



**The
Highland
Council**
Comhairle na
Gaidhealtachd

SPHVINQ The Highland Community

Russell Leaper,
Secretary,
Kilmallie Community council,
Canal House,
Banavie,
Fort William,
PH33 7LY

Please ask for: Mr R Milne
Direct Dial: 01397 709032
E-mail: robbie.milne @highland.gov.uk
Your Ref:
Our Ref: Banavie & Corpach Christmas
Trees & Lights
Dste: 30 October 2012

Dear Russell / Kilmallie CC

You will be aware that all Councils are facing significant budget pressures which are only set to increase over the coming years. In response Council services have been actively reviewing all expenditure and income streams. TEC services have taken time to review the process, procedures, income and expenditure associated with the delivery of decorative Christmas displays. The review identified some inconsistencies in how we were charging (or not charging) communities for the work associated with delivering their Christmas displays and to whom we are providing assistance. With limited funds now available we now need to apply a consistent approach across the whole of Lochaber which will ensure that the lighting service in particular can continue to offer a service to communities should they wish to take this up. To assist communities in making important decisions on how they wish to deal with any future Christmas displays we introduced a standard charging framework in 2010.

This framework was instigated with a few exceptions at the time due to a lack of community council / group to deal with the Christmas displays or the giving of extra time for some communities to deal with the transition. *Corpach and Banavie areas were one of these exceptions.*

As two years have now passed since the charging framework was introduced, I write to inform you that the Council will support your displays **for the final time in 2012** and in 2013 we will be bringing you into line with all other communities and applying the standard lighting charging framework.

In applying this standard framework we have calculated that your community council would be charged **£1113 + VAT** (minimum) for work associated with the **2013** displays based on knowledge of last years lighting scheme for the Banavie and Corpach; Christmas tree and pole figure Lights. If lighting displays are increased in number or complexity this charge will be more. I have enclosed a copy of our new comprehensive charging plan (subject to review in 2013).

The quoted charge covers the following:

- 1/ The storing (if req), inspection and repair of lights between display period.
- 2/ Travel and time associated with the installation and taking down of lighting display(s).

* If any spare parts are required this is to be charged at cost. (Parts & labour), and will be additional to the above quoted charge.

We appreciate that this may be a considerable cost to your community and you may wish to consider alternative methods of installing and preparing your individual displays; namely to "self help", and to do the installation and repairs within your community group. In recognition of this the lighting service can offer the following assistance should you be in a position to organise your own installation / removal and storage of lights.

- Free installation of easy connection points for all 'pole' lighting displays
- Free power connection to trees, once dressed and ready to go.
- Free assistance with buying Christmas lights and spares.
- Free Advice & guidance on installation
- Repair and replacement of parts (charged at cost)

I must however; remind communities that they need to ensure that they hold the appropriate public liability insurance for the lighting displays they organise. I must also insist that under no circumstances will new decorations be installed without contacting the lighting department first. The weight, windage and power demand for each individual decoration must be assessed first

This review has been discussed at length with your Ward Councillors in 2010 and 2012 who have endorsed this course of action. The standardisation now introduced will ensure that the lighting department are in a position to continue supporting communities during this busy period if required.

To plan for works required in the run up to and during the **Christmas 2013** period please could you indicate by mid October 2013 if you require the lighting service to provide a full installation/removal, storage service etc (charge quoted) or that you will be proceeding with organising these works yourselves.

I would be happy to discuss your requirements with you directly and can be contacted on..... Office 01397 705418, Mobile 07776170690

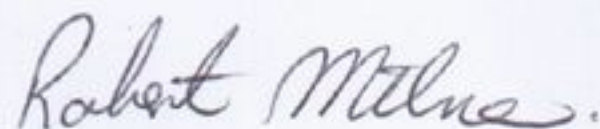
In reference to the actual **supply of Christmas trees for the Banavie and Corpach** displays, the ward Manager and Members will also be bringing this in line with other communities by withdrawing the supply of the last few remaining Council funded Christmas trees. Over the past two years communities have been very successful in acquiring sponsorship for trees or fund raising for the purchase of their own tree, we trust by giving Kilmallie Community Council 12 months' notice that you will have sufficient time to put alternative arrangements in place for your tree supply/installation and removal should you wish to retain your displays.

I am aware that these costs and tasks will be significant for yourselves, other Lochaber communities have had similar situations to contend with over the past two years but have managed to gain sponsorship, raise funds and modify displays to help with costs (in some cases displays have seen improvement). Members have been very impressed with the level of self-help communities have shown in these more challenging financial times and I have no doubt as a community you will respond positively to this challenge.

I am only too happy to advise you as required during this transition period on future Christmas displays.

Thank you for your cooperation.

Yours sincerely



Robert Milne,
Street Lighting Supervisor.

CHRISTMAS LIGHTING INSTALLATION AND CONNECTION COSTS
FROM 2012

Includes storage and operational check

<u>Christmas Trees</u>	
Very small trees; no steps required. (Maximum of 2)	175.00
Standard basic tree. (Up to 15ft, max 2 plain strings, 1 power supply)	175.00
Enhanced basic tree. (Up to 15ft, 2 or more strings, stars etc, dual power supply's)	235.00
Large Tree. Over 15ft, multi strings etc	515.00
Switching on ceremony	128.00
<u>Pole mounted figures / Street Strings.</u>	
Pole mounts; To install and remove. (Per item)(includes transformers)	37.00
To install and remove across street strings. (to include power supply jumpers)	106.00
To install and remove across st figures. (Large)	106.00
To install and remove across st figures. (Small)	64.00
On site fault finding / repairs (Hourly charge)	64.00
Workshop repairs (Hourly charge)	32.00
<u>Travelling costs</u>	
Within 8 miles. (Fort William town area)	00.00
Outwith 8 miles. Cost per visit. (Where 2 or 3 sites can be incorporated within a days work, then this cost can be split evenly between all the communities involved on that day).	64.00
<u>EXAMPLE of CHARGING</u>	
Standard tree1.....At £175 each	£175.00
Pole figures..2.....At £37 each	£74.00
Location more than 8 miles from Fort William	£64.00
Total annual cost of installation	£313.00

**** Spare parts and any repairs will be an additional cost ****

**** Call outs to damaged or dark decorations could also be charged at cost ****

***** All charges listed above are PLUS (+) V.A.T. *****