

## Report Statement

### Report Purpose:

Christmas Lights Tender

### Author:

Town Clerk and Assistant Town Clerk

### Background

The tender to provide the Christmas lights for the town centre was advertised on 18/11/24 to 3/2/25 in line with the standing orders for contracts. The tender is for 3 years and a total of £100,000. 4 proposals were received in total.

A delegated panel to make the decision was agreed at full council 29<sup>th</sup> July 2024.

- Cllr James Barber – Central ward councillor
- Cllr Fiona Wilson – MTC Town Centre Regeneration Champion – substituted by Laura Smith – Town Clerk
- Cllr Chris Wilcock – Chair of Services Committee
- Helena Gowler- Assistant Town Clerk
- Abigail Sherratt – Town Centre Manager.
- Rachael Higham – Events Officer
- Nicola Mellor – Admin and Governance Manager

### Update:

The panel scored each proposal independently and met on 17<sup>th</sup> March 2025 to discuss. The panel recommend that LITE receive an SLA to provide the Christmas lights for the town centre for the next three years (2025-2027) at a cost of £33,189 per annum. a grand total of £99,567.



**ACTION:** To approve the recommendation by the panel and award the Christmas lights tender to at a cost of £33,189 per year for 3 years,