
MATATIELE LOCAL MUNICIPALITY

ENTERTAINMENT / REFRESHMENTS POLICY



INDEX

	<u>Page</u>
<u>PART 1</u> : OBJECTIVE	2
<u>PART 2</u> : GUIDELINES	2

1. OBJECTIVE

The objective of the policy is to provide guidance on the expenditure allowed on the provision of Refreshments and Entertainment to staff, visitors and the public.

2. GUIDELINES

2.1 Expenditure can be incurred, within the budgeted constraints, on the following:

2.1.1 The provision of tea/coffee to staff, once in the morning, and once in the afternoon;

2.1.2 The Municipal Manager and other Strategic managers are authorised to offer refreshments (including tea/coffee) to visitors;

2.1.3 The Municipal Manager and Chief Financial Officer may incur expenditure on entertainment, specifically meals, to visitors of the municipality. Other strategic managers require prior approval from the Municipal Manager in this regard;

2.1.4 Catering for Council, Executive Committee and Standing Committee meetings, where the duration incorporates a normal meal time. Alternatively refreshments to be provided;

2.1.5 Catering or refreshments for Outreach meetings to the community regarding the Integrated Development Plan and Budget; and

2.1.6 The Municipal Manager can authorise for other special events, upon receiving an application at least one week in advance.

2.2 There will be no provision for religious or cultural events, and birthdays of staff or councillors.