

# Agenda



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A meeting of the

## **Licensing Acts Committee**

will be held on Thursday, 23 May 2024 on the rising of the proceeding meeting of the General Licensing Committee

Meeting Room 1, Abbey House, Abbey Close, Abingdon, OX14 3JE

### **Members of the Committee:**

To be confirmed at the annual meeting of Council on 22 May 2024.

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Vivien Williams,  
Head of Legal and Democratic (Interim)

# Agenda

## Open to the Public including the Press

### 1. Chair's announcements

To receive any announcements from the chair and general housekeeping matters.

### 2. Apologies for absence

To record apologies for absence.

### 3. Minutes (Pages 4 - 5)

To adopt and sign as a correct record the Licensing Acts Committee minutes of the meeting held on 17 May 2023.

### 4. Declarations of interest

To receive any declarations of disclosable pecuniary interests and any conflicts of interest in respect of items on the agenda for this meeting.

### 5. Urgent business

To receive notification of any matters which the chair determines should be considered as urgent business and the special circumstances which have made the matters urgent.

### 6. Public participation

To receive any questions or statements from members of the public that have registered to speak.

### 7. Appointment of Licensing Panels

**Purpose:** to agree the appointment of licensing sub-committees to consider matters under the Licensing Act 2003 and Gambling Act 2005.

#### **RECOMMENDATION** to:

1. appoint licensing sub-committees comprising any three members of the Licensing Acts Committee;
2. appoint each member of the Licensing Acts Committee to serve on any subcommittee which is convened so as to include them in its membership, subject

to them having attended appropriate training in the last 12 months;

3. agree that the sub-committees be known as licensing panels;
4. authorise each licensing panel to discharge all functions under the Licensing Act 2003 and Gambling Act 2005 including determining and dealing with applications for licences, certificates, temporary events and other notices and all variations, transfers, withdrawals and reviews of such matters;
5. agree that wherever possible applications should be heard by a licensing panel comprising the chair or vice-chair of the committee plus two other members of the committee, but that this should not affect the principle that any three members of the committee will constitute a properly appointed licensing panel;
6. authorise the head of legal and democratic to invite an appropriate licensing panel to conduct a scheduled hearing having regard to members' availability and eligibility to take part and ensuring that as far as possible all members of the committee have the opportunity to conduct hearings.

# Minutes

of a meeting of the

## Licensing Acts Committee

held on Wednesday 17 May 2023 on the rising of the preceding Annual Meeting of Council at The Beacon, Portway, Wantage, OX12 9BX

Open to the public, including the press

### Present:

Members: Councillors Ron Batstone (Chair), Paul Barrow, Kiera Bentley, Cheryl Briggs, Oliver Forder, Jenny Hannaby, Diana Lugova, Patrick O'Leary, Judy Roberts, Val Shaw and Andrew Skinner

Officers: Patrick Arran, Head of Legal and Democratic, Steven Corrigan, Democratic Services Manager and Mark Stone, Chief Executive

### 1. Apologies for absence

An apology for absence was submitted on behalf of Councillor Webber.

### 2. Minutes

**RESOLVED:** to approve the minutes of the meeting held on 18 May 2022 as a correct record and agree that the Chair sign these as such.

### 3. Declarations of interest

None.

### 4. Urgent business and chair's announcements

None.

### 5. Public participation

None.

## **6. Appointment of Licensing Panels**

The committee considered a proposal to appoint licensing sub-committees to consider matters under the Licensing Act 2003 and Gambling Act 2005.

### **RESOLVED to:**

1. appoint licensing sub-committees comprising any three members of the Licensing Acts Committee;
2. appoint each member of the Licensing Acts Committee to serve on any sub-committee which is convened so as to include them in its membership, subject to them having attended appropriate training in the last 12 months;
3. agree that the sub-committees be known as licensing panels;
4. authorise each licensing panel to discharge all functions under the Licensing Act 2003 and Gambling Act 2005 including determining and dealing with applications for licences, certificates, temporary events and other notices and all variations, transfers, withdrawals and reviews of such matters;
5. agree that wherever possible applications should be heard by a licensing panel comprising the chair or vice-chair of the committee plus two other members of the committee, but that this should not affect the principle that any three members of the committee will constitute a properly appointed licensing panel;
6. authorise the head of legal and democratic to invite an appropriate licensing panel to conduct a scheduled hearing having regard to members' availability and eligibility to take part and ensuring that as far as possible all members of the committee have the opportunity to conduct hearings.

The meeting closed at 7:48pm