



COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Festive Lighting Report

To: The Full Council

From: Town Clerk Cathy Kennedy

Date: Tuesday, the 18th of September 2023 at 7pm

1. Reason for Report

- a. To receive quotes for installation of Christmas Lights 2023.
- b. To receive feedback from Westgate and Eastgate traders.
- c. To receive feedback from the Vale of Glamorgan Council regarding lighting up the Old Hall building and Gardens.

2. Background

The following actions were approved at an extraordinary meeting of the Finance & Governance committee meeting held on the 1st August 2023.

- a. On the 1st of August 2023, the town clerk requested quotes from four different contractors for the installation of the festive lights. Three quotes were subsequently received. The final contractor declined to quote.
- b. On the 4th of August the town clerk and the mayor visited businesses on Westgate and Eastgate, consulted with owners/tenants where possible and delivered letters inviting comments and feedback regarding a proposal to install permanent brackets to support festive motifs.
- c. On the 1st of August 2023, the town clerk contacted the Vale of Glamorgan council to gauge interest in using the icicle lights previously used on the High Street for lighting up the old hall buildings and gardens.

3. Financial Implications

a. Quotes for installation of festive lighting

Item	Description	Option one	Option two	Option three
High Street	Installation and removal of 3 x swags per crossing, on six catenary wires, plus a decorative motif on each side of each wire above the pavement, total of twelve motifs. Testing to also be done per connection	£2,700	£1,860	£2,700
Town Hall Building	Installation and Removal of icicles to front of the Town Hall Installation and Removal of Lights onto 2 x 12ft trees already installed on front of the town hall. Installation and Removal of 24v Low Voltage Cool white 'P' Lights to the Apex of the Town Hall Doorway Note: All of the above, powered by the town hall.	£600	£1,980	£800

Aberthin Tree	Check and switch on Aberthin tree, inc. remedial works if required	£180	No charge	No charge
Total	All costs on the above quotation include testing for operation. Maintenance calls during festive season would be chargeable. Maintenance charges depend on the extent of the repair.	£3,480	£3,840	£3,500

4. Summary

- a. The three quotes provided for installation are all provided by companies that have worked with the town council on various occasions, and are included on the town council preferred contractor list. Option one is the lowest price by a small amount and are also the company that recently completed the required pull testing and measuring of the height. They also advised on the legal requirement for the festive decorations.
- b. There were three responses received from businesses on Eastgate and one from Westgate, all were content with the installation of brackets for festive motifs.
- c. The Vale of Glamorgan Council confirmed they would be pleased to receive the current High Street festive lighting display for lighting up the old hall and the old hall gardens.

7. Recommendations

- a. To approve option one for installation of festive lights 2023.
- b. To follow up with Eastgate and Westgate traders who have not yet replied to the letter.
- c. To provide the original icicle lights to the Vale of Glamorgan council ready for installation.