

Town Clerk | Swaffham Town Council

From: Town Clerk | Swaffham Town Council
Sent: 05 November 2018 15:06
To: Phillip Angell
Cc: Deputy Clerk | Swaffham Town Council
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
DeputyTown Clerk



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7 (b) Christmas Lights 2019-20

Cllr Les Scott would offer the following budget proposals:

- Christmas light budget to be set at £6000
- Not to renew current Christmas light contract.
- Seek to purchase the simple white lights if the price is attractive but not the coloured lights or the pendant lights or the artificial tree.
- Next year, use the budget to purchase further lighting and a real tree then store lights after Christmas.

Cllr Rob Bartram proposes:

- At the meeting that unless we can negotiate a deal with the current decorators for a favourable contract then we should buy the existing lights in their current place. And we have a minimum budget of £6,000 set for future additions to this as to increase the current established lights.

Cllr Colin Houghton puts forward a proposal:

- XMAS LIGHTS - that from this year's budget/reserves we purchase the existing Xmas Lights from the Contractor, at the most competitive price possible. Further that for the year 19/20 we maintain a budget of £6,000 to cover aspects such as Storage, erection/dismantle, maintenance and purchase of additional lights, Xmas Tree.

Cllr Terry Jennison comments:

- When the present Christmas Light contract ceases in January, I think it would be prudent to finance the decoration and illuminations to the Buttercross and Town hall only.

Cllr Paul Darby comments:

- Xmas lights I do not want us to buy the old ones they are no very good, we have had them for three years, The only thing I would keep is the Xmas Tree if it doesn't cost too much. I'd like to see us just doing the Town Hall and Buttercross with a tree in it. I think about £2,000 would cover this.

Cllr Les Scott would offer the following **general budget proposal**:

- The precept should be increased by the amount needed to cover the annual nationally negotiated increase in staffing costs.

