

ACTION SHEET

NORTH ABERDEENSHIRE LICENSING FORUM – 12th JUNE, 2017

No.	ACTION	ACTION OWNER	UPDATE
1.	To invite members of the public and off sale representatives to come along to the next meeting of the Forum	Committee Officer	Letters inviting off sale representatives sent by post on 14 th September, 2017.
2.	To put forward suggestions regarding encouragement of greater community involvement to the South Licensing Forum on behalf of the North Licensing Forum	Kenny McGeough	
3.	To attend North Licensing Board meeting on 28 th June 2017 at 11.00am at County Hall, Court House, Low Street, Banff.	All	
4.	To progress with resignation letters and send 'Thank You' cards to resigning members to express gratitude and appreciation to their work	Committee Officer	Thank you card sent by post on 19 th July, 2017.
5.	To identify the potential venues for the future meetings of the Licensing Forum	All	
6.	To prepare press release about the Licensing Forum and to contact local press and Social Media	John Clark	