

**Minutes****LICENSING SUB COMMITTEE (SOUTH)****20 November 2013****Meeting held at Committee Room 3 - Civic Centre,  
High Street, Uxbridge UB8 1UW**

	<p><b>Committee Members Present:</b> Councillors David Yarrow (Chairman) Peter Kemp Mike Bull Janet Gardner (Labour Lead)</p> <p><b>LBH Officers Present:</b> Ian Meens, Licensing Officer Sarah White, Legal Advisor Danielle Watson, Democratic Services Officer</p>
12.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Josephine Barrett.</p>
13.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>None.</p>
14.	<p><b>MINUTES OF THE MEETING ON 4 SEPTEMBER 2013</b> (<i>Agenda Item 3</i>)</p> <p>The minutes of the meeting held on 4 September 2013 was agreed as an accurate record.</p>
15.	<p><b>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 4</i>)</p> <p>All items were considered in Part 1.</p>
16.	<p><b>MATTERS THAT HAVE BEEN NOTIFIED IN ADVANCE OR URGENT</b> (<i>Agenda Item 5</i>)</p> <p>The Chairman asked officers to investigate whether there was a legal requirement for the Sub-Committee to make decisions relating to suspension of licenses or whether this was something that could be determined via delegated officer approval in conjunction with the Chairman.</p> <p>The Sub-Committee were also concerned that they had not seen a copy of the schedule of outstanding fees prior to the meeting. Officers informed the Sub-Committee that the schedule of outstanding fees previously had 6 premises which had been reduced to 2 premises. Officers explained that the Finance Team relayed details of who had paid or not prior to the meeting taking place.</p>

	The Legal Advisor and Licensing Officer present informed the Chairman that this would be investigated.
17.	<p><b>ANNUAL FEES SUSPENSION REPORT</b> (<i>Agenda Item 6</i>)</p> <p>Officers introduce the report and asked the Sub-Committee to consider the suspension of 2 premises licenses for the non-payment of annual licence fees.</p> <p>It was noted that both premises had at least 3 months notice to pay the fee and had been sent reminders for this payment. Both premises were located in the south of the Borough. Members agreed that the licenses for those on the schedule were to be suspended due to non-payment of the annual licence fee.</p> <p><b>Resolved –</b></p> <p><b>That the Licensing Sub-Committee suspends the licenses on the schedule of outstanding fees which were presented on the day of the hearing.</b></p>
	The meeting, which commenced at 10.05 am, closed at 10.08 am.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Danielle Watson on 01895 277488. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.