

Civic Hospitality Budget	2010-2011 £25,493.00	2011-2012 £25,493.00	2012-2013 £25,493.00
<b>Outgoing Mayor's Reception</b>	The Mayor invites key people who have helped them during their year in office, and thanks them for their support and hard work. Guest numbers are limited by the cost per head to ensure the budget is not overspent. All guests are at the personal invitation of the Mayor. Venue charges where applicable are included in the price per head.		
Item	2010-2011	2011-2012	2012-2013
Venue	Knowle House £779.32	St George Hotel £688.30	Shozna £0.00
No of personal guests	23	31	51
Food	£779.32	£688.30	£0.00
Drink - wine and soft	include in above cost	guests purchased their own	guests purchased their own

**Annual Council Reception**

After the annual 'Mayor-Making' Council meeting in May at the St George's Centre, a small reception is held where drinks and light bites are supplied for all Councillors and Mayoral guests to informally greet the new Mayor and Deputy Mayor. The Mayor and Deputy Mayor are entitled to invite up to 10 and 4 personal guests respectively. The Council Meeting is open to the public and no record is kept of how many members of the public or guests of Councillors attend.

Item	2010-2011		2011-2012		2012-2013	
		£938.77		£796.08		£1,028.38
Venue & hire charge	St Georges	FOC	St Georges	FOC	St Georges	FOC
No of personal guests	Mayor - 3; Mayor Elect - 14, Deputy Mayor Elect - 1		Mayor Elect - 15, Deputy Mayor Elect - 4		Mayor Elect - 6, Deputy Mayor Elect - 2	
Food - purchased from supermarket and plattered by Mayor's PA		£127.82		£152.00		£172.98
Drink	12 bottles each red & white, Orange Juice	£127.50	Wine - white and red	£119.58	Wine - white and red	£86.57
			Soft	£11.32	Soft	£17.57
Flowers - arrangements and bouquets		£627.66		£320.01		£213.62
Engraving of badges		£55.79		£29.25		£40.83
Equipment hire				£32.20		
Dry cleaning of robes				£18.05		£18.49
Misc				£113.67		£250.32
Jabots & gloves						£228.00

**Dedication Service**

This annual event provides the opportunity to welcome the new Mayor to their stall within Rochester Cathedral and to bless the Mayor and all Councillors for their forthcoming year in office. This is our primary civic event so there is an extensive civic and corporate guest list, and both the Mayor and Deputy Mayor invite personal guests. Tea and coffee are provided at Guildhall prior to the service for participants in the procession, where they also get robed. Following the service, there is a luncheon at Corn Exchange where the Mayor gives a short speech, the outgoing Mayors Cadets are thanked and incoming Mayors Cadets welcomed

<b>Item</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
Venues & hire charges	Guildhall, Rochester Cathedral and Corn Exchange <b>£4,111.38</b> FOC	Guildhall, Rochester Cathedral and Corn Exchange <b>£4,341.30</b> FOC	Guildhall, Rochester Cathedral and Corn Exchange <b>£3,324.47</b> FOC
No of guest	200 for service; 190 for luncheon	219 for service; 213 for luncheon	179 for service; 159 for luncheon
No of personal guests	Mayor - 43; Deputy Mayor - 8	Mayor - 49; Deputy Mayor - 13	Mayor - 31; Deputy Mayor - 18
Pre-service tea, coffee & biscuits	£60.00	Pre-service tea, coffee & biscuits £67.50	Pre-service tea, coffee & biscuits £66.67
Food	Main & dessert £3,182.50	Food - main & sweet table buffet £3,520.00	Food - main & sweet table buffet £2,715.00
Drink	wine and soft £230.88	Drink - wine & bar £441.80	Drink - no alcohol served £0.00
		Drink - soft £12.00	Drink - soft
Flower arrangements in Cathedral	£240.00		£560.00
Hire of extra tables and glasses	£86.20	nothing was hired	nothing was hired
Printing Order of Service	£311.80	£300.00	£282.80
Accounts accrual			<b>-£300.00</b>

**Admiralty Court**

The Mayor presides over Admiralty Court as Admiral of the River Medway, together with a number of councillors. The Chief Executive of Medway Council attends as registrar of the fisheries, as does a representative from Kent Police. The jury of Freeman is empanelled and sworn and water bailiffs are appointed and sworn; and the jury, through the chamberlain, presents its reports and recommendations arising from the previous year's fishing. Freeman and their families attend. It is a public meeting and no record is kept of how many people attend. Tea and coffee are provided for Members of the Court prior to start of the meeting whilst they are robing.

Item	2010-2011		2011-2012		2012-2013	
		£185.50		£159.66		£153.10
Venue & hire charge	Guildhall	FOC	Guildhall	FOC	Guildhall	FOC
No of guest	unknown - public meeting		unknown - public meeting		unknown - public meeting	
No of personal guests	0		0		0	
Tea, coffee & biscuits pre-Court	£87.50		£93.75		£62.50	
Water for Court			£5.00			
Printing of Booklet	£98.00		£52.64		£90.60	

**Admiral's Cruise**

As Admiral of the River Medway, two 'Beating of the Bounds' ceremonies occur over the weekend. Organised by Rochester Cruising Club (RCC) and Rochester Oyster Floating Fishery, the Mayor, neighbouring Mayors and Councillors travel the length of the Medway on private boats owned by members of RCC. The Council contributes a donation towards the buffet provided and hosted by RCC on the Sunday to thank all participants.

Item	2010-2011		2011-2012		2012-2013	
		£1,580.54		£2,134.49		£2,242.89
Donation towards Admiral's Buffet supplied by RCC	£1,142.29		£1,142.29		£1,142.29	
Printing of booklet	£438.25		£293.00		£320.00	
Pennants	£0.00		£699.20		£780.60	

**Garden Party**

The Mayors Garden Party is a small civic function with emphasis given to former Mayors, the Armed Forces and the Mayor's selected charities. Council Directors are asked to nominate 3 members of staff from their Directorates who they believe deserve an invitation as thanks for their hard work. The venue and arrangements for refreshments vary according to the Mayor's wishes.

Item	2010-2011	2011-2012	2012-2013
Venue & hire charge	Commissioners House <b>£2,658.00</b> £0.00	Eastgate House <b>£4,000.00</b>	Officers Mess, RSME included into per head charge <b>£761.37</b>
No of guests	98	124	114
No of personal guests	20	21	0
Food	<b>£2,658.00</b>		<b>£3,238.63</b>
Drink	1 glass of Pimms and 1 glass of wine per person included in total cost	1 glass of Pimms per person & unlimited soft	soft included - individuals could purchase alcohol from bar
Accounting accrual			<b>-£4,000.00</b>

**High Sheriff Luncheon**

This is a small civic function to thank the outgoing High Sheriff for their hard work, and to welcome the High Sheriff Elect. Guests are select high profile people the High Sheriff Elect may meet in their forthcoming year and include the Deputy Lieutenant, Group Leaders, the Armed Forces, the Emergency Services, the Universities and key businesses. All guests are at the personal invitation of the Mayor.

Item	2010-2011	2011-2012	2012-2013
Venue & hire charge	Commissioners House <b>£350.00</b> £350.00	Commissioners House - hire charge 2012 <b>£2,192.41</b> £350.00	Commissioners House - hire charge 2013 <b>£350.00</b> £350.00
No of guests	22	28	25
No of personal guests	0	0	0
Food	This event was held on 30/03/11 and as such all catering costs were met out of the next year's financial budget i.e. 2011/12	Food - 2011	£664.00
		Food - 2012	£904.00
Drink		Wine - 2011	£114.49
		Soft - 2011	£9.58
		Wine - 2012	£130.34
		Soft - 2012	£20.00
			£0.00

**Remembrance Sunday**

The main Service at Rochester Cathedral is organised by Royal British Legion (RBL) Rochester who issue invitations to all participants for both the Parade and Service, including all Councillors. The Council supports RBL Rochester by covering costs of security, printing of the Order of Service, the PA system, and the post-Service reception which usually comprises soup, finger food, tea & coffee. The Council also provides tea and coffee at Guildhall for participants of the Civic Procession which includes Councillors, Lord Lieutenant or his Deputy, and representative of Kent Police. The Council sends official representation to the main services in Gillingham, Chatham, Rainham and Brompton and pays for wreaths for laying. The Council organises firing of marons from Fort Amhurst at 1100 and 1102 on the 11th. No invitations are extended by the Council.

Item	2010-2011	2011-2012	2012-2013
Venue & hire charges	<b>£2,801.75</b> Guildhall, Cathedral then Corn Exchange FOC	<b>£2,351.00</b> Guildhall, Cathedral then Corn Exchange FOC	<b>£3,585.78</b> Guildhall, Cathedral then Corn Exchange FOC
Tea, coffee & biscuits prior to parade	£93.75	£112.50	£83.34
Tea, coffee, soup & finger bites	£2,677.50	£1,400.00	£2,072.91
Hire of equipment	£157.50		
Printing Order of Service	£0.00	£348.50	£1,156.00
PA System	-£250.00	£250.00	£250.00
Security covering of bins	£0.00	£240.00	£263.53
Wreaths	£198.00		£170.00
Firing of Marons	-£75.00		£0.00
Accounting accruals			-£410.00

**French POW Commemoration Service** | Held during November, this Service at St Georges commemorates the French Prisoners who died in prison ships in the UK during the Napoleonic war. Councillors and past Mayors are invited, and the French Embassy sends a delegation. It is a public service so no record is kept of how many attend, although provisions are ordered for approx 75 guests.

Item	2010-2011	2011-2012	2012-2013
Venue & hire charge	St Georges Centre <b>£338.00</b> FOC	St Georges Centre <b>£370.00</b> FOC	St Georges Centre <b>£333.00</b> FOC
Hire charge			
Tea, coffee & light pastries	£337.50	£348.75	£312.50
Wreath	£0.00	£20.84	£20.83

**Misc Small Receptions** | This includes small receptions the Mayor hosts for example cheque presentation ceremonies for the charities, visits by dignitaries etc. Usually tea, coffee & biscuits or small pastries are provided.

Item	2010-2011	2011-2012	2012-2013
	<b>£0.00</b>	<b>£32.08</b> £32.08 Refreshments for visiting Mayors to Christmas Dickens	<b>£500.00</b> £500.00 mis-coded non-Mayoral spend



**Photographs and Publicity**

This is primarily the cost of the official photo which is used on the web, in the yearbook and hung in the Parlour. There is a nominal budget of £250 for personal prints. Also covers any additional official photography the Mayor may wish.

Item	2010-2011	2011-2012	2012-2013
Attendance of photographer & 1 official image	<p style="text-align: center;"><b>£50.00</b> £50.00</p>	<p style="text-align: center;"><b>£555.00</b> £50.00</p>	<p style="text-align: center;"><b>£218.78</b> £50.00</p>
Prints		Sets of prints for Cllr Brake & Cllr Baker	£0.00
			photoshoot - Mayor's Swim £72.03
			photoshoot - Mayor of Ito £96.75

Appendix 1

Item	2010-2011	2011-2012	2012-2013
<b>HMS Chatham</b>	<b>£14,846.30</b>	<b>£177.80</b>	<b>£0.00</b>
HMS Chatham Decommissioning ceremony	£13,428.05	Insurance for Bell £30.00	
Venue	Gun Wharf FOC	St John Ambulance - Freedom parade £140.00	
No of guest	100 for pre; 160 for post refreshments	Squash for pre March refreshments £7.80	
No of personal guests	0		
	Tea, coffee & biscuits pre-event £150.00		
	Food & hot drinks £1,200.00		
	Hotel accommodation for Mayor to attend Decommissionin g ceremony £68.25		

<b>COSTS NOT RELATED TO SPECIFIC EVENTS</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
Dickens Festival - costumes	£0.00	£205.00	£108.00
Overseas Trips	£312.00	£158.00	-£39.00
Tickets for Charity Functions	£4,136.00	£3,601.00	£4,144.00
Parlour Stock - Tea, coffee, milk, soft drink and biscuits for visitors to the Parlour	£0.00	£67.00	£0.00
Contribution of costs towards Mayoral car	£1,910.00	£1,910.00	£1,910.00
Bouquets	£0.00	£83.32	£41.67
Christmas Cards	£67.50	£248.50	£264.60
Civic Gifts	£283.02	-£19.20	£0.00
Repairs & Renewals in Mayor's Parlour	£391.00	£235.47	£95.00
Office Sundries	£0.00	£48.94	£0.00
Misc printing	£0.00	£0.00	£0.00