

KIPPAX PARISH COUNCIL



www.kippax-pc.gov.uk

NOTICE IS HEREBY GIVEN that a meeting of Kippax Parish Council's Christmas Lights Committee to be held **Monday 3rd June 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 28th May 2024

AGENDA

001/CL/2425. Chairman and Vice Chairman

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

002/CL/2425. Apologies

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

003/CL/2425. 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/2425. 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/2425. Meeting of Christmas Lights Committee held 28th November 2023

- a. To approve minutes of the meeting of Christmas Lights Committee held 28th November 2023 as a true and accurate record of that meeting

006/CL/2425. Christmas Lights switch-on Event

- a. To review the online feedback from last years event and agree any actions
- b. To consider the road closure requirements and agree any further actions
- c. To consider the traffic management requirements and agree any actions
- d. To consider the requirements for the stage and agree any actions

- e. To consider the requirements for security and agree any actions
- f. To consider the arrangements for first aid and agree any actions.
- g. To consider the arrangements for the toilets and agree any actions.
- h. To consider the requirements for the tree and agree any actions.
- i. To consider the requirements for Christmas lights, decorations and event operatives and agree any actions.
- j. To note the information about low noise fireworks and consider and approve a quote for the fireworks display
- k. To consider the arrangements for the Santas Grotto and agree any actions.
- l. To consider the arrangements for stalls and agree any actions.
- m. To consider the arrangements for food vendors and agree any actions.
- n. To consider the arrangements for a parade and agree any actions.
- o. To consider the arrangements for mascots and agree any actions.
- p. To consider the arrangements for the fair and agree any actions.
- q. To consider the arrangements for entertainment and agree any actions.
- r. To consider the arrangements for the photo board and agree any actions.
- s. To consider live streaming the event and agree any actions
- t. To receive confirmation that the police have been informed of the date of the event.
- u. To receive confirmation of insurance cover for the event
- v. To consider and approve who will be responsible for the event plan and risk assessment.
- w. To consider how the event can enhance and protect biodiversity and agree any actions
- x. To consider and approve any other actions required,

007/CL/2425. 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