

Council Offices  
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10 May 2011

Dear Councillor,

A special meeting of the **COMMITTEE OF THE LICENSING AUTHORITY** will be held in the Council Chamber, Council Offices, Priory Road, Spalding on Wednesday 18 May 2011 at which your attendance is requested. The meeting will commence at 7.25pm or immediately following the conclusion of the special meeting of the Licensing Committee (and Committee of the Licensing Authority), whichever is the later.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J A Scarsbrook', with a long horizontal line extending to the right.

**J A Scarsbrook**  
**Head of Legal and Member Services**

#### AGENDA

1. Apologies for absence.
2. Appointment of Sub-Committees – To appoint a selection of Sub-Committees for the purpose of discharging duties under the Licensing Act 2003.

(The Constitution requires that the Committee of the Licensing Authority shall appoint such number of sub-committees as it considers necessary to discharge any of the duties under the Licensing Act 2003 that are delegated to a sub-committee by the Licensing Committee. The Constitution also requires that each sub-committee shall have a named membership comprising two ordinary members of the Licensing Committee and either the Chairman or Vice-Chairman of the Licensing Committee. However, in exceptional circumstances where both the Chairman and Vice-Chairman are unable to sit on a Panel, the Licensing Panel would comprise three ordinary members of the Licensing Committee, with the Chairman being elected at the beginning of the hearing for the duration of the hearing only with the said person being fully trained in chairing and licensing issues (Min 337/09).

In previous years members have approved a schedule of sub-committees which includes every possible combination of members within this Constitutional requirement. As there are 10 members of the Committee this makes a total of 56 sub-committees. A schedule of sub-committees is normally circulated for approval, but this cannot be done on this occasion as the Chairman and Vice-Chairman of the Licensing Committee had not been appointed at the date of despatch of this agenda. It is therefore recommended that the method of

appointing the sub-committees used in previous years be used again for the forthcoming municipal year, and that details of the sub-committees be circulated with the minutes for this meeting.)