



meeting	ADMINISTRATION COMMITTEE	
date	7 th June 2005	agenda item number

REPORT OF THE HEAD OF MEMBERS' SERVICES

Labour Group Training Event - 24 June 2005

Purpose

To secure approval for a Labour Group training event, to be held on Friday 24th June 2005 at Boughton Pumping Station.

Background

Labour group officers have requested that the new group have an awayday on 24 June 2005. Chief Officers will be invited to attend the group.

There is suitable accommodation available at Boughton Pumping station near Ollerton. The group require a main meeting room for the day and 2 rooms for discussion groups in the afternoon.

The cost of room hire is:

	£
Sherwood Suite	165
Severn Trent	50
Woodland	50

Lunch will also be required. Boughton can provide lunch at a cost of £7.50 a head, tea and coffee is £1.30 a head (£1.00 a head at lunch).

Up to 50 delegates are expected in the morning, 40 in the afternoon. The cost of room hire, lunch and refreshments for the Labour group awayday on 24 June, will be no more than £807.

RECOMMENDED

That the Committee approve the Labour group's request to hold an awayday at Boughton Pumping Station on 24 June 2005.

P A Holt-Murphy
Head of Members' Services

Director of Resources Financial Comments (MB 25.5.05)

The cost of the awayday can be met from the 2005/06 budget for Members Expenses.

Head of Legal Services' Comments (JF)

The Administration Committee has the delegated authority to deal with this matter.

Background Papers Available for Inspection