

KIPPAX PARISH COUNCIL



<http://www.kippax-pc.gov.uk/>

DRAFT Minutes of the Christmas Lights Committee meeting held Monday 19<sup>th</sup> October 2020 via Zoom.

***To be approved at the Christmas Lights Committee meeting held Monday 30<sup>th</sup> November 2020***

**Present:**

Councillor G. Hardwick, Councillor M. Eyre, Councillor M. Biscomb, Councillor H. Foley, Councillor F. Kelly

## **AGENDA**

### **23. Apologies**

a. To note apologies received and approve any reasons for absence

Apologies and reasons for absence were received from Cllr Land. Apologies received from Cllr M. Osman who was hoping to join as a member of the public.

***It was resolved to*** approve Cllr Land's reasons for absence.

### **24. 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

***No further declarations made.***

b. To approve dispensation requests

***None received.***

### **25. 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 public present.***

### **26. Meeting of Christmas Lights Committee held 29<sup>th</sup> September 2020**

a. To approve minutes of the meeting of Christmas Lights Committee held 29 September 2020

as a true and accurate record of that meeting

*It was resolved to approve the minutes of the meeting held 29<sup>th</sup> September 2020 as a true and accurate record of that meeting; signed and dated by the Chairperson*

## **27. Christmas Lights and Decorations**

a. To receive an update on Christmas Lights provided by Leeds City Council and consider any further actions where required

*The lights have been ordered and a PO raised and issued for the amended quote without the events staff that are not needed this year. They will be lit from 23<sup>rd</sup> November.*

b. To receive an update on the Christmas Tree and consider any further actions where required

*The Christmas Tree has been selected and ordered and a PO raised and issued. The tree will be delivered and installed on Monday 16<sup>th</sup> November.*

## **28. Shop Window Displays**

a. To receive an update on shop window displays and consider any further actions where required

*Cllr Hardwick has drafted a letter to send to all High Street businesses, the committee has seen it and recommended minor alterations. Cllr Hardwick to send.*

b. To receive an update on judges for the shop window display competition and consider any further actions where required

*All the judges have accepted the invitation and plan to judge on Saturday 28<sup>th</sup> at 5pm.*

c. To approve the costs of engraving the shield with the 2020 winner

*It was resolved to approve a budget of £25 for the engraving of the shield for the 2020 winner.*

## **29. High Street Treasure Hunt**

a. To consider a theme for the High Street Treasure Hunt

*It was resolved to have a 'Summer' theme for the Treasure Hunt.*

b. To consider the logistics of the High Street Treasure Hunt

- Cllr Biscomb to speak to Cllr Almond about having a drop-off box at the co-op.*
- Cllr Biscomb to inform the schools about the treasure hunt*
- Cllr Biscomb to arrange design, print and delivery of the treasure hunt – Cllr Hardwick to print 100 entry forms.*
- The treasure hunt should run from Monday 23<sup>rd</sup> November until Friday 18<sup>th</sup> December to avoid congregation on the High Street, the winner will be announced Monday 19<sup>th</sup> December.*

*It was resolved that there would be 3 winners. Prize to be a deluxe selection box.*

## **30. Christmas Flags**

a. To receive an update on Christmas flags and consider any further action where required

*Existing Christmas Flags have been repaired. The council has agreed the costs of installing the Christmas flags and the templates for designs for the cards and flags have been sent to participating schools. Christmas flags to be installed 16<sup>th</sup> November.*

## **31. Other Festive Activities**

a. To receive an update on the Kippax Christmas Window Advent Calendar project

*No further updates received.*

b. To consider any other festive activities and the way forward

No other festive activities to consider.

**32. Kippax Matters Magazine**

a. To consider a submission for the Kippax Matters magazine (deadline 28<sup>th</sup> October)

*It was resolved* that Cllr Hardwick would write an entry for the magazine explaining what was happening this year and submit it to the magazine editors.

**33. Next Meeting**

a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

- Budget for 2021 switch on including additional motifs and wooden motifs
- Artwork/Arts Group for 2021 switch on

b. To consider a date for the next meeting of the Christmas Lights Committee

*It was resolved* that the next meeting would be held Monday 30<sup>th</sup> November at 7pm.

***Meeting closed at 19.45pm***

Signature..... Chair, Councillor G. Hardwick

Date:

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