

Full Council: 16.10.2023

Request to Full Council to approve costs for First Aid Cover at the Christmas Lights Switch-on event on 2nd December 2023

Budget (for event):	£ 350	500/4755
Budget for tree, tree lights & other lights incl PAT testing):	£6,650	500/4750

At the meeting on 21st August 2023, Council agreed the following costs from the Switch-on Event budget line (minute ref: FC/085):

- £100 donation to Wroughton Silver Band to play at the event
- £140 for Swindon Audio Hire to provide the sound system at the event
- £100 for the community engagement aspect (decorating wooden Christmas motifs to hang in the Ellendune Community Centre)
- Total costs already agreed at Full Council: £340

Given how popular this event is, and the large number of people who attend, we recommend the Council continues to provide first aid cover for the Christmas Lights Switch-on event. We have previously used St Johns Ambulance, who are also kindly providing free first aid cover for the Remembrance Parade & Service.

St Johns Ambulance estimate the cost of the medical cover as follows:

2 x First Aid Members @ £52.80 each = £105.60 + VAT

Event Budget 4755/500 £350

- The wooden Christmas motifs and glitter etc came in at approximately £80 excl VAT (invoice awaited) which is slightly under the agreed £100 budget
- The costs for St Johns to provide first aid cover are estimated at £105.60 + VAT
- This means the costs collectively will exceed the budget by approx. £80.

Budget for Tree & Lighting 4750/500

- The budget for the Christmas Tree & Lights is £6,650.
- The tree is £5,550
- PAT testing is £35
- The council agreed to purchase an additional string of lights for the Moat area at £450 + connectors & plug via min ref FC/085.
- We anticipate that after this expenditure, there will be approx. £500 available remaining in the budget line for the tree & lights.

We recommend that the Council agrees to use some of this remaining budget to cover the cost of the first aid cover for the event. When setting the budget for the event in 2024, the Council will either need to increase the budget available to take into account the first aid cover as well as allowing for inflation, or it could decide to cease the community engagement part of the event.

That decision does not need to be made at this point in time. We recommend that the Council waits to see how popular the community engagement aspect is, whether it encourages more people to come into (and therefore promotes) the Ellendune Community Centre and the Library before making this decision.

Recommendation:

To agree the estimate of £105.60 + VAT for St Johns Ambulance to provide first aid cover at the Christmas Lights Switch-on event, to be paid out of budget 500/4750.