

KIPPAX PARISH COUNCIL



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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Tuesday 9th August at 6pm in Valley Ridge Community Centre

Approved at the Christmas Lights Committee meeting held on Tuesday 6th September 2022

Present: Councillor G. Hardwick, Councillor M. Biscomb, Councillor H. Foley, Councillor J Simpson, Councillor H. Richardson, councillor M. Eyre and Debi Meir (clerk)

009/CL/2223. Apologies

- a. To note apologies received and approve any reasons for absence
Apologies were received from Councillor V Land and Councillor A Hudspith. **It was resolved** to approve the reasons for absence.

010/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

011/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

012/CL/2223. Meeting of Christmas Lights Committee held 30th May 2022

- a. To approve minutes of the meeting of Christmas Lights Committee held 30th May 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 30th May 2022 as a true and accurate record of that meeting

013/CL/2223. Christmas Lights Event and Decorations

- a. To consider and approve the quote for a stage and agree any further actions
A quote has been obtained which is significantly higher than last year. Councillor M Biscomb will query what is included in the quote and request alternative quotes.
- b. To consider and approve the quote for fireworks and agree any further actions
Quotes are to be obtained for a 10-minute display, to be considered at the next meeting.

- c. To receive confirmation of approval for the fireworks to be set off from Ash Tree School playing field.
It was confirmed that approval has been granted, subject to provision of insurance documents.
- d. To consider and approve the quote for lights and decorations and agree any further actions
The quote was reviewed, and a number of queries were raised which Councillor Hardwick will take forward.
- e. To consider and approve the quote for £450 for the Christmas tree and £120 for delivery and installation plus VAT and approve Councillor Eyre to go and choose one.
It was resolved to approve the quote of £570 + VAT and to approve Councillor Eyre to choose one.
- f. To receive an update on the stalls and consider where to locate them and agree any further actions
It was resolved to approve the cost of £625 for the hire of 25 stalls. It was resolved to charge businesses £20 for a stall and to provide a maximum of 10 stalls to charities/voluntary organisations for free with each organisation allowed only one free stall, but stalls above these limits can be provided at a cost of £20 each. Councillor Land to start advertising the stalls.
- g. To consider and approve the quote for toilets
It was resolved to approve the quote of £520+ VAT for the hire of toilets from G&S Toilet Hire Ltd
- h. To consider and approve where to locate the toilets and agree any further actions
It was resolved to approve to locate the toilets in the layby outside the vets and charity shop. Councillor Richardson will make a sign to direct people to the toilets.
- i. To receive an update on the road closures and agree any further actions
The event information has been submitted to the Safety Advisory Group and it has come back as low risk. Councillor Hardwick will submit the road closure request.
- j. To receive an update on the plans for Santa's grotto and agree any further actions
Councillor Eyre will discuss the arrangements with the Co-op.
- k. To receive an update on the plans for the parade and agree any further actions
Councillor Foley is working on the plans for the scooter
- l. To receive an update on the booking for the mascots and agree any further actions
Councillor Foley is organising.
- m. To receive an update on the booking of the fair and agree any further actions
Councillor Land is organising.
- n. To receive an update on the booking of entertainment and agree any further actions
Bare Brass Band, DJ Harry and the two presenters from Pulse Radio are confirmed. It was resolved to approve the cost of £500 for the two presenters.
- o. To receive an update on the sourcing of a plunger and agree any further actions
It was resolved to approve the cost of up to £100 for Councillor Eyre to make a plunger.
- p. To consider and approve the quote for first aid and agree any further actions
Councillor M Biscomb is meeting with the provider to discuss the requirements

- q. To consider and approve the quote for security and agree any further actions
Councillor M Biscomb is meeting with the provider to discuss the requirements
- r. To receive confirmation that the Police have been informed of the date of the event
Councillor M Biscomb will inform them
- s. To consider and approve the quote for walkie talkies and agree any actions
To carry forward
- t. To consider the requirements for a snow machine and agree any actions
Councillor Land to look into
- u. To consider whether to use a drone for photographs and agree any actions
The Safety Advisory Group have advised that this is not permitted.

014/CL/2223. Environmental Impact

- a. To Consider the environmental impact of the work of the committee and agree any actions.
This is to be kept in mind when making all decisions

015/CL/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - Quote for traffic management
- b. To confirm the date for the next meeting of the Christmas Lights Committee
It was resolved to approve the date of the next meeting of the Christmas Lights Committee as Tuesday 6th September at 6pm.

Signed: _____ Date: _____