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25 February 2015

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **LICENSING COMMITTEE** on Wednesday 4 March 2015 at 5.00 pm, the following reports that were unavailable when the agenda was printed.

3 **MINUTES** (Pages 2 - 3)

To confirm the attached Minutes of the meeting of the Committee held on 26 November 2014.

5 **STANDARD CONDITIONS ON PREMISES LICENCES**

Following consultation with the Vice-Chairman in the absence of the Chairman, this item has been withdrawn from consideration in the agenda.

6 **PROCEDURE FOR MINUTE APPROVAL**

Following consultation with the Vice-Chairman in the absence of the Chairman, this item has been withdrawn from consideration in the agenda.

Yours sincerely

Chief Executive

Minutes of the meeting of the **LICENSING COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 26 November 2014 at 5.00 pm.

Present:

Chairman: Councillor P S Le Chevalier

Councillors: R J Thompson
P M Beresford
B Gardner
S M Le Chevalier
S R Nicholas
M J Ovenden
M A Russell
A R Smith
J M Smith
J F Tranter

Officers: Licensing Team Leader
Democratic Support Officer

365 APOLOGIES

An apology for absence was received from Councillor B W Butcher.

366 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

367 MINUTES

The Minutes of the Committee held on 27 May 2014 were approved as a correct record and signed by the Chairman.

368 MINUTES OF SUB-COMMITTEE MEETINGS

The Minutes of the meeting of the Licensing Sub-Committees held on 6 June 2014, 1 August 2014, 28 August 2014 and 22 September 2014 were received and noted.

369 FEES AND CHARGES 2015/16

The Committee received the report of the Director of Governance on fees and charges for 2015/16. The Licensing Team Leader advised the Committee that the fees and charges for all licences remained unchanged from 2014/15.

It was moved by Councillor R J Thompson, duly seconded, and

- RESOLVED:
- (a) That the Fees and Charges for 2015/16 as set out in Appendix 4 be approved.
 - (b) That Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.

- (c) That Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.
- (d) That the Head of Regulatory Services is authorised to adopt fees at, or close to government directed levels without the need for further reporting, in cases where the Council is awaiting Government guidance and it has not been possible to set a fee level at that stage.
- (e) That the Head of Regulatory Services be authorised in consultation with the Director of Governance and the Director of Finance, Housing and Community to make minor adjustments to the fees and charges as necessary.

The meeting ended at 5.07 pm.