

Public Document Pack

Witney Town Council

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15 October 2019

To: Members of the Christmas Sub Committee - *J Aitman, T Ashby, D Butterfield, O Collins, J King and R Smith*
(and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Christmas Sub Committee** to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 21st October, 2019 at 6.00 pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

All Council Meetings are open to the public and press, unless otherwise stated.

1. **Apologies for Absence**

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. **Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **Minutes** (Pages 3 - 4)

- a) To adopt and sign as a correct record the minutes of the meeting held on 1 July 2019
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on t progress on any item)

4. **Update on Christmas Lighting Display** (Pages 5 - 8)

To receive and consider the report from the Operations and Estates Officer

5. **Update on Switch On Event from Rotary**

To receive and consider a verbal update from the Rotary Club

6. **Update on Advent Fayre**

To receive and consider the report from the Projects Officer



Town Clerk

**CHRISTMAS SUB-COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday 1 July 2019

At 6.15pm in the Gallery Room, Corn Exchange

Present:

Councillor: J Aitman (Chair)

Councillors:	T Ashby	D Butterfield
	O Collins	R Smith
Officers:	Mr John Hickman	Operations & Estates Officer
	Mrs Tracy Minns	Projects Officer
	Mr Adam Clapton	Office Manager
Others:	Mr T Carter	Rotary Club of Witney

X301 ELECTION OF CHAIR

Cllr J Aitman was duly elected Chair of this committee for the ensuing municipal year.

X302 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J S King and D Parkes of Witney Wonderland.

X303 DECLARATIONS OF INTEREST

There were no interests declared at the meeting.

X304 MINUTES

The Council received and considered the minutes of the Christmas Lights Working Party meeting held on 4 March 2019.

- a) **RESOLVED:** to confirm as a correct record the minutes of the meeting held on 4 May 2019 for signature by the Chairman.
- b) **MATTERS ARISING:** there were no matters arising to be discussed at the meeting.

X305 UPDATE ON CHRISTMAS LIGHTING DISPLAY 2019

The Sub-committee received and considered the report of the Operations and Estates Officer as circulated prior to the meeting. Members were advised that the Council were committed to the lights contractor for this year but would have the opportunity to review the budget and infrastructure for the display in September and tendering in January 2020. The possibility of further sponsorship and challenges with advertising were discussed along with an additional Christmas tree outside of the Corn Exchange.

RECOMMENDED:

1. that the Operations and Estates Officer explores sponsorship of an additional tree outside the Corn Exchange with an interested party and agree in principle should the full cost of the tree and its components be covered, and;
 - a) ask if the interested party may also like to consider sponsoring lights in lower Bridge Street.

X306 **UPDATE ON SWITCH-ON EVENT 2019 FROM ROTARY**

The Sub-Committee received a verbal update from the Rotary Club representative and it was the club's expectation that this year's event would run in the same way as previous ones. Improvements had been made on staging, safety and road closures but, following the 2018 switch-on event, there was some concern on the timings of the Witney Wonderland event which was starting immediately after the switch-on.

RECOMMENDED:

1. that the Town Council passes concerns from the Rotary Club of Witney regarding Winter Wonderland timings on to the event organisers.

X307 **UPDATE ON ADVENT FAYRE**

Members of the Sub-committee were presented with an update on the annual Advent Fayre by the Projects Officer. Previous formats and activities were discussed along with the contribution of the Witney Model Club, further competitions and the need for assistance from Town Councillors.

RECOMMENDED:

1. that the Projects Officer contacts Witney Model Club to ask if they are able to provide Christmas-themed models;
2. that the Projects Officer invites all members of Witney Town Council to assist during the event and if they have a Father Christmas who may be available during the event.

The meeting closed at 6.55pm

Chair

Christmas Sub Committee

Date: 21st October 2019

Title: Update on Christmas Lighting Display

Contact Officer: Operations and Estates Officer John Hickman

Background

The purpose of this report is to update councillors as to the current position regarding this year's Christmas Lights display and staffing and equipment provision requirements for Christmas lights switch on.

Current Position Christmas Lights Display

Initially outlying areas installation of lights is expected to commence on or around 28th October, these will be installed away from the Market Square and War memorial. The lighting installations in the Market square and War memorial area will be carried out after Remembrance Sunday.

The contractors carrying out the installation itself are a new company to previous years this is due to issues that arose during previous year's installations with the previous contractors carrying out the install.

The lighting display will be as per the last two years.

The Operations and Estates Officer has already gained the necessary permissions to install the display from OCC this year and also gained permission from SSE for the unmetered power supply.

If Rotary are looking for WTC to provide the same levels of staff and services as previous years all of the works team will be working additional hours on switch on evening accumulating approx. 40hrs total toil time for all staff required.

Sponsorship

The Operations and Estates Officer gained quotes for a second tree and lighting to be positioned outside the Corn Exchange from the contractors for Finders Keepers to sponsor as requested by council.

These prices were passed to Finders Keepers to see if they would wish to sponsor this additional tree at full cost to Finders Keepers. Quote for one additional tree plus lighting

Supply of a 7m Tree =£840

Delivery, Install & Remove= £690

10 x 20m twinkling lights (2000 LEDs) = £850
Install & Remove of Lights = £575

Total £2955 ex VAT

This was too much for Finders Keepers to sponsor however they have asked that we keep them in mind when Christmas lighting contract is re tendered as they would hopefully like to be able to sponsor something in that display.

Current Position Switch on Night

The Operations and Estates Officer is waiting to hear from Rotary regarding their requirements from WTC this year. The Operations and Estates Officer has already updated prepared the signage required for the road closure etc. for this event, the Operations and Estates Officer presumes that Rotary has applied for the relevant Road closure. The cost of the new lettering for the signage will be invoiced to Rotary as per previous years.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Currently WTC's Christmas Lighting display runs 24/7 from switch on 6pm 29th November to 5th January 2020 all lighting is already LED. Given council's current climate change emergency the Operations and Estates Officer has looked into cost associated to installing timers on all of the connections so the lights can go of overnight and during daylight hours. Contractors have informed the Operations and Estates Officer that we have 60 connections installation of a timer for each connection would cost £125 total cost £7,500 plus Vat, timers have a lifespan of approx. 5 years before requiring replacement.

Charges for unmetered electricity for the display last year were £1,287.40. There would still be an electricity charge to be paid for the lighting when on even without this it would take in excess of 5 years to recoup the cost of installing the timers.

It would cost the council substantially more over 5 years if timers were installed than if we continue to run the display 24/7.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

The associated un-metered electrical charges dependant on electrical charges this year.

The associated costs to install timers to all connections should council wish to do so of £7,500

Staff time 40hrs approx. toil.

Recommendations

Members are invited to note the report and consider the following.

The additional costs should councillors be considering installing timers to all Christmas lighting connections.

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