

## LORD PROVOST SUB-COMMITTEE

ABERDEEN, 1<sup>st</sup> October 2009 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Peter Stephen, Chairperson; Depute Provost Dunbar; and Councillors Cooney and Fletcher.

Also in attendance:- David Gow, Team Manager, Civic Support; Alasdair Ross, Civic Administration Unit; Beverley Graham, Office of chief Executive; Hugh Coleman, Finance Manager; Paula Fullerton, Enterprise, Planning and Infrastructure, John Johnstone, Acting Ballroom Manager; and Rebecka Steven and Lynsey Davidson, Corporate Governance.

### **APOLOGIES**

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

### **MINUTE OF PREVIOUS MEETING**

2. The Sub-Committee had before it the minute of the previous meeting of 2<sup>nd</sup> July, 2009.

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

- (i) to request that in relation to item 1, that Depute Lord Provost be changed to Depute Provost; and
- (ii) to otherwise approve the minute

### **BATTLE OF HARLAW WORKING GROUP MINUTE**

3. The Sub-Committee had before it for information, the minute of the Battle of Harlaw Working Group of 23<sup>rd</sup> September, 2009.

Councillor Cooney advised that he had received a lot of positive feedback from members of the group since the meeting.

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

- (i) to request that Alasdair Ross email members of the Battle of Harlaw working group with the minute of the first meeting;
- (ii) to request that any comments and suggestions relating to future events to commemorate the Battle of Harlaw be sent to the Lord Provost; and
- (iii) to otherwise note the minute.

### **CIVIC HOSPITALITY**

4. (A) Financial Report

The Sub-Committee were circulated a table containing financial information relating to the Civic Hospitality budget for 2009/10 and 2010/11 and the Lord Provost Gift Fund Common Good Budget for 2009/10.

Hugh Coleman advised that there had been a number of underspends reported, in particular a £2300 underspend following the Offshore Europe event in September.

The Lord Provost outlined that in the 2010/11 budget, a £25,000 reduction had been agreed but requested that it be made explicit in the 2010/11 budget that extra funds would be requested if required.

In relation to the Lord Provost Gift Fund, Hugh Coleman advised that a substantial amount was still available within the fund due to low stock availability.

**The Sub-committee resolved:-**  
to note the information provided.

### DECLARATION OF INTEREST

**Councillor Cooney declared an interest in the article below as a member of the Aberdeen Town and County History Society. Councillor Fletcher declared an interest by virtue of his appointment as a Board member of Aberdeen Exhibition and Conference Centre. They did not feel it necessary to leave the meeting during deliberations of the item.**

#### (B) Civic Hospitality Requests 2009/10

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2009/10.

**The Sub-Committee resolved:-**

- (i) to note that civic hospitality for the Aberdeen in Bloom Awards Ceremony had been approved by the Head of Democratic Services and the City Chamberlain under delegated powers, with a drinks reception and finger buffet for 200; and
- (ii) to otherwise approved civic hospitality as follows:-

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality to be granted</b>
Irish and Scottish International Conference	30 October 2009	Town & County Hall	Drinks Reception and Finger Buffet for 130
Fiddlers Rally	14 November 2009	Music Hall	Stovies & Dessert, Tea/Coffee and Juice for 110
Grampian Society for the Blind Conference	16 November 2009	St Nicholas Room	Drinks Reception and Finger Buffet for 60
Hall Russell and Co. Exhibition Launch	4 December 2009	Maritime Museum	Wine/Fruit Juice and Canapes for 100
Visit by the Moderator of the General Assembly	6 February 2010	Town & County Hall	Three Course Luncheon with Wine and Drink on

of the Church of Scotland			Arrival for 60
Aberdeen Town and County History Society	9 February 2010	Town & County Hall	Glass of Wine on Arrival for 160
Newton Village Anniversary	Dee 50 <sup>th</sup> 19 March 2010	St Nicholas Room	Drink Reception and Finger Buffet for 70

### DECLARATION OF INTEREST

**Depute Provost Dunbar declared a non-pecuniary interest in the following subject matter by virtue of her appointment to the Board of Grampian Police. Depute Provost Dunbar did not feel it necessary to leave the room during consideration of the item.**

#### (C) 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:-**

to approve the civic hospitality as follows:-

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality to be granted</b>
Girl Guiding Centenary	22 April 2010	Beach Ballroom	Drinks Reception and Finger Buffet for 260
North Sea Offshore Cranes & Lifting Conference	28 April 2010	Town & County Hall	Drinks Reception and Finger Buffet for 170
Whitehall Bowling Club 125 <sup>th</sup> Anniversary	4 June 2010	Beach Ballroom	Drinks Reception and Finger Buffet for 250
European Police Badminton Championships	22 October 2010	Town & County Hall	Drinks Reception & Finger Buffet for 120

#### (D) 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.

During the course of discussion, the Depute Provost highlighted her concern in relation to the amount of waste often left over after civic events, and requested that the numbers due to attend be confirmed nearer the time of the event. Alasdair Ross advised that the civic admin team confirm numbers 2 days in advance as common practice.

The Sub-Committee discussed the possibility of charging organisations who continually abuse the civic hospitality system by either not turning up or attending the event with less numbers than stated.

**The Sub-Committee resolved:-**

- (i) to request that when organisations are informed if they have been successful in their application to receive civic hospitality, that it is highlighted to them at this stage that a charge may be imposed if people do not turn up to civic events; and that the Lord Provost be consulted on the wording of this prior to distribution; and
- (ii) to otherwise approve the civic hospitality as follows:-

<b>Occasion</b>	<b>Date of Event</b>	<b>Venue</b>	<b>Hospitality to be granted</b>
European Cup Youth Darts	7 July 2011	Town & County Hall	Soft Drinks & Finger Buffet for 120; and Wine/Beer & Finger Buffet for 50
Rotary Club of Aberdeen St Machar 50 <sup>th</sup> Anniversary	11 November 2011	St Nicholas Room	Drinks Reception and Finger Buffet for 60

**INVITATION TO BECOME PRESIDENT OF 612 SQUADRON ASSOCIATION**

5. The Sub-Committee had before it a request to invite the Lord Provost to become the president of the Re-Formed 612 (County of Aberdeen) Squadron Association.

Councillor Cooney intimated the great honour this invitation was for both the Lord Provost and for the city of Aberdeen.

**The Sub-Committee resolved:-**

to request that Beverley Graham send a letter to the 612 Squadron Association accepting the appointment.

**DATE OF NEXT MEETING**

6. The Sub-Committee noted that the next meeting was scheduled for Thursday 17<sup>th</sup> December, 2009.

**-LORD PROVOST PETER STEPHEN - Chairperson**