

KIPPAX PARISH COUNCIL



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NOTICE IS HEREBY GIVEN that a meeting of Kippax Parish Council's Christmas Lights Committee to be held **Monday 13th November 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

Tuesday 7th November 2023

AGENDA

029/CL/2324. Apologies

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

030/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

031/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

032/CL/2324. Minutes of Christmas Lights Committee meeting

- a. To approve minutes of the meeting of Christmas Lights Committee held 17th October 2023 as a true and accurate record of that meeting

033/CL/2324. Christmas Lights switch-on Event

- a. To receive an update on the road closure and agree any further actions
- b. To receive an update on the delivery of the road closure reminder letter
- c. To receive an update on the meeting with the stage company and agree any actions
- d. To receive an update on the arrangements for the security team and agree any actions.
- e. To receive an update on the arrangements for the first aid team and agree any actions.
- f. To receive an update on the arrangements for traffic management and agree any actions.
- g. To receive and update on the stall bookings and payments and agree any further actions
- h. To consider and approve the stall layout and other vendors positions

- i. To consider and approve the location of stall holders
- 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 agree any further actions
- 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 guest to switch on the lights.
- o. To receive an update on the closure of the Co-op car park and agree any actions
- p. To receive an update regarding if the Co-op can provide selection boxes for the card winners and if to approve what size selection boxes to purchase and who will buy them.
- q. To receive an update on the event plan and agree any actions.
- r. To receive an update on the risk assessment and agree any actions.
- s. To consider and approve any other actions required

034/CL/2324. Christmas Window Competition

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

035/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 as Tuesday 28th November at 7pm.