



## **Full Council Meeting**

**Date: 24<sup>th</sup> November 2022**

### **Number: FC117 – To consider the options available to continue with the premises licence for the Queen’s Hall**

#### **1. Introduction**

Since 2019 Dean Harding has performed the role of Designated Premises Supervisor (DPS) at the Queen’s Hall, which allows alcohol to be sold at functions held. However, he has now advised that he no longer wishes to perform this role, so an alternative will need to be implemented to allow the sale of alcohol to take place in future.

#### **2. Current Situation**

In order to permit the sale of alcohol at events at the Queen’s Hall, there are 2 options available to an event organiser; they can apply for a Temporary Event Notice (TEN), or they can arrange for the DPS to provide and run a paid bar.

##### **TENs**

In 2023 it will be possible to allow up to 20 events with a TEN to take place. This was extended to 20 by the government as a result of COVID, and will most likely be reduced back to 15 from 2024, although this has yet to be confirmed.

Wedding parties, CDS, the Book Festival and other one-off events have all applied for a TEN in recent years which enables them to run their own paid bars for profit, without any involvement from the DPS.

There have been 12 TENs issued between January – December 2022.

##### **DPS**

The DPS has historically arranged to run a paid bar for events, where they provide the drinks and the staff for a fee. Dean Harding has advised that he is unable to do this for us any longer for several reasons; he is not making sufficient profit and is really struggling to find staff to run the events.

The DPS has been used for 8 events between January – December 2022.

#### **3. Future Options**

Upon being informed of Dean’s decision to step down, we contacted the other landlords in the village and have either received no response, or had the offer to become the DPS kindly rejected.

This leaves us with the following options:

- 3.1 No longer be able to allow the sale of alcohol until another DPS is nominated as it is a Mandatory Condition to have a DPS for the supply of alcohol under our premises licence.

This means the only conditions under which alcohol could be sold would be via a TEN, which would restrict the number of events which could sell alcohol occur during a year.

- 3.2 A member of Parish Council staff can apply for a Personal Alcohol licence, so they can then be nominated as the DPS and take on the role and responsibilities it entails.

This would require the holder to be aged 18 or over, have no criminal offences and they would also need to complete the recognised licence qualification prior to applying (takes 1 day). The application to become a personal licence holder costs £37. Once successful, they could then apply to become nominated as the DPS.

This would need to be re-issued whenever a change of staff occurred.

- 3.3 Apply for the mandatory alcohol conditions to be disapplied for the Parish Council's premises licence. This means an alternative licence condition would be applied whereby a management committee was responsible for the supply of alcohol. The committee assigned could be the Community Buildings Committee. The fee for this is £23.

The benefit of this is that once the committee is nominated it doesn't matter if the committee members change as the main point of contact would be the Parish Clerk, who would always have access to the committee member details.

Should either option 3.2 or 3.3 be chosen, it would be necessary to change the approach we take to offering the option for the sale of alcohol.

I propose that only events being run by local organisations who we have a regular relationship with would be permitted to sell alcohol under our licence. Before each event a checklist would be reviewed to ensure the hirer was fully aware of their responsibilities to ensure all sales are completed legally, which would effectively pass the responsibility to them in the event of anything going wrong.

All other hirers would have to apply for a TEN to proceed with alcohol sales. Some events choose to give away their alcohol which means they do not require any licence.

#### **4. Recommendations**

I recommend that we apply for option 3.3, to disapply the premises licence and nominate the Community Buildings Committee to have responsibility for this, and that we only allow organisations such as the book festival, CDS and other trusted, local organisations the use of this licence. Weddings and parties would continue to apply for a TEN should they wish to sell alcohol.

Name: Sam Heynes  
Title Clerk  
Date: 16<sup>th</sup> November 2022