



**MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held in the COUNCIL CHAMBER, KILNCRAIGS, ALLOA, on TUESDAY 22 APRIL 2025 at 9.30 am.**

**PRESENT**

Councillor Kenneth Earle (Chair)  
Councillor Donald Balsillie  
Councillor William Keogh  
Councillor Fiona Law  
Councillor Graham Lindsay

**IN ATTENDANCE**

Paul Fair, Licensing Standards Officer  
Helena Arthur, Solicitor, Legal and Governance (Depute Clerk to the Board)  
Dale Bell, Solicitor, Legal and Governance (Depute Clerk to the Board) (Via Teams)  
Shaun Carrol, Licensing Paralegal  
Lezli-Anne Sharp, Licensing Administrator  
Melanie Moore, Committee Services (Minute)

**1.0 APOLOGIES**

Apologies were received from Councillor Martha Benny and Councillor Mark McLuckie.

**2.0 DECLARATIONS OF INTEREST**

None.

**3.0 MINUTES OF MEETINGS OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 18 FEBRUARY 2025**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 18 February were submitted for approval.

**Decision**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 18 February 2025 were agreed as a correct record and signed by the Chair.

**4.0 LICENSING (SCOTLAND) ACT 2005**

**(i) Application for Non Minor Variation of Licence – Haider Mini Market**

Premises: Haider Mini Market, 2 Lochies Road, Clackmannan, FK10 4EL  
Applicant: Mohammad Amin

**Attending**

Mr Paul Fair, Licensing Standards Officer (LSO)  
Gordon Emslie, Agent for the Applicant

The Board heard representation from the Licensing Standards Officer and the Agent for the Applicant. There were no objections received from Police Scotland.

## **Motion**

Having considered all of the information presented to it and having had opportunity for questions, that the Board grants the application for the Premises Licence subject to the conditions set out in Appendix A (page 29) of the Licensing Standards Officer's Report.

Moved by Councillor Fiona Law. Seconded by Councillor Donald Balsillie.

## **Decision**

Having considered all the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application for the Premises Licence subject to the conditions set out in Appendix A (page 29) of the Licensing Standards Officer's Report, namely:

### **Local Conditions Home Delivery Of Alcohol**

1. A written Age Verification Policy (AVP) must be kept and applied to all sales of alcohol for delivery to any place off the premises. This AVP must set out the steps that are to be taken to establish the age of a person attempting to take delivery of alcohol ("the customer") if it appears to the person making delivery of the alcohol that the customer appears to be less than 25 years of age (or such older age as may be specified in the policy).
2. Information must be provided to customers whether online or in store that Alcohol will only be left at the delivery address with a person who can prove that they are over 18 years of age.
3. Premises Licence holders and Premises Managers must ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training in the content and application of the Age Verification Policy to be applied to all deliveries.
4. A record of all persons trained in relation to the Age Verification Policy will be kept on the premises and made available to the Licensing Standards Officer and any Constable of Police Scotland.
5. A copy of the training record referred to in No 4 above should be supplied to delivery agent on completion of the training.
6. Licence holders and Premises Managers will ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training to ensure that deliveries of alcohol are not made to persons who are or appear to be drunk.
7. Licence holders using Royal Mail, a private postal service, a courier service or independent delivery drivers will ensure that an age verified signed for delivery option is utilised that requires any package containing alcohol to be left with an adult over 18 at the specified delivery address and at no other place.
8. The premises licence holder will ensure that records of all alcohol deliveries are retained on the premises and that those records contain the following information, the forename and surname of the purchaser, the delivery address, the quantity and type of alcohol delivered and the purchase price.
9. All records, electronic or written made in relation to the delivery of alcohol will be kept on the premises for at least 12 months and will be made available on demand to a Licensing Standards Officer for the area where the premises are located or to a Constable of Police Scotland.

## **Action**

Depute Clerk to the Board

### **(ii) Application for Extended Hours – Chalmers**

Premises: Chalmers, 2 Bank Street, Alloa, FK10 1HP  
Applicant: Milima Limited, Chalmers, 2 Bank Street, Alloa, FK10 1HP

### **Attending**

Mr Paul Fair, Licensing Standards Officer (LSO)  
Andrew Henderson, Premises Licence Holder/Owner  
Kevin Whackett, Premises Manager

The Board heard representation from the Licensing Standards Officer and from Mr Henderson and Mr Whackett.

Mr Henderson advised that there should be two applications, one for 4<sup>th</sup> to 5<sup>th</sup> May and also for 11<sup>th</sup> to 12<sup>th</sup> May 2025. Mr Henderson advised that the second application was sent in after the first one. He advised that both applications were the same except for the dates.

Councillor Law asked for a recess to ask for legal advice on this matter.

The Board agreed to adjourn the meeting at 9.54 am to take legal advice. The meeting resumed at 10.02 am with 5 members of the Board present.

The Licensing Paralegal said that the Clerk confirmed the legal position on this. The Board will make a decision on application that's included on the agenda. The Applicant will also have the opportunity to comment on the second application and the board will be consulted separately on that one. Today the Board is to make a decision on the application in the agenda and then have an opportunity to comment on the second application.

The Licensing Standards Officer advised the Board that any application that goes to the Licensing Board for extended hours requires a report from him. He advised that the report for the second application will be similar or exactly the same as the report at the Board today.

The Licensing Paralegal advised that he would circulate the appropriate paperwork for the second application to the Board as soon as possible.

### **Motion**

Having considered all the information presented to it and having had opportunity for questions, that the Board grants the application for Extended Hours.

Moved by Councillor Donald Balsillie. Seconded by Councillor Kenneth Earle.

### **Decision**

Having considered all the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application for Extended Hours.

### **Action**

Depute Clerk to the Board

## **5.0 AOCB**

None.

Ends: 10.18 am

