

REPORT OF TEAM MANAGER MEMBER SUPPORT**NOTTINGHAMSHIRE COUNTY COUNCIL CIVIC SERVICE AT SOUTHWELL
MINSTER – SUNDAY 24TH JUNE 2012****Purpose of the Report**

1. This report seeks approval for the County Council Civic Service to take place at Southwell Minster on Sunday 24th June 2012 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 entertained by the Nottinghamshire Young People's Concert Band who plays at the beginning and during the Service. It is hoped that a Soloist will be performing at this year's civic service.

Last year tea, coffee and cake were served in the Minster Church by church volunteers. It is expected that similar refreshments will be served after the Service this year. As it is the Diamond Jubilee of HM The Queen and one of the last official duties of the retiring Lord-Lieutenant of Nottinghamshire the Chairman of the County Council has requested that a glass of buck's fizz or elderflower cordial be offered to all guests. Also, the Chairman would like to mark this occasion by purchasing a large commemorative cake, inviting the Lord Lieutenant to cut the first slice and a piece be offered to all the guests.

Financial Implications

3. The estimated total cost of holding this Civic Service to the County Council would be £ 3,175.00 made up as follows:-

Item	Cost	Proposed Budget
Hire of Great Hall for rehearsals	£250.00	Co Hospitality

Orders of Service (350) printing costs	£300.00	Co Hospitality
Hire of Southwell Minster, organist & staffing	£400.00	Co Hospitality
Refreshments following Civic Service 350 buck's fizz/elderflower cordial @ £2.50 per head (to include provision of glasses)	£875.00	Co Hospitality
Purchase of large rectangular commemorative cake	£200.00	Co Hospitality
Soloist	£300.00	Co Hospitality
Refreshments for performers whilst rehearsing	£300.00	Co Hospitality
Transporting instruments	£400.00	Co Hospitality
Photographer	£150.00	Co Hospitality
TOTAL	£3,175.00	

Statutory and Policy Implications

4. 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/S

- 1). That consideration be given for the Civic Service to take place on Sunday 24th June 2012 at 3.00 p.m. in Southwell Minster. Estimated costs of £ 3,175.00 being met from the County Hospitality Budget.

For any enquiries about this report please contact:

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Constitutional Comments (SG 27/04/2012)

5. The Committee is the appropriate body to consider the matters set out in this Report. The Committee has the responsibility under the scheme of delegation for authorising hospitality to be offered by the County Council (Paragraph 10.6 to Part Three of the Constitution).

Financial Comments (MB 27/04/12)

6. The cost of £3,175 can be met from the County Hospitality budget.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All