

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

Report to:

Service Committee

Date of Report:

25.04.26

Officer Writing the Report:

Town Clerk

Purpose of the report:

To receive an update from the Christmas Lights Working Group, consider approval of the proposed event arrangements, and authorise associated expenditure and procurement.

Pursuant Minute:

Services held on 12.12.25 minute nr. 114/25/26

Officer's Recommendations

That the Services Committee:

1. Approves the proposed arrangements for the Christmas Lights Switch-On event on Friday 13 November 2026 – refer to the project specification as attached.
2. Authorises the Town Clerk to appoint an external event management contractor in line with the project specification and Financial Regulations (three quotes where practicable).
3. Supports the submission of an S106 funding application towards eligible event costs.
4. Considers for the event cost up to a maximum budget of £5,000 to be allocated to budget code 6591 EMF Tree Maintenance should an S106 application not be successful.
5. Delegates authority to the Town Clerk, in consultation with the Working Group and contractor, to make operational health and safety decisions on the night.

Report Summary

Saltash Town Council delivers an annual Christmas Lights Switch-On to support the local economy, provide a free inclusive community event, and mark the start of the festive season. The Working Group has developed the attached specification to ensure safe, well-managed delivery with partner organisations.

Event Overview (Summary)

- **Date:** Friday 13 November 2026
- **Lights Switch-On:** 6.30pm
- **Parade:** Winter Wonderland themed, led by Rotary
- **Key Partners:** Rotary, local primary schools, Chamber of Commerce, local traders
- **Installation of Lights:** By Blachere Illuminations, no later than Friday 6 November 2026 (subject to confirmation)

Refer to the attached specification for further information.

Signature of Officer:

Town Clerk