

West Dunbartonshire Licensing Board

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16 February 2021

SPECIAL MEETING OF WEST DUNBARTONSHIRE LICENSING BOARD:- TUESDAY, 23 FEBRUARY 2021

Dear Sir/Madam

Notice is hereby given that a Special Meeting of West Dunbartonshire Licensing Board will be held virtually via Zoom on Tuesday, 23 February 2021 at 10.00 a.m. **A pre-meeting for Board Members will be held at 9.30 a.m.**

The Chair of the Licensing Board has directed that the powers contained in terms of Section 133 of the 2005 Act, as amended by the Coronavirus (Scotland) Act 2020 are to be used and so Members and parties will attend remotely and that the meeting of the Board cannot be held in person because of a reason relating to the current COVID-19 (Coronavirus) emergency.

The agenda for the meeting is attached. Members are requested to note that the document pack contains confidential information that should not be made available to the press or public.

I shall be obliged if you will advise Nuala Borthwick, Committee Officer, email nuala.borthwick@west-dunbarton.gov.uk if you are unable to attend the meeting.

Yours faithfully

PETER HESSETT

Clerk to the Licensing Board

Distribution:-

Councillor Ian Dickson (Chair)
Councillor Diane Docherty
Councillor Caroline McAllister
Councillor Jonathan McColl
Councillor Marie McNair
Councillor John Millar
Councillor Brian Walker
Vacancy

All other Councillors for information

Chief Executive

LICENSING BOARD - TUESDAY, 23 FEBRUARY 2021

AGENDA

1 APOLOGIES

2 STATEMENT BY THE CHAIR – ZOOM VIDEO CONFERENCING

3 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**4 PROCEDURE FOR LICENSING BOARD MEETING – 5 - 6
23 FEBRUARY 2021**

Submit for approval, procedure for the meeting of the Licensing Board to be held virtually via Zoom video conference.

5 REVIEW OF PREMISES LICENCES 7 - 16

In terms of Section 36 of the Licensing (Scotland) Act 2005, Members are requested to hold hearings to consider the Review of Premises Licences for the undernoted premises.

In this respect, submit letters from the Licensing Standards Officer, West Dunbartonshire Council.

- (a) Colquhoun Stores, 1 Doveholm Avenue, Dumbarton G82 2HJ
 - (b) Jenners, Ben Lomond Way, Balloch G83 8QL
 - (c) 6/8 Webster Street, Clydebank G81 1AZ
 - (d) Sutherlands, 7 Britannia Way, Clydebank G81 2UA
 - (e) The Shore, The Gateway Centre, Ben Lomond Way, Balloch G83 8QL
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West Dunbartonshire Licensing Board

Procedure for Licensing Board Special Meeting – 23 February 2021

1. The special meeting of the Licensing Board on 23 February will be via Zoom video conferencing.
2. The calling notice for the meeting issued to Licensing Board Members advises that the Chair of the Licensing Board has directed that the powers contained in terms of Section 133 of the 2005 Act, as amended by the Coronavirus (Scotland) Act 2020 are to be used and so Members and parties will attend remotely and that the meeting of the Board cannot be held in person because of a reason relating to coronavirus.
3. **Members will require to be logged into the Board meeting at least 15 minutes prior to the scheduled commencement of the Board meeting** and when asked to input their name should do so in the following format – CLLR JOHN DOE. Members should not leave the meeting during any hearings. If Members do leave, they will not be able to take part in the decision on any item of business they are not present for.
4. The Chair will welcome members and participants to the meeting and read out a statement that will advise that Members and applicants/objectors should use mute on the computer devices they have used to access the meeting when they are not speaking. The Clerk to the Board will then outline the normal Licensing Board procedure that the Board will follow for the item on the agenda with the following additions due to the video conferencing nature of the meeting:
5. The Chair will make a direction that no photography or recording of the proceedings will be made by any party without the Chair's prior approval.
6. The Chair will advise on the procedure as to when Members or a party in the proceedings wish to and are directed to speak during the proceedings. This will be by using the "raise hand" function on Zoom to alert the attention of the Clerk and also Committee Services who will be monitoring this. Members should avoid using the Chat function within the zoom conferencing unless directed by the Chair to use such. Board Members and parties to the proceedings should not come in during items unless the Chair/Clerk to the Board invites them to do so.
7. If any Members or any party lose connection they should try to rejoin the meeting. If this fails, they should call the telephone number provided to them in advance of the meeting for assistance. Support will be available from an ICT officer during the meeting if required.

8. The Chair will take charge of the meeting and will advise that attendance and any apologies for absence will be recorded. Committee Services will then record the list of Licensing Board members and parties that are present on screen.
9. The Chair will introduce each item on the agenda and in consultation as required with the Clerk to the Board will manage the review process as outlined at point 12 below.
10. At the conclusion of the Board Procedures there will be a debate followed by decision on each item of business and the Clerk to the Board will confirm the vote on each item of business and this will be recorded.
11. Following determination of the Board business, the Chair will bring the meeting to a close.

12. Review Procedure

- a Check who is present – Licence Holder, Agent etc.
- b Check if the Licence Holder has received the report from the Licensing Standards Officer (LSO).
- c Check if there are any preliminary issues.
- d Hear from Licensing Standards Officer.
- e Opportunity for the Licence Holder to ask questions to the LSO, via the Chair.
- f Opportunity for Board Members and their advisor to ask questions to the LSO.
- g Opportunity for Licence Holder to address the Board.
- h Board Members and their advisor may ask questions to the Licence Holder.
- i Board Members may ask questions of any party present.
- j The LSO and thereafter the applicant to be given an opportunity to sum up. No new material should be introduced at this stage.
- k Board debates and decides what to do.
(Note – if the Board moves to suspend the licence, it does not decide the period of suspension at this point.)
- l If the Board has decided to suspend the licence, the Licence Holder has an opportunity to address the Board on the period of suspension.
- m The Board decides on the period of suspension.

PLEASE NOTE THAT CONFIDENTIAL PAGES HAVE BEEN REMOVED