



**Minutes of an Extraordinary meeting of the Town Council
held Monday 11th August 2025 at the Town Hall**

Present:

Councillors: Councillors: John Callinan, Keren Capeling (Vice Chair of Council), Keith Creighton, Marcus Dixon, Neil Gibb (Chair of Council), Val Randell, Keith Terry, Carol Trim and Theresa Watt

In Attendance: Carlos Novoth - Town Clerk

Attendees were reminded that the Proceedings of the meeting could be filmed photographed or recorded.

- TC3475 To receive apologies**
Apologies were received from Cllrs Curtis, Carol Kambites, John Parker, Simon MacGregor.
- TC3476 To receive declarations of interest**
There were no declarations of interest
- TC3477 To approve the minutes of the Town Council meeting of 21st July '25**
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3478 To approve the latest payment lists**
Council **APPROVED** BACs payments totalling £24,844.81 and Debit Card payments totalling £213.55.
- TC3479 To approve a refund for the Goodwill stall for 2024**
The refund relates to a stall payment for the 2024 Goodwill event. The payer has asked for a refund (Transaction No 503)
Council **APPROVED** payment of the refund of £36.
- TC3480 To approve the following in relation to the council's festive lighting provision for the town:**
- To purchase festive lights up to a total cost of £3,940.20 plus vat
 - To purchase additional festive lights for three trees with a maximum spend of £3,000 plus vat

- **To award the installation and dismantling of festive lights at a cost of £4,676.35 plus vat**

PREAMBLE - In the lead up to the first three bullet points of this agenda item, there was discussion as to the validity/accuracy of the recommendations set out. It was made clear that the recommendations of the Events Working Group was:-

‘to accept the quotations for the purchase of festive lighting, their installation and removal from the preferred supplier (Blachere Illuminations) at the cost quoted and, to extend the lighting budget to a total of £15,000 plus vat’.

Cllr Theresa Wat proposed the amended recommendation and this was seconded by Cllr John Callinan. All were in favour of the amendment. Council voted on the amended recommendations and **APPROVED** the following:

- The award of the purchase of lights, their installation and removal as per the quotation provided by Blachere Illuminations at a total cost of £8,616.55 plus vat (£3,940.20 and £4,676.35 plus vat). Funding to be through General Reserves.
- To increase the festive lighting budget up to a total of £15,000 plus vat to allow further improvements. Funding to be through General Reserves.

The following recommendation was discussed separately as it related to ensuring the condition of existing power supplies and lighting

- **To award the electrical safety and preparatory works contract at a total cost of £3,530.62 plus vat**

Whilst council was provided with only one quotation to date, council were advised that a further quote would be provided shortly. It was important that works commence as soon as possible in order to provide the relevant property owners time to rectify any issues.

Council **RESOLVED** to await the further quotation and liaise with the Chair and Vice Chair to award the contract up to a maximum of £3,530.62 plus vat. Works to be funded through General Reserves

TC3481 To approve remedial works to the Pavilion water system in line with the requirements of a HSG274(L8) Legionella hygiene requirements at a cost of £2,160 plus vat

The Clerk explained the necessity to undertake the remedial works to the water supply around the building. Council understood that it had been difficult to secure further quotes as most plumbers work on domestic buildings only. In light of the urgency with which the works need to be undertaken (bearing in mind the start of the new football season), Council **APPROVED** the award of the contract to Primary Water

Solutions at a cost of £2,160 plus vat - to be funded from the council's General Reserves

TC3482 **To note the date of the next meeting - Monday 22nd September '25**
Council **NOTED** the date of the next meeting

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