

meeting **ADMINISTRATION COMMITTEE**

Date **9 December, 2009**

agenda item number **5(b)**

REPORT OF THE SERVICE MANAGER, MEMBER SUPPORT

JOINT CIVIC RECEPTION TO MARK THE 125TH ANNIVERSARY OF THE SOLDIERS, SAILORS, AIRMEN & FAMILIES ASSOCIATION (SSAFA) – FORCES HELP AND 2010 VETERANS' CELEBRATIONS

Purpose of the Report

1. To seek approval for the provision of a Buffet Reception on Friday 25 June, 2010 for approx 370 guests to mark the 125th Anniversary of SSAFA – Forces Help and the 2010 Veterans' Celebrations.

Information and Advice

2. Two separate requests for events have been received from:-
 - the Chairman of Nottinghamshire Branch of SSAFA, asking if the County Council would consider hosting a reception at County Hall to mark the 125th Anniversary of SSAFA – Forces Help;
 - the Chairman of the Armed Forces Steering Group, asking if the County Council would consider hosting a reception to mark the 2010 Veterans' Celebrations as part of the British Armed Forces Weekend which takes place at Wollaton Park 26 – 28th June 2010.
- 2.1 The Soldiers and Sailors Families Association was formed in 1885 to help Service families. Subsequently it included Airmen and in 1997 incorporated The Forces Help Society. It is anticipated there will be many events during 2010 to raise the profile of this remarkable charity and to draw attention to the valuable work undertaken by SSAFA – Forces Help. There has been an active branch in Nottinghamshire for many years with volunteers working with clients throughout the County. The need for this work does not diminish, particularly with the current operational situation. SSAFA – Forces Help would consider it a privilege if Nottinghamshire County Council could acknowledge this important anniversary by granting a Civic Reception at County Hall. This would give SSAFA – Forces Help an excellent opportunity to publicly appreciate the work of the many volunteers and supporters who continue to assist so many personnel from all three Services and their dependants throughout Nottinghamshire.

- 2.2 The Chairman of the County Council receives an invitation to attend the annual British Armed Forces Weekend Celebrations. A steering group is set up to organise the weekend of celebrations with the support of the City Council providing the venue, resources and staff free of charge and the County Council are asked to add their support by hosting a reception, comprising veterans and serving members of all three Armed Forces and representatives from both Nottinghamshire County Council and Nottingham City Council.
- 2.3 It is proposed to hold a combined reception for both organisations given the obvious links between them. Both organisations are in agreement to this proposal.

Financial Implications

3. The cost of an Evening Reception on Friday 25 June, 2010 for approximately 370 guests (i.e. 150 guests from SSAFA – Forces Help and 160 guests in connection with the 2010 Veterans Celebrations plus 60 County Council representatives) would be :-

	£
370 x £12.75 per head for catering	£4,717.50
Photographer	£ 250.00
Printing of Invitations	£ 100.00
TOTAL	£5,067.50

- 3.1. Guest List to be made up of the following:-
 150 External Guests - SSAFA – Forces Help)
 160 External Guests - 2010 Veterans Celebrations)
 60 guests from the County Council as follows:-

Chairman and Lady	2
Vice-Chairman and Escort	2
4 Group Leaders	4
2 Members of the Admin Committee	2
4 Relevant Cabinet Members	4
33 Members from the Hospitality Rota	33
4 Honorary Aldermen & guests	8
1 Relevant Director or representative	1
Lord-Lieutenant of Nottinghamshire & Lady Buchanan	2
High Sheriff of Nottinghamshire & Lady	2

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. That the Administration Committee approve the provision of a Joint Civic Reception on Friday 25 June, 2010 for 370 guests, with an estimated cost of £5,067.50 being met from the County Hospitality Budget.

David Ellis
Service Manager, Member Support

Legal Services' Comments (KMS 17/11/2009)

By a decision of the County Council on 18 June 2009 Administration Committee has authority to authorise hospitality to be offered by the County Council.

Comments of the Service Director (Finance) (MB 19/11/09)

The cost of the event will be taken into account when preparing the 2010/11 County Hospitality budget.

Background Papers Available for Inspection

Letter from the Chairman of SSAFA – Forces Help

Letter from the Chairman of the Armed Forces Steering Group