

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	12th June 2025 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael: R.F.O/David McGifford C.O/Rachel McCarthy Town Centre and Events Manager		
AGENDA ITEM REPORT TITLE	8.7 Christmas Lights Installation Contract Review		
Background	The previously approved 3-year contract to install the annual Christmas lights ended in 2024. The supplier contract was extended for a further year while waiting for a 3-year review to take place.		
Updates	<p>The review has not yet taken place and for the 2025 installation, we are seeking approval to extend the current supplier for another year. They have our equipment and lights in storage and until a review can take place this will ensure a smooth installation for another year. The cost for the installation for 2025 is £9750.</p> <p>The RFO alongside the Town Centre and Events Manager are currently working on obtaining quotes for a three-year deal which will be presented to Council later in this Civic Year, it is hoped quotes can be obtained for the period 2026-2029.</p>		
Financial	There is sufficient agreed budget for the Christmas Lights Scheme.		
Environmental	The current supplier is local to Congleton and there is minimum travel time.		
Equality and Diversity	No implications for this decision, our Policy will be shared with any new chosen supplier.		
Decision Request	<ol style="list-style-type: none">1. To approve an extension for the current supplier of the installation and removal of the Christmas Lights Scheme for 20252. To approve the expenditure and approval to pay the invoice on arrival.		