
To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for financial year 2022/23 and 2023/24.

- a) Correspondence was received from the Scottish Provost's Association requesting an annual payment towards the costs of venue hire and light refreshments at forthcoming meetings. The Scottish Provost's Association comprises membership of all 32 local authorities with its main aim as a support and information sharing organisation which will help evolve a more caring and kinder society.

Following consultation with the Provost, the Head of Corporate Governance used his delegated authority to approve the request and made the necessary arrangements to provide a contribution of £200 towards the cost as outlined above.

- b) Correspondence has been received from 1st/3rd Renfrew Boys Brigade Company suggesting the possibility of a contribution towards civic hospitality at Renfrew North Parish Church on Sunday 14th May 2023 in celebration of their respective anniversaries of 135th for 1st company and 75th Anniversary for 3rd company.

Following consultation with the Provost, it is proposed that the Board agree to provide a contribution towards hospitality in the form of a buffet for 200 people at a cost of approximately £1000 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- c) Correspondence has been received from Paisley Magic Circle in relation to their 85th anniversary.

They have suggested the possibility of a civic reception in the form of a buffet for approximately 80 people to be held at St Columba's Church hall on Saturday 30th September 2023.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality as detailed above at a cost of approximately £1200 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) Each year Renfrewshire in celebration of our Armed Forces has a flag raising ceremony to thank our local armed forces community for their continued service to our Country. It is proposed that this year we continue the tradition of the Flag raising service on Friday 16th June with light refreshments in Paisley Abbey following this event.

The Royal British Legion Scotland Paisley Comrades Branch together with the 102 Field Squadron are collaborating on a family fun day for our local Armed Forces community and families on Saturday 17th June and have suggested the possibility of a contribution towards the costs of a buffet for approximately 200 people.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality for Renfrewshire's Armed Forces Day events as detailed above at the total cost of approximately £2000 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- 1.2 The budget provision for 2022/23 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £3,500. The budget provision for 2023/24 for civic hospitality (including International Links) is £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £38,700.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for 1st/3rd Renfrew Boys Brigade Company, Paisley Magic Circle and Renfrewshire's Armed Forces Day events; (b) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.
- 2.2 That the Board note the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the contribution towards associated costs of the Scottish Provost's Association.

Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the 2022/23 and 2023/24 budget provision.

2. **HR & Organisational Development** – None.
 3. **Community/Council Planning** – Civic receptions provide recognition of the contributions made by individuals and organisations to the fabric of life in Renfrewshire.
 4. **Legal** - None.
 5. **Property/Assets** - None.
 6. **Information Technology** – None.
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – None.
 9. **Procurement** – None.
 10. **Risk** – None.
 11. **Privacy Impact** - None.
 12. **Climate Risk** – None.
 13. **Cosla Policy Position** – Not applicable.
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List of Background Papers

- (a) Background Paper 1 – Email correspondence from the Scottish Provost's Association
- (b) Background Paper 2 – Email correspondence from 1st/3rd Renfrew Boys Brigade Company
- (c) Background Paper 3 – Email correspondence from Paisley Magic Circle

The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Donna Gallagher, Member Services Officer (Telephone – 0141 487 1115, e-mail – donna.gallagher-pt@renfrewshire.gov.uk)

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