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## CENTRAL LICENSING COMMITTEE, 09.12.13

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**Present:** Councillor W. Tudor Owen (Chairman)  
Councillor Eryl Jones-Williams (Vice-chairman)

Councillors: Eddie Dogan, Huw Edwards, Louise Hughes, Dilwyn Lloyd, Llywarch Bowen Jones, Peter Read, Angela Russell, Ann Williams, Elfed W. Williams.

**Also Present:** Dilys Phillips (Head of Democracy and Legal Department), Siôn Huws (Language and Compliance Manager), Gwenan M. Williams (Licensing Manager) and Lowri Haf Evans (Member Support and Scrutiny Officer).

### Part 1

#### 1. WELCOME AND APOLOGIES

Councillor W. Tudor Owen welcomed everyone to the Committee, along with a special welcome to Councillors Louise Hughes and Dilwyn Lloyd who were attending their first committee. An apology had been received from Councillor Annwen Hughes.

#### 2. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

#### 3. MINUTES OF THE PREVIOUS MEETING

The Chairman signed the minutes of the previous meeting of this committee held on 16 September 2013 as a true record.

MATTERS ARISING FROM THE MINUTES:

##### a) Bangor City Council's Letter (4.9.2013)

It was confirmed that a response to Bangor City Council's letter had been sent on 18.10.2013 explaining the Committee's viewpoint. The letter outlined that the Sub-committees gave thorough consideration to all observations received and that the decision was made based on evidence submitted to them. It was noted that no further response had been received from Bangor City Council.

#### 4. MINUTES OF THE CENTRAL LICENSING SUB-COMMITTEES

Submitted – for information, the minutes of meetings of the Central Licensing Sub-committee held on 30 September, 2013 and 23 October, 2013.

**RESOLVED to accept the information.**

## **Part 2**

### **1. INFORMAL TRAINING**

A session focussing on the responsibilities of Members when serving on licensing sub-committees. The training had been divided into three parts:

- **Role of the Member**  
The Head of Democracy and Legal Department reminded Members of their role on the Sub-committees.
- **Hearing Procedures**  
The Compliance and Language Manager elaborated on the existing procedure of hearings.
- **Outcomes from the discussions**  
Observations / amendments proposed to the existing procedure:
  - i. **Committee Arrangements**  
The committee proposed that the panel should not convene with the consultees before the meeting commences. The panel to convene in a separate room and to come to the committee together.  
Agreed – the officers to be responsible for the arrangement.
  - ii. **Site visits**  
Propriety risks evident here – better management needed of the arrangement. A proposal that the report of the Licensing Unit included maps and photographs of the property's location and that these in turn were displayed on a projector in the committee.  
It was proposed that a site visit would be arranged in a case where it was really required and that officers would undertake arrangements.  
Agreed.
  - iii. **Setting time limits for the observations**  
An application was made to set time limits on observations submitted by the consultees. This created fairness for all.  
A time limit of no more than ten minutes was proposed.  
Agreed.
  - iv. **Order of the hearing**  
A proposal that the order of the hearing was to be forwarded to the applicant and the consultees in their information packs.  
A proposal that the Chair referred to the order of the hearing at the beginning of the meeting.  
Agreed.

- v. **Licensing Unit**  
A confirmation that incomplete applications would not be accepted by the Licensing Unit.
  
- vi. **Number of hearings**  
A proposal that only two hearings would be held in Licensing Sub-Committees.  
Agreed
  
- vii. **Timetable to receive observations**  
The consultation period was 28 days – late observations would not be accepted.  
Agreed – information needed to be shared with other Members
  
- viii. **Reserve member**  
It was recommended that a member of the Panel should contact the reserve member if he/she could not be present. Agreed.
  
- ix. **Number of panel members**  
The need to increase the number of panel members from 3 to 5 was proposed.  
Sïôn Huws to check what were the requirements of the Act.
  
- x. **Training**  
Essential that all members received training before serving on sub-committees in future.  
Agreed – arrangements would need to be made for the four members who were not present to receive training.

Everyone was thanked for their comments.

The meeting commenced at 10:00am and concluded at 12.30pm.