

LICENSING COMMITTEE

Minutes of the meeting held on Tuesday 31st May 2011 at the Town Hall, Royal Leamington Spa, at 2.00 pm.

PRESENT: Councillors Mrs Bromley, Gill, Mrs Grainger, Heath, Pratt, Vincett and Wilkinson.

Apologies for absence were received from Councillors Coker, Mrs Goode and Mrs Knight.

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED that Councillor Guest be appointed Chairman of the Committee for the ensuing municipal year.

2. **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED that Councillor Pratt be appointed Vice Chairman of the Committee for the ensuing municipal year.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4. **MINUTES**

The minutes of the meeting of the Committee held on Monday 28 March 2011 were taken as read and signed by the Chairman as a correct record.

5. **RECORD OF PANEL HEARINGS**

The Committee considered the minutes of the meetings of the Licensing Panels held between 1 February and 12 April 2011.

It was noted that the panel stated as being present at the hearing on 1 February 2011 was incorrect. Councillor Guest's name needed to be removed and replaced with Councillor Wilkinson.

RESOLVED that following the amendment stated above, the records of the Licensing Panels between 1 February 2011 and 12 April 2011, be noted.

6. **AN OVERVIEW OF THE COMMITTEE ROLE**

The Committee Services Officer, Amy Jobling, then gave a brief presentation to members of the main issues and objectives of the Licensing Panels.

A number of topics were covered including the process for licensing applications prior to being heard at a Licensing Panel, relevant representations and who could make them, the Licensing Objectives and Warwick District Council's Statement of Licensing Policy.

LICENSING COMMITTEE MINUTES (Continued)

Members were also advised on applying the appropriate test to applications and to be mindful of acting fairly and objectively at all times. Members were reminded that Licensing Panels can be open to challenge and to avoid pre-determining applications or making opinions specific to premises, prior to any hearing.

Members felt it important to highlight that as many members of the committee volunteer for Licensing Panels as possible, to ensure a fair spread of workload between Councillors and to avoid hearings being heard by identical panels. It was agreed that Members' Services would issue a batch of hearing dates within the next week and request Member's availability in advance of the hearings being allocated to premises. This was felt to be a good way of avoiding having to cancel or delay hearings due to a lack of volunteers.

The Committee Services officer highlighted the need to ensure that any conditions, if added, needed to be enforceable. Councillor Vincett addressed the committee and provided advice following recent training by the Home Office that both he and Councillor Pratt had attended. He felt it was paramount that members work with the responsible authorities, the applicant and residents to arrive at the best possible solution for all parties concerned.

The Committee Services Officer concluded by reminding members that officers from Members' Services and Legal were always available to provide advice and assured the committee that more in depth training would be provided at a later date.

(The meeting ended at 2.45 pm)