

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 is to be held **Tuesday 26<sup>th</sup> September 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 20th September 2023**

---

## **AGENDA**

**015/CL/2324. Apologies**

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

**016/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

**017/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

**018/CL/2324. Meeting of Christmas Lights Committee held 12<sup>th</sup> September 2023**

- a. To approve minutes of the meeting of Christmas Lights Committee held 12<sup>th</sup> September 2023 as a true and accurate record of that meeting

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

- a. To receive an update on the road closure and letters to and agree any further actions
- b. To receive an update on the meeting 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 consider and approve the quote for Traffic Management
- g. To receive confirmation from Nemisis Pyrotechnics Ltd that sufficient height can be

- achieved 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 receive an update on the stall bookings and payments and agree any further actions
  - j. To receive an update on the booking of the mascots and agree any further actions
  - k. To receive an update on the arrangements for the fair and agree any further actions
  - l. To receive an update on the booking of entertainers and approve the entertainment schedule
  - m. To receive an update on the invitation of the Lord Lieutenant/ Deputy Lieutenant.
  - n. To receive an update on the invitation of the main guests that will be switching on the lights
  - o. To receive confirmation of the Co-op car park closing time and agree any actions
  - p. To receive an update on the event plan and agree any actions
  - q. To receive an update on the risk assessment and agree any actions.
  - r. To consider and approve the poster and banner designs advertising the Switch On Event
  - s. To consider the quotes for the advertising banner
  - t. To consider and approve any other actions required

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

- a. To receive confirmation of the judges for the Christmas Window Competition.
- b. To receive confirmation that Councillor Hardwick can attend the judging.

**021/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