

# Minutes

## OF A MEETING OF THE

# Licensing Acts Committee



Listening Learning Leading

**HELD ON THE RISING OF THE PRECEDING ANNUAL  
MEETING OF COUNCIL ON THURSDAY 21 MAY 2015**

**FOUNTAIN CONFERENCE CENTRE, HOWBERY PARK,  
CROWMARSH GIFFORD**

### **Present:**

David Dodds (Chairman), Kevin Bulmer, Nigel Champken-Woods, Margaret Davies, Pat Dawe, Stefan Gawrysiak, Stephen Harrod, Lorraine Hillier, Anthony Nash, David Nimmo-Smith and Ian White

### **Apologies:**

Jon Woodley-Shead tendered apologies.

**Officers:** Steven Corrigan and Margaret Reed

## **1 Minutes**

**RESOLVED:** to approve the minutes of the meeting held on 19 September 2013 as a correct record and agree that the Chairman sign these as such.

## **2 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 her or him in its membership;
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 chairman or a vice-chairman 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. agree that a fourth member should be on standby for each hearing in case one of the three members cannot take part in a hearing for any reason;
7. authorise the head of legal and democratic services 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 6.50pm

Chairman

Date