

EAST RENFREWSHIRE COUNCIL

CIVIC HOSPITALITY COMMITTEE

28 August 2018

Report by Deputy Chief Executive

REQUEST FOR CIVIC HOSPITALITY
PRESENTATION OF QUEEN'S AWARD FOR VOLUNTARY SERVICE TO
NEILSTON AND UPLAWMOOR COMMUNITY FIRST RESPONDERS

PURPOSE OF REPORT

1. To consider a request for the Council to host a civic reception at which the Queen's Award for Voluntary Service (QAVS) would be presented to Neilston and Uplawmoor Community First Responders.

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 was received in June which requires to be considered by the Committee in view of the cost of the proposal exceeding £400. Details of the request and related proposal are set out in the remainder of this report.

Neilston and Uplawmoor Community First Responders

5. A request to hold a civic reception at which the Queen's Award for Voluntary Service (QAVS) would be presented to Neilston and Uplawmoor Community First Responders has been received from HM Lord-Lieutenant of Renfrewshire. The QAVS was created to mark the Golden Jubilee in 2002 and recognises outstanding contributions by groups of

volunteers. Neilston and Uplawmoor Community First Responders has been awarded a QAVS in 2018, which the Lord-Lieutenant will present, for responding to life threatening medical emergencies pending an ambulance arriving. The Group is based in Neilston and operates mainly in East Renfrewshire and East Ayrshire, but other areas also. The 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. 100th 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 £4,701.

8. If the request is approved, the balance remaining in the budget is currently estimated to be £3,692.

RECOMMENDATION

9. 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

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Background Papers – Correspondence relating to the request for civic hospitality

**CIVIC RECEPTION ON 27 SEPTEMBER 2018 AT WHICH THE QUEEN'S AWARD FOR
VOLUNTARY SERVICE (QAVS) WOULD BE PRESENTED TO NEILSTON &
UPLAWMOOR COMMUNITY FIRST RESPONDERS**

UNALLOCATED BUDGET BALANCE AT 22 AUGUST 2018 - £4,701

Details of Group making request for civic hospitality	In response to correspondence from HM Lord-Lieutenant, it is proposed that a civic reception is hosted by Provost Fletcher at which the QAVS will be presented to the Neilston & Uplawmoor Community First Responders
Why the request is being made	To recognise the prestigious nature of the QAVS and provide a suitable occasion at which it can be presented
When would the event be held	Thursday, 27 September 2018
Details of any specific hospitality requested	Civic Reception
Where would the event be held	Eastwood House, Giffnock
Who would be invited from the organisation	Members of the Group or linked to it, such as in terms of supporters (including Ambulance Service (Approx 50))
Other Guests	HM Lord-Lieutenant, Deputy Lieutenants serving in East Renfrewshire and on the QAVS Committee and appropriate elected Members and Officers (Approx 20)
Which elected Members would be invited	Provost Jim Fletcher and Elected members from Newton Mearns North & Neilston; and Barrhead, Liboside and Uplawmoor Wards
What catering would be appropriate	Drinks reception and finger buffet/canapes
Would a gift be required	Provost intending to present a civic gift to Group in recognition of their achievement
Approximate cost of event	£1,009 (Venue Hire and Catering for Approximately 70 guests)

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