



**MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 26 FEBRUARY 2019 at 9.30 am.**

**PRESENT**

Councillor Kenneth Earle, (Chair)  
Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Dave Clark  
Councillor Helen Lewis  
Councillor Tina Murphy

**IN ATTENDANCE**

June Andison, Licensing Administrator  
Paul Fair, Licensing Standards Officer  
Andrew Crawford, Team Leader, Environmental Health and Licensing  
Lindsay Thomson, Senior Service Manager, Partnership & Performance (Clerk to the Board)  
Melanie Moore, Committee Services

**1.0 APOLOGIES**

Apologies were received from Councillor Les Sharp, Councillor George Matchett, QPM and Councillor Mike Watson.

**2.0 DECLARATIONS OF INTEREST**

None.

**3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 22 JANUARY 2019**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 January 2019 were submitted for approval.

**Decision**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 January 2019 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 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) Applications for Personal Licence Renewals with Refresher Training – Granted Under Delegated Powers**

A list of applications numbered 1-8 (inclusive) for personal licence renewals with Refresher Training 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 1-8 (inclusive) had been granted under delegated powers.

### **(iii) Application for Transfer of Licence – Granted Under Delegated Powers**

An application for transfer of licence which has been granted under delegated powers was put before the Board for information only.

## **Decision**

The Board agreed to note that the Transfer of Licence application had been granted under delegated powers.

## **5.0 LICENSING (SCOTLAND) ACT 2005**

### **(i) Application for Occasional Licence – 2 March 2019**

**Applicant:** Gregory McMullan, The Royal Oak, Bedford Place, Alloa

**Premises:** Cochrane Hall, West Stirling Street, Alva, FK12 5JL

**Event:** 18<sup>th</sup> Birthday Party – 2 March 2019

#### **Attending**

Mr Gregory McMullan, Applicant

Mr Paul Fair, Licensing Standards Officer

Claire MacKenzie, Police Scotland

The Board heard representations from the applicant, the Licensing Standards Officer and Police Scotland and had the opportunity to put questions to them all.

## **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 19) of the Licensing Standards Officer's report dated 13 February 2019.

Moved by Councillor Donald Balsillie. Seconded by Councillor Dave Clark.

## **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 19) of the Licensing Standards Officer's report dated 13 February 2019, 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.
- 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 10am the following morning.
- All persons over the age of 18 years of age and who have satisfied the terms of the "Challenge 25" age verification process mentioned by the applicant in his application will be fitted securely with a tamper proof wrist band. Alcohol will not be sold to any person not wearing such a wrist band.

#### **Action**

Clerk to the Board

#### **(ii) Application for Occasional Licence – 10 March 2019**

**Applicant:** Craig Stewart, The Royal Oak, Bedford Place, Alloa

**Premises:** Cochrane Hall, West Stirling Street, Alva, FK12 5JL

**Event:** Alloa Masters Darts Exhibition – 10 March 2019

#### **Attending**

Mr Craig Stewart, Applicant

Mr Paul Fair, Licensing Standards Officer

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

#### **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 29) of the Licensing Standards Officer's report dated 31 January 2019.

Moved by Councillor Donald Balsillie. Seconded by Councillor Tina Murphy.

#### **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 29) of the Licensing Standards Officer's report dated 31 January 2019, 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 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 22:30 hours.
- 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 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

#### **(iii) Application for Occasional Licence – 15 March 2019**

**Applicant:** Andrew Mapstone

**Premises:** Alloa Town Hall, Marshall, Alloa

**Event:** Live Music Night – 15 March 2019

#### **Attending**

The applicant did not attend.

Mr Paul Fair, Licensing Standards Officer

Claire MacKenzie, Police Scotland

The Board heard representations from the Licensing Standards Officer and Police Scotland and had the opportunity to put questions to them all.

#### **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 38) of the Licensing Standards Officer's report dated 31 January 2019.

Moved by Councillor Donald Balsillie. 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 38) of the Licensing Standards Officer's report dated 31 January 2019, 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 9 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 and leaving 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 10am 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 72 hours prior to the event.
- The applicant will prepare a written age verification document to be approved as suitable by the Licensing Standards Officer at least 72 hours in advance of the event. The Age verification Policy confirm in detail the operation of the “wristband” policy to be utilised at the event, and will set out the steps to be taken by those serving and selling alcohol at the event, to ensure that those purchasing alcohol and who appear to the seller to be under 25 of age are over 18 years of age. The policy will detail the documents that will be accepted by staff on duty and include a confirmation that all staff have been suitably trained in relation to the policy and have a place for each member of staff to sign a statement confirming that they have understood the policy.
- A Copy of the Age Verification Policy and the training record relating to that Policy will be kept on the premises and made available during the period of the licence for inspection by Police Scotland or the Licensing Standards Officer.

#### **Action**

Clerk to the Board

#### **(iv) Application for Occasional Licence – 16 March 2019**

**Applicant:** Craig Stewart, The Royal Oak, Bedford Place, Alloa

**Premises:** Alloa Town Hall, Marshall, Alloa

**Event:** Fundraising Sportsman’s Dinner – 16 March 2019

#### **Attending**

Mr Craig Stewart, Applicant

Mr Gregory McMullen, Applicant

Mr Paul Fair, Licensing Standards Officer

Claire MacKenzie, Police Scotland

The Board heard representations from the Police Scotland, the applicant and the Licensing Standards Officer and had the opportunity to put questions to them all.

The Licensing Board, having heard representation from Police Scotland, the applicant and the Licensing Standards Officer and having had the opportunity to put questions, agreed to adjourn at this point in the proceedings (1100 hrs). The meeting resumed at 1135 hrs.

#### **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 below.

Moved by Councillor Donald Balsillie. 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 two conditions set out in below:

- The bar will close if disorderly conduct occurs and will remain closed until those patrons involved have left the premises.

- At least 4 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 and leaving the venue.

## **6.0 AOCB**

None.

Ends 11.45 am