



## **MINUTES OF THE MEETING OF THE EAST LoTHIAN LICENSING FORUM**

**THURSDAY 23 SEPTEMBER 2021  
ONLINE (CONNECT REMOTE SYSTEM)**

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**Forum Members Present:**

Mr S Baxter  
Mr D Dickson  
Mr R Fruzynski  
Mr A Podder  
Mr G Blaikie  
PC G Bairden

**Council Officials Present:**

Ms J Totney  
Ms F Currie

**Elected Members Present:**

There were no Elected Members present at the meeting

**Clerk:**

Ms S Birrell

**Visitors Present:**

There were no visitors present at the meeting

**Apologies:**

There were no apologies recorded at the meeting

**Declarations of Interest:** There were no Declarations of Interest recorded at the meeting.

**1. ELECTION OF OFFICERS FOR 2021-2023**

In the absence of any proposals for the roles of Convenor or Secretary, Mr Dickson agreed to chair the meeting on a one off basis.

**2. MINUTES OF THE MEETING OF THE EAST Lothian LOCAL LICENSING FORUM HELD ON 11 MARCH 2020 AND NOTE OF INQUORATE MEETING ON 10 MARCH 2021 FOR APPROVAL AND MATTERS ARISING**

The minute was agreed as an accurate record of the meeting. There were no material matters arising.

**3. MEMBERSHIP OF THE LICENSING FORUM**

Ms Totney spoke to the item, informing those present that the new system for membership had been tested and was fully operational. Existing members would require to be reappointed by East Lothian Council every two years. In response to questions from Mr Dickson, she agreed to forward re-appointment instructions to all existing members by the end of October 2021.

**Decision**

The Forum agreed to note the verbal report.

**4. LICENSING STANDARDS OFFICER REPORT**

Mr Fruzynski referred the Forum to his report, which had been circulated with the papers from the meeting.

**Decision**

The Forum agreed to note the report.

**5. POLICE REPORT**

PC Bairden introduced himself as this was his first meeting of the Local Licensing Forum. He asked members if they had any suggestions for what to include in future reports from Police Scotland. Mr Dickson commented that the verbal reports on licensing activity undertaken by local police, and any issues in the area given by PC Bowsher in previous meetings had always been welcomed by Forum members. Ms Birrell recommended that PC Bairden accessed former meeting minutes to get an idea of the reporting carried out by police representatives.

**Decision**

The Forum agreed to note PC Bairden's comments.

**6. ANY OTHER BUSINESS**

Mr Dickson asked if members could request paper copies of meeting documents, and asked about members who had failed to attend a number of meetings remaining on the membership list. He also criticised the online meeting system which was prone to technical issues with sound and dropped calls.

Ms Birrell clarified, from the Forum's scheme of administration, that if a member was absent from three consecutive quorate meetings they would be automatically removed from the membership of the Forum.

Mr Fruzynski remarked that online meetings were necessary and would be continuing at this time. He added that the Scottish Government were currently looking into online vs face to face meetings or a hybrid of utilising both kinds, and that further guidance could be provided to Local Authorities as a result of these ongoing discussions.

### **Decision**

The Forum agreed that Ms Birrell would contact East Lothian Council regarding providing paper copies of meeting documents on request.

## **7. AGREEMENT OF PROPOSED MEETING DATES/TIMES**

The Forum took a roll call vote on the proposed future meeting dates/times of Wednesday 8 December 2021 at 7pm and Wednesday 9 March 2022 at 10am.

### **Vote**

For	4
Against	1

### **Decision**

The Forum agreed that the next two meetings would take place on Wednesday 8 December 2021 at 7pm, and Wednesday 9 March 2022 at 10am.