

23 July 2004

Dear Councillor

LICENSING COMMITTEE

An extraordinary meeting of the Licensing Committee will be held in the Committee Room at the Council Offices, London Road, Saffron Walden, on Monday 9 August 2004 at 7.30 pm or at the conclusion of the question and answer session, whichever is the earlier.

Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days prior notice.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

**A G E N D A
PART I**

- 1 Apologies for absence and declarations of interest.
- 2 Draft Licencing Policy and Enforcement Protocol.
- 3 Any other item which the Chairman considers to be urgent.

To:- Councillors K R Artus, H D Baker, R F Freeman, E W Hicks, V J T Lelliott, J I Loughlin, A Marchant, D J Morson, J P Murphy, A R Row and **M J Savage**

Encs: Reports as listed on agenda

Lead Officer: Michael Perry (01799) 510416
Committee Officer: Catharine Roberts (01799) 510434

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate.

You also have the opportunity to ask questions or make statements before meetings of the Council and the Resources, Community and Leisure, Environment, Highways and Transport, Health and Housing and Scrutiny Committees. This 'question time' takes place immediately prior to the normal business of the meeting. You must give at least 2 working days notice if you intend to speak. Also, it would be helpful if you could let us know what the questions are, so that we can investigate the issue for you, if possible.

The agenda is split into 2 parts. Most of the business is dealt within Part I which is open to the public. Part II includes items which must be discussed in the absence of the press or public, as they might deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Mick Purkiss on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 or by fax on 01799 510550