

## AGENDA

1. Minutes
  - (a) Minutes of the last meeting of Administration Committee held on 28 July 2010 – for confirmation
  - (b) Draft minutes of the last meeting of the Urgency Sub Committee held on 1 September 2010 – for information
2. Apologies for absence
3. Declarations of Interest by Members and Officers:- (see note 2 below)
  - (a) Personal
  - (b) Prejudicial
4. Hospitality
  - (a) County Hospitality Budget – Financial Summary
  - (b) Annual Legal Service, Shire Hall, 30 January 2011
  - (c) Sports Review of the Year 2011
  - (d) Civic Reception for Beeston Hockey Club, Civic Suite, County Hall, 27 October 2010.
  - (e) Holocaust Memorial Day Event, County Hall, 28 January 2011
  - (f) Reception to mark the launch of the Poppy Appeal in the County and a related book launch at County Hall, 22 October 2010
  - (g) Summer Reading Challenge Celebration
  - (h) Feedback and acknowledgements from Hospitality Events
5. Reports back from conferences or other approved visits

### Notes

- (1) Members of the public wishing to inspect "Background Papers" referred to in

the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 08449 80 80 80

- (2) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Those declaring must indicate whether their interest is personal or prejudicial and the reasons for the declaration. Any Member or Officer who declares a prejudicial interest in an item must withdraw from the meeting during discussion and voting upon it, unless a dispensation has been granted.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 9772590) or a colleague in the Governance Team prior to the meeting.

- (3) Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

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