



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

PRESENT

Councillor Kenneth Earle (Convenor)
Councillor Martha Benny
Councillor Craig Holden
Councillor George Matchett, QPM
Councillor Tina Murphy

IN ATTENDANCE

Paul Fair, Licensing Standards Officer
Anne McPherson, Business Support Officer, Licensing
Lindsay Thomson, Senior Service Manager, Partnership & Performance (Clerk to the Board)
Gillian White, Committee Services

1.0 APOLOGIES

Apologies were received from Councillor Dave Clark, Councillor Les Sharp, Councillor Helen Lewis and Councillor Mike Watson.

2.0 DECLARATIONS OF INTEREST

None

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 3 SEPTEMBER 2019

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 3 September 2019 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 3 September 2019 were agreed as a correct record and signed by the Convenor.

Agenda items 4(i) to 4(iv) were put before the Board for information only as they had been granted under delegated powers. Items 4(i) to 4(iv) were considered together as one item.

4.0 LICENSING (SCOTLAND) ACT 2005

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

A list of applications numbered 1-4 (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 1-4 (inclusive) had been granted under delegated powers.

(ii) Application for Personal Licence with Refresher Training – Granted Under Delegated Powers

An Application for a personal licence 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 with Refresher Training application had been granted under delegated powers.

(iii) Applications for Variation of Licence (Minor) – Granted Under Delegated Powers

A list of applications (6 premises) for variation of licence (minor) which had been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the six applications for variation of licence (minor) had been granted under delegated powers.

(iv) Application for Transfer of Licence – Granted Under Delegated Powers

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

5.0 LICENSING (SCOTLAND) ACT 2005 – OCCASIONAL LICENCE APPLICATIONS

(i) Application for Occasional Licence – 12 October 2019

Applicant: Craig Stewart, Royal Oak, 7 Bedford Place, Alloa, FK10 3DE

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

Event: Live Music Event – 12 October 2019

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representation 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 opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 21) of the Licensing Standards Officer's report dated 28 August 2019.

Moved by Councillor George Matchett, QPM. 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 21) of the Licensing Standards Officer's report dated 28 August 2019, namely:

- All alcohol and other drinks must be sold in or 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 Licenced Stewards (at least 6) 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 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 licenced hours.
- As part of the age verification policy, the applicant should utilise a secure and tamper proof wrist band system to identify those that are over 18, and that have provided evidence of their age, where they appear to be under 25 years of age.
- 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.

Action

Clerk to the Board

(ii) Application for Occasional Licence – 18 October 2019

Applicant: Craig Stewart, Royal Oak, 7 Bedford Place, Alloa, FK10 3DE

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

Event: Live Music Event – 18 October 2019

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representation 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 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 16 September 2019.

Moved by Councillor George Matchett, QPM. 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 16 September 2019, namely:

- All alcohol and other drinks must be sold in or 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 Licenced Stewards (at least 6) 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 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 licenced hours.
- As part of the age verification policy, the applicant should utilise a secure and tamper proof wrist band system to identify those that are over 18, and that have provided evidence of their age, where they appear to be under 25 years of age.
- 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.

Action

Clerk to the Board

(iii) Applications for Occasional Licences – 26 October and 9 November 2019

Applicant: Caroline Allan

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

Event: Ultra Mixed Martial Arts (MMA) and Ultra White Collar Boxing
26 October and 9 November 2019

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representation 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 opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 37) of the Licensing Standards Officer's report dated 16 September 2019.

Moved by Councillor George Matchett, QPM. 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 37) of the Licensing Standards Officer's report dated 16 September 2019, namely:

- All alcohol and other drinks must be sold in or 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 minimum of 8 SIA Licenced 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 trained staff 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 licenced 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

(iv) Applications for Occasional Licences – 16 November 2019

Applicant: Vincent Coyle

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

Event: Mixed Martial Arts (MMA) / Boxing Event - 16 November 2019

Attending

Mr Paul Fair, Licensing Standards Officer

The Board heard representation 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 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 18 September 2019.

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 18 September 2019, namely:

- All alcohol and other drinks must be sold in or supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels. This includes all drinks originally contained within metal cans.
- Only alcohol sold at the event by the licensee can be consumed at the event.

- A minimum of 8 SIA Licenced 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 trained staff (trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations, 2007) will be 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 licenced hours.
- Except when competing, all Children and Young Persons must remain in the company of an adult over the age of 18 years of age and must remain in either the changing rooms or in the upper balcony area for the duration of the event.
- No alcohol is to be taken into or consumed within the changing rooms, balcony, foyer, stairwells, upper landings or toilets.
- A written age verification policy for use at the event must be prepared by the licence holder and supplied to the Licensing Board or Licensing Standards Officer at least 72 hours prior to the event. This policy must form part of a briefing for staff and stewards.
- All staff authorised to sell alcohol at the event and all stewards on duty at the event must be briefed prior to the commencement of the event in relation to the terms and conditions of the Occasional Licence, in particular in relation to the local conditions attached thereto.
- No glass or other forms of waste likely to produce excessive noise will be disposed of in the external bins at the premises after 9 pm 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 48 hours prior to the event.

Action

Clerk to the Board

6.0 AOCB

None

Ends: 09.44 hrs