

Renfrewshire Council

To: Renfrewshire Licensing Board

On: 30th November 2020

**Report
by
Clerk to the Licensing Board**

Statement of Income and Expenditure 2019-2020

1. Summary

- 1.1. The purpose of this report is to seek the Board's approval of the draft Statement of Income and Expenditure (hereinafter "Statement") attached at Appendix 1 for publication. The requirement to publish an annual Statement was introduced in 2017.

2. Background

- 2.1 Section 9B of the Licensing (Scotland) Act 2005 ("the Act") requires that the Licensing Board, on an annual basis, publish an annual report detailing the Licensing Board's relevant income and expenditure in the previous financial year. "Relevant income" currently includes income received in connection with the Board's liquor licensing function and "relevant expenditure" includes expenditure incurred by the Board, the Council and the Licensing Standards Officers. The Statement also requires to contain an explanation of how the amounts set out in it have been calculated.
- 2.2 The annual Statement setting out the Board's income and expenditure for the financial year to 31st March 2020 normally would have required to be published by 30th June this year. However, where, for a reason relating to coronavirus, the Board could not meet that timescale, temporary and emergency changes to the Act currently allow until 31st December 2020 for the preparation and publication of the report. As Members of the Board are aware, no meetings of the Licensing Board were able to take place from March this year until after the summer recess.
- 2.3 The Board's approval of the Statement at Appendix 1 is now sought to enable the above requirement to be met.
- 2.4 In respect of dealing with the deficit shown at Appendix 1, Members may wish to note that the Board only has discretion to increase certain liquor licensing fees as provided for in regulations made under the Act and the statutory maximum for annual fees is already charged. The fees set in these regulations have not been updated since the regulations came into force in 2008. The only areas of discretion for the Board to increase fees would be in relation to applications for new premises (in respect of which the Board could charge 100% of the statutory set fees, rather than the existing 83%) and applications for transfer and major variation of licences. However, the Board receives a relatively small number of such applications each year.
- 2.5 Officers are considering means by which costs might be reduced to address the deficit in future years. The Board may wish to note however that the Annual Functions Report for 2020-2021 will cover the period affected by the coronavirus pandemic.

3. Recommendations

It is recommended that the Board –

- 3.1 Agree publication of the report attached at Appendix 1.

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Kenneth Graham
Clerk to the Licensing Board

APPENDIX 1

Renfrewshire Licensing Board

INCOME AND EXPENDITURE REPORT (2019-2020)

Licensing (Scotland) Act 2005, Section 9B

Income

Income (liquor licensing fees)	£209,170
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Expenditure

Staff costs- LSO	£32,915
Staff costs- Other	£147,956

Other Expenditure	£41,254
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Total Expenditure	£222,125
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Difference- income and expenditure (deficit)	(£12,955)
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Note

The income shown above is referable to the financial year 2019-2020. Within that year, Renfrewshire Licensing Board received 2 applications for premises licences, 9 for provisional licences, 64 for extended hours, 24 for major variation, 151 for minor variation, 26 for transfer, 1 for major variation with transfer, 113 for personal licences and 601 for occasional licences.

The staff costs shown reflect the proportion of staffing costs attributable to the liquor licensing function based on the time spent by those staff involved in liquor licensing.

The other expenditure includes supplies and services and other overheads, including the central administrative support (e.g., accountancy and payroll services) attributable to the liquor licensing function.