

Civic Events Working Group

Friday, 12 October 2007

Present: Councillor John Walker (Chair) and Councillor Daniel Gee

Also in attendance: Councillor Terence Brown (Deputy Mayor)

Officers Present: Carol Iddon (Civic Services Manager) and Tony Uren (Democratic Services Officer)

07.22 APOLOGY FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Eric Bell and the Chief Executive (Donna Hall).

07.23 DECLARATIONS OF ANY INTEREST

There were no declarations of interest by any of the Members in any of the agenda items.

07.24 MINUTES

The minutes of the meeting of the Civic Events Working Group held on 30 May 2007 were confirmed as correct record for signature by the Chair.

07.25 MAYORAL CIVIC EVENT IN MAY 2008

The Chair welcomed the Deputy Mayor (Councillor Terence Brown), who had been invited to attend the meeting to discuss the arrangements for the Mayoral Civic Event to be held on Friday, 16 May 2008 following the inauguration of the new Mayor at the Annual Meeting on 13 May 2008.

The Civic Services Manager advised the Working Group that the budget provision for the event totalled £3,400. The budget allocation would need to cover the costs of the meal and drinks provided, flowers and entertainment, but would exclude the Lancastrian Room hire charges and staffing costs. The DJ's fees were expected to be in the region of £200.

The Deputy Mayor indicated that, taking account of the restrictive size of Astley Hall, he would prefer the 2008 event to be held in the Lancastrian Room, whilst accepting that the available budget allocation would impose limitations on the scale of the event in terms of the number of guests to be invited and the food and entertainment to be provided.

Following a full discussion, it was **AGREED:**

(1) That the Civic Services Manager will reserve the use of the Lancastrian Room for the Mayoral Civic Event on Friday, 16 May 2008.

(2) That the Civic Services Manager will provide the Deputy Mayor with a list of the Members, Officers, Dignitaries and other civic guests traditionally invited to the event.

(3) That the Deputy Mayor will liaise with the Civic Services Manager on the expected number of guests the Deputy Mayor is likely to wish to invite, together with the type of food and entertainment required, to enable the Civic Services Manager to obtain estimates of the expected costs.

(4) That a further meeting of the Working Group be convened in January 2008 to finalise the arrangement for the civic event.

07.26 REMEMBRANCE SUNDAY - 11 NOVEMBER 2007

The Civic Services Manager circulated a note updating the Working Group on the arrangements currently underway for the Civic Procession and Church and Cenotaph services on Remembrance Sunday, 11 November 2007. The Order of Parade and Procedure were currently being finalised and would be sent shortly to the participating organisations.

The Working Group was pleased to note that the organisation of the Remembrance Sunday events were well in hand and thanked the Civic Services Manager for her update note.

07.27 MAYOR'S ATTENDANT

In response to Member's queries, the Civic Services Manager confirmed that Peter Doyle had given notice of his resignation from the post of Mayor's Attendant with effect from 2 November 2007.

The Civic Services Manager clarified that, while the opportunity would be taken to review the duties and responsibilities of the post in relation to other posts in the Civic Services Section, the Mayoral Attendant duties would continue to be provided by other officers.

Chair