

Meeting **ADMINISTRATION COMMITTEE**

Date **29 September 2010**

agenda item number **4(f)**

**LAUNCH OF THE POPPY APPEAL IN THE COUNTY AND RELATED BOOK SIGNING AND LAUNCH AT COUNTY HALL, FRIDAY 22 OCTOBER 2010**

**Purpose of the Report**

1. To seek approval for a morning reception hosted by the Chairman of the County Council following the Launch of the Poppy Appeal and the Book Signing of "Their Names Will Live On" on Friday 22<sup>nd</sup> October, 2010 in the Rufford Suite, County Hall.

**Information and Advice**

2. The County Chairman of the Royal British Legion asked if the Chairman of the Council, accompanied by the Lord-Lieutenant of Nottinghamshire, would buy the first poppy in the County to Launch the Annual RBL Poppy Appeal.

Andy Smart from the Nottingham Post has written a book "Their Names Will Live On". A contribution from the sale of each book sold will go to the Royal British Legion. It seemed appropriate to link these two events together. The book signing and launch will take place at 10.45 a.m. in the reception area of County Hall. If anyone purchases the book on the day of the Launch it will be sold at a concessionary price and also personally signed by Andy Smart. Andy Smart will present the Chairman of the County Council and the Lord-Lieutenant each with a signed copy of the book.

Following the book signing, the Chairman and Lord-Lieutenant followed by guests will proceed to the front of County Hall to witness the arrival of 40 volunteer Bikers from the Royal British Legion, the police and other organisations. The Chairman and the Lord-Lieutenant will buy the first poppies in the County from the 'Poppy Man' to launch the Appeal. Councillors and officers of the County Council will be invited to witness the event and also purchase poppies.

The Chairman of the County Council would like to host a small reception in the Rufford Suite, County Hall following the two events for 60 guests, including volunteer bikers, guests from the Royal British Legion, the media and military organisations.

### **Financial Implications**

3. The cost of providing hospitality in the form of light refreshments at £3.40 per head for 60 guests would be £204 and will be met from the Chairman's allowance. Photographs will be taken by a member of the civic team, avoiding the need to pay for an external photographer.

### **Statutory and Policy Implications**

4. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder, human rights and those using the relevant service. Where such implications are material, they have been described in the text of the report.

### **Recommendation**

5. That the Administration Committee approve the morning Reception, hosted by the Chairman of the County Council, in the form of light refreshments for 60 guests, with the estimated costs of £204 to be met from the Chairman's allowance.

**David Ellis**  
**Service Manager, Member Support**

### **Legal Services' Comments (LM 02/09/2010)**

'The Administration Committee has delegated authority to approve the recommendation in the report'.

### **Comments of the Service Director (Finance) (MB 09/09/10)**

The financial implications are outlined in the report.

**Background Papers Available for Inspection**  
E-mail from County Poppy Appeal Organiser