

**Corporate and Community Services Department**

Council Headquarters, Eastwood Park, Rouken Glen Road,  
Giffnock, East Renfrewshire G46 6UG  
Phone: 0141 577 3000 Fax: 0141 577 3834  
Website: [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

Date: 1 February 2019  
When calling please ask for: Linda Hutchison, 0141 577 8388  
E-mail: [linda.hutchison@eastrenfrewshire.gov.uk](mailto:linda.hutchison@eastrenfrewshire.gov.uk)

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 Council Chamber, Council Headquarters, Eastwood Park, Giffnock, on **Wednesday, 6 February 2019 at 12 Noon.**

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. Request for Civic Hospitality – Eastwood Rotary Club’s Charity Quiz Night (copy attached, pages 3 - 6).

**This document can be explained to you in other languages and can be provided in alternative formats such as large print and Braille. For further information, please contact Customer First on 0141 577 3001 or email [customerservices@eastrenfrewshire.gov.uk](mailto:customerservices@eastrenfrewshire.gov.uk)**

BLANK PAGE

EAST RENFREWSHIRE COUNCIL

CIVIC HOSPITALITY COMMITTEE

6 FEBRUARY 2019

Report by Deputy Chief Executive

REQUEST FOR CIVIC HOSPITALITY – EASTWOOD ROTARY CLUB’S CHARITY QUIZ  
NIGHT

**PURPOSE OF REPORT**

1. To consider a request for the Council to attend Eastwood Rotary Club’s Charity Quiz Night, the organisation of which is to raise funds for various charity projects for young people, this item having not been considered by the Committee on 29 January due to the meeting held then becoming inquorate.

**RECOMMENDATION**

2. That the Committee considers the request referred to in this report and the accompanying Appendix.

**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. A request for civic hospitality has been received which requires to be considered by the Committee in view of the cost of the proposal exceeding £400. Details of the request and the related proposal 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.

## **BUDGET**

6. 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. 100<sup>th</sup> birthday, diamond wedding anniversary etc.).

7. 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.

## **RECOMMENDATION**

8. It is recommended that the committee considers the request referred to in this report and the accompanying Appendix.

Local Government Access to Information Act 1985

Report Author: Liona Allison, Assistant Committee Services Officer (Tel No. 0141 577 3033)  
e-mail: [liona.allison@eastrenfrewshire.gov.uk](mailto:liona.allison@eastrenfrewshire.gov.uk)

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)

BLANK PAGE