

Chairman's Hospitality
Draft Guidance Notes for Discussion on Proposed Expenditure

The Chairman of the Council holds the highest civic office and is the Council's Civic Head. He/She is responsible for all civic and ceremonial duties, such as: - visiting local clubs/organisations, hosting civic and charity fundraising events and welcoming visitors to our District.

A budgetary provision has been made within the Council's accounts to cover any expenditure incurred by the Chairman in providing civic hospitality. The Annual Budget for Hospitality for 2006/2007 is £7650.

The main areas of expenditure are detailed below:

1 Annual General Meeting Dinner (estimated cost £1662.00)

Each year at the Annual General Meeting, a new Chairman is appointed.

It is customary for the Chairman to invite as his guests, the winner of the Youth Endeavour Award, their parents and the Chairman's immediate family. The cost of this is met by the Chairman's Hospitality Budget.

Other tickets paid for out of the Hospitality Budget (maximum 66) are as follows:

- 41 Members
- Chairman's Lady
- Chief Executive
- Deputy Chief Executive
- Head of Legal and Democratic Services
- Executive Assistant
- Chief Executive's Personal Assistant
- Senior Elections and Electoral Registration Officer
- Principal Committee Officer
- PR & Marketing Manager
- Chairman's Chauffeur
- Immediate past members (maximum 15)

All Members' partners are invited to the meal at their own expense.

Item of Expenditure	Estimated Cost
Youth Endeavour Award (including certificates and publicity)	£ 65.00
- Engraving of Rose Bowl	£ 28.00
- Replica Rose Bowl	£ 30.00
- Winner's Cheque	£ 50.00
- Vouchers for nominees	£ 20.00
Top Table Flowers and Vases	£ 80.00

Enclosure 6.2

Bouquets	£ 80.00
Printing and Stationery	£100.00
Chairman's Guests (Youth Endeavour winner and parents, Chairman's family)	£152.50
Meal – Cost per head £15.25 Chairman's Hospitality – 66 people	£1006.50
Cost of Chairman's drinks	£ 50.00

2 Civic Sunday Service (estimated cost £2850.00)

Each year soon after the newly elected Chairman comes into office, a church service is held to celebrate the inauguration of the new Chairman.

It is customary for the Chairman to invite as his guests, all District Councillors, Civic Heads and Consorts from neighbouring districts and boroughs, Parish and Town Councillors from our own district and representatives from organisations who will be supporting the Chairman in his civic year and other local community organisations. The cost of this is met by the Chairman's Hospitality Budget.

Other tickets paid for out of the Hospitality Budget (maximum 49) are as follows:

- 41 Members
- Chairman's Lady
- Chairman's immediate family
- Vice-Chairman's Lady
- Chief Executive
- Deputy Chief Executive
- Executive Assistant
- Chief Executive's Personal Assistant
- Senior Elections and Electoral Registration Officer
- Chairman's Chauffeur
- Vicar of the Host Church

All Members' and Officer's partners are invited to attend the meal at their own expense.

Item of Expenditure	Estimated Cost
Contribution to Church Flowers	£50.00
Table Flowers	£100.00
Meal - £20.00 per head Chairman's Hospitality - maximum 125 people	£2500.00
Cost of Chairman's drinks	£100.00
Printing and Stationery	£100.00

3 Chairman's Charity Ball (estimated cost £3000.00)

The Chairman's Charity Ball is run by Leisure Services. The purpose of the ball is to raise money for the Chairman's chosen charities and other local organisations.

It is customary for the Chairman to invite as his guests, Civic Heads and Consorts from neighbouring districts and boroughs, the High Sheriff and Lord Lieutenant of Staffordshire, representatives of our twin town Datteln and representatives from his chosen charities. The cost of this is met by the Chairman's Hospitality Budget

Other tickets paid for out of the Hospitality Budget (maximum 30) are as follows:

Chairman's Lady
Chairman's immediate family
Vice-Chairman and Lady
Chief Executive or representative
Executive Assistant
Chief Executive's Personal Assistant
Senior Elections and Electoral Registration Officer
Civic Heads Chauffeurs

Cost per head: £40.00 per head in 2006

70 tickets from Chairman's Hospitality Budget - £2800.00

2 tickets from Vice-Chairman's Budget - £80.00

2 tickets from Town Twinning Budget - £80.00

All Officers' partners are invited to attend the ball at their own expense.

4 Civic Memorabilia

A variety of Civic gifts and memorabilia is kept for presentation to visitors as required.

Stocks of civic memorabilia are purchased by the Chairman's Secretary, in consultation with the Chairman as required and are stored in the locked steel cabinet located in the Chairman's Room. Items are only drawn from stock at the request of the Chairman or any other Officer upon production of a code to charge it to. Items are recorded on an inventory maintained by the Chairman's Secretary.

5 Christmas Celebrations (estimated cost £470.50)

It is customary for the Chairman to send Christmas Cards to all Civic Heads, Members, past Chairman, local Parish and Town Clerks, Datteln Twin Town, the Chairman's chosen charities, local businesses, local organisations and various community individuals.

The list is updated on an annual basis by the Chairman's Secretary in consultation with the Chairman.

It is also custom practice that the Chairman makes a donation of £25.00 to each of the Council owned Sheltered Housing Schemes.

Item of Expenditure	Estimated Cost
Civic Cards	£295.50
Reception for Members and Senior Officers	£50.00
Donations to Sheltered Housing Schemes	£125.00

6 Hospitality Cabinet (estimated cost £330.00)

The Hospitality Cabinet enables the Chairman to offer refreshments to his/her visitors. The contents of the Cabinet are replaced at the request of the Chairman, ordered by the Chairman's Secretary and provided by LA Catering. When an order is placed for the replenishment of stock, an immediate charge is made to the Chairman's Hospitality Budget.

The bar stock is held in the cupboard in the Chairman's Room and remains the property of the Council.

7 Showtime (estimated cost £200.00)

Each year a show, in aid of the Chairman's Charity, is organised and held at the Prince of Wales Theatre, if requested by the Chairman.

It is customary for the Chairman to invite all Civic Heads, however they are expected to pay for their own tickets but are invited to a buffet supper at the end of the show, the cost of which is met from the Chairman's Hospitality Budget.

8 Refreshments for Annual Presentations (estimated cost £60.00)

Grant Aid Presentations (Estimated cost £50.00)

The Chairman presents Grant Aid cheques to various organisations throughout the year and refreshments are provided, i.e. tea and coffee. The cost of this is met by the Chairman's Hospitality Budget.

Long Service Awards (Estimated cost £10.00)

The Chairman presents awards to members of staff who have completed 25, 30 and 35 years service. Refreshments are provided, i.e. tea and coffee. The cost of this is met by the Chairman's Hospitality Budget.

9 Association of Civic Heads

The cost of the Chairman's Subscription to the Association will be met during his year of office however, should he/she decide to remain a Member of the Association, this will be at their own expense.

10 Other Expenses

This may include:-

- Tickets to events hosted by other Civic Heads
- Civic Functions to reflect outstanding performance of individuals or clubs within the district
- Hosting visiting guests

All the above expenditure is incurred in consultation with the Chairman. A Purchase Order is completed and authorised by the Chairman's Secretary. If a Purchase Order cannot be completed, a receipt must be provided for goods and services received and this will be reimbursed.