



Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held on Tuesday 4th July at 8pm in Valley Ridge Community Centre

Approved at the Christmas Lights Committee Meeting held on Tuesday 12th September 2023

Present: Councillor G Hardwick, Councillor H. Foley, Councillor M Eyre, Councillor J. Mawson, Councillor S. Marshall and D. Meir (Clerk).

001/CL/2324. Chairman and Vice Chairman

- a. To receive nominations and elect a Chairman
It was resolved to elect Councillor Eyre as Chairman
- b. To receive nominations and elect a Vice Chairman
It was resolved to elect Councillor Hardwick as Vice Chairman

002/CL/2324. Apologies

- a. To note apologies received
Apologies were received from Councillor V. Land.
- b. To approve any reasons for absence
It was resolved to approve Councillor V. Land's reason for absence.

003/CL/2324. 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

004/CL/2324. 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

005/CL/2324. Meeting of Christmas Lights Committee held 3rd April 2023

- a. To approve minutes of the meeting of Christmas Lights Committee held 3rd April 2023 as a true and accurate record of that meeting
It was resolved to approve the minutes of the meeting of Christmas Lights Committee held 3rd April 2023 as a true and accurate record of that meeting

006/CL/2324. Christmas Lights switch-on Event

- a. To receive an update on the road closure and letter to residents and agree any further actions
LCC have asked that the road closure request is not sent until the end of August. It was confirmed that resident's vehicular access can be prevented during a road closure and

it was resolved to approve the notification letter to be delivered to affected residents and business now. Clerk to print 110 copies and Councillor Hardwick and Councillor Marshall will deliver them.

- b. To receive an update on the stage booking and agree any actions
The stage is booked and a meeting will be arranged with them nearer the time.
- c. To consider and approve who will meet with the security team to discuss this year's requirements for the quote
It was resolved to approve Councillor Eyre and Councillor Marshall to meet with the security team in the school holidays
- d. To consider and approve who will go and look at the 3D motif designs
It was resolved that it is not necessary to go to look at the motifs and to approve to order the Christmas tree, Cracker, Snowman and Champagne bottle motifs.
- e. To consider and approve the quote for the Christmas lights, decorations and event operatives
It was resolved to approve the quote for the lights and decorations when the Ward Councillors provide confirmation of the £3,000 grant and with the agreed amendments to only one light on Pig Lane and three lights in trees Tear drop corner.
- f. To note the quote received for the Christmas tree
The quote has not yet been provided.
- g. To consider and approve a quote for the fireworks display
It was resolved to approve the quote from Nemisis Pyrotechnics Ltd of £1,850 + VAT subject to clarification on the lift height.
- h. To receive confirmation of approval for the fireworks to be set off from Ash Tree School playing field.
To carry forward.
- i. To consider and approve the arrangements for the Santas Grotto
The Santas Grotto will be held in Ann-Marie's again but need to ensure more cover is put over the stock in the shop.
- j. To consider and approve a quote for the toilets
Councillor Foley will request a quote.
- k. To consider and approve the charges for stalls and agree any further actions
It was resolved to approve a charge of £25 for stalls hired to businesses and to make 10 available for free to charities. Each charity is only entitled to one free stall with any further stalls charged for at £25 each.
- l. To consider the request for a pizza stall at the event
A pizza company is already booked it but **it was resolved** to approve the company providing a pie and peas stall for a minimum donation of £25.
- m. To consider and approve to book the mascots and agree any further actions
It was resolved to approve booking the Tigers and Rhinos mascots for free. Councillor Foley to contact them.
- n. To consider and approve the arrangements for the fair and agree any further actions
It was resolved to approve Atha attending with the rides in the car park as usual and some by the toilets.
- o. To consider and approve the arrangements for entertainment and agree any further actions.

It was resolved to approve having Kippax Brass Band, Lorraine's School of Dance, Brownies, Little Learners Rob Chew, Bear Brass and KAOS to perform. Kippax Brass band have confirmed their availability and the rest are to be confirmed.

It was resolved that there would be no limit on the number of Brownies that can go on the stage this year.

It was resolved to approve the Lord Lieutenant attending
Councillor Eyre will ask a local band if they are available.

- p. To receive confirmation that the police have been informed of the date of the event
It was confirmed that the police have been informed of the date of the event.
- q. To receive confirmation of insurance cover for the event
It was confirmed that insurance cover is in place.
- r. To consider and approve who will be responsible for the event plan and risk assessment.
It was resolved that Councillor Foley will be responsible for the event plan and risk assessment
- s. To consider and approve any other actions required
It was resolved to approve the cost of £200 to have the photo boards re-painted.

007/CL/2324. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - **To confirm the arrangements for Santa**
- b. To confirm the date for the next meeting of the Christmas Lights Committee
It was resolved to confirm the date for the next meeting of the Christmas Lights Committee as Tuesday 12th September at 7pm.

Signed: *H Foley*

Date: 12th September 2023