

# Agenda



Listening Learning Leading

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**A MEETING OF THE**

## **Licensing Acts Committee**

**WILL BE HELD ON THURSDAY 12 MAY 2016 ON THE RISING OF THE  
PRECEDING ANNUAL MEETING OF COUNCIL**

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

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

To be confirmed at the annual meeting of Council on 12 May 2016

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**1 Apologies**

**2 Minutes** (Pages 3 - 5)

To adopt and sign as a correct record the minutes of the meeting held on 24 November 2015 (attached).

### 3 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.

- 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;
- 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 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;
- 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;
- 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.

MARGARET REED

Head of Legal and Democratic Services