

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

Date: 8 August 2014

When calling please ask for: Jennifer Graham or Ron Leitch, 0141 577 3016/3026

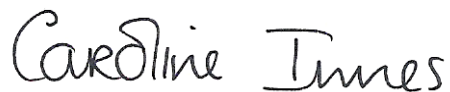
E-mail: jennifer.graham@eastrenfrewshire.gov.uk and ron.leitch@eastrenfrewshire.gov.uk

TO: Provost Carmichael (Chair), Deputy Provost Cunningham and Councillors Gilbert, Grant and Montague.

CIVIC HOSPITALITY COMMITTEE

A meeting of the Civic Hospitality Committee will be held in The Committee Room, Council Headquarters, Eastwood Park, Giffnock, on **Thursday 14 August at 10.00am.**

The agenda of business is listed below.



C INNES
DEPUTY CHIEF EXECUTIVE

AGENDA

1. Report apologies for absence.
2. Declarations of Interest.
3. Request For Civic Hospitality – Report by Deputy Chief Executive (copy attached, pages 3-5).

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

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE14 August 2014Report by Deputy Chief ExecutiveREQUEST FOR CIVIC HOSPITALITY**PURPOSE OF REPORT**

1. To consider a request to attend a fund raising event for 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 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 2014/15 budget for civic hospitality is £22,000. As well as being used to fund those events that are organised in response to external requests for civic hospitality, the decision was taken that those annual events organised by the Council such as the annual 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. 100th birthday, diamond wedding anniversary etc.).

6. When the costs of these additional matters are taken into account, the amount of funding remaining in the 2014/15 budget to deal with new requests for civic hospitality is currently estimated to be £5,107.

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

Background papers – Correspondence from Kilbryde Hospice dated 14 June 2014

REQUEST MADE TO THE CIVIC HOSPITALITY COMMITTEE**TABLE AT KILBRYDE HOSPICE AUTUMN BALL ON FRIDAY, 24 OCTOBER 2014**

UNALLOCATED BUDGET BALANCE AT 6 AUGUST £5,107

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 Friday, 24 October 2014
Why the request is being made	Fundraiser
When would the event be held	24 October 2014
Details of any specific hospitality requested	Table for 10 guests (includes meal and wine)
Where would the event be held	The Grand Central 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	£600