



Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Tuesday 12<sup>th</sup> September at 7pm in Valley Ridge Community Centre

**Approved at the Christmas Lights Committee meeting held on Tuesday 26<sup>th</sup> September 2023**

**Present:** Councillor H. Foley, Councillor J. Mawson, Councillor S. Marshall, one member of the public and D. Meir (Clerk)

**008/CL/2324. Apologies**

- a. To note apologies received  
Apologies were received from Councillor M. Eyre, Councillor G. Hardwick and Councillor V. Land
- b. To approve any reasons for absence  
**It was resolved** to approve the reasons for absence

**009/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

**010/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

Nothing to raise.

**011/CL/2324. Meeting of Christmas Lights Committee held 4<sup>th</sup> July 2023**

- a. To approve minutes of the meeting of Christmas Lights Committee held 4<sup>th</sup> July 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 4<sup>th</sup> July 2023 as a true and accurate record of that meeting

**012/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  
The letters to residents and affected businesses were delivered but there was a shortage of 20 letters. These will be picked up when the letters are delivered nearer to the event.  
Councillor G. Hardwick to confirm if the road closure application has been submitted.

- b. To consider and approve who will meet with the stage company  
**It was resolved** to approve Councillor M. Eyre and another committee Member to meet with the stage company. Councillor H. Foley will attend the meeting subject to availability.
- c. To receive feedback from the meeting with the security team and agree any actions  
Feedback to be provided by Councillor Eyre.
- d. To consider and approve the quote for security and first aid and agree any actions  
To defer to the next meeting as the quote has not yet been received.
- e. To consider the quotes and approve a supplier for the barriers  
To defer to the next meeting as a further quote is awaited.
- f. To confirm agreement to the amendments requested to the order for the Christmas lights and decorations.  
It was noted that Leeds Lights has confirmed their agreement to the amendments requested to the order for the Christmas lights and decorations.
- g. To note the quote received for the Christmas tree  
The quoted of £570 + VAT for the Christmas tree was noted and Councillor Eyre has been to choose a tree.
- h. To receive confirmation from Nemesis Pyrotechnics Ltd that sufficient height can be achieved for the fireworks display  
Confirmation is awaited.
- i. To receive confirmation of approval for the fireworks to be set off from Ash Tree School playing field.  
Approval has been requested and confirmation is awaited.
- j. To consider and approve the arrangements for Santa including times and breaks for Santa and agree any actions.  
**It was resolved** to approve that Santa would set off for the parade to the stage at 2:45pm and would then be in the grotto to 4pm. After a 15-minute break he will return to the grotto until 5pm when he will be required on stage to 5.10pm. He will return to the grotto until 5:30pm.
- k. To approve the cost of sweets for Santa's Grotto and agree who will purchase them.  
**It was resolved** to approve up to £50 for the Grotto sweets and Councillor Foley will purchase them.
- l. To consider and approve a quote for the toilets  
**It was resolved** to approve the quote of £450 + VAT for the toilet hire.
- m. To receive and update on the stall bookings and agree any further actions  
The list of stall holders is to be updated and confirmed by Councillor V. Land. Payment has been requested by 19<sup>th</sup> October.
- n. To receive an update on the booking of the mascots and agree any further actions  
Councillor Foley to contact them.
- o. To receive an update on the arrangements for the fair and agree any further actions  
Update to be provided by Councillor Eyre.
- p. To receive confirmation of approval for the fair to be set up in the surgery car park.  
It was confirmed that the doctor's surgery has given permission for the fair to be set up in their car park.

- q. To consider and approve asking the two winners of the Kippax Got Talent competition to perform  
**It was resolved** to approve asking the two winners of the Kippax Got Talent competition to perform two songs if happy to do so.
- r. To consider and approve the arrangements for entertainment and agree any further actions  
The schedule was reviewed and the following is to be confirmed:
- Brownies to be confirmed by Councillor H. Foley
  - KAOS and Operatic Society to be confirmed by Councillor J. Mawson
  - Lorraine's school of dance to be confirmed by Councillor Land
- The announcement of the Christmas window competition is also to be added to the schedule at the same time as the Christmas Card competition winner's announcement
- s. To consider and approve inviting the Deputy Lieutenant if the Lord Lieutenant cannot attend.  
**It was resolved** to approve inviting the Deputy Lieutenant if the Lord Lieutenant cannot attend.
- t. To consider and approve who is the main guest that will be switching on the lights  
**It was resolved** to approve the main guests that will switch on the lights who will be invited by Councillor S. Marshall.
- u. To consider and approve how long music should be played on stage after the fireworks have finished at 5.10pm  
**It was resolved** to approve music to be played until 5:30pm.
- v. To confirm who can help at the event.  
It was confirmed that Councillors H Foley, S Marshall, J Mawson, M. Eyre, G Hardwick, V. Land, A. Hudspith, J. Biscomb, D. Martin, A Parker can help at the event, along with L. Eyre and D. Meir (Clerk).
- w. To receive an update on the event plan and agree any actions  
Councillor H. Foley will update the event plan as arrangements are confirmed.
- x. To receive an update on the risk assessment and agree any actions.  
Councillor H. Foley will update the risk assessment as arrangements are confirmed.
- y. To consider and approve who will produce a poster advertising the Switch On Event  
**It was resolved** that Councillor S Marshall will prepare a poster and banner and obtain a quote for the banner for approval at the next meeting.
- z. To consider and approve any other actions required  
None

#### **013/CL/2324. Christmas Window Competition**

- a. To consider and approve the 3 judges for the Christmas Window Competition.  
**It was resolved** to approve inviting cubs, beavers & scouts as judges for the Christmas Window Competition.
- b. To consider and approve the date and time for the judging to take place and who will show them round.  
**It was resolved** to approve the date of 17<sup>th</sup> November at 6pm for the judging to take place with Councillors S, Marshall and G. Hardwick to show them round, subject to Councillor G. Hardwick's confirmation.

- c. To approve the cost (up to £10) for engraving the winner's name on the shield  
**It was resolved to approve the Cost (up to £10) for engraving the winner's name on the shield.**

**014/CL/2324. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
  - Traffic management quote
  - Co-op car park
- 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 meeting as Tuesday 26<sup>th</sup> September at 6:30pm**
- c. To consider and approve the date for the meeting of the Christmas Lights Committee in the week leading up to the event as Monday 13<sup>th</sup> November at 7pm  
**It was resolved to approve the date for the meeting of the Christmas Lights Committee in the week leading up to the event as Monday 13<sup>th</sup> November at 7pm**

Signed: *G Hardwick*

Date: 26<sup>th</sup> September 2023