DN15 6NL

Author: Rachael Holtby
Date: 14 August 2023

Background Papers used in the preparation of this report Nil

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Summary of Application

Name of Premises	Goxhill Memorial Hall	Type of Application	Application to Vary a Premises Licence
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Proposed Changes to Current Licence: The Licensable Activities

Point Number	From	To	Action
1	<p><u>Performance of a Play – Authorised Hours (indoors and outdoors)</u></p> <ul style="list-style-type: none"> • Monday to Friday, 09:00hrs to midnight • Saturday and Sunday, 09:00hrs to 23:45hrs 	Indoors only	
2	<p><u>Exhibition of a Film – Authorised Hours (indoors)</u></p> <ul style="list-style-type: none"> • Monday to Sunday, 09:00hrs to 23:45hrs 	No changes proposed	
3	<p><u>Indoor Sporting Event – Authorised Hours</u></p> <ul style="list-style-type: none"> • Monday to Sunday, 09:00hrs to 23:45hrs 	No changes proposed	
4	<p><u>Performance of Live Music – Authorised Hours (indoors and outdoors)</u></p> <ul style="list-style-type: none"> • Sunday to Friday, 09:00hrs to midnight • Saturdays, 09:00hrs to 23:45hrs 	Indoors only	
5	<p><u>Playing of Recorded Music – Authorised Hours (indoors and outdoors)</u></p> <ul style="list-style-type: none"> • Sunday to Friday, 09:00hrs to midnight • Saturdays, 09:00hrs to 23:45hrs 	Indoors only	
6	<p><u>Performance of Dance – Authorised Hours (indoors and outdoors)</u></p> <ul style="list-style-type: none"> • Sunday to Friday, 09:00hrs to midnight • Saturdays, 09:00hrs to 23:45hrs 	Indoors only	
6	<p><u>Entertainment similar to Live Music, Recorded Music or Performance of Dance – Authorised Hours (indoors and outdoors)</u></p> <ul style="list-style-type: none"> • Sunday to Friday, 09:00hrs to midnight • Saturdays, 09:00hrs to 23:45hrs 	Indoors only	
7	<p><u>Making Music, Dancing and Similar Entertainment – Authorised Hours (indoors and outdoors)</u></p> <ul style="list-style-type: none"> • Sunday to Friday, 09:00hrs to midnight • Saturdays, 09:00hrs to 23:45hrs 	Indoors only	

8	<p><u>Late Night Refreshment – Authorised Hours (indoors and outdoors)</u></p> <ul style="list-style-type: none"> • Sunday to Friday, 09:00hrs to midnight • Saturdays, 09:00hrs to 23:45hrs 	Indoors only	
9	<p><u>Opening Hours</u></p> <ul style="list-style-type: none"> • Sunday to Friday, 08:30hrs to midnight • Saturdays, 08:30hrs to 23:45hrs 	<p><u>Opening Hours</u></p> <ul style="list-style-type: none"> • Monday to Thursday, 08:30hrs to midnight • Friday and Saturday, 08:30hrs to 01:00hrs the following day • Sundays, 08:30hrs to 23:30hrs 	
10	No sales of alcohol authorised	<p><u>Sale of Alcohol for Consumption On and Off the Premises – Authorised Hours</u></p> <ul style="list-style-type: none"> • Monday to Thursday, 12:00hrs to 23:00hrs • Fridays, 12:00hrs to 01:00hrs the following morning • Saturdays, 10:00hrs to 01:00hrs the following morning • Sundays, 10:00hrs to 23:30hrs <p><u>Seasonal Variations</u></p> <ul style="list-style-type: none"> • Christmas Eve (December 24th) dependant on the day it falls would continue until 1.00am on Christmas Day (25th December). • New Years Eve (December 31st) dependant on the day it falls would continue until 1.00am on New Years Day (January 1st). <p><u>Non-Standard Timings</u> None. The reason for the early start on the Saturday & Sunday is to assist the sale of alcoholic products at any craft fairs; Christmas markets etc. which take place at the Hall.</p>	
11	The current Premises Licence plan is attached at Appendix G.	The proposed new Premises Licence Plan is attached at Appendix D. The outdoor area is removed with the proposed new plan: the red line indicates the licensable area.	
12	A further location plan is attached as Appendix O.		

**Changes to Current Licence:
Mandatory Conditions***

*The following Mandatory Conditions have come into force since the current Premises Licence for Goxhill Memorial Hall was originally granted. These conditions will therefore automatically be attached to the licence.

Point Number	From	To	Action
13	<u>Exhibition of Films</u>	No changes proposed	

	<p>The admission of children must be restricted in accordance with the recommendation made by the film classification body specified in this premises licence</p> <p><i>Or</i></p> <p>The admission of children must be restricted in accordance with the recommendation made by North Lincolnshire Council attached to this premises licence.</p>		
14	N/A	<p><u>Supply of Alcohol</u></p> <p>1. No supply of alcohol may be made under this premises licence</p> <p style="padding-left: 40px;">a. at a time when there is no Designated Premises Supervisor in respect of this licence, or;</p> <p style="padding-left: 40px;">b. at a time when the Designated Premises Supervisor does not hold a personal licence or his personal licence is suspended.</p> <p>2. Every supply of alcohol under this premises licence must be made or authorised by a person who holds a personal licence.</p>	
15	N/A	<p><u>Door Supervision</u></p> <p>Door Supervisors shall be licensed with the Security Industry Authority in accordance with the Private Security Industry Act 2001.</p>	
16	N/A	<p><u>Alcohol Pricing</u></p> <p>1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.</p> <p>2. For the purposes of the condition set out in paragraph 1—</p> <p style="padding-left: 40px;">a. “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(1)</p> <p style="padding-left: 40px;">b. “permitted price” is the price found by applying the formula—</p> <p style="text-align: center;">$P=D+(D \times V)$</p> <p>where—</p> <p style="padding-left: 40px;">i. P is the permitted price,</p> <p style="padding-left: 40px;">ii. D is the rate of duty chargeable in relation to the alcohol as if the duty were</p>	

		<p>charged on the date of the sale or supply of the alcohol, and</p> <p>iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol</p> <p>c. “relevant person” means, in relation to premises in respect of which there is in force a premises licence—</p> <ol style="list-style-type: none"> i. the holder of the premises licence, ii. the designated premises supervisor (if any) in respect of such a licence; or, iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence; <p>d. “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and</p> <p>e. “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994(b).</p> <p>3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.</p> <p>4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.</p> <p>(2) The permitted price which would apply on the first day applies to sales or supplies</p>	
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		of alcohol which take place before the expiry of the period of 14 days beginning on the second day.	
17	N/A	<p><u>Drinks Promotions</u></p> <p>1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.</p> <p>(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—</p> <p>a. games or other activities which require or encourage, or are designed to require or encourage, individuals to—</p> <p>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</p> <p>ii. drink as much alcohol as possible (whether within a time limit or otherwise);</p> <p>iii. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee of the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;</p> <p>b. 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 in a manner which</p>	

		<p>carries a significant risk of undermining a licensing objective;</p> <p>c. 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;</p> <p>d. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).</p> <p>2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.</p> <p>3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.</p> <p>(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.</p> <p>(3) 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 either—</p> <p>a. a holographic mark, or b. an ultraviolet feature.</p> <p>4. The responsible person must ensure that—</p>	
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		<p>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—</p> <p>i. beer or cider: ½ pint;</p> <p>ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and</p> <p>iii. still wine in a glass: 125 ml;</p> <p>b. these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and</p> <p>c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”</p>	
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**Proposed Changes to Current Licence:
Conditions Proposed by the Applicant to Promote the Licensing Objectives**

Point Number	From	To	Action
18	<p><u>General Conditions</u> The hiring of the hall is subject to conditions of hire as attached to Annex 2*. <small>*Annex 2 of the current Premises Licence is attached to this report as Appendix F.</small></p>	<p><u>General Conditions</u> Goxhill Memorial Hall already operates to a high standard, and will continue to do so should this license variation be granted in terms of the sale of alcohol. In order to protect all patrons and staff we will comply with the following:</p> <p>An incident log shall be kept at the premises, and made available on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council, which will record the following:</p> <ul style="list-style-type: none"> • All crimes reported to the venue • All ejections of patrons • Any complaints received • Any incidents of disorder • Any refusal of the sale of alcohol 	

		<ul style="list-style-type: none"> • Any visit by a relevant authority or emergency service • Any faults in the CCTV system <p>Staff training will be given to all staff working at the premises. Such training shall be documented and recorded in a book/folder kept solely for that purpose. It will record the date and names of those trained and the person providing it. All present shall sign the book. The frequency of the training shall be once every year. The training shall cover all aspects of the responsible sale of alcohol - Licensing objectives, age verification, how to detect proxy sales, consequences of underage sales, serving to drunks and conflict management. The book will be available to be viewed on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.</p>	
19	<p><u>The Prevention of Crime and Disorder</u> CCTV system shall be in operation</p>	<p><u>The Prevention of Crime and Disorder</u> CCTV will be use at the premises 24 hours a day. It is installed to an appropriate standard as agreed with the Licensing Authority, and the Police. The CCTV equipment shall be maintained in good working order and continually record. Any interruptions in recording or malfunction of the CCTV equipment during any activities in the hall will be reported to the trustees of the hall and fixed as soon as possible. Should any malfunction occur during a licensed event, the Police will be informed immediately and it will be recorded in the incident book.</p> <p>Warning signs shall be displayed stating CCTV is in operation at the premises.</p> <p>There shall be cameras to cover those areas that are not easily supervised from the bar including outside areas where it is intended to conduct licensable activities.</p> <p>A monitor is already situated in the working kitchen/ bar area so staff working in the sales area of the premises can view it.</p> <p>The system is capable of continuously recording in colour, providing real time pictures of evidential quality in all lighting conditions, and copies of such recordings shall be retained for a period of not less than 28 days. (Please see GMH CCTV policy attached to this application).</p>	

		<p>The system is capable of producing copies of recordings on site.</p> <p>In addition to the CCTV the DPS and staff will also record regularly in a bound incident book which will be kept on the premises at all times when the sale of alcohol is taking place. These books will be made available to the police and officer from the council on request.</p> <p>Copies of recordings shall be provided on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council on DVD/USB at no cost.</p> <p>The Designated Premises Supervisor (DPS) will be responsible for the operation of the system and shall ensure that it is maintained.</p> <p>The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating.</p> <p>Records of maintenance of the CCTV system shall be kept by the license trustees of the hall and the system shall be maintained in working order and checked weekly. Records of any maintenance/weekly checks shall be endorsed by signature by the DPS or other responsible named individual, and actions taken must be recorded. The record shall be produced on request to a person under the direction and control of the Chief Constable or an Authorised Officer of the North Lincolnshire Council on production of their identification.</p> <p>Camera(s) will be sited to cover all entrances. Cameras must be positioned to view all access to and egress from the premises (including fire exits) and all areas where the sale of alcohol occurs.</p> <p>Recordings must be made of each trading period conducted at the premises, and must be correctly time and date marked.</p> <p>CCTV camera views are not to be obstructed.</p> <p>Any unlawful incidents that happen on the premises will be reported to the Police at the first available opportunity, and be recorded in the incident book.</p>	
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		<p>The License Holder will keep an up to date DPS Authorisation sheet, which will show the list of staff members or hirers with personal licenses who have been given the authority to sell alcohol on the premises by the Trustees of the Memorial Hall.</p> <p>An incident book will record, all refusals for the sale of alcohol and any incidents no matter how minor that happen throughout any event at Goxhill Memorial Hall whilst alcohol is being sold.</p> <p>The Trustees of Goxhill Memorial Hall will ensure that all licensable activity is carried out by personal license holders within North Lincolnshire, and only those registered with NLC will be permitted to carry out licensable activities.</p> <p>Sufficient staff will be on duty during all events.</p> <p>SIA registered door staff will be employed should the event organiser or the Memorial Hall Trustees deem it appropriate.</p> <p>The capacity of the inside of the Memorial Hall is 200 standing and 160 seated. Any event where numbers will reach or almost reach capacity will be ticketed and the entrance and exit manned to ensure overcrowding doesn't happen. If deemed appropriate SIA registered door staff will be employed to monitor the capacity of the building and the event.</p> <p>Signage to advise people leaving personal belongings unattended will be displayed around the premises.</p>	
20	<p>Public Safety The hall shall be subject to Fire Brigade inspections and shall meet all their requirements.</p> <p>The outside of the building shall be illuminated.</p>	<p>Public Safety Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a premises of this size, and the Memorial Hall has been fully fire risk assessed.</p> <p>An on -site accident book will be in operation to record any accident/ injury incurred on the premises. This document will be retained for inspection by Goxhill Memorial Hall for a period of three years.</p>	

		<p>All inclusive nights and other irresponsible drinks promotions will not be permitted.</p> <p>A fire risk assessment has been undertaken and all entrances and exits are clearly signed as fire escapes. The fire alarms are tested weekly.</p> <p>Adequate arrangements exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.</p> <p>The Premise Licence Holder/DPS/Event Organiser/Memorial Hall Trustees shall ensure that there a risk assessment for the need for SIA door supervision at the premises during events and shall provide door supervision in accordance with that risk assessment. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.</p> <p>Crushable drinking vessels/Polycarbonates When events are held at the premises, a thorough risk assessment will be completed for the use of Polycarbonate or crushable glassware and decanting of all bottles. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.</p> <p>Polycarbonate or crushable glassware and decanting of all bottles upon request by Humberside Police or North Lincolnshire Council for specific events.</p>	
21	<p><u>Prevention of Public Nuisance</u> Noise abatement shall be the responsibility of the hirer</p>	<p><u>Prevention of Public Nuisance</u> Goxhill Memorial Hall is situated in the heart of the village although has no residential dwellings within 15 metres of the building itself.</p> <p>The building is fitted with double glazed UPVC windows and doors, which provide good noise reduction to any neighbouring properties.</p> <p>The windows and main entrance are closed in an evening when live entertainment (DJ or Band) is performing.</p> <p>All external windows and doors shall be kept closed when regulated entertainment is being provided, except in the event of an emergency</p>	

		<p>and for access and egress. All exterior windows and doors shall be maintained in a good state of repair and working order.</p> <p>The Licence Holder or their representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises is used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.</p> <p>There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly.</p> <p>The Licence Holder or his representative shall conduct regular checks of premises curtilage and keep the area clean. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.</p> <p>All entrances and exits have an effective lobby to minimise the breakout of noise.</p> <p>The use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in surrounding areas, is not permitted.</p> <p>Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs. and 07:00 hrs. to minimise disturbance to nearby occupiers.</p> <p>For the final hours of opening the music is reduced in volume and is discernibly quieter.</p>	
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		<p>The playing of live or recorded music in garden or outside seating areas of the premises is not permitted after 22.00 hrs.</p> <p>Flashing / bright / flood lights used outside the premises and any security or access lighting installed will not be operated so as to cause a nuisance to nearby occupiers.</p>	
22	<p><u>The Protection of Children from Harm</u> No conditions attached</p>	<p><u>The Protection of Children from Harm</u> Only photographic ID is accepted (passport, photo driving license, proof of age card with PASS hologram, military ID, and any future accredited and accepted proof of age). Anyone who appears to be under the age of 25 is challenged to provide ID. If the customer is unable to provide identification then no sale is made and the incident will be recorded in the incident book with time to back up CCTV recording. No ID no sale.</p> <p>Challenge 25 signs will be clearly on display in the hall, at the entrances, and at the bar. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused. All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the council on request.</p> <p>All children on the premises will be supervised/ accompanied by an adult at all times.</p> <p>Goxhill Memorial has a Safeguarding Policy, which is attached to this application.</p> <p>All personal license holders operating from Goxhill Memorial Hall will ensure they and their staff are trained and confident in age verification procedures and the prevention of children acquiring or consuming.</p> <p>All personal license holders will be expected to read and understand Goxhill Memorial Hall's Safeguarding Policy.</p>	

Summary of Representations made by Responsible Authorities

Point Number	Detail	Action
23	<p>Appendix H – Humberside Police No objection.</p>	
24	<p>Appendix I – Environmental Protection No comments.</p>	

25	Appendix J – Humberside Fire The proposals with regards to Public Safety are considered acceptable.	
26	Appendix K – Planning No comments.	
27	Appendix L – Trading Standards No issues.	

Summary of Representations made by Other Persons

Point Number	Detail	Action
28	Appendix M – Goxhill Parish Council No objection to the proposed licence.	
29	Appendix N – Mr Barrie Clayton Mr Clayton is a local resident and Parish Councillor, who has submitted a representation. The representation is made on the grounds of The Prevention of Public Nuisance. The relevant part of the objection is: <i>“I strongly object to said application...The end result if granted this licence would result in noise for the residents living all around this building”</i> . It is North Lincolnshire Council’s Policy to attempt to mediate representations where possible. Attempts have been made to contact Mr Clayton for mediation, but no response has been received.	

Summary of Statutory Guidance Issued under s182 of The Licensing Act 2003

Point Number	Detail	Action
30	Prevention of Crime and Disorder – pages 6 to 7	
31	Public Safety – page 7	
32	Public Nuisance – pages 9 to 10	
33	Protection of Children from Harm – pages 10 to 12	

Summary of North Lincolnshire Council’s Licensing Policy

Point Number	Detail	Action
34	Prevention of Crime and Disorder – pages 33 to 42	
35	Public Safety – pages 43 to 49	
36	Prevention of Public Nuisance – pages 50 to 55	
37	Protection of Children from Harm – pages 56 to 62	

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Goxhill Memorial Hall and Recreation Ground

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number PRM0621

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Goxhill Memorial Hall Chapel Street Goxhill			
Post town	Barrow-Upon Humber	Postcode	DN19 7JJ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£5300

Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	[REDACTED] [REDACTED] [REDACTED]		
Post town	[REDACTED]	Postcode	[REDACTED]

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? **Yes**

If not, from what date do you want the variation to take effect?

DD	MM	YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

Goxhill Memorial Hall and its Trustees would like to include the sale of alcohol on its current license.

There are provisions to offer a bar facility at the hall, and hirers are currently encouraged to apply for TENS, however the TENS are limited and some hirers are seeking other places for their parties.

This means Goxhill Memorial Hall is struggling to fulfil its commitment to the community and long term could suffer financially.

The variation to the license will go a long way to ensure the longevity of the last remaining community asset in Goxhill, and help preserve its role as the heartbeat of the community for many years to come.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

- | Provision of regulated entertainment (Please see guidance note 3) | Please tick all that apply |
|---|-----------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat								
Sun								

B

Films Standard days and timings (please read guidance note 8)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>																							
				Outdoors	<input type="checkbox"/>																							
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>				Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun			Both
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			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)																									
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)																									

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat								
Sun								

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 8)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)			
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)			
Thur						
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 7)			
Sat						
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 8)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p><u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6)</p> <p>Christmas Eve (December 24th) dependant on the day it falls would continue until 1.00am on Christmas Day (25th December) New Years Eve (December 31st) dependant on the day it falls would continue until 1.00am on New Years Day (January 1st).</p> <p><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 7)</p> <p>None. The reason for the early start on the Saturday & Sunday is to assist the sale of alcoholic products at any craft fairs; Christmas markets etc. which take place at the hall.</p>		
Mon	12.00	23.00			
Tue	12.00	23.00			
Wed	12.00	23.00			
Thur	12.00	23.00			
Fri	12.00	1.00			
Sat	10.00	1.00			
Sun	10.00	23.30			

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).</p> <p>There are no adult entertainment activities permitted or planned at Goxhill memorial Hall, other than the sale of alcohol which will be managed by the trustees and the DPS.</p> <p>Goxhill memorial Hall is a community building invested in the welfare of all parishioners of Goxhill and the wider community. There are no intentions to give any rise to concern in respect of children.</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			<u>State any seasonal variations</u> (please read guidance note 6) Christmas Eve (December 24 th) dependant on the day it falls would continue until 1.00am on Christmas Day (25 th December) New Years Eve (December 31 st) dependant on the day it falls would continue until 1.00am on New Years Day (January 1 st).
Day	Start	Finish	
Mon	08.30	24.00	
Tue	08.30	24.00	
Wed	08.30	24.00	
Thur	08.30	24.00	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 7)
Fri	08.30	1.00	
Sat	08.30	1.00	
Sun	08.30	23.30	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

Goxhill Memorial Hall already operates to a high standard, and will continue to do so should this license variation be granted in terms of the sale of alcohol. In order to protect all patrons and staff we will comply with the following:

An incident log shall be kept at the premises, and made available on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council, which will record the following:

- All crimes reported to the venue
- All ejections of patrons
- Any complaints received
- Any incidents of disorder
- Any refusal of the sale of alcohol
- Any visit by a relevant authority or emergency service
- Any faults in the CCTV system

Staff training will be given to all staff working at the premises. Such training shall be documented and recorded in a book/folder kept solely for that purpose. It will record the date and names of those trained and the person providing it. All present shall sign the book. The frequency of the training shall be once every year. The training shall cover all aspects of the responsible sale of alcohol - Licensing objectives, age verification, how to detect proxy sales, consequences of underage sales, serving to drunks and conflict management. The book will be available to be viewed on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.

b) The prevention of crime and disorder

CCTV will be used at the premises 24 hours a day. It is installed to an appropriate standard as agreed with the Licensing Authority, and the Police. The CCTV equipment shall be maintained in good working order and continually recorded. Any interruptions in recording or malfunction of the CCTV equipment during any activities in the hall will be reported to the trustees of the hall and fixed as soon as possible. Should any malfunction occur during a licensed event, the Police will be informed immediately and it will be recorded in the incident book.

Warning signs shall be displayed stating CCTV is in operation at the premises.

There shall be cameras to cover those areas that are not easily supervised from the bar including outside areas where it is intended to conduct licensable activities.

A monitor is already situated in the working kitchen/ bar area so staff working in the sales area of the premises can view it.

The system is capable of continuously recording in colour, providing real time pictures of evidential quality in all lighting conditions, and copies of such recordings shall be retained for a period of not less than 28 days. (Please see GMH CCTV policy attached to this application)

The system is capable of producing copies of recordings on site.

In addition to the CCTV the DPS and staff will also record regularly in a bound incident book which will be kept on the premises at all times when the sale of alcohol is taking place. These books will be made available to the police and officer from the council on request.

Copies of recordings shall be provided on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council on DVD/USB at no cost

The Designated Premises Supervisor (DPS) will be responsible for the operation of the system and shall ensure that it is maintained.

The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating.

Records of maintenance of the CCTV system shall be kept by the license trustees of the hall and the system shall be maintained in working order and checked weekly. Records of any maintenance/weekly checks shall be endorsed by signature by the DPS or other responsible named individual, and actions taken must be recorded. The record shall be produced on request to a person under the direction and control of the Chief Constable or an Authorised Officer of the North Lincolnshire Council on production of their identification.

Camera(s) will be sited to cover all entrances. Cameras must be positioned to view all access to and egress from the premises (including fire exits) and all areas where the sale of alcohol occurs.

Recordings must be made of each trading period conducted at the premises, and must be correctly time and date marked.

CCTV camera views are not to be obstructed

Any unlawful incidents that happen on the premises will be reported to the Police at the first available opportunity, and be recorded in the incident book.

The License Holder will keep an up to date DPS Authorisation sheet, which will show the list of staff members or hirers with personal licenses who have been given the authority to sell alcohol on the premises by the Trustees of the Memorial Hall.

An incident book will record, all refusals for the sale of alcohol and any incidents no matter how minor that happen throughout any event at Goxhill Memorial Hall whilst alcohol is being sold.

The Trustees of Goxhill Memorial Hall will ensure that all licensable activity is carried out

by personal license holders within North Lincolnshire, and only those registered with NLC will be permitted to carry out licensable activities.

Sufficient staff will be on duty during all events.

SIA registered door staff will be employed should the event organiser or the Memorial Hall Trustees deem it appropriate.

The capacity of the inside of the Memorial Hall is 200 standing and 160 seated. Any event where numbers will reach or almost reach capacity will be ticketed and the entrance and exit manned to ensure overcrowding doesn't happen. If deemed appropriate SIA registered door staff will be employed to monitor the capacity of the building and the event.

Signage to advise people leaving personal belongings unattended will be displayed around the premises.

c) Public safety

Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a premises of this size, and the Memorial Hall has been fully fire risk assessed.

An on-site accident book will be in operation to record any accident/ injury incurred on the premises. This document will be retained for inspection by Goxhill Memorial Hall for a period of three years.

All inclusive nights and other irresponsible drinks promotions will not be permitted.

A fire risk assessment has been undertaken and all entrances and exits are clearly signed as fire escapes. The fire alarms are tested weekly.

Adequate arrangements exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.

The Premise Licence Holder/DPS/Event Organiser/Memorial Hall Trustees shall ensure that there is a risk assessment for the need for SIA door supervision at the premises during events and shall provide door supervision in accordance with that risk assessment. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.

Crushable drinking vessels/Polycarbonates

- When events are held at the premises, a thorough risk assessment will be completed for the use of Polycarbonate or crushable glassware and decanting of all bottles. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.

- Polycarbonate or crushable glassware and decanting of all bottles upon request by Humberside Police or North Lincolnshire Council for specific events.

d) The prevention of public nuisance

Goxhill Memorial Hall is situated in the heart of the village although has no residential dwellings within 15 metres of the building itself.

The building is fitted with double glazed UPVC windows and doors, which provide good noise reduction to any neighbouring properties.

The windows and main entrance are closed in an evening when live entertainment (DJ or Band) is performing.

All external windows and doors shall be kept closed when regulated entertainment is being provided, except in the event of an emergency and for access and egress. All exterior windows and doors shall be maintained in a good state of repair and working order.

The Licence Holder or their representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises is used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.

There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly.

The Licence Holder or his representative shall conduct regular checks of premises curtilage and keep the area clean. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.

All entrances and exits have an effective lobby to minimise the breakout of noise.

The use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in surrounding areas, is not permitted.

Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs. and 07:00 hrs. to minimise disturbance to nearby occupiers.

For the final hours of opening the music is reduced in volume and is discernibly quieter.

The playing of live or recorded music in garden or outside seating areas of the premises is not permitted after 22.00 hrs.

Flashing / bright / flood lights used outside the premises and any security or access lighting installed will not be operated so as to cause a nuisance to nearby occupiers.

e) The protection of children from harm

Only photographic ID is accepted (passport, photo driving license, proof of age card with PASS hologram, military ID, and any future accredited and accepted proof of age). Anyone who appears to be under the age of 25 is challenged to provide ID. If the customer is unable to provide identification then no sale is made and the incident will be recorded in the incident book with time to back up CCTV recording. No ID no sale.

Challenge 25 signs will be clearly on display in the hall, at the entrances, and at the bar. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused. All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the council on request.

All children on the premises will be supervised/ accompanied by an adult at all times.

Goxhill memorial has a Safeguarding Policy, which is attached to this application.

All personal license holders operating from Goxhill Memorial Hall will ensure they and their staff are trained and confident in age verification procedures and the prevention of children acquiring or consuming.

All personal license holders will be expected to read and understand Goxhill Memorial Hall's Safeguarding Policy.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ✓
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ✓
- I understand that I must now advertise my application. ✓
- I have enclosed the premises licence or relevant part of it or explanation. ✓
- I understand that if I do not comply with the above requirements my application will be rejected. ✓

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE

WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	S.England (signed electronically)
Date	5 th July 2023
Capacity	Trustee & Bookings Secretary at Goxhill Memorial Hall. Personal License Holder and DPS

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	A.Carter (signed electronically)
Date	5 th July 2023
Capacity	Chairman of Goxhill Memorial Hall Trustees

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15) Sam England [REDACTED] [REDACTED] [REDACTED]			
Post town	[REDACTED]	Post code	[REDACTED]
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [REDACTED]			

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and

(b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 11. Please list here steps you will take to promote all four licensing objectives together.
 12. The application form must be signed.
 13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
 15. This is the address which we shall use to correspond with you about this application.

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CCTV Policy

1. Introduction

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located around the outside and inside Goxhill Memorial Hall (see attached map). The Hall is managed by a volunteer trustee committee.

This policy is prepared taking into account the Data Protection Act 2018.

This policy is subject to periodic review by the trustee management committee to ensure it continues to reflect the public interest and meets all legislative requirements.

The Policy is based on the principles;

- All data must be fairly and lawfully processed;
- processed for a specific purpose and not in any way incompatible with that purpose;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than necessary;
- processed in accordance with individuals' rights;
- held securely.

2. Statement of Purpose and Scope of CCTV Operation

The purpose of having the cameras where they are presently located (see map), is to provide continuous monitoring of activities inside Goxhill Memorial Hall and in its immediate surroundings, in order to record evidence of any wrong-doings or criminal activity. The CCTV system is also a requirement of the Memorial Hall's status as a licensed premises, providing real-time monitoring of various areas during times when alcohol is on sale. The CCTV system records images from the high definition cameras around the building onto a control box which is only accessed by the Memorial Hall's caretaker. The outdoor cameras are angled to ensure their range does not extend to the public highway, so they do not record images of anyone outside the boundary line. The system is permanently active, and depending on the lighting able to monitor general activity inside the Main Hall, in the entrance areas and inside the Snooker Room. The images captured on the CCTV system are held for 30 days before being overwritten. Only the Memorial Hall caretaker has authority to access the recordings and only at the request of the Memorial Hall Trustee committee.

3. Responsibilities of the Owners of the Scheme

The Memorial Hall Trustee committee takes full responsibility for the management and operation of Goxhill's Memorial Hall's CCTV system.

Any major change to the purpose, scope or operation of the CCTV scheme would only take place after discussion and agreement at an official committee meeting. This change would then be incorporated into the Hall's CCTV policy. Hirers of the Village Hall are informed of the existence of the CCTV cameras in the standard conditions of hire.

4. Management of the System and Accountability

Day-to-day operational responsibility rests with the Hall's caretaker, who regularly checks the system is working properly. Detailed investigation of the images recorded on the system is only carried out, on instructions from the committee, in specific instances where a complaint has been made, or in cases of theft or damage to the building, its surroundings, or the building's contents. Copies of CCTV images are only made if the incident so recorded is the subject of a police report. Once the police have completed their investigations, the copy is then destroyed.

5. Control and Operation of the Camera

The following points are strictly observed:

- The system is only operated by an authorised and trained individual. Currently this is the Hall's caretaker.
- Passwords and access codes for the camera are stored securely and not disclosed.
- No public access to the camera images is allowed, except for lawful, proper purposes that have been approved by the management committee, taking the requirements of the Data Protection Act 2018, into account.
- The Police are permitted access to any recordings made on the CCTV system, if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Hall in order to review and confirm the operation of CCTV arrangements. Any visit by the Police to view images is noted by the Caretaker and reported to the committee.
- Any images taken from the CCTV system by the Caretaker for investigation purposes are stored securely, so they comply with data protection laws, and deleted once the incident they record has been dealt with.

6. The use of camera images

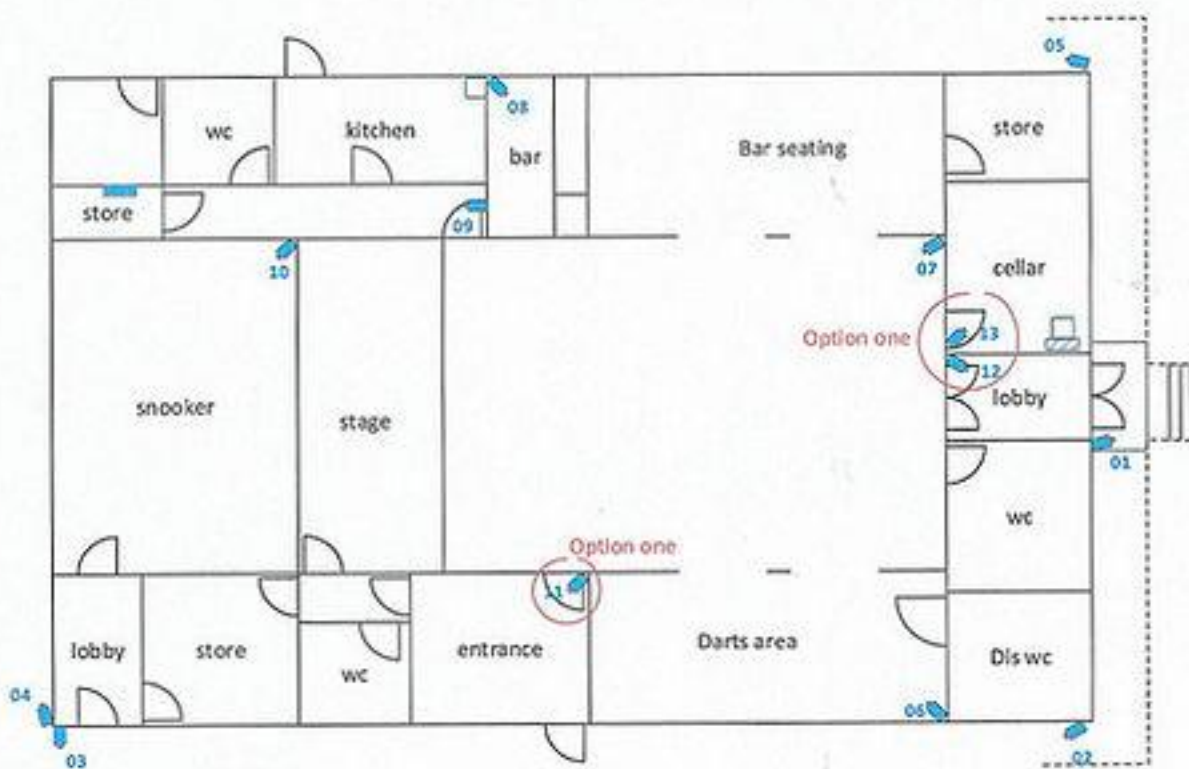
If there is an incident and a review of the camera images (authorised by the committee) is required, the footage is reviewed by the Caretaker as soon as possible after the incident to identify the timing and the person/s responsible.

If the incident requires further investigation, a record of the event is made and the committee informed, with brief details of the record entered into the committee minutes.

Images are not supplied to the general public, or to media, except on the advice of the Police if they deem it to be in the public interest. The caretaker would seek the committee's authorisation should such a course of action be requested.

Date Reviewed: 15/10/2019

CCTV camera locations



Goxhill Community Hall		Delta Security™ www.delta-security.co.uk	
Detector	camera	Fob-reader	MCP
Door contact	DVR	Intercom call	panel
sounder	monitor	handset	smoke & sounder
panel	PSU	PSU	smoke & sounder
Alarm keypad			Sounder strobe
			heat

Goxhill Memorial Hall Data Privacy Policy (April 2019)

Introduction

The data security and privacy of individuals involved with the Memorial Hall is of prime concern to the committee, who are responsible for its day-to-day management and control.

Who are we?

Goxhill Memorial Hall is a registered charity, providing typical village hall facilities for the local community. The facilities include a large village hall with stage, meeting rooms, a kitchen, 4 toilets and bar, in addition to a snooker room and a tennis court. The Hall is managed by a sub-committee of the Parish Council that includes parish council members and co-opted volunteers from the local community.

What information does the Hall collect?

The hall collects information pertinent to its activities as a charity and as a hireable community venue: This includes;

- 1) Names, addresses of anyone hiring the hall facilities.
- 2) Names and addresses of anyone providing services to the hall.
- 3) Contact details of individuals or groups who work with the committee
- 4) Copies of all letters, emails and invoices sent to the Hall.
- 5) Copies of receipts for monies paid to the hall
- 6) Copies of all Hall booking forms.

The majority of the above information is held as hand-written hard copies, while emails, committee minutes and electronic contact information are held on personal computers. All information is held by one of the following committee members;

- 1) The Hall Secretary - Hand written and personal computer contact details of committee members and individuals who have sent letters to the committee or been written to in return, also minutes of committee meetings. Details of companies who provide services to the hall or stage regular events inside the Hall are held on file. The contact details of those holding weekly events at the Hall are held by the secretary, and displayed, with their consent, on the relevant web site pages.
- 2) The Booking Secretary - Copies of signed hand-written booking forms which contain payment information and contact details. For email communications, some of these details are transferred to the booking secretary's personal computer.
- 3) The Treasurer – Contact and banking details for groups or individuals providing payment to or receiving payment from, the Memorial Hall bank account, as well as banking slips and invoices.

The majority of data is held as hand-written or computer printed records, stored in the office holder's relevant files.

How does the Hall use personal information?

The Memorial Hall uses the personal information it gathers to :

- Support the business functions carried out by the hall, e.g. set up business accounts and record transactions.
- Make course provider's contact details available to interested parties
- Meet its legal obligations (hold business information for 7 years, making it available for government bodies to review and scrutinise)
- Comply with the hall committee's operation procedures (issue minutes and agendas) and its internal audit requirements

Goxhill Memorial Hall Data Privacy Policy (April 2019)

Processing personal data.

All information held by the Memorial Hall is information given when requested, or taken from publically available sources, and as such, is deemed to be held in the system with the owner's consent. Should any owner request their information be removed from the website, or from the Hall's hard-copy files, the committee will ensure said information is removed from the system, providing all legal requirements regarding the recording of financial transactions are met

Do we share personal data?

Goxhill Memorial Hall DOES NOT **share** personal data, unless it has been given specific permission to do so (e.g. putting course provider contact details on the Hall website). All other personal data is treated as strictly confidentially and is not disclosed to any third parties. The only exception is for the police, or any other official government body, but only when there is a valid concern that a crime has been committed.

Where do we store and process personal data?

All data is either stored as paper copies in lever arch files in the homes of Goxhill Memorial Hall sub-committee office holders, or as electronic files on their password protected personal computers.

How do we secure personal data?

The data held is stored as paper copies in lever arch files and held by the appropriate committee member in their homes for the length of their tenure. Should they resign, the data is handed back in its entirety. Any Electronic information on password protected equipment is transferred to a data pen and handed over before the original files are purged from the retiring members system. Any data more than 7 years old is either disposed of, or held in a private, secure area at Goxhill Memorial Hall.

How long do we keep your personal data for?

All data is held for a minimum of 7 years (legal requirement), after which the committee decides whether to put the records into long-term storage or destroy them. Data privacy is ensured by either the burning or shredding of hard-copy/printed records, with the electronic erasure of any computer files.

Your rights in relation to personal data

Goxhill Memorial Hall respects the right of data subjects to access and control their personal data. They have a right to have the information;

- Corrected or deleted
- Withdrawn

Subject to the above requests not being in conflict with and current legislative requirements.

Should there be any complaints about Goxhill Memorial Hall's handling of any individual's personal data, these can be made to the Information Commissioner's Office

Use of automated decision-making and profiling

The Memorial Hall does not use cookies on its website or any other automated data-collection processes. It does however cautions users that links on the website, e.g. to Google maps, or WIX website builder, may expose them to sites which do practice automated data-collection.

How to contact us?

Any concerns about Goxhill Memorial Hall's data collection, security and privacy can be addressed to the Memorial Hall committee via goxhillmemorialhall@gmail.com

Goxhill Memorial Hall & Recreation Ground

Chapel Street, Goxhill, North Lincolnshire DN19 7JJ

Registered as a Charitable Incorporated Organisation - number 1193651

Safeguarding Policy

Policy Statement

Throughout this policy, references to “the Charity” means Goxhill Memorial Hall & Recreation Ground registered charity number 1193651 references to “the Hall” means Goxhill Memorial Hall and references to “child”, “children” or “young people” includes both young people and adults-at-risk. Young people are those under 18 years of age. Adults-at-risk are those aged 18 or over but who are in need of care and support because they are unable, or less able than other adults, to protect themselves against harm, abuse or neglect.

The Charity acknowledges its duty of care to safeguard the welfare of young people using Goxhill Memorial Hall. All young people have a right to protection and to have their particular needs taken into account. The Charity will therefore endeavour to ensure the safety and protection of all young people using the Hall through the Safeguarding guidelines adopted by the Trustees of the Charity.

Principles

1. All young people have the right to protection from abuse, whether it be physical, verbal, sexual, bullying, exclusion or neglect. The Charity will not tolerate any bullying, shouting, physical violence, sexism or racism towards young people.
2. All volunteers, staff, hirers and users of the Hall need to be aware of safeguarding issues and their responsibility to report concerns to the Charity Trustees.
3. All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately by the Trustees.
4. The Charity will make every effort to keep the Hall premises safe for use by young people, in accordance with all statutory Health and Safety requirements. The Charity recognizes that a higher standard of safety is required where very young children and those who cannot read safety notices are concerned, as well as where physical limitations exist for individuals of all ages.
5. Any organization or individual hiring the Hall for activities that include young people should have Ofsted registration where required and their own Safeguarding &/or Child Protection Policy, including appropriate recruitment processes when appointing staff or volunteers to work with young people.
6. Where there will be unsupervised access to young people it should only be by individuals who are appropriately qualified and have been suitably vetted (e.g. Ofsted registration or Disclosure & Barring Service checks).
7. The Charity will work in partnership with young people, parents and hirers to review and implement appropriate Hall safeguarding procedures.

Legislation

The Charity's policy & procedures are based on the above principles, UK & international legislation and UK government guidance, taking the following into consideration:

- a. The Children Act 1989 and 2004
- b. Working Together to Safeguard Children 2018.
- c. The UN Convention on the Rights of the Child.
- d. The Care Act 2014
- e. The Protection of Freedoms Act 2012
- f. Domestic Violence, Crime and Victims (Amendment) Act 2012
- g. The Equality Act 2010
- h. The Safeguarding Vulnerable Groups Act 2006
- i. Mental Capacity Act 2005
- j. Sexual Offences Act 2003

Any subsequent legislation relating to child protection or adults at risk would implicitly be incorporated into this document.

Responsibilities

1. The Trustees will ensure that the Charity's Safeguarding Policy will be available to all volunteers, staff, hirers and users of the Hall.
2. The Safeguarding Policy will be reviewed by the Charity Trustees and amended as appropriate.
3. Hirers will be made aware through the Hall conditions of hire form:
 - a. Of the existence of this Safeguarding policy and its application to them.
 - b. When holding an alcohol license, of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold or provided to those under the age of 18.
 - c. Where films are to be screened, that no child may be admitted if they are below the age classification for the specific film to be shown.
4. All volunteers, hirers and users of the Hall need to be aware of safeguarding issues and their responsibility to report concerns to the Charity Trustees.
5. All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately by the Trustees. Such reports and the actions taken in response will be recorded in the Trustee meeting minutes. Concerns which cannot be directly addressed by the Trustees will be reported to the local authorities.
6. This policy will be reviewed at least every three years or in response to significant new legislation.

Advice and recommendations that may assist people in meeting the requirements of this policy have been compiled in the Appendix attached to this policy.

Approved by the Trustees on (date)

Appendix to GMH Safeguarding Policy

Goxhill Memorial Hall charity - recommendations for Safeguarding of Young People & Adults at Risk.

These recommendations are for all who work with young people at Goxhill Memorial Hall. They are intended to help ensure that all reasonable steps are taken to prevent harm to the children and adults at risk in their care. Statutory recommendations in legislation should of course take precedence.

1. Promoting good practice

Good practice is essential when working with young people. To provide children, young people and adults-at-risk with the best possible experience and opportunities, all event organisers must operate within an accepted ethical framework and comply with all legal requirements. Below is a list showing what is meant by good practice and poor practice, so that workers and volunteers can more easily identify where poor practice and possible abuse could be taking place.

Good practice:

All event organisers should adhere to the following actions:

- be aware of and comply with all the risk control measures required for children (H&S, fire, emotional, medical, etc) occupying the area covered by your event
- ensure that all young people and adults at risk in your care are collected from your event by a designated caregiver
- always be publicly open when working with children, young people or adults at risk
- avoid any unobserved situations and encourage open communication
- treat all children, young people and adults at risk equally and with respect and dignity
- promote fairness when confronting and dealing with bullying
- always put the welfare of the child, young person or adult at risk first
- respect the personal space of the child, young person or adult at risk; avoid any situation that could appear to encourage an intimate relationship
- avoid unnecessary physical contact with young people; if any physical support is essential, it should only be provided with the consent of the child, young person or adult at risk and done openly; involve parents or guardians wherever possible
- parental consent to be obtained if workers are required to transport children or young people who are legal minors
- carer consent to be obtained if workers are required to transport adults at risk
- be a good role model, this includes not smoking or drinking alcohol in the company of children, young people and adults at risk
- always be open to constructive feedback.
- recognise the developmental needs and capacity of the children, young people and adults at risk.
- ensures any injury is recorded along with details of any treatment given
- ensure that in emergencies treatment of the young people is carried in accordance with first 'aid at work' practise.

- ensure maintenance of an appropriate ratio of adults to children, young people or adults at risk at all times – for the protection and welfare of the young people and the adults involved
- dress in appropriate clothing for the activity, and do not wear or carry anything that could injure oneself or participants.

Poor practice

These actions are regarded as poor practice.

- allowing children or adults at risk unsupervised access to high-risk areas
- allowing children or adults at risk unsupervised access with each other or with members of the public
- spending excessive amounts of time alone with a single child, young person or adult at risk away from others
- reducing a child, young person or adult at risk to tears as a form of control
- doing things of a personal nature that a child, young person or adult at risk is able to do for themselves
- engaging in rough, highly physical play
- making inappropriate comments to a child, young person or adult at risk
- taking children, young people or adults at risk alone in a car
- engaging in improper touching of any form
- allowing children, young people or adults at risk to openly use threatening language
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- allowing inappropriate photography or filming

2. Defining abuse

Abuse can take many forms, but essentially it is a term which describes the way in which a child, young person or adult at risk can be harmed by individuals or groups. This does not necessarily exclude those whom the individual may know well.

Abuse tends to be categorised into four main forms; physical, emotional, sexual or neglect that leads to injury or harm. It is most common within a relationship of trust or responsibility, where an abuse of power or breach of trust occurs. Abuse in all of its forms can affect any child, young person or adult at risk. It is critical that any abuse is prevented as the effects can be so destructive that, if not prevented, they may follow the individual into later life.

The following definitions are just a basic guide.

Physical abuse

Defined as when individuals deliberately inflict injuries on a person, or knowingly do not prevent such injuries. It includes harm caused by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or using excessive force. Giving a child, young person or adult at risk alcohol or inappropriate drugs would also constitute abuse, along with the failure to supervise their access to these substances. No abuse of any kind should be tolerated.

Emotional abuse

Emotional abuse can be described as repetitive emotional ill treatment of a person, which is likely to cause harsh and permanent unfavourable effects on their emotional development.

Examples can be telling a child, young person or adult at risk that they are a waste of time, making them feel insignificant and unwelcome or calling them names and bullying them.

Activities can also inadvertently have a similar impact through overzealousness such as criticising a child, young person or adult at risk or expecting too much of them. As a result it may cause anxiety which in turn can result in a loss of self-confidence.

Sexual abuse

This can occur when a person, uses another person to meet their own sexual needs or gratification. This includes any sexual contact, showing a child, young person or adult at risk pornography or talking to them in a sexually overt manner. This can also occur if there is any inappropriate physical contact with a child, young person or adult at risk.

Neglect

Neglect occurs when adults fail to meet a child, young person or adult at risk's physical or mental needs, which can result in serious harm to their growth or health. An example of neglect would be failing to provide a person's basic needs such as food, water, shelter, protection, medical care, etc. This could also be exposing a child, young person or adult at risk to unbearable heat or cold.

3. Recognising Signs of abuse

As mentioned previously it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such detection however it is important to remember that it is the responsibility of those working with children and adults at risk to act on their concerns. Some of the signs that abuse is occurring, may include one or more of the following:

- another person expresses concern about the welfare of a child, young person or adult at risk
- difficulty in making friends
- unexplained changes in a child, young person or adult at risk's behaviour e.g. bad tempered, upset, quiet, reserved, clingy, tearful and reluctance
- unexplained or suspicious injuries
- an injury for which an explanation seems inconsistent
- mistrust of others, particularly those with whom they have a close relationship
- the person describes or discloses what appears to be an abusive act involving them
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- being prevented from socialising with others
- displaying variations in eating patterns including over-eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt
- sudden increases in unexplained money
- a shortage of money or frequent loss of belongings

There are many ways in which we may become aware of the possible occurrence of abuse, mainly through some of the ways listed above, or even witnessing it occurring. In some cases abuse may be reported to the event organisers or they may be informed by the person being affected.

4. How to respond

It is important to remember that the prime role of event organisers is to prevent abuse from occurring. However, if they have concerns about abuse, they should report this to the proper authorities. In cases of another child bullying, offering physical violence, swearing, or displaying aberrant behaviour to the children at your event, the proper authority in the first instance would be the misbehaving child's parent or guardian

If a child, young person or adult at risk directly informs you about abuse at your event, it is important to respond in a caring calm manner. Support them and listen carefully, showing that you are taking them seriously. Avoid questioning them in detail. Take steps to remove this child and any other children (or adults at risk) from the abuser or the abusive situation.

If the reported abuse is happening outside your event, contact the North Lincolnshire Child Protection Team (see contact details below) and ask them for their advice.

If any immediate medical attention is required beyond the capability of the first aid box, call an ambulance. Let the child, young person or adult at risk know what you are doing and that you will need to tell other people about their problem. Let their parents, carer or guardian know what has happened as soon as possible.

Make certain that you record all the relevant information as soon as you can. It need not be in great detail but should include information such as:

- details of the young person or adult at risk e.g. name, age, address, phone number
- the nature of the allegation, including the dates, times, etc.
- a description of the signs, for example any visible injuries or indirect signs
- details of any witnesses
- an account of what the child, young person or adult at risk has said to you
- who the alleged abuser is, if known
- who you consulted, giving details

5. Confidentiality

Every effort should be made to make sure that full confidentiality is maintained for everyone concerned in any allegation. Information should be limited to those on a strict need to know basis.

All information should be stored in a secure place with limited access to designated people, in line with the most recent data protection laws. The information should then be destroyed when no longer needed.

6. Local Safeguarding Team Contacts

North Lincolnshire Single Point of Contact Child Protection Team on:

- 01724 296500 (9am-5pm Monday to Thursday, 9am-4.30pm Friday)
- 08081 689667 (freephone number)
- 01724 296555 (answerphone – out of office hours and at weekends)

Other Agencies

- 101 – Police non emergency
- 999 – Police emergency, ambulance.
- 0808 800 5000 - NSPCC Report Abuse (freephone number)

Duties of Charity Trustees



This guide is designed as a simple introduction to trusteeship. We aim to demystify the duties and responsibilities involved in being a charity trustee and to point trustees in the direction of more detailed guidance where they need it.

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About us

Bates Wells Braithwaite is one of the country's leading law firms. We give a range of advice on charity, employment, property, immigration, commercial, dispute resolution and public law to charities and social enterprises. We have extensive knowledge and experience of the voluntary sector.

Many of our staff are involved in writing publications for charities, delivering lectures and training courses, and serving on trustee boards. Our OnBoard consultancy offers bespoke training and support to trustees through training courses, problem-solving sessions, workshops and networking events.

In addition to our standard services, our Impact and Advisory team goes beyond legal advice in meeting the needs of our clients. Our Impact team works with clients to identify, optimise and deliver their impact targets. Advisory helps clients to create and realise value through mergers, acquisitions, disposals and restructuring by strategic planning, finding buyers, sellers or funders, and managing, negotiating and reporting upon those transactions.

Contents

Introduction	5
What is a charity trustee?	5
Recruiting charity trustees	5
Primary responsibilities of charity trustees	6
Running a charity	8
Using resources for the purposes of the charity	8
Safeguarding and protecting the charity's resources	10
Complying with the law	12
Administration	14
Benefits to trustees	18
Conflicts of interest	19
Liabilities of trustees	20
Personal liability	22
Trustee indemnity insurance	25
Index points	26
Resources	30
BWB contacts	34

Introduction

Thousands of individuals across the UK serve as trustees of charities. It is estimated that there over 1 million charity trustees in England and Wales alone. Charity trusteeship is valuable, exciting and rewarding, but with it come responsibilities that trustees need to be aware of.

This guide is a simple introduction to trusteeship. We aim to demystify the duties and responsibilities involved in being a charity trustee and to point trustees in the direction of more detailed guidance where they need it.¹

Note that this booklet is written with reference to the law of England and Wales. Different rules apply to charities in Scotland and Northern Ireland.²

What is a charity trustee?

Charity trustees are the people who have the general control and management of a charity's administration: in short, they are ultimately responsible for the charity.

They may also be known as the board, the management committee, or the directors. The title 'trustee' is helpful because it gives a sense of the trust that the law places in them.

Recruiting charity trustees³

A charity's governing document (often referred to as its constitution) will explain how trustees can be appointed, as well as when they may be removed, or resign.⁴ For instance, some constitutions allow outside bodies, such as stakeholders, to appoint trustees. Often the members of the charity, or the trustees themselves, may appoint new trustees.

When recruiting trustees, it is recommended that consideration is given to the balance of skills on the trustee board. It is important that new trustees are aware of the responsibilities of charity trusteeship and are given a proper induction.⁵

There are some limits on who may or may not be a charity trustee. The charity's constitution may impose restrictions. Some people are legally disqualified from acting as charity trustees, including people who have been convicted of an offence involving dishonesty or deception, and undischarged bankrupts.⁶ If trustees are not 'fit and proper persons' in the eyes of HM Revenue & Customs (HMRC), the charity's tax reliefs can be affected.⁷ Charities working with children or vulnerable adults should carry out checks on potential trustees with the Disclosure and Barring Service.⁸

All new trustees should be asked to make a declaration confirming that they are eligible to act, and to sign a declaration provided by HMRC confirming that they are 'fit and proper persons', having read the relevant HMRC guidance.⁹

Primary responsibilities of charity trustees

The overriding duty of all charity trustees is to advance the purposes of their charity. In doing so they have several basic responsibilities. We explain these below and elaborate on them in later sections.¹⁰

1. Trustees are responsible for the proper administration of their charity

Trustees must make sure that the charity's assets and resources are used only for the purposes of the charity. They must make sure that the charity is run in accordance with its constitution, charity law and all other laws and regulations that affect its activities.

2. Trustees must accept ultimate responsibility for everything their charity does

The trustees are responsible for the vision, mission and management of the charity. They are accountable if things go wrong. We explore below the circumstances in which charity trustees can delegate.

3. Trustees have to act reasonably and prudently in all matters relating to their charity

The law imposes a duty of care on the trustees of charities. This is sometimes expressed as a duty 'to exercise such care and skill as is reasonable in the circumstances'.

The duty will be greater if a trustee has (or claims to have) any special knowledge or experience, or if their business or profession means they can reasonably be expected to have special knowledge or experience. In matters where trustees are not expert, they will be expected to take appropriate advice.

This duty is very significant and meeting it will require time, thought and energy. However, essentially, provided trustees can show that they are acting reasonably, in a way which furthers the legal objectives of the charity, it is unlikely that they can be criticised under charity law.

4. Trustees must safeguard and protect the assets of their charity

A charity's assets include its investments, cash, land, intellectual property, staff and reputation. We look at particular assets below.

5. Trustees have a duty to act collectively

Decisions and responsibilities are shared, so all trustees should take an active role. Trustees can act by majority (unless the constitution says otherwise), but all the trustees are collectively responsible for decisions made by the trustees.¹¹

Some trustees will have particular roles. For instance, the chair is likely to be a figurehead for the organisation and to have a

special relationship with senior members of staff. The treasurer will usually take the lead on financial matters.¹² However, overall responsibility still lies with the board as a whole.

6. Trustees must act in the best interests of their charity

The interests of the charity are paramount. Trustees should not allow their personal interests or views to override this: they must exercise independent judgement.

7. Trustees must avoid any conflict between their personal interests and those of the charity

The main implication of this is that the scope for trustees to receive personal benefit from their charity is very limited. Trustees must deal appropriately with any conflicts which arise between their own personal interests and those of the charity.

Trustees must also be alert to possible conflicts between duties they may owe to other organisations and the duties they have to the charity.

These issues are dealt with in more detail below.

Running a charity

This section gives more detail about the primary responsibilities outlined above.

1. Using resources for the purposes of the charity

The trustees' job is to ensure that the charity's resources are used to further or support its charitable aims. The charity's legal aims and activities (called its 'purposes' or 'objects') will be set out in its constitution. All trustees should have an up-to-date copy of the constitution and should be clear about what the objects are.

- All resources must be used in a way which the trustees reasonably believe will advance the objects.

- If trustees use resources for purposes outside the objects, or carry out activities which do not support the objects, they can be made personally liable to reimburse the charity for the amount which has been wrongly spent.
- It is important to make sure that the objects are up to date.¹³
- All activities and expenditure should be kept under review. The trustees should consider at regular intervals whether there are more effective ways of furthering the charity's objects.

Note that it is the legal objects set out in the constitution that are important. Charities will usually have a mission statement in more user-friendly language. This must reflect the objects, to avoid confusion.

Public benefit

All charities must have purposes which are recognised as being exclusively charitable and which are for the public benefit.

Charity trustees must carry out their charity's purposes for the public benefit.

The Charity Commission has published benefit guidance which explains in more detail what this means. All charity trustees have a legal obligation to have regard to the public benefit guidance when exercising any powers or duties to which it is relevant.¹⁴

The guidance explains that public benefit means, in summary, that a purpose must be beneficial and must benefit the public in general or a sufficient section of the public. In most cases, it will be straightforward for the trustees to demonstrate that they are carrying out the charity's purposes for the public benefit, but in some situations, such as where charities charge high fees, or restrict access to their facilities, the trustees will need to look at the guidance closely. Where benefits are restricted to a particular

group of people, the trustees will need to be aware of the requirements of equality legislation.¹⁵

All charity trustees must be aware of the guidance, understand how it is relevant to their charity, and bear it in mind when reviewing and planning activities.

They are obliged to provide details about the activities undertaken by the charity in pursuing its aims for the public benefit, and a statement as to whether they have had regard to the public benefit guidance, in their annual report.

2. Safeguarding and protecting the charity's resources

A resource is anything that a charity has rights to, such as investments, cash, intellectual property or reputation.

Trustees must be aware of the nature and extent of the charity's property. The trustees must look after the assets properly and should not allow the charity to become insolvent. New trustees should be given a copy of the latest accounts.

*Financial procedures*¹⁶

To guard against fraud and mismanagement, a charity should put proper financial procedures in place, covering everything from budgeting to authorisation of payments. The trustees should monitor the implementation of these procedures – if money is lost as a result of fraud, the trustees will be expected to explain to the Charity Commission what steps were taken to prevent fraud, and why they broke down. Although extremely rare, it is possible for trustees to be held personally liable for any losses (see Liabilities of trustees, below, for more about this).

*Investment*¹⁷

Where charities are retaining funds for investment, rather than spending them, the trustees must make sure that they are acting within their investment powers.¹⁶ The constitution may well contain powers to invest. These may be supplemented by powers

in the Trustee Act 2000 (which applies to charitable trusts and unincorporated associations).

Trustees must act reasonably when investing charity funds, complying with the general duty of care referred to above. They have certain responsibilities regarding the suitability and range of investments, and seeking advice from professionals. Note that improper investment can give rise to a loss of tax relief.

Charities are becoming increasingly interested in so-called 'social investment', where capital is invested in projects which generate a social as well as financial return.¹⁹

*Charity land*²⁰

Charities that own land are under an obligation to care for, maintain and insure it. Special rules apply to the sale, letting and mortgaging of land by charities, including a requirement for a surveyor's report on most sales of land by charities. The rules are detailed and complex, and professional advice must be taken from a person who is fully abreast of the rules that apply to charities.

Employment

Charity trustees must manage their staff and volunteers properly, both for reasons of good practice and to comply with employment law, a breach of which may result in a claim from a disgruntled employee.

Reputation

A charity must recognise that its name and reputation are valuable. The trustees must make sure that they avoid activity that might damage their charity's reputation, for example, by accepting funds from a disreputable or inappropriate source. They should consider legal protection of the charity's name and logo and any other intellectual property rights. Guidance from the Charity Commission makes it clear that charities should be careful about possible risk to their reputation when aligning themselves with commercial companies.

Risk management

Charity trustees should consider the risks which their charity may face. Risk is not bad – there is an element of risk in almost everything. And many in the charity sector believe that in some situations charities, working as they do at the cutting edge of many social problems, have a duty to take risks. Often no one else will. But trustees will be expected to identify risks and decide how they should be managed. Will they be eliminated, mitigated (say by taking out insurance), or simply accepted – perhaps as part and parcel of the charity’s mission?²¹

3. Complying with the law

We have seen how trustees must make sure that their charity is run in accordance with its constitution and other laws and rules. Charities are affected by the same laws as other organisations, such as data protection and health and safety. Here, we deal with the rules in areas that are of particular relevance to charities.

Fundraising

Many charities actively seek to raise funds through a variety of fundraising activities, including soliciting donations, selling products, service delivery or fundraising events. The rules about fundraising can be detailed and complex and trustees should have access to sufficient information and/or expertise to ensure that the rules are being complied with.²²

A detailed analysis of the rules is beyond the scope of this note, but areas that need to be watched include:

- Data protection: does the charity comply with data protection rules when using its database of supporters for fundraising?
- Professional fundraisers: does the charity have written agreements with external professional fundraisers?
- Public collections: are the rules on public collections (house-to-house or street collections) and lotteries (which will apply to raffles) being complied with?

- Fundraising ventures with commercial organisations: is the charity receiving a reasonable deal from the relationship?
- Fundraising events: are they planned appropriately, with due regard for any relevant legislation?
- Are procedures in place to ensure that funds given for specific purposes are actually used for those purposes?
- Charity trading: does the charity have a proper structure in place, possibly involving a separate trading subsidiary, to handle any fundraising trading activities, which may include partnerships with commercial organisations?
- Tax and VAT: are the tax and VAT implications of the charity's fundraising activities understood and organised to the charity's best advantage? (For instance, does the charity make the most of the rules allowing it to recover tax on donations under Gift Aid?)

Generally, trustees should choose fundraising methods carefully, and should keep them under review.²³

Campaigning and political activity

Charities are allowed to engage in campaigning, in order to further their purposes. There are few limits under charity law on carrying out campaigning activity where it involves simply education, awareness raising, mobilising public support or influencing or changing attitudes.²⁴

However, where the activity becomes political – that is, where it is aimed at securing, or opposing, a change in the law or government policy – trustees need to be careful that this activity does not become the only way in which the charity fulfils its purposes. And while a charity can express support for a policy advocated by a particular political party, it cannot give general support to any one party.²⁵

Reporting and accounting

All charities in England and Wales are subject to some form of regulation by the Charity Commission. Most charities with an annual income of more than £5,000, and all charitable incorporated organisations (CIOs), need to register with the Commission. All charities must prepare accounts: charities registered with the Charity Commission will, depending on their size, need to provide it with their accounts, a trustees' report and an annual return.²⁶ The Charity Commission also expect immediate reporting of what it calls 'serious incidents'. Many charities also owe duties to other regulators: for instance charitable companies must report to Companies House.

4. Administration

This section covers issues which frequently come up in relation to a charity's administration.

Meetings and decision making²⁷

How often should trustees meet? The constitution may deal with this, but otherwise there is no absolute legal requirement. Trustees simply need to meet often enough to ensure that they are carrying out their responsibilities properly.

The charity's governing document may contain details about how trustees' meetings should be called and held: covering notice requirements, how many trustees are needed to make up a quorum, and whether trustees can attend by telephone or by electronic means. It may be possible for decisions to be made by email, although meetings generally provide a better opportunity for discussion. The governing document should also contain procedures about declaring interests and managing conflicts of interest (this is covered in more detail below).

Decision making is obviously a crucial part of a trustee's role. The Charity Commission has issued guidance on decision making which may provide a useful framework for trustees when making decisions. Trustees should feel able to challenge proposals and

talk issues through properly. This may entail discussing a range of options and having a robust conversation before arriving at a decision.²⁸

The trustees should keep proper minutes of their discussions and decisions.

Delegation

While charity trustees have ultimate responsibility for the charity, they may wish to delegate to others. The extent to which they delegate will depend on the nature and size of the charity. Many smaller charities have no staff, so work at all levels is done by the trustees. Some larger charities employ hundreds of staff, so the trustees delegate day-to-day management to them and to sub-committees composed of trustees and others.

There are no restrictions on delegating the *implementation* of decisions, nor on seeking recommendations from others in areas where the trustees make the ultimate decisions. However, where the trustees wish to delegate decision-making powers, they must have the power to do so.

The constitution may contain a power to delegate: a properly drafted constitution will contain powers to delegate to staff, committees and agents or investment managers. In some cases, power to delegate is conferred by law (for instance, the Trustee Act 2000 allows trustees of charitable trusts, unincorporated associations and charitable incorporated organisations to delegate investment decisions to investment managers). If there are still gaps in their powers to delegate, trustees may wish to consider seeking to change the constitution.

Where trustees delegate, they should set out the terms of the delegation in writing, perhaps in the minutes of a trustees' meeting, or in a policy document or job description.

This should cover:

- What powers are being delegated?
- To whom is power delegated? For example, staff or a committee. The trustees should be satisfied that the person or group concerned is capable of bearing the responsibility and fulfilling the remit. How will any committees be constituted?
- Details about the timing and nature of reporting back to the trustees. All minutes of committee meetings and details of decisions made under delegated authority should be passed to the trustees.
- Particular attention should be paid to financial issues: the budget to be followed, whether specific approval is needed for expenditure over a certain amount, and so on.

The trustees must keep the delegation under regular review.

Policies

Policies in key areas help trustees to manage the charity and any delegation of responsibility. Some policies are required by law.

Policies should be 'living' aspects of a charity's management. They should be followed by trustees and staff, reviewed regularly and kept up to date. Policy overload should not detract from the real business of managing the charity.

Where relevant, details of certain policies may need to be recorded in the charity's annual report. These include the investment policy, the grant-making policy and the reserves²⁹ policy, as well as the statement about risk management referred to above.

Key policy areas are:

- Health and safety
- Safeguarding (for charities working with children or vulnerable adults)
- Internal financial procedures
- Data protection/confidentiality
- Fundraising
- Email & internet access
- Brand guidelines
- Social media
- Fraud
- Equal opportunities
- Volunteers
- Human resources
- Whistleblowing
- Complaints
- Contract management
- Reserves
- Investment (including ethical investment)
- Risk management
- Grant making
- Conflicts of interest
- Trustee code of conduct
- Board development and training
- Trustee expenses
- Bribery Act compliance
- Overseas payments (for charities funding activity overseas)

Benefits to trustees³⁰

One of the fundamental principles of charity law is that, in the absence of express legal authority, trustees cannot receive any benefit from their charity. This means that they cannot generally be paid for acting as a trustee. Indeed, in most cases, trustees act in a voluntary capacity, although they can recover reasonable expenses, such as the cost of travel to attend trustee meetings.

In addition, trustees should not receive any other financial benefit from their connection with the charity, such as payment for services the trustee or his or her firm may perform for the charity, or rent on property he or she lets to the charity.³¹

There are some exceptions to this rule, but they are limited.

- Charity legislation contains some provisions that allow trustees, or others with connections to them, to be paid for providing services (and in some cases goods) to the charity in certain circumstances. They might apply, for example, where a trustee who has fundraising expertise gives advice to the charity about a particular fundraising campaign. They do not allow a trustee to be paid for performing his or her duties as a trustee, such as participating in board meetings. Nor do they allow a trustee to take up paid employment with the charity.

The powers are subject to safeguards and restrictions. Importantly, they do not apply where there is a restriction in the charity's constitution on payments to trustees: many constitutions do contain such a restriction.

- Many charities have specific powers in their constitution specific powers to confer certain benefits on trustees, such as power to rent or borrow from trustees, (provided certain safeguards are observed), power to pay trustees for services (much like the power described above) and power to make payments to trustees in their capacity as beneficiaries of the charity. If existing, charities wish to include powers along these

lines in their constitution, the Charity Commission will usually need to agree.

- The Charity Commission sometimes grants consent for one-off payments to be made to trustees, without a constitutional change.

Note that the Charity Commission considers that if a trustee wishes to take up a paid position within the charity they cannot simply resign from their trusteeship in order to take up a paid post.³²

The Charity Commission recommends transparency around payments to trustees.³³

If a charity is in any doubt as to whether it can pay its trustees, it should seek legal advice. The Charity Commission takes the rules about trustee benefits very seriously. If trustees have received unauthorised benefits, they can be ordered to reimburse the charity, even if they were not aware that they were not allowed to be paid and even if what they did for the charity represented good value for money.

Where benefits to trustees are permitted, any discussions about conferring a benefit on a particular trustee involve a conflict between the interests of the trustee and those of the charity and should be managed in the way described below.

Conflicts of interest³⁴

All charity trustees have a duty to act in the best interests of their charity.

If there is a potential conflict between a trustee's personal interests and those of the charity, such as where a trustee might be paid for a particular service which he or she performs for the charity, the situation must be properly managed.

The starting point is to check the charity's constitution. The constitution may contain rules about procedures which should be followed in these circumstances. These may require the trustee concerned to declare the interest, leave the relevant part of the meeting and/or not vote nor form part of the quorum voting on the issue.³⁵

If the charity is a charitable incorporated organisation there are very clear obligations to declare interests and refrain from taking part in decisions if there is a potential conflict.³⁶ Particular rules also apply to charitable companies.³⁷

Even if there are no constitutional or legal requirements about how to manage conflicts of interest, it is good practice for trustees to follow similar procedures. It is also a good idea for charities to have a conflicts of interest policy, and a register of trustees' interests.

Similar procedures may be appropriate where a trustee has any other interests which may conflict with those of the charity, such as duties of loyalty which he or she may owe to another organisation.

Where a trustee has been appointed to the board by a third party, he or she must act in the best interests of the charity, even if this means doing something which does not coincide with the interests of the person or body nominating him or her.

Liabilities of trustees

We are often asked about trustee liability. The potential liabilities of charity trustees to third parties depend to a great extent on the legal form of the charity. There are four main legal forms available to charities: these are their key features.

Company

Many charities are set up as companies limited by guarantee. The charity trustees are the directors of the company, in the eyes of company law.

A company is a 'corporate' or 'incorporated' legal form. As a company, the charity has its own separate legal personality, which means it can enter into contracts and other legal relationships in its own name. It is the company/charity, rather than the members or the directors/trustees, which is liable for the company's debts, except in certain circumstances referred to below.

Charitable incorporated organisation (CIO)³⁸

A CIO is similar to a company. It has its own legal personality, so will be liable for its own debts. In most situations, its trustees will be protected from liability.

Trust

A trust has no separate legal personality and is therefore fundamentally different from a company or CIO. It is 'unincorporated'.

A charitable trust operates by the trustees acting in their own name, but using charity funds. For instance, if a charitable trust buys a building, the building will be held in the names of the individual trustees (or by a nominee acting on their behalf). However, the property does not belong to the individual trustees (and would not be available to the creditors of any trustee who became bankrupt).

Equally, if a charitable trust enters into a contract, it is the trustees who remain responsible for performing the terms of the contract, even though they may have recourse to the charity's resources.

This is important: unless the contract expressly restricts the trustees' liability, they will remain responsible under it *even if the charity runs out of funds*, and may thus be liable to make payments from their own pocket. They have – potentially – unlimited liability.

Unincorporated association

An unincorporated association operates a little like a trust, in that it has no legal personality. The trustees enter into contracts and assume legal responsibility on behalf of the charity. They may have recourse to charity funds in the first instance, but they are personally liable on contracts and other legal relationships if the charity runs out of funds. Their potential liability, too, is unlimited.

Personal liability

Trustees are naturally concerned about the liabilities they may assume on becoming a charity trustee. There are two types of potential liability:

- Liabilities to third parties that occur in the course of running the charity. The extent to which the trustees are personally liable in these circumstances will depend on the legal form of the charity.
- All charity trustees are, in principle, vulnerable to claims instigated by the Charity Commission or the Attorney General (or the other trustees) in the case of a breach of trust or duty. These claims are not affected by the legal form of the charity.

Claims from third parties

Most charities have legal relationships, for instance with suppliers, funders and staff. All legal relationships carry the risk of legal liability.

As we have seen, a charitable company or a CIO is a separate legal entity and the legal relationships entered into by a charitable

company or CIO are legal relationships of the charity rather than the trustees. Thus, if a member of the public trips on a mat at the premises of a charitable company or CIO and sues the charity, it is the charity that is potentially liable. This type of claim should be covered by the charity's insurance policy but, if it is not, the charity must find the funds to meet the claim. If the charity does not have sufficient funds, the member of the public will generally lose out, because if a company's or CIO's liabilities exceed its assets, or it is unable to pay its debts as they fall due, it will be insolvent.

There are some circumstances, however, where trustees of a charitable company or CIO may be personally liable, including liability for wrongful or fraudulent trading if the charity is insolvent.³⁹

The position is different where a trust is concerned. As explained above, a trust does not have separate legal personality, so all of the trust's contracts and relationships are in fact the relationships of the trustees.

In the example given above of a member of the public sustaining an injury on charity premises, if the charity was a trust, the trustees would be named in the legal action, but they could meet the claim with the charity's assets, including the proceeds of any relevant insurance policy. If the charity had insufficient funds to meet the claim, then the trustees would generally be jointly and severally responsible for the shortfall, meaning that any trustee could be sued for the whole amount due. A trustee who is out of pocket may then seek to apportion the liability amongst his or her co-trustees. Similar principles apply to unincorporated associations.⁴⁰

Trustees of charitable trusts and unincorporated associations are therefore more at risk of personal liability than trustees of charitable companies or CIOs. For this reason, many unincorporated charities seek to become charitable companies or CIOs as their activities and legal relationships expand.⁴¹

Breach of trust or duty

We have seen that certain duties are imposed on charity trustees. If a breach of duty (often called a breach of trust) gives rise to a loss to the charity, the trustees are vulnerable to a claim to reimburse the charity for the loss caused. Such a claim can be instigated by the Charity Commission or the Attorney General, or indeed by the other trustees.

Examples might include where the trustees allow funds to be spent for a purpose that is outside the charity's objects or fail to ensure that charity property is insured. Liability along these lines is not affected by the legal form of the charity.

It must be stressed that, in practice, it is very rare indeed for charity trustees to be held personally liable for breach of trust where they have acted in good faith. The constitution may well say that the trustees are not liable in these circumstances. The Charity Commission and the court also have power to relieve a trustee from personal liability in circumstances where he or she has acted in good faith. Thus it is highly unlikely that a charity trustee will be held personally liable for breach of trust unless he or she has acted in deliberate contravention of the rules, or has been grossly irresponsible.⁴² But trustees do need to be aware of the implications of acting imprudently or improperly.

As the regulator of charities in England and Wales, the Charity Commission has far reaching powers to supervise and intervene in charity activity and will act when there is misconduct or mismanagement or a risk to charity property. In most cases, it is much more likely that the Commission will seek to put the charity back on track than spend time pursuing the errant trustees personally. Where there has been deliberate wrongdoing or fraudulent activity, however, the Commission will take steps to preserve charity assets and may refer wrongdoers to the appropriate authorities to take further action.⁴³

Trustee indemnity insurance

It is worth mentioning trustee indemnity insurance, as it is frequently misunderstood. This is an insurance policy that protects the trustees in the event of claims against them personally. The precise scope of the cover will depend on the terms of the individual policy but, generally speaking, this type of insurance will cover breach of trust claims and wrongful trading. It often covers associated legal costs. The personal liability of trustees of charitable trusts and unincorporated associations for debts to third parties will not be covered. The policy will almost certainly be restricted to cases where the trustees have acted in good faith.

Although trustee indemnity insurance is regarded as a benefit to the trustees, since it protects the trustees personally rather than the charity, it can usually be funded from charity resources.⁴⁴

CaSE Insurance, a partnership between BWB, NCVO and others, provides specialist insurance services to charities.⁴⁵

Index points

- 1 There is a wealth of guidance and information available on the Charity Commission's website.
www.gov.uk/government/organisations/charity-commission.
See also Resources, page ?? onwards.
- 2 The Office of the Scottish Charity Regulator (OSCR) provides more information on Scottish law: www.oscr.org.uk and the Charity Commission for Northern Ireland provides more information about the position in Northern Ireland where charity legislation is in the process of being implemented: www.charitycommissionni.org.uk
- 3 Detailed guidance and information is available in Charity Commission publication CC30 *Finding New Trustees* and at www.gov.uk/trustee-board-people-and-skills#how-to-new-trustees
- 4 Charity constitutions often include some sort of automatic retirement mechanism, such as providing for one-third of the trustees to retire automatically each year. The constitution may include restrictions on reappointing retiring trustees.
- 5 Some charities are required to give details of their policies and procedures for induction and training of trustees in the trustees' annual report.
- 6 See www.gov.uk-charity-trustee-disqualification for more information.
- 7 For guidance on the 'fit and proper persons' requirement see www.gov.uk/uploads/system/attach/date/title/3929-model-dec-ff-persons.pdf
- 8 See the references at footnote 3 or contact BWB for more information.
- 9 A model declaration prepared by HMRC can be found at the end of the guidance.
- 10 The duties of charity trustees derive from case law and from statute. The source of the duties can vary depending on the charity's legal form. For instance, the Charities Act 2011 imposes statutory duties on the trustees of charitable incorporated organisations (or CIOs). The Companies Act 2006, which applies to trustees of charitable companies, includes explicit duties regarding the interests of the charity's employees and the impact of the charity's operations on the environment. But, for the most part, the duties of trustees will be largely the same, regardless of the legal form of the charity.

- 11 If a trustee disagrees with a particular decision, they should make sure that this is recorded in the minutes.
- 12 Organisations such as NCVO and ICSA (see Resources, page 31) provide model role descriptions for chairs and treasurers.
- 13 For instance a charity whose objects allow it to work in a particular location may now wish to carry out work elsewhere. Changing a charity's objects is not always straightforward, and the Charity Commission's consent is usually required, so trustees may want to seek specialist advice.
- 14 See <https://www.gov.uk/government/publications/public-benefit-an-overview>. This document has links to the three guides: Public benefit: the public benefit requirement (PB1); Public benefit: running a charity (PB2) and Public benefit: reporting (PB3) which trustees are legally obliged to have regard to.
- 15 If the trustees have any particular concerns about the guidance, they should seek specialist advice. For more information on equality legislation, see the Charity Commission guidance Public benefit: the public benefit requirement (PB1) or contact BWB.
- 16 See Charity Commission publication CC8 *Internal Financial Controls for Charities* with its accompanying checklist, and the Commission's online toolkit *Protecting Charities from Harm*.
- 17 BWB can provide more detailed information about the investment powers of trustees. See also Charity Commission publication CC14 *Charities and Investment Matters: A Guide for Trustees*.
- 18 BWB can provide more information and advice about social investments.
- 19 Note that an injection of funds into a charity's trading subsidiary usually counts as an investment.
- 20 See Charity Commission publications CC28 *Sales, Leases, Transfers or Mortgages: What Trustees Need to Know About Disposing of Charity Land* and CC33 *Acquiring Land*.
- 21 In many cases, the trustees are required to include information about the charity's risk management in their annual report. See Charity Commission publication CC26 *Charities and Risk Management*.
- 22 See Charity Commission publications CC20 *Charities and Fundraising* and CC35 *Trustees Trading and Tax*, and other guidance available at www.charitycommission.gov.uk/running-a-charity/fundraising. HMRC's website also contains guidance on the tax implications of fundraising.

- 23 Many charities have to include details of their fundraising costs in their accounts.
- 24 Charities must, however, comply with the general law on campaigning, including relevant advertising standards, the rules on defamation and legislation on broadcasting and demonstrations. They should also observe Electoral Law, where it is relevant
- 25 The Charity Commission publication CC9 *Speaking Out – Guidance on Campaigning and Political Activity by Charities* contains more information.
- 26 See Charity Commission publications CC21b *How to register as a charity*, CC15b *Charity Reporting and Accounting: The Essentials and Reporting Serious Incidents*.
- 27 Charity Commission publication CC48 *Charities and Meetings* provides guidance in this area.
- 28 See Charity Commission publication CC19 *Charities and Reserves*.
- 29 *It's your decision: charity trustees and decision making*.
- 30 See Charity Commission publications CC11 *Trustee Expenses and Payments* and CC24 *Users on Board: Beneficiaries Who Become Trustees*.
- 31 In many cases, this also includes the spouse or partner of a trustee and other so-called 'connected persons'.
- 32 The situation may be different, however, if the trustee was not involved in any aspect of the decision to create or retain the post nor in devising the recruitment process, and resigned before receiving a formal job offer.
- 33 Some charities are legally obliged to disclose details of trustee benefits in their accounts.
- 34 Charity Commission guidance on managing conflicts of interest can be accessed at www.manage-a/conflict-of-interest-in-your-charity
- 35 Ideally, the constitution should include tailored provisions dealing with the sort of conflicts of interest the particular charity is likely to face.
- 36 If a trustee of a CIO is to benefit personally from a proposed transaction or arrangement with the CIO, he or she must disclose the interest in advance and must not take part in the relevant trustees' (or members') decision or be counted in the quorum.

- 37 The Companies Act 2006 imposes specific duties in relation to disclosing interests and managing conflicts. Further advice can be obtained from BWB.
- 38 The charitable incorporated organisation (also known as the CIO) is a new incorporated legal form, only available for charities, which was introduced in early 2013. CIOs are regulated by the Charity Commission (unlike charitable companies, CIOs are not regulated by Companies House). For more information on CIOs, see the Charity Commission's website or contact BWB.
- 39 Trustees of an insolvent corporate charity may be personally liable where they have carried out 'fraudulent' or 'wrongful' trading under the insolvency rules. Wrongful trading is where the trustees allowed the company or CIO to trade at a time when they knew, or should have known, that it was, or would inevitably become, insolvent. Fraudulent trading includes where the business of a company or CIO is carried on with intent to defraud creditors. There may also be personal liability in other areas: for example, under health and safety, environmental, tax and discrimination laws and, in the case of charitable companies, liability for failing to file documents at Companies House on time. More information is available from BWB.
- 40 The personal liability of trustees of charitable trusts or unincorporated associations does not necessarily come to an end on retirement. A trustee who signed or approved a contract with a third party may remain liable to the third party, albeit with rights to be reimbursed from the assets of the charity: clearly this can cause problems if the charity has no more assets.
- 41 Further advice on incorporation is available from BWB.
- 42 But see the Benefits to trustees section of this guide in relation to unauthorised trustee benefits.
- 43 If charity trustees are concerned about a proposed course of action, there are special procedures under the Charities Act 2011 under which they can seek advice or approval from the Charity Commission in advance. If the proposals are sanctioned by the Commission, the trustees are protected in the event of a subsequent allegation of breach of trust. For more information, contact BWB.
- 44 See Charity Commission publication CC49 *Charities and Insurance*.
- 45 For more information see www.casefileinsurance.co.uk

Resources

Association for Research in the Voluntary and Community Sector

www.arvac.org.uk

Provides resources for people interested in research in or on community organisations.

Association of Chairs

www.associationofchairs.org.uk

Provides support to chairs of charities and non-profit organisations.

Association of Chief Executives of Voluntary Organisations (ACEVO)

www.acevo.org.uk

Provides support, advice and development opportunities to voluntary sector leaders.

020 7014 4600

CaSE Insurance

www.caseinsurance.co.uk

A joint venture between BWB and NCVO which provides specialist insurance services to charities.

0333 800 9838

Charity Commission for England and Wales

www.gov.uk/government/organisations/charity-commission

Regulates charities in England and Wales. Provides advice, information and publications on many charity law issues.

0300 066 9197

Charity Commission for Northern Ireland

www.charitycommissionni.org.uk

The independent regulator of charities in Northern Ireland.

028 3832 0220

Charity Tribunal

www.justice.gov.uk/tribunals/charity

Hears appeals from decisions of the Charity Commission.

0300 123 4504

Small Charities Coalition

www.smallcharities.org.uk

Provides support and information to small charities, their trustees, staff and volunteers.

020 7358 6490

Companies House

www.companieshouse.gov.uk

Regulates companies and provides information and advice.

0303 1234 500

Directory of Social Change (DSC)

www.dsc.org.uk

Assists voluntary organisations by providing handbooks, training and conferences.

0845 077 7707

Electoral Commission

www.electoralcommission.org.uk

The independent elections watchdog and regulator of party and election finance.

020 7271 500

Fundraising Standards Board

www.frsb.org.uk

Runs an independent scheme regulating fundraising.

0333 321 8803

HM Revenue & Customs Charities Unit

www.hmrc.gov.uk/charities

Information on forms and procedures relevant to charities and taxation.

0300 123 1073

Institute of Chartered Secretaries and Administrators (ICSA)

www.icsa.org.uk

Professional body for chartered secretaries. Produces best practice guides and guidance notes.

020 7580 4741

Institute of Fundraising

www.institute-of-fundraising.org.uk

Professional body supporting and representing fundraisers.

Promotes standards of fundraising practice via its code of fundraising practice.

020 7840 1000

National Council for Voluntary Organisations (NCVO)

www.ncvo-vol.org.uk

Provides information, advice and publications on issues affecting the voluntary sector.

020 7713 6161

Office of the Scottish Charity Regulator (OSCR)

www.oscr.org.uk

Regulates the charity sector in Scotland.

01382 220 446

Onboard

www.on-board.org

Onboard is a governance development, training and support consultancy set up by BWB in collaboration with leading experts in the field. Onboard works to dispel myths, demystify trusteeship and enable boards to lead and govern better.

BWB and Onboard offer a variety of bespoke trustee training sessions and development packages. Onboard also facilitates meetings, offers coaching sessions for trustees and runs more general discussion groups and training for trustees and managers.

For more information about Onboard events please visit

www.on-board.org or contact Onboard at info@on-board.org or by calling 020 7551 7724.

Public Fundraising Regulatory Association

www.pfra.org.uk

Membership body for charities and agencies carrying out street and doorstep fundraising.

020 7401 8452

Trustees Unlimited

www.trustees-unlimited.co.uk

A joint venture between BWB, NCVO and Russam GMS. Many charities face the problem of trying to recruit high-quality trustees in a rigorous and yet cost-effective way. Trustees Unlimited provides a professional trustee recruitment service, matching organisations seeking trustees with those wishing to be trustees. The aim is to create a wider and more diverse pool of available trustees for charities and also to simplify the complex process of trustee recruitment – a shortlist of pre-screened candidates is offered within 10 days of agreeing the assignment.

A sister service 'Non-executives Unlimited' offers a similar service for social enterprises and not-for-profits.

For further information please visit www.trustees-unlimited.co.uk, email info@trustees-unlimited.co.uk or call 0845 371 0899.

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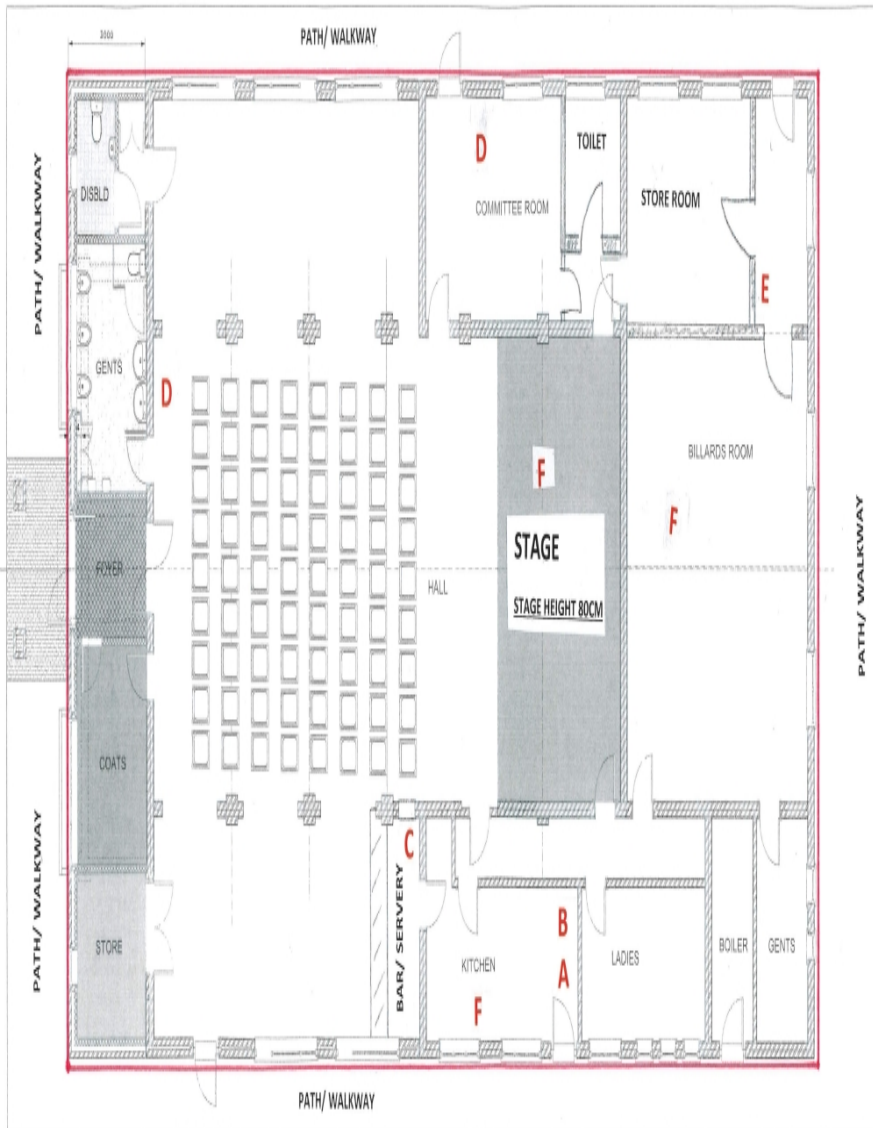


EMS 598047



Goxhill Memorial Hall Floor Plan

Scale 1:50



General Arrangement - Proposed Ground Floor Plan.

DATE: Jan 2013

Scale: 1:50

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PROJECT: GA-1001.2

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Goxhill Memorial Hall, building outlined in Red

See OS map for garden area and tennis court

Fire Extinguisher Legend

- A- Powder Extinguisher
- B- Fire Blanket
- C- CO2 Extinguisher
- D- Foam Extinguisher
- E- Water Extinguisher
- F- Smoke alarms

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NORTH LINCOLNSHIRE COUNCIL

Schedule 12

PREMISES LICENCE

Premises licence number

PRM0621

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description	
Goxhill Memorial Hall Chapel Street Goxhill North Lincolnshire	
Post Town: Barrow upon Humber	Post Code: DN19 7JJ
Telephone Number: 01469 531577	

Where the licence is time limited the dates
N/A

Licensable activities authorised by the licence
Performance of a Play (Indoors/Outdoors) Exhibition of a Film (Indoors) Indoor Sporting Events Performance of Live Music (Indoors/Outdoors) Playing of Recorded Music (Indoors/Outdoors) Performance of Dance (Indoors/Outdoors) Entertainment similar to Live Music, Recorded Music or Performance of Dance (Indoors/Outdoors) Making Music (Indoors/Outdoors) Dancing (Indoors/Outdoors) Entertainment similar to Making Music and Dancing (Indoors/Outdoors) Late Night Refreshment (Indoors/Outdoors)

The times the licence authorises the carrying out of licensable activities

Performance of a Play - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 23:45 hrs

Exhibition of a Film - Authorised Hours (indoors)

Monday 09:00 hrs to 23:45 hrs
Tuesday 09:00 hrs to 23:45 hrs
Wednesday 09:00 hrs to 23:45 hrs
Thursday 09:00 hrs to 23:45 hrs
Friday 09:00 hrs to 23:45 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 23:45 hrs

Indoor Sporting Event - Authorised Hours

Monday 09:00 hrs to 23:45 hrs
Tuesday 09:00 hrs to 23:45 hrs
Wednesday 09:00 hrs to 23:45 hrs
Thursday 09:00 hrs to 23:45 hrs
Friday 09:00 hrs to 23:45 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 23:45 hrs

Performance of Live Music - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Playing of Recorded Music - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Performance of Dance - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Entertainment similar to Live Music, Recorded Music or Performance of Dance – Authorised hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Making Music - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Dancing - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Entertainment similar to Making Music and Dancing – Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Late Night Refreshment - Authorised Hours (indoors/outdoors)

Monday 23:00 hrs to 24:00 hrs
Tuesday 23:00 hrs to 24:00 hrs
Wednesday 23:00 hrs to 24:00 hrs
Thursday 23:00 hrs to 24:00 hrs
Friday 23:00 hrs to 24:00 hrs
Saturday 23:00 hrs to 23:45 hrs
Sunday 23:00 hrs to 24:00 hrs

The opening hours of the premises

Hours Premises Open to the Public

Monday 08:30 hrs to 24:00 hrs
Tuesday 08:30 hrs to 24:00 hrs
Wednesday 08:30 hrs to 24:00 hrs
Thursday 08:30 hrs to 24:00 hrs
Friday 08:30 hrs to 24:00 hrs
Saturday 08:30 hrs to 23:45 hrs
Sunday 08:30 hrs to 24:00 hrs

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

N/A

Part 2

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

Goxhill Memorial Hall
Chapel Street
Goxhill
North Lincolnshire
DN19 7JJ

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

L4521928/1

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

N/A

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

N/A

Annex 1 – Mandatory conditions

Exhibition of Films

The admission of children must be restricted in accordance with the recommendation made by the film classification body specified in this premises licence.

Or

The admission of children must be restricted in accordance with the recommendation made by North Lincolnshire Council attached to this premises licence.

Annex 2 – Conditions consistent with the operating Schedule

General Conditions

The hiring of the hall is subject to conditions of hire as attached to Annex 2.

Prevention of Crime and Disorder

A CCTV system shall be in operation.

Public Safety

The hall shall be subject to Fire Brigade inspections and shall meet all their requirements.

The outside of the building shall be illuminated.

Prevention of Public Nuisance

Noise abatement shall be the responsibility of the hirer.

Protection of Children from Harm

No conditions attached

Annex 3 – Conditions attached after a hearing by the licensing authority

No conditions attached

Annex 4 – Plans

As attached

NORTH LINCOLNSHIRE COUNCIL

Part B

Premises licence summary

Premises licence number

PRM0621

Premises details

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

Goxhill Memorial Hall
Chapel Street
Goxhill
North Lincolnshire

Post Town: Barrow upon Humber

Post Code: DN19 7JJ

Telephone Number: 01469 531577

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Performance of a Play (Indoors/Outdoors)
Exhibition of a Film (Indoors)
Indoor Sporting Events
Performance of Live Music (Indoors/Outdoors)
Playing of Recorded Music (Indoors/Outdoors)
Performance of Dance (Indoors/Outdoors)
Entertainment similar to Live Music, Recorded Music or Performance of Dance
(Indoors/Outdoors)
Making Music (Indoors/Outdoors)
Dancing (Indoors/Outdoors)
Entertainment similar to Making Music and Dancing (Indoors/Outdoors)
Late Night Refreshment (Indoors/Outdoors)

The times the licence authorises the carrying out of licensable activities

Performance of a Play - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 23:45 hrs

Exhibition of a Film - Authorised Hours (indoors)

Monday 09:00 hrs to 23:45 hrs
Tuesday 09:00 hrs to 23:45 hrs
Wednesday 09:00 hrs to 23:45 hrs
Thursday 09:00 hrs to 23:45 hrs
Friday 09:00 hrs to 23:45 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 23:45 hrs

Indoor Sporting Event - Authorised Hours

Monday 09:00 hrs to 23:45 hrs
Tuesday 09:00 hrs to 23:45 hrs
Wednesday 09:00 hrs to 23:45 hrs
Thursday 09:00 hrs to 23:45 hrs
Friday 09:00 hrs to 23:45 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 23:45 hrs

Performance of Live Music - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Playing of Recorded Music - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Performance of Dance - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Entertainment similar to Live Music, Recorded Music or Performance of Dance – Authorised hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Making Music - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Dancing - Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Entertainment similar to Making Music and Dancing – Authorised Hours (indoors/outdoors)

Monday 09:00 hrs to 24:00 hrs
Tuesday 09:00 hrs to 24:00 hrs
Wednesday 09:00 hrs to 24:00 hrs
Thursday 09:00 hrs to 24:00 hrs
Friday 09:00 hrs to 24:00 hrs
Saturday 09:00 hrs to 23:45 hrs
Sunday 09:00 hrs to 24:00 hrs

Late Night Refreshment - Authorised Hours (indoors/outdoors)

Monday 23:00 hrs to 24:00 hrs
Tuesday 23:00 hrs to 24:00 hrs
Wednesday 23:00 hrs to 24:00 hrs
Thursday 23:00 hrs to 24:00 hrs
Friday 23:00 hrs to 24:00 hrs
Saturday 23:00 hrs to 23:45 hrs
Sunday 23:00 hrs to 24:00 hrs

The opening hours of the premises

Hours Premises Open to the Public

Monday 08:30 hrs to 24:00 hrs
Tuesday 08:30 hrs to 24:00 hrs
Wednesday 08:30 hrs to 24:00 hrs
Thursday 08:30 hrs to 24:00 hrs
Friday 08:30 hrs to 24:00 hrs
Saturday 08:30 hrs to 23:45 hrs
Sunday 08:30 hrs to 24:00 hrs

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

N/A

Name, (registered) address of holder of premises licence

Goxhill Memorial Hall
Chapel Street
Goxhill
North Lincolnshire
DN19 7JJ

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

L4521928/1

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

N/A

State whether access to the premises by children is restricted or prohibited

Unrestricted

GOXHILL MEMORIAL HALL TERMS & CONDITIONS of HIRE
registered charity number 1193651

Terms & Conditions of Hire from January 2023

- Goxhill Memorial Hall ('the Hall') is let on the conditions specified below by the Trustees of Goxhill Memorial Hall & Recreation Ground charity ('the Charity'). A breach of any of these conditions is sufficient cause for the letting to be cancelled without compensation.
- The person named and signing the booking form ('the Hirer') is personally responsible for any damage to the building or hall equipment during the hire period.
- The Hirer undertakes to ensure everything is left in an orderly "as found" condition after use and should check all rooms used, including toilets. Cleaning materials are available in the kitchen cupboards.
- Any nappies or waste food should be bagged and disposed of in the general waste bin in the car park.
- Any damage during the hire period needs to be reported immediately to the Bookings Secretary and may result in the pre-paid deposit being withheld, or the cost of any repairs being sought from the hirer responsible.
- If the cost of cleaning or repairs/replacement exceeds the bond amount, the hirer will be held responsible for the full cleaning/repair/replacement cost.
- The Trustees are allowed admittance to all areas of the hall at any reasonable time.
- The current cost for hiring the hall is **£15** per hour.

Conditions of Hall Use

Accessing & Vacating the Hall - The Hall may be occupied for the purposes of setting up or clearing away (a) in the case of bookings of 2 hours or less, for 20 minutes before & after, and (b) in the case of bookings exceeding 2 hours for up to an hour before & after, the time specified on the booking form.

Television use Prohibited - The Hall does not have a television licence, so the use of any equipment capable of receiving television broadcasts is prohibited.

Closed Circuit Television - CCTV is in use in and around the Hall at all times. *(see also CCTV policy for more details).*

Restrictions on Sale of Food - Under the Hall's food licence, only items such as sandwiches and toasted teacakes may be prepared and sold on the premises. The kitchen cannot be used as a catering facility.

Cakes and snacks made elsewhere can however be brought in.

For private functions, where food is provided free to guests, there are no restrictions on the type of food. All food should be prepared and stored under hygienic conditions.

Alcohol Sales – The sale of alcohol is **prohibited** at Goxhill Memorial Hall. By law, a Temporary Events Notice, ('TEN') must be obtained by the Hirer, from North Lincolnshire Council for any event where alcoholic beverages are to be sold in the Hall or on the grounds of the Memorial Hall.

All TEN's must be discussed and approved by the Bookings Secretary or the trustees prior to any application to North Lincolnshire Council.

A copy of the TEN must be submitted to the Booking Secretary at least 1 week before the event, and must show clearly the name of the responsible person for the booking and the license holder plus any supporting documentation, including the personal license holder's license from North Lincolnshire Council.

Please consult with the Bookings Secretary prior to any TEN applications as they are heavily restricted.

Private functions, where alcohol is being provided free to guests, are exempt from this requirement.

Gambling - The Hall holds a gambling licence permitting functions to be held where raffles, bingo and other games of chance may be enjoyed.

Health & Safety whilst Hiring the Hall – Hirers are responsible for the safety of themselves and all their guests during the time the hall is booked/ occupied by the hirer. All children must be supervised at all times. Any accidents or injuries where medical attention is needed should be reported to the Bookings Secretary or any Hall Trustee, as soon as possible. Gritting of the paths and steps will be the responsibility of the hirer. Grit is available in the grit box in the car park.

GOXHILL MEMORIAL HALL TERMS & CONDITIONS of HIRE

registered charity number 1193651

The Hirer is responsible for the safety of everyone on the premises during the hire period. #

(# See also Goxhill Memorial Hall: Safety Instructions.)

Safe Capacity - Fire regulations stipulate a maximum of 160 persons seated or 200 persons standing in the Hall. Overcrowding is not permitted at any time. The Hirer is responsible for ensuring that all seats and tables are arranged to allow safe entrance to and exit from the Hall, free from any obstructions.

Control of Noise - The Hirer must ensure there is no undue noise when entering or leaving the Hall, particularly after 23:00hrs that might disturb the occupants of neighbouring houses.

No Smoking - Both smoking and vaping (e-cigarettes) are prohibited inside the Hall. Smoking or vaping outside in such a way that smoke/ vapor may blow into a hall entrance is similarly prohibited.

Insurance – The Hall's insurance covers the Hall and it's own legal obligations. It is therefore your decision whether to insure any property or personal possessions that you bring to the Hall. Under no circumstances can the Memorial Hall Charity be held responsible for any damage or loss to personal possessions of the Hirer or their guests.

Heating & Electrical Safety - Do not touch the lighting or heating systems beyond operating them via the on/off and thermostat wall switches. Ensure that lighting is switched off and the thermostat restored to its base setting before leaving the hall.

Any additional lighting or electrical equipment may be used in the Hall, however all appliances must be PAT tested and the hirer is responsible for all third party equipment being tested and in good order.

Fire Safety - All entrances and doorways must be kept clear of obstructions, whether or not signed as a 'Fire Exit', in case required for emergency evacuation of the Hall. Fire extinguishers are placed throughout the building for use in a case of fire; they are not otherwise to be moved or interfered with.

No naked flames, fireworks or barbecues are to be used inside the hall at any time.

The Hirer is responsible for the safety of everyone on the premises during the hire period. #

(# See also Goxhill Memorial Hall: Safety Instructions.)

Safeguarding - I have read, understood and will fulfill my responsibilities under the Hall's Safeguarding Policy (available on the website or in hard copy on request).

Failure to comply with any of the conditions may result in the forfeiture of any deposits paid and could affect future hire of the Hall.

Bookings - Hall bookings should be made through the Booking Secretary:

Sam England, Chapel House, North End, Goxhill, North Lincolnshire DN19 7JN
telephone 01469 531097 - email goxhillmemorialhall@gmail.com

Payments & Hire Charges – The cost to hire the hall is £15 per hour and is payable before the booking commences.

Payment is acceptable by Cash to the Bookings Secretary, or via BACS to the following account:

Goxhill Memorial Hall and Recreation Ground, Sort: 30-96-97 A/C: 60268668

All bookings of more than 2 hours are provisional until the Booking Secretary has received a bond of £25. Late cancellation of any bookings may result in charges being made.

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RE: LA2003: Premises Licence Variation - Goxhill Memorial Hall, Chapel Lane, Goxhill DN19 7JJ (PRM0621)

Johnston, Grant 2360 [REDACTED]

Tue 08/08/2023 08:36

To:Licensing <Licensing@northlincs.gov.uk>

Good morning,

The police have no objection to the Premises Licence Variation for Goxhill Memorial Hall.

Many thanks,

Grant.

**PC 2360 Grant Johnston
Southbank Licensing Officer
Community Safety Unit
Cromwell Road Police Station
Grimsby
DN31 2BW**

Licensing Objectives

The Prevention of Crime and Disorder

Public Safety

The Prevention of Public Nuisance

The Protection of Children from harm

From: Licensing <Licensing@northlincs.gov.uk>

Sent: 14 July 2023 14:40

To: SaferNeighbourhoods <SaferNeighbourhoods@northlincs.gov.uk>; SPOC Licensing <CommunitiesLicensing@humberside.pnn.police.uk>; IndependentReviewTeam <IndependentReviewTeam@northlincs.gov.uk>; businesssafetynl@humbersidefire.gov.uk; Environmental health <Environmental.health@northlincs.gov.uk>; Trading Standards <Trading.Standards@northlincs.gov.uk>; Food Safety <Food.Safety@northlincs.gov.uk>; Planning Enforcement <Planning.Enforcement@northlincs.gov.uk>; Nicholas Bramhill (North Lincs Council)

[REDACTED]; planningdutyofficer <planningdutyofficer@northlincs.gov.uk>; alcohol@homeoffice.gov.uk

Cc: Matthew Nundy [REDACTED] Sophie Smith [REDACTED]
[REDACTED] Nicola Ellis [REDACTED]; Alice Cowell
[REDACTED]

Subject: LA2003: Premises Licence Variation - Goxhill Memorial Hall, Chapel Lane, Goxhill DN19 7JJ (PRM0621)

Good afternoon

On 14 July 2023 we received an application for the variation of a Premises Licence for the above premises.

As the application was received electronically, please find attached a copy of the application and supporting documents.

The closing date for comments on the grant application is: 11 August 2023.

Kind regards

Kelly Ratcliffe

Licensing

Public Protection

Economy and Environment

North Lincolnshire Council

☎ 01724 297750

✉ Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL

🌐 <https://www.northlincs.gov.uk/jobs-business-and-regeneration/licensing/>

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Thank you for your co-operation.

Humberside Police

Premises License Variation - Memorial Hall, Chapel Street, Goxhill - SRU 268691

James Brian

Thu 03/08/2023 12:55

To:Licensing <Licensing@northlincs.gov.uk>

Good Afternoon,

This department has no comments to make in regard to the above premises license variation.

Regards,

James Brian | Technical Officer | Environmental Protection | North Lincolnshire Council



[Redacted phone number]



[Redacted address]

<http://www.northlincs.gov.uk>

✉ **Public Protection, Economy & Environment, North Lincolnshire Council, Church Square House, DN15 6NL**

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HUMBERSIDE
Fire & Rescue Service

Our Ref: [REDACTED]
Date: 25th July 2023

Mr Samuel England
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUSINESS SAFETY
Laneham Street
Scunthorpe
North Lincolnshire
DN15 6JP
www.humbersidefire.gov.uk
The person dealing with this matter is:
Emma Allen
Protection Inspector
Tel: [REDACTED]
E-Mail: [REDACTED]

Dear Sir

REGULATORY REFORM (FIRE SAFETY) ORDER 2005
LICENSING ACT 2003 - VARIATION OF PREMISES LICENCE CERTIFICATE
PREMISES: GOXHILL MEMORIAL HALL
CHAPEL STREET
GOXHILL
BARROW-UPON-HUMBER
DN19 7JJ

LICENSING ACT 2003

The Application and enclosures in relation to the above-mentioned premises which were received in this office on 17th July 2023 are acknowledged and the Fire Authority make the following comment.

From the information provided the proposals with regards to Public Safety are considered **acceptable** to the Fire Authority.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment

It is a requirement that the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions which are necessary to comply with the requirements and prohibitions imposed on him by or under this order and record the prescribed information.

The following should be considered as essential to any such fire risk assessment:

Means of Escape

Exit routes must be kept clear at all material times.

Doors forming part of the means of escape should open in the direction of escape where practical.

All final exit doors should be quickly and easily openable in the event of a fire without the use of a key or code.

Means of Giving Warning of Fire

The fire alarm system should conform to British Standard 5839: Part 1: 2017.

Manual call points should be located at all exits to open air that lead to an ultimate place of safety (whether or not the exits are specifically designated as fire exits).

The existing fire alarm system should be extended. Additional detection should be provided within the boiler room if it is not already in place. Ensure that the power and control equipment is adequate for the extended system and that all equipment is compatible.

Emergency Lighting

If the premises are to be used during hours of darkness, and there is insufficient borrowed lighting, a suitable emergency lighting system must be provided in those areas and their associated escape routes, including external escape routes.

Facilities used by disabled people without borrowed light should have emergency illumination from at least one luminaire. All toilet facilities exceeding 8m² gross should be provided with emergency lighting.

Fire Fighting Equipment

Adequate measures for firefighting must be established. They must be identified through a process of risk assessment and must be appropriate for the size of the undertaking, the size of the premises and the nature of the activities carried out, in particular the boiler room.

The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardize escape, rescue, or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors unless mitigated by a suitable and sufficient assessment of the risk.

The extinguishers should be sited in accordance with the current relevant British Standard specification or equivalent i.e., sited on escape routes and mounted with handle approximately 1.5m from floor level (extinguisher less than 4kg) or 1 metre from the floor level (heavier extinguishers).

Signage

All exits which are designated as emergency exits are to be distinctively and conspicuously marked by exit signs. The signs should comply with the current relevant British Standard or equivalent.

Signage should be provided on the external face of all final exit doors indicating 'Fire Exit-Keep Clear'.

Your attention is drawn to the publication 'Fire Safety Risk Assessment - Small and Medium Places of Assembly (ISBN No. 13: 978 85112 820 4)' which provides information for the responsible person about The Regulatory Reform (Fire Safety) Order 2005. This publication is available from The Stationery Office or by downloading it from the internet at:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

Should the application include a change of use, structural alterations or change of the internal layout that affects the means of escape, you are advised to consult the Local Authority Building Control Department for further advice.

If you are not the responsible person for these premises, you should ensure that this letter and its contents are forwarded to that person.

If you require further advice or clarification of any of these matters, please contact the Protection Inspector at the address overleaf.

Yours faithfully

██████████

FOR THE CHIEF FIRE OFFICER & CHIEF EXECUTIVE

Copy to: Local Authority Licensing

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Re: LA2003: Premises Licence Variation - Goxhill Memorial Hall, Chapel Lane, Goxhill DN19 7JJ (PRM0621)

planningdutyofficer

Mon 17/07/2023 15:52

To:Licensing <Licensing@northlincs.gov.uk>

Good Afternoon

No comments from planning

Kind regards

Planning Duty Officer

From: Licensing <Licensing@northlincs.gov.uk>

Sent: Friday, July 14, 2023 1:38 PM

To: SaferNeighbourhoods <SaferNeighbourhoods@northlincs.gov.uk>;

CommunitiesLicensing@humberside.pnn.police.uk <CommunitiesLicensing@humberside.pnn.police.uk>;

IndependentReviewTeam <IndependentReviewTeam@northlincs.gov.uk>;

businesssafetynl@humbersidefire.gov.uk <businesssafetynl@humbersidefire.gov.uk>; Environmental health

<Environmental.health@northlincs.gov.uk>; Trading Standards <Trading.Standards@northlincs.gov.uk>; Food

Safety <Food.Safety@northlincs.gov.uk>; Planning Enforcement <Planning.Enforcement@northlincs.gov.uk>;

Nicholas Bramhill [REDACTED]; planningdutyofficer

<planningdutyofficer@northlincs.gov.uk>; alcohol@homeoffice.gov.uk <Alcohol@homeoffice.gov.uk>

Cc: Matthew Nundy [REDACTED]; Sophie Smith [REDACTED]

[REDACTED]; Nicola Ellis

[REDACTED]; Alice Cowell [REDACTED]

Subject: LA2003: Premises Licence Variation - Goxhill Memorial Hall, Chapel Lane, Goxhill DN19 7JJ (PRM0621)

Good afternoon

On 14 July 2023 we received an application for the Variation of a Premises Licence for the above premises.

As the application was received electronically, please find attached a copy of the application and supporting documents.

The closing date for comments on the grant application is: 11 August 2023.

Kind regards

Kelly Ratcliffe

Licensing

Public Protection

Economy and Environment

North Lincolnshire Council

☎ 01724 297750

✉ Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL
📄 <https://www.northlincs.gov.uk/jobs-business-and-regeneration/licensing/>

Goxhill Memorial Hall

Karen Woad

Mon 17/07/2023 16:31

To:Licensing <Licensing@northlincs.gov.uk>

Good afternoon

Trading Standards are in receipt of the above variation application

No issues

Kind regards

Karen Woad

Trading Standards Officer

Trading Standards | Waste & Public Protection | Church Square House, High Street East, Scunthorpe DN15 6XQ (Sat Nav DN15 6NL) | Tel: [REDACTED]

www.northlincs.gov.uk/tradingstandards

www.facebook.com/northlincstradingstandards

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RE: Goxhill Memorial Hall - Premises Licence Variation

[REDACTED]
Fri 04/08/2023 10:03

To:Licensing <Licensing@northlincs.gov.uk> [REDACTED]
[REDACTED]

Good Morning,

Goxhill Parish Council have no objection to the proposed licence

Many Thanks

[REDACTED]

Proper Officer and RFO
Goxhill Parish Council
Parish Rooms, Howe Lane, Goxhill, North Lincolnshire, DN19 7HS
Tel: [REDACTED]
Email: [REDACTED]
Website: www.goxhillparishcouncil.co.uk

Office Working Hours

Tuesday 9am – 12.30pm
Wednesday 9am - 12.30pm
Thursday 5pm – 7.30pm

The Proper Officer/RFO can be contacted via the mobile Mon – Fri 9am – 2pm

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From: Licensing <Licensing@northlincs.gov.uk>
Sent: Friday, July 14, 2023 2:43 PM
To: [REDACTED]
Subject: Goxhill Memorial Hall - Premises Licence Variation

Licensing Act 2003

Application for a Premises Licence – Variation

Re: Goxhill Memorial Hall, Chapel Street, Goxhill, DN19 JJJ

I write to advise you that Licensing has received the above application. These premises fall within your ward.

The consultation period for this application ends on **11 August 2023**.

The full application is held in a register at the above office should you care to seek further information.

I have attached a copy of the public notice for your information.

Kind regards,

Kelly Ratcliffe

Licensing

Public Protection

Economy and Environment

North Lincolnshire Council

✉ Licensing Department, PO Box 42, Church Square House, Scunthorpe, DN15 6XQ

🔗 <https://www.northlincs.gov.uk/jobs-business-and-regeneration/licensing/>

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Goxhill Memorial Hall licence application.

Barrie Clayton [REDACTED]

Fri 04/08/2023 11:17

To:Licensing <Licensing@northlincs.gov.uk>

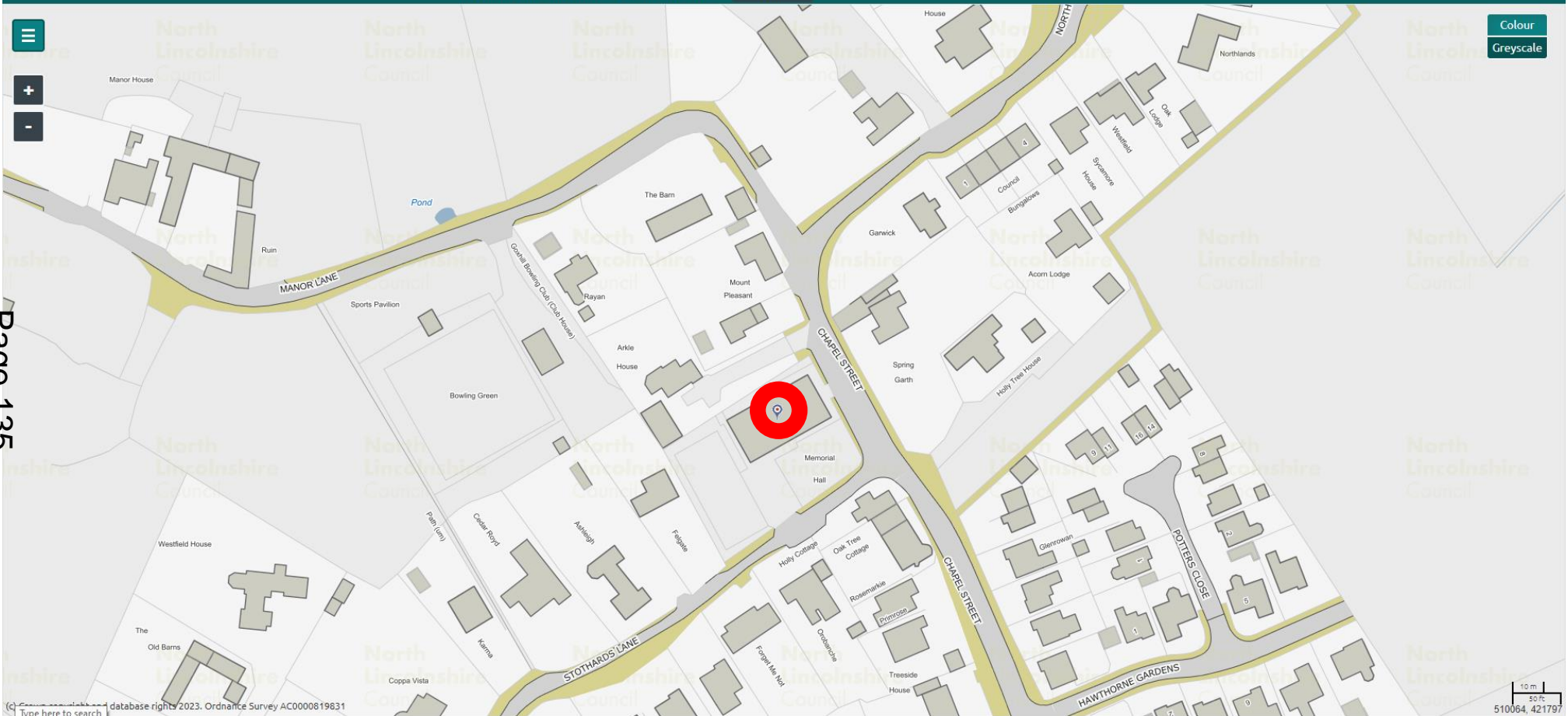
You don't often get email from bgclayt@aol.com. [Learn why this is important](#)

I strongly object to said application on the grounds of, this would be a total insult to our war dead who payed the ultimate sacrifice. This memorial was built by public subscriptions in their memory and for the sole use of residents to participate socially without a permanent bar for the sale or alcohol. This license if granted would take away every parishioners right to be able to access our hall which is used by many village groups already, especially mothers and toddlers groups etc, totally the wrong environment for children. The end result if granted this license would result in noise for the residents living all around this building and cars parked on an already over parked street. I personally would like to see a public house in Goxhill but not at the expense and insult of loosing our war heroes ultimate contribution for our village and our country.

This application is purely based on profit motive and not the best interest of our villagers. Thank you, BG Clayton, resident, [REDACTED]

[Sent from the all-new AOL app for iOS](#)

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