

## LORD PROVOST SUB-COMMITTEE

ABERDEEN, 13 October 2011 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Councillor Cormie, the Depute Provost; and Councillors Cooney and Malone.

Officers in attendance:- Beverley Graham, Office of the Chief Executive; Daniel Parrott, Events Team, Enterprise, Planning and Infrastructure; and Grant Webster, Democratic Services, Corporate Governance.

### **APOLOGIES**

1. Apologies were intimated on behalf of Alasdair Ross and David Gow.

### **MINUTE OF PREVIOUS MEETING**

2. The Sub-Committee had before it the minute of the previous meeting of 7 July 2011.

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

to approve the minute as a correct record.

### **MINUTE OF THE BATTLE OF HARLAW WORKING GROUP OF 22 SEPTEMBER 2011**

3. The Sub-Committee had before it the minutes of the Battle of Harlaw Working Group of 22 September 2011 for information. Councillor Cooney advised that he felt this was a very successful venture and showed that joint working can produce high quality results. The Sub-Committee agreed.

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

to note the minutes.

### **CIVIC HOSPITALITY REQUESTS**

4. Lord Provost Stephen advised the members that there was a slight change to the information given within the Civic Hospitality Requests. He advised that specific costs had not been included in the paper work due to the possibility of providing an unfair advantage to future applicants.

- (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 asked for clarification regarding the actual balance of funds remaining, asking officers to check any valid discounts/net positions, compare the balance outstanding against any costs agreed today, and report back to December meeting.

**The Sub-Committee resolved:-**

to note the information provided.

**DECLARATION OF INTEREST**

**Councillor Cooney declared an interest in the following article by virtue of his involvement in Town & County History Society. Councillor Cooney 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:-

<b>Occasion</b>	<b>Venue</b>	<b>Hospitality to be Granted</b>
The Highlanders, 4 <sup>th</sup> Battalion, Royal Regiment of Scotland	Beach Ballroom	Refreshments and Lunch of 350 persons
Aberdeen Town and County History Society, Annual Lecture	Town House	Refreshments for 150 persons
National Youth Enterprise Conference 2011	Aberdeen Exhibition and Conference Centre	Sandwich Lunch for 400 persons

With reference to The Highlanders application, various clarifying questions regarding the venue, costs and parade planning were raised and answered.

(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:-

<b>Occasion</b>	<b>Venue</b>	<b>Hospitality to be Granted</b>
Aberdeen Keep Fit 60 <sup>th</sup> Anniversary	TBA	Refreshments and Finger Buffet for 80 persons
Squarefest 2012	TBA	Refreshments and Canapés for 300 persons
Association of Registrars of Scotland	TBA	Morning Coffee and Buffet Lunch for 70 persons
Aberdeen Sports Person of the Year Awards	TBA	Refreshments and Dinner for 250 persons

(D) **Civic Hospitality Requests 2014/15**

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2014/15. It was noted that, as it is not known what budgets or services will be available in 2014/15, a decision 'in principle' as all that can be indicated if so desired.

**The Sub-Committee resolved:-**

to approve the following applications 'in principle' as follows:-

<b>Occasion</b>	<b>Venue</b>	<b>Hospitality to be Granted</b>
Rotary International Curling Championships	TBA	Refreshments and Dinner for 300 persons

In reference to the above applications, and previous events, it was raised that concerns had been noted regarding the publicity and promotions of events within the city. Daniel Parrot advised that he would discuss with Alasdair Ross whether the application process could be amended to include provisions for promotion of the event and report back at the next meeting.

Members had before them information pertaining to hospitality granted at short notice under delegated powers for noting. They asked if it would be possible to include indicative costs for these in future.

**The Sub-Committee resolved:-**

to note the information given.

**DATES FOR 2012**

5. Members had before them a list of provisional dates for meetings of the Lord Provost Sub Committee in 2012 for approval.

**The Sub-Committee resolved:-**

to approve the dates as noted.

**DATE OF NEXT MEETING**

6. The Sub-Committee noted that the next meeting would be held on Thursday 15 December 2011 at 10.30am.

-Lord Provost Stephen, **Chairperson**