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To: Councillors McIntyre (Chair), O'Neill, Reeves, D Coffey, Reid, Wilson, Provost Darnbrough and Councillors Farrell, Ross and Carmichael.

1 September 2004

Dear Councillor

MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 8 SEPTEMBER 2004

You are requested to attend a meeting of the **Members' Services and Civic Ceremonial Sub-Committee of the Policy and Resources Committee** to be held on **WEDNESDAY 8 SEPTEMBER 2004 at 1045 HOURS** or at the conclusion of the **Housing Committee**, whichever is the later, in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



David Mitchell
Acting Executive Director of Corporate Support
CB/SM

BUSINESS

INTIMATE APOLOGIES

CONFERENCES/COURSES

1. CONFERENCES AND COURSES BUDGETARY UPDATE

- 1.1 BALANCE OF BUDGET REMAINING AS AT 24 AUGUST 2004 - £17,622.00.**

2. CONFERENCES/COURSES

- 2.1 **THE COALFIELD COMMUNITIES ANNUAL CONFERENCE 2004 (pages 1-2)** - Submit report dated 17 August 2004 (copy enclosed) by the Executive Director of Development and Property Services on the Coalfield Communities Campaign Annual Conference to be held between 8-10 November 2004 at the County Hall, Matlock.



- 2.2 **SOCIETY OF DIRECTORS OF PERSONNEL IN SCOTLAND ANNUAL CONFERENCE, 3-5 NOVEMBER 2004, OLD COURSE HOTEL, ST ANDREWS (page 3)** - Submit report dated 24 August 2004 (copy enclosed) by the Acting Executive Director of Corporate Support on the Society of Directors of Personnel in Scotland Conference which will be held at the Old Course Hotel, St Andrews from 3-5 November 2004.



- 2.3 **NATIONAL ASSOCIATION OF COUNCILLORS AGM AND CONFERENCE, 19-21 NOVEMBER 2004, NOVOTEL, BRISTOL (pages 4-5)** - Submit report dated 30 August 2004 (copy enclosed) by the Acting Executive Director of Corporate Support on an invitation to attend the Annual General Meeting and Conference of the National Association of Councillors.



CIVIC CEREMONIAL

3. CIVIC CEREMONIAL BUDGETARY UPDATE

- 3.1 **BALANCE OF BUDGET REMAINING AS AT 24 AUGUST 2004 - £4,262.94.**

4. CIVIC CEREMONIAL APPLICATIONS

- 4.1 **JOUÉ-LÈS-TOURS - EXCHANGES (pages 6-9)** - Submit report dated 22 July 2004 (copy enclosed) by the Chief Executive (i) giving details of the recent civic visit and Officer exchange of representatives from Joué-lès-Tours in May of this year; (ii) to consider an invitation received from Mayor Le Breton to a craft and food market in Joué; and (iii) to note that a reciprocal Officer exchange will be arranged.



- 4.2 SANTA COLOMA DE GRAMENET (pages 10-11)** - Submit report dated 23 July 2004 (copy enclosed) by the Chief Executive advising on an invitation received from the Municipal Authority Town Hall of Santa Coloma De Gramenet inviting the Provost to visit Santa Coloma from 29 to 30 October 2004.



- 4.3 AUCHINLECK INDOOR BOWLING CLUB (pages 12-13)** - Submit report dated 20 August 2004 (copy enclosed) by the Acting Executive Director of Corporate Support on an application from Auchinleck Indoor Bowling Club to provide a civic dinner to be held on 16 January 2005.



- 4.4 INTER AUTHORITY BOWLING MATCHES (pages 14-15)** - Submit report dated 24 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services seeking approval for funding for two inter-authority bowling matches.

