



# RAUNDS TOWN COUNCIL

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24<sup>th</sup> December 2024

Dear Events Committee Member,

You are summoned to attend a meeting of the **Events Committee** to be held in the Council Chamber, The Hall, Thorpe Street, Raunds, on **Tuesday 7<sup>th</sup> January 2025 at 7.30pm.**

*Press and Public welcome.*

*Mr Steve Tucker*

Mr Steve Tucker  
Clerk to the Council.

## AGENDA

**EC40.24 To Receive Apologies for Absence.**

**EC41.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

**EC42.24 Notification of members questions in compliance with the councils standing orders.**

**EC43.24 Declarations of Interest.**

COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

**EC44.24 Minutes:** To confirm the minutes of the Events Committee meeting held 5<sup>th</sup> November 2024. (Copy via link) (Pages 3-7)

**EC45.24 Events Postcard:** To review a first draft of the events postcard for 2025. (Copy to follow)

**EC46.24 VE Day 80:** To review plans to mark the 80<sup>th</sup> Anniversary of VE Day on Thursday 8<sup>th</sup> May 2025.

**EC47.24 Raunds Mayor's Show:** To consider plans for the Raunds Mayor's Show on Saturday 18<sup>th</sup> May 2025.

**EC48.24 Raunds Summer Picnic:** To consider plans for the Summer Picnic on Sunday 12<sup>th</sup> July 2025.

**EC49.24 Christmas Lights and Competition:** To begin discussions regarding preparations for these events.

**EC50.24 Christmas Lights Repairs:** To consider a quotation for a programme of remedial works to Council owned Christmas Lights displays. (Report herewith.) (Pages 8-20)

**RAUNDS TOWN COUNCIL****EVENTS COMMITTEE****Minutes: 5 November 2024 Time 7.30pm****PRESENT**

Cllr A Fernley (Chairman), Cllr P Byrne, Cllr M Levell, Cllr R Levell and Cllr L Wilkes.

**IN ATTENDANCE**Steve Tucker, Town Clerk  
Nicola Joy, Assistant Clerk (Minutes)**EC31.24 To Receive Apologies for Absence.**

Apologies were received from Cllr O Curtis.

**EC32.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**EC33.24 Notification of members questions in compliance with the councils standing orders.**

None received.

**EC34.24 Declarations of Interest.**

COMMITTEE MEMBERS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

**None.****EC35.24 Minutes:** To confirm the minutes of the Events Committee meeting held 3<sup>rd</sup> September 2024. (Copy via link)**RESOLVED to confirm the minutes of the Events Committee meeting held on Tuesday 3<sup>rd</sup> September 2024 as a true record.****EC36.24 Remembrance Sunday:** To review plans for Remembrance Sunday on Sunday 10<sup>th</sup> November 2024.

The Committee were updated on the arrangements for Remembrance Sunday and reviewed the project planner. Members were informed that all necessary arrangements were in place.

**RESOLVED to note the project planner.**

**EC37.24 Christmas Market & Lights Switch-on:** To review plans for the Christmas Market & Lights Switch-on on Sunday 24<sup>th</sup> November 2024.

The Committee were updated on the arrangements for the Christmas Market & Lights Switch-on and reviewed the project planner and event management plan for the day.

Members were informed that unfortunately the Raunds Temperance Band were not available to perform, therefore a solo singer had been booked to sing in Santa's Parade and perform on stage.

Pitches for the Christmas Market were now fully booked and the Christmas trees were scheduled for installation on Tuesday 12<sup>th</sup> November 2024.

**RESOLVED to note the project planner and event management plan.**

**EC38.24 VE Day 80:** To review plans to mark the 80<sup>th</sup> Anniversary of VE Day on Thursday 8<sup>th</sup> May 2025.

The Committee reviewed the budget sheet and draft plan for the day which included the following:

**9am** - Official VE Day Flag raising ceremony (Town Hall)  
Refreshments served in the Chamber.

**6.30pm** – “Ringing out in celebration of peace” St Peter’s Church Bell Ringers

Street Party Event (Town Square)

**7pm – 7.15pm** – Welcome from the Mayor and prayer from the clergy

**7.10pm – 7.30pm** Collaborative performance from local schools

**7.30pm – 8.15pm** – Vintage Singers

**8.15pm – 8.45pm** – Performance from local choirs

**8.45pm – 9.30pm** – Vintage Singers

**9.30pm** - Lighting of the Beacon at the end of the Street Party event. (Town Square)

“The Tribute” by the Mayor

Choirs to sing “I vow to Thee my Country”

**RESOLVED**

- (i) To note the project budget sheet and draft plan for the day.
- (ii) To contact Raunds WI to ask if they would like to help serve refreshments.
- (iii) To sing the National Anthem at the conclusion of the event.
- (iv) To advertise a ‘save the date’ for the event on the Council’s social media channels.

**EC39.24 Budget for 2025/26:** To set the Events Committee fees and budget for the next financial year.

The Committee noted the resolution from Finance Committee at its meeting on 24 September 2024, advising Committees to aim for a 0% increase in their budgets for 2025/26, to be achieved by a thorough review of income and expenditure and setting appropriate fees and charges.

Members reviewed the current budget, along with the event pitch fees.

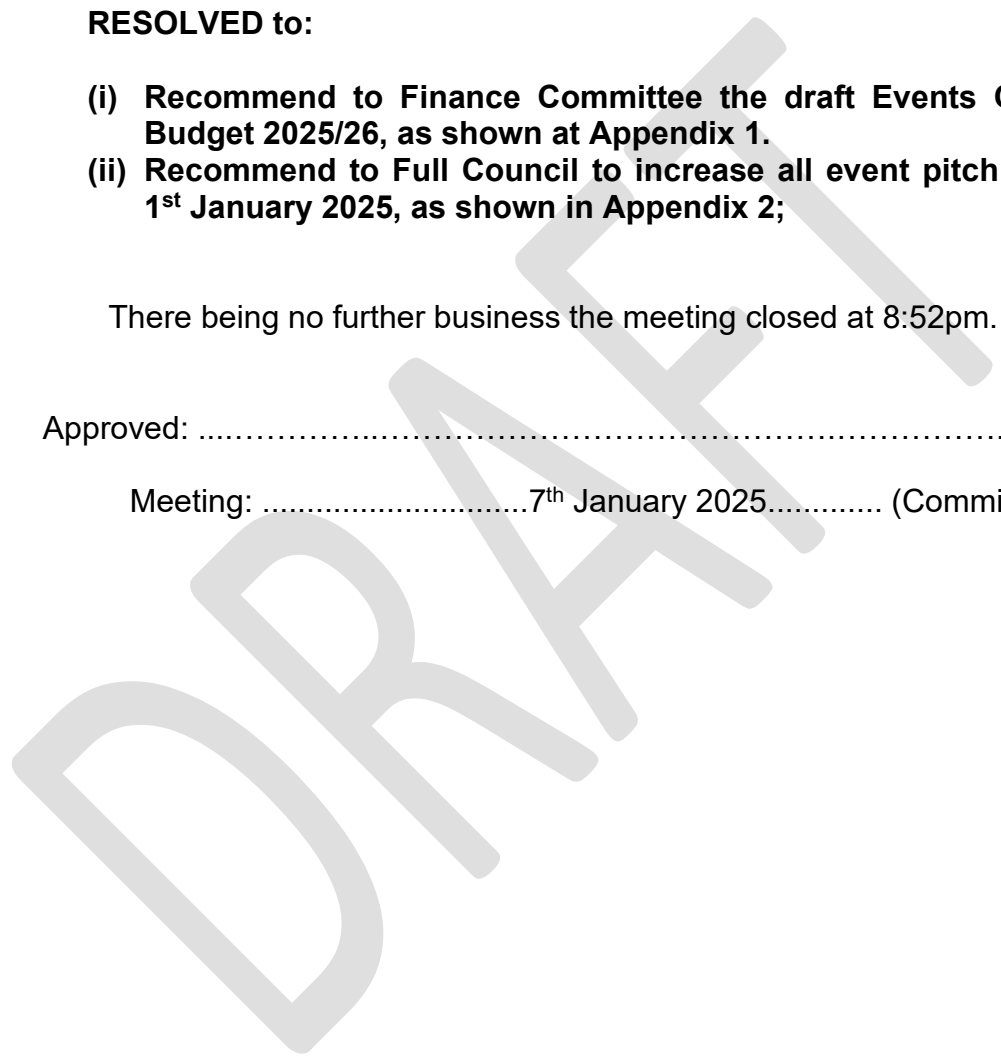
**RESOLVED to:**

- (i) Recommend to Finance Committee the draft Events Committee Budget 2025/26, as shown at Appendix 1.**
- (ii) Recommend to Full Council to increase all event pitch fees from 1<sup>st</sup> January 2025, as shown in Appendix 2;**

There being no further business the meeting closed at 8:52pm.

Approved: ..... (Chairman)

Meeting: .....7<sup>th</sup> January 2025..... (Committee)



## Appendix 1

<b>Raunds Town Council - Events Committee Budget 2025/2026</b>				
<b>280 Tourism &amp; Entertainment</b>	<b>Budget 2024/25</b>	<b>Actual YTD</b>	<b>Budget 2025/26</b>	
4405 Equipment	600	497	600	
4905 Christmas: Trees (Square/TH)	2,200	2,125	2,250	
4910 Christmas Lights - Contractor base fee	21,804	21,804	21,804	Fixed price - 3 year contract
4932 Christmas Lights - Extra works/repairs	8,500	8,311	7,250	
4915 Christmas Lights Switch On event	10,000	9,810	11,000	
4917 Halloween	700	488	700	
4922 Remembrance Sunday	1,150	784	1,150	
4923 Other Events	3,000	828	5,000	VE DAY 80 & Skate Park
4924 Events contingency	1,150	460	0	
4926 Mayors Show	10,000	10,001	11,000	
4927 Summer Picnic	8,000	9,344	7,000	
XXXX Children's Christmas Light			1,250	
4931 Santa on a Tractor	1,575	1,568	1,575	
<b>Total Expenditure</b>	<b>£68,679</b>	<b>£66,020</b>	<b>£70,579</b>	
<b>Income</b>				
Events Income and Sponsorship	500	3,152	£2,500	
Christmas Sponsorship Income	0	800	£0	
<b>Total Income</b>	<b>£500</b>	<b>£3,952</b>	<b>£2,500</b>	
<b>Expenditure Minus Income</b>	<b>£68,179</b>	<b>£62,068</b>	<b>£68,079</b>	
Net Budgeted Cost			£68,079	
Budget 2024/25			£68,179	
Percentage Increase			-0.15%	

## Appendix 2

### EVENT STALL HOLDERS PITCH FEES 2022 **2024**

#### Stall holders selling products (i.e.: craft stalls, cake stalls, retail products)

Pitch Fee

3m x 3m - ~~£25~~ **£30**

6m x 3m - ~~£35~~ **£40**

9m x 3m - ~~£45~~ **£50**

#### Food and Drink Stalls

Pitch Fee ~~£75~~ **£90**

Bar ~~£200~~ **£225**

#### Charity, Fundraising and **Information** Stalls

Pitch Fee

3m x 3m - ~~£5~~ **£8**

6m x 3m pitch - ~~£10~~ **£13**

#### ~~Information/Demonstration Stalls~~

~~Pitch Fee~~

~~3m x 3m - £5~~

~~6m x 3m pitch - £10~~



# RAUNDS TOWN COUNCIL

Report to: Events Committee

07 January 2025

Christmas Lights

Agenda item: EC50.24

## Summary:

To consider a quotation for a programme of remedial works to Council owned Christmas Lights displays.

## Attachments:

**Appendix 1: Artificial Christmas Tree Quotes**

**Appendix 2: Kent Hire Displays**

**Appendix 3: Various Hire Displays**

## 1.0 Summary:

During the display of the 2024 Christmas Lights, the following repairs were documented.

A quote has been provided, as set out below.

Please note all costs are excluding delivery and VAT.

### **Repair/Refurbish Faulty Displays**

#### **1) Town Hall Icicles (Roof Line)**

Cost of 30m new White LED Icicles to replace the Icicles previously installed:

5-Off sets of 6m White Icicle Lights @ £61.50 ea. = **Total Cost £307.50**

1-Off Power Lead @ £12 each = **Total Cost £12.00**

#### **2) The Co-op Building**

a) 3-Off sets of 10m Black Rubber Cable 230v Dual Coloured Warm White/ Multi-coloured LED Light Strings @ £39 each. = **Total Cost £117.00**

Plus 2-Off Power leads at £12 each. = **Total Cost £24.00**

b) 2-Off New Willow Lights in stock. Contractor is not prepared to convert the plugs to 16 amp plugs as this is when the lights fail. They will only install displays with 13amp plugs on them.

#### **3) Tree at front of Town Square nearest the Bandstand**

To install 5-Off sets of brand new Client owned Inno-lite 24V 10m Black Rubber Cable, Warm White LED Tree lights in the above tree. = **Total Cost £225.00**

#### **4) Children's Christmas Tree Light Display**

Refurbishment of Child's Competition Christmas Tree Display (supplied by Blachere pre-2018)

Requires testing and examination of the display to find out what the fault is, in order to



give an accurate quotation. This display will be assessed in early 2025 once returned to store. Suggested to budget for approximately **£400 + VAT**. However, it could be something simple such as the festoon and lamps blown or a faulty light string in which case it will hopefully be a lot less.

### **5) Bandstand Lights**

Remove failed 10m string of warm white LED Lights and replace with new and re-install and connect to power supply. Three sections need repairing.

1-Off 10m Warm White LED Light String = **£32.00 + Delivery + VAT**  
Labour = **£83.00 + VAT**

**Total Cost = £345.00**

### **Suggested improvements:**

### **6) Additional Multi-coloured Light Strings from Myghal Dynasty to start of Central Garage**

To Supply 5-Off sets 10m Black Rubber Cable 230v Dual Coloured Warm White/ Multi-coloured LED Light Strings including power lead. = **Total Cost £207.00**

Install Infrastructure of two eye-bolts and 50m catenary wire to support the light strings, to include the Blue Fish Bar finishing there. = **Total Cost £195.00**

Installation & Removal of above 5-Off 10m Light Strings = **Total Cost £525.00**

### **7) Manor Road Triangle**

To supply and install a 6m column next to the first tree and take the supply from the County column so the power supply is up high. They would trench from the County column to the new column and run in a 6mm SWA cable. The County column would need a new isolator to take the 6mm SWA cable and the new 6m column would have an external 16amp socket with a time column unit in the base that would take the new 6mm SWA cable. **Budget Cost £2,223.00**

### **8) Bandstand & Co-op – Replacement Digital Timers**

To supply and install new replacement Digital Timers as required. **Budget Unit Cost £350.00**

### **9) Two Christmas Trees Additional Lighting**

a) 4-Off sets of 12.5 volt 5 x 50cm White LED Snowfall Tubes inc. of 12v Transformer cable @ £166 per set = **Total Cost £664.00**

### **10) Two Artificial Christmas Trees;**

The Town Council currently buys two real Christmas Trees, this year the trees were not strong enough to hold the large stars on the top of the tree. There is an alternative option to buy two artificial Christmas Trees which will be pre-lit. Please see Appendix 1 for price comparison, prices shown are for 1 tree.

Installation/Take-Down of artificial trees. **Budget Unit Cost £1,300.00**

**Hire Options for 2025 Display:**

The Town Council has displayed the same Christmas lights on the Town Centre lamppost columns for the past two years. There is an opportunity presented by the contractor to acquire updated light displays (subject to stock availability).

There are sixteen column lights in total, including two doubles.

Please see below image of current lamp post lights:



There is also the opportunity to select a new design for the light above the bus shelter on Marshalls Road Car Park. The current bus shelter light matches the current column lights and is also hired.

Please see below image of current bus shelter lights:

**Red LED Sparkling Grace Duet & Purple Sphere**



Please see Appendix 2 and 3 for new hire options.

**2.0**

**Financial Implications:**

The Committee has set a budget of £7,250 for Christmas Lights Work/Repairs for the 2025/26 financial year.

**3.0**

**Recommendations:**

That the Committee determines:

- (i) Whether to proceed with the quotes for repair/refurbishment of Council-owned displays currently in use; and
- (ii) Whether to proceed with the quotes for suggested improvements; and
- (iii) Whether to change the hired Lamp post lights and bus shelter light.

<b>Implications:</b>		
Council objectives:	Compliance with legislative requirements and good risk assessment	<b>X</b>
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraph 2.0	<b>X</b>
	There is provision within the budget	
	Decisions may give rise to additional expenditure	<b>X</b>
	Decisions may have potential for income generation	
Legal	Power: Health and Safety Act & Disability Discrimination Act	
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	
<b>Person originating this report: Nicola Joy – Assistant Clerk</b>		
<b>Date: 24<sup>th</sup> December 2024</b>		

# Appendix 1

**Colour of lights available**

White, Multi Colour, Warm White

**Cost 5m**

**Cost 6m**

**Delivery cost**

£4,794.00    £6,594.00    Free



**Colour of lights available**

**Cost 5m**

**Cost 6m**

**Delivery cost**

Warm White

£4,702.27

£6,290.84

Trees are made to order 4/6 weeks, delivery additional costs, confirmed with quote

Warm White

£5,538.43

£7,248.62

Luxury Tree



**Colour of lights available**

**Cost 5m**

**Cost 6m**

**Delivery**

No lights

N/A

£6,499.99

Free

White/Warm White

N/A

£9,999.99

Free

Smart App Controlled - hundreds of colours available

N/A

£14,499.99

Free



**Colour of lights available**

Warm White

**Cost 5m   Cost 6m**

£5,716.65   £7,406.79 Listed price

Prices including

delivery,calculated at

£5,309.27   £7,232.38 checkout 10/12



**Colour of lights available**

Warm White with Purple Star


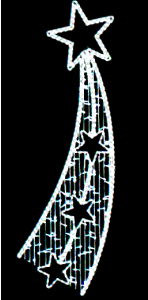
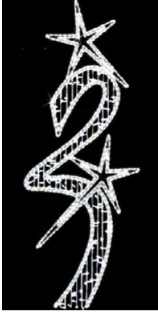


**Cost 6m   Cost 6m**

£6,448.00   £7,549.00 VAT for two trees.

Plus import fee £4,500 +


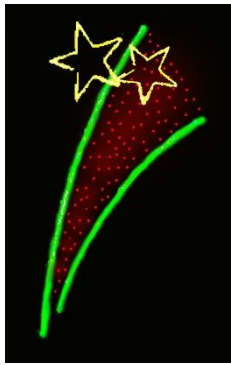

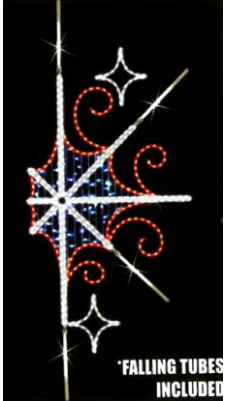


Appendix 2




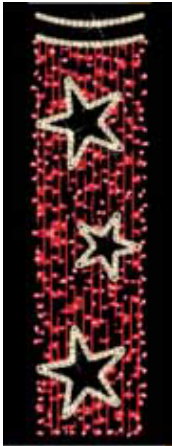
	DESCRIPTION	DISPLAY IMAGE:	DIMENSIONS:	LOADING:	CONDITION:	QTY:
MQ/K1	WHITE & WARM WHITE LED FLORAL SPIRAL		H: 2.30m W: 0.80m	0.25 amps 58 watts	GOOD	14
MQ/K2	WHITE LED SPARKLING COMET		2.5M x 50CM	0.26AMPS 60 WATTS	GOOD	2
MQ/K3	WHITE LED STAR STRIKE		H: 2.50m W: 1.10m  H: 2.00m W: 0.90m	0.28 amps 65 watts  0.21 amps 49 watts	GOOD	34  11
MQ/K4	WHITE LED SHOOTING STAR DUO		H: 2.50m W: 0.90m	0.23 amps 53 watts	GOOD	11
MQ/K5	WHITE LED STARRY SWIRL		W: 2.00m W: 0.85m	0.21 amps 49 watts	GOOD	11

Appendix 3

COLUMN DISPLAYS

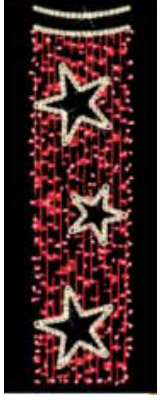
NO:	DISPLAY NAME:	DISPLAY:	DIMENSIONS:	LOADING:	CONDITION:	QTY:
MQ/S1.	GREEN STARRY TREE		2m x 0.85m	29 Watts 230v	GOOD	5
MQ/S2	SHOWTIME		1.20m x 0.65m	40 Watts 230v	GOOD	18
MQ/S3.	TRIPLE GIFT BOXES		2.2m x 1.08m	52 Watts 230v	NEED ATTENTION	18
MQ/S4.	SPARKLING WEB		2.5m x 1.05m	75 Watts 230v	4 GOOD  2 NEED ATTENTION	6

**COLUMN DISPLAYS**




<b>NO:</b>	<b>DISPLAY NAME:</b>	<b>DISPLAY:</b>	<b>DIMENSIONS:</b>	<b>LOADING:</b>	<b>CONDITION:</b>	<b>QTY:</b>
MQ/S5.	RED SPARKLING GRACE		3m x 0.80m	21 Watts 230v	3 GOOD	1
MQ/S6.	DOUBLE STARRY CURVES		1.75m x 1.40m	58 Watts 230v	3 GOOD	3
MQ/S7.	GOLD BANNER WITH TREE & MOON		2.00m x 0.50m	46 Watts 230v	3 GOOD  5 NEED ATTENTION	8
MQ/S8.	PINK BANNER WITH TRIPLE STARS		2.00m x 0.55m	51 Watts 230v	5 GOOD  1 FAULTY NEEDS NEW PINK LED STRING	6



**COLUMN DISPLAYS**

NO:	DISPLAY NAME:	DISPLAY:	DIMENSIONS:	LOADING:	CONDITION:	QTY:
MQ/S9.	RED BANNER WITH TRIPLE STARS		2.00m x 0.55m	51 Watts 230v	GOOD	5
MQ/S10.	GREEN BANNER WITH TRIPLE STARS		2.00m x 0.55m	51 Watts 230v	GOOD	4
MQ/S11.	BLUE BANNER WITH TREE		2.00m x 0.55m	406 Watts 230v	4 GOOD  1 FAULTY NEEDS 4M NEW ROPELIGHT	4
MQ/S12.	WARM WHITE & PURE WHITE LED ARCH OF LIGHT		2.25m x 1.50m	52 Watts 230v	5 GOOD  3 FAULTY NEED NEW LED STRING (2 WARM WHITE) (1 PURE WHITE)	8

**COLUMN DISPLAYS**

NO:	DISPLAY NAME:	DISPLAY:	DIMENSIONS:	LOADING:	CONDITION:	QTY:
MQ/S13.	RED & PURE WHITE LED ARCH OF LIGHT		2.25m x 1.50m	52 Watts 230v	7 GOOD	7
MQ/S14.	WARM WHITE/PURE WHITE TWINKLING LED BAUBLE		0.90m x 0.80m	31 Watts 230v	21 GOOD	21
MQ/S15.	PURE WHITE/WARM WHITE LED COMET STAR		2.20m x 0.60m	35 Watts 230v	12 GOOD	12

**HANGING DISPLAYS**

<b>NO:</b>	<b>DISPLAY NAME:</b>	<b>DISPLAY:</b>	<b>DIMENSIONS:</b>	<b>LOADING:</b>	<b>CONDITION:</b>	<b>QTY:</b>
MQ/S19.	3D Polar Star Motif		1.50m x 1.50m	5 Watts 230v	Good	10
MQ/S20	2D Gold Bauble Low Voltage		0.70m x 0.63m	4 Watts 24v Transformer included	Good	8
MQ/S21.	Red Parcel Low Voltage		0.70m x 0.62m	6 Watts 24v Transformer included	Good	11
MQ/S122.	Silver Star Low Voltage		0.70m x 0.63m	5 Watts 24v Transformer included	Good	8
MQ/S23	Green Tree Motif		0.70m x 0.52m	5 Watts 24v Transformer included	Good	10

**CROSSING DISPLAYS**

NO:	DISPLAY & NAME:	DIMENSIONS:	LOADING:	CONDITION:	QTY:
MQ/S25.	<p align="center"><b>DOUBLE ARCH OF LIGHT</b></p> 	4.50m x 0.95m	52 Watts	1 GOOD	1
MQ/S26.	<p align="center"><b>STAR DELIGHT</b></p> 				
MQ/S27.	<p align="center"><b>FLYING DIAMONDS WITH ICICLES</b></p> 	7.00m x 2m	228 Watts	GOOD	1
MQ/S28.	<p align="center"><b>ANIMATED JOY</b></p> 	6.30m x 2m	194 Watts	GOOD	1
MQ/S29.	<p align="center"><b>DOUBLE COMET</b></p> 	6.30m x 2m (2 PIECES)	194 Watts	GOOD  RED/WHITE & WARM WHITE/ COOL WHITE	16
MQ/S30.	<p align="center"><b>FALLING ELEGANCE</b></p> 	7.2m x 2m	222 Watts	2 GOOD	2