



COMMITTEE:	LICENSING & REGULATORY
DATE:	FRIDAY, 5 JUNE 2020 10.30 AM
VENUE:	VIRTUAL MEETING

Councillors		
<u>Conservative and Independent Group</u> Paul Ekpenyong Julie Flatman Kathie Guthrie (Chair) Dave Muller (Vice-Chair) Gerard Brewster	<u>Green Group</u> Helen Geake Daniel Pratt Andrew Stringer	<u>Liberal Democrat Group</u> Penny Otton Stephen Phillips

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

		<u>Page(s)</u>
1	APOLOGIES FOR ABSENCE	
2	DECLARATION OF INTERESTS BY COUNCILLORS	
3	MLR/19/3 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2020	5 - 8
4	TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME	
5	QUESTIONS FROM COUNCILLORS	
6	MLR/19/4 TABLE OF FARES FOR HACKNEY CARRIAGES	9 - 24

Date and Time of next meeting

Please note that the next meeting is scheduled for Friday, 7 August 2020 at 10.30 am.

Webcasting/ Live Streaming

The Webcast of the meeting will be available to view on the Councils YouTube page:
https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Karen Sayer on: 01473 296373 or Email: Committees@baberghmidsuffolk.gov.uk

Introduction to Public Meetings

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

Protocol for Virtual Licensing & Regulatory Committee Meetings

Live Streaming:

1. The meeting will be held on Skype and speakers will be able to join via invite only.
2. The meeting will be live streamed and will be available to view on the Council's YouTube page as detailed below:
https://www.youtube.com/channel/UCSWf_0D13zmeqAf5Qv_aZSg

Recording of proceedings:

1. Proceedings will be conducted in Audio format only.
2. A second Governance Officer will be present to control the Skype call.

Roll Call:

1. A roll call of all Members present will be taken during the Apologies for Absence/Substitutions Item to confirm all Members are present at the meeting.

Disclosable Pecuniary Interests:

1. Any Councillor declaring a disclosable pecuniary interest will not be permitted to participate further in the meeting or vote on the item. Where it is not practicable for the Councillor to leave the virtual meeting, the Committee Officer will ensure that the Councillor's microphone is muted for the duration of the item.

Officer Presentation:

1. The Licensing Officer will introduce themselves and proceed to present the item in the usual fashion.
2. The Chair will ask The Committee if there are any questions for the Licensing Officer. Each Member of the Committee will be asked, in alphabetical order.

Debate:

1. At the end of the questions, the Chair will go down the list alphabetically to ask the Committee whether they have any points to make. This will take place once during the normal debate. Members would then have the option to speak again on any Motion.
2. In the instance where a Member of the Committee would like to formally make a proposal, they could either do this when they are called on the list or they could send a skype message to the Governance officer/ Chair to say that they would like to propose something. At this point the Chair would go directly to them and take the proposal. Once the proposal has been made the Chair would immediately ask if there was a seconder to the Motion. If there is it would become the substantive Motion and the Chair would again continue down the list of Councillors until there is no further debate.

Voting:

1. Once a substantive Motion is put before the Committee, and there is no further debate, then a vote will be taken.
2. Due to circumstances the current voting by a show of hands would be impractical - as such the Governance Officer will conduct the vote by roll call. The total votes for and against and abstentions will be recorded in the minutes, not the individual votes of each Councillor. Except where a recorded vote is requested in accordance with the Rules of Procedure.
3. The Governance officer will then read out the result for the Chair to confirm.
4. A Councillor will not be prevented from voting on an item if they have been disconnected from the virtual meeting due to technical issues for part of the deliberation.

Confidential items: 1. The Public and Press may be Excluded from the meeting by resolution in accordance with normal procedural rules. The Committee Officer will ensure that any members of the public and press are disconnected from the meeting. All Councillors participating in the meeting will be asked to verbally declare that there are no other persons present who will be able to hear or observe proceedings.

Skype Meeting Etiquette

- Mute when you are not speaking: To minimise background noise and ensure everyone can be heard.
- Always introduce yourself before speaking: As it can be hard to identify a person just by his or her voice.
- Address other participants by name: This keeps the conversation flowing and everyone can be heard.
- Speak loudly and clearly: To ensure everyone can hear you.
- Don't Interrupt others: When others are talking, always let them finish before offering a thought of your own.
- Send an instant message to indicate you wish to speak: To maintain a controlled meeting and avoid interruptions.
- Give the meeting your full attention: Activities such as typing during a meeting can create a distracting noise.
- Anyone persistently interrupting or disrupting the meeting will be removed or asked to leave.

