

Report to the Executive Member for Policy, Strategy and Finance for Decision

Portfolio:	Policy, Strategy and Finance
Subject:	Use of Council Chamber for Air Cadets Awards Ceremony
Report of:	Director of Regulatory and Democratic
Strategy/Policy:	Finance Strategy
Corporate Objective:	Strong and Inclusive Communities

Purpose:

This report seeks approval for the Council Chamber to be used by 1350 Squadron Air Cadets for their annual awards ceremony on Saturday 16th November 2013.

Executive summary:

1350 (Fareham & District) Squadron Air Training Corps is a voluntary youth organisation sponsored by the Royal Air Force. The ATC enables young people between the ages of 13 and 17 years old to explore an interest in aviation whilst taking part in activities and developing skills which will be of practical use in the military services and in civilian life.

1350 Squadron hold an annual awards ceremony to celebrate the achievements of the Air Cadets and in recent years, the Mayor of Fareham has been invited to present the awards.

This year, 1350 Squadron have been offered the use of the Council Chamber to hold the awards ceremony as the awards will again be presented by the Mayor of Fareham.

This report has been submitted to Councillor Cartwright for decision in his capacity as the Deputy Executive Leader as the Executive Leader has absented himself following the declaration of a non-pecuniary interest as he is the President of 1350 Squadron.

Recommendation:

- (a) That approval be given for the Council Chamber to be used by 1350 Squadron Air Cadets for their annual awards ceremony on Saturday 16th November 2013 with no fee to be charged; and
- (b) That the anticipated additional overtime costs of approximately £250 be added to the existing salary budget.

Reason:

The awards ceremony for 1350 (Fareham & District) Squadron Air Training Corps is held annually and has been located at various locations within the borough of Fareham. The Mayor of Fareham is invited to present the awards and will also be able to host the event at the Civic Offices.

Cost of Proposals:

The prescribed fee for the hire of the Council Chamber by an external organisation is £149.00 per hour (this includes an additional surcharge which is applied when the building is not in use to cover staff overtime costs).

If the fee for the hire of the Council Chamber is waived, the approved additional overtime costs will be added to the existing salary budget to ensure staffing costs are covered.

Risk Assessment:

There are no significant risks in relation to the Council Chamber being used by 1350 Squadron Air Cadets for their annual awards ceremony on Saturday 16th November 2013. The Civic Offices will be opened outside normal office hours by Facilities Assistants who are qualified First Aiders and the Mayor's Attendants will also be present to oversee the event.