

BRISTOL CITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE
LICENSING COMMITTEE
HELD ON 19TH JUNE 2014 AT 2PM.**

P Councillor Abraham
P Councillor Budd
A Councillor Clark
A Councillor Davies
A Councillor Hance
P Councillor Jethwa
A Councillor Leaman
A Councillor Morgan
P Councillor Morris
P Councillor Payne
P Councillor Pearce
P Councillor Stone
A Councillor Threlfall
A Councillor Wollacott
A Councillor Woodman

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.

Councillor Jethwa declared that she was the owner of an on/off premises licence.

2A. MEMBERSHIP

RESOLVED - that membership of the Licensing Committee for the 2014/15 municipal year be as follows:-

**Councillor Abraham
Councillor Budd
Councillor Clark
Councillor Davies
Councillor Hance
Councillor Jethwa**

**Councillor Leaman
Councillor Morgan
Councillor Morris
Councillor Payne
Councillor Pearce
Councillor Stone
Councillor Threlfall
Councillor Wollacott
Councillor Woodman**

2B. APPOINTMENT OF CHAIR

Councillor Stone was nominated and seconded for the Chair of Licensing Committee for the 2014/15 municipal year. There were no further nominations.

RESOLVED - that Councillor Stone be elected Chair of the Licensing Committee for the 2014/15 municipal year.

2C. APPOINTMENT OF VICE-CHAIR

Councillor Abraham was nominated and seconded for the Vice-Chair of Licensing Committee for the 2014/15 municipal year. There were no further nominations.

RESOLVED - that Councillor Abraham be elected Vice-Chair of the Licensing Committee for the 2014/15 municipal year.

2D. TERMS OF REFERENCE

RESOLVED - that the terms of reference of the Licensing Committee for the 2014/15 municipal year be noted.

2E. DATES AND TIMES OF MEETINGS.

The Chair wished to place on record the Committee's thanks to the Clerk for her efforts on Licensing Committee business. The dates and times for 2014/15 were noted.

RESOLVED - that the dates and times be noted.

2F. LICENSING PROCEDURE RULE.

The following Committee Procedure Rule was agreed :-

In the case of sub-committee business under the Licensing Act 2003 that does not require the conduct of a hearing and only where all members of the sub-committee are agreeable, one, two or all of them may participate in a meeting of the sub-committee by means of a conference telephone, or similar communications equipment, by means of which all persons participating in the meeting can hear each other at the same time and can also be heard by any members of the public in attendance at the meeting and participation by such means shall constitute presence at the meeting. A council officer responsible for clerking the committee will be in attendance and will record in the minutes of the meeting the means by which the identity of any member so participating was verified.

2G. ESTABLISHMENT OF SPECIAL PURPOSES SUB-COMMITTEE

Councillors Stone and Abraham would sit on this sub-committee as Chair and Vice Chair. There was cross-party agreement that a third member name be supplied to the Clerk outside of this meeting from the Liberal Democrat Group.

Addendum – Councillor Hance was subsequently elected as the third member.

RESOLVED - (1) that a Special Purposes Sub-Committee be established with the terms of reference as set out in Appendix A to the report.

- (2) that a Liberal Democrat member of the Licensing Committee be supplied to the Clerk outside of this meeting to be the third member of this Sub- Committee.**

2H. ESTABLISHMENT OF OTHER SUB-COMMITTEES.

It was noted that under the new Scrutiny arrangements in the Constitution, the Licensing Policy Scrutiny Board no longer existed. It was believed that the Board would be incorporated into the Terms of Reference of Neighbourhoods or Business Change Scrutiny.

- RESOLVED -**
- (1) that a Licensing (Hearings) Sub-Committee be established comprising any three members of the Licensing Committee and that each member of the Licensing Committee be appointed to serve on any such sub-committee which is convened so as to include him or her in its membership; and**
 - (2) that each of the sub-committees so established shall have the terms of reference as set out in Appendix A to the report.**

2 I. DELEGATIONS TO SUB-COMMITTEES AND OFFICERS.

- RESOLVED -**
- (1) that all sub-committees established by the Licensing Committee shall have delegated authority to discharge all functions**

falling within their terms of reference;

- (2) that delegations to officers to discharge any function which in law may be discharged by an officer of the licensing authority be approved as follows;

**Regulatory Services Manager
Licensing and Trading Standards
Administration Manager
Senior Enforcement Officer
Licensing Officer
Enforcement Officer
Senior Enforcement Officer
Trading Standards Officer
Trading Standards Officer
Principal Trading Standards
Officer
Accredited Financial Investigator
Principal Trading Standards
Officer
Senior Trading Standards Officer
Trading Standards Officer
Trading Standards Investigator
Financial Investigator
Fair Trading Officer
Senior Environmental Health
Officer (Regulatory Services)
Environmental Health Officer
(Regulatory Services)
Principal Environmental Health
Officer (Regulatory Services)
Assistant Environmental Health
Officer (Regulatory Services)
Senior Pollution Control Officer
Pollution Control Officer
Public Health Services Manager**

- (3) that for the avoidance of doubt any authority conferred upon a

sub-committee or an officer in connection with the discharge of any function includes the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of the function concerned.

3. PUBLIC FORUM

There was none.

4. A - MINUTES – LICENSING COMMITTEE – 13 JUNE 2013

RESOLVED - that the minutes of the meeting of the Licensing Committee held on 13 June 2013 be confirmed as a correct record and signed by the Chair.

B - MINUTES – LICENSING COMMITTEE – 16 SEPTEMBER 2013.

RESOLVED - that the minutes of the meeting of the Licensing Committee held on 16 September 2013 be confirmed as a correct record and signed by the Chair.

C - MINUTES – LICENSING COMMITTEE – 30 SEPTEMBER 2013.

RESOLVED - that the minutes of the meeting of the Licensing Committee held on 30 September 2013 be confirmed as a correct record and signed by the Chair.

D - MINUTES – LICENSING COMMITTEE – 14 NOVEMBER 2013.

RESOLVED - that the minutes of the meeting of the Licensing Committee held on 14 November 2013 be confirmed as a correct record and signed by the Chair.

E - MINUTES – LICENSING (SPECIAL PURPOSES) SUB-COMMITTEE – 26 NOVEMBER 2014.

RESOLVED - that the minutes of the meeting of the Licensing (Special Purposes) Sub-Committee held on 26 February 2014 be confirmed as a correct record and signed by the Chair.

5. ANNOUNCEMENTS FROM THE CHAIR

There were no announcements from the Chair.

6. LICENSING POLICY STATEMENT.

The Regulatory Services Manager reported that consultation on the draft licensing policy would end in January and a report would go to Full Council in September 2015.

It was noted that a Public Forum Statement on Sexual Entertainment Venues review of policy had been expected but did not come. It was agreed that a Special Purposes Sub-Committee would receive the statement if subsequently submitted.

It was also noted in the next year there would be several changes in the Licensing Act including deregulation bills, personal licences and the TENS regime. In addition, a project was underway to change licensing systems which might impact on how the service was delivered.

RESOLVED - that the oral report be noted.

(The meeting ended at 3pm)

CHAIR