

Cabinet Member for Strategic Finance and Resources  
Council

13 July, 2015  
14 July, 2015

**Director Approving Submission of the report:**  
Executive Director, Resources

**Ward(s) affected:**  
None

**Title:**  
Annual Report, Final Hospitality Statement and Charity Appeal for the Mayoralty of  
Councillor Hazel Noonan 2014/2015

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**Is this a key decision?**  
No

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**Executive Summary:**

This is the end of year hospitality budget report for the Mayoral Year of Councillor Hazel Noonan 2014/2015. The report updates the Cabinet Member on how the budget was allocated during the Mayoral Year. The total spent was £59,684.72; this was £5,911.28 less than the budget and this balance was returned to corporate reserves.

**Recommendations:**

- (i) approve the contents of Appendix 1 which sets out detailed expenditure of £59,684.69 against the hospitality budget  
(ii) note the final sum of £15,652 raised for the Lord Mayor's Charity Appeal  
(iii) refer the report to the City Council on 14<sup>th</sup> July 2015 for their consideration.
- That the City Council consider and note the Annual Report of the Lord Mayoralty of Councillor Hazel Noonan 2014/2015.

**List of Appendices included:**

Appendix 1 - the Lord Mayor's Annual Report 2014/15  
Appendix 2 - Hospitality Budget for Mayoral Year 2014/15 – Councillor Hazel Noonan

**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?**  
Yes

**Report title:**

**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 £59,684.72. The Lord Mayor's Office also managed the HMS Diamond Freedom Parade which costs £16,250.03. This was funded by corporate reserves.
- 1.2 The Lord Mayor's Annual Report is attached at Appendix 1 and provides the background to the civic engagements which were undertaken to meet a range of priorities from community engagement to international events.

**2. Options considered and recommended proposal**

- 2.1 The Cabinet Member is recommended to approve Appendix 2 of the report which sets out how the hospitality budget was spent, including the return of £5,911.28 to corporate reserves.
- 2.2 The Cabinet Member is also recommended to note the total of £15,627 raised for the Lord Mayor's Charity Appeal. This year's beneficiaries were Grapevine, UHCW Charity Trust and The ABF The Soldiers' Charity.
- 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 The 2015/15 Mayoral year is now complete.

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

- 5.1 Financial implications  
There are no financial implications arising from this report. Expenditure of £59,684.72 against the budget for the year of £65,596 ensured that the balance of £5,911.28 was returned to corporate reserves. One off costs of £16,250.03 associated with the HMS Diamond Freedom Parade which costs were funded by 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 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:**

Jane Barlow, Principal Private Secretary to the Lord Mayoralty

**Directorate:**

Resources

**Tel and email contact:**

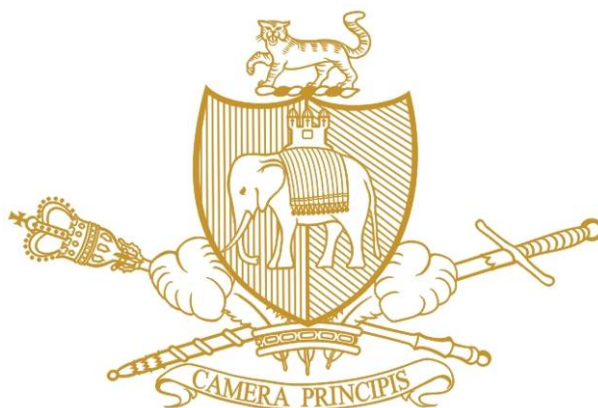
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Enquiries should be directed to the above person.

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Legal: Helen Lynch	Legal Services Manager (Place & Regulatory)	Resources	22/06/2015	22/06/2015
Director: Chris West	Executive Director		22/06/2015	22/06/2015
Members: Cllr Gannon	Cabinet Member		22/06/2015	22/06/2015
Cllr Townshend	Cabinet Member		22/06/2015	25/06/2015
Cllr Hazel Noonan	Former Lord Mayor		22/06/2015	23/06/2015

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[www.coventry.gov.uk/councilmeetings](http://www.coventry.gov.uk/councilmeetings)



# Lord Mayor's Annual Report

Councillor Hazel Noonan

Lord Mayor of the  
City of Coventry

June 2014 – May 2015

## Introduction

I became the first female Lord Mayor of the City of Coventry since 2001 at the Council's Annual Meeting 2014 after first being elected in 2000 to represent Cheylesmore Ward.

The year proved to be full of challenges, yet exciting times. In this respect, the Lord Mayor's office was no exception to the many other sections within the Council to deliver the best possible results for the citizens of the city. However, with better use of limited resources, together with improved focus maximising trade and commerce opportunities, the Lord Mayor's office has assisted to deliver a number of the Council's visions and priorities for the next 10 years.



In presenting this annual report, it is difficult to determine what to mention and what to leave out – there have been so many highlights. As you read through this annual report hopefully you will gain the sense of pride that was sensed as I undertook this prestigious role.

I would like to thank the Civic Office and all of those City Council staff who have assisted in helping achieve my objectives throughout the civic year and making it such an enjoyable success.

I conclude by thanking the people of Coventry for giving me the opportunity of being their First Citizen.

*H. Noonan*

**Councillor Hazel Noonan  
Lord Mayor of the City of Coventry 2014-15**

## Promoting the City

The civic office works very closely with a number of partner organisations to promote the city. Synchronising economic development activity with the Business and Investment Team, business and economic prospects were maximised throughout the year. With this new way of working, there was a 22% increase from the previous year on how the Hospitality Budget was spent supporting promotional and investment opportunities for the city.



Launch of Da Vinci's Surgical Robot  
January 2015



State Bank of India Conference  
April 2015



Official Opening of De Tank UK Headquarters  
February 2015



Visit of the Latvian Ambassador  
April 2014



Queens Award for Enterprise to Jaguar Land Rover  
June 2014

# Engagement with Communities

Celebrating success and achievements with local people from all communities has proved to be most inspirational. Our citizens are incredibly committed to their various causes, sometimes crossing borders of gender, race, sexuality, economic background and educational excellence. Despite these there is a common thread to improve and support the city, or their career, their business, their education, their livelihood or the voluntary organisation to which they belong. During our year we have hosted and attended some significant community events.



40<sup>th</sup> Anniversary of the Ring Road/Sky Ride Event – September 2014



Guide Dogs for the Blind Awareness Day September 2014



Freemen of the City Admission's ceremony – Oct 2014



Vaisakhi Nagar Keertan at GNP Gurdwara April 2015



Visit of 26<sup>th</sup> City of Coventry Brownies May 2015



Armed Forces Day – June 2014



## Embracing city-wide Success



Visit of HRH The Duke of Cambridge  
– July 2014

### WWI Commemorations and Royal Visit by HRH The Duke of Cambridge

To launch the Centenary Fields programme, a new UK wide initiative aimed at securing recreational spaces in perpetuity in honour of the millions of people who lost their lives in World War I, the city was honoured to welcome His Royal Highness to unveil Coventry's War Memorial Park as the first Centenary Field in the UK.



Freedom of the City to HMS Diamond  
– October 2014

### Freedom of the City to HMS Diamond

The Ship's company of HMS Diamond paraded through the City Centre when the title of Freedom of the City was conferred upon them.

A ceremonial event enjoyed by the whole city.



Coventry Award of Merit Presentation  
– February 2015

### The Coventry Award of Merit

This was presented to seven recipients to highlight the efforts of local people in raising the profile and reputation of the City.

Held in St Mary's Guildhall I was delighted to present the Award to the following recipients:

David Burbidge OBE DL  
Councillor Ann Lucas OBE  
Ms Betty McGlinchey  
Mr Ratan N Tata GBE and  
Jaguar Land Rover  
Councillor Ken Taylor OBE  
The Most Reverend and Rt Hon  
Justin Welby,  
Archbishop of Canterbury

## Lord Mayor's Cadets 2014-2015

It was an honour to have three Lord Mayor's Cadets support me throughout the Mayoral Year, particularly on Armed Forces Day (June 2014) and Remembrance Sunday (November 2014). The highlight of their year was meeting the HRH Duke of Cambridge at the WWI Centenary Fields Event in the War Memorial Park (July 2014)



**Lord Mayor's Cadets 2014/2015**  
Sergeant Victoria Roberts, Army Cadet Force  
Flight Sergeant Bradley Simpson, Air Training Corp  
Leading Cadet Emily Smith, Coventry Sea Cadet

## Lord Mayor's Charity Appeal

Lord Mayor's Charity Appeal during 2014/2015 raised a total sum of **£15,627**  
The beneficiaries were:

- Grapevine, a Coventry based charity who offer support and run projects to help adults with learning difficulties to lead active and meaningful lives;
- UHCW Charity Trust are raising money to build a new breast screening centre in the heart of Coventry; and
- The ABF The Soldiers' Charity who offer help and support to families of ex-servicemen & women in the Coventry area.

## International Relations

I have welcomed a number of inward delegations from a variety of worldwide destinations. There have also been key economic visits by the Ambassadors for Poland, Romania, Serbia, Latvia together with high profile Chinese delegations into the city.

In terms of outward exchanges, I have visited 3 twin cities – Kiel in Germany, Volgograd in Russia, Dresden in Germany as well as a trade mission to India.

**Visit to Kiel in June 2014** – The Coventry delegation was invited to attend and participate in the International City Forum on youth unemployment, which coincides with the official opening of Kieler Woche 2014. A paper was prepared and presented by the Economy and Jobs Manager, Rebecca Young from the Place Directorate on the 2014 theme “Unemployment amongst young people and a shortage of skilled workers - strategies and approaches for the integration of young people into the labour market”.

**Visit to Volgograd in October 2014** – 2014 marked the 70th anniversary of Coventry and Volgograd forming a bond of friendship as twinned cities. Whilst this bond of friendship was established during the Second World War and in particular at the beginning of the siege of Stalingrad it has endured throughout the last 70 years despite the difficulties of the cold war. With this and similar experiences in mind the United Nations (UN) in 2013 designated the 31st October each year as World Cities Day, with the initial day being the 31st October 2014. Volgograd hosted the 1st World Cities day conference “Political Solutions and Sustainable Territorial Development” where I attended and delivered an address.



As part of the 2018 European Football championship, Volgograd are likely to be host city and are currently preparing a new stadium and regenerating the surrounding area including a park. Sections of this park will be dedicated to Volgograd’s twin cities and will represent each country. It is hoped that a plot in the park will be dedicated to Coventry – see above.

**Visit to Dresden in February 2015** – The Lord Mayor and Consort were invited by the Mayor of Dresden, together with HRH The Duke of Kent, the Archbishop of Canterbury, the Bishop of Coventry, Dean of Coventry Cathedral and a 12 strong congregation of ‘Friends of Coventry Cathedral’ to represent the UK and the City of Coventry at a number of ceremonial events as part of the 70th anniversary of the destruction of Dresden.



Leading the Service of Commemoration with a message of Peace from Coventry.



The Lord Mayor and Consort light candles 'In Remembrance'

### **Visit to India – February 2015**

The Council has identified India as a key region for establishing strategic international trade and investment opportunities. Together with Cabinet Member (Business, Enterprise and Employment) travelled to Delhi and North West India in an attempt to increase trade links within the region. This was working in conjunction with the UKTI with companies joining the delegation.

The visit included attendance at the new international automotive trade show.



Meetings in Chandigarh took place with Punjab and Haryanas State Governments.

## Time apportionment of civic duties

The Mayoral Year 2014/2015 was only 49 weeks due to the Municipal calendar. During this time a total of 514 Civic Engagements were undertaken as per the chart below. As you can see, the time has been predominantly spent in the community with local people supporting local initiatives, the main theme of my Mayoral Year.

### Key to the Chart Descriptions

**Promoting** – Launching and promoting Council or business initiatives, marketing and media opportunities

**Civic Circuit** - Either hosting or visiting Civic Heads from neighbouring local authorities

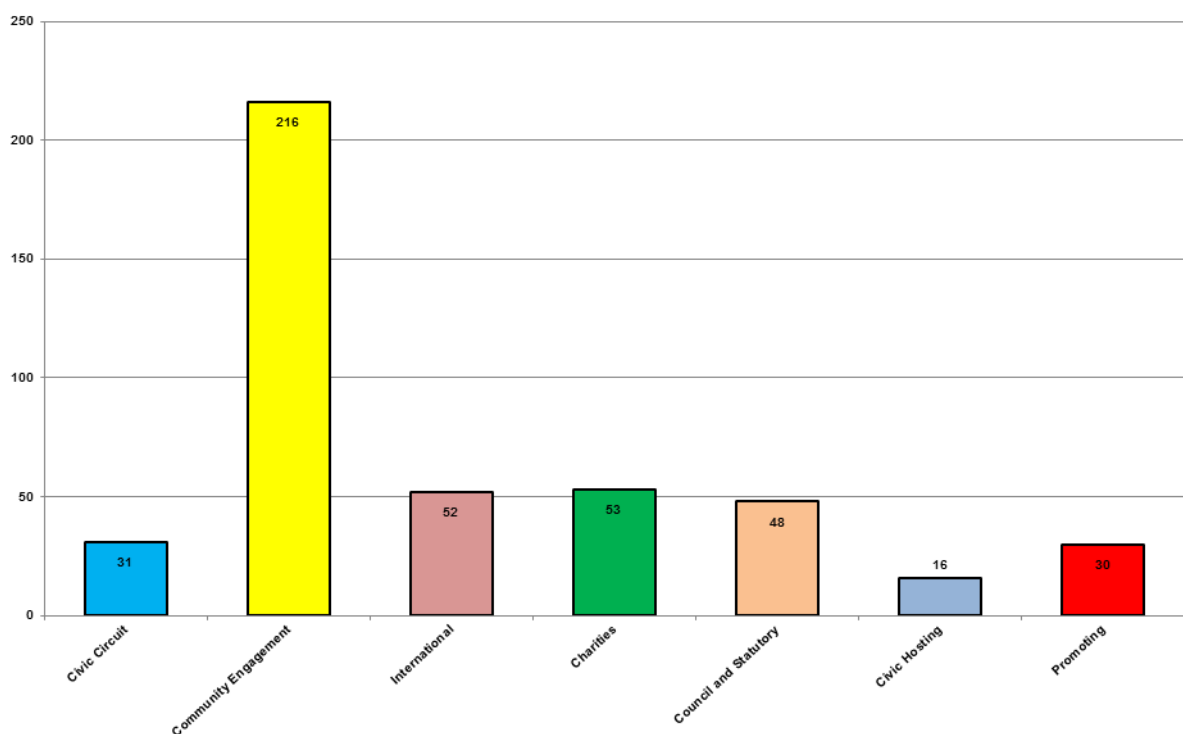
**International** – Hosting individuals and groups visiting the city from outside of the UK as well as twin city activities – egg visiting cities outside of the UK and supporting diverse local communities

**Charities** – Hosting or attending events in respect of fundraising for charity including the Lord Mayor's Charity Appeal or other charitable organisations

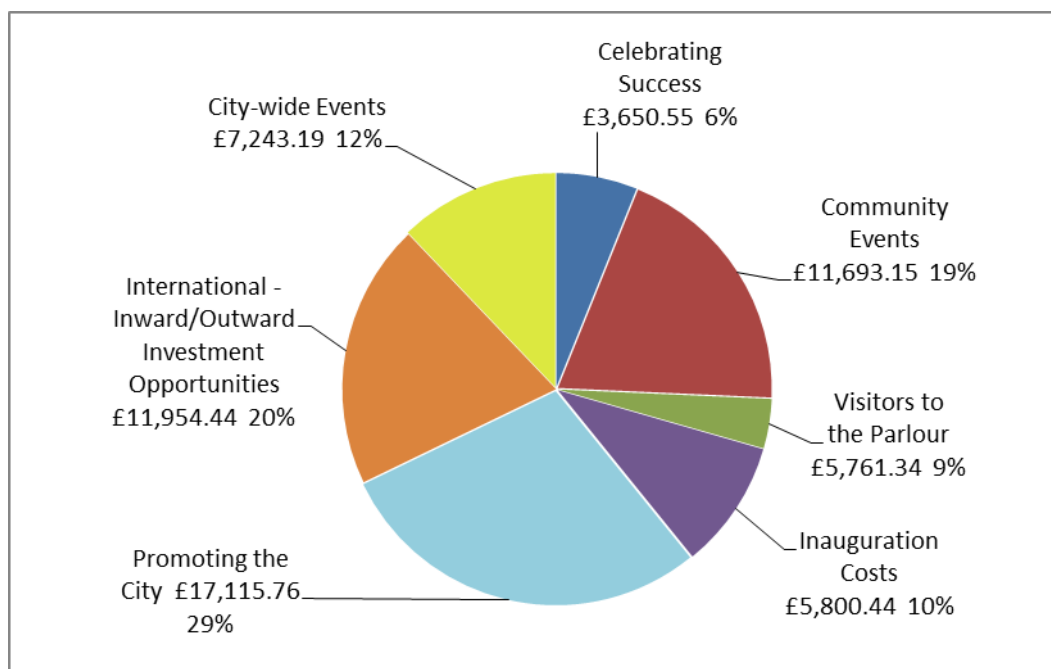
**Statutory/Traditional** – Statutory functions egg Full Council meetings as well as historic and traditional duties - Citizenship Ceremonies, Royal Visits, Funerals and Acts of Remembrance, Long Service Awards and Freeman of the City

**Civic Hosting** – offering hospitality to visitors to the Parlour or community groups (excluding international visitors)

**Community Engagement** - attending local events with local people – fetes, award ceremonies, church services, multi-cultural events and theatre productions



## Breakdown of how the Lord Mayor's Hospitality Budget was spent during 2014/15



**Total budget for Mayoral Year 2014/2015 was £65,596.**

**A detailed breakdown of how the budget has been spent is attached as Appendix 2.**

### Key to the Chart Descriptions

**City-wide Events** – Contribution towards major events that involve the whole city eg Armed Forces Day, WWI Centenary, Remembrance Sunday and Holocaust Memorial Day.

**Celebrating Success** – Hosting events to mark the achievements of individuals or groups who excel in their particular field e.g. performing arts, sports, literature, horticulture etc from within the business, community and voluntary sectors.

**Community Events** – Attending and supporting events of local people and their initiatives e.g. fetes, award ceremonies, charitable fundraising, church services, multi-cultural events and theatre productions.

**Civic Hosting** – To give civic recognition for something an individual or group has attained, completed, achieved, supported etc.

**Inauguration Costs** – Contribution towards the costs of the Annual Meeting of the City Council (Mayor-making ceremony) and dinner to mark the occasion.

**Promoting the City** – Financial contribution towards major events, conferences, concerts, dinners etc that welcomes visitors to the city. Hosted in partnership with key organisations eg Coventry Cathedral, Coventry University, University of Warwick and The Belgrade Theatre.

**International Hosting and Travel** – To welcome visitors to the city and costs for inward/outward delegation visits to Coventry's twin cities in support of the Council's priorities. The last 12 months has seen exchanges visits to Volgograd, trade mission to India as well as the commemorations for 70<sup>th</sup> anniversary of the bombing of Dresden.

The Lord Mayor's Office also managed the HMS Diamond Freedom Parade which cost a total of £16,250.03. This was funded by central Council resources.

### Hospitality Budget for Mayoral Year 2014/15 – Councillor Hazel Noonan

This is the Hospitality budget breakdown for the Mayoral Year of Councillor Hazel Noonan 2014/2015. It updates the Cabinet Member on how the budget was spent throughout the whole Mayoral Year.

- The annual sum of the Hospitality Budget is £65,596.
- The total amount of £59,684.72 was spent at year end.
- This left a variance remaining of £5,911.28 from the overall budget which will be returned to corporate reserves.

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
	<b><u>Quarter 1</u></b>		
05.06.14	Contribution towards the Annual Meeting of the City Council	450	£2,500.00
06.06.14	Commencement of Mayoral Year Dinner	92	£3,300.44
11.06.14	Reception for Dresden Philharmonic Orchestra	45	£294.56
11.06.14	Contribution towards the Allotments Prizegiving and AGM	-	£213.75
25.06.14	Contribution towards the cost of Coventry Inspiration Book Awards	35	£168.50
19.06.14	Tickets for Royal Academy of Engineering Summer Exhibition	1	£66.67
20.06.14	All costs associated with Civic Visit to Kiel	3	£764.98
24.06.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£18.30
28.06.14	All costs associated with Armed Forces Day Service and Parade	-	£1,868.30
15.07.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£35.70
16.07.14	Afternoon Tea with the Brownies	20	£97.90
17.07.14	Afternoon Tea for WWI Planning Group	15	£57.75
30.07.14	Afternoon Tea with Charity Auction Prize Winner	8	£40.40
02.08.14	WWI Commemoration Dinner	89	£3,782.44
03.08.14	All costs associated with hosting international visitors for WWI commemoration weekend	6	£1,163.78
03.08.14	VIP Reception prior to WWI Service and Community Event	65	£974.92
	Mayoral Refreshments between 05.06.14 – 20.08.14		£82.15
	<b>1st Quarter Budget Total</b>		<b>£15,430.54</b>

	<u>Quarter 2</u>		
22.08.14	Reception for Visitors from Vannes, France	40	£152.00
24.08.14	Donations towards Coventry Festival of Motoring	-	£1,573.73
09.09.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£20.70
10.09.14	Civic Reception for Shanghai Clever Football Club	98	£4,038.83
11.09.14	Visit of HMS Diamond Planning Group	7	£10.50
26.09.14	Chairman of Warwick District Council's Charity Dinner	2	£80.00
26.09.14	Visit of Kiel Shooting Club – Brunswiker Schutzen Gilde	15	£171.45
01.10.14	Refreshments for Queen's Award for Voluntary Service presentation to Phoenix Swimming Club	60	£425.00
02.10.14	Freeman of the City Admissions Court	90	£1,366.96
07.10.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£22.50
09.10.14	Refreshments with a Coventry Ambassador	7	£42.00
24.10.14	Mayor of Whitnash TC Village Voices Choir Tickets	2	£15.00
29.10.14	All costs associated with Civic Visit to Volgograd	-	£1,781.28
05.11.14	Civic Reception for Winter Night Shelter Volunteers	120	£1,134.00
07.11.14	Tickets for ABF The Soldiers' Charity Curry Supper	6	£180.00
09.11.14	Remembrance Sunday Service and Parade	180	£5306.64
10.11.14	Farewell Lunch with Kiel Delegation	6	£28.80
11.11.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£32.70
14.11.14	Contribution towards Peace Prize 2014 Presentation Dinner	89	£368.70
	Mayoral Refreshments between 21.08.14 - 20.11.14		£98.00
	<b>2nd Quarter Budget Total</b>		<b>£16,848.79</b>



	<u>Quarter 3</u>		
16.10.14	Financial adjustment from Quarter 2	-	£0.03
21.11.14	Civic Dinner for the Judiciary	30	£1,385.24
25.11.14	Cost of tickets for Hotel Booking Agents Association Dinner	2	£60.00
27.11.14	Civic Reception for Foster Carers	42	£610.89
29.11.14	Ticket for Chairman of Warwick DC Jazz Evening	2	£25.00
29.11.14	Tickets for Mayor of North Warwickshire Dickens Event	2	£30.00
02.12.14	Refreshments following 100% School Attendance Award	30	£24.00
04.12.14	Refreshments at Lord Mayor's Charity Christmas Gift Fair	-	£109.20
04.12.14	Afternoon Tea for GP retiring from Kenyan Medical Centre	6	£23.10
04.12.14	Chairman of Stratford TC Christmas Concert	2	£20.00
05.12.14	Refreshments for Barr's Hill Student Award Event	10	£35.00
09.12.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£30.30
10.12.14	Reception for Coventry Foodbank Event	50	£195.90
16.12.14	Coventry & Warwickshire Magistrates Festive Evening	70	£271.93
17.12.14	Festive Civic Heads Dinner	120	£3,820.90
13.01.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£30.30
21.01.15	Donation to International Children's Games 2015	-	£200.00
03.02.15	All costs associated with the Coventry Award of Merit 2015	106	£6,491.93
12.02.15	All costs associated with Civic visit to Dresden for 70th Anniversary of the Bombing	2	£557.36
	Mayoral Refreshments between 21.11.14 – 20.02.15		£151.30
	<b>3rd Quarter Budget Total</b>		<b>£14,072.38</b>

	<u>Quarter 4</u>		
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24.02.15	Refreshments for Good Citizen Recipient prior to Full Council	5	£23.10
04.03.15	Costs associated with Lord Mayor's Charity Concert - Warwick Fused IV	-	£1665.84
05.03.15	Afternoon Tea Refreshments for Raffle Prize Winner	3	£11.55
05.03.15	Refreshments for IRA victims' Family meeting	11	£17.60
10.03.15	Visit of Greek Orthodox Ladies Committee	15	£25.50
11.03.15	Lunch with Councillor McCarthy, Chair of Cork/Coventry Twinning Committee	10	£101.50
12.03.15	Costs associated with Primary School Debating Competition refreshments	-	£461.00
14.03.15	Mayor of Whitnash Charity Caribbean Evening	2	£20.00
14.03.15	Mayor of Warwick's Charity Luncheon	2	£70.00
17.03.15	Refreshments for Good Citizen Recipient prior to Full Council	8	£34.00
20.03.15	Donation for Coventry Cork Poets Exchange	-	£200.00
21.03.15	Mayor of Leamington Charity Concert	2	£20.00
23.03.15	Lord Mayor's Cadet Presentation Evening	20	£203.00
24.03.15	Pride of Cov & Warwickshire Runners-up Event	16	£19.20
25.03.15	Civic Dinner for Major Economic Investment	90	£5,072.02
27.03.15	Mayor of Dudley Charity Ball	2	£70.00
01.04.15	Civic Dinner for Palestinian Ambassador	65	£2,651.30
10.04.15	Chairman of Stratford DC Charity Dinner	2	£70.00
22.04.15	Refreshments for Freeman of the City Admissions Court	60	£88.00
24.04.15	Tickets for Shakespeare Reception	2	£20.00
28.04.15	Refreshments with Coventry Carers	33	£19.80
29.04.15	Lunch with Nandi County Visitors	12	£48.60
30.04.15	Refreshments for visitors from Bromyard and Coventry Freeman's Guild	12	£18.00
10.05.15	Lunch following Freeman's Sunday Service	50	£673.18
13.05.15	End of Mayoral Year Celebration inc Charity Cheque Presentation	61	£1,350.57

19.05.15	International Children's Games Presentation Evening	70	£224.00
	Mayoral Refreshments between 21.02.15 – 20.05.15		£155.25
	<b>4th Quarter Budget Total</b>		<b>£13,333.01</b>
	<b>TOTAL BUDGET</b>		<b>£59,684.72</b>