

KIPPAX PARISH COUNCIL



[www.kippax-pc.gov.uk](http://www.kippax-pc.gov.uk)

Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held **Tuesday 6<sup>th</sup> September at 6pm** in Valley Ridge Community Centre

**Approved at the Christmas Lights Committee Meeting held on Tuesday 4th October 2022**

**Present:** Councillor M. Biscomb (also Acting Clerk), Councillor H. Foley, Councillor J. Simpson and Councillor H. Richardson

**016/CL/2223. Apologies**

a. To note apologies received and approve any reasons for absence

Apologies were received from Councillor V Land, Councillor A Hudspith, Councillor M Eyre, Councillor J Almond and Debi Meir (clerk). **It was resolved** to approve the reasons for absence.

**017/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.

**018/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

The Manager from Kippax Co-Op was present, and expressed his approval of the proposed security plan and queue system for the Co-Op.

**019/CL/2223. Meeting of Christmas Lights Committee held 9th August 2022**

a. To approve minutes of the meeting of Christmas Lights Committee held 9th August 2022 as a true and accurate record of that meeting

**It was resolved** to approve the minutes of the meeting of the Christmas Lights Committee held 9th August 2022 as a true and accurate record of the meeting.

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

a. To consider and approve the quote for a stage and agree any further actions

**It was resolved** to approve the quote for the stage. Councillor M Biscomb to confirm the booking with MB Audio, Clerk to send a PO.

b. To consider and approve the quote for fireworks and agree any further actions

**It was resolved** to defer this item to the next meeting to allow time to gain additional quotes.

c. To consider and approve the quote for lights and decorations and agree any further actions

Due to the absence of information from Councillor G Hardwick, **it was resolved** to defer this item to the next full council meeting.

d. To receive an update on the stalls and consider where to locate them and agree any further actions

All the stalls have now been booked and a waiting list is in place. **It was resolved** that vendors must have paid by Saturday 5th November. Councillor M Biscomb to inform Councillor V Land of this.

e. To receive an update on the SAG and road closures and agree any further actions

Due to the absence of information from Councillor G Hardwick, **It was resolved** to defer this until the next meeting.

f. To receive an update on the plans for Santa's grotto and agree any further actions

Kippax Coop have confirmed they are happy for the grotto to be in the usual place, and the queue for the grotto will be outside along the wall, with support from the security company.

g. To receive an update on the plans for the scooter for the parade and agree any further actions

Councillor Land has confirmed she is continuing to make arrangements for this.

h. To receive an update on the booking for the mascots and agree any further actions

Councillor Foley has made enquiries and is awaiting a response.

i. To receive an update on the booking of the fair and agree any further actions

Atha's Funfair have been booked and notified not to have ride in the bay outside the vets (where the toilets will be located). Kippax Hall Surgery has confirmed they can be located in the car park as usual.

j. To receive an update on the booking of entertainment and agree any further actions

Due to the absence of information from Councillor G Hardwick, **It was resolved** to defer this until the next meeting.

k. To receive an update on the making of a plunger and agree any further actions

Councillor Eyre has confirmed he has the materials to make this and will do so for the event.

l. To consider and approve the quote for first aid and agree any further actions

**It was resolved** to approve the quote provided by Gough and Kelly

m. To consider and approve the quote for security and agree any further actions

**It was resolved** to approve the quote provided by Gough and Kelly. **It was resolved** to raise a request for additional budget from full council if required.

n. To consider and approve the quote for traffic management and agree any further actions

Due to the absence of information from Councillor G Hardwick, **It was resolved** to defer this until the next meeting.

o. To receive confirmation that the Police have been informed of the date of the event  
**Councillor Eyre has received confirmation that the police will be present**

p. To consider and approve the quote for walkie talkies and agree any actions  
**It was resolved not to have walkie talkies this year and to reconsider for next year**

q. To consider the requirements for a snow machine and agree any actions  
**It was resolved to defer this item until the next meeting. Some concerns were raised about the liquid used in snow machine and any irritation it may cause members of the public.**

r. To consider the arrangements for risk assessments and agree any actions  
**Councillor Biscomb to begin preparing the risk assessment and event plan for review at the next meeting**

s. To confirm the insurance cover for the event  
**It is understood that the insurance does cover this annual event, Councillor Biscomb to ask the Clerk to confirm with the insurance provider**

t. To approve the cost of £200 for the repainting of the photo backdrops  
**It was resolved to approve the cost of repainting the photo backdrops and to consider locating it in the layby near the toilets. Considerations need to be made for how to safely secure it at the next meeting**

#### **021/CL/2223. Shop Window Competition**

a. To consider and approve the arrangements for the shop window competition  
**It was resolved to defer this item to the next meeting**

b. To approve the appointment of judges for the competition  
**It was resolved to defer this item to the next meeting**

#### **022/CL/2223. Next Meeting**

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

- **To receive an update on the extra budget from the full council meeting**
- **To receive an update on the letter for High Street Traders and Residents re. Road Closures and Competition**
- **To consider how the photo backdrop will be safely secured**
- **To review the Event Plan**

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 4th October at 6pm.**

Signed:

*G Hardwick*

Date: 4<sup>th</sup> October 2022