

## Chief Executive's Department

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To: All Members of the East Ayrshire Local Licensing Forum.

29 October 2008

Dear Member

### **EAST AYRSHIRE LOCAL LICENSING FORUM - TUESDAY 4 NOVEMBER 2008**

You are requested to attend a meeting of the **East Ayrshire Local Licensing Forum** to be held on **TUESDAY 4 NOVEMBER 2008**, at approximately **1100 HOURS OR IMMEDIATELY FOLLOWING THE JOINT MEETING BETWEEN THE LICENSING BOARD AND THE LOCAL LICENSING FORUM**, in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton

Depute Chief Executive/Executive Director of Corporate Support

LY/SR

### **B U S I N E S S**

#### **INTIMATE APOLOGIES**

1. **MINUTES OF PREVIOUS MEETING (pages 1-3)** - Submit Minutes ([copy enclosed](#)) from the meeting held on 21 August 2008, for information and noting.
2. **TRAINING**
  - 2.1 **ALCOHOL FOCUS SCOTLAND (page 4)** - Submit letter received on 7 October 2008 ([copy enclosed](#)) from Alcohol Focus Scotland advising of

the need for joint training between Board Members and Forum Members to gain a better understanding of both roles.

**2.2 TRAINING - 20 FEBRUARY 2009 (page 5)** - Submit email dated 21 October 2008 ([copy enclosed](#)) from Alcohol Focus Scotland advising of training for Conveners of Local Licensing Forums, Chairpersons of Licensing Boards and Licensing Standard Officers to be held on Friday 20 February 2009 at the Travel Inn, Glasgow.

**2.3 ALCOHOL INFORMATION EVENT** - Receive verbal report from the Administrative Officer advising that following the recent Alcohol Information Event by ADAT on 2 October 2008, ADAT intend to hold a further event for anyone who was unable to attend on 2 October 2008.

**3. DATE OF NEXT MEETING**