



meeting	ADMINISTRATION COMMITTEE		
date	13th JULY 2009	agenda item number	5 (c)

REPORT OF THE SERVICE MANAGER, DEMOCRATIC SERVICES, CHIEF EXECUTIVE'S DEPARTMENT

UNVEILING CEREMONY OF THE SHERWOOD FORESTERS WESTERN FRONT MEMORIAL AT TYNE COT COMMONWEALTH WAR GRAVES COMMISSION CEMETERY, NR. YPRES, BELGIUM – SATURDAY 24TH OCTOBER, 2009.

Purpose of the Report

1. To request approval for the Chairman of the County Council and his Lady to represent the Authority at the above event.

Background

2. The Sherwood Foresters Western Front Memorial Committee has invited The Chairman and a guest to attend the unveiling of the Sherwood Foresters Western Front Memorial at Tyne Cot Commonwealth War Graves Commission Cemetery nr. Ypres, Belgium on Saturday 24th October, 2009. The Lord Lieutenants of Nottinghamshire and Derbyshire will unveil the memorial, hosted by the Burgomaster and Committee of Zonnebeke.

This memorial to the 11,000 men of the Regiment who fell on the Western Front in the Great War has been made possible by the generosity of the people of Nottinghamshire and Derbyshire. It will then stand as a permanent reminder of the sacrifice made by our soldiers.

Following the Ceremony a Reception at Zonnebeke School will be held and a presentation of the Oak Tree Plaque and the opening of the Sherwood Foresters exhibition in the Passchendaele Memorial Museum.

A full weekend of commemorative events is taking place, as follows:-

Friday 23rd October – 8.00 p.m. – Wreath Laying Ceremony
Saturday 24th October – 11.00 a.m. Unveiling Ceremony & Museum Opening
Sunday 25th October – Battlefield Tours

The Chairman would like to attend and represent the County Council together with his Lady at this event. All Civic Heads within the County have been invited to attend.

The Chairman & Lady would travel to Ypres on the Friday and return to the UK on the Saturday after the Unveiling Ceremony and Museum Opening. Coaches have been arranged to leave from Nottingham but they are all full.

The other alternative is for the Civic Heads to travel together by mini bus but the Chairman and his Lady wish to leave on the Saturday. If the Chairman and Lady were to travel in the civic car they could offer to take another Civic Head with them to share petrol/tunnel costings.

The financial implications associated with this visit would be:-

- Use of the Civic Car/Toll charges plus chauffeur
- One night accommodation for the Chairman and Lady
- One night accommodation for the Chauffeur
- Insurance/Medical Cover
- Out of pocket expenses under the Members' Allowances Scheme:-

Estimated Costs :

	£	To be met from
Use of Civic Car approx 700 miles (petrol costs @ 50p per mile) & Channel Tunnel Costs	£350	Civic Car Budget
Insurance/Medical Cover	£100	Civic Car Budget
Out of Pocket Expenses	£ 65	Members Allowances Budget
	£ 85	Members Allowances Budget
Accommodation		
Chairman and Lady (1 night)	£115 per room (inc breakfast)	Members Allowances Budget
Chauffeur (1 night)	£115 per room (inc breakfast)	Members Allowances Budget
TOTAL	£830.00 (estimated)	

Policy & Statutory Implications

3. The visit is in connection with a long-standing association with the Nottinghamshire and Derbyshire Sherwood Foresters Regiment now the Mercian Regiment.

Travel will be in accordance with the Travel and Conference policy.

RECOMMENDATION

4. That the Chairman of the County Council and his Lady, accompanied by a chauffeur, be authorised to attend this Ceremony on Saturday 24th October, 2009, travelling on the 23rd October, 2009.

Legal Services' Comments (GR 02/07/09)

The Administration Committee has the delegated authority to approve travel arrangements for members and officers in accordance with the Travel and Accommodation policy. This report is therefore within the scheme of delegation.

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

The financial implications are outlined in the report.

Background Papers

Invitation and detailed information from the Mercian Regiment, Foresters House, Chetwynd Barracks, Chilwell, Nottinghamshire.

Electoral Divisions Affected

All