

24th October 2012

Name of Cabinet Member:

Cabinet Member (Strategic Finance and Resources)

Director Approving Submission of the report:

Director of Customer and Workforce Services

Ward(s) affected:

All

Title:

Final Hospitality Statement for the Mayoralty of Councillor Keiran Mulhall for 2011-2012

Is this a key decision?

No

Executive Summary:

This is the final Hospitality report for the Mayoral Year of Councillor Keiran Mulhall. It updates the Cabinet Member on how the budget was spent during the third and final quarter of the Mayoral Year 2011-2012.

Recommendations:

The Cabinet Member is recommended to 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 19th November 2011 to 18th February 2012.

Appendix 2 sets out actual expenditure for the fourth/final quarter from 19th February to 16th May 2012.

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 Keiran Mulhall for 2011-20121****1. Context (or background)**

1.1 The start-year 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 on an event-by-event basis.

2.2 The Cabinet Member to note the return of the underspending for the Mayoralty of £12,278 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 Lord Mayor's Supervisor and is reported on each quarter.

3.2 The Lord Mayor's Charity Appeal is also monitored on a quarterly basis. The beneficiaries for the charity appeal are Coventry Ophthalmology Service, UHCW Charity, Army Benevolent Fund – The Soldiers' Charity and Coventry Children with Special Educational Needs.

3.3 The total funds raised were £10,924.

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 Director of Finance and Legal Services**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.

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 / LAA (or Coventry SCS)?

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.

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 March 2009 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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Customer and Workforce Services

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ACTUAL Costs of Functions of 3rd Quarter: 19th November 2011 — 18th February 2012

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
22.11.11	Long Service Awards for Unite Union	30	£ 450.74
03.12.11	Tickets for Chairman of Warwick District Council Christmas Concert	2	£ 20.00
06.12.11	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 18.30
07.12.11	Lord Mayor's Childrens Christmas Party organised by Rotary Breakfast	-	£ 400.00
07.12.11	Lord Mayor's Festive Dinner	86	£ 3,043.15
12.12.11	Donation to Coundon Care Centre Charity	-	£ 76.75
15.12.11	Refreshments following Army Enlistment Ceremony	45	£ 193.75
16.12.11	Refreshments at Freeman's Guild Christmas Dinner	2	£ 36.16
19.12.11	Lord Mayor's Christmas Meal	7	£ 211.47
22.12.11	Lord Mayor's Festive Drinks	-	£ 125.00
05.01.12	Civic Night at the Belgrade Theatre Panto	150	£ 646.70
17.01.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 15.25
19.01.12	Launch of Eye Camp Appeal	100	£ 1,314.78
27.01.12	Lunch prior to Holocaust Memorial Day	40	£ 479.85
04.02.12	Tickets for the Royal Army Medical Corp Dinner	2	£ 44.00
05.02.12	Refreshments following Queen's Diamond Jubilee Service	3	£ 13.33
10.02.12	Tickets for Whitnash Civic Dinner	2	£ 52.00
14.02.12	Refreshments at City of Coventry Freeman's Guild Ladies Night	2	£ 43.35
15.02.12.	Tickets for Southam Civic Ladies Day and Afternoon Tea	1	£ 10.00
	Refreshments, wines and spirits for Quarter 3		£ 701.08
	SUB-TOTAL		£ 7, 895.66
	Actual Costs Previously Reported at Quarter 2		£ 21, 499.09
	TOTAL at QUARTER 3		£ 29, 394.75

ACTUAL Costs of Function of 4th Quarter: 19th February – 18th May 2012

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
	Donation to International Children's Games	-	£ 2,000.00
19.02.12.	Tickets for Mayor of Royal Leamington Spa Cabaret Night	2	£ 24.00
22.02.12	Civic Visit to India	4	£ 6,509.50
09.03.12	Civic Visit to Dol-y-Moch	4	£ 22.72
12.03.12	Foster Carers Presentation Event	70	£ 62.50
16.03.12	Visit of Pupils from Bablake School	55	£ 67.50
20.03.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 15.25
28.03.12	Reception and Donation for Africa Inspires Project	50	£ 970.00
13.04.12	Army Benevolent Fund Dinner	90	£ 2,519.51
16.04.12	Lady Mayoress' Civic Lunch	12	£ 107.40
23.04.12	Refreshments at Olympic Qualifying Match	2	£ 9.50
25.04.12	NSPCC Presentation Lunch	40	£ 312.80
03.05.12	Refreshments at Ricoh Arena, Election Count Night	2	£ 13.67
04.05.12	Sponsorship of display at Coventry Cathedral's Golden Jubilee Flower Festival	-	£ 100.00
06.05.12	Lunch following Freeman's Sunday Service	50	£ 674.16
08.05.12	Lord Mayor's Cadet Presentation Evening	15	£ 140.40
09.05.12	Civic Heads Dinner	50	£ 2,669.96
10.05.12.	End of Mayoral Year Celebration inc Charity Cheque Presentation - Jaguar Club Costs	140	£ 2,105.08
	Donation to the Lord Mayor's Charity Appeal	-	£ 3,000.00
	Donation to RNIB Pears Centre	-	£ 2,000.00
	Refreshments, wines and spirits for Quarter 4		£ 599.47
	SUB-TOTAL		£ 23, 923.42
	Actual Costs Previously Reported at Quarter 3		£ 29,394.75
	TOTAL at QUARTER 4		£ 53,318.17