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Minutes of the meeting of the **LICENSING COMMITTEE** held at the Council Offices, Whitfield on Wednesday, 17 July 2024 at 5.30 pm.

Present:

Chairman: Councillor S Hill

Councillors: D G Cronk
M Bates
D G Beaney
S B Blair
Cowan
J P Loffman
D J Parks
M P Porter

Officers: Head of Corporate Services and Democracy
Democratic Services Officer

9 APOLOGIES

There were apologies for absence received from Councillors P M Brivio, M F Hibbert and O C de R Richardson.

10 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

11 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

12 MINUTES

The Minutes of the meeting held on 22 May 2024 were approved as a correct record for signing by the Chairman.

13 MINUTES OF SUB-COMMITTEE MEETINGS

The Minutes of the meeting of the Licensing Sub-Committee held on 7 May 2024 were received and noted by the Committee.

14 DELIVERY OF AGENDAS TO COUNCIL MEMBERS

The Head of Corporate Services and Democracy presented the Delivery of Agendas to Council Members report to the Committee. It was at the request of the Leader of the Council that a review of the arrangements by which agendas and summons for Council meetings were distributed to Members, was required, with a view to reduce the number of agendas posted to Members to as low as possible on environmental and cost grounds.

The Licensing Committee was responsible for adopting its own arrangements and therefore it was asked to adopt the proposed amendment to Council Procedure Rule 6 set out in the report.

RESOLVED: That Council Procedure Rule 6, as amended below, be adopted by the Licensing Committee and Licensing Sub-Committees:

“The Proper Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Proper Officer will send a summons signed by him or her to every member of the Council. All Members serving on a body will receive an electronic copy of the summons and agenda unless they have requested a paper copy which will be made available for collection from the Council Offices. All Members will receive an electronic notification by e-mail. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available”.

The meeting ended at 5.33 pm.