



Dear Councillor

28 August 2020

You are summoned to join a virtual Extraordinary Meeting of the **TOWN COUNCIL** via video link on **FRIDAY 4 SEPTEMBER 2020 at 11.30 am.**

Yours sincerely

A handwritten signature in cursive script, appearing to read "Laurence Hart".

Town Clerk

PUBLIC QUESTION TIME

Members of the public are invited to submit questions to the Council in writing by **9.30 am on the day before this meeting** is due to be held (i.e. Thursday, 3 September 2020) using the following email address: office@wimborne.gov.uk or by delivering a hard copy of the question to the Town Hall, West Borough.

A G E N D A

- 1 APOLOGIES FOR ABSENCE**
- 2 CHRISTMAS LIGHTING ARRANGEMENTS**
To consider the report of the Town Clerk (copy attached).
- 3 REQUEST TO CHANGE COMMITTEE APPOINTMENT**
To consider a request from Cllr Butter to move her committee membership from Recreation & Leisure Committee to Planning & Environment Committee. This can be accommodated as there is a vacancy in the membership of that Committee.

Extraordinary Town Council – 4 September 2020

LOCALISM ACT 2011 and CODE of CONDUCT

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

GENERAL CONDUCT

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Data Protection (General Data Protection Regulation).

PUBLIC ATTENDANCE AT VIRTUAL MEETINGS

Members of the public and press will be allowed to listen *and watch* the meeting in audio mode only using Zoom. To avoid disruption the public and press will not be displayed on video or be able to be heard by the meeting.

Please choose one of the following options to observe and / or listen to the meeting from 11.30 am:

To access online via Zoom website:

1. Access the Zoom Video and Teleconferencing website by the following link:

<https://zoom.us/>

2. Click to 'Join a Meeting'
3. When prompted, insert Meeting ID and Password as below:

Meeting ID: 993 3147 1414

Password: 267701

Please note, you may be asked to register and sign into your Zoom user account. This will require a personal email address and password

To access audio only by telephone:

1. Dial United Kingdom: +44 330 088 5830; or +44 131 460 1196; or +44 203 481 5237; or +44 203 481 5240; or +44 208 080 6591; or +44 208 080 6592.
2. When prompted, insert Meeting ID and Password as below:

Meeting ID: 993 3147 1414

Password: 267701

Any questions which members of the public wish to put to the Council or Committees must be in writing and received by 9.30 am on the preceding working day before the meeting using the following email address: office@wimborne.gov.uk. Alternatively, a written question can be delivered to the Town Hall by 9.30 am on the preceding working day before the meeting. Every effort will be made to answer the question at the meeting but there may be a need to obtain information from other sources and in those circumstances a written response will be provided at a subsequent time.

EXTRAORDINARY TOWN COUNCIL

Date: 4 September 2020

Reference: Item 2: Christmas Lights

Author: Town Clerk

Christmas Lights

In accordance with the agreement reached at the informal Council meeting on 17 July 2020, a quotation has been obtained from the preferred contractor for a reduced scheme based on Members' requirements (to be circulated separately). However, at the informal Personnel, Policy & Strategy Committee held on 21 August 2020, the Chairmen asked for additional lighting in the High Street and this has brought the total up to £17,670.

In addition it has not been possible to source a 30ft Christmas tree from any of the local estates but luckily the contractor is able to source one but the cost is higher than usual and includes transportation and installation.

The cost of a three-year contract would be as follows:

Lights	£17,670
Infrastructure (cost spread over 3 years)	£ 2,166
Additional trees to be decorated	£ 3,720
Real tree in Square	£ 1,200
TOTAL	£24,756

Members will see from the quotation other additional options amounting to a total of £14,337 (assuming four lamp columns wrapped) but the Chairmen agreed that this cannot be afforded this year without the BID contribution. However, please note that having spoken to the Operations Manager, the BID is proposing to pay for the usual small Christmas trees which are sited above the retail establishments in the Town Centre.

The budget available for Christmas and New Year's Eve celebrations is £16,000, but as it is most unlikely that any money will be spent to celebrate New Year's Eve e.g. road closures, the whole of this sum can be spent on Christmas lights.

As bunting is not going to be erected this year there is £4,500 in the budget which could be added to the money available. Additionally, there is £4,200 in the Civic Fund, and the Chairman of the Council is of the view that this will not be used given the current Covid-

19 restrictions and the remainder of the cost of the Christmas lights can be met from this fund.

Furthermore, having spoken to the Operations Manager, the BID is proposing to pay an additional £3,400 this month to offset the amount owed from last year. She is confident that the full debt will be repaid during the current financial year.

To recap, these are the funds available in my view:

£16,000 Christmas budget

£4,500 – erection of bunting

£4,200 – from the Civic Fund

Total: £24,700

Plus, if Members wish, the £3,400 to be repaid by the BID.

The Council is asked to approve the Christmas Lights scheme and enter into a contract with the contractor over a three-year period. The lighting scheme can be added to for 2021 if money is available.

We have asked the contractor to provide images of what the lighting scheme will look like and these are shown below. More images are expected before the meeting and these will be forwarded in due course.

