

## CONGLETON TOWN COUNCIL


### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	<b>Town Hall, Assets &amp; Services Committee Meeting</b>		
<b>MEETING DATE AND TIME</b>	<b>31<sup>st</sup> October 2024</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>10 Remembrance and Christmas Projections</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 the same local, specialist lighting company. 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 for 7 days covering the Remembrance weekend. The Christmas projection was on display from Christmas Lights Switch On, usually around 24<sup>th</sup> November, to around 4<sup>th</sup> January, a total of six weeks. For 2022 and 2023 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 covering the Christmas holiday. It was also agreed to pay the calculated electricity costs of the projection during this period to Reeds Rains who, without their help, the projection would not be possible.</p>		
<b>Update</b>	<p>For 2024 the Remembrance projection will be as in previous years to cover the Remembrance weekend and relevant dates. Projection for Christmas will be the same 17-day period as last year to cover the week before Christmas and the holiday into the New Year. We will continue with the ongoing agreement with Reeds Rains whereby CTC supplement the calculated cost of electricity for this period along with providing 2 x Christmas Trees and 2 x hanging baskets (2025) for the front of Reeds Rains' building. The support of Reeds Rains is essential to this project as, without the use of their currently unused first-floor office space to locate the projection equipment, the project would not be possible. Reeds Rains has indicated there is the possibility that their office space could be converted to a meeting room for Reeds Rains staff in the near future and this could, potentially, have an impact on whether the space could continue to accommodate the projection equipment. If this were to be the case, an alternative location for the projection equipment would need to be found with the possibility of the projection not being feasible.</p>		

Projection	Dates	Cost and extras
<b>Remembrance</b>	Install - 6 <sup>th</sup> November  Switch On – 7 <sup>th</sup> November  4:30pm – 9pm  Remove – 14 <sup>th</sup> November	£880 + VAT
<b>Christmas</b>	Install and Switch On – 16 <sup>th</sup> December  4:30pm – 9pm  Remove – 2 <sup>nd</sup> January	£2,530 + VAT  CTC to supplement electrical usage by £270  2 x Christmas Trees provided and installed by CTC at Reeds Rains building  2 x hanging baskets provided and installed by CTC at Reeds Rains building





	
<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>Decision Request</b>	To receive the report relating to Remembrance and Christmas projections.