

## Community Services Committee

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<b>Report Title:</b>	<b>Christmas Lights Working Group</b>
<b>Meeting Date:</b>	<b>4 February 2025</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Community Services Manager</b>

### Purpose of the Report

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

### Update

2. The Christmas Lights Working Group were invited to review the tender documents before they were uploaded onto [contract finder](#) on Thursday 23 January 2025.
3. The following timeline has been established to enable sufficient time for the new lighting scheme to be installed before the date of Christmas Light Switch-On (28 November 2025).

Stage in the Procurement	Deadline
Publish tender document	27/01/25
Tenderers' opportunity for final clarification closing date	17/03/25
Tender submission closing date and time	31/03/25 – 10am
Evaluation of tenders – Officers / Working Group	21/04/25
Finalise report to Full Council	May
Ratify recommendation at Full Council	13/05/25
Notification of award of contract	14/05/25

4. To date, two companies have been in contact to arrange a walkaround the town centre with the Community Services Manager. To adhere to tender requirements, any questions asked by any contractor will be noted and provided to all interested parties to ensure equal opportunities. Once dates are confirmed, the Community Services Manager will ask another Council Officer to accompany the walkaround as an independent observer to the walk around.
5. The next step will be to arrange the meeting date with the Christmas Lights Working Group on Monday 31 March 2025 to open the received tenders and reconvene on 21 April to allow once each member to reviewed and score each tender.

## Resource Appraisal

6.The budget allocation for the Festive Lighting is £19K 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

### Action

- i) To note this report.*