Tendring District Council

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	7th August 2024
Decision Maker (Officer):	Keith Simmons, Head of Democratic Services and Elections
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39). Operational matters relating to the Civic and Ceremonial events within the Council's approval resources and budget has been delegated to the Head of Democratic Services and Elections.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Councillor Dan Casey, Chairman of the Council
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To facilitate the Royal British Legion to host the Veterans Annual Tea Dance on Tuesday 10th September 2024 from 12pm in the Princes Theatre. There are 80 expected attendees which includes veterans, dignitaries, and Councillors. The Royal British Legion will provide entertainment, gifts, wine, and decorations. The envisaged costs to Tendring District Council are:

	• Catering for the event at £10 per head which includes sandwiches, cakes and use of crockery - £800 • Photgraphy, £150 • Use of the Theatre. • An officer on hand to assist on the day. Remaining budget for 2024 / 25 is £2,958 (this does not include the contract catering budget).
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The Veterans tea dance was introduced in 2015 and has since been an annual event. The majority of the event is managed by The Royal British Legion and Tendring District Council assists with the use of the Princes Theatre, providing catering, a photographer and assistance on the day.
Highlight any associated risks/finance/legal/equality considerations:	N/A
Details of any Alternative Options Considered and rejected (together with reasons):	To not support the event and this was discounted as a result, it would likely prevent the event from proceeding and the value to veterans of the event would be lost.

Officers

Signed: Jemma J

Title: Head of Democratic Services and Elections

Date: