



A meeting of the **LICENSING COMMITTEE** will be held in **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 5 JUNE 2025** at **2:30 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

#### **1. MINUTES (Pages 3 - 6)**

To approve as a correct record the Minutes of the meetings held on 19th March 2025 and 15th May 2025.

**Contact Officer: B Buddle 01480 388008**

#### **2. MEMBERS INTERESTS**

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda Item. See Notes below.

**Contact Officer: B Buddle 01480 388008**

#### **3. LICENSING SUB COMMITTEES**

No Sub Committees have been held since the last meeting of the Licensing Committee on 19th March 2025.

**Contact Officer:**

28 day of May 2025

***Michelle Sacks***

Chief Executive and Head of Paid Service

## **Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests](#) is available in the Council's Constitution

## **Filming, Photography and Recording (including Live Streaming) at Council Meetings**

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

**Please contact Democratic Services, Tel: 01480 388169 / email: [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@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](#).

### **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.

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING COMMITTEE held in the GROUND FLOOR MEETING ROOMS (CONINGSBY AND BOURN) PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Wednesday, 19 March 2025

PRESENT: Councillor N Wells – Chair.

Councillors M L Beuttell, J Clarke, A E Costello, S J Criswell, S W Ferguson, I D Gardener, S A Howell, P A Jordan and P Kadewere.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors B S Banks and D Terry.

### 8 MINUTES

The Minutes of the Meeting of the Committee held on 16th October 2024 were approved as a correct record and signed by the Chair.

### 9 MEMBERS INTERESTS

No declarations of interests were received.

### 10 LICENSING COMMITTEE - SCHEME OF DELEGATION TO OFFICERS

The Committee gave consideration to a report by the Licensing Manager (a copy of which is appended in the Minute Book) on an update to the Scheme of Delegation following changes to the internal structure of the Licensing Service. The changes were required to reduce the risk of legal challenge to decisions taken on licensing matters.

RESOLVED

- a) that the Scheme of Delegation from Licensing Committee to Officers appended to the report now submitted be approved;
- b) that the Public Protection Manager be authorised to make minor editorial changes which by definition make no change to the powers of delegations;
- c) that the Public Protection Manager, after consultation with the Chair and Vice Chair of the Licensing Committee, be authorised to make changes as a result of revocations, amendments, or enactment of relevant statutory provisions, and
- d) that the Public Protection Manager, with regard to the Licensing Act 2003, Section 13(4)(d), be authorised to appoint such suitably qualified officers as deemed appropriate to exercise those duties delegated to them.

## **11 LICENSING SUB COMMITTEES**

By means of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) the Committee was acquainted with the outcome of six meetings of the Licensing Sub-Committee, which had taken place since the last meeting of the Committee.

RESOLVED

that the report be received and noted.

Chair

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

MINUTES of the meeting of the LICENSING COMMITTEE held in CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Thursday, 15 May 2025.

PRESENT: Councillor N Wells – Chair.

Councillors B S Banks, A E Costello,  
S J Criswell, S W Ferguson, I D Gardener,  
S A Howell, P A Jordan, P Kadewere and  
D Terry.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors M L Beuttell and J Clarke.

IN ATTENDANCE: .

### **1. ELECTION OF CHAIR**

A proposal to elect Councillor N Wells to the Chair of the Committee was moved and seconded, whereupon it was

RESOLVED

that Councillor N Wells be elected Chair of the Committee for the ensuing Municipal Year.

### **2. MEMBERS INTERESTS**

No declarations of interests were received.

### **3. APPOINTMENT OF VICE-CHAIR**

A proposal to appoint Councillor B S Banks to the Vice-Chair of the Committee was moved and seconded, whereupon it was

RESOLVED

that Councillor B S Banks be appointed Vice-Chair of the Committee for the ensuing Municipal Year.

Chair

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