

Item 5- Christmas Tree and Festive Lighting Tender

Following the evaluation of the five tenders received for festive lights and Christmas trees, it is recommended that the current procurement process be formally terminated.

This recommendation is made in accordance with the principles of the Procurement Act 2023, due to compliance, quality, and eligibility concerns across all submissions.

Action

Council is asked to:

1. **Formally resolve to terminate the current tender process on the grounds of non-compliance, quality, and eligibility concerns.**
2. **To consider the information presented in this report and resolve to reissue a simplified tender for the provision, installation, and maintenance of Christmas trees and festive lighting for the years 2025, 2026, and 2027, as set out in the attached documentation. It is noted that, during the initial evaluation process, Members with delegated authority agreed to appoint a single contractor to deliver services across all three villages. The weighting of the scoring criteria has also been amended to place greater emphasis on quality.**
3. **Consider suspending Standing Orders and delegating authority to the Clerk, along with the Chair and Vice Chair of each village committee, to open, evaluate and award the tender.**

Background information on why the process failed

Key Issues Identified:

- One tender raised significant quality assurance concerns, not reflecting a professional installation.
- Another exceeded our approved budget allocation.
- One submission did not provide visual mock-ups of the Christmas tree provision, and lamp column lighting was underwhelming.
- A fourth bid failed to include key pass/fail documentation necessary for validation.
- A final tender was submitted as a joint proposal from two franchises. **Following further investigation, this tender lacked a legal joint venture agreement, raising liability and governance issues, and the insurance and references submitted were not from the organisation completing the tender.**

Legal and Procedural Considerations:

The Procurement Act 2023 permits contracting authorities, including parish councils, to discontinue a procurement where no tender meets the required criteria for quality, compliance, or value for money. As such, discontinuing this process is not only lawful but also prudent in preserving public funds and ensuring transparency and fairness in our procedures.

Council needs to consider equal treatment for all tenders and sound financial stewardship. While it is regrettable that no tender could be accepted, it is in the Council's best interest to reset this process rather than commit to an unsuitable contract.



INVITATION TO TENDER

1-3 Year Christmas Tree and Christmas Light Tender 2025

Windlesham Parish Council is seeking contractors to provide Christmas trees and lighting for three distinct locations: Bagshot, Lightwater, and Windlesham. This procurement is conducted in accordance with the Procurement Act 2023 and the supporting Procurement Regulations 2024. To accommodate local preferences and logistical considerations, the tender specification is documented by village. Suppliers should be aware that this will be evaluated and awarded as a single tender for supply and installation across all three villages. Contracts will not be awarded separately.

The selected contractor must be able to supply, install, and remove all rented lights, as well as supply and install Christmas trees and tree lights. In the event of an emergency, the contractor must be able to attend the site within two hours. For all other call-outs, attendance is required within 24 hours.

For further details, please refer to Appendix 1, which provides detailed information on requirements, and Appendix 2, Standard Selection Questionnaire, which must be completed and submitted alongside your tender application. Please note that you must answer all questions in parts, 1, 2, and 3.

To be considered, interested contractors must demonstrate a proven track record, supported by evidence of previous or current similar projects. Applicants must also provide at least one relevant reference and a copy of valid insurance, including public liability insurance of £10 million, a risk assessment, and a HERS certificate with their application.

Contractors who meet these requirements are invited to complete the attached tender spreadsheet and submit an estimated cost breakdown for 3 consecutive years. Contractors should be aware that the tender will not be broken down into lots and will be awarded as a single contract. The Council reserves the right not to award the contract or to award the contract for either 1, 2, or 3 years.

Methodology for Evaluation

The Council will award each contract to the supplier submitting the most advantageous tender, based on the published evaluation criteria and weightings.

Proposed Tender Evaluation Criteria and Weighting:

Criteria	Weighting (%)	Description
Value for Money	30%	Competitive pricing with a clear cost breakdown. Offers the best value while ensuring quality service and materials.
Experience & Track Record	30%	Proven ability to deliver similar Christmas tree and lighting projects. Strong references and case studies to support past performance.
Quality of Products & Services	40%	Specification and durability of Christmas trees and lighting, compliance with safety standards (e.g., HERS certification), and overall service reliability.

Scoring Method:

- Each criterion is scored out of **10** (1 = Poor, 10 = Excellent).
- Scores are then weighted according to the percentage assigned to each criterion.
- The total weighted score determines the most advantageous tender in accordance with Section 21 of the Procurement Act 2023

Automatic Fail Criteria for Tender Submission

To ensure that only competent and compliant contractors are considered, the following criteria will automatically disqualify a submission:

1. Mandatory Compliance Failures

- **Failure to provide valid insurance** (Public Liability Insurance of £10 million).
- **Failure to submit a valid HERS certificate** (if required for electrical installations).
- **Failure to provide a risk assessment** for the proposed work.
- **Failure to complete the tender form in full** or missing required documentation.
- **Failure to provide formal documentation supporting joint venture bids.**

2. Technical and Capability Failures

- **Inability to meet emergency response times** (must be able to attend site within 2 hours for emergencies and 24 hours for general issues).
- **Lack of relevant experience** in similar projects (e.g., no previous work with Christmas trees and lighting installations).
- **Failure to provide at least one relevant reference** from previous projects.

3. Safety and Regulatory Non-Compliance

- **History of serious Health & Safety violations** (evidence of prior enforcement actions or safety breaches).

4. Ethical and Legal Disqualifications

- **Involvement in fraudulent activity or misrepresentation** in the tender application.
- **History of contract terminations for non-performance** with previous clients.
- **Legal disputes with local authorities or other councils** relating to contract delivery.

Timetable

All dates in the table below are provisional and WPC may vary the timetable or terminate the Tender Process at its sole discretion. Bidders will be notified of any changes to the timetable as soon as reasonably possible.

Requirement	Deadline
Invitation to tender (ITT)	03/06/25
Site visits	9-13/06/25
Deadline for bidders to submit Clarification Questions (CQs)	20/06/25
Deadline for WPC to respond to CQs	27/06/25
Tender submission deadline	04/07/25 at 14:00hrs
Evaluation process	Week Commencing 07/07/25
Notification of Intention to Award	11/07/25
Standstill period starts	11/07/25
Standstill period ends	25/07/25
Provisional award date	25/07/25

Contract commencement date	01/08/25
Service commencement date	01/11/25

We look forward to receiving your submission.

Following the conclusion of this procurement, Windlesham Parish Council will publish a Contract Award Notice in accordance with the Procurement Regulations 2024.

LIGHTWATER VILLAGE	Item	Description	Cost One Year Option 2025 £	Three Year Option 2025-2027 £
Lightwater, Guildford Road, GU18 5SA Supply, Install and Remove Lamp Column Lighting and Christmas Tree with Lights, including all electrical testing	Lamppost Lights	Rental options Hire, installation and removal of x11 motifs for Guildford Road, Lightwater lampposts. 3 design options to be provided within the suitable weights and energy consumption range for the lamp columns. Please note that weights and energy consumption should be specified.	£0.00	£0.00
	Christmas Tree, Fencing, Lighting including Incoming Electrical Supply Testing	Rental Option 1- Supply, install and remove 18ft Christmas tree, 1800 LED warm white tree lights, tree top star, and decoration of tree with baubles Contractor must include testing the electrical supply in their quote.	£0.00	£0.00
		Rental Option 2- Supply, install and remove 18ft Christmas tree, 1800 LED warm white tree lights, tree top star, and No baubles Contractor must include testing the electrical supply in their quote.	£0.00	£0.00
BAGSHOT VILLAGE	Item	Description	Cost One Year Option 2025 £	Three Year Option 2025-2027 £
Bagshot, Guildford Road, GU19 5AY Supply, Install and Remove Lamp Column Lighting and Christmas Tree with Lights, including all electrical testing	Lamppost Lights, powered by the lamp column	Rental options Hire, installation and removal of x 7 motifs for Guildford Road, Bagshot lampposts. 3 design options to be provided within the suitable weights and energy consumption range for the lamp columns. Please note that weights and energy consumption should be specified.	£0.00	£0.00
	Christmas Tree, Fencing, Lighting including Incoming Electrical Supply Testing	Rental Option 1- Supply, install and remove 20ft Christmas tree, 1800 LED warm white tree lights, tree top star, and decoration of tree with baubles Contractor must include testing the electrical supply in their quote.	£0.00	£0.00
		Rental Option 2- Supply, install, and remove 20ft Christmas tree, 2000 LED warm white tree lights, a tree top star, and No baubles Contractor must include testing the electrical supply in their quote.	£0.00	£0.00
WINDLESHAM VILLAGE	Item		Cost One Year Option 2025 £	Three Year Option 2025-2027 £

Windlesham, Chertsey Road, GU20 6EN Supply, Install and Remove Lamp Column Lighting, Additional Hanging Lighting and Christmas Tree with Lights, including all electrical testing	Lamp Post Lights Small heritage lamp column lighting requires Battery Operated lighting. Contractors should include 2 visits to replace batteries if required.	Rental option 1 Cost to hire x 9 Battery Operated Decorations. 3 design options to be provided within the suitable weights and requirements for the heritage lamp columns in situ. Additional options for and 9 x battery operated Illuminated decorations to be hung from the hanging basket hangers. Please note that weights and energy consumption should be specified.	£0.00	£0.00
		Rental option 2 Cost to hire x 9 Battery Operated Decorations. 3 design options to be provided within the suitable weights and requirements for the heritage lamp columns in situ. Please note that weights and energy consumption should be specified.	£0.00	£0.00
	Christmas Tree, Fencing, Lighting including Incoming Electrical Supply Testing	Rental Option 1- Supply, install and remove 20ft Christmas tree, 1800 LED warm white tree lights, tree top star, and decoration of tree with baubles Contractor must include testing the electrical supply in their quote.	£0.00	£0.00
		Rental Option 2- Supply, install, and remove 20ft Christmas tree, 2000 LED warm white tree lights, a tree top star, and No baubles Contractor must include testing the electrical supply in their quote.	£0.00	£0.00
Call Out Charges Covering the Whole Parish	Call out Cost	Any reported issues with lights when they are on display will require a maximum 24 hour response.	£0.00	£0.00
	Emergency Call out (2hr response time, normal working hours) 08.00 – 18.00 Monday - Friday	If a motif needs urgent repair and is a danger to the public an emergency call out will be required. Please provide an hourly rate for an emergency call out for a response within 2 hours	£0.00	£0.00
	Emergency Call out (2hr response time, out of office hours) 18.00 - 08.00 Monday - Friday and all weekend	Please provide an hourly rate for a out of hours call out.	£0.00	£0.00

Appendix 1

Part 1: General Information

You must answer all questions in parts 1, 2 and 3 of this questionnaire.

Bidders must ensure that every organisation upon which they will rely to meet the selection criteria completes and submits their own answers and declaration for part 1 and 2.

PART 1 : General Information

Your Information		
Question Number	Question	Response
1.1(a)	Name (if registered, please give the registered name)	
1.1(b) – (i)	Registered address (if applicable) or head office address	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) - public limited company b) - private limited company c) - limited liability partnership d) - other partnership e) - sole trader f) - third sector g) - other (please specify your trading status)	
1.1 (d)	Date of registration (if applicable) or date of formation	
1.1(e)	Registration number (company, partnership, charity, etc if applicable).	
1.1(f)	Registered VAT number.	
1.1(g)-(i)	Are you registered with the appropriate professional or trade register(s) specified for this procurement in the country where your organisation is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <div style="text-align: right; padding-right: 20px;">PASS/FAIL</div>
1.1(g) - (ii)	If you responded yes to 1.1(g) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide - the website address, - issuing body - reference number	
1.1(h)	<u>Are you a Small, Medium or Micro Enterprise (SME)?</u>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1 (i)	<u>Details of Persons with Significant Control (PSC).</u> where appropriate - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives	

	<ul style="list-style-type: none"> - Service address - The date he or she became a PSC in relation to the company - Which conditions for being a PSC are met: <ul style="list-style-type: none"> - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more (Please enter N/A if not applicable)	
1.1(j)	Details of your immediate parent company: <ul style="list-style-type: none"> - Full name of immediate parent company, - Registered or head office address, - Registration number (if applicable), - VAT number (if applicable), Please enter N/A if not applicable)	
1.2	Please indicate if you are bidding as a single supplier or as part of a group or consortium? <p>If you are bidding as a single supplier, please go to Q 1.3.</p> <p>If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:</p> <ul style="list-style-type: none"> - The name of the group/consortium. - The proposed structure of the group/consortium, including the legal structure where applicable. - The name of the lead member in the group/consortium. - Your role in the group/consortium (e.g. lead member, consortium member, subcontractor). - If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for 	
1.3	If you are proposing to use subcontractors/a supply chain , please provide the details for each one <ul style="list-style-type: none"> - Name - Registration number 	

	<ul style="list-style-type: none"> - Registered or head office address, - Trading status a. Public limited company b. Private limited company c. Limited liability partnership d. Other partnership e. Sole trader f. Third sector g. Other (please specify your trading status) - Registered VAT number - SME (Yes/No) - The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known - The approximate % of contractual obligations assigned to each subcontractor, if known - Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? 	
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Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that forms part of your bidding group/consortium, as well as every organisation that is being relied on (including subcontractors being relied on) to meet the selection criteria must complete and submit responses to part 1 and the declarations in part 2.

Section 2: Grounds for mandatory exclusion

Question Number	Question	Declaration
2.1 (a)	<p>Within the past five years, anywhere in the world, have you or any person who:</p> <ul style="list-style-type: none"> - is a member of the supplier's administrative, management or supervisory body or - has powers of representation, decision or control in the supplier^{footnote 8]}, 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	- been convicted of any of the offences within the summary below and listed in full in Annex D	
-	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Terrorist offences or offences linked to terrorist activities.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Money laundering or terrorist financing.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Child labour and other forms of trafficking in human beings.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Any other offence under equivalent provisions in other jurisdictions outside England, Wales or Northern Ireland	Yes <input type="checkbox"/> No <input type="checkbox"/>
-	Any other offence within the meaning of Section 57 of the Procurement Act 2023 in England, Wales or Northern Ireland.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.1(b)	<p>If you have answered yes to any part of question 2.1(a), please provide further details, including:</p> <ul style="list-style-type: none"> - date of conviction and the jurisdiction, - which of the grounds listed the conviction was for, - the reasons for conviction, - the identity of who has been convicted. <p>If the relevant documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> - the web address, - issuing authority, - precise reference of the documents. 	
2.1(c)	If you have answered yes to any part of the question above, please explain what measures have been taken to demonstrate your reliability despite the existence of relevant grounds for exclusion. (Self-cleaning).	

Section 3: Mandatory and discretionary grounds relating to the payment of taxes and social security contributions

The detailed grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out in [Annex D](#), and should be referred to before completing these questions.

Question Number	Question	Declaration
3.1(a)	<p>Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.</p> <p>If documentation is available electronically, please provide:</p> <ul style="list-style-type: none"> - the web address, - issuing authority, - precise reference of the documents 	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.1(b)	<p>If you have answered no to 3.1(a), please provide further details including the following:</p> <ul style="list-style-type: none"> - country concerned - what is the amount concerned - how the breach was established, i.e. through a judicial or administrative decision or by other means - if the breach has been established through a judicial or administrative decision, please provide the date of the decision - if the breach has been established by other means please specify the means 	
3.2	<p>Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please Note: We reserve our right to use our discretion to exclude your bid where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions

Section 4: Grounds for Discretionary Exclusion

The detailed grounds for discretionary exclusion of an organisation are set out in [Annex D](#) and should be referred to before completing these questions.

Question Number	Question	Declaration
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4.1	Within the past three years, anywhere in the world, have any of the situations summarised below and listed in full in Annex D applied to you?	
4.1(a)	Breach of environmental obligations? To note that environmental law obligations include Health and Safety obligations. See Annex D	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(b)	Breach of social law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(d)	Bankruptcy or subject of insolvency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(f)	Distortion of competition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(g)	Conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(i)	Prior performance issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j)	Do any of the following statements apply to you?	
4.1(j) - (i)	You have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) - (ii)	You have withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) –(iii)	You are not able, without delay, to submit documents if/when required under Procurement Act 2023, Section 22 (Assessment of Suppliers) & Regulation 21–23 of the Procurement Regulations 2024	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.1(j) –(iv)	You have undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer upon you undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	You are a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.	Yes <input type="checkbox"/> No <input type="checkbox"/>

	<p>If you are a relevant commercial organisation, please -</p> <ul style="list-style-type: none"> - confirm that you have published a statement as required by Section 54 of the Modern Slavery Act. - confirm that the statement complies with the requirements of Section 54. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
4.3	<p>If you have answered YES to any of the questions in 4.1, or NO to question 4.2, please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning)</p>	

Section 5: Economic and Financial Standing

Question Number	Question	Response
5.1	<p>If documentary evidence of economic and financial standing is available electronically (e.g. financial statements filed with Companies House), please provide:</p> <ul style="list-style-type: none"> - the web address - issuing authority - precise reference of the documents 	
5.2	<p>If documentary evidence of economic and financial standing is not available electronically, please provide a copy of your detailed accounts for the last two years (audited if required by law).</p> <p>Also, for any other person or entity on whom you are relying on to meet the selection criteria relating to economic and financial standing, please provide a copy of their detailed accounts for the last two years (audited if required by law).</p>	
5.3	<p>If you are not able to provide a response to questions 5.1 or 5.2, please provide any of the following alternatives.</p>	
5.3(a)	<p>A statement of your annual turnover, Profit and Loss Account/Income statement, Balance Sheet/statement of</p>	

	Financial Position and Statement of Cash Flow for the most recent year(s) of trading and a bank letter outlining the current cash and credit facility position.	
5.3(b)	Alternative information to evidence economic and financial standing (e.g. forecast financial statements and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
5.4	Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 6: Additional Questions including Project Specific Questions

Question Number	Question	Response
6.1	<p>Insurance</p> <p>Please confirm whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10m</p> <p>Public Liability Insurance = £10m</p> <p>Professional Indemnity Insurance = £2m</p> <p>Product Liability Insurance = £10m</p> <p>*There is a legal requirement for certain employers to hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. See the Health and Safety Executive website (PDF, 133KB) for more information</p>	<p>PASS/FAIL</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.2(a)	Please confirm that you have in place, or that you will have in place by contract award, the human and	Yes <input type="checkbox"/> No <input type="checkbox"/>

	technical resources to perform the contract to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects.	
6.2(b)	<p>Please provide details of the technical facilities and measures (including systems and processes) you have in place, or will have in place by contract award, to ensure compliance with the UK General Data Protection Regulations and to ensure the protection of the rights of data subjects. Your response should include, but should not be limited to facilities and measures:</p> <ul style="list-style-type: none"> - to ensure ongoing confidentiality, integrity, availability and resilience of processing systems and services; - to comply with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion and portability of personal data; - to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable; - to ensure legal safeguards are in place to legitimise transfers of personal data outside the EU (if such transfers will take place); - to maintain records of personal data processing activities; and - to regularly test, assess and evaluate the effectiveness of the above measures. 	
6.3(a)	<p>Please describe the arrangements you have in place to manage health and safety effectively and control significant risks relevant to the requirement (including risks from the use of contractors, where relevant). Please use no more than [500] words.</p>	
6.4	<p>Please confirm that you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> PASS/FAIL</p>

PUBLIC SECTOR CONTRACTS ONLY – Requirement under in accordance with Section 69 of the Procurement Act 2023 and the supporting Procurement Regulations 2024, which mandate 30-day payment terms throughout the supply chain.

Question Number	Question	Response
6.5	Please confirm that for public sector contracts awarded under the Procurement Act 2023 you have systems in place to include (as a minimum) 30-day payment terms in all of your supply chain contracts and require that such terms are passed down through your supply chain.	Yes <input type="checkbox"/> No <input type="checkbox"/> PASS/FAIL
6.6	Please confirm compliance with the following: <ul style="list-style-type: none"> • Sustainable Tree Sourcing – All trees must be sourced from responsibly managed forests. • Tree disposal and recycling – proposals to outline environmentally responsible disposal methods. • LED lighting will be used to reduce energy consumption. • Suppliers must confirm compliance with the Modern Slavery Act 2015. • Confirmation that materials and labour are sourced ethically and without exploitation. 	Yes <input type="checkbox"/> No <input type="checkbox"/> PASS/FAIL

Item 6- Grants

To consider a Grant Application from the Windlesham Fete Committee

Summary:

Windlesham Parish Council has received a grant application from the Windlesham Fete Committee, requesting financial support for the annual Windlesham Village Fete, which is due to take place on 14th June 2025.

Due to the timing of the event and the fact that the next scheduled Windlesham Village Committee meeting is not until 18th June 2025, the application has been escalated directly to Full Council for consideration. This is in line with the Committee's Grant Policy, which states that grants cannot be awarded retrospectively.

Action:

Members are invited to consider the details of the grant application and determine whether they wish to approve the request in full, in part, or not at all.

Details of Grant Request:

The Windlesham Fete Committee seeks funding to support the following:

- (i) The hire of a 6m x 6m marquee with lighting, to be used on the day of the Fete as a refreshment tent- £651.60 (incl. VAT)
- (ii) The purchase of two 'feather flags' with poles to be used at the Fete to highlight key attractions - £366.72 (incl. VAT)

Total Grant Requested: £1,018.32

The Windlesham Committee has sufficient grant budget to cover this cost.

Supporting Documents:

- Completed and signed Grant Application Form for proposed expenditure to support this year's Windlesham Village Fete to be held on 14 June 2025
- A copy of the Village Fete Committee's Constitution
- A copy of the Committees' latest bank statement with NatWest
- A copy of the Fete Accounts for 2024
- Supporting quotes/invoices for the cost of the items covered by the grant application- the Windlesham Fete Committee confirm no payments have been made, with the exception of a holding deposit for the marquee to confirm its availability.



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS OVER £1000
Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☐

Windlesham ☒

Name of Organisation	Windlesham Village Fete Committee
Registered Charity Number (if applicable)	N/A
Contact Name	[REDACTED]
Position within the organisation	Treasurer
Telephone number	Mobile: [REDACTED]
Address of organisation	c/o [REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
Total cost of purpose/project	£ Many thousands for overall event.
Amount of grant requested	£1,018.32
Detail grants received (or applied for but not yet determined) from other sources:	No other grants applied for or received in relation to the 2025 Village Fete.

<p>What are your organisation's objectives?</p>	<p>As confirmed in the Committee's constitution, its purpose is to organise and arrange events for the benefit of the people of Windlesham and surrounding areas.</p> <p>The highlight event of each year is the Windlesham Village Fete, being held this year on 14 June 2025.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>This year's Village Fete will be held on Saturday 14 June 2025. This application is to cover the costs of:</p> <ul style="list-style-type: none"> (i) the hire of a 6m x 6m marquee with lighting, to be used on the day of the Fete as a refreshments tent; and (ii) the purchase of two 'feather flags' with poles to be used at the Fete to highlight key attractions. <p>The cost of the marquee is for hire only. The costs and practical implications of purchasing a large marquee mean that hiring is the most sensible option.</p> <p>The feather flags will be purchased and can therefore be used in future years.</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>The main objectives of the Village Fete are to bring the people of Windlesham and surrounding areas together, to foster a sense of community and belonging.</p> <p>The Village Fete facilitates fund raising by local causes and charities and helps to promote and support local businesses by providing profile/exposure. The Fete also provides an opportunity for local musicians, dancers and artists etc. to showcase their talent.</p> <p>Finally, the Village Fete is designed to be fun for all ages, with games, food and activities available for all.</p> <p>The success of the Village Fete is reviewed and assessed each year by the Committee with lessons learned being identified for future years.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>The Village Fete is popular and well attended. Visitor numbers are typically 2,000 each year. A reasonable estimate is that 1,600 of these will be residents of the Village with others coming from the local area including Bagshot and Lightwater.</p> <p>The Fete clearly meets an important community need and we believe that the success of past years should give the Parish Council confidence that this is a well managed and responsible organisation acting sensibly and transparently.</p> <p>The Fete Committee has made no other grant application this year.</p>

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	<p>The Village Fete is open to all, with no restrictions on access.</p> <p>As noted above, the event is typically attended by 2,000 people.</p>
Has community engagement been undertaken?	The Village Fete is well advertised around the Village and the Committee comprises local volunteers.

Total number of users of your organisation	2,000 visitors
Number of your users resident in Windlesham Parish who will directly benefit from the grant	1,600 best estimate
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Current bank balance	£ 2,108.67	date 25/04/2025
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Supporting documentation to be submitted with the grant application.

A copy of the written constitution ☒

Copies of the last financial year-end accounts ☒

A copy of your latest bank statement ☒

If the grant relates to property matters, a copy of the lease ☐

Additional documentation required for grant requests over £3,000

Tendering process ☐

Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan ☐

I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed..

Name.....

Position in organisation..... Treasurer

Date..... 23 May 2025

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk. The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

For official use

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

Constitution

1. The Windlesham Village Fete organisation exists to organise and arrange funding for Events whose purpose is to benefit the people of the Windle Valley area and of the surrounding districts. These Events include, amongst others, the annual Windlesham Village Fete, normally held in June of each year on the Windlesham Field of Remembrance or at other venues in the area.
2. The organisation principally comprises persons representing organisations whose names appear on the current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee but may include any individual with a connection with Windlesham who wishes to participate in the organisation of the Events.
3. Participation is entirely voluntary and is not constrained by any consideration of race or creed.
4. The Windlesham Village Fete organisation is administered by the Windlesham Village Fete Committee.
5. The Windlesham Village Fete Committee comprises three officers namely Chairman, Secretary and Treasurer and up to six additional members. The officers and members shall be elected to serve for a period of two years after which time they will be required to stand down but may offer themselves for re-election.
6. An Open Meeting will be held on an annual basis, where all interested parties may attend to express their views on the administration of the Events. The meeting will be notified to the organisations whose names appear on the current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee. The meeting will be publicised in the Windlesham Magazine and in the local press. Nominations will be sought at the meeting for candidates to be elected to serve on the Windlesham Village Fete Committee. Candidates will be required to indicate their willingness to stand. In the event of their being more than one nomination, duly seconded, for any vacant position of Chairman, Secretary or Treasurer or more nominations than vacancies for additional members, a General Meeting will be convened for the purpose of electing the Windlesham Village Fete Committee.
7. In the event of an election for Committee members, 14 days notice will be given to each organisation whose name appears on the current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee. Each such Participating Organisation shall have one vote for each vacancy, irrespective of the size of that Participating Organisation.
8. The officers and members of the Windlesham Village Fete committee will receive no honorariums and are each eligible to vote on any Committee decision. Any two officers together with any two Committee members shall constitute a quorum for the purposes of any Committee vote.

Windlesham Village Fete

Constitution

9. The Windlesham Village Fete Committee shall not hold any fixed assets or property or enter into any agreements for the purchase of fixed assets or property for others, other than for the purpose of holding the Events.
10. In the event of disbandment, any funds or current assets held by the Windlesham Village Fete organisation shall, after paying off any creditors, be disbursed in equal amounts to each of the organisations listed on the most current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee, irrespective of the size of that Participating Organisation.
11. No monies shall be disbursed for the benefit of any one individual unless that person is a creditor of the Windlesham Village Fete organisation.
12. This Constitution may only be varied at a General Meeting, convened for the purpose. A General Meeting may be called by a quorum of the Windlesham Village Fete Committee or a group of any twenty members of the organisations listed on the most current 'List of Participating Organisations'. 14 days notice will be given to each such Participating Organisation. This notice must include a list of agenda items and any propositions which will be put to the General Meeting. In the event of any vote, each such Participating Organisation shall have one vote, irrespective of the size of the Participating Organisation. Propositions will require a simple majority of the representatives present. Changes to the Constitution will require the agreement of two thirds of the Participating Organisations still in existence.

Signed:

[Redacted Signature Area]

Chairman

Treasurer

Secretary

Agreed at the meeting held in Windlesham Club and Theatre, Kennel Lane
Windlesham on 10th February 1998

Windlesham Village Fete

Amendment to the Constitution

After consideration and donations are awarded to the contributing 50/50 share "Participating Organisations" and the retention of any contingency fund that the committee feel necessary, the balance of any surplus for each annual fete will be awarded to the Windlesham Field of Remembrance Management Committee.

Signed

[Redacted Signature]

Chairman

Secretary

Treasurer

Agreed at the meeting held at [Redacted] on 7th February 2017

Account Name
WINDLESHAM VILLAGE FETE

Account No [REDACTED] Sort Code [REDACTED] Page No
1 of 2



NatWest

00037268/00065353/378 B 0074859 0002-0

WINDLESHAM VILLAGE FETE
[REDACTED] ILL



Current Account

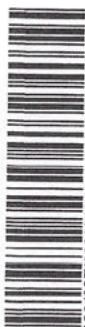
Summary

Statement Date	02 MAY 2025
Period Covered	05 APR 2025 to 02 MAY 2025
Previous Balance	£2,845.38
Paid In	£417.94
Withdrawn	£1,154.65
New Balance	£2,108.67
BIC	[REDACTED]
IBAN	[REDACTED]

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
05 APR 2025	BROUGHT FORWARD			2,845.38
14 APR	OnLine Transaction [REDACTED] GAZEBO VIA MOBILE - PYMT FP 12/04/25 [REDACTED]		249.99	2,595.39
22 APR	Automated Credit SUMUP PAYMENTS A [REDACTED] FP 22/04/25 [REDACTED]	417.94		3,013.33
24 APR	OnLine Transaction [REDACTED] VIA MOBILE - PYMT [REDACTED]		120.00	2,893.33
	OnLine Transaction [REDACTED] VIA MOBILE - PYMT FP 24/04/25 [REDACTED]		366.72	2,526.61
25 APR	OnLine Transaction [REDACTED] vent sumup VIA MOBILE - PYMT FP 25/04/25 [REDACTED]		417.94	2,108.67



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[REDACTED]

WINDLESHAM VILLAGE FETE

[REDACTED] ILL

[REDACTED]



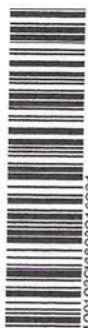
Current Account

Summary	
Statement Date	04 APR 2025
Period Covered	06 MAR 2025 to 04 APR 2025
Previous Balance	£2,912.19
Paid In	£85.98
Withdrawn	£152.79
New Balance	£2,845.38
BIC	[REDACTED]
IBAN	[REDACTED]

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Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 MAR 2025	BROUGHT FORWARD			2,912.19
13 MAR	OnLine Transaction [REDACTED] Boat repair COSTS VIA MOBILE - PYMT FP 13/03/25 10 43000317501000000000		114.63	2,797.56
	OnLine Transaction [REDACTED] MOBILE - PYMT FP 13/03/25 [REDACTED]		38.16	2,759.40
21 MAR	Automated Credit [REDACTED] FETE25 FP 21/03/ [REDACTED]	50.00		2,809.40
25 MAR	Automated Credit [REDACTED] P 25/03/25 0 [REDACTED]	35.00		2,844.40
26 MAR	Automated Credit SUMUP PAYMENTS ACC M [REDACTED] FP 26/03/25 [REDACTED]	0.98		2,845.38



100103S16800010001

Windlesham Village Fete Accounts Final 2024

TAKINGS			COSTS		
Who	What	£	Who	What	£
	January	£870.00		Insurance	£283.80
	Sponsor	£500.00		1st Aid	£137.00
	Sponsor	£200.00		BBQ Expenses	£187.41
	Sponsor	£100.00		BBQ Food	£1,122.00
	BBQ	£2,324.00		Fuel/Repairs/Gas/	£183.92
	Grant	£1,207.00		New Generator	£263.99
	Raffle	£1,132.10		Prior Repairs to Boats	£64.89
	Bumper Boats	£648.00		Grass Marker Paint	£69.90
	Climbing Wall	£491.90			£293.67
	Dog Show	£207.00		Trophies for Car Show	£34.49
O		£2,208.00		New Sumup Machine	£129.99
		£105.00		Cleaner 6.5 plus 1.5 hrs	£58.00
		£200.00		Music	£120.00
		£300.00		Dance Display	£120.00
				Agility Display	£150.00
				Sound	£150.00
				Toilets	£264.00
			Climbing wall	deposit	£180.00
			Climbing wall	balance	£720.00
				Petting farm	£765.00
			Music Licence		£167.63
			Raffle cash prize		£150.00
			Gazebo repair	- allweather	£94.96
				- Waste disposal	£72.00
			Pre-payments/Accruals	Mini Boats £1,000 / 2	£500.00
			Items to buy for next year		£850
Total Takings		£10,493.00	Total Costs		£7,132.65
			Profit - Donation to WFor		£3,360.35

ORDER CONFIRMATION

- 24 April 2025

CONFIRMED - Windlesham Village Fete Beer Tent
Saturday 14th June 2025

Customer Address

Windlesham Field of Remembrance,
Kennel Lane,
Windlesham,
GU20 6AA

Event Address

Windlesham Field of Remembrance,
Kennel Lane,
Windlesham,
GU20 6AA

Name:

Email:

Home:

Mobile:

Qty	Description	Price	Total
1	6m x 6m Hoecker clearspan marquee with windows to suit	£385.00	£385.00
1	Strip lighting	£58.00	£58.00
	Friday Build F.O.C		
1	Sunday take down charge	£80.00	£80.00
	Transport Charge		£20.00
NET			£543.00
V.A.T.			£108.60
Total			£651.60

Terms

All hires are subject to standard terms and conditions, a copy of which are available on request.
Please check that the above listed equipment is correct and inform us immediately of any discrepancies.

Payment Options

Payment can be made either via card over the phone or by using the bank transfer details below:

Account name:

Bank Account:

Sort Code:

Bank:



INVOICE

Invoice Date
24 Apr 2025

Invoice Number
INV-14123

Reference
2 medium double sided
feather flags, 2 ground spi

Description	Quantity	Unit Price	VAT	Amount GBP
Medium double sided feather flag with pole set and carry case.	2.00	125.30	20%	250.60
Large Metal Ground Spike To hold Flags On Soft Ground	2.00	20.00	20%	40.00
Delivery Within the UK	1.00	15.00	20%	15.00
Subtotal				305.60
TOTAL VAT 20%				61.12
TOTAL GBP				366.72

Due Date: 1 May 2025

OFFER NOTICE:

Any offers applied will be valid for 14 days of invoice issue date. If failure of payment after this timeframe then could result in losing any applied offers.

PAY BY BACS OR ONLINE:

Alternatively you can pay online on the link below:

PLEASE NOTE DEADLINES ARE AS FOLLOWS:

- Flag and Banner Orders: 7-10 working days
 - Gazebo and Large Orders: 10-14 working days
- (The above starts from payment on invoice AND approval of final artwork)



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