

report



meeting	Administration Committee	
date	21 September 2005	agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

REQUESTS FOR URGENT APPROVALS – HOSPITALITY

Purpose of Report

1. To inform Members of decisions taken under the agreed procedures. The Administration Committee is the appropriate body for considering/approving hospitality at a range of events. If the requirement cannot be considered at a scheduled meeting of the Committee, the Chief Executive has the power to take a decision in urgent cases, subject to consultation with the Chair, Vice-Chair of the Administration Committee and the Leader of the main minority group.

Information and Advice

2. This report gives details of decisions taken in regard to the provision of hospitality since the last meeting.
- 2.2 The Future of Sherwood – Day Conference

The provision of hospitality in the form of a buffet and mid-morning break at The Future of Sherwood Day Conference. The cost of the event is estimated at £3,500; a contribution of £1,500 will be met from the Forestry Commission and further contributions are being sought from other interested parties. The remaining balance will be funded from the Environment Department, Sherwood Study Revenue budget.

Statutory and Policy Implications

3. This Committee has agreed previously, that where urgent decisions of this nature are required, they may be taken by the Chief Executive following consultation with the Chair, Vice-Chair and Conservative spokesperson. This arrangement applies to any hospitality where the Committee's approval would be required.

RECOMMENDATIONS

4. That the report be noted.

**PATRICIA HOLT-MURPHY
HEAD OF MEMBERS' SERVICES**

Legal Services' Comments (KK)

This report is for noting only.

Director of Resources' Financial Comments (MB)

The financial implications are outlined in the report

Background Papers Available for Public Inspection

Approval Form signed by the Chief Executive 30 August 2005.
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