

meeting	ADMINISTRATION COMMITTEE		
date	2 March 2011	agenda item number	6(a)

REPORT OF THE SERVICE DIRECTOR (MEMBER SUPPORT)

COUNTY GARDEN PARTY 2011

Purpose of the Report

1. To seek approval for the 5th County Garden Party to be held at County Hall on a Saturday 9th July 2011.

Background

2. Since 2006 an Annual County Garden Party has been held either at Rufford or County Hall. 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.

The 2010 Garden Party was a success and well received. The Committee is invited to consider holding a Garden Party at County Hall along similar lines. The following table shows the estimated costs based on 397 guests plus 85 performers against the actual costs incurred in 2010.

The cost will be entirely dependant on the number of guests taking up the invitation. It is the Council's policy that nominees should not have previously attended a County Garden Party.

Hot & Cold Buffet for 397 guests at £15.50 per head. Actual numbers were 200 guests for July 2010 cost of £3350.00	£6153.50
Soft drinks for 397 Actual numbers were 200 guests for July 2010 cost of £1080.67 for wine and soft drinks	£836.68
Food and drink for 85 performers at £5.15 per head	£ 437.75
Printing costs, invitations, posters etc	£ 500.00
Arts Support Staffing Costs	£1050.00

Transport costs for setting up and removal of equipment etc	£1000.00
Total Estimated cost including all the above	£9,977.93

These costs would be met by the County Hospitality Budget.

Recommendation

4.
 1. the County Garden Party be held on Saturday 9th July 2011 at County Hall.
 2. that the estimated costs for the Garden Party be approved.

David Ellis
Service Manager (Member Support)

5. **Legal Services' Comments (SLB 11/02/2011)**

The Committee has authority to consider the matters set out in the report.

The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise hospitality to be offered by the County Council.

6. **Comments of the Service Director (Finance)**

The financial implications are outlined in the report. (MB 15/02/11)

7. **Background Papers**
 Nil

Gardenparty11(CAD)