

# Agenda

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## General Purposes Licensing Committee

This meeting will be held on:

Date: **Wednesday 21 May 2025**

Time: **6.15 pm**

Place: **Long Room - Oxford Town Hall**

**For further information** please contact:

Hannah Carmody-Brown, Committee and Members Services Officer,  
Committee Services Officer

☎ 01865 252946

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**Members of the public can attend to observe this meeting and.**

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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*All public papers are available from the calendar link to this meeting once published*

## **Committee Membership**

Councillors: Membership 15: Quorum 5: No substitutes are permitted.

*Membership will be confirmed at the Annual Council on Thursday, 15th May 2025.*

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

# Agenda

- 1 **Election of Chair for Council Year 2025-2026**
- 2 **Election of Vice-Chair for Council Year 2025-2026**
- 3 **Apologies for absence**
- 4 **Declarations of interest**
- 5 **Appointment of the Sub-Committees**

7 - 12

The Director of Law, Governance, and Strategy has submitted a report to establish four General Purposes Licensing Sub-Committees for the 2025-26 Council Year to deal with the casework flowing from the Committee's own responsibilities.

**Recommendation(s):** That the General Purposes Licensing Committee resolves to:

1. **Agree** that the casework hearings for hackney carriage, private hire or other driver or vehicle licences, street trading consents and sex establishment licences should be determined by sub-committees on the basis of the Powers and Duties of GPL Sub-Committees at Appendix 1.
2. **Establish** four sub-committees of three members, as set out in table 1 of the report, and **agree** the membership, each to undertake the casework of the General Purposes Licensing Committee as set out in Appendix 1
3. **Agree** that substitution is permitted on each of the four Sub-Committees but that substitutes must be from the General Purposes Licensing Committee.
4. **Agree** the meeting dates and time listed below.

## 6 **Minutes of the previous meeting**

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**Recommendation:** to approve the minutes of the meeting held on 10 February 2025 as a true and accurate record.

## 7 **Dates and times of meetings**

The Committee is scheduled to meet on the following dates:

- 22 September 2025
- 9 February 2026

## **Information for those attending**

### **Recording and reporting on meetings held in public**

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

### **Councillors 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; licenses 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". 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.

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