

KIPPAX PARISH COUNCIL



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To All Members of Christmas Lights Committee,

You are hereby summoned to attend a meeting of Kippax Parish Council's Christmas Lights Committee to be held **Tuesday 1st November 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 26th October 2022

AGENDA

030/CL/2223. Apologies

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

031/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

032/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

033/CL/2223. Meeting of Christmas Lights Committee held 4th October 2022

a. To approve minutes of the meeting of Christmas Lights Committee held 4th October 2022 as a true and accurate record of that meeting

034/CL/2223. Christmas Lights Event and Decorations

- a. To receive an update on arrangements for the firework launch site and agree any further actions
- b. To receive an update on the stalls booking and agree any further actions
- c. To consider and approve the stalls map
- d. To receive an update on the additional entertainment license 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 booking of entertainment and agree any further actions
- g. To receive an update on the booking of a special guest and agree any further actions
- h. To confirm the arrangements for the payments to the event compares
- i. To receive an update on the plans for the gazebo behind the stage for performers to wait in and agree any further actions
- j. To review and approve the event plan
- k. To review and approve the risk assessment
- l. To confirm the insurance cover for the event
- m. To receive an update on the letter for High Street Traders and Residents re. Road Closures and Competition
- n. To approve a budget for the purchase of sweets and agree who will purchase them.

035/CL/2223. Shop Window Competition

- a. To receive an update the arrangements for the shop window competition
- b. To approve the appointment of judges for the competition

036/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