

Title of Item	Name of Officer or organisation	Date of Meeting	Action required	Notes
Servewise Training	LLF		Agreed to delay until new Members in place	2010 Training Materials now available to borrow.
Draft Statement on Overprovision	Licensing Board	Discussed Joint Meeting 17 Nov 09	Clerk to provide draft statement for comment following consideration by L.B	Report on overprovision to be provided to meeting on 13 July 2010 Peter Robertson asked to provide an update to the Forum on 25 January 2011
National Outcomes for LLF		Discussed October 09	Await National Outcomes	Fiona Meyers from NHS appointed to conduct 3 year study of new Act to include the role of Boards and Forums – outcomes could not be set until this had been completed
Promotion of LLF	Council	Discussed Joint Meeting Nov 09	Arrange with New Communications Manager	New Communication Manager in post – discussion with Chair to be set up
Items for Discussion with Licensing Board		Discussed 27 October 2010	Agreed to ask the Board to take a view on the Forums suggestion that there be a low set fee for all off-sales licences in terms of the new Act with an additional charged levied in respect of annual turnover.	Discussed with Board and there is no room for manoeuvre with regard to fees at the moment.

Offsales Licenses for sale of Gifts	LLF	27 January 2010	For discussion at future meeting	Discussed at meeting on 28 April 2010 - Licensing Board to review annual fees – currently set at maximum. To be brought back to a future meeting once fees have been reviewed.
Review of Argyll and Bute Licensing Board Policy Statement	Licensing Board	27 October 2010	Policy Statement currently out to public consultation.	Cath Cakebread to provide contextual words regarding Health and Alcohol to be inserted into the covering page of the Policy Statement and submitted to Licensing Board for consideration.
Policing of Licensed Clubs	LLF	27 October 2010	Inspector Wallace to raise issue with Command Structure and report back.	Inspector Wallace reported that he had made section Inspectors aware of the concerns of the Forum.
Local Licensing Forum Conveners	LLF	27 October 2010	Convener to set up meeting with other Forums with a view to having some consistency within the roles of forums. Agenda item “Alcohol Focus Scotland” to be added to agenda for future meetings and responses reported back to AFS.	