
To: Finance, Resources and Customer Services Policy Board

On: 23 November 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 the financial year 2023/24.

- a) Correspondence has been received from the University of the West of Scotland (UWS) suggesting the possibility of a civic reception in the form of a drinks reception and buffet to accompany their 2024 Leisure Studies Conference where they will welcome 120 International delegates from over 15 countries at Paisley Abbey on 10th July 2024.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality as detailed above at the cost of approximately £2,400 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- b) Correspondence has been received from the Parent Committee of the Renfrewshire Schools Pipe Band suggesting the possibility of a civic reception to celebrate the recent success of the band at the World Pipe Band Championships. It is proposed that civic hospitality in the form of a buffet for approximately 80 people be provided at the Normandy Hotel in Renfrew on 20th December 2023.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality as detailed above at the cost of approximately £1,350 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- c) Renfrewshire will hold their annual SOBS (Survivors of bereavement by suicide) event on Thursday 18th January to allow friends and family of those lost to suicide to come together and commemorate their loved ones. It is proposed that tea/coffee and biscuits be provided after this annual event for approximately 50 people at Paisley Abbey.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality as detailed above at the cost of approximately £300 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) Correspondence has been received from the Bishopton Scout Group in relation to their centenary celebrations. They have suggested the possibility of civic hospitality in the form of an evening meal for approximately 120 people at Ingliston Hotel on Saturday 26th October 2024.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality as detailed above at a cost of approximately £3,750 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- e) Correspondence was received from the Renfrew Bath's Amateur Swimming Club (RBASC) in relation to their 50th anniversary celebrations and annual awards ceremony. They had suggested the possibility of a buffet civic reception at Renfrew Town Hall on Saturday 25th November 2023 for approximately 150 people.

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 £1,000 towards the civic reception.

- f) Following the successful refurbishment of the prominent new Paisley Library, it had been proposed that the Provost host an official opening reception to showcase this significant new community venue. It was suggested that in conjunction with the official opening of this venue a drinks reception and canapes be provided for approximately 100 people on 29th November 2023.

Following consultation with the Provost and the Director of Finance & Resources, the necessary arrangements were made as detailed above at the cost of £1,200 and the Board is asked to homologate the action taken.

- g) Each year a traditional Carol Concert takes place as part of the Christmas festivities in conjunction with the Renfrew Burgh Band and the local Renfrew clergy. The Provost after this concert hosts a small reception for approximately 100 people, which consist of hot drinks and mince pies.

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 £500 towards the civic reception.

- 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 £10,300. The budget provision for 2024/5 for Civic Hospitality (including international Links) has not yet been agreed.
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2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for UWS, Renfrewshire Schools Pipe Band, the annual SOBS service and Bishopton Scout group and; (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 homologate the action taken in respect of the civic reception for the opening of the new Paisley Library.
 - 2.3 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 RBASC and the Carol Concert at Renfrew.
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Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the 2023/24 and 2024/25 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.

List of Background Papers

- (a) Background Paper 1 – Email correspondence from UWS
- (b) Background Paper 2 – Email correspondence from Renfrewshire Pipe Bands Parent Committee
- (c) Background Paper 3 – Email correspondence from Bishopton Scout Group
- (d) Background Paper 4 – Email correspondence from RBASC

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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