



Report to Full Council September 2026

Agenda Item 16.2

Christmas 2026

1.0 Introduction

- 1.1 The Christmas Lights switch-on event is scheduled for Saturday 28 November 2026 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 by F&GP in January 2026, minute reference FGP/115, and the tree has been ordered from Fine Pines at the 2025 price.
- 1.3 Wroughton Country Market will be holding their very popular festive market to correspond with our Switch On Event. The Friends of Ellendune Community Centre will be selling mulled wine a fundraiser. We are delighted that the Ellendune Entertainers and new youth 'Space Choir' will be providing entertainment on the stage area indoors and leading the lantern parade outdoors.
- 1.3 **The total allocated budgets for the Christmas Tree and the Switch-on event are as follows:**

Budget (for Xmas tree, tree lights and other lights):	£7743 available	4755/500
Budget (for Xmas event):	£600 available	4750/500
Other costs if required available in General Reserves	£43,9765	310

2.0 Report Details

2.1 Sponsorship update

Southby & Co Financial Planning Ltd have confirmed they will contribute a larger figure this year of £600 towards the tree cost again this year and to cover the cost of Wroughton Silver Band . 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 including Wiltshire Surveyors, South West Mortgages, WillowBrook View Care Home and Richard James Estate Agents regarding sponsorship opportunities.

2.2 First Aid Cover

St John Ambulance has been booked to provide first aid services for the usual fee detailed in the table.

- 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.

- 2.5 **Electrical Costs for 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.

WROUGHTON & WICHELSTOWE PARISH COUNCIL



Report to Full Council September 2026

Hickmans Electrical Contractors have confirmed that there will be NO COST for Portable Appliance Testing of the Christmas motifs or garlands and they will connect the Christmas tree lights as a gesture of goodwill again this year. We will use portable battery lights to assist with lighting for the safety of the crowd.

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 but this is being covered by sponsorship by Southby & Co Financial Planning

2.7 Community Engagement: Wroughton Community Library will be offering free Christmas themed children's craft activities. They will also arrange a children's lantern parade again this year which has been very successful. An amount of £200 is considered ample to cover these costs.

2.8 Supporting Friends of Ellendune Community Centre Fundraising Stall at Switch on Event

A sum of £60 is requested to support purchase of plastic cups/sundries for sales of hot mulled wine and other refreshments by the Friends of Ellendune Community Centre who are fundraising.

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
G	Cups/sundries to support Friends of Ellendune Community Centre mulled wine sale	Various suppliers	£60	£60
H	Donation to Wroughton Silver Band	£100 Being covered by Southby & Co Financial Planning	£0	£0
	<u>TOTAL</u>			<u>£560</u>

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):	£7743 available	4755/500
Budget (for Xmas event):	£600 available	4750/500

WROUGHTON & WICHELSTOWE PARISH COUNCIL



Report to Full Council September 2026

Recommendation that WPC agree to costings at paragraph 3.0 totalling £560 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 portable appliance test Christmas lighting motifs/garlands and connect up the tree lights free of charge as a gesture of goodwill.**