

MINUTES OF LICENSING SUB-COMMITTEES

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author	Phoebe Batchelor
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Public Minutes – 22 January 2025 Appendix 2 – Restricted Minutes – 22 January 2025

Summary

To receive the Minutes of the Meeting of the Licensing Sub-Committee held on 22 January 2025.

Recommendation (s)

The Committee is asked to:

- (1) Receive the Minutes of the Meeting of the Licensing Sub-Committee held on 22nd January 2025 and authorise the Chair of the Sub-Committee meeting to sign them as a true record of that meeting.**

1 Reason for Recommendation

- 1.1 The Draft Minutes of meetings of the Licensing Sub-Committees are presented to the Committee for information and to authorise their signature by the Sub-Committee Chair as a true record of the meeting.

2 Background

- 2.1 CPR 10.4 of Appendix 5 of the Constitution (Standing Orders relating to the Conduct of Committees, Sub-Committees, and Advisory Panels) sets out a procedure for the signature of minutes should a committee, subcommittee or advisory panel not be scheduled or likely to meet again in the foreseeable future.

Licensing and Planning Policy Committee

3 July 2025

- 2.2 In such instances the minutes are presented to the parent committee or Full Council to authorise their signature as a true record, subject to the resolution of all questions of accuracy raised by members who were present at the meeting.
- 2.3 As meetings of the Licensing (Hearings) Sub-Committee and Licensing (General) Sub-Committee do not have an annual schedule (they are arranged as required) or static membership, it is necessary to present their Minutes to the Licensing and Planning Policy Committee (as parent Committee) for approval.
- 2.4 The below procedure is followed for Minutes of Licensing (Hearings) Sub-Committee and Licensing (General) Sub-Committees:
 - 2.4.1 Following each meeting of the Licensing (Hearings) Sub-Committee and Licensing (General) Sub-Committee the draft minutes will be provided by officers to all three sub-committee members for comment and agreement via email. Any questions of accuracy will be resolved to the agreement of all three members.
 - 2.4.2 Once all three members have expressed their agreement to the minutes, a copy will be provided to the next ordinary meeting of the Licensing and Planning Policy Committee to receive and authorise signature.
 - 2.4.3 Following receipt and authorisation by the Licensing and Planning Policy Committee, a hard copy of the Minutes will be provided to the Chair of the Sub-Committee for signature.
- 2.5 This report presents the draft Minutes from the Meeting of the Licensing Sub-Committee held on:
 - 22 January 2025
- 2.6 All members of each Sub-Committee meeting have expressed their agreement to the draft minutes, and any questions of accuracy raised by members of the Sub-Committee have been resolved to the satisfaction of all members of that meeting.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - 3.1.1 None arising from this report.
- 3.2 Crime & Disorder
 - 3.2.1 None arising from this report.

Licensing and Planning Policy Committee

3 July 2025

3.3 Safeguarding

3.3.1 None arising from this report.

3.4 Dependencies

3.4.1 None arising from this report.

3.5 Other

3.5.1 None arising from this report.

4 Financial Implications

4.1 None for the purposes of this report.

4.2 **Section 151 Officer's comments:** None for the purposes of this report.

5 Legal Implications

5.1 None for the purposes of this report.

5.2 **Legal Officer's comments:** None for the purposes of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** Not relevant to this report.

6.2 **Service Plans:** Not relevant to this report.

6.3 **Climate & Environmental Impact of recommendations:** None.

6.4 **Sustainability Policy & Community Safety Implications:** None.

6.5 **Partnerships:** None.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Other papers:

- [Appendix 5 – Standing Orders relating to the Conduct of Committees, Sub-Committees, and Advisory Panels](#)