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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held on Monday 13th November at 7pm in Valley Ridge Community Centre

To be approved at the Christmas Lights Committee meeting to be held on Tuesday 28th November 2023

Present: Councillor M Eyre, Councillor H. Foley, Councillor J Mawson, Councillor V Land, Councillor G. Pearson, Lesley Eyre, Councillor D. Martin (non-committee member), Councillor J. Almond (non-committee member), and D. Meir (Clerk)

029/CL/2324. Apologies

- a. To note apologies received
Apologies were received from Councillor G Hardwick, Councillor H. Richardson and Chris Rattray - Co-op Store Manager
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence.

030/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

031/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

No issues raised.

032/CL/2324. Minutes of Christmas Lights Committee meeting

- a. To approve minutes of the meeting of Christmas Lights Committee held 17th October 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 17th October 2023 as a true and accurate record of that meeting.

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

- a. To receive an update on the road closure and agree any further actions
The official road closure from LCC stated that the road will be closed between 10am and 10pm but only 11am to 8pm was requested and the traffic management team has been booked for those hours. LCC have said it will be amended.

- b. To receive an update on the delivery of the road closure reminder letter
The letter was delivered by Councillor Hardwick on Saturday 11th November. It was noted that the letter also stated 10am to 10pm and was sent in the name of Councillor Hardwick. **It was resolved** that a standard letter will be sent in the Clerks name next year.
- c. To receive an update on the meeting with the stage company and agree any actions.
All the arrangements for the stage have been made and it was confirmed that there will be barriers at the back of the stage, so cable covers are not required.
- d. To receive an update on the arrangements for the security team and agree any actions.
The arrangements for the security team have been confirmed including the times and locations for the security team. The risk assessment is to be requested.
- e. To receive an update on the arrangements for the first aid team and agree any actions.
It has been confirmed that they can be located in Matkins Yard. **It was resolved** to use the 8ft gazebo for the first aid so the 10ft gazebo can be used at the side of the stage. The First Aid banner will be put up and lights are to be provided by Councillor Hardwick.
- f. To receive an update on the arrangements for traffic management and agree any actions.
The revised traffic management plans have been confirmed.
- g. To receive and update on the stall bookings and payments and agree any further actions
The stall that were not paid for have been re-allocated and payment has now been received for them all and two are on the waiting list.
- h. To consider and approve the stall layout and other vendors positions
It was resolved to approve the stall layout and other vendors positions.
- i. To consider and approve the location of stall holders
It was resolved to approve the location of the stall holders. Councillor Martin to prepare the names to be put on each stall.
- j. To receive an update on the booking of the mascots and agree any further actions.
No response has been received from the Castleford Tigers mascot. Councillor Eyre to try and contact them.
- k. To receive an update on the arrangements for the fair and agree any further actions
It was resolved to approve the locations for the Fair rides and stalls. It was resolved to request that eh music form the chestnut stall is turned down of the stall is moved further down the high street.
- l. To receive an update on the booking of entertainers and agree any further actions
All the entertainment has now been confirmed and they have been informed that they need to provide the music on MP3.
- m. To receive an update on the invitation of the Lord Lieutenant/ Deputy Lieutenant.
No response has been received.
- n. To receive an update on the invitation of the main guest to switch on the lights.
The main guest has been confirmed.
- o. To receive an update on the closure of the Co-op car park and agree any actions
The Co-op has confirmed that the car park must be closed when the store closes at 4pm due to their insurance and they have provided a notice to be issued to residents which will be posted on Facebook. A notice will also be put at the car park entrance, and it will be announced on stage.

- p. To receive an update regarding if the Co-op can provide selection boxes for the card winners and if to approve what size selection boxes to purchase and who will buy them.
The Co-op has confirmed that they will donate ten selection boxes. Councillor Eyre will purchase the other three.
- q. To receive an update on the event plan and agree any actions.
It was resolved to approve the event plan with the agreed amendments.
- r. To receive an update on the risk assessment and agree any actions.
It was resolved to approve risk assessment.
- s. To consider and approve any other actions required.
It was noted that the wands and sweets have been purchased and the Christmas Card winners display for the Co-op has been prepared.
It was resolved to approve the purchase of spare batteries up to a cost of £100.
LCC has advised that six bins will be delivered, and two men will be provided to clear the waste within the cost approved. **It was resolved** that Councillor Hudspith will collect the litter pickers from the container for KPC volunteers to help to clear the rubbish.

034/CL/2324. Christmas Window Competition

- a. To receive confirmation of the judges for the Christmas Window Competition.
The judges for the Christmas Window competition have now been confirmed.

035/CL/2324. 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 as Tuesday 28th November at 7pm
It was resolved to confirm the date for the next meeting of the Christmas Lights Committee as Tuesday 28th November at 7pm