

**EXECUTIVE DECISION RECORD**

**REF No: 117.24**

<b>A1</b> Service Area	Regeneration & Development
<b>A2</b> Title	Uttoxeter Christmas Lights Grant
<b>A3</b> Decision Taken By	Cabinet Member / Chief Officer
<b>A4</b> Chief Officer	Please print name: Thomas Deery  Please sign name: Approved via Email (29/01/2024)
<b>A5</b> Leader / Deputy Leader consulted?	Please print name: Cllr Paul Walker  Please sign name: Approved via Email (02/02/24)
<b>A6</b> Date of Decision	2 <sup>nd</sup> February 2024

**Confidentiality**

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
<b>A7.1</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	Paragraph

**Conflict of Interest**

Are there any conflicts of interest to declare? No (*please delete as appropriate*)

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



## Scrutiny

**A8** Which Scrutiny Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee ✓

Scrutiny (Health and Wellbeing) Committee

Scrutiny (Climate Change and Environment) Committee

<b>B1</b> What is the Decision?	To continue to support the annual Christmas Lights and Christmas Lights Switch On in Uttoxeter with an ongoing annual grant of £5,000 to Uttoxeter Town Council.
<b>B2</b> What are the reasons for the Decision?	In recent years East Staffordshire Borough Council has granted Uttoxeter Town Council £5000 per annum towards the towns Christmas Lights and Christmas Lights Switch On. Previously, this has been granted on a non-contract basis, however from 2024 a Grant Agreement is proposed to be signed between both parties to formalise the grant on an ongoing annual basis, with written notice should either party wish to end the arrangement.
<b>B2</b> Alternative options considered and rejected?	The alternative option would be for East Staffordshire Borough Council to organise and deliver the programme. This would be both more expensive and require significant officer resource.
<b>B3</b> What are the contributions to Corporate Priorities?	Creating a prosperous East Staffordshire
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

### Financial Implications

<b>B5</b> What are the financial implications?	<p>The main financial issues arising from this decision are as follows:</p> <p>Signing the agreement will commit East Staffordshire Borough Council to pay Uttoxeter Town Council a grant of £5000 per annum towards the towns Christmas Lights and Christmas Lights Switch On. A break clause is detailed in the contract.</p> <p>This expenditure will be met from the current Christmas decorations budget allocated in to strategic tourism in the base budget.</p>
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Revenue	2023/24	2024/25	2025/26
Uttoxeter Christmas Lights Grant		£5,000	£5,000

Capital	2023/24	2024/25	2025/26

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: James Hopwood Please sign name: (Approved via email 25/01/24)
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes

### Equalities Implications

<b>B8</b> What are the Equalities implications:
<b>B8.1</b> Positive (Opportunities/Benefits):
<b>B8.2</b> Negative (Threats):
<b>B8.3</b> The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
<b>B8.4</b> The equality impact assessment identified the following actions to be carried out

## Risk Assessment

<b>B9</b> What are the Risk Assessment implications:
<b>B9.1</b> Positive (Opportunities/Benefits):
<b>B9.2</b> Negative (Threats):
<b>B9.3</b> The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

## Legal Considerations

<b>B10</b> What are the Legal Considerations:
<b>B10.1</b> The terms of the grant will be incorporated into a written Grant Agreement, which will be prepared by Legal Services.  The Agreement will include a right for either Party to terminate the Agreement upon written notice.
<b>This section has been approved by the following member of the Legal Team</b>
Please print name: Glen McCusker – Locum Solicitor  Please sign name: Glen McCusker – Locum Solicitor (Approved via email 25/01/2024)

## Sustainability Implications

<b>B11</b> What are the Sustainability implications:
<b>B11.1</b> The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures).
<b>B11.2</b> Positive (Opportunities/Benefits):
<b>B11.3</b> Negative (Threats):

## Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 N/A
B12.2 N/A

B12 What are the Health & Safety implications:

B12.3 N/A

B12.3.1 Positive (Benefits)

B12.3.2 Negative (Threats)

### Key Decision

**B13** Is this a Key Decision?      No

**Note: A Key Executive Decision is one where:**

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

**B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would seriously prejudice the public interest?**

NA

**B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?**

NA

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

Please send the original signed document to [andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)