



meeting            ADMINISTRATION COMMITTEE

date                1 DECEMBER 2004

agenda item number    8 (d)

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

### **REQUESTS FOR URGENT APPROVAL - HOSPITALITY**

#### 1.     Purpose of the Report

1.1    To inform Members of decisions taken under the agreed procedures.

#### 2.     Information and Advice

2.1    This report gives details of decisions taken in regard to the provision of hospitality since the last meeting.

#### 2.2    Great Nottinghamshire Bike Ride Presentation Evening – Friday 3 December 2004

2.3    Following consultation with the Chair, Vice-Chair Conservative Spokespersons, the Chief Executive approved the provision of hospitality for refreshments/buffet to be provided for the Great Nottinghamshire Bike Ride presentation evening.

2.4    The total cost is estimated at £1,800, half being met from the County Hospitality budget and half from the Bike Ride budget.

#### 3.     Statutory and Policy Implications

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.

#### 4.     Recommendation

That the report be noted.

**Patricia Holt-Murphy**  
**Head of Members' Services**

**Legal Services Comments (KK)**

To Follow

**Director of Resources Financial Comments**

To Follow

**Background Papers Available for Inspection**

Approval form signed by the Chief Executive 10 November 2004.

**Electoral Divisions Affected**