

Guildhall Gainsborough  
Lincolnshire DN21 2NA

Tel: 01427 676676 Fax: 01427 675170

**This meeting will be webcast and published on the Council's website**

## **AGENDA**

Prayers will be conducted prior to the start of the meeting.  
Members are welcome to attend.

**Notice** is hereby given that a meeting of the Council will be held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA, , on **Monday, 26th January, 2026 at 7.00 pm**, and your attendance at such meeting is hereby requested to transact the following business.

**To: Members of West Lindsey District Council**

1. APOLOGIES FOR ABSENCE

2. MINUTES OF THE PREVIOUS MEETING

To confirm and sign as a correct record the Minutes of the Meeting of Full Council held on 10 November 2025.

**(PAGES 6 - 16)**

3. MEMBERS' DECLARATIONS OF INTEREST

Members may make any declarations of interest at this point and may also make them at any point during the meeting.

4. MATTERS ARISING

Setting out the current position of previously agreed actions as at 16 January 2026 - for noting.

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5. ANNOUNCEMENTS

- i) Chairman of Council
- ii) Leader of the Council
- iii) Head of Paid Service

**(VERBAL REPORT)**

6. PUBLIC QUESTION TIME

Questions, if received, under this Scheme will be published by way of supplement following closure of the deadline.

**(TO FOLLOW)**

7. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9

Questions, if received, under this Scheme will be published by way of supplement following closure of the deadline.

**(TO FOLLOW)**

8. MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10

**Housing Related Support**

“Chairman

Lincolnshire County Council currently commission a Housing Related Support Service across the whole of Lincolnshire. The Housing Related Support service offers short term support for vulnerable adults who are homeless, or at risk of becoming homeless, and have substance use and /or mental health concerns. It helps them deal with the issues that led to their current situation and develop skills to live independently. Support is offered in various locations, including hostels, people’s own homes and within the community.

The current service is delivered by the Lincolnshire Housing Related Support Partnership, which is made up of Framework Housing, Amplius (formerly Longhurst Group), The Salvation Army and Nacro.

In West Lindsey this service is provided by Amplius and there are 31 units delivered as part of this contract, these break down as 16 accommodation-based units and 15 floating support. The accommodation-based units are delivered in

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two ways, 12 units of supported accommodation at The Foyer in Gainsborough and 4 units of self-contained move-on accommodation.

All referrals into this service come from West Lindsey District Council and so to be eligible you have to be accessing the homelessness services. The current service holds a waiting list due to the demand for the support in West Lindsey, both the accommodation based and floating support.

In the past 3 years, since 16<sup>th</sup> December 2022, West Lindsey District Council Homelessness Prevention team have made 335 referrals to the accommodation-based support and 273 to the floating support. That is over 600 vulnerable people who have been eligible for support through this service in West Lindsey.

The service in its current form is in place until September 2026 and there is a consultation underway currently to help inform future decisions by LCC about the direction of the service moving forward.

Although this service is Housing Related Support, in order to be eligible, people must have either a mental health or substance misuse issue. This service is in place to prevent the requirement for Adult Social Care to provide other support and services, and so even though it is a housing related support service, the housing element of this is funded through housing benefit and not from Lincolnshire County Council, they are only funding the additional mental health or substance misuse support.

Lincolnshire County Council have indicated there may not be as much funding if any, available for this service from September 2026 onwards. This would have huge implications for our residents with so many of the most vulnerable residents in the area being referred to this service for support.

Work is underway across the County with other District housing leads to demonstrate the importance of this service and evidence the impact a reduction in this service would have on some of our most vulnerable residents. The Lincolnshire District Chief Executives have already written to the County Council expressing concerns.

As such I request that the Leader of the Council and Chief Executive ensure that the Council responds to the consultation currently being undertaken setting out the District Council's view on this matter and the very negative impacts it will bring to the most vulnerable residents in our community including –

- **Worsening health outcomes** due to lack of stability and access to care
- **Increased mortality**, with rough sleepers dying on average at age 45
- **Entrenched homelessness**, leading to costly cycles through crisis services
- **Social exclusion**, isolation, and vulnerability to exploitation
- **Fragmented care**, especially for dual diagnosis cases
- **Increased pressure on the NHS and other emergency services**

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leading to additional and increasing public costs

Furthermore, this Council requests that the Leader raises this matter with other Lincolnshire District Leaders seeking their support to submit similar representations to the County Council.

I so move  
Councillor Emma Bailey”

## 9. REPORTS FOR DETERMINATION

- a. Recommendation from Independent Remuneration Panel - Proposed Members Allowance Scheme for 2026/27

**(PAGES 20 - 28)**

- b. Collection Fund - Council Tax Surplus 2025-26 & Council Tax Base 2026-27.

**(PAGES 29 - 35)**

- c. Recommendation from Governance and Audit Committee - Proposed Amendment to Council Procedure Rules - Recorded Vote Threshold

**(TO FOLLOW)**

- d. Recommendation from Corporate Policy and Resources Committee - Mid Year Treasury Management Report 2025-26

**(PAGES 36 - 52)**

- e. Recommendation from Corporate Policy and Resources Committee - Local Council Tax Support Scheme 2026/27

**(PAGES 53 - 68)**

- f. Recommendation from the Licensing Committee - Review of Licensing Act 2003 Policy- Statement of Licensing Principles

**(PAGES 69 - 113)**

- g. Appointment of Parish Councillor Representative to Standards Committee

**(PAGES 114 - 116)**

Paul Burkinshaw  
Head of Paid Service  
The Guildhall  
Gainsborough

Friday, 16 January 2026

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# Agenda Item 2 Public Document Pack

West Lindsey District Council - 10 November 2025

## WEST LINDSEY DISTRICT COUNCIL

Minutes of the Meeting of Council held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 10 November 2025 at 7.00 pm.

**Present:** Councillor Matthew Boles (Chairman)  
Councillor John Barrett (Vice-Chairman)

Councillor Stephen Bunney	Councillor Emma Bailey
Councillor Eve Bennett	Councillor Owen Bierley
Councillor Trevor Bridgwood	Councillor Mrs Jackie Brockway
Councillor Frazer Brown	Councillor Karen Carless
Councillor Christopher Darcel	Councillor David Dobbie
Councillor Jacob Flear	Councillor Ian Fleetwood
Councillor Paul Key	Councillor Mrs Angela Lawrence
Councillor Paul Lee	Councillor Jeanette McGhee
Councillor Peter Morris	Councillor Lynda Mullally
Councillor Maureen Palmer	Councillor Roger Patterson
Councillor Mrs Lesley Rollings	Councillor Tom Smith
Councillor Mrs Mandy Snee	Councillor Moira Westley
Councillor Trevor Young	

### In Attendance:

Paul Burkinshaw	Chief Executive
Peter Davy	Director of Finance and Assets (Section 151 Officer)
Lisa Langdon	Assistant Director People and Democratic (Monitoring Officer)
Rachael Hughes	Head of Policy and Strategy
Ellen King	Policy & Strategy Officer – Corporate Strategy & Business Planning
Katie Storr	Democratic Services & Elections Team Manager

**In Attendance** 1 Member of the Press  
1 Member of the Public

### Apologies

Councillor Liz Clews  
Councillor Adam Duguid  
Councillor Sabastian Hague  
Councillor Paul Howitt-Cowan  
Councillor Roger Pilgrim  
Councillor Mrs Diana Rodgers  
Councillor Jim Snee  
Councillor Paul Swift  
Councillor Baptiste Velan

#### **54 CHAIRMAN'S WELCOME AND MINUTE'S SILENCE FOR FORMER REMEMBRANCE AND FORMER COUNCILLOR STEVE ENGLAND**

Having just remembered former District Councillor Steve England in prayers prior to the meeting and it being the eve of Remembrance Day, in formally opening the meeting, the Chairman asked Members to remain standing for a minute's silence in respect of their former colleague, and for those who gave their lives in the Great Wars and those that followed.

On resuming seats, before moving to the agenda, the Chairman took a moment to reflect on his time serving alongside former Councillor England, who served as Chairman of the District Council for an unprecedented three consecutive terms of office. Councillor England would be remembered for his work in Neighbourhood Planning, supporting many local communities to help realise their Plans.

Other Members paid moving tributes to their former colleague, speaking of his tree planting work, and his passion for Meals in Schools. He had been a friend to many and would be sorely missed.

The Chamber offered their sincerest condolences to former Councillor England's friends and family, for a man who would be fondly remembered.

Bringing tributes to an end the Chairman formally welcomed all those attending with a special welcome to Mr Paul Burkinshaw, the new Chief Executive of West Lindsey District Council to his first meeting of Full Council.

#### **55 MINUTES OF THE PREVIOUS MEETING**

Having been proposed and seconded, on being put to the vote it was:-

**RESOLVED** that the Minutes of the Meeting of Full Council held on 8 September 2025 be confirmed and signed as a correct record.

#### **56 MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made at this point in the meeting.

#### **57 MATTERS ARISING**

The Chairman introduced the report advising Members that it would be taken "as read" unless Members had any questions that they wished to raise.

In response to a Member query, it was confirmed that all committee appointments, outstanding from the last meeting, had now been appointed to.

With no further comments or questions and with no requirement to vote, the matters arising were **DULY NOTED**.

## **58 ANNOUNCEMENTS**

### **Chairman**

The Chairman addressed the meeting advising it had been quite a busy period since Council last met. He offered thanks to his Vice-Chairman for assisting and helping at number of those events.

Particular highlights in the month were the new civic presentations being made to deserving citizen's brought to the attention of the Chairman. Recipients in the month had been Reggie, a primary school aged young man, with a passion for litter-picking in his local community in his spare time; and the founders of the Marton Grub Club, which had been running for 15 years, feeding local pensioners. Due to the retirement of the founders, the Club's future was uncertain but local Members were working with volunteers in a bid to see the Group continue. All recipients had been most deserving

The Remembrance Service, at the Parish Church in Gainsborough, the previous day, had been both a special and poignant occasion. The service and attendees seemed to grow year on year, something the Chairman considered to be fantastic.

In concluding his announcements, the Chairman took the opportunity to both remind Members and promote some up and coming events. The Gainsborough Christmas Light Switch on – Friday 14 November, a great event to bring families to, with something for everyone; and the Trinity Arts Annual Pantomime – a great show was anticipated, rehearsals and preparations were in full swing, all were encouraged to get their tickets, available now.

### **Leader of the Council**

The Leader of the Council addressed Council and made the following announcements: -

#### **“Pride of Place**

At the end of September, we were delighted to receive the news that an allocation under the governments Pride in Place Programme has been made to a part of Gainsborough known as Gainsborough West. The allocation will see our place receive £2m a year over the next 10 years, meaning £20 million in total. Whilst we wait for the publication of the full guidance, we were pleased to hear from Officers at last week's Prosperous Communities Committee where Members approved the initial communications plan. This will ensure that work starts right away whilst the details are finalised.

#### **Scampton**

Since the last Council I have visited the site with the Mayor of Greater Lincolnshire, Scampton Holdings Limited and our Officers. I was pleased to hear first-hand from the Home Office that preparations are well underway for the marketing of the site. It was also very helpful to hear first-hand from Scampton Holdings about the recent Economic and Social Impact Analysis which I'm sure some of our Members saw published. Headlines figures included total benefit



from the proposed regeneration of a staggering £2.1bn and I have recently written, alongside our partners at LCC and City of Lincoln to the Prime Minister to urge that the Government act at pace to realise these benefits for West Lindsey and beyond.

### **Visit to Riseholme**

On 9 October I was pleased to join a visit with other Members of the Council to the University of Lincoln's Riseholme Campus which is where the Lincoln Institute for Agrifood Technology are based. We heard from Professor Simon Pearson – the founding Director of the institute who told us about the incredible scale of growth and investment being attracted into our area by the University. We met businesses working out of the Barclays Eagle Lab as they receive help and support on their new business journey. We met a company developing a prototype robot to pick mushrooms and witnessed the latest in glass house technology being used to develop and perfect growing conditions for strawberries! It was simply breath-taking to see all this happening in our district and with so much potential for growth. I was pleased to hear that our Officers continue to work hard with the University and partners in our area to develop the sector further and maximise the growth for potential.

### **The Great Exhibition**

On 22 October I attended the Great Exhibition in the heart of West Lindsey at the Lincolnshire Showground. Hosted by the Mayor of Greater Lincolnshire, the event was a real showcase of the capacity and capabilities of businesses in Lincolnshire. I met some of the wonderful businesses that are based in our area and saw first-hand the real buzz of excitement at the potential for the future.

### **Greater Lincolnshire Combined Authority Employment and Skills Board**

In October I attended my first meeting of the Employment and Skills Board where I am a member representing the Joint District Committee. It is still early days for the boards of the Combined Authority and at this meeting we considered the terms of reference, the position of the Local Skills Improvement Plan, the Get Britain Working White Paper, the Get Lincolnshire Working Plan and the Devolution of the Adult Skills Fund. I was able to make the point that District Councils and indeed West Lindsey have much to offer this agenda – citing some of our great successes in the recent UK Shared Prosperity Fund. There was acceptance from the Mayor that Districts should be engaged in this agenda moving forwards. Thanks to Councillor Boles who attended the Overview and Scrutiny Committee of the Combined Authority last week and I'm looking forward to attending the Transport Board on Wednesday and the District Joint Cttee on 8 September."

### **STEP Fusion**

Tomorrow I'm delighted that we are hosting the STEP Fusion team here in Gainsborough as we hear more about their progress and future plans. My Deputy Leader, Councillor Westley attended the Strategic Collaboration Group in September on my behalf held at the University of Nottingham and was enthused by the progress being made on this fascinating programme of work. There is a community event being held on 27 November over at the Fusion Energy Café in Worksop and Members and our residents alike are invited to attend to hear

about progress and plans for 2026 and beyond.

### **Chief Executive and Head of Paid Service**

In addressing the Chamber, the Chief Executive expressed his delight at having taken up the new role and placed on record his thanks and gratitude to the Members, Officers and the many partners across West Lindsey that he had managed to meet in the first six weeks, for the support and welcome that had been shown to him. He looked forward to meeting more in the coming weeks and months.

### **59 PUBLIC QUESTION TIME**

The Chairman advised the meeting that no public questions had been received.

### **60 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 9**

The Chairman advised the meeting that no questions, pursuant to Council Procedure 9 had been received.

### **61 MOTIONS PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

The Chairman advised the meeting that no Motions, pursuant to Council Procedure 10 had been received.

### **62 LOCAL GOVERNMENT REORGANISATION**

Members considered a report which provided an update on the latest position regarding progress with plans for Local Government Reorganisation (LGR), including details of the proposals for LGR that had been developed for Greater Lincolnshire, for submission to Government by the deadline of 28 November 2025, the options available to Members in response to the Minister's statutory invitation of 5 February 2025 to submit proposals for LGR, and the next steps and timeline in connection with LGR.

In presenting the report the Chief Executive highlighted the previous decisions taken by Council at its meetings in July and September 2025. The options which had been available to the Council and the rationale for the recommended position was brought to Members' attention.

Members were reminded that there would be opportunity to submit representations in response to any future statutory consultation which would be undertaken by the Government and the Council would be able to express its views then. It was further recommended at this

stage that the Council wrote to the Government advising why they had been unable to support proposals developed but of their commitment to work towards local reorganisation as necessary for the benefit of residents and businesses in the district.

Debate ensued and the opening speaker was of the personal view that there was a risk in not supporting any proposal and would have preferred that the Council moved a motion to formally support one of the proposals, suggesting this increased the likelihood of the Government imposing something on the District that would not benefit its residents, supporting a single proposal was a more pre-emptive approach in his view.

In responding to opening comments, the Leader of the Council outlined why she disagreed and why the recommended stance was the most sensible in her view. In doing so she referenced the letter from Government Minister Jim McMahon, 5 February 2025. It had been made clear all proposals must have regard to the entire area, as such she considered West Lindsey's stance more pragmatic.

The Leader of the Opposition was supportive of the Leader's stance. Members were being asked to make a decision on behalf of the residents without knowing any detail, making it both impossible, and risky. It was important to understand the financial standing of the other authorities, as such he was fully supportive of not formally supporting any proposal.

Many speakers shared the same view, questioning the rationale for LGR, the costs incurred, and the benefit to the community. Many had concerns around the entire process, particularly given that West Lindsey had a proven track record, and a balanced budget. The recent Surrey merger had required a £500m public bailout, there had been no evidence of savings so far in the Chamber's view. District Council's delivered for communities and their loss would be to the detriment of local communities.

There were also concerns raised about how mergers would affect Town and Parish Councils. The very grass roots of community representation, seemed to be overlooked, again this was something Members felt was a very important consideration. for an area like Lincolnshire.

The majority view expressed across the Chamber, was that given the circumstances, the approach recommended was the most appropriate way to proceed.

A lone Member suggested there may be merit in the Lincoln City proposal, however there was no support across the Chamber, with Members citing real concerns about the approach, and referencing feedback from residents they had which was not positive.

In response to hypothetical questions, Officers advised it was impossible to predict the impact but Members were reminded a proposal had to demonstrate it had regard for the wider area.

Having been proposed and seconded, on being put to the vote it was

**RESOLVED** that: -

- (a) the matters in the report be noted;

- (b) having had regard to the options set out in the report, Council agree to not express support for any of the proposals for LGR in Greater Lincolnshire that have been developed in the report but provide a written response to Government setting out the council's position, and
- (c) the response to Government be drafted and approved by the Chief Executive, in consultation with the Leader of the Council based on the content of the report, and a copy of the response be sent to all Members of the Council, for information.

### **63 CORPORATE PEER CHALLENGE ACTION PLAN AND PROGRESS UPDATE**

Members considered a report which set out in full the Council's response to the recommendations made by the LGA Corporate Peer Challenge, which had taken place in January 2025. The Action Plan would form the basis of a Peer Challenge Progress Review, which was expected to take place in the Spring of 2026. Members had received the Peer Challenge report at their meeting on 8 September.

With no questions raised, having been proposed and seconded, on being put to the vote it was: -

**RESOLVED** that: -

- (a) the Action Plan in response to the recent Peer Challenge be received and the progress made against each action to-date be noted; and
- (b) delegated authority be granted to the Chief Executive, in consultation with the Leader of the Council, to make any necessary amendments to the Action Plan.

### **64 REVIEW OF WORKING GROUPS**

Members considered a report which set out work undertaken in reviewing the Working Groups, Boards and Panels currently in existence across the Council and the arising recommendations. The work had been undertaken in response to a recommendation arising from the Peer Review in January 2025.

With no questions, having been proposed and seconded, on being put to the vote it was : -

**RESOLVED** that:-

- (a) the Groups/ Boards/ Panels shown in Grey on Appendix 1 of the report, namely: -
  - Markets Working Group
  - Cross Party Flooding Group
  - Scampton Local Plan Group
  - Transport Working Group

- Sports and Physical Activity Task and Finish Group
- Community Awards Panel

cease with immediate effect;

- (b) the Groups/ Boards/ Panels shown in Peach on Appendix 1 in the report, namely: -

- LCET (Leisure Culture Events and Tourism Working Group)
- Environment and Sustainability Working Group
- Savings Board

be reworked and refocussed, and this work be undertaken and reported through the relevant parent Committee in due course; and

- (c) the Groups/ Boards/ Panels shown in White on Appendix 1 of the report, namely: -

- Lincolnshire Show Group Task and Finish Group
- Funding Consultative Panel
- Community Rights Panel
- Editorial Advisory Board
- Appeals Board
- Community Grants Panel
- Member Development Group
- Honours Panel (inc Freeman/Freedom of District)

continue to meet and the Members, as set out in the table at Appendix 2 of the report, (and appended to these minutes) be appointed thereto, until the Annual General Meeting in May 2027.

## **65 APPOINTMENT OF INDEPENDENT MEMBERS TO GOVERNANCE AND AUDIT COMMITTEE**

The Chairman of the Governance and Audit Committee presented the report which sought Council approval to appoint two Independent Members to that Committee. In presenting the report the skills and experience the candidates would bring to the Committee were outlined, and it was highlighted that if Council accepted the appointments, it would see the Committee's independent lay representation, return to its previous level of three in total.

A Member who served on the Governance and Audit Committee welcomed and fully supported the intention to increase the Committee's lay member representation.

Having been proposed and seconded, on being put to the vote, it was:-

**RESOLVED** - that Mrs Alison Adams and Mr Alexio Chandiwana be appointed to serve as Independent Members on the Governance and Audit Committee for a term of office expiring at the Annual Council Meeting in May 2029.

## **66 APPOINTMENT OF TWO PARISH COUNCILLOR REPRESENTATIVES TO STANDARDS COMMITTEE**

Members considered a report which sought Council approval of the appointment of two Parish Councillor Representatives to the Standards Committee until May 2027.

The Chairman of the Standards Committee was thanked in his absence for the work undertaken. The Chairman advised however, having discussed the proposals with the wider Administration, it had been questioned as to whether two volunteers were required, given the Committee had operated effectively with one volunteer.

In light of this, a counter proposal was moved by the Chairman, that the report be referred back to the Monitoring Officer for further consideration, on the basis that Council consider only one volunteer is needed to fulfil the role on the Standards Committee.

The proposal was duly seconded and at the request of the Chairman the Monitoring Officer confirmed that the proposed action was within the gift of Council, should that be the wish of the majority of Members.

On being put to the vote it was: -

**RESOLVED** - that the report be referred back to the Monitoring Officer for further consideration, on the basis that Council consider only one volunteer is needed to fulfil the role on the Standards Committee.

The meeting concluded at 7.52 pm.

Chairman

# Minute Item 64

APPENDIX TO COUNCIL MINUTES – 10 NOV – MINUTE 64

Name of WG/TF	Parent Cttee	Any requirements restrictions in Terms of Ref to Consider	Revised Membership from 10 November 2025
<b>Lincolnshire Show Group T&amp;F</b>	<b>CPR</b>	<b>MUST INCLUDE CHAIR OF COUNCIL</b>  <b>Any other 6 members</b>	Chair of Council – Cllr Boles Cllr J Barrett Cllr S Bunney Cllr A Lawrence Cllr M Palmer Cllr R Pilgrim Cllr P Swift
<b>Funding Consultative Panel</b>	<b>CPR</b>	<b>appoint four Members and three reserves to serve on the Funding Consultative Panel –</b>  <b><u>At least one Member of the Panel should be from the Prosperous Communities Committee and one from the Corporate Policy and Resources Committee.</u></b>	Cllr O Bierley Cllr T Bridgwood Cllr K Carless Cllr R Patterson  Reserves: Cllr I Fleetwood Cllr M Snee Cllr P Swift
<b>Community Rights Panel</b>	<b>CPR</b>	Any 3 Members <b><u>Serving Members of the Planning Committee cannot sit on this Panel</u></b>	Cllr S Bunney Cllr M Snee Cllr T Bridgwood
<b>Editorial Advisory Board</b>	<b>CPR</b>	<b>Should be one Member from each political party or Grp (so the size changes )</b>	Cllr P Key Cllr D Rodgers Cllr L Rollings Cllr J Brockway Cllr M Westley
<b>Appeals Board</b>	<b>CL</b>	<b>Any 6 Members</b>	Cllr S Bunney Cllr J Brockway Cllr I Fleetwood Cllr A Lawrence Cllr D Rodgers Cllr M Palmer
<b>Community Grants Panel</b>	<b>PC</b>	<b>five cross party Members</b>	Cllrs S Bunney Cllr M Palmer Cllr O Bierley Cllr L Mullally Cllr J Barratt
<b>Member Development Group</b>	<b>G&amp;A</b>	<b>up to seven Members cross party</b>	Cllr S Bunney Cllr M Boles Cllr E Bailey Cllr O Bierley Cllr P Key Cllr P Morris Cllr R Pilgrim

Name of WG/TF	Parent Cttee	Any requirements restrictions in Terms of Ref to Consider	Revised Membership from 10 November 2025
			Cllr B Velan
<b>Honours Panel (inc Freeman/Freedom of District)</b>	<b>CL</b>	<b>(selected at time of application to avoid conflicts of interest) – so no named Members appointed</b>	
<b>LCET (Leisure Culture Events and Tourism WG)</b>	<b>PC</b>	<b>Any 6 Members Should be cross Party Should include Chair of PC</b>	Cllr E Bailey Cllr S Bunney Cllr J Flear Cllr P Swift Cllr M Palmer Cllr M Westley
<b>Environ and Sustainability Working Group</b>	<b>PC/OS</b>	<b>Any 6 Members</b>  <b><u>Members serving should be on the Prosperous Communities or Overview and Scrutiny Committee</u></b>	<b>Cllr S Bunney</b> <b>Cllr M Boles</b> <b>Cllr k Carless</b> <b>Cllr I Fleetwood</b> <b>Cllr M Palmer</b> <b>Cllr P Swift</b>  <b>(reg attendees in visiting capacity – Cllr J Barrett Cllr E Bailey)</b>
<b>Savings Board</b>	<b>CPR</b>	<b>6 Members but must include the serving Chair of Corporate Policy and Resources Committee – who will chair the Board.</b> <b>Plus 3 Administration Members and 2 Opposition members from CPR</b>	Cllr T Young Cllr L Rollings Cllr O Bierley Cllr M Boles Cllr S Bunney Cllr I Fleetwood



## Council Matters Arising Schedule

### Purpose:

To consider progress on the matters arising from previous Council meetings.

**Recommendation:** That Members note progress on the matters arising and request corrective action if necessary.

### Matters arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	<b>Review of Working Groups - Groups to Cease</b>	Disbandment of the Groups be communicated and actioned on internal systems - in accordance with council resolution of 10/11/25 <ul style="list-style-type: none"><li>• Markets Working Group</li><li>• Cross Party Flooding Group</li><li>• Scampton Local Plan Group</li><li>• Transport Working Group</li><li>• Sports and Physical Activity Task and Finish Group</li><li>• Community Awards Panel</li></ul>	<b>Internal Communications sent and Internal Cttee Management system/ Intranet updated to reflect decision.</b>	20/11/2025	Katie Storr
Black	<b>LGR - letter of response to be sent to all Members</b>	Please draft response and once agreed provide a copy to all Members as per Council Resolution Council 10/11/25 Resolved: - Council agree to not express support for any of the proposals for LGR in Greater Lincolnshire that have been developed in the report but provide a written response to Government setting out the council's position, and the response to Government be drafted and approved by the Chief Executive, in consultation with the Leader of the Council based on the content of the report, and a copy of		28/11/2025	Paul Burkinshaw

		the response be sent to all Members of the Council, for information.			
Green	Review of Working Groups - Groups to be refreshed	<p>Council on 10/11/25 - resolved that the following Grps should remain but be refreshed and the refresh reported through the relevant parent Committee in due course; and</p> <ul style="list-style-type: none"> <li>- LCET (Leisure Culture Events and Tourism Working Group) - CPR - Cara Markham</li> <li>- Environment and Sustainability Working Group - PC - Steve Leary Rachel Hughes</li> <li>- Savings Board - CPR - Pete Davy</li> </ul> <p>These reviews need to be programmed into the parent cttee work plan - by the Leads for Groups</p>	<p>Lead Officers have been communicated with. Reviews currently planned in as follows: -</p> <p>Savings Board – Jan 26</p>	31/03/2026	Katie Storr



# Agenda Item 9a



**Council**

**26 January 2026**

## **Recommendation from the Independent Remuneration Panel - Members' Allowances Scheme for 2026/2027**

Report by:

Monitoring Officer

Contact Officer:

Lisa Langdon  
Monitoring Officer  
01427 676591  
Lisa.langdon@west-lindsey.gov.uk

Purpose / Summary:

To review and consider the recommendations made by the Independent Remuneration Panel with regard to Members' allowances for 2026/2027 to be effective from 1 April 2026.

### **RECOMMENDATIONS:**

#### **Recommendation 1**

That the Basic Allowance payable to all Members be increased by 3% (£213.99) in line with the increase received by paid staff (from £7,132.73 to £7346.71)

#### **Recommendation 2**

That All Special Responsibility Allowances (SRAs) be increased by 3%.

#### **Recommendation 3**

That the SRAs (Chairman and Vice-Chairman) for the following committees be increased by a further 1% Planning, Prosperous Communities and Corporate Policy & Resources.

#### **Recommendation 4**

That an SRA be introduced for the Chairman of Joint Staff Consultative Committee – This SRA to be paid at a rate equivalent to that of a Committee Vice-Chairman.

All above recommendations to be effective from 1 April 2026.

## IMPLICATIONS

**Legal:**

In accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003, the Council must appoint an Independent Remuneration Panel to make recommendations on the Allowances Payable to Members.

The Council when considering Allowances must have regard to the recommendation made.

The Council must approve and Publish a Members Allowance Scheme by 31 March each year.

**Financial : FIN/153/26/CL/SSc**

There are 4 recommendations as detailed in the recommendation section above.

**Total Pressure on the MTFP from recommendations 1, 2, 3, 4 - £3,400.**

**Recommendation 1** – The Basic Allowance payable to all Members be increased by 3% for 2026/27. See table below.

Basic Allowances	2025/26	2026/27
3% increase added to Basic Allowances		£ 264,500
Current budget in MTFP based on an estimated 2.5% increase for 2026/27	£ 256,800	£ 263,200
<b>Pressure/(Saving) for recommendation 1</b>		<b>£ 1,300</b>

**Recommendation 2** - All Special Responsibility Allowances (SRAs) be increased by 3% for 2026/27.

**Recommendation 3** – The SRAs (Chairman and Vice-Chairman) for the following committees be increased by a further 1% Planning, Prosperous Communities and Corporate Policy & Resources for 2026/27.

**Recommendation 4** – That an SRA be introduced for the Chairman of Joint Staff Consultative Committee. This SRA to be paid at a rate equivalent to that of a Committee Vice-Chairman.

Special Responsibility Allowances (SRA)	2025/26	2026/27
Increase of 3% to Special Responsibility Allowances		£ 72,300
Current budget in MTFP based on an estimated 2.5% increase for 2026/27	£ 70,200	£ 72,000
<b>Pressure/(Saving) for recommendation 2</b>		<b>£ 300</b>
SRA - additional increase 1% extra for 3 Chairs & 3 Vice Chairs		£ 200
New SRA for the chairman of the Joint Staff Consultation Committee (JSCC) at committee vice chair rates		£ 1,600
<b>Pressure/(Saving) for recommendation 2, 3 &amp; 4</b>		<b>£ 2,100</b>

**Staffing** : The Remuneration Panel is independent from the Council, and is administered through the Democratic Services team

**Equality and Diversity including Human Rights : None**

**Risk Assessment : None**

**Climate Related Risks and Opportunities** : The meetings of the Remuneration Panel are held via Microsoft teams

<b>Title and Location of any Background Papers used in the preparation of this report:</b>
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Report to Council January 2026 – website
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**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**x**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**x**

☐

**No**

☐

## **1. Background**

- 1.1 West Lindsey District Council's Independent Remuneration Panel (IRP), has carried out its annual review of the Council's Scheme of Members' Allowances.
- 1.2 To inform the review, the Panel has considered various factors. These include the financial and budgeting situation the Council faces, including a pay award increase of 3% for staff; a comparison of allowance rates payable at comparable Councils; and the role allowances play in attracting prospective Councillors through upholding democratic processes.
- 1.3 The Panel offered consultation to all Members, providing the opportunity for Members to make comments via email, via ballot box anonymously, and offered the option for Members to meet individually with the Panel in-person. No Members took up the offer to meet individually with the Panel. However, six Members submitted their views in writing.
- 1.4 The comments received by the Panel from Members have been considered when arriving at the final Recommendations within this report.
- 1.5 The Panel would like to record its thanks to those Members who took part in the consultation.

## **2. Members' Basic Allowances**

- 2.1 The pay award received by all staff below Chief Officer level, had been an increase of 3%.
- 2.2 Panel members had long recognised the role allowances played in attracting prospective Councillors and as such have recommended that the Basic Allowance payable to all Members be increased by 3% in line with the increase received by staff.

## **3 Members Special Responsibility Allowances (SRAs)**

- 3.1 The Panel were cognisant that SRAs had not been increased since 1 April 2023 and were mindful that these should not be allowed to fall too far behind comparable rates. Consequently, the Panel have recommended that all SRAs should also be increased by 3% in line with staff pay increase.
- 3.2. Due to the substantial workloads carried by Planning, Prosperous Communities, and Corporate Policy & Resources, the Panel considered that a further increase of 1%, (over and above the 3% increase), be recommended. This would result in the rate for these Chairman rising to £3,376.88 and the Vice Chairman rising to £1,598.48.
- 3.3 The Chairman of the Joint Staff Consultative Committee (JSCC) currently does not receive the SRA. The Panel took on board comments received from the consultation regarding this, and having considered the matter, recommend that the Chairman receives an SRA. It is recommended that this be paid at a rate of equivalent to that of a



Committee Vice-Chairman. The Panel were of the view that the rate recommended acknowledges the work undertaken by the Consultative Committee but reflects the difference in decision making responsibility between the JSCC and the public facing decision making Committees.

**Members should note that they may elect to forego their allowance if they so wish.**

#### **4. Recommendations**

##### **Recommendation 1**

That the Basic Allowance payable to all Members be increased by 3% (£213.99) in line with the increase received by paid staff (from £7,132.73 to £7346.71)

##### **Recommendation 2**

That All Special Responsibility Allowances (SRAs) be increased by 3%.

##### **Recommendation 3**

That the SRAs (Chairman and Vice-Chairman) for the following committees be increased by a further 1% Planning, Prosperous Communities and Corporate Policy & Resources.

##### **Recommendation 4**

That an SRA be introduced for the Chairman of Joint Staff Consultative Committee – This SRA to be paid at a rate equivalent to that of a Committee Vice-Chairman.

All above recommendations to be effective from 1 April 2026.

# Rates of Allowance

## Appendix 1

Amount		Current Rate	Effect of recs 1 and 2 and 4 3% increase 2026/2027	Effect of rec 3 4% inc 2026/27
Code	Description	2025/2026		
A	Basic Allowance	£7,132.73	£7,346.71	-
B	SRA - Leader of Council	£12,989	£13,378.67	-
C	SRA – Deputy Leader/s (in the event of two or more being nominated, the payment to be shared)	£4,710	£4,851.30	-
D	SRA -Chair of Council	£4,161	£4,285.80	-
E	SRA – Vice-Chair of Council	£1,433	£1,475.99	-
F	Civic Allowance for the Chairman of Council	£1,683	£1,733.49	-
G	Civic Allowance for the Vice-Chairman of Council	£460	£473.80	-
H	SRA – Committee Chairs *	£3,247	£3,344.41	£3,376.88 For 3 positions
I	SRA – Committee Vice-Chairs (and JSCC Chair)	£1,537	£1,583.11 1 extra position – JSCC Chair to be paid this rate £1,583.11	£1,598.48 For 3 positions
J	SRA – Leader of the Opposition (in the event of the Council being a ‘hung’ Council, the Leaders of the two largest groups be paid the same special responsibility allowance as for the Leader of the Opposition)	£4,710	£4,851.30	-

K	SRA – Deputy Leader of the Opposition	£857	£882.71	
L	Minority Group Leaders (NONE currently)	£105	£108.15	-
M	Independent Members: Governance & Audit and Standards Committees – a payment of £60.00 for the first four hours of attendance at a meeting/event and a second payment for attendance in excess of four hours. The first four hours would commence from the start time of the meeting (to be paid when not chairing a meeting).			
		£60	No change	-
N	Dependant Carers' Allowance (maximum per hour) - to follow the national living wage plus £1	£NLW + £1	No change	-
O	Car Allowance (per mile) (the mileage rate to be increased or decreased in accordance with any changes to the tax efficient rate authorised by the Inland Revenue)	£0.45	No change	-
P	Passenger Supplement - (Flat rate passenger supplement of £0.05 applied to <b>each</b> additional passenger carried )		No Change	-
Q	Motorcycle Allowance (per mile)	£0.25	No Change	-
R	Bicycle Allowance (per mile)	£0.21	No Change	-

<sup>1</sup> Hung Council – where no group has the majority of seats

Note: SRA – Special Responsibility Allowance

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NO CHANGES PROPOSED TO SUBSISTENCE RATES

## Subsistence -

S	Absence of more than four hours but no more than eight hours – only the cost of one meal can be reimbursed up to a maximum of £15.	
T	Absence of more than eight hours but no more than 12 hours – only the cost of two meals can be reimbursed up to a maximum of £25	
U	Absence of more than 12 hours but no more than 16 hours- only the cost of three meals can be reimbursed up to a maximum of £33	
V	Absence of more than 16 hours but not including an overnight stay – only the cost of four meals can be reimbursed up to a maximum of £40	
W	Overnight	£83
X	Overnight (London or LGA)	£208



**Council**

**Monday, 26 January 2026**

**Subject: Collection Fund - Council Tax Surplus 2025-26 & Council Tax Base 2026-27.**

Report by:	Director of Finance and Assets (Section 151 Officer)
Contact Officer:	Sue Leversedge Financial Services Manager (Deputy S151)  Sue.Leversedge@west-lindsey.gov.uk
Purpose / Summary:	<p>The report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2026 and how it is shared amongst the constituent precepting bodies.</p> <p>It also sets out the Council tax base calculation for 2026/27. The tax base is a key component in calculating both the budget requirement and the council tax charge.</p>

## **RECOMMENDATION(S):**

- 1) That Members accept that the estimated surplus of £1,444,840 be declared as accruing in the Council's Collection Fund at 31 March 2026 relating to an estimated Council Tax surplus.**
- 2) That the Council uses its element of the Collection Fund surplus/deficit in calculating the level of Council Tax in 2026/27.**
- 3) Approves, in accordance with the Local Authorities (Calculation of Tax Base) Regulation 1992, as amended, the amount calculated by the Council as its Council Tax Base for the whole of the District area for 2026/27 shall be 33,543.15 as detailed in this report and appendices.**

**Legal:** It is a requirement under the Local Government Finance Act 1992 that the Council calculates the tax base for council tax purposes. It is also a requirement that the resolution determining the calculation be notified to the County Council between 1 December 2025 and 31 January 2026.

It is a requirement under the Local Government Finance Act 1992 that any estimated surplus on the previous year's Collection Fund shall be shared amongst the major precepting bodies.

**Financial : FIN/150/26/SL**

The estimated surplus in Council tax totals £1,444,840 to be shared as follows:-

Lincolnshire County Council £1,030,407

Police and Crime Commissioner, Lincolnshire £201,633

West Lindsey District Council £212,800

West Lindsey District Council will include its surplus share within its budget 2026/27 and it will be taken into account for Council Tax setting. The surplus share of £212,800 represents a decrease of £62,800 against the 2025/26 budgeted surplus of £275,600.

**Staffing :** None directly arising as a result of this report

**Equality and Diversity including Human Rights :** None directly arising as a result of this report

**Data Protection Implications :** None directly arising as a result of this report

**Climate Related Risks and Opportunities:** None directly arising as a result of this report

**Section 17 Crime and Disorder Considerations:** None directly arising as a result of this report

**Health Implications:** None directly arising as a result of this report

**Title and Location of any Background Papers used in the preparation of this report :**

**Risk Assessment :**

The Council is bound by legislation undertake the necessary work to determine the Council Tax Base and to distribute the estimated surplus on the Collection Fund. Failure to do so would mean that the Council would be acting illegally and would be prone to appropriate sanctions

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**X**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

☐

**No**

**X**

## **1. Collection Fund Surplus for 2025/26**

- 1.1 The Council is required to declare an estimate of the surplus or deficit that will occur on the Collection Fund at the end of each year. The Collection Fund records the amount of income collected from Council Tax, together with precept payments to principal authorities. These elements will generate a surplus or a deficit which should be taken into account when determining the Council Tax for the following year.
- 1.2 Any surplus or deficit generated through the Collection fund in relation to Council Tax is shared between the County Council, the Police and Crime Commissioner, Lincolnshire and this Council in the same proportion as the amount of their precepts for 2025/26.
- 1.3 A surplus or deficit may occur in the Collection Fund if the Council tax base is larger or smaller than originally anticipated or collection rates are higher or lower than expected.

## **2 Estimated Council Tax Surplus for 2025/26**

- 2.1 The amount calculated as available from the Collection Fund arising up to 31<sup>st</sup> March 2026 and for distribution during 2026/27 has been calculated as £1,444,840.
- 2.2 This amount will be shared amongst the precepting authorities as follows:

	£
Lincolnshire County Council	1,030,407
Police and Crime Commissioner	201,633
West Lindsey District Council	212,800
	-----
	£ 1,444,840
	-----

- 2.3 This Council must take its share of the surplus, being £212,800, into account when it sets its element of the Council Tax for 2026/27.

## **3 The Council's Tax base for 2026/27**

- 3.1 The tax base is an important factor in determining the level of Council Tax for the next year. It is expressed as the equivalent of the number of dwellings in Band D.
- 3.2 The calculation takes into account the following factors:-
  - 3.2.1 The number of chargeable dwellings in each valuation band in each Parish on 30 November 2025.
  - 3.2.2 The number of discounts available to single and other eligible persons and for vacant dwellings.
  - 3.2.3 The number of premiums effective at the relevant date.



- 3.2.4 The number of valuation band reductions for dwellings adapted for the disabled.
- 3.2.5 The number of dwellings exempt from liability.
- 3.2.6 The total amount estimated to be applied for the Council Tax Support Scheme.
- 3.2.7 The estimated amount of Council Tax collection in the financial year.
- 3.2.8 The proportion which dwellings in each band bear to Band D, on a full year basis.
- 3.2.9 The estimated amount of growth expected in 2026/27.
- 3.3 The Council Tax Support scheme was introduced in April 2013 enabling actual information to be used as a basis for the estimation in calculating the impact of the reductions on the tax base. These are detailed within the calculation of the tax base at Appendix 1.
- 3.4 The number of chargeable dwellings in each valuation band has been taken from the valuation list supplied by the Valuation Office on 31 October 2025 and updated by the Council Tax department on 30 November 2025. A summary of the calculation and adjustments taken into account is shown at Appendix 1. The overall tax base for 2026/27 is estimated to be 33,543.15 (32,756.75 2025/26) Band D equivalent properties (increase of 2.40%)
- 3.5 The number of properties exempt from Council Tax, including Ministry of Defence buildings, has been deducted from the initial tax base. Direct payments in lieu are received from the Ministry of Defence and these are included later in the tax base calculation.
- 3.6 A loss on collection results in a collection rate from Council Tax of 98.3% (2025/26 98.3%) which has been taken into account reflecting current levels of collection.
- 3.7 The Council levies additional amounts for the precepts of Local Councils, and separate tax bases are required for those areas. These are shown at Appendix 2.

## Appendix 1

### COUNCIL TAX BASE 2026-27

Band	Z	A	B	C	D	E	F	G	H	TOTAL
Number of dwellings	0.00	17,430.00	8,805.00	8,275.00	6,332.00	4,002.00	1,704.00	544.00	65.00	47,157.00
Exempt properties	0.00	(385.00)	(157.00)	(112.00)	(55.00)	(38.00)	(17.00)	(7.00)	(2.00)	(773.00)
<b>No of Chargeable dwellings</b>	<b>0.00</b>	<b>17,045.00</b>	<b>8,648.00</b>	<b>8,163.00</b>	<b>6,277.00</b>	<b>3,964.00</b>	<b>1,687.00</b>	<b>537.00</b>	<b>63.00</b>	<b>46,384.00</b>
Disablement relief	51.00	(8.00)	22.00	(6.00)	(21.00)	(25.00)	(6.00)	0.00	(7.00)	0.00
<b>Adjusted Chargeable dwellings</b>	<b>51.00</b>	<b>17,037.00</b>	<b>8,670.00</b>	<b>8,157.00</b>	<b>6,256.00</b>	<b>3,939.00</b>	<b>1,681.00</b>	<b>537.00</b>	<b>56.00</b>	<b>46,384.00</b>
Discounts on relevant day	(3.75)	(2,179.80)	(781.00)	(608.50)	(340.75)	(175.00)	(69.75)	(28.50)	(5.75)	(4,192.80)
Premiums	0.00	220.00	47.00	42.00	21.00	7.00	7.00	11.00	11.00	366.00
Estimated future adjustment	0.00	621.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	621.00
<b>Total Discounts</b>	<b>(3.75)</b>	<b>(1,338.80)</b>	<b>(734.00)</b>	<b>(566.50)</b>	<b>(319.75)</b>	<b>(168.00)</b>	<b>(62.75)</b>	<b>(17.50)</b>	<b>5.25</b>	<b>(3,205.80)</b>
<b>Adjusted Total Dwellings</b>	<b>47.25</b>	<b>15,698.20</b>	<b>7,936.00</b>	<b>7,590.50</b>	<b>5,936.25</b>	<b>3,771.00</b>	<b>1,618.25</b>	<b>519.50</b>	<b>61.25</b>	<b>43,178.20</b>
<b>Reduction in tax base due to CTS</b>	<b>13.38</b>	<b>3,466.41</b>	<b>606.67</b>	<b>259.13</b>	<b>110.96</b>	<b>40.32</b>	<b>12.57</b>	<b>3.59</b>	<b>0.00</b>	<b>4,513.03</b>
<b>Equivalent after reduction due to CTS</b>	<b>33.87</b>	<b>12,231.79</b>	<b>7,329.33</b>	<b>7,331.37</b>	<b>5,825.29</b>	<b>3,730.68</b>	<b>1,605.68</b>	<b>515.91</b>	<b>61.25</b>	<b>38,665.17</b>
Ratio to band D	5/9 5.00	6/9 6.00	7/9 7.00	8/9 8.00	9/9 9.00	11/9 11.00	13/9 13.00	15/9 15.00	18/9 18.00	
<b>Total No of Band D equivalents</b>	<b>18.82</b>	<b>8,154.53</b>	<b>5,700.59</b>	<b>6,516.77</b>	<b>5,825.29</b>	<b>4,559.72</b>	<b>2,319.32</b>	<b>859.85</b>	<b>122.50</b>	<b>34,077.39</b>
<b>Band D contributions in lieu (MOD)</b>	<b>0.00</b>	<b>9.34</b>	<b>22.57</b>	<b>10.68</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>45.09</b>
	<b>18.82</b>	<b>8,163.87</b>	<b>5,723.16</b>	<b>6,527.45</b>	<b>5,825.79</b>	<b>4,559.72</b>	<b>2,319.32</b>	<b>859.85</b>	<b>124.50</b>	<b>34,122.48</b>
<b>Adjusted for Collection rate 98.3%**</b>	<b>18.50</b>	<b>8,025.24</b>	<b>5,626.25</b>	<b>6,416.66</b>	<b>5,726.76</b>	<b>4,482.20</b>	<b>2,279.89</b>	<b>845.23</b>	<b>122.42</b>	<b>33,543.15</b>

\*The Total Number of Band D equivalents has been calculated at a Parish Level

\*\*Total No. of Band D equivalent x Collection Rate + Band D Contributions in Lieu

## Appendix 2

### Parish Tax Base

Parish	2026/27 Tax Base
Aisthorpe	40.38
Bardney - Apley - Stainfield	757.29
Bigby	176.24
Bishop Norton	141.77
Blyborough	34.81
Blyton	410.10
Brampton	32.24
Brattleby	52.54
Broadholme	39.19
Brocklesby	32.75
Brookenby	181.85
Broxholme	30.03
Bullington	11.63
Burton	444.39
Buslingthorpe	21.81
Cabourne	29.96
Caenby	32.43
Caistor	1,058.00
Cammeringham	52.65
Cherry Willingham	1,423.75
Claxby	69.93
Corringham	196.49
Dunholme	902.51
East Ferry	41.44
East Stockwith	70.58
Faldingworth	188.63
Fenton	171.32
Fillingham	93.98
Fiskerton	385.72
Friesthorpe	11.71
Fulnetby	4.32
Gainsborough	5,375.41
Glentham	179.04
Glentworth	127.56
Golto	34.24
Grange de Lings	14.78
Grasby	190.38
Grayingham	61.89
Great Limber	80.87
Greetwell	551.84
Hackthorn - Cold Hanworth	86.65
Hardwick	20.84
Harpwell	23.48
Heapham	43.97
Hemswell	132.01

Parish	2026/27 Tax Base
Hemswell Cliff	202.19
Holton Beckering	45.84
Holton le Moor	58.87
Ingham	363.45
Keelby	731.32
Kettlethorpe	168.84
Kexby	116.50
Kirmond le Mire	15.56
Knaith	128.41
Langworth - Barlings - Newball	251.36
Laughton	150.43
Lea	426.89
Legsby	78.84
Linwood	39.10
Lissington	52.62
Market Rasen	1,375.90
Marton - Gate Burton	260.00
Middle Rasen	811.22
Morton	446.03
Nettleham	1,764.96
Nettleton	254.88
Newton-On-Trent	143.02
Normanby le Wold	20.21
Normanby-By-Spital	142.63
North Carlton	96.43
North Kelsey	362.71
North Willingham	55.53
Northorpe	49.18
Osgodby	227.04
Owersby	110.67
Owmby-By-Spital	117.69
Pilham	26.13
Rand	19.95
Reepham	345.17
Ribby	52.62
Riseholme	128.57
Rothwell	73.97
Saxby	17.87
Saxilby - Ingleby	1,679.52
Scampton	387.02
Soothern	388.18
Scotter	1,183.55
Scotton	232.49
Searby cum Owmby	81.25
Sixhills	15.80

Parish	2026/27 Tax Base
Snarford	14.79
Snelland	29.90
Snitterby	93.85
Somerby	26.90
South Carlton	36.52
South Kelsey	228.47
Spridlington	94.59
Springthorpe	61.13
Stainton le Vale	37.32
Stow	135.99
Sturton-By-Stow	531.33
Sudbrooke	802.91
Swallow	94.07
Swinhope	54.85
Tealby	284.16
Thonock	8.87
Thoresway	40.80
Thorganby	14.81
Thorpe le Falls	6.72
Toft Newton	133.77
Torksey	289.49
Upton	176.64
Waddingham	215.36
Walesby	115.38
Walkerith	25.46
Welton	1,752.45
West Firsby	10.84
West Rasen	29.64
Wickenby	83.81
Wildsworth	29.48
Willingham	202.19
Willoughton	116.85
<b>Total</b>	<b>33,543.15</b>

# Agenda Item 9d



**Council**

**Monday, 26 January 2026**

**Subject: Recommendation from Corporate Policy and Resources Committee - Mid-Year Treasury Management Report 2025-26**

Report by:	Director of Finance and Assets (S151 Officer)
Contact Officer:	<p>Sue Leversedge Financial Services Manager <a href="mailto:sue.leversedge@west-lindsey.gov.uk">sue.leversedge@west-lindsey.gov.uk</a></p> <p>Caroline Capon Corporate Finance Team Leader <a href="mailto:Caroline.capon@west-lindsey.gov.uk">Caroline.capon@west-lindsey.gov.uk</a></p>
Purpose / Summary:	This report provides the Mid-Year update for Treasury Management Indicators in accordance with the Local Government Act 2003.

## **RECOMMENDATION(S):**

**That Council accept the recommendation from the Corporate Policy and Resources Committee and in doing so note the report, the treasury activity and approve the revised prudential indicators at sections 5.2, 6.1 and 6.2.**

## IMPLICATIONS

**Legal:** This report complies with the requirement of the Local Government Act 2003

**Financial: FIN/126/26/CL/CC**

There are no financial implications as a direct result of this report.

**Staffing:** None arising as a result of this report

**Equality and Diversity including Human Rights:** None arising as a result of this report

**Data Protection Implications :** None arising as a result of this report

**Climate Related Risks and Opportunities:** This is a monitoring report only

**Section 17 Crime and Disorder Considerations:** This is a monitoring report only

**Health Implications:** This is a monitoring report only

**Title and Location of any Background Papers used in the preparation of this report:**

CIPFA Code of Treasury Management Practice 2017

CIPFA The Prudential Code

Local Government Act 2003

Located in the Finance Department

**Risk Assessment:**

The Mid-Year Treasury Management Report reviews our assessment of Treasury Risks

### Call in and Urgency:

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

☐

**No**

**x**

### Key Decision:

A matter which affects two or more wards, or has significant financial implications

**Yes**

☐

**No**

**x**

1.1 This mid-year report has been prepared in compliance with the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2025/26 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Council's investment portfolio for 2025/26;
- A review of the Council's borrowing strategy for 2025/26;
- A review of compliance with Treasury and Prudential Limits for 2025/26.

1.2 The Bank of England Base rate has reduced during 2025/26, with the potential for further reductions. The current rate is 4%.

1.3 There have been no changes to the Treasury Management Strategy Statement and Annual Investment Strategy.

1.4 The forecast out-turn for Capital Expenditure is £13.733m against the approved revised budget of £16.094m. The budget will be revised to £13.733m at Corporate Policy and Resources committee on 13<sup>th</sup> November 2025 with a request of £1.890m to be re-phased over future financial years and a net reduction in schemes of £0.471m in main related to the Home Upgrade Grant scheme.

1.5 The Council is projected to have circa £15.4m invested at the year end and have generated £0.586m in investment Interest. The returns on investments are higher than budgeted due to underspends in the capital programme meaning that cash balances are higher than anticipated. The Council's budgeted investment return for 2025/26 is £0.519m, and performance for the year is forecast to be £0.067m above budget at £0.586m.

1.6 It is anticipated that total external borrowing will be £24m at the year end. The increase is short term and for cashflow purposes.

## **2 Background**

### **2.1 Capital Strategy**

In December 2017, CIPFA issued revised Prudential and Treasury Management Codes. These require all local authorities to prepare a Capital Strategy which is to provide the following:

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed;
- the implications for future financial sustainability.

### **2.2 Treasury Management**

The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimising investment returns.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending aspirations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

Accordingly, treasury management is defined as:

"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

### **2.3 Key Changes to the Treasury and Capital Strategies**

There are no changes to report to this committee.

## **3 Economics and Interest Rates (provided by MUFG)**

### **3.1 The first half of 2025/26 saw:**

- A 0.3% pick up in GDP for the period April to June 2025. More recently, the economy flatlined in July, with higher taxes for businesses restraining growth.
- The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% to 4.8% in July.
- CPI inflation has ebbed and flowed but finished September at 3.8%.
- Core CPI inflation eased to 3.6% in September.
- The Bank of England cut interest rates from 4.50% to 4.25% in May, and then to 4% in August.
- 10-year gilt yield fluctuated between 4.4% and 4.8%, ending the half year at 4.70%.

### **3.2 The economy's stagnation in June and July points more to a mild slowdown in GDP growth than a sudden drop back into a recession. Moreover, the drop in September's composite activity Purchasing Managers Index, from 53.8 in August to 52.9, was still consistent with GDP**



growth of 0.3%-0.4% for the summer months. This is in line with the Bank of England's view, and it was encouraging that an improvement in manufacturing output growth could be detected, whilst the services PMI balance suggests non-retail services output grew by 0.5% q/q in Q3. Additionally, the services PMI future activity balance showed an uptick in September, although readings after the Chancellor's announcements at the Budget on 30th October will be more meaningful.

- 3.3 From a GDP perspective, the financial year got off to a bumpy start with the 0.3% m/m fall in real GDP in April as front-running of US tariffs in Q1 (when GDP grew 0.7% on the quarter) weighed on activity. Despite the underlying reasons for the drop, it was still the first fall since October 2024 and the largest fall since October 2023. However, the economy surprised to the upside in May and June so that quarterly growth ended up 0.3% q/q. Nonetheless, the 0.0% m/m change in real GDP in July will have caused some concern, with the hikes in taxes for businesses that took place in April this year undoubtedly playing a part in restraining growth. The weak overseas environment is also likely to have contributed to the 1.3% m/m fall in manufacturing output in July. That was the second large fall in three months and left the 3m/3m rate at a 20-month low of -1.1%. The 0.1% m/m rise in services output kept its 3m/3m rate at 0.4%, supported by stronger output in the health and arts/entertainment sectors. Looking ahead, ongoing speculation about further tax rises in the Autumn Budget on 26 November will remain a drag on GDP growth for a while yet. GDP growth for 2025 is forecast by Capital Economics to be 1.3%.
- 3.4 Sticking with future economic sentiment, the composite Purchasing Manager Index for the UK fell from 53.5 in August to 51.0 in September. The decline was mostly driven by a fall in the services PMI, which declined from 54.2 to 51.9. The manufacturing PMI output balance also fell, from 49.3 to 45.4. That was due to both weak overseas demand (the new exports orders balance fell for the fourth month in a row) and the cyber-attack-induced shutdown at Jaguar Land Rover since 1 September reducing car production across the automotive supply chain. The PMIs suggest tepid growth is the best that can be expected when the Q3 GDP numbers are released.
- 3.5 Turning to retail sales, and the 0.5% m/m rise in volumes in August was the third such rise in a row and was driven by gains in all the major categories except fuel sales, which fell by 2.0% m/m. Sales may have been supported by the warmer-than-usual weather. If sales were just flat in September, then in Q3 sales volumes would be up 0.7% q/q compared to the 0.2% q/q gain in Q2.
- 3.6 With the November Budget edging nearer, the public finances position looks weak. Public net sector borrowing of £18.0bn in August means that after five months of the financial year, borrowing is already £11.4bn higher than the OBR forecast at the Spring Statement in March. The overshoot in the Chancellor's chosen fiscal mandate of the current budget is even greater with a cumulative deficit of £15.3bn. All this was due to both current receipts in August being lower than the OBR forecast (by £1.8bn) and current expenditure being higher (by £1.0bn). Over the first five months of the financial year, Receipts have fallen short by a total

of £6.1bn (partly due to lower-than-expected self-assessment income tax) and current expenditure has overshot by a total of £3.7bn (partly due to social benefits and departmental spending). Furthermore, what very much matters now is the OBR forecasts and their impact on the current budget in 2029/30, which is when the Chancellor's fiscal mandate bites. As a general guide, Capital Economics forecasts a deficit of about £18bn, meaning the Chancellor will have to raise £28bn, mostly through higher taxes, if she wants to keep her buffer against her rule of £10bn.

- 3.7 The weakening in the jobs market looked clear in the spring. May's 109,000 m/m fall in the PAYE measure of employment was the largest decline (barring the pandemic) since the data began and the seventh in as many months. The monthly change was revised lower in five of the previous seven months too, with April's 33,000 fall revised down to a 55,000 drop. More recently, however, the monthly change was revised higher in seven of the previous nine months by a total of 22,000. So instead of falling by 165,000 in total since October, payroll employment is now thought to have declined by a smaller 153,000. Even so, payroll employment has still fallen in nine of the ten months since the Chancellor announced the rises in National Insurance Contributions (NICs) for employers and the minimum wage in the October Budget. The number of job vacancies in the three months to August stood at 728,000. Vacancies have now fallen by approximately 47% since its peak in April 2022. All this suggests the labour market continues to loosen, albeit at a declining pace.
- 3.8 A looser labour market is driving softer wage pressures. The 3m/yy rate of average earnings growth excluding bonuses has fallen from 5.5% in April to 4.8% in July. The rate for the private sector slipped from 5.5% to 4.7%, putting it on track to be in line with the Bank of England's Q3 forecast (4.6% for September).
- 3.9 CPI inflation fell slightly from 3.5% in April to 3.4% in May, and services inflation dropped from 5.4% to 4.7%, whilst core inflation also softened from 3.8% to 3.5%. More recently, though, inflation pressures have resurfaced, although the recent upward march in CPI inflation did pause for breath in August, with CPI inflation staying at 3.8%. Core inflation eased once more too, from 3.8% to 3.6%, and services inflation dipped from 5.0% to 4.7%. So, we finish the half year in a similar position to where we started, although with food inflation rising to an 18-month high of 5.1% and households' expectations for inflation standing at a six year high, a further loosening in the labour market and weaker wage growth may be a requisite to UK inflation coming in below 2.0% by 2027.
- 3.10 An ever-present issue throughout the past six months has been the pressure being exerted on medium and longer dated gilt yields. The yield on the 10-year gilt moved sideways in the second quarter of 2025, rising from 4.4% in early April to 4.8% in mid-April following wider global bond market volatility stemming from the "Liberation Day" tariff announcement, and then easing back as trade tensions began to de-escalate. By the end of April, the 10-year gilt yield had returned to 4.4%. In May, concerns about stickier inflation and shifting expectations about the path for interest rates led to another rise, with the 10-year gilt yield fluctuating between 4.6% and 4.75% for most of the month. Page 42  
After, as trade tensions continued

to ease and markets increasingly began to price in looser monetary policy, the 10-year yield edged lower, and ended Q2 at 4.50%.

3.11 More recently, the yield on the 10-year gilt rose from 4.46% to 4.60% in early July as rolled-back spending cuts and uncertainty over Chancellor Reeves' future raised fiscal concerns. Although the spike proved short lived, it highlighted the UK's fragile fiscal position. In an era of high debt, high interest rates and low GDP growth, the markets are now more sensitive to fiscal risks than before the pandemic. During August, long-dated gilts underwent a particularly pronounced sell-off, climbing 22 basis points and reaching a 27-year high of 5.6% by the end of the month. While yields have since eased back, the market sell-off was driven by investor concerns over growing supply-demand imbalances, stemming from unease over the lack of fiscal consolidation and reduced demand from traditional long-dated bond purchasers like pension funds. For 10-year gilts, by late September, sticky inflation, resilient activity data and a hawkish Bank of England have kept yields elevated over 4.70%.

3.12 The FTSE 100 fell sharply following the "Liberation Day" tariff announcement, dropping by more than 10% in the first week of April - from 8,634 on 1 April to 7,702 on 7 April. However, the de-escalation of the trade war coupled with strong corporate earnings led to a rapid rebound starting in late April. As a result, the FTSE 100 closed Q2 at 8,761, around 2% higher than its value at the end of Q1 and more than 7% above its level at the start of 2025. Since then, the FTSE 100 has enjoyed a further 4% rise in July, its strongest monthly gain since January and outperforming the S&P 500. Strong corporate earnings and progress in trade talks (US-EU, UK-India) lifted share prices and the index hit a record 9,321 in mid-August, driven by hopes of peace in Ukraine and dovish signals from Fed Chair Powell. September proved more volatile and the FTSE 100 closed Q3 at 9,350, 7% higher than at the end of Q1 and 14% higher since the start of 2025. Future performance will likely be impacted by the extent to which investors' global risk appetite remains intact, Fed rate cuts, resilience in the US economy, and AI optimism. A weaker pound will also boost the index as it inflates overseas earnings.

#### **4. Interest Rate Forecasts**

4.1 The Council's treasury advisor, MUFG, have provided the following forecasts on 11th October 2025. The latest forecast sets out a view that both short and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to reduce inflation in the economy.

4.2 The current and previous PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1<sup>st</sup> November 2012.

MUFG Corporate Markets Interest Rate View 11.08.25													
	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28	Jun-28	Sep-28
<b>BANK RATE</b>	4.00	4.00	3.75	3.75	3.50	3.50	3.50	3.50	3.25	3.25	3.25	3.25	3.25
<b>3 month ave earnings</b>	4.00	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.30	3.30	3.30	3.30	3.30
<b>6 month ave earnings</b>	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.30	3.40	3.40	3.40
<b>12 month ave earnings</b>	4.00	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.30	3.40	3.50	3.60	3.60
<b>5 yr PWLB</b>	4.80	4.70	4.50	4.40	4.30	4.30	4.30	4.20	4.20	4.20	4.20	4.10	4.10
<b>10 yr PWLB</b>	5.30	5.20	5.00	4.90	4.80	4.80	4.80	4.70	4.70	4.70	4.70	4.60	4.60
<b>25 yr PWLB</b>	6.10	5.90	5.70	5.70	5.50	5.50	5.50	5.40	5.40	5.30	5.30	5.30	5.20
<b>50 yr PWLB</b>	5.80	5.60	5.40	5.40	5.30	5.30	5.30	5.20	5.20	5.10	5.10	5.00	5.00

Additional notes by MUFG on this forecast table: -

Our latest forecast on 11 August sets out a view that short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the stickiness of inflation and a continuing tight labour market, as well as the size of gilt issuance.

#### 4.3 PWLB Rates (provided by MUFG)

- 4.4 Gilt yields and PWLB certainty rates have remained relatively volatile throughout the six months under review, but the general trend has been for medium and longer dated parts of the curve to shift higher whilst the 5-year part of the curve finished September close to where it begun in April.
- 4.5 Concerns around the stickiness of inflation, elevated wages, households' inflation expectations reaching a six-year high, and the difficult funding choices facing the Chancellor in the upcoming Budget on 26 November dominated market thinking, although international factors emanating from the Trump administration's fiscal, tariff and geo-political policies also played a role.
- 4.6 At the beginning of April, the 1-year certainty rate was the cheapest part of the curve at 4.82% whilst the 25-year rate was relatively expensive at 5.92%. Early September saw the high point for medium and longer-dated rates, although there was a small reduction in rates, comparatively speaking, by the end of the month.
- 4.7 The spread in the 5-year part of the curve (the difference between the lowest and highest rates for the duration) was the smallest at 37 basis points whilst, conversely, the 50-years' part of the curve saw a spread of 68 basis points.
- 4.8 At this juncture, MUFG Corporate Markets still forecasts rates to fall back over the next two to three years as inflation dampens, although there is upside risk to all forecasts at present. The CPI measure of inflation is expected to fall below 2% in early 2027 but hit a peak of 4% or higher later in 2025.
- 4.9 The Bank of England announced in September that it would be favouring the short and medium part of the curve for the foreseeable future when issuing gilts, but market reaction to the November Budget is likely to be the decisive factor in future gilt market attractiveness to investors and their willingness to buy UK sovereign debt.

## 5. Treasury Management Strategy Statement and Annual Investment Strategy update

5.1 The Treasury Management Strategy Statement (TMSS) for 2025/26, which includes the Annual Investment Strategy, was approved by the Council on 3 March 2025.

5.2 The underlying TMSS approved previously requires revision in the light of economic and operational movements during the year. The proposed changes and supporting detail for the changes are set out below:

Prudential Indicator 2025/26	Original £'000	Revised Prudential Indicator £'000
Authorised Limit	40,000	40,000
Operational Boundary	35,000	35,000
External Debt	24,000	24,000
Investments	(13,000)	(15,439)
<b>Net Borrowing</b>	<b>11,000</b>	<b>8,561</b>
Capital Financing Requirement	35,251	35,251

## 6 The Council's Capital Position (Prudential Indicators)

This part of the report is structured to update:

- The Council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow;
- Compliance with the limits in place for borrowing activity.

### 6.1 Prudential Indicator for Capital Expenditure

This Table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed in March. It draws together the main strategy elements of the capital expenditure plans, highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing may also be supplemented by maturing debt and other treasury requirements.

<b>Capital Expenditure by Cluster £'000</b>	<b>2025/26 Original Estimate £'000</b>	<b>2025/26 Revised Estimate £'000</b>
Corporate	35	35
Our Council	547	999
Our People	1,632	4,606
Our Place	6,378	8,093
<b>Total capital expenditure</b>	<b>8,593</b>	<b>13,733</b>
Financed by:		
Capital receipts	52	205
Capital grants	2,076	4,780
Earmarked Reserves	6,066	8,178
S106	255	426
Borrowing	143	143
<b>Total Financing</b>	<b>8,593</b>	<b>13,733</b>

## 6.2 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR)

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

During the half year ended 30 September 2025, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy. The Director of Finance and Assets (S151) reports that no difficulties are envisaged for the current or future years in complying with prudential indicators.

	2025/26 Original Estimate £'000	2025/26 Revised Estimate £'000
<b>Prudential Indicators</b>		
<b>Capital Expenditure</b>	13,383	13,733
Capital Financing Requirement (CFR)	<b>35,251</b>	<b>35,251</b>
Of Which Commercial Property	18,661	18,661
<b>Annual Change in CFR</b>	<b>-834</b>	<b>-834</b>
<b>In year Borrowing Requirement</b>	<b>24,000</b>	<b>24,000</b>
<b>Under/(Over) Borrowing</b>	<b>11,251</b>	<b>11,251</b>
<b>Ratio of financing costs to net revenue stream</b>	<b>8.94%</b>	<b>7.48%</b>
<b>Incremental impact of capital investment decisions</b>		
<b>Increase/ Reduction(-) in Council Tax (band change per annum)</b>	<b>0</b>	<b>-£9.32</b>

Please note the above prudential indicators assume a revenue provision will be made for the repayment of debts in 2025/26 of £0.834m.

### 6.3 Limits to Borrowing Activity

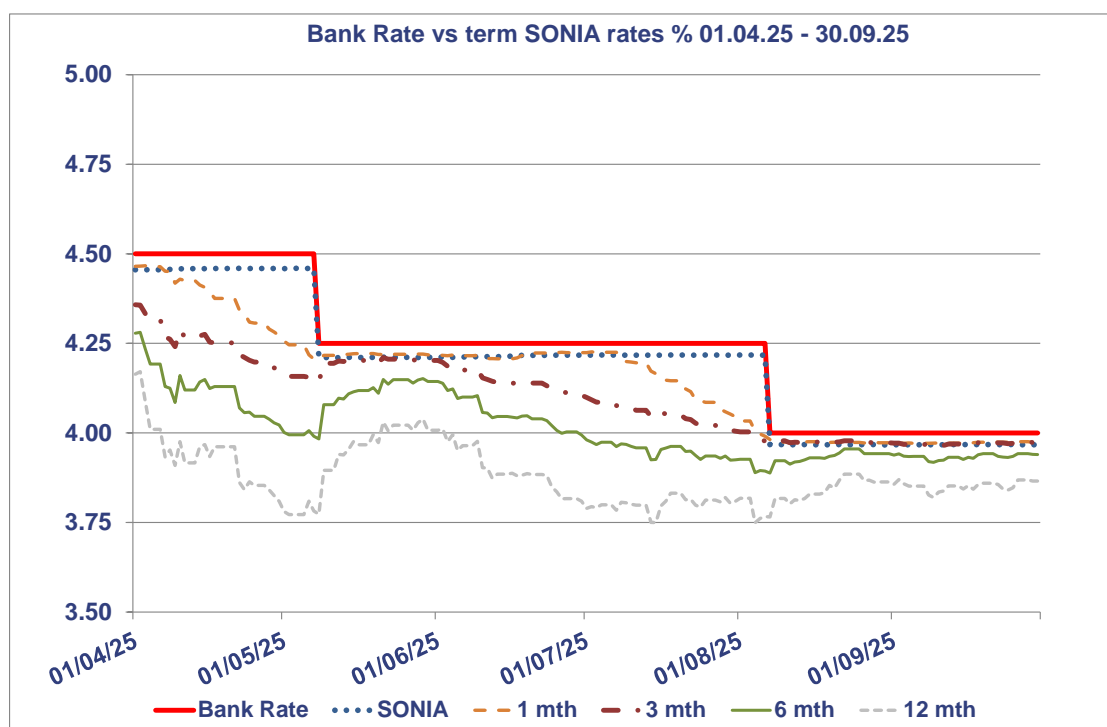
The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2025/26 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

7.1 In accordance with the CIPFA Treasury Management Code of Practice, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs.

7.2 As shown by the interest rate forecasts in section 4.2, rates are at levels not seen since before the financial crash of 2008 and the austerity measures which followed. It is anticipated rates will now decrease slowly and settle around 3% in the medium term. This means investment returns are higher than in previous years and this combined with larger investment balances than expected means increased investment income in 2024/25 is anticipated.

7.3 The Council held £15.2m of investments as of 30 September 2025 (£23.1m on 1<sup>st</sup> April 2025). The annualised investment rate for the first six months of the year is 4.388% against the Sterling Overnight Indexed Average (SONIA) average rate of 4.19%. The weighted average interest rate is 4.366%.



7.4 The Council's budgeted investment return for 2025/26 is £0.519m, and performance for the year is forecast to be £0.067m above budget at £0.586m, this is due to higher balances than expected.

7.5 The Director of Finance and Assets (S151) confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2025/26.

## 8 Investment Counterparty criteria



8.1 The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

8.2 Treasury Officers continue to mitigate investment risk in accordance with Treasury Management Practices.

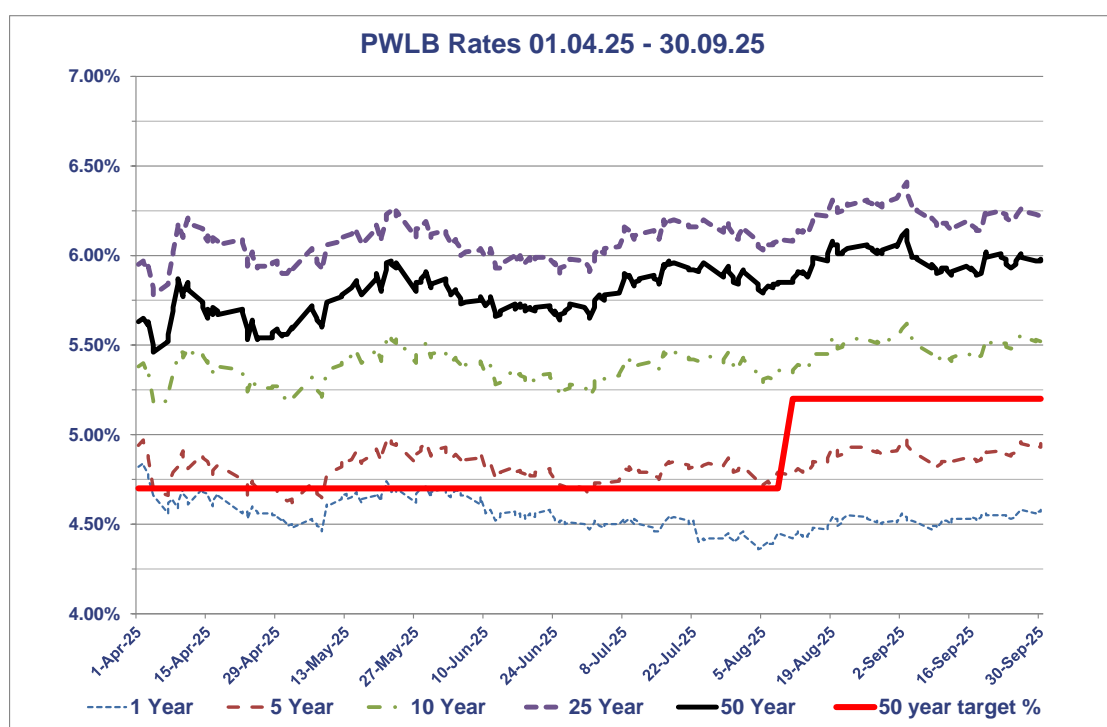
## 9. Borrowing

9.1 The Council's capital financing requirement (CFR) for 2025/26 is forecast to be £35.251m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

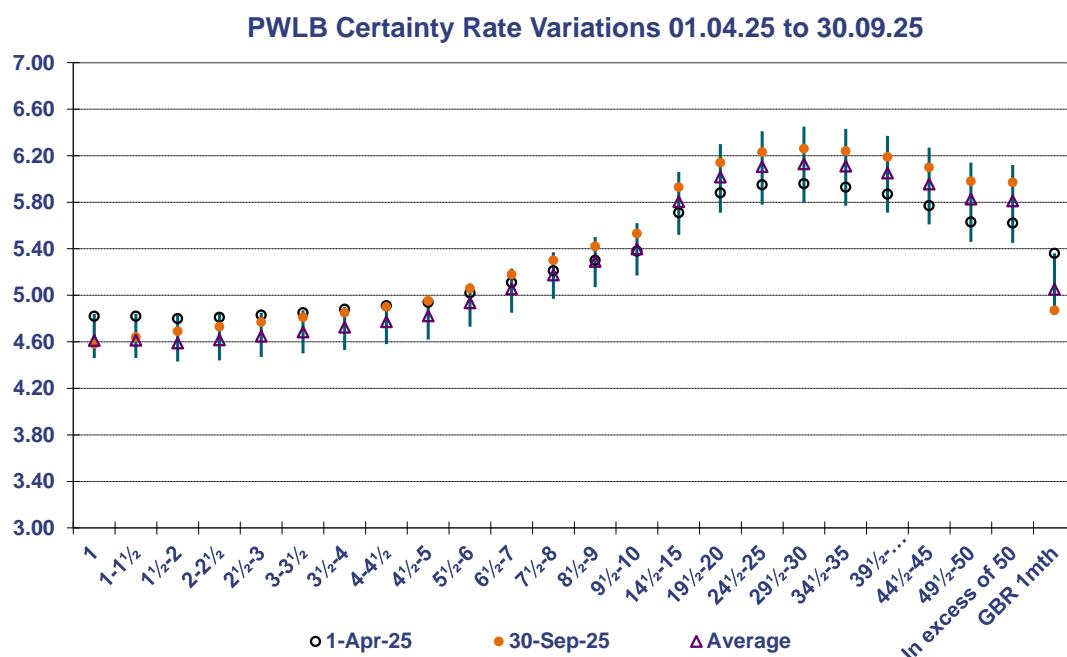
9.2 Due to the overall financial position and the underlying need to borrow for capital purposes (the capital financing requirement - CFR), new external borrowing of £10m was undertaken in the first six months of the financial year. As this was short term temporary borrowing for cashflow purposes, £5m was also repaid. External borrowing is at £19m at the end of quarter two, by quarter 4 this is anticipated to be £24m. This is a prudent and cost-effective approach in the current economic climate but will require ongoing monitoring in the event that upside risk to gilt yields prevails.

9.3 **INTERNAL BORROWING:** The Council forecasts that by the end of the financial year it will have cumulatively £11.3m of internal borrowing

9.4 The graph and table below show the movement in PWLB certainty rates for the first six months of the year:



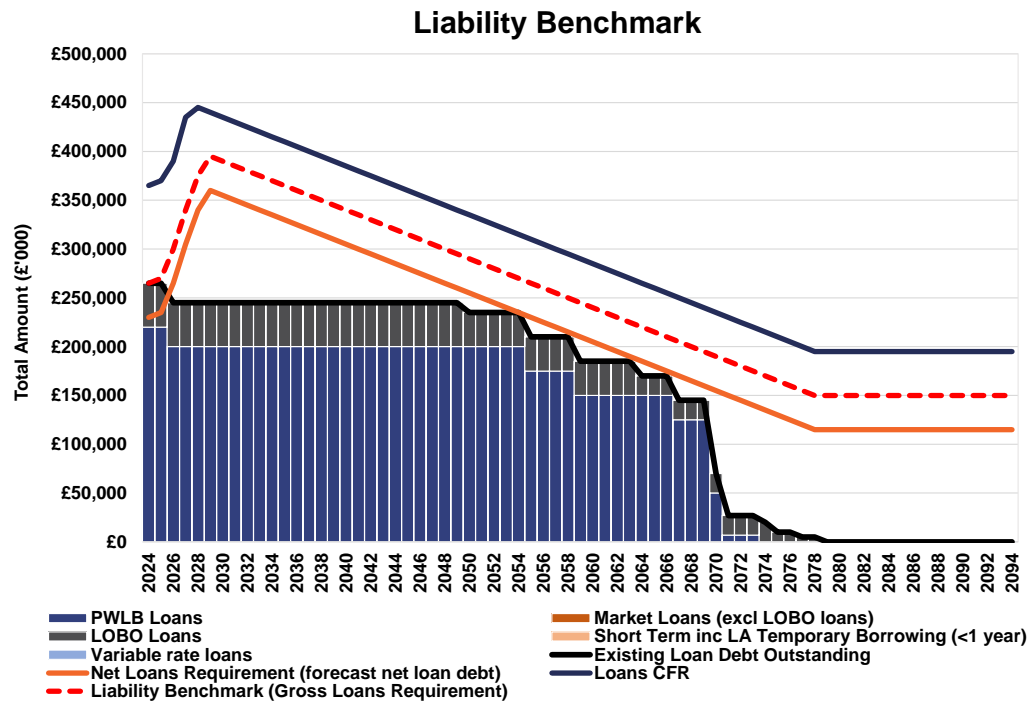
	1 Year	5 Year	10 Year	25 Year	50 Year
01/04/2025	4.82%	4.94%	5.38%	5.95%	5.63%
30/09/2025	4.58%	4.95%	5.53%	6.23%	5.98%
Low	4.36%	4.62%	5.17%	5.78%	5.46%
Low date	04/08/2025	02/05/2025	02/05/2025	04/04/2025	04/04/2025
High	4.84%	4.99%	5.62%	6.41%	6.14%
High date	02/04/2025	21/05/2025	03/09/2025	03/09/2025	03/09/2025
Average	4.55%	4.82%	5.40%	6.11%	5.83%
Spread	0.48%	0.37%	0.45%	0.63%	0.68%



## 10 Liquidity Benchmark

10.1 To Compare the Council's actual borrowing against an alternative strategy, a Liability Benchmark has been calculated showing the lowest risk level of borrowing. This prudential indicator is made up of four components:

- Existing loan debt outstanding: the Authority's existing loans that are still outstanding in future years.
- Loans CFR: this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
- Net loans requirement: this will show the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
- Liability benchmark (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance



## **APPENDIX B: Approved countries for investments as at 30th September 2025**

*Based on lowest available rating*

### **AAA**

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

### **AA+**

- Canada
- U.S.A.

### **AA**

- Abu Dhabi (UAE)
- Finland
- Qatar

### **AA-**

- U.K.

### **A+**

- Belgium
- France



Full Council

Monday 26 January 2026

**Subject: Recommendation from the Corporate Policy and Resources Committee - Local Council Tax Support (LCTS) Scheme 2026/27**

Report by:	Director of Finance and Assets and Section 151 Officer
Contact Officer:	Alison McCulloch, Revenues Manager alison.mcculloch@west-lindsey.gov.uk
Purpose / Summary:	To adopt a Local Council Tax Support Scheme for 2026/27

## **RECOMMENDATION(S):**

**That Council ACCEPTS the recommendation from the Corporate Policy and Resources Committee and adopts Option 1 of the report for the Local Council Tax Support Scheme for West Lindsey District Council for 2025/26.**

**To summarise Option 1 provides:**

**To make no changes to the current council tax support scheme apart from to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual 'up-ratings'**

**To apply any additional changes to mirror government welfare benefit regulations during the year which are intended to increase the income of benefit recipients to avoid unintended consequences to customers.**

**Legal:**

The Council has to determine a local scheme for council tax reduction by 31 January 2026.

**Financial : FIN/118/26/SSc**

The cost of the Local Council Tax Support scheme (LCTS) is shared between Lincolnshire County Council (75%), West Lindsey District Council (WLDC) (12.5%) and Lincolnshire Police (12.5%).

Year	Total	LCC 75%	PCC 12.5%	WLDC 12.5%
2025/26	7,216,610	5,412,458	902,076	902,076
2026/27 Option 1	7,433,108	5,574,832	929,138	929,138
2026/27 Option 2	7,216,610	5,412,458	902,076	902,076

Recommendation is Option1, to apply uprating.

To make no changes to the current council tax support scheme apart from to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts, and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual 'Up-ratings'

Option 2 do not apply uprating.

If we do not apply the applicable amount up-ratings to working age claimants their Department for Works and Pensions (DWP) income will exceed their applicable amount, and they will be entitled to less council tax support. This in turns means their council tax bills will increase which will require more council tax to be collected.

**Staffing :**

The changes are minimal and therefore should not impact on staff.

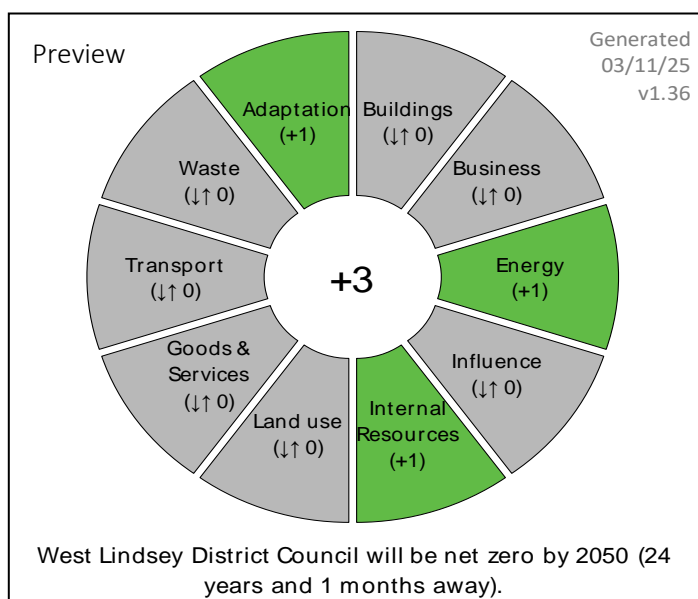
**Equality and Diversity including Human Rights :**

Please see appendix A – Local Council Tax Support Scheme 2026/27 Equality Impact Assessment.

**Data Protection Implications :**

None arising from this report.

## Climate Related Risks and Opportunities :



The Local Council Tax Support Scheme 2026/27 has minimal direct environmental impacts, as it is primarily a social welfare policy providing financial support towards the council tax. The preferred Option 1 maintains current support levels and has minor indirect positive environmental benefits through supporting household financial resilience and potentially preventing deeper fuel poverty.

From an environmental perspective, there is no significant reason to prefer either option, as both have minimal climate impact. The decision should appropriately be made based on social, economic, and administrative considerations rather than environmental factors.

The assessment supports proceeding with Option 1 as it maintains consistency, provides adequate support to vulnerable households, and preserves the minor indirect environmental benefits of preventing fuel poverty. However, it's important to be clear that these environmental considerations are marginal compared to the scheme's primary social welfare objectives.

## Section 17 Crime and Disorder Considerations :

None arising from this report.

## Health Implications:

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Local Government Finance Act 2012

<https://www.legislation.gov.uk/ukpga/2012/17/contents/enacted>

### Risk Assessment :

- a. If Council Tax Support caseloads rise or fall, then WLDC and the other major precepting authorities will have to absorb those expenditure variations through the Collection Fund. It is therefore vital that the financial implications of the scheme decisions made are realistic in terms of bridging the funding gap.
- b. If there is a downturn in the local economy or where there have been major redundancies if a major company ceases trading, Council Tax Support caseloads could rise significantly.
- c. Each Council must approve their local Council Tax Support scheme by 31<sup>st</sup> January otherwise a default scheme, similar to the current Council Tax Support default scheme applied to customers of pension age, will have to be implemented. Applying a similar scheme to all working age customers would increase the annual expenditure on Council Tax Support.
- d. The amount of council tax support awarded last year was slightly over £7million; however, this is estimated to increase possibly to £7.2 million by the end of the financial year.

### Call in and Urgency:

#### Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

X

#### Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

☐



## **Executive Summary**

Council Tax Benefit was a national scheme providing means-tested financial help for low-income households to pay their Council Tax liability. This was abolished on 31 March 2013 by the Local Government Finance Act 2012 which placed a legal requirement on every billing authority to adopt a Localised Council Tax Support (LCTS) scheme.

Since the inception of the LCTS scheme on 1<sup>st</sup> April 2013 relatively minor changes have been made which has enabled claimants to receive a similar level of support each year and enabled the council to maintain an annual council tax collection rate of around 98% which is just in the top quartile collection rate in the country.

In 2020, 2021, 2022 and 2023, following the Covid-19 pandemic, the Government awarded a grant to all local authorities for a payment to be paid to all working aged council tax support claimants. This was paid directly to council tax accounts and it also permitted the use of any surplus to support economically vulnerable people and households. No such grant has been made available since 2023/24 and therefore those still struggling financially since the pandemic have not had any additional assistance since 31 March 2024.

A significant change to the LCTS scheme for 2026/27 is likely to have a negative impact on the collection rate and reduce the yield over the year. It currently remains an affordable system that is able to provide assistance to low income households.

When considering the scheme for 2026/27 consideration must be given to the government's plans for Local Government Reorganisation which will see West Lindsey District Council restructured into an upper tier Unitary Council. This restructure means that the current council tax reduction scheme will require modifications to consider new populations and to consider all the schemes in force at each district council at that time. Therefore, any significant changes for 2026/27 could have to be changed within a year or two which may have a negative impact on council tax support claimants navigating entitlement to new awards.

Full Council must approve and adopt the finalised LCTS scheme by 31<sup>st</sup> January 2026 at the latest.

## **1 Introduction**

- 1.1 The Local Government Finance Act 2012 replaced Council Tax Benefit with a Council Tax support scheme. Unlike Council Tax Benefit (CTB) which is set by Central Government, the new Council Tax support scheme must be defined by individual Local Authorities (albeit with much central prescription).
- 1.2 Claimants who have reached state pension age are protected by the prescribed regulations which means local schemes must give the same pre-2013 level of assistance to pensioners. West Lindsey District Council also made the decision in 2013/14 to protect those in receipt of a War Pension and those claimants receiving a Disability Benefit.

## **2 Current Situation**

We currently have 6,013 council tax support claimants and of these 2,416 are pensioners and 3,597 are working age claimants. This equates to 60% of our total caseload who would be impacted by any changes to the scheme.

Our council tax collection rate for 2024/25 was 97.70% which, although was lower than the previous year, was in the top quartile performance being 72<sup>nd</sup> position out of 295 local authority reported outturns. The national average was only 96.15% so this is considerably higher.

The Council recognise that many of our residents are feeling the effects of the increased cost of energy and food prices. We are working with our partners across the public and voluntary sectors to support our residents, and particularly those who are vulnerable and hardest hit by the cost-of-living crisis. The current West Lindsey scheme is one of the most generous in Lincolnshire and if we were to look at changing the scheme, we may be impacting on those most affected by the cost-of-living increases and adding to their financial burden.

## **3. Consultation**

- 3.1 Consultation was undertaken between 26 August 2025 and 6 October 2025. The consultation was undertaken using an online survey which was advertised through social media, the West Lindsey District Council website, the resident newsletter, the West Lindsey Councillor newsletter and the Parish Council newsletter. Direct invites were sent to the 968 members of the West Lindsey Citizen Panel and all members of the Housing Register. Any resident is able to write or email into this consultation rather than complete the survey, although on this occasion none were received.

### 3.2 The questions asked are detailed below:

1. Do you agree that the only change that should be made to the scheme is the up rating of all allowances and premiums in line with the Department for Work and Pensions allowances?

Yes	No	Don't Know
-----	----	------------

2. Are you currently in receipt of Council Tax Support?

Yes	No	Don't Know
-----	----	------------

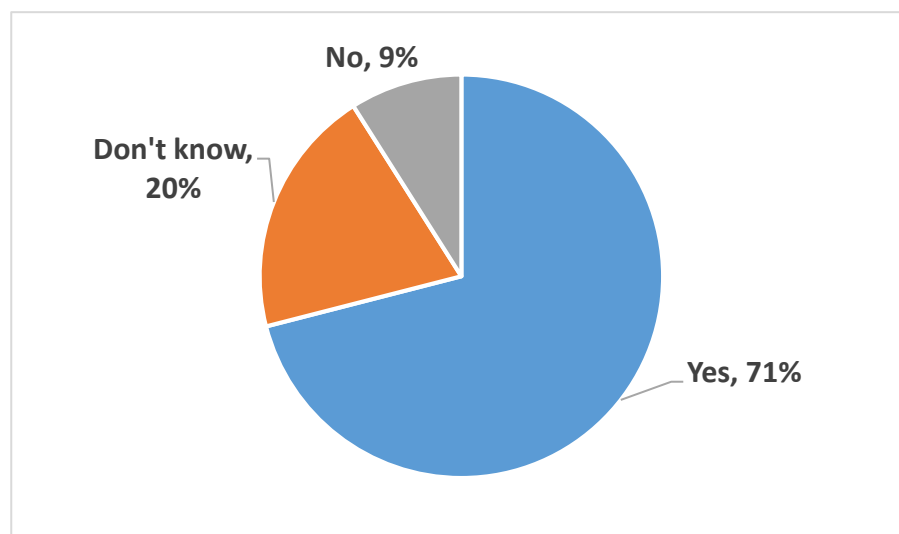
3. Any other comments you wish to make regarding the Local Council Tax Support Scheme

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### 3.3 The Responses are detailed below:

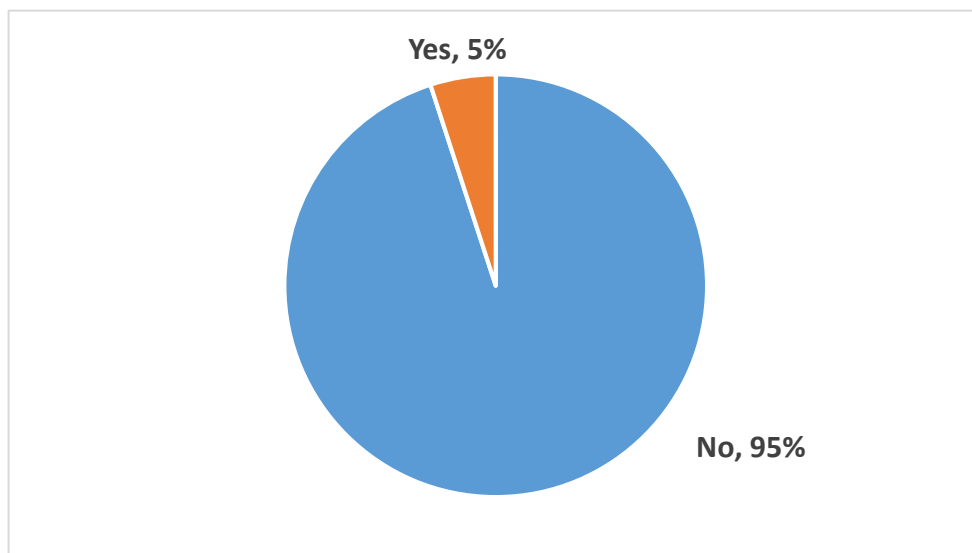
- 3.3.1 **Do you agree that the only change that should be made to the scheme is the uprating of all allowances and premiums in line with Department for Work and Pensions allowances?**

Just over 2 thirds of the respondents felt that they do agree that the only changes should be the uprating of the allowances and premiums. Only 9% felt this shouldn't be the case.



### 3.3.2 Are you currently in receipt of Council Tax Support?

Out of the 95 who responded to this question, only 5 of them are in receipt of Council Tax Support.

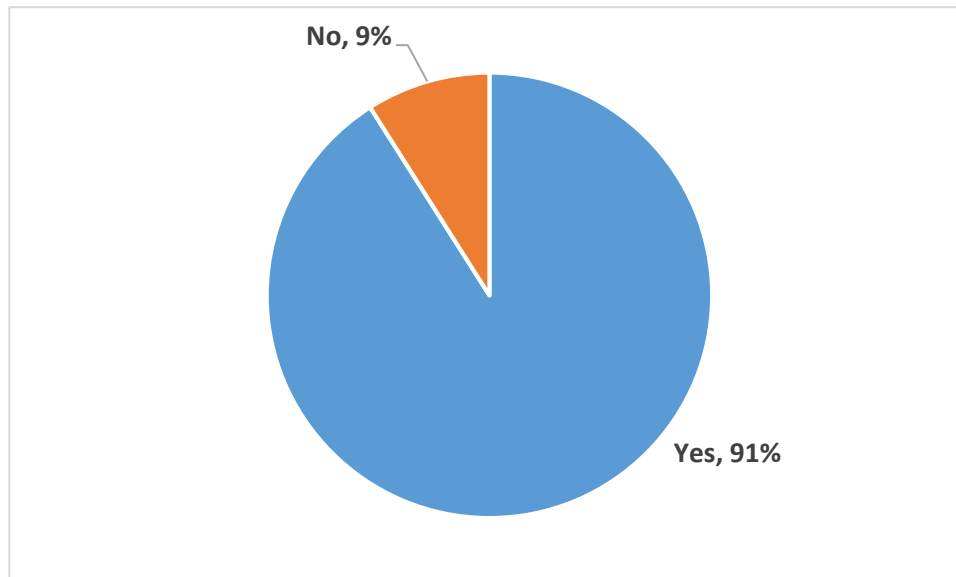


To compare this, question 1 has been mapped against question 2 of the survey which outlines that out of the 67 who agreed that the only change should be to the allowances and premiums, 63 of those are not in receipt of Council Tax Support. In comparison, out of the 9 who believe this should not be the only change, 100% of those also are not in receipt.

		In receipt of Council Tax Support?			
		Total	Yes	No	Don't know
Agreement to uprating?	Base	95	5	90	-
	Yes	67	4	63	-
	No	9	-	9	-
	Don't know	19	1	18	-

### 3.3.3 Are you a resident of West Lindsey?

While this survey looks at how this may affect our residents, we did open the survey up to anyone. However only 9% of those who responded are not a resident of West Lindsey.



### 3.3.4 Comments from the consultation

Respondents were asked if there were any comments they would like to make in regard to this topic. The comments were:

- Worked for 50 years, always paid my rates and council tax. Too many lazy people taking advantage.
- council tax is incredibly expensive but necessary.
- Are the subsidies for the scheme paid for by WLDC or the Govt? If WLDC pay, then ultimately all paying residents pay more.
- Question 1 is ambiguous: Yes, is straightforward. No - does this indicate that the up-rating should be higher than the DWP allowance, or lower?
- I believe up-rating of all allowances and premiums in line with Department for Work and Pensions allowances may not be sufficient in some cases.
- Get rid of this scheme and reduce council spending. All residents should pay the same at the lowest level of tax needed for essential services only.
- Extremely grateful for all help available, makes a difference to my day to day living.
- Calculations need to be apportioned better. There appears to be a huge jump in the rates of help even though my income hasn't increased much.
- I feel that a working plan to reduce council waste within all departments and areas should be implemented to minimise or even reduce council

tax, rather than just increasing the tax as per instructions, therefore no incentives are initiated, and everything just carries on as per normal. Forward thinking needs to be included in such areas which greatly affect people's lives.

- Too many people are getting allowances, who do not deserve it. We are tired of taxpayers money going to people who work part time because they would lose benefits if they worked full time. We could go on and on about this subject. We have a few living not far from us.
- I believe it is important to ensure those on lower incomes are fairly supported by the rest of us.

It is worth noting that out of the 11 comments above, 4 did not agree with the uprating, 3 didn't know and 4 agreed with it.

### 3.3 5 **The results**

These results show that more than three quarters of those who responded believe that the allowances and premiums should be uprated in line with Department for Work and Pensions allowances.

## 4. **Consultation with major preceptors**

Before a Council can determine to revise or replace its LCTS scheme it must consult with any major precepting authority which have the powers to issue a precept to it.

Consultation has taken place with both the Lincolnshire County Council and the Police and Crime Commissioner for Lincolnshire and both have submitted responses approving the request to make no change to the scheme for 2026/27 but both would support the request to increasing the uprating of all allowances and premiums in line with Department for Work and Pensions allowances (option 1 of this report).

## 5. **Costings**

The recent estimates for the cost of the current 2025/26 scheme are £7,216,610 being split as below:

<b>Total</b>	<b>LCC – 75%</b>	<b>PCC – 12.5%</b>	<b>WLDC – 12.5%</b>
£7,216,610	£5,412,458	£902,076	£902,076

## 6. Options

Two options have been considered for the 2026/27 scheme being to maintain or slightly reduce the level of financial support as detailed below:

### 6.1 Option 1 (Preferred)

To make no changes to the current council tax support scheme apart from to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts, and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual 'Up-ratings'.

To also apply any additional changes to mirror government welfare benefit regulations during the year which are intended to increase the income of benefit recipients to avoid unintended consequences to customers.

#### Costs/Savings

Initial estimates for 2026/27 show that there would be no direct saving to the council under this option as it would just maintain the current scheme. Any reductions in the cost of the scheme would be due to a reduction in council tax support claimants.

Based on a 3% overall increase in the council tax liability this equates to an approximate cost of:

Total	LCC – 75%	PCC – 12.5%	WLDC – 12.5%
£7,433,108	£5,574,832	£929,138	£929,138

Advantages	Disadvantages
The financial modelling shows that West Lindsey District Council can still bridge the funding by continuing with the current scheme for a further year.	
The existing scheme works well and offers a high level of support for low-income families who may otherwise find themselves in debt.	
There has been a slight decrease this year in the number of households claiming LCTS which suggests that the situation is improving gradually as more claimants return to work or are	

receiving private pensions that reduces their CTR entitlement.	
This option ensures the LCTS rules stay consistent with the DWP rules which avoids confusion for claimants.	
Retaining existing policy principles of keeping LCTS in line with other key welfare benefits promotes equality.	

## 6.2 Option 2

To make no changes to the current scheme for 2026/27 i.e: do not apply the up-rate household allowances and deductions.

### Costs/Savings

Initial estimates for 2026/27 show that there would be a slight saving to the council under this option however, it would effectively create a reduction in income for those affected.

If we do not apply the applicable amount up-ratings to working age claimants their Department for Works and Pensions (DWP) income will exceed their applicable amount and they will be entitled to less council tax support. This in turns means their council tax bills will increase which will require more council tax to be collected. The approximate savings by not applying income upratings would be 3-5% thus keeping the total CTR for 2026-27 the same as the current year despite allowing for a 3% increase in Council Tax charges.

Based on no increase in up-ratings this equates to an approximate cost of:

<b>Total</b>	<b>LCC – 75%</b>	<b>PCC – 12.5%</b>	<b>WLDC – 12.5%</b>
£7,216,610	£5,412,458	£902,076	£902,076

<b>Advantages</b>	<b>Disadvantages</b>
Slight reduction in costs to the council	The Council would have three sets of rules to apply for families applying for financial help. This will cause confusion for the claimants, will lead to increased modification to ICT, additional training for the Benefits Team and an additional set of



	regulations to be prepared and implemented.
	Loss of reputation to the council in that it would show a lack of support to those in most financial hardship during the cost-of-living crisis.
	It would set the West Lindsey scheme outside the schemes adopted by the rest of Lincolnshire in respect to non-uprated incomes – almost all LAs uprate their incomes in line with the Government levels each April.

## 7. **Local Council Tax Support Scheme 2026/27**

It is recognised that whatever decision is reached this would only be a scheme for 2026/27. A review of the scheme is undertaken annually when more knowledge of the impact of that year's scheme and collection rates are available. Monitoring will also take place to analyse the impact and any unintended consequences it has had on council taxpayers and benefit recipients.

## **Appendix A – Local Council Tax Support Scheme 2026/27 - EQUALITY IMPACT ASSESSMENT**

<b>Name, brief description and objectives of policy, procedure, function?</b>	<p>For Council to agree the Local Council Tax Support Scheme for West Lindsey DC for 2026/27.</p> <p>To ensure that all council tax payers are treated fairly under the local scheme.</p> <p>To ensure that council tax support is payable to the most vulnerable residents of the district.</p>
<b>Have you consulted on the policy, procedure, function and if so, what were the outcomes?</b>	<p>Consultation has taken place with Lincolnshire County Council and the Crime and Police Commissioner for Lincolnshire who have both agreed to the recommendation.</p> <p>Consultation has taken place digitally with the residents of West Lindsey and the majority of people who completed the consultation agreed with the process of applying the 2026-27 up-ratings of income and allowances.</p>
<b>What barriers may these individuals or groups face, and how can you promote equality (where possible)</b>	
<b>Gender</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.
<b>Age</b>	<p>Working age claimants of Council Tax Support may receive a reduced level of assistance as compared with the former Council Tax Benefit Scheme. This scheme aims to redistribute support and be more generous to those applicants on the lowest incomes.</p> <p>The government has stated that council tax support for older people will not be reduced as a result of the introduction of the council tax reduction scheme reform. This is because the government wants to ensure that low-income pensioners, who would struggle to pay council tax without additional support, and whom the government does not expect to work to increase their income, will continue to receive support for their council tax.</p> <p>Pensioner protection will be achieved by keeping in place national rules which broadly replicate the former council tax benefit scheme.</p>
<b>Disability</b>	There is no evidence that this scheme would impact on people in any way because of this characteristic except in the case of War Pension and those claimants receiving a Disability Benefit who are protected by the Government.
<b>Race</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.

<b>Religion or Belief</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.
<b>Sexual Orientation</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.
<b>Gender Reassignment</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.
<b>Pregnancy, maternity or paternity</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.
<b>Marriage and Civil Partnership</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.
<b>Rural Isolation</b>	There is no evidence that this policy would impact on people in any way because of this characteristic.
<b>Socio-economic factors</b>	There is no evidence that this scheme would impact on people in any way because of this characteristic. However, any person unable to complete the application form will be offered assistance from the Benefits Teams in completing the application form and also be signposted to outside agencies such as Citizens Advice and Money Advice Service
<b>Other (e.g. those with dependants/caring responsibilities, asylum seeker and refugee communities, children in the care system etc)</b>	There is no evidence that this scheme would impact on people in any way because of this characteristic. However, any person unable to complete the local council tax support application form will be offered assistance from the Benefits Team in completing the form and also be signposted to outside agencies such as Citizens Advice, Stepchange and Money Advice Service
<b>Is there any evidence or research that demonstrates why some individuals or groups are, or are not, affected?</b>	There is no evidence or research available. This policy is based on nationally applicable legislation and it covers all applicants who must all meet a set of standards and criteria intended to ensure that evidence of hardship justifies a reduction in council tax liability.
<b>If there is a potential adverse impact, please state why and whether this is justifiable.</b>	There is no potential adverse impact from this policy.
<b>Outcome of EIA</b>	<div> <b>No major change needed</b> <input checked="" type="checkbox"/> <b>Adjust the policy /proposal</b> <input type="checkbox"/> <b>Adverse impact but continue</b> <input type="checkbox"/> <b>Stop and remove the policy/proposal</b> <input type="checkbox"/> </div>

<p><b>How will you monitor your policy, procedure, function to ensure there is no adverse effect on the protected characteristics (e.g. gender, age, etc) in the future?</b></p>	<p>Due to the nature of the reductions in the level of support, all working age claimants have the potential to have reductions in their support, however, they can be considered for further assistance under the exceptional hardship policy.</p>
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**Full Council**

**26<sup>th</sup> January 2026**

**Subject: Recommendation from Licensing Committee - Licensing Policy Review**

Report by: Chief Executive

Contact Officer: Andy Gray  
Housing and Enforcement Manager  
[andy.gray@west-lindsey.gov.uk](mailto:andy.gray@west-lindsey.gov.uk)

Purpose / Summary: This report is in relation to the statutory process of reviewing the Licensing Policy (which has been amended accordingly) and is put before Members of Full Council for their consideration

## **RECOMMENDATION(S):**

Full Council are asked to approve;

- a) That the recommendation from the Licensing Committee on 4th December 2025 be accepted and The Statement of Licensing Policy, as detailed in appendix 1 be approved for adoption with immediate effect.

## IMPLICATIONS

### **Legal:**

Section 5(1)(a)(b) of the Act requires each Licensing Authority to determine and publish a Licensing Policy Statement and review on an ongoing basis, within a five-year period. Adoption of the Policy Statement is a Council function which cannot be delegated to a Committee or Sub-Committee.

### **Financial : FIN/99/29/LC/SSc**

No financial implications arising from this report.

### **Staffing :**

None noted.

### **Equality and Diversity including Human Rights :**

The consultation has been completed in line with the legislative requirements and provision has been made for all relevant persons to comment as necessary.

### **Data Protection Implications :**

None noted.

### **Climate Related Risks and Opportunities :**

None noted.

### **Section 17 Crime and Disorder Considerations :**

It is noted that the Licensing of premises plays a key role in ensuring that any crime and disorder can be managed appropriately and ensures that a robust process is in place to enable the management of this. This policy seeks to ensure that this process can happen effectively.

### **Health Implications:**

An effective and fit for purpose Licensing Policy helps to ensure that residents within the district and those visiting are safe and reduces the risk of health implications in relation to premises which require a license.

### **Title and Location of any Background Papers used in the preparation of this report:**

None noted

**Risk Assessment :**

Failure to adopt and publish a Statement of Policy means that the authority would not be complying with the Licensing Act 2003 and would leave any decisions made by the Licensing Authority open to challenge along with the potential to damage to its reputation.

It should be noted that the policy, following on from consultation and if approved, can be challenged as with any decision made by the Council. However, in order to minimise the risks of any legal challenge, the comments received will be given due consideration and these will be set out in the final report to Licensing committee.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**☐**No**☐**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**☐**No**☐

## **1. Context**

- 1.1. Section 3 of the Licensing Act 2003 defines this Council as a “Licensing Authority”.
- 1.2. Section 4 of the Act requires the Licensing Authority to have regard to its Licensing Policy in carrying out its functions, and must also have regard to any guidance issued by the Secretary of State under Section 182
- 1.3. Section 5 of the Licensing Act 2003 requires that each Licensing Authority prepares, consults on and determines a Statement of Licensing Policy. That policy must be kept under review on an ongoing basis and in any case every five years. The current policy was adopted by Council in 2021. The legislation requires that, where revisions are made, the licensing authority must publish a statement of the revisions or the revised licensing statement. The revised policy must be in place by the end of January 2026.
- 1.4. The Statement of Licensing Policy was considered by the Council’s Licensing Committee on the 4<sup>th</sup> of December 2025 and stands recommended for approval by Full. The full report considered by the Licensing Committee, in relation to this, can be found here <https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=261&MId=3849&Ver=4>

**END**



# **STATEMENT OF LICENSING POLICY**

To be adopted by Full Council on 26 January  
2026

To be effective from January 2026

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## Executive Summary

The Licensing Act 2003 (the Act) came into effect in 2005. Section 5 of the Act requires the Licensing Authority (West Lindsey District Council) to determine, and publish, a statement of licensing policy that they propose to apply in exercising their functions under the Act. This process is to be repeated every five years. The Licensing Authority must also keep the policy under review during each five year period and make any such revisions it considers appropriate. The policy was last published in 2020.

Any decision taken by the Licensing Authority in regard to determination of licences, certificates and authorisations should aim to promote the licensing objectives which are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

The policy covers the licensable activities as specified in the Act which are:

- Sale by retail or supply of alcohol
- Regulated entertainment
- Late night refreshment

Decisions can be taken by the Licensing Sub-Committee, a 3 person committee comprising members of the Licensing and Regulatory Committee; or Officers using delegated powers.

The policy also has regard to the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003.

The Licensing Authority has the ability to grant licences for premises and certificates for qualifying club premises. It also grants personal licences and accepts temporary event notices. Applicants for premises licences should be aware of the expectations of the Licensing Authority and the Responsible Authorities regarding the steps that are appropriate for the promotion of the licensing objectives.

Where relevant the Licensing Authority consults with the responsible authorities as described in the Act. Local people and Members of the council are able to have their say and their opinion heard through public consultation on this policy and by making representations about applications for premises licences or requesting reviews of licences for problem premises.

Enforcement of the legislation is a requirement of the Act that is undertaken by the Licensing Authority. This policy describes the Licensing Authority's enforcement principles and the principles underpinning the right of review.

# 1 Introduction

- 1.1 West Lindsey is seen as a place where people want to live, work, invest and visit.
- 1.2 The district of West Lindsey covers the area immediately north of Lincoln and forms the north-west gateway to Lincolnshire. Covering an area of 115,733 hectares (447 square miles, 1,158 square kilometres). The district is predominantly rural and provides an attractive setting for its three market towns of Caistor, Gainsborough and Market Rasen. The district is the 18th most sparsely populated area in England with a population density of 82 people per square kilometre. (ONS 2021 census).
- 1.3 West Lindsey District Council as Licensing Authority (hereinafter referred to as the Licensing Authority) is responsible for the licensing of all licensable activities under the Licensing Act 2003 (the Act). This document sets out the policies and principles that the Licensing Authority will apply when making decisions on applications for:
- Retail sale of alcohol
  - Supply of alcohol by or on behalf of a club, or to the order of a member of a club
  - Provision of 'regulated entertainment' – to the public, to club members or with a view to profit
  - A performance of a play
  - An exhibition of a film
  - An indoor sporting event
  - Boxing or wrestling entertainment
  - A performance of live music
  - The playing of recorded music
  - A performance of dance
  - Provision of late night refreshment
  - Other similar entertainment
- 1.4 The term licensee/licence holder is deemed to include licence holders, designated premises supervisors and club premises certificate holders. This policy is intended to provide clarity to applicants, 'other persons' and 'responsible authorities' on how this Licensing Authority will determine applications to supply alcohol, provide regulated entertainment and operate late night refreshment premises. Guidance is widely available at <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003> to assist applicants; however the Guidance does not form part of this Policy. The Licensing Authority will take this Policy into account if its discretion is engaged (i.e. at a hearing following relevant representations or a review hearing)
- 1.5 It is recognised that the licensing function is only one means of securing the delivery of the above objectives and should not therefore be seen as solving all problems within the community. The Licensing Authority will therefore continue to work in partnership with other departments of the district council, its neighbouring authorities, the police, other responsible authorities, local businesses and local people towards the promotion of the objectives.

1.6 In preparing this policy statement the Licensing Authority has consulted with the following:

- Lincolnshire Police
- Lincolnshire Fire and Rescue
- The Director of Public Health
- The body responsible for child protection
- The Planning Authority
- The Health and Safety authorities
- Environmental Health
- Trading Standards
- Home Office
- Representatives of licence holders and club certificate holders
- Local businesses and their representatives
- Local residents and their representatives
- Other bodies and persons that the Authority consider could contribute to this policy

1.7 In undertaking its licensing function, the Licensing Authority will have regard to other legislation, including, but not exclusively:-

- Section 17 of the Crime and Disorder Act 1998: requires the Council to take all reasonable steps to reduce crime and disorder within the District.
- The Regulators' Compliance Code (set out under the Legislative and Regulatory Reform Act 2006) not to impede economic progress by the regulations we set out and to particularly consider the impact of regulations on small businesses; and
- The Provision of Services Regulations 2009 to ensure requirements are:
  - i. Non- discriminatory.
  - ii. Justified by an overriding reason relating to the public interest.
  - iii. Proportionate to that public interest objective.
  - iv. Clear and unambiguous.
  - v. Objective.
  - vi. Made public in advance, and
  - vii. Transparent and accessible.
- Human Rights Act 1998
- The Legislative and Regulatory Reform Act 2006
- Violent Crime Reduction Act 2006
- Police and Crime Act 2009
- Equality Act 2010
- Police Reform and Social Responsibility Act 2011
- Live Music Act 2012
- Anti-Social Behaviour Crime and Policing Act 2014
- The Legislative Reform (Entertainment Licensing) Order 2014
- Deregulation Act 2015

- Modern Slavery Act 2015
- Immigration Act 2016
- Business and Planning Act 2020
- The Terrorism (Protection of Premises) Act 2025

- 1.8 The purpose of licensing is to regulate licensed premises and other events within the terms of the Act. Where the responsible authorities and other parties do not raise any representations about the application made to the licensing authority, it is the duty of the authority to grant the licence or certificate subject only to conditions that are consistent with the operating schedule or club operating schedule and any mandatory conditions prescribed in the 2003 Act itself. The licensing authority may not therefore impose any further conditions unless its discretion has been engaged following the making of relevant representation(s). It may then only impose such conditions as are appropriate to promote the licensing objectives arising out of the consideration of the representation(s).
- 1.9 When as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes and these hours are different to the licensing hours, the applicant must always observe the earlier closing time.
- 1.10 These conditions will relate to the premises and other places being used for licensable activities and the impact of those activities. In this regard the Licensing Authority will primarily focus on the direct impact of any activities taking place on those living, working or otherwise engaged in the area concerned.
- 1.11 Other considerations maybe taken into account including but are not limited to:
- The nature of the licensable activity
  - The nature and locality of the premises
  - The time of day of the proposed licensable activity/activities
  - The frequency of the activity/activities
- 1.12 In order to minimise problems and the necessity for hearings, it would be sensible for applicants and clubs to consult with responsible authorities when schedules are being prepared. This would allow for proper liaison before representations prove appropriate.
- 1.13 The Licensing Authority will also seek to discharge its responsibilities identified by other Government strategies, and policies, so far as they impact on the objectives of the Licensing Act. Some examples of these Strategies are:
- Government Action Plans for Tackling Alcohol Related Crime, Disorder and Nuisance;
  - “Safer clubbing”
  - Age Restricted Products and Services: a Code of Practice for Regulatory Delivery (BRDO 2014)
  - The Lincolnshire Alcohol and Drug Strategy 2014 – 2019
  - The Community Safety Strategy
  - The Children and Young People’s plan for Lincolnshire

1.14 The Licensing Authority takes the following approach to the decision making process:

- Each case will be decided upon its merits. This Authority will not apply a rigid rule to its decision making
- Other persons can include residents'/tenants' associations, community associations, trade associations and elected members. Councillors may represent other persons, providing they do not also sit on the Licensing Sub-Committee determining the application in question
- We will give clear reasons for our decisions

1.15 Where valid representations are made applications will be considered by a Licensing Sub-Committee (consisting of Councillors); we give applicants, responsible authorities and other persons an equal opportunity to state their case in accordance with our hearing procedure, which is available from the Licensing Section.

1.16 It should however be made clear that the licensing function is not to be seen as the primary mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned. Whilst there are a range of statutory powers available to deal with such behaviour, these powers will not always be sufficient to control negative impacts on the licensing objective in the vicinity. Therefore, the fact that such impact may occur is a relevant factor in the consideration of licensing applications. This may lead to a refusal of the application or the application of conditions to meet the concern(s) contained in a relevant representation.

1.17 At the time of reviewing this Policy the Licensing Authority was responsible for the following number of licences and permits:

Premises licence (with alcohol)	282
Premises licence (no alcohol)	59
Club premises certificate (with alcohol)	20
Personal licence holders	1426
<b>Total</b>	<b>1787</b>

## 2 Integrated Strategies and the Avoidance of Duplication

2.1 There are a number of wider issues which may need to be given due consideration when dealing with applications. The Council's Licensing Committee may therefore receive, and may act upon, relevant reports concerning:

- crime and disorder and community safety issues
- needs of the local tourist economy
- cultural strategy for the area
- employment situation in the area and the need for new investment and employment where appropriate

- planning considerations which might affect licensed premise
- local transport arrangements
- Impact of licensing on the provision of regulated entertainment and particularly live music and dancing
- any other reports considered appropriate to the licensing function

2.2 The Licensing Authority recognises that licensing applications should not be seen as a re-run of the planning application process and that there should be a clear separation of the planning and licensing regimes to avoid duplication and inefficiency. There are several key differences between licensing and planning control. Licensing is concerned with the fitness of the operator and detailed issues concerning the operation and management of the premises that are not addressed by the planning control process. Planning control relates to need and the use of the premises. The grant of planning permission should not be a presumption that a premises licence will automatically follow and vice versa.

2.3 Applicants are strongly encouraged to make any appropriate applications for planning permissions/building regulations approval before or at the same time as they make the application for the premises licence/club premises certificate.

2.4 In reaching a decision of whether or not to grant a licence/certificate, the Licensing Authority will take account of any non-compliance with other statutory requirements brought to its attention, particularly where these undermine the licensing objectives. Non-compliance with statutory requirements may demonstrate that the premises are unsuitable for the activities proposed or that the management of the premises is not adequate to protect the public from harm or nuisance.

2.5 In order to avoid duplication with existing legislation and regulatory regimes the Licensing Authority will, not attach conditions to the licence/certificate unless they are considered appropriate for the promotion of the licensing objectives. Conditions will generally be considered unnecessary if they are already adequately covered by other legislation.

### **3 The Licensing Process**

3.0.1 The functions of the Council under the Act may be carried out by the Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority in accordance with the provisions of the of the Act. Delegated powers are in accordance with the table at Appendix 1. These delegated powers do not form part of this Policy and may be amended without consultation or review of the Policy.

3.0.2 Each application for licensing will be considered on its own merits, for example, free from the imposition of quotas on the number of licensed premises or generalised closing times. Nothing in this policy will undermine any person from applying for a variety of permissions under the Act.

3.0.3 Other than electronic applications applicants are reminded that documents submitted as part of an application which bear a signature, criminal record certificates, criminal conviction certificates, subject access documents and licensing qualifications must be original documents. Faxes and photocopies are not acceptable unless with the prior agreement of the Licensing Authority.



- 3.0.4 Failure to submit an application in the correct form will result in that application being returned. The Licensing Authority will endeavour to explain why the application is considered to be deficient, and will invite the applicant to re-submit the application with all the required information. However, we will not return forms if they contain obvious and minor factual errors that can easily be amended. Applications for a premises licence or club premises certificate must be copied to each of the appropriate Responsible Authorities. It is the responsibility of the applicant to send the copies to the Responsible Authorities, unless the application has been properly made by means of an electronic application facility in which case it is the responsibility of the Licensing Authority to circulate the copies.
- 3.0.5 Applicants for any authority or permission are expected to make their application in accordance with the Act and any regulations made there under. Failure to meet this requirement may result in the application being returned.
- 3.0.6 Applications for minor variations may be subject to consultation with the appropriate responsible authorities and will be refused if any responsible authority indicates that they would make a representation on the proposed minor variation.
- 3.0.7 In an effort to avoid unnecessary hearings, applicants are strongly advised to prepare risk assessments and from these formulate any steps they consider appropriate to promote the licensing objectives and then to consult with the responsible authorities as defined within the Act before submitting their applications. Failure to do so may lead to representations which can only be determined by the Licensing Sub-Committee.
- 3.0.8 Account will be taken of the need to encourage and promote all types of entertainment including live music, dancing and theatre for the wider cultural benefit of the community as a whole. If representations are made concerning the potential for limited disturbance arising out of these activities in a particular neighbourhood, the Licensing Authority's consideration will be balanced against the wider benefits to the community.
- 3.0.9 The Licensing Authority acknowledges that the views of vocal minorities should not be allowed to predominate over the general interest of the community.

### **3.1 Premises Licence and Club Premises Certificates**

- 3.1.1 Applicants will be required to submit their application in the form detailed in regulations made under the Act. Applicants will be required to submit with their application for a premises licence, club premises certificate, provisional statement or a variation to their existing premises licence or club registration certificate, an Operating Schedule detailing:
- The licensable activities to be conducted on the premises
  - The times during which it is proposed that the relevant licensable activities are to take place
  - any other times when the premises are to be open to the public or to members of a club
  - Where the licence is required only for a limited period, that period

- where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the designated premises supervisor and a copy of his or her personal licence
- where the licensable activities include the sale of alcohol, whether the alcohol will be supplied for consumption on or off the premises or both
- The steps which the applicant proposes to take to promote the licensing objectives
- All supporting documentation to satisfy the four licensing objectives

3.1.2 Applications will be determined in accordance with the Licensing Act 2003 and subordinate legislation having regard to:

- This Policy
- Guidance issued by the Home Office including the guidance made under section 182 of the Act
- Any 'relevant representations' received (provided they are not determined by officers in consultation with the Chair or Vice Chair of Licensing Committee) to be frivolous or vexatious)

3.1.3 The 2003 Act does not require a designated premises supervisor or any other personal licence holder to be present on the premises at all times when alcohol is sold, however the Licensing Authority would expect that details of where the DPS can be contacted would be available at the premises. The Premises Licence will specify the name of the DPS and it is the responsibility of the licensee to notify the Licensing Authority immediately of any change of the DPS.

3.1.4 "Authorisation" does not imply direct supervision by a personal licence holder of each sale of alcohol. Ultimately, whether an authorisation has been given is a question of fact that would have to be decided by the courts on the evidence before it in the course of a criminal prosecution.

3.1.5 The Secretary of State considers that the following factors should be relevant in considering whether or not an authorisation has been given:

- The person(s) authorised to sell alcohol at any particular premises should be clearly identified;
- The authorisation should have specified the acts which may be carried out by the person being authorised;
- There should be an overt act of authorisation, for example, a specific written statement given to the individual being authorised to supply alcohol; and
- There should be in place sensible arrangements for the personal licence holder to monitor the activity that they have authorised on a reasonably regular basis.

3.1.6 The Secretary of State strongly recommends that personal licence holders give specific written authorisations to individuals that they are authorising to retail alcohol. A single written authorisation would be sufficient to cover multiple sale over unlimited period. This would assist personal licence holders in demonstrating due diligence should issues arise with enforcement authorities; and would protect

employees if they themselves are challenged in respect of their authority to sell alcohol.

- 3.1.7 The form of any written authorization is a matter for the personal licence holder, but the Licensing Authority would recommend that it should satisfy the criteria listed in the paragraph above. Written authorisation is not a requirement of the Act and its absence alone could not give rise to enforcement action.
- 3.1.8 The Licensing Authority reminds Designated Premises Supervisors that the mandatory licence conditions require relevant premises to hold an age verification policy in relation to the sale or supply of alcohol and further they now also provide that the Designated Premises Supervisor is legally responsible for ensuring that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

### **3.2 Adult Entertainment**

- 3.2.1 The Licensing Authority expects all applicants to complete the 'Adult Entertainment' Box of the application form which requires details of 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. If there are to be no such entertainments, services, activities or other matters then the form should state that clearly. The Licensing Authority may return, for amendment, any application which is incomplete in this material area.
- 3.2.2 Applicants should note that the Licensing Authority will attach a 'no adult entertainment' condition to licences when the application indicates that there will be no such entertainment provided.
- 3.2.3 In accordance with the Home Office Guidance to Licensing Authorities, this Authority expects all applicants to make enquiries about the specific area in which the licensed premises is, or is to be, situated. This includes, for example, the proximity to residential properties, areas where children congregate and any risk posed to the local area by the proposed licensable activities. Applicants will be expected to demonstrate this knowledge in their application and accompanying operating schedule.

### **3.3 Large Scale Events of More than 500 People**

- 3.3.1 Organisers of major festivals and carnivals should approach the Licensing Authority at the earliest opportunity to discuss arrangements for the licensing of those activities falling under the 2003 Act. In respect of some events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises. Anyone wishing to hold such an event should notify the Licensing Authority no less than 6 months before the event is due to happen. This will allow time for the preparation of a substantial operating schedule, by the applicant, about which the Licensing Authority will offer advice and assistance. If appropriate, the Licensing Authority will act as a co-ordinating body for preliminary input from the responsible authorities prior to formal notification about the event in appropriate cases by the formulation of a Safety Plan by the Lincolnshire Safety Advisory Group, a group made up of representatives from the Police, Fire, Health and Safety, Highways, District Councils and Ambulance service.

### **3.4 Personal Licences and Designated Premises Supervisors**

- 3.4.1 Personal Licences authorise individuals to sell or supply alcohol, or authorise the sale or supply of alcohol for consumption on or off the premises for which a Premises Licence is in force for the carrying-on of that activity. The Licensing Authority strongly encourages Premises Licence holders where alcohol is being sold to ensure that there are sufficient Personal Licence holders for the premises to ensure adequate supervision of the sale of alcohol.
- 3.4.2 Personal licences remain valid unless surrendered, suspended, revoked or declared forfeit by the courts. The requirement to renew a personal licence was removed from the Licensing Act 2003 by the Deregulation Act 2015. While personal licences issued before the 2015 Act have expiry dates, these licences will remain valid and such dates no longer have an effect. Once granted, the licensing authority which issued the licence remains the “relevant licensing authority” for it and its holder, even though the individual may move out of the area or take employment elsewhere. The personal licence itself will give details of the issuing licensing authority.
- 3.4.3 Every premises licence that authorises the sale of alcohol will require that every supply of alcohol under that licence must be made or authorised by a person who holds a personal licence. This in most instances will be the designated premises supervisor who must hold a valid personal licence.
- 3.4.4 The Licensing Authority will require one of the Personal Licence holders to be a Designated Premises Supervisor (DPS) at premises where alcohol is sold (premises with Club Premises Certificates are exempt from this requirement and Community Premises e.g. Village Halls can apply to remove the requirement). The main purpose being to ensure that there is always one specified individual who can be readily identified as responsible for the day-to-day management of the business at the premises.
- 3.4.5 The Licensing Authority will expect the DPS to have been given day-to-day responsibility for running the premises by the holder of the Premises Licence.

### **3.5 Temporary Event Notices**

- 3.5.1 Certain temporary events are not required to be licensed, although they must be notified to the Licensing Authority, Lincolnshire Police and the WLDC Environmental Protection Team. The Licensing Authority strongly encourages event organisers to submit TENs notifications as soon as reasonably practicable to enable the Police, Environmental Health and the Licensing Authority to work with them to identify and reduce the risk of any issues in relation to the licensing objectives.
- 3.5.2 The Licensing Authority recommends, but cannot insist, that for normal events at least 20 working days notification be given (the legal requirement is 10 working days). Although only the Police and Environment Health Officers can object to TENs, organisers of events where there may be significant numbers of people or may have an impact on the road network or public safety are encouraged to consult with relevant authorities at an earlier stage. In calculating working days we do not count the day of receipt of the Notice, the day of the event, bank holidays or weekends.

### 3.5.3 There are two types of Temporary Event Notice, Standard and Late.

TENs are subject to the following conditions and limitations: -

- The duration for each event is limited to a period of up to 168 hours.
- The event involves the presence of not more than 499 people at any one time.
- The same premises can be used for up to 15 occasions in one calendar year but the aggregate number of days must not exceed 21.
- A personal licence holder is limited to 50 TENs (of which 10 may be 'Late') per calendar year.
- A person not holding a personal licence is limited to five TENs (of which 2 may be 'Late') per calendar year.
- Notification of standard TENs must be at least 10 working days before the event. A 'Standard' TEN submitted with less than 10 working days, but more than 4 working days will be treated as a 'Late' TEN.

3.5.4 Late TENs can be given up to five working days but no earlier than nine working days before the event is scheduled and, unless given electronically to the Licensing Authority, must also be sent by the premises user to the Police and the Environmental Health Officer. A TEN given less than five days before the event to which it relates will be returned, the activities to which it relates will not be authorised. In calculating working days we do not count the day of receipt of the Notice or the day of the event.

3.5.5 The Licensing Authority considers, although it cannot insist, that Late TENs ought not to be used for routine applications but for unplanned changes outside the control of the premises user, for example to change the venue at short notice. This is because of the restrictions of the statutory limits and the consequences should an objection be lodged.

3.5.6 The Police and the Council's Environmental Health Officers are the only bodies who may make representations to a TEN. They can object on grounds that allowing the event to proceed would undermine any one of the licensing objectives. Where objections are received to a Standard TEN the matter will be put before the Licensing Sub-Committee at a hearing. The Sub-Committee may decide to:

- Allow the TEN to go ahead
- Reject the TEN
- If the premises already has a premises licence which authorises the sale of alcohol the Sub Committee may allow the TEN but impose some, or all, of the conditions on the premises licence onto the TEN if appropriate

3.5.7 In relation to the last point above – the Licensing Authority has delegated powers to Officers to issue a TEN with conditions attached (without the need for a licensing hearing) – provided all parties agree to the attachment of the conditions. *(NB the Licensing Authority has not yet formally delegated this power, if the delegation is not made it will be removed from the final policy).*

- 3.5.8 The Police and Environmental Health Officer have a period of three working days from when they are given the notice to object to a TEN. If there is an objection from either the Police or local authority exercising environmental health functions to a Late TEN, the event will not go ahead. In these circumstances there is no scope for a hearing or the application of existing conditions, nor is there a right of appeal.

## **4. Licensing Hours**

- 4.1 The Licensing Authority recognises that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when large numbers of people leave licensed premises at the same time. Longer licensing hours regarding the sale of alcohol may therefore be considered as an important factor in reducing friction at late night food outlets, taxi ranks and other sources of transport.
- 4.2 As far as the Licensing Authority's overall approach to licensing hours is concerned it is not intended that any form of zoning will be introduced. Experience in other areas shows that this can lead to the significant movement of people across boundaries in search of premises opening later and puts greater pressure on town centres than is appropriate, and can lead to increased disorder and nuisance.
- 4.3 Shops, stores and supermarkets should generally be permitted to sell alcohol for consumption off the premises during the normal hours they intend to open for shopping purposes. However, in the case of individual shops that are known to be a focus of disorder and disturbance then, subject to receiving valid, relevant representations, a limitation on licensing hours may be appropriate.
- 4.4 In general, the Licensing Authority will deal with the issue of licensing hours on the individual merits of each application. When issuing a licence, certificate or provisional statement stricter conditions with regard to noise control and/or limitations to opening hours may be imposed in the case of premises which are situated in largely residential or sensitive areas.

## **5. Licensing Objectives**

- 5.0.1 Each of the four licensing objectives is of equal importance and no one objective will take precedence over the others whilst considering applications. The Licensing Authority considers the effective and responsible management of the premises, instruction, training and supervision of staff in the adoption of best practice to be amongst the most essential control measures for the achievement of the licensing objectives. For this reason, these elements should be specifically considered and addressed within an applicant's operating schedule. The Licensing Authority recommends that applicants carry out their own risk assessments in relation to the four licensing objectives in order to assist them in deciding whether any steps are required to be taken in order to meet those objectives.
- 5.0.2 The Licensing Authority reminds applicants of the requirement for them to demonstrate a detailed knowledge of the local area in which their premises is, or is to be located. This knowledge should be translated into the content of their risk assessments.

## **5.1 Prevention of Crime and Disorder**

- 5.1.1 The Licensing Authority will carry out its licensing functions with a view to promoting the prevention of crime and disorder and will seek to ensure that licensees take measures to regulate the behaviour of persons whilst on their premises, or in the immediate vicinity of the premises.
- 5.1.2 In addition to the requirement for the Licensing Authority to promote this licensing objective, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions on, and do all it reasonably can to prevent, crime and disorder in the District.
- 5.1.3 The Licensing Authority recommends applicants to include in their operating schedules the steps they propose to take to reduce/deter crime and disorder. These steps will vary from premises to premises and according to the type of licensable activities that are to be carried on.
- 5.1.4 Examples of measures the Licensing Authority encourage applicants to consider and address include
- Physical security features e.g. use of toughened or plastic drinking glasses; or alternatives, as outlined in the National Alcohol Strategy
  - Procedure for risk assessment of alcohol promotions to ensure they do not promote irresponsible drinking or potentially breach the mandatory condition on irresponsible drinks promotions
  - The use of Security Industry Authority (SIA) registered door supervisors
  - Amount of seating to be provided to reduce high volume vertical drinking
  - Training given to staff in crime prevention and drug awareness measures
  - Measures agreed with the Police to reduce crime and disorder
  - Measures to prevent the use or supply of illegal drugs;
  - Search procedures
  - Participation in an appropriate Radio Link Scheme
  - Formulation of a dispersal policy
  - Measures to prevent customers taking bottles and glasses etc. away from licensed premises
  - Training given to staff to prevent the sale of alcohol to those who are under age or appear drunk
  - Implementing an 'Ask for Angela' or similar scheme at the premises
  - Training given to staff to highlight awareness of violence against women and girls and what interventions can be made at the premises to improve safety
- 5.1.5 CCTV remains one of the most effective measures for reducing crime and disorder. The Licensing Authority expects premises that retail alcohol for consumption on or off the premises will have an effective CCTV system installed that operates in compliance with the requirements of Lincolnshire Police.

## **5.2 Public Safety**

- 5.2.1 The Licensing Authority will carry out their licensing functions with a view to promoting public safety and will seek to ensure that licensees/certificate holders/designated premises supervisors take measures to protect the safety of performers and persons attending licensable activities. The risk to public safety will vary according to the type of premises and the activities carried out.
- 5.2.2 Where an applicant identifies an issue in regard to public safety (including fire safety) which is not covered by existing legislation, the applicant should identify in their operating schedule the steps which will be taken to ensure public safety.
- 5.2.3 Depending on the individual style and characteristics of the premises and/or events the following issues may be of relevance:
- Suggested occupancy figures (including staff and performers)
  - Use of equipment
  - Levels of door supervision
  - Measures to prevent the supply and use of illegal drugs
  - Physical safety features e.g. use of toughened glass, polycarbonate and plastic containers
  - Fire evacuation procedures
  - Provision of CCTV
  - For Large Scale Events regard should be had for the work of Lincolnshire Safety Advisory Group (S.A.G.)
- 5.2.4 The Licensing Authority would advise applicants applying for permissions to stage events which are likely to draw in large numbers of people and/or have an impact on the road network to have consulted with those authorities concerned with public safety and in particular with the Lincolnshire and West Lindsey Safety Advisory Groups (SAG)..
- 5.2.5 SAG is not a responsible authority but is made up from representatives from bodies concerned with public safety; some of which are responsible authorities. Applicants are advised that the planning and consultation with SAG should commence at an early stage and on particularly large events promoters/organisers should commence consultation at least a year in advance of the event.
- 5.2.6 It is also advisable for applicants to read the guidance for large scale events titled HSG 195, The Event Safety Guide (for health, safety and welfare at music and similar events) commonly known as the Purple Guide.
- 5.2.7 The occupancy capacity for premises, and events as appropriate, is a fundamental factor in the achievement of the four licensing objectives (except in respect of premises licensed for the consumption of food and/or alcohol off the premises). The Licensing Authority recommends the issue of occupancy capacity (including staff and performers) to be considered and addressed within the premises' fire risk assessment.
- 5.2.8 The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors



should also be considered when assessing the appropriate capacity for premises or events. These include but are not limited to:

- The nature of the premises or event,
- The nature of the licensable activities being provided,
- The provision or removal of such items as temporary structures, such as a stage, or furniture,
- The number of staff available to supervise customers both ordinarily and in the event of an emergency,
- The customer profile,
- Availability of suitable and sufficient sanitary accommodation,
- Nature and provision of facilities for ventilation.

- 5.2.9 The agreement to a capacity for premises or events should not be interpreted as a requirement in all cases to also provide permanent monitoring arrangements such as door staff, attendance clickers or maintenance of attendance records. The Licensing Authority recognises that the person in charge at the premises can often readily assess the capacity of premises without the need to resort to such measures. However, where the capacity is likely to be reached (such as on known busy evenings) and particularly where a special event or promotion is planned, the applicant is advised to detail the additional arrangements that will be put in place to ensure that the capacity of the premises is not exceeded.
- 5.2.10 It will be the responsibility of licence/certificate holders/designated premises supervisors to ensure they have complied with all Health and Safety legislation.
- 5.2.11 Applicants are strongly recommended to have undertaken full risk assessments of the premises, including fire risk assessments, which are a continuous process and as such must be monitored and audited. New and existing control measures should be maintained to make sure they are still working effectively.
- 5.2.12 The Terrorism (Protection of Premises) Act 2025, or Martyn's Law, received Royal Assent on 3 April 2025. This legislation, once fully implemented, will place a requirement on those responsible for certain premises and events to take appropriate action to reduce the risk of harm to their workers and the public. To ensure a proportionate approach, it is expected that procedures and measures that are reasonably practicable are put in place. The legislation establishes a tiered approach linked to the different uses of premises and the number of individuals it is reasonable to expect may be present at the same time at the particular premises or events.
- 5.2.13 There are procedures to be followed by people working at the premises where they suspect an act of terrorism is occurring, or is about to occur, at the premises or in the immediate vicinity. The aim of these requirements is to improve staff preparedness and responses. The Act does not require physical alterations to premises or the purchase of equipment for the purpose of having these procedures in place. Further information can be found at: [Terrorism \(Protection of Premises\) Act 2025: Overarching Factsheet](#)

### 5.3 Prevention of Public Nuisance

- 5.3.1 Licensed premises have a significant potential to impact adversely on communities through public nuisances that arise from their operation. The Licensing Authority wishes to maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.
- 5.3.2 The Licensing Authority intends to interpret “public nuisance” in its widest sense and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.
- 5.3.3 When addressing public nuisance the applicant should initially identify any particular issues (having regard to their type of premises and/or activities) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant’s operating schedule.
- 5.3.4 When addressing the issue of prevention of public nuisance, applicants are encouraged to demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include:
- The location of premises and proximity to residential and other noise sensitive premises such as hospitals, hospices and places of worship
  - The hours of opening, particularly between 23.00 and 07.00
  - The nature of the activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside the premises
  - The design and layout of the premises and in particular the presence of noise limiting features
  - The occupancy capacity of the premises
  - ‘wind down period’ between the end of the licensable activities and the closure of the premises; or formulation of a dispersal policy
  - Last admission time
  - The availability of public transport
  - The availability of parking and access to such parking
  - The impact of service vehicles, particularly outside of business operating hours. e.g. delivery vehicles, waste and bottle collection etc.
- 5.3.5 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:
- Effective and responsible management of premises,
  - Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance e.g. to ensure customers leave quietly,
  - Provision of CCTV,

- Control of operating hours for all or parts (e.g. garden areas) of the premises, including such matters as deliveries,
- Adoption of best practice guidance relating to noise prevention (e.g. Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics),
- Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices,
- Management of people, including staff and traffic (and resulting queues) arriving and leaving premises,
- Sighting of external lighting, including security lighting,
- Management arrangements for collection and disposal of litter,
- Effective ventilation systems to prevent nuisance from odour,
- Undertaking noise impact assessments,
- Signage requiring customers to leave the premises in a quiet and orderly manner.

## **5.4 Protection of children from harm**

5.4.1 The Licensing Authority recognises the great variety of premises for which licences may be sought. These will include theatres, cinemas, restaurants, pubs, nightclubs, cafes, takeaways, community halls or centres and schools. Except as prohibited by law, access by children to all types of premises will not be limited in any way unless it is considered appropriate to do so to protect them from harm.

5.4.2 When deciding whether to limit access to children, other than in circumstances where the law demands their access to be limited, applicants/licence/certificate holders should consider the activities carried on at the premises. Examples which may give rise to concern in respect of children would include premises:

- Where entertainment or services of an adult or sexual nature are commonly provided
- Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking
- With a known association with drug taking or dealing
- Where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines)
- Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises

5.4.3 In the case of premises which are used for film exhibitions, conditions will be imposed restricting access only to those who meet the required age limit in line with any certificate granted by the British Board of Film Classification or, in specific cases, a certificate given to the film by the Licensing Authority itself.

5.4.4 Where a large number of children are likely to be present on any licensed premises, for example, a children's show or pantomime, then following the receipt of relevant representations conditions may be imposed requiring the presence of an appropriate

number of adult staff to ensure public safety and their protection from harm. Where the Licensing Authority considers it appropriate following the receipt of relevant representations it may require the adult supervisors (being persons over the age of 18) to be subject to an enhanced Disclosure & Barring Service check (DBS). The onus will be on the premises licence holder to ensure, where required, these checks have been undertaken and the persons are suitable to carry out the supervision of children, which may include criminal record disclosure from the Disclosure & Barring Service.

5.4.5 The options available for limiting access by children would include:

- Limitations of the hours when children may be present
- Limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place
- Limitations on the parts of premises to which children might be given access;
- Age limitations (below 18)
- Requirements for accompanying adults (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult)
- Full exclusion of those people under 18 years of age from the premises when any licensable activities are taking place

5.4.6 The Licensing Authority will not impose any condition that specifically requires access for Children to be provided at any premises. Where no restriction or limitation is imposed the issue of access will remain a matter for the discretion of the individual licence holder/certificate holder or designated premises supervisor.

5.4.7 Where licence holders wish to employ children, they should ensure that the legislation regarding this matter is complied with and any appropriate permits to work have been obtained. Further information on the requirements of this legislation is available from the Lincolnshire Safeguarding Children Board.

5.4.8 In respect of premises licensed for the sale of alcohol, the Licensing Authority commends the [Portman Group Codes of Practice](#) for the naming, packaging and promotion of alcoholic drinks.

5.4.9 The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting them from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). The Licensing Authority is especially mindful that it must always consider the need to protect children from sexual exploitation.

5.4.10 The general relaxation in the Act giving accompanied children greater access to licensed premises is a positive step, aimed at bringing about a social change in family friendly leisure. This relaxation places additional responsibilities upon licence holders but the Authority acknowledges that parents and other adults accompanying children also have responsibilities.

- 5.4.11 The sale of alcohol to children and young persons under the relevant age is a criminal offence, often resulting in harm to the children and young persons concerned and disturbance and nuisance to local residents and businesses. In an effort to avoid inappropriate representations & subsequent hearings applicants are encouraged to detail adequate control measures in their operating schedule to prevent under-age sales. The Licensing Authority recognises that Lincolnshire County Council Trading Standards Service, as part of its responsibilities and duties under the legislation controlling the sale of age restricted products, including alcohol, provides advice and guidance on the controls and systems that may be adopted to help prevent such sales. The Licensing Authority also recognises that in liaison with the Police, the Trading Standards Service conducts covert test purchasing exercises to check compliance with the law. The Licensing Authority commends the adoption of Proof of Age Schemes such as the Challenge 21 scheme or other similar approved schemes.
- 5.4.12 Mandatory conditions require the adoption of a proof of age scheme. The Licensing Authority commends a scheme such as the British Retail Consortium's Proof of Age Standards Scheme (PASS), the "Challenge 21" scheme, "Challenge 25" scheme or any locally or nationally approved scheme. All staff engaged in the sale or supply of alcohol should be fully trained in the application of any policy adopted.
- 5.4.13 The Designated Premises Supervisor at a licensed premises is legally responsible for ensuring that the supply of alcohol at the premises is carried on in accordance with the age verification policy. 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:
- a. a holographic mark, or
  - b. an ultraviolet feature.

The body responsible for the interests of children is:

The [Lincolnshire Safeguarding Children Partnership](#) which is contactable through Lincolnshire County Council.

## **6. Cumulative Impact**

- 6.1 The cumulative impact of licensed premises on the promotion of the licensing objectives is a matter which the Licensing Authority can take into account. This should not, however, be confused with 'need' which relates more to the commercial demand for a particular type of premises e.g. a pub, restaurant or hotel. The issue of 'need' is therefore a matter for planning consideration or for the market to decide and does not form part of this licensing policy statement.
- 6.2 The Licensing Authority may receive representations from either a responsible authority or an other person, (both defined by the Act), that the cumulative impact of new licences is leading to an area becoming saturated with premises of a certain type, making it a focal point for large groups of people to gather, and thereby creating exceptional problems of disorder and nuisance over and above the impact from the individual premises themselves. In such cases the issue of cumulative

impact can be taken into account when considering the individual merits of any application.

- 6.3 The Licensing Authority will not operate a quota of any kind which would pre-determine any application, nor will it seek to impose general limitations on trading hours in particular areas. Instead, regard will be given to the individual characteristics of the premises concerned within a given area. It is recognised that pubs, nightclubs, restaurants, hotels, theatres, and other clubs all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. Proper regard will be had to those differences and the impact they are likely to have on the local community.
- 6.4 The decision to include a special policy within this policy will be evidentially based. The steps that will be followed in considering whether to adopt a special policy are:
- Identification of concern about crime and disorder or public nuisance
  - Consideration of whether it can be demonstrated that crime and disorder and nuisance are arising and are caused by the customers of licensed premises, and if so identifying the area from which the problems are arising and the boundaries of that area; or that the risk factors are such that the area is reaching a point when a cumulative impact is imminent
  - Consultation with those specified by section 5(3) of the 2003 act as part of the general consultation required in respect of the whole statement of licensing policy
  - Subject to that consultation, inclusion of a special policy about future premises licence or club premises certificate applications from that area within the terms of the guidance issued under section 182 of the 2003 act in the statement of licensing policy
  - Publication of the special policy as part of the statement of licensing policy required by the 2003 act
- 6.5 Any saturation policy is not absolute, and the circumstances of each application will be considered properly.
- 6.6 There are a number of other mechanisms for addressing issues of unruly behaviour which occur away from licensed premises. These include:
- planning controls
  - positive measures to create a safe and clean environment in partnership with local businesses, transport operators and others
  - the provision of CCTV surveillance in urban centres, ample taxi ranks, provision of public conveniences open late at night, and effective street cleaning
  - powers to designate parts of the District as places where alcohol may not be consumed publicly
  - confiscation of alcohol from adults and children in designated areas
  - police enforcement of the general law with regard to disorder and anti-social behaviour, including the issue of fixed-penalty notices

- police powers to close down instantly for up to 24 hours any licensed premises or temporary event on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance
- the power of police, other responsible authorities, local businesses or residents to seek a review of the licence or certificate in question
- enforcement action against those selling alcohol to people who are already drunk
- Directions to leave under section 27 of the Violent Crime Reduction Act 2006.

6.7 The Licensing Authority may address a number of these issues through the Community Safety Partnership and County Licensing Group in line with the strategic objectives for crime and disorder reduction within the District.

## **7. Nudity and Striptease**

- 7.1 Where the activities specified in an operating schedule include adult entertainment the Licensing Authority, subject to receiving a relevant representation, will take into consideration the increased risk to the promotion of the Licensing Objectives. In particular, the Council will expect the applicant to have given additional thought to the promotion of the Licensing Objectives. (See section 6.5 – Protection of Children).
- 7.2 Whilst it is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature, the Licensing Authority considers that such entertainment would include topless bar staff, striptease, lap, table or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.
- 7.3 This Authority has adopted the provisions of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended by Section 27 of the Policing and Crime Act 2009) so that it can licence sexual entertainment venues in the District.
- 7.4 The Licensing Authority recognises that some premises providing sexual entertainment may not be providing the entertainment at a frequency which requires the premises to be licensed as a sexual entertainment venue. Where such premises are providing (or intending to provide) striptease or any other kind of nudity (for example, pole or lap dancing or topless waitresses) the Licensing Authority, subject to receiving a relevant representation, will take into consideration the increased risk to the promotion of the licensing objectives. In particular, the Licensing Authority encourages applicants to have given additional thought in their operating schedule to the promotion of the licensing objectives.
- 7.5 Where premises licence applications include striptease or any other kind of nudity, the Licensing Authority will (on the receipt of relevant representations) have particular regard to the location of the premises in relation to places of religious worship or instruction, schools, youth clubs, nurseries, children's centres or other premises where significant numbers of children are likely to attend. With regard to location the Licensing Authority will give close scrutiny to those applications, which are in close proximity to the aforementioned premises or outside a major town centre



- 7.6 In order to promote the licensing objectives, where the Licensing Authority grants premises licences that include striptease or any other kind of nudity it will generally (following the receipt of relevant representations) impose conditions relating to the following issues:
- The location within the premises where the activity takes place.
  - The absence of advertising the activities outside the premises.
  - The measures taken to ensure no person under 18 years of age enters the premises whilst adult entertainment is taking place.
  - The measures taken to ensure that the activities inside the premises cannot be seen from outside the premises.
  - The position of the performers' dressing rooms in relation to the area in which they perform.
  - Absence of physical contact between performers and customers.
  - Absence of private booths or private performance areas.
  - Means by which potential customers will be made aware of the nature of the performance.
  - Stewarding arrangements.
- 7.7 Where a premises has a licence issued under the 2003 Act and a sex entertainment venue licence issued under the Local Government (Miscellaneous Provisions) Act 1982 and there are similar conditions on both licences, the more onerous will apply.

## **8. General Matters**

### **8.1 Regulated Entertainment**

- 8.1.1 The Licensing Authority is keen to encourage the performance of music and other entertainment at local venues and welcomes the changes to the 2003 Act which aim to facilitate such local activities. The cumulative effects of the deregulatory changes mean that no licence is required for the following activities:
- Live unamplified music anywhere between 0800-2300hrs
  - Live amplified music in licensed premises and workplaces between 0800-2300hrs as long as the audience does not exceed 500.
  - Recorded music between 0800-2300hrs in on-licensed premises provided the audience does not exceed 500.
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500
  - Dance: 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 an event between 08.00 and 23.00 on any day, provided that those present do 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.

8.1.2 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.

8.1.3 An authorisation for regulated entertainment is always required for entertainment activities that take place before 08.00 or after 23.00, unless exempted under any other provision of the 2003 Act. Applicants should always consult the Licensing Authority if there is any doubt about licensing requirements.

8.1.4 Any Licence conditions imposed for live or recorded music activities will only apply if the activity has:

- more than 500 people present, and/or
- the activities are taking place between 23.00hrs and 08.00hrs.

8.1.5 These conditions will, in effect, be suspended between 08.00hrs and 23.00hrs if a performance of live music or the playing of recorded music takes place before an audience of 500 people or fewer, but will remain on the face of the licence for when these activities may take place under other circumstances.

8.1.6 The Authority also acknowledges that the changes aim to strike a balance between the management of risks and regulatory burdens. The Licensing Authority is also mindful that anyone involved in the organisation or provision of entertainment activities whether or not any such activity is licensable under the 2003 Act – must comply with any applicable duties that may be imposed by other legislation relevant to the event (e.g. in areas such as crime and disorder, fire, health and safety, noise, nuisance and planning). Any such person should take steps to be aware of relevant best practice, and may find responsible authorities a useful source of expert support and advice.

8.1.7 The Licensing Authority can remove the effect of the deregulation following a licence review and make live and recorded music in licensed premises licensable.

8.1.8 The Licensing Authority is aware that the comprehensive changes, whilst designed to reduce red tape, can be a source of confusion. In case of doubt when deciding if an activity is licensable organisers are urged to check with the Authority. Each case will be judged on its own merits. Karaoke is live music.

## **8.2 Early Morning Restriction Orders (EMROs)**

- 8.2.1 EMROs can be introduced by the Licensing Authority for any part of the District where it is considered that restricting the sale of alcohol between Midnight and 6am is appropriate to promote the four licensing objectives. It can apply either every day or for certain days, and for an unlimited or time-limited period.
- 8.2.2 Prior to introducing an EMRO, the Authority must consult directly with the Responsible Authorities, licensed premises and more widely with residents and other parties likely to be affected. Any representations must be made within a 28-day period and be considered by the relevant Licensing Committee; the EMRO itself must be endorsed by the full Council. Once introduced, the EMRO will make it an offence to sell alcohol during the times specified in the order, whether under a premises licence, club premises certificate or TEN (subject to certain specified exceptions).
- 8.2.3 The Licensing Authority does not, at this time, envisage the need for an EMRO in the District and so any consultation in relation to the possible introduction of an EMRO or decision to implement an EMRO will be undertaken separately.

## **8.3 Late Night Levy (LNL)**

- 8.3.1 Late night levies allow Licensing Authorities to charge a levy on persons who are licensed to sell alcohol late at night to contribute towards the policing costs generated by the late night economy. Any revenue must be shared between the Licensing Authority and the Police.
- 8.3.2 A consultation process is required before introducing a LNL. The consultation process will include the Police, licence holders and others. Unlike EMROs a LNL will not apply to TENS.
- 8.3.3 The legislative provisions for the LNL are not part of the Licensing Act 2003 so this is not, therefore, an issue directly related to this Policy. Like EMRO's there are no current plans to consider introducing a LNL.

## **8.4 Outdoor Furniture and Street Café Licences**

- 8.4.1 The Licensing Authority will (on the receipt of relevant representations) carefully consider any application for a premises licence where outdoor tables and chairs are to be provided. In particular the Licensing Authority will consider the premises in the context of their location, the hours during which the premises are to be open, the proposed licensable activities and proposals for control of tables and chairs outside the hours of operation. Where appropriate, licence holders should ensure that they have an agreement (street café licence) with Lincolnshire County Council to use the public footway for the provision of tables and chairs.

## **8.5 Smoke Free Legislation**

- 8.5.1 The Licensing Authority is aware that with the introduction of smoke free legislation there are a small number of licensed premises in the District that are unable to provide external smoking areas due to the layout and constraints of the particular licensed establishment. The Licensing Authority is aware that the congregation of

patrons on the public highway outside the premise, who have temporarily vacated the premise in order to smoke, may in certain circumstances, lead to public nuisance issues. This is particularly the case where customers remain outside for some considerable period of time and consume alcohol immediately outside the premise as well as smoking. Licence holders should therefore ensure that appropriate measures are in place where appropriate to minimise public nuisance as a result of customers congregating outside the premise. Where applications for review are received the Licensing Authority may consider measures to negate public nuisance in the immediate vicinity of the premise.

## **8.6 Late Night Refreshment**

- 8.6.1 With regard to premises providing late night refreshment for consumption off the premises, the Licensing Authority will (on the receipt of relevant representations) carefully consider the level of nuisance likely to be caused by way of noise and litter/food refuse being deposited in the vicinity of the premises. Applicants should consider proposing practical steps in their operating schedule to reduce the likelihood of such problems.

## **8.7 Designated Premises Supervisor**

- 8.7.1 The sale and supply of alcohol, because of its impact on the wider community and on crime and anti-social behaviour, carries with it greater responsibility than that associated with the provision of regulated entertainment and late night refreshment. Because of this the Licensing Authority will normally expect that the DPS for a licensed premise will be able to demonstrate that they are in day to day control of the premises and playing an active role in its operation through a regular personal presence.

## **8.8 Review of Premises Licences and Club Premises Certificates**

- 8.8.1 A review of premises licences or club premises certificates is a means available to responsible authorities and other persons to examine the operation of the premises when it become problematic and is putting the licensing objectives at risk. The Licensing Authority will consider the full range of powers available to it when an application for review of a licence or certificate is heard. It will however be mindful of the need to prevent the review process being used as an opportunity by Responsible Authorities and Other persons to re-run earlier representations without due cause. The power to review premises licences/certificate represents a crucial protection for the community, especially with regards to the promotion of the four licensing objectives. Reviews of licences/certificates may be triggered at any stage by Responsible Authorities or Other persons due to a matter arising at the licensed premises and relating to one of the four licensing objectives. Reviews will become appropriate following the service of a closure order. It is the Licensing Authority's belief that the promotion of the licensing objectives is best achieved in an atmosphere of mutual co-operation between all stakeholders. Reviews should therefore be mainly reserved for circumstances where early warnings of concerns and the need for improvement have gone unheeded by the management of the licensed premises.
- 8.8.2 This Authority emphasises the importance of all parties working in partnership to achieve the promotion of licensing objectives; the Authority expects that

Responsible Authorities will aim to give licensees early warning of any concerns identified at a premises.

- 8.8.3 The Licensing Authority is also a Responsible Authority under the Act. When acting as a Responsible Authority the Licensing Authority will, as far as is practicable, operate in accordance with the Home Office Guidance to Licensing Authorities in that there will be clear and identifiable separation of responsibilities. The Licensing Authority is able to initiate a licence review and to make representations about licence applications. The function of initiating a licence review is delegated to the Team Manager, Community Action Team, a post within the Localism Service of the Council. The Licensing Team, which serves the Licensing Authority, is a separate entity. The Team Manager, Community Action Team will initiate any premises reviews or make any relevant representations in relation to licence applications, whilst the Licensing Team will process applications and reviews and offer advice to the Licensing Authority.
- 8.8.4 The Licensing Authority does not, as a general rule, intend to act as a responsible authority on behalf of other parties (for example, local residents, local councillors or community groups). Such parties can make relevant representations in their own right, and it is reasonable to expect them to make representations themselves where they are reasonably able to do so. However, if these parties have failed to take action and the Licensing Authority considers that there are relevant grounds to make a representation then it may choose to act in its capacity as responsible authority.
- 8.8.5 The Licensing Authority expects that other responsible authorities should intervene where the basis for the intervention falls within their remit, For example, the Police where the representations are based on concerns about crime and disorder. Likewise, officers exercising environmental health functions should make representations where there are concerns about noise nuisance.
- 8.8.6 The Licensing Authority may choose to make representations in some circumstances, for example to bring together a number of minor unconnected complaints, that in themselves would not result in a representation from another Responsible Authority but when considered together may amount to a public nuisance. Likewise it could act to deal with breaches of licence conditions only witnessed by licensing officers.
- 8.8.7 Responsible Authorities and Other persons (e.g. local residents, local organisations and West Lindsey District Council Members) can apply for the review of a licence; the Licensing Authority itself acting as responsible authority can initiate the review process. The Authority's role will also be to administrate the process and determine its outcome at a hearing where an evidential basis for the allegations made will need to be submitted.
- 8.8.8 The Licensing Authority will seek to establish the cause or causes of the concern and remedial action will be targeted at such causes. Any action will be proportionate to the problems involved. The steps the authority may take at a review hearing are:
- Modify (which includes adding deleting or altering) the conditions
  - Excluding licensable activities from the licence/certificate
  - Remove the designated premises supervisor
  - Suspend the licence for a period not exceeding 3 months

- Revoke the licence/certificate
- Take no action

8.8.9 The Sub-Committee may also consider issuing an informal warning to the licence holder and/or to recommend improvement within a particular period of time. If none of the above steps is considered appropriate the premises licence will remain in the form it was granted. Where reviews arise and the licensing authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence, even in the first instance, should seriously be considered.

## **8.9 Councillors as Other Persons**

8.9.1 The definition of “other person”, in relation to the Licensing Act 2003, can include Councillors/Members. When acting as an other person Members will be aware of the role of the elected members in relation to licensing committee hearings and the Model Code of Conduct.

## **8.10 Town and Parish Councils**

8.10.1 The Licensing Authority recognises that Town and Parish Councils are bodies that are democratically elected to represent the views of their area. They are not Responsible Authorities under the Act but they are able to act as ‘other persons’ in their own right and also to represent the views of other parties when requested to do so.

## **8.11 Drinking Up Time/Chill Out Period**

8.11.1 It is recommended the hours during which premises are licensed to sell or supply alcohol and the opening hours of a premise are not the same and therefore applicants for premises licensed for the sale of alcohol for consumption on the premises are advised to consider a drinking up/cooling down period during which music volume (especially base beat) may be reduced, customers may consume their drinks, use the toilet facilities and make arrangements for transport from the premises. The Licensing Authority considers that this approach will assist in the gradual dispersal of customers and consequently reduce impact on the surrounding area.

8.11.2 The Licensing Authority will consider imposing a condition on drinking up time in individual cases where relevant representation(s) are made and it is considered that such a condition is appropriate in order to promote the licensing objectives in any individual case.

8.11.3 Applicants and licence holders are reminded that the provision of late night refreshment between the hours of 2300 and 0500 (with certain exceptions) is a licensable activity. As such the provision of late night refreshment must only take place by way of authorisation under the Licensing Act 2003.

## **8.12 Staff Training and Safeguarding**

8.12.1 The licensing authority recognises the role that licensed premises play towards safeguarding and the protection of vulnerable persons. Safeguarding is not limited to

children and young people, and vulnerability is an inherent part of the night-time economy. Various training packages and resources exist which could help promote safeguarding awareness amongst staff members. This Authority recognises and supports initiatives such as [Ask for Angela](#), the [Welfare and Vulnerability Engagement](#) (WAVE) Initiative and the work of [Drinkaware](#).

- 8.12.2 The safety of women within the night-time economy is crucial, as often the night-time can pose a risk of harassment, unwelcome situations and a feeling of vulnerability. As a licensed premises, being proactive, establishing clear policies and staff training can create a more secure atmosphere and implementing simple measures such as well-lit entrances and exits, and having visible security can enhance overall safety and comfort for women in social spaces. Promotion of campaigns relating to the safety and wellbeing of women and vulnerable people at the premises (such as those above) must also be considered.

### **8.13 Petrol Stations**

- 8.13.1 Section 176 of the Act states that any authorisation for the supply of alcohol in relation to a garage will have no effect if the premises is used primarily as a garage. It is for the Licensing Authority to decide in the light of the facts whether or not any premises are used primarily as a garage. The Licensing Authority will establish primary use based on an examination of the intensity of use by customers of the premises and not based on an examination of gross or net turnover.

### **8.14 Circuses**

- 8.14.1 Travelling circuses are now exempt from licensing in respect of any entertainment (excluding film shows, boxing or wrestling) which takes place there, provided that:
- It takes place within a moveable structure that accommodates the audience and;
  - The circus has not been on the same site for more than 28 consecutive days.

### **8.15 Excessive Consumption of Alcohol/Binge Drinking/Irresponsible Drinks Promotions**

- 8.15.1 The Licensing Authority is acutely aware of the link between the supply of excessively discounted liquor or irresponsible drinks promotions and incidents of alcohol related disorder as well as the impact that excessive or binge drinking can have on public health. The Council as Licensing Authority will use the powers contained within the Licensing Act to ensure operators' promotional activities do not undermine the licensing objectives.
- 8.15.2 Licence holders are reminded that the mandatory licence conditions require the responsible person at the licensed premises to take all reasonable steps to ensure that staff do not carry out irresponsible promotions. Irresponsible promotion means carrying on an activity (defined in the mandatory condition), which carries a significant risk to the licensing objectives. When deciding whether a drinks promotion constitutes an irresponsible promotion the Authority will make specific reference to the guidance issued by the Home Office in relation to drinks promotions

and the Authority will give appropriate weight to the Home Office document in its decision making process.

- 8.15.3 Irresponsible drinks promotions are likely to encourage excessive consumption or binge drinking and result in alcohol fuelled incidents of crime and disorder and implications for public safety, public nuisance and may expose children to risk of harm.
- 8.15.4 Any premises found to be promoting irresponsible drinks promotions (likely to have a negative effect on the licensing objectives) will be liable for prosecution. Responsible Authorities have stated that where evidence shows that a premises' alcohol drinks promotions are undermining one or more of the licensing objectives, then they may instigate a review of the licence.
- 8.15.5 When completing operating schedules and in their management of premises, applicants should consider guidance documents on the responsible promotion of alcohol and on binge drinking, such as the British Beer and Pub Association's document – Point of Sales Promotion Standards for the Management of Responsible Drinks Promotions, including happy hours. The Licensing Authority expects applicants to have regard to these issues when completing risk assessments or operating schedules.
- 8.15.6 Where relevant representations are made or reviews are requested on any individual case, the licensee will be expected to demonstrate to the Licensing Authority that appropriate measures are in place to ensure that promotions do not carry a significant risk to the licensing objectives.
- 8.15.7 On receipt of relevant representations, or review applications, from a Responsible Authority or Other person, which demonstrate a clear link between sales promotions and levels of crime and disorder or public nuisance on or in the vicinity of the premises, the Licensing Authority will seriously consider the status of the premises licence.
- 8.15.8 The Director of Public Health may be useful in providing evidence or making representations in respect of matters such as alcohol-related A&E admissions or ambulance service data that might be directly relevant to an application under the act.
- 8.16 Community Premises and Applications for the Removal of the Requirement for a Designated Premises Supervisor**
- 8.16.1 The Licensing Authority recognises that community premises may apply for the removal of the requirement for a Designated Premises Supervisor (DPS).
- 8.16.2 On receipt of an application requesting the removal of the two mandatory conditions relating to the need for a Designated Premises Supervisor, and sales of alcohol being authorised by a personal licence holder, the Licensing Authority will consider replacing those conditions with the following alternative condition:
- Every supply of alcohol under the premises licence must be made or authorised by the management committee

- 8.16.3 Such applications shall only be granted to 'community premises'. A Community Premises is defined as premises that are or form part of;
- a) a church hall, chapel hall or other similar building, or
  - b) a village hall, parish hall, community hall or similar building
- 8.16.4 When considering whether a premises is a community premises the Licensing Authority will consider each application on its own merits. The main consideration for the Licensing Authority will be how the premises are predominately used. If they are genuinely made available and accessible by a broad range of persons and sectors of the local community, for purposes beneficial to the community as a whole, then the premises is likely to meet the definition. However if there is an aspect of private gain in relation to the operation of the premises then it is unlikely to be viewed as a community premises.
- 8.16.5 Before granting the dispensation from the requirement for a DPS the Licensing Authority will need to be satisfied that suitable arrangements are in place at the community premises in order to manage the supply of alcohol. Officers acting under delegated powers will undertake the initial scrutiny of applications. If Officers or the Police are not happy with the arrangements (and the applicant still wishes to proceed with the application) then the application will be considered by a Licensing Sub-Committee hearing.
- 8.16.6 All applications must be copied to the Police for comment and consultation. The Licensing Authority will allow the Police 28 days to make any representations.
- 8.16.7 The Licensing Authority will consider the management arrangements of the premises when considering applications for the removal of the requirement for a DPS. The management should be by a formal Management or Executive Committee, and the premises licence must be in the name of that committee. The Licensing Authority will need to be satisfied that the arrangements for the management of the premises are sufficient to ensure adequate supervision of the supply of alcohol on the premises. Any arrangements should normally include:
- The contact details of a responsible person or nominated contact to take any appropriate action should issues arise
  - A written policy on how children and underage sales of alcohol will be managed. The policy should identify the offences under Sections 145 to 153 inclusive of Licensing Act 2003 in respect of children and alcohol
  - An effective hiring agreement when the premises are hired for private events
  - Provision of a Refusals Register
  - Provision of Staff Training
- 8.16.8 Community premises should note that the Licensing Authority supports the Challenge 21 Scheme in order to combat the underage sales of alcohol and endorses the **Action with Communities in Rural England (ACRE)** model in relation to community premises hiring agreements.
- 8.16.9 The Licensing Authority would normally expect any hiring agreement to contain the following:



- The conditions of the premises licence
- The policy on underage sales
- A signed declaration that the hirer has read and understands his responsibilities in leasing the premises

8.16.10 The management board or committee, as premises licence holder, will collectively be responsible for ensuring compliance with the law.

8.16.11 If a representation is received from the Police requesting the imposition of the same mandatory conditions applicable to non-community premises, then the Licensing Authority will consider whether those conditions are appropriate to promote the crime prevention objective before granting or varying the licence. Where a review application is made in respect of a premises licence that includes the 'alternative condition', the Licensing Authority may determine that normal mandatory conditions should apply, and a Designated Premises Supervisor is required.

## **8.17 New Year's Eve and New Year's Day**

8.17.1 The Licensing Authority recognises that licensed premises are likely to wish to have extended operating hours over the period of New Year's Eve into New Year's Day. With this in mind applicants are encouraged to make provision for this period in their licence applications rather than perhaps relying on a Temporary Event Notice (TEN). If representations are made concerning the potential for noise disturbance during this limited period, the Licensing Authority's consideration will be balanced against the special nature of this particular time of the year.

## **8.18 Licence Suspensions – non-payment of annual fee**

8.18.1 Most Premises Licences and Club Premises Certificates attract an annual fee, the payment of which is due on the anniversary of the grant of the licence or certificate. The Act requires a licensing authority to suspend a premises licence or club premises certificate if the annual fee is not paid when it is due, unless the payment was not made because of an administrative error, or a disputed liability for the fee notified before or at the time of the due date. In either of these cases there is a grace period of 21 days to allow the licensing authority and the licence holder the opportunity to resolve the dispute or error.

8.18.2 A dispute is one relating to liability to pay the fee at all or relating to its amount. In either case, the licence or certificate holder must notify the licensing authority of the dispute on or before the date on which the fee to which it relates becomes due.

8.18.3 There is no definition of "administrative error" in the 2003 Act, but it can include an error on the part of the licensing authority, the licence or certificate holder, or any other person. Therefore, "administrative error" will be given its plain, ordinary meaning. An example might be where post has been misdirected.

8.18.4 Where such a suspension takes place the Licensing Authority must give a minimum of two days' notice and may inform the police and other Responsible Authorities of the suspension. All licensable activities must cease when the suspension takes effect. The suspension will only cease on payment of the outstanding fee irrespective of any transfer or hearing which may take place. The debt is owed by the licence holder who held the licence at the time it was suspended. However, it is

likely that any new holder will make the payment. Where more than one payment year has been missed the outstanding fee in relation to each year will be required to reinstate the licence. Any non-compliance with a suspension notice may result in prosecution and also revocation of the licence.

- 8.18.5 The Licensing Authority urges licence holders to consider surrendering licences in cases where the licence is no longer active. This will avoid the accrual of annual fees.

## **8.19 Immigration Act 2016 – Entitlement to work**

- 8.19.1 Section 36 of and Schedule 4 to the Immigration Act 2016 made a number of amendments to the Licensing Act 2003 to introduce immigration safeguards in respect of licensing applications made in England and Wales on or after 6 April 2017. The intention of these changes is to prevent illegal working in premises licensed for the sale of alcohol or late night refreshment.
- 8.19.2 The commencement of the Immigration Act 2016 made it a requirement for licensing authorities to be satisfied that an applicant has the right to work in the UK. An application made by someone who is not entitled to work in the UK must be rejected.
- 8.19.3 Licences must not be issued to people who are illegally present in the UK, who are not permitted to work, or who are permitted to work but are subject to a condition that prohibits them from doing work relating to the carrying on of a licensable activity.
- 8.19.4 A premises or personal licence issued in respect of an application made on or after 6 April 2017 will lapse if the holder's permission to live or work in the UK comes to an end.
- 8.19.5 The statutory prevention of crime and disorder licensing objective in the Licensing Act 2003 includes the prevention of immigration crime and the prevention of illegal working in licensed premises. The licensing authority will work in partnership with the Home Office (Immigration Enforcement) and Lincolnshire Police with a view to preventing illegal working in premises licensed for the sale of alcohol or late night refreshment.
- 8.19.6 The licensing authority will have regard to any guidance issued by the Home Office in relation to the immigration related provisions now contained in the Licensing Act 2003.

## **9. Conditions of Licence**

- 9.1 When considering conditions the Licensing Authority will look to the relevant responsible authorities to assist and advise on the appropriate measures to be taken.
- 9.2 The Licensing Authority does not propose to implement standard conditions of licence. It may draw upon the model pool of conditions issued by the Home Office in Annex D of the Guidance issued under Section 182 of the 2003 Act and attach conditions as appropriate given the circumstances of each individual case.

- 9.3 The Licensing Authority is aware of the need to avoid measures which deter live music, dancing and theatre by imposing indirect costs of a substantial nature.
- 9.4 The Licensing Authority is mindful that, additionally, any conditions which it attaches should be:
- Appropriate
  - Proportionate
  - Enforceable
  - Precise, unequivocal and unambiguous
  - Not duplicated by other statutory provisions
  - Expressed in plain language capable of being understood by those expected to comply with them.

## **10. Enforcement**

- 10.1 Where relevant the Licensing Authority will establish protocols with the Police and other enforcing authorities. These protocols will provide for the targeting of agreed problem and high-risk premises while applying a lighter touch approach in respect of low-risk premises.
- 10.2 In general, action will only be taken in accordance with the Council's own enforcement policy, which reflects the agreed principles which are consistent with the Enforcement Concordat. To this end the key principles of targeting consistency, transparency and proportionality will be maintained.

## **11. Review of Policy**

- 11.1 The Policy Statement will remain in existence for a period of 5 years and will be subject to review and further consultation before January 2031. However, following consultation, the Council may make revisions to it at such times as it considers appropriate.

## **12. Exchange of Information**

- 12.1 The Authority may from time to time exercise its powers under Section 115 of the Crime and Disorder Act 1998 to exchange data and information with the Police and other partners to fulfil its statutory objective of reducing crime in the area.

## **13. Advice and Guidance**

- 13.1 Further guidance information and advice on the licensing process can be obtained by contacting the District Council's licensing team at:

Licensing  
West Lindsey District Council  
Guildhall  
Marshalls Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

Tel: 01427 676676

Email: [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk)

This policy has been prepared having undertaken an equality impact assessment.

## **14. Delegation of functions**

- 14.1 The Licensing Authority will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them. Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, the Committee has delegated certain decisions and functions and has established Sub-Committees to deal with them.
- 14.2 Further, with many of the decisions and functions being purely administrative in nature, the grant of non-contentious applications including, for example, those licences and certificates where no representations have been made, has been delegated to Officers.
- 14.3 The table shown at Appendix 1 of this Policy sets out the agreed delegation of decisions and functions to Licensing Committee, Sub-Committee and Officers. This form of delegation is without prejudice to Officers referring an application to a Sub-Committee, or to the Full Committee, if considered appropriate in the circumstances of any particular case.
- 14.4 The function of the Licensing Authority when acting as a Responsible Authority will be undertaken by the Senior Licensing and Community Safety Officer.

## Delegation of Functions

The delegation of functions in relation to licensing matters are as follows:

<b>Matter to be dealt with</b>	<b>Licensing Committee</b>	<b>Sub Committee</b>	<b>Chief Executive</b>
Application for personal licence		If a police objection	If no objection made
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application for to vary premises licence/club premises certificate		If a relevant representation is made	If no relevant representation is made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious etc			All cases (in consultation with either Chair or Vice Chair of Licensing Committee)
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	

Determination of a police or environmental protection objection to a temporary event notice		All cases	
Acknowledgement of a Temporary Event Notice			All cases
Determination as to whether or not a premises is used primarily as a garage (Section 176 of the 2003 Act)		All other cases	Where Officers are of the opinion that the premises meet the requirements of Section 176.
Determination of an application for the minor variation of a premises licence.			All Cases
Application by a Community Premises for the disapplication from the requirement for a DPS.		All other cases	Where Officers are of the opinion that the premises meet the required standard and there have been no objections by Lincolnshire Police.
Decision to add existing premises licence conditions to TEN where objections made, provided all parties agree			All cases

(This summary is for information purposes only and does not form part of the Statement of Policy. The delegations may be amended at any time without further consultation).

The Licensing Sub-Committee shall consist of a minimum of three Members.

### **Definitions and Glossary**

#### **Premises Licence**

A Premises Licence / Club Premises Certificate is required in respect of any premises that are to be used for one or more of the licensable activities. These include:

- a) The sale of alcohol by retail
- b) The supply of alcohol by or on behalf of a club
- c) The provision of Regulated Entertainment
- d) The provision of late night refreshment

#### **Regulated Entertainment**

Regulated Entertainment is entertainment that is provided to members of the public, to members of a qualifying club and is an event held with a view to profit. This includes:

- a) The performance of a play
- b) The exhibition of a film
- c) The holding of an indoor sporting event
- d) Boxing or wrestling entertainment
- e) The performance of live music
- f) The playing of recorded music
- g) The performance of dance
- h) The provision of late night refreshment
- i) Anything similar to live music, recorded music or dance

#### **Personal Licence**

Personal Licences authorise individuals to sell or supply alcohol, or authorise the sale or supply of alcohol for consumption on or off the premises for which a Premises Licence is in force for the carrying-on of that activity.

The Deregulation Act 2015 abolished the requirement for Personal Licences to be renewed, accordingly from 1 April 2015 they will be valid indefinitely.

#### **Major Variation (to Premises Licence)**

Such as, for example, in connection with extending the hours or days of trading, or making major structural alterations.

#### **Minor Variation (to Premises Licence)**

This process can be used to make minor variations to existing Premises Licences and Club Premises Certificates issued under the Licensing Act 2003 and can include:

- Minor changes to the structure or layout of a premises.
- Small adjustments to licensing hours.

- Conditions: removal of irrelevant or unenforceable conditions.
  - Licensable activities: adding certain licensable activities, including live music
- Community Premises

The legislation defines these as premises that are or form part of:

- a church hall, chapel hall or other similar building
- a village hall, parish hall community hall or other similar building

Cumulative Impact

Means the potential impact on the promotion of the Licensing Objectives of a significant number of premises concentrated in one area. For example, the potential impact on crime and disorder or public nuisance on a town of a large concentration of licensed premises in that part of the West Lindsey District.

Responsible Authority

The term 'Responsible Authority' includes public bodies that must be fully notified of applications and that are entitled to make representations to the Licensing Authority in relation to the application for the grant, variation or review of a licence. For all premises, these include the Chief Officer of Police; the local Fire Authority; the Licensing Authority, the local enforcement agency for Health and Safety at Work; West Lindsey District Council's Environmental Protection and Planning teams and the Lincolnshire County Council's Child Protection Committee/Social Services Department, Director of Public Health and the Home Office.

Officer (of the Council)

The term, when used in this Policy document, refers to an employee of West Lindsey District Council operating under the delegated authority of the Council to undertake its regulatory functions, including that of licensing.



**If you would like a copy of this document in large print, audio, Braille or in another language:  
Please telephone 01427 676676 or email  
[customer.services@west-lindsey.gov.uk](mailto:customer.services@west-lindsey.gov.uk)**



West Lindsey District Council  
Guildhall, Marshall's Yard  
Gainsborough  
Lincolnshire, DN21 2NA



Council
26 January 2026

**Appointment of Parish Councillor Representative to Standards Committee**

Report by:	Monitoring Officer
Contact Officer:	Lisa Langdon Monitoring Officer 01427 676591 Lisa.langdon@west-lindsey.gov.uk
Purpose / Summary:	To approve the appointment of a Parish Councillor Representative to the Standards Committee until May 2027 following deferral by Council in November 2025.

**RECOMMENDATIONS:**

That Councillor Stephen Riley (Grasby Parish Council) be appointed to serve as a member of the Standards Committee (without voting rights) until the Annual Council Meeting in May 2027 (the next planned all out elections).

## IMPLICATIONS

**Legal:** The Local Government Act 1972 provides that a Council may include persons who are not members of the authority on a committee.

Under the Localism Act 2011 local authorities have the discretion to establish a standards committee

While a principal authority *may* choose to include a parish councillor on its standards committee (if chooses to establish one) as a matter of local discretion or best practice, it is not a statutory requirement imposed by the Localism Act 2011.

West Lindsey has previously made a local decision, given it is a heavily parished area, to include provision for non-voting parish councillor representation.

### **Financial : FIN/**

The role is a voluntary one but does allow for the claiming of mileage (£0.45p/mile) and subsistence.

These costs can be met from existing budgets.

### **Staffing : None**

### **Equality and Diversity including Human Rights : None**

### **Risk Assessment : None**

### **Climate Related Risks and Opportunities**

### **Title and Location of any Background Papers used in the preparation of this report:**

None

### **Call in and Urgency:**

#### **Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

X

### **Key Decision:**

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

X

## **1. Background**

- 1.1 A Local Authority may choose to include a Parish Councillor representative on its Standards Board at its discretion, and it is considered best practice to do so. Council at its meeting on 10 November 2025 considered a report in respect of this matter, and Members are referred to the content of that report [link to previous report](#)
- 1.2 Members will recall that following a process involving the Chair of the Standards Committee and the Monitoring Officer, two individuals were interviewed and recommended into this volunteer role.
- 1.3 At the Council meeting on 10<sup>th</sup> November 2025, it was queried whether 2 volunteers were required as previously only 1 had been in place. Council at that meeting resolved to refer the report back to the Monitoring Officer for further consideration, on the basis that Council considered only one volunteer was needed to fulfil the role on the Standards Committee.
- 1.4 Following this, the Chair of the Standards Committee and the Monitoring Officer have considered the matter further and are satisfied that one Parish Council representative is sufficient for the purposes of the Standards Committee.

## **2. Recommendation**

- 2.1 After reconsidering this matter in accordance with the resolution made by the Council on 10 November 2025, it is recommended that: -

Councillor Stephen Riley (Grasby Parish Council) be appointed to serve as a member of the Standards Committee (without voting rights) until the Annual Council Meeting in May 2027 (the next planned all out elections).