

	Meeting (No)	Community & Environment (9)
	Date	3 February 2026
	Document	Ref No
	C&E Manager's Report	CE9/87

Recent Equals Card Payments

(C&E Minute 130, 09.04.24 / C&E Minute 64d, 25.11.25)

Costs associated with the Christmas lights switch-on event/Christmas tree festival totalling £292.06.

Travel tickets (four children & two adults) for Junior Council visit to Parliament £365.43.

Unused tubs of grotto sweets were returned - £23 refunded to the Equals card.

Christmas Lights (C&E Minute 70, 25.11.25)

The Christmas lighting contractor purchased analogue lamppost timers at a cost of £599.25+VAT.

Allotments

The Town Council's annual membership of The National Allotment Society has been renewed at a cost of £84. Renewal approved at the Annual Meeting of the Council on 20.05.25 (minute 13).

Christmas Event on 29 November 2025 (C&E Minute 85c, 04.02.25)

The total cost of the Christmas lights switch-on event and associated activities was £6,986.81 against an allocated budget of £9,000.

Junior Council

The Community Engagement Officer has been liaising with the local MP's office for the Junior Council to visit the Houses of Parliament. The children will be given a tour of both chambers and a room has been booked for a Q&A session with a member of the MP's team. Junior Councillors will then have the opportunity to watch the House of Commons in session from the public gallery. Samantha Dixon will meet the Junior Councillors if she is available. If this is not possible on the day, we will try to arrange for the MP to meet Junior Councillors at the Town Hall at a later date.

The event has been risk assessed and appropriate mitigation procedures are being implemented. Advice is being sought regarding insurance cover.

The tour of the Houses of Parliament will be free of charge. Travel costs are detailed above. Additional on the day expenses will be incurred such as underground travel and some refreshments, although the children will be taking packed lunches to keep these costs to a minimum. All expenditure will be met from account code 4371 (youth engagement).

Civic Pride Project (C&E Minutes 74-76, 25.11.25)

Painting of town centre finger/lamp posts and metalwork: waiting for confirmation of start date. Pantone colour reference (for the blue on the fingerposts) has been passed on the contractor.

Refurbishment of Town Hall windows and doors: 30% deposit paid from account code 4217. Currently looking at April 2026 as a start date for the work. All necessary paperwork submitted to CWaC and permissions received to undertake the work.

Signwriting: order placed.

Audrey Duncan
Community & Environment Manager