

# Agenda



Listening Learning Leading

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## A MEETING OF THE

# Licensing Acts Committee

**WILL BE HELD ON THURSDAY 23 MAY 2024 ON THE RISEING OF THE  
PRECEDING MEETING OF THE GENERAL LICESNING COMMITTEE**

**MEETING ROOM 1, ABBEY HOUSE, ABBEY CLOSE, ABINGDON, OX14 3JE**

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

To be confirmed at the annual meeting of Council on 16 May 2024.

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Vivien Williams  
Head of Legal and Democratic (Interim)

## 1 Chair's announcements

To receive any announcements from the chair and general housekeeping matters.

## 2 Apologies for absence

To record apologies for absence.

## 3 Minutes (Pages 4 - 5)

To adopt and sign as a correct record the Licensing Acts Committee minutes of the meeting held on 18 May 2023.

## 4 Declaration of interest

To receive any declarations of disclosable pecuniary interests and any conflicts of interest in respect of items on the agenda for this meeting.

## 5 Urgent business

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.

## 6 Public participation

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

## 7 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 her or him in its membership, subject to her or him 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.

