

<b>NORTHSTOWE TOWN COUNCIL</b>	<b>MOTION PAPER</b>
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**SECTION 1A - To be filled in by submitter of the Motion:**

<b>Report from</b>	Deputy Clerk
<b>On behalf of</b>	Town Clerk
<b>Date</b>	15/07/2025
<b>For Meeting of Council/Committee</b>	Full Council
<b>Date of meeting</b>	22/07/2025
<b>Agenda item no.</b>	<b>97/25-26/FC</b>
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	Christmas Tree Quotes 2025 (-2027)
<b>MOTION(S)</b>	To consider and decide on an option for a Christmas Tree ( as per attached supporting documents)
<b>Background</b>	The initial 3 year contract with the Christmas Tree supplier had finished after Christmas in 2024. The Christmas Tree Decorators delivered, installed and decorated the tree. This is for the community of Northstowe where it is a focal point for the Light Up Northstowe event and is a symbol.
<b>Issues/items for consideration by the Council</b>	<b>N.B-Northstowe Arts <u>are not</u> contributing on a switch on event this year (2025).</b> We have received 3 quotes and there are 3 options to consider as per attached documents. Option 1 & 2 are Live Christmas Trees and the 3 <sup>rd</sup> option is an artificial tree. Option 1 – delivered, installed, decorated with a star, lights and baubles and after Christmas the tree is dismantled and taken away. Option 2 – delivered, installed, dismantled after Christmas and taken away ( Has no lights or decorations, this would need to be done either by staff or an external company and a crane hired). Option 3- Artificial Tree, delivered and is pre-lit if this option is chosen and would belong to Northstowe Town Council a one off cost. ( Would need to be erected and put in place and decorated if this were requested, Northstowe Town Council does have baubles. This would have to be done by staff and a ladder would be needed.
<b>Recommendations</b>	For the Town Council; To consider and decide on an option for a Christmas Tree ( as per attached supporting documents). A recommendation for option 1, on a 3-year basis is detailed in the attached document.
<b>Appendices</b>	N/A
<b>Documents:</b>	See quotes received from the Christmas tree suppliers, and word documents with the 3 quotes and also a separate document with the 6 suppliers contacted.

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

<b>Input needed from Clerk?</b>	Clerk as fed into along the way
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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:**

<b>Meets/links with Council objectives:</b>		N/A
<b>Staffing Implications:<sup>ii</sup></b>		Option 1 would result in least additional time input from staff
<b>Volunteer need implications:</b>		Option 1 would result in least additional input from Councillors or resident volunteers
<b>Equalities &amp; Human Rights<sup>iii</sup></b>	There are no equalities and human rights issues Details, where relevant:	N/A
<b>Crime and Disorder<sup>iv</sup></b>	Crime and disorder have been considered	N/A

	Details, where relevant:	
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:	Yes, as per proposed costs
	There is provision within the budget Budget heading & details:	Yes: Under cost code 31, 'Council/Community Events' a total of £3,500 has been allocated in the 2025-26 budget, the majority of which is intended for a Christmas tree & decorations. To date, £240.54 has been used of this budget (for donations to Northstowe News and refreshments for Annual Town Meeting).
	Decisions may give rise to additional expenditure; Details:	N/A
	Decisions may have potential for income generation; Details:	As previous years, some of the costs could be recuperated through donations from businesses.
Other Resource implications (besides finance):	Details:	N/A
Health and Safety implications <sup>vii</sup>	Details:	Option 1 would result in lowest H&S risks for NTC staff and Cllrs.
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](#).