

Item 3(b)

**MINUTES OF A MEETING OF THE CHRISTMAS LIGHTS SUB-COMMITTEE,
HELD AT 4.00 PM ON THURSDAY 18TH JULY 2019 IN THE COMMITTEE ROOM,
TOWN HALL, RHIW ROAD, COLWYN BAY.**

PRESENT: Cllrs: G Baker, G Campbell, C Matthews, J Pearson

OFFICERS: C Earley, Town Clerk
L Austin, Administrative Assistant

IN ATTENDANCE: Mr Shaun Williams, SETS Ltd (Lighting Installation Contractor)
Cheryl Williams, Colwyn BID Project Manager

93/19 Election of Chairman:

Resolved to re-elect Cllr C Matthews as Chairman of the Sub-Committee for 2019/20.

94/19 Welcome, Introductions and Apologies for Absence:

The Chairman welcomed everyone to the meeting and asked Shaun Williams, SETS Ltd Lighting Installation Contractor to introduce himself.

Apologies for absence were received from Cllrs: N Bastow and S Williams.

95/19 Declaration of Interests:

Members were reminded of the need to declare any personal and/or prejudicial interests. None were declared.

The Clerk declared a personal interest in agenda item 6a, as a close personal associate now works for Blachere UK and another has recently been offered a position with the company (and may take up the post in the coming months). The Clerk therefore offered to retire from the meeting when any quotations are being considered.

96/19 Minutes:

Resolved to receive, approve and sign a copy of the minutes of the last meeting of the sub-committee, held on 26th February 2019.

97/19 Finance Report:

The Clerk submitted, for information, the finance report for 2018/19 and the draft budget for 2019/20. It was noted that the available budget for this year is £29,650, which includes £2,150 carried forward from last year and allows around £3,000 for additions in 2019.

Resolved to receive and note the finance report (see Schedule 'A' attached).

98/19 Christmas Lighting 2019:

- a. The Clerk gave an update on the following renewals/additions to the scheme, discussed at the last meeting:

i. Up-lighting for St Paul's Church:

The Clerk gave a verbal report on difficulties that had been experienced in getting permission for a permanent installation at the Church. However, there is a possibility to reopen talks after discussions with Helen Jackson, from the IMAGINE project, revealed there may be funding available for animation and lighting of historic buildings.

Resolved to note the report and to invite Helen to attend a future meeting of the Sub-Committee.

- ii. The Clerk confirmed that Shaun Williams (SETs Ltd) had agreed to trial the addition of green garland to one branch light (as agreed at the last meeting) to enable members to view the effect on the lights during daylight and darkness. If Members agreed, this could then be added to all branch lights.

- iii. The Clerk reported that she had had a brief conversation with Shaun prior to the meeting regarding the options for the replacement of the 22 'Rising Star' motifs (Station Road / Sea View Road), which are now beginning to fail. Shaun felt that the motifs should not have any major outages this year and had raised this at the last meeting as the motifs were now beginning to show their age. Given the potential cost savings next year, if some or all of the purchased lamp column motifs are re-used, he recommended the Council continues using them for one more year.

Resolved to defer replacing these motifs until next year.

iv. Tree Lights:

1. The Clerk submitted, for consideration, a quotation from Festive lighting for the purchase of an additional string of lights for the Station Road Tree (to match existing).

Resolved to purchase one additional string of lights from Festive Lighting (Quote B, Item 1) at a cost of £145.

2. The Clerk submitted a quotation from Blachere UK for the supply of new Rhos on Sea tree lights, in warm white, red and green (the same as those purchased for Old Colwyn last year).

Resolved to purchase six new strings of tree lights from Blachere UK (Quote C) at a cost of £594.

v. St. Paul's Trees:

1. Members were asked to consider the purchase of additional feature lights (of up to 0.6m diameter), to add to the existing warm white light strings in the two small trees. Quotations were submitted and considered from both LITE Ltd and Blachere UK.

Resolved to recommend the purchase of 5 star and 5 sphere lights from Blachere (Quote C, Item 3) at a cost of £485.

2. Members were then asked to consider the possible addition of lighting features to the large St Paul's tree.

Resolved to purchase an additional 8 star and 7 sphere lights from Blachere (Quote C, Item 4) at a cost of £722.

vi. West End 'Gateway':

Members were asked to consider details from two suppliers of small motifs which were suitable for use on the tall, but un-strengthened, columns at the West End roundabout (in place of the branch lights). An email from Len Jackson, CCBC Street Lighting Assistant Engineer, had stated that the motifs could not be more than 5kg, due to the column structure.

Some members felt that colourful motifs might have more of an impact than the current branch lights, however, Shaun added that complaints may be received from members of the public, due to the obvious difference in size between the three new smaller motifs and the existing large motifs on the adjacent columns.

Resolved to continue to use the branch lights for these columns and to purchase 3 extra sets for the columns near the Coed Pella office.

- b. Cheryl Williams, Colwyn BID Project Manager, was welcomed to the meeting and invited to give a verbal report on any plans by the BID for Christmas activities/events. She stated that there had been no discussions on Christmas activities so far, but was surprised that the BID did not give any funding to the Christmas Lights sub-committee, as other BIDs gave additional funding towards existing lighting schemes. She asked if the lights that had been chosen previously was what the Members wanted, or if they had simply been what they could afford. If the lights were chosen due to budget constraints – could the BID contribute to get the Bay of Colwyn exactly what they wanted?

Cllr G Baker thanked Cheryl for her offer, but suggested that next year might be a more appropriate time to have this discussion, as that was when the existing contract will have run out and new motifs could be considered.

Members asked Cheryl what was the traders opinion of the lights, and did they have any suggestions for anything they particularly wanted? The Clerk commented that it would be useful to know what financial contribution the traders might want to make towards the Christmas Lights.

Cheryl reported that the BID had previously tried to introduce smaller Christmas trees that could occupy the hanging basket brackets during the Christmas season, however, the traders had not been keen on the idea. It was noted that in Abergele, where the scheme had been very successful, the Abergele Round Table had purchased and installed the Christmas trees, leaving the shops to just plug them in.

Cheryl reported that the BID had recently purchased festoon lighting for Rhos on Sea, which will run from the Cayley Embankment to Rhos Point and be lit year-round. Due to Welsh Water returning to the area towards the end of the year, the installation had been delayed from October and will be most likely now be in April 2020.

Resolved to request that Cheryl/Colwyn BID find out the traders' opinions of the festive lighting and bring any specific suggestions to a future meeting.

- c. The Clerk submitted copy correspondence regarding a request from the Old Colwyn Christmas Market event for additional festive lighting on Cefn Road. The Clerk had submitted the request to CCBC Street Lighting, who had replied that there was no capacity for additional festive lighting as there were already signs on most/all of the columns. Shaun Williams added that the columns in question were only short, so would not be suitable for festive lighting.

It was queried whether Colwyn BID might want to purchase smaller lit trees in planters, similar to those that were provided when the Coca Cola truck came to Colwyn Bay. However, Cheryl stated that Colwyn BID was already contributing significantly towards the cost of the Christmas Market and that it would be up to the organisers where they spent the money that was available to them.

Resolved to note the correspondence.

99/19 Street Lighting:

The Clerk submitted, for information, the CCBC Code of Practice for Festive Lights and informed members of the need for her to submit an application to CCBC before any installation work commences.

Resolved to note the Code of Practice and to delegate authority to the Clerk to submit the relevant application.

100/19 Next Meeting:

Resolved to hold the next meeting in February 2020, in good time to consider any options for the 2020 display.

The meeting closed at 4.55pm.

..... Chairman

SCHEDULE 'A'

[Handwritten Signature]

Christmas Lighting Budget Summary 2019

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Notes:
Town Council Budget	£27,500.00	£30,000.00	£30,000.00	£27,500.00	
Other contributions/donations			£429.50	£2,150.00	c/f from underspend last year
Total Budget Available) =	<u>£27,500.00</u>	<u>£30,000.00</u>	<u>£30,000.00</u>	<u>£29,650.00</u>	
<i>(Plus any additional contributions received)</i>					
Expenditure:					
A Festoon:					
1 Infrastructure Work:	£0.00	£0.00	£0.00		
2 Replacement festoon / Bulbs	£0.00	£0.00	£0.00		
	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	
B Lamp Column Motifs:					
1 Infrastructure Work: replacement of faulty timers/ upgrade works installation of new timers (new columns) Other	£632.00	£0.00	??	£1,026.90	new/replacement timers (10 per year from 2018)
2 Hire of Motifs Additional motifs added 2017 Purchase new Motifs (Station & Sea View Rd) Hire/Purchase of brackets etc	£10,117.69	£9,631.70 £1,084.71	£9,631.70 £851.40	£12,000.00	(incl £486 carriage yr one only) (£851.40 2018) - 2yrs only Festive Lighting
3 Theatr Colwyn - curtain lights	£0.00	£102.00	£0.00		Festive Lighting
4 Wrap-around lights for Columns Purchase of lights	£480.00	£0.00	£0.00		(Gala Lights)
	<u>£13,490.21</u>	<u>£11,558.41</u>	<u>£10,483.10</u>	<u>£13,026.90</u>	
C Christmas Trees					
1 Purchase Large Christmas Trees	£650.00	£890.00	£1,525.00	£1,525.00	new supplier from 2018
2 New sets of tree lights spare bulbs replacement lamps (due to vandalism)	£0.00	£536.50 £125.00 £85.00		£500.00	(replaced Old Colwyn tree lights 2017) (estimated for 400 spare bulbs - Festive)
3 Infrastructure work: (existing trees)	£0.00	£0.00	£0.00		
4 Infrastructure Work - New Tree(s):	£0.00	£0.00	£0.00		
5 Hire of Town Hall tree	£650.00	£702.90	£702.90	£2,025.00	(four year hire contract from 2017)
	<u>£650.00</u>	<u>£2,339.40</u>	<u>£2,227.90</u>		
D Miscellaneous					
1 Installation - fixed price contract additional items extra call-outs	£10,276.00	£10,276.00	£8,734.50 £2,451.50 nil	£11,186.00	included in contract price
2 Electricity	£378.36	£372.00	£372.84	£400.00	
Others: Mini trees & lights	£0.00	£0.00	£0.00		
One yr hire of tree - with Colwyn BID			£729.50		
TAPE Xmas Projections	£0.00	£0.00	£0.00		
4 Tree of lights - hire of PA equipment	£300.00	£125.00	£300.00		
	<u>£10,964.36</u>	<u>£10,773.00</u>	<u>£12,588.34</u>	<u>£11,586.00</u>	
TOTAL EXPENDITURE:	<u>£25,094.67</u>	<u>£24,670.81</u>	<u>£26,299.34</u>	<u>£26,637.90</u>	
Surplus Income / Expenditure	£2,405.43	£5,329.19	£4,700.66	£3,012.10	