

**SECTION 1A - To be filled in by submitter of the Motion:**

<b>Report from</b>	Petra Sawyer, Deputy Clerk
<b>On behalf of</b>	Town Clerk and Deputy Clerk
<b>Date</b>	14/10/2024
<b>For Meeting of Council/Committee</b>	Full Council Meeting
<b>Date of meeting</b>	22 <sup>nd</sup> October 2024
<b>Agenda item no.</b>	<b>143/24-25</b>
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>Purchase of Santa Outfit and Bins For Light Up Northstowe 2024</b>
<b>MOTION(S)</b>	To approve the purchase of a Santa Outfit and 4 Black Bins for the 2024 Light Up Northstowe Event
<b>Background</b>	<p>This year's Northstowe Christmas Switch-On event takes place on Saturday 23<sup>rd</sup> November 2024. Various organisations, including Northstowe Council are involved, with Northstowe Arts leading on the event management and delivery.</p> <p>The Town Council had <u>previously agreed (Sep 2022)</u> to supply a Christmas tree with decorations, as was done in previous years.</p> <p>The Town Council has also granted Northstowe Arts a total of £2,930 towards the cost of the event (<u>Finance and Governance Committee 16<sup>th</sup> July 2024, item 32/24-25.</u></p> <p>In Northstowe Community Networkers meetings about the Light Up Northstowe event a wish has been expressed for the Town Council to support with a Santa and bins, as the Town Council did in 2023 when it led on the LUN 23 event.</p> <p>Santa's Outfit: We currently have one which had been adopted by us in 2024. The Santa's presence was popular and well received by residents, we specially by those with families.</p> <ul style="list-style-type: none"> <li>➤ However the outfit could do with being updated, as it is of poor quality. With a much bigger event expected this year would be good to have a higher-quality outfit for the Santa (being sourced – resident volunteer).</li> </ul> <p>Black Bins - In 2023 we borrowed a couple of large black for the Christmas Light Switch-on event from Longstanton Parish Council as we did not have any.</p> <ul style="list-style-type: none"> <li>➤ These proved very useful at the event.</li> </ul>
<b>Issues/items for consideration by the Council</b>	<p>To Consider the options as laid out in the supporting Word Document.</p> <ul style="list-style-type: none"> <li>➤ Santa Outfit- will be used yearly at the Light Up Northstowe Event/ Christmas Tree Light Switch On, which will delight the Adults and the Children of Northstowe Town Community.</li> <li>➤ Black Bins- These could be used at events on other days in the year held in Northstowe. There are not enough Bins for the community to use at these events; just as is happening with the Town Council's litter picking equipment these bins could be loaned out to community groups for their events in future.</li> </ul>
<b>Recommendations</b>	To Approve the purchase of a Santa Outfit and 4 Black Bins for Light Up Northstowe Event.
<b>Appendices</b>	N/A
<b>Documents:</b>	Word document, with options for the Santa's outfit and Black Bins.

## SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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**PLEASE NOTE:** Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear days<sup>i</sup> before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

## SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Community Engagement Impact	√
Staffing Implications: <sup>ii</sup>	N/A (bar purchase of items)	
Volunteer need implications:	N/A (NB: Santa sourcing with help from resident/Cllrs)	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge N/A	
Financial <sup>vi</sup>	There are no financial implications at this stage N/A	
	There will be financial implications; Details: <b>YES</b> – Costs as per attached document	←
	There is provision within the budget Budget heading & details: <b>YES</b> – There is a total of £3,452.34 still available within the budget heading 'Council/Community Events'	√
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: <b>YES</b> - Storage of bins and Santa outfit to be considered (possible at time of writing)	←
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> General Power of Competence.	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

<sup>i</sup> Northstowe Town Council's [Standing Order 9 b,d](#).

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).