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21 October 2013

**Name of Cabinet Member:**

Cabinet Member (Strategic Finance and Resources), Councillor Damian Gannon

**Director Approving Submission of the report:**

Executive Director, Resources

**Ward(s) affected:**

All

**Title:**

Final Hospitality Statement for the Mayoralty of Councillor Tim Sawdon for 2012-2013

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**Is this a key decision?**

No

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**Executive Summary:**

This is the final Hospitality report for the Mayoral Year of Councillor Tim Sawdon 2012/2013. It updates the Cabinet Member on how the budget was spent during the third and final quarter of the Mayoral Year. The amount of £36,158.11 was spent at the end of Quarter 3 and £62,368.60 at year end. This left a variance remaining of £3,227.40 from the annual budget.

**Recommendations:**

The Cabinet Member is recommended to note the outturn of £62,368.60 for the Mayoral year and approve the contents of the report which describes how the hospitality budget has been spent on an event-by-event basis.

**List of Appendices included:**

Appendix 1 sets out actual expenditure for the third quarter from 17<sup>th</sup> November 2012 to 16<sup>th</sup> February 2013.

Appendix 2 sets out actual expenditure for the fourth/final quarter from 17<sup>th</sup> February to 15<sup>th</sup> May 2013.

Appendix 3 lists the beneficiaries of the Lord Mayor's Charity Appeal 2012/2013.

**Other useful background papers:**

None.

**Has it or will it be considered by Scrutiny?**

No

**Has it, 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 for the Mayoralty of Councillor Tim Sawdon for 2012-2013**

**1. Context (or background)**

1.1 The annual Hospitality budget for the Mayoral Year is £65,596.

**2. Options considered and recommended proposal**

2.1 The Cabinet Member is recommended to approve the contents of the report which describes how the hospitality budget has been spent.

2.2 The amount of £36,158.11 was spent at the end of Quarter 3 and £62,368.60 at year end. Appendix 1 and 2 sets out a detailed breakdown of how these sums have been spent on an event-by-event basis.

2.3 The Cabinet Member is asked to note the return of an underspending from the Mayoralty Hospitality budget of **£3,227.40** to Corporate Reserves.

**3. Results of consultation undertaken**

3.1 The Lord Mayor's hospitality budget is monitored on an event-by-event basis by the Principal Private Secretary to the Lord Mayoralty and is reported on each quarter.

3.2 The Lord Mayor's Charity Appeal is also monitored on a quarterly basis. With the Heart of England Community Foundation acting as the umbrella organisation for the appeal, a total of 15 charities / organisations benefitted from the Lord Mayor's Charity Appeal during 2012/13 – see attached appendix 3. There is a small amount of funds still to be distributed.

3.3 The total funds raised were £18,620.

**4. Timetable for implementing this decision**

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

**5. Comments from Executive Director, Resources**

**5.1 Financial implications**

The hospitality report is presented to the Cabinet Member on a quarterly basis and at year end has stayed within the approved budget of £65,596 per Mayoral year, with spending during the year of £62,368.60. The remainder, £3,227.40, will be returned to corporate reserves.

**5.2 Legal implications**

There are no legal implications arising from this report.

**6. Other implications**

None

**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 eg Annual Meeting of the Council, Armed Forces Day, Remembrance Sunday Service and Parade 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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**Directorate:**

Resources

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Democratic: Helen Abraham	Assistant Director (Democratic)	Resources	22/08/2013	28/08/2013
Finance: Aimee Proctor	Lead Accountant, Central Services Finance	Resources	22/08/2013	20/08/2013
Legal: Clarissa Evans	Commercial Team Manager	Resources	22/08/2013	22/08/2013
HR: Neelesh Sutaria	HR Business Partner	Resources	22/08/2013	02/09/2013
Director: Chris West	Executive Director	Resources	23/09/2013	24/09/2013
Members: Councillor Damian Gannon	Cabinet Member		23/09/2013	07/10/2013

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ACTUAL Costs of Functions of 3<sup>rd</sup> Quarter: 17<sup>th</sup> November 2012 — 16<sup>th</sup> February 2013

<b><u>Date</u></b>	<b><u>Function</u></b>	<b><u>Number of Guests</u></b>	<b><u>Actual Cost</u></b>
18.11.12	Host Shining Star children & families prior to Christmas Lights Switch-on	30	£ 321.50
20.11.12	Queen's Diamond Jubilee celebration event	90	£ 515.00
28.11.12	Retirement Event for Lord Mayor's Personal Assistant after 42 years' service	10	£ 414.74
30.11.12	Tickets for Christmas Charity Lunch	2	£ 30.00
01.12.12	Chairman of Warwick DC Christmas Concert tickets	2	£ 20.00
03.12.12	Donation to Childrens' Christmas Party organised by Rotary Breakfast	-	£ 400.00
04.12.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 17.70
07.12.12	Civic Heads Dinner	50	£ 2,320.12
18.12.12	Lord Mayor's Festive Drinks	-	£ 200.00
19.12.12	Reception for Severn Trent Choir winning the BBC show "The Choir"	60	£ 459.16
03.01.13	Civic Night at the Belgrade Theatre Panto	150	£ 563.33
15.01.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 20.50
17.01.13	Police & Crime Commissioners & Coroner's Introductory Dinner	15	£ 536.25
23.01.13	Lunch following HMS Diamond's Deployment Presentation	50	£ 813.00
25.01.13	Lunch prior to Holocaust Memorial Day	40	£ 445.80
31.01.12	Civic Visit to Volgograd for 70th Anniversary of Battle of Stalingrad	2	£ 1,313.07
16.02.12	Tickets for Mayor of Southam's Charity Band Concert	2	£ 20.00
17.02.12	Lord Mayor's Civic Service	160	£ 2,924.20
	<b>Refreshments, wines and spirits for Quarter 3</b>		<b>£ 179.34</b>
	<b>SUB-TOTAL</b>		<b>£ 11,513.71</b>
	<b>Actual Costs Previously Reported at Quarter 2</b>		<b>£ 24,644.40</b>
	<b>TOTAL at QUARTER 3</b>		<b>£ 36,158.11</b>

ACTUAL Costs of Function of 4<sup>th</sup> Quarter: 17th February – 16<sup>th</sup> May 2013

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
02.03.13	Tickets for Chairman of Stratford Charity Concert	2	£ 14.00
05.03.13	Contribution towards the cost of COKEPI	100	£ 662.50
06.03.13	Reception for Coventry Witness Support Programme	6	£ 16.20
13.03.13	Queen's Scout Presentation Evening	30	£ 109.50
14.03.13	Tickets for the Mayor of Nuneaton & Bedworth Charity Dinner	2	£ 70.00
21.03.13	Refreshments following Freeman's Admission Ceremony	60	£ 52.00
28.03.13	Reception for Retiring Members of Coventry Association for International Friendship	20	£ 172.72
04.04.13	Visit of Styvechale Grange Residents Association	25	£ 153.90
10.04.13	Lord Mayor's Charity Golf Day	75	£ 2,082.51
12.04.13	Purchase of promotional items as civic gifts	-	£ 1,267.50
15.04.13	Visit of Mary Goodwin former City Treasurer employee	6	£ 7.80
16.04.13	Visit to Natalia Kulishenko, author from Volgograd	4	£ 123.48
19.04.13	Refreshments as part of Charity Raffle Prize	11	£ 61.60
19.04.13	Tickets for ABF The Soldiers Charity Supper Evening	2	£ 50.00
20.04.13	Mayor of Solihull's Charity Ball	2	£ 80.00
23.04.13	Lunch with delegation from Jinan to mark the 30th Anniversary of Coventry/Jinan twinning Link	25	£ 588.41
24.04.13.	Mayor of North Warwickshire Fundraising Event	2	£ 8.40
25.04.13	Reception for Association of Former Civic Heads	30	£ 721.20
26.04.13	Special Freeman's Court for Rolls Royce Employees	100	£ 1,068.60
02.05.13	Health Partnership Dinner	40	£ 1,014.00
06.05.12	Lunch following Freeman's Sunday Service	50	£ 849.98
09.05.12	End of Year Civic Reception	80	£ 4,360.96

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
10.05.12	Welcome Dinner for Nijmegen Group of Law Co-ordinators	30	£ 587.84
12.05.12	End of Year Civic Party	40	£ 869.25
16.04.13	Contribution towards HMS Diamond's Freedom of Entry – Ceremonial Gift Items	-	£ 10,901.60
	<b>Refreshments, wines and spirits for Quarter 4</b>		<b>£ 314.94</b>
	<b>SUB-TOTAL</b>		<b>£ 26,210.49</b>
	<b>Actual Costs Previously Reported at Quarter 3</b>		<b>£ 36,158.11</b>
	<b>TOTAL at QUARTER 4</b>		<b>£ 62,368.60</b>



List of charities and organisations benefitting from grants from the Lord Mayor’s Charity Appeal 2012/13

	<b>Applicant</b>	<b>Amount Awarded</b>	<b>Date Approved</b>	<b>Brief Note</b>
1	Get Together	£1,000.00	07/11/2012	A project to help people with Autism/ Aspergers
2	2-Tone Central Ltd	£1,000.00	16/11/2012	A project to help with the fit out for the project.
3	Speakability Coventry Group	£1,000.00	16/11/2012	A project to hire a tail-lift coach for outings for victims of Strokes
4	International Children's Games	£1,000.00	07/12/2012	A project to hold an International Children's Games
5	Adventure Centre Wyken Ltd	£1,572.00	20/03/2013	A project to support Willenhall Haggard Community Centre on an outreach basis, providing equipment and expertise for archery sessions
6	Coventry Youth Operetta Group	£1,000.00	27/02/2013	A project to produce an educational musical theatre production at The Belgrade Theatre in May 2013
7	Allesley Park Walled Garden Group Ltd	£850.00	20/03/2013	To restore and preserve the Allesley Park Walled Garden in Coventry for the benefit of the public.
8	The Grangers	£1,000.00	20/03/2013	Donation to general activities
9	Dumi International Aid	£1,000.00	08/04/2013	A project raising HIV awareness to the African population in Coventry
10	Coventry Rape And Sexual Abuse Centre Ltd	£1,000.00	11/04/2013	To support the on-going provision of services to our clients
11	Cyrenians (Coventry )	£1,000.00	23/04/2013	A contributions towards costs
12	Holy Trinity Church-Peace Chapel	£1,000.00	23/04/2013	A project to update part of the church
13	City of Coventry Corps of Drums	£1,000.00	29/04/2013	A project to help replace the Corps white hats
14	Cheylesmore Over 60's Club	£1,000.00	08/05/2013	To assist with activities
15	EGO Theatre Group	£1,000.00	08/05/2013	To help with the group's activities
		<b>£15,422.00</b>		