

KIPPAX PARISH COUNCIL



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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Monday 30<sup>th</sup> May at 7pm in Valley Ridge Community Centre

**To be approved at the Christmas Lights Committee meeting to be held on Monday 18<sup>th</sup> July 2022**

**Present:** Councillor G. Hardwick, Councillor M. Biscoomb, Councillor H. Foley, Councillor J Simpson, Councillor V Land and Debi Meir (clerk)

**001/CL/2223. Election of Chair and Vice Chair:**

- a. To receive nominations and elect a Chairman  
Councillor G Hardwick was nominated and elected as Chairman
- b. To receive nominations and elect a Vice Chairman  
Councillor H Foley was nominated and elected as Vice Chairman

**002/CL/2223. Apologies**

- a. To note apologies received and approve any reasons for absence  
Apologies were received from Councillor M. Eyre, Councillor A Hudspith and Councillor H. Richardson. **It was resolved** to approve the reasons for absence

**003/CL/2223. 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  
None
- b. To approve dispensation requests  
None

**004/CL/2223. 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

None present

**005/CL/2223. Meeting of Christmas Lights Committee held 17th January 2022**

- a. To approve minutes of the meeting of Christmas Lights Committee held 17th January 2022 as a true and accurate record of that meeting  
**It was resolved** to approve the minutes of the meeting of Christmas Lights Committee held 17th January 2022 as a true and accurate record of that meeting

## **006/CL/2223. Christmas Lights Event and Decorations**

- a. To consider and approve a date for the switch-on event  
**It was resolved** to approve the date for the switch-on event as Thursday 24<sup>th</sup> November.
- b. To consider and approve the requirements for a stage and agree further actions  
Councillor M. Biscomb will request a quote from MB audio and ask them to address the issues raised from last year's event regarding improving the sound, arriving earlier and securing wires with tape.
- c. To consider and approve the requirements for a fireworks/laser show and agree any actions  
**It was resolved** to have fireworks this year and not a laser show. Councillor M. Biscomb will follow up a contact for silent fireworks.
- d. To consider and approve the requirements for lights and decorations and agree any actions  
**It was resolved** not to get any new lights this year but to request all 10 that were ordered last year.
- e. To consider and approve the requirements for a tree and agree any actions  
**It was resolved** to get the extra set of lights for the tree again this year. Cllr Eyre to source the tree again.
- f. To consider and approve the requirements for stalls and agree any actions  
It was resolved that Cllr Land will manage the stalls again this year. Will need to consider only having them on one side of the road and therefore possibly reducing the number. Also need to allow LCC to start setting them up at 2pm and for stall holders not to arrive until 4pm.
- g. To consider and approve the requirements for toilets and agree any actions  
Councillor M Biscomb will request a quote for four to six toilets and to ask about lights. Will need to consider where to locate them.
- h. To consider and approve the requirements for road closures and agree any actions  
**It was resolved** to request the road closure from 2pm to 10pm to allow the stalls and stage to be set up earlier. Need to stress to the doctors to inform their patients about the closure.
- i. To consider and approve the requirements for a Santa's grotto and agree any actions  
**It was resolved** to have a Santa's grotto in the Co-op as usual and to invite the Co-op manager to a meeting to discuss the arrangements and possibly having extra security and a barrier for the queue. Councillor Land will book Santa again.
- j. To consider and approve the requirements for a parade and agree any actions  
**It was resolved** to only have Santa and the Mascots in the parade and to use a decorated mobility scooter. Councillor H Foley to look into decorating a scooter.
- k. To consider and approve the requirements for mascots and agree any actions  
**It was resolved** to book the mascots again and Councillor Foley will organise this.
- l. To consider and approve the requirements for a fair and agree any actions  
**It was resolved** to invite Atha again and Councillor Land will inform them of the date.
- m. To consider and approve the requirements for entertainment and agree any actions  
**It was resolved** to invite the same presenters and DJ Harry again and to request that more Christmas music is played at the end. To source a plunger for this year's event.
- n. To consider and approve the requirements for first aid and agree any actions  
Councillor M. Biscomb will request a quote for first aid from Gough and Kelly again, to arrive at 4pm.
- o. To consider and approve the requirements for security and agree any actions  
Councillor M Biscomb will request a quote from Gough and Kelly again and to ask for a quote for the fencing at the front of the stage and to create a compound for performers at the back of the stage. To also include additional security at Hopewell Terrace and in the Co-op. The police will also be informed of the date of the event.

**007/CL/2223. Christmas Shop Window Display Competition**

- a. To consider and approve the requirements for the shop window display competition and agree any actions

**It was resolved** to go ahead with the competition again this year. No action required yet, but the shops will be written to in September.

**008/CL/2223. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

- Walkie Talkies
- Snow Machine
- Drone

- b. To confirm the date for the next meeting of the Christmas Lights Committee

**It was resolved** to confirm the date of the next meeting of the Christmas Lights Committee as Monday 18<sup>th</sup> July at 7pm.