

**Minutes of a Meeting of the Licensing
Committee held at Council Chamber,
Surrey Heath House on 3 September
2014**

+ Cllr Bill Chapman (Chairman)
+ Cllr Ian Sams (Vice Chairman)

+ Cllr Rodney Bates Glyn Carpenter + Mrs Vivienne Chapman + Surinder Gandhum + Liane Gibson + Beverley Harding + Paul Ilnicki	- Cllr Lexie Kemp + Bruce Mansell + Ken Pedder + Chris Pitt - Pat Tedder + Valerie White
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+ Present
- Apologies for absence presented

Substitutes: Cllr David Hamilton (substitute for Cllr Lexie Kemp) and Cllr Judi Trow (substitute for Pat Tedder)

1/L Minutes

The minutes of the meeting held on 4 September 2013 were signed by the Chairman.

2/L Street Collection Permits Policy

The Committee was reminded that, at its meeting on 7 March 2012, it had adopted a revised Street Collection Policy. The Policy stated that a maximum of 4 collection days would be issued to each organisation per calendar year. The Policy also provided that on the Thursday, Friday and Saturday preceding Remembrance Sunday the whole of the Borough would be reserved for the Royal British Legion (RBL).

Members were advised that it was illegal to hold a Street Collection without obtaining a Street Collection Licence if that collection was to be held in a street or public place.

Officers had received a request from the RBL to increase the number of days allocated to the charity from 4 days to 10 days. In addition, it had requested that specific days be reserved for the RBL Poppy Appeal, namely the last Saturday in October and from 1 to 11 November annually. It was noted that this would be a permanent change to the Policy.

RESOLVED that the Street Collection Policy be amended to provide for the Royal British Legion to collect for up to 10 days per calendar year and for the last Saturday in October and 1 to 11 November to be reserved for the Royal British Legion Poppy Appeal.

Note: In accordance with the Members' Code of Conduct Councillor Chris Pitt declared a non-pecuniary interest as he was a member of the Royal British Legion.

3/L Scheme of Delegation of Functions to Officers - Licensing Functions

The Committee was informed that The Scheme of Delegation of Functions to Officers had been in existence for a number of years during which time it had been added to and amended in an ad hoc manner and, despite many revisions, had never been subject to a complete overhaul. In addition, as the scheme was very detailed and specific, it required constant revision in order for it to remain up to date and there were inevitably gaps in provision.

The Governance Working Group had been tasked by the Council to review the Scheme. The Licensing Committee was being consulted in relation to its area of responsibility and its functions under its Terms of Reference. The Committee considered the licensing functions in the revised scheme.

Members discussed an existing delegation, which had been retained, which provided for officers to approve increases to the hackney carriage fare scale and amendments to the scale of charges for hackney carriage and private hire licence fees, after consultation with the Chairman and Vice Chairman of the Licensing Committee. The Committee recalled having considered this matter in previous years and felt that it was more appropriate for authority for this function to revert to the Committee; it was therefore agreed to recommend that this delegation be removed.

RESOLVED to advise the Governance Working Group that the amended Scheme of Delegation of Functions to Officers in respect of the Licensing Functions, as set out at Annex A to these minutes, be recommended to Council.

4/L Licensing Sub Committee Minutes

The Chairman signed the minutes of the Licensing Sub Committee meetings which had taken place since the previous meeting.

5/L Licensing Act 2003 - Summary of Decisions

The Committee received details of the decisions taken under delegated powers in respect of licence applications where no representations had been received from the responsible authorities or any other persons.

Chairman