



meeting	<b>ADMINISTRATION COMMITTEE</b>		
date	<b>30<sup>th</sup> September 2009</b>	agenda item number	<b>6(e)</b>

**REPORT OF THE SERVICE MANAGER, MEMBER SUPPORT**

**COUNTY GARDEN PARTY 2010, RUFFORD COUNTRY PARK,  
SATURDAY 17<sup>th</sup> JULY 2010**

**Purpose of the Report**

1. To seek approval for the 4<sup>th</sup> County Garden Party to be held at Rufford Country Park on Saturday 17<sup>th</sup> July, 2010.

**Background**

2. Since 2006 an Annual County Garden Party has been held at Rufford. Invited guests are members of the community (nominated by their County Councillor) who have contributed invaluable work to their local area. County Councillors also attend with a guest and act as hosts looking after their nominated guests.
3. Each year a working group is set up to discuss the arrangements for the event, and it is suggested that the Leader, Chairman Designate, Business Managers of the four political groups (or representative) sit on this group, together with the relevant officers.
4. The 2009 Garden Party was a success and well received. As detailed in the County Hospitality Budget – Financial Summary (also on the agenda for this meeting), the latest forecast costs are £15,868. This is less than the £18,612 budget which had been approved for the event, which was largely due to a reduced turnout as a result of the timing of the event in relation to the County Council elections.
5. It is proposed to hold a Garden Party on Saturday 17<sup>th</sup> July 2010 and the initial estimated costs based on 397 guests plus 85 performers are as follows:-

Marquee in the main Courtyard & Orangery	£ 7,170.45
Buffet for 397 guests at £10.50 per head	£ 4,168.50
Soft drinks and beverages for 397 @ £4.97 per head	£ 1,973.09

Food and drink for 85 performers @ £6.77 per head	£ 575.45
Tables, chairs and linen for 397 guests	£ 2,425.50
Wine – 200 bottles at £4.75 per bottle	£ 950.00
Printing costs, invitations, posters etc	£ 500.00
Arts Support Staffing Costs	£ 2,100.00
<b>Total Estimated cost including all the above</b>	<b>£ 19,862.99</b>

However, it is hoped that it may be possible to minimise these costs following further negotiations with providers and discussions within the proposed working group.

### **Recommendation**

6. (i) that the County Garden Party be held on Saturday 17<sup>th</sup> July 2010 and a working group to finalise the arrangements be appointed;
- (ii) that the initial estimated costings for the Garden Party be noted;
- (iii) that, following further negotiations with providers and discussions within the working group, the final estimated costings be submitted to a future meeting of the Administration Committee for approval.

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

### **Legal Services' Comments (LM14/8/09)**

The Administration Committee has delegated authority to approve the recommendations in the report.

### **Comments of the Service Director – Finance (MB 17/08/09)**

The cost of the garden party will be taken into account when preparing the 2010/11 budget for County Hospitality.

### **Background Papers**

Nil

Gardenparty10(CAD)