



Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held Monday 5th August at 6pm in Valley Ridge Community Centre

**Present:** Councillor M. Eyre, Councillor G. Hardwick, Councillor L. Eyre, Councillor V. Land, Councillor G. Peason Councillor C. Pearson and J. Lister and D. Meir (Clerk)

**008/CL/2425. Apologies**

- a. To note apologies received  
**Apologies were received from Councilor J. Mawson and A. Pickersgill.**
- b. To approve any reasons for absence  
**It was resolved to approve the reasons for absence.**

**009/CL/2425. 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/2425. 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**

**011/CL/2425. Meeting Minutes**

- a. To approve the minutes of the meeting of Christmas Lights Committee held 3<sup>rd</sup> June 2024 as a true and accurate record of that meeting  
**It was resolved to approve the minutes of the meeting of Christmas Lights Committee held 3<sup>rd</sup> June 2024 as a true and accurate record of that meeting**

**012/CL/2425. Christmas Lights switch-on Event**

- a. To receive an update on the road closure application and agree any further actions  
**LCC has requested that the road closure application is not submitted until September.**
- b. To consider and approve the traffic management quote  
**It was resolved to approve the quote of £795 from Chevron Traffic Management Ltd to provide traffic management. Councillor Hardwick will ask if they can provide the "businesses open as usual" and diversions signs.**
- c. To receive an update on the stage booking and note the revised quote for ped barriers instead of crowd barriers and agree any actions  
**It was noted that they were providing an extra person, but the quote had reduced £3,540.40 due to the change of barriers. Councillor M. Eyre will ask them to arrive by 11:30am.**
- d. To receive an update on the proposal for a raised platform for wheelchair users and agree any actions.  
**The drawing for the raised platform was sent to M.B. Audio, but they have advised that they**

cannot provide it. It was proposed that the raised platform would be better located outside Craftsman Cues Ltd, which is closed, rather than boots and Councillor G. Pearson will get quotes for it for the next meeting.

- e. To consider the quotes for security and approve a provider.  
Quotes from alternative security companies have been obtained and more are awaited. **It was resolved** to approve the Clerk, in consultation with the Chairman of the Committee, to appoint a security company to provide eight security personnel between 1pm and 6pm, up to the cost of £900.
- f. To consider and approve the quote for first aid.  
**It was resolved** to approve the quote of £264 for First Aid, from Event Medical Services.
- g. To consider and approve the quote for toilet hire  
**It was resolved** to approve the quote from G&S Toilet Hire Ltd of £410 for the hire of four toilets plus one accessible toilet.
- h. To consider and approve the quote for insuring the hired toilets  
**It was resolved** to approve the quote of £82.07 to insure the hired toilets.
- i. To receive an update on the purchase of the tree and agree any actions  
Stockeld Park has provided a quote of £650 for a Christmas but a resident has offered a tree from their garden, if the Parish Council can arrange for it to be transported. Councillor V. Land will obtain a quote for it to be transported for consideration at the full council meeting on 15<sup>th</sup> August.
- j. To consider and approve the quote for Christmas lights, decorations and event operatives  
**It was resolved** to approve the quote of £20,966, which includes a reduction on the quote provided of £102 as only three lights are required in the trees at Tear Drop corner, not four as quoted.
- k. To consider the motif options and approve which to order  
To carry forward to the next meeting
- l. To receive confirmation that the fireworks can be set off from Kippax Ash Tree School.  
Permission has not yet been requested.
- m. To consider the arrangements for the Santas Grotto and agree any actions.  
It has yet to be confirmed if the grotto can be held in the usual premises. An offer from the Lions to provide Santa and the volunteers was considered, and **it was resolved** not to accept the offer from The Lions but to use the usual Santa and volunteers
- n. To consider and approve the quote for stalls  
**It was resolved** to approve the quote of £1,065.25 + VAT from CJ's Events Warwickshire for the hire of 25 stalls.
- o. To consider and approve the arrangements for booking of the stalls  
Councillor Land has advertised the stalls and all paid stalls have been booked and 5 charity stalls have been booked. **It was resolved** to offer a charity stall to The Lions and to allow the charity stalls to be booked and paid for by businesses if they do not get filled by charities.
- p. To receive an update on the booking of food vendors and agree any actions.  
The coffee van and Jays Pizzas have confirmed they will attend.
- q. To receive an update on the arrangements for the parade and mascots and agree any actions.  
Councillor M. Eyre and Councillor Land will invite the mascots. To consider at the next meeting whether to ask the Lions to bring their Sleigh for the Parade.

- r. To receive an update on the booking of the fair and the request for lights agree any actions.  
The date is in Atha's diary and the arrangements will be discussed with them nearer the date.
- s. To receive confirmation of approval for the surgery car park to be used for the fair.  
Approval has not yet been requested.
- t. To receive an update on the availability of entertainment and approve performers.  
Councillor Hardwick is contacting last years performers to check their availability. Mylo and Rosie have confirmed they are available to present the event. **It was resolved** to approve Mylo and Rosie as presenters at a cost of £250 each.
- u. To consider who to invite to switch the lights on.  
**It was resolved** to invite Olympic gold medal winner Katie Marchant to switch on the lights. Councillor Land to invite them.
- v. To receive an update on the arrangements for the photo board and agree any actions.  
**It was resolved** to put this up outside Boots again this year and to touch up the paintwork, with the paint funded from the approved budget for the work to the 12 days of Christmas decorations.
- w. To receive confirmation that the police have been informed of the date of the event.  
The police will be informed nearer the date of the event.
- x. To review the event plan and agree any actions  
To carry forward to the next meeting
- y. To review the risk assessment and agree any actions  
To carry forward to the next meeting
- z. To consider who will produce the poster to advertise the event  
Councillor D. Martin will produce the poster
- aa. To consider and approve any other actions required.  
None

**013/CL/2425. Christmas Window Competition**

- a. To receive an update on the arrangements for the competition and agree any actions  
Councillor Hardwick will deliver the letter inviting the shops to take part.
- b. To consider and approve the judges for the competition  
To carry forward to the next meeting
- c. To receive an update on the purchase of the new shield.  
Councillor M. Eyre to purchase.

**014/CL/2425. 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 for the next meeting of the Christmas Lights Committee as Monday 16<sup>th</sup> September at 6pm.