

meeting **ADMINISTRATION COMMITTEE**

date **9 November 2010**

agenda item number

Duke of Edinburgh's Award Certificates Presentations – Rushcliffe Area – Thursday, 6th January 2011

1. Purpose of the Report

To agree arrangements for the Presentation of Duke of Edinburgh's Award Certificates at County Hall on the evening of Thursday 6th January 2011 for the Rushcliffe Area.

2. Background

The County Council has hosted award ceremonies at which young people were presented with Gold, Silver and Bronze Certificates for the Duke of Edinburgh's Award. The event has been held two or three times a year for approximately 100 young people accompanied by their parents/guardians.

The Chairman of the County Council has received a request to host this event in County Hall. There would be 100 recipients plus parents/guardians at the Presentation Ceremony and refreshments have been requested in the form of tea/coffee and biscuits plus orange juice.

3. Recommendation

That consideration be given to the approval of the Presentation Ceremony on the evening of Thursday 6th January 2011 for a maximum of 250 guests at an estimated cost of £562.50 (£2.25 per head) to be met from the County Hospitality Budget.

4. Legal Services' Comments

Administration Committee has authority to authorise hospitality to be offered by the County Council. (KS 20/10/2010)

5. Comments of the Service Director (Finance)

The financial implications are outlined in the report. (MB 19/10/10)

Background Papers available for inspection

Letter dated 24th September 2010 from Barbara Eastham, Duke of Edinburgh's Award Organiser, Rushcliffe Area.