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**To: Finance, Resources & Customer Services Policy Board**

**On: 4 September 2019**

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**Report by: Director of Finance & Resources**

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**Heading: Civic Hospitality**

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**1. Summary**

**1.1** The following requests for civic hospitality have been received for financial year 2019/20.

- a) A letter was received on 20<sup>th</sup> June from Captain David Hanley of the 102 Field Squadron to request civic hospitality in the form of a contribution towards a reception for the Squadron Family Day on Saturday 17<sup>th</sup> August 2019. The family day is intended to recognise the commitment of volunteers from Renfrewshire together with the support provided by their families.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to provide a contribution towards the day of £1,000 and the Board is asked to homologate the action taken.

- b) A request has been received to provide a civic reception for the German exchange programme between Gleniffer High School and a partner school in our twin town of Fürth on Tuesday 22<sup>nd</sup> October at Paisley Abbey. This will coincide with a tour of Paisley Abbey and a tour of the Council Chambers for the German Students.

Following consultation with the Provost, it is proposed that the Board agree to provide a civic reception for approximately 50 people at an estimated cost of £350 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 Renfrew Community Council in relation to a request for some civic hospitality in the form of an afternoon tea or finger buffet to accompany the reinstatement of the flag pole at Ferry Green in Renfrew.

Following consultation with the Provost, it is proposed that the Board agree to provide a reception at the Ferry Inn for approximately 80 people at the cost of approximately £800 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 2019/20 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 £26,195.

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## 2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for the German school exchange visit and Renfrew Community Council 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 contribution towards civic hospitality for the 102 Field Squadron.

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## Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the 2019/20 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 – Correspondence from 102 Field Squadron
- (b) Background Paper 2 – Email correspondence Gleniffer High School
- (c) Background Paper 3 – Email correspondence from Renfrew Community Council

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)

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