



## RUSHMOOR BOROUGH COUNCIL

# LICENSING AND GENERAL PURPOSES COMMITTEE

*at the Council Offices, Farnborough on  
Thursday, 24th May, 2018 at 7.00 pm*

**To:**

Cllr J.E. Woolley (Chairman)  
Cllr Jacqui Vosper (Vice-Chairman)

Cllr Sue Carter  
Cllr Sophia Choudhary  
Cllr A.K. Chowdhury  
Cllr Liz Corps  
Cllr A.H. Crawford  
Cllr A.J. Halstead  
Cllr B. Jones  
Cllr Marina Munro  
Cllr M.D. Smith

Enquiries regarding this agenda should be referred to the Committee Administrator,  
Kathy Flatt, Democratic and Customer Services, Tel. (01252 398829) or email  
[kathy.flatt@rushmoor.gov.uk](mailto:kathy.flatt@rushmoor.gov.uk).

# **A G E N D A**

1. **MINUTES – (Pages 1 - 6)**

To confirm the Minutes of the Meeting held on 9th April, 2018 (copy attached).

2. **SEX ESTABLISHMENT FEES AND CHARGES – (Pages 7 - 12)**

To consider the Head of Environmental Health and Housing's Report No. EHH1812 (copy attached) which recommends new fees and charges for the licensing of sex establishments.

3. **TERMS OF REFERENCE AND WORK PLAN 2018/19 – (Pages 13 - 22)**

To consider the Head of Financial Services' Report No. FIN1818 (copy attached), which sets out revised Terms of Reference for the Committee and a proposed work programme for 2018/19.

4. **INTERNAL AUDIT - AUDIT OPINION – (Pages 23 - 32)**

To consider the Audit Manager's Report No. AUD1803 (copy attached) which sets out the self-assessment exercise against the Public Sector Internal Audit Standards and the Quality and Assurance Improvement Plan for 2018/19.

5. **INTERNAL AUDIT - AUDIT UPDATE – (Pages 33 - 52)**

To receive the Audit Manager's Report No. AUD1802 (copy attached), which sets out the audit work carried out in Quarter 4 and the overall deliverables for 2017/18.

6. **ANNUAL GOVERNANCE STATEMENT – (Pages 53 - 54)**

To consider the Solicitor to the Council's Report No. LEG1802 (copy attached), which seeks approval of the Council's Annual Governance Statement 2017 – 2018. The Committee is also being asked to agree to the publication of the Governance Statement alongside the Council's Statement of Accounts.

7. **STATEMENT OF ACCOUNTS 2017/18 - ROLES AND RESPONSIBILITIES – (Pages 55 - 80)**

To consider the Head of Financial Services' Report No. FIN1819 (copy attached), which sets out the Committee's duties and responsibilities in respect of the annual Statement of Accounts. A draft copy of the Statement of Accounts will be presented at the meeting.

8. **APPOINTMENTS – (Pages 81 - 90)**

(1) **Outside Bodies –**

To consider the appointment of representatives to outside bodies. A list of those bodies on which the Council is represented, which includes details of proposed nominations for 2018/19, is attached.

(2) **Appointments and Appeals Panel –**

To confirm the Members of the Appointments and Appeals Panels for the 2018/19 Municipal Year on the basis of four Members (Proposed: 1 Con: 1 Lab: 1 Independent and a representative of the Cabinet).

(3) **Licensing Sub-Committee –**

To confirm the Members of the Licensing Sub-Committee for the 2018/19 Municipal Year on the basis of five Members (Proposed: 3 Con: 2 representatives of other groups).

(4) **Licensing Sub-Committee (Alcohol and Entertainments) –**

To confirm that the Head of Democratic and Customer Services is authorised to make appointments from the membership of the Licensing and General Purposes Committee in accordance with the procedure agreed by the Committee at its meeting on 21st May, 2009 and detailed in the Licensing Sub-Committee (Alcohol and Entertainments) Hearings Protocol and Procedure.

**PUBLIC PARTICIPATION AT MEETINGS**

Members of the public may ask to speak at the meeting on any of the items on the agenda by writing to the Committee Administrator at the Council Offices, Farnborough by 5.00 pm three working days prior to the meeting.

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