



Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Monday 14th November at 7pm in Valley Ridge Community Centre

To be approved at the Christmas Lights Committee Meeting to be held on Thursday 1st December 2022

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

037/CL/2223. Apologies

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

Apologies were received from Councillor H. Richardson and Councillor J. Simpson. **It was resolved** to approve the reasons for absence.

038/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

039/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

040/CL/2223. Meeting of Christmas Lights Committee held 1st November 2022

a. To approve minutes of the meeting of Christmas Lights Committee held 1st November 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 1st November 2022 as a true and accurate record of that meeting

041/CL/2223. Christmas Lights Event and Decorations

a. To receive a report on the payments received for stalls booking and agree any actions

One stall holder has pulled out and the stall has been reallocated. Three stall holders have not yet paid and have been chased for payment. If they do not pay the stalls will be re-allocated.

- b. To confirm whether permission has been granted for the two food stalls can be located in Makin's yard and agree any actions.
Only one food stall will be present now and it was confirmed that permission has been granted for it to be located in Makin's yard.
- c. To consider and approve the stalls map
It was resolved to approve the stalls map.
- d. To receive an update on the booking of a special guest and agree any further actions
The booking of the special guest was confirmed
- e. To receive confirmation that the road closure will commence at 2pm.
It was confirmed that the road closure will commence at 2pm.
- f. To confirm the missing information has been added and approve the event plan
The event plan was reviewed and the clerk is to request a copy of Chevrons public liability insurance and Councillor Hardwick is to provide a contact number for the LCC switch-on team. It was resolved to approve the event plan.
- g. To receive confirmation that the letters for High Street Traders and Residents re. Road Closures and Competition have been delivered.
It was confirmed that all the letters have been delivered
- h. To consider any further issues and agree any actions.
It was resolved to purchase hazard tape for the kerb in the pen at the front of the stage as identified in the risk assessment.
Councillors Almond and Mawson will man a stall in the co-op selling calendars and distributing community pantry leaflets. The first aid box will also be located at this stall.

042/CL/2223. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - To review the event
- 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 Thursday 1st December at 7pm.