

Committee	Finance Committee
Date	18 May 2020
Agenda Item	7e

To receive an update on the Christmas Lights tenders

Town Clerk has been continuing her research into lights in other communities, and has discovered that the Christmas lights in Witham last Christmas cost £9000 and in Sudbury cost £14,670. This gives us some perspective on the figures before us.

Sudbury Town Council staff had promised a quote and very much wanted to be able to work with HTC. However, they have recently been in touch to say that their Clerk is unwell and that their staff are not able to quote this year, as they are quite concerned as to whether they will be able to source everything they need for their own display. In the current climate, it will be increasingly difficult to get further quotes for this year.

There are 2 existing quotes already seen by councillors:

Quote A : £11,381.25 (+VAT)

Quote B : £12,240 (+ VAT)

	Who	Previous 3 year contract			New Contract 2020/21/22 - based upon Dec 2019 lights portfolio		
		Dec/Jan 2017	Dec/Jan 2018	Dec/Jan 2019	Quote A - 1	Quote A - 2	Quote B
Main Contractor		Halstead Auto Electrical (HAE)			A	B	
Put up and take down Christmas lights	HAE	8,110.00	8,922.50	9,125.00	9,581.25	9,581.25	12,240.00
Additional work previously done by HTC staff	HAE					1,400.00	
Hiring of lifts	HAE					600.00	
Additional payment to HTC staff (incl NIC/pension)	HTC	0	1,200.00	1,200.00	1,200.00		
Hiring of lifts	HTC	0	323.50	600.00	600.00		
Total		8,110.00	10,446.00	10,925.00	11,381.25	11,581.25	12,240.00
Replacement bulbs	HTC	900	0.00	0.00	?	?	?
Total budget					13,000.00	13,000.00	13,000.00
Balance available for replacement bulbs and other maintenance					1,618.75	1,418.75	760.00

Recommendation: that HTC approves the appointment of a contractor to manage the Christmas lights 2020-22.

Sarah Greateorex

Sarah Greateorex
Town Clerk