

LORD PROVOST SUB-COMMITTEE

ABERDEEN, 7 July 2011 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Councillor Cormie, the Depute Provost; and Councillors Malone and Wisely .

Officers in attendance:- Beverley Graham and Alasdair Ross, Office of Chief Executive; Paula Fullerton, Events Team, Enterprise, Planning and Infrastructure; and Grant Webster, Democratic Services, Corporate Governance.

APOLOGIES

1. An apology was intimated on behalf of Councillor Cooney.

MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of the previous meeting of 28 April 2011.

The Sub-Committee resolved:-

to approve the minute as a correct record.

MINUTE OF THE BATTLE OF HARLAW OF 9 MAY AND 23 JUNE 2011

3. The Sub-Committee had before it the minutes of the Battle of Harlaw Working Group of 9 May and 23 June 2011 for information.

The Sub-Committee resolved:-

to note the minutes.

CIVIC HOSPITALITY REQUESTS

4. (A) Financial Reports

The Sub-Committee had before it a financial report pertaining to the Civic Receptions budget for 2011/12 and 2012/13 and the Lord Provost Gift Fund for 2011/12.

The Lord Provost noted that there were no concerns at present in relation to the budgets, and Alasdair Ross advised members that, while the most up to date information was used at the time of publication, some movement within the budgets had taken place recently.

The Sub-Committee resolved:-
to note the information provided.

DECLARATION OF INTEREST

Lord Provost Stephen declared an interest in the following article by virtue of his appointment to the Lions Club. Lord Provost Stephen did not withdraw from the meeting during consideration of the article.

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

Occasion	Date of Event	Venue	Hospitality to be Granted
UK and Ireland Association of Forensic Toxicologists	25 July 2011	Town and County Hall, Town House	Refreshments and Canapés for 100
Scottish Youth Football Association Challenge Cup Winners	TBC August 2011	Town and County Hall, Town House	Soft Drinks and Finger Buffet for 100
Visit of Shökurs Crew	24 August 2011	Town and County Hall, Town House	Tea, Coffee, Juice and Pancakes for 80
Doors Open Day 2011	10 September 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 100
Avenue	16 September 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 160
British Heart Foundation Aberdeen Heart Nurse Appeal	10 October 2011	St Nicholas Room, Town House	Refreshments and Finger Buffet for 60
75 th Anniversary of Radiography Education in Aberdeen	28 October 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 120
APSE Scotland Regional Committee	28 October 2011	4 th Floor Meeting Room, Marischal College	Tea, Coffee and Finger Buffet for 25
Lions Club International District 105 NE	16 November 2011	Town and County Hall, Town House	Refreshments and Finger Buffet for 130

Conference			
USA Men's Curling Tour of Scotland	14 February 2012	Town and County Hall, Town House	Dinner for 80

With reference to Doors Open Day 2011, Councillor Malone inquired as to whether Marischal College would be incorporated within the programme. Alasdair Ross stated that he will raise the enquiry with the relevant persons and revert with an answer. Councillor Wisely also raised that in recent years, the Doors Open Day leaflet had been rather late in being produced and distributed. To allow people to plan their visits, the leaflet would need to be received in sufficient time. Mr Ross advised that he would check upon the current status of the leaflet and feedback the concerns of the Sub-Committee with regards to distributing the Doors Open Day leaflet in a timeous manner.

(C) Civic Hospitality Requests 2012/13

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2012/13.

The Sub-Committee resolved:-

to approve the following applications as follows:-

Occasion	Date of Event	Venue	Hospitality to be Granted
Kirking of the Council	TBC May 2012	Town and County Hall, Town House	Refreshments and Finger Buffet for 200
Lord Provost Portrait Presentation	TBC June 2012	Town and County Hall, Town House	Refreshments and Finger Buffet for 180

AOCB

5. The Lord Provost declared the meeting open for any other competent business. Councillor Malone advised that she had recently been approached by the University of Aberdeen Society with regards to hiring the Grant Room situated in Marischal College. Alasdair Ross stated that the Grant Room was predominantly used by registrars for the function of marriage/civil partnership ceremonies and endeavoured to discuss the utilisation of the room for external purposes with Facilities Management.

DATE OF NEXT MEETING

6. The Sub-Committee noted that the next meeting would be held on Thursday 13 October 2011 at 10.30am.

-Lord Provost Stephen, Chairperson