

KIPPAX PARISH COUNCIL



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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Tuesday 4th October at 6pm in Valley Ridge Community Centre

Approved at the Christmas Lights Committee Meeting held on Tuesday 1st November 2022

Present: Councillor M. Biscomb (also Acting Clerk), Councillor H. Foley, Councillor J. Simpson Councillor H. Richardson, Councillor M. Eyre, Councillor G. Hardwick, Councillor A. Hudspith, Councillor V. Land

023/CL/2223. Apologies

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

None recieved

024/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 recieved

b. To approve dispensation requests

None recieved

025/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

026/CL/2223. Meeting of Christmas Lights Committee held 6th September 2022

a. To approve minutes of the meeting of Christmas Lights Committee held 6th September 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 6th September 2022 as a true and accurate record of the meeting.

027/CL/2223. Christmas Lights Event and Decorations

a. To receive an update on the extra budget from full council

It was decided that no additional budget was required.

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

It was resolved to approve the quote from Powder Keg, Councillor Eyre to confirm the booking and ask the Clerk to send a PO and ensure they are able to lift the fireworks high enough to be seen from the High Street.

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

Councillor M Biscomb to confirm that the Clerk has issued the PO to LCC.

The stalls are arriving at 2pm to be erected by 4pm, 8:30pm take down.

All stalls are booked in, Councillor Land to provide a map of where stalls will be located to add to the Event Plan.

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

The road closures have been confirmed for 2pm-10pm.

There may be an additional license required for the entertainment, Councillor Hardwick is pursuing and will report back.

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

It was resolved to host the Grotto in Ann Marie's shop with fencing for the queue down the side of Ann Marie's. Councillor Eyre will ask Councillor Almond to inform the Coop - additional security support will still be provided for queue management at the Coop.

It was resolved to approve the purchase of a banner for above the door, Councillor Eyre to arrange.

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

The scooter and Santa have been arranged. Councillor Richardson to source a bell for Santa to use during the parade. Councillor Richardson and Councillor Foley will supervise Santa and the Mascots for the parade.

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

Castleford Tigers have confirmed the booking. Leeds Rhino's have confirmed they can provide attendance for one hour for free - **It was resolved** to invite him for the parade and first hour

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

We are awaiting confirmation on two additional performers for 18:25 and 19:25 slots - Councillor Hardwick is in conversations with potential performers.

A guest to switch the lights on still needs to be arranged.

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

It was resolved to approve the quote for traffic management. The Clerk to raise and issue a PO.

j. To consider and approve having two additional security staff to marshal the ginnel adjacent to the firework launch site.

It was resolved that the additional security is not required. Councillor Eyre to confirm that Powder Keg is happy with this. Councillor Richardson to confirm whether she can be the key holder for the field.

k. To consider the requirements for a snow machine and agree any actions

It was resolved not to have a snow machine due to concerns around insurance. Committee agreed to reconsider for next year's event.

l. To review and approve the event plan

Councillor M Biscomb has created a draft of the Event Plan. **It was resolved** to review this as a committee at the next meeting.

m. To review and approve the risk assessment

Councillor M Biscomb has created a draft of the Risk Assessment. **It was resolved** to review this as a committee at the next meeting.

n. To confirm the insurance cover for the event

The insurance company have asked for some additional information, Councillor M Biscomb is liaising with the Clerk to provide.

o. To consider and approve how the photo backdrop will be secured.

The photobackdrop will have a plywood base with bevelled edges, affixed to the unit. A small step will be available and a Councillor will be assigned to the location monitor and prevent damage.

p. To receive an update on the letter for High Street Traders and Residents re. Road Closures and Competition

Councillor Hardwick to update the versions from last year and share with the committee via email. **It was resolved** that these would be delivered following the Remembrance Parade.

q. To consider and approve a poster and other promotional activity for the event

It was resolved that Councillor M Biscomb will create a poster to be distributed with the trader letters and for display in the village.

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

The quote for the lights was approved by full council, with the exception of the string lights for the Christmas Tree, for which we are still awaiting a quote.

028/CL/2223. Shop Window Competition

a. To consider and approve the arrangements for the shop window competition

It was resolved that judging would take place on 19th November and that Councillor Eyre would ask Kippax Coop to provide a voucher for the winner again. Councillor Eyre has retrieved the winner's shield and **it was resolved** to allocate a budget of £20 for the engraving for this year's winner.

b. To approve the appointment of judges for the competition

It was resolved to defer this to the next meeting. Committee members to consider potential candidates in the meantime.

029/CL/2223. Next Meeting

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

- Update on the additional entertainment licenses
- Approve the Stall map
- Update on the special guest

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 1st November 2022, 6pm

Signed: *G Hardwick*

Date: 1st November 2022