



meeting	ADMINISTRATION COMMITTEE		
date	30TH SEPTEMBER, 2009	agenda item number	6(c)

REPORT OF THE SERVICE MANAGER, MEMBER SUPPORT

**NOTTINGHAMSHIRE COUNTY COUNCIL CIVIC SERVICE,
SOUTHWELL MINSTER - SUNDAY 27th JUNE 2010.**

1. Purpose

This report seeks approval for the provision of an Afternoon Tea (hosted by the Chairman of the County Council) following the Civic Service on the afternoon of Sunday 27th June 2010.

2. Background

Each year the County Council holds its Civic Service at the County Church of Southwell Minster. Representatives from the Clergy, Parish/Town Councils, Magistrates, Lord Lieutenant, High Sheriff, County Coroner, Civic Heads, Members of Nottinghamshire County Council and all District and Borough Councils within Nottinghamshire are invited to attend plus Chief Executives.

3. Financial Implications

The estimated cost of an Afternoon Tea (plus additional costs as set out below) for a maximum number of 400 guests (made up of the above and the County's Young Performers and Parents/Guardians) are:-

£3,000	refreshments for 400 guests at £7.50 per head for food and soft drinks
£ 500	printing costs - Orders of Service
£ 150	Hire of the Minster School Hall
£ 150	Donation to Southwell Minster – staffing costs
£3,800	TOTAL

4. **Recommendation**

That approval be given for the Civic Service to take place on Sunday 27th June 2010 at 3.00 p.m. in Southwell Minster followed by Afternoon Tea for approximately 400 guests in the Minster School. Estimated costs of £3,000 being met from the County Hospitality Budget. These costs to include food, soft drinks, hiring of the Minster School Hall, donation to Southwell Minster and printing costs.

DAVID ELLIS
Service Manager, Member Support

Legal Services' Comments (KK 31/07/09)

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

Comments of the Service Director (Finance)

The cost of the event will be taken into consideration when preparing the 2010/11 County Hospitality budget. (MB 05/08/09)

Background Papers available for inspection

Nil

Civicservice2010/cad