

AGENDA ITEM

REPORT TO COUNCIL

18 JANUARY 2012

REPORT OF CORPORATE MANAGEMENT TEAM

ANNUAL MEETING

SUMMARY

To consider recommendations from the Members' Advisory Panel associated with the Council's Annual Meeting 2012 onwards.

RECOMMENDATIONS

That Council agree that

1. Annual Meetings of the Council be held at Billingham Forum for 2012 and onwards.
2. Arrangements for the 2012 Annual Meeting be progressed in line with those suggested by the Members' Advisory Panel.

DETAILS

1. Members will recall that, prior to 2010 the Council had, for many years, held its Annual Meetings at Billingham Forum. However, because of redevelopment works at the Forum the last two meetings have been held at other venues. Members will be aware that the redevelopment work has now been completed.
2. The Members' Advisory Panel has received a series of reports, relating to the Annual Meeting. Those reports provided the Panel with information about venues, format and costs.
3. The most recent report was considered by the Panel, at its meeting held on 25 November 2011, and, taking account of all the information the Panel had received it was agreed to recommend that Billingham Forum should be used for future Annual Meetings of the Council. A copy of the relevant minute is attached at the **Appendix**.
4. Specifically, the Panel envisage that the Forum Theatre will be used for the meeting itself and rooms within the Forum complex, such as the recently refurbished Function Room, will be used for the other events connected to the inauguration of the new Mayor. The Panel also suggested a format for the post meeting event for 2012.

FINANCIAL AND LEGAL IMPLICATIONS

Financial

5. Cost associated with future meetings to be met from existing budgets.

Legal

6. There is a statutory requirement to hold an Annual Meeting.

RISK ASSESSMENT

7. Low to medium

COMMUNITY STRATEGY IMPLICATIONS

8. The hosting of the Annual Council Meeting serves to enhance public awareness of the democratic process and therefore contributes towards the Stronger Communities element of the Community Strategy.

CONSULTATION

9. Consultation has been undertaken with the Members' Advisory Panel and Corporate Management Team.

Director of Law and Democracy

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Background Papers:

None

Ward(s) and Ward Councillors:

Not Ward Specific

Property Implications:

None

APPENDIX

Members Advisory Panel Minute:- MAP 9/11

Title:- Annual Meeting

Minute Details:-

Consideration was given to the venue and arrangement options associated with the staging of the Council's Annual Meeting on 4th April 2012.

It was noted that the Council's preferred venue for the event, Billingham Forum, was now again available for use following refurbishment. Considerable work had been undertaken to the function room to the rear of the main theatre bar and this room was suitable for hosting tables of guests and could accommodate comfortably the anticipated number of guests for this event.

The format for the event held at the Baptist Tabernacle in 2011 consisted of the meeting followed by a light buffet with tea, coffee and juice for 150 persons. Feedback from members however indicated that the lack of tables for guests to sit and eat had been detrimental to enjoyment of the event.

Members were provided with a schedule of options and associated costs for the staging of the event at Billingham Forum including a range of buffet options based on the Civic Guest List.

An alternative option to again stage the event at the Baptist Tabernacle was also submitted but this could only be based on the format adopted for the 2011 event and therefore would again be without any tables/seating provided.

RECOMMENDED to Council that:-

- 1. the Annual Meeting for 2012 onwards be held at the Billingham Forum.**
- 2. option 2 (full Civic Guest List with a fork buffet based on £10 per head) be approved for the 2012 Annual Meeting.**