

To: Finance, Resources and Customer Services Policy Board

On: 21 November 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 2024/25 and 2025/26

- a) Correspondence was received from the Royal Caledonian Curling Club (Ladies Section) requesting civic hospitality in the form of a lunch to welcome a visit by the Canadian Women's Curling Tour who were visiting Renfrewshire on Thursday 7th November 2024 as part of their Scottish and Canadian Women's Friendship tour.

Following consultation with the Provost, the Head of Corporate Governance used his delegated authority to approve the request of a lunch for 50 people and made the necessary arrangements at a cost of £500.

- b) Correspondence had been received from Erskine in relation to their Annual Military Charity Ball. They suggested civic hospitality in the form of a table for 10 people on Friday 9th November at the Marriott Hotel, Glasgow at the cost of approximately £700 in support of this event.

Following consultation with the Provost, the Head of Corporate Governance used his delegated authority to approve the request for a table of 10 people at the cost of £700 and made the necessary arrangements.

- c) The stock of Paisley pattern pin badges for civic gifts had been depleted. The pin badges are one of the most widely used civic gifts. In order to replenish these an order for 1000 at the cost of £860 required to be made.

Following consultation with the Provost, the Head of Corporate Governance used his delegated authority to approve the purchase and made the necessary arrangements.

- d) Correspondence has been received from the Elderslie Wallace Bowling Club suggesting the possibility of some support for their civic reception to celebrate the group's 150th anniversary. The group are holding a dinner dance with sit down meal in Johnstone Town Hall on Saturday 25th October 2025 for approximately 160 guests.

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

- e) Renfrewshire will hold their annual Memory Tree event for those affected by bereavement by suicide on Thursday 23rd January to allow friends and family of those lost to suicide to come together and commemorate their loved ones. It is proposed that tea/coffee and biscuits be provided after this annual event for approximately 50 people at Paisley Abbey.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality as detailed above at the cost of approximately £300 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 the Scottish Pensioners Forum in relation to their AGM on 10th June 2025 suggesting the possibility of hosting this national event in Renfrewshire and providing accommodation, morning coffee and a light lunch for approximately 100 people.

Following consultation with the Provost, it is proposed that the Board agree to provide the hospitality as detailed above at the cost of approximately £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 Association of Registrars of Scotland in relation to their annual conference on 14th May 2025 which will take place in the Glynhill Hotel, Renfrew. They suggested the possibility of civic hospitality to accompany the conference which will see Registrars from across Scotland come to Renfrewshire.

Following consultation with the Provost, it is proposed that the Board agree to provide lunch as part of the conference for approximately 70 people at the cost of £1250 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 St Vincent's Hospice to take a table at their annual Christmas charity event being held at the Grand Central Hotel on Sunday 1st December 2024. St Vincent's Hospice are a local charity organisation, providing palliative and end of life care to those affected by a life limiting illness.

Following consultation with the Provost, it is proposed that the Board agree to take a table at the charity event detailed above at a cost of £550 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- i) Correspondence has been received from the organisers of the Reclaim the Night march suggesting the possibility of civic hospitality in the form of tea/coffee and cake for 100 people to accompany this event on Wednesday 27th November. Reclaim the Night is an annual event which calls for action to end violence against women and gender-based violence.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality in Paisley Town Hall as detailed above at the cost of approximately £600 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 £7,900. The budget provision for 2025/6 for Civic Hospitality (including international Links) has not yet been agreed.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for the Elderslie Wallace Bowling Club, the Memory Tree event, Scottish Pensioners Forum AGM, the Association of Registrars of Scotland and Reclaim the Night (b) agree to take a table at the St Vincent's Hospice event 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 note the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the Royal Caledonian Curling Club, the Erskine Military Ball and the purchase of civic gifts.

Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the 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. **Children's Rights** – Not applicable.
 14. **Cosla Policy Position** – Not applicable.
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List of Background Papers

- (a) Background Paper 1 – Email correspondence from Royal Caledonian Curling Club
- (b) Background Paper 2 – Email correspondence from Erskine~
- (c) Background Paper 3 – Email correspondence from Elderslie Wallace Bowling Club
- (d) Background Paper 4 – Email correspondence from the Scottish Pensioner's Forum
- (e) Background Paper 5 – Email correspondence from the Association of Registrars of Scotland
- (f) Background Paper 6 – Email correspondence from St Vincent's Hospice

(g) Background Paper 7 – Email correspondence from the Organisers of the Reclaim the Night event

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

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