
8 September 2014

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 and Charity Appeal for the Mayoralty of Councillor Gary Crookes for 2013-2014

Is this a key decision?

No

Executive Summary:

This is the final Hospitality budget report for the Mayoral Year of Councillor Gary Crookes 2013/2014. It updates the Cabinet Member on how the budget was spent during the third and final quarter of the Mayoral Year. The amount of £46,659.03 was spent at the end of Quarter 3 and £68,236.82 at year end. This left a variance remaining of £2,359.18 from the annual overall budget.

Recommendations:

The Cabinet Member is recommended to note:

1. The outturn of £68,236.82 for the Mayoral year and approve the contents of the report which describes how the hospitality budget was spent on an event-by-event basis; and
2. The final sum raised for the Lord Mayor's Charity Appeal.

List of Appendices included:

Appendix 1 sets out actual expenditure for the third quarter from 16th November 2013 to 15th February 2014.

Appendix 2 sets out actual expenditure for the fourth/final quarter from 16th February to 4th June 2014.

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 and Charity Appeal for the Mayoralty of Councillor Gary Crookes for 2013-2014****1. Context (or background)**

1.1 The annual Hospitality budget for the Mayoral Year is £65,596. In preparation for the costs associated with the President of Ireland's visit in April 2014 an additional £5,000 was transferred into the budget in March 2014, increasing the overall total to £70,596.

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 £46,659.03 was spent at the end of Quarter 3 and £68,236.82 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 underspend from the Mayoralty Hospitality budget of £2,359.18 to Corporate Reserves.

2.4 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 number of charities / organisations benefitted from the Lord Mayor's Charity Appeal during 2013/2014. The Cabinet Member is asked to the total funds raised of £14,940.60.

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 to the Cabinet Member. No further consultation is therefore considered necessary.

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 £70, 596 per Mayoral year, with spending during the year of £68,236.82. The remainder, £2,359.18, will be returned to corporate reserves.

5.2 Legal implications

There are no legal implications arising from this report.

6. 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 e.g. 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):

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Resources

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ACTUAL Costs of Functions of 3rd Quarter: 16th November 2013 – 15th February 2014

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
10.11.13	Civic Dinner with International Delegations for Remembrance Sunday Weekend	35	£ 1,067.22
19.11.13	Lord Mayor's Cadet Presentation Evening	21	£187.95
20.11.13	Civic Reception for International Students studying at University of Warwick	130	£1,146.40
22.11.13	Tickets for Chairman of Warwick DC Charity Evening	2	£35.00
29.11.13	Tickets for Mayor of Northampton Charity Gala Dinner	2	£60.00
03.12.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£29.75
04.12.13	Civic Reception for Local Residents and Community Associations	60	£822.00
05.12.13	Heart of England Christmas Carol Concert Tickets	2	£40.00
08.12.13	Tickets for Mayor of Solihull's Charity Day	2	£40.00
09.12.13	Festive refreshments at Coventry Magistrates Court Bench Event	150	£1,124.02
10.12.13	Book Launch of 'The Story of Coventry' written by Peter Walters	30	£247.61
13.12.13	Refreshments at Lord Mayor's Charity Christmas Gift Fair	-	£110.00
13.12.13	Tickets for Mayor of Stratford's Christmas Celebration	2	£20.00
14.12.13.	Tickets for Chairman of Warwick DC Christmas Concert	2	£20.00
20.12.13	Lord Mayor's Festive Drinks	-	£266.19
11.01.14	Coventry Award of Merit Presentation Ceremony	100	£9,075.38
14.01.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.50
19.01.14	Mayor of Solihull's Fundraising Event	2	£45.00
27.01.14	Lunch prior to Holocaust Memorial Day	40	£447.00
28.01.14	Presentation of Olympic Torch from Premier Sheet Metal	30	£602.20
31.01.14	Special Freeman's Court for Rolls Royce Apprentices	130	£2,038.02
04.02.14	Refreshments for visit of Mr & Mrs Grindlay	3	£17.00
05.02.14	Visit of Wyken Croft and Charter Schools	25	£49.00

08.02.14	Refreshments at Warwick District Council Chairman's Evening	2	£10.00
13.02.14	Tickets at Mayor of Stratford Town Council's Civic Event	2	£40.00
	Promotional items as civic gifts	-	£1,093.75
	Refreshments, wines and spirits for Quarter 3		£78.45
	SUB-TOTAL		£ 18,737.44
	Actual Costs Previously Reported at Quarter 2		**£ 27,921.59
	TOTAL at QUARTER 3		£ 46,659.03

****This figure varies from the Quarter 2 Hospitality Budget report submitted to the Cabinet Member on 20th January 2014. An incorrect figure was submitted in that report. This is the correct figure.**

COUNCILLOR GARY CROOKES**APPENDIX 2**ACTUAL Costs of Function of 4th Quarter: 16th February – 4th June 2014

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
21.02.14	Mayor of Alcester Civic Dinner	2	£ 52.00
25.02.14	Refreshments for Good Citizen Recipient prior to Full Council	5	£ 30.00
27.02.14	Mayor of Warwick Town Council Charity Ladies Evening	2	£ 20.00
01.03.14	Mayor of Coleshill Town Council Charity Concert	2	£ 15.00
06.03.14	Peace Prize Fundraising and Awareness Dinner	60	£ 456.54
07.03.14	Mayor of Leamington's Civic Dinner	2	£ 70.00
16.03.14	Bike for Peace International Peace Cycle ride	75	£ 963.05
18.03.14	Refreshments for Good Citizen Recipient prior to Full Council	22	£ 165.00
20.03.14	Dinner to recognise the services of Assistant Chief Constable, Andy Nicholson and Temporary Chief Superintendent, Claire Bell	20	£ 724.47
23.03.14	Mayor of Warwick Town Council Charity Concert	2	£ 20.00
26.03.14	Civic Reception for Visitors of GE Healthcare visiting University of Warwick	20	£ 77.00
28.03.14	Civic Reception for Visitors from South Korea	26	£ 41.60
28.03.14	Mayor of Dudley Charity Ball	2	£ 68.00
28.03.14	Mayor of North Warwickshire Civic Event	2	£ 46.00
03.04.14	Civic Lunch for Volgograd Children's Symphony Orchestra	75	£ 956.25
05.04.14	Tickets for Mayor of Leamington Spa Charity Evening	2	£ 20.00
07.04.14	Refreshments for French students visiting Barr's Hill School	100	£ 151.00
11.04.14	State Visit of President of Ireland	160	£ 6,716.63
12.04.14	Ticket for Annual Charity Dinner with the Guild of Northampton Freemen	2	£ 60.00
25.04.14	Civic Heads Dinner	100	£ 3,445.75
29.04.14	Launch of Godiva Trust	70	£ 98.00
30.04.14	Lord Mayor's Charity Golf Day	80	£ 1,272.71

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
04.05.14	Lunch following Freeman's Sunday Service	50	£ 812.50
07.05.14	Civic Visit to Volgograd for 70 th Anniversary of the Twinning Link	3	£ 1,716.73
11.05.14	Mayor of Solihull 'Last Night at the Proms' Charity Event	2	£ 40.00
12.05.14	Visit of Romanian Embassy Staff	25	£ 45.00
12.05.14	Afternoon Tea with WWII Veterans	30	£ 45.00
19.05.14	Lunch with UN High Representative	12	£ 107.40
20.05.14	Lady Mayoress Afternoon Tea	15	£ 105.75
25.05.14	Costs associated with visit to Plymouth for Sinking of HMS Coventry Commemoration Event	3	£ 266.58
27.05.14	Visit of the Deputy High Commissioner for Punjab	6	£ 53.70
30.05.14	End of Mayoral Year Lunch	8	£ 116.13
	Ceremonial Freedom Scroll for HMS Diamond	-	£ 1,300.00
	Transfer of Lord Mayor's Portraits to Council Chamber	-	£ 1,500.00
	SUB-TOTAL		£ 21,577.79
	Actual Costs Previously Reported at Quarter 3		£ 46,659.03
	TOTAL at QUARTER 4		£ 68,236.82