

To: Finance, Resources and Customer Services Policy Board

On: 18 April 2024

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 and 2024/25.

- a) Correspondence was received from St Vincent's Hospice in relation to their 'an audience with' event being held in the Glynhill Hotel on Friday 8th March 2024 requesting the possibility of taking a table at this charity event.

Following consultation with the Provost, the Head of Corporate Governance used his delegated authority to approve the request and made the necessary arrangements at the cost of £450 for a table of 10.

- b) A book launch to celebrate the life of renowned Paisley author Evelyn Hood took place at Paisley Central Library on 27th March 2024. A Provost's Distinction Certificate presentation was arranged to coincide with this book launch to honour and recognise Evelyn's contribution to Literary Arts within Renfrewshire posthumously.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to provide hospitality in the form of a wine and canape reception for approximately 75 people at the cost of £1100 and the Board is asked to homologate the action taken.

- c) Correspondence was received from Paisley Rotary Club proposing a welcome lunch for the visit of our twin town of Furth's Rotarians on Friday 3rd May 2024 at the Glynhill Hotel in Renfrew for approximately 30 people.

Following consultation with the Provost, it is proposed that the Board agree to the civic hospitality as detailed above at the cost of approximately £900 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 Lilybank Bowling Club requesting the possibility of a civic reception in the form of a buffet to accompany an event being held at Houstoun Square in Johnstone to mark the 100-year anniversary of the War Memorial on Friday 10th May 2024.

Following consultation with the Provost, it is proposed that the Board agree to providing a buffet for 100 people at the cost of approximately £500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- e) Correspondence has been received from Renfrewshire's Chamber of Commerce requesting the possibility of a civic reception in the form of a buffet and drinks reception to mark the occasion of the Chamber's 60th Anniversary. It is proposed the event for approximately 250 people be held in Paisley Town Hall on Thursday 20th June 2024.

Following consultation with the Provost, it is proposed that the Board agree to provide a contribution of £3000 towards the cost of a civic event as detailed above and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- f) Correspondence has been received from Lilybank Bowling Club in relation to their 150th anniversary requesting the possibility of a civic reception in the form of a three-course meal with welcome drink within their club grounds on Saturday 29th June 2024.

Following consultation with the Provost, it is proposed that the Board agree to provide the hospitality detailed above for 100 people at the cost of £2500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- g) Correspondence has been received from the charity organisation Action for Children requesting the possibility of a civic reception in June 2024 to accompany their 25 year anniversary providing practical care and emotional support to children throughout Renfrewshire. They plan to celebrate this success with a formal event for approximately 100 people followed up with an event that focuses on the children who are not able to attend the formal event.

Following consultation with the Provost, it is proposed that the Board agree to provide a contribution of £2000 towards the cost of hospitality at both of the planned events and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- h) Correspondence has been received from Bridge of Weir Community Council advising of a dedication event for the addition of James Reynolds DCM to the Bridge of Weir War Memorial on Sunday 18th August 2024, and have requested the possibility of a civic reception to accompany this event for approximately 120 people. Guardsman James Reynolds lost his life in the Falklands War after assuming responsibility for his platoon after the platoon commander was also killed, he was subsequently honoured posthumously with the Distinguished Conduct Medal (DCM) for his bravery in the field.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality in the form of a buffet for 120 people at Cargill Hall, Bridge of Weir at the 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.

- i) This year Paisley Cenotaph reaches its 100-year anniversary, it is proposed that the event be marked by a small service led by the Royal British Legion which will also coincide with Renfrewshire's Armed Forces Day Flag raising service on Friday 21st June 2024, followed by a light buffet lunch at Paisley Abbey for approximately 100 people.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality as detailed above at the 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.

- j) Correspondence has been received from Dates-n-Mates in relation to their 2024 Celebration Night Awards taking place at the Glynhill Hotel, Renfrew. They are requesting the possibility of taking a table of 10 on 15th May 2024 at the cost of £450.

Following consultation with the Provost, it is proposed that the Board agree to take a table at Dates-n-Mates's charity event at the cost of £450 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements

- k) The 102 Field Squadron together with the Royal British Legion Scotland Paisley Comrades Branch are collaborating on a family fun day for our local Armed Forces community and families on Armed Forces Day at the Army Barracks on Saturday 29th 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 a contribution of £2000 towards hospitality as detailed above for an Armed Forces Family Fun Day 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 2024/25 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 £23,690.
-

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for the Furth Rotary Club visit, the rededication of the war memorials at Paisley, Johnstone and Bridge of Weir, Lilybank Bowling Club, Renfrewshire Chamber of Commerce, Action for Children and the Armed Forces Family Fun Day (b) agree to take a table at the Dates-n-Mates awards and; (c) 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 Evelyn Hood Distinction Presentation and book launch.
- 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 St Vincent's 'An audience with' event.
-

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 St Vincent’s Hospice
- (b) Background Paper 2 – Email correspondence from Paisley Rotary Club
- (c) Background Paper 3 – Email correspondence from Lilybank Bowling Club
- (d) Background Paper 4 – Email correspondence from Renfrewshire Chamber of Commerce
- (e) Background Paper 5 – Email correspondence from Lilybank Bowling Club
- (f) Background Paper 6 – Email correspondence from Action for Children
- (g) Background Paper 7 – Email correspondence from Bridge of Weir Community Council
- (h) Background Paper 8 – Email correspondence from Environment & Infrastructure in relation to the Paisley Cenotaph anniversary
- (i) Background Paper 9 – Email correspondence from Dates-N-Mates

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

Author: Donna Gallagher – Member Services Officer. Tel: 0141 487 1115
E-mail donna.gallagher-pt@renfrewshire.gov.uk