

ANNEX B: LICENSING SUB-COMMITTEE (LICENSING 2003 ACT MATTERS) ROTA: JUNE 2024 - MAY 2025

| Sub-Committee 1 | Sub-Committee 2 | Sub-Committee 3 | Sub-Committee 4 | Sub-Committee 5 |
|--|---|--|--|---|
| Ray Brassington (Chair) David Fowles Dilys Neill | Patrick Coleman (Chair) Julia Judd Michael Vann | Ray Brassington (Chair) Gary Selwyn Andrew Maclean | Patrick Coleman (Chair) Ian Watson Mark Harris | Ray Brassington (Chair) Patrick Coleman Daryl Corps |

NOTES

1. The rota for the sub-committee is set out above, and will rotate every time a sub-committee is needed, for example if a Sub-committee is only needed in June, and December and March, Sub-committee 1 will serve in June, Sub-committee 2 in December and Sub-Committee 3 in March.
2. If a Licensing Sub-Committee is needed, it will be held approximately 2 weeks after a Planning and Licensing Committee meeting. The rota at Licensing Sub-Committee (Licensing 2003 Act Matters) will be confirmed by the Planning and Licensing Committee at its preceding Meeting, when notice will also be given of any advance Licensing Sub-Committees.
3. Any Members unable to attend a Licensing Sub-committee are requested to **notify the Chair and/or Democratic Services as soon as possible before the date** of the Licensing Sub-Committee so that arrangements can be made for other Members of the Committee, or named Substitutes, who will attend the Licensing Sub-Committee.
4. Licensing Act 2003 Matters require three Members to serve on a Licensing Sub-Committee (2003 Act Matters)
5. The Chair or Vice-Chair of the Planning and Licensing Committee should be present and chair the meeting unless apologies are given. If neither the Chair nor Vice-Chair are in attendance, a Chair should be elected at the start of the meeting.