

meeting	<b>ADMINISTRATION COMMITTEE</b>		
Date	3 <sup>rd</sup> February 2010	agenda item number	<b>5(b)</b>

## REPORT OF THE SERVICE MANAGER, MEMBER SUPPORT

### CHAIRMAN'S CIVIC DINNER – THURSDAY 11<sup>TH</sup> MARCH 2010

1. **Purpose**

To seek approval for the Chairman's Civic Dinner to take place in the Assembly Hall, County Hall on Thursday 11<sup>th</sup> March 2010.

2. **Background**

Each year the Chairman holds a Civic Dinner to mark the end of his/her Year in Civic Office. This gives the Chairman the opportunity to thank the neighbouring Districts/Boroughs/Counties and other guests for their support during the year.

The number of guests attending the Dinner would be approximately 70 to include civic representatives from Nottinghamshire Local Authorities, neighbouring County Councils, the Lord-Lieutenant, High Sheriff, Chairman's Chaplains, Honorary Aldermen, Chairman's personal guests, Chief Fire Officer, Chief Constable, County Coroner, the Leader of the County Council, the 3 Leaders of the other Political Groups plus the Chief Executive of the County Council.

3. **Financial Implications**

The cost of providing hospitality for approximately 70 guests as follows:-

Catering	£ 45 per head (inclusive of refreshments)
Table Flowers	£150
Photographer	£150
Toastmaster	£180
Pianist	£125
Chauffeurs' refreshments	£150
Invitations	£ 40

TOTAL                      £3,945.

4. **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.

5. **Recommendation**

That the Administration Committee approve the provision of a Chairman's Civic Dinner on Thursday 11<sup>th</sup> March, 2010 for approximately 70 guests, with an estimated cost of £3,945 being met from the County Hospitality Budget.

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

**Legal Services' Comments (SLB 08/01/2010)**

By virtue of paragraph 9.6 of the delegation contained in Part Three of the Council's Constitution Administration Committee is responsible for authorising hospitality to be offered by the County Council. The Committee has authority to deal with the matters set out in this report.

**Comments of the Service Director (Finance) (MB 08/01/10)**

The financial implications are outlined in the report.