

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: 30 August 2019

When calling please ask for: Linda Hutchison, 0141 577 8388

E-mail: linda.hutchison@eastrenfrewshire.gov.uk

TO: Provost Fletcher (Chair), Deputy Provost Cunningham and Councillors Grant, Ireland and Miller.

CIVIC HOSPITALITY COMMITTEE

A meeting of the Civic Hospitality Committee will be held in the Council Chamber, Council Headquarters, Eastwood Park, Giffnock, on 4 September 2019 at 3.30pm, or if later at the conclusion of the meeting of the Local Review Body

The agenda of business is listed below.

Caroline Innes

C INNES

DEPUTY CHIEF EXECUTIVE

AGENDA

1. **Report apologies for absence.**
2. **Declarations of Interest.**
3. **Civic Hospitality Costs and Use of Council Accommodation – Report by Deputy Chief Executive (copy attached, pages 3 - 6).**
4. **Requests for Civic Hospitality – Various – Report by Deputy Chief Executive (copy attached, pages 7 - 18).**

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

BLANK PAGE

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE4 September 2019Report by Deputy Chief ExecutiveCIVIC HOSPITALITY COSTS AND USE OF COUNCIL ACCOMMODATION**PURPOSE OF REPORT**

1. To advise the committee of the costs of various recurring civic events, the current estimated level of funding available for new events, and extent to which, under delegated powers, authority has been granted to outside bodies to use Council accommodation for meetings and functions which fall outwith the letting arrangements managed by other departments.

RECOMMENDATION

2. That the committee notes the report.

CIVIC HOSPITALITY COSTS

3. On 26 June 2013 the Council approved the establishment of a Civic Hospitality Committee 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.

4. The 2019/20 budget for civic hospitality is £18,000 as in 2018/19. 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 for example, are to be funded from this budget.

5. As was the case prior to the establishment of the committee, all requests with an estimated value of less than £400 are continuing to be dealt with through delegated powers, subject to consultation taking place with the Provost and Deputy Provost. Proposals for the introduction of any additional Council hosted events to be funded from the civic hospitality budget, either on a one-off or recurring basis, are now submitted to the committee for consideration. Examples of other things also funded from this budget are the costs of attendance at any charity events such as 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.) in East Renfrewshire.

6. As part of the new arrangements it was agreed that at the start of each year the committee would be provided with the details of the recurring events referred to above and associated indicative costs, as well as the amount of funding remaining for civic hospitality requests. A copy of the relevant information is attached (see Appendix 1). The costs provided are largely estimates based on expenditure incurred in 2018/19 given that many of the detailed arrangements for forthcoming events remain to be discussed and finalised. Based on current expenditure estimates, the funding left in the 2019/20 budget to deal with new requests for civic hospitality is currently approximately £8,555.

USE OF COUNCIL ACCOMMODATION GRANTED UNDER DELEGATED POWERS

7. In terms of the Council's Scheme of Delegated Functions, the Deputy Chief Executive or Democratic Services Manager are authorised to grant the use of Council accommodation to outside bodies for the purpose of holding meetings and functions etc. which fall outwith the letting arrangements managed by other departments. It was agreed that, under the new arrangements, the committee would be provided with details of all requests granted in terms of these delegated powers. Since the last update on this was submitted to the committee in April 2018, no such requests have been granted.

RECOMMENDATION

8. That the committee notes the report.

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 – Civic hospitality records

2019/20 CIVIC HOSPITALITY BUDGET
COMMITTED EXPENDITURE

	TOTAL BUDGET		£18,000
<u>DATES</u>	<u>COMMITTED EXPENDITURE ON EVENTS</u> <i>(Largely Estimated Based on 2018/19 Costs)</i>		
Various	School Debates – Catering *	£ 1,500	
Various	Flowers etc for East Renfrewshire Celebrants (<i>100th Birthdays, Diamond Wedding Anniversaries etc</i>)*	£ 540	
5 April 2019	Age Concern Eastwood - 40 th Anniversary of Opening of First Day Centre & Lunch Club in Giffnock	£ 820	
May 2019	Senior Citizens Concert * (<i>See Note 1</i>)	-	
June 2019	Golf Competition – Eastwood Rotary Club * (<i>See Note 2</i>)	-	
24 June 2019	Armed Forces Day Flag Raising Ceremony *	£ 325	
3 September 2019	Merchant Navy Day 2019 and Related Flag Raising*	£ 75	
October 2019 (<i>Date to be confirmed</i>)	Senior Citizens Concert *	£ 2,975	
10 November 2019	Remembrance *	£ 1,100	
December 2019	Annual Citizen's Award *	£ 30	
January 2020	Holocaust Memorial Day (<i>Cost subject to joint event with Renfrewshire Council</i>) *	£ 1,500	
March 2020	Fly the Flag for the Commonwealth *	£ 20	
Various	Miscellaneous (e.g. Other Flowers)	£ 60	
Various	Provost's Guests for Lunch/ Afternoon Tea etc.	£ 500	
	TOTAL ESTIMATED COMMITTED EXPENDITURE 2018/19		£9,445
	<u>BALANCE REMAINING</u>		£8,555

Note 1: The late Senior Citizens Spring Concert did not take place in 2019

Note 2: This competition did not take place and may not be reinstated

* *Recurring Events/Expenditure*

BLANK PAGE

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE4 SEPTEMBER 2019Report by Deputy Chief ExecutiveREQUESTS FOR CIVIC HOSPITALITY - VARIOUS**PURPOSE OF REPORT**

1. To consider requests for the Council to host four civic receptions at one of which Queen's Awards for Voluntary Service (QAVS) would be presented to the Include Me 2 Club and also the East Renfrewshire Additional Support Needs (ASN) Parents Action Group, the others being to recognise the 175th Anniversary of the United Reformed Church, Barrhead; the 100th Anniversary of Mearns, Bowling Club, Newton Mearns; and the 125th Anniversary of Giffnock Bowling Club, Giffnock.

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 which require to be considered by the Committee in view of the estimated cost of each proposal exceeding £400. Details of the requests and related proposals are set out in the remainder of this report.

QAVS Winners - Include Me 2 Club; and East Renfrewshire Additional Support Needs (ASN) Parents Action Group

5. The QAVS was created to mark the Golden Jubilee in 2002 and recognises outstanding contributions by groups of volunteers. A request to hold a civic reception at which Queen's Awards for Voluntary Service (QAVS) would be presented to the East

Renfrewshire Additional Support Needs (ASN) Parents Action Group and also the Include Me 2 Club, both of which were awarded a QAVS in 2019, has been received from HM Lord-Lieutenant of Renfrewshire. The East Renfrewshire ASN Parents Action Group has been awarded its QAVS for supporting families and young people with additional support needs. The Include Me 2 Club has been recognised for its work with people of all ages with additional support needs and disabilities to create inclusive communities. Members will recall that the operators of the Include Me 2 Club received the Provost's Award in 2018. The Lord-Lieutenant would present the Awards at the proposed event. The details of the proposal are included in Appendix 1 accompanying this report.

United Reformed Church, Barrhead – 175th Anniversary

6. A request to hold a civic reception in celebration of the 175th Anniversary of the United Reformed Church, Barrhead has also been received. The Church wishes to celebrate 175 years of continuous Christian worship which began with the setting up of a congregation in June 1844. The details of the proposal are included in Appendix 2 accompanying this report.

100th Anniversary of Mearns Bowling Club, Newton Mearns; and 125th Anniversary of Giffnock Bowling Club

7. Requests to hold civic receptions in celebration of the 100th Anniversary of Mearns Bowling Club; and the 125th Anniversary of Giffnock Bowling Club have also been received. The centenary of Mearns Bowling Club is considered to be a very important occasion for everyone associated with the Club, namely the Members and wider local community who are welcomed and use its facilities. Similarly, Giffnock Bowling Club is proud of the leisure and social facility it offers in East Renfrewshire. The event would complement other events the Club is planning for businesses, local residents and club members. Details of the proposals for these events, which would take place during the 2020/21 financial year, are included in Appendices 3 and 4 accompanying this report.

BUDGET

8. At £18,000 the 2019/20 budget for civic hospitality is the same as in 2018/19. As well as being used to fund events organised in response to external requests for civic hospitality, the decision was taken previously 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.).

9. When the costs of these additional matters are taken into account, the amount of funding remaining in the 2019/20 budget to deal with new requests for civic hospitality is currently estimated to be £8,555. If the proposals for the QAVS presentations and United Reformed Church are approved at a total estimated cost of £1,506, the balance remaining in the 2019/20 budget is currently estimated to be £7,049.

10. The committee is being asked to consider the requests from Mearns Bowling Club and Giffnock Bowling Club for events that would take place in April 2020, early in the 2020/21 financial year. As such these events would be funded from the 2020/21 budget. However this will not be confirmed until the budget meeting in February next year. This would give both clubs as well as Council officers unreasonably short notice to prepare for and arrange the events. In view of this it is recommended that the committee consider both

applications on the assumption that sufficient funding will be made available through the budget process. As always happens on an annual basis, a report will be submitted to the committee after the start of the financial year estimating the cost of expenditure that is already committed for events, annual and otherwise. It is expected that there will be sufficient funds in the 2020/21 budget for the civic receptions requested.

RECOMMENDATION

11. It is recommended that the committee considers the requests referred to in this report and the accompanying Appendices.

Local Government Access to Information Act 1985

Report Author: Linda Hutchison, Senior Committee Services Officer (Tel No. 0141 577 8388)

e-mail: linda.hutchison@eastrenfrewshire.gov.uk

Background Papers – Correspondence relating to the request for civic hospitality

BLANK PAGE

REQUEST MADE FOR CIVIC HOSPITALITY**QAVS WINNERS - INCLUDE ME 2 CLUB; AND EAST RENFREWSHIRE ADDITIONAL SUPPORT NEEDS (ASN) PARENTS ACTION GROUP****UNALLOCATED 2019/20 BUDGET BALANCE AT 21 AUGUST - £8,555**

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 QAVS will be presented to the Include Me 2 Club; and also the East Renfrewshire Additional Support Needs (ASN) Parents Action Group
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	Wednesday, 2 October 2019
Details of any specific hospitality requested	Civic Reception
Where would the event be held	Eastwood House, Giffnock
Who would be invited to participate	Approximately 66 Members of the Groups or linked to them
Other Guests	HM Lord-Lieutenant, Deputy Lieutenants serving in East Renfrewshire and on the QAVS Committee (8)
Which elected Members would be invited	Provost Jim Fletcher and Elected Members from Barrhead, Liboside & Uplawmoor Ward plus a representative from the Conservative Group (6)
What catering would be appropriate	Drinks reception, finger buffet/canapes and tea and coffee
Would a gift be required	Provost intending to present civic gifts to Groups in recognition of their achievement
Approximate cost of event	£834.00 (Venue Hire and Catering for Approximately 80 guests in total)

BLANK PAGE

REQUEST MADE FOR CIVIC HOSPITALITY**175th ANNIVERSARY OF UNITED REFORMED CHURCH, BARRHEAD****UNALLOCATED 2019/20 BUDGET BALANCE AT 21 AUGUST - £8,555**

Details of Group making request for civic hospitality	In response to correspondence from the Secretary of the United Reformed Church, Barrhead, it is proposed that a civic reception be hosted by Provost Fletcher in recognition of its 175 th Anniversary
Why the request is being made	To recognise the 175 th Anniversary of the Church
When would the event be held	Thursday, 24 October 2019
Details of any specific hospitality requested	Civic Reception
Where would the event be held	Eastwood House
Who would be invited from the organisation	Approximately 50 Members of the Church
Other Guests	At present it is not intended to invite any other guests
Which elected Members would be invited	Provost Jim Fletcher, Elected Members from the Barrhead, Liboside & Uplawmoor Ward, and one Member from the Conservative Group (6)
What catering would be appropriate	Drinks reception, finger buffet/canapes and tea and coffee
Would a gift be required	Provost intending to present a civic gift in recognition of the Anniversary
Approximate cost of event	£378.00 (Venue Hire and Catering for Approximately 56 guests)

BLANK PAGE

REQUEST MADE FOR CIVIC HOSPITALITY**100th ANNIVERSARY OF MEARNS BOWLING CLUB IN 2020****UNALLOCATED 2020/21 BUDGET TO BE CONFIRMED**

Details of Group making request for civic hospitality	In response to correspondence from the Honorary Centenary President of Mearns Bowling Club, it is proposed that a civic reception be hosted by Provost Fletcher in recognition of its 100 th Anniversary
Why the request is being made	To recognise the 100 th Anniversary of the Club
When would the event be held	Thursday, 16 April 2020
Details of any specific hospitality requested	Civic Reception
Where would the event be held	Eastwood House
Who would be invited from the organisation	Approximately 75 Members of the Club
Other Guests	At present it is not intended to invite any other guests
Which elected Members would be invited	Provost Jim Fletcher, Elected Members from the Newton Mearns South & Eaglesham Wards and one Member from the Labour Group (6)
What catering would be appropriate	Drinks reception, finger buffet/canapes and tea and coffee
Would a gift be required	Provost intending to present a civic gift in recognition on the Anniversary
Approximate cost of event	£840.00 (Venue Hire and Catering for Approximately 81 guests)

BLANK PAGE

REQUEST MADE FOR CIVIC HOSPITALITY**125th ANNIVERSARY OF GIFFNOCK BOWLING CLUB IN 2020****UNALLOCATED 2020/21 BUDGET TO BE CONFIRMED**

Details of Group making request for civic hospitality	In response to correspondence from the President and 2020 Chairman of Giffnock Bowling Club, it is proposed that a civic reception be hosted by Provost Fletcher in recognition its 125 th Anniversary
Why the request is being made	To recognise the 125 th Anniversary of the Club .
When would the event be held	Thursday, 23 April 2020
Details of any specific hospitality requested	Appropriate Civic Event
Where would the event be held	Eastwood House
Who would be invited from the organisation	Approximately 75 Members of the Club
Other Guests	At present it is not intended to invite any other guests
Which elected Members would be invited	Provost Jim Fletcher, Elected Members from the Giffnock & Thornliebank Ward and one Member from the Labour Group (4)
What catering would be appropriate	Drinks reception, finger buffet/canapes and tea and coffee
Would a gift be required	Provost intending to present a civic gift in recognition on the Anniversary
Approximate cost of event	£827.00 (Venue Hire and Catering for Approximately 79 guests)

BLANK PAGE