



CITY OF WESTMINSTER

MINUTES

Licensing Urgency Sub-Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Licensing Urgency Sub-Committee** Committee held on **Friday 12th June, 2020**, This will be a virtual meeting.

Members Present: Councillors Heather Acton (Chairman), Jacqui Wilkinson and Aicha Less

Also Present: Annette Acik (Director of Public Protection and Licensing) Andrew Ralph (Head of Licensing and Regulatory Service), Aaron Hardy (Principal Policy Officer), Heidi Titcombe (Principal Solicitor) and Kisi Smith-Charlemagne (Senior Committee and Governance Officer).

Apologies for Absence: None

1 MEMBERSHIP

Councillor Heather Acton was nominated as the Chairman for this meeting, this was seconded by Councillor Jacqui Wilkinson and agreed by Councillor Aicha Less.

2 DECLARATIONS OF INTEREST

There were no declarations of interest

3 EMERGENCY REVIEW OF LICENSING FEES FOLLOWING THE IMPLEMENTATION OF THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) REGULATIONS 2020

- 3.1 The Licensing Urgency Sub-Committee received a report from Andy Ralph, Head of Licensing and Regulatory Service which provided a summary and background information surrounding the emergency review. He explained to the committee that since the beginning of the pandemic the council has been approached by a small number of licence holders, mainly street traders, requesting for fees and charges to be waived to support their businesses.
- 3.2 Mr Ralph informed the committee that following the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 and the government's

decision to impose restrictions on business and movement, a decision was made on 25 March to waive the street trading fees until the end of April. He went on to explain that a decision was also made to delay the implementation of a fee increase for market traders until July 2020 and on 30 April it was decided to extend the waiver for Street traders that are unable to trade as a result of the restrictions, until the end of May.

- 3.3 Mr Ralph explained to the committee that the Licensing Authority had received letters, emails and phone calls from licence holders and solicitors representing licence holders and most notably from Amy Lamé, representing the Mayor of London and Kit Malthouse from the Home Office, asking the Council to consider waving annual and renewal fees and charges in support of business.
- 3.4 The Chairman, Councillor Acton thanked officers for the report and all their hard work in all areas of licensing, she expressed that she was keen to assist businesses during this difficult time. Councillor Wilkinson also thanked officers and welcomed the report expressing how important it was for businesses to keep trading. Councillor Less thanked the licensing team and officers for supporting businesses. She also expressed concerns regarding markets trading with the 2-meter social distancing guidance and welcomed a further look at how to resolve some of the issues. Councillor Acton advised that there was a large amount of work taking place as part of the Movement Strategy.
- 3.5 **RESOLVED:** That the Licensing Authority adopts the approaches to renewing licences as recommended by the Covid Command Structure (Gold) as set out in the report, until the end of the current Coronavirus restrictions, which shall include the waiving of certain fees where businesses are not permitted to trade, and reducing other fees pro-rata for business that are closed.

4 ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT

There was no other business raised by the Licensing Urgency Sub-Committee

The Meeting ended at Time Not Specified

CHAIRMAN: _____

DATE _____