

A meeting of the **LICENSING COMMITTEE** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **TUESDAY, 19 JULY 2016** at **TIME NOT SPECIFIED** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 5 - 6)

To approve as a correct record the Minutes of the meeting held on 21st June 2016.

**C Bulman  
388169**

**2. MEMBERS' INTERESTS**

To receive from Members, declarations as to disclosable pecuniary or other interests in relation to any Agenda item. See Notes below.

**3. SCHEME OF DELEGATION**

To consider a report by the Head of Community Services on the Scheme of Delegation. (TO FOLLOW).

**C Stopford  
388280**

Dated this 11 day of July 2016



Head of Paid Service

## **Notes**

**1. Disclosable Pecuniary Interests**

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

*(a) relates to you, or*

*(b) is an interest of -*

*(i) your spouse or civil partner; or*

*(ii) a person with whom you are living as husband and wife; or*

*(iii) a person with whom you are living as if you were civil partners*

*and you are aware that the other person has the interest.*

(3) *Disclosable pecuniary interests includes -*

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

### **Non-Statutory Disclosable Interests**

- (4) If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.
- (5) A Member has a non-statutory disclosable interest where -
  - (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
  - (b) it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or
  - (c) it relates to or is likely to affect any body –
    - (i) exercising functions of a public nature; or
    - (ii) directed to charitable purposes; or
    - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.

and that interest is not a disclosable pecuniary interest.

## **2. Filming, Photography and Recording at Council Meetings**

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

**Please contact Mrs Claire Bulman, Democratic Services Officer, Tel: 01480 388234 / email [Claire.Bulman@huntingdonshire.gov.uk](mailto:Claire.Bulman@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

**Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.**

**Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.**

Agenda and enclosures can be viewed on the District Council's website – [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING COMMITTEE held in Meeting Rooms 0.1A and 0.1B, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Tuesday, 21 June 2016.

PRESENT: Councillor R Fuller – Chairman.

Councillors Mrs B E Boddington,  
Mrs S Conboy, J E Corley, J W Davies,  
D R Underwood, D Watt and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors S J Criswell, Mrs S A Giles and Mrs J Tavener.

### 4. MINUTES

The Minutes of the meetings of the Licensing Committees held on 20th October 2015 and 18th May 2016 were approved as correct records and signed by the Chairman.

### 5. MEMBERS INTERESTS

No declarations were received.

### 6. LICENSING COMMITTEE

The Head of Community gave a brief verbal update on the remit of the Licensing Committee.

Members were advised that the Licensing Committee was a statutory committee formed under the provisions of the Licensing Act 2003 and the Gambling Act 2005. It has a Sub-Committee to which a number of decision making functions have been delegated, however the majority of matters considered by the Sub-Committee related to applications for new premises licenses where representations had been received. The Head of Community reiterated that decisions taken by the Licensing Sub-Committee were completely independent to any decisions made by the Council's Development Management Committee.

In response to a question from a Member of the Committee, the Head of Community explained that because the Licensing Sub-Committees are constituted under the 2003 Licensing Act, they are not subject to any political proportionality requirements.

### 7. SCHEME OF DELEGATION

With the assistance of a copy of the existing scheme of delegation to Officers (a copy of which is appended in the Minute Book) the Head of Community outlined his intention to present a revised scheme to the Licensing Committee at their meeting in July 2016 for approval.

Having noted that a number of existing officer delegations were based upon statute and in conjunction with the decision of the Licensing and Protection Committee at their earlier meeting, it was agreed that the Head of Community would circulate a revised version with tracked changes to Members of the Committee for their comments.

**8. LICENSING SUB COMMITTEE**

With the aid of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) the Panel noted details for the two meetings of the Licensing Sub-Committee, which had taken place since the last meeting of the Committee on 20th October 2015.

Chairman