
To: Finance, Resources & Customer Services Policy Board

On: 30 August, 2017

Report by: Director of Finance & Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for the financial year 2017/18.

- a) Email correspondence was received from Father Edward Cameron in relation to the Volunteer International Development Education Salesian UK week (Vides UK). This programme is open to children from Primary 5 through to pupils in 2nd year at High School with St Peter's Church helping to facilitate this programme for five years. To launch their week long activities programme Father Cameron requested some civic hospitality to accompany their opening ceremony.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a civic reception at St Peter's Church Hall in the form of a barbeque for approximately 200 people at a cost of £1000. The Board is asked to homologate the action taken.

- b) Correspondence was received from the Lapwing Lodge Management Board to advise that Lapwing Lodge were hosting a visit of a scout group of Renfrewshire's twin town of Gladsaxe. As part of this visit they were planning a mini highland games at Lapwing Lodge on 6th July 2017 and requesting if consideration could be given to providing some form of civic hospitality.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a small civic reception for approximately 50 people in the afternoon of 6th July at Lapwing Lodge at a cost of £250. The Board is asked to homologate the action taken.

- c) A request was received from Children's Services for a civic reception to accompany the formal unveiling of artwork by a group of accommodated young people and a plaque to commemorate former Councillor Jimmy Mitchell.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a small civic reception for approximately 30 people in the afternoon of 4th September at the St James Street Office a cost of approximately £400. The Board is asked to homologate the action taken.

- d) On 13th September 2017, following discussion with the Provost, it is proposed that there is an official unveiling of the Workers' Memorial Cairn within Robertson Park in Renfrew and that some civic hospitality in the form of tea, coffee, biscuits be given to accompany this official ceremony.

It is proposed that the Board agree to provide civic hospitality for approximately 35 people within the McMaster Centre at a cost approximately £250 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- e) A letter has been received from Erskine Hospital in relation to their annual charity ball. They have requested that the Council consider hosting a table of 10 at a cost of £1000.

Following discussion with the Provost, it is proposed that the Council be represented at the Ball on 6th October 2017 by up to five elected members and partners and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- f) An email has been received from the local coordinator for the Singing Children of Africa requesting some civic hospitality prior to a concert they are holding within Paisley Town Hall on Sunday 17th September 2017. They have requested a civic reception in the form of a finger buffet for approximately 60 people.

Following discussion with the Provost, it is proposed that the Board agrees to provide civic hospitality at the cost of approximately £1,250 within the North Minor, Paisley Town Hall 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 2017/18 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed the remaining balance would be approximately £35,070

2. Recommendations

- 2.1 That the Board agrees to: (a) provide civic hospitality to the opening of the Workers Memorial Cairn; for the Signing Children of Africa; and consider taking a table at Erskine's Military Ball 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 receptions for VIDES UK, Gladsaxe Scout Visit and Children's Services request.

Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the current budget
2. **HR & Organisational Development** – None
3. **Community 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.**

List of Background Papers

- (a) Background Paper 1 – Correspondence by email in relation to the VIDES UK Programme.
- (b) Background Paper 2 – Correspondence by email from Lapwing Lodge Management Committee.
- (c) Background Paper 3 – Correspondence by email from Children’s Services in relation to the Jimmy Mitchell Plaque unveiling.
- (d) Background Paper 4 – Correspondence from Erskine Hospital in relation to the Erskine Military Ball .
- (e) Background Paper 5 – Correspondence from Educate the Kids in relation to the Singing Children of Africa

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 618 6794, e-mail – donna.gallagher-pt@renfrewshire.gov.uk

Author: Donna Gallagher – Member Services Officer. Tel: 0141 618 6794
E-mail donna.gallagher-pt@renfrewshire.gov.uk