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

**On: 7 June, 2017**

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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 the financial year 2017/18.

- a) The Royal Regiment of Scotland had been working in conjunction with Renfrewshire Council to hold a service to mark the unveiling of a commemorative stone to recognise the 100<sup>th</sup> anniversary of 2<sup>nd</sup> Lieutenant (Acting Captain) Arthur Henderson being Renfrewshire's first recipient of the Victoria Cross during WW1. Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a civic reception in Paisley Abbey in the form of tea, coffee and biscuits for approximately 40 people at a cost of £100. The Board is asked to homologate the action taken.
- b) Correspondence was received from Renfrewshire's twin town of Gladsaxe to request a study visit by five family therapists from Gladsaxe Family and Youth Centre to Paisley, with a particular emphasis of looking at Renfrewshire Council's approach to prioritise and implement interventions for vulnerable children and their families.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host an evening meal for approximately 15 people at a cost of £400 at Ingliston Equestrian Centre to coincide with the visit from Gladsaxe. 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 2017. The Council has supported this event in previous years.

It is proposed that the Council provide a civic reception 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 to provide appropriate civic hospitality.

- d) A letter 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.

It is proposed that the Board agree to provide civic hospitality in July 2017 for approximately 20 at a cost of £400 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- e) An email has been received from the University of West of Scotland (Paisley Campus) to request civic hospitality in the form of a drinks reception to welcome the international visitors arriving in Renfrewshire for the University's Higher Education Teaching and Learning Conference.

It is proposed that the Board agree to provide civic hospitality in the form of a drinks reception in Paisley Abbey on Wednesday 28<sup>th</sup> June for approximately 200 people at the cost of £700 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- f) A letter has been received from The Glennifer Singers to request civic hospitality in Paisley Town Hall to celebrate their 50<sup>th</sup> anniversary.

It is proposed that the Board agree to provide civic hospitality in the form of a buffet meal in Paisley Town Hall on Thursday 28<sup>th</sup> September 2017 for approximately 100 people at the cost of approximately £1750 and that the Director of Finance & Resources in consultation with the Provost 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 £38,910
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## **2. Recommendations**

- 2.1 That the Board agrees to: (a) provide civic hospitality to Paisley & District Battalion of the Boys' Brigade, Renfrewshire's BEM recipient, the University of West of Scotland and The Glennifer Singers 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 Renfrewshire first Victoria Cross recipient in WW1 and the Gladsaxe Study Visit.
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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 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.
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### **List of Background Papers**

- (a) Background Paper 1 – Correspondence by email in relation to the Gladsaxe Study Visit
- (b) Background Paper 2 – Correspondence by email from The Paisley & District Battalion of the Boys' Brigade
- (c) Background Paper 3 – Correspondence by the Lord-Lieutenant's office in relation to the BEM recipient.
- (d) Background Paper 4 – Correspondence by email from the University of West of Scotland .
- (e) Background Paper 5 – Correspondence from The Glennifer Singers.

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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