

	<i>Meeting (No)</i>	<b>Community &amp; Environment (7)</b>
	<i>Date</i>	<b>4 February 2025</b>
	<i>Document</i>	<i>Ref No</i>
	<b>CHRISTMAS LIGHTS SWITCH-ON EVENT</b>	<b>CE7/85a</b>

The 2024 Christmas lights switch-on event incorporated activities at several locations and culminated in the switch-on in the town centre. The budget allocated for the event was £7,600 and the total expenditure was £7,247.09. The expenditure total does not include the significant amount of officer time involved in planning and preparation prior to the event.

Officers talked to various contributors following the event and assessed what worked well and what could be improved for 2025, including the need for a tighter decision-making structure. There were also some issues with the traffic management scheme and these are being addressed.

Once the 2025 event budget has been set, officers will be in a position to begin the planning process by contacting the various venues to assess the appetite for contributing again this year. Officers will also be able to start to organise Town Hall involvement and arrange the detail of the switch-on. We would prefer to begin this process as early as possible and Committee is therefore asked to consider delegating authority to officers both to organise the 2025 Christmas lights switch-on event and to commit any related expenditure up to the budget maximum. In addition, the Committee is asked to consider earmarking any funds remaining from the Christmas 2024 event as a reserve for 2025 to cover any unexpected costs.

Audrey Duncan  
Community & Environment Manager