



meeting	ADMINISTRATION COMMITTEE	
date	12th MARCH 2008	agenda item number

REPORT OF THE SERVICE MANAGER, DECISION MAKING, GOVERNANCE AND SCRUTINY

CIVIC RECEPTION TO MARK THE 100th ANNIVERSARY OF THE TERRITORIAL ARMY – FRIDAY 11TH APRIL, 2008

Purpose of the Report

1. To agree the arrangements for the Civic Reception to mark the 100th anniversary of the Territorial Army following the decision by full Council.

Background

2. Following the decision of Full Council on 24th January 2008 to host a Reception for the 100th Anniversary Celebration of the Territorial Army at County Hall, arrangements are now being made to hold a Civic Reception, hosted by the Chairman of the County Council on Friday 11th April, 2008 for approximately 150 guests.
3. The cost of a buffet reception for 150 guests e.g. 120 external guests and 30 County Council representatives would be

150 x £12.50 per head for food	=	£1,875.00
150 x £2.50 per head for drinks	=	£ 375.00
Photographer	=	£ 250.00
Invitations	=	£ 75.00
TOTAL		£2,650.00

Recommendation

That the arrangements to hold a Civic Reception for the Territorial Army to mark their 100th Anniversary as set out in the report be confirmed, to be met from the County Hospitality Budget.

Chris Holmes

SERVICE MANAGER, DECISION MAKING, GOVERNANCE AND SCRUTINY

Legal Services' Comments (KK)

The Administration Committee has delegated authority to authorise hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee."

Strategic Director of Resources' Financial Comments (MB 18/02/08)

The cost can be met from the 2008/09 budget for County Hospitality

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Background Papers Available for Inspection

None