

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the

Licensing Committee

Held in the Council Chamber, Council Offices, Woodgreen, Witney, Oxfordshire OX28 1NB
at 2.31 pm on **Wednesday, 20 May 2026**

PRESENT

Councillors: Mark Walker (Chair), David Jackson (Vice-Chair), Sandra Cosier, Jane Doughty, Nick Field-Johnson, Edward James, Andrew Lyon, Nigel Ridpath, Sandra Simpson, Tim Sumner and Jack Treloar

Officers: Andrea McCaskie (Director of Governance and Regulatory Services), Andrew Brown (Head of Democratic and Electoral Services), Anne Learmonth (Democratic Services Officer), Ana Prelici (Senior Democratic Services Officer) and Mathew Taylor (Democratic Services Officer)

Other Councillors in attendance: None

12 Election of Chair

The Chair of the Council, Councillor Carl Rylett, opened the meeting.

The Licensing Committee would be comprised of the following Members:

- David Jackson
- Sandra Cosier
- Nigel Ridpath
- Tim Sumner
- Jane Doughty
- Ed James
- Nicholas Field-Johnson
- Jack Treloar
- Mark Walker
- Andrew Lyon
- Sandra Simpson

The Chair of the Council requested nominations for the position of the Chair of the Licensing Committee. Councillor David Jackson nominated Councillor Mark Walker. The nomination was seconded by Councillor Nigel Ridpath. The vote was unanimously agreed.

The Licensing Committee **Resolved** to:

- I. Appoint Councillor Mark Walker to the position of Chair of the Licensing Committee for the municipal year 2026-2027.

13 Appointment of Vice-Chair

The Chair of the Licensing Committee, Councillor Mark Walker, requested nominations for the position of Vice-Chair of the Licensing Committee. Councillor Mark Walker nominated

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Councillor David Jackson for the position of Vice-Chair of the Licensing Committee. The nomination was seconded by Councillor Nigel Ridpath. The vote was unanimously agreed.

The Licensing Committee **Resolved** to:

- I. Appoint Councillor David Jackson to the position of Vice-Chair of the Licensing Committee for the municipal year 2026-2027.

14 Apologies for Absence

There were no apologies for absence.

15 Declarations of Interest

There were no declarations of interest received.

16 Minutes of the Previous Meeting

Councillor David Jackson proposed the approval of minutes of the previous meeting held on Tuesday 9 December 2025. Councillor Sandra Simpson seconded the proposal which was put to the vote and agreed unanimously.

The Licensing Committee **Resolved** to:

- I. Approve the minutes of the previous meeting held on Tuesday 9 December 2025.

17 Appointment of Licensing Sub-Committees

The Chair of the Committee, Councillor Mark Walker proposed that the Licensing Committee agree the appointments to the Miscellaneous Licensing Sub-Committee and it was unanimously agreed by the Licensing Committee.

The Licensing Committee **Resolved** to:

- I. Appoint the following Councillors to the Miscellaneous Licensing Sub-Committee:
 - David Jackson
 - Sandra Cosier
 - Ed James
 - Jane Doughty
 - Andrew Lyon
2. Note that the Licensing Panel membership would comprise of the Chair or Vice Chair of the Licensing Committee and two other Members of the Licensing Committee drawn on an alphabetical rota basis from the remaining Members of the Licensing Committee (subject to their availability and completion of licensing training prior to participation in a Licensing Panel meeting).

The Meeting closed at 2.34pm

CHAIR