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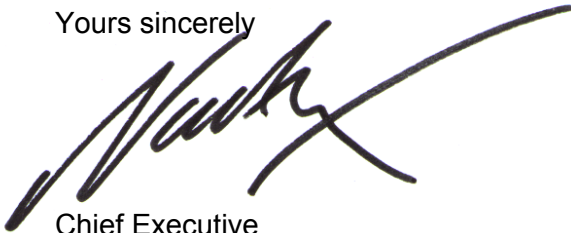
23 February 2016

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **LICENSING COMMITTEE** will be held in the Council Chamber at these Offices on Wednesday 2 March 2016 at 5.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Jemma Duffield on (01304) 872305 or by e-mail at jemma.duffield@dover.gov.uk.

Yours sincerely



Chief Executive

Licensing Committee Membership:

P M Brivio
B W Butcher
D G Cronk
M R Eddy
B Gardner (Vice-Chairman)
B J Glayzer
D Hannent
L A Keen
P S Le Chevalier (Chairman)
S M Le Chevalier
S C Manion
D P Murphy
M J Ovenden
M Rose
D A Sargent

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST** (Page 3)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

3 **MINUTES** (Pages 4 - 5)

To confirm the attached Minutes of the meeting of the Committee held on 25 November 2015.

4 **MINUTES OF THE SUB-COMMITTEE MEETINGS**

To receive the attached Minutes of the meeting of the Licensing Sub-Committee held on 19 January 2016 (to follow).

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Jemma Duffield, Democratic Support Officer, telephone: (01304) 872305 or email: jemma.duffield@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Declarations of Interest**Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **LICENSING COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 25 November 2015 at 5.00 pm.

Present:

Chairman: Councillor P S Le Chevalier

Councillors: P M Brivio
D G Cronk
B Gardner
B J Glayzer
D Hannent
L A Keen
S M Le Chevalier
D P Murphy
M J Ovenden
M Rose

Officers: Democratic Support Officer
Head of Regulatory Services
Head of Legal Services
Licensing Team Leader

8 APOLOGIES

There were no apologies for absence received from Members.

9 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

10 MINUTES

The Minutes of the meeting of the Committee held on 2 June 2015 were approved as a correct record and signed by the Chairman.

11 MINUTES OF THE SUB-COMMITTEE MEETINGS

The Minutes of the meetings of the Licensing Sub-Committees held on 29 April, 9 June, 19 June, 30 July, 2 September and 28 September 2015 were received and noted.

12 FEES AND CHARGES 2016/17

The Head of Regulatory Services presented the report to the Committee which set out the fees and charges for 2016/17 relevant to the Licensing Authority.

The Licensing Act fees were set by Central Government and not by the Council; however, the fees set under the Gambling Act were capped by Central Government and set within the guidelines. Members were advised the majority of the proposed fees and charges remained the same with the exception of the removal of some which were now redundant due to amendments in legislation.

RESOLVED: (a) That the Fees and Charges for 2016/17 as set out on Annex 3 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 be 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 this 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 5.03 pm.