



meeting	ADMINISTRATION COMMITTEE	
date	31 <sup>st</sup> March 2004	agenda item number

## **REPORT OF THE HEAD OF MEMBERS SERVICES**

### **REACH OUT AWARDS – GALA PRESENTATION EVENING – 13<sup>TH</sup> MAY, 2004**

#### **Purpose of the Report**

1. This is a request for the provision of hospitality at the Presentation of the Reach Out Awards in the Assembly Hall on Thursday, 13<sup>th</sup> May, 2004 and covering the cost of the Audio Visual Support for the Presentation.

#### **Background**

2. The Reach Out Awards reward Nottinghamshire people who make a selfless contribution to their community through caring for others. The awards are open to people from all backgrounds and of all ages.

The County Council are joint sponsors of the Reach Out Awards and by supporting the awards, the Council is encouraging caring and volunteering in the community, and fostering a sense of community, which are all objectives in our Strategic Plan and the County's Community Strategy.

This year's awards were launched on 14 January. Over a three month period the award scheme will be promoted heavily by our co-sponsors, the Nottingham Evening Post and Radio Nottingham. The County Council will be featured as co-sponsors in these articles and broadcasts. The Royal Mail is a fourth sponsor.

In turn, we will be promoting the scheme in Nottinghamshire County News and InContact.

The culmination of the scheme will be a gala presentation evening involving award winners and guests at County Hall on Thursday, May 13.

In practical terms, our sponsorship will be delivered through

- Waiving the cost of room hire for the presentation evening
- Providing buffet and drinks for the presentation evening at an estimated cost of £1,230
- Arranging audio visual support for the presentation evening at an estimated cost of £1,200
- Arranging for photographs to be taken of the event at an estimated cost of £200

Giving a total estimated cost of £2,630 to be met from the County Hospitality Budget.

### **Financial Implications**

3. The financial implications are set out in the main body of the report. When making a decision on this request, the Committee should have regard to the outstanding balance available in the budget and to commitments already agreed.

### **Statutory & Policy Implications**

4. The County Hospitality budget is within the purview of the Administration Committee, which has the authority to determine the nature and level of hospitality to be provided.

### **Recommendation**

That approval is given for the County Council to provide sponsorship to the Reach Out Awards 2004 by covering the provision of the buffet, photographs and the audio visual support at an estimated cost of £2,630.

**PATRICIA MAYFIELD  
HEAD OF MEMBERS SERVICES**

### **Head of Legal Services' Comments (KK)**

The Administration Committee is responsible for authorising hospitality to be offered by the County Council. The proposal within this report is therefore within the remit of this Committee.

**Director of Resources Financial Comments (R/MB)**

The cost of the presentation can be met from the 2004/05 budget for County Hospitality. In addition, there will be an opportunity cost to the Corporate Property budget due to the waiving of the room hire fee.

**Background Papers Available for Inspection**

Nil