

# Minutes



Listening Learning Leading

OF A MEETING OF THE

## Licensing Acts Committee

HELD ON THE RISING OF THE PRECEDING MEETING OF ANNUAL  
COUNCIL ON 19 MAY 2011

AT COUNCIL OFFICES, CROWMARSH GIFFORD

### Present:

Mr G Andrews, Ms A Badcock, Mr D Bretherton, Mrs P Dawe, Mrs E Gillespie,  
Mrs E Hards, Mr M Leonard, Mrs A Midwinter, Mrs M Turner.

### Apologies:

Apologies for absence were submitted by Mr C Quinton.

### Officers:

Mrs M Reed and Mrs J Thompson

### 1. Election of Chairman for the municipal year 2011/12

The committee elected Mrs P Dawe as Chairman for the municipal  
year 2011/12.

### 2. Election of Vice-Chairman for the municipal year 2011/12

The committee agreed to elect one vice-chairman and elected Mr M  
Leonard as Vice-Chairman for the municipal year 2011/12.

### 3. Minutes, 25 November 2010

**RESOLVED:** to approve the minutes of the meeting held on 25  
November 2010 as a correct record and agree that the Chairman sign  
them.

### 4. Appointment of licensing panels for the 2011/12 to 2014/15 municipal years

**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;
- agree that the sub-committees be known as licensing panels;
- authorise each licensing panel to discharge all functions relating to matters set out in the terms of reference in the appendix to the agenda;
- 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.

The meeting closed at 7.00 pm

Chairman

Date