



meeting	ADMINISTRATION COMMITTEE
date	WEDNESDAY 5 TH DECEMBER 2007 agenda item number

REPORT FROM THE JOINT ACTING HEADS OF MEMBERS' SERVICES

Chairman's Civic Dinner – March 2008

1. Purpose

To seek Administration Committee approval of the expenditure for the Chairman's Civic Dinner to take place in the Rufford Suite, County Hall on Monday 3rd March 2008

2. Background

The Committee will be aware from previous reports (on 1st November 2006 and 4th October 2007) of the current approved arrangements for the Civic Dinner, following recommendations of the Member Working Party established to consider such issues. These arrangements saw a reduction in the number of invitations so that the Civic Dinner had a guest list of around 40 with costs being contained to around £2000.

It is proposed that this new format for the Civic Dinner be confirmed for the 2008 dinner. The guest list would include civic representatives from Nottinghamshire Local Authorities, neighbouring County Councils, the Lord Lieutenant, High Sheriff, Chairman's Chaplain and Leaders of the 3 Political Groups here at County Hall.

3. Financial Implications

3.1 The cost of providing hospitality for approximately 40 guests is as follows:-

Catering (per head)	£46	(food and drink)
Table Flowers	£125	
Photography	£150	
Toastmaster	£180	
TOTAL	£2295	

4. Recommendation

That approval is given to expenditure of £2295 in respect of the Chairman's Civic Dinner for 2008.

5. Legal Services' Comments (KK)

The Administration Committee is responsible for authorising hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

6. Strategic Director (Resources) Financial Comments (MB 16/11/07)

The cost can be met from the 2007/08 budget for County Hospitality.

The financial implications are as outlined in the report.

Chris Holmes Paul Robinson
JOINT ACTING HEADS OF MEMBERS' SERVICES

Background Papers Available for Inspection

None

Electoral Divisions Affected

All