



## **POLICY ON ALCOHOL SALES AT ST ANDREWS COMMUNITY CENTRE**

A summary of the responsibilities in relation to the sale of alcohol at the St Andrews Community Centre for the Premise License Holder, the Designated Premises Supervisor, and Saxilby Sports Hub.

*May Extra-Ordinary Full Council Action FC25/093 05. 4.*

## Document Review History

Document Ref: POL/ALC

Status: **Draft**

Version: 1.0

Date of Approval: **July 2025 TBC**

Date of Next Review: July 2027

## Version Control:

Version: 1.0

Created by: Clerk

Details of amendment(s): Document created

# ALCOHOL SALES AT ST ANDREWS COMMUNITY CENTRE

## 1. Purpose

This policy sets out the responsibilities and procedures related to the sale of alcohol at St Andrews Community Centre.

It ensures compliance with the Licensing Act 2003, promotes public safety, and supports Saxilby with Ingleby Parish Council's governance responsibilities as the Premises License Holder.

## 2. Scope

This policy applies to:

- Saxilby with Ingleby Parish Council as the Premises License Holder
- The appointed Designated Premises Supervisor (DPS)
- Saxilby Sports Hub or any third-party bar operator
- All staff or volunteers involved in alcohol sales at the premises

## 3. Legal and Licensing Framework

The sale of alcohol is regulated under the Licensing Act 2003 and permitted at the St Andrews Community Centre through a valid Premises License, held by the Parish Council.

Key legal elements:

- A Premises License must be held by a responsible body (the Parish Council)
- A named Designated Premises Supervisor (DPS) must be in post, who holds a valid Personal License
- All alcohol sales must be authorised by the DPS
- All activities must promote the licensing objectives:
  - Prevention of crime and disorder
  - Public safety
  - Prevention of public nuisance
  - Protection of children from harm

## 4. Roles and Responsibilities

### 4.1 Saxilby with Ingleby Parish Council – Premises License Holder

As the legal holder of the Premises License, the Parish Council is responsible for:

- Holding and maintaining the premises license and submitting variations or applications as required
- Appointing and authorising a Designated Premises Supervisor (DPS) with a valid personal license
- Ensuring the premises and all alcohol-related activities operate in compliance with license conditions
- Monitoring how the bar is operated by third-party users, such as the Sports Hub
- Receiving and acting on reports of complaints, concerns, or licensing breaches
- Ensuring the bar operator and DPS are supported in maintaining compliance
- Establishing clear agreements and expectations through hire arrangements
- Providing governance, escalation processes, and reviews of bar operations as needed
- Liaising with the Licensing Authority and other enforcement bodies where required

*Note: The Council is not involved in the day-to-day sale of alcohol but retains overall legal accountability for the licensed premises.*

## 4.2 Designated Premises Supervisor (DPS)

The DPS is named on the premises license and is personally responsible for authorising and overseeing all alcohol sales.

Key responsibilities:

- Holding a valid Personal License
- Authorising every alcohol sale, directly or through properly trained staff
- Ensuring compliance with all conditions attached to the premises License
- Ensuring staff or volunteers are trained in age verification and alcohol law
- Taking active steps to promote the four licensing objectives
- Maintaining a visible presence where appropriate and being a point of contact for licensing and enforcement agencies
- Keeping records of authorisation, refusals, incidents, and staff training
- Reporting any concerns, breaches, or incidents to the Parish Council promptly
- Working closely with the Parish Council and bar operator to uphold legal duties

## 4.3 The Sports Hub - A Bar Operator

The Sports Hub operates the bar at St Andrews Community Centre, on a day-to-day basis under a hire agreement arrangement with the Parish Council.

Responsibilities include:

- Operating in full compliance with the premises license and community centre policies
- Ensuring those working behind the bar are authorised by the DPS and receive appropriate training
- Complying with all licensing hours, age restrictions, and alcohol sale legislation
- Reporting all incidents, complaints, or potential breaches to the DPS and the Parish Council
- Creating a safe and responsible environment in-line with community expectations and license conditions
- Liaising regularly with the DPS to ensure alignment on responsibilities
- Cooperating with reviews, inspections, and any actions required to uphold license conditions
- Managing their staffing, finances, stock, and service quality appropriately

*Note: The Sports Hub is not the license holder or DPS but is responsible for running the bar lawfully and responsibly when hiring the bar.*

## 5. Shared Responsibilities

All parties (Parish Council, DPS, and Sports Hub) must:

- Work collaboratively to ensure compliance with the Licensing Act 2003
- Act to uphold the licensing objectives at all times
- Prevent unauthorised or underage sales
- Record and report incidents or concerns to appropriate authorities or the Parish Council
- Maintain open and regular communication to ensure smooth, lawful bar operations

## 6. Incident Management and Compliance

- Any breaches, refusals of service, or safeguarding concerns must be documented and reported to the DPS and Parish Council immediately
- The Parish Council reserves the right to suspend, review, or terminate agreements with any party if there is evidence of non-compliance or reputational risk
- Regular reviews will be conducted by the Parish Council to ensure that bar operations are safe, lawful, and appropriate for the community facility

## **7. Policy Review**

This policy will be reviewed bi-annually, or earlier if:

- Licensing laws change
- There is a change of DPS or bar operator
- A serious incident or compliance issue occurs
- Requested by the Parish Council or Licensing Authority