

Cabinet Member for Strategic Finance and Resources

19 July 2018

Name of Cabinet Member

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

None

Title:

Final Hospitality Statement and Charity Appeal for the Lord Mayoralty of
Councillor Tony Skipper 2017/2018

Is this a key decision?

No

Executive Summary:

This is the end of year hospitality budget report for the Mayoral Year of Councillor Tony Skipper 2017/2018. The report updates the Cabinet Member on how the budget was allocated during the Mayoral Year. The total spend was £65,153.03; this was £442.97 less than the allocated budget and this balance was returned to corporate reserves.

Recommendations:

The Cabinet Member for Strategic Finance and Resources is recommended to :-

- (i) Note the contents of Appendix 1 which sets out detailed expenditure of £65,153.03 against the hospitality budget; and
- (ii) Note the final sum of £15,492.88 raised for the Lord Mayor's Charity Appeal 2017/2018

List of Appendices included:

Appendix 1 – Breakdown of the Hospitality Budget for whole Mayoral Year 2017/2018.

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Final Hospitality Statement and Charity Appeal for the Lord Mayoralty of Councillor Tony Skipper 2017/2018

1. Context (or background)

- 1.1 The annual hospitality budget for the Mayoral Year was £65,596. This report provides detail of the expenditure against the budget for the year which totalled £65,153.03.
- 1.2 The Office of Lord Mayor works for the good of the city and all its people. As Coventry's first citizen, the Lord Mayor is the non-political, ceremonial head of the city. The Lord Mayor will:
 - Promote work with other organisations.
 - Help to encourage investment and opportunity for businesses.
 - Encourage equal opportunities for all
 - Work with those who can help the city to be successful.
 - Thank those individuals and organisations who have brought success to the city.
 - Welcome visitors to the city, promoting its historic past and exciting future.
 - Represent the city at home, nationally and internationally as an "Ambassador" for Coventry.

2. Options considered and recommended proposal

- 2.1 The Cabinet Member is recommended to approve Appendix 1 of the report which sets out how the hospitality budget was spent, including the return of £442.97 to corporate reserves.
- 2.2 The Cabinet Member is also recommended to note the total of £15,492.88 raised for the Lord Mayor's Charity Appeal. This year's beneficiaries were the Zoë's Place Baby Hospice and The Teenage Cancer Trust.
- 2.3 Expenditure against the hospitality budget is carefully monitored throughout the year to ensure that activities undertaken support the aims of the Lord Mayoralty and the City Council and stays within budget.

3. Results of consultation undertaken

- 3.1 No consultation is required.

4. Timetable for implementing this decision

- 4.1 There are no further events planned as the Mayoral Year 2017/2018 has now come to an end.

5. Comments from Director of Finance and Corporate Services

24.1 Financial implications

There are no financial implications arising from this report. Expenditure of £65,153.03 against the budget for the year of £65,596 ensured that the balance of £442.97 was returned to corporate reserves.

24.1 Legal implications

There are no legal implications arising from this report.

Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The Lord Mayor's Hospitality Budget is spent to reflect the Lord Mayor's Mission Statement as outlined in the Council's Constitution which aligns itself to the Council's core aims and objectives.

6.2 How is risk being managed?

No significant risks are associated with the budget management. Health and Safety issues are considered for all events with the more significant events being monitored by the Council's Safety Events Group.

6.3 What is the impact on the organisation?

No impact, the events are managed by the Lord Mayor's office.

6.4 Equalities / EIA

An Equality Impact Assessment for the Lord Mayor's Office was last undertaken in February 2012 to ensure the Mayoralty promotes equality across the city and the recommendations in this report do not constitute a change in service or policy.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):**Name and job title:**

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Resources

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Councillor J Mutton	Cabinet Member for Strategic Finance and Resources			

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Hospitality Budget for Mayoral Year 2017/2018 – Councillor Tony SkipperACTUAL Costs of Functions of 1st Quarter: 19th May – 18th August 2017

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
18.05.17	Contribution towards the Annual Meeting of the City Council	-	£3,000.00
19.05.17	Lord Mayor's Table at Zoe's Place Baby Hospice Charity Ball	12	£644.79
20.05.17	Commencement of Mayoral Year Dinner	96	£3,220.95
24.05.17	Civic Event to mark the 50th Anniversary of Midland Aircraft Preservation Society	40	£1,801.07
25.05.17	Reception following Service to mark 35th Anniversary of Sinking of HMS Coventry	50	£310.00
30.05.17	Business Lunch to recognise partnership between Warwick Medical School	40	£454.00
01.06.17	Costs associated with attendance at Royal Garden Party	3	£28.25
14.06.17	Lunch with the High Commissioner of St Vincent's & The Grenadines	5	£23.25
12.06.17	Lunch during the West Midlands Deputy Lieutenant's Meeting	16	£121.19
16.06.17	Civic Visit to Kiel (flights only)	2	£436.63
24.06.17	Costs associated with Armed Forces Day and 605 Squadron Freedom Parade	-	£2,235.02
25.06.17	Drinks Reception prior to Tudor Feast Coventry Event	120	£1,242.59
04.07.17	Special Freeman's Court Ceremony for Mr S Gough	10	£17.00
07.07.17	Lunch with Band from Kiel performing at The Godiva Festival	10	£143.40
11.07.17	Refreshments for Good Citizen Recipient prior to Full Council	5	£18.75
01.08.17	Special Freeman's Court Ceremony for Mr B Finlay	6	£42.90
06.08.17	Costs associated with Hiroshima Day Service at Coventry Cathedral	50	£128.90
	Mayoral Stock between 19 th May – 18 th August 2017		£959.83
	1st Quarter Budget Total		£14,828.52

ACTUAL Costs of Functions of 2nd Quarter: 19th August – 18th November 2017

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
31.08.17	Refreshments for meeting with visitors from India	11	£18.70
01.09.17	International Children's Games Presentation	60	£79.92
05.09.17	Refreshments for Good Citizen Recipient prior to Full Council	5	£19.00
08.09.17	Civic Visit to Kiel re 70th Anniversary of Twinning Link - Flights	3	£536.03
21.09.17	Tickets for Legal Services Indian Summer Nights Charity Ball	2	£70.00
22.09.17	Queen's Award for Voluntary Service to Savers	60	£493.68
25.09.17	Civic Reception for volunteers of Radford Community Association	25	£283.92
26.09.17	Celebration Event for Coventry Refugee and Migrant Centre	50	£594.00
27.09.17	Retirement Dinner for His Honour Judge Richard Griffith-Jones, Honorary Recorder	32	£1,238.20
28.09.17	Civic Reception for Myke Grimes, British Cycle Speedway Champion	90	£1,244.16
28.09.17	Tickets for Warwick Town Council Charity Fashion Show	2	£20.00
01.10.17	Civic Visit to Belgrade re 60th Anniversary of the Twinning Link - Flights	3	£1,033.75
05.10.17	50% of costs for National Transport Pensioners Conference held in Coventry	-	£276.50
17.10.17	Lunch following visit to Fibromyalgia UK (Coventry Branch)	20	£168.00
18.10.17	Visit of Japanese Students	12	£20.40
24.10.17	Lunch following City of Culture Steering Group Meeting	10	£226.34
8.11.17	Visit of Pupils from Moat House School	27	£32.40
13.11.17	Costs associated with Annual Peace Lecture		£212.88
12.11.17	Remembrance Sunday Parade, Service and Refreshments	-	£5,000.87
10.11.17	Hosting visitors from Twin City of Kiel on the 70 th Anniversary of twinning link		£1,140.63
	Mayoral Stock between 19 th August – 18 th November 2017		£ 97.61
	2nd Quarter Budget Total		£12,806.99

ACTUAL Costs of Functions of 3rd Quarter: 19th November 2017 - 18th February 2018

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
30.11.17	Lord Mayor's Christmas Gift Fair	-	£375.00
01.12.17	Contribution towards the Lord Mayor's Charity 'Love Cov' Music Show	-	£2,000.00
04.12.17	Coventry & Warwickshire Magistrates Festive Evening		£174.78
05.12.17	Festive Pre-Council Lunch for Good Citizen Recipient	30	£772.50
07.12.17	Festive Civic Heads Dinner	96	£3,312.85
08.12.17	Post Announcement UK City of Culture 2021 Media Event	30	£60.00
19.12.17	Festive Open House	-	£100.00
20.12.17	Site Services Retirement Reception	20	£55.00
11.01.18	UK City of Culture 2021 Celebration Event	110	£4,314.53
16.01.18	Refreshments for Good Citizen Recipient prior to Full Council	5	£9.40
17.01.18	Afternoon Tea for Raffle Prize Winners	6	£13.05
18.01.18	Lunch with New Minister for Arts and Culture re UK City of Culture 2021	30	£130.50
26.01.18	Refreshments following Holocaust Memorial Day	50	£358.00
29.01.18	Civic Visit to Volgograd re 75th Anniversary of Battle of Stalingrad	3	£3,478.68
05.02.18	Lunch for Employability Skills Programme delegates	7	£26.60
07.02.18	Lunch with pupils from Grange Farm Primary	13	£49.40
12.02.18	Afternoon Tea with pupils from Finham Primary	20	£83.00
16.02.18	Mayor of Royal Leamington Spa's Charity Event	2	£105.00
	Mayoral Stock between 19 th November 2017 - 18 th February 2018		£40.24
	3rd Quarter Budget Total		£15,458.53

ACTUAL Costs of Functions of 4th Quarter: 19th February – 18th May 2018

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
19.02.17	Afternoon Tea with Strictly Christmas Winners for Zoe's Place	8	£21.60
20.02.18	Refreshments for Good Citizen Recipient prior to Full Council	4	£9.60
23.02.18	Rotary International Peace Building Conference - VIP Reception	60	£555.70
04.03.18	VIP Reception for Cyrille Regis' Memorial Service	150	£2,703.25
13.03.18	Lunch prior to Full Council for Good Citizen Recipient	5	£14.40
15.03.18	Afternoon tea with representatives from Enterprise Club for Disabled People	7	£16.80
19.03.18	Costs associated with official delegation from Dresden	11	£1,728.50
27.03.18	Refreshments following Freeman's Admission Ceremony	35	£136.40
03.04.18	Afternoon tea with visitors to the Parlour	4	£6.80
06.04.18	Civic Reception for European City of Sport 2019 Judging Panel	40	£1,421.75
07.04.18	Reception following joint Spire Music & Lufthansa Philharmonic Concert at Coventry Cathedral	130	£1,252.44
10.04.18	Civic Reception for Wasps 150th Anniversary	100	£2,359.11
16.04.18	Lunch at Rising Café with Lord Lieutenant, High Sheriff & Dean	8	£45.13
21.04.18	Tickets for Shakespeare's Birthday Lunch	2	£89.25
23.04.18	Afternoon tea with Pupils from Bablake School	12	£48.00
26.04.18	Costs associated with Shakespeare & Wars of Roses Event	150	£295.52
27.04.18	Contribution towards Lord Mayor's Charity Fundraising Dinner	200	£3,115.06
22.05.18	Contribution towards costs of Ricoh Arena Model in aid of Lord Mayor's Charity Appeal	-	£750.00
30.04.18	Civic Visit of Lord Mayor of Norwich	6	£52.35
01.05.18	Civic Reception for Coventry Rugby re National League One Champions	96	£3,014.95
02.05.18	Civic Lunch with Faith Leaders to welcome the Archbishop of Canterbury	50	£1,382.50
03.05.18	Refreshment for pupils from Styvechale Primary School	15	£12.75
03.05.18	UNICEF Baby Friendly Event	25	£21.25
06.05.18	Lunch following Freeman's Sunday Service and Parade	50	£731.14
09.05.18	Civic Visit to Dresden	2	£657.44
16.05.18	Donation to the International Children's Games	-	£1,000.00
	Mayoral Stock between 19 th February – 18 th May 2017		£617.30
	4th Quarter Budget Total		£22,058.99
	Total Budget		£65,153.03