

**Bristol City Council**  
**Minutes of the Licensing Committee**

**1 June 2023 at 10.00 am**



**Members Present:-**

**Councillors:** Amal Ali, Marley Bennett, Andrew Brown, Richard Eddy, Emma Edwards, Fi Hance, Jonathan Hucker, Philippa Hulme, Brenda Massey, Steve Pearce, Guy Poultney and Christine Townsend

**Officers in Attendance:-**

Abigail Holman (Licensing Policy Advisor); Claudette Campbell (Democratic Services)

**1. Welcome, Introductions and Safety Information**

The Clerk welcomed everyone to the meeting and issued the safety information.

**2. Apologies for Absence.**

Apologies were received from Cllr Davies and Cllr Windows.

**3. Declarations of Interest**

None received.

**4. Minutes of Previous Meeting**

Resolved that the minutes of the previous meeting held on the 10<sup>th</sup> November 2022 were agreed as a correct record.

**5. Public Forum**

None received.

**6. Annual Business Report.**

The Committee considered the Annual Business Report.



## 7. Membership of Committee

### Membership, Chair, and Vice Chair

Members noted the membership of the Committee and that Councillor Marley Bennett had been elected Chair and Councillor Christine Townsend as Vice-Chair for the 2023/24 Municipal Year.

## 8. Election of Chair - Municipal Year

Noted as above

## 9. Election of Vice Chair - Municipal Year

Noted as above

## 10. Dates and Times of Meetings.

### Terms of Reference and Meetings

The Committee also noted the Terms of Reference of the Committee and arrangements to meet as required throughout the 2023/24 Municipal Year.

## 11. Establishment of Special Purposes Sub-Committee

### **Establishment of a Special Purposes Sub-Committee**

The committee then discussed the establishment of a Special Purposes Sub-Committee for 2023/24 with the Chair, Vice-Chair and one other Councillor to be appointed to it.

### **Following discussion it was**

**RESOLVED** – that a Special Purposes Sub-Committee is established to meet as required with the Chair, Vice-Chair and Councillor Eddy appointed to sit on it.

## 12. Delegations to Sub-Committees and Officers



The Committee discussed arrangements for establishing a Sub-Committee to discuss applications through hearings throughout the 2023/24 Municipal Year. It was

**RESOLVED –**

- (a) that the Licensing committee establish Licensing (Hearings) sub committees 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
- (b) that each of the sub committees so established shall have the terms of reference as set out in Appendix A

**Delegations to Sub-Committees and Officers**

The Committee noted the delegation arrangements to officers. Agreed the recommendation made.

**RESOLVED:**

In respect of the functions referred to in paragraphs 1 and 3 of its Terms of Reference the Committee makes the following arrangements: subject to the limitations set out in (a) and (b) below officers occupying the following posts:-

- Licensing & Trading Standards Manager
- Licensing Team Leader Senior  
Licensing Officer Licensing Officer
- Trading Standards Team Leader Senior Trading  
Standards Officer
- Trading Standards Officer
- Trading Standards Investigator
- Senior Environmental Health Officer (Public Health Services)
- Environmental Health Officer (Public Health Services)
- Principal/Team Leader/Lead Environmental Health Officer (Public Health Services) to include Lead Officers in each of the following specialisms:
  - Food Safety
  - Pollution Control and Pest Control
  - Port Health
  - Health and Safety
  - Food Safety and Infectious Disease control
  - Assistant Environmental Health Officer (Public Health Services)
  - Senior Pollution Control Officer
  - Pollution Control Officer



- **Public Health Services Manager**
- **Neighbourhood Enforcement and Street Scene Manager**
- **Team Leader Neighbourhood Enforcement Senior Neighbourhood Enforcement Officer Neighbourhood Enforcement Officer**

**are authorised to discharge any function which in law may be discharged by an officer of the licensing authority.**

### **Limitations**

(a) The power to decide whether representations are frivolous or vexatious may only be made in respect of applications that officers would be empowered to proceed to determine themselves should it be decided that the representation under consideration is either frivolous or vexatious.

(b) An Officer may not decide whether to grant or refuse an application under the Licensing Act 2003 for a personal license in any case where there are unspent convictions.

- In respect of the functions referred to in paragraphs 2 (a) and (b), 4(a) – (f) and 4(g) to (i) inclusive of the Committee's Terms of Reference the committee notes the arrangements made by the full council and the delegated Director under which his subordinate officers assist him in discharging functions on behalf of the Council. The Committee approves the continuation of such arrangements as if they had been made directly and particularly by this committee
- For the avoidance of doubt the Service Director - Legal Services and officers within his team who assist him in this task shall continue to be authorised to institute and defend legal proceedings of any kind falling within this Committee's terms of reference.
- The possession of delegated powers shall not prevent a delegated officer bringing a matter before an appropriate body of Members but this should only be done following consultation with the Chair of the Licensing committee.

### **Resolved: Authorisations in Respect of Major Events taking place at Ashton Court 2023**

- 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 the Committee approves delegations to officers as recommended in paragraph H of this report (including North Somerset Officers); and**
- 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.**



### 13 Announcements from the Chair

Licensing confirmed that the consultation on the CIA was underway. That members would be consulted and informed as matters progressed. This was to enable members to update residents and be fully informed about the process.

### 14 Licensing Policy Statement

Licensing Policy Statement

The Licensing Manager asked committee to note:

- a. The arrangements for issuing licenses for the up coming St Pauls Carnival were now well established and the TENS would be issued as agreed by all partners agencies with the Carnival committee involved in managing the event.
- b. Noted that the process agreed is not enforceable but is the suggested route for participants/vendors to support the carnival committee to manage the event. Does not prevent individuals applying directly to Licensing.
- c. That the issue of an extension of the Pavement Licences was being considered; that a working group would be established to consider current thinking from government, Business Planning Act.
- d. Committee were reminded that use of the pavement area was permitted during COVID; the Business and Planning Act for pavement licence allowed its operation to 30 September 2023

Meeting ended at 10.22 am

**CHAIR** \_\_\_\_\_

