

# BECKINGHAM VILLAGE HALL

## LICENSING GROUP

### Notes of 1<sup>st</sup> Meeting held on 13 February 2017

#### At 1 Hillside Cottages, Hillside, Beckingham, LN5 0RQ

#### Present:

Philip Wells (PW); Andy Brewer (AB); Sean Conway (SC); James Finch (JF); Wendy Williams (WW)

#### In attendance: Jane Wells (JW)

1. **Introductions:** All present knew each other and had indicated a willingness to serve on the proposed management committee at the open village meeting held on 26<sup>th</sup> January 2017; AB proposed and JF seconded the proposal that PW should act as Chairman of the Group. He accepted on the basis that it would only be for initial setting up and establishment phase
2. **Apologies for Absence:** Nick Ashworth, Adam Cropper, Ian Hickingbotham
3. **Scene Setting:** PW stated that the agreed outcome from the open village meeting had been that obtaining a license for the village hall should be pursued and that would be the initial objective of the Group. He then went on to summarise the input from Neil Chadwick (NKDC) at that village meeting. A further point was raised as follows:
  - A possible restriction on the sale of alcohol as part of the village hall had been a Methodist Chapel. AB believed that the sales area would be in the extension to the original building and not therefore subject to the restrictive covenant. **Action Point: PW to ask Trish Thorpe (Village Hall committee member) for sight of the conveyance of the property from the Methodist Church**
4. **Type of Licence – Club or Premises:** The circulated paper summarised the Government's guidance on both Club and Premises Licences and the conditions attached to each. Graham Else (Village Hall Committee) had stated that he would prefer a Premises Licence as it could help obtain external bookings for the Hall. AB however favoured a Club Licence because it gave greater control over those who could be admitted. A detailed discussion followed during which the following points were made:

- For both licences a Committee or Board of Management could undertake the role of a Designated Premises Supervisor (DPS)
- A club Licence had a minimum requirement of 25 members with an agreed constitution and rules. Alcohol could only be served to members and their guests. So non-members would be refused admission.
- External bookings would continue to be possible on the same basis as currently i.e. the hirers could bring their own drinks but they must not be offered for sale unless they apply for a temporary event licence. The restriction on sales would include charging an admission fee and then providing “free drinks”
- Whichever licence was obtained the alcohol would need to be kept secure from potential misuse i.e. under lock and key.
- A Premises Licence would permit alcohol to be served to any user of the Hall or anyone seeking admittance. The Group did not wish to take on this responsibility because of the practical difficulties in refusing entry and the risk that it could place the continuation of the licence in jeopardy through misbehaviour by the users.
- If the Parish Council believed that the lack of a Premises Licence would adversely affect the earning capacity of the village hall, it would be possible for them to apply separately for the appropriate licence.

***Agreed: Unanimously to form a club with the purpose of providing social recreation for Beckingham residents at the village hall and to apply for a Club Certificate (Licence)***

5. **Making the Application:** It was noted that a standard form needed to be completed and accompanied by the club rules and constitution; the process normally took 28 days. There was an initial fee of £100.

***Agreed :***

- £100 application fee should be requested from the Parish Council.***
- There should be some early publicity of the intention to apply for the licence to allay/address potential concerns, particularly from those living close by the village hall.***
- The opening hours indicated in the application should be for the maximum potential to avoid having to reapply for a new licence if the original planned hours were exceeded through a change in circumstances. NKDC had confirmed that opening for fewer hours was acceptable, exceeding permitted hours was not. This would need to be explained to concerned parties***

- d. ***PW to produce a draft constitution and club rules for consideration at the next meeting. Once agreed by the Group they would discuss with NKDC Licensing Dept. before submitting the formal application***

## 6. Role of a Management Committee:

- **Relationship with Parish Council:** Noted that there was potential confusion concerning the roles, responsibilities and financial obligations of the Club Management Committee, The Village Hall Committee and the Parish Council. ***Agreed the need for a formal agreement setting out unambiguously the role responsibilities and financial obligations for the 3 groups and for these to be practical and workable (PW and AB to raise this at the Parish Meeting on 22nd Feb)***
- **Club rules and membership requirements:** PW had agreed to draft the club rules and membership requirements for consideration at the next meeting and the draft would take account of the following points:
  - Legitimacy of the membership process
  - Junior membership and the need to be accompanied by a responsible adult
  - Members' and guests' fees
  - Members' register to be signed each time on arrival
- **Premises management – health and safety:**

***Agreed the Parish Council be asked to confirm:***

  - ***that the fire safety certification was current and would be valid for club licenced premises***
  - ***Insurance cover was adequate for licenced premises***
  - ***Whether there was a need for emergency lighting***
  - ***Maximum numbers permitted on the premises, seated and standing.***
- **Day to day oversight:** It was noted that there were already a number of people who had indicated their willingness to help provide a rota of servers. It would not be necessary for a committee member to be present on every occasion, once the helpers had shown they had the competence to manage the service of drinks and handle the cash. There could be a short term training need. These practicalities would be given greater attention once the licence had been applied for

- **Financial Issues:** Whilst it was recognised that some financial issues would be dealt with under the proposed agreements referred Under Agenda item 6, the following points were also raised:
  - Would the club pay a hire charge for their use of the hall and to whom? Who would agree it? In any event it should be at a preferential rate
  - If a hire charge was to be paid, was it reasonable to assume the village hall overheads would continue to be met by the Parish Council to ensure that it was fit for purpose?
  - How any profits would be distributed between the club and Village Hall Committee/Parish Council
  - The first year would be difficult to forecast and a trial period with a review at the end would be very helpful
  - Pricing policy especially for wine needed to be agreed
  - The need for an initial cash injection to purchase stock and provide a float for the bar
  - Whether the treasurer of the Village Hall Committee should also be on the Licensing Committee and handle all the finances

**7. Next Steps:**

- Agreeing the draft constitution and club rules
- Agreeing the financial relationship with Parish Council and Village Hall Committee
- Election of Treasurer and secretary
- Agreeing the licensing area layout and cost implications
- Consideration of proposed pricing structure and range of products

**8. Any other Business:** AB advised that the monthly Friday social evenings would provisionally re-commence on 24<sup>th</sup> February and continue for up to 6 months depending on progress made with the licensing process

**9. Date of next meeting:** 6<sup>th</sup> March commencing 7.30 at 1 Hillside Cottages

Jane Wells

15 Feb. 2017

Approved on.....

signed:.....

**Chairman**

DRAFT