

**MINUTES OF THE MEETING OF THE LICENSING AND REGISTRATION  
COMMITTEE,  
HELD ON MONDAY, 25TH MARCH, 2024 AT 6.30 PM  
IN THE COMMITTEE ROOM - TOWN HALL, STATION ROAD, CLACTON-ON-SEA,  
CO15 1SE**

<b>Present:</b>	Councillors J Henderson (Chairman), Wiggins (Vice-Chairman), Bray, Casey, Codling, A Cossens, Davidson, Skeels Jnr. and Smith
<b>In Attendance:</b>	Keith Simmons (Head of Democratic Services and Elections & Deputy Monitoring Officer), Michael Cook (Licensing Manager), Madeline Adger (Leadership Support Manager) and Keith Durran (Committee Services Officer)

At the start of the meeting the Chairman of the Committee welcomed two new members, Councillors Bray and Skeels, and thanks were also received for the departing Members of the Committee (Councillors Kotz and Land) for their time serving on the Committee.

**38. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

An apology for absence was received from Councillor Thompson (no substitution).

**39. MINUTES OF THE LAST MEETING**

It was moved by Councillor Davidson, seconded by Councillor Smith and:-

**RESOLVED** that the minutes of the last meeting of the Committee, held on Wednesday, 31 January 2024, be approved as a correct record and signed by the Chairman.

**40. DECLARATIONS OF INTEREST**

Councillor Wiggins declared for the public record for transparency that she held a Personal Licence through the Council.

Councillor Smith also declared for the public record for transparency that he was a London Taxi driver but that he had no ties in that capacity to the District of Tendring.

Both Councillors remained during the entire meeting.

**41. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38**

On this occasion no Councillor had submitted a notice of a question.

**42. MISCELLANEOUS LICENSING SUB-COMMITTEE**

It was moved by Councillor Skeels, seconded by Councillor A Cossens and:-

**RESOLVED** that the Committee formally received and noted, for its information only, the Minutes of the meeting of the Miscellaneous Licensing Sub-Committee held on Monday, 5 February 2024.

**43. PREMISES/PERSONAL LICENCES SUB-COMMITTEE**

It was moved by Councillor A Cossens, seconded by Councillor Smith and:-

**RESOLVED** that the Committee formally received and noted, for its information only, the Minutes of the meetings of the Premises/Personal Licences Sub-Committee meetings held on Monday, 29 January 2024 and Monday, 11 March 2024.

**44. REPORT OF THE ASSISTANT DIRECTOR (GOVERNANCE) - A.1 - LICENSING ENFORCEMENT SCHEDULE OF ROUTINE LICENSING INSPECTIONS FOR 2023**

The Committee was updated on the Schedule of routine licensing Inspections carried out in 2023/24 (to date) and the Committee was invited to consider the arrangements for routine inspections of licences, permits, consents etc within the scope of the Committee's work for 2024/25.

The report outlined that Tendring District Council was a Licensing Authority by virtue of separate legislative provisions relevant to the individuals licensing framework. As set out in those separate provisions, the Council would determine its approach to ensuring that those who were licensed comply with the requirements of the licence, permit, notice, consent etc, concerned. Where the Licensing Authority takes enforcement action to ensure compliance with conditions etc. then it does so in accordance with the relevant legal framework and it would have due regard to the Licensing Service Enforcement policy and the Council's overall Enforcement Policy.

<b>QUESTIONS</b>	
Has the Licencing Teams budget been cut?	The budget for the team is primarily staffing costs, of which there has been no reductions, there has been an increase in wages due to the Council wide uplifts.
So an increase in the wage budget for the team is not indicative of an increase in hours, but simply reflective of the pay rise.	Yes

After a brief discussion, it was moved by Councillor Bray, seconded by Councillor Wiggins and **RESOLVED** unanimously that the Committee:

- (a) notes the detail provided of routine licensing inspections carried out in 2023/24 as set out in this report;
- (b) endorses the schedule of routine inspections for 2024/25 as reflecting the need and frequency for routine inspections with a view to achieving compliance with licensing requirements within the remit of this Committee
- (c) notes that Officers will then make arrangements, within the available resource, to implement the endorsed routine inspection arrangements in 2024/25 and report on progress to this Committee in time for it to inform consideration of a revised schedule for 2025/26.

**45. REPORT OF THE ASSISTANT DIRECTOR (GOVERNANCE) - A.2 - FILM CLASSIFICATION POLICY**

Members heard how the Council was the licensing authority under the Licensing Act 2003 and exhibitions of film was one of the types of regulated activity requiring an authorisation from the Council under that Act. Most exhibitions of film have a classification to indicate the age restrictions that should apply to the exhibition of the individual film. In the UK the classification body was generally the British Board of Film Classification (the BBFC). However, not all films have a classification. For this Council, there was currently no formal policy or procedure to deal with the classification of previously unclassified films as well as to deal with circumstances where there were appeals by distributors against the BBFC decisions or to reclassify films. This report considered a proposed Film Classification Policy to be adopted. As a policy matter, in due course, any decision to adopt the policy would be a matter for the Council's Cabinet (following a recommendation from this Committee).

The Members of the Committee had no questions for the Officers on this occasion.

After a short discussion it was moved by Councillor Casey, seconded by Councillor Wiggins and unanimously **RESOLVED** to approve, for an eight-week public consultation the draft policy for Film Classification (as attached to this report at Appendix A) and for the outcome of that consultation to be submitted to a future meeting of this Committee.

**46. DATE OF THE NEXT MEETING OF THE COMMITTEE**

The Committee noted its intention to hold its next meeting in early July 2024.

[Note : Subsequent to the meeting this date was agreed as Monday 8 July 2024 (commencing at 6.30pm)]

**47. EXCLUSION OF PRESS & PUBLIC**

It was moved by Councillor Davidson, seconded by Councillor Smith and:-

**RESOLVED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of Agenda Items 14 and 15 on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A, as amended, of the Act.

**48. EXEMPT MINUTES - MISCELLANEOUS LICENSING SUB-COMMITTEE**

It was moved by Councillor Davidson, seconded by Councillor Smith and:-

**RESOLVED** that the exempt minutes of the meeting of the Miscellaneous Licensing Sub-Committee held on Monday, 5 February 2024 be formally received and noted.

**49. EXEMPT MINUTES - PREMISES/PERSONAL LICENCES SUB-COMMITTEE**

It was moved by Councillor Davison, seconded by Councillor Smith and:-

**RESOLVED** that the exempt minutes of the meetings of the Premises and Personal Licences Sub-Committee held on Monday, 29 January 2024 and Monday, 11 March 2024 be formally received and noted.

The meeting was declared closed at 6.44 pm

**Chairman**