

**To receive a report from the Christmas Lights Working Group and consider
any actions and associated expenditure**

DRAFT Project Specification

Project Title: Christmas Light Switch On 2026

In-house or External Appointment: External Appointment

Contractor Name: To be confirmed upon appointment

Contact Information (telephone/email): To be confirmed upon appointment

Date Issued: To be confirmed upon appointment

Officer's Job Title: Administration Officer

Pursuant to (minute number): Services held on 11.12.26 minute nr. 89/25/26

Scope of Work

Description of Work Required:

1. Check the lights will be okay for last year
2. Elf hunt - needs extending to one day before Christmas festival. Need to hand each child a small something for when they hand their sheet back in. Get more prizes and promote who is sponsoring which prize beforehand
3. Choirs - need to decide which songs by linking the schools together - max one song from each school (invite all four primary schools) and not more than 2 verses per song - they need to liaise. Need to know numbers of how many children are coming for the choir. And ask schools not to invite everyone to join the parade but to wait in Fore Street.
4. All speeches etc to be made from the trailer stage - Mayor's speeches need to be shorter.
5. Potentially one single Santa lantern to lead the parade - decorated just for STC parade. Could ask the secondary school to make one which they often do for the festival - but just an STC lantern.
6. STC to entice business to offer more on street for the switch on - and add it into late night shopping.

7. Have the STC gazebo out for turning the lights on at the lamp post where the box is - lit up with fairy lights too, and all the elf info etc, and maybe some kid's goody bags.

Project Deliverables:

- Increase town centre footfall during the event and in the lead-up to Christmas. Support and promote local businesses through increased visibility and opportunities for trade.
- Enhance community engagement by providing a free, inclusive public event.
- Boost the town's festive atmosphere with high-quality lighting and entertainment.
- Strengthen partnerships with local organisations, schools, charities, and traders.
- Promote the town's profile through coordinated marketing and media activity.
- Ensure a safe and well-managed event with appropriate traffic, crowd, and risk management in place.
- Deliver value for money through efficient planning and use of council resources.
- Encourage repeat visitation to the town centre throughout the festive season

Timeline and Deadlines:

Services Committee to confirm the date for the light switch on to be held, not forgetting the main Christmas Festival is to be held on Saturday 5 December.

Quality Expectations:

Ensure strict adherence to health and safety standards throughout all planning, preparation, and delivery stages of the event.

Contractor's Responsibilities:

External Events Organiser

Road closures need to be a lot longer for Fore Street and Lower Fore Street and the sleigh to travel to Wesley Road.

Need stage from Chamber for Wesley Road and for road closure there too for Santa's sleigh.

Cordon off the area for light switch on appropriately with white picket fence NOT ugly fencing. Make sure there's enough space for the choirs to stand in front of the stage. Organise them so they face out to the crowds so everyone can hear them sing.

Service Delivery Department

Loudspeakers check the location to link into, otherwise we need to hire something bigger and more powerful for the stage.

Department to switch on lights following countdown

External Performers

Hire two characters or stilt-walkers to be with the Mayor. Light switch on by Mayor on the Chamber stage. Decorate stage with fairy lights - ask Redeemer. Potentially ask Request compere before the Mayor arrives to entertain the crowds.

Father Christmas to walk through the crowds chatting to people after the sleigh arrives - the Santa in Looe had great robe and a party of elves following him as he greeted the crowds.

Restrictions:

All activities and decisions will be governed by current Health and Safety requirements and regulations.

Budget and Payment Details

Quote Provided by Contractor:

Attached as Appendix A

Total Project Cost:

To be confirmed upon appointment.

Procurement:

The office to obtain three quotes as per financial regulations upon confirmation of event schedule.

Payment Terms:

To be confirmed upon appointment.

Purchase Order (PO) Number:

Administration Officer to raise upon appointment.

Invoicing Details:

To be agreed upon appointment.

Project Requirements & Specifications

Materials/Resources Provided by Contractor:

Quote for white picket fencing.

Materials/Resources Provided by Town Council:

Loudspeakers, stage, Christmas lights and switch on material

Health & Safety Requirements:

Risk assessment / method statement to be produced prior to the event proceeding

Permits & Licenses:

Contractor to obtain road closure permit

No licence for music as royalty free to be used through loudspeakers

Communication and Reporting**Point of Contact:**

Saltash Town Council

Named Point of Contact:

Office Manager / Assistant to the Town Clerk

Reporting Committee:

Services Committee

Reporting to the Town Clerk:

Office Manager / Assistant to the Town Clerk

Terms and Conditions**Contract Duration:**

December 2026

Insurance & Liability:

To be confirmed upon appointment

References & Company's House:

To be confirmed upon appointment

Approval & Signatures**Contractor's Signature:**

To be confirmed upon appointment

Officer's Signature:

To be confirmed upon appointment