

Report



meeting Administration Committee

date 17 March 2010

agenda item number **5(d)**

REPORT OF THE SERVICE MANAGER, GOVERNANCE AND SCRUTINY

PROVISION OF BUFFET FOR PLANNING AND LICENSING COMMITTEE – SPECIAL MEETING – 30 MARCH 2010

1. Purpose of Report

To seek approval for the provision of a buffet for Members and Officers involved in the special meeting of Planning and Licensing Committee which has been arranged for 30 March 2010 to consider the planning applications for the Bentinck Tip and Void site.

2. Background

Any events which involve the provision of hospitality by the County Council, either from the County Hospitality budget or departmental budgets, require approval by the Administration Committee or the Urgency Sub Committee.

A special meeting has been arranged to consider the Bentinck Tip and Void planning applications in light of the complexity of the proposals and the significant public interest in this issue. Special arrangements for this meeting, including an extension to the usual speaking times for supporters and objectors, will result in a lengthier meeting than usual and as such it is proposed that a lunch break, following the presentations to the Committee, be scheduled.

Due to the exceptional interest in this issue, it is envisaged that many members of the public will attend the meeting to observe the proceedings. In order to prevent Members of the Committee and relevant officers from being lobbied during the lunch break, it is proposed that a buffet be provided for the Committee and officers in a separate Committee room.

The cost of providing a buffet lunch and refreshments (tea, coffee, mineral water, orange juice) will be £6.95 per person. The total cost for 11 members and 6 support officers will therefore be approximately £120.00. These costs will be met from the Member Support budget for the costs of Committee meetings.

3. Statutory and Policy Implications

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.

4. Recommendation

That a buffet lunch be provided for Members of the Planning and Licensing Committee and relevant officers attending the special meeting on 30 March 2010, at an estimated cost of £120.00, to be met from the relevant Member Support budget.

**CHRIS HOLMES
SERVICE MANAGER, GOVERNANCE AND SCRUTINY**

Legal Services' Comments (SLB 03/03/2010)

By virtue of paragraph 10 of Part 3 of the Council's Constitution, Administration Committee has authority to authorise hospitality to be offered by the County Council.

Comments of the Service Director (Finance) (MB 03/03/10)

The financial implications are outlined in the report.

Background Papers Available for Public Inspection

.County Hall Set Finger Buffet Menu

Electoral Division(s) Affected

All