

**LICENSING ACT
COMMITTEE**

2.00 P.M.

4TH DECEMBER 2014

PRESENT: Councillors Terrie Metcalfe (Chairman), Jonathan Dixon (Vice-Chairman), Chris Coates, Mike Greenall, Caroline Jackson (for Minute No. 9 only), Margaret Pattison, Roger Sherlock and Malcolm Thomas

Apologies for Absence:

Councillors Sylvia Rogerson and Paul Woodruff

Officers in Attendance:

Sarah Taylor
Jane Glenton

Chief Officer (Governance) and Monitoring Officer
Democratic Support Officer

6 MINUTES

The Minutes of the meeting held on 29th May 2014 were signed by the Chairman as a correct record.

7 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

8 DECLARATIONS OF INTEREST

There were no declarations of interest.

Councillor Caroline Jackson arrived at this point.

9 PROTOCOL ON LICENSING PROCEDURE

The Committee received the report of the Monitoring Officer to enable the Committee to consider a draft Protocol on Licensing Procedure for inclusion in the Council's Constitution.

It was reported that, in reviewing the Constitution, the Monitoring Officer had felt that it would be helpful to Members to have a Protocol to deal with licensing matters falling within the terms of reference of both the Licensing Act Committee and the Licensing Regulatory Committee, similar to the Protocol on Planning Procedure contained in Part 7 of the Council's Constitution.

A draft Protocol on Licensing Procedure had therefore been prepared and was appended to the report. It was intended that the draft Protocol would be referred to the Standards Committee as the body responsible for advising the Council on local protocols regarding the conduct of Members.

It was proposed by Councillor Margaret Pattison and seconded by Councillor Greenall:

“That the recommendation set out in the report be approved.”

Upon being put to the vote, Members voted unanimously in favour of the proposition, whereupon the Chairman declared the proposal to be clearly carried.

Resolved:

That the draft Protocol on Licensing Procedure appended to the report be referred to the Standards Committee, as the body responsible for advising the Council on local protocols regarding the conduct of Members.

Chairman

(The meeting ended at 2.10 p.m.)

**Any queries regarding these Minutes, please contact
Jane Glenton, Democratic Services - telephone (01524) 582068 or email
jglenton@lancaster.gov.uk**