report



Meeting ADMINISTRATION COMMITTEE

Date 7 November 2007

agenda item number

REPORT OF THE JOINT ACTING HEADS OF MEMBERS' SERVICES

80TH ANNIVERSARY IN 2008 – 504 (COUNTY OF NOTTINGHAM) SQUADRON

Purpose of the Report

1. To request that the Administration Committee consider a buffet reception at County Hall for 80 guests to celebrate the 80th Anniversary in 2008 of the 504 (County of Nottingham) Squadron

Background

- 2. The Joint Acting Head of Members Services' have received a letter from the Secretary of of the 504 Squadron Association, requesting that the County Council host a buffet reception on Friday 28th March, 2008 to celebrate their 80th Anniversary.
- 3. The Regiment was formed as a Bomber Squadron on 26th March 1928 at RAF Hucknall. The Squadron was disbanded along with all the other 20 Royal Auxiliary Air Force Squadrons on 10th March 1957. However, in 1999 the badge was granted with the Association's blessing to a newly formed Reserve Squadron which now operates at RAF Cottesmore, Rutland. The Association is very active and meets four times a year at Rolls Royce, Hucknall.

If the Reception was to be granted, the Association would like to parade the Royal Air Force Reserve colours.

4. The cost of a buffet reception for 120 guests, e.g. 80 external guests and 40 County Council representatives would be:-

TOTAL	£2	<u>,125</u>
Printing of Invitations	£	75
Photographer	£	250
120 x £2.50 per head for drinks	£	300
120 x £12.50 per head for food	£1	,500

5.1 The guest list would be made up as follows:

- 80 External Guests (made up of either 80 single invites or 40 double invites)
- 1x1 Chairman and His Lady
- 1x1 Vice-Chairman and Escort
- 3x2 3 Group Leaders of the County Council
- 3x2 Members of Administration Committee
- 2x2 Relevant Cabinet Members/Conservative Spokesperson
- 2x2 Relevant Scrutiny Chair and Vice Chair
- 6x2 Members taken from the Rota Guest List
- 1x2 Relevant Directors or representatives
- 1x2 Made up of Hon. Aldermen, Former Leaders, Past Chairmen, MPS/MEPs

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.

Recommendation

6. That Administration Committee approve the provision of a buffet reception on Friday 28th March, 2008 for approximately 120 people, with the estimated cost of £2,125 being met from the County Hospitality Budget.

Paul Robinson Chris Holmes
Joint Acting Heads of Members' Services

7 Legal Services Comments (KK)

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

8. Strategic Director (Resources) Financial Comments (MB 12/10/07)

The financial implications are outlined in the report.

Background Papers

9. Correspondence from 504 Squadron Association dated 14th September, 2007

2