



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

## **ALCOHOL LICENSING COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Constitution**

The Alcohol Licensing Committee is constituted as a Committee of Speldhurst Parish Council.

#### **2. Membership**

- a) The Committee shall comprise 5 members of the Council, appointed annually at the Annual Meeting of the Council.
- b) The Chair and Vice-Chair of the Committee shall be elected by the Committee at its first meeting following the Annual Meeting of the Council.
- c) The quorum of the Committee shall be three members.

#### **3. Meetings**

- a) The Committee shall meet as required, with a minimum of three clear days' notice given.
- b) Meetings may be convened by the Committee Chair or by the Proper Officer in consultation with the Chair.

#### **4. Purpose and Remit**

- a) The Committee is responsible for:  
Considering and making recommendations to Full Council on all matters relating to the application, renewal, compliance, and management of alcohol licences for Council-owned property.

- b) Monitoring compliance with the Licensing Act 2003 and any conditions attached to licences.
- c) Liaising with the Licensing Authority (Tunbridge Wells Borough Council) and other statutory bodies as required.
- d) Ensuring that the use of Council property for licensable activities is consistent with Council policy, public safety, and community interests.
- e) Recommending policies and procedures to Full Council for the management of licensed activities.
- f) Overseeing any complaints or issues arising from licensed activities on Council property.

## **5. Delegated Powers**

- a) The Committee may make recommendations to Full Council but does not have delegated authority to approve licence applications or enter into legal agreements.
- b) The Committee may establish sub-committees or working groups as required, subject to Full Council approval.

## **6. Reporting**

- a) The Committee will report its recommendations and activities to Full Council via written minutes and verbal updates.

## **7. Review**

- a) These Terms of Reference will be reviewed annually at the Annual Meeting of the Council or as required.

## **References:**

- Licensing Act 2003
- Local Government Act 1972, Section 101
- Speldhurst Parish Council Standing Orders