

LORD PROVOST SUB-COMMITTEE

ABERDEEN, 16th December 2010 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillors Cooney, Malone and Wisely.

Also in attendance:- Beverley Graham, Office of Chief Executive; Catriona Gilmour, Accountant, Corporate Governance; Paula Fullerton, Enterprise, Planning and Infrastructure; David Gow and Alasdair Ross, Office of Chief Executive; and Rebecka Steven and Lynsey McBain, Corporate Governance.

MINUTE OF PREVIOUS MEETING

1. The Sub-Committee had before it the minute of its previous meeting of 14th October, 2010.

The Sub-Committee resolved:-

to approve the minute as a correct record.

MATTERS ARISING

2. (A) European Curling Championship

With reference to article 3(A) of the minute of the previous meeting, the Lord Provost sought clarification as to whether the trophy presented to George Esson had been paid for. Alasdair Ross advised that he would ensure this had been actioned and report back to the next meeting.

(B) Replacement Boarding and Foam in Furniture

With reference to article 3 (B) the Lord Provost advised that this had now been completed.

(C) Date of HMS Civic Event

With reference to article 3(C), Councillor Wisely queried what the confirmed date was for the HMS Diamond Civic Event. Alasdair Ross confirmed that it would take place on Saturday 12 February 2011.

(D) HMS Diamond

With reference to article 3(C), Councillor Malone questioned whether the seats offered to HMS Diamond could be returned, should they no longer want or use them. The Lord Provost suggested that they be loaned out to HMS Diamond on a permanent basis.

The Sub-Committee resolved:-

to concur with the suggestion of the Lord Provost.

(E) **Scotland V Samoa International Rugby Test Match**

With reference to article 4(B) of the previous meeting, the Sub Committee heard from Councillor Wisely who raised her concern in relation to an invitation to the Scotland v Samoa International Rugby Test Match Civic Event. Councillor Wisely advised that she had contacted the Lord Provost's Office to establish if Mrs Cussiter, who is the mother of Chris Cussiter (Scotland captain), had been invited to attend the Civic Event on 26 November 2010, and was assured that she had been. However Mrs Cussiter had never received an invitation. Alasdair Ross provided some information to the Sub-Committee, whereby he explained that the guest list had been split between the Council and the Scottish Rugby Association, and he had been assured that Mrs Cussiter had been invited through The Scottish Rugby Association.

The Lord Provost advised that there had also been a number of issues regarding protocol that had arisen on the day of the event. The Sub-Committee requested that officers keep this experience in mind in future when similar problems arise. It was further noted that the Council invitations had been managed by the Education, Culture and Sport Service, and not civic administration.

(F) **In Bloom Garden Competition**

With reference to article 3(iv), Alasdair Ross advised that less than 100 people had attended the In Bloom Garden Competition Civic Event when it was held in November 2010. Members questioned whether invitations stated that a no reply would be classed as a non attendance. Alasdair Ross highlighted that invites did not include this, but purely asked for a reply by a certain date. However, he suggested that he put together a few different versions of an updated invitation and would circulate to members for comments.

BATTLE OF HARLAW MINUTE OF 15 NOVEMBER 2010

3. The Sub-Committee had before it the minute of the Battle of Harlaw Working Group of 15th November for information.

The Sub Committee resolved:-

to note the minute.

DECLARATION OF INTEREST

Depute Provost Dunbar declared an interest in the following item, by virtue of her appointment on the Grampian Joint Police Board. She did not feel it necessary to withdraw from the meeting during consideration of the item.

CIVIC HOSPITALITY REQUESTS

4. (A) Financial Reports

The Sub-Committee were circulated an updated version of 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.

The Sub-Committee resolved:-

(i) to approve the following application for civic hospitality:-

Occasion	Date of Event	Venue	Hospitality to be Granted
Subsea 2011	7 February 2011	St Nicholas Room	Wine/Juice and Finger Buffet for 100

(C) Civic Hospitality Requests 2011/12

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

With reference to the Blood Donor Awards, it was noted that the organisation had suggested that they contact external organisations to see if they could get commercial sponsorship. The Sub-Committee intimated that they would like to continue to support this event, and so approved the request, but instructed Alasdair Ross to continue dialogue with the organisation in this regard.

The Sub-Committee resolved:-

- (i) to request that Alasdair Ross liaise with Aberdeen Civic Society Awards to allow them the option of receiving either a drink on arrival or tea/coffee and biscuits; and
- (ii) to otherwise approve the applications for civic hospitality as follows:-

Occasion	Date of Event	Venue	Hospitality to be Granted
Boys Brigade Queen's Men Presentations	10 May 2011	Town and County Hall	Sandwiches, tea/coffee and biscuits for 80.
All Energy 2011	18 May 2011	Aberdeen Exhibition and	Wine/Beer/Juice reception for 1100.

		Conference Centre	
International Water Association Symposium on Off-Flavours in the Aquatic Environment	17 August 2011	St Nicholas Room	Welcome drinks for 150.
Aberdeen Citizen's Advice Bureau Annual General Meeting	12 September 2011	Town and County Hall	Tea/Coffee and Biscuits for 50.
Aberdeen Civic Society Awards	26 October 2011	Town and County Hall	Arrival Drink OR Tea/Coffee and Biscuits for 100.
Blood Donor Awards	25 October 2011	Beach Ballroom	Drink on Arrival and Finger Buffet for 320.
Kirkhill Primary School – British Council's Comenius Project	11 May 2011	Town and County Hall	Soft Drinks and Finger Buffet for 100.
Grampian Police Long Service Award 2010	TBC	Beach Ballroom	Room Hire Costs for Two Evenings

DATE OF NEXT MEETING

5. The Sub-Committee noted that the next meeting was scheduled for Thursday 3 February at 10.30am.

-LORD PROVOST STEPHEN - Chairperson