

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE15 August 2017Report by Deputy Chief ExecutiveREQUESTS FOR CIVIC HOSPITALITY – VARIOUS**PURPOSE OF REPORT**

1. To consider requests for the Council to host two civic receptions at one of which the Queen's Award for Voluntary Service (QAVS) would be presented to Fairweather Multicultural Friendship Group, the second being to mark the Centenary of the Lodge Thistle and Crown, Neilston; and also to consider attending the first Diocese of Paisley Bishop's Fundraising Ball 2017 and Eastwood Rotary Club Fashion Show 2017 the organisation of which has also been to raise funds.

**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. Four requests for civic hospitality have been received in recent months 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.

Fairweather Multicultural Friendship Group

5. A request to hold a civic reception at which the Queen's Award for Voluntary Service (QAVS) would be presented to Fairweather Multicultural Friendship Group has been received from HM Lord-Lieutenant of Renfrewshire. This Group has been awarded a QAVS

in 2017, which the Lord-Lieutenant will present, for providing a supportive community for senior, ethnic minority people. The details of the proposal are included in Appendix 1 accompanying this report.

#### Centenary of Lodge Thistle & Crown No. 1167, Neilston

6. A request to hold a civic reception has been received from the Chair of Lodge Thistle & Crown No. 1167 to mark the Centenary of the Lodge in Neilston on 10 February 2018. The details of the proposal are included in Appendix 2 accompanying this report.

#### Diocese of Paisley Bishop's Ball 2017

7. A request for civic hospitality has been received from the Bishop of Paisley to attend the first Diocese of Paisley Bishop's Fundraising Ball being held in Glasgow on 7 October 2017, this being part of the Diocese's ongoing initiative to help it grow financially to match its growth in pastoral life and faith. This year the funds raised from the Ball are to be allocated towards the refurbishment of the Saint John the Evangelist Barrhead Parish Hall, which is already underway and due for completion in 2018. The Diocese has commented that the refurbishment will see it become a top class venue that will be used for celebrating family events such as weddings and other parish, pastoral and community social events. Further details of the proposal are included in Appendix 3 accompanying this report.

#### Eastwood Rotary Club Fashion Show

8. The report on *Civic Hospitality Costs and Use of Council Accommodation* (see Item 3) refers 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 President of the Club has written to the Council explaining that it was not possible to hold this event in 2017, which it is intended to reinstate in 2018, but that as the Club is fitting out a room at the new Prince and Princess of Wales Hospice and working to raise money for that cause, it is running a fashion show in Newton Mearns in October. It is seeking support for this event instead in 2017 in terms of the purchase of tickets. Details of the proposal are included in Appendix 4 accompanying this report.

### **BUDGET**

9. The 2017/18 budget for civic hospitality is £18,000 having been reduced from £22,000 in 2016/17. 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 Fire Service Benevolent Fund 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.). As approved by the Council in June 2017, this year the costs associated with the Kirking of the new Council are also being met from the budget.

10. When the costs of these additional matters are taken into account, the amount of funding remaining in the 2017/18 budget to deal with new requests for civic hospitality is currently estimated to be £6,635.

11. In summary the estimated costs of approving the requests referred to in this report are as follows:-

	£
QAVS Presentation to Fairweather Multicultural Friendship Group	868
Centenary of Lodge Thistle & Crown No. 1167, Neilston	655
Diocese of Paisley Bishop's Ball 2017	1,125
Eastwood Rotary Club Fashion Show	<u>500</u>
<b>TOTAL</b>	<b>£3,148</b>

12. If all of the requests are approved in full, the balance remaining in the budget is estimated to be £3,487.

### **RECOMMENDATION**

13. 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 requests for civic hospitality

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**REQUEST MADE TO CIVIC HOSPITALITY COMMITTEE****CIVIC RECEPTION ON 3 OCTOBER 2017 AT WHICH THE QUEEN'S AWARD FOR VOLUNTARY SERVICE (QAVS) WOULD BE PRESENTED TO FAIRWEATHER MULTICULTURAL FRIENDSHIP GROUP**

UNALLOCATED BUDGET BALANCE AT 11 AUGUST 2017 – £6,635

Details of 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 Fairweather Multicultural Friendship Group
Why the request is being made	To recognise the prestigious nature of the Award and provide a suitable occasion at which it can be presented
When would the event be held	Tuesday, 3 October 2017
Details of any specific hospitality requested	Civic Reception
Where would the event be held	Eastwood House
Who would be invited from the organisation	Group's Executive Committee Members plus Partners, Funding Supporters and Representative of Voluntary Action
Other Guests	HM Lord Lieutenant, Deputy Lieutenants serving in East Renfrewshire and on his QAVS Committee and appropriate elected Members and Officers
Which elected members would be invited	Provost Jim Fletcher and Councillors Tony Buchanan, Charlie Gilbert and Paul O'Kane
What catering would be appropriate	Finger Buffet & Drinks (Wine & Soft Drinks)
Would a gift be required	Provost intending to present a civic gift to Group in recognition on their achievement
Approximate cost of event	£868 (Venue Hire and Catering for Approximately 80 guests)

**REQUEST MADE TO CIVIC HOSPITALITY COMMITTEE****CIVIC RECEPTION IN FEBRUARY/MARCH 2018 TO MARK THE CENTENARY OF LODGE THISTLE AND CROWN, NEILSTON**

UNALLOCATED BUDGET BALANCE AT 11 AUGUST 2017 – £6,635

Details of Group making request for civic hospitality	In response to correspondence from Lodge Thistle & Crown No 1167, it is proposed that a civic reception is hosted by Provost Fletcher to mark their Centenary.
Why the request is being made	To mark the Centenary of Lodge which is on 10 February 2018
When would the event be held	February/March 2018
Details of any specific hospitality requested	Civic reception
Where would the event be held	Eastwood House
Who would be invited from the organisation	Approximately 60 guests from the Lodge
Other Guests	At present it is not intended to invite any other guests
Which elected members would be invited	Provost Jim Fletcher and an elected Member from each of the political Groups from Ward 2 (3)
What catering would be appropriate	Light Supper & Drinks (Wine & Soft Drinks)
Would a gift be required	Provost intending to present a civic gift in recognition on the Centenary
Approximate cost of event	£655 (Venue Hire and Catering for Approximately 64 guests)

**REQUEST MADE TO CIVIC HOSPITALITY COMMITTEE****TABLE AT DIOCESE OF PAISLEY BISHOP'S BALL 2017**  
**ON SATURDAY, 7 OCTOBER 2017**

UNALLOCATED BUDGET BALANCE AT 11 AUGUST 2017 – £6,635

Details of request for civic hospitality	In response to correspondence from the Diocese of Paisley, Provost Fletcher wishes to take a table at the Diocese of Paisley Bishop's Ball on Saturday, 7 October 2017
Why the request is being made	Fundraiser to help meet the cost of refurbishing Saint John the Evangelist Barrhead Parish Hall
When would the event be held	Saturday, 7 October 2017
Details of any specific hospitality requested	Table for 10 guests (includes meal and pre dinner drinks), in addition to which the cost of wine/drinks with dinner would require to be met
Where would the event be held	Hilton Doubletree Hotel, Cambridge Street, Glasgow
Who would be invited from the organisation	5 elected Members with partners
Other Guests	N/A
Which elected members would be invited	To be agreed
What catering would be appropriate	N/A
Would a gift be required	Raffle donation may be requested
Approximate cost of event	£1,125 (Costs of Table (£1,000) and Wine/Drink with Dinner (Approximately £125))

**REQUEST MADE TO CIVIC HOSPITALITY COMMITTEE****TICKETS FOR CHARITY FASHION SHOW ON  
THURSDAY, 26 OCTOBER 2017**

UNALLOCATED BUDGET BALANCE AT 11AUGUST 2017 – £6,635

Details of Group making request for civic hospitality	Eastwood Rotary Club has requested that in 2017 the Council support a Charity Fashion Show it is organising through the purchase of tickets
Why the request is being made	Eastwood Rotary Club is raising £5,000 towards the costs of fitting out a room at the new Prince & Princess of Wales Hospice and the event is in support of that.
When would the event be held	Thursday, 26 October 2017
Details of any specific hospitality requested	The Rotary Club is seeking the purchase of tickets to attend the Fashion Show where various items may also be purchased at attendees' own cost.
Where would the event be held	Parklands Country Club, Newton Mearns
Who would be invited from the organisation	Councillors/Employees of 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 donation may be requested
Approximate cost of event	Up to £500 (20 tickets at a cost of £25 per head)