



## **Request**

I am writing to formally request a copy of the raw, unedited, and unapproved minutes (including any notes taken by the minute-taker, if separate from the draft minutes) of the Application for a Variation of a Premises Licence - PRL0901 Leigh Miners, Kirby Road, Leigh, WN7 4EF held on Friday 21st March 2025 official, approved minutes may only be published later, but as a member of the public, I am requesting access to the information recorded at the time of the meeting, which should be considered public information subject to the Freedom of Information Act 2000.

## **Response**

I can confirm that no raw, unedited, and unapproved minutes/notes taken by the Clerk to the Licensing-Sub Committee meeting held on 21<sup>st</sup> March 2025 are available to be shared.

In line with best practice, once the formal minutes of a Committee meeting have been approved at the next meeting of said Committee, the Clerk's notes in relation to said meeting are deleted. Clerk's notes are taken solely for the purpose of production of Minutes.

The minutes of the Licensing-Sub Committee that took place on 21<sup>st</sup> March 2025, were officially approved at the Licensing-Sub Committee that took place on 29<sup>th</sup> October 2025 – with any Clerk's notes from the March meeting then being subsequently deleted.