

Agenda

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Licensing and Gambling Acts Committee

Date: **Tuesday 27 January 2015**

Time: **6.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

Sarah Claridge, Committee Services Officer

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Licensing and Gambling Acts Committee

Membership

Chair Councillor Colin Cook Jericho and Osney;

Vice-Chair

Councillor Ruthi Brandt	Carfax;
Councillor Mary Clarkson	Marston;
Councillor Van Coulter	Barton and Sandhills;
Councillor James Fry	North;
Councillor Stephen Goddard	Wolvercote;
Councillor Michael Gotch	Wolvercote;
Councillor David Henwood	Cowley;
Councillor Rae Humberstone	Blackbird Leys;
Councillor Mark Lygo	Churchill;
Councillor Chewe Munkonge	Quarry and Risinghurst;
Councillor Scott Seamons	Northfield Brook;
Councillor Dee Sinclair	Quarry and Risinghurst;
Councillor Elizabeth Wade	St. Margaret's;
Councillor Dick Wolff	St. Mary's;

The quorum for this Committee is five, substitutes are not permitted.

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 LICENSING AUTHORITY ACTIVITY REPORT APRIL TO
DECEMBER 2014

7 - 14

The Head of Environmental Development has submitted a report which details the progress made by the Licensing Authority under the Licensing Act 2003 and Gambling Act 2005 during the period: 1st April 2014 to 31st December 2014.

Officer recommendation: That the Committee notes the contents of the report; and make any comments and recommendations regarding the future work of the licensing function.

4 LICENSING FEES AND CHARGES FOR 2015/16

15 - 20

The Head of Environmental Development has submitted a report which details a report to the proposed licence fees for 2015/16 where the Council has discretion over the level of fee charged.

Officer recommendation: That the Committee note the licence fees and charges set by statute; and agree the licence fees and charges for 2015/16 as set out in this report.

5 MINUTES

21 - 22

Minutes from 10 June 2014

Recommendation: That the minutes of the meeting held on 10 June 2014 be APPROVED as a true and accurate record.

6 DATES OF FUTURE MEETINGS

19 May 2015
14 September 2015
26 January 2016

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed “Declarations of Interest” or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council’s area; licences for land in the Council’s area; corporate tenancies; and securities. These declarations must be recorded in each councillor’s Register of Interests which is publicly available on the Council’s website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members’ Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members’ Code of Conduct says that a member “must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself” and that “you must not place yourself in situations where your honesty and integrity may be questioned”. What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹ Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

To: Licensing and Gambling Acts Committee

Date: 27 January 2015

Report of: Head of Environmental Development

Title of Report: Update on Licensing Authority Activity
1 April 2014 to 31 December 2014

Summary and Recommendations

Purpose of report: To inform Committee of the progress made by the Licensing Authority under the Licensing Act 2003 and Gambling Act 2005 during the period: 1st April 2014 to 31st December 2014.

Report Approved by:

Finance: Paul Swaffield

Legal: Daniel Smith

Policy Framework: Statement of Licensing Policy

Recommendation: That the Committee notes the contents of the report; and make any comments and recommendations regarding the future work of the Licensing Function.

Introduction

1. This report informs Committee of progress made by the Licensing Authority ("the Authority") under the duties of the Licensing Act 2003 and Gambling Act 2005 during the period 1 April 2014 to 31 December 2014. Under Policy GN10 of the Statement of Licensing Policy, the Licensing Authority should report to the Committee on matters determined by the Head of Environmental Development with delegated authority.
2. The report covers data on service volumes; details of Licensing hearing decisions; decisions made under delegated powers; information on Temporary Event Notices ("TENs") and enforcement activity.
3. There are no financial requirements for consideration contained within this report.

Applications Received by the Licensing Authority

4. The table below provides data on licence applications received and processed during the period 1st April 2014 to 31st December 2014.

Applications Received	TOTAL
Gambling	10
New (Premises / Clubs)	18
Variations & Minor Variations (Premises / Clubs)	27
Personal Licences	80
Administrative Changes	251
TEN's	471

5. To date (since November 2005 when the Licensing Act 2003 came in to effect) the Licensing Authority has processed; 1,685 Personal Licences; 969 New Premises Licences and Club Premises Certificates; 404 Variations on Premises Licences and Club Premises Certificates; 1647 Premises Transfer / Amendment to Premises Licence Applications: and 4841 Temporary Event Notices.

Temporary Event Notices

6. A Temporary Event Notice (TEN) is a notification given by an individual to Oxford City Council giving notice of an event that is to take place for an adhoc event or an extension to an existing licence.
7. Only the Police or Environmental Health can object to a TEN. If, as in most cases, there is no objection and the application does not exceed the maximum number of events in a year permitted by the 2003 Act, the TEN is simply acknowledged and returned to the applicant. Should the Police or Environmental Health object then the TEN will go to a hearing or be refused and a Counter Notice issued.

Applications Granted or Refused by the Licensing Authority

8. A hearing is not required where an application has been lawfully made and no Responsible Authority or Interested Party has made a representation, or if the application made is a Minor Variation. 45 Premises Licences in this category were issued by the Head of Environmental Development under delegated authority.
9. If a relevant objection is received in relation to a Minor Variation application, the Licensing Authority delegates the determination of the application to Officers. Should representation be received for all other types of applications, the matter is referred to the Licensing Sub-Committee for determination.

10. Seven applications were the subject of relevant representations, and required determination by the Licensing Sub-Committee during the reporting period (one application had been submitted prior to the reporting period but was determined during the reporting period).

Representations and Licensing Sub-Committee Hearings

11. When Relevant Representations are received from Interested Parties or Responsible Authorities then the application is determined at a Licensing Sub-Committee Hearing (save for those received in relation to a Minor Variation application as detailed at Paragraph 9 above).
12. Representations were received in respect to seven applications which led to Sub-Committee Hearings being required.
13. Representations relating to applications made during the reporting period were made as follows and led to the following decisions:

St Hugh's College, Margaret Road (New Premises Licence):

3 x Interested Parties. Application granted as applied for subject to amendments and conditions agreed by all parties at the Hearing.

The Colonnade Store, Oxford Brookes University, Headington

Campus (New Premises Licence): 1 x Interested Parties. Application granted as applied for following the sole objection being withdrawn at the Hearing.

Ethos Hotel, Western Road (New Premises Licence): 19 x Interested Parties. Application granted as requested following applicant amending the application prior to the Hearing, and with the addition of one condition.

El-Mariachi Restaurant, Walton Street (New Premises Licence):

Thames Valley Police and 32 x Interested Parties. Application granted as applied for subject to conditions agreed with Thames Valley Police and Interested Parties.

South Park, Oxford (New Premises Licence): 1 x Responsible

Authority (Health & Safety), 1 x Interested Party. Application granted as applied for subject to the conditions agreed with the Health & Safety Officer.

Carbon, Pennyfarthing Place (New Premises Licence): 2 x

Responsible Authorities (Thames Valley Police and Environmental Health), 6 x Interested Parties. Application granted as submitted and amended at the Hearing but with reduction of hours for licensable activities (3.00 a.m. termination of activities).

The Warehouse, Park End Street (Variation of a Premises Licence):

7 x Interested Parties. Application granted as applied for subject to the conditions imposed by the Sub-Committee.

Reviews of Licensed Premises

14. Under the 2003 Act it is possible for the Authority to review a Premises Licence at any time if a representation is received from a Responsible Authority or an Interested Party. Reviews may only arise in connection with a failure or failures in the premises connected to the licensing objectives.
15. No applications for a Premises Licence Review were received during this reporting period.

Appeals under the Licensing Act 2003

16. The Licensing Authority was not subject to any appeal during the period reported on.

Enforcement Activity

17. During the Council year, the Licensing Team has carried out:
 - 138 Routine (day-time and early evening) Compliance Check inspections of licensed premises during standard working hours. 23 Premises were found to be non-compliant. All issues of non-compliance related to a failure to display the Premises Licence Summary on site, and / or not having the Premises Licence on site. Warnings were issued to each Premises Licence holder and all matters have been rectified.
 - 8 Multi-Agency Operations (during the night) visiting 50 licensed premises (targeted at premises within specific locations that may be of high-risk, have appeared on the Active Casework list, or where conditions have been approved to be on the Premises Licence as agreed by a Responsible Authority). 16 venues were found to be non-compliant and issued with Warnings by the Licensing Officer. Non-compliance issues related to: evidence of drug use on the premises, noise limiter not connected, unsecured dangerous fittings, inoperable CCTV cameras, poor dispersal of customers, inactive door staff, blocked fire escapes, failure to hold Premises Licence on site or display a Premises Licence Summary, failure to provide the prices of small measures of alcohol.
 - 5 Alcohol Test Purchase Operations (during evening time) visiting 24 licensed premises. 2 venues failed the Operations. Both were issued with Fixed Penalty Notices by the Police. In all cases the Licensing Authority followed up the Operation by sending a Warning letter to each of the Premises Licence holders.
 - 16 "Hi-Viz" Enforcement Operations (late at night) visiting 98 licensed premises (targeting high-risk premises i.e. nightclubs, large capacity bars, etc.). A number of the premises were visited more than once due to the nature of their business and the need for the Licensing Authority to ensure a visible yet proportionate compliance approach. 20 venues were found to be non-compliant with the conditions of their Premises Licences, all received Warnings for such matters as leaving

doors and windows open during amplified entertainments and failing to adequately resolve matters that had previously been brought to their attention.

- 16 Targeted Operations (late at night) making 41 visits to licensed premises (specifically carried out at premises which have caused concern to NightSafe partners or intelligence has led to a need to monitor the premises). A small number of venues in particular have required multiple visits in order to establish a better level of management control at them, and 2 premises is currently the subject of on-going Partnership enforcement. With all of these specific venues a great deal of verbal and written communication has taken place, as well as liaison with Partnership Agencies.
 - 3 Debt Recovery Operations (late at night) making 25 visits to licensed premises in order to serve “Advanced Suspension Notices” on each establishment following the Premises Licence holders failure to pay the annual fee. Upon serving the “Notices” payment was quickly forthcoming, and at present the Licensing Authority has no debtors currently outstanding.
18. The objectives of the pro-active compliance checks, and the late night enforcement inspections, is to ensure that the Authority has a keen eye on how the licensed trade upholds the licensing objectives, to record the actions of the Authority in a transparent manner, to place on record that enforcement actions had been undertaken and advice given to resolve any issues of non-compliance, and to build and maintain a productive relationship with licence holders.
 19. In total 59 Warnings 2 Fixed Penalty Notices, and 25 Advanced Suspension Notices were issued to the premises who failed to comply with the necessary regulations during either the normal working hours or non-standard hours operations, or had not paid the required annual fee.
 20. All of the premises issued with advice or Warnings have since complied with the requirements of the Licensing Act 2003. Should further failures to comply with the necessary requirements occur further enforcement action may be taken by both the Licensing Authority and Responsible Authorities that may include applying for a Review of the licence and / or prosecution of the licence holder.
 21. The Weekend Night-time Operation recently implemented by the Environmental Development Service continues to operate between 11.00 p.m. and 4.00 a.m. on both Friday and Saturday nights and proactively checks for noise related problems at venues holding Temporary Event Notices and other events such as College Balls.
 22. The Operation also monitors how licensed premises manage the dispersal of the public from their venues and provides feedback to the Licensing Authority in order that the appropriate actions are undertaken.

Service Requests

23. In addition to the pro-active enforcement, service requests were received by the Licensing Authority from members of the public, or referred to the Authority by the Responsible Authorities, or witnessed by Council Officers on duty with the "Out-of-Hours" Service (having been tasked by the Licensing Team Leader to monitor various establishments). Most related to a variety of failures to uphold the licensing objectives most notably the prevention of public nuisance and the prevention of crime and disorder.
24. This reactive work resulted in a further 57 additional Warnings being issued, in the cases where the premises that were of specific concern multiple letters were issued including to their legal representatives. 39 letters of advice were issued to members of the public, recognised organisations, and Andrew Smith MP providing relevant information regarding the Licensing Act 2003 and Gambling Act 2005.
25. The General Licensing Team also handled over 9000 general enquiries by telephone and email during the reporting period. Such enquiries were made by current licence holders, new applicants, members of the public, elected members, other Licensing Authorities, and Responsible Authorities. This significant volume of work also includes the Taxi, Sex Establishment and Scrap Metal Licensing functions carried out by the Team.

Prosecutions

26. PACE (Police and Criminal Evidence Act) interviews are conducted when investigating failures by the Premises Licence holder or Designated Premises Supervisor to adequately uphold conditions of the Premises Licence. They are also held when any offence is witnessed by a Licensing Officer that warrants such an intervention.
27. The Licensing Authority had no reason to initiate any PACE interviews during the Council year.

Future Work & Notable Achievements

28. The relationship enjoyed by the Authority with the Institute of Licensing (IOL) and the National Association of Licensing Enforcement Officers (NALEO) continues, and training courses have been implemented both in Oxford and further afield for staff to continue their learning and development and obtain further licensing qualifications.
29. The Licensing Authority continues to enjoy a very fruitful relationship with the Home Office and Local Government Association, and will continue to be involved in the strategic debates and consultations regarding the work carried out by Authorities nationally.

Legal Implications

30. There are no legal implications contained within this report.

Financial Implications

31. There are no financial implications contained within this report.

Recommendations

32. The Committee is recommended to:

- (i) note the contents of the report; and
- (ii) make any comments and recommendations regarding the future work of the Licensing function.

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To: Licensing and Gambling Acts Committee

Date: 27 January 2015

Report of: Head of Environmental Development

Title of Report: Licensing Act 2003 & Gambling Act 2005:
Licence Fees & Charges for the 2015/16 financial year

Summary and Recommendations

Purpose of report: To seek agreement of the licence fees for 2015/16 where the Council has discretion over the level of fee charged.

Report Approved by:

Finance: Paul Swaffield

Legal: Daniel Smith

Policy Framework:

Recommendation: That the Committee note the licence fees and charges set by statute; and agree the licence fees and charges for 2015/16 as set out in this report.

Appendix One: Licensing & Gambling Acts Fees & Charges 2015/16

1. The purpose of this report is to agree licence fees for 2015/16 where the Council has discretion over the level of fee charged. The proposed fees are set out at **Appendix One**.
2. This Committee is responsible for fees under the Licensing Act 2003 and Gambling Act 2005. Fees for other types of licence will be the subject of a separate report to General Purposes Licensing Committee. All fees under the Licensing Act are set by statute.
3. The authority has discretion under the Gambling Act to set Gambling Premises Licence fees up to the statutory maximum. Fees for Gaming Machine Permits and Temporary Use Notices are set by statute.
4. The general principles when setting fees are that they must be reasonable and relate to the cost of performing the function. Costs include staffing, training, administration, testing, inspections, regulation, hearings and appeals.

5. Where the Council has discretion in setting fees and charges under the 2003 and 2005 Acts, a 1.9% increase is proposed to the current levels to ensure the full cost recovery of the services provided in order to offset the cost of inflation and the local pay deal.

Financial Implications

6. The Council is responsible for collecting licence fees for these functions. Predicted income from licence fees is included in the Council's budget.

Legal Implications

7. The Committee's responsibilities are set out in the Council's Constitution and include setting and reviewing licence fees under the Licensing Act 2003 and Gambling Act 2005.

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APPENDIX ONE

LICENSING & GAMBLING ACTS COMMITTEE	2014/15	2015/16	Increase/	Increase/
FEES & CHARGES 2015/16	Charge	Charge	(Decrease)	(Decrease)
Licensing Act 2003				
Application fee				
Application and Variation Fees - Premises Licenses and Club Premises Certificates - Minimum	100.00	100.00	0.00	0.00
Application and Variation Fees - Premises Licenses and Club Premises Certificates - Maximum	635.00	635.00	0.00	0.00
Enhanced fee for some premises with rateable value above £87,001 - Minimum	900.00	900.00	0.00	0.00
Enhanced fee for some premises with rateable value above £87,001 - Maximum	1905.00	1905.00	0.00	0.00
Additional fee for capacity of more than 5,000 people - Minimum	1000.00	1000.00	0.00	0.00
Additional fee for capacity of more than 5,000 people - Maximum	64000.00	64000.00	0.00	0.00
Annual fee				
Premises Licenses and Club Premises Certificates - Minimum	70.00	70.00	0.00	0.00
Premises Licenses and Club Premises Certificates - Maximum	350.00	350.00	0.00	0.00
Enhanced fee for some premises with rateable value above £87,001 - Minimum	640.00	640.00	0.00	0.00
Enhanced fee for some premises with rateable value above £87,001 - Maximum	1050.00	1050.00	0.00	0.00
Additional fee for capacity of more than 5,000 people - Minimum	500.00	500.00	0.00	0.00
Additional fee for capacity of more than 5,000 people - Maximum	32000.00	32000.00	0.00	0.00
Other Application Fees				
Personal License	37.00	37.00	0.00	0.00
Transfer of Premises Licence	23.00	23.00	0.00	0.00
Change of address	10.50	10.50	0.00	0.00
Copy of licence	10.50	10.50	0.00	0.00
Temporary Event Notice	21.00	21.00	0.00	0.00
Provisional Statement	315.00	315.00	0.00	0.00
Gambling Act 2005 - Premises				
Bingo Premises				
Application (3500 max permitted)	910.00	930.00	20.00	2.20
Annual fee (1000 max permitted)	600.00	610.00	10.00	1.67
Variation application (1750 max permitted)	1305.00	1330.00	25.00	1.92
Transfer application (1200 max permitted)	425.00	430.00	5.00	1.18
Reinstatement application (1200 max permitted)	545.00	555.00	10.00	1.83
Provisional statement application (3500 max permitted)	790.00	805.00	15.00	1.90
Copy of licence	25.00	25.00	0.00	0.00
Notification of a change	50.00	50.00	0.00	0.00

LICENSING & GAMBLING ACTS COMMITTEE	2014/15	2015/16	Increase/	Increase/
FEES & CHARGES 2015/16	Charge	Charge	(Decrease)	(Decrease)
Family Entertainment Centre				
Application (2000 max permitted)	735.00	750.00	15.00	2.04
Annual fee (750 max permitted)	665.00	680.00	15.00	2.26
Variation application (1000 max permitted)	1000.00	1000.00	0.00	0.00
Transfer application (950 max permitted)	390.00	400.00	10.00	2.56
Reinstatement application (950 max permitted)	475.00	485.00	10.00	2.11
Provisional statement application (2000 max permitted)	645.00	660.00	15.00	2.33
Copy of licence	25.00	25.00	0.00	0.00
Notification of a change	50.00	50.00	0.00	0.00
Adult Gaming Centre				
Application (2000 max permitted)	735.00	750.00	15.00	2.04
Annual fee (1000 max permitted)	665.00	680.00	15.00	2.26
Variation application (2000 max permitted)	1015.00	1030.00	15.00	1.48
Transfer application (1200 max permitted)	390.00	400.00	10.00	2.56
Reinstatement application (1200 max permitted)	475.00	485.00	10.00	2.11
Provisional statement application (2000 max permitted)	645.00	660.00	15.00	2.33
Copy of licence	25.00	25.00	0.00	0.00
Notification of a change	50.00	50.00	0.00	0.00
Betting Premises (Track)				
Application (2500 max permitted)	870.00	890.00	20.00	2.30
Annual fee (1000 max permitted)	790.00	805.00	15.00	1.90
Variation application (1250 max permitted)	1250.00	1250.00	0.00	0.00
Transfer application (950 max permitted)	415.00	420.00	5.00	1.20
Reinstatement application (950 max permitted)	515.00	520.00	5.00	0.97
Provisional statement application (2500 max permitted)	720.00	730.00	10.00	1.39
Copy of licence	25.00	25.00	0.00	0.00
Notification of a change	50.00	50.00	0.00	0.00
Betting Premises (Other)				
Application (3000 max permitted)	820.00	835.00	15.00	1.83
Annual fee (600 max permitted)	600.00	600.00	0.00	0.00
Variation application (1500 max permitted)	1130.00	1160.00	30.00	2.65
Transfer application (1200 max permitted)	405.00	420.00	15.00	3.70
Reinstatement application (1200 max permitted)	500.00	520.00	20.00	4.00
Provisional statement application (3000 max permitted)	710.00	730.00	20.00	2.82
Copy of licence	25.00	25.00	0.00	0.00
Notification of a change	50.00	50.00	0.00	0.00

LICENSING & GAMBLING ACTS COMMITTEE	2014/15	2015/16	Increase/	Increase/
FEES & CHARGES 2015/16	Charge	Charge	(Decrease)	(Decrease)
Gambling Act 2005 - Permits				
Alcohol Premises Gaming Machine Permits				
Application	150.00	150.00	0.00	0.00
Existing operator application	100.00	100.00	0.00	0.00
Annual fee	50.00	50.00	0.00	0.00
Permit variation fee	100.00	100.00	0.00	0.00
Transfer of permit	25.00	25.00	0.00	0.00
Change of name on permit	25.00	25.00	0.00	0.00
Copy of permit	15.00	15.00	0.00	0.00
Notification of 2 machines	50.00	50.00	0.00	0.00
Club Gaming Permits and Club Gaming Machine Permits				
Application	200.00	200.00	0.00	0.00
Application (Club Premises Certificate holder)	100.00	100.00	0.00	0.00
Annual fee	50.00	50.00	0.00	0.00
Permit variation fee	100.00	100.00	0.00	0.00
Renewal	200.00	200.00	0.00	0.00
Renewal (Club Premises Certificate holder)	100.00	100.00	0.00	0.00
Permit variation fee	100.00	100.00	0.00	0.00
Copy of permit	15.00	15.00	0.00	0.00
Family Entertainment Centre Gaming Machine Permits				
Application	300.00	300.00	0.00	0.00
Existing operator application	100.00	100.00	0.00	0.00
Renewal	300.00	300.00	0.00	0.00
Change of name on permit	25.00	25.00	0.00	0.00
Copy of permit	15.00	15.00	0.00	0.00
Gambling Act 2005 Temporary Use Notice				
Submission of Notice	500.00	500.00	0.00	0.00
Copy of Notice	25.00	25.00	0.00	0.00
Miscellaneous Charges				
Copy of Premises/Person Entry in Licensing Register	20.30	21.00	0.70	3.45
Statement of Licensing Policy document	40.60	41.00	0.40	0.99
Statement of Gambling Policy document	40.60	41.00	0.40	0.99
Copy of Licensing Decision Notice	20.30	21.00	0.70	3.45
Current list of licensing applications	10.20	10.50	0.30	2.94

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LICENSING AND GAMBLING ACTS COMMITTEE

Tuesday 10 June 2014

COUNCILLORS PRESENT: Councillors Cook (Chair), Brandt, Coulter, Goddard, Lygo, Wade and Wolff.

OFFICERS PRESENT: Mathew Metcalfe (Democratic and Electoral Services), Julian Alison (Licensing Team Leader) and Daniel Smith (Law and Governance)

1. ELECTION OF CHAIR FOR THE COUNCIL YEAR 2014/15

The Committee agreed to elect Councillor Colin Cook as Chair for the Council Year 2014/15.

2. ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2014/15

The Committee agreed to defer the election of a Vice-Chair for the Council Year 2014/15 to the next meeting of the Committee on 23rd September 2014.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mary Clarkson.

4. DECLARATIONS OF INTEREST

None declared.

5. LICENSING AND GAMBLING ACTS COMMITTEE - APPOINTMENT OF SUB-COMMITTEES

The Head of Law and Governance submitted a report (previously circulated, now appended) the purpose of which was to establish licensing casework sub-committees for the 2014/15 Council Year to deal with casework flowing from the Council's responsibilities under the Licensing Act 2003 and the Gambling Act 2005.

The Committee agreed:

- (a) To appoint as many Licensing Casework Sub-Committees of three members as there are combinations of three members on the total number of members of the Licensing and Gambling Acts Committee;
- (b) To note the Sub-Committees' powers and duties as set out in the annex to the report.

6. UPDATE ON LICENSING AUTHORITY ACTIVITY FOR THE COUNCIL YEAR 2013/14

The Head of Environmental Development submitted a report (previously circulated, now appended) which informed the Committee of the progress made by the Licensing authority under the Licensing Act 2003 and the Gambling Act 2005 during the Council Year 2013/14.

Julian Alison, Licensing Team Leader, attended the meeting and presented the report.

The Committee agreed to note the report.

7. MINUTES

The Committee agreed the minutes of the meeting held on 21st January 2014.

8. DATES OF FUTURE MEETINGS

The Committee agreed that it would meet at 6.00pm in the Town Hall on the following dates:

Tuesday 23rd September 2014

Tuesday 27th January 2015

The meeting started at 5.05 pm and ended at 5.25 pm