

APPENDIX 6**EAST AYRSHIRE COUNCIL****CIVIC CEREMONIAL SUB-COMMITTEE OF THE
POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON FRIDAY 31 MAY 1996 AT 0930 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Provost Robert Stirling and Councillors Drew McIntyre, Wilma Doyle, Ronald Brailsford and Daniel Coffey.

ATTENDING: Fiona Lees, Depute Chief Executive; Barbara Haughan, Director of Support Services; Bill Walkinshaw, Principal Administrative Officer; and Helen Downie, Senior Administrative Assistant (Members/Civic).

APOLOGIES: Councillors David Sneller and Jimmy Boyd.

CHAIR: The Sub-Committee unanimously agreed that Provost Stirling be appointed Chair for this meeting and remitted to Council for consideration appointment of the Provost as Chair to this Sub-Committee.

CIVIC RECEPTION CRITERIA

1. There was submitted a report dated 24 May 1996 (circulated) by Director of Support Services suggesting criteria for the processing of requests for formal Civic recognition/reception and appropriate formats of recognition by East Ayrshire Council.

It was agreed:

- (i) to approve the format of receptions to be provided as detailed in Appendix 1 of the report and in addition include a further Format 7 - Civic Assistance which would cover such instances as the provision of floral decoration at occasions organised by outside organisations such as, for example, prize-givings and that the consideration of such requests be remitted to the Chief Executive or Director of Support Services in consultation with the Provost;
- (ii) that Option 1 be approved in relation to determining procedures for consideration of Civic recognition/receptions, which involved the preparation of an application form which would require to be submitted by all organisations requesting a Civic Reception and that it be remitted to the Chief Executive and Director of Support Services in consultation with the Provost to approve the standard application form which would include information as detailed in Appendix 3 to the report; and
- (iii) to note that the Sub-Committee may initiate Civic recognition/receptions in the absence of a formal request for a reception if, in the opinion of the Sub-Committee, the event merits formal Civic recognition/reception.

CIVIC ASSISTANCE - GRANGE ACADEMY

2. Arising out of discussion on the above criteria, it was reported that a request had been received from the Grange Academy, Kilmarnock for a floral decoration for its prize-giving on Thursday 9 June 1996 at which the Director of Education was this year's guest speaker.

It was agreed that Civic assistance in the form of the provision of a floral decoration at a total cost of £50 be provided and that the necessary arrangements be remitted to the Director of Support Services.

SCOTTISH ASSOCIATION OF BLIND BOWLERS

3. There was submitted a report dated 24 May 1996 (circulated) by Director of Support Services regarding a request for a Civic Reception for the Scottish Association of Blind Bowlers on Thursday 13 June 1996.

The Principal Administrative Officer reported that the application, in terms of the newly approved criteria for Civic Receptions constituted, if approved, a recommended Format 5 Civic Reception which involved the consideration of providing financial assistance by the Council to an event organised outwith Council accommodation.

The Reception would entail the provision of a buffet lunch provided within the Portland Bowling Club, Kilmarnock. The Depute Provost and appropriate Service Chair, in this case Councillor Beattie, were invited to attend the event.

It was agreed:

- (i) that a contribution of £200 be made towards the event during the visit to Portland Bowling Club, Kilmarnock on 13 June;
- (ii) that the Depute Provost attend the event to give a Civic welcome to the area and to make a presentation on behalf of the Council and noted that Councillor Beattie, Chair of the Community Services Committee, would also be in attendance; and
- (iii) that the arrangements for the Reception be remitted to the Director of Support Services in consultation with the Provost.

VISIT BY GERMAN POST OFFICE GUILD ASSOCIATION - FRIDAY 7 JUNE 1996

4. There was submitted a report dated 24 May 1996 (circulated) by Director of Support Services providing details on the above proposed visit together with details of request for a proposed Civic Reception.

The Principal Administrative Officer reported that the criteria for the evening reception was covered by a recommended Civic Reception Format 6 which entailed a joint reception held within Council accommodation but organised by, in this case, the Town Twinning Association. The Town Twinning Association would be sending an invitation to the Provost for the evening reception and the Sub-Committee were requested to consider delegates to attend the event.

It was agreed:

- (i) that the Council participate in the proposed visit and agreed to provide the following financial contribution towards the associated joint receptions as follows: £90 for afternoon tea and £100 for evening reception. Noted that on this occasion the Council would be providing a free let of the hall accommodation for the evening event;
- (ii) that the Council participate in the evening event and invitations be issued to the following delegates and their partners - Depute Provost, Chair and Vice-Chair of Policy and Resources, Leader of the Opposition and Chief Executive or nominees; and
- (iii) the detailed arrangements be remitted to the Director of Support Services in consultation with the Provost.

TOWN TWINNING LINKS (Item 7, Page 575)

5. There was submitted a report dated 24 May 1996 (circulated) by Director of Support Services in respect of the agreed review of town twinning links within East Ayrshire.

The purpose of the review was to identify how town twinning links could be utilised to promote economic, educational, social and tourist initiatives for the benefit of East Ayrshire residents.

It was agreed:

- (i) that an ad hoc short-term Member/Officer Working Group to pursue the issues identified in paragraph 5.1 of the report be established and that the Members to be appointed to the Working Group be Provost Robert Stirling, Depute Provost Jimmy Boyd, Leader of the Council - Councillor David Sneller, Depute Leader - Councillor Drew McIntyre, Leader of the Opposition - Councillor Daniel Coffey and Councillor Wilma Doyle. The Officers would be appointed by the Chief Executive;
- (ii) that the Member/Officer Working Group report to a meeting of this Sub-Committee to be held at the end of June;
- (iii) that preliminary discussions be held with Kilmarnock and Loudoun and Cumnock and Doon Valley Town Twinning Associations to discuss the feasibility of establishing an East Ayrshire Town Twinning Association; and
- (iv) that the necessary arrangements be remitted to the Director of Support Services;

VOLUNTEERS WEEK - 1-7 JUNE 1996

6. There was submitted a report dated 24 May 1996 (circulated) by the Director of Support Services referring to a request, following a recent meeting between the Council of Voluntary Organisations and representatives of the Unemployed Workers Resource and Education Centre that the Council consider presenting certificates to nominated volunteers to mark the Scotland-wide Volunteers week.

The Principal Administrative Officer confirmed that the actual date for the presentation of certificates had yet to be confirmed and that the request should be considered as a Format 3 request which entailed a Civic Reception finger buffet.

It was agreed:

- (i) that the Council participate in hosting the event to be held within the Civic Hall in Kilmarnock and that a finger buffet, tea and coffee at a cost of approximately £250 be provided to accommodate those attending the event;
- (ii) that the Provost or Depute Provost attend to present the certificates;
- (iii) that the detailed arrangements for the event be remitted to the Director of Support Services in consultation with the Provost; and
- (iv) to note that the Civic Hall in Kilmarnock would provide the principal venue for future Council-wide Civic recognition of this kind.

PUBLIC RELATIONS AND PROMOTION

- 7. It was reported by the Principal Administrative Officer and noted that in respect of the aforementioned events, the Head of Public Relations and Marketing would be kept informed in order to ensure appropriate publicity of the events in question and that the Public Relations and Marketing Service would be involved in all future meetings of this Sub-Committee to co-ordinate appropriate publicity.

JOUE-LES-TOURS "EUROPEAN DAYS"

- 8. There was submitted a report dated 28 May 1996 (circulated) by Director of Support Services in respect of a recent invitation from the Mayor of Joue-Les-Tours regarding that town's "European Days" event which was to take place between 6 September and 5 October 1996. The invitation involved participation at the exhibition on twin tourism together with input to a roadshow which would be held from 29 September until 5 October. The exhibition would involve participation from Joue-Les-Tours and its four twin towns. In addition, the invitation related to a meeting of the five partners at workshops to be held in Joue on 3 and 4 October and a wider tourism training day on 5 October in Esvers-Sur-Indre.

It was agreed:

- (i) that the Director of Development Services analyse the opportunities presented by accepting the invitations; outline possible inputs to the events; evaluate the benefits of participating; and report accordingly to the aforementioned Member/Officer Working Group on twinning under item 5 with a view to the matter being finally determined by this Sub-Committee at the end of June; and
- (ii) that meantime a response be forwarded to the Mayor of Joue-Les-Tours' invitation on behalf of the Provost indicating the potential of the proposed events and East Ayrshire Council's interest therein but explaining that the final decision on participation would be subject to the outcome of the Council's study on the development of town twinning links.

The meeting terminated at 0955 hrs.