

**EXECUTIVE MEMBER DECISION MAKING
(LEISURE AND COMMUNITY)**

Date: Monday, 7 November 2016

Time: 5.30 pm

Venue: Executive Meeting Area - Civic Offices

Executive Member: Councillor Miss S M Bell



1. Report Published

To consider the following matters for decision for which reports have been published:-

Key Decision(s)

(1) Fareham Town Centre Festive Lighting Scheme (Pages 3 - 4)

P GRIMWOOD
Chief Executive Officer
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28 October 2016

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FAREHAM

BOROUGH COUNCIL

Report to the Executive Member for Leisure and Community for Decision

Portfolio:	Leisure and Community
Subject:	Fareham Town Centre Festive Lighting Scheme
Report of:	Director of Operations
Strategy/Policy:	Leisure Strategy
Corporate Objective:	Leisure for Health and for Fun

Purpose: The purpose of the report is to seek approval to allocate up to £150,000 to procure a new festive lighting scheme for Fareham Town Centre.

Executive Summary:

Responsibility for the organisation and management of events in Fareham Town Centre now comes under the Leisure & Community portfolio following the dissolution of the Fareham Town Centre Partnership.

Part of these responsibilities include the organisation of the Christmas lights switch on which takes place on the last weekend in November each year. The traditional event sees the Mayor of Fareham turning on the Christmas lights as the culmination of a series of events and activities that take place during the day.

The contract for setting up and maintaining the festive light display expired in 2016. This was a five year contract that included the purchase of lights, setting up and taking down the display and maintenance while the display is in situ. There was also provision to add a small number of new lighting arrangements to the scheme each year.

The value of this contract was £96,995. This amount included a capital cost of £43,150 to provide the lighting which was spread over the term of the contract and an annual revenue amount of £10,769 to cover the testing and maintenance each year.

Consideration is now being given for the procurement of a new scheme by either out right purchase or lease arrangement. The value of the contract will be up to £150,000 and will be funded from the reserves in the Town Centre Management budget.

It is anticipated that there will be a residual value to the existing festive lighting scheme which will be a factor in the evaluation of the tenders. Tenderers will be asked to provide a price for the purchase of the existing lights which will be offset against the tender price submitted.

The intention is to issue a tender with a specification for the new scheme, including maintenance, with an option for outright purchase or lease. The evaluation will include a comparison of the option to purchase or lease the festive lighting scheme with the more financially beneficial option selected.

It is intended to issue the tender notification period prior to the Christmas lights switch-on at the end of November to allow prospective companies the opportunity to view the existing scheme. The formal tender will then be issued in February 2017 with the contract award made by the Executive at the meeting in May 2017.

Recommendation: To approve the:-

- (a) allocation of up to £150,000 from the reserves in the Town Centre Management budget for the provision of a festive lighting scheme in Fareham Town Centre; and
- (b) procurement of a festive lighting scheme including an option for outright purchase or lease.

Reason: To procure a new festive lighting scheme for Fareham Town Centre.

Cost of Proposals: The budget provision is up to £150,000 but this could be spread over a number of years depending on the payment option selected. There is budget provision in the Town Centre Management reserve.

Risk Assessment:

There are no significant risks associated with this report.