

**Corporate and Community Services Department**

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Date: 23 September 2021

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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 on **Wednesday, 29 September 2021 at 3.00pm or if later at the conclusion of the Planning Applications Committee.**

The agenda of business is as listed below.

**Please note this is a virtual meeting.**

**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 - 8).**
4. **Request for Civic Hospitality – 50<sup>th</sup> Anniversary of the Clarkston Disaster – Report by Deputy Chief Executive (copy attached, pages 9 - 12).**

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EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE29 September 2021Report 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 the 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. In addition, to seek the committee's views on the threshold for the approval of hospitality costs under delegated powers, and which anniversaries of organisations the committee should consider providing civic hospitality for in future. Finally, to comment on the option to hold some civic events in organisations' own premises, where possible to do so.

**RECOMMENDATIONS**

2. It is recommended that the committee:-
- (a) decides which anniversaries of organisations the committee should consider providing civic hospitality for in future, and if the current threshold of £400 for approval of the provision of civic hospitality under delegated powers should be increased, such as possibly to £750;
  - (b) notes that arranging civic events in an organisation's own premises or one used by it can be considered whenever possible to help reduce costs; and
  - (c) otherwise, 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 2020/21 budget approved for civic hospitality was £18,000 as in 2019/20. However, COVID-19 impacted very heavily on the organisation of civic events throughout 2020/21, many of which were unable to take place or had to be organised virtually instead, resulting in much reduced expenditure.

5. As well as being used to fund events organised in response to new external requests for civic hospitality, the decision was taken in June 2013 that various annual events organised by the Council, such as the Holocaust event, Remembrance and the Senior Citizens' Concerts for example, were to be funded from the civic hospitality budget. Examples of other things also normally 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. 100<sup>th</sup> birthday, diamond wedding anniversary etc.) in East Renfrewshire. Expenditure for a wide range of these things was significantly reduced in 2020/21.

6. Taking account of the financial challenges faced by the Council, during discussions on the Council's budget proposals for 2021/22, a review of various civic events and related costs was carried out. Whilst in some cases there was considered to be little, if any, scope to reduce expenditure, a number of areas were identified where cost reductions were considered achievable. Ultimately, the Council agreed to reduce the civic hospitality budget by over a third from £18,000 to £11,300 for 2021/22 by no longer arranging the Senior Citizens' Concerts, the most recent such event having taken place in September 2018 and demand for these having reduced, and also no longer supporting a Rotary Club charity event which had also not taken place for a few years.

7. Furthermore, during the budget discussions, it was noted that there was no consistency regarding when the Council grants a local organisation a civic reception to recognise a significant anniversary. Restricting this, such as to centenary celebrations for example, could contribute to savings by reducing the number of events the Council might host. The committee's views on this issue are now sought.

8. It was also commented that some events are hosted in Council or Leisure Trust buildings and that considering the scope that exists for some events to be held, where possible, in an organisation's own premises to reduce venue costs could be helpful also. It is suggested that this is explored whenever it is an option to do so.

9. As was the case prior to the establishment of the committee, all requests for hospitality with an estimated value of less than £400 are currently continuing to be dealt with through delegated powers, subject to consultation taking place with the Provost and Deputy Provost. Since 2013 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. However, the threshold of £400 referred to above has not been reviewed for over 9 years. In recognition of this, to avoid the need for the approval of the committee to be sought for some smaller events, and to enable them to be organised more quickly when required, it is proposed that the committee consider increasing the threshold, possibly to £750.

#### **COST ESTIMATES ETC.**

10. As part of the new arrangements introduced in 2013, it was agreed that each year the committee would be provided with the details of the recurring events and associated indicative costs, as well as the amount of funding remaining for new civic hospitality requests. A copy of the relevant information is attached (see Appendix 1) to the extent it has been possible to prepare it thus far. The costs provided are largely estimates at present based on expenditure incurred in previous years, with the exception of 2020/21 given the impact of COVID-19 that year. It is highlighted that detailed arrangements for some events remain to be discussed in detail and finalised.

11. Based on current expenditure estimates, the funding left in the 2021/22 budget to deal with new requests for civic hospitality is currently approximately £5,385.

### **USE OF COUNCIL ACCOMMODATION GRANTED UNDER DELEGATED POWERS**

12. 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 September 2019, no such requests are understood to have been granted.

### **RECOMMENDATIONS**

13. It is recommended that the committee:-

- (a) decides which anniversaries of organisations the committee should consider providing civic hospitality for in future, and if the current threshold of £400 for approval of the provision of civic hospitality under delegated powers should be increased, such as possibly to £750;
- (b) notes that arranging civic events in an organisation's own premises or one used by it can be considered whenever possible to help reduce costs; and
- (c) otherwise, notes the report.

Local Government (Access to Information) Act 1985

Report Author

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Background papers – Civic hospitality records

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**2021/22 CIVIC HOSPITALITY BUDGET**  
**COMMITTED EXPENDITURE**

	<b>TOTAL BUDGET</b>		<b>£11,300</b>
<b><u>DATES</u></b>	<b><u>COMMITTED EXPENDITURE ON EVENTS</u></b> <b><i>(Largely Estimated Based on 2019/20 Costs)</i></b>		
26 June 2021	Armed Forces Day *	£ 200	
14 August 2021	Mearns Bowling Club - Centenary	£ 530	
3 September 2021	Merchant Navy Day 2019 and Related Flag Raising*	NIL	
20 September 2021	Neilston War Memorial Association - Veteran Event	£ 225	
14 November 2021	Remembrance * (See Note 1)	£ 1,100	
December 2021	Annual Citizen's Award *	£ 60	
27 January 2022	Holocaust Memorial Day ( <i>cost subject to arranging joint event with Renfrewshire Council</i> ) * (See Note 2)	£ 1,500	
14 March 2022	Fly the Flag for the Commonwealth *	£ 20	
Date to be Confirmed	Giffnock Bowling Club – 125 <sup>th</sup> Anniversary (See Note 3)	£ 830	
Date to be Confirmed	Unveiling of Thomas Donohoe Statue (See Note 4)	£ 400	
Various	Flowers etc. for East Renfrewshire Celebrants ( <i>100<sup>th</sup> Birthdays, Diamond Wedding Anniversaries etc.</i> )*	£ 240	
Various	School Debates – Catering * (See Note 5)	£ 500	
Various	Miscellaneous (e.g. Other Flowers)	£ 60	
Various	Provost's Guests for Lunch/ Afternoon Tea etc.	£ 250	
	<b>TOTAL ESTIMATED COMMITTED EXPENDITURE 2021/22</b>		<b>£5,915</b>
	<b>TOTAL ESTIMATED BALANCE REMAINING</b>		<b>£5,385</b>

**\* Recurring Events/Expenditure**

**Notes**

1. The 2021 Remembrance event at Barrhead is under discussion, the outcome of which will enable the final costs to be determined. For the time being the cost listed is an upper estimate based on expenditure in 2019.
2. Arrangements for Holocaust Memorial Day 2022 remain to be discussed, therefore the final costs remain to be determined. For the time being the cost listed is an upper estimate based on previous expenditure, such as in 2019.
3. The Civic Hospitality Committee has already approved the organisation of a civic event to recognise the 125<sup>th</sup> Anniversary of Giffnock Bowling Club. However the event, which was scheduled to take place in April 2020, could not proceed then due to COVID-19 restrictions. Discussions remain to be held with the Club regarding the way forward. The cost provided is based on the estimated expenditure approved by the Committee.
4. Costs associated with the unveiling of the Thomas Donohoe Statue remain to be confirmed and will be determined when the arrangements for the event are finalised. Any costs to be met from the civic hospitality budget would be for catering and are expected to fall below £400.
5. School debates are not taking place at present and it remains to be determined when they will resume.



EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE29 September 2021Report by Deputy Chief ExecutiveREQUEST FOR CIVIC HOSPITALITY  
50<sup>th</sup> ANNIVERSARY OF CLARKSTON DISASTER**PURPOSE OF REPORT**

1. To consider the provision of civic hospitality to mark the 50<sup>th</sup> anniversary of the Clarkston disaster in 1971.

**RECOMMENDATION**

2. That the committee considers the request referred to in this report and 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 which requires to be considered by the Committee in view of the estimated cost of the proposal exceeding £400. Details of the request and related proposals are set out in the remainder of this report and Appendix 1.

**50<sup>TH</sup> ANNIVERSARY OF CLARKSTON DISASTER**

5. A proposal has been received about arranging a commemorative event to mark the 50<sup>th</sup> Anniversary of the Clarkston Disaster which occurred on 21 October 1971, when tragically 22 people lost their life and many others were left injured. The Council previously marked the 40<sup>th</sup> Anniversary in 2011.

6. Through discussions with representatives of Clarkston Community Council and others, a proposal has been developed to arrange a short Act of Remembrance beside Clarkston Hall on the afternoon of 21 October this year to which a number of people would be invited, including some members of the families most directly affected by the explosion that happened in 1971, representatives of the emergency services which provided support then and others. Further details are provided in Appendix 1. To complement what is arranged, and as part of the Act of Remembrance itself, it is intended to hold a Minutes Silence at 2.50pm to mark the time the tragedy occurred, and various churches in the local area will be open for private prayer and reflection for several hours that day.

## **BUDGET**

7. The 2021/22 budget for civic hospitality is £11,300. 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 and Remembrance, 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. 100<sup>th</sup> birthday, diamond wedding anniversary etc.).

8. When the committed costs for various events and estimated costs of others that are expected to take place this financial year are taken into account, the amount of funding that remains at present in the 2021/22 budget to deal with new requests for civic hospitality such as this one is currently estimated to be £5,385.

## **RECOMMENDATION**

9. It is recommended that the Committee considers the request referred to in this report and the accompanying Appendix.

Local Government Access to Information Act 1985

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Background Papers – Correspondence relating to the request for civic hospitality

**REQUEST MADE FOR CIVIC HOSPITALITY**  
**ACT OF REMEMBRANCE TO MARK THE 50<sup>th</sup> ANNIVERSARY**  
**OF THE CLARKSTON DISASTER**

**UNALLOCATED 2021/22 BUDGET BALANCE AT 23 SEPTEMBER 2021 - £5,385**

Details of Group making request for civic hospitality	In response to discussions with Clarkston Community Council and others, it is proposed that civic hospitality is provided to arrange an Act of Remembrance on 21 October 2021 to mark the 50 <sup>th</sup> Anniversary of the Clarkson Disaster in 1971.
Why the request is being made	In 1971 tragically 22 people lost their life and many others were left injured following a gas explosion in Clarkston. It is considered important to mark the 50 <sup>th</sup> Anniversary of this event, the 40 <sup>th</sup> Anniversary having also been marked in 2011.
When would the event be held	Afternoon of 21 October 2021.
Details of any specific hospitality requested	A short Act of Remembrance for a range of invited guests, following which tea and coffee would be offered to those invited to attend the commemorative event. Approximately 45 people are expected to attend in total.
Where would the event be held	The Act of Remembrance would take place beside Clarkston Hall in the vicinity of a commemorative tree that was planted and a related plaque which mark the tragedy. Tea and coffee would subsequently be offered in Clarkston Hall.
Who would be invited to participate	Representatives of families affected by the tragedy, Clarkston Churches Together, Williamwood High School and Clarkston Community Council.
Other Guests	Local MP/MSPs; Chief Executive; and representatives of the emergency services and local business.

Which elected Members would be invited	In addition to the Deputy Provost, the Leader of the Council and all Elected Members from the Clarkston, Netherlee and Williamwood Ward.
What catering would be appropriate	Tea and coffee for approximately 45 in total.
Would a gift be required	No, but the Deputy Provost will lay flowers as part of the commemoration.
Approximate cost of event	Approximately £730 for the hire of Clarkston Hall, a piper, tea and coffee, flowers and barriers to ensure the safety of those attending.