

## LICENSING COMMITTEE

1.00 P.M.

6TH FEBRUARY 2025

**PRESENT:-** Councillors Paul Tynan (Chair), Margaret Pattison (Vice-Chair), Louise Belcher, Gerry Blaikie, Martin Bottoms, Andrew Gardiner, John Hanson and Sally Maddocks

Apologies for Absence

Councillor Maria Deery

Officers in attendance:

Jennifer Curtis	Licensing Manager
Daniel Spencer	Lawyer
Danielle Harrison	Accountant
Malcolm Hetherington	Accountant
Sarah Moorghen	Democratic Support Officer

### 36 MINUTES

The minutes of the meeting held on 21<sup>st</sup> November 2024 were signed by the Chair as a correct record.

### 37 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

### 38 DECLARATIONS OF INTEREST

Councillor Sally Maddocks informed the Committee that it had been brought to her attention by another Councillor that there may be a conflict between her role on Cabinet and her being on Licencing Committee. Councillor Maddocks informed the Committee that she had taken legal advice and felt that it was upto her to judge whether she could make a fair decision or not. If there was any item where this was not the case then she would recuse herself.

### 39 TAXI AND PRIVATE HIRE LIAISON GROUP - APPOINTMENT

The Licensing Manager presented a report on appointments to the Taxi and Private Hire Liaison Group.

The Committee was advised that due to amendments in the membership of Licensing Committee it was necessary to refresh the membership of the Liaison Group. This included appointing the new Chair, which was usually the Chair of Licensing Committee.

It was proposed by Councillor Sally Maddocks and seconded by Gerry Blaikie;

“(1) That the Chair of Licensing Committee be appointed as Chair of the Taxi and Private Hire Liaison Group.

- (2) All Members of Licensing Committee are appointed to the Taxi and Private Hire Liaison Group and are invited to attend all future meetings.”

A vote was taken and unanimously agreed.

***Resolved:***

- (1) That the Chair of Licensing Committee be appointed as Chair of the Taxi and Private Hire Liaison Group.
- (2) All Members of Licensing Committee are appointed to the Taxi and Private Hire Liaison Group and are invited to attend all future meetings.

Members then asked questions regarding Trade membership of the Liaison Group.

**40 PROPOSED LICENSING FEES 2025/26**

The Licensing Manager presented a report which provided Members with the necessary information to enable the setting of licence fees for 2025/26.

The Committee was advised that the report concerned the setting of licence fees for a number of different licences. The setting of such fees was a non-executive function and was therefore a matter for Licensing Committee.

Members were advised that when setting discretionary charges, the general aim was to cover the cost of the service, accurately reflecting the full cost of provision including recharges. However, fees must be reasonable and proportionate and it was not lawful for the Council to seek to make a profit from licence fees that were within its discretion.

The Committee was informed that traditionally the fees charged for licences had included the costs of the administration and issue of the licence, the costs of monitoring compliance, and the costs of enforcing against those unlicensed and licensed. However, Local Authorities could no longer reflect costs of addressing unlicensed business activity when setting fees. They could however recover inspection costs and monitoring compliance relating to those already licensed. Therefore, time spent by the Licensing Service investigating unlicensed or alleged illegal activity had not been included in any time/task analysis.

The proposed fees for 2025/26 were appended to the report for consideration by the Committee.

Members also noted that in line with Cabinet’s recent endorsement of the latest version of the fees and charges policy and proposed inflationary uplift, the Animal Licence fees would be increased by 2.6% from 1st April 2025.

Members asked a number of questions in relation to dog day care, the £31 reduction in fees relating to roof signs and temporary licences.

It was proposed by Councillor Andrew Gardiner and seconded by Councillor Martin Bottoms:

- “(1) That the Licensing fees for 2025/26 be adjusted as proposed in Appendix 2 appended to the report.
- (2) That the Licensing Manager advertise the updated fees as required by s70 of the Local Government Miscellaneous Provisions Act 1976.”

A vote was taken and unanimously agreed.

***Resolved;***

- (1) That the Licensing fees for 2025/26 be adjusted as proposed in Appendix 2 appended to the report.
- (2) That the Licensing Manager advertise the updated fees as required by s70 of the Local Government Miscellaneous Provisions Act 1976.

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Chair

(The meeting ended at 1.30 p.m.)

**Any queries regarding these Minutes, please contact  
Sarah Moorghen, Democratic Support - email [smoorghen@lancaster.gov.uk](mailto:smoorghen@lancaster.gov.uk)**