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**NOTICE IS HEREBY GIVEN** that a meeting of Kippax Parish Council's Christmas Lights Committee to be held **Tuesday 4<sup>th</sup> July at 8pm** in Valley Ridge Community Centre

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

*D Meir*

**Kippax Parish Council Clerk & Proper Officer**

**Wednesday 28th June 2023**

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## **AGENDA**

**001/CL/2324. Chairman and Vice Chairman**

- a. To receive nominations and elect a Chairman
- b. To receive nominations and elect a Vice Chairman

**002/CL/2324. Apologies**

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

**003/CL/2324. 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

**004/CL/2324. 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

**005/CL/2324. Meeting of Christmas Lights Committee held 3<sup>rd</sup> April 2023**

- a. To approve minutes of the meeting of Christmas Lights Committee held 3<sup>rd</sup> April 2023 as a true and accurate record of that meeting

**006/CL/2324. Christmas Lights switch-on Event**

- a. To receive an update on the road closure and letter to residents and agree any further actions
- b. To receive an update on the stage booking and agree any actions
- c. To consider and approve who will meet with the security team to discuss this year's requirements for the quote
- d. To consider and approve who will go and look at the 3D motif designs

- e. To consider and approve the quote for the Christmas lights, decorations and event operatives
- f. To note the quote received for the Christmas tree
- g. To consider and approve a quote for the fireworks display
- h. To receive confirmation of approval for the fireworks to be set off from Ash Tree School playing field.
- i. To consider and approve the arrangements for the Santas Grotto
- j. To consider and approve a quote for the toilets
- k. To consider and approve the charges for stalls and agree any further actions
- l. To consider the request for a pizza stall at the event
- m. To consider and approve to book the mascots and agree any further actions
- n. To consider and approve the arrangements for the fair and agree any further actions
- o. To consider and approve the arrangements for entertainment and agree any further actions
- p. To receive confirmation that the police have been informed of the date of the event
- q. To receive confirmation of insurance cover for the event
- r. To consider and approve who will be responsible for the event plan and risk assessment.
- s. To consider and approve any other actions required

**007/CL/2324. 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