

**To receive a report on Town Council Christmas Trees 2023 and consider any actions and associated expenditure**

**Information:**

Three quotes for Christmas trees were requested for the year 2023:

<b>Company</b>	<b>Description</b>	<b>Cost (per tree)</b>	<b>Delivery</b>	<b>Installation</b>	<b>Total Cost (+vat)</b>
A	20ft Nordmann Fir Christmas Tree	£220	£30 (per tree)	No	£500
B	Up to 20ft Nordmann Fir Christmas Tree	£200 (Approx) Must pick tree in October	£25	No	£425
C	Unable to quote until last two weeks of November 2023				

**Erection of trees**

Information on how other Town and Parish Councils install their Christmas Trees was sought.

- Torpoint: Team volunteers to place big Christmas Tree in centre of Town all qualified with scissor lift certificates.
- Callington: Pay a local Haulage company to attend site and use a small crane in conjunction with their Operations Team to erect and secure tree in place.
- Liskeard: Group of volunteers install with the use of a tele handler.
- Looe: Did not have Christmas Tree in 2022 in previous years East Looe Trust have installed with the use of a forklift with a cage.

Due to health and safety requirements, it has been ascertained the trees are required to be installed using suitable equipment with a certified driver.

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 vehicle. Out-of-hours can be requested however the middle of the day would be preferable due to it being light.

Cornwall Streetworks have confirmed a Highway Limits Licence will be required.

Quotes have been obtained; numerous companies were approached with many companies not able to provide the service requested:

Company A £250.00

Company B Awaiting cost

Highway Limits Licence: £97.00 (4 week turnaround from receipt of application)

### Decoration of Trees

In November 2022 the Town Council purchased 6 x 5M Warm White Fairy Lights, connectable LED lights which are used to decorate both trees in conjunction with the relevant transformers.

Due to vandalism and wear and tear some of the lights are required to be replaced. The Assistant Service Delivery Manager (ASDM) has PAT tested all Town Council fairy lights and advised the replacement of 1 x transformer and 9 x 5M White Fairy Lights, connectable LED lights are required. This is an approximate cost of £110.00+vat.

Trees to be decorated by the SD Team W/C Monday 13<sup>th</sup> November 2023.

### Delivery and Removal

Delivery and installation: W/C 30<sup>th</sup> October 2023

Delivered to Victoria Gardens and Waterside 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 8<sup>th</sup> January 2024

SD Team attend site and cut down the trees and transport to Green Waste Recycling. The approximate cost of recycling both trees is £70.00.

Staff time allocation:

- installation and decoration approximately half a day.
- removal and disposal approximately half a day.

(SDGA ½ day (3.75hrs) including Employers NI & Employers Pension approx. £62.50)

### Budget:

**Approximate Total Costs:** £1,027.00+vat

**Budget Code:** 6572 SE EMF Festive Lights.

**Budget Availability:** £10,051.00

**Budget Code:** 6515 Festive Lights and Maintenance

**Budget Availability:** £3,843.00

## Electricity Supply

Services received a report in 2022 on the consumer unit for Victoria Gardens. The ASDM has visited the site and confirmed all is safe and in working order following an RCD check.

The ASDM has put in place temporary measures to secure the unit by installing a new lock on the door. Further repair works to the door will be required in the near future.

The electricity supply unit is currently the property of Cornwall Council, it is worth noting the electrical system is dated, further works may be required to update if Members wish to expand festive lighting at Victoria Gardens in future years.



Members are asked to consider:

1. The Town Council procuring two 20ft Nordmann Fir Christmas trees inclusive of delivery and recycling;
2. Appoint an external contractor to erect the Christmas Trees at both the Waterside and Victoria Gardens;
3. Apply for a Highway Limits Licence at a cost of £97.00+vat;
4. Procure 9 x 5M Warm White Fairy Lights and 1 x transformer at a cost of £110.00+vat;
5. Note staff time and costs allocated for erecting, decorating, and dismantling the Christmas Trees;
6. All costs are to be taken from budget code 6572 SE EMF Festive Lights.

**End of report - Administration Officer**