WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 17th January 2023 at 6.00pm

Present: Councillors J Lloyd (Chair), M Lithgow, M Barr, C. Booth, C Govier.

S Pringle-Kosikowsky (from minute number 481c)

In Attendance: Councillor A Govier

Dave Farrow - Town Clerk

Annette Kirk - Assets & Events Officer

One member of the press

475 APOLOGIES

Apologies had been received from Councillor K Wheatley, R. Coupe, S Davis

476 DECLARATIONS OF INTEREST

No declarations of interest

477 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 15th November 2022.

478 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No Questions and Comments from the Public

479 COMMITTEE MEMBERSHIP

Two business owners have expressed interest.

RESOLVED to take the Terms of Reference amendments to the Full Council's May Annual Meeting and increase the number of non-councillor members from 4 to 6.

480 POP UP SHOP

Deputy Clerk circulated a report to the Committee prior to the meeting.

- The Committee were encouraged to see nearly all the weeks in the year had been booked up.
- Councillor J Lloyd (Chair) asked the members for more help with the handovers and to contact the Deputy Clerk. Councillor J Lloyd confirmed she would be available if needed.
- Councillor J Lloyd to re-iterate to Full Council the need for more help from all Councillors to assist with handover.

481 KING'S CORONATION CELEBRATIONS

- a) RESOLVED to recommend Full Council to approve the quotation from Insignia Ltd in the sum of £4,832.00 + VAT for 3,200 coins including early years, home schooled and special needs children living in Wellington but attending a school elsewhere.
- b) Flagpole Holders in Fore Street, High Street, South Street and North Street

RESOLVED to recommend to Full Council that the existing 43 flagpole holders in the town centre be replaced and to accept the estimate from Flags.co.uk for 2m Aluminium white powder painted coated pole £6,654.00 plus VAT. Additional costs will need to be taken into account for site survey, disposal of old holders, installation and wall repair work if required. When finalising the specification, the flagpole holders to be used to display the Christmas Trees.

At this juncture, S Pringle Kosikowsky joined the meeting

c) King's Coronation Celebrations Events Sunday 7th May 2023:

RESOLVED to recommend to Full Council that the projected costs of up £20,000 to cover the King's Coronation Celebrations event on Sunday 7th May 2023 be agreed. The event to be funded from the Jubilee/Coronation budget carried over and other funding to be agreed. Event details as follows:

- To support Friends of Wellington Park and provide performers/entertainment for the Spring Fayre.
- To accept the offer from Wellington Rugby Club to have full use of their Club facilities and pitches to run sporting activities for families. Town Council Officers to work with the Rugby Club and Sports Federation to encourage all sporting clubs in Wellington to take part in event.
- Other activities will include Children's Roundabout, Inflatable Assault Course and much more.
- To accept the offer from Wellington Rugby Club to host the firework finale on the evening of Sunday 2023.
- To provide posters, banners, event programme and advertising on social media pages and to advertise locally.

482 ANNUAL STREET FAIR 2023:

RESOLVED to amend the resolution made at the last committee meeting held on 15th November 2022 to hold the Street Fair on Saturday 3rd June 2023

483 RIFLES REGIMENT: FREEDOM OF THE TOWN 17TH JUNE 2023

Town Clerk gave an update on the event:

- Parade will start from Wellington School at approximately 2pm.
- Parade route to be confirmed with Bridgwater Guy Fawkes Carnival before road closure application is submitted to Somerset West & Taunton District Council.
- Military Regiments to park and use the facilities of the Wellington Prep-school.

- In the event of bad weather, the presentation of the scroll will be in Wellington School Chapel consider livestreaming event.
- Wellington School to host reception cost of refreshments to be confirmed.
- Wellington Recreation Ground provisionally booked to host other re-enactment groups.
- Town Council to send out invitations.
- Town Council to provide a press officer to work with the Rifles Press Officer event marketing to start January 2023.
- Working Group next meeting Wednesday 18th January 2023.

484 CHRISTMAS 2022

- a) The Committee were very pleased with the Christmas Light Switch on event and thanked the Council Officers for their efforts in putting the event on.
 - Christmas Light Switch on 2023 The Committee considered "the switch on" being the last activity of the event. This will keep the crowd entertained until the end.
- b) New Christmas Light Contract 2023 The public survey results receive saw that people were very much in favour of our current Christmas Lights Scheme. The Committee discussed in detail what the people wanted to see.

RESOLVED to expand the current scheme beyond its current scope. Town Council Officers to start pulling costs together for the following:

- Christmas Tree and Lights Rockwell Green. Tree Location: Villa Verde Italian Restaurant Car Park, Exeter Road.
- Lighting in Cornhill
- Lighting in South Street
- c) Christmas Shop Window Competition 2023: **RESOLVED** to take on the running of the Christmas Shop Window Competition.

485 EMERGENCY TOWN CENTRE RECOVERY FUND

Expenditure Report circulated prior to the meeting.

- a. Living Walls on Town Centre Barriers
 Consent application to erect the Living Displays had been submitted to Somerset County Council Traffic Management. Await approval.
- b. **Community Photography Project**: Councillor J Lloyd (Chair) reported that Somerset West and Taunton District Council and Minehead Town Council like the project and now looking to do something similar in their town.
- c. Creative Workshops for Children Councillor C Govier asked how well was this was received? Assets & Events Manager reported that there was a steady stream of children. Feedback received was that everyone who took part enjoyed it.

486 CORNHILL – VICTORIAN LANTERN

The Committee were pleased the lantern had been found and wait receipt from Somerset County Council Highway Lighting Team.

487 TOWN COUNCIL MASCOT

The committee discussed this at length. Concerns were raised whether this was value for money, who would wear the costume and where the Mascot would be used. The committee did agree that the "Fox" would be the most appropriate animal to have as a mascot. As the Fox's name is very recognised and associated with Wellington.

RESOLVED not to proceed with the two options detailed in the Agenda: Option 1 – Town Council to purchase their own costume. Option 2 – Town Council to book Fuse Performance Ltd.

RESOLVED to have more engagement with the people of Wellington and carry out some market research to see if there is interest in a Town Council Mascot. To hire a performer and fox's costume from Fuse Performance Ltd and arrange an event/day for the fox mascot to be in town. Results to be fed back to the Town Centre Committee.

488 WELLINGTON TOWN ROAD SIGNS

Councillor J Lloyd (Chair) asked if Wellington's Britain in Bloom Silver Gilt Award could be added to the town road signs.

RESOLVED not to have the Rotary Club Logo on the town road signs.

RESOLVED to approve Officer spending of up to £2,500 to allow for contingency for unexpected costs. Subject to it being clarified that the £2,500 is for all four signs and not just one.

489 WELLINGTON FOOTFALL REPORTS

Reports were circulated prior to the meeting, for information:

- i. Monthly Footfall Reports for November saw an 8% drop in footfall compared to October. December footfall saw a 4% increase.
- ii. Footfall Report saw 3,960 visits for the Christmas Market & Light Switch on Event Saturday 26th November 2022

490	DATE OF NEXT MEETING:	Tuesday	21st March	2023 at 6pm	United	Reformed
	Church Hall.					

The meeting ended at 7.35pm		
Councillor Janet Lloyd Chair		

Wellington Town Council Pop Up Shop Update

For Town Centre Committee March 2023

Bookings

2023 is still busy with bookings, some confirmed and some still provisional. A summary to Nov is attached. Applications for Christmas '23 bookings continue to be received and this will be reviewed in August as per the policy. Free bookings from community groups and charities are marked in orange, chargeable bookings marked in green and use by the Council is marked in blue. Only 5 weeks remain available at present.

Handovers

Dates marked with a cross through indicate where a handover will be required. I will be issuing a rota for Apr-May-June shortly.

Booking Summary

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REVIEW AND RE-CONTRACT OF CHRISTMAS LIGHTING HIRE

For Town Centre Committee March 2023

1. Update following last report & meeting

- 1.1. At the last Town Centre meeting, it was agreed that the following should be added to the annual lighting scheme
 - 1.1.1. Christmas Tree and Lights Rockwell Green. Tree Location: Villa Verde Italian Restaurant Car Park, Exeter Road.
 - 1.1.2. Lighting in Cornhill
 - 1.1.3. Additional lighting in South Street
- 1.2. I have met with Rob, the sales rep. from the company that the Council hired lights from for the past 3 years. We surveyed the majority of the town and have identified a number of suggestions for the specification of hire. This is detailed in item 2 below.

2. Additions to hire Scheme

- 2.1. Christmas Tree & Lights Rockwell Green
 - 2.1.1. The Committee's preferred location for the new tree was in the car park of Villa Verde on Exeter Road. The car park was not a suitable location, so I investigated doing the install on the grassed area near the bus stop.
 - 2.1.2. Unfortunately, the lighting column nearby has not been approved by the County Council to have an electrical connection added to it. There is no other power source nearby that could be used to power the lights.
 - 2.1.3. The Christian Fellowship have offered the use of their car park to install a tree as an alternative location. There is already an electrical point in situ on the building to power the lights. This will need to be followed up with them and I have contacted them.
 - 2.1.4. Based on the works carried out at Tonedale, the estimated cost of installing a new pit and manhole will be £3,254.

2.2. Cornhill

2.2.1. Whilst on the site visit with Rob, we spoke with Sharon (committee member) from Interiors and Flowers who informed us that in past years there had been a string of festoon lighting in a zigzag formation all the way down Cornhill that stayed up year-round.

- 2.2.2. The install of this additional lighting will require a new electrical point and a small amount of infrastructure (small steel eye bolts) to be installed. This could be done while the lantern is reinstated.
- 2.2.3. If the Committee would like to see the lighting in place year-round, this could be done separately and the festoons purchased rather than hired which would provide better value for money. This could be funded from the Town Centre Projects budget and progressed alongside the reinstatement of the lantern.
- 2.2.4. A first indication of cost for 100m of festoon & catenary wire is £805 excluding installation.
- 2.2.5. Given the above, this has not been added to the hire schedule for now. It should also be noted that the outside space at the Iron Duke pub has fairy lights up all year round so the addition of a festoon would be in keeping with the surroundings.
- 2.2.6. There would likely be Planning obligations to carry out this project if the lighting string were a permanent fixture.

2.3. South Street

- 2.3.1. Currently, on South Street, there is one cross street banner, one set of curtain lights and 3 wall-mounted motifs. All of the wall motifs are on the right-hand side of the road.
- 2.3.2. The attached updated scheme (appendix A) suggests two new lighting column mounts to provide symmetry with existing installations and the addition of twinkle icicle lights to be strung along both sides of the road. The coverage provided by the icicles compared to the hire cost is much greater than additional wall motifs. They also require minimal infrastructure and can likely be attached to various existing fittings as they are lightweight. Wall motifs would require brackets to be fitted which involves permission to drill into walls etc.
- 2.3.3. A consultation/notification will be required with the businesses in the location of the install. A simple letter might suffice in the first instance.

2.4. North Street & Monmouth Gardens

2.4.1. While this was not identified by the Committee for additional lighting, the Chairman noticed that there is a Christmas Tree planted in

Monmouth Gardens which would benefit from being lit. This will require a new electrical point to be installed. This could be done from the nearby lighting column.

2.4.2. After the lights were erected in 2022, the office was contacted by the Nook & Cranny to say the icicle lights had been put up in the wrong place. It was explained that they had been put up correctly as per our schedule which was agreed when there was a business in the adjacent red brick building. Given that this is no longer used commercially, the Committee might like to consider whether to either extend or move the installation to cover the Nook & Cranny and Laundrette.

3. Infrastructure requirements for additions

Item	Power	Other	Cost
South Street Icicles	TBC	None	?
Column Mount MJC	Take from footfall	Column approved	
	counter box	for fitting	
Column Baptist	New column	Column approved	Fitting £669
Church	power fitting	for fitting	
Tree Monmouth	New column	None	Fitting £739
Gardens	power fitting		
Tree Rockwell Green	Already in place at	Holder & Manhole	Manhole
	Christian Centre		£3,254
_		Total	£5,505

4. Christmas Trees

4.1. The large Christmas tree for the town centre is donated free of charge by Langford Lakes. Last year this was also the case for the Tonedale tree. I have called to ask about the position if 3 trees are requested and a response is awaited.

5. Hire Contract (lights supply only)

- 5.1. As the cost of the total contract over three years is likely to be more than £30,000 (inc. VAT), the opportunity to tender must be advertised on the Contracts Finder website.
- 5.2. Attached at appendix B is a specification for the hire of the annual festive lighting scheme. Appendix documents will include the updated schedule as well as the maps.

6. Installation Contract

- 6.1. As the cost of the total contract over three years is likely to be more than £30,000 (inc. VAT), the opportunity to tender must be advertised on the Contracts Finder website.
- 6.2. Attached at appendix C is a specification for the hire of the installation of the annual festive lighting scheme. Appendix documents will include the updated schedule as well as the maps supplied for the hire contract tender.

7. Points for Decision

7.1. Schedule

- 7.1.1. Do the Committee approve the additions as set out in schedule and highlighted in green? Y / N
- 7.1.2. North Street would the committee like to move or extend the icicle lights at the Nook & Cranny?
- 7.1.3. Rockwell Green Tree do the committee approve the alternative location at the Christian Centre? Y / N
- 7.1.4. High Street Conservative Club (see notes on schedule). Add wall motif bracket or keep existing icicles only?
- 7.2. Subject to the items above, the Committee is asked to give delegated spending authority to Officers (in conjunction with the Chairman) to enable installation of infrastructure where required as detailed in item 3. This to be in line with ToR with a £3,000 limit for each item of expenditure.
- 7.3. Do the Committee wish to set out a colour or general theme for the tender pack? Y / N
 - For reference, past scheme had white icicle lights, multicoloured tree lights, white and gold wall motifs, and red and green curtains (Iron Duke) and cross street banners. This was also covered in the survey, the responses and some indicative images are attached at appendix D.
- 7.4. Subject to items above, do the committee approve the Tender Packs for both the lighting and installation contract? Y / N
- 7.5. Committee to set a date and time for a special meeting to be held to receive presentations from shortlisted contractors and to make a recommendation to Full Council on the award of contract. This must be between $15^{th} 26^{th}$ May to allow time for agenda publishing etc.

8. Timeline update

8.1. Following the paper circulated in January, the timeline for this project is now as follows.

March Mtg

•Specification and tender pack for hire contract presented for approval.

April

•Tender advertisement active on Contracts Finder 1st - 30th April

Mav

- •Date in May (WB 1st May) to open tenders submitted and shortlist (depending on numbers). This to be done by Clerk and Chairman or one other member of the Committee.
- •May Meeting (additional special meeting) review summary of tenders received and possible presentations from contractors. Discuss quotations and make recommendation to June Full Council for award of contract.

June

• Award of contract recommendation received and signed off at Full Council (5th June).

Alice Kendall Deputy Clerk/Deputy RFO 13 March 2023

Area	Item	Power Location	Notes / Action required
South Street			
Crossing Joseph Welch	8m crossing motif. Catenary wires to remain in place	Joseph Welch	
Curtains Joseph Welch	3x 2m LED Curtain Harness - 13 sockets - White Rubber Cable Cool White LED Light String 72 Static + 8 White Flash – White Rubber Cable	Joseph Welch or South St side of Kaffee Klatsch	
Icicles South St LHS (Nos 5-21)	White Flash LED Icicle Light 80cm drop. (total approx. 60m)	Cards & Co <i>or</i> Green Dragon	New installation suggestion following last meeting & survey results.
Wall Mount Green Dragon	Wall Mount Motif Bracket in place	Green Dragon	Need to enquire about current power situation, looks to be through side window.
Wall Mount Scotts Lane/Prep School	Wall Mount Motif Bracket in place	Prep School	
Wall Mount Cards & Co		Cards & Co	Not on original schedule but bracket in place and motif installed in 2022
Icicles South St RHS (Nos 2-18)	White Flash LED Icicle Light 80cm drop. (total approx. 56m)	Joseph Welch	New installation suggestion following last meeting & survey results. NB – No 14 Currently empty & 16 is residential. Stop at end of No 12, Sunseed? Check with electricians if possible to use extension lead over crossing wires.
Column Mount MJC Financial Planning	Column Mount Motif Bracket to remain with motif on install/take down. Bottom of motif to be minimum of 3m off the ground.	New	Requires new electrical connection. External box already in place for footfall counter so easily altered. Mount to lighting column No4 to avoid having to install brackets onto building. Provides symmetry with Green Dragon opposite.
Column Mount Baptist Church	2-sided Column Mount Motif Bracket to remain with motif on install/take down. Bottom of motifs to be minimum of 3m off the ground.	New	Requires new electrical connection which will have to be carried out by SCC's contractor. Mount to lighting column No6. Plenty of space either side gives opportunity for motif either side of pole. Provides symmetry with Prep School opposite.

Fore Street			
Crossing WH Smith	8m crossing motif. Catenary wires to remain in place	Quantock Funeral Services	
Crossing Coffee #1	8m crossing motif. Catenary wires to remain in place	Library	
Wall Mount Tim Potter	Wall Mount Motif Bracket in place	Tim Potter	
Wall Mount Buy & Save	Wall Mount Motif Bracket in place	Buy & Save	
Wall Mount 5 Luson Surgery	Wall Mount Motif Bracket in place	Luson Surgery	
Icicles The Squirrel	White Flash LED Icicle Light - 80cm Drop (total 18m approx.)	The Squirrel	
Icicles HT Perry (30 – 29 Fore St.)	White Flash LED Icicle Light - 80cm Drop (total 20m approx.)	HT Perry	
North Street			
Crossing Iron Duke	8m crossing motif. Catenary wires to remain in place	Iron Duke	
Iron Duke Light Curtains	10x Curtain Harness - 7 sockets - Black Rubber Cable Light String - 72 Static + 8 White Flash - 10m Green Rubber Cable	Iron Duke	
Christmas Tree Monmouth Gardens	LED Light String Static & Flash	New	Suggestion from Chairman to add lights to inground Christmas tree in Monmouth Gardens. Needs new power supply – Lighting Column No2?
Icicles Claires	White Flash LED Icicle Light - 80cm Drop (total 18m approx.)	Claires	Location of current installation is no longer retail premises. Either move (same length) or extend (double current length) to cover Nook & Cranny, Foot Health & Laundry.
Wall Mount Laundry (no11)	Wall Mount Motif Bracket in place	Laundry	
Wall Mount Heidi's (no25)	Wall Mount Motif Bracket in place	Heidi's	
High Street			
Crossing Boots	8m crossing motif. Catenary wires to remain in place	Bladez	

Wall Mount	Wall Mount Motif	Stags	
Stags	Bracket in place	Otags	
Icicles Watson & Smith Balcony	White Flash LED Icicle Light - 80cm Drop (total 10m approx.)	Paws & Claws	
Wall Mount Fox & Sons (No14)	Wall Mount Motif Bracket in place	Fox & Sons	
Wall Mount Porter & Dodson (No15)	Wall Mount Motif Bracket in place	Porter & Dodson	
Wall Mount Conservative Club	Wall Mount Motif		On original schedule but nothing installed in 2022 – no bracket? Install bracket or remove from list? Already has icicle installed.
Icicles Conservative Club & Plantside	White Flash LED Icicle Light - 80cm Drop (total 18m approx.)	Porter & Dodson	
Wall Mount Ruxstons	Wall Mount Motif Bracket in place	Ruxstons	
Icicles Ruxstons to Wellington Weekly	White Flash LED Icicle Light - 80cm Drop (total 27m approx.)	Wellington Weekly	
Wall Mount Wellington Weekly	Wall Mount Motif Bracket in place	Wellington Weekly	
Wall Mount Rule 7	Wall Mount Motif Bracket in place	Rule 7	
Icicles Rule 7	White Flash LED Icicle Light - 80cm Drop (total 16m approx.)	Rule 7	
Christmas Tree Lights	Multicoloured LED Light String Static & Flash (tree approx. 35ft) Min. 1,800 lights	Stags	
Christmas Tree Barrier/Fencing	Hire of decorative fencing/barriers around tree, approx. 7x 2m.	N/A	
Rockwell Green			
Christian Centre	White Static LED Icicle Light - 50cm Drop (total 19m approx.)	Christian Centre	
Brocks	White Static LED Icicle Light - 50cm Drop (total 18m approx.)	Brocks	
Village Hall	White Static LED Icicle Light - 50cm Drop (total 22m approx.)	Village Hall	

Hairdresser	White Static LED Icicle Light - 50cm Drop (total 7m approx.)	Hairdresser	
Christmas Tree Lights	Multicoloured LED Light String Static & Flash (tree approx. 20ft) Min. 350 lights	Christian Centre	Pit and manhole required. Suggested Location – Christian Centre
Christmas Tree Barrier/Fencing	Hire of decorative fencing/barriers around tree, approx. 5x 2m	N/A	
Tonedale			
Tree	Multicoloured LED Light String Static & Flash (tree approx. 20ft) Min. 350 lights	Lighting Column 5	
Christmas Tree Barrier/Fencing	Hire of decorative fencing/barriers around tree, approx. 5x 2m	N/A	



TENDER DOCUMENT FESTIVE LIGHTING CONTRACT 2023 – 2025



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Introduction

Wellington is a town in Somerset with a population of around 16,500. The town is the host of a large and varied selection of independent traders and stores.

The Town Council provide a scheme of festive lighting each year within the town centre (High Street, South Street, Fore Street & North Street) as well as Rockwell Green and a tree at Tonedale. The Council's Town Centre Committee oversees the festive lighting.

Requirements & Purpose

The Council is seeking tenders for the rental of a range of motifs, light strings, and icicle lights. The contract length will be 3 years commencing in 2023.

The objective of the contract will be to produce an innovative and energy efficient illuminated display/decorations package, using the established infrastructure. The contract will include the design, supply, delivery, and storage of the entire scheme.

The contract for installation will be tendered for separately. If the tenderer would like to make a submission for installation the appropriate notice is available to view on the Contracts Finder website.

The colouring for the scheme should be [TBC]. Tenders may submit more than one scheme if they so wish but these should be in separate envelopes according to the instructions laid out below.

Attached as Appendix A to this document is a schedule with the details of each item to be installed. This also includes the location of the nearest power outlet; this is provided for information and the tenderer is responsible carrying out their own assessment of these locations. In support of this, Appendix B details maps showing the locations of each item.

Any tender submitted should include the following:

- Supply & hire of all installations including fittings, where required.
- Repairs and maintenance of displays including annual PAT testing.
- Detailed, itemised schedule including accessories required (splitters, extension leads etc.) and the cost for each line as well as the power rating (watts).
- Mock up images of either some or all of the scheme in situ.
- A schedule JPG image files for each design. The Council reserve the right to use these images if required.
- A statement or other documentation that confirms supply at the specifications detailed below.

- Delivery timetable the tenderer shall confirm that the entire scheme will either be delivered to or collected by the installation contractor no less than 30 days before the date of the switch on event. The hire provider will liaise directly with the appointed installation contractor to make arrangements for this.
- It is a non-negotiable requirement that the tenderer is to provide storage for the entire scheme for the duration of the contract.

Item Specifications

- All components to be designed and manufactured to meet all relevant BS/BSEN standards.
- Minimum IP44, IP56 or IP65 ratings on all designs and accessories where applicable.

Tender Instructions & Process

Those wishing to apply should contact the Council to request an information pack. This can be done via e-mail to info@wellingtontowncouncil.co.uk or by calling 01823 662855. An information pack will be mailed to you including a specifically marked envelope. Applications must be returned in this envelope. You are responsible for affixing the appropriate postage where required.

You are welcome to contact the Council to arrange a site visit before preparing your submission. The point of contact for this project is Alice Kendall, Deputy Clerk. She can be reached on extension 202 of the number above, or on 07591 819989. Her email address is <u>alice@wellingtontowncouncil.co.uk</u>.

The deadline for submissions is noon on 28th April 2023. As per the Council's Financial Regulations, all applications will remain sealed and will be opened by the Clerk during the week beginning 1st May in the presence of either the Chairman or another member of the Town Centre Committee.

A shortlisting process may be implemented depending on the number of submissions received. Those shortlisted will be invited to attend a meeting of the Town Centre Committee at a date in May to be advised. At this meeting, following the presentations, the Committee will seek to make a recommendation to Full Council on 5th June to appoint the contract.

Form of Tender

Your Details		
Contact Name		
Company		
Address		
Telephone Number		
E-mail Address		

Cost per year for hire, storage and delivery as set out above. A detailed and itemised schedule must also be included.

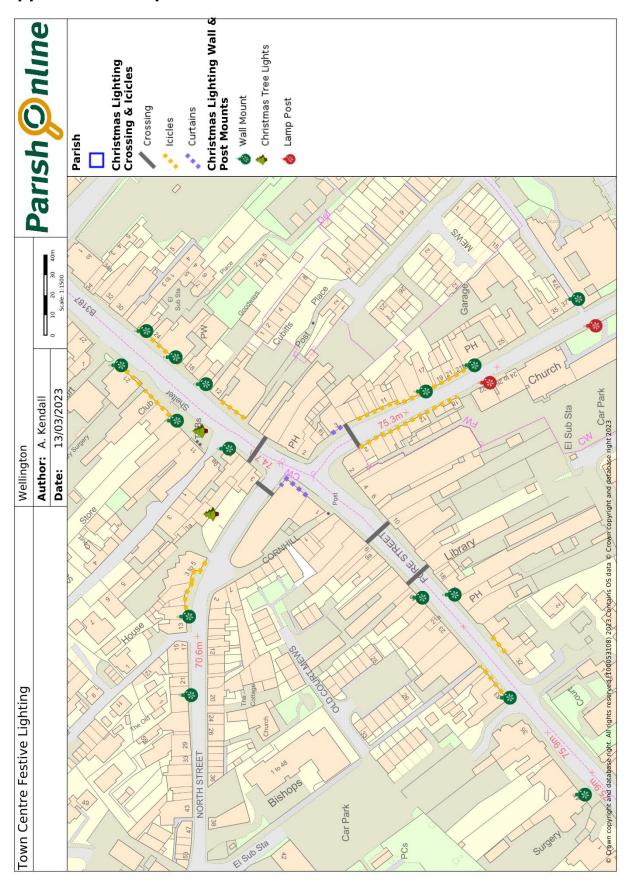
Confirmation		
Name		
Signature		
Date		

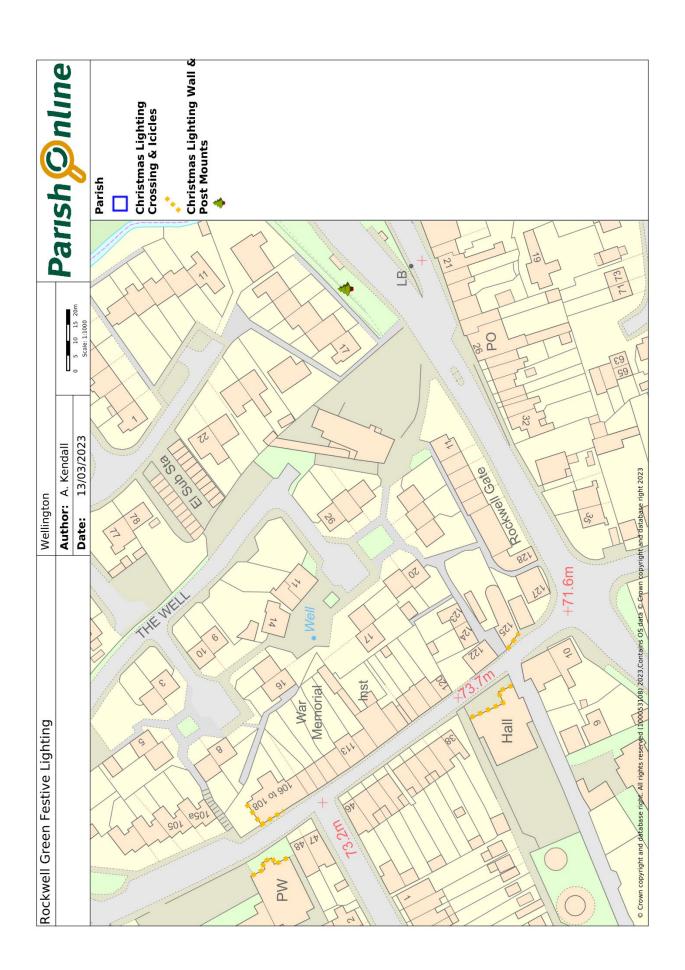
By singing above you agree that all the information submitted is correct and that should you be awarded the contract you are able to provide, upon immediate request, all details relating matters of health & safety (risk assessments, etc.) and confirmation of public, employers and any other insurance cover.

Appendix A - Schedule

Schedule to be inserted once agreed at Committee.

Appendix B - Maps







TENDER DOCUMENT FESTIVE LIGHTING INSTALLATION CONTRACT 2023 – 2025



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Introduction

Wellington is a town in Somerset with a population of around 16,500. The town is to the host of a large and varied selection of independent traders and stores.

The Town Council provide a scheme of festive lighting each year within the town centre (High Street, South Street, Fore Street & North Street) as well as Rockwell Green and a tree at Tonedale. The Council's Town Centre Committee oversees the festive lighting.

Requirements & Purpose

The Council is seeking tenders for the installation and removal of rented motifs, light strings, and icicle lights. The contract length will be 3 years commencing in 2023.

The objective of the contract will be to provide the Council with a qualified and experienced electrical contractor who will provide support with both electrical work and the installations of any fittings required for the scheme.

The tenderer shall provide the following:

- To take delivery or collect of the scheme from the supplier and ensure that it is in good working order.¹
- Erection of the entire lighting scheme and carry out safety checks on all electrical connections (visual or otherwise) not less than 2 weeks prior to the switch on event².
- Provide two personnel to carry out the switching on of the lights on High Street for the switch on event. Personnel to then switch on and set the timers for all other fittings in the town centre, Rockwell Green, and Tonedale.
- Be available for call outs for any troubleshooting reasons (indication of price to be given separately) within 24 hours where reasonably possible.
- Remove, dismantle, and return the lighting to the hire supplier for storage. Any
 faults or damage to be reported to the supplier who will be responsible for any
 maintenance works.

From time to time, the Council will erect event banners using the cross-street catenary wires. It is preferable if the installer can also provide this service. Please indicate a best estimate cost for this on the form of tender.

The following items are the responsibility of the tenderer and by submitting a signed tender form, they indemnify the Council of any responsibly for these matters. Upon issuing the contract, the Council will ask for details of certain aspects relating the list below and the tenderer must provide them when requested. The Council will not

¹ Arrangements will be made directly between the installation contractor and the supplier.

² The Switch on Event for 2023 will be on 25th November. Usually, the event is held on the last Saturday of November but will be confirmed each year by the Council.

enter into any contract unless Officers are satisfied with the documents provided by the tenderer.

- Public and Employers liability insurance with a minimum cover of £10m.
- All matters relating to health and safety including policy, risk assessments, method statements and staff training.
- Approval to work above the highway issued by Somerset County Council.
- Training and qualification certificates for all relevant staff who will carry out on behalf of the Town Council.

To assist the preparation of your tender, a full schedule of lighting is attached which details the locations of the power sources. Maps are also attached for your information. It is the responsibility of the tenderer to carry out a site visit and make all reasonable assessments before submitting a tender.

Tender Instructions & Process

Those wishing to apply should contact the Council to request an information pack. This can be done via e-mail to info@wellingtontowncouncil.co.uk or by calling 01823 662855. An information pack will be mailed to you including a specifically marked envelope. Applications must be returned in this envelope. You are responsible for affixing the appropriate postage where required.

You are welcome to contact the Council to arrange a site visit before preparing your submission. The point of contact for this project is Alice Kendall, Deputy Clerk. She can be reached on extension 202 of the number above, or on 07591 819989. Her email address is alice@wellingtontowncouncil.co.uk.

The deadline for submissions is noon on 28th April 2023. As per the Council's Financial Regulations, all applications will remain sealed and will be opened by the Clerk during the week beginning 1st May in the presence of either the Chairman or another member of the Town Centre Committee.

A shortlisting process may be implemented depending on the number of submissions received. The shortlisted tenders will be considered at a meeting of the Town Centre Committee at a date in May to be advised. At this meeting, the Committee will seek to make a recommendation to Full Council on 5th June to appoint the contract.

Form of Tender

Your Details		
Contact Name		
Company		
Address		
Telephone Number		
E-mail Address		
Cost per year for install, dis	smantle, and return to storage.	
£		
Indicative cost for a call out (to reset a timer, for example)		
£		
Indicative cost for the insta	llation and removal of cross street banners.	
£		

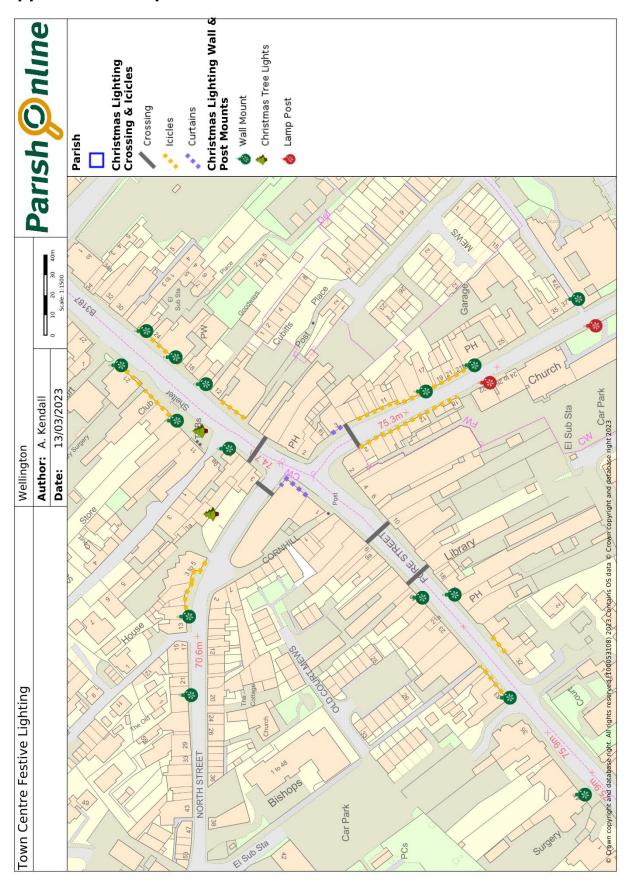
Confirmation	
Name	
Signature	
Date	

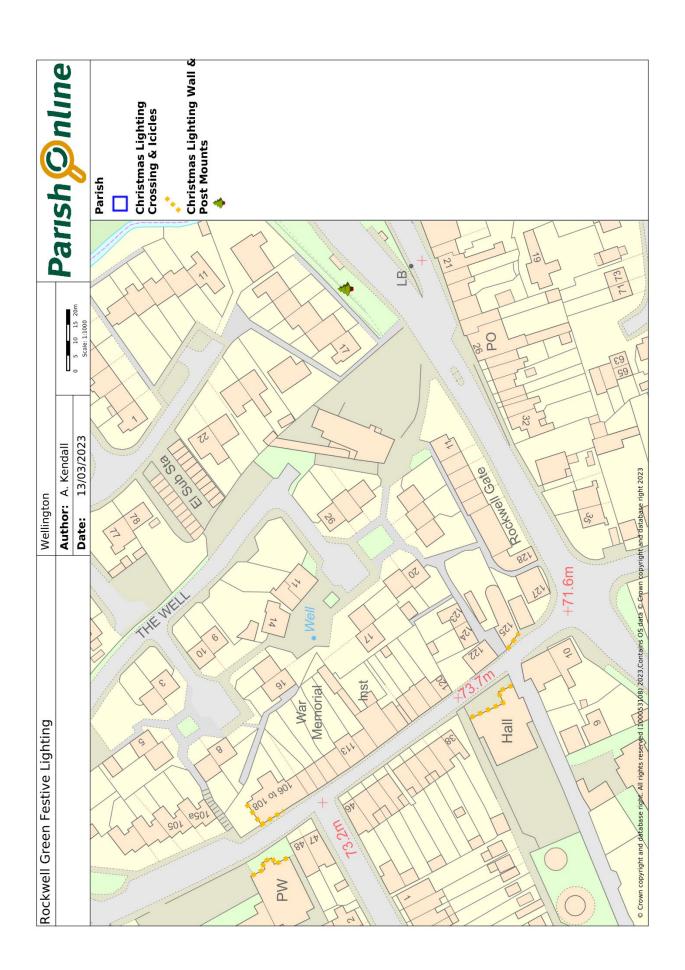
By singing above you agree that all the information submitted is correct and that should you be awarded the contract you are able to provide, upon request, any documents as previously detailed in this document.

Appendix A - Schedule

Schedule to be inserted once agreed at Committee.

Appendix B - Maps





Christmas Lighting Feedback

119 Responses 02:24

Average time to complete

Closed Status

1. Do you like the current colour scheme?





2. Do you like the current cross street banners?



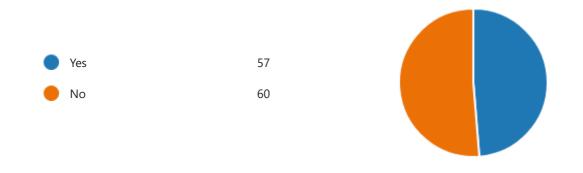


3. Do you like the current wall mounted motifs

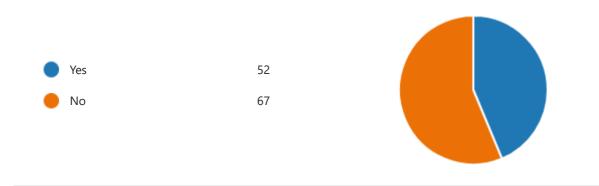




4. Do you think the overall scheme should be updated/changed?



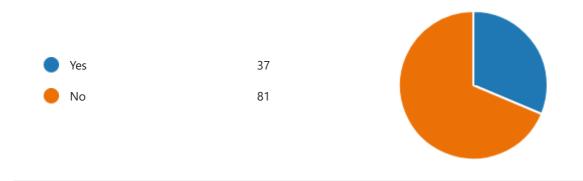
5. Do you think the colour scheme should be changed?



6. If yes, do you have a suggestion for a colour scheme?



7. Do you think the designs should be changed?



8. Do you have any comments and/or suggestions relating to the town's Christmas lighting?

Latest Responses

87 Responses "I think it should be looked at how long the lights are on for. I..

"They look lovely. Not sure what some people expect but for ...

"They are perfect as they are I just wished people would be m...

○ Update

45 respondents (**52**%) answered **lights** for this question.

lights on buildings
tree lights

White lights

town

lights on the trees Street
look great

Tarry lights

Christmas trees

Iights

South Street

fairy lights
Christmas trees
lovely
North S
town co

South Street Christmas lights display now up and lit

Wellington Town Council



CHRISTMAS LIGHTING PROPOSAL

PRODUCED BY
ROB HOLLINGWORTH - REGIONAL ACCOUNT MANAGER

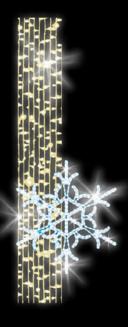




CROSSING 1 JOSEPH WELCH

124222.A2.400.R1.S23
4M FESTIVE MIX (2PCS)
WHITE ROPE LIGHT WITH RED & GREEN LIGHT STRINGS





WALL MOUNT 1 GREEN DRAGON

WALL MOUNT 2 SCOTTS LANE
12317.B2.230.R1.S4
2.3M SNOWFLAKE BAND
WHITE ROPE LIGHT WITH WARM WHITE LIGHT STRINGS





CROSSING 2 WH SMITH

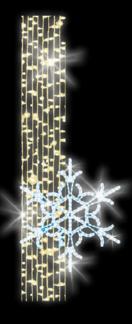
12537.A2.720.R2.S1
7.2M STARS & CIRCLES WITH E27 FTS (4PCS)
RED ROPE LIGHT WITH WHITE LIGHT STRINGS



CROSSING 3 COFFEE 1

12537.A2.720.R3.S1
7.2M STARS & CIRCLES WITH E27 FTS (4PCS)
GREEN ROPE LIGHT WITH WHITE LIGHT STRINGS







12317.B2.230.R1.S4
2.3M SNOWFLAKE BAND
WHITE ROPE LIGHT WITH WARM WHITE LIGHT STRINGS



WALL MOUNT 4 BUY & SAVE WALL MOUNT 5 LUSON SURGERY

12370.B2.120.R1.S 1.2M SNOWFLAKE WHITE ROPE LIGHT





CROSSING 4 IRON DUKE

124222.A2.400.R1.S23
4M FESTIVE MIX (2PCS)
WHITE ROPE LIGHT WITH RED & GREEN LIGHT STRINGS

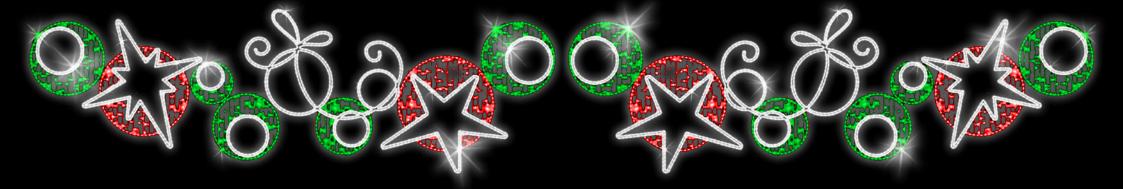




WALL MOUNT 6 LAUNDRY WALL MOUNT 7 HEIDES

12370.B2.120.R1.S 1.2M SNOWFLAKE WHITE ROPE LIGHT





CROSSING 5 BOOTS

124222.A2.400.R1.S23
4M FESTIVE MIX (2PCS)
WHITE ROPE LIGHT WITH RED & GREEN LIGHT STRINGS







12370.B2.120.R1.S 1.2M SNOWFLAKE WHITE ROPE LIGHT



WALL MOUNT 13 MOUNT VETS
WALL MOUNT 14 RULE 7

124017.B2.200.R1.S4
2M STAR CURVE
WHITE ROPE LIGHT WITH WARM WHITE LIGHT STRINGS



CHRISTMAS LIGHTING PROPOSAL

PRODUCED BY
ROB HOLLINGWORTH - REGIONAL ACCOUNT MANAGER

M: 07808 654403 | rob@festivelighting.co.uk

These images are simulations and are for representation purposes only. The drawings are not to scale and should not be used in conjunction with any installation.

These designs are protected under copyright © and may not be copied for a third party without the permission of The Festive Lighting Company.

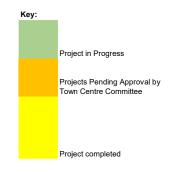


Blackmoor, West Buckland, Wellington, Somerset TA21 9LQ
T: 01823 667788 | www.festivelighting.co.uk

WELLINGTON EMERGENCY HIGH STREET FUND INDICATIVE PLAN - ALLOCATED MONIES - £25,000 Date: 15th March 2023

THEME		SUGGESTED TIME FRAME	COMMENTS	APPROX COST	Expected Invioces	Invoices received (net)	VAT	Total cost	Completed and Funds Available?
			Balance bought forward from £100K EHSF	£5,913.34					
Refurbish 2 Planters		End of December 2022	Planter outside United Reform Church Fore Street. 1 Planter outside Kamyko, High Street . Price from Creative Landscaping £3,245.60 plus £649.12 VAT	£4,000.00	£ 3,245.60				
Community Photography Project	Kathryn Anne Photography	October/November 2022	11/01/22 - allow £150.00 for the displays to be removed mid March 2023 before end of March 2023 or if the owner wants it removed earlier. 22/11/22 Somerset Sign & Print - £482.08 + £96.42 VAT = £578.50. 14/11/22 - Wordgetsaround £150.00 increased due to the amount of artwork changes. Window Wrap on Shop front to showcase new and upcoming small businesses.	£800.00	£ 782.08				
Creative Workshop	Children Workshops	Town Council agreed to support one activity day. May add more depending on its success.	Town Council agreed to cover cost for Christmas Activity Day £450.00 2 workshop leaders. Venue: Wellington Scouts HQ hire £60.00. Date of activity Saturday 10th December 2022. Time 10am to 3pm. Wordsgetsaround Invoice £75.00 poster	£1,500.00	£ 525.00				
Christmas 2022	Street Entertaintment - Fuse Performance Ltd	Completed by end of December 2022	Total invoices received for 5 days entertainers = £4965.00. Christmas Market & Light Switch on Event - Saturday 26th Nov. Saturday 3rd, 10th & 17th Dec. Thurs 22nd Dec. Waiting for Quotation	£5,000.00	£ 4,965.00				
	Bay Media Lamp Post Banners	Christmas Lights Switch On Event - Lamp Post Banners	7/11/2022 Bay Media Invoice £1386.00 + £277.20 VAT 13/10/22 - Wordgetsaround sent artwork to Bay media. Banners to be erected 1st week of Nov 2022. Taken down week ending 2nd Dec 2022	£1,500.00	£ 1,386.00				
	Somerset West and Taunton Distric t Council - Free Parking	Christmas Market & Lights Switch on Event - 26th Nov 2022 - free parking in Longforth Road, South Street & North Street Car Parks.	20/11/22 - SWT invoice £967.00 + £193.40 VAT Total: £1160.40 13/10/22 - SWT email approval for free parking, wait invoice	£1,000.00	£ 967.00				
Town Centre Living Wall	To install living wall to Highway Barriers in the Town Centre - Councillor Mark Lithgow would like to see this.	To be in place by end of year if agreed by Town Centre committee	10/3/23 Create Landscaping Ltd £2723.79 + £544.75 VAT = £3268.54 for installation and planting 28/2/23 - Order for Railing Display with Clean City Air - cost: £4933.69 + £986.74 VAT = £5920.43 2 years parts warranty. Free Delivery to Create Landscaping Ltd who will plant and install, wait quotaton. Also includes Backpack Style 20L water sprayer. 10/1/23 - Consent application sent to SCC wait approval. costing may vary depending on how many displays are approved. 14/11/22 - Create Landscaping reviewed the quotation £6858.24 plus £1371.15 = £8229.89 based on 12 displays 8/11/2022 Create Landscape original quote June 2021 - £5045.04 plus VAT. Create to requote.	£9,200.00	£ 9,188.83				
			10th Jan 2023 - M J Fletcher Property Maintenance installed the						
Bench Installations	5 benches purchased from Wellington Back Fund	By end of November 2022	5 benches - cost £250.00. 5th Dec 2022 - M J Fletcher Property Maintenance installed concrete pads for 5 benches - cost £960.00.	£1,000.00	£ 1,210.00				
Fingerpost Arm - South Street/Fore Street	1 fingerpost arm - "Park & Memorial" - request from FOWP	End of March 2023	28/2/23 - FWDP quotation £776.00 plus VAT £155.20. Post Extension Fingerarm Double Sided & Delivery	£1,000.00	£ 776.00				
Street Banners King Charles III Coronation	Event Date 7th May 2023	8 Banners Printed and Delivered end of March 2023	13/03/23 - 8 Banners Carly Press = £980.00 + VAT		£ 980.00				
Street Banners- The Rifles - Freedom of the Town	Tevent Date 17th June 2023	4 Banners printed and delivered end of March 2023	13/03/23 - 4 Banners Carly Press = £515.00 +VAT		£ 515.00				
Street Banners - Wellington Street Fair	Event Date 3rd June 2023	4 Banners printed and delivered end of March 2023	13/03/23 - 4 Banners Carly Press = £515.00 +VAT		£ 515.00				
Rockwell Green Notice Board		Installed and fitted end of March 2023	13/03/23 - Green Barnes Notice Board = £1300.00 +VAT. Installation Abacus Construction = £490 + VAT		£ 1,790.00				
The Priory Notice Board		Installed and fitted end of March 2023	13/03/23 - Green Barnes Notice Board = £1300.00 +VAT. Installation Abacus Construction = £490 + VAT		£ 1,790.00				
Tonedale Notice Baord		Installed and fitted end of March 2023	13/03/23 - Green Barnes Notice Board = £1300.00 +VAT. Installation Abacus Construction = £490 + VAT		£ 1,790.00				
		Deadline for expenditure 31st March 2023	TOTAL	£30,913.34	£ 30,425.51				

Agenda item 11





Wellington Town Council – Date: 23rd February 2023

Recommendation: "Living Wall" Displays on Highway Railings (Single sided)

Yellow Spot on the Barriers indicate location of Living Wall Display:

Fore Street - outside Iron Duke

4 locations

Railings: W 193cm H 90cm

Roadside Display

4 X 90 X 60 TRAY SETS



1 & 2

4 X 90 X 60 TRAY SETS



3 & 4

North Street - outside Iron Duke

2 locations

Railings: W195cm. H90cm

Roadside Display

4 X 90 X 60 TRAY SETS YELLOW LINES SHOW STEP DOWN TO KEEP STRAIGHT TRAYS



5 & 6



North Street - outside Turkish Barbers.

2 Locations Railing: W 193cm H90cm Roadside Display

4 X 90 X 60 TRAY SETS YELLOW LINES SHOW STEP DOWN TO KEEP STRAIGHT TRAYS

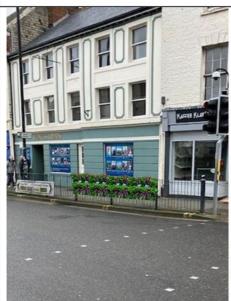


7 & 8

High Street – outside Former Kings Arms Public House

2 Locations Railing: W193cm H90cm Roadside Display

4 X 90 X 60 TRAY SETS YELLOW LINES SHOW STEP DOWN TO KEEP STRAIGHT TRAYS



9 & 10

High Street – outside Post Office

3 Locations

Railing left (next to cash machine):W96cm H100cm Railing middle: W175cm H100cm Railing right: W100cm H100

Pavement Display

3 X 100 X 60 TRAY SETS 1 x 60 x 60 TRAY SET YELLOW LINES SHOW STEP DOWN TO KEEP STRAIGHT TRAYS



L11, M12, R13



High Street – outside Post Office

2 Locations

Railing Right (next to Cash Machine):

W120cm H100cm

Railing Left: W125cm H100cm

Pavement Display

2 X 115 X 60 TRAY SETS YELLOW LINES SHOW STEP DOWN TO KEEP STRAIGHT TRAYS

High Street – Entrance to White Hart Lane

2 Locations Railing: W193. H90cm

Roadside Display

4 X 90 X 60 TRAY SETS YELLOW LINES SHOW STEP DOWN TO KEEP STRAIGHT TRAYS



R14, L15



16, 17



Close up of one railing:



CLEAN CITY AIR LIMITED

UNIT 189, STREET 6 THORP ARCH ESTATE WETHERBY LS23 7FP



TEL: 01937 845388 EMAIL: info@cleancityair.org

To:	Ship To:			
WELLINGTON TOWN COUNCIL 28 FORE STREET WELLINGTON SOMERSET TA21 8AQ Tel: 01823 662855	BEN VARNEY CREATE LANDSCAPING LTD C1 FOXMOOR BUSINESS PARK WELLINGTON SOMERSET TA21 9RF			

Date	Requisitioned By	P.O. Number	Terms
28/02/2023	WELLINGTON T.C.	1 110 1	50% DEPOSIT
	WEEEINGT GIV 1.3.		50% ON DELIVERY

Quantity	Description	Unit Price	Total
2	GW 1150 3 TRAY KITS INC BACKPLATES	£169.33	£338.66
24	GW 950 3 TRAY KITS INC BACKPLATES	£133.22	£3,197.28
4 GW 600 3 TRAY KITS INC BACKPLATES		£147.44	£589.76
34	STANDARD 900 RAILING HANGING RAIL	£14.00	£476.00
15	DOUBLE 900 RAILING HANGING RAIL	£20.00	£300.00
1	BACKPACK STYLE 20L WATER SPRAYER	£31.99	£31.99
	DUE NOW	50% DEPOSIT	£2960.21
Comments:		50% END	£2960.22
I .	lude delivery and free installation/planting training rts warranty	SUB TOTAL	£4,933.69
		VAT @ 20%	£986.74
		TOTAL	£5,920.43

BANK DETAILS: NATWEST BANK

ACC NUMBER: 96657952 SORT CODE: 51-81-34 CLEAN CITY AIR LIMITED VAT REG 393141989



QUOTATION

Address: Create Landscaping LTD, Unit 3,

Foxmoor Business Park, Wellington,

Somerset, TA21 9RF

Telephone: +441404892775

Email: Team@createlandscaping.co.uk

VAT Number: 980726788

Company No.: 07034757

Customer Details

Wellington Town Council 28 Fore Street Wellington Somerset, England TA21 8AD

Site Details

Wellington Town Council - 28 Fore Street 28 Fore Street Wellington Somerset, England

TA21 8AD

Quotation Details

Quotation: #QUO00222

Date: 10/03/2023 **Order Number:**

Prepared by: Ben Upgraded Job Number:

Description

Plant out living wall displays at our unit, deliver them to desired locations in town, and connect to the railings using manual traffic control measures.

Description	Quantity	Sell	Discount	VAT	Total (Ex VAT)
Labour to install planting	9h 0m	£23.34	£0.00	20.00%	£210.06
Labour to install planting	9h 0m	£23.34	£0.00	20.00%	£210.06
Labour for traffic management	9h 0m	£23.34	£0.00	20.00%	£210.06

All quotes are valid for 30 days from the date above and are based on a level soiled area. All uneven levels may have a cost implication which will be advised. We are not responsible for any impacts from natural occurrences which may cause additional costs. Any planning permission required is the customer's responsibility, which we will assume has been approved prior to work starting. Any variations, ommissions & additions will be the subject of a new quote. Please make all cheques payable to Create Landscaping Ltd. If you have any questions concerning this quote, please contact our accounts department on 01404 892775.

Thank you for your business.

Labour for traffic management	9h 0m	£23.34	£0.00	20.00%	£210.06
N/a Luzula sylvatica 2 Ltr [N/a]	20.00	£6.38	£0.00	20.00%	£127.60
N/a Hedera hel. 'Glacier' 2 Lt [N/a]	20.00	£3.90	£0.00	20.00%	£78.00
N/a Hedera hel. 'Goldheart' 2 [N/a]	68.00	£5.47	£0.00	20.00%	£371.96
N/a Vinca minor 2 Ltr [N/a]	128.00	£3.30	£0.00	20.00%	£422.40
N/a Carex morrowii 'Ice Dance' [N/a]	40.00	£6.38	£0.00	20.00%	£255.20
N/a Festuca glauca [N/a]	40.00	£6.38	£0.00	20.00%	£255.20
N/a Rosmarinus off. 'Prostratu [N/a]	20.00	£7.42	£0.00	20.00%	£148.40
N/a Thymus citriod. 'Silver Qu [N/a]	20.00	£4.28	£0.00	20.00%	£85.60
N/a Multi-purpose compost [N/a]	31.00	£4.49	£0.00	20.00%	£139.19

Sub Total:	£2,723.79
Discounted Amount:	£0.00
Total Excluding VAT:	£2,723.79
VAT Amount:	£544.75
Total Including VAT:	£3,268.54
Global Amount Discounted:	£0.00
Grand Total:	£3,268.54

All quotes are valid for 30 days from the date above and are based on a level soiled area. All uneven levels may have a cost implication which will be advised. We are not responsible for any impacts from natural occurrences which may cause additional costs. Any planning permission required is the customer's responsibility, which we will assume has been approved prior to work starting. Any variations, ommissions & additions will be the subject of a new quote. Please make all cheques payable to Create Landscaping Ltd. If you have any questions concerning this quote, please contact our accounts department on 01404 892775.

Thank you for your business.



Annette Kirk
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Delivery Address:
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

ACKNOWLEDGEMENT OF ORDER

Ref No. GW20840/1 **Order No.** Annette Kirk Acknowledged 01/03/2023

Required By

Contact Annette Kirk

Please check your order below and delivery details and if you have any questions or wish to amend your order please contact your account manager or email jim@fwdp.co.uk

Re: Additional finger arm & Spigot

				Unit Price	Total
A	1	Unit(s)	Post Extensions Size: 76mm dia. x 600mm Material: Stainless steel post with aluminium spigot Finish: Powdercoat RAL 9005 Black	£335.00	£335.00
В	1	Unit(s)	Traditional Fingerarm Double Sided Single Line Size: 700mm x 90mm Font: Times New Roman (standard icons, no logos) Material: Cast Aluminium Finish: Powdercoat RAL 9005 Black with white highlight	£375.00	£375.00
С	1	Unit(s)	Standard Delivery Charge - TA21 8AQ	£66.00	£66.00
				Sub Total	£776.00
				VAT	£155.20
				TOTAL	£931.20

carlypress Quotation

Annette Kirk

Wellington Town Council

28 Fore Street
Wellington
08/02/2023

Somerset
TA21 8AQ
Estimate No: 2784837

Reference:

Dear Annette,

Thank you for your enquiry. We have pleasure in submitting the following estimate which we hope will be of interest to you. This estimate is subject to sight of artwork or repro.

Job Title King Charles 3rd Coronation Town Banner

Spec 7.5m x 1m

Pre Press Studio time included to set artwork

Printing Full colour one side

Material 340gsm Mesh, Hem, Eyelet both sides and pack

Eyelets Eyelets along the top and bottom as they are being hung across the town centre** TO BE

CONFIRMED

Notes Delivery by Van

Notes Delivery before March 31st 2023

 Quantity
 Price
 VAT
 Price

 8
 £980.00
 £196.00
 £1,176.00

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me. Full terms of sale available on our website.

Yours sincerely,

Hannah Rayment 01823 667063

hannah@carlypress.co.uk

carlypress Quotation

Annette Kirk

Wellington Town Council

28 Fore Street
Wellington 08/02/2023

Somerset

TA21 8AQ Estimate No: 2784832

Reference:

Dear Annette,

Thank you for your enquiry. We have pleasure in submitting the following estimate which we hope will be of interest to you. This estimate is subject to sight of artwork or repro.

Job Title The Rifles Regiment Town Banner

Spec 7.5m x 1m

Pre Press Studio time included to set artwork

Printing Full colour one side

Material 340gsm Mesh, Hem, Eyelet both sides and pack

Eyelets Eyelets along the top and bottom as they are being hung across the town centre** TO BE

CONFIRMED

Notes Delivery by Van

Notes Delivery before March 31st 2023

 Quantity
 Price
 VAT
 Price

 4
 £530.00
 £106.00
 £636.00

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me. Full terms of sale available on our website.

Yours sincerely,

Hannah Rayment 01823 667063

hannah@carlypress.co.uk

carlypress Quotation

Annette Kirk

Wellington Town Council

28 Fore Street
Wellington 08/02/2023

Somerset

TA21 8AQ Estimate No: 2784805

Reference:

Dear Annette,

Thank you for your enquiry. We have pleasure in submitting the following estimate which we hope will be of interest to you. This estimate is subject to sight of artwork or repro.

Job Title Wellington Street Fair Banner

Spec 7.5m x 1m

Pre Press Studio time included to set artwork

Printing Full colour one side

Material 340gsm Mesh, Hem, Eyelet both sides and pack

Eyelets Eyelets along the top and bottom as they are being hung across the town centre** TO BE

CONFIRMED

Notes Delivery by Van

Notes Delivery before March 31st 2023

 Quantity
 Price
 VAT
 Price

 4
 £515.00
 £103.00
 £618.00

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me. Full terms of sale available on our website.

Yours sincerely,

Hannah Rayment 01823 667063

hannah@carlypress.co.uk

GEO-Sense Footfall Headline Report



Overall footfall statistics



Headlines

- The change in footfall compared to the previous month is a 6% increase
- The total number of visitors was 117,860 of which 79,866 (68%) have visited previously and 37,994 (32%) were new
- The average number of visitors per day has increase by 0% based on the year to date average
- Footfall for the year to date has increased by 45% (52,479) based on the same period last year
- The busiest zone during January was the Wellington Weekly News with 66,864 visitors, 57% of the total venue visitors

Busiest Days

- The busiest day this month was Friday 20th with 4,783, 4% of the total of which 1,820 (38%) were new visitors
- During this day the busiest time was between 12:00 and 13:00
- Average Dwell for the day was 238 minutes

Intelli-Sense Analytics

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GEO-Sense Footfall Headline Report



February 2023

125,269

Total visits this period

Footfall is
6%
up based
on last
month

4,474

Average visitors per day

Overall footfall statistics



Headlines

- The change in footfall compared to the previous month is a 6% increase
- The total number of visitors was **125,269** of which **83,507** (67%) have visited previously and **41,762** (33%) were new
- The average number of visitors per day has increase by 18% based on the year to date average
- Footfall for the year to date has increased by 45% (110,418) based on the same period last year
- The busiest zone during February was the Wellington Weekly News with 69,240 visitors, 55% of the total venue visitors

Busiest Days

- The busiest day this month was Tuesday 21st with 5,526, 4% of the total of which 1,949 (35%) were new visitors
- During this day the busiest time was between 11:00 and 12:00
- Average Dwell for the day was 224 minutes

Intelli-Sense Analytics

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