

22<sup>nd</sup> May 2013

Dear Sir or Madam

A Meeting of the **Licensing Committee** will be held in the **Ferneley Room**, Parkside, on **4<sup>th</sup> June 2013 at 6.00 pm**, at which your attendance is requested.

Yours faithfully

Lynn Aisbett  
Chief Executive

### A G E N D A

No.	Item
1.	<b>APOLOGIES FOR ABSENCE.</b>
2.	<b>DECLARATIONS OF INTEREST</b>
3.	<b>MINUTES</b> To confirm the minutes of the meeting held on 13 <sup>th</sup> March 2012 (attached)
4.	<b>AMENDMENT TO LICENSING ACT 2003 BY POLICE REFORM AND SOCIAL RESPONSIBILITY ACT 2011</b> Licensing Officer to submit a report recommending approval of delegated authority to suspend licences following non payment of fees.
5.	<b>ALCOHOL LICENSING IMPROVEMENT PROJECT</b> Licensing officer to present a report informing members of aims objectives and outcomes of project.
6.	<b>URGENT BUSINESS</b>  To consider any other items that the Chairman decides are urgent

To: Councillors :-

P.M. Chandler	G Bush
P. Cumbers	M. Barnes (C)
P.M. Posnett	
P. Baguley	N. Slater
E. Holmes	J. Wyatt (VC)

All Councillors - for information

## Advice on Members' Interests

### **COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS**

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (ie. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

### **PERSONAL INTEREST**

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal interest. You also have a personal interest if the issue relates to an interest you must register.

**You must state that you have a personal interest and the nature of your interest.** You may stay, take part and vote in the meeting (\*unless the interest is also prejudicial).

### **PREJUDICIAL INTEREST**

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a prejudicial interest, the nature of the interest and you must leave the room\***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Standards Committee.

You may not attend a meeting or stay in the room as either an Observer Councillor or \*Ward Councillor or as a member of the public if you have a prejudicial interest\*.

### **BIAS AND PREDETERMINATION**

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) or where you have given the impression that you have firmly and fixedly made up your mind on the issue prior to the meeting (predetermination) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.\*

\*There are some exceptions – please refer to the Code of Conduct and Guidance.

Note: A prejudicial interest will take precedence over Bias and Predetermination