

Appendix 1: Draft key principles/template heads of terms

Responsibility

- The group is responsible for the planning and execution of work in relation to erecting, repairing and removal festive lighting features in its town/village, at its sole cost
- The group is responsible for the repair of festive lighting features during the period that the area mounted on street lamps. The same applies to lighting on Christmas trees
- The group is responsible for the maintenance of its festive lighting features and associated assets
- Argyll and Bute Council will hand over to the group a suitable schedule of the work which has been carried out in relation to festive lighting in that particular town/village. This schedule will contain circuitry information and information on switch on points.

Street lighting columns and associated cabinets

- Argyll and Bute Council is responsible for the maintenance of its street lighting columns and associated cabinets and for ensuring that the columns which supply festive lighting features with power are in working order
- Street lighting columns and associated cabinets are the property of Argyll and Bute Council. Any work carried out on these assets must be pre-agreed with the council.

Works

- Any work carried out on the live supplier network must be done by a suitably competent and qualified electrical contractor which is approved by Argyll and Bute Council
- Argyll and Bute Council could be that contractor, or the group could choose a different contractor.
- If Argyll and Bute Council were the chosen contractor, the council would require to be notified of this no later than 31st October in any given year

Storage

- Storage of the group's own assets would be their responsibility
- If they wished to store assets on council land/premises this would require a separate agreement and would be subject to standard rental rates for community groups.

Road closures

- The group would require to apply to the relevant roads authority for the necessary permission to close a road. Community groups pay no fee for this other than the fee to advertise the road closure in the local press, which is a statutory requirement and outwith the control of Argyll and Bute Council.

Procurement

- The group would be responsible for its own procurement of goods and services. If the group desired assistance from Argyll and Bute Council this would be provided on a commercial bases
- The group cannot order goods via Argyll and Bute Council to benefit from the council's VAT-exempt status

- Argyll and Bute Council can aid the group to establish itself as a community member of Scotland Excel, so that the group can access the same suppliers and discounts that the council can

Funding

- Argyll and Bute Council can provide assistance to the group to seek external grant funding