



## **WROUGHTON PARISH COUNCIL**

### **Report to Full Council on 23 September 2024**

Agenda Item 17

## **Christmas 2024**

### **1.0 Introduction**

- 1.1 The Christmas Lights switch-on event is scheduled at 5pm on Saturday 30 November 2024 in Willow Brook Gardens. Wroughton Country Market will be holding a festive event that day from 4pm in the Ellendune Community Centre. As always we hope to have a great team of councillors volunteering to assist with the smooth running of this event.
- 1.2 Costs for the 30ft Premium Norway Spruce Christmas tree including supply, installation, decoration and removal and disposal totalling £6,600 have already been agreed and the tree has been ordered from Fine Pines. Hickmans Electrical Contractors, Wroughton have confirmed that they will connect the Christmas tree lights to the mains supply free of charge as a gesture of goodwill to support our community event.
- 1.3 WPC owned Christmas motif lights will be put onto Tick Tock Nursery. Christmas lights will also be strung around Moat Pond as usual. A paper detailing library activities for Christmas will follow at a later date.
- 1.4 **The total allocated budgets for the Christmas Tree and the Switch-on event (including external lights, community engagement and light motifs on Tick Tock Pre- School) are as follows:**

|                                                                                  |                         |                 |
|----------------------------------------------------------------------------------|-------------------------|-----------------|
| <b>Budget</b> (for Xmas tree, tree lights and other lights):                     | <b>£1,100 available</b> | <b>4755/500</b> |
| <b>Budget</b> (for Xmas event):                                                  | <b>£350 available</b>   | <b>4750/500</b> |
| <b>Carnival grant (unused) available to be vired to WPC Events Budget £2,000</b> |                         | <b>4805/550</b> |

### **2.0 Report Details**

#### **2.1 Sponsorship update**

New sponsor Dave Southby of Dave Southby Financial Planning Ltd has confirmed that his company will contribute £500 towards the tree cost. House Group (Estate Agents) will also be a sponsor again, donating £500. The Community Projects Officer is contacting other local businesses regarding sponsorship opportunities.

#### **2.2 First Aid Cover**

St John Ambulance have confirmed that will provide this service as usual and have confirmed their fee of £150.

- 2.3 **Audio Hire:** Swindon Audio Hire has quoted £150 to provide audio equipment at the switch on event, including set up, music before and after etc. They also provide the sound for the annual and one off events and are very reliable. Please refer to associated costs in the table below.

#### **2.4 NEW - Improving the safety of Willow-Brook Gardens during the Switch on Event**

Councillor feedback from the 2023 event has suggested that cordoning off the stream area nearest to the Christmas tree and improving lighting in the immediate vicinity of the stream would be beneficial. If we buy DeWalt Cordless LED Tripod Light the WPC Grounds team already have the compatible rechargeable battery packs. Please refer to associated costs in the table below.

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- 2.5 **Moat Pond string lights:** These will be installed again by our Grounds Team and will operate on a timer.
- 2.6 **Christmas Light motifs on TickTock:** Christmas motifs will be installed to the front of the Tick Tock Preschool again this year although we are proposing improving the visual display by adding extra items. Hickmans Electrical Contractors have confirmed that there will be NO COST for Portable Appliance Testing of the Christmas motifs and they will complete the work as a gesture of goodwill. Please refer to associated costs for extension cables for the additional two motifs in the table below.
- 2.7 **NEW - Christmas Lights on Ellendune Community Centre**  
Existing string lights could be installed around the outside of the main entrance of the Ellendune Community Centre to create a welcoming display. The installation of 2 x external power sockets is required to support this. As roof work is taking place on the main Ellendune Community Centre roof, contractors could also install string lights which can remain in-situ and be used every year for Christmas. Costs for these items are included in the table below for your consideration.
- 2.8 **Wroughton Silver Band**  
Availability confirmed and this is always a very popular aspect of our event. WPC make a donation of £100 to the band as a token of appreciation for their performance.
- 2.9 **Community Engagement:** Wroughton Community Library will be offering free Christmas themed children's craft activities during the afternoon immediately before the Switch On Event. Please refer to proposed costs. Other library engagement activities are being discussed and will form part of a paper to WPC at a later stage.
- 2.10 **Gazebo for events**  
The existing WPC Event Gazebo now has a number of broken roof spokes and is unsafe to use. Please see costs below for a heavy-duty replacement including costs for leg weights so it can be used on a hardstanding as well as on grass surfaces.

\*PLEASE NOTE THAT DETAILS OF FORMAL QUOTES, WHERE APPROPRIATE, CAN BE VIEWED IN APPENDIX 1\*

| <u>Item</u> | <u>Detail</u>                                                                                                  | <u>Supplier</u>     | <u>Cost</u> | <u>Total</u> |
|-------------|----------------------------------------------------------------------------------------------------------------|---------------------|-------------|--------------|
| A           | PA and Audio services for switch on event                                                                      | Swindon Audio       | £150        | £150         |
| B           | Provision of extension cables for Lighting motifs – Tick Tock Preschool                                        | Hickmans Electrical | £58         | £58 + VAT    |
| C           | Library crafts reindeer food – community engagement                                                            | Various             | £48.66      | £50          |
| D           | Christmas tree electricity connection and portable appliance testing of motifs                                 | Hickmans            | FREE        | FREE         |
| E           | First Aid Cover for Switch On Event                                                                            | St John Ambulance   | £150        | £150         |
| F           | Purchase of new lighting, fixings and timer for apex of Ellendune Community Centre, Willow Brook gardens side. | Lights4Fun.co.uk    | £111.72     | £111.72      |
| G           | Installation of new lighting for front door of Ellendune Community Centre including                            | Lights4Fun.co.uk    | £79.96      | £79.96       |

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|   |                                                                                                                             |                  |             |                         |
|---|-----------------------------------------------------------------------------------------------------------------------------|------------------|-------------|-------------------------|
|   | timer switches for all lights x 4                                                                                           |                  |             |                         |
| H | Installation of external festive lighting for Ellendune Community Centre Apex (Willow-Brook Gardens side) including fixings | Chandler Roofing | £200        | £200                    |
| I | Installation of 2 x external power sockets for new Christmas lights at Ellendune Community Centre                           | Hickmans         | £66.00 each | £132.00 + VAT           |
| J | Donation to Wroughton Silver Band                                                                                           | £100             |             | £100                    |
|   | <b><u>TOTAL</u></b>                                                                                                         |                  |             | <b><u>£1,031.62</u></b> |

### ITEMS WHICH CAN BE USED FOR EVENTS/GENERAL PARISH USE

|   |                                                                                                                                                                                                                     |                          |                                                                                            |                         |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------|-------------------------|
| K | Flexible plastic safety barrier (Netlon) to cordon off stream for Switch on Event                                                                                                                                   | Screwfix<br>£35.99       | £35.99                                                                                     | <b><u>£35.99</u></b>    |
| L | Heavy Duty Large pop up gazebo<br><br>Leg weights (2 x sets of 4)                                                                                                                                                   | Houseoftents.co.uk       | £665.00<br><br>£89 x 2 =<br>178.00                                                         | £843                    |
| M | 2 x Stand alone, Dewalt DCL079 18v XR Cordless LED Light Body (rechargeable waterproof lights on tripods) for extra event lighting for Willow Brook Gardens for Switch On Event and general use by the Grounds Team | Dewalt/Various suppliers | £226.99 INCL VAT per item. (Please allow £235 per item to cover online cost fluctuations.) | £470                    |
| N | Plastic cups for Friends of Ellendune Community Centre                                                                                                                                                              | TBC                      | Est                                                                                        | £60                     |
| O | Christmas Tree for Ellendune Community Centre                                                                                                                                                                       | TBC                      | Est                                                                                        | £100                    |
|   | <b><u>Total</u></b>                                                                                                                                                                                                 |                          |                                                                                            | <b><u>£1,508.99</u></b> |

Cont. to Recommendations



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#### **3.0 Recommendations:**

- 3.1 The total allocated budgets for the Christmas Tree and the Switch-on event (including external lights, community engagement and light motifs on Tick Tock Pre- School) are as follows:

|                                                       |                  |          |
|-------------------------------------------------------|------------------|----------|
| Budget (for Xmas tree, tree lights and other lights): | £1,100 available | 4755/500 |
| Budget (for Xmas event):                              | £350 available   | 4750/500 |

Christmas Sponsorship to date £1000

Carnival Grant (unused) available to be vired to WPC Events Budget £2,000 4805/550

- 3.2 Recommendation that WPC Agree to costings at 2.9, item A-J  
Agree the quotes and costings in 2.9, table items A-J are taken from 4755/500 and 4750/500.
- 3.3 Recommendation to purchase Safety Barrier, Gazebo including leg weights and Rechargeable Indoor/Outdoor LED Lights and other items listed

**Agree to quote and costings in 2.9 table items K,L,M, N, O to be taken from WPC Events Budget as they are for general use by WPC.**

**Best value for money will be obtained for items such as the gazebo, outdoor lights etc as prices may be subject to fluctuations since the preparation of this paper.**