



Record of Officer's Decision

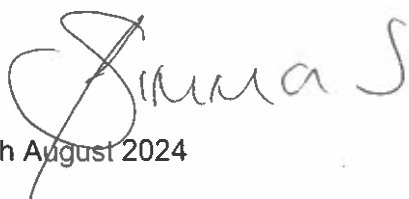
The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	2 nd 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):	<p>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).</p> <p>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.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	The Chairman, Councillor Dan Casey
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	<p>To host the Chairman's Civic 'Pride of Tendring Awards' on Friday 14th February 2025, with approximately 200 attendees. The attendees will include nominated volunteers, volunteer groups, charities, dignitaries, and Councillors.</p> <p>The Leadership Support Team will manage the event and liaise with the Chairman on the specific arrangements around invitations for nominations, consideration of these nominations, the awards evening itinerary and implementation.</p>

	<p>The envisaged costs to Tendring District Council are:</p> <ul style="list-style-type: none"> • Catering for 200 people, approximately £3225.00 • Wine from the theatre £240 • Hire of chair covers and sashes £400. • Entertainment cost is approximately £225. • Photography £300.00 • Use of the Princes Theatre • Print Unit provide invites, programmes, table plan, place name labels, guideline cards, certificates, letters to winners and nomination packs for judging panel. • Other purchases trophies, raffle books, frames for certificates, afternoon tea for the judging panel, white drapes and tablecloths. • Approximately five officers assisting on the evening. <p>The current Chairman is seeking sponsorship from external organisations to assist with the cost.</p>
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	<p>The Pride of Tendring Awards was introduced by the Chairman in 2012 and has since been an annual event.</p> <p>It is an opportunity for Councillors to show their appreciation to volunteers and local charities by providing them with an award and inviting them to the event.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>Remaining budget for civic events is 2024 / 25 is £2,008, plus £3,000 for contract catering.</p> <p>It is envisaged that the uncommitted civic events budget for 2024 / 25 will be fully spent with the expenditure identified.</p>
Details of any Alternative Options Considered and rejected (together with reasons):	<p>To not support the event and this was discounted as a result, it would likely prevent the event from proceeding and the value to volunteers and charity groups of the event would be lost.</p> <p>If the event was not to go ahead, it could be reputationally damaging to TDC.</p>

Officers

Signed:



Title: Head of Democratic Services and Elections

Dated: 8th August 2024