



meeting	ADMINISTRATION COMMITTEE	
date	21 SEPTEMBER 2005	agenda item number

REPORT OF THE DIRECTOR OF ENVIRONMENT

NATIONAL COMMUNITY FOREST CHAIRS' MEETING

Purpose of Report

- 1 To seek approval for attendance at the National Community Forest Chairs' Meeting and the associated travel and accommodation.

Information and Advice

2. Under the Travel and Accommodation Policy and other arrangements approved by the full Council on 7 October 2004, this Committee is the appropriate body for considering/approving attendance at a range of events and the travel and accommodation requirements arising therefrom.
3. This report describes a proposal which is within the Committee's decision-making powers and Members are asked to consider whether attendance at the event should be approved (including the number of representatives), together with any necessary travel, accommodation or other arrangements.
4. The information included within the following sections of the report should ensure compliance with normal decision-making rules. If attendance is approved, the details referred to below will be used to compile the public Register, which is available on the Council's web-site.

Reasons for attendance

5. The National Community Forest Chairs' Meeting takes place at the Blackwell Grange Hotel, Darlington on Tuesday 11 and Wednesday 12 October. 2005 The County Council is the lead body for the Greenwood Community Forest and provides the Chair for the Partnership Board. Approval is sought for Councillor Jim Napier as Chairman of the Greenwood Community Forest and Malcolm Hackett, Greenwood Project Manager, to attend. This conference is the annual meeting of the national 'family' of 12 Community Forests organised by the Department of Environment, Food and Rural Affairs. It provides a valuable opportunity for the exchange of ideas and intelligence and allows national issues

to be debated and fed back to Government. This year there will also be discussion on the new funding arrangements and on the important contribution community forests make to sustainable development.

Travel and Accommodation requirements

6. The County Council's representatives will require hotel accommodation at the conference venue at £75.00 per night each and travel and subsistence.
7. The costs associated with the event are as follows:-

	Amount		To be met from
Conference or event fee	free		
Travelling expenses	~£120)	Greenwood Forest
Accommodation	£300)	Revenue budget
Subsistence	£96)	

8. The travelling expenses shown above are for 2nd class rail plus taxi travel. The County Council's representatives will be staying at the Conference Hotel so that they are closer to the business of the event.

Statutory and Policy Implications

9. This report is necessary to ensure compliance with the Council's Travel and Accommodation policy and current arrangements for approving attendance at conferences, seminars and Member Training events. The needs of individual travellers will have been considered when compiling the report and, where departures from the policy are recommended, Members should consider the reasons given.

RECOMMENDATIONS

10. That approval be granted for the attendance of Cllr. Jim Napier as Chairman of the Greenwood Community Forest and Malcolm Hackett, Greenwood Project Manager, at the National Community Forest Chairs' Meeting with travel and accommodation as necessary in connection with the event.

PETER WEBSTER
Director of Environment

Legal Services' Comments

Administration Committee has power to decide the Recommendation. [SHB.8.9.05]

Head of Resources' Financial Comments

The cost of travel, subsistence and accommodation will be met from the Greenwood Forest Revenue budget. [DJK 8.9.05]

Background Papers Available for Public Inspection

Email giving details of the National Community Forest Chairs' Meeting, dated 19.7.05

Electoral Division(s) Affected

Sutton in Ashfield North
Sutton in Ashfield West
Sutton in Ashfield East
Sutton in Ashfield Central
Rufford
Blidworth
Farnsfield & Lowdham
East Mansfield
North Mansfield
South Mansfield
Warsop
West Mansfield
Arnold South
Carlton East
Newstead
Calverton
Arnold North
Carlton West
Beeston North
Beeston South & Attenborough
Bramcote & Stapleford
Chilwell & Toton
Nuthall
Kimberley & Trowell
Eastwood
Beauvale
Hucknall
Kirkby in Ashfield North
Kirkby in Ashfield South
Selston

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