

Corporate and Community Services Department

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Date: 25 January 2019

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TO: Provost Fletcher (Chair), Deputy Provost Cunningham and Councillors Grant, Ireland and Miller.

CIVIC HOSPITALITY COMMITTEE

A meeting of the Civic Hospitality Committee will be held in the Committee Room, Council Headquarters, Eastwood Park, Giffnock, on **Tuesday, 29 January at 2.00pm.**

The agenda of business is listed below.

Caroline Innes

C INNES

DEPUTY CHIEF EXECUTIVE

AGENDA

1. Report apologies for absence.
2. Declarations of Interest.
3. Requests for Civic Hospitality – Various – Report by Deputy Chief Executive (copy attached, pages 3 - 8).

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EAST RENFREWSHIRE COUNCIL

CIVIC HOSPITALITY COMMITTEE

29 JANUARY 2019

Report by Deputy Chief Executive

REQUESTS FOR CIVIC HOSPITALITY - VARIOUS

PURPOSE OF REPORT

1. To consider a request for the Council to host a civic reception to mark the 40th Anniversary of the opening of Age Concern Eastwood's first day centre and lunch club in Giffnock; and also to consider attending Eastwood Rotary Club's Charity Quiz Night, the organisation of which is to raise funds for various charity projects for young people.

RECOMMENDATION

2. That the committee considers the requests referred to in this report and the accompanying Appendices.

BACKGROUND

3. On 26 June 2013 the Council agreed to establish a Civic Hospitality Committee with the following terms of reference:-

To be responsible for all civic hospitality matters on behalf of the Council including the:-

- consideration and determination of all requests for the provision of civic hospitality by the Council with an estimated cost of over £400;
- consideration and determination of any proposed new Council events to be funded from the civic hospitality budget; and
- consideration and approval of all protocols and procedures associated with civic hospitality.

REPORT

4. Two requests for civic hospitality have been received which require to be considered by the Committee in view of the cost of each proposal exceeding £400. Details of the requests and related proposals are set out in the remainder of this report.

Eastwood Rotary Club

5. The report on Civic Hospitality Costs and the Use of Council Accommodation considered by the Committee in April 2018 referred to a golf competition normally organised by Eastwood Rotary Club annually and an associated cost of £500 which is normally met from the civic hospitality budget on a recurring basis. The Club has written to the Council explaining that their main fund raising event this year will be a charity quiz night and they are

looking for the Council's support in terms of the purchase of tickets for teams. Details of the proposal are included in Appendix 1 accompanying this report.

Age Concern Eastwood - 40th Anniversary of Opening of First Day Centre and Lunch Club in Giffnock

6. A request to hold a civic reception in celebration of the 40th Anniversary of the opening of Age Concern Eastwood's first day centre and lunch club in Giffnock has been received. This organisation provides social activities for around 70 older people in the community and, due to expansion over the previous 40 years, the organisation is now hosting 3 weekly social lunch clubs at Woodfarm, Newton Mearns and Eaglesham. The details of the proposal are included in Appendix 2 accompanying this report.

BUDGET

7. The 2018/19 budget for civic hospitality is £18,000 as in 2017/18. As well as being used to fund events organised in response to external requests for civic hospitality, the decision was taken that those annual events organised by the Council such as the Holocaust event, Remembrance and the Senior Citizens' Concerts, are to be funded from this budget. Examples of other things also funded from this budget are the costs of attendance at various charity events on approval of requests such as fundraising dinners; the costs associated with school debates; and the purchase of flowers for those known to be celebrating a special wedding anniversary or birthday (e.g. 100th birthday, diamond wedding anniversary etc.).

8. When the costs of these additional matters are taken into account, the amount of funding remaining in the 2018/19 budget to deal with new requests for civic hospitality is currently estimated to be £3,536. If the request from Eastwood Rotary Club at a cost of £500 is approved, the balance remaining in the 2018/19 budget is currently estimated to be £3,036.

9. Subject to approval of the revenue budget by the Council in March, the 2019/20 budget for civic hospitality will remain at £18,000 as in 2018/19. Although this remains to be formally approved, the costs for the Age Concern Eastwood related event in early April 2019 would require to be met from that budget. The committee requires to consider the matter at this stage to enable appropriate arrangements for the event to be made in the forthcoming weeks. As always happens on an annual basis, a report will be submitted to the committee after the start of the financial year estimating the cost of expenditure that will already be committed for the annual events etc referred to in Paragraph 7 above. Allowing for these, it is still expected that there will be at least £4,500 remaining in the budget to deal with requests for civic hospitality in 2019/20 such as this one.

RECOMMENDATION

10. It is recommended that the committee considers the requests referred to in this report and the accompanying Appendices.

Local Government Access to Information Act 1985

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Background Papers – Correspondence relating to the request for civic hospitality

REQUEST MADE FOR CIVIC HOSPITALITY**EASTWOOD ROTARY CLUB – 4 TEAMS FOR CHARITY QUIZ NIGHT****UNALLOCATED BUDGET BALANCE AT 24 JANUARY 2019 - £3,536**

Details of Group making request for civic hospitality	Eastwood Rotary Club has requested that in 2019 the Council support a quiz through the purchase of tickets.
Why the request is being made	To raise funds to support various charity projects for young people.
When would the event be held	21 February 2019
Details of any specific hospitality requested	Eastwood Rotary Club's request is for the Council to purchase 4 team tickets at a cost of £125 each for the quiz night (teams to be made up of Council personnel).
Where would the event be held	Whitecraigs Golf Club, Ayr Road, Newton Mearns
Who would be invited to participate	Councillors/staff from East Renfrewshire Council
Other Guests	N/A
Which elected Members would be invited	To be agreed, as for employees
What catering would be appropriate	N/A
Would a gift be required	Raffle prize
Approximate cost of event	£500 (4 teams at £125 per team)

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REQUEST MADE FOR CIVIC HOSPITALITY**AGE CONCERN EASTWOOD - 40th ANNIVERSARY OF OPENING OF THE FIRST DAY CENTRE AND LUNCH CLUB IN GIFFNOCK****TO BE FUNDED FROM 2019/20 BUDGET (*Paragraph 9 of Report Refers*)**

Details of Group making request for civic hospitality	In response to correspondence received from Age Concern Eastwood, it is proposed that a civic reception be hosted by Provost Fletcher in recognition of the 40 th Anniversary of the opening of its first day centre and lunch club in Giffnock
Why the request is being made	To recognise the 40 th Anniversary of the opening of Age Concern Eastwood's first Day Centre and Lunch Club in Giffnock.
When would the event be held	Friday, 5 April 2019
Details of any specific hospitality requested	Civic reception – due to the nature of the client group, the request made is for an Afternoon Tea event to include entertainment (the latter is to be provided by the group)
Where would the event be held	Carmichael Hall, Giffnock
Who would be invited from the organisation	Members of the Group and others linked to it such as volunteers (approximately 80)
Other Guests	Council officers from HSCP
Which elected Members would be invited	Provost Jim Fletcher and Councillors Merrick and Wallace (representing Giffnock and Thornliebank Ward) and one other from the East Renfrewshire Labour Group
What catering would be appropriate	Tea, coffee and cake
Would a gift be required	Provost intends to present a civic gift in recognition of the anniversary
Approximate cost of event	£770 (venue hire and catering for approximately 85 guests)

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