

Festive Light Work Schedule and Costings 2023

Description	Appointment and Delegation	A	B	C	Christmas Trees
Visual check of catenary wires and its condition and the festoon which is installed on the wire reporting back findings conduct anchor point tests where fixings are fitted into a solid substrate - Fore Street and Waterside	Pending appointment of contractor	Do not offer this service.	£1,430.00	£1,400.00	N/A
Repair and maintenance work to be completed on catenary wires subject to visual report findings.	To delegate to the Town Clerk	Do not offer this service.	Subject to results of Visual Inspection – potential additional cost.	Subject to results of Visual Inspection – potential additional cost.	N/A
PAT testing of all festive light equipment (In house PAT Testing carried out on fairy lights)	Pending appointment of contractor	Included in installation costs	£47.60	£144.50	N/A
Apply for Highways Limits Licence					£97.00
Delivery and installation of Christmas Trees inclusive of picket fence (SD Department and Contractor)	Monday 30 th October 2023	N/A	N/A	N/A	£750.00
Window Wanderland displays installed and lighting prepared for light switch on event. (Admin/ Library – Hours to be displayed 16:30-22:00)	Thursday 2 nd November 2023	N/A	N/A	N/A	TBC
<ul style="list-style-type: none"> Festive Light Infrastructure tests Replacement of lamps Removal of bunting Install Cross Motifs, Lamppost Motifs and Snowfall Lighting 	Friday 3 rd November 2023 (Two weeks prior to switch on event)	<ul style="list-style-type: none"> £725.00 £810.00 £2.50 per lamp £90 p.h. approx. 6 hours £3,250.00 	<ul style="list-style-type: none"> Included £980.00 Lamps to be sourced in-house. Included £2,850.00 	<ul style="list-style-type: none"> £1,400.00 Included Cost of lamps TBC £150.00 £1,750.00 	£110.00
SD Team to install Christmas Flags, set the timers and change the colour of the Brunel Bust and Cornish Cross and decorate the Christmas Trees	W/C 13 th November 2023	N/A	N/A	N/A	N/A
Maintenance work to be completed on Festive Infrastructure.	Tuesday 14 th November	Subject to results of infrastructure tests – potential additional cost	Subject to results of infrastructure tests – potential additional cost	Subject to results of infrastructure tests – potential additional cost	N/A
Check festive lighting in correct working order prior to switch on event, replacing any loss of lamps,		£440 first two hours,	£980.00	£1,400.00	

completing any repair and maintenance works as required.		£80 per hour thereafter			
Light Switch On Event (SD and Administration Department) Hours to be displayed between 16:30 until 23:30 daily.	Friday 17 th November 2023 4:30PM	N/A	N/A	N/A	N/A
Check all festive lighting in correct working order and replacing any loss of lamps prior to Christmas Day.	Delegation to Town Clerk to manage suitable date and works required.	£440 first two hours, £80 per hour thereafter	£980.00	£1,400.00	
Light Switch Off	Saturday 6 th January 2023	N/A	N/A	N/A	N/A
Removal of Christmas lighting inclusive of Christmas Trees and place any items required into annual storage.	Monday 8 th January 2023	£450.00	£420.00	£583.00	£70.00
*Approximate Total		£6135.00	£7,687.60	£8227.50	£1,027.00

Budget:

Budget Code: 6572 SE EMF Festive Lights.

Budget Availability: £10,051.00

Budget Code: 6515 Festive Lights and Maintenance

Budget Availability: £3,843.00

*In reference to the approximate total costs, please note this varies due to work hours required and replacement bulbs requiring to be procured.