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THIS PAPER RELATES TO ITEM 3 ON THE AGENDA

MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held in the COUNCIL CHAMBER, KILNCRAIGS, ALLOA, on TUESDAY 3 NOVEMBER 2026 at 9.30 am.

PRESENT

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

IN ATTENDANCE

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

1.0 APOLOGIES

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

2.0 DECLARATIONS OF INTEREST

None.

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 22 SEPTEMBER 2026

The minutes of the meeting of the Clackmannanshire Licensing Board held on Thursday 22 September 2026 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Thursday 22 September 2026 were agreed as a correct record and signed by the Chair.

4.0 LICENSING (SCOTLAND) ACT 2005:

i Application for variation of premises licence for The Bottle Shop, 96 Stirling Street, Alva, FK12 5EH

Attending
Mr Paul Fair, Licensing Standards Officer (LSO)
Mrs Angela Polley (Applicant)
Mr Gordon Polley (Applicants representative)
Seargent Sharlene Meldrum, Police Scotland

The Board heard from the Licensing Standards Officer who advised that the application sought to make an application for a Non-Minor Variation of the premises licence to include the addition of home delivery of alcohol. He had no concerns with the application and Police Scotland had no further comments. The Board also heard from Mr Polley.

The Board had the opportunity to ask questions to the Licensing Standards Officer and Mr Polley.

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 the Premises Licence subject to applying the Local Conditions for Home Delivery of Alcohol (as amended).

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 (as amended), 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 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 made 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 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 made available from the premises for at least 12 months and will be made available on demand to a Licensing Stands Officer of the area where the premises are located or to a Constable of Police Scotland.

Action
Depute Clerk to the Board

ii. Application for Non-Minor Variation for Premises Licence for Premier, Tron Court, Tullibody, FK10 2PS

Attending
Mr Paul Fair, Licensing Standards Officer (LSO)
Seargent Sharlene Meldrum, Police Scotland
The applicant was not in attendance

The Board were happy to proceed with the application in the absence of the applicant. There were no grounds for refusal.

The Board heard from the Licensing Standards Officer who advised that the application sought to make an application for a non-minor variation to adjust the area where the alcohol is held in store. The LSO advised that there were no concerns or representations with the application. The Board had the opportunity to ask questions of Mr Fair. Police Scotland had no further comments.

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 Premises.

Moved by Councillor Kenneth Earle. 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 the Premises Licence.

Action
Depute Clerk to the Board

The LSO welcomed Stacey Stevenson who recently joined the Licensing Team, replacing Lezli-Anne previous position of Licensing Paralegal Administrator.

Ends: 09.56 am