

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE LICENSING AND
REGULATORY COMMITTEE – 30 JANUARY 2014

SUBMITTED TO THE COUNCIL MEETING – 18 FEBRUARY 2014

(To be read in conjunction with the Agenda for the Meeting)

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| * Cllr Elizabeth Cable (Chairman) | * Cllr Lynn Graffham |
| * Cllr Simon Inchbald (Vice-Chairman) | * Cllr Peter Isherwood |
| Cllr Brian Adams | Cllr Carole King |
| Cllr Gillian Beel | * Cllr Bryn Morgan |
| * Cllr Jenny Else | Cllr Brett Vorley |
| * Cllr Tony Gordon-Smith | * Cllr Andrew Wilson |
- *Present
*Cllr Nick Williams

36. MINUTES (Agenda Item 1)

The Minutes of the Meetings held on 28 November 2013 and 16 December 2013 were confirmed and signed.

37. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda Item 2)

Apologies had been received from Cllrs Gillian Beel, Carole King and Brett Vorley. Cllr Nick Williams attended as a substitute.

38. DISCLOSURE OF INTERESTS (Agenda Item 3)

There were no interests declared under this heading.

PART I – RECOMMENDATIONS TO THE COUNCIL

There were no matters falling within this category.

PART II - MATTERS OF REPORT

Background Papers

The background papers relating to the following items in Parts II and III are as specified in the Agenda for the meeting of the Licensing and Regulatory Committee.

39. FINANCIAL STRATEGY 2013/2014 – 2016/2017 – GENERAL FUND
BUDGET 2014/2015 (Agenda Item 6; Appendix A)

- 39.1 Members received the report that sought the Committee's agreement to its draft Revenue Estimates and Fees and Charges for 2014/2015 as part of the budget process. The report outlined the financial background to producing the Council's four-year Financial Strategy and the proposed approach to be taken to the 2014-2015 Budget. The Committee also noted the outcomes of

the 'Star Chamber' process which examined budgets closely to identify potential savings. Members noted that the savings already anticipated for 2015/16 did not directly affect the Licensing Budget.

- 39.2 An amended Annexe 3 was circulated to the Committee. Members considered the Committee's 2014/15 estimates and the analysis of Licensing costs and income for 2014/15 that showed the estimated recovery rates. The Committee noted that figures allowed for the cost of proposed growth items and that enforcement costs were not recovered through fees. The Committee was informed that recovery costs had improved from the previous year but would not reach the Committee's previous aim of 100% because enforcement charges were not recoverable.
- 39.3 Following questions from the Committee, Officers explained that the reason for the reduction in the fee for a missed vehicle test appointment was that drivers still had to pay the test centre the full cost of a missed appointment and no administrative costs were incurred by the Council. Following a vote, the proposed new reduced charge was agreed.
- 39.4. Officers advised that the change to the Private Hire renewal fee was to bring the charge in line with that of the Hackney Carriage renewal fee.
- 39.5 Following discussion on a proposal to introduce an administrative charge for the Data Barring Service (DBS) check, the Committee agreed that as the DBS were launching an on-line service which could involve less officer time, an additional charge should not be levied at the present time. The Committee agreed to look at this again for the following budget year.
- 39.6 The Committee had considered the Star Chamber proposals for the Licensing service and

RESOLVED that

1. the level of fees and charges for 2014/15 be agreed in accordance with the schedule at amended Annexe 3; and
2. the draft Revenue Estimates for 2014/2015 as amended by any Star Chamber proposals be agreed.

PART III – Brief summaries of other matters dealt with

40. MINUTES OF THE MEETINGS OF THE LICENSING (GENERAL PURPOSES) SUB-COMMITTEE (Agenda Item 7; Appendix B & C)

RESOLVED that the minutes of the meetings of the Licensing (General Purposes) Sub-Committee, held on 28 November 2013 and 16 December 2013, be noted.

41. MINUTES OF THE MEETING OF THE LICENSING ACT 2003 SUB-COMMITTEE (Agenda Item 8: Appendix D)

RESOLVED that the minutes of the Licensing Act 2003 Sub-Committee B meeting held on 11 November 2013 be noted.

The meeting commenced at 10.00 a.m. and concluded at 10.31 a.m.

Chairman