



# Minutes

of a meeting of the

# Licensing Acts

# Committee

held on Thursday, 23 May 2024 at  
6.05 pm in Meeting Room 1, Abbey  
House, Abbey Close, Abingdon,  
OX14 3JE

**Open to the public, including the press**

## **Present in the meeting room:**

Councillors: Ben Manning (Vice-Chair in the Chair), Katharine Keats-Rohan and Anne-Marie Simpson

Officers: Darius Zarazel (Democratic Services Officer)

## **1 Chair's announcements**

The chair welcomed everyone to the meeting, outlined the procedure to be followed and advised on emergency evacuation arrangements.

## **2 Apologies for absence**

Apologies for absence were received from Councillors Jo Robb, Axel Macdonald, Ali Gordon-Creed, Peter Dragonetti, and Kellie Hinton.

## **3 Minutes**

**RESOLVED:** to approve the minutes of the meeting held on 18 May 2023 as a correct record and agree that the Chair sign these as such.

## **4 Declaration of interest**

There were no declarations of interest.

## **5 Urgent business**

There was no urgent business.

## **6 Public participation**

There were no registered speakers.

## 7 Appointment of licensing panels

The committee considered a proposal to appoint licensing sub-committees, agreed to be referred to as licensing panels, 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 subcommittee 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 6.06 pm

---