

Cabinet Member for Strategic Finance and Resources

21 July 2016

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor J Mutton

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Final Hospitality Statement and Charity Appeal for the Lord Mayoralty of
Councillor Michael Hammon 2015/2016

Is this a key decision?

No

Executive Summary:

This is the end of year hospitality budget report for the Mayoral Year of Councillor Michael Hammon 2015/2016. The report updates the Cabinet Member on how the budget was allocated during the Mayoral Year. The total spent was £64,764.51; this was £831.49 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 £64,764.51 against the hospitality budget; and
- (ii) note the final sum of £20,250 raised for the Lord Mayor's Charity Appeal 2015/2016

List of Appendices included:

Appendix 1 – Breakdown of the Hospitality Budget for whole Mayoral Year 2015/2016.

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:

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 £64,764.51.
- 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 £831.49 to corporate reserves.
- 2.2 The Cabinet Member is also recommended to note the total of £20,250 raised for the Lord Mayor's Charity Appeal. This year's beneficiaries were Coventry Branch of Parkinson's Disease, The Rotary Club of Coventry and Holy Trinity Church Roof Restoration Fund.
- 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 2015/2016 has now come to an end.

5. Comments from Executive Director, Resources

- 5.1 Financial implications
There are no financial implications arising from this report. Expenditure of £64,764.51 against the budget for the year of £65,596 ensured that the balance of £831.49 was 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 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:024 7683 3047 jane.barlow@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Adrian West	Members and Elections Team Manager	Resources	23/06/2016	30/06/2016
Names of approvers for submission: (officers and members)				
Democratic: Gurdip Paddan	Governance Services Officer	Resources	23/06/2016	30/06/2016
Finance: Carolyn Prince	Lead Accountant	Resources	23/06/2016	30/06/2016
Legal: Sam McGinty	Place Team Leader, Legal Services	Resources	23/06/2016	30/06/2016
HR: Helen Joyce	Interim Senior HR Manager	Resources	23/06/2016	27/06/2016
Director: Chris West	Executive Director	Resources	23/06/2016	30/06/2016
Councillor J Mutton	Cabinet Member	Coventry City Council	24/06/2016	

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Hospitality Budget for Mayoral Year 2015/16 – Councillor Michael Hammon

ACTUAL Costs of Functions of 1st Quarter: 21st May – 20th August 2015

Previously reported to Cabinet Member (Strategic Finance and Resources) on 7th December 2015

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
21.05.15	Contribution towards the Annual Meeting of the City Council	450	£3,000.00
21.05.15	Refreshments for visitors from Canada	8	£12.00
22.05.15	Commencement of Mayoral Year Dinner	92	£3,941.74
12.06.15	Lunch for the Meeting of the West Midlands Deputy Lieutenancy	20	£158.90
27.05.15	Civic Visit of Australian High Commissioner - Bicentenary of Sir Henry Parkes	92	£2,992.22
01.06.15	Welcome Dinner for Delegation from Jinan	23	£998.18
03.06.15	Contribution towards the Allotments Prize-giving and AGM	-	£191.06
18.06.15	Visit of King Henry VIII School Rugby Team	31	£48.00
18.06.15	Tickets for Army Benevolent Fund 'Beating the Retreat'	2	£50.00
19.06.15	Costs associated with Civic Visit to Kiel	3	£484.54
23.06.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£27.60
28.06.15	Army Benevolent Fund Summer Reception Tickets	2	£50.00
29.06.15	Armed Forces Day Service & Parade	83	£1,061.80
30.06.15	Refreshments at Film Premiere of 'Alfie's World' to promote the Fostering Service	60	£84.30
08.07.15	Afternoon Tea with Visitors to the Lord Mayor's Parlour	5	£18.75
14.07.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£35.35
31.07.15	*Contribution towards the dinner to recognise the Queens Award for Enterprise awarded to Jaguar Land Rover	85	£1,837.07
06.08.15	Reception for International Speedway Riders	52	£114.00
06.08.15	Costs associated with the 70th Anniversary of Hiroshima Day	-	£125.38
15.08.15	70th Anniversary of VJ Day	70	£1,219.16
	Mayoral Refreshments between 21.05.15 – 31.08.15		£291.43
	1st Quarter Budget Total		£16,741.48

*These events are only part-funded by the Lord Mayor's Hospitality Budget. The remaining costs were funded by the Policy Contingency.

ACTUAL Costs of Functions of 2nd Quarter: 21st August – 20th November 2015
 Previously reported (in part up to 30th September only) to Cabinet Member (Strategic Finance and Resources)
 on 7th December 2015

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
03.09.15	International Children's Games Presentation evening	70	£229.40
04.09.15	Queens Award for Voluntary Service to Coventry Samaritans	96	£1,620.44
07.09.15	Civic Reception for International Tag Rugby Players	90	£1,689.58
08.09.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£30.50
12.09.15	Ticket for Fusiliers Central Branch Dinner	1	£25.00
16.09.15	Tickets for Mayor of Whitnash Town Council Afternoon Tea	2	£25.00
21.09.15	Lunch with Chinese Visitors of Cov Press Holidays Limited	23	£323.15
24.09.15	Costs associated with Macmillan Coffee Morning	-	£64.35
25.09.15	*Contribution towards costs of Honorary Freemanship Ceremony for Mr Ratan Tata and Prof Lord Bhattacharyya	-	£2,445.32
02.10.15	Lunch with ex-service D-Day Veterans	5	£14.75
05.10.15	Contribution towards costs of High Sheriff's Civic Service	350	£1,898.75
09.10.15	Refreshments for Coventry Association of International Friendship visitors from Merschede	31	£111.60
14.10.15	Unveiling and Dedication of Broadgate Bomb Memorial	-	£1,716.45
19.10.15	Reception drinks to mark the death of Former Councillor Townshend	50	£49.30
20.10.15	Afternoon Tea for Former Lord Mayor and ladies group	11	£42.35
23.10.15	Breakfast with Ex-service veterans prior to Launch of Poppy Appeal	7	£17.50
28.10.15	Costs for the Annual Peace Lecture 2015	-	£271.46
30.10.15	Tickets for Army Benevolent Fund's Curry Supper	2	£60.00
05.11.15	Lunch for Medical practitioners nominated for Good Citizen Award	7	£41.50
07.11.15	Mayor of Leamington Spa Charity Concert	2	£24.00
08.11.15	Remembrance Sunday Service and Parade	180	£2,939.50
12-16 Nov 15	*Civic contribution towards costs associated with the 75th Anniversary of the Blitz and hosting twin cities	-	£6,658.00
19.11.15	Welcome Lunch for Rotary International Presidents Conference	34	£394.64
	2nd Quarter Budget Total		£20,692.54

*These events are only part-funded by the Lord Mayor's Hospitality Budget. The remaining costs were funded by the Policy Contingency.

ACTUAL Costs of Functions of 3rd Quarter: 21st November 2015 - 20th February 2016

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
26.11.15	Welcome to Godiva Sisters	15	£25.50
27.11.15	Refreshments at Lord Mayor's Charity Christmas Gift Fair	-	£474.49
01.12.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£20.70
02.12.15	Festival of Christmas Trees at Holy Trinity Church	-	£350.00
05.12.15	Chairman of Warwick DC Christmas Concert	2	£20.00
09.12.15	Donation to International Children's Games 2016	-	£1,000.00
09.12.15	50% of costs for Coventry & Warwickshire Magistrates Festive Evening	40	£254.13
10.12.15	Ticket for Heart of England Community Foundation Charity Concert	1	£15.00
17.12.15	Civic Heads and Former Lord Mayor's Civic Dinner	96	£4,365.23
18.12.15	Foster Carer's Festive Gathering	50	£64.00
22.12.15	Lord Mayor's Festive Gathering	-	£231.30
12.01.16	Refreshments for Good Citizen Recipient prior to Full Council	6	£20.70
20.01.16	Coventry Ambassador Volunteers Celebration & Review Evening	80	£1,340.67
02.02.16	Working Lunch for Jimmy Hill Organising Committee	15	£81.60
04.02.16	Dinner for Ethnic Minority Community Fundraisers	82	£2,629.42
08.02.16	50% of costs for hosting delegation from India	-	£74.38
08.02.16	Refreshments for Rotary Schools Debating Competition	60	£332.00
11.02.16	Lord Mayor's Cadet Presentation Evening	15	£257.00
12.02.16	Tickets for Chairman of Stratford DC Afternoon High Tea	2	£50.00
12.02.16	Contribution towards costs of Jimmy Hill Celebration Event	-	£5,000.00
15.02.16	Afternoon Tea with raffle winner prize 'Tea with the Lord Mayor'	3	£4.95
17.02.16	Contribution towards the cost of Civic Dinner to welcome Rotary International President (Elect)	92	£662.37
18.02.16	Rotary International Sandwich lunch	12	£107.40
	3rd Quarter Budget Total		£17,380.84

ACTUAL Costs of Functions of 4th Quarter: 21st February – 19th May 2016

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
23.02.16	Refreshments for Good Citizen Recipient prior to Full Council	5	£20.70
26.02.16	Civic Dinner tickets for Royal Leamington Spa Civic Event	2	£92.50
09.03.16	Refreshments at Lord Mayor's Peace Committee Meeting	16	£14.00
10.03.16	Visit of City of Coventry Standard Bearers Assoc members	30	£59.40
15.03.16	Refreshments for Good Citizen Recipient prior to Full Council	6	£13.80
16.03.16	Tickets for North Warks Mayoress' Ladies Charity Lunch	2	£50.00
16.03.16	Finals of Rotary Schools Debating Competition	-	£182.00
19.03.16	Tickets for Mayor of Coleshill Charity Concert	2	£12.00
21.03.16	Contribution towards Business Launch of Coventry 2021 UK City of Culture Bid	-	£2,500.00
22.03.16	European Police Cross country Championship - VIP Day		£379.60
23.03.16	Host Mayor of Nuneaton & Bedworth	8	£80.55
02.04.16	Chairman of Warwick DC Civic Heads Event	2	£10.00
06.04.16	Visit of Inner Wheel Members	30	£30.00
09.04.16	Tickets for Mayor of Coleshill Charity Dinner	2	£60.00
13.04.16	Visit of HRH Duke of Gloucester, 70th Anniversary of the Freemen's Guild	50	£274.66
14.04.16	Lady Mayoress Civic Ladies Day	17	£65.45
21.04.15	HM The Queen 90th Birthday Celebration for 90 year old citizens	195	£4,231.50
22.04.16	Lunch with the Highly Commended Nominees of the Pride of Cov & Warks Awards	30	£307.50
28.04.16	Civic Dinner to mark educational progress in the City	32	£1,126.89
08.05.16	Lunch following City of Coventry Freemen's Sunday Service	50	£71.30
10.05.16	Visit of elderly visitors to the Lord Mayor's Parlour	12	£48.60
18.05.16	Donation to Lord Mayor's Charity Appeal	-	£127.50
	Mayoral Refreshments between 01-01.16 – 18.05.16		£221.70
	4th Quarter Budget Total		£9,979.65
	Total Budget		£64,764.51