

To receive a report from the Christmas lights working group and consider any actions and associated expenditure.

Provisional costings for an event to switch on the Christmas lights, co-hosted by Saltash Town Council and the Saltash Chamber of Commerce.

Proposed date: 14th November 2025, 5:30 – 7:30

Main venue: Fore Street

Outline:

- STC to invite children from primary schools to a ceremony to switch on the Christmas lights on Fore Street.
- This would involve a 2-hour closure of Fore Street, and a Parade from the Guildhall to the central area of Fore Street led by the Saltash Rotary sleigh and the Mayor of Saltash.
- Saltash Chamber of Commerce undertakes to engage with shop owners and retailers to try to get as many as possible to stay open until 7:30.
- STC will lead on organising the Treasure Hunt.
- Saltash Chamber of Commerce will lead on organising some sort of window display competition, possibly involving the secondary school.

Initial estimates of cost are:

Traffic management for a 2-hour closure of Fore Street	£1400
Stilt walker	£375
Snow globe hire	£300
15 x Christmas Elf dolls (or similar) for a Treasure Hunt in town centre shops	£150
Prizes for Treasure Hunt	£300
Printing (of posters, carol sheets, Treasure Hunt sheets etc.)	£50
Event Manager £36 per hour (hours tbc)	e.g. £108
Event Assistant £16 per hour (hours tbc)	e.g. £48
Approx.	£2731

Notes:

1. These costings assume that the loudspeaker system on Fore Street will be sufficient for announcements / speeches. Should this not be the case hiring of a PA system would be in the region of £160.
2. These costings assume that there is no need for the Chamber's trailer stage, although the Chamber would be willing to waive the hire costs for this, if required.
3. Quotes for a snow machine were a minimum of £800. This seems excessive, so a snow machine has not been included in the costings.
4. Will insurance costs be covered under Town Council's insurance?

*Prepared by the Working Group ahead of the meeting of
the Services Committee of Saltash Town Council on 17th July 2025*

End of Report