

KIPPAX PARISH COUNCIL



[www.kippax-pc.gov.uk](http://www.kippax-pc.gov.uk)

**NOTICE IS HEREBY GIVEN** that a meeting of Kippax Parish Council's Christmas Lights Committee to be held **Tuesday 17<sup>th</sup> October at 6.30pm** 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 11th October 2023**

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## **AGENDA**

### **022/CL/2324. Apologies**

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

### **023/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

### **024/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

### **025/CL/2324. Meeting of Christmas Lights Committee held 26<sup>th</sup> September 2023**

- a. To approve minutes of the meeting of Christmas Lights Committee held 26<sup>th</sup> September 2023 as a true and accurate record of that meeting

### **026/CL/2324. Christmas Lights switch-on Event**

- a. To receive an update on the road closure and agree any further actions
- b. To approve the arrangements for the delivery of the road closure reminder letter
- c. To receive an update on the meeting with the stage company
- d. To note the response from the security team about their hours and charges and approve amendments.
- e. To receive an update on the request to locate the first aid in the bookmakers and agree any further actions
- f. To consider the quotes and approve a supplier for the traffic management

- g. To receive and update on the stall bookings and payments and agree any further actions
- h. To receive an update on the booking of the mascots and agree any further actions
- i. To receive an update on the arrangements for the fair and agree any further actions
- j. To receive an update on the booking of entertainers and agree any further actions
- k. To receive an update on the invitation of the Lord Lieutenant/ Deputy Lieutenant.
- l. To receive an update on the invitation of the main guests that will be switching on the lights
- m. To receive an update on the closure of the Co-op car park and agree any actions
- n. To receive an update on the event plan and agree any actions
- o. To receive an update on the risk assessment and agree any actions.
- p. To consider and approve the proposed amendments to the information on the posters and banners
- q. To receive an update on the request to put the banner on the railings and agree any further actions
- r. To consider the quotes for the advertising banner
- s. To consider and approve reducing the amount of sweets to be purchased for the grotto
- t. To consider and approve the quote for insuring the toilets
- u. To consider and approve any other actions required

**027/CL/2324. Christmas Window Competition**

- a. To receive confirmation of the judges for the Christmas Window Competition.

**028/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