



TODMORDEN TOWN COUNCIL

Item 12 – Resources Committee

31st July 2024

TODMORDEN TOWN COUNCIL

Report To Resources Committee

Report Author	Naomi Crewe, Town Clerk & RFO
Tel No	07706322037
Email	townclerk@todmorden-tc.gov.uk
Date	31 st July 2024
Subject	Festive Lights

Purpose of Report

1. To inform the Resources Committee of an increase of £6,010.85 for the cost of Festive Lights installed by Calderdale Metropolitan Borough Council (CMBC)
2. To consider the next course of action.
3. To consider if Todmorden require two Festive Trees within the Town Centre

Background

4. Todmorden Town Council (TTC) have 2 Contracts for the installation of Christmas Lights, one of which is with CMBC.
5. CMBC did not formally contact TTC in regard to these increases with the figures until June 2024 and are wanting to bring the new costs in for December 2024. As this is part way through the Council's financial year this was not included in the budget when set in December 2023.
6. The Town Clerk has asked CMBC for further information and a detailed up to date Schedule of which light goes on which column. This would allow the Town Clerk to go out for quotations for the works inline with the Councils Financial regulations.
7. CMBC have (as of 23rd July) not provided the Town Clerk with the information requested and therefore she has not been able to get quotations. CMBC say that in the future that they are hoping to work with organisations such as TTC to allow them to find their own contractors if they wish but the details of what would be required will not be available this financial year.
8. The options being presented to TTC for December 2024 from CMBC are to pay the extra fees to CMBC or have no festive lights installed by CMBC for 2024.
9. CMBC informed the Town Clerk on the 18th July that they needed a decision on the Festive trees by the 13th August.

10. Based on the original information that TTC had, the light switch on has been worked on and contractors booked for the event on the 1st December 2024.
11. CMBC's Budget was set based on advanced communications with the communities being required which is in the report CMBC which has failed to happen in a time appropriate manner (Appendix 1 - CMBC Budget Saving Equality Impact Considerations)

Financial

12. TTC have a budget set of £4576 which was the fee that was to be paid to CMBC for the installation of the Christmas Lights on the Highways.
13. CMBC have contacted TTC to inform them that the fee for their services will be increased from £4576 to £10,586.85 this increase of £6,010.85 is not in the 24/25 budget.
14. TTC have 2 festive trees installed in the Town Centre and CMBC are now charging £1500 per tree including install.
- 15.

CMBC Festive Lights Costs					
	Eastwood	Walsden	Todmorden	Cornholme	Portsmouth
General	£46.79	£84.21	£426.51	£131.00	£46.79
Installing of Columns and mounted decorations (Inc decorating Festive Trees and switch on -£319)	£331.65	£596.97	£3,023.38	928.62	331.65
Energy costs	£89.00	£160.00	£690.00	£250.00	£89.00
<i>Subtotal</i>	<i>£467.44</i>	<i>£841.18</i>	<i>£4,139.89</i>	<i>£1,309.62</i>	<i>£467.44</i>
Inflation (5%)	£23.37	£42.06	£206.99	£65.48	£23.37
Xmas Trees	£0.00	£0.00	£3,000.00	£0.00	£0.00
Total	£490.81	£883.24	£7,346.88	£1,375.10	£490.81
Overall	£10,586.85				
Current Charge	£4,576.00				
Additional budget required	-£6,010.85				

Recommendation

16. That TTC confirm to CMBC the number of festive Trees required by the 13th August.
17. That based on the information provided Members decide how they would like to take the festive lights forward for 2024 and beyond.
18. That the Town Clerk speaks to CMBC about when they will have the specification ready so the TTC can go out for quotes for the work.
19. That the Town Clerks seeks suitable quotes for December 2025 festive lights programme.

20. That if TTC confirm to go ahead with festive lights in December 2024 that General Reserves are used to cover the shortfall.

Reasons For Recommendation

21. If TTC choose only to have on tree there is a saving of £1500 on the figures provided with this report.

22. That TTC confirm if they are having festive lights for December 2024 and that as there is no budget for this that the additional costs would need to come out of General reserves.

Policy Implications:

23. Financial regulations would mean that for a contract this since TTC needs to get 3 quotations to consider.

Details Of Consultation:

24. Calderdale Metropolitan Borough Council

25. CMBC Councillors for Todmorden

Climate Change:

26. N/A

IMPACT EQUALITY ASSESSMENT

27. N/A

Supporting Papers:

Appendix 1 – CMBC Budget Saving Equality Impact Considerations

Further Information, Please Contact: Naomi Crewe