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12 June 2007



To: Chairman – Councillor
Vice-Chairman – Councillor
Members of the Licensing Committee – Councillors RE Barrett, Mrs PM Bear,
EW Bullman, Mrs A Elsby, Mrs JM Guest, R Hall, RB Martlew, RM Matthews,
DC McCraith, Mrs CAED Murfitt, A Riley and NJ Scarr

and to Councillor Mrs DSK Spink, MBE as Housing and Environmental Services
Portfolio Holder

Dear Councillor

You are invited to attend the next meeting of **LICENSING COMMITTEE**, which will be held in
the **COUNCIL CHAMBER, FIRST FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 20
JUNE 2007 at 10.00 a.m.** A meeting of the **LICENSING COMMITTEE (2003 ACT)** will follow
immediately after the close of the Licensing Committee meeting.

Yours faithfully
GJ HARLOCK
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
1. APOLOGIES FOR ABSENCE To receive apologies for absence from committee members.		
2. DECLARATIONS OF INTEREST		
3. ELECTION OF CHAIRMAN To elect a Chairman for the coming year.		
4. ELECTION OF VICE-CHAIRMAN To elect a Vice-Chairman for the coming year.		
5. MINUTES OF LAST MEETING To confirm the minutes of the meeting held on 20 February 2007.		1 - 4
6. GAMBLING ACT 2005 - SETTING OF FEES The Housing and Environmental Services Portfolio Holder will make a recommendation to the Committee, who in turn, will make a recommendation to Cabinet.		5 - 10
END OF LICENSING COMMITTEE / COMMENCEMENT OF LICENSING COMMITTEE (2003 ACT)		

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To receive apologies for absence from committee members.
8. **DECLARATIONS OF INTEREST**
9. **ELECTION OF CHAIRMAN**
To elect a Chairman for the coming year.
10. **ELECTION OF VICE-CHAIRMAN**
To elect a Vice-Chairman for the coming year.
11. **MINUTES OF LAST MEETING** **11 - 12**
To confirm the minutes of the meeting held on 16 October 2006.
12. **ESTABLISHMENT OF SUB-COMMITTEE CHAIRMEN FOR LICENSING COMMITTEE (2003 ACT) AND GAMBLING ACT 2005**
Members are recommended to appoint 6 Members to act as Chairmen of the individual sub-committees required in respect of future hearings under the Licensing Act 2003 and Gambling Act 2005 regulations. Once Chairmen have been appointed, a list of the combinations of Chairmen and Members for each panel will require approval at a later meeting.

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Whilst the District Council endeavours to ensure that you come to no harm when visiting South Cambridgeshire Hall you also have a responsibility to ensure that you do not risk your own or others' safety.

Security

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Emergency and Evacuation

In the event of a fire you will hear a continuous alarm. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.

Do not re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

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Toilets

Public toilets are available on each floor of the building next to the lift.

Recording of Business

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Banners / Placards / Etc.

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

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Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.

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