

**Minutes of the meeting of Licensing Sub-Committee held at
Online meeting / Conference Room 2 - Herefordshire Council,
Plough Lane Offices, Hereford, HR4 0LE on Wednesday 12
November 2025 at 10.00 am**

Present: Councillor Polly Andrews (chairperson)
Councillors: Dave Davies and Peter Hamblin

Officers: Licensing technical officer and Senior Lawyer - Civil Litigation

18. APOLOGIES FOR ABSENCE

No apologies for absence were received.

19. NAMED SUBSTITUTES (IF ANY)

There were no substitutes present at the meeting.

20. DECLARATIONS OF INTEREST

There were no declarations of interest made.

21. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: that under Regulation 14(2) of the Licensing Act 2003 (Hearings) Regulations 2005, the public be excluded from the meeting as it is considered that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

**22. REVIEW OF A PREMISES LICENCE IN RESPECT OF: HEREFORD CONVENIENCE
STORE, 12 COMMERCIAL ROAD, HEREFORD, HR1 2BB CALLED BY THE
LICENSING AUTHORITY AS A RESPONSIBLE AUTHORITY- LICENSING ACT 2003**

Members of the Licensing Sub-Committee of the council's Planning and Regulatory Committee considered the above application, full details of which appeared before the members in their agenda and the reports published on 4 November 2025 and the supplements published on 5 November, 7 November and 11 November 2025.

Prior to making its decision, the Licensing Sub-Committee heard from Licensing Officers, West Mercia Police, The Immigration Service the premises licence holder and their agent.

Having carefully considered those matters brought before them and in reaching their decision, the Members had full regard to both the provisions of the Licensing Act 2003 (as amended by the Violent Crime Reduction Act 2006), the Guidance Issued under Section 182 and Herefordshire Council's statement of licensing policy.

DECISION

The Sub-Committee's decision following a review of premises licence is as follows:

The premises licence shall be suspended for a period of 2 months.

The Sub-Committee also consider that additional conditions shall be placed on the premises licence in respect of :

- Right to Work checks to be undertaken by the Employer, the proposed condition has been served as a supplement; and
- The operation of CCTV at the premises and those Responsible Authorities able to access this.

The conditions are as follows

Right to Work checks

The licence holder must carry out relevant right to work checks for all prospective employees prior to the commencement of employment, including individuals undergoing trial shifts or those who are working on a casual basis.

The premises licence holder must keep at the premises a logbook, which must be made immediately available on request to an authorised person (as defined by section 13 of the licensing act 2003), the Police or Home Office Immigration officials. The logbook must record the following:

For each person working at the premises in any capacity there:

- A) *date of birth*
- B) *their full name*
- C) *their current address.*
- D) *their national insurance number.*
- E) *their passport details.*
- F) *in respect of EU citizens, proof of a current EU passport, national insurance card, P45 or P60 shall be provided.*
- G) *in respect of non-EU citizens, a passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode and right to work in the United Kingdom, or has no time limit on their stay in the United Kingdom.*

The licence holder must retain copies of documents obtained during right to work checks. These documents must be stored securely at the premises or be digitally accessible from the premises to facilitate inspection by an authorised person (as defined by section 13 of the licensing act 2003), the Police or Home Office Immigration officials

The licence holder, or any person representing the licence holder, must be able to produce documents relating to right to work checks without delay upon request by an authorised person (as defined by section 13 of the licensing act 2003), the Police or Home Office Immigration officials

All such information shall be recorded prior to them working at the premises. All information detailed above to be supported by a copy of the relevant document.

Amended CCTV Condition

The Premises Licence Holder shall install and maintain a CCTV system at the premises giving coverage at all entry points and all areas to which customers have access.

The CCTV system shall provide clear images in all lighting conditions.

The CCTV system shall continuously record whilst the premises are open for licensable activities and shall be capable of providing frontal identification of customers.

All CCTV recordings shall be retained for a minimum of 31 days and shall be date and time stamped.

CCTV recordings should be made available for inspection upon receipt of a request by to an authorised person (as defined by section 13 of the licensing act 2003), the Police or Home Office Immigration officials.

A member of staff shall always be present on the premises whilst they are open who is capable of operating the CCTV system and able to facilitate immediate viewing of CCTV footage upon the request of an authorised person (as defined by section 13 of the licensing act 2003), the Police or Home Office Immigration officials.

An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded. In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number '101' as soon as practicable following discovery of the malfunction.

23. TO CONSIDER THE SUSPENSION OR REVOCATION OF A PERSONAL LICENCE FOLLOWING CONVICTION OF THE HOLDER FOR A RELEVANT OFFENCE - LICENSING ACT 2003

The Chairperson explained that the item was withdrawn from consideration following the surrender of the licence.

The meeting ended at 11.32 am

Chairperson