



MALVERN TOWN COUNCIL

FULL COUNCIL

REPORTS

**For meeting on Thursday 6 October 2022 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
Worcs
WR14 4PZ
Tel: 01684 566667



30 September 2022

townclerk@malvern-tc.org.uk
www.malverntowncouncil.org

MEETING OPEN TO MEMBERS OF THE PUBLIC

To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Thursday 6 October 2022 in the Council Chamber, Malvern Hills District Council, Avenue Road, Malvern commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To note apologies for absence.
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests.
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Full Council meeting: ➤ 7 September 2022 (already issued)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Mayor's Announcements ➤ Verbal report
5.	Update on Town Council Operations and Activities ➤ Verbal update by the Town Clerk
6.	Reports by County and District Council Representatives in Attendance ➤ Verbal reports or written submissions as appropriate.
7.	Town Council Ward Reports/Representatives on Outside Bodies ➤ Verbal reports

8.	Members Questions <ul style="list-style-type: none"> ➤ The Chairman will invite members who have written in with questions to present them to Council.
9.	Notice of Motion – Support for Low Traffic Neighbourhood in Summerfield Road <ul style="list-style-type: none"> ➤ Cllr Kaleem Aksar and Cllr Jack Satterthwaite
10.	Notice of Motion – Dedication of Rose Bank Bus Shelter to Queen Elizabeth II <ul style="list-style-type: none"> ➤ Cllr Nick Houghton and Cllr Josephine Leibrandt
11.	Notice of Motion – Malvern Tourism Sign for Rose Bank Gardens <ul style="list-style-type: none"> ➤ Cllr Nick Houghton and Cllr Ronan McLaverty-Head
12.	Audit Committee Recommendations The Chairman of Audit Committee to present any recommendations for approval by Council from the meeting held on 6 September 2022 <ul style="list-style-type: none"> ➤ Report CL01/22 to follow
13.	External Audit Report and Certificate 2021/22 <ul style="list-style-type: none"> ➤ Report CL02/22 to follow
14.	Christmas Lighting Contract <ul style="list-style-type: none"> ➤ Report CL03/22 to follow
15.	Date and Time of Next Meeting <ul style="list-style-type: none"> ➤ Thursday 3 November 2022 at 6.00 pm

UNADOPTED

**MINUTES OF COUNCIL MEETING OF
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Malvern Hills District Council, Avenue Road
on Wednesday 7 September 2022, at 6.00 pm**

Councillors

Present

N Houghton (Chairman)
K Aksar
C Fletcher (from 6.20pm)
L Lambeth
J Leibrandt
F Matthews-Jones
R McLaverty-Head
N Mills
C Palmer
J Satterthwaite
P Smith
D Watkins
J Wilkinson

Absent

J Ashington-Carter (apologies)
C Bovey
C Hooper (apologies)
L Lowton
D Mead (apologies)
J O'Donnell (apologies)
A Stitt (apologies)

Also, in attendance

L Blake – Town Clerk
L Wall – Minute Clerk

69. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Jack Ashington-Carter, Clive Hooper, David Mead, James O'Donnell and Aiden Stitt, and from Clive Fletcher for lateness, were **NOTED**.

70. DECLARATIONS OF INTEREST

None.

71. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Mayor:

- Full Council meeting 4 August 2022.

72. MAYOR'S ANNOUNCEMENTS

The Mayor thanked everyone who had attended and helped at the Mayor's Bonanza, which had raised £2,680. It had proved a popular day and was well attended by members of the public.

Due to holiday, the Mayor was unable to attend several functions in September but thanked the Deputy Mayor who had stepped in and would represent the Mayor and the Town Council at these.

The Mayor was hosting a quiz at The Mount Pleasant Hotel in October and he hoped councillors would be able to attend.

A further fundraising event will be a sponsored hang glide by the Mayor from the Malvern Hills, and details would follow.

UNADOPTED

73. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES

The money raised from the bonanza along with other donations and monies raised to date, take the Mayor's name a puppy appeal to over £3,500 which is over a third of the way towards the £10,000 target.

Elsewhere, the operations team had been busy over the past few weeks including with watering duties and changing the flags in the town centres.

74. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE

It was noted that Cllrs Natalie McVey, John Raine and Beverley Nielsen had sent apologies.

Cllr Jack Satterthwaite, WCC

The new revised draft Worcestershire Rail Investment Strategy (2022 to 2050) was currently under discussion and comment, and certain aspects would affect Malvern as it proposed three trains per hour between Malvern and Worcester Foregate Street but did not contain detail on how the infrastructure would be upgraded to allow this.

Cllr Cynthia Palmer, District Councillor

The date for the submission of second round comments on the boundary review had now passed. The changes in boundaries were causing problems for the Malvern Hills Trust as some non-levy payers would become entitled to vote in Trust elections whilst some levy payers would no longer be able to vote in Trust elections.

Cllr Kaleem Aksar, District Councillor

There were various planning related issues currently affecting MHDC's five-year land supply, but further information was expected on the SWDPR and there were several key milestones on this plan due in the next couple of months.

Cllr Houghton asked District Councillors if there had been any updates on the assessment of DDA equipment in Priory Park. Cllr Palmer agreed to speak to officers at MHDC on this issue.

75. TOWN COUNCIL WARD REPORTS/REPRESENTATIONS ON OUTSIDE BODIES

Cllr Neville Mills, Community Action representative

Cllr Mills had allocated some of his district councillor fund to help the Men's Shed group purchase dust extraction equipment to improve working conditions.

Cllr Cynthia Palmer, Priory Ward

Local residents of Portland House had complained about the view of the containers at ARCOS, although these have planning permission and have been there for some time.

Cllr Clive Fletcher joined the meeting at 6.20pm

76. MEMBERS QUESTIONS

UNADOPTED

There were no members' questions.

77. **MEMBERSHIP OF POOLBROOK VILLAGE HALL COMMITTEE**

Report CL01/22 was received and noted.

It was **RESOLVED** that Cllr Josie Wilkinson be appointed to the Poolbrook Village Hall Committee as Town Council representative.

78. **LEASE OF DUKES MEADOW PAVILION – MALVERN YOUTH AND JUNIOR FOOTBALL CLUB**

Report CL02/22 was received and accepted.

Members discussed the use of the pavilion by the club and what might be a fair rent to charge for the first year.

It was **RESOLVED** to grant a lease on Dukes Meadow Sports Pavilion to Malvern Youth and Junior Football Club for an initial period of twelve months at a quarterly rental of £50.00. It was **NOTED** that utility bills would be recharged as part of this agreement and that the football club must take out adequate insurance.

79. **OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

Report CL03/22 was received and accepted and the Chairman of Operations and Planning Committee, Cllr Cynthia Palmer, presented the recommendations from the meeting held on 24 August 2022.

Minute 29 Field of Remembrance

- i. It was **RESOLVED** to support and agree a budget of £1,200 for the biennial Field of Remembrance at Great Malvern Library from Thursday 10 November to Thursday 17 November.

Exclusion of the Press and Public

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Report CL04/22 was handed round at the meeting and the Chair reminded members that this report was confidential and information contained within it should not be discussed outside of the meeting, due to its commercially sensitive detail.

Councillors were given time to read the report and then a discussion, question and answer session followed.

It was **RESOLVED** to approve the four recommendations on report CL04/22 as amended at the meeting.

Recommendation 1

It was **RESOLVED** that 28-30 Belle Vue Terrace should continue to be marketed for sale for a further six months from today's date, and with a minimum sale price as

UNADOPTED

stated in report CL04/22. If the building is sold within this time, then the council will pursue the development of the building at Victoria Park.

Recommendation 2

It was further **RESOLVED** that after 8 March 2023, should the building remain unsold, it would be removed from sale and the future of Belle Vue Terrace and Victoria Park would be passed onto the new Council due to take office in May 2023, for a full and detailed review.

Recommendation 3

It was **RESOLVED** that the current lease of the ground floor shop to Malvern Goldsmiths should be extended for a period of six months after which reviews would take place monthly. The service charge will be reviewed and updated to reflect any increase in costs.

Recommendation 4

It was **RESOLVED** that membership of the Task and Finish Group should remain at eight as agreed at Annual Council, but that one further member should be elected to fill the current vacancy following a councillor resignation. Cllr David Mead was elected, subject to his agreement, to fill the vacancy on the Victoria Park Pavilion Task and Finish Group.

80. DATE AND TIME OF NEXT MEETING

It was agreed that the date of the next meeting would be Thursday 6 October 2022 at 6.00 pm in Malvern Hills District Council Chamber.

The meeting finished at 7.05 pm.

.....
(Chairman)



RESOLUTION MOVED ON NOTICE – Standing Order 9

A Meeting of Malvern Town Council

to be held on Thursday 6 October at 6.00 pm

in the Council Chamber, Malvern Hills District Council, Avenue Road

SUPPORT FOR A LOW TRAFFIC NEIGHBOURHOOD IN SUMMERFIELD ROAD

Proposed Resolution

That Malvern Town Council:

1. Notes the support of local residents on Summerfield Road, Queen Elizabeth Road and Vandra Close for the implementation of a Low Traffic Neighbourhood (LTN) between Worcester Road and Summerfield Road.
2. Call on Worcestershire County Council to trial making a LTN for the area. This will require the road to be blocked from vehicular traffic where Summerfield Road meets Queen Elizabeth Road.

Background

Summerfield Road is the site of repeated complaints from residents about traffic movements down the road. Many believe that the speed, volume, and types of traffic are inappropriate for a residential road.

The road is a key crossing point for pedestrians, school children and cyclists moving from the edge of the Lower Howsell and the Royal Estate to the rest of the Link. At present, there is no designated safe crossing point for people crossing the road on their journeys.

The road is often used as a “cut-through” for traffic accessing Lower Howsell Road and on to Leigh Sinton. Residents often note that since the construction of The Rosehips, traffic levels have increased.

During the ongoing construction of The Rosehips development on Lower Howsell Road, construction traffic was often routed down this road. Despite the clear danger that regular HGV traffic travelling down this road poses, there is currently no restriction on such traffic using the road.

LTNs have a growing uptake as a solution to similar problems happening along residential roads across the country. Despite this, Worcestershire has still yet to implement one.

With this scheme, complemented by the proposed zebra crossing along Lower Howsell Road, active travel connectivity for this growing area of Malvern can be achieved, alongside the reduction in speeding traffic on the road. This will enable residents on Lower Howsell, The Rosehips and North-East Malvern to have the potential to walk to Malvern Link with more ease bringing the area closer to the standards of a 15 Minute Neighbourhood which in turn could help reduce car journeys, reduce parking pressures, and boost the local economy in one move.

For more information on LTNs, see:

https://www.lcc.org.uk/wp-content/uploads/2021/03/LTNs_policymakers.pdf?_gl=1*1dcl8w3*_ga*MjQxNDUzOTAuMTY2NDUxOTUwOQ..*_ga_EZFD943BL1*MTY2NDUxOTUwOS4xLjAuMTY2NDUxOTUwOS4wLjAuMA

And for 15 Minute Neighbourhoods, see:

<https://www.smarttransport.org.uk/insight-and-policy/latest-insight-and-policy/what-is-a-15-minute-neighbourhood>

Should Full Council agree to support this motion, then the Town Clerk will write on behalf of the Council to lobby Worcestershire County Council for a trial low traffic neighbourhood. It is also suggested that representatives from the Town Council meet with County Council officers and councillors to discuss this proposal in more detail.

Proposer – Cllr Kaleem Aksar (Link Ward)
Seconded – Cllr Jack Satterthwaite (Chase Ward)

28 September 2022



RESOLUTION MOVED ON NOTICE – Standing Order 9

A Meeting of Malvern Town Council

to be held on Thursday 6 October 2022, at 6.00pm

in the Council Chamber, Malvern Hills District Council, Avenue Road

DEDICATION OF ROSE BANK BUS SHELTER TO QUEEN ELIZABETH II

Proposed Resolution

- 1) Malvern Town Council should support the refurbishment of Rose Bank Bus Shelter in a way that celebrates the seventy-year reign of Queen Elizabeth II.

The Town Council are asked to consider:

- i. Approval for the existing bus shelter and furniture to be refurbished in a manner that is sympathetic to a dedication marking the seventy-year reign of Queen Elizabeth II.
 - ii. Allocating a working budget of £8,000.
- 2) Officers to be asked to investigate possible designs that can be achieved within the agreed supplementary budget. Full Council to agree the final design for the dedication of the shelter.

Background

Malvern Town Council agreed to refurbish the bus shelter outside Rose Bank Gardens as part of the annual budget for 2021/22.

The nature of this specialised work caused delays in finding a contractor and therefore funds were carried over into the current financial year, with the new steel and Georgian glass canopy due to be installed during the next month. The old wall cladding will be replaced with steel sheets for longevity. Costs were initially anticipated at £15,000, but with the recent increase in the cost of steel, it is likely that the Town Clerk will need to use delegations to cover an overspend in the region of £750.

The remarkable 70-year reign of the late Queen has been characterised by her devotion to duty in the service of her people. Malvern Town Council look to remember Queen Elizabeth II for her special qualities, her empathy, her humility, her wisdom, and her faith. Her reign as monarch provided stability and continuity in an ever-changing world.

The bus shelter outside Rose Bank Gardens sits in a prominent position and is well used. The Elgar portraits which previously sat in the alcoves have now deteriorated and would benefit from being situated in an indoor environment, thus providing an excellent opportunity to dedicate this historic bus shelter to a monarch who gave lifelong service to the country.



Malvern Town Council should enhance the bus shelter refurbishment already agreed by approving a supplementary budget to create a unique design, that respectfully marks the incredible reign of Queen Elizabeth II.

Financial Implications

Estimated additional dedication costs for the bus stop is £8,000.

Proposer - Cllr Nick Houghton (Chase Ward)
Seconder –Cllr Josephine Leibrandt (Priory Ward)

29 September 2022



RESOLUTION MOVED ON NOTICE – Standing Order 9
A Meeting of Malvern Town Council
to be held on Thursday 6 October 2022 at 6.00pm
in the Council Chamber, Malvern Hills District Council, Avenue Road

MALVERN TOURISM SIGN FOR ROSE BANK GARDENS

Proposed Resolution

- 1) Malvern Town Council should support the installation of a “MALVERN” tourism sign to be installed in Rose Bank Gardens

The Town Council are asked to consider:
 - i. Installation of a “MALVERN” tourism sign
 - ii. Allocate a working budget of £3,000
- 2) Once a design is created, Council will agree a location for the tourism sign within Rose Bank Gardens.

Background

Several towns around the world have installed a tourism sign reflecting the name of their town or city. These signs become a tourism attraction in their own right as visitors can be encouraged to have their picture taken with the sign against a local backdrop.

The city of Toronto decided to retain their temporary town sign after it became very popular with tourists and residents alike. It has appeared in an estimated 120 million pictures in various social media outlets.

In Ottawa, one of the most popular aspects of a temporary village was the “OTTAWA” sign that attracted visitors, local and from afar, to take selfies and pictures. The city of Ottawa re-purposed the “OTTAWA” temporary sign by positioning it in a permanent location after it proved so popular.

Closer to home, Liverpool unveiled its own giant Liverpool sign in January 2022 which is to serve as a welcome to visitors and offer the perfect photo opportunity.

This is an amazing and inexpensive way to attract tourists and local people to come into Malvern and take full advantage of what the town has to offer. The location of Rose Bank Gardens as a gateway to the Malvern Hills and on the Route to the Hills trail makes it an ideal location for a tastefully designed tourism sign.

Financial Implications

Estimated costs for a “MALVERN” Tourism sign are in the region of £3,000

Proposer - Cllr Nick Houghton (Chase Ward)

Seconder - Cllr Ronan McLaverty-Head (Dyson Perrins Ward)

29 September 2022



**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 6 October 2022 at 6.00 pm
in the Council Chamber, Malvern Hills District Council, Avenue Road**

AUDIT COMMITTEE RECOMMENDATIONS

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Full Council is asked to consider the recommendations from the meeting of Audit Committee held on 6 September 2022 and listed below.
- 2.2. Recommendations to be presented by the Chairman of the Audit Committee or, if absent, the Vice-Chairman.

Minute 14 Identification of any further areas of Internal Work for 2022/23

A work plan for the Audit Committee had been agreed at the last meeting.

It was **RECOMMENDED** to add a review of staff contracts to the work plan for 2022/23.

3. Background

- 3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.
- 3.2. Full Council is therefore asked to consider the recommendations listed above in 2.2 and to approve, amend or refer back to committee as appropriate.
- 3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.
- 3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

4. Financial Implications

- 4.1. Please see individual committee reports.

5. Legal Implications

- 5.1. Please see individual committee reports for specific details.
- 5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL**

to be held on Thursday 6 October 2022 at 6.00pm

In the Council Chamber, Malvern Hills District Council, Avenue Road

EXTERNAL AUDIT REPORT AND CERTIFICATE 2021/22

1.0. Purpose of Report

- 1.1. For noting and comment where necessary.

2.0. Background

- 2.1. The Annual Governance and Accountability Return (AGAR) for Malvern Town Council was submitted to the external auditor PKF Littlejohn LLP after being approved by Full Council on 23 June 2022.

- 2.2. PKF Littlejohn completed their limited assurance review of the AGAR for the year ended 31 March 2022 and signed Section 3 on 25 September 2022. The external auditors have stated that

“On the basis of our review of Sections 1 and 2 of the Annual Governance Return (AGAR), in our opinion the information in Section 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

- 2.3. The External Audit Report and Certificate for 2021/22 is attached at Appendix A to this report.
- 2.4. The Town Council must now follow the Accounts and Audit Regulations 2015 and complete the actions required at the conclusion of this review.

3.0. Financial Implications

- 3.1. The cost of external audit for 2021/22 is £1,600. This can be contained within the allocated budget for audit within the financial year

4.0 Legal Implications

- 4.1. The Accounts and Audit Regulations 2015 (SI 2015/234) sets out that Councils are required to do the following at the conclusion of the limited assurance review:
- Prepare a Notice of Conclusion of Audit which details the rights of inspection, in line with the statutory requirements.
 - Publish this Notice along with Sections 1,2 and 3 of the certified AGAR before 30 September.
 - Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
 - Ensure that Sections 1,2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

End

Linda Blake
Town Clerk

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Malvern Town Council – WO0098

1 Respective responsibilities of the body and the auditor

Our **responsibility** as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A **limited assurance review** is **not a full statutory audit**, it does not constitute an audit carried out in **accordance** with **International Standards on Auditing (UK & Ireland)** and hence it **does not** provide the same **level** of assurance that such an audit would. The UK **Government** has **determined** that a **lower** level of **assurance** than that **provided** by a full **statutory** audit is **appropriate** for those local public bodies with the lowest levels of **spending**.

Under a limited assurance review, the auditor is responsible for **reviewing** **Sections 1 and 2** of the Annual Governance and **Accountability** Return in accordance with NAO **Auditor** Guidance Note 02 (AGN 02) as **issued** by the NAO on behalf of the **Comptroller** and **Auditor** General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for **ensuring** that its financial **management** is **adequate** and **effective** and that it has a sound system of internal control. The authority **prepares** an **Annual Governance** and Accountability Return in accordance with Proper Practices which:

- **summarises** the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as **external** auditors.

2 External auditor report 2021/22

On the basis of our review of **Sections 1 and 2** of the Annual Governance and Accountability Return (AGAR), in our opinion the information in **Sections 1 and 2** of the AGAR is in **accordance with Proper Practices** and **no other matters** have come to our attention giving cause for concern that relevant legislation and regulatory requirements **have not been met**.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of **Sections 1 and 2** of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

25/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF MALVERN TOWN COUNCIL
to be held on Thursday 6 October 2022 at 6.00 pm
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CHRISTMAS LIGHTING CONTRACT

1. Purpose of Report

- 1.1. For decision.

2. Recommendation

- 2.1. Council should award the contract for the erection, maintenance, dismantling and storage of the Town Council's Christmas lights to Company C as detailed in the table at 3.8. below.
- 2.2. In view of the specialised nature of the work, the limited number of suitable contractors and the detail required in the tender process, Council should approve this contract for a three-year period.

3. Background

- 3.1. Malvern Town Council provide Christmas lights throughout the town and have done so since the Council's inception in 1998.
- 3.2. Some Christmas lighting is permanent and stays up all year round. This includes lighting above trader's shops in the town centres as well as lighting in trees in various locations. Other elements of the Council's lighting displays including column lights, cross streetlights and garlands have to be erected and then dismantled each year. In addition, two Christmas trees (one on Belle Vue Island and one in Malvern Link) must be collected, erected, dressed, and then undressed.
- 3.3. The current lighting contract was awarded in September 2019 for a three year period and is now due for review and renewal.
- 3.4. Officers issued a Christmas lights tender document to a number of contractors, a blank copy of which is attached at Appendix A to this report. Contractors were asked to quote for a one year contract and a three contract and to providing costings should call outs be required for repairs and maintenance. Basic maintenance and testing of the lights each year is included within the contract price.
- 3.5. Suitable contractors must have working knowledge of the County Surveyor's guide to festive lighting and at least one member of the contractor's team must hold a certificate for G39 electrical safety in the planning, installation, commissioning and maintenance of public lighting and other street furniture.
- 3.6. All Christmas Lighting must be erected and in working order ahead of the Christmas Light Switch On and the successful contractor must be present at this event each year. Lights are then dismantled in early January.
- 3.7. Three contractors submitted sealed tenders for the Christmas lighting contract. These tenders were opened by the Mayor and are detailed in the table below. The tender documents are available to view in full at the Town Council offices ahead of the Council meeting should any councillor wish to see them.

Contractor	Tender price for one year	Tender price for three years	Call out fees for emergency repairs	Hourly rate for repairs and maintenance
A	£20,000	£60,000	£500	£30 per hour
B	£19,680	£60,220	£140	£35 per hour
C	£14,700	£44,100	£140	£70 per hour

3.8 Officers are recommending contractor C as this tender price is 25% cheaper than the other two contractors and although the hourly rate for repairs and maintenance is higher, the call out fee is still competitive.

3.9 Council can choose to award either a one year or three year contract based on the figures quoted in the table above. Contractor C has kept the annual price fixed for the three year term and given the current level of rising costs; this may be an advantage over retendering the contract in 2023.

4. Financial Implications

4.1. The Town Council has allocated a budget of £12,000 in 2022/23 for the erection and dismantling of Christmas lights. There will therefore be an overspend against budget in this financial year and future budgets will need to be adjusted accordingly.

4.2. The cost of repairs are very difficult to predict and can vary from one year to another. £1,000 has been included in the annual budget for 2022/23 and Officers suggest that this should be increased to £1,500 from 2023/24.

5. Legal Implications

5.1. All lights and lights installations must comply with the County Surveyors Code of Practice.

5.2. The lighting contractor holds their own public liability insurance.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL
CHRISTMAS LIGHTS TENDER 2022

Information

Malvern Town Council is responsible for the erection of festive lights throughout each of Malvern's three town centres each year.

Over the past five years, most of the lighting systems have been changed from 240v to 24v LED systems.

You are invited to tender for the erection, maintenance, dismantling and storage of Malvern Town Council's Christmas lights.

Please ensure you have read and understood all the information before completing the form.

General conditions of tender

- The tender is broken down into three areas, but the tender should be for an overall price.
- The tender should be for one year with an option for a three-year deal.
- Proof of public liability insurance must be sent in with the tender.
- Proof must be provided with the tender that at least one member of the contractor's team holds a certificate for G39 Electrical safety in the planning, installation, commissioning and maintenance of public lighting and other street furniture.
- The contractor must also have a working knowledge of the County Surveyor Guide to Festive Lighting.
- All relevant risk assessments and method statements must be available for inspection.
- A member of the installation and dismantling team must have First Aid at Work training.
- All plugs must be 16 amp to connect the static commandos and power boxes (unmetered supplies).
- CONTRACTOR MUST BE PRESENT AT THE CHRISTMAS LIGHT SWITCH ON EVENT on Saturday 26 November from 5.30pm until 6.30pm (lights switched on at 6pm).
- Provisional dates for the following two years are Saturday 25 November 2023 and Saturday 30 November 2024.

Additional information

- Columns are double pole, fused power supplies with timers.
- Power boxes are wall mounted trips with timers.
- Lights are predominantly LED, with some 240v or through a transformer to 24v. the Christmas presents on Barnards Green island are 240v single bulbs.

Installation times

- Lights may be installed on weekdays between 7pm and 2am, and at weekends between 2pm and 2am.
- Lights must be erected and tested at least one week before switch on.
- Christmas tree lights must be erected, dressed and tested in the week leading to the switch on.

Repairs

- A member of the contractor's team must be available to undertake necessary repairs and maintenance between switch on dates and dismantling dates.
- A call out response time of no longer than twenty-four hours is required.
- Please state within your tender any call out fees and an hourly rate for repair/maintenance.

Other information

- Sealed offers endorsed "MTC Christmas Lights Tender" are to be delivered (by hand or recorded delivery post) to Malvern Town Council offices, 28-30 Belle Vue Terrace, Malvern, WR14 4PZ no later than 1pm on Wednesday 21 September 2022.
- Malvern Town Council is not bound to accept the highest or any offer.
- In the event of there being more than one bid at the same price, Malvern Town Council may require further information from the bidders in order to select the successful offer.

For further information, please contact Charles Porter, Operations Manager, on 07834 840566 or cporter@malvern-tc.org.uk

GREAT MALVERN		Amount £
4 x column lights at Brays (240v)	Column Nos, 114, 113, 112, 111 Panels LED	
1 x column light at Rosebank Gardens (240v)	Column No. 125 Panels LED	
4 X building lights at Elts, Malvern Pharmacy, YMCA and Oxfam (240v)	Small wall mounted panels	
4 x column lights at Air Hairdressing*, Malvern Hills Trust (Snowflakes) (240v)	Column Nos. 6, 5, 4 * Column No. 7	
2 x cross street at Great Malvern Hotel (240v)	Pea light strings	
2 x cross street at Iceland to Halifax and Post Office to old TIC (240v)	3-piece set, two panels and centre ball	
2 x garlands at Priory Walk (240v)	Swags with pea lights	
1 x Globe lights at Priory Church Yard (24v)	LED glove	
1 x Christmas tree to be collected, erected* and dressed at Belle Vue Island (24v & 240v), undressed. *Malvern Town Council will help with the erection of the tree	Pea light string, coloured lights, Christmas presents	
1 x tree lights check at Malvern Hills Trust (24v)	Globe lights	
Plain tree lights to be checked over and in running order at Belle Vue Island (24v)	Pea lights installed permanently in tree	
1 x Abbey Hotel Gardens tree lights to be checked over and in running order (24v)	Column No. 124, globe lights	
MALVERN LINK/LINK TOP		
6 x column lights at Bakery Inn, Lloyds Bank, Colston Bakery, Tiger Lous Nail Bar, Tromans Eye Care, PHD Organic Hair, Francis Furniture/Esso Garage (240v)	Panels LED	
1 x Christmas tree to be collected, erected, dressed at corner by Hampden Road (24v), undressed	Coloured string lights	
1 x tree lights outside Bosbury House, check and repair if needed (24v)	Globe lights	
1 x tree lights adjacent Trinity Hall, check and repair if needed (24v)	Globe lights	
BARNARDS GREEN		
6 x column lights at One Stop (84), Co-op (83), Natural Choice (45), Cash machine (46), Co-op Store, Suzanne's Hair (240v)	Column Nos. 84, 83, 45, 46, 44, 43, panels LED	
BARNARDS GREEN ISLAND		
Check over permanent lights and repair to running order. Install Christmas presents into trees x 6. Power from column 95 (no entry sign). (24v & 240v)		

Fee submission

I/we, the undersigned, agree to comply with and abide by the conditions and information above and offer the following:

2022 (tender for one year only)

1. Our tender in the sum of £..... for the erection, maintenance, dismantling and storage of Malvern Town Council's Christmas lights for **2022**.

Amount in words

Call out fees (if any)

Hourly rate for repair/maintenance

2022-2022 (tender for three years)

1. Our tender in the sum of £..... for the erection, maintenance, dismantling and storage of Malvern Town Council's Christmas lights for **2022**.

Amount in words

Call out fees (if any)

Hourly rate for repair/maintenance

2. Our tender in the sum of £..... for the erection, maintenance, dismantling and storage of Malvern Town Council's Christmas lights for **2023**.

Amount in words

Call out fees (if any)

Hourly rate for repair/maintenance

3. Our tender in the sum of £..... for the erection, maintenance, dismantling and storage of Malvern Town Council's Christmas lights for **2024**.

Amount in words

Call out fees (if any)

Hourly rate for repair/maintenance

Signed

Name (please print).....

Position/title

On behalf of.....

.....

Address

.....

.....

Contact telephone number

Email address.....

Signed

Date.....