

EAST RENFREWSHIRE COUNCIL

CIVIC HOSPITALITY COMMITTEE

11 September 2015

Report by Deputy Chief Executive

REQUEST FOR CIVIC HOSPITALITY  
KILBRYDE HOSPICE

**PURPOSE OF REPORT**

1. To consider a request to attend a charity related fund raising event organised in support of Kilbryde Hospice.

**RECOMMENDATION**

2. That the committee considers the request as outlined in 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 from Kilbryde Hospice to attend its fund-raising autumn ball which, if approved, would cost more than £400. In view of this the request needs to be considered by the committee. The details of the request are included in the accompanying appendix.

**BUDGET**

5. The 2015/16 budget for civic hospitality is £22,000. 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 any

charity events such as the Fire Service Benevolent Fund Dinner, 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.).

6. When the costs of these additional matters and the organisation of the civic event at which the Queen's Award for Voluntary Service will be presented to East Renfrewshire Warriors (Agenda Item 3 refers) are taken into account, the amount of funding remaining in the 2015/16 budget to deal with new requests for civic hospitality is estimated to be £5,959.

## **RECOMMENDATION**

7. That the committee considers the request as outlined in the accompanying appendix.

Local Government (Access to Information) Act 1985

Report Author

Linda Hutchison, Senior Committee Services Officer (0141 577 8388)

[linda.hutchison@eastrenfrewshire.gov.uk](mailto:linda.hutchison@eastrenfrewshire.gov.uk)

Background papers – Correspondence from Provost Anne Hall dated June 2015

**REQUEST MADE TO CIVIC HOSPITALITY COMMITTEE****TABLE AT KILBRYDE AUTUMN BALL ON SATURDAY, 24 OCTOBER 2015**

UNALLOCATED BUDGET BALANCE AT 3 SEPTEMBER 2015: £5,959

Details of Group making request for civic hospitality	In response to correspondence from Kilbryde Hospice, Provost Alastair Carmichael wishes to take a table at the Hospice Autumn Ball on Saturday, 24 October 2015
Why the request is being made	Fundraiser
When would the event be held	24 October 2015
Details of any specific hospitality requested	Table for ten guests (Includes drinks)
Where would the event be held	The Crowne Plaza Hotel, Glasgow
Who would be invited from the organisation	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	Standard Package Table - £750; or Premium Package Table - £1000