

	Meeting (No)	Community & Environment (7)
	Date	25 November 2025
	Document	Ref No
	C&E Manager's Report	CE7/63

Equals Card Payments (C&E Minute 130, 09.04.24)

Since the last scheduled meeting, the C&E Manager's Equals card has been used for the following purchases:

- plant pot saucers for Christmas tree festival £44.45 (£37.04+£7.41 VAT);
- voltage detector £15.29 (£12.74+£2.55 VAT);
- publicity printing for the Christmas lights switch-on event £78;
- two loud hailer for the Christmas lights switch-on event £97.99 (£81.66+£16.33 VAT);
- refreshments for Junior Council meeting £5.50;
- ribbon for Christmas lights switch-on event £20.60 (£17.16+£3.44 VAT);
- material for Christmas lights switch-on event £8.53 (£7.11+£1.42 VAT);
- batteries for megaphones £29.50;
- paper bags for Christmas event £45.54 (£32.00+£5.95 postage+£7.59 VAT);
- Christmas event grotto sweets £55.00
- Christmas tree festival publicity banners £44.99 (£20 per sign+£4.99 delivery).
- replacement walkie-talkies/batteries £50.64 (£42.20+VAT).

Allotments

Perimeter safety pruning at the Marshlands Road site completed 24.10.25 at a cost of £150 (authorised under delegated authority – minute 123c, 13.02.24).

Telephone Kiosks

The kiosks opposite the Royal Oak and on the corner of Landseer Avenue/Raeburn Avenue have been transported to the contractor's workshop ready for restoration in 2026. The 2024 haulage cost was estimated as being approximately £1,200+VAT (approval by Council on 22.10.24, minute 53). Final cost, including removal/disposal of concrete bases, £1,275+VAT.

New concrete bases have been laid ready for the return of the kiosks and to ensure a safe level surface during the intervening period. Base installation cost of £1,260 taken from account code 4208 (environmental improvements) as per decision of C&E Committee on 22.10.24 (minute 53).

Junior Council

The four new junior councillors had their first meeting on 4 November and they accompanied the Mayor/Deputy Mayor to the Remembrance Sunday commemorations on 9 November.

Audrey Duncan
Community & Environment Manager