

<u>ORDER OF PLAY</u>	<u>NOTES</u>
<p>1. Chairman: Introduction to meeting</p> <p>Welcome to the hybrid meeting of the Licensing Sub-Committee. All those attending via Teams should be able to see me and the other Members of the Committee in the room.</p> <p>Please can all those attending virtually via Teams:</p> <ul style="list-style-type: none"> • Mute your microphone when you are not talking. • Speak clearly (if you are not using a camera then please state your name) <p>There is a facility in Microsoft Teams under the ellipsis button called “turn on live captions” which provides subtitles on the screen, should this be helpful.</p> <p>Members of the public cannot speak at this hearing, but Interested Parties can, and I have a list of those and will call you individually at the appropriate time.</p> <p>My name is Councillor XXXX and I represent XXXX Ward. I am the Chairman of this Licensing Sub-Committee and will be chairing this hearing today. The Agenda has been published in the usual way and the usual procedure rules will apply.</p> <p>I will now ask all members of the Sub Committee to introduce themselves. Members – when I call out your name, please identify yourself and your Ward.</p> <ul style="list-style-type: none"> • Cllr XXXX and I represent XXXX Ward • Cllr XXXX and I represent XXXX Ward <p>We are also joined by Officers. Some of these you will be hearing from. They will introduce themselves shortly.</p>	

<p>Please can all Members and Officers mute their microphones, if using them, until they are asked to speak? This will allow those attending to be able to hear the debate clearly.</p> <p>The Sub-Committee will withdraw to make its deliberations once all parties have been heard. Once the deliberations are over the Sub-Committee will return to this room to update you on the decision.</p> <p>The Sub-Committee will make its decision today.</p>	
<p>1. Chairman: State the reason for the meeting:</p> <ul style="list-style-type: none"> • This is a hearing to consider a review of the premises licence for Mumbai Kitchen, 46-48 Bampton Street, Tiverton, EX16 6AH. 	
<p>2. Introductions of:</p> <ul style="list-style-type: none"> • Legal advisor(s) • Member Services Officer (if not already introduced at start) • Licensing Officer(s) • Other Mid Devon District Council Officers 	
<p>3. Chairman: Are there any member interests to declare?</p>	

<p>4. Chairman:</p> <ul style="list-style-type: none"> • To make a decision as to whether the hearing is to be held in public or private session. • In light of the information and evidence submitted, it may be appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act. If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed. 	
<p>5. Chairman: in relation to time limits for speakers.</p> <ul style="list-style-type: none"> • No time limits will be set for this hearing. 	
<p>6. Introductions of:</p> <ul style="list-style-type: none"> • The initial applicant for the review (i.e. the Home Office - Immigration Enforcement) and any person representing or assisting them. • The holder of the premises licence and any person representing or assisting them. 	
<p>7. Sub-Committee to consider, if relevant:</p> <ul style="list-style-type: none"> • Any requests by a party for any other person to appear at the Hearing. Such permission shall not be unreasonably withheld provided proper notice has been given in response to the Notice of the Hearing. 	
<p>8. Chairman:</p> <ul style="list-style-type: none"> • Confirm that the members have received and read the paperwork circulated in advance of the meeting. 	

<p>9. Licensing Officer:</p> <ul style="list-style-type: none"> To summarise the matter under consideration and present the salient points of the report. 	
<p>10. Questions from those present? In order of:</p> <ul style="list-style-type: none"> a) Home Office (IE) b) Holder of premises licence c) Sub-Committee 	
<p>11. Home Office (IE) – the applicant for the initial review:</p> <ul style="list-style-type: none"> To present case in support of the application. 	
<p>12. Questions from those present? In order of:</p> <ul style="list-style-type: none"> a) Holder of the premises licence (or representative) b) Sub-Committee 	
<p>13. Premises licence holder (or representative):</p> <ul style="list-style-type: none"> To present case in relation to the application. 	

<p>14. Questions from those present? In order of:</p> <ul style="list-style-type: none"> a) Home Office (IE) b) Sub-Committee 	
<p>15. Chairman:</p> <ul style="list-style-type: none"> • Discussion about suggested conditions – if relevant. 	
<p>16. Chairman:</p> <ul style="list-style-type: none"> • Invite parties to summarise in order of: <ul style="list-style-type: none"> a) Home Office (IE) b) Premises licence holder 	
<p>17. Chairman</p> <ul style="list-style-type: none"> • Sub-Committee will now retire to reach a decision in private accompanied by the Council's representatives from Legal and Member Services. 	
<p>18. Chairman on return:</p> <ul style="list-style-type: none"> • Members of the Sub-Committee return. • Announce the Sub-Committee's decision and the reasons for the decision. 	

19. Legal Officer: <ul style="list-style-type: none">• Outline the rights of appeal and the fact that formal notification of the decision will be sent in the post.	
20. Chairman: <ul style="list-style-type: none">• Close meeting.	
Additional notes:	