

## LORD PROVOST SUB-COMMITTEE

ABERDEEN, 14<sup>th</sup> October 2010 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillors Cormack (substituting for Councillor Malone) and Wisely.

Also in attendance:- Beverley Graham, Office of Chief Executive; Catriona Gilmour, Accountant, Corporate Governance; Daniel Parrott, Enterprise, Planning and Infrastructure; Alasdair Ross, Office of Chief Executive; and Stephanie Dunsmuir and Lynsey McBain, Corporate Governance.

### APOLOGIES

1. Apologies were intimated on behalf of Councillor Malone and Paula Fullerton.

### MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of its previous meeting of 8<sup>th</sup> July, 2010.

#### The Sub-Committee resolved:-

to approve the minute as a correct record.

### MATTERS ARISING

#### 3. (A) Lord Provost Robes

With reference to article 3A of the minute of the previous meeting, the Lord Provost advised that the robes had arrived and were currently being used.

In relation to the money that had been allocated from the civic hospitality budget for the European Curling Championship that had been returned, the Lord Provost advised that the European Curling trophy from the Council had been presented to George Esson, at a cost of £992. The Lord Provost also highlighted the trophy would appear on the Lord Provost's Christmas card.

#### (B) Replacement Boarding and Foam in Furniture

With reference to article 3B, the Lord Provost enquired what the current situation was in relation to the replacement boarding and foam in the furniture in his office. Alasdair Ross advised that he had communicated with the facilities team and they were still in discussions with the contractors.

The Lord Provost suggested that Alasdair Ross find out the reasons for the delay and advise the facilities team to communicate directly with the Lord Provost in future.

(C) HMS Diamond

With reference to article 5, the Lord Provost enquired about the situation in relation to the six chairs bearing the Aberdeen crest being offered to HMS Diamond as a memento from the City. Alasdair Ross endeavoured to investigate this.

**CIVIC HOSPITALITY****4. (A) Financial Report**

The Sub-Committee had before it for information, the financial information for the Civic Hospitality budget for 2010/11 and 2011/12 and the Lord Provost Common Gift Fund for 2010/11.

**The Sub-committee resolved:-**

to note the information provided.

(B) Civic Hospitality Requests 2010/11

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2010/11.

In relation to the visit by HMS Diamond, members discussed various elements of the visit, including entertainment on the evening of the civic event, as well as ways to commemorate the historic visit by HMS Diamond.

**The Sub-Committee resolved:-**

(i) to approve the applications for civic hospitality as follows:-

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality to be Granted</b>
Scotland v Samoa International Rugby Test Match	26 November 2010	St Nicholas Room	Wine and Finger Buffet for 60
Aberdeen Town and County History Society	1 February 2011	Town and County Hall	Glass of Wine on Arrival for 150
Visit of HMS Diamond	12 February 2011	Beach Ballroom	Drinks Reception and 3 Course Dinner for 250
Aberdeen In Bloom Garden Competition	25 November 2010	Beach Ballroom or Town and County Hall	Drink on Arrival and Finger Buffet for 150

(ii) to request that Alasdair Ross contact the Dance Centre in Aberdeen to gain suggestions and ideas for performing a 20 minute routine on the evening of the HMS Diamond Civic event, which would include an element of "Scottishness";

- (iii) to request that Alasdair Ross contact Commander Clark to provide a flavour of the Sub-Committees discussion; and
- (iv) to request that Alasdair Ross liaise with George Davidson about hosting the civic event for the Aberdeen In Bloom Garden Competition in the Town and County Hall instead of the Beach Ballroom and to refer back to the Lord Provost for a final decision.

(C) Civic Hospitality Requests 2011/12

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2011/12.

**The Sub-Committee resolved:-**

to approve the applications for civic hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be Granted
Aberdeen Baker Hughes 10K Run 25 <sup>th</sup> Anniversary	TBC	Town and County Hall	Wine/Juice and Finger Buffet for 100
Sports Person of the Year	6 May 2011	Beach Ballroom	Drink on Arrival and 2 Course Dinner for 300
Friends of Cathedral Music National Gathering	16 May 2011	Town and County Hall	Wine and Finger Buffet for 80
Making Music Scotland Conference	21 May 2011	Town and County Hall	Glass of Wine/Juice and Cold Fork Buffet for 150
Battle of Harlaw 600 <sup>th</sup> Anniversary	9 June 2011	Town and County Hall	Wine and Finger Buffet for 150
Information Interactions and Impact Conference	20 June 2011	St Nicholas Room	Wine and Canapes for 80
International Association of Civil Aviation Chaplains	19 September 2011	St Nicholas Room	Wine and Finger Buffet for 60
Northern Bowling Club 125 <sup>th</sup> Anniversary	TBC	Town and County Hall	Wine and Finger Buffet for 120

**BATTLE OF HARLAW MINUTE OF 28 SEPTEMBER 2010**

5. The Sub-Committee had before it a tabled minute of the Battle of Harlaw Working Group of 28<sup>th</sup> September for information.

**The Sub-Committee resolved:-**

to note the minute.

## **DATES FOR 2011**

6. The Sub-Committee had before it for information, the dates of the 2011 meetings which were all to be held at 10.30am.

The dates were as follows:-

- 3 February
- 28 April
- 7 July
- 13 October
- 15 December

### **The Sub-Committee resolved:-**

to note the meeting dates.

## **DATE OF NEXT MEETING**

7. The Sub-Committee noted that the next meeting was scheduled for Thursday 16 December 2010, at 10.30am.

**-LORD PROVOST STEPHEN - Chairperson**