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**To: Members of the Licensing (Liquor and Gambling) Panel – Councillors
Glenvil Greenwood-Smith, Helen Howell and Pam Whiting.**

Please ask for	Direct Dial	Date
Louise Tyers	01832 742198	29 September 2017

Dear Councillor

A meeting of the **Licensing (Liquor and Gambling) Panel** will be held in the **Council Chamber**, East Northamptonshire House, Cedar Drive, Thrapston, on **Monday 9 October 2017 at 10.00am.**

If you are unable to attend this meeting, please telephone Louise Tyers as soon as possible and another Panel member will be appointed to attend.

Members of the Panel are asked to meet in the Chairman's Office 15 minutes prior to the commencement of the Hearing where the Panel will be advised of any supplementary information received. The legal advisor and/or Democratic Services Officer will be available to provide advice to the Panel, but other parties to the Hearing will not attend the preparatory meeting.

AGENDA

- 1. Appointment of Chairman**
- 2. Apologies for absence**
- 3. Declarations of Interest**

The Panel shall resolve to exclude the public and press from the meeting during consideration of the following item of business because exempt information, as defined under paragraphs 1 and 7 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

- 4. Consideration of a Personal Licence**
(Report of the Licensing Enforcement Manager - **attached**)

Yours sincerely

DAVID OLIVER
Chief Executive

FIRE/EMERGENCY EVACUATION

Please read the fire/emergency evacuation instructions before the meeting begins. These are displayed at the entrance to the Council Chamber.

If the emergency alarm sounds, you must evacuate the building immediately by the nearest signed fire exit and proceed to the main car park area as directed by the Democratic Services staff. Further instructions will then be given.