

KENDAL TOWN COUNCIL

Notice of Meeting

CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

Monday 22nd February 2021 at 7.00 p.m.
(Via Zoom)

Committee Membership (5 Members)

Shirley Evans (Chair)
Chris Hogg

Helen Ladhams (Vice Chair)
Adam Edwards

Tina Perkins

AGENDA

1. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair. Please follow the specific guidelines for Zoom meetings distributed separately.

2. APOLOGIES

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of the Local Government Act, 1972, s85.

3. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.

4. MINUTES OF PREVIOUS

To receive the minutes from the meeting held on 14th September 2020 and affirm them as a true record (*see attached*).

5. CHRISTMAS LIGHTS DISPLAY - review of the 2020 display (see attached)

6. PROJECTOR – to consider future use of the projector.

7. GRANT APPLICATIONS – to consider applications received (issued under separate cover)

8. DRAFT CHRISTMAS LIGHTS TENDER – discuss/approve the tender document (see attached)

9. ARMED FORCES DAY – general discussion.

10. ITEMS FOR THE NEWSLETTER

Summer 2021 Edition – deadline 11th June, publication 19th July
Autumn/Winter 2021 Edition – deadline 17th September, publication 25th October

11. REVIEW OF SPEND AGAINST BUDGET 2020/21 (see attached)

12. DATE OF NEXT MEETING – MONDAY 29TH MARCH 2021 AT 7PM

KENDAL TOWN COUNCIL

Janine Holt

Assistant to the Town Clerk

By e-mail/post to: Members of the Committee
 All other Councillors (agenda only, for information)

Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

Members of the Press and Public are welcome to attend the meeting.

KENDAL TOWN COUNCIL

Christmas Lights & Festivals Committee

**Monday 14th September 2020 at 7.00 pm
(Via Teleconferencing)**

- PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams (Vice Chair), Tina Becker and Adam Edwards
- APOLOGIES** Councillors Chris Hogg
- OFFICERS** Janine Holt (Assistant to the Town Clerk)
- 236/20/21 PUBLIC PARTICIPATION**
- None.
- 237/20/21 DECLARATIONS OF INTEREST**
- None.
- 238/20/21 MINUTES OF THE MEETING HELD ON 29TH JUNE 2020**
- Members were asked to accept the minutes of the meeting held on 29th June 2020 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 3rd August 2020.
- RESOLVED** That the minutes of the meeting of the Committee held on 29th June 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 239/20/21 Approval of Projector Use (Minute 04/20/21)**
- Janine advised that she had no further update in respect of the projector which was still in Italy for repair, however she is meeting Paul tomorrow and will update Members by email.
- 240/20/21 UPDATE FROM TORCHLIGHT – CRAIG RUSSELL**
- Craig Russell updated members in respect of current arrangements for Torchlight. The event is to go ahead in a virtual format this year due to Covid restrictions.
- There will be a series of puppets and lanterns and people will be encouraged to decorate their homes. An event management plan has been prepared for a convoy (based on the idea of the Lions' Christmas convoy). Drum Nation will be at the start of the convoy, there will be 5 large sculptures at the heart of it and Milnthorpe Steel Band at the rear. Original plans had to be revised following recent Government guidelines reducing gatherings from groups of 30 to 6. Marshals will be working to stop gatherings of more than 6 people. The convoy will travel a 13 mile route through the main estates and Tim Farron will be running the route. The proposals are out for

consultation and confirmation of the latest regulations is currently awaited. Organisers are working closely with the police to ensure regulations are complied with. The event will run from 12 noon (at Kirkbie Kendal School) to 5.30pm on Saturday 26th September.

Councillor Edwards referred to a request for tree pruning along Jenkin Rise. Craig Russell advised that a small amount of pruning would be advisable to allow large vehicles in the convoy to travel down the road without damaging either the sculptures or the trees. It was noted that the trees in question are CCC responsibility. Councillor Evans will take this up with them, although she was not confident this would be achievable.

Councillor Evans queried the role of the marshals. Craig Russell commented that the idea is for people to watch the convoy pass from their houses and gardens where possible, rather than congregate in town. The role of the marshals will be to keep people within their family groups of no more than 6 people and ensure social distancing is adhered to.

There will be a leaflet drop to approximately 15,000 houses to inform people of the plans. Colin Russell commented that the event has taken a lot of rethinking but it is a great opportunity to keep the tradition alive and adapt it to the changing times. He thanked everyone for their support and effort in trying to ensure this happens for Kendal.

Councillor Evans thanked Craig Russell for attending the meeting.

RESOLVED

Councillor Evans to speak to CCC regarding the pruning of trees along Jenkin Rise.

241/20/21**CHRISTMAS LIGHTS**

Janine provided the following update:

- The new 3D Christmas star and baubles have been ordered.
- At the last meeting Janine had been tasked with looking into purchasing a second hand Santa scene motif for around £500. The only one available was not appropriate and she asked whether the budget could be increased.
- She had spoken to Peill & Co (the landlord of Gees Clothing shop) and advised there would be no problem gaining access to the premises. The possibility of a power supply outside the shop had previously been discussed. Janine advised that the contractor is due to look at the junction box at McDonalds on 7th October and it may be possible to tie the work in together on that day.
- She will order a 28ft Christmas tree.

Councillor Evans asked Janine to ensure that Paul made a note of any parts that require attention for next year when he puts the lights up. She is due to meet with him tomorrow and will mention this.

It is hoped to install 'trader trees' in brackets between the Town Hall and the Bird Cage. Councillor Evans identified 3 premises which have both a power source and bracket – these are Ooh La La, British Heart Foundation and Greenhalghs. She suggested trying 3 trees on each side of the street as a trial. On the other side of the road Halifax and Inglewood Cards have brackets but no power. VPZ have power but no bracket. Furness Building Society have a bracket but no power. It was agreed Janine will approach the Halifax and ask if they are happy for us to get a power source. Janine commented that it is more difficult in cases where there is no bracket as permission is required from the landlord. She will therefore approach Furness Building Society in the first instance re getting a power source, but if they say no she will approach VPZ who will need a bracket.

Members discussed the need for a Santa scene motif and the potential cost. As there is no definite gap in the display Members decided it was not appropriate to spend a large sum of money on this at the current time and agreed to retain the money.

RESOLVED

Janine to speak to various businesses re installation of 'trader trees'.

242/20/21**CHRISTMAS LIGHTS SWITCH ON**

The original plan was to arrange the switch on event hand in hand with the Mountain Film Festival. This will not now be possible due to the Film Festival being virtual.

Members discussed the idea of a virtual Christmas Lights switch on. Janine commented that the KTC Facebook page should be up and running by then and would make a good platform. The possibility of it being live streamed was also made. Councillor Edwards suggested contacting Film on the Brain who worked on Torchlight and may be able to help. The idea of asking businesses and shops to film Merry Christmas messages and putting it all together as a film was also discussed. Councillor Becker suggested that Tim Farron could possibly announce the results of the Christmas Card competition.

Action required in order to progress includes talking to Councillor Finch and Councillor Sutton (Father Christmas) and researching someone to undertake the filming. It was agreed Janine will explore possibilities.

RESOLVED

Janine to explore possibilities for a virtual Christmas Lights Switch On.

243/20/21**EVENTS AND FESTIVALS**Comic Arts Festival

Councillor Evans advised that she had received email communication from the organisers outlining their plans. It was

agreed to feedback Committee's thanks and wish them every success. It was noted that they would be using a projector on the Town Hall. Janine will enquire whether it would be possible to use this if the KTC projector has not been returned.

Wool Gathering

Organisers of the Wool Gathering had asked whether it would be possible to receive the grant monies to see them through to next year despite the event not going ahead. Committee had already agreed this at the last meeting and Councillor Evans commented that she thought the festival grants had all been paid. Janine advised that the Treasurer still needed to award some of the grant monies. She will contact the organisers and confirm that the money will be made available.

Mountain Film Festival

The decision has been taken to hold a virtual event this year.

Armed Forces Day

Councillor Evans advised that the BID are not supporting this event. Discussions are underway, however the event is not until next summer. It was agreed to ask the Mayoralty & Arts Committee to consider the matter at their next meeting on 9th November. Depending on their decision, the Christmas Lights & Festivals Committee will consider making a contribution at the meeting scheduled for January. Janine commented that it would be for the Town Clerk to consider whether a further civic event should be added to the calendar and supported on a yearly basis.

Janine noted that no grant applications have been received. She will start reminding applicants.

RESOLVED

1. Janine to feedback Committee's thanks to the organisers of Comic Arts and wish them success. She will also enquire about the possibility of using their projector.
2. Janine to confirm that grant monies will be awarded to the Wool Gathering.
3. Mayoralty & Arts Committee to be asked to consider Armed Forces Day at their meeting on 9th November. If appropriate the Christmas Lights & Festivals Committee will consider making a contribution at their meeting in January.
4. Janine to remind applicants that grant applications are due.

244/20/21

ITEMS FOR THE NEWSLETTER

It was noted that the deadline for the next edition is 18th September. Members agreed a statement should be included advising that the Christmas Lights Switch On will take a virtual format this year due to Covid. It will inform residents that Committee would like businesses and children to get involved and that there will be a tree, lights display and virtual switch on. Councillor Evans to prepare the text and submit for publication in the newsletter.

RESOLVED

Councillor Evans to prepare a statement regarding the Christmas Lights Switch On taking a virtual format due to Covid.

245/20/21**REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budget Statement to 31st July 2020. Janine highlighted the following points:

- The **Improvements & Maintenance** heading refers to “includes Anchor Testing”. She was under the impression this was carried out last year and was not due this year and will clarify with the treasurer.
- **Switch-on Event** – there is budget of £3,000 which will cover the cost of filming the virtual switch-on.
- **Festival Grants** – The Treasurer has transferred the grants for the large events such as Torchlight and Mountain Film Festival. She is discussing the remaining grants with the Treasurer. There is likely to be money remaining in budget.
- **VE 75 Commemoration** – the money budgeted was for a one off event this year so that will remain.

Note for next meeting – need to be thinking about upgrading the lights display.

RESOLVED

Consider upgrading the lights display at the next Committee meeting.

246/20/21**BUDGET REQUIREMENTS 2021/22**

Members considered the annual budget for the next financial year and agreed the following:

Christmas Lights Heading

Increase budget for Christmas Tree from £150 to £250.

Festival Grants Heading

Budget to remain the same at £35k.

Action Plan Projects Heading

Request a further £1.5k towards Christmas trees in holders and expansion possibilities and an additional £1.5k for electrical installations.

RESOLVED

That alterations to the budget for the next financial year be put forward to Council as discussed.

247/20/21**ANY OTHER BUSINESS**

Councillor Edwards asked Janine whether she could order the Sandylands Christmas tree at the same time as the KTC tree. She agreed to order a 6ft tree.

Councillor Edwards also mentioned that he had met with Councillor Finch, Councillor Sutton and Miriam at the Brewery. The Sandylands

Residents Association are able to claim some funding and the meeting was called to discuss how this money could be utilised. One idea being explored is for cinema screenings for children (one for younger audience and one for teenagers). The Brewery already have plans in place for cinema screenings adhering to the current Government guidelines for bubbles of 6. Councillor Evans supported the idea but was unsure how Committee could help since it was neither an event nor festival. Councillor Edwards asked whether Council could be asked to consider supporting smaller events while the current circumstances with Covid remains. It was decided to hold an informal discussion with the new Town Clerk once he is in post.

248/20/21**DATE OF NEXT MEETING – JAN 2021 (DATE TBC)**

The meeting closed at 8.52pm

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
240	Update from Torchlight	RES	Councillor Evans to speak to CCC regarding the pruning of trees along Jenkin Rise.
241	Christmas Lights	RES	Janine to speak to various businesses re installation of 'trader trees'.
242	Christmas Lights Switch On	RES	Janine to explore possibilities for a virtual Christmas Lights Switch On.
243	Events and Festivals	RES	<ol style="list-style-type: none"> 1. Janine to feedback Committee's thanks to the organisers of Comic Arts and wish them success. She will also enquire about the possibility of using their projector. 2. Janine to confirm that grant monies will be awarded to the Wool Gathering. 3. Mayoralty & Arts Committee to be asked to consider Armed Forces Day at their meeting on 9th November. If appropriate the Christmas Lights & Festivals Committee will consider making a contribution at their meeting in January. 4. Janine to remind applicants that grant applications are due.
244	Items for the Newsletter	RES	Councillor Evans to prepare a statement regarding the Christmas Lights Switch On taking a virtual format due to Covid.
245	Review of Spend Against Budget 2020/21	RES	Consider upgrading the lights display at the next Committee meeting.
246	Budget Requirements 2021/22	RES	That alterations to the budget for the next financial year be put forward to Council as discussed.

Kendal Town Council

Christmas Lights - Motifs

24th June 2020









The Cumberland































KENDAL TOWN COUNCIL



TENDER DOCUMENT

CHRISTMAS LIGHTS IN KENDAL TOWN CENTRE

2021 – 2024

February 2021

INTRODUCTION

Kendal Town Council (KTC) undertakes the annual Christmas Lights display in Kendal with the aim of enhancing the centre of Kendal at Christmas time to make it a nicer environment for residents, shoppers and tourists. This tender is for the installation, maintenance, dismantling, storage and testing of the Christmas Lights.

In addition, the Council organizes a small annual Christmas Lights switch on. This consists of a small gathering around the Christmas tree in Market Place where the Mayor of Kendal switches on Christmas lights. Due to current COVID restrictions we are unsure whether this event will go ahead in 2021.

Commented [J1]: Should we include a note about proposed plans to upgrade the infrastructure?

SPECIFICATION

(a) CHRISTMAS LIGHTS

All Christmas lights are owned by the Town Council and any new or replacement lights are purchased on an annual basis. Attached is a schedule showing the locations of the lights and features, which are serviced by a number of power sources. Each year we purchase a real Christmas tree of around 30 feet in height which is erected in Market Place. The tree is decorated in LED white pea lights, illuminated stars and red baubles with a LED star on top.

(b) INSTALLATION

The lights are to be installed, tested and in working order on a date to be agreed by both parties but this must be no later than ONE WEEK PRIOR to the notified switch-on date each year. In 2021 this is likely to be the 20 November and dates for future years are likely to be around this time. The satisfactory working of the lights is to be witnessed by the Townscape Manager. Notice must be given of the onsite arrival date so we can ensure the Christmas tree is erected.

The work must be undertaken in a manner that causes little disruption to traffic both vehicular and pedestrian, as well as with consideration for the environment. Given the traffic congestion experienced in Kendal during the day it is anticipated that the installation of the lights and features on the main arterial routes will be undertaken during the period early evening to early morning.

The contractor must be present on the day of the switch-on to manually switch on the lights and the Christmas tree after a countdown. The Townscape Manager will be available to assist on the day. Thereafter the lights need to be set to their automatic timers which result in their coming on at 8.30am and going off at midnight.

Power is sourced external to buildings but some of the meters and fuse boxes are within shops. The Townscape Manager liaises with shop owners over access and can assist the contractor.

(c) MAINTENANCE

The lights will need to be maintained during the period that they are on display. We require two scheduled run throughs of the display to check everything is functioning properly and to attend to any minor faults. In addition, we require a call out within 24 hours for major faults including, but not limited to, complete failure of a motif or light string, whole Christmas tree light failure, extreme damage caused through vandalism, storms or road traffic accident. Your Pricing Schedule must make clear what is included in the maintenance element of the pricing and what is not. Additional call out charges must be stated on the schedule.

All anchor points were load tested in spring 2020 by the current contractor. It is anticipated that this will be repeated every 3 years and therefore tenderers should include a load test in spring 2023 in the Pricing Schedule. The completed certification documents are to be sent to KTC.

(d) DISMANTLING

The lights are to be dismantled and removed as soon after 6th January each year as possible, but no later than 12th each year. The lights will be turned off by the Townscape Manager on the 6th. Removal of the Christmas tree is arranged by KTC.

The contractor is required to install bunting and two festival banners on Finkle Street and Stramongate at the same as the lights are dismantled. The bunting and banners stay in situ until removed by the contractor when the lights are installed in November.

(e) STORAGE

All lights and features are to be stored for the duration of the contract by the contractor at suitable and secure premises. The contractor must arrange to collect the lights and features from the current contractor at the end of the current contract and transport them to their storage. Transfer and transport is at the contractor's expense. The bunting and banners are to be stored by the contractor over the festive period.

(f) TESTING

All lights and features are to be tested during down time and any minor work required such as replacing bulbs and fixing faulty connections is to be undertaken. All lights and features must be fully functioning prior to installation. The contractor will notify KTC immediately of any defective lights and features that require major repair at additional cost or that cannot be repaired so replacement can be considered in good time.

(g) HEALTH & SAFETY

Contractors must comply with all relevant H & S legislation. It is a requirement that contractors wear protective clothing and use safety equipment as determined in the risk assessment when undertaking this contract. Measures must be taken to minimize any risk to the public.

Any motor vehicle used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.

All waste materials must be removed and disposed of by the contractor. Disposal in public waste bins is not allowed.

Staff are expected to have undertaken the appropriate training and each team of workers must include a qualified First Aid officer.

The contractor must adhere to the relevant codes of practice and regulations. In particular, the erection, testing and maintenance of the installation must be carried out in accordance with the latest Wiring Regulations (BS 7671) determined by the IET and undertaken by a competent person as laid out in those regulations.

Commented [J2]: I have done an internet search, looks like this is current regulations, is that the case?

The successful contractor will be expected to produce a Health & Safety Information Pack each year prior to installation. This will include a:

- Risk Assessment
- Method Statement
- Schedule of Works
- Copy of the current Insurance Certificate
- Any other relevant documents such as Environmental Policy, General Health & Safety at Work Policy, accreditation certificates and staff training certificates.

(h) **INSURANCE**

It is a requirement that the contractor is adequately insured, with a minimum of £10m public liability cover. **A copy of your current insurance certificate must be included in the tender response.**

(i) **ADVICE**

The contractor will be expected to be available to discuss issues and to give professional advice on all aspects of the contract. The Council has a Christmas Lights and Festivals Committee which meets quarterly and information may be requested in advance of the meetings.

The contractor is required to give a short written statement after the completion of the yearly display outlining any issues, need for replacement lights and suggestions for improvements for the forthcoming year.

(j) ADDITIONAL WORK

The contractor will have an exclusive right to carry out the work specified in the tender and contract documents. The Council reserves the right to procure any additional or associated work, beyond the contract specification, from other contractors. The contractor will normally be given the opportunity to quote for any such additional work.

The contractor is required to have the ability to order new Christmas light illuminations on behalf of KTC.

The contractor is expected to show flexibility and be prepared to establish good working relationships with the Council Services Officer and Townscape Manager.

CONTRACT

The contract will be with Kendal Town Council. No sub-letting of the contract to a third party is allowed without prior permission.

The initial term of the contract will be for 3 years commencing 1 July 2021. The contract may be extended by a further 2 years on the same basis with the agreement of both parties.

The price is fixed and the amount given in the Total box on the Pricing Schedule will be that paid for each of the three years of the contract. If required, we are able to pay in two instalments – after installation (including installation and maintenance elements) and after dismantling (including dismantling, storage and testing elements).

Additional work such as load testing and major repairs will be paid when the work is complete.

TENDER

Your tender submission should comprise the completion of the form of tender, supported by the pricing schedule at Appendix 1, together with a copy of your current insurance certificate and a specimen Health & Safety Pack for Christmas Lights Installation containing the information outlined in section (g) Health & Safety. This could be taken from a current contract (with the name of the customer removed) and must include a relevant Risk Assessment. An accompanying letter must:

- (i) outline your understanding of the specification;
- (ii) confirm acceptance of the requirements outlined in this tender document and highlight any divergence from this;
- (iii) give examples of similar contracts undertaken; and
- (iv) provide details of at least two persons/organisations who can comment on your ability to carry out this type of work.

Four copies of the tender are required, which should be submitted in an envelope addressed as follows:

Private & Confidential
Tender Documents: Christmas Lights Contract
Not to be opened until 7 April 2021

Town Clerk
South Lakeland House
Lowther Street
Kendal
Cumbria LA9 4UF

The envelope should not bear any distinguishing marks that would identify the tenderer. Please remember to ensure the correct postage is used. Kendal Town Council cannot be held responsible for non-delivery

The sealed tender must be returned to Kendal Town Council by:

4.00 PM TUESDAY 6TH APRIL 2021.

Please follow these return instructions carefully as any tender which is incomplete, late or incorrectly addressed will be disqualified. **Please note that e-mailed tenders are not acceptable.**

Commented [J3]: Is this still the case? I have removed that tenders can be dropped off in person.

All tenders will be opened at the same time by the Town Clerk, in the presence of at least one Councillor.

Tenders will be evaluated and the contract awarded on a combination of price and quality, assessed on the basis of your tender submission and the opinions of referees.

The Council shall not be obliged to accept the lowest tender or any tender, quote or estimate.

STATEMENT

The following Standing Orders of the Town Council apply to this tender:

Standing Order 59:

If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, s/he and the person to whom s/he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 55, 56 and 57 shall apply as appropriate.

Standing Order 61 Canvassing of and Recommendations by Members:

a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.

b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

Standing Order 62:

Standing Order Nos. 59 & 61 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Chris Bagshaw
Town Clerk

February 2021.

Commented [J4]: This is out of my knowledge base, have looked at the standing orders but can't seem to find the so these refers to, can see SO 14 should be included, help!!!!

KENDAL TOWN COUNCIL



FORM OF TENDER

for

CHRISTMAS LIGHTS IN KENDAL TOWN CENTRE

2021 – 2024

DRAFT

To: Kendal Town Council
South Lakeland House
Lowther Street
Kendal
LA9 4UF

I/we,

Dear Sirs,

Having read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract, offer to deliver the work for the fixed price sum of

£..... (excluding VAT)

(in words)
.....

As detailed in the supporting tender price schedule.

I/we understand the Kendal Town Council is not bound to accept the lowest or any tender received.

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

Signature:

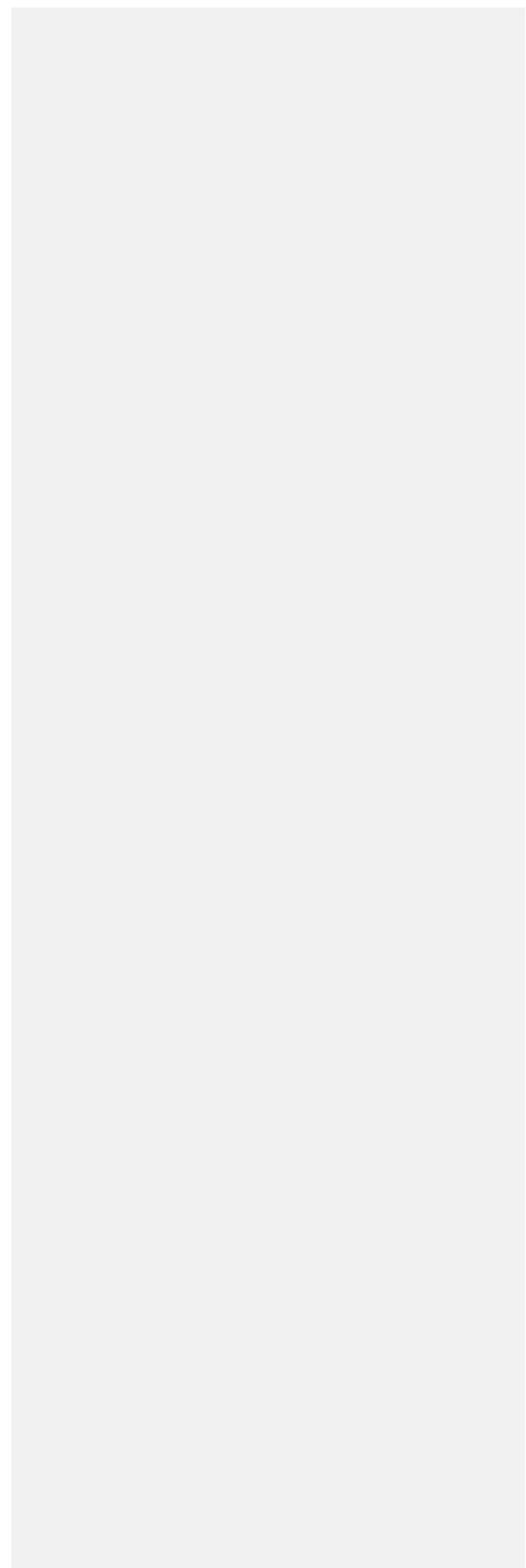
Position:

Being authorised to sign tenders on behalf of:

Address:

Dated:

DRAFT



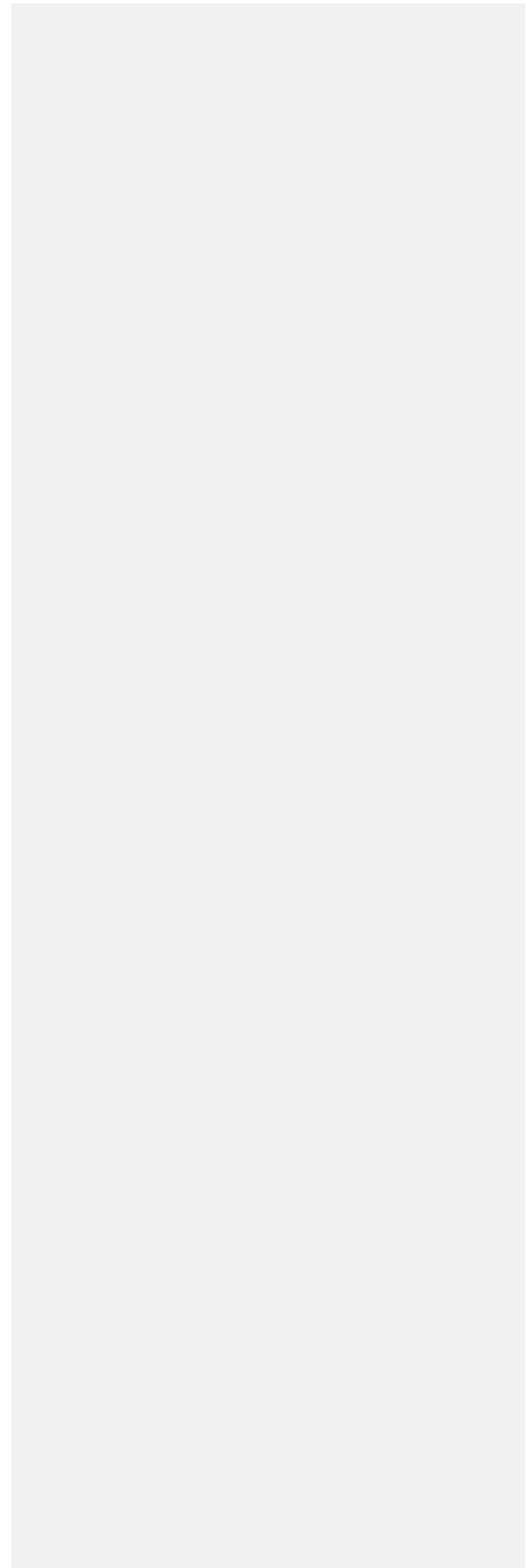
APPENDIX 1**TENDER PRICE SCHEDULE**

ITEM	COST (excluding VAT) £
INSTALLATION	
MAINTENANCE*	
DISMANTLING	
STORAGE	
TESTING	
TOTAL	
LOAD TEST IN SPRING 2023	

* You must specify in the table below what is and is not included in the Maintenance element as per section (c) Maintenance earlier. Call out charges must be given below for elements out with the contract.

MAINTENANCE ELEMENT	INCLUDED/NOT INCLUDED	CHARGE (if not included) £

DRAFT



KENDAL TOWN COUNCIL - CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 JANUARY 2021

2020/21 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Christmas Lights:				
8,440	Staffing	7,033	1,407	8,440	0
11,500	Tender	8,805	3,225	12,030	(530)
5,500	Improvements & Maintenance (includes Anchor Testing) incl New Displays	5,100		5,100	400
1,200	Installation & Removal of Bunting	1,110		1,110	90
150	Christmas Tree (incl. decorations)			0	150
650	Power			0	650
3,000	Switch-on Event	2,030		2,030	970
30,440	Total:	24,079	4,632	28,711	1,729
	Festival Grants:				
5,000	Kendal Torchlight Procession	5,000		5,000	0
500	Cumbria Festival Chorus	500		500	0
500	Cumbria Opera Group	500		500	0
1,500	Kendal Poetry Festival	1,500		1,500	0
1,500	VE 75 Commemoration			0	1,500
5,000	Lakes Arts Festivals - Comic Arts Festival	5,000		5,000	0
5,000	Kendal Mountain Film Festival	5,000		5,000	0
200	Kendal Rotary Club Charitable Trust			0	200
500	Mary Wakefield Festival	500		500	0
1,500	Kendal Wool Gathering	1,500		1,500	0
500	Christmas Tree Festival	500		500	0
5,000	LDNPA - Lakes Alive			0	5,000
1,500	Kendal RUFC - Festival			0	1,500
1,500	AWAZ - Unity Festival	1,500		1,500	0
5,300	Unallocated Budget			0	5,300
35,000	Total:	21,500	0	21,500	13,500
	Action Plan Projects:				
3,000	Christmas Trees in holders			0	3,000
1,084	Building Flag & Tree holder maintenance and replacement			0	1,084
5,000	Update programme for electrical connections			0	5,000
9,084		0	0	0	9,084
	Total				