

# *West Dunbartonshire Licensing Board*

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30 August 2024

## **Erratum Notice**

**MEETING OF WEST DUNBARTONSHIRE LICENSING BOARD:-  
TUESDAY, 3 SEPTEMBER 2024**

Dear Member

### **ERRATUM**

I refer to the papers for the above meeting which were issued on 21 August 2024 and now enclose an updated copy of Item 7 – Licensing Board Financial Statement 2023/24. Please substitute this version for the one previously issued.

Apologies for any inconvenience caused.

Yours faithfully

**ALAN DOUGLAS**

Clerk to the Licensing Board

**Note referred to:-**

**7 LICENSING BOARD FINANCIAL STATEMENT 2023/24**

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Submit report by the Clerk to the Licensing Board providing information to allow the Licensing Board to consider its Annual Financial Report in relation to the period 1 April 2023 to 31 March 2024. The report is attached at Appendix 1.

**Distribution:-**

Councillor Gurpreet Singh Johal  
Councillor Jonathan McColl  
Councillor June McKay  
Councillor John Millar  
Councillor Lawrence O'Neill  
Councillor Chris Pollock  
Councillor Hazel Sorrell  
Councillor Sophie Traynor

All other Councillors for information  
Chief Executive  
Chief Officer – Regulatory and Regeneration

Date Issued: 30 August 2024

**WEST DUNBARTONSHIRE LICENSING BOARD****Report by the Clerk to the Licensing Board****3 September 2024**

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**Subject:       Licensing Board Financial Statement 2023/24****1.     Purpose**

- 1.1**   To allow the Licensing Board to consider its Annual Financial Report in relation to the period 1 April 2023 to 31 March 2024. The report is attached at Appendix 1.

**2.     Recommendations**

- 2.1**   It is recommended that the Licensing Board notes the terms of the Financial Report for 2023/24.

**3.     Background**

- 3.1**   The Air Weapons and Licensing (Scotland) Act 2015 amended the Licensing (Scotland) Act 2005 to impose a statutory duty on the Licensing Board to publish, on an annual basis, a report detailing the Licensing Board's income and expenditure during the previous financial year.

**4.     Main Issues**

- 4.1**   The financial statement covers the income received in connection with the Licensing Board's liquor licensing function and expenditure incurred by the Licensing Board. The statement explains how these amounts set out in it have been calculated.
- 4.2**   Members should note that fees relating to liquor licensing are set by the Licensing (Fees) (Scotland) Regulations 2007.

**5.     Financial and Procurement Implications**

- 5.1**   The financial information in this report fulfils a statutory requirement of the Licensing (Scotland) Act 2005.

**6.     Risk Analysis**

- 6.1**   There is no risk to the Board associated with the contents of this report.

**7.     Equalities Impact Assessment (EIA)**

**7.1** There are no equalities impacts through consideration of this report.

## **8. Consultation**

**8.1** Legal Services and Finance were consulted in the production of this report and the associated appendix.

## **9. Strategic Assessment**

**9.1** There are no strategic implications associated with this report.

Alan Douglas  
Clerk to the Licensing Board  
19 August 2024

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**Person to Contact:** Michael McDougall, Depute Clerk to the Licensing Board, Regulatory Services, West Dunbartonshire Licensing Board, Municipal Buildings, Church Street, Dumbarton G82 1NR. Email: michael.mcdougall@west-dunbarton.gov.uk

**Appendix:** Appendix 1 – Financial Report 2023/24

**Background Papers:** N/A

**Wards Affected:** All Wards

## **Licensing (Scotland) Act 2005**

### **West Dunbartonshire Licensing Board Financial Report**

#### **Financial Year: 2023/24**

The West Dunbartonshire Licensing Board is required under section 9B of the Licensing (Scotland) Act 2005 to publish an annual financial report.

This report has been prepared using financial data taken on 31/03/2024. The relevant budgets and other finance sources that the data has been extracted from have not yet been audited.

Consequently, the figures provided in this report are indicative and cannot be relied upon as an accurate reflection of income and expenditure relative to the exercise of the Licensing Board's functions under the Licensing (Scotland) Act 2005.

The financial statement is as follows:

#### **Income (1)**

Premises Licence	£1,900
Provisional Premises Licence	£860
Confirmation	£2,400
Annual Fees	£79,700
Transfers	£1,400
Minor Variations	£1,945
Major Variations	£2,700
Extended Hours	£420
Occasional Licence	£3,360
Personal Licence	£4,670
<b>Total</b>	<b>£99,355</b>

#### **Direct Staff Costs (2)**

Licensing Administration Costs	£102,955
Legal Services	£57,153
Administrative Support	£21,848
Elected Members	£6,222
<b>Total</b>	<b>£188,178</b>

#### **Other Direct Costs (3)**

Legal Expenses	£347
Travel Expenses	£278
Mobile Phones	£29
	<b>£654</b>

#### **Indirect Costs (4)**

ICT	£36,125
Accommodation	£4,325
Facility Management	£53,561
Financial Services	£42,009

	<u>£136,020</u>
Gross Expenditure	£324,852
Net Income/Expenditure	<u>-£225,497</u>

**Notes:**

1. Denotes income from the categories detailed for applications and annual fees received under the Licensing (Scotland) Act 2005
2. Denotes salary, superannuation, national insurance and pension costs associated with the Clerk and other Legal Services staff, Licensing Administration Costs and other staff responsible for administrative support under paragraph 8 of Schedule 1 to the Licensing (Scotland) Act 2005.
3. Denotes the identified direct budgetary costs associated with the exercise of the Licensing Board function under each category provided.
4. Denotes the portion of central administrative costs allocated to the Licensing Board budget for each category provided.