
To: Finance, Resources & Customer Services Policy Board

On: 6 June 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 dated 26 March 2018 was received in relation to the “Ladies A, B & C” project. This project had a series of workshops which shone a light on forgotten stories of the women of Paisley and Renfrewshire and the difference these ladies made to their community. The culmination of this event took place as part of Scottish Mental Health Film and Arts Festival in May. As this project was a celebration of Renfrewshire women’s heritage a request for some civic hospitality to accompany the film showing was made.

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 in the form of a buffet lunch for 80 people at the cost of £650 on 22 May 2018 and the Board is asked to homologate the action taken.

- b) Correspondence was received on 4 April 2018 from RAMH to request that consideration be given to taking a table at their annual quiz night on Friday 25 May 2018 with the proceeds being raised for their Charity.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to take a table at the cost of £400. The Board is asked to homologate the action taken.

- c) The Paisley & District Battalion of the Boys' Brigade has asked the Council to provide a civic reception to mark the presentation of the Queen's Badge Certificates and Duke of Edinburgh Gold Award Certificates in September 2018. The Council has supported this event in previous years.

Following consultation with the Provost, it is proposed that the Council provide a civic reception on Monday 17 September in Paisley Abbey at the cost of approximately £1600, 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 Lord-Lieutenant's office advising that there is a British Empire Medal recipient, within Renfrewshire and requesting an accompanying civic reception at an official ceremony to mark the occasion.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a lunch at the Glynhill to mark the occasion in July 2018 for approximately 20 at a cost of £450 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 Father Edward Cameron in relation to the Volunteer International Development Education Salesian UK week (Vides UK). This programme is opened to children from Primary 4 through to pupils in 2nd year at High School. St Peter's church will be helping to facilitate this programme for five years and to launch their week-long activities have requested some civic hospitality for an opening ceremony.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality on 5 August 2018 for approximately 200-250 people at the cost of approximately £1500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- f) This year sees the 100th anniversary of the Royal Air Force. The Provost met with the Paisley RAF Branch to discuss a civic reception to commemorate the anniversary.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a finger buffet in Paisley Abbey on Sunday 16th September 2018 for approximately 100 people at the cost of approximately £1500 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- g) The Royal Regiment of Scotland is working in conjunction with Renfrewshire Council to hold a service to mark the unveiling of a commemorative stone to recognise the 100th anniversary of Private Hugh McIver of the 2nd Battalion, The Royal Scots (Lothian Regiment) receiving the Victoria Cross for valiant services to his Country during WW1.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of light refreshments following a short service in the Tweedie Hall on Thursday 23 August 2018 at the cost of approximately £250 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- h) On 12 July 2018 in Paisley Town Hall, there will be a small ceremony to recognise recipients of the Provost's Distinction Certificates.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of an Afternoon Tea for approximately 50 people at the cost of £1500 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- i) National Merchant Navy Day falls on the Monday 3 September and, following consultation with the Provost, as part of the annual flag raising service, it is proposed that the Board agree to provide civic hospitality to honour the brave men and women called upon during both World Wars but also celebrating the modern-day Merchant Navy Seafarers, who are responsible for 95% of the UK's imports. The proposed civic hospitality would be in the form of light refreshments in Paisley Abbey at the cost of approximately £300 following the flying of the Red Ensign to mark Merchant Navy Day and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- j) Correspondence has been received from the 102 Field Squadron, 71 Engineer Regiment requesting civic hospitality for their Family Day on Saturday 14th July at the Regiment Headquarters in Paisley. The 102 Field Squadron wishes to recognise the commitment of their volunteers in Renfrewshire and the support they receive from their families.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a contribution towards their family day of £500 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- k) Correspondence has been received from Baron Duncan Paisley of Westerlea requesting a civic lunch to honour the 30th anniversary of the establishment of the Clan Paisley Society. They will be inviting members of Clan Paisley from around the world to attend Renfrewshire culminating in a service in Paisley Abbey and tour followed by a 3-course lunch for approximately 90 people in Paisley Town Hall.

Following consultation with the Provost it is proposed that the Board agree to provide civic hospitality in the form of a lunch and drinks reception at a cost of £3000 on Sunday 26 August in Paisley Town Hall and that the Director of Finance & Resources in consultation with the Provost 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 £26,190.30.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above to the following organisations: Boys Brigade, BEM Medal Presentation, Vides UK, 100th Anniversary of the RAF, the 100th Anniversary of the VC Medal to Private Hugh McIver, the Provost's Distinction Certificate Presentations, Merchant Navy Day; 102 Field Squadron and Clan Paisley, 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 Ladies A B & C Project and taking a table at RAMH quiz night.
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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
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List of Background Papers

- (a) Background Paper 1 – Email correspondence in relation to the Ladies A, B & C Event dated 26th March.
- (b) Background Paper 2 – Correspondence by email in relation to the request to take a table at RAMH Charity Quiz Night dated 4th April.
- (c) Background Paper 3 – Correspondence from the Paisley & District Battalion of the Boys Brigade.
- (d) Background Paper 4 – Correspondence by the Lord-Lieutenant's Office in relation to the BEM recipient.
- (e) Background Paper 5 – Correspondence by email in relation to VIDES UK.
- (f) Background Paper 6 - letter from the 102 Field Squadron in relation to their request
- (g) Background Paper 7 - letter from Baron Duncan Paisley of Westerlea in relation to the Clan celebration

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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