

WROUGHTON PARISH COUNCIL

Report to Full Council on 23 June 2025

Agenda Item 12

Christmas 2025

1.0 Introduction

- 1.1 The Christmas Lights switch-on event is scheduled for Saturday 29 November 2025 in Willow Brook Gardens, Wroughton. Wroughton Country Market will be holding a festive event that afternoon 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.
- 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:**

Budget (for Xmas tree, tree lights and other lights):	£7,490 available	4755/500
Budget (for Xmas event):	£535 available	4750/500
Other costs if required available in General Reserves	£43,9765	310

Sponsorship of £500 has been secured so far.

2.0 Report Details

2.1 Sponsorship update

Southby & Co Financial Planning Ltd have confirmed they will contribute £500 towards the tree cost again this year. It is hoped that 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 will be booked to provide first aid services, usual fee £150 but this reservation cannot be confirmed until nearer the time.

- 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 are very reliable and also provide the sound services free of charge for our Remembrance Sunday event. Please refer to associated costs in the table below.

2.4 Improving lighting of Willow-Brook Gardens during the Switch on Event

Councillor feedback from the 2024 event has suggested that improving exterior, tiltable lighting would be beneficial, especially for the Silver Band and lantern parade muster point. Please refer to associated costs in the

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table below with request for purchase cost of up to £200 for 2 x cordless LED, rechargeable exterior, lights on adjustable tripods.

- 2.5 **Christmas Lighting:** String lights around Moat Pond and around the entrance to the Ellendune Community Centre will be installed again, together with Christmas motifs on the front of the Tick Tock Preschool by WPC Grounds Team. The apex lights on the Willow-Brook Gardens side of the Ellendune Community Centre will also be in use. 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.
- 2.6 **Wroughton Silver Band**
Availability has been 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.
- 2.7 **Community Engagement:** Wroughton Community Library will be offering free Christmas themed children's craft activities during the afternoon immediately before the Switch On Event. They will also arrange a children's lantern parade. An amount of £200 is considered ample to cover these costs. Our Community Projects Officer is working with the Wichelstowe Joint Venture team and will support and input into Christmas initiatives there.
- 2.8 **Supporting Friends of Ellendune Community Centre Fundraising Stall at Switch on Event**
A sum of £160 is requested to support purchase of plastic cups/sundries and an electric tea urn for sales of hot mulled wine and other refreshments to raise money towards the upkeep of the Ellendune Community Centre.

3.0 **Costings**

Item	Detail	Supplier	Cost	Total
A	PA and Audio services for switch on event	Swindon Audio	£150	£150
	Library crafts, lanterns and activities to support Christmas event	Various	£200	£200
B	Christmas tree electricity connection and portable appliance testing of lighting motifs and strands	Hickmans Electrical	FREE	FREE
C	First Aid Cover for Switch On Event	St John Ambulance	£150	£150
D	2 x tiltable, LED, rechargeable, exterior light units on tripod	TopsTools or other equivalent	£100 each	£200
E	6 x Headtorches for volunteer team	Various	£10 each	£60
F	Large commercial sized tea urn for Friends of Ellendune Community Centre	Various suppliers	£100	£100
G	Cups/sundries to support Friends of Ellendune Community Centre mulled wine sale	Various suppliers	£60	£60
H	Donation to Wroughton Silver Band	£100		£100
	<u>TOTAL</u>			<u>£1020</u>



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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):	£7,490 available	4755/500
Budget (for Xmas event):	£535 available	4750/500
Further costs to be met by General Reserves	£43,9765	310

We have already secured £500 in sponsorship.

Recommendation that WPC agree to costings at paragraph 3.0, A-H and give authorisation for these to be authorised and actioned under the supervision of the Clerk.

- 3.2 **Recommendation that WPC note that Hickmans Electrical Contractors will test portable appliance test Christmas lighting motifs and connect up the tree lights free of charge as a gesture of goodwill.**
- 3.3 **Recommendation that WPC confirm whether they would like the Switch on to take place at the later time of 5.30pm as in 2024.**
- 3.4 **Recommendation that WPC note that the date for the Christmas Switch on Event next year is 28 November 2026.**