EAST RENFREWSHIRE COUNCIL

CIVIC HOSPITALITY COMMITTEE

29 May 2014

Report by Deputy Chief Executive

REQUEST FOR CIVIC HOSPITALITY

PURPOSE OF REPORT

1.   To consider a request for the Council to host a Drumhead Service (similar to those held in the field on the frontline 100 years ago) in the grounds of Mearns Kirk Church on Sunday, 17 August 2014 to commemorate the start of World War 1.

RECOMMENDATION

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

BACKGROUND

3.   At the meeting of the Council on 26 June 2013 it was 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, if approved, would cost more than £400. In view of this the request needs to be considered by the committee.

5.   The details of the request to host a Drumhead Service (similar to those held in the field on the frontline 100 years ago where neatly piled drums were used in place of an altar) in the grounds of Mearns Kirk Church on Sunday, 17 August 2014 to commemorate the start of World War 1 are included in the accompanying appendix.

BUDGET

6.   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.).

7.   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 £5,130.

RECOMMENDATION

8.   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 – None

REQUEST MADE TO THE CIVIC HOSPITALITY COMMITTEE

ORGANISATION OF DRUMHEAD SERVICE

BUDGET BALANCE AS AT 20 May 2014 £5,130

Details of Group making request for civic hospitality	Councillor McAlpine on behalf of Mearns History Project and British Legion
Why the request is being made	To arrange an event to commemorate the 100th anniversary of the start of World War 1
When would the event be held	17 August 2014
Details of any specific hospitality requested	Organisation of Drumhead Service (including Pipe Band)
Where would the event be held	Grounds of Mearns Kirk Church
Who would be invited from the organisation	Members of Mearns History Project, British Legion, Mearns Kirk Church and other guests as detailed in the section below

Other Guests	Other invited guests would include Corporate Management Team, Lord Lieutenant, local Deputy Lieutenants, MP/MSP, List MSPs, Community Councils, United Services Club, AJEX, Army Cadets, Military Contacts, Religious Leaders, Uniformed Organisations, Faith Forum and Schools
Which elected members would be invited	All councillors and partners
What catering would be appropriate	Sandwiches, cakes, coffee/tea/juice
Would a gift be required	TBC
Approximate cost of event	£2,000