

report



meeting	ADMINISTRATION COMMITTEE	
date	8 September 2004	agenda item number 6(g)

REPORT OF THE ASSISTANT DIRECTOR OF EDUCATION (ADVISORY AND INSPECTION SERVICES)

Anne Frank Exhibition

Purpose of Report

To provide an exhibition update with regard to the launch of this event.

Background

1. As previously advised (report 31 March 2004). The Chairman of the County Council will be opening the exhibition on the evening of 4 October. The estimated number of guests has increased to 200. At £6 per head the cost would be £1,200 which would be met from the County Council Hospitality budget. The previous report indicated a figure of £330.
2. The estimated number of guests at the buffet reception on 8 November has also increased to 140. At £15 per head the cost would be £2,100 to be met from the County Hospitality budget. The previous report indicated a figure of £1,800.
3. The Chairman of the County Council will be opening the exhibition on the evening of 4 October. The estimated number of guests, including members and officers of the County Council, the Anne Frank Trust require all guides and stewards to attend the Opening Ceremony. In addition the Dean at the Minster has invited a number of church figures, as a consequence the anticipated number at the Opening Ceremony will be 150, this will therefore alter the costs involved.
4. During its stay in Nottinghamshire, the exhibition will need to be staffed by volunteer ushers. It is also proposed to host a buffet reception at County Hall on the evening of 8 November in order to say thank you to the organisers and volunteer ushers.

Statutory and Policy Implications

5. The report has been compiled after consideration of implication in respect of finance, equal opportunities, personnel, Crime and Disorder and those using the service. Where such implications are material, they have been described in the text of the report. Member's attention is however drawn to the following.

Financial implications

6. The financial implications totaling £3,300 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.
7. 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

8. That approval be given to providing refreshments on 4 October at the Southwell Minster and a buffet reception on 8 November at County Hall in connection with the Anne Frank exhibition at an estimated cost of £3,300 to be met from the County Hospitality budget.

JOHN BERRIDGE

Assistant Director of Education (Advisory and Inspection Services)

Legal Services Comments (JF)

9. The Administration Committee has the delegated authority to agree this recommendation.

Director of Resources Financial Comments (MB)

10. The financial implications are included in the report.

Background Papers available for Inspection

Nil