



# Portishead Town Council

## Grant Application Decision Form

*For internal office use only* - Ref: #8 CM 10/3/21 Agenda item 13

**Attach to front of corresponding full Grant Application**

**DECISION FORM** - to be completed to support the Community Matters Committee to review, decide and make a Recommendation

**Name of group / organisation**

Portishead Christmas Lights

**Name/ title of project/ activity/ event**

The Portishead Christmas Lights display for December 2021, see project list for specific items.

**PURPOSE - Why is this group/ organisation applying for funding**

In 2020 we were unable to hold our switch on ceremony and Victorian Street Fayre – major fundraisers. There was no Raft Race or Carnival which generally raise funds for the Christmas lights. We also incurred unbudgeted costs of £1,950 for extra post holes because North Somerset Council (NSC) prohibited us from using road signs and will incur further costs in 2021 and 2022 training electricians to HERS standards and replacing worn festoon cables as required by NSC. In 2021 we expect there to be no Carnival or Raft Race, but we are hopeful that there will be a switch-on ceremony and Street Fayre. We have partially replaced lost revenue from COVID-cancelled events by initiating online donations via Facebook and our website. In a climate of uncertain revenues and increased costs, we are requesting an increased grant.

We would find it almost impossible to put on a display of comparable size to that of recent years which conformed to NSC standards without a PTC Grant. If PTC authorized a smaller grant that that applied for, we would cancel some of the projects in the draft list supplied in parallel. The projects have been classified as "must have" or "nice to have".

Total projects of £35,500, are be funded by a current surplus of £8,000, with the balance being spread over 2 years, c£14,000 per year, in addition to normal running costs which are covered by fundraising and donations. Accordingly, the £11,345 cash grant requested is largely to partially fund the additional project costs of £14,000 per year which are mainly required for health and safety reasons to keep the lights display operational.

**BENEFIT - How will the people and communities of Portishead benefit**

Our stated aims are to foster community spirit and pride in the town. Our community volunteering approach means that nearly every family in Portishead knows a Christmas Lights volunteer. Our volunteers range in age from teenagers to octogenarians; they come from all social backgrounds and in recent years we have been very pleased to welcome a growing proportion of female volunteers. In normal times, our switch-on ceremony, which is free, attracts up to 5,000 residents and the participation of Father Christmas makes the event very popular with families with pre-school-age children. In 2020, in the absence of a switch-on ceremony, we commissioned

special Santa post boxes for letters to Santa and our volunteers delivered approx. 400 replies. Portishead Christmas Lights make our High Street an attractive place for residents and visitors alike and we argue that we help bring extra trade to our High Street.

**RECOMMENDATION of Grant Working Party**

1) Approve: (tick relevant box):	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
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2) Amount to be paid: £11,350 plus rent of one lock-up (£650). Total £12,000

3) Payment terms: Cash grant of £11,350 to be paid in April 2021.

4) Comments:

**SIGNED** (on behalf of Community Matters Committee):

Name:	Role:
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**DATE:**

2021 Project list updated 5th Feb 2021

Project name	cost comments	Budget cost, £	Priority	Comments
Shipping container 40' plus racking out		5000	must have	Extra storage needed – location agreed
Replacement cables – Waitrose walkway and James Webber's section say 600 m @ 2 bulbs/m	100 m cost £303+VAT	2200	must have - safety	There are more runs needing replacement but this is priority
contingency spare cable in case of testing failure at instalation	600m	2200	must have - safety	
other replacment cable - will have to wait until 2022	3300m	12000	must have by 2022 - safety	preferably 2022 if not 2021
LED golfball bulbs	0	0	0	We have a decent float of bulbs
Tree Lights (8 medium sized trees @ 3 strings per tree)– Graham Knee's & Martin Talyors sections – Reed Raines to Wesleyan Chapel plus Poacher	36 strings @ £33/10m string inc VAT: £800 plus 4 transformers @£100	1600	must have - exisiting lights are rubbish	Do we need to hire a tower scaffold? Can we use Shorty's shepherd's crook?
new spotlights for Tree of Light and Lighthouse Bell: 10 additional post holes Wyndham Way: motif design Wyndham Way		2500	nice to have	
200 caribiner clips - allow safe and quick fastening of cables		600	must have	used very effectively in Graham Knee's section - make standard practice
Big tree Lights Lloyds Bank 2 trees Clarence Hse Scout Hut Tree 2 tall trees West Hill Triangle	Crane hire £200/day (?)	3000	very nice to have	There are some light strings in stock but say 15 strings per tree – say £500 per tree for new stockper tree – say £500 per tree for new stock
HERS Training for one sparky	£1900	1900	must have	
HERS Training for second sparky	£1900	1900	nice to have	Wish to avoid a single point of failure in an ideal world but may need to delay one year?
Additional reindeer motif	£600	600	nice to have	
"carpet ceiling" display in High St precinct	TBA – Treasurer's guess £1500	1500	nice to have	Permission needed from NSC to install eyebolts in Somerset Hall
Kosher power take-off Tesco West Hill	£400	400	must have	
5 white 10m strings for St Peters church tower	£150	150	must have	
<b>Total cost estimate</b>		<b>35550</b>		This is a bit overstated because there are some tree light strings in stock.