

report



meeting **Administration Committee**

date **2nd November 2005**

agenda item number

REPORT OF THE HEAD OF MEMBERS SERVICES

REACH OUT AWARDS – GALA PRESENTATION EVENING – 11TH MAY, 2006

1. Purpose of the Report

This is a request for the provision of hospitality at the Presentation of the Reach Out Awards in the Assembly Hall on Thursday, 11th May, 2006 and covering the cost of the Audio Visual Support for the Presentation.

Background

2. The Reach Out Awards reward Nottinghamshire people who make a selfless contribution to their community through caring for others. The awards are open to people from all backgrounds and of all ages.

The County Council are joint sponsors of the Reach Out Awards and by supporting the awards, the Council is encouraging caring and volunteering in the community, and fostering a sense of community, which are all objectives in our Strategic Plan and the County's Community Strategy.

The Awards will be launched in January 2006. Over a three month period the award scheme will be promoted heavily by our co-sponsors, the Nottingham Evening Post and BBC Radio Nottingham. The County Council will be featured as co-sponsors in these articles and broadcasts. The Royal Mail is a fourth sponsor.

In turn, we will be promoting the scheme in Nottinghamshire County News and InContact.

The culmination of the scheme will be a gala presentation evening involving award winners and guests at County Hall on Thursday, 11th May, 2006.

In practical terms, our sponsorship will be delivered through

- Waiving the cost of room hire for the presentation evening
- Providing buffet and drinks for the presentation evening for 110 guests at an estimated cost of £1,435.50 i.e. £13.05 per head.
- Arranging audio visual support for the presentation evening at an estimated cost of £1,500

Giving a total estimated cost of £2,935.50 to be met from the County Hospitality Budget.

Financial Implications

3. The financial implications are set out in the main body of the report. When making a decision on this request, the Committee should have regard to the outstanding balance available in the budget and to commitments already agreed.

Statutory & Policy Implications

4. The County Hospitality budget is within the purview of the Administration Committee, which has the authority to determine the nature and level of hospitality to be provided.

Recommendation

That approval is given for the County Council to provide sponsorship to the Reach Out Awards 2006 by covering the provision of the buffet, and the audio visual support at an estimated cost of £2,935.50 being met from the County Hospitality Budget.

**PATRICIA HOLT-MURPHY
HEAD OF MEMBERS SERVICES**

Legal Services' Comments (KK)

The Administration Committee has the delegated authority to approve hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

Director of Resources Financial Comments (MB)

The cost of this event will be taken into account when preparing the 2006/07 County Hospitality budget.

Background Papers

Letter to Councillor Davison

Letter to Councillor Davison