

KIPPAX PARISH COUNCIL



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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Tuesday 1st November at 6pm in Valley Ridge Community Centre

Approved at the Christmas Lights Committee Meeting held on Monday 14th November 2022

Present: Councillor M. Biscomb, Councillor H. Foley, Councillor H. Richardson, Councillor M. Eyre, Councillor G. Hardwick, Councillor A. Hudspith, Councillor V. Land

030/CL/2223. Apologies

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

Apologies were received from Councillor J. Simpson and **it was resolved** to approve the reason for absence

031/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

032/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

033/CL/2223. Meeting of Christmas Lights Committee held 4th October 2022

a. To approve minutes of the meeting of Christmas Lights Committee held 4th October 2022 as a true and accurate record of that meeting

It was resolved to approve minutes of the meeting of Christmas Lights Committee held 4th October 2022 as a true and accurate record of that meeting

034/CL/2223. Christmas Lights Event and Decorations

a. To receive an update on arrangements for the firework launch site and agree any further actions

Powder Keg have completed their risk assessment and it has been approved by the school. They have been provided with a copy of our risk assessment. Two security staff marshals will be sent to marshal the ginnel before the fireworks are set off.

b. To receive an update on the stalls booking and agree any further actions

The clerk will check the stall income that has been received against the list provided by Councillor Land and let her know if any have not paid. Councillor Eyre will request permission to have the two food stalls in Makin's yard. A marshal will be put on Chapel Lane to stop cars parking on the road.

- c. To consider and approve the stalls map
This needs to be measured out so it is to be deferred to the next meeting
- d. To receive an update on the additional entertainment license and agree any further actions
It has been confirmed that an additional license is not required.
- e. To receive an update on the plans for Santa's grotto and agree any further actions
The sign for the grotto has now been ordered.
- f. To receive an update on the booking of entertainment and agree any further actions
It was resolved to approve the schedule for the entertainment with the amendments agreed.
- g. To receive an update on the booking of a special guest and agree any further actions
Councillor Hardwick will invite the special guest
- h. To confirm the arrangements for the payments to the event compares
The compares would like cheques to be provided on the night
- i. To receive an update on the plans for the gazebo behind the stage for performers to wait in and agree any further actions
Councillor Foley will provide the gazebo for the pen at the back of the stage for performers.
- j. To review and approve the event plan
The event plan is almost complete with just some public liability and contact information to be added.
- k. To review and approve the risk assessment
It was resolved to approve the risk assessment
- l. To confirm the insurance cover for the event
It was resolved to approve the additional cost of £280 for the insurance for the event
- m. To receive an update on the letter for High Street Traders and Residents re. Road Closures and Competition
Councillor Hardwick will deliver the letters after the remembrance parade
- n. To approve a budget for the purchase of sweets and agree who will purchase them.
It was resolved to approve the purchase of 500 bags of sweets up to the cost of £100

035/CL/2223. Shop Window Competition

- a. To receive an update the arrangements for the shop window competition
The competition will be judged on 19th November
- b. To approve the appointment of judges for the competition
It was resolved to approve two member of the Women's Institute and two girl guiding members as judges

036/CL/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
None
- 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 as Monday 14th November at 7pm

Signed: *G Hardwick*

Date: 14th November 2022