

WROUGHTON PARISH COUNCIL
Report to Full Council on 21st August 2023



Item <12>

Christmas 2023

1.0 Introduction

1.1 Full Council asked for 3 quotes for a tree and lights. Quotes were requested for the supply, installation, decoration and removal of a 30ft Premium cut Display Norway Spruce Christmas Tree with lights.

1.2 **The total budgets for the Christmas Tree and the Switch-on event (including Moat lights & Motifs or mini-trees) are as follows:**

Budget (for tree, tree lights and other lights):	£6,650	500/ 4750
Budget (for event):	£ 350	500/4755

Lights switch-on: Saturday 2nd December 2023

Christmas Tree to be installed on/ around 19th November

2.0 Report Details

2.1 Tree Quotes received:

Company	Real/ artificial tree	Quote (excl VAT)	Comments
FinePines NickDurnford nick@finepines.co.uk (supplied tree in 2022)	Real	£5,550	FinePines have held last year's price on the basis that their quote was valid only until the end of July. In view of the fact WPC is a previous customer, they have extended the validity until 22 nd August to enable Council to make a decision. This is within budget.
ChristmasTreeWorld https://www.christmastreeworld.co.uk/commercial-christmas-trees	Artificial therefore tree re-useable	£ 21,720.00	£ 14,595.00: purchase of tree with lights £ 7,125.00: set up & dismantle via Christmas@4thdlandscapes.co.uk The set up & dismantling costs alone exceed the budget.
Christmas@4thdlandscapes.co.uk	Real	£ 7,500.00	This exceeds the budget
Pines & Needles specials@pinesandneedles.com	Real	£14,306.71	This exceeds the budget

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- 2.3 **Audio Hire:** Swindon Audio Hire has quoted £140 to provide audio equipment at the switch on event, including set up, music before and after etc. (They also provided the sound for the Jubilee event, Remembrance Service 2022 and previous years, and the Christmas Switch-on event 2022 & previous years.)
- 2.4 **Moat string lights:** These were purchased new last year and need PAT testing before the Grounds Team install them. Hickmans have quoted £35.00 to PAT test. The council will need to decide whether to buy any additional lights to install on the Moat. There is approx £1,065 available in the Christmas Tree & Lights budget to purchase additional lights and to cover the costs of any plug adaptors, including for the light motifs on TickTock, and also all PAT testing costs. NB: The more lights purchased, the more the PAT testing will cost in future years.
- 2.5 **Christmas Light motifs on TickTock:** The Working Party had suggested these could be attached to the front of TickTock's building, they need PAT testing. The Grounds Team Manager intends to install up to 5 light motifs on the front of TickTock. Please note that this will take place around the same time as the Grounds Team are moving their workshop, and it may mean that some other works are delayed. Hickmans' quote of £35 includes PAT testing the light motifs. There may be a small additional cost for the Grounds Team to change the plugs and extend the wires. The Ground Team Manager will need to plan how to attach them to the front of the building.
- 2.6 **Lights or motifs on the Borough's streetlights:** As of 2022, WPC (and other parish councils) must use SBC's preferred contractors to install any lights/ motifs onto Borough-owned streetlights. The quote last year was approx £3,000 for motif installation and removal. **There is insufficient budget** for this.
- 2.7 **Wroughton Silver Band:** have provisionally booked the date in their diary to play at the Switch-on.
- 2.8 **Community Engagement:** purchase small wooden decorations to hang inside the Ellendune Community Centre prior to the switch-on event – please see report attached. Small wooden motifs and craft supplies: £89.98
- 3.0 **Recommendations:**
- 3.1 **Christmas Tree & Lights (Budget £6,650)**
- 3.1.1 **Agree the quote of £5,550 from FinePines for the supply, installation, decoration & removal of a 30ft premium cut display Norway Spruce Christmas Tree with lights.**
- 3.1.2 **Agree the quote of £35 from Hickmans to PAT test the Moat lights for the Grounds Team to install/ remove and to PAT test the light motifs for the Grounds Team to install them on TickTock's building and remove them after Christmas, and to accept there may be some additional cost for new plugs and fittings etc. Agree not to install any motifs onto streetlights as there is insufficient budget.**
- 3.1.4 **Agree to purchase an additional string of lights for the Moat, assuming the cost does not exceed £1,000 remaining in the budget. Last year the lights cost £450.00 + VAT plus connector & plug.**
- 3.2 **Switch-on Event (Budget £350)**
- 3.2.1 **Agree a donation of £100 to Wroughton Silver Band to play at the switch-on event. (Same donation as 2022).**
- 3.2.2 **Agree the quote of £140 for Swindon AudioHire to provide the sound system at the switch-on event.**
- 3.3 **Agree cost of up to £100 for the community engagement aspect of the event (see separate report attached).**
- 3.4 **Agree the Projects Officer should do a mailshot to potential sponsors.**