

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 12th September at 7pm** 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 6th July 2023

AGENDA

008/CL/2324. Apologies

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

009/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

010/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

011/CL/2324. Meeting of Christmas Lights Committee held 4th July 2023

- a. To approve minutes of the meeting of Christmas Lights Committee held 4th July 2023 as a true and accurate record of that meeting

012/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 consider and approve who will meet with the stage company
- c. To receive feedback from the meeting with the security team and agree any actions
- d. To consider and approve the quote for security and first aid and agree any actions
- e. To consider the quotes and approve a supplier for the barriers
- f. To confirm agreement to the amendments requested to the order for the Christmas lights and decorations

- g. To note the quote received for the Christmas tree
- h. To receive confirmation from Nemisis Pyrotechnics Ltd that sufficient height can be achieved for the fireworks display
- i. To receive confirmation of approval for the fireworks to be set off from Ash Tree School playing field.
- j. To consider and approve the arrangements for Santa including times and breaks for Santa and agree any actions.
- k. To approve the cost of sweets for Santa's Grotto and agree who will purchase them.
- l. To consider and approve a quote for the toilets
- m. To receive and update on the stall bookings and agree any further actions
- n. To receive an update on the booking of the mascots and agree any further actions
- o. To receive an update on the arrangements for the fair and agree any further actions
- p. To receive confirmation of approval for the fair to be set up in the surgery car park
- q. To consider and approve asking the two winners of the Kippax Got Talent competition to perform
- r. To consider and approve the arrangements for entertainment and agree any further actions
- s. To consider and approve inviting the Deputy Lieutenant if the Lord Lieutenant cannot attend
- t. To consider and approve who is the main guest that will be switching on the lights
- u. To consider and approve how long music should be played on stage after the fireworks have finished at 5.10pm
- v. To confirm who can help at the event.
- w. To receive an update on the event plan and agree any actions
- x. To receive an update on the risk assessment and agree any actions.
- y. To consider and approve who will produce a poster advertising the Switch On Event
- z. To consider and approve any other actions required

013/CL/2324. Christmas Window Competition

- a. To consider and approve the 3 judges for the Christmas Window Competition.
- b. To consider and approve the date and time for the judging to take place and who will show them round.
- c. To approve the cost (up to £10) for engraving the winner's name on the shield

014/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
- c. To consider and approve the date for the meeting of the Christmas Lights Committee in the week leading up to the event as Monday 13th November at 7pm