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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Tuesday 17th October at 6.30pm in Valley Ridge Community Centre

Approved at the Christmas Lights Committee meeting held on Monday 13th November 2023

Present: Councillor M Eyre, Councillor H. Foley, Councillor G Hardwick, Councillor S. Marshall, Lesley Eyre, Councillor G. Pearson (non-committee member), Chris Rattray - Co-op Store Manager (non-committee member) and D. Meir (Clerk)

022/CL/2324. Apologies

- a. To note apologies received
Apologies were received from Councillor J. Mawson and Councillor H. Richardson
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence

023/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

024/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 raised

025/CL/2324. Meeting of Christmas Lights Committee held 26th September 2023

- a. To approve minutes of the meeting of Christmas Lights Committee held 26th September 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 26th September 2023 as a true and accurate record of that meeting

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

- a. To receive an update on the road closure and agree any further actions
The Health and Safety Manager at LCC has confirmed that the road can be fully shut to residents. The Methodist Church service will finish at 11:30am and **it was resolved** to allow attendees access to exit Chapel Lane left onto the High Street.
- b. To approve the arrangements for the delivery of the road closure reminder letter
It was resolved to approve Councillor Hardwick and Councillor Marshall to deliver the road closure letters after the Remembrance Parade on Sunday 12th November. Councillor Hardwick to provide the letters to the Clerk for printing.

- c. To receive an update on the meeting with the stage company
Councillor Eyre and Councillor Marshall will meet with the stage company next week. They have requested that performers bring their own music in MP3 format. Councillor Eyre to request a copy of their insurance and risk assessment.
- d. To note the response from the security team about their hours and charges and approve amendments.
The security team has advised that they charge for a minimum of 4.5 hours so it was resolved to request they attend 2pm to 6:30pm and to approve the revised cost of £747 +VAT. Security will be provided for the Co-op but it has not yet been decided if they will use a one-way system again. A barrier will be at the front of the store and the delivery robots will not be operating. Clerk to amend purchase order and request a copy of the insurance and risk assessment from Gough and Kelly.
- e. To receive an update on the request to locate the first aid in the bookmakers and agree any further actions
The bookmakers has advised that they are unable to have the first aid located in the store as under eighteens are not allowed inside. **It was resolved** to locate the first aid in a KPC gazebo in Matkins Yard, subject to approval. Councillor Hardwick will provide lights for the Gazebo and the first aid banner will be put on it.
- f. To consider the quotes and approve a supplier for the traffic management
It was resolved to approve the quote from Chevron for £795 +VAT. Clerk to raise purchase order and request their insurance and risk assessment.
- g. To receive and update on the stall bookings and payments and agree any further actions
It was noted that three stalls had not yet paid and they had been given a deadline of today. **It was resolved** that Councillor Eyre will check for any further payments tomorrow and ask Councillor Land to request that any still outstanding are paid by the end of the week, otherwise the stall will be publicly re-advertised.
The stalls will start at the zebra crossing and continue down to Flintoff's, with Fairground rides after that and the hook-a-duck at the end of the road.
- h. To receive an update on the booking of the mascots and agree any further actions
Confirmation is still awaited from the Castleford Tigers Mascot.
- i. To receive an update on the arrangements for the fair and agree any further actions
Councillor Eyre is organising a meeting with Atha to confirm the arrangements and request a copy of their insurance and risk assessment. **It was resolved** to propose that money is collected from the individual stalls rather than a single payment for them all.
- j. To receive an update on the booking of entertainers and agree any further actions
All performers are confirmed except KAOS who may not be able to attend due to rehearsals. **It was resolved** that if KAOS cannot attend the band will play without any singers and presenters will be asked to fill the gap for the children singers.
It was noted that there will be less brownies and guides this year as the Allerton Bywater and Methodist groups will not be attending.
- k. To receive an update on the invitation of the Lord Lieutenant/ Deputy Lieutenant.
A response has not yet been received but will see if they turn up. It was resolved that they would not be required to give a speech.
- l. To receive an update on the invitation of the main guests that will be switching on the lights
It was noted that the invited guest cannot attend and **it was resolved** to approve an alternative main guest to switch on the lights. Councillor Eyre will invite them.
- m. To receive an update on the closure of the Co-op car park and agree any actions
The Co-op Manager advised that it is company policy to close the car park for security and insurance reasons., but he will ask his boss if an exception can be made. If it is confirmed that

it must be closed **it was resolved** to put up a sign at the entrance and do announcements on stage to inform the public that it will be closed after 4pm.

- n. To receive an update on the event plan and agree any actions
Councillor Foley is amending and updating as arrangements are confirmed.
- o. To receive an update on the risk assessment and agree any actions.
Councillor Foley is amending and updating as arrangements are confirmed.
- p. To consider and approve the proposed amendments to the information on the posters and banners
It was resolved to approve the proposed amendments to the information on the posters and banners
- q. To receive an update on the request to put the banner on the railings and agree any further actions
The Post Office and Max's Barbers have confirmed that they are happy for the banner to be put on the railings outside their shops.
- r. To consider the quotes for the advertising banner
It was resolved to approve the quote of £87.17 for a large banner from Fast Signs
- s. To consider and approve reducing the amount of sweets to be purchased for the grotto
It was resolved to reduce the amount of sweets to be purchased to 300
- t. To consider and approve the quote for insuring the toilets
It was resolved to approve the quote for insuring the toilets of £56.15
- u. To consider and approve any other actions required
It was resolved to approve the purchase of flashing wands for the guides and brownies up to a cost of £100.
The Co-op Manager will enquire if 12 selection boxes can be donated for the Christmas Card Competition winners. **It was resolved** to approve the purchase of the selection boxes up to a cost of £25 if not donated.
It was resolved to approve the proposed design for the photo board and to locate it outside Boots. **It was resolved** to approve the purchase of wood to prop up the photo board up to a cost of £40.
Concerns from the High Street about holding it on a Sunday were noted.

027/CL/2324. Christmas Window Competition

- a. To receive confirmation of the judges for the Christmas Window Competition.
A response has not yet been received. Councillor Eyre to provide new contacts to Councillor Foley.

028/CL/2324. 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 meeting of the Christmas Lights Committee as Monday 13th November at 7pm and to approve the date of the meeting to review the event as Tuesday 28th November at 7pm.

Signed: *M Eyre*

Date: 13th November 2023