

To receive a report on Town Council Christmas Trees and Flags 2024 and consider any actions and associated expenditure

1. Christmas trees and Crane

We are fast approaching the time of year to program in the ordering for the Town Christmas trees. Set out below are the quotes provided for this years trees. Other charges will apply for the Highways licence, crane hire, new lights and electrical upgrade. This has also been set out below for consideration.

Company	Description	Cost (per tree)	Delivery	Installati on	Total Cost
A	20ft Nordmann Fir Christmas Tree	£300 Small discount added	£30 (per tree)	No	£660.
B	Up to 20ft Nordmann Fir Christmas Tree	£295 (Approx) Must pick tree in October	£40 (per tree)	No	£670.
C	2 x 25ft Spruce Christmas trees	£325 Per tree	£75 (for both)	No	£725.

VAT NOT INCLUDED.

Erection of trees

Due to health and safety requirements, it is essential that the trees are required to be installed using suitable equipment with a certified driver. This operation was carried out successfully with the Service Delivery staff last year.

As there is no access for a vehicle to gain entry to Victoria Gardens, a small crane will be required to erect the tree. Installation is expected to be completed quickly with the operated crane being approximately 2.5 metres in width, legs out for stability.

This would impede on the highway slightly and would require the Services Department to assist with the temporary diversion of traffic around the crane using Stop and Go signs. This work will be carried out at 7am taking 45 minutes per tree.

Cornwall Street works have confirmed a Highway Limits License will be required.
Highway Limits License: **£100.00** (4 week turnaround from receipt of application)

Radland Haulage supplied the lorry crane last year and have agreed to provide the same service this year **free of charge**.

Decoration of Trees

Due to vandalism last year we need to replace the lights for the Waterfront tree. The replacement lights to be acquired will be 4 x 12M sets of White Fairy Lights. All other tree lights have been tested.

This is an approximate cost of **£250.00**

Delivery and removal of Christmas Trees

Delivery and installation: 7am on the 7/11/24

Delivered to Victoria Gardens and the Waterfront at a cost stated above. SD Team required on site to receive, secure trees, and assist with traffic control at Victoria Gardens.

Removal and disposal: Monday 6th January 2025

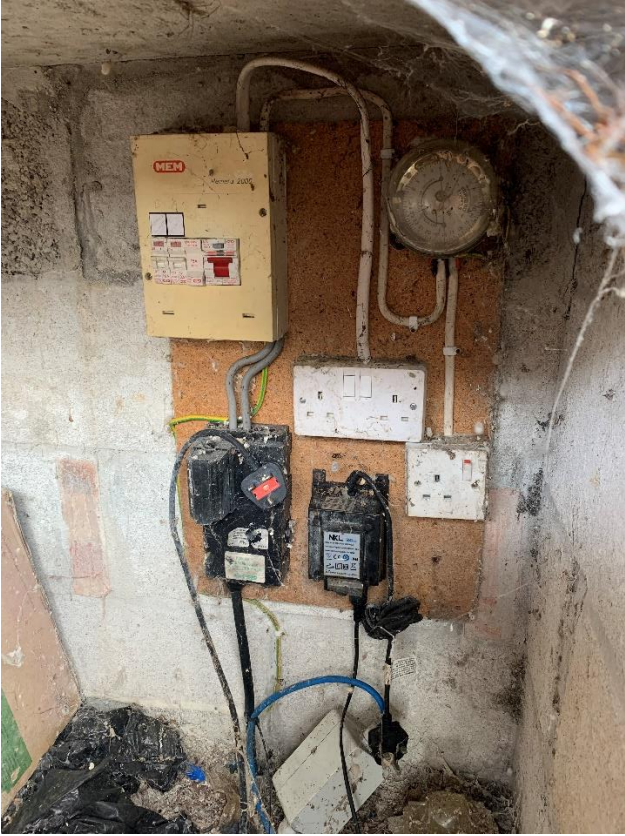
SD Team attend site and cut down the trees and transport to Green Waste Recycling. The approximate cost of recycling both trees is **£100.00**.

Victoria Garden electrical cupboard upgrade

Currently this is still under Cornwall Council until the transfer of the lease has been completed. The electrical cupboard in Victoria Gardens requires a new door as the old one is rotting and not secure. The fuse box inside needs upgrading to the correct specification for the supply to the Christmas tree and future lighting. Members may also wish to future proof the services by adding additional sockets.

Cots of fixtures, fittings, new door, additional sockets and fuse box approximately **£700.00**

See images below.



Members are asked to consider the below cost and expenditure for the installation and removal of Christmas trees, lights, Highways license and electrical upgrade subject to Cornwall Council's approval as the current landowner.

1. The Town Council procuring two 20ft Nordmann Fir Christmas trees inclusive of delivery and recycling; As per prices shown.
2. Appoint an external contractor with a crane to help erect the Christmas Trees at both the Waterside and Victoria Gardens, **free of charge**.
3. Apply for a Highway Limits License at a cost of **£100.00**
4. Cost of recycling both trees is **£100.00**.
5. Procure 4 x 12M Warm White Fairy Lights at a cost of **£250.00**
6. Upgrade Victoria Gardens electrical fuse box and cupboard door. **£700.00**

Approximate Total Costs between £1,810.00

Budget Code: 6572 SE EMF Festive Lights.

Budget Availability: £30,989.00

2. Christmas Flags

As we are looking to enhance the Town Christmas lights it would be a good time to also change the old existing flags. They had been stitched together creating long narrow flags, however these didn't work as they got caught up and damaged. We would like to propose adding some new Christmas flags to Fore Street. They would fit to the existing flag poles at a size of 3ft x 2ft.

30 flags as below would come at a cost of **£140.00**



We also note there are a number of shops/locations that do not have a flag, flagpole fitting or the flagpole fitting has been taken down or missing. This creates gaps with the display sequence of flags.

The cost of a new flagpole fixing is approx. **£50 each**

These locations are listed below.

BUILDING & ST	FLAG Y/N	FLAG FIXING BRACKET Y/N
H Elliott, Lower Fore St	N	N
Pascoes to COOP, Fore St	N	N
Morrisons to Cod Farthers, For St	N	N
Hearing Centre No 54, Fore St	N	N
Shop No 91, Fore St	N	N
2 Guys Pizza, Fore St	N	N
Images Salon, Fore St	N	N
Dimon Nials to Superdrug, Fore St	N	N
WEC to top of Fore St	N	N
		BLOCKED OR BROKEN BRACKET
Herratage Building	N	Y
Essa Club	N	Y
Oggy Oggy	N	Y
Fresh Fox	N	Y
Shop No 97	N	Y
Speedy Prints	N	Y
Nicolas & Sainsbury Solicitors	N	Y
	total of 16 Flags missing	

Would members consider helping to obtain permission via the Town Team or Chamber of Commerce to approach Landlords or shop owners to seek agreement for flagpole fittings to be erected to the shopfront?

Members are asked to consider adding new Christmas Flags with associated cost of **£140.00**

Plus to purchase 9 additional fixings if required at a cost of **£450.00**

To come from budget code 6519 SE Flags & Bunting. Current budget amount **£1,027.00**

End of Report

Service Delivery Manager