


**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE</b>	<b>Town Hall, Assets and Services Committee Meeting</b>		
<b>MEETING DATE AND TIME</b>	<b>28<sup>th</sup> September 2023 7:00pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Town Hall Manager – Mark Worthington</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Agenda Item 13: Remembrance and Christmas Projection</b>		
<b>Background</b>	<p>Since 2020 the front façade of the Town Hall has featured light projection during Remembrance weekend and the build up to the Christmas period. Projection has been provided by a local, specialist lighting company and the project would not be possible without the cooperation of Reeds Rain Estate Agents who allow the use of their first floor office space to house the projection equipment.</p> <p>During 2020 and 2021 the Remembrance projection was on display from Thursday to Monday 4pm – midnight. The Christmas projection was on display from Christmas Lights Switch On, usual around 24<sup>th</sup> November, to around 4<sup>th</sup> January 4pm - midnight, a total of six weeks. For 2022 the Remembrance projection was displayed as in previous years to cover Remembrance weekend, however, due to hire costs and also the increased cost of utilities, the Christmas projection was reduced to two weeks from 15<sup>th</sup> December to 28<sup>th</sup> December 4pm – 8pm. It was also agreed to pay the calculated electricity costs (£189) of the projection during this period to Reeds Rains who, without their help, the projection would not be possible.</p>		
			
<b>Update</b>	<p>Costs have been received for the Remembrance and Christmas projections. Costs are the same as 2022 and Reeds Rains have kindly agreed to the use of their first floor office space for the projection equipment. Reeds Rains will require the same agreement as last year whereby Congleton Town Council cover the additional charge for electricity during the Christmas projection, approximately £200 for a two week period.</p> <p>Details below:</p>		

	<table border="1"> <thead> <tr> <th></th> <th>Options</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Remembrance</td> <td>A - No projection</td> <td>£0</td> </tr> <tr> <td>Remembrance</td> <td>B - Wed 8<sup>th</sup> – Tue 14<sup>th</sup> Nov</td> <td>£880 + VAT</td> </tr> <tr> <td>Christmas</td> <td>C – No projection</td> <td>£0</td> </tr> <tr> <td>Christmas</td> <td>D - 2 weeks in December</td> <td>£2,274 + VAT</td> </tr> <tr> <td>Christmas</td> <td>E - 3 weeks</td> <td>£2,630 + VAT</td> </tr> <tr> <td>Christmas</td> <td>F - 4 weeks</td> <td>£2,986 + VAT</td> </tr> <tr> <td>Christmas</td> <td>G - 5 weeks</td> <td>£3,342 + VAT</td> </tr> </tbody> </table>		Options	Cost	Remembrance	A - No projection	£0	Remembrance	B - Wed 8 <sup>th</sup> – Tue 14 <sup>th</sup> Nov	£880 + VAT	Christmas	C – No projection	£0	Christmas	D - 2 weeks in December	£2,274 + VAT	Christmas	E - 3 weeks	£2,630 + VAT	Christmas	F - 4 weeks	£2,986 + VAT	Christmas	G - 5 weeks	£3,342 + VAT
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<b>Financial</b>	To be in accordance with allocated budgets and financial regulations																								
<b>Environmental</b>	To assess via the procurement process environmental impact and benefits																								
<b>Equality</b>	Where applicable in the procurement of services this is taken into consideration																								
<b>Proposal</b>	To receive the report relating to Remembrance and Christmas projections and agree on the options available.																								