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Minutes of the meeting of the **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 13 December 2022 at 10.00 am.

Present:

Chairman: Councillor N J Collor

Councillors: O C de R Richardson
P M Brivio
R S Walkden

Officers: Licensing Manager
Licensing Officer
Democratic Services Officer

24 APOLOGIES

There were no apologies for absence received from Members.

25 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

26 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

27 MINUTES

The minutes of the meeting held on 18 October 2022 were approved as a correct record for signing by the Chairman.

28 FEES AND CHARGES 2023/24

The Licensing Manager was present at the meeting to introduce the report to the Committee which set out the fees and charges for the financial year 2023/24 that were relevant to the Regulatory Committee and to answer Members questions. Members were advised that page 19 of the agenda was not relevant to the Committee and was not to be considered.

Members raised some questions regarding the fees and charges for functions where they considered a profit could be made. Members were reminded that the Licensing regime was unable to make a profit or loss and must simply meet the actual cost of providing the service and should seek to ensure full cost recovery. All fees and charges had been set using an and time and motion study.

RESOLVED: (a) That the Fees and Charges for 2023/24 as set out in Appendix 4 (pages 14-18) of the report be approved.

(b) That Members approved 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 approved the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.
- (d) That the Strategic Director (Corporate and Regulatory) 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 Strategic Director (Corporate and Regulatory) be authorised in consultation with the Strategic Director (Finance and Housing) to make minor adjustments to the fees and charges as necessary.

The meeting ended at 10.15 am.