

meeting **ADMINISTRATION COMMITTEE**

Date 28 April 2010

agenda item number **5(e)**

REPORT OF THE SERVICE MANAGER, MEMBER SUPPORT

BUFFET RECEPTION TO MARK THE PRESENTATION OF THE ELIZABETH CROSS AND MEMORIAL SCROLL TO THE NEXT OF KIN OF TWO FALLEN SOLDIERS

Purpose of the Report

1. To seek approval for the provision of a Buffet Lunch Reception on Friday, 2nd July 2010 for 26 guests to mark the presentation of The Elizabeth Cross and Memorial Scroll to the next of kin of two fallen soldiers.

The Committee's support in principle to hosting such events in the future, when requested by the Ministry of Defence, is also sought.

Information and Advice

2. The Lord-Lieutenant of Nottinghamshire, Sir Andrew Buchanan Bt. has been approached as Her Majesty The Queen's representative for Nottinghamshire to present The Elizabeth Cross and Memorial Scroll on Friday, 2nd July, 2010 in the Civic Suite, County Hall to the next of kin of two fallen soldiers.

Administration Committee previously agreed on 3rd February 2010 to hold the first such presentation event at County Hall on 10th March 2010. This event was attended by 55 guests and was well-received by the families of the fallen soldiers.

The Elizabeth Cross and Memorial Scrolls can be awarded to the families of fallen soldiers involved in military campaigns since 1945. The Ministry of Defence makes the relevant requests for these presentation events to be held. It is not anticipated that such events will be required on a regular basis. The Committee is asked to agree its support in principle to holding any such events at County Hall when requested, to be funded from the County Hospitality budget based on the costs per head and proposed guest list set out below. Brief reports will be submitted to future meetings to approve the costs of each individual event.

Financial Implications

3. The cost of a Buffet Lunch Reception on Friday, 2nd July, 2010 for 26 guests will be :-

Tea & Coffee on arrival x 26 @ £1.40 per head	£ 36.40
Hot & Cold Buffet with tea, coffee, juice & water x 26 @ £8.50 per head	<u>221.00</u>
TOTAL	£257.40

3.1. Guest List to be made up of the following:-	
2 recipients each accompanied by 3 guests	8
Chairman and Lady	2
Leader, Deputy Leader and 2 Opposition Group Leaders (on a rotating basis)	4
Lord-Lieutenant of Nottinghamshire & Lady Buchanan	2
Vice Lord-Lieutenant of Notts & His Lady	2
49x Commander Brig AP Williams OBE & Mrs. Williams	2
Senior Brigade Padre Major Simon Farmer	1
Major General & Mrs. Sykes	2
Major Paul Binnie DCOS	1
Staff Sergeant Mark Henderson	1
Ms. Alison Cobb – Army Media	<u>1</u>
TOTAL	26

Statutory and Policy Implications

4. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder, human rights and those using the relevant service. Where such implications are material, they have been described in the text of the report.

Recommendation

5. (a) That approval be given to the provision of a Buffet Lunch Reception on 2nd July 2010 with the estimated cost of £257.40, to be met from the County Hospitality Budget.
- (b) That support in principle be given to holding any future Elizabeth Cross presentation events at County Hall, with brief reports to be submitted to Administration Committee to approve costs from the County Hospitality budget as required.

David Ellis
Service Manager, Member Support

Legal Services' Comments (SLB 14/04/2010)

By virtue of paragraph 10 of Part 3 of the Council's Constitution, Administration Committee has authority to authorise hospitality to be offered by the County Council.

Comments of the Service Director (Finance) (MB 20/04/2010)

The financial implications are outlined in the report.

Background Papers Available for Inspection

Report to Administration Committee, 3rd February 2010 and minutes of that meeting.

Electoral Division(s) Affected

All