



Kim Webber B.Sc. M.Sc.
Chief Executive
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Tuesday 4 October 2018

COUNCIL MINUTE BOOK

These Minutes are not included on the Council Agenda (except for specific items, which may be included on the Agenda, if necessary) but are enclosed for information for the Council Meeting on Wednesday 12 December

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

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For further information, please contact:
Julia Brown on 01695 585065
Or email Julia.brown@westlancs.gov.uk

Agenda Item 1a

CABINET

HELD: Wednesday, 17 October 2018

Start: 6.30 pm

Finish: 6.31 pm

PRESENT:

Councillor: Councillor Ian Moran
(Leader, in the Chair)

Councillors:		<u>Portfolio</u>
	Councillor Yvonne Gagen	Deputy Leader of the Council and Portfolio Holder for Leisure & Human Resources
	Councillor Claire Cooper	Portfolio Holder for Communities and Older People
	Councillor Jenny Forshaw	Portfolio Holder for Housing and Landlord Services
	Councillor John Hodson	Portfolio Holder for Planning
	Councillor Kevin Wilkie	Portfolio Holder for Street Scene
	Councillor Kevin Wright	Portfolio Holder for Health and Community Safety
	Councillor Adam Yates	Portfolio Holder for Resources & Transformation

In attendance: Councillor Nikki Hennessy
Councillors Councillor Gail Hodson

Officers: Kim Webber, Chief Executive
Jacqui Sinnott-Lacey, Director of Housing and Inclusion
Heidi McDougall, Director of Leisure & Environment
Terry Broderick, Borough Solicitor
Marc Taylor, Borough Treasurer
Jacky Denning, Assistant Member Services Manager

41 **APOLOGIES**

There were no apologies for absence.

42 **SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

There were no items of special urgency.

43 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

44 EXCLUSION OF PRESS AND PUBLIC

RESOLVED That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 (financial/business affairs) of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

(Note: No representations had been received in relation to the following item being considered in private.)

45 MATTER REQUIRING DECISION

Consideration was given to the report relating to the following matter requiring a decision as contained on pages 1007 - 1081 of the Book of Reports.

46 FORMING A DEVELOPMENT COMPANY

The Leader introduced the joint report of the Director of Housing and Inclusion and Borough Treasurer which provided an update on progress with forming a development company. The report sought approval for the appointment of the Board of Directors, for the Company to become operational and to the development company's business plan for implementation and its funding arrangements.

The Leader circulated a motion which sought a deferral of the item to a future meeting of the Cabinet in order to consider the Chancellor of the Exchequer's imminent Budget Statement.

RESOLVED That this item be considered at the next or a future meeting of Cabinet in order to give consideration to the Chancellor of the Exchequer's budget statement which is to be delivered on 29 October 2018.

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Leader

Agenda Item 1b

CABINET

HELD: Tuesday, 6 November 2018

Start: 7.00 pm

Finish: 7.17 pm

PRESENT:

Councillor: Councillor Ian Moran
(Leader, in the Chair)

Councillors:	Councillor Yvonne Gagen	<u>Portfolio</u> Deputy Leader of the Council and Portfolio Holder for Leisure & Human Resources
	Councillor Claire Cooper	Portfolio Holder for Communities and Older People
	Councillor Jenny Forshaw	Portfolio Holder for Housing and Landlord Services
	Councillor Kevin Wright	Portfolio Holder for Health and Community Safety
	Councillor Adam Yates	Portfolio Holder for Resources & Transformation

Officers: Kim Webber, Chief Executive
John Harrison, Director of Development and Regeneration
Jacqui Sinnott-Lacey, Director of Housing and Inclusion
Heidi McDougall, Director of Leisure & Environment
Terry Broderick, Borough Solicitor
Marc Taylor, Borough Treasurer
Sue Griffiths, Principal Member Services Officer

47 **APOLOGIES**

Apologies for absence were submitted on behalf of Councillors J Hodson and K Wilkie.

48 **SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

There were no items of special urgency.

49 **DECLARATIONS OF INTEREST**

Councillors Forshaw (tenant of Council accommodation) and Councillor Wright (connected person tenant of Council accommodation) declared disclosable pecuniary interests in agenda item 6a (HRA Revenue and Capital Mid-Year Review) but considered they were entitled to speak and vote by virtue of an exemption as

nothing in the report relates particularly to their relevant tenancy or lease.

50 **PUBLIC SPEAKING**

Representations were received from two residents in relation to the following item:-

6d – Burscough Parish Neighbourhood Plan Submission Version.

51 **MINUTES**

RESOLVED That the minutes of the Cabinet meetings held on 11 September and 17 October 2018 be received as a correct record and signed by the Leader.

52 **MATTERS REQUIRING DECISIONS**

Consideration was given to the reports relating to the following matters requiring decisions as circulated and contained on pages 1097 – 1130 and 1241 – 1243 and page 1245 of the Book of Reports.

53 **HRA REVENUE AND CAPITAL MID YEAR REVIEW**

Councillor Forshaw introduced the joint report of the Director of Housing and Inclusion and the Borough Treasurer which provided a summary of the Housing Revenue Account (HRA) and Housing Capital Programme positions for the 2018/19 financial year.

In reaching the decision below, Cabinet considered the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED A. That the 2018/19 HRA and Housing capital programme positions be noted.
- B. That the proposed budget adjustments identified in Appendix 2 to the report be endorsed for consideration by Council.
- C. That call-in is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 22 November 2018.

54 **GENERAL REVENUE ACCOUNT MID YEAR REVIEW**

Councillor Yates introduced the report of the Borough Treasurer which provided a summary of the projected revenue position on the General Revenue Account (GRA) at the mid-year point of the 2018/19 financial year.

A motion from Councillor Yates was circulated at the meeting.

In reaching the decision below, Cabinet considered the motion from Councillor Yates and the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED A. That the financial position of the GRA be noted including the position on reserves and balances
- B. That a one off grant of £15,000 be provided to Junk Food Café in light of a favourable budget variance which provides an opportunity to support the delivery of the Council's Corporate Objectives.
- C. That call-in is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 22 November 2018.

55 **REVISED CAPITAL PROGRAMME**

Councillor Yates introduced the report of the Borough Treasurer which sought agreement of a Revised General Revenue Account Capital Programme for 2018/19 and provided an update on progress on capital schemes.

In reaching the decision below, Cabinet considered the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED A. That the revised Capital Programme, including the budget adjustments contained within Appendix A to the report be endorsed for consideration by Council.
- B. That progress against the Revised Capital Programme be noted.
- C. That call-in is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 22 November 2018.

56 **BURSCOUGH PARISH NEIGHBOURHOOD PLAN SUBMISSION VERSION**

The Leader introduced the report of the Director of Development and Regeneration which sought authorisation to publicly consult on the Submission Version Burscough Parish Neighbourhood Plan, subject to it meeting the required compliance check. He also sought delegated authority to undertake associated actions.

The Leader and the Director of Development and Regeneration responded to the representations made at the meeting (minute 50 refers).

In reaching the decision below, Cabinet considered the details as set out in the report before it and the representations of Minute no. 50 and accepted the reasons contained in the report.

- RESOLVED A. That authority is delegated to the Director of Development and Regeneration in consultation with the Portfolio Holder for Planning to consider whether the Submission Version Burscough Neighbourhood Plan meets the requirements of regulation 15 of the Neighbourhood Planning (General) Regulations 2012, and if so to publicise the plan in accordance with regulation 16 of those regulations.
- B. That authority is delegated to the Director of Development and Regeneration, in consultation with the Portfolio Holder for Planning, to make the Borough Council's formal response to the Submission version Burscough Parish Neighbourhood Plan and for subsequent submission of the Neighbourhood Plan for examination under regulation 17 of the Neighbourhood Planning (General) Regulations 2012 and appointment of an independent examiner.

57 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 & 2 (an individual) & 3 (financial/business affairs) of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

(Note: No representations had been received in relation to the following items being considered in private.)

58 **MATTERS REQUIRING DECISIONS**

Consideration was given to the report relating to the following items of business as contained on pages 1131 – 1240 and 1247 – 1249 of the Book of Reports.

59 **COMMERCIAL PROPERTY INVESTMENTS - UPDATE**

The Leader introduced the report of the Director of Development and Regeneration which provided and update on the most recent commercial property investments made by the Council and requested an uplift in the level of investment delegated to the Strategic Asset Purchasing Committee to £2million.

In reaching the decision below, Cabinet considered the details as set out in the report before and accepted the reasons therein.

- RESOLVED A. That the update on the most recent commercial property investments be noted.
- B. That the level of investment delegated to the Strategic Asset Purchasing Committee be increased to £2million.
- C. That the call-in procedure is not appropriate for this item as the report is to be considered at the meeting of the Executive Overview and Scrutiny Committee on 22 November 2018.

60 **REVIEW OF GROUNDS MAINTENANCE AND STREET CLEANSING UPDATE**

The Leader introduced the report of the Director of Leisure and Environment which provided an update on progress with the implementation of the recommendations of the grounds maintenance and street cleansing review and sought agreement of service standards and the establishment of a revised structure.

In reaching the decision below, Cabinet considered the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED A. That progress made against each of the recommendations attached at Appendix 1 to the report be noted.
- B. That the service standards outlined in Appendix 2 to the report be agreed.
- C. That the call-in procedure is not appropriate for this item as the report is to be considered at the meeting of the Executive Overview and Scrutiny Committee on 22 November 2018.

61 **RESPONSE MAINTENANCE AND VOIDS CONTRACT DELIVERY MODEL**

Councillor Forshaw introduced the report of the Director of Housing and Inclusion which advised of the findings of a review of the response maintenance and voids contract delivery model. She sought approval to implement interim arrangements for the response maintenance service pending proposed new contractual arrangements to commence in 2020.

Minute no. 13 of the Landlord Services Committee (Cabinet Working Group) meeting held on 31 October 2018 was circulated at the meeting.

A motion from Councillor Forshaw was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group), the motion from Councillor Forshaw and the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED A. That the Council retain an outsourced delivery model for the response maintenance and voids contract, but that the contract scope is widened to include gas servicing / breakdown and cyclical maintenance programmes.
- B. That the pricing model is based upon price per property, price per void, price per gas and price per archetype, with a limited range of exclusions to this price, and a schedule of rates for communal areas and leaseholder repairs and any exclusions.
- C. That the Director of Housing and Inclusion be authorised to seek tenders and enter into a contract for responsive maintenance and voids on the basis set out at paragraph 5.2 of the report.
- D. That pending the entering into of the contract under recommendation C. above the Director of Housing and Inclusion in consultation with the Portfolio Holder for Housing and Landlord Services be authorised to put in place an interim arrangement from 1 April 2019 to ensure a continued level of service.
- E. That any financial implications resulting from items D. above be addressed as part of the 2019/20 budget setting process.
- F. That a further report on the contract be prepared for Cabinet's review at year 3 (2022-23) in order to consider the viability of bringing the service in house.
- G. That this item be referred to the next meeting of the Executive Overview and Scrutiny Committee to be held on 22 November 2018.

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Leader

PRESENT:

Councillor: J Bullock (Chairman)
L Savage (Vice Chairman)

Councillors: I Ashcroft S Evans
T Blane J Mee
C Dereli E Pope
T Devine D Whittington
D Evans C Wynn

Officers: Jacqui Sinnott-Lacey, Director of Housing and Inclusion
Heidi McDougall, Director of Leisure & Environment
Marc Taylor, Borough Treasurer
Ian Gill, Deputy Director of Development & Regeneration
Tom Dickinson, Assistant Solicitor
Michelle Williams, Operational Manager Street Scene
Sue Griffiths, Principal Member Services Officer

22 APOLOGIES

There were no apologies for absence.

23 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 2, Members noted the termination of membership of the Committee of Councillors M Mills, V Cummins, D Stephenson and D Westley and the appointment of Councillors D Evans, C Dereli, T Blane and J Mee for this meeting only, thereby giving effect to the wishes of the Political Groups.

24 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no items of urgent business.

25 DECLARATIONS OF INTEREST

Councillor Wynn declared a non-pecuniary interest in report 16 (Review of Grounds Maintenance and Street Cleansing update) as an employee of West Lancashire Borough Council.

26 DECLARATIONS OF PARTY WHIP

There were no declarations of a Party Whip.

27 PUBLIC SPEAKING

There were no items under this Heading.

28 MINUTES

RESOLVED That the minutes of the last meeting of the Committee held on 27 September 2018 be approved as a correct record and signed by the Chairman.

29 CALL IN ITEMS

There were no items under this Heading.

30 RELEVANT MEETINGS OF CABINET

Consideration was given to the minutes of the meetings of Cabinet held on 17 October (Extraordinary) and 6 November 2018.

In relation to the Extraordinary Cabinet meeting held on 17 October 2018 comments and questions were raised in respect of minute 47 (Forming a Development Company), particularly in relation to:-

- Governance and management arrangements – in particular Member representation on the Board either in a voting or non-voting capacity and any associated risks
- Equity investment to be made by the Council
- Loan funding arrangements (financing)
- Acquisition of Council owned sites by the Company by way of purchase or licence
- The types of properties to be built

The Director of Housing and Inclusion and the Borough Treasurer provided a response to the questions and queries raised by the Committee.

In relation to the Cabinet meeting held on 6 November 2018 comments and questions were raised in respect of minute 56 (Burscough Parish Neighbourhood Plan Submission Version) in particular to the commencement of the next stage of the process. The Deputy Director of Development and Regeneration gave an undertaking to circulate an action timetable to all Members.

RESOLVED A. That the minutes of the Cabinet (Extraordinary) meeting held on 17 October 2018 be noted.

B. That in relation to minute no. 47 of the above meeting, Cabinet be requested to consider:-

- i. The appointment of Council Members on the Board of the Development Company

ii. The Provision of further clarification on whether the Council owned sites to be acquired by the Development Company should be by way of purchase or licence.

B. That the minutes of the Cabinet meeting held on 6 November 2018 be noted.

Note: The Committee agreed to exclude the Press and Public during consideration of agenda item 9a (minutes of Extraordinary Cabinet on 17 October 2018) on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 (financial/business affairs) of Part 1 of Schedule 12A, under Section 100A(4) of the Local Government Act 1972 and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighed the public interest in disclosing the information.

At this point the Chairman changed the order of business to enable agenda items 16 (Review of Grounds Maintenance and Street Cleansing Update) (Minute 36) and 15 (Commercial Property Investments – Update) (minute 35) to be considered prior to agenda item 9b (minutes of the Cabinet meeting held on 6 November 2018).

The meeting was re-opened to the press and public for consideration of the minutes of the Cabinet meeting held on 6 November 2018.

31 HRA REVENUE AND CAPITAL MID-YEAR REVIEW

Consideration was given to the joint report of the Director of Housing and Inclusion and Borough Treasurer as circulated and contained on pages 643 – 651 of the Book of Reports that summarised the Housing Revenue Account (HRA) and Housing Capital Programme positions for 2018/2019 financial year. The report had previously been considered by Cabinet at its meeting on 6 November 2018 and was scheduled to be considered by Council at its meeting on 12 December 2018.

The Borough Treasurer attended the meeting and provided an overview of the report referring to details as set down in the report and appendices and the Director of Housing and Inclusion responded to a query raised by a Member on anticipated slippage and advised that processes had been put in place by the Investment Team to improve performance on completed schemes this year.

RESOLVED: That the HRA and Housing Capital Programme positions be noted.

32 GENERAL REVENUE ACCOUNT MID YEAR REVIEW

Consideration was given to the report of the Borough Treasurer as circulated and contained on pages 653 – 657 of the Book of Reports that summarised the projected revenue position on the General Revenue Account (GRA) at the mid year point of the 2018/2018 financial year.

The report had previously been considered by Cabinet at its meeting on 6 November 2018 and was scheduled to be considered by Council at its meeting on 12 December 2018.

The Borough Treasurer attended the meeting and provided an overview of the report referring to details as set down in the report and appendices.

RESOLVED: That the financial position of the General Revenue Account (GRA) be noted including the position on reserves and balances.

33 REVISED CAPITAL PROGRAMME

Consideration was given to the report of the Borough Treasurer as circulated and contained on pages 659 – 667 of the Book of Reports that provided an update on progress on capital schemes. The report had previously been considered by Cabinet at its meeting on 6 November 2018 and was scheduled to be considered by Council at its meeting on 12 December 2018.

The Borough Treasurer attended the meeting and provided an overview of the report referring to details as set down in the report and appendices.

RESOLVED: That the progress against the Revised Capital Programme be noted.

34 EXCLUSION OF PRESS AND PUBLIC

RESOLVED That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 & 2 (an individual) and 3 (financial/business) of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information

35 COMMERCIAL PROPERTY INVESTMENTS - UPDATE

Consideration was given to the report of the Director of Development and Regeneration which provided an update on the most recent commercial property investments made by the Council. It was noted that Cabinet, at its meeting on 6 November 2018, had agreed an uplift in the level of investment delegated to the Strategic Asset Purchasing Committee to £2 million and that the report would be considered by Council on 12 December 2018.

The Deputy Director of Development and Regeneration attended the meeting provided an overview, clarification on the issues raised and responded to questions.

RESOLVED That the report be noted.

36 REVIEW OF GROUNDS MAINTENANCE AND STREET CLEANSING UPDATE

Consideration was given to the report of the Director of Leisure and Environment which provided an update on the implementation of the recommendations of the grounds maintenance and street cleansing review. It was noted that the service standards outlined in appendix 2 to the report were agreed at the Cabinet meeting held on 6 November 2018 and that the restructure would be considered by Council on 12 December 2018.

The Director of Leisure and Environment attended the meeting provided an overview, clarification on the issues raised and responded to questions, particularly in relation to:-

- Number of teams and how many officers within each team
- Volunteers (e.g litter picking) and the Council’s obligations
- Staff training (new Asset management system) (new generic job roles)

It was noted that there was no reference to Burscough East in appendix 3 to the report, only to Burscough West. It was suggested that West be removed from the structure and that reference be made to Burscough only.

In relation to volunteer groups undertaking activities under their own volition, the Director of Leisure and Environment advised that the Council would provide appropriate advice upon request and gave an undertaking to look into the current position, particularly in relation to the provision of council equipment for this purpose.

RESOLVED That the report be noted.

37 RESPONSE MAINTENANCE AND VOIDS CONTRACT DELIVERY MODEL

Consideration was given to the report of the Borough Solicitor that advised that following consideration by Cabinet at its meeting on 6 November 2018 the report of the Director of Housing and Inclusion ‘Response Maintenance and Voids Contract Delivery Model’ had been referred to this Committee for consideration with a request that any agreed comments be referred to the next meeting of Cabinet.

The Director of Housing and Inclusion provided an overview, clarification on the issues raised and responded to questions.

RESOLVED That the report be noted.

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Chairman

LICENSING SUB-COMMITTEE

HELD: Thursday, 4 October 2018

Start: 11.30 am

Finish: 1.35 pm

PRESENT:

Councillor: G Owen (Chairman)

Councillors: J Gordon K Wright

In attendance: Mr M Nickson (Inn Confidence Ltd)
Ms G Unsworth (Applicant)
Mrs M Blake (Councillor-Parbold Ward)
Objectors

Officers: Kay Lovelady, Principal Solicitor
Rebecca Chadwick, Assistant Solicitor
Michaela Murray, Senior Licensing Officer
Jill Antrobus, Principal Environmental Officer
Kate Riley, Environmental Health Officer
Julia Brown, Member Services/Civic Support Officer

25 APOLOGIES

There were no apologies for absence received.

26 MEMBERSHIP OF THE COMMITTEE

There were no changes to Membership of the Committee.

27 URGENT BUSINESS

There were no urgent items of business.

28 DECLARATIONS OF PARTY WHIP

There were no declarations of Party Whip.

29 DECLARATIONS OF INTEREST

There were no declarations of Interest.

30 MINUTES

RESOLVED: That the minutes of the meeting held on 10 September 2018 be noted.

31 LICENSING HEARING PROCEDURE

The Chairman referred to the Licensing Hearing Procedure.

32 APPLICATION FOR A PREMISES LICENCE IN RESPECT OF LOU REN CAFE, 1 THE COMMON PARBOLD WEST LANCASHIRE WN8 7DA

Consideration was given to the report of the Director of Leisure and Environment as contained on pages 173 to 222 of the Book of Reports in respect of and Application for a Premises Licence in respect of Lou Ren Café, 1 The Common, Parbold, West Lancashire WN8 7DA.

In considering this matter the Sub – Committee had regard to its Licensing Policy and the guidance issued under S.182 of the Licensing Act. It considered the relevant Licensing Objectives on this occasion the 'Prevention of Public Nuisance' and 'Prevention of Crime and Disorder'.

On hearing evidence from the Applicant, Environmental Health, and Objectors and Ward Councillor the Sub – Committee:-

- RESOLVED: A. That the premises shall be open to the public between 09.00 hours and 22.30 hours Monday to Sunday.
- B. That the sale of alcohol on and off premises shall be permitted 12.00 Noon to 22.00 hours Monday to Sunday.

CONDITIONS

The Applicant amended their application to include the following conditions:

1. That the premises shall install, operate and maintain a CCTV system which shall be in use all times the premises is open to the public and comply as follows:-
 - I. The system will cover all internal public areas of the premises and any external areas used by customers of the premises.
 - II. The system will cover all entrances and exits and be capable of capturing a head and shoulders image of all persons entering the premises.
 - III. The system shall cover all internal and external areas of the premises used to supply, or store licensed products.
 - IV. The focus of the camera(s) shall be so as to enable clear identification of persons on the premises
 - V. The system will display the correct time and date and will be capable of time and date stamping any downloaded footage.
 - VI. The system will be capable of retaining recorded images for a minimum of 28 days.
 - VII. At all times the premises is open to the public there will be a member of staff at the premises who can operate the system and provide any footage requested.
 - VIII. The Data Controller will provide footage from the system, in a playable format, to any responsible authority on reasonable

request and where that request complies with the Data Protection Act or equivalent legislation.

- IX. Any requested footage will be provided as soon as practicable and in any event within 72 hours.
 - X. The premises will prominently display signage informing customers that CCTV is in operation at the premises.
2. A documented training scheme shall be introduced for all staff in a position to sell, serve or deliver alcohol. The scheme shall be made available for inspection at the request of any Police Officer, Trading Standards Officer or Local Authority Enforcement Officer.
 3. The Designated Premises Supervisor or Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell, serve or deliver alcohol in order to reinforce the training and to promote best practice. The written record shall be kept of the content of such reviews and be available for inspection by any responsible authority upon request.

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Chairman

