

ACTION SHEET

CENTRAL ABERDEENSHIRE LICENSING FORUM – 22nd NOVEMBER, 2017

No.	ACTION	ACTION OWNER	UPDATE
1.	To send formal request to the Central Licensing Board to review the process of visiting and licensing private clubs	Committee Officer	Request sent and matter discussed at the joint meeting of Central Board & Forum on 13 th December, 2017.
2.	To invite Depute Clerk to the Central Licensing Board to the next meeting of the Forum	Committee Officer	Email sent on 10.01.2018 to Jill Joss - Depute Clerk to the Central Licensing Board.
3.	To invite Community Council representatives to the next meeting of the Forum	Committee Officer	Email sent on 10.01.2018 to Community Council representatives.
4.	To send formal request to the Central Licensing Board to review the level of licensing fee payable by different operators and to provide statistics on: <ul style="list-style-type: none"> - running costs of Board - surplus budget from licensing fee (if any) 	Committee Officer	Request sent and matter discussed at the joint meeting of Central Board & Forum on 13 th December, 2017.
5.	To write to Depute Clerk to the Central Licensing Board to request a briefing note on Licensing Fees	Committee Officer	Request sent and matter discussed at the joint meeting of Central Board & Forum on 13 th December, 2017. Briefing note attached – item 3.
6.	To send 'Best wishes' card to Bill Duncan (Chair of CALF)	Committee Officer	'Best wishes' card sent to Bill Duncan on 16 th January, 2018.
7.	To add a standard item to the agenda for future meetings: 'Stakeholders' Reports and Round Table Round-Up'	Committee Officer	Standard item added to agenda.