

13 January 2009

Dear Councillor

LICENSING COMMITTEE

A meeting of the Licensing Committee will be held in the Committee Room at the Council Offices, London Road, Saffron Walden, on Wednesday 21 January 2009 at 7.45 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

JOHN MITCHELL

Chief Executive

**A G E N D A
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meetings held on 17 and 19 November 2008 (herewith).
- 3 Business Arising.
- 4 Report of the Licensing Task Group following its meetings held on 6 and 16 January 2009 (to follow).
- 5 Delegated powers – report of the Assistant Chief Executive. Pages 1-8
- 6 Enforcement – report of the Assistant Chief Executive. Pages 1-7
- 7 2009/10 Licensing Committee Revenue Budget. Pages 1-3
- 8 Exercise of delegated powers.
- 9 Any other items which the Chairman considers to be urgent.

To: Councillors K R Artus, E L Bellingham-Smith, **E W Hicks**, J E Hudson, R M Lemon, J I Loughlin, H J Mason, D J Morson, D G Perry, J A Redfern and A D Walters

Encs: Reports as listed on agenda.

Lead Officer: Michael Perry (01799) 510416

Democratic Services Officer: Cathy 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. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now permitted to speak at the meetings. You will need to register with the Committee Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may 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 Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Rebecca Proctor on 01799 5104333 or by fax on 01799 510550.

FACILITIES FOR PEOPLE WITH DISABILITIES

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email psnow@uttlesford.gov.uk as soon as possible prior to the meeting.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.

- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.