

# Minutes

OF A MEETING OF THE



Listening Learning Leading

## Licensing Acts Committee

held on Thursday 18 May 2023 on the rising of the preceding Annual Meeting of Council at Didcot Civic Hall, Britwell Road, Didcot, OX11 7HN

### Present:

Jo Robb (Chair)

Peter Dragonetti, Mike Giles, Georgina Heritage, Kellie Hinton, Sam James-Lawrie, Katharine Keats-Rohan, Axel Macdonald, Ben Manning, Leigh Rawlins and Zia Mohammed

### Apologies:

Ali Gordon-Creed tendered apologies.

**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 Gordon-Creed.

### 2 Minutes

**RESOLVED:** to approve the minutes of the meeting held on 19 May 2022 as a correct record and agree that the Chair sign these as such.

### 3 Declaration 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 6:45pm

Chair

Date

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