

LORD PROVOST SUB-COMMITTEE

ABERDEEN, 3rd February 2011 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillor Cooney.

Officers in attendance:- Beverley Graham and Alasdair Ross, Office of Chief Executive; Hugh Coleman, Finance Manager, Corporate Governance; Paula Fullerton, Enterprise, Planning and Infrastructure; and Rebecka Steven and Lynsey McBain, Corporate Governance.

APOLOGIES

1. Apologies were intimated on behalf of Councillors Malone and Wisely, and John Johnstone, Ballroom Manager, Education, Culture and Sport.

MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of its previous meeting of 16th December, 2010.

The Sub-Committee resolved:-

to approve the minute as a correct record.

MATTERS ARISING

3. (A) In Bloom Garden Competition

With reference to article 3 (E) of the minute of the previous meeting, Alasdair Ross advised that less than 100 people were in attendance at the recent In Bloom Civic Reception, held at the Beach Ballroom. Alasdair explained that due to the low numbers of attendees, he would suggest to the individuals involved with the In Bloom Garden Competition that the event next year be held at the Town House.

MINUTE OF THE BATTLE OF HARLAW OF 17 JANUARY 2011

4. The Sub-Committee had before it the minute of the Battle of Harlaw Working Group of 17 January 2011 for information.

The Sub-Committee resolved:-

to note the minute.

CIVIC HOSPITALITY REQUESTS

5. (A) Financial Reports

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

The Lord Provost expressed his concern in relation to the financial information provided for the Lord Provost Gift Fund budget for 2010/11 and advised that (a) the information provided regarding the remaining funds in the budget was not accurate, (b) that an order for over £4000 had been placed with a local business, based on the figures provided; and (c) only £50 remained in the fund as a result of purchases made, but not recorded.

Hugh Coleman explained that currently officers in the finance team managed this fund, but were often not in receipt of the most up to date information. As a way forward, he suggested that in future it may be more appropriate for the fund to be managed by officers in the Office of Chief Executive as they would be best placed to provide the most up to date and accurate information. If this suggestion was taken forward, Hugh confirmed that the finance team would continue to provide support as necessary. Members agreed that a general review was required into how the monitoring information was provided to the Sub Committee.

The Sub-Committee resolved:-

- (i) to request that Hugh Coleman liaise with the Head of Office of Chief Executive, with a view to the management of the Lord Provost Common Gift Fund being transferred to the Office of Chief Executive;
- (ii) to request that monthly monitoring statements be provided to the Lord Provost in relation to the Lord Provost Common Gift Fund; and
- (iii) to otherwise note the information provided.

(B) 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:-

- (i) to approve the following applications as follows:-

Occasion	Date of Event	Venue	Hospitality to be Granted
VisitScotlandExpo	13 April 2011	AECC	Wine/Beer/Juice Reception for 800
City of Aberdeen Highland Championships	24 April 2011	Music Hall	Tea, Coffee, Biscuits and Sandwiches for 25
Crown Services Volleyball Championships 2011	20 May 2011	Town and County Hall	Wine/Juice and Finger Buffet for 150
Grampian Pre-Retirement Council AGM	2 June 2011	Bon Accord Room	Tea, Coffee, Biscuits and Sandwiches for 25

IUPAC Symposium for Trace Elements in Food	20 June 2011	Cowdray Hall	Wine/Juice and Finger Buffet for 110
City of Aberdeen Highland Games	19 June 2011	Hazlehead Park	Wine/Juice and Finger Buffet for 100
Aberdeen Art Gallery 125 th Anniversary Midsummer Ball	10 June 2011	Beach Ballroom	Wine/Juice on Arrival for 250
The Merchant Mariners	to be confirmed	Town and County Hall	Tea, Coffee, Sandwiches, Scones and a dram for 100
Tartan Day	30 July 2011	St Nicholas Room	Wine/Juice and Finger Buffet for 30
Offshore Europe	6 September 2011	AECC	Wine/Beer Reception and Finger Buffet for 350
Rotary International District 1010 Annual Conference	16 September 2011	AECC	Wine/Beer/Juice Reception for 500
Victim Support Scotland AGM	20 September 2011	Town and County Hall	Hot Fork Buffet and Tea/Coffee and Biscuits for 150.
VSA AGM	13 October 2011	Town and County Hall	Tea/Coffee and Biscuits for 50.
Funolympics	23 October 2011	Beach Ballroom	Soft Drinks, Finger Buffet and Disco for 120.

- (ii) in relation to the City of Aberdeen Highland Games application, to request that Alasdair Ross liaise with the organisers to agree a suitable timeslot for the food to be served over a two hour period;
- (iii) in relation to the Funolympics event, to request that that the start time of the event be identified on the invitation sent to elected members, and not just the start time of the ceremony; and
- (iv) in relation to the IUPAC Symposium for Trace Elements in Food event, to note that the venue hire cost had still to be confirmed to officers.

DATE OF NEXT MEETING

6. The Sub-Committee noted that the next meeting would be held on 28 April 2011 at 10.30am.

- LORD PROVOST STEPHEN - Chairperson