



meeting **ADMINISTRATION COMMITTEE**

date **13 JULY 2009**

agenda item number **6 (a)**

## **REPORT OF THE SERVICE MANAGER, MEMBER SUPPORT, CHIEF EXECUTIVE'S DEPARTMENT**

### **Duke of Edinburgh's Award Certificates Presentations – Newark & Sherwood Area - Thursday 3<sup>rd</sup> September, 2009**

#### **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 3<sup>rd</sup> September, 2009 for the Newark and Sherwood 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 Office of 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 approval be given for this Presentation Ceremony followed by refreshments to take place on the evening of Thursday 3<sup>rd</sup> September, 2009 for a maximum of 250 guests with the estimated cost of £600.00 (£2.40 per head) being met from a Hospitality Budget.

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

**Legal Services' Comments (KS)**

Administration Committee has the power to approve hospitality to be offered by the County Council.

**Comments of the Service Director, Finance (MB 01/07/09)**

The financial implications are outlined in the report.

**Background Papers**

E mail from Pam Smart – Letter to follow

**Electoral Divisions Affected**

All