

OUTLINE PROPOSALS FOR SWAFFHAM COUNCIL - BEYOND CHRISTMAS 2018

OPTION 1 – CONTRACT EXPIRES AFTER CHRISTMAS 2018

We will take down agreed lighting and remove from site in January

Any items to be retained by the Council will either be left in situ (e.g. The Dome and tree lights), the balance removed and lodged at the Council offices or designated local site.

Cost impact to council NIL

EXCEPT THE HIRE OF CHERRY PICKER, which may be extended by 1 or 2 days for access to the dome of the Buttercross.

OPTION 2 – THE COUNCIL PURCHASE LIGHTS OUTRIGHT

We will take down:

- Lamp post signs
- Cone Tree
- Assembly Room lights
- Plowright Lights

We will leave in situ

- Buttercross lights
- Tree lights

COST OF ALL STOCK - £2,753

OPTION 2A - AS ABOVE EXCEPT THAT WE WILL DISMANTLE AND REMOVE CONE TREE – NOT INCLUDED IN THE SALE

Deduct £1,500

OPTION 2B COUNCIL PURCHASES 2 SPARE NEW STREET LAMP SIGNS AT £280 EACH

Add £560

Please note that all the above prices are subject to VAT

Town Clerk | Swaffham Town Council

From: Phillip Angell <phillip.angell@thechristmasdecorators.com>
Sent: 10 November 2018 12:09
To: Town Clerk | Swaffham Town Council
Cc: Deputy Clerk | Swaffham Town Council
Subject: RE: Swaffham Lights - Christmas 2018
Attachments: Post Contract Options note.doc

Dear Richard,

Many thanks for your email. Apologies for the delay in replying as I have been working on location every day for the last fortnight.

In response to your questions:

New Option 1 – there is nothing to pay – other than the hire of the cherry picker.
The current contract expires in January when we normally remove the lights from the town.

My Option 2 last January – included the then cost of the third year rental plus the uplift to purchase.

Since you have committed to the third year rental the uplift to purchase the used lights on an 'as seen' basis is only £2753 (plus VAT), which I think you will agree is a very modest price.

I am concerned about your point that not all lights are working. Claire advised us of failures earlier in the year and we spent several hundred pounds having them replaced. If lights are still not working could you or Claire please advise ASAP?

The two (spare) S lights are available for sale, subject to not being required this season. Price each at £280 plus VAT. Prices have risen significantly since they were purchased so this is not a price I could commit to for any further stock

If the Council would like to purchase all the lights EXCEPT the Cone tree and fittings I will reduce the price by £1500.

I have attached a summary of these costs for your information. Please note that all prices are subject to VAT

Going forward, we are prepared to offer the same package as quoted in January for a continuing three year package.

I would emphasise that this is based on the existing stock on a repairing basis, and given the out of season experience of the last two years the maintenance would need to be confined to the normal pre-Christmas installation period.

If the council wanted to completely renew all the lights we would need to requote – as I am sure you will want to go to tender.

I have deliberately kept prices as low as possible out of recognition of the support of the Council and town traders over the last three years.

I hope this helps and would be pleased to answer any questions you may have.

Please call me by phone if you wish to discuss further as I am out of office most days now....!

Kind regards

Phillip

Phillip Angell

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From: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>
Sent: 05 November 2018 15:06
To: Phillip Angell <phillip.angell@thexchristmasdecorators.com>
Cc: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Subject: RE: Swaffham Lights - Christmas 2018

Dear Phillip,

I would be grateful if you could just confirm the prices listed below of Options 2 and 3 from your e-mail to Claire back on 16th January. Option 1 is no longer relevant, as the Council decided to keep the lights for the remaining year of the contract.

Can you confirm the date at which the current contract ends and when you would remove the lights in January 2019? This can in effect be the new Option 1. Previously this was about terminating the contract early, which as you know did not happen.

On Option 2 Purchase outright the lights. You have used the hire price plus an uplift for three year old lights, is that correct, as these seems to be a little high as not all of the lights are working? You have mentioned delivery costs extra – how much will this be? You also mention two new S lights which could be purchased – how much is this please? You mention your estimate is on 2016 prices, surely this is because they were originally purchased in 2016, perhaps you could confirm.

It would also be useful to have an individual cost of the large artificial Christmas tree, and the coloured lights, as I am not sure if the purchase option is considered, whether the large tree would be retained.

On Option 3 the cost of continuing for years 4, 5 and 6, you are going for 2017 price less 15%. Please confirm.

If you could give me a quick turnaround on this information, I should be able to get you a final answer at the Council meeting next Wednesday 14th November – many thanks for your help.

Best regards,

Richard Bishop
Town Clerk



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From: Phillip Angell [<mailto:phillip.angell@thechristmasdecorators.com>]
Sent: 16 January 2018 15:18
To: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Subject: RE: Swaffham Lights

Hi Claire,

Further to our conversations last Thursday this is to respond to your questions and hopefully provide you with the information you require.

Please note these are indicative values and subject to contract, but should be good for your purposes. Prices quoted are valid for 28 days STC.

By way of background the current three year contract ends after next 2018 Christmas and the value – as per 2017 - is £11,013 plus VAT

OPTION 1 – IMMEDIATE TERMINATION OF CONTRACT

The cost of immediate termination would be £11,013 plus VAT
LESS a mitigation for reduced labour/ logistics costs - allow c£1000
PLUS Cost of access equipment to take down remaining lights – TBC

As discussed, this seems the least attractive option for the council as there is little or no financial benefit.

In the event that the council decides to pursue this route we reserve the right to remove the lights at our convenience.

OPTION 2 – PURCHASE OUTRIGHT THE LIGHTS

This would be based on the hire cost plus an uplift price for purchase i.e. £13,766 plus VAT. This assumes that those lights currently in situ would remain so and that we would deliver the lights just taken down from last Christmas (e.g. The cone tree, Assembly Rooms 'S' Street lights, Plowrights) which could be delivered to Swaffham. Delivery costs extra.

We also have two brand new 'S' Lights which we purchased as spares and could be purchased by the council.

Please bear in mind that these are all based on 2016 prices which have since increased by up to 20% due to the (lag) effect of USD exchange rates.

Notes

We would continue to offer back-up support and replacement parts etc at discounted prices.
The risk would transfer to the council (STC) on agreement.
The title would transfer once payment in full has been received.

OPTION 3 – THE COST OF CONTINUING FOR YEARS 4,5 and 6.

We would offer a cost as per 2017 LESS a continuity discount of 15%, i.e. £9,361.05 PLUS VAT per year for 3 years, total £11,233.26 p.a.

This is based on continuation of current lights on a repairing / replacement basis.
It would also include a change in colour – if required – for the main cone tree. Other changes or additions can be made at pro rata cost.

If the council wanted to completely renew all the lights we would need to requote – as I am sure you will want to go to tender.

I trust this gives you the information you require. Please let me know if you have any questions.

Kind regards

Phillip

Phillip Angell

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From: Deputy Clerk | Swaffham Town Council [<mailto:deputyclerk@swaffhamtowncouncil.gov.uk>]
Sent: 09 January 2018 14:46

To: Phillip Angell <phillip.angell@thechristmasdecorators.com>
Subject: Swaffham Lights

Hi Phillip

Hope all is well with you. I have confirmed that the cherry picker is available, it is in Mr Francis' yard and you can access this at your convenience on Thursday. Please make sure it is returned to the yard after use.

We are starting to pull our budget together for next year and I would appreciate some information so that Councillors can consider their position. There are three figures I would like, these are:

1. The cost of terminating the contract immediately.
2. The cost of buying the lights you have supplied to Swaffham in the last two years.
3. The cost of continuing with the display in years 4, 5 and 6.

I hope this is clear, if not please let me know. Sorry but we need these figures as soon as you are able to supply them. See you on Thursday.

Kind regards

Claire Smith
Deputy Town Clerk



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

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