

Minutes of a meeting of the **COMMITTEE OF THE LICENSING AUTHORITY** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Wednesday, 14 May 2014 at 7.04 pm.

PRESENT

M G Chandler (Chairman)
F Biggadike (Vice-Chairman)

A Casson
P E Coupland
G K Dark

C J Lawton
D J Wilkinson
R M Rudkin

R Perkins

1. **APPOINTMENT OF SUB-COMMITTEES**

Members were asked to appoint a selection of Sub-Committees to discharge duties under the Licensing Act 2003.

It was noted that the Constitution required that the Licensing Committee of the Authority should appoint such number of sub-committees as it considered necessary to discharge any of the duties under the Licensing Act 2003 that were delegated to a sub-committee by the Licensing Committee. The Constitution also required that each sub-committee should have a named membership which comprised 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 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 had approved a schedule of sub-committees which included every possible combination of members within this Constitutional requirement. As there were 10 members of the Committee this made a total of 56 sub-committees. A schedule of sub-committees could not be prepared prior to the meeting as the Chairman and Vice-Chairman of the Licensing Committee were not appointed at the date of despatch of the agenda. It was 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 within the minutes of this meeting.

DECISION:

- (a) That the method of appointment of sub-committees for the purpose of discharging duties under the Licensing Act 2003, as used in previous years, be used again for the forthcoming municipal year, in accordance with the details shown at Appendix A; and
- (b) That in exceptional circumstances where both the Chairman and Vice-Chairman are unable to sit on a Panel, the Licensing Panel comprise three ordinary

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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.

(The meeting ended at 7.06 pm)

(End of minutes)