



meeting	ADMINISTRATION COMMITTEE	
date	31 March 2004	agenda item number

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

Anne Frank Exhibition

Purpose of Report

1. To consider a request for providing refreshments at the launch of the Anne Frank Exhibition by the Chairman of the County Council and to host a buffet reception in the Assembly Hall, County Hall, after the exhibition.

Information and Advice

Background

2. Nottinghamshire will be the principal host for bringing the National Anne Frank Exhibition to Nottinghamshire between 4 October 2004 and 5 November 2004 at the Southwell Minster.
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, will be 55 for whom it will be necessary to provide refreshments. At £6.00 per head the cost would be £330 which would be met from the County Council Hospitality budget.
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.
5. The estimated number of guests, including members and officers of the County Council will be 120. At £15.00 per head the cost would be £1,800 to be met from the County Hospitality budget.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications 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. Members' attention is however drawn to the following:-

Financial Implications

7. The financial implications totalling £2,130 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.
8. 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

9. 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 £2,130 to be met from the County Hospitality budget.

JOHN BERRIDGE

Assistant Director of Education (Advisory and Inspection Services)

Legal Services' Comments (JF)

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

Director of Resources' Financial Comments (MB)

11. The financial implications are included in the report.

Background Papers Available for Inspection

Nil.

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