

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	27 June 2024 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie MacArthur, Communities and Marketing Manager and Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	11 Christmas Lights Contract		
Summary	<p>Congleton Town Council has a three-year contract for the Christmas Lights. The contract includes:</p> <ul style="list-style-type: none">• Installation, removal and storage of our Christmas Lights• Checking the lights in advance and making simple repairs• Setting the timers for the switch-on and then re-setting for daily use• Testing of the anchor points• Supplying, installing, decorating and removing the large town tree• Support on the evening of the switch-on <p>The current contract is up for renewal. The intention was to go out to tender for another 3-year contract for 2024, 2025 and 2026.</p> <p>The office staff believe it would be beneficial if the Town Council could remain with the current supplier for Christmas 2024, and put the contract out to tender in August/September 2024 for Christmas 2025, 2026 and 2027. If there was a change in the cost, this could be built into the budget setting for next year.</p> <p>If, following the tender process, there was a change in the supplier, the new company would take responsibility for the storage of the lights following their removal in January 2025. This would be more straightforward than potentially moving the lights ahead of the installation for 2024.</p> <p>If the committee is agreeable, the current supplier will extend the contract for a year with a price increase of 5%. This keeps us within the allocated budget for the Christmas Lights and main tree and with some budget remaining for repairs that are beyond those within the contract.</p> <p>Within the Financial regulations, we have the power to extend a contract for a year.</p> <p>In the Terms of Reference for this committee, the committee is tasked with:</p> <ul style="list-style-type: none">5.4 Deliver specific events in Congleton such as the Christmas lights switch-on, Play Days, Health & Wellbeing Fayre, Remembrance Day and White Ribbon Day.7.6 Provide Christmas lights for the town centre		
Financial Implications	The proposed extension for the 2024/25 is within the budget for the Christmas Lights. The quotes for the next three years will be known ahead of the budget planning for 2025/26.		

Environmental Implications	The intention is to keep Congleton's Christmas lights in good order so that they can continue to be used for many years. Environmental implications will be built into the contract.
Equality and Diversity	This will be a consideration in the contract.
Decision Requested	To approve the extension of the current contract for the Christmas Lights with PME for one additional year and authorise the contract to go out to tender in August/September to cover Christmas 2025, 2026 and 2027.