

Minutes – 2/17

WHITNASH TOWN COUNCIL

Christmas Lights Working Group

Minutes of meeting held on Wednesday, 6th September 2017 at 7.00 p.m. in the Whitnash Town Council Office, Franklin Road, Whitnash.

Present: Councillors: S Button
G Cancilla
R Margrave
T Shepherd

Town Clerk: Jenny Mason

In attendance: Adrian Bradbrook – Booths Electrical

12/17 APOLOGIES FOR ABSENCE

There were no apologies for absence.

13/17 DECLARATIONS OF INTEREST

There were no declarations at the start of the meeting.

14/17 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 1st June 2017 as circulated were approved and signed as a true record.

15/17 MATTERS ARISING OUT OF THOSE MINUTES

There were no matters arising.

16/17 INCOME AND EXPENDITURE REPORT

The income and expenditure report was forwarded to Members. Warwick District Council has cut their contribution to £2600. The Town Council was

not notified about this reduction.

17/17 SPONSORSHIP UPDATE FROM MEMBERS

No main sponsor has been found for the switch on this year.

Cllr Heath's contacts were unsuccessful. Cllr Margrave applied to National Grid, but no response has been received from them. Cllr Button will forward the sponsorship letter to Cllr Shepherd. Cllr Margrave will contact First Utility and Inspired Villages. Cllr Button will contact Calor Gas and ask Cllr Mrs Falp about approaching AC Lloyd and Gallagher's.

Cllr Heath submitted a grant application form to the Community Forum as well.

Mrs Crutchley has asked for the sponsorship letters.

18/17 VAT

The Council is in the process of becoming VAT registered which will affect donations received.

If we receive a voluntary donation with no benefit to the donor then no VAT is chargeable however, if we provide them with advertising by way of a shield then this would be liable to VAT. To avoid the Vat implication, it would be advisable to accept donations but not provide any shields. It is permissible to thank everyone as normal on the night and in the Whitnash Tymes without any VAT liability.

Our main sponsor is usually a business who do receive advertising by way of banners and are named on promotional posters / leaflets etc. We send them an invoice and will need charge VAT from now on.

The raffle is not liable for VAT as all prizes are donated and funds raised go towards the event.

The Stalls are unaffected and not liable for VAT.

Members proposed that sponsors no longer have shields, but will be thanked on the night and in the spring edition of the Whitnash Tymes.

19/17 GENERAL PLANNING FOR CHRISTMAS LIGHTS 2017

Cllr Button provided Members with a copy of the Event Management Plan that Warwick District Council requires. The Event Management Plan will now be sent to their consultation group and they will pass comments which will be forwarded to us. Once this has been done the Temporary Traffic Regulation Order and Events licence will be issued to us.

This plan has in the past only been sent to Warwickshire Police.

The to do list was updated.
Adrian Bradbrook reported that there are brackets missing from the lamp columns on Heathcote Road that secure the motifs. These will need to be replaced. Clerk will contact Blachere for these brackets.

20/17 ROTARY TREE OF LIGHT

Members were reminded about the Rotary Tree of Light switch on that takes place on Saturday, 18th November 2017 at 5.15 p.m. at St Margaret's Church, Whitnash.

21/07 CORRESPONDENCE

There was no correspondence.

22/07 DATE FOR NEXT MEETING

The next meeting will be held on Thursday, 5th October 2017.

There being no further business the Chairman declared the meeting closed.

SIGNEDDATE.....