



MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held in the COUNCIL CHAMBER, KILNCRAIGS, ALLOA, on TUESDAY 2 DECEMBER 2025 at 9.30 am.

PRESENT

Councillor Kenneth Earle (Chair) (Via Teams)
Councillor Donald Balsillie
Councillor Fiona Law
Councillor Graham Lindsay

IN ATTENDANCE

Dale Bell, Solicitor, Legal and Governance (Clerk to the Board)
Shaun Carroll, Licensing Paralegal
Lezli-Anne Sharp, Licensing Administrator
Paul Fair, Licensing Standards Officer
Melanie Moore, Committee Services
Gillian White, Committee Services (Minute)

1.0 APOLOGIES

Apologies were received from Councillor Martha Benny, Councillor William Keogh, Councillor Darren Lee and Councillor Mark McLuckie.

2.0 DECLARATIONS OF INTEREST

None.

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 30 SEPTEMBER 2025

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 30 September 2025 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 30 September 2025 were agreed as a correct record and signed by the Chair.

4.0 CHIEF CONSTABLE'S REPORT TO THE CLACKMANNANSHIRE LICENSING BOARD FOR THE PERIOD 2024-2025

Attending

Chief Inspector Garry Smith (Local Area Commander), Police Scotland
Sgt David Bellingham, Police Scotland (Licensing Officer)

The Chief Constable, Police Scotland, submitted the Annual Licencing Report for 2024/25, in accordance with Section 12(A) of the Licensing (Scotland) Act 2005.

Sergeant Bellingham apologised for the submission of the annual report being later than planned and advised that this was due to staff absence. He advised the Board that within the report, Chief Inspector Katrina Thompson is listed as the Local Area Commander. However, after the submission of the report, there had been a change in the area command structure within the area. Chief Inspector Garry Smith is now in the role of Local Area Commander. He thanked the Board and Licensing Team for their support to Police Scotland throughout the licensing period.

The Board heard presentations from Sergeant David Bellingham and Chief Inspector Garry Smith on the Chief Constable's report and had the opportunity to put questions to them.

Motion

To note the information provided in the Chief Constable's Report to the Clackmannanshire Licensing Board 2024-2025.

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

Decision

Having commented on and challenged the report as appropriate and having had the opportunity for questions, the Board agreed to note the information provided in the Chief Constable's Report to the Clackmannanshire Licensing Board 2024-2025.

5.0 LICENSING (SCOTLAND) ACT 2005:

i. Application for Non Minor Variation for Tesco Alloa Extra, Auld Brig Road, Alloa, FK10 1EG

The application was presented by Mr Shaun Carroll, Licensing Paralegal.

Attending

Mr Paul Fair, Licensing Standards Officer (LSO)

Ms Hardish Purewal, Licensing Manager, Tesco (Applicant)

The Board heard from the Licensing Standards Officer who advised that the application sought to make an application for a non minor variation to make amendments to the operating plan, reflecting the way the business will operate in the future. He had no concerns with the application and following discussions with the Applicant had made slight changes to the terms of the proposed conditions to allow for the way that their business operates. He had provided an amended Appendix A with proposed amended licensing conditions which had been circulated to the Licensing Board prior to the start of the meeting. The Board had the opportunity to ask questions of Mr Fair.

The Board also heard from Ms Purewal who advised that members of their teams are trained in age restricted sales as well as making sure anything to do with licencing or the compliance is in place and adhered to. Ms Purewal highlighted the process for their rapid delivery operation that's coming in. The Board had the opportunity to ask questions of Ms Purewal.

Motion

Having considered all the information presented to it and having had opportunity for questions, that the Board grants the application for the Non Minor Variation of Licence subject to applying the Local Conditions for Home Delivery of Alcohol (as amended).

Moved by Councillor Fiona Law. Seconded by Councillor Graham Lindsay.

Decision

Having considered all the information presented to it and having had opportunity for questions, the Board granted the application for the Non Minor Variation of Licence subject to applying the Local Conditions for Home Delivery of Alcohol (as amended), namely:

Local Conditions for 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 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 available from 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 by the provider.
6. Licence holders 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 independent delivery drivers will ensure that only an age verified 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 available from 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

Clerk to the Board

ii. Application for Non Minor Variation for Menteith Court Mini Market, Menteith Court, Alloa, FK10 1EG

The application was presented by Mr Shaun Carroll, Licensing Paralegal.

Attending

Mr Paul Fair, Licensing Standards Officer (LSO)

The Applicant, Mr Jabbar Ali, Premises Licence Holder, was unable to attend the Board in person or via MS Teams due to a family bereavement, therefore he had submitted a written submission which was circulated to the Board.

The Board heard from the Licensing Standards Officer who advised that the application sought to make an application for a non minor variation to make amendments to the operating plan including the home delivery of alcohol. The LSO had no concerns with the application and the Applicant, Mr Ali had no concerns relating to the conditions, recognising that these conditions are necessary and confirmed he is happy to comply with these conditions during the delivery process. The Board had the opportunity to ask questions of Mr Fair.

Motion

Having considered all the information presented to it and having had opportunity for questions, that the Board grants the application for the Non Minor Variation of Licence subject to applying the Local Conditions for Home Delivery of Alcohol.

Moved by Councillor Fiona Law. Seconded by Councillor Kenneth Earle.

Decision

Having considered all the information presented to it and having had opportunity for questions, the Board granted the application for the Non Minor Variation of Licence subject to applying the Local Conditions for Home Delivery of Alcohol, namely:

Local Licensing Conditions for 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

Clerk to the Board

6.0 AOCB

The Chair closed the meeting by apologising for his non-attendance in person and wished everyone a very Merry Christmas.

Ends: 10.18 am