

Community Services Committee

Title:	Christmas Lights Tender
Date:	10 September 2024
Contact Officer:	Cassie Pinnells, Community Services Manager

Purpose of the Report

1. To provide a written update on the progress of the Christmas Lights Tender 2025.

Update

2. Officers are working on the tender documents in preparation of a meeting of the Working Group (WG). Date to be arranged once membership is known
3. Terms of Reference of the Christmas Lights WG 2025 are to be agreed (Appendix A).
4. The following draft timeline has been established for the scheme.

	Stage in the Procurement	Tendering Deadline	TTC Deadline
1.	Finalise Specification including contract price with Working Group.		10.12.24
2.	Publish Advert / issue tender / publish on Contract Finder (min 35 days)		27.01.25
3.	Deadline for requests for additional information	17.03.25	
4.	Deadline for return of tender	31.03.25	31.03.25
5.	Evaluation of tenders – Officers / Working Group		21.04.25
6.	Finalise report to CS		May
7.	Report to CS Committee		May
8.	Ratify recommendation at Full Council		June
9.	Notification of award of contract	July	
10.	Publish Contract Award on Contracts Finder (No later than 30 days after award of contract)		August
11.	Obtain permissions from building owners		October
12.	Installation start date	12.11.25	

Resource Appraisal

5. The previous budget allocation for the Festive Lighting is £20K per annum for a five-year contract.

Legal Powers:

- Local Government Act 1972, s.144
- Local Government Act 1972, s.145
- Localism Act 2011, ss. 1-8

Recommendation:

The Committee is asked:

- i) To **agree** membership and terms of reference for the Christmas Lights Working Group.*
- ii) To **note** the timeline for the installation of the scheme.*