

# Minutes of a meeting of the General Purposes Licensing Committee on Wednesday 27 May 2026

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## Committee members present:

Councillor Bala	Councillor Dhall
Councillor Jupp	Councillor Lancaster
Councillor Lygo	Councillor Miles
Councillor Ottino	Councillor Taylor
Councillor Turkson Wood	Councillor Yeatman

## Officers present for all or part of the meeting:

Hannah Carmody-Brown, Committee and Member Services Officer  
Jonathan Malton, Committee and Member Services Manager

## Apologies:

Councillor(s) Azad, Clarkson, Muddiman, Qayyum and Robinson sent apologies.

### 1. Election of Chair for Council Year 2026-2027

Councillor Ottino proposed, and Councillor Miles seconded, the nomination of Councillor Muddiman to be elected as Chair of the Committee for 2026/27.

There were no further nominations.

The General Purposes Licensing Committee resolved that Councillor Muddiman be elected as the Chair for 2026/27.

### 2. Election of Vice-Chair for Council Year 2026-2027

Councillor Miles proposed, and Councillor Taylor seconded, the nomination of Councillor Ottino to be elected as Chair of the Vice-Committee for 2026/27.

There were no further nominations.

The General Purposes Licensing Committee resolved that Councillor Ottino be elected as the Vice-Chair for 2026/27.

*In the absence of the Chair, the Vice-Chair chaired the remainder of the meeting.*

### **3. Declarations of interest**

None.

### **4. Minutes of the previous meeting**

The Committee **approved** the minutes of the meeting held on 9 February 2026 as a true and accurate record.

### **5. Addresses by members of the public**

None.

### **6. Councillor addresses on any item for discussion**

None.

### **7. Appointment of General Purposes Licensing Casework Sub-Committees**

The Committee and Member Services Manager introduced the report, focusing on recommendation 1 to abandon the requirement for the sub-committees to follow the Council's political proportionality.

The Vice-Chair invited questions in relation to recommendation 1; there were none.

On being proposed by the Vice-Chair and seconded by Councillor Bala, recommendation 1 was put to a vote. The recommendation was unanimously agreed.

The Committee and Member Services Manager then introduced the remainder of the report.

The Vice-Chair referred to the previous arrangement for allocating Members to Sub-Committees and explained that it had not work efficiently. The Committee was urged to proactively volunteer for sub-committees in order to ensure the schedule of meetings can go ahead as planned.

Councillor Lygo noted that if attendance is not fulfilled consistently, then meetings will have to be cancelled, which is not preferable. Councillor Lygo also emphasised that the sub-committee workload cannot fall on only a few Members; it must be more evenly shared.

Councillor Bala agreed and asked how the allocation to Sub-Committees is managed. The Committee and Member Services Manager explained that going forward, calling emails will be distributed to all Committee members via email BCC to ensure officers can manage attendance and workload.

Councillor Jupp asked whether the Sub-Committee dates for the coming year were already scheduled; the Committee and Member Services Manager confirmed this.

Councillor Dhall asked how far in advance calling emails are sent out for each sub-committee meeting. The Committee and Member Services Officer explained that calling emails are usually sent out 4-6 weeks ahead of scheduled meetings, and at shorter notice when additional meetings are required to support periods of increased caseload.

There were no further questions.

On being proposed by the Vice-Chair and seconded by Councillor Miles, recommendations 2, 3 and 4 were put to a vote. The recommendations were unanimously agreed.

**The General Purposes Licensing Committee resolved to:**

- 1. **Agree** to vote against the requirement for each of the General Purposes Licensing Casework Sub-Committees to follow the Council’s political proportionality.
- 2. **Appoint** as many General Purposes Licensing Casework sub-committees of three members as there are combinations of three members in the total number of members of the Committee,
- 3. **Note** the Sub-Committees’ powers and duties for hackney carriage, private hire or other driver or vehicle licences, street trading consents and sex establishment licences as set out in Appendix 1 to this report.
- 4. **Agree** the dates on which the Sub-Committees will meet.

**8. Dates of future meetings**

The Committee noted the date of the next meeting.

**The meeting started at 6.15 pm and ended at 6.29 pm**

**Chair .....**  
**2026**

**Date: Monday 21 September**

*When decisions take effect:*  
*Cabinet: after the call-in and review period has expired*

*Planning Committees: after the call-in and review period has expired and the formal decision notice is issued*

*All other committees: immediately.*

*Details are in the Council's Constitution.*