

15 May 2018 at 7.30 pm\*  
(\*or on the rising of Annual Council, whichever is the later)

Council Chamber, Argyle Road, Sevenoaks  
Despatched: 04.05.15



# Special Licensing Committee

## Membership:

TBC

## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Declarations of interest</b> Any interests not already registered.		
2. <b>Appointments to Licensing Hearing sub-committees.</b> (Appendix to follow)	(Pages 1 - 2)	

## EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

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**APPOINTMENTS TO LICENSING HEARING SUB-COMMITTEES**

**Licensing Committee - 15 May 2018**

Report of Chief Officer Corporate Services

Status: For Decision

Key Decision: No

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Contact Officer Vanessa Etheridge Ext. 7199

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**Recommendation to Licensing Committee:** That the memberships of the Licensing Sub-Committees as set out in paragraph 5 below be approved.

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**Reason for recommendation:** For compliance with Part 8 of the Sevenoaks District Council Constitution

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**Introduction and Background**

- 1 Since 21 May 2009 the Committee has adopted emerging best practice in arranging the Licensing Committee into fixed pools of 3 Members who can be appointed, when necessary, for hearings. This arrangement is set out in the Committee’s terms of reference.
- 2 Although the Committee is allotted into these groups of 3, any Member of the Committee is allowed to act as a substitute for any other. Substitutions are the responsibility of the Members concerned and should be notified to the Democratic Services Team at least one hour prior to the hearing.
- 3 At its meeting held on 26 June 2013 the Committee indicated that one additional Member should be put on “standby” for each Hearing in case a substitute is needed at relatively short notice. For administrative purposes this Member was to be selected informally by the Democratic Services Team.
- 4 The process has an aim of stressing that Members of the Committee sit on preferably an approximately equal number of hearings across the municipal year.

**Proposed Memberships**

- 5 The proposed memberships for the Sub-Committees are set out in the attached appendix.

## Agenda Item 2

### **Key Implications**

#### Financial

None directly arising from this report.

#### Legal Implications and Risk Assessment Statement

The recommendation is in line with best practice and is to comply with the Committee's terms of reference.

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### **Appendices**

Sub Committee memberships - Appendix (to follow)

#### **Background Papers:**

[Previous reports to Committee and Annual Council Papers](#)

**Jim Carrington-West**  
Chief Officer for Corporate Services