

**MINUTES of MEETING of LOCAL LICENSING FORUM held in the ARDRISHAIG PUBLIC  
HALL  
on TUESDAY, 18 MARCH 2008**

**Present:** Eric Box (Chair)

Fred Bruce	Violet MacLean
Russell Buchanan	Steven Shaw
Brian Kupris	Kenneth Boyter
Calum MacLachlann	

**Attending:** Verona MacDonald, Support Services and Licensing Manager  
Samatha Torrie, Licensing Assistant

**1. CHAIRMAN**

It was noted that the Chairman of the Forum, Gordon Tran, was absent. Verona advised that he had not intimated an apology. Calum MacLachlann seconded by Fred Bruce moved that Eric Box chair the meeting and with no one being offence minded Eric accepted the nomination.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated from Louise Ballantyne, Kenneth Harrison, Catherine Dobbie, George Ross and Cath Cakebread

**3. APPROVAL OF PREVIOUS MINUTES**

It was noted that the Minute of the meeting held on Wednesday 14 November 2007 had been approved by Gordon Tran. However Calum expressed concern that these had been approved without the other Forum Members' approval and having now viewed the Minute was unhappy with the wording which was different from his recollection of decisions taken. After some discussion Calum suggested that the Minute be reissued to all Forum Members and placed before the next meeting for amendment and approval.

Brian agreed and advised that it would be helpful to see previous Minutes and have an agenda before each meeting. Verona suggested that guidelines be set for future meetings in terms of distributing the previous meetings Minute and the agenda for the following meeting. She suggested that a time is set for the Members to come back with amendments to the Minute and also any item that they wish added to the agenda. Eric agreed that this would be beneficial. It was agreed that Samantha will in future distribute the Minute of the last meeting and the agenda for the next meeting in good time for Forum members to consider and respond.

#### **4. CONSIDERATION OF THE LICENSING BOARD DRAFT POLICY STATEMENT**

Calum advised that he was concerned that the Minute of meeting on 14 November 2007 had been given to the Licensing Board as issues for discussion rather than as recommendations for amendments to the policy statement. Verona advised that having had a short discussion with Susan Mair regarding this point, the board have taken the matters as recommendations from the Forum and had made amendments to the Policy Statement in line with the recommendations.

Calum then added that he would have liked a list of the amendments made to the policy and a list of those not and reasons why. Brian agreed and raised the issue of the Board not fulfilling its role by failing to give written reasons as to why some recommendations were not accepted by the Board. Verona advised that if they wish, it would be no problem for her to get a member of the licensing team to go through the Policy Statement and compile a list.

Verona advised that given the problems with the previous Minute and the lack of information that had been distributed to the Forum it may be more constructive to re-arrange the meeting with the Board to allow the Forum to be better prepared. Brian agreed with Verona. Eric suggested that there were 3 options, 1. Do not meet the Board 2. Meet the Board as planned or 3. Meet the Board as individuals. Both Calum and Brian were in disagreement with point 3. Eric then asked for a show of hands in relation to point 1 and all members supported this motion. Verona MacDonald will advise the Board of the intention to meet another time and also of the concerns expressed over the Board's role with regard to the forum.

Verona agreed to advise the Board of the intention to meet another time and also of the concerns expressed by the Forum.

#### **5. ANY OTHER BUSINESS DRAFT CONSTITUTION AND STANDING ORDERS**

Eric suggested that the Forum have a Constitution or Standing Orders to govern the way meetings are held. Discussion in this regard took place and it was thereafter agreed that Verona and Samantha would make enquiries with the National Licensing Officer and/or Glasgow Licensing Forum to ascertain what was being done elsewhere. Eric advised that should they have difficulties obtaining these documents he would be happy to assist in terms of using the style adapted to Community Councils.

#### **LIST OF CONTACT DETAILS**

It was agreed that a list of contact details will be compiled by Samantha and distributed with the agenda for the next meeting.

#### **POLICY STATEMENT**

Brian advised that he would like a copy of the Policy Statement. It was

thereafter agreed that a copy of the Policy Statement would be distributed with the agenda for the next meeting.

### **APPOINTMENT OF YOUNG PERSON TO THE FORUM**

Calum enquired as to what had been done about arranging for a young person to join the forum. Verona advised that she is unable to advise but sought guidance as to what he meant as a young person. This was clarified as a person between the ages of 16-18. Verona advised that she would seek clarification from Susan Mair as to what had been done in this regard.

#### **6. DATE OF NEXT MEETING**

It was agreed that the next meeting of the Local Licensing Forum would be held on 22 April 2008 at 10.15am in the Interview room at Kilmory Castle.

