

12. Christmas Lights and Events – To consider the tenders received and agree to appoint a contractor

Attachments: 12i. Christmas Lights summary results

PART II CONFIDENTIAL Documents: Contractor A original scored submission, Christmas Lights comments unredacted

Resolution from Council on 25 July 2023

126 / 23 **CHRISTMAS LIGHTS AND EVENTS** – There was a full discussion of the issues and options in relation to the Christmas Lights.

Councillors Braithwaite, Lee-Julian and Taylor left the meeting.

Councillor Brooks proposed, the Mayor seconded and the Council **RESOLVED** to [approve]

- Option 2 - a budget of £20,000 in the first year and £15,000 in subsequent years (maximum £50,000 contract over 3 years), to be taken from the general reserve in 2023 and funded from the precept in future years.
- To authorize a small group including the Mayor, the Chair or Vice Chair of Communications & Engagement Committee and Councillors Braithwaite and Brooks to go out tender and refer the results back to a meeting of the Council for consideration and decision.

An opportunity has now been advertised on Contracts Finder with all information available publicly on our website, and two responses were received.

Contractor	Year 1	Year 2	Year 3	Total Cost
Contractor A	£16,074.87	£12,586.87	£12,586.87	£41,248.61
Contractor B – Option 1	£15,998.78	£10,028.78	£10,028.78	£36,056.34
Option 2	£31,484.47	£24,414.47	£24,414.47	£80,313.41

These have been scored by the Mayor and Councillors Braithwaite and Brooks, together with the RFO & Deputy Town Clerk and the Facilities Manager, in line with the evaluation criteria set out in the published brief which included quality, cost and environmental sustainability.

Contractor A was the significantly higher scorer and is recommended.

Contractor A has returned to the town to conduct a more in-depth survey, after highlighting in their submission that some parts of the brief were not possible to deliver in accordance with regulations. They have proposed alternative installations on suitable properties at an additional cost of:

Contractor	Year 1	Year 2	Year 3	Total Cost
Contractor A	£1,674.23	£1,472.62	£1,472.82	£4,619.47

In addition to the brief, a further two wall mounted lights are offered on Trowbridge's on Baytree Hill and Goldsworthy's on Pike Street, at a cost of:

Contractor	Year 1	Year 2	Year 3	Total Cost
Contractor A	£574.44	£541.74	£541.74	£1,657.92

While the lights are guaranteed for the period of hire, we will be charged for any callouts during the season. These are typically around £460 + VAT subject to the type and urgency of the call out. It is suggested a contingency fund of £1,500 be approved to cover this.

The lights are not covered for vandalism and adverse weather damage. Our insurers have been asked for advice on cover, and have indicated this can be provided. Details can be finalised when we have agreed an insurable value for the lights we will be hiring.

Total cost if all options proceeded:

Contractor	Year 1	Year 2	Year 3	Total Cost
Contractor A	£16,074.87	£12,586.87	£12,586.87	£41,248.61
Replacements	£1,674.23	£1,472.62	£1,472.82	£4,619.47
Additions	£574.44	£541.74	£541.74	£1,657.92
<u>Sub-total</u>	<u>£18,323.54</u>	<u>£14,601.23</u>	<u>£14,601.23</u>	<u>£47,526.00</u>
Contingency	£1,500.00	£1,500.00	£1,500.00	£4,500.00
Total	£19,823.54	£16,101.23	£16,101.23	£52,026.00

Further to the discussion by Council on 25 July 2023, a Survey Monkey consultation was carried out from 4 August until 9am on Friday 25 August. The survey has been promoted widely in the Cornish Times and on social media, with paper copies also available at the Town Council office and Tourist Information Centre. 581 responses were received, with 75% in favour of increasing the precept to pay for Christmas lights (544 lived in Liskeard with a similar 75.75% answering in favour)

Survey Questions:

Do you live in Liskeard? Yes / No

Please choose one option below:

I think we should have Christmas lights in Liskeard (which will mean an extra 11p a week on average council tax).

I don't think we should have Christmas lights in Liskeard if it means an extra 11p a week on average council tax.

Recommendation: To approve appointment of Contractor A to provide Christmas lights (including hire, installation, removal and storage) for a three year period with an overall budget of £52,026