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Licensing Subcommittee 12.08.2025 Membership and Substitutions. Any internal discussion or correspondence addressing the constitution of the Licensing Sub-Committee of 12.08.25, including correspondence between any members and/or officers of the council related to the potential that substitution of regular members might take place, or that a non-regular member would sit on the committee dealing with the application. Specifically, any internal discussion or correspondence between any members and/or officers of the council related to non-attendance or recusal from the committee by Cllr Susan Rae, including reasons for such.

Cllr Booth's Attendance at the committee Any internal correspondence, emails, messages, or records (including from the Councillors' Office and Democratic Services) relating to the appearance of Cllr Chas Booth as a member of the Licensing Sub-Committee on 12.08.25. Any internal correspondence, emails, messages, or records concerning Cllr Booth's participation at the committee and, specifically, any correspondence between Cllr Booth and any other member or officer of the Council in respect of the licensing application and/or his attendance as a member of the Licensing Sub-Committee on 12.08.25.

Members' Communications in Respect of the Licensing Application Any internal correspondence, emails, messages, or records between Cllr Booth and any other member or officer of the Council in respect of Short-Term Let licensing application 547703. Any internal correspondence between any other members sitting on the Licensing Sub-Committee of 12.08.25 and any other members or officers of the Council regarding the licensing application.

Conflicts of Interest and Declarations Any internal correspondence, emails, messages, or records between any member of the Licensing Sub-Committee on 12 August 2025 and any other member or officer of the council requesting advice regarding potential conflict of interest related to Short-Term Let Licence Application 547703. Any internal guidance, policies or protocols in place for managing potential conflicts of interest in Licensing Sub-Committee hearings. Records of declarations of interest made by any member of the Licensing Sub-Committee on 12 August 2025. For clarity, this request includes but is not limited to correspondence held on Council IT systems, mobile devices, and messaging platforms used for Council business.

[Please see the information attached](#)