

## Appendix 1

### AREA COMMITTEE REPORT– SHORT FORM

#### 1. Item of business and issues for consideration

The South West Committee is asked to consider setting aside an amount of £500 from its budget for the costs associated with advertising and venue hire for the municipal year 2018/19.

£200 is allocated to each of the five Area Committees on an annual basis as part of their base budget to help contribute towards the cost of room hire. The additional £500 being requested will help cover venue hire and any costs associated with advertising the Committee, its projects, and walkabouts.

Any surplus will be returned to the main Area Committee budget at the end of the 2018/19 municipal year.

#### 2. List of supporting documents for consideration

#### 3. Summary of any other consultation carried out and outcomes

[Note - It's not necessary to include any consultation referred to in documents listed in Box 2]

#### 5. Financial implications

£500 is requested from the South West Area Committee budget.

#### 6. Proposed Date of Decision

Thursday 31 May 2018

#### 7. Recommended Decision

**The Area Committee is asked to allocate £500 from the South West Area Committee budget for costs associated with advertising and venue hire for the South West Area Committee for 2018/19.**

#### 8. Reasons for decision

To facilitate the good running of the Area Committee thereby meeting the goal of devolving power closer to the people.

#### 9. Alternatives considered and reasons why rejected

**10. Conflicts of interest**

Name of all members who were consulted AND declared a conflict of interest	Nature of interest	Did the Audit & Governance Committee give a dispensation for that conflict of interest? (if yes give details and date of dispensation)

**11. Risks considered**

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1 – almost impossible 6 – very high)	Impact of risk, if it occurred taking account of actions (scale 1 – negligible; 4 – catastrophic)	Actions to mitigate risk
Venue not being secured for the 2018/19 municipal year.	Area Committee meetings cannot be held & function is disrupted.	Committee funding request	2	1	Agreeing to allocate funding will mitigate the risk.

\*taking account of the proposed mitigation measures.

**12. Record of Decision taken**

**13. Exemption from call in (if applicable)**

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

Signed.....  
 [This must be signed by the Chair of the Area Committee]

**This is a public document.**