### Licensing Appeals and Complaints Committee

**Members of the Licensing, Appeals and Complaints Committee:**

- Mr Robert Savage (Chairman)
- Mr David Goldson
- Mr Trevor Lewis
- Mr Bob McClenning
- Mrs Jenny Wilby

Please could Councillors arrive 15 minutes prior to the start of the meeting

### Agenda

**Date**  
Friday 10 May 2013

**Time**  
9.15 am

**Place**  
Colman Room  
South Norfolk House  
Swan Lane  
Long Stratton Norwich  
NR15 2XE

**Contact**  
Democratic Services Officer:  
Sue Elliott (01508) 533663

South Norfolk District Council  
Swan Lane  
Long Stratton Norwich  
NR15 2XE

Email: democracy@s-norfolk.gov.uk  
Website: www.south-norfolk.gov.uk

If you have any special requirements in order to attend this meeting, please let us know in advance.

Large print version can be made available
1. To report apologies for absence and identify substitute voting members (if any);

2. To deal with any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972. [Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.];

3. To receive Declarations of Interest from Members;
   (Please see guidance form and flow chart attached page 4)

4. To confirm the minutes of the meeting of the Licensing Appeals and Complaints Committee, held on 13 December 2012. (attached – page 6)

5. Exclusion of Public and Press;
   To exclude the public from the meeting under Section 100A of the Local Government Act 1972 for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act (as amended).

6. To Consider the Request for a Review of Suitability of Accommodation; (report attached – page 9)
   [Confidential papers not for publication by virtue of paragraph 1 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended)]
MEMBERSHIP OF THE LICENSING APPEALS AND COMPLAINTS COMMITTEE
AND THE LICENSING AND GAMBLING ACTS COMMITTEE

The following members make up the Licensing Appeals and Complaints Committee and the Licensing and Gambling Acts Committee. Sub Committees of 5 members will be established to hear applications:

<table>
<thead>
<tr>
<th>Members of Licensing, Appeals and Standards Committee</th>
<th>Expiry of training accreditation - licensing</th>
<th>Expiry of training accreditation - homelessness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billig Cllr K</td>
<td>Not trained</td>
<td>Not trained</td>
</tr>
<tr>
<td>Goldson Cllr D</td>
<td>26/03/14</td>
<td>17/1/15</td>
</tr>
<tr>
<td>Herbert Cllr J</td>
<td>Not trained</td>
<td>Not trained</td>
</tr>
<tr>
<td>Kemp Cllr C</td>
<td>Not trained</td>
<td>Not trained</td>
</tr>
<tr>
<td>Lewis Cllr T</td>
<td>26/03/14</td>
<td>28/11/13</td>
</tr>
<tr>
<td>McClennning Cllr R</td>
<td>26/03/14</td>
<td>17/1/15</td>
</tr>
<tr>
<td>Pond Cllr A</td>
<td>Not trained</td>
<td>28/11/13</td>
</tr>
<tr>
<td>Savage Cllr R</td>
<td>26/03/14</td>
<td>17/1/15</td>
</tr>
<tr>
<td>Savage Cllr J</td>
<td>26/03/14</td>
<td>28/11/13</td>
</tr>
<tr>
<td>Thomson Cllr S</td>
<td>26/03/14</td>
<td>11/1/15</td>
</tr>
<tr>
<td>Walden Cllr G H</td>
<td>26/03/14</td>
<td>24/5/13</td>
</tr>
<tr>
<td>Ward Cllr N</td>
<td>Not trained</td>
<td>Not trained</td>
</tr>
<tr>
<td>Webster Cllr L</td>
<td>01/09/13</td>
<td>24/5/13</td>
</tr>
<tr>
<td>Wilby Cllr J</td>
<td>22/07/12</td>
<td>17/1/15</td>
</tr>
</tbody>
</table>
DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

<table>
<thead>
<tr>
<th>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the interest directly:</td>
</tr>
<tr>
<td>1. affect yours, or your spouse / partner’s financial position?</td>
</tr>
<tr>
<td>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?</td>
</tr>
<tr>
<td>3. Relate to a contract you, or your spouse / partner have with the Council</td>
</tr>
<tr>
<td>4. Affect land you or your spouse / partner own</td>
</tr>
<tr>
<td>5. Affect a company that you or your partner own, or have a shareholding in</td>
</tr>
</tbody>
</table>

If the answer is “yes” to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

<table>
<thead>
<tr>
<th>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</td>
</tr>
</tbody>
</table>

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE.
DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Do any relate to an interest I have?

A  Have I declared it as a pecuniary interest?

OR

B  Does it directly affect me, my partner or spouse’s financial position, in particular:
   - employment, employers or businesses;
   - companies in which they are a director or where they have a shareholding of more than £25,000 face value or more than 1% of nominal share holding
   - land or leases they own or hold
   - contracts, licenses, approvals or consents

YES

The interest is pecuniary – disclose the interest, withdraw from the meeting by leaving the room. Do not try to improperly influence the decision

If you have not already done so, notify the Monitoring Officer to update your declaration of interests

NO

The interest is related to a pecuniary interest. Disclose the interest at the meeting

You may make representations as a member of the public, but then withdraw from the room

YES

Does the matter indirectly affects or relates to a pecuniary interest I have declared, or a matter noted at B above?

NO

The Interest is not pecuniary nor affects your pecuniary interests. Disclose the interest at the meeting. You may participate in the meeting and vote

YES

Have I declared the interest as an other interest on my declaration of interest form?

OR

Does it relate to a matter highlighted at B that impacts upon my family or a close associate?

OR

Does it affect an organisation I am involved with or a member of?

OR

Is it a matter I have been, or have lobbied on?

NO

You are unlikely to have an interest. You do not need to do anything further