

# Agenda



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## A meeting of the **Licensing Acts Committee**

**will be held on Wednesday 17 May 2023 on the rising of the preceding meeting of the General Licensing Committee at The Beacon, Portway, Wantage, OX12 9BX**

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

To be confirmed at the annual meeting of Council on 17 May 2023.

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Patrick Arran  
Head of Legal and Democratic

# Agenda

## Open to the public including the press

### 1. Apologies for absence

To record apologies for absence.

### 2. Minutes

(Pages 4 - 5)

To adopt and sign as a correct record the Licensing Acts Committee minutes of the meeting held on 18 May 2022.

### 3. Declarations of interest

To receive declarations of disclosable pecuniary interests, other registrable interests and non-registrable interests or any conflicts of interest in respect of items on the agenda for this meeting.

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

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, and to receive any announcements from the chair.

### 5. Public participation

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

### 6. 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 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.

# Minutes

of a meeting of the

## Licensing Acts Committee



held on Wednesday 18 May 2022 on the rising of the preceding Annual Meeting of Council at 135 Eastern Avenue, Milton Park, Abingdon, OX14 4SB

Open to the public, including the press

### Present:

Members: Councillors Alison Jenner (Chair), Ron Batstone (Vice-Chair), Jerry Avery, Cheryl Briggs, Margaret Crick, Patrick O'Leary and Richard Webber

Officers: Patrick Arran, Head of Legal & Democratic and Monitoring Officer, Steven Corrigan, Democratic Services Manager, and Suzanne Malcom, Deputy Chief Executive – Place.

### Remote attendance:

Councillors Eric Batts and Ben Mabbett (not eligible to vote)

### 1. Apologies for absence

Apologies for absence were submitted on behalf of Councillors Paul Barrow, Debby Hallett and Val Shaw.

### 2. Minutes

**RESOLVED:** to approve the minutes of the meeting held on 21 October 2021 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:

- appoint licensing sub-committees comprising any three members of the Licensing Acts Committee;
- appoint each member of the Licensing Acts Committee to serve on any sub-committee which is convened so as to include her or him in its membership, subject to her or him having attended appropriate training in the last 12 months;
- agree that the sub-committees be known as licensing panels;
- 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;
- 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;
- 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 9:12pm

Chair