



Saxilby with Ingleby Parish Council

Non-confidential

Sale of Alcohol at St Andrews Community Centre

Report to: Extra-Ordinary Full Council 25-05

Report by: Clerk

Power/duty which decision falls under:

The Licensing Act 2003

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Retain and encourage employment and tourism opportunities
- Improve the well-being of residents
- To foster public participation and engagement

Public Sector Equality Duty

Consider how policies/decisions affect those protected under the Equality Act

There are no anticipated impacts on persons with protected characteristics under the Equality Act 2010 arising from this decision.

Duty to conserve and enhance biodiversity

Consider how the policy/decision will contribute to conserving or enhancing biodiversity

The decision does not contribute to conserving or enhancing biodiversity.

Consideration on carbon reduction:

The decision does not contribute to a reduction in carbon.

REPORT

1. Purpose of the Paper

The purpose of this paper is to outline available options regarding the management of alcohol sales at St Andrews Community Centre, following the resignation of the current Designated Premises Supervisor (DPS).

The parish council, as the premises licence holder, is required to make a decision on how to proceed to ensure the continued lawful sale of alcohol at the centre.

This paper lays out options discussed with the WLDC licensing team. Written confirmation from WLDC regarding the options discussed with them on Friday 25 April 2025 is expected by Friday 02 May 2025. This will be circulated to councillors for their information when received.

2. Background

The parish council currently holds the premises licence for St Andrews Community Centre.

Following recent developments, it is necessary to consider how the Designated Premises Supervisor (DPS) role is managed going forward.

Under the Licensing Act 2003, the sale of alcohol at a licensed premises must either have a designated individual (the DPS) responsible for authorising sales, or, in certain circumstances, the requirement for a DPS can be disapplied if the premises is managed by a committee (such as a parish council) overseeing a community venue.

What a DPS does

“The person chosen to be designated premises supervisor (DPS) will act as primary contact for local government and the police. They must understand the social issues and potential problems associated with the sale of alcohol, and also have a good understanding of the business itself.

While they need not be on site at all times, they are expected to be involved enough with the business to be able to act as its representative, and they must be contactable at all times.

If the police or local government have any questions or concerns about the business, they will expect to be able to reach the designated supervisor.

Each business may have only one supervisor selected for this role, but the same person may act as the designated supervisor at more than one business.

The Licensing Act requires the supervisor - and all personal licence holders - to take responsibility for the sale and supply of alcohol. This is because of the impact alcohol has on the wider community, on crime and disorder, and antisocial behaviour.”¹

¹ <https://www.gov.uk/guidance/alcohol-licensing#personal-licence>

3. Options Available

Option 1: Disapply the DPS Requirement

The council can apply to WLDC to remove the requirement for a named DPS (Licensing Act 2003, s.41d). This would place direct responsibility for alcohol sales with the parish council as a whole. The management committee.

The council would need to adopt clear policies and procedures to manage the sale of alcohol responsibly, with no individual being personally liable as DPS; instead, the council would hold collective responsibility.

Advantages:

- No reliance on a single individual to manage licensing requirements.
- Greater operational flexibility for events.
- The premises license holder and management committee are aligned.
- Control over sale of alcohol on the premises

Disadvantages:

- Increased responsibility for compliance rests with the whole council.
- Additional resource will be required to manage responsibility, including for training and oversight.
- Council previously agreed to no longer run a bar at the St Andrews Community Centre and to outsource. This is not in-line with this decision.
- There is a question as to whether the council has “the capacity to provide sufficient oversight of the premises to minimise any risk to the licensing objectives that could arise from allowing the responsibility for supervising the sale of alcohol to be transferred from a DPS”².

Option 2: Appoint a New DPS

- The council could appoint an individual to take on the role of DPS:
 - a. Parish councillor
 - b. Sports Hub Committee member
- The appointed DPS must hold a valid Personal Licence.
- The DPS would have day-to-day responsibility for the sale of alcohol and ensuring compliance with the Licensing Act.
- Council has agreed to seek to outsource the bar (pending lease agreement). Appointing a Sports Hub Committee Member as DPS more closely aligns with this position.
- Having a second member who holds a personal license would reduce the risk if a member resigned.
- If a Sports Hub Committee member is appointed as DPS, a written summary of their responsibilities under the act in relation to the sale of alcohol should be provided and included on the hire forms, and any supporting requirements.

² www.gov.uk/government/publications/alcohol-licensing-community-premises/designated-premises-supervisor-committee-guidance

	Saxilby with Ingleby Parish Councillor
Advantages	Familiar process similar to existing arrangements.
	Clear individual responsibility for licensing compliance.
	Leaves TENS available for other events/users.
	Enables bar to re-open
Disadvantages	Requires an individual willing and eligible to undertake the role.
	If the DPS resigns or is unavailable, alcohol sales cannot continue until a replacement is appointed.
	Although there is individual responsibility for licensing conditions, if there are on-going breaches it could put the council and premises license at-risk.
	Time taken to undertake training and obtain license

	Sports Hub Committee Member
Advantages	Clear individual responsibility for licensing compliance.
	Leaves TENS available for other events/users.
	Enables bar to re-open.
	Aligns responsibility more closely with the point of sale of alcohol and longer term agree position of the council to outsource the bar.
Disadvantages	Requires an individual willing and eligible to undertake the role.
	If the DPS resigns or is unavailable, alcohol sales cannot continue until a replacement is appointed.
	Although there is individual responsibility for licensing conditions, if there are on-going breaches it could put the council and premises license at-risk.
	Time taken to undertake training and obtain license

Risk

Consideration of risk management in relation to the proposal³

Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?
(Financial Regulation 17b)

Yes.

Consideration of risk management in relation to the proposal⁴

It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas (SLCC AN241)[Tick]

Decision making ✓

Finances ✓

Property ✓

Staff ✓

Events ✓

Legal ✓

Inspections ✓

Written/verbal communication ✓

Insurance – “As far as your insurance is concerned, the councils’ legal liabilities are in place as usual, your policy simply expects that you follow requirements of the Health and Safety Executive” ✓

Risk Analysis: Sale of Alcohol at St Andrews Community Centre

Option 1: Council as Management Committee (Disapply DPS Requirement)

Risk Area	Risk Description	Impact	Mitigation Measures
Compliance Risk	No single individual responsible may lead to oversight failures.	High	Adopt clear policies and procedures. Appoint lead councillor or staff member internally for day-to-day oversight.
Operational Risk	Lack of dedicated supervision may cause inconsistencies at events.	Medium	Provide regular training for councillors/staff and those involved in alcohol sales.
Reputational Risk	Breaches could damage council's reputation and result in review of licences.	High	Implement regular internal compliance checks and review logs.
Resource Risk	Additional workload on council and staff	Medium	Implement additional staffing resource to monitor and manage sales activities.
Insurance/Liability Risk	Claims or incidents involving alcohol could implicate the council directly.	Medium-High	Ensure insurance covers alcohol sales without a DPS; review public liability coverage.

Option 2: Appoint a Parish Councillor as DPS

Risk Area	Risk Description	Impact	Mitigation Measures
Individual Availability Risk	If the councillor resigns or is unavailable, alcohol sales must stop until a replacement is appointed.	High	Encourage back up planning. Have a second licence holder.
Compliance Risk	Councillor may not have day-to-day oversight of bar operations if not closely involved.	Medium	Require frequent check-ins or reporting from bar operators to the DPS.
Training and Knowledge Risk	Councillor DPS must be trained and well-informed about licensing laws.	Medium	Support training costs; provide induction and written policies.
Conflict of Interest Risk	Potential conflict between council duties and role as DPS (especially if complaints arise).	Low-Medium	Have a clear code of conduct and decision-making process in place.
Reputational Risk	Mistakes could personally and publicly affect the councillor and the council.	Medium	Strong internal compliance checks and a clear communication policy if issues arise.

Option 3: Appoint a Sports Hub Committee Member as DPS






















Risk Area	Risk Description	Impact	Mitigation Measures
Individual Availability Risk	If the committee member resigns or is unavailable, alcohol sales must cease until a replacement is appointed.	High	Encourage back up planning. Have a second licence holder.
Oversight Risk	If the DPS does not maintain control or knowledge of operations, breaches could occur.	Medium	The DPS should be on-site on a frequent basis to maintain oversight and be included within the responsibilities issued and signed.
Training and Knowledge Risk	Sports Hub Committee Member must understand full DPS responsibilities.	Medium	Formal DPS briefing and induction, with written responsibilities issued and signed.
Council Control Risk	Risk that outsourcing too much to the Sports Hub could distance council from direct control.	Medium	Maintain oversight as premises license holder, with staff provided training on DPS responsibilities. Staff to report any incidents observed to Sports Hub and council. Clear service-level expectations issued and signed.
Reputational Risk	Breaches reflect on the Sports Hub and the Parish Council as licence holders.	Medium	Require incident reporting and set-up regular reviews between the Parish Council and Sports Hub management committee.

The council faces a decision about how to manage alcohol sales following the resignation of the current Designated Premises Supervisor (DPS).




- **Option 1: Council acting as Management Committee (no DPS)**
This carries the highest risk overall. Without a named DPS, the whole council would be responsible for compliance with licensing laws. There is a greater risk of mistakes, resource strain, and reputational damage if things go wrong.
- **Option 2: Parish Councillor appointed as DPS**
This option reduces risk compared to Option 1 but still carries operational risk if the councillor steps down or becomes unavailable. It would require the individual to undertake training and commit time to the role.
- **Option 3: Sports Hub Committee member appointed as DPS**
This option carries similar compliance risks to Option 2 but slightly reduces the council's workload. It also aligns with the council's longer-term plan to outsource the running of the bar. It still relies on having a willing, trained individual to take on the role.

Across all options, strong policies, training, and oversight will be critical to manage risks effectively. Due to the risks faced it is recommended the sale of alcohol is added to the risk register.

Red/Amber/Green (RAG) Risk Matrix for the three options at St Andrews Community Centre:

Risk Area	Council as Management Committee (No DPS)	Councillor DPS	Sports Hub Committee Member DPS
Compliance Risk	 High	 Medium	 Medium
Operational Risk	 Low Risk	 High (if DPS unavailable)	 High (if DPS unavailable)
Training and Knowledge Risk	 Medium	 Medium	 Low Risk
Reputational Risk	 High	 High	 Medium
Resource/Capacity Risk	 High	 High	 Medium
Control/Oversight Risk	 Medium	 Medium	 Medium
Insurance/Liability Risk	 High	 High	 Medium

Key:

-  High Risk Significant impact if not managed carefully.
-  Medium Risk Manageable with good policies and monitoring.
-  Low Risk Minimal concerns if measures are in place.

4. Interim Solution

Pending a final decision and implementation time, Temporary Event Notices (TENS) can continue to authorise the sale of alcohol for specific events. TENS applications can allow licensable activities (including alcohol sales) to continue on a temporary basis.

Further information on TENS can be found here:

- [Temporary Event Notices – West Lindsey District Council](#)

5. Financial and Administrative Implications

Disapplication of DPS: Application fee payable to WLDC. Increased administrative demands to implement and manage on an on-going basis.

Appointment of a new DPS: Training and licensing costs for an individual/organisation to obtain a Personal Licence, if they do not already hold one.

If the responsibility is aligned with the council, or a councillor, additional resource will need to be allocated to manage on an on-going basis

There is a financial risk if breaches occur, including the risk of fines, suspension or revocation of the licence, and reputational damage.

6. Conclusion

All three options are viable routes forward. The parish council must consider whether it prefers collective responsibility for alcohol sales (Option 1) or maintaining individual accountability through an appointed DPS (Option 2) – either a councillor or Sports Hub Committee member.

Useful resources:

- [Alcohol Licensing](#)
- [Removing the requirement to have a designated premises supervisor](#)

7. Recommendations

That the Parish Council:

1. Notes the options presented for managing alcohol sales at St Andrews Community Centre.
2. Considers the advantages and disadvantages of each option.
3. Agrees to request that a member of the Sports Hub Committee to be appointed as DPS in the interim period, until the bar is outsourced.
4. That an agreement shall be drafted for council approval which provides a summary of the DPS and Sports Hub responsibilities in relation to the sale of alcohol
5. That a summary of the responsibilities shall be on a bar hire form
6. That the sale of alcohol is added to the council's risk register