

To receive a report and consider running a Window Wanderland event for Christmas 2023

Information:

In previous years Window Wanderland has been a Saltash Chamber of Commerce led event in the community.

The Town Council have participated, promoted, and encouraged local organisations in the Town Centre to partake.

However, due to the cost-of-living crisis and cost of electricity last year, the Town Council made the decision to decorate the windows but not to illuminate after 5pm.

Saltash Chamber of Commerce detailed in their monthly report to FTC as followed:

'...the Chairman said that he had been contacted by Window Wanderland to ask if the Chamber wanted to organise such again this year. The feedback from those that organised it previously was that they didn't have the time capacity to do so again and the Chair was asked to write to Saltash Town Council to ask if they would like to take it on.'

The Administration Department contacted the Chairman of the Chamber of commerce for further comment on the reasons for not leading the project and received the following response:

'...the main reason was the time commitment for the members who organise it.

Traders have said it was of benefit and in the last few days I have been wondering whether it was something for Town Team for which the "active membership" is wider. I have not raised it with town team at present and will now wait to see what STC decide.'

Permissions:

Currently the Town Council have two window designs provided by Livewire and Sir Robert Gefferys School that have been situated adjacent to the roadside of Lower Fore Street.

The Town Council have received permission from both Sir Robert Gefferys School and Livewire to reuse the designs if Members wish to partake in Window Wanderland 2023.

It is proposed to take part in this year's free event with an additional reusable design to be installed on the third window in the Guildhall Long Room and Isambard House. Proposed reusable designs as attached. Please note lighting solutions can be used for other window designs such as Remembrance. Library has battery operated lighting solutions used in previous years.

Associated Cost:

- Lighting timers £24.99 per unit (two units required)
- Materials £19.99 (cost to be halved between GH and Station)
- Administration Department to provide a maximum of two hours to create designs ready for installation.

Guildhall:

Budget: 6301 Stationary

Budget Availability: £4,397.00

Station:

Budget: 6822 SA Activities and Events

Budget Availability: £495.00

Members are asked to consider:

1. The Town Council to register and partake in the free Window Wanderland event with decorated windows at the Library, Guildhall and Isambard House
2. Window designs to be lit by automatic timers between 16:30 and 22:00 daily in line with the Town Councils light switch on and festive lighting schedule;
3. Approve the Administration Department to create a window display for the third window in the Guildhall Long room and the platform side of Isambard House;
4. Procure lighting timers and materials at a total cost of £70.00 allocated to budget codes 6301 Stationary and 6822 SA Activities and Events;
5. The Town Council to further encourage the Town Team should they wish to pursue a wider Town Event.

End of Report

Administration Officer