
To: Finance, Resources & Customer Services Policy Board

On: 5 September, 2018

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 2018/19.

- a) Correspondence was received from the group 'Pals of the Privies' in relation to providing civic hospitality for the opening of the Fairy Garden and Superhero Trail within Glencoats Park, following recent renovations in the park by the local community. The group created the Fairy Garden and Superhero trail to promote civic pride and encourage young people to look after the park.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to provide a £400 contribution towards the cost of food for approximately 50 people within Glencoats Park between 12noon and 3pm on Saturday 18 August as part of their Grand Opening and the Board is asked to homologate the action taken.

- b) Correspondence was received in relation to the unveiling of the May Donoghue sculpture on Wednesday 12 September 2018. The artist Mandy McIntosh had been working on a Bronze artwork representing May Donoghue, who in 1928 found a decomposing snail in her bottle of ginger beer. This case took several years to pursue and laid the foundation of the modern law of negligence.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a civic reception at the University of the West of Scotland, to accompany the unveiling, in the form of a buffet lunch for approximately 70 people at the cost of £650 and the Board is asked to homologate the action taken.

- c) Correspondence has been received from the Paisley Magic Circle to request civic hospitality in celebration of their 80th anniversary which will take place at the Watermill Hotel on Saturday 20 October 2018.

Following consultation with the Provost, it proposed that the Board agree to provide civic hospitality in the form of a finger buffet and welcome drink for approximately 100 at an estimated cost of £1300 on Saturday 20 October and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) A request has been received for civic hospitality from the Lord Lieutenant's Office in relation to the Queen's Award for Voluntary Service. This prestigious award is being given to three local organisations, Crisis Counselling, I Am Me Scotland and St Vincent's Hospice.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a finger buffet for approximately 200 in the Glynhill Hotel, with a proposed date of Thursday 20 September 2018 at an estimated cost of £2350 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- e) A request has been received to take a table of 10 at the Cancer support group 'Rays of Hope' first Ladies Lunch on Sunday 28 October 2018.

Following consultation with the Provost, it is proposed that the Board agree to take a table at this event at the cost of £400 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- f) A request has been received to provide civic hospitality in the form of tea/coffee and cakes to accompany the official opening of Riverbrae School on Tuesday 30 October 2018.

Following consultation with the Provost, it is proposed that the Board agree to provide the above civic hospitality for approximately 120 people at an estimated cost of £600 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 in relation to providing civic hospitality in the form of a finger buffet to accompany the launch show of the Spree on Friday 12 October 2018 within the High Street Hub.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality for 75 people 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.

- h) This year marks the 50th anniversary of the fire at R & W Paper Mills at Napier Street in Linwood. Sadly, whilst helping to extinguish this fire, Fireman Edmund Burt lost his life on 7th October 1968. As part of the 50th commemoration, to unveil a memorial stone, civic hospitality following the small service at Napier Street has been requested.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a finger buffet at the Tweedie Hall in Linwood for up to 80 people at the cost of approximately £950 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- i) A request for civic hospitality has been received by Quarriers, who are holding their Volunteers Awards Event on Thursday 15 November 2018 at Paisley Town Hall. To mark this occasion Quarriers have requested a drinks reception prior to their awards ceremony.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a drinks reception for up to 150 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.

- j) A request for civic hospitality to celebrate the 100th anniversary of the Renfrew Sea Scouts has been received. On 19 November 2019 Renfrew Town Sea Scouts celebrate their 100th anniversary and would like to mark the occasion by having an evening meal at the Glynhill Hotel for approximately 100 people, which will be met from the 2019/20 civic hospitality budget.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a three-course dinner for up to 100 people at an approximate cost of £3,000 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- k) A small ceremony to mark the appointment of Renfrewshire Makar is due to take place in November 2018 at Paisley Town Hall. To celebrate this appointment civic hospitality in the form of canapes and a drinks reception has been requested.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality for up to 70 people at the approximate cost of £1000 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 2018/19 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed the remaining balance would be approximately £17,210.40.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for the Unveiling of the Commemorative Plaque, to the Paisley Magic Circle, the Queen's Award for Voluntary Service, spree launch, Quarriers, Renfrew Sea Scouts, (b) take a table at Rays of Hope Ladies Lunch; 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 opening of the Fairy Garden and Superhero Trail and the unveiling of the May Donoghue Statue.

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/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. **Cosla Policy Position** – not applicable

List of Background Papers

- (a) Background Paper 1 – Email from Terry McTernan dated 27th July 2018
- (b) Background Paper 2 – Email from Jean Cameron dated 29th July 2018
- (c) Background Paper 3 – Email from Paisley Magic Circle
- (d) Background Paper 4 – Letter from Rays of Hope
- (e) Background Paper 5 – Letter from Lord-Lieutenant's Office
- (f) Background Paper 6 – Email from the Events Team
- (g) Background Paper 7 – Email from Quarriers
- (h) Background Paper 8 – Email from Renfrew Sea Scouts

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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