

# Bingley Town Council

## Christmas Lights - Suspension of Financial Regulations and Assessment of Risk

A quote has been received from Festival Lights. The value of the quote is £3,639 plus VAT. This exceeds the threshold of £3,000 above which Financial Regulations currently requires two additional quotes to be obtained.

Last year the clerk obtained information from Allun Preece, Principal Engineer in the Street Lighting Team at Bradford Council who has advised that the lights need to comply with British and European Standards. The installer needs to demonstrate the competency of their operatives in accordance with industry regulations. Festival Lights are a known reliable contractor and the council used them in 2017.

Mr Preece recommended last year that Festival Lights are used as the installer and they also manufacture high quality festive decorations at competitive prices, and have procedures in place to purchase festive equipment required that will be certain to meet the BS and EU standards for electrical equipment.

**It is proposed that Financial Regulations be suspended to allow the Festival Lights to be accepted without comparative quotes.**

The Town Council Financial Regulations make provision for suspension of regulations at clause 18:

*'The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council'*

### Risks

1. If BTC uses another contractor there is a significant risk following discussions with Mr Preece from Bradford Council Street Lighting Department, that the lights and installation may not comply with industry standards, causing potential injury and bringing the name of the Town Council into disrepute with potential insurance claims etc.
2. If BTC does not use Festival Lights, two additional quotations would need to be obtained at this late stage.
3. Another supplier may be able to provide a cheaper quotation than Festival Lights.