

# Christmas Lights – update

## Summary

Following the decision to award the Christmas Light Installation contract to Darwin Electrical on 8<sup>th</sup> January, a satisfactory reference has been obtained and transitional arrangements discussed with the previous & new contractor.

Darwin Electrical dry, test and pack the lights at takedown and provide a fault report to their clients, however it appears that our contract with Turnock Ltd commenced with this process so he will not test our installations prior to their collection.

This is contrary to what Darwin electrical expected on providing their quotation and a suggestion has been made for a one-off charge of £500 for the collection, testing and packing of this equipment – including a complete photo inventory of our light fixtures and details of any faults which may have occurred this season.

Following this the contract would begin with the Christmas Light storage and as and when the annual contract ends, the lights will then be appropriately dried, tested and packaged.

**RECOMMENDATION:** To approve additional expenditure of £500 for the collection, testing and packing of the lights (including a photo inventory of our installations)

## Background

### Previous Agreement - Turnock

Here below, is the latest agreement with Atherstone Town Council for the installation of Xmas lights including Xmas 22, 23 & 24. So in effect it will have been completed by Jan 2025, and the annual costs have been levelled out at £12,616+VATpa.

This assumed that the wall fixing tests would be completed this year (2023) – they are out of step with the 3 year contract for various reasons over the past few years.

These costs do not include for the 3 yearly wall pull tests, as we would use any one of two of our four approved contractors to do this work, and it is a one-off event with a one-off cost.

### End of contract arrangements advised in June 2024

By the time the 1st Jan 2025 comes along, all the displays will be owned by yourselves. (*Our Installer*) will take them down & we will collect them from him, along with lights from many other towns, and at that point we will charge storage costs until they are either taken by *another* installer, or we are engaged again. In the latter case we will then do all the cleaning/test/repair/store until ready for Xmas 2025 & this cost will be included in any future term project cost per annum.

## Transitional Arrangements

### Update from Turnock

All your Xmas lights are now down & back at our installer's base waiting for collection from us in the 1<sup>st</sup> week of Feb.

We will check their qty against the items list & let you know when ready to collect.

They will not have been tested or repaired ready for 2025.

### Darwin Electrical

Some thought needs to be taken as to when the contract starts and ends. Perhaps I could meet you at some point to get everything in place so there's no surprises or hidden costs for either of us. We could also discuss the future of the possibilities of the festive lighting. I would be happy to collect, check the features for £500+VAT This would be a one-off cost. I expect this to take more time than future years. I would also make a Photo inventory for you.

### Town Clerk

I would anticipate that our contract with you would begin at the point a date is agreed to collect the inventory so that storage is calculated from this point.

It appears that our existing contract ends with the take-down, I will liaise with members re: the additional one-off cost, I am aware that you had based your quotation on the lights having been dried, tested & packed at takedown, as at this point I had not been able to locate any documentation to advise at what point the contract would end. The Council are likely to want to ensure they are operational for next year and make appropriate plans should any repairs / replacements be required, the photo inventory would be useful for both parties to prevent future issues.