

Christine Baillie: Direct Dial Number: (01563) 576129

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

3 September 2003

Dear Councillor

MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 10 SEPTEMBER 2003

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 in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, on **WEDNESDAY 10 SEPTEMBER 2003 at 1000 HOURS***, in order to discuss the undernoted business.

*Please note the earlier starting time.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources
CB/SM

BUSINESS

INTIMATE APOLOGIES

CONFERENCES

1. CONFERENCES AND COURSES BUDGETARY UPDATE

- 1.1 BALANCE OF BUDGET REMAINING AS AT 3 SEPTEMBER 2003 -
£16,807.79**

2. CONFERENCES/COURSES

- 2.1 **SOCIETY OF DIRECTORS OF PERSONNEL IN SCOTLAND ANNUAL CONFERENCE - 5-7 NOVEMBER 2003, OLD COURSE HOTEL, ST ANDREWS (pages 1-2)** - Submit report dated 17 July 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the forthcoming Society of Directors in Personnel in Scotland Conference which will be held at the Old Course Hotel, St Andrews from 5 to 7 November 2003.



- 2.2 **ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE (APSE) - ANNUAL CONFERENCE 13-14 NOVEMBER 2003 - CARNOUSTIE HOTEL (pages 3)** - Submit report dated 26 August 2003 (copy enclosed) by the Director of Educational and Social Services advising of the forthcoming Association of Public Service Excellence Scotland Conference which will be held at the Carnoustie Hotel from 13-14 November 2003.



- 2.3 **NATIONAL ASSOCIATION OF COUNCILLORS - ANNUAL GENERAL MEETING - 13-16 NOVEMBER 2003 - BELFAST (page 4)** - Submit report dated 2 September 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising the Sub-Committee of an invitation to attend the Annual General Meeting of the National Association of Councillors.



CIVIC CEREMONIAL

3. CIVIC CEREMONIAL BUDGETARY UPDATE

- 3.1 **BALANCE OF BUDGET REMAINING AS AT 3 SEPTEMBER 2003 - £3,213.50**

4. CIVIC CEREMONIAL APPLICATIONS

- 4.1 **UPDATE REPORT ON CIVIC CEREMONIAL EVENTS (pages 5-6)** - Submit report dated 22 August 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing an update on 2 civic events previously approved and asking the Sub-Committee to note the additional costs approved for these events under the delegated authority of the Depute Chief Executive/Director of Corporate Resources.



- 4.2 **EAST AYRSHIRE TWINNING ASSOCIATION (pages 7-8)** - Submit report dated 30 June 2003 (copy enclosed) by the Depute Chief

Executive/Director of Corporate Resources requesting that the Sub-Committee consider an application from the East Ayrshire Twinning Association for administrative costs for the forthcoming year.

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- 4.3 INVITATION TO VISIT BĂRLAD, ROMANIA (pages 9-10)** - Submit report dated 20 August 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of an invitation from the Mayor of Bărlad, Romania to visit their town in 2003/2004.

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- 4.4 SHORTLEES PRIMARY SCHOOL, KILMARNOCK (pages 11-12)** - Submit report dated 26 August 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources requesting that the Sub-Committee consider an application from Shortlees Primary School, Kilmarnock for the provision of a gift to commemorate the 50th Anniversary of the opening of the School.

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- 4.5 WITCHHILL SCHOOL, KILMARNOCK (pages 13-14)** - Submit report dated 26 August 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources requesting that the Sub-Committee consider an application from Witchhill School, Kilmarnock for the provision of a suitable gift to commemorate the 25th Anniversary of the School.

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- 4.6 MARIE CURIE CANCER CARE'S "AUTUMN BALL" (pages 15-16)** - Submit report dated 26 August 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of an invitation to take a table at the Marie Curie Cancer Care's Autumn Ball to be held on 1 November 2003 in the Park Hotel, Kilmarnock.

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