



**NOTICE IS HEREBY GIVEN** that a meeting of Kippax Parish Council's Christmas Lights Committee is to be held on **Tuesday 1<sup>st</sup> April at 8pm** in Valley Ridge Community Centre

The business to be transacted at this meeting is set out below

*D Meir*

**Kippax Parish Council Clerk & Proper Officer**

**Tuesday 25<sup>th</sup> March 2025**

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## **AGENDA**

### **051/CL/2425. Apologies**

- a. To note apologies received
- b. To approve any reasons for absence

### **052/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 interests.
- b. To approve dispensation requests

### **053/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.

### **054/CL/2425. Minutes of Christmas Lights Committee meeting**

- a. To approve the minutes of the meeting of Christmas Lights Committee held 10<sup>th</sup> December 2024 as a true and accurate record of that meeting.

### **055/CL/2425. Christmas Lights Switch-on Event.**

- a. To consider and approve the road closure requirement and agree any actions
- b. To consider and approve the quote for traffic management.
- c. To note the stage company has gone into liquidation and consider quotes and approve an alternative supplier
- d. To consider quotes for security provision and approve a supplier
- e. To consider and approve the quote for first aid provision.
- f. To consider and approve the quote for toilet provision.
- g. To consider and approve using an online booking system for stalls
- h. To consider and approve the number of stalls that can be booked
- i. To consider and approve purchasing stalls
- j. To consider and approve charges for stalls
- k. To consider and approve whether to request a refundable deposit from charity stalls

- l. To consider and approve whether to invite mascots.
- m. To consider and approve the arrangements for Santas grotto and agree any actions.
- n. To consider and approve arrangements for the fair and agree any further actions.
- o. To consider and approve the arrangements for the entertainment and agree any actions.
- p. To consider and approve the quote for fireworks and agree any actions.
- q. To consider and approve arrangements for food vendors and agree any actions.
- r. To consider and approve the quote for the lights and decorations and agree any actions.
- s. To consider and approve the quote for the Christmas tree and agree any actions.
- t. To consider and approve proposals for the photo backboards and agree any actions.
- u. To consider any other arrangements for the event and agree any actions.

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

- a. To consider and approve the arrangements for the competition and agree any actions.
- b. To receive an update on the re-location of the old shield to the library and agree any actions.

**057/CL/2425. Terms of Reference**

- a. To consider the proposed amendments to the Christmas Lights Committee's terms of reference and make recommendation to Full Council.

**058/CL/2425. Next Meeting**

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm the date for the next meeting of the Christmas Lights Committee.