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Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

Rydym yn croesawu gohebiaeth yn Gymraeg. Rhowch wybod i ni os mai Cymraeg yw eich dewis iaith.

We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.



Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513
Gofynnwch am / Ask for:

Dyddiad/Date: Thursday, 14 May 2026

Dear Councillor,

LICENSING ACT 2003 COMMITTEE

A meeting of the Licensing Act 2003 Committee will be held Hybrid in the Council Chamber - Civic Offices, Angel Street, Bridgend, CF31 4WB / remotely via Microsoft Teams on **Wednesday, 20 May 2026 at 10:00.**

AGENDA

- 1 Apologies for Absence
To receive apologies for absence from Members.

- 2 Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council from 1 September 2008.

- 3 Approval of Minutes 3 – 6
To receive for approval the minutes of 21/05/2025

- 4 Licensing Act 2003 and Gambling Act 2005 Delegation of Functions 7 – 10

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5 Urgent Items

To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you would like to view this meeting live, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / 643159.

Yours faithfully

K Watson

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

H T Bennett

A R Berrow

S J Bletsoe

O Clatworthy

RJ Collins

C Davies

S Easterbrook

H Griffiths

RM James

P W Jenkins

M Lewis

J Llewellyn-Hopkins

J E Pratt

R Williams

MINUTES OF A MEETING OF THE LICENSING ACT 2003 COMMITTEE HELD REMOTELY - VIA MICROSOFT TEAMS ON WEDNESDAY, 21 MAY 2025 AT 09:45

Present

Councillor M Lewis – Chairperson

H T Bennett
S Easterbrook
J E Pratt

S J Bletsoe
H Griffiths
R Williams

Clatworthy
RM James

C Davies
P W Jenkins

Apologies for Absence

A R Berrow, RJ Collins and J Llewellyn-Hopkins

Officers:

Michael Pitman
Nimi Chandrasena
Andrea Lee
Kirsty Evans

Technical Support Officer – Democratic Services
Democratic Services Officer - Support
Senior Lawyer
Senior Licensing Officer

Declarations of Interest

None

3. Approval of Minutes

Decision Made	<u>RESOLVED :</u> That the Minutes of the Licensing Committee Meeting dated 22/05/2024 were approved as a true and accurate record
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Date Decision Made	21/05/2025
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Licensing Act 2003 and Gambling Act 2005 Delegation Of Functions

Decision Made	<p>The report was presented by the Senior Licensing Officer , the purpose of which was to propose arrangements for the authorisation of officers under the Licensing Act 2003 and Gambling Act 2005 and to confirm arrangements for the formation of sub-committees following the Annual Meeting of Council 2025</p> <p>A member brought it to the attention of the committee that he was attending as strictly an observer at this stage as he had not completed his training and induction as a newly elected member.</p> <p><u>RESOLVED :</u></p> <p>The Committee agreed by way of a show of hands and verbal confirmation to :</p> <ul style="list-style-type: none">i) Authorise the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy to institute proceedings under the Licensing Act 2003 and Gambling Act 2005.ii) Authorise the Chief Officer – Legal and Regulatory Services, HR and Corporate Policy, the Team Manager Licensing (Bridgend County Borough Council and Vale of Glamorgan Council) and the Senior Licensing Officer (Technical) to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended).iii) Approve the arrangements for the formation of Sub-Committees as set out in paragraph 3.3 of the report.
Date Decision Made	21/05/2025

Urgent Items

Decision Made	None
Date Decision Made	21/05/2025

To observe further debate that took place on the above items, please click this [link](#)

The meeting closed at 09:55.

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Agenda Item 4

Meeting of:	LICENSING ACT 2003 COMMITTEE
Date of Meeting:	20 MAY 2026
Report Title:	LICENSING ACT 2003 AND GAMBLING ACT 2005 DELEGATION OF FUNCTIONS
Report Owner / Responsible Chief Officer / Cabinet Member:	CHIEF OFFICER – LEGAL AND REGULATORY SERVICES, HR AND ELECTORAL
Responsible Officer:	KIRSTY EVANS TEAM MANAGER LICENSING
Policy Framework and Procedure Rules:	The report content has no direct effect upon the policy framework and procedure rules.
Executive Summary:	<ul style="list-style-type: none">• Section 9 of the Licensing Act 2003 provides that a licensing committee may establish one or more sub-committees consisting of three members of the committee.• At their meeting on 13 May 2026 Council received a report establishing the membership of the Licensing Act 2003 Committee.• This report seeks to set out proposed arrangements for the authorisation of officers under the Licensing Act 2003 and Gambling Act 2005 and to confirm arrangements for the formation of sub-committees following the Annual Meeting of Council 2026.

1. Purpose of Report

The purpose of this report is to set out proposed arrangements for the authorisation of officers under the Licensing Act 2003 and Gambling Act 2005 and to confirm arrangements for the formation of sub-committees following the Annual Meeting of Council 2026.

2. Background

- 2.1 Section 10 of the Licensing Act 2003 allows for the sub-delegation of functions by a licensing committee to a sub-committee established by it, or subject to certain restrictions, to officers.
- 2.2 The delegation of functions for the Gambling Act 2005 is delegated to the Licensing Act 2003 Committee established for the purposes of the Licensing Act 2003.
- 2.3 The legislation and statutory guidance set out those circumstances where decisions may not be undertaken by officers and these are generally where representations or objections have been made in respect of personal or premises licence applications.

3. Current situation / proposal

- 3.1 In the interests of effective performance it is proposed to delegate the responsibility for authorising officers to administer the requirements of the Licensing Act 2003 and Gambling Act 2005, to the Chief Officer- Legal and Regulatory Services, HR and Electoral and for the Chief Officer –Legal and Regulatory Services, HR and Electoral to institute proceedings under those Acts.
- 3.2 It is also proposed that, where appropriate, the Chief Officer –Legal and Regulatory Services, HR and Electoral, the Team Manager Licensing (Bridgend County Borough Council and Vale of Glamorgan Council) and the Senior Licensing Officer (Technical) be authorised to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended). The authorisation in respect of the licensing officers will only take effect when they are made available to Bridgend County Borough Council in accordance with section 113 of the Local Government Act 1972.
- 3.3 The Committee is asked to approve the existing arrangement of the formation of further Sub-Committees consisting of three Members of the Licensing Act 2003 Committee to determine applications under the Licensing Act 2003 and Gambling Act 2005. It is proposed that the Licensing Act 2003 Sub-Committees are chaired by the Chairperson or Vice Chairperson of the Licensing Act 2003 Committee where possible. In the event that the Chair or Vice Chair are not able to attend, a chairperson will be elected. The Committee is asked to note that approval of both the licensing and gambling policy statements must, by statute, be determined by the Council.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on

socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change and Nature Implications

6.1 There are no climate change or nature implications arising from this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding and corporate parent implications arising from this report.

8. Financial Implications

8.1 There are no financial implications arising from the report.

9. Recommendations

9.1 It is recommended that the Committee exercise its delegated authority to:

- i) authorise the Chief Officer –Legal and Regulatory Services, HR and Electoral to institute proceedings under the Licensing Act 2003 and Gambling Act 2005.
- ii) authorise the Chief Officer –Legal and Regulatory Services, HR & Electoral, the Team Manager Licensing (Bridgend County Borough Council and Vale of Glamorgan Council) and the Senior Licensing Officer (Technical) to acknowledge and issue Notices relating to Temporary Event Notices; to issue, refuse, suspend licences, registrations, certificates, permits and notices, to implement the relevant provisions in respect of offences, reviews or other requirements; pursuant to any of the rules, regulations and/or Orders made under the Licensing Act 2003 and Gambling Act 2005 (as amended).
- iii) approve the arrangements for the formation of Sub-Committees as set out in paragraph 3.3 above.

Background documents

None.

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