

# HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the LICENSING COMMITTEE held in the CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Thursday, 25 January 2024

PRESENT: Councillor C H Tevlin – Vice Chair in the Chair.

Councillors M L Beuttell, S Bywater, J Clarke, A E Costello, S J Criswell, S W Ferguson, S A Howell, P Kadewere, D Terry and C H Tevlin.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors B S Banks and P A Jordan.

## 7 MINUTES

The Minutes of the meeting held on 28th June 2023 were approved as a correct record.

## 8 MEMBERS INTERESTS

No declarations were received.

## 9 LICENSING COMMITTEE - SCHEME OF DELEGATION TO OFFICERS

With the assistance of a report by the Community Services Manager (a copy of which is appended in the Minute Book) the Committee were invited to consider an updated scheme of delegation between the Licensing Committee and the Council's Officers.

The Committee were advised, that since the scheme had last been approved there had been a number of organisational changes within the Authority, which meant that previously used job titles and roles no longer existed. Approval was now sought for the scheme relating to the provisions of the Licensing Act 2003, Gambling Act 2005 and Scrap Metal Act 2013 to be updated such that it reflected these amendments.

Whereupon, it was

RESOLVED

- a) that the scheme of delegation from the Licensing Committee to Officers be approved;
- b) that the Community Services Manager be authorised to make minor editorial changes, which by definition make no change to the powers of delegations;

- c) that the Community Services Manager, after consultation with the Chair and Vice-Chair be authorised to make changes as a result of revocations, amendments or enactment of relevant statutory provisions; and
- d) that the Community Services Manager with regards to the Licensing Act 2003, Section 13(4)(d)) be authorised to appoint such suitable qualified officers as deemed appropriate to exercise those duties delegated to him/her.

## **10 LICENSING SUB COMMITTEES**

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

Arising from the contents of the report, the Executive Councillor for Customer Services Councillor S Ferguson emphasised the need for Ward Councillors and Parish Councils to be made aware of licensing applications within their areas. He also requested that clarification be sought from the District Council's Monitoring Officer as to whether those making representations could request to not appear on the 'live' stream of a Sub-Committee meeting.

Chair