

REPORT OF TEAM MANAGER DEMOCRATIC SERVICES

NOTTINGHAMSHIRE COUNTY COUNCIL CIVIC SERVICE AT SOUTHWELL MINSTER – SUNDAY 23RD JUNE 2013

Purpose of the Report

1. This report seeks approval for the County Council Civic Service to take place at Southwell Minster on Sunday 23rd June 2013 at 3.00pm.

Information and Advice

2. Each year the County Council holds its Civic Service at Southwell Minster. Representatives from the Clergy, Parish/Town Councils, Magistrates, Lord Lieutenant, High Sheriff, County Coroner, Civic Heads, Members of Nottinghamshire County Council, District/Borough Councils, Chief Executives within Nottinghamshire and parents/guardians of the young performers are invited to attend.

The Service lasts for approximately 1 hour and typically 350 guests are invited.

They are traditionally entertained by the Nottinghamshire Young People's Concert Band who plays prior to and during the Service.

After the 2012 Civic Service buck's fizz or a soft drink and cake were served to guests. The hospitality provided is at the discretion of the Chairman and it is expected that similar hospitality will be provided after the 2013 Civic Service.

3. The estimated cost of holding the Civic Service in 2013 to the County Council would be

Item	Cost	Proposed Budget
Hire of Great Hall for rehearsals	£450.00	Co Hospitality
Orders of Service (350) printing costs	£200.00	Co Hospitality
Hire of Southwell Minster, organist & staffing	£300.00	Co Hospitality
Refreshments following Civic Service for approximately 350 guests	£700.00	Co Hospitality
Purchase of large rectangular commemorative cake	£200.00	Co Hospitality
Refreshments for performers whilst rehearsing	£300.00	Co Hospitality
Transporting instruments	£300.00	Co Hospitality
Photographer	£400.00	Co Hospitality

	TOTAL	£2,850.00	
--	--------------	-----------	--

Other Options Considered

4. The Committee could decide not to approve this recommendation.

Reasons for Recommendation

5. This is an annual Service of Dedication for the Chairman of Nottinghamshire County Council.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

- 1). That consideration be given for the Civic Service to take place on Sunday 23rd June 2013 at 3.00 p.m. in Southwell Minster at an estimated cost of £2,850.00 to be met from the County Hospitality Budget.

Chris Holmes
Team Manager Democratic Services

For any enquiries about this report please contact :
Julie Brailsford 0115 9774140

Constitutional Comments (SB 12/10/12)

The administration Committee is the appropriate body to consider the content of this report. It is responsible for approving hospitality to be offered by the County Council.

Financial Comments (MB 15/10/12)

The cost will be taken into consideration when preparing the County Hospitality budget for 2013/14.

Background Papers - None

Electoral Division(s) and Member(s) Affected - All