

KIPPAX PARISH COUNCIL



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NOTICE IS HEREBY GIVEN that a meeting of Kippax Parish Council's Christmas Lights Committee is to be held **Tuesday 4th October at 6pm** in Valley Ridge Community Centre

The business to be transacted at this meeting is set out below

D Meir

Kippax Parish Council Clerk

Wednesday 28th September 2022

AGENDA

023/CL/2223. Apologies

- a. To note apologies received and approve any reasons for absence

024/CL/2223. To note any Declarations of Interest

- a. To note declarations of interest not already declared under members code of conduct or members register of disclosable interested
- b. To approve dispensation requests

025/CL/2223. Public Participation

Members of the public who wish to speak regarding an item within the remit of the Christmas Lights Committee may do so.

PLEASE NOTE: Total time limit for this item is 15 minutes

026/CL/2223. Meeting of Christmas Lights Committee held 6th September 2022

- a. To approve minutes of the meeting of Christmas Lights Committee held 6th September 2022 as a true and accurate record of that meeting

027/CL/2223. Christmas Lights Event and Decorations

- a. To receive an update on the extra budget from full council
- b. To consider and approve the quote for fireworks and agree any further actions
- c. To receive an update on the stalls and consider where to locate them and agree any further actions
- d. To receive an update on the SAG and road closures and agree any further actions
- e. To receive an update on the plans for Santa's grotto and agree any further actions

- f. To receive an update on the plans for the scooter for the parade and agree any further actions
- g. To receive an update on the booking for the mascots and agree any further actions
- h. To receive an update on the booking of entertainment and agree any further actions
- i. To consider and approve the quote for traffic management and agree any further actions
- j. To consider and approve having two additional security staff to marshal the ginnel adjacent to the firework launch site.
- k. To consider the requirements for a snow machine and agree any actions
- l. To review and approve the event plan
- m. To review and approve the risk assessment
- n. To confirm the insurance cover for the event
- o. To consider and approve how the photo backdrop will be secured.
- p. To receive an update on the letter for High Street Traders and Residents re. Road Closures and Competition
- q. To consider and approve a poster and other promotional activity for the event
- r. To consider and approve the quote for the lights and decorations and agree any actions

028/CL/2223. Shop Window Competition

- a. To consider and approve the arrangements for the shop window competition
- b. To approve the appointment of judges for the competition

029/CL/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm the date for the next meeting of the Christmas Lights Committee