



MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 13 NOVEMBER 2018 at 9.30 am.

PRESENT

Councillor Kenneth Earle, (Chair)
Councillor Donald Balsillie
Councillor Martha Benny
Councillor Helen Lewis
Councillor George Matchett, QPM
Councillor Les Sharp
Councillor Tina Murphy

IN ATTENDANCE

June Andison, Licensing Administrator
Paul Fair, Licensing Standards Officer
Lindsay Thomson, Service Manager, Legal and Democracy (Clerk to the Board)
Melanie Moore, Committee Services

1.0 APOLOGIES

Apologies for absence were received from Councillor Dave Clark.

2.0 DECLARATIONS OF INTEREST

None.

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 2 OCTOBER 2018

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 2 October 2018 were submitted for approval.

Moved by Councillor Tina Murphy. Seconded by Councillor George Matchett, QPM.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 2 October 2018 were agreed as a correct record and signed by the Chair.

Agenda items 4(i) and 4(ii) were put before the Board for information only as it was understood that they had been granted under delegated powers.

4.0 LICENSING (SCOTLAND) ACT 2005

(i) Applications for Personal Licences – Granted Under Delegated Powers

A list of applications numbered 1-2 (inclusive) for personal licences which had been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the Personal Licence applications numbered 1-2 (inclusive) had been granted under delegated powers.

(ii) Application for Variation of Licence (Minor) – Granted Under Delegated Powers

A list of applications numbered 1-3 (inclusive) for minor variations which had been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the Minor Variation applications numbered 1-3 (inclusive) had been granted under delegated powers.

5.0 LICENSING (SCOTLAND) ACT 2005

(i) Application for Occasional Licence – 17 November 2018

Applicant: Caroline Allan

Premises: Alloa Town Hall, Marshill, Alloa, FK10 1AB

Event: Ultra White Collar Boxing Event – 17 November 2018

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representations from the Licensing Standards Officer and had the opportunity to put questions to him.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 17) of the Licensing Standards Officer's report dated 12 October 2018.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Donald Balsillie.

Decision

Having considered all of the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 17) of the Licensing Standards Officer's report dated 12 October 2018, namely:

- All alcohol and other drinks must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels.
- Only alcohol sold at the event by the licence Holder can be consumed at the event.
- At least 8 SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue.
- At least one person who holds a suitable first aid qualification must be on duty at the event.
- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol.
- The applicant must prepare an age verification policy, this policy should be supplied to the Licensing Standards Officer at least 48 hours prior to the event.
- The applicant/event organiser must brief all stewards and staff authorised to serve or make sales of alcohol prior to the commencement of the event, this briefing should

include information relating to the terms and conditions of the licence, and any other relevant licensing matters – a record of this briefing including details of who delivered the briefing and details of all staff and stewards who received it must be kept. All staff receiving this brief must sign a record of the briefing acknowledging that they received and understood the terms of the brief.

- Only staff trained will be permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol. Trained Staff means staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations 2007.
- All staff authorised to serve and sell alcohol will have with them a training certificate in the prescribed form.
- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licensed hours.
- A full list of all SIA Stewards working at the event will be supplied to the Licensing Standards Officer at least 72 hours prior to the event. The list should include the full name of the Stewards and their SIA Badge number.

Action

Clerk to the Board

(ii) Application for Occasional Licence – 24 November 2018

Applicant: Craig Stewart, The Royal Oak Hotel, Bedford Place, Alloa
Premises: Alloa Town Hall, Marshall, Alloa, FK10 1AB
Event : Live Music Night – 24 November 2018

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representations from the Licensing Standards Officer and had the opportunity to put questions to him.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 27) of the Licensing Standards Officer's report dated 12 October 2018.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Donald Balsillie.

Decision

Having considered all of the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 27) of the Licensing Standards Officer's report dated 12 October 2018, namely:

- All alcohol and other drinks must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels.
- Only alcohol sold at the event by the licence Holder can be consumed at the event.
- A sufficient number of SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area.
- At least one person who holds a suitable first aid qualification must be on duty at the event.
- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol.
- Only staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations, 2007 are permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol will have with them a training certificate in the prescribed form.

- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licensed hours.
- No glass or other forms of waste likely to produce excessive noise will be disposed of in the external bins at the premises after 9pm and before 10 am the following morning.
- Full particulars (Name, Date of Birth and SIA Badge number.) of the SIA Stewards to be employed at the event will be provided in writing to the Licensing Standards Officer at least 48 hours prior to the event.

Action

Clerk to the Board

(iii) Application for Occasional Licence – 28 November 2018

Applicant: Craig Stewart, The Royal Oak Hotel, Bedford Place, Alloa
Premises: Alloa Town Hall, Marshall, Alloa, FK10 1AB
Event : Live Music Night – 28 November 2018

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representations from the Licensing Standards Officer and had the opportunity to put questions to him.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 35) of the Licensing Standards Officer's report dated 12 October 2018.

Moved by Councillor Kenneth Earle. Seconded by Councillor Marth Benny.

Decision

Having considered all of the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 35) of the Licensing Standards Officer's report dated 12 October 2018, namely:

- All alcohol and other drinks must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels.
- Only alcohol sold at the event by the licence Holder can be consumed at the event.
- A sufficient number of SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area.
- At least one person who holds a suitable first aid qualification must be on duty at the event.
- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol.
- Only staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations, 2007 are permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol will have with them a training certificate in the prescribed form.
- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licensed hours.
- No glass or other forms of waste likely to produce excessive noise will be disposed of in the external bins at the premises after 9pm and before 10 am the following morning.
- Full particulars (Name, Date of Birth and SIA Badge number.) of the SIA Stewards to be employed at the event will be provided in writing to the Licensing Standards Officer at least 48 hours prior to the event.

Action

Clerk to the Board

(iv) Application for Occasional Licence – 1 December 2018

Applicant: Craig Stewart, The Royal Oak Hotel, Bedford Place, Alloa
Premises: Alloa Town Hall, Marshall, Alloa, FK10 1AB
Event : Darts Exhibition Jock Wilson Memorial – 1 December 2018

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representations from the Licensing Standards Officer and had the opportunity to put questions to him.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 43) of the Licensing Standards Officer's report dated 17 October 2018.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Les Sharp.

Decision

Having considered all of the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 43) of the Licensing Standards Officer's report dated 17 October 2018, namely:

- All alcohol must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels.
- Only alcoholic drinks sold at the event by the Licensee can be consumed at the event.
- A sufficient number of SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area in relation to the safety and wellbeing of children and young persons attending the event.
- At least one person who holds a suitable first aid qualification must be on duty at the event.
- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol.
- Only staff trained will be permitted to make sales of alcohol.
- Any music or other entertainment must cease at no later than 20:45.
- All Children and young persons must remain in the company of a parent or other formal guardian over the age of 18 years of age and must remain in the upper Balcony area for the duration of the event. Except when that child or young persons is participating in a darts match.
- No alcohol is to be taken to or consumed in the Balcony, foyer stairwells, upper landings or toilets.
- A full briefing document detailing the terms of the licence, including local conditions and all measures to be put in place by the applicant to ensure compliance with the protecting children from harm licensing objective should be prepared and supplied to all Stewards on duty at the event. A copy of this Document should be made available to the Licensing Board and Licensing Standards Officer at least 7 days prior to the event.

Action

Clerk to the Board

(v) Application for Occasional Licence – 21 December 2018

Applicant: Caroline Allan

Premises: Alloa Town Hall, Marshall, Alloa, FK10 1AB

Event: Ultra White Collar Martial Art Event – 21 December 2018

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representations from the Licensing Standards Officer and had the opportunity to put questions to him.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 51) of the Licensing Standards Officer's report dated 12 October 2018.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Martha Benny.

Decision

Having considered all of the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 51) of the Licensing Standards Officer's report dated 12 October 2018, namely:

- All alcohol and other drinks must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels.
- Only alcohol sold at the event by the licence Holder can be consumed at the event.
- At least 8 SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue.
- At least one person who holds a suitable first aid qualification must be on duty at the event.
- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol.
- The applicant must prepare an age verification policy, this policy should be supplied to the Licensing Standards Officer at least 48 hours prior to the event.
- The applicant/event organiser must brief all stewards and staff authorised to serve or make sales of alcohol prior to the commencement of the event, this briefing should include information relating to the terms and conditions of the licence, and any other relevant licensing matters – a record of this briefing including details of who delivered the briefing and details of all staff and stewards who received it must be kept. All staff receiving this brief must sign a record of the briefing acknowledging that they received and understood the terms of the brief.
- Only staff trained will be permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol. Trained Staff means staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations 2007.
- All staff authorised to serve and sell alcohol will have with them a training certificate in the prescribed form.
- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licensed hours.
- A full list of all SIA Stewards working at the event will be supplied to the Licensing Standards Officer at least 72 hours prior to the event. The list should include the full name of the Stewards and their SIA Badge number.

Action

Clerk to the Board

6.0 POLICE SCOTLAND: CHIEF CONSTABLE'S REPORT TO THE CLACKMANNANSHIRE LICENSING BOARD FOR THE PERIOD 1 APRIL 2017 TO 31 MARCH 2018

Attending

Chief Inspector Drew Sinclair, Police Scotland (representing the Chief Constable).
Claire McKenzie, Police Scotland (Licensing Officer)

Members of the Clackmannanshire Local Licensing Forum were in attendance at this meeting to hear the presentation given by Chief Inspector Sinclair on the Chief Constable's report to the Clackmannanshire Licensing Board. The Chief Constable's report was included in the agenda for the joint Board/Forum meeting directly following the meeting of the Licensing Board and this allowed opportunity for Board and Forum members to hear a single presentation.

The Licensing Board heard a presentation by Chief Inspector Drew Sinclair on the Chief Constable's report and had opportunity to put questions to Chief Inspector Sinclair.

Having commented on and challenged the report as appropriate and having had opportunity for questions, the Board agreed to note the information provided in the Chief Constable's Report to the Clackmannanshire Licensing Board for the period 1 April 2017 to 31 March 2018.

The Licensing Board welcomed the report from the Deputy Chief Constable and asked that their thanks him for the level of local detail in the report be passed on.

7.0 AOCB

As there was no further business for the Licensing Board, the Convenor brought the meeting to a close at 1025 hrs.

Ends 10:25 hours

