



NOTICE IS HEREBY GIVEN that a meeting of Kippax Parish Council's Christmas Lights Committee is to be held on **Tuesday 17th June at 6:30pm** in St Mary's Lower Church Hall

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

D Meir

Kippax Parish Council Clerk & Proper Officer

Thursday 12th June 2025

AGENDA

001/CL/2526. Appointments

- a. To receive nominations and elect a Chair
- b. To receive nominations and elect a Vice Chair

002/CL/2526. Apologies

- c. To note apologies received
- d. To approve any reasons for absence

003/CL/2526. 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.
- b. To approve dispensation requests

004/CL/2526. 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.

005/CL/2526. Minutes of Christmas Lights Committee meeting

- a. To approve the minutes of the meeting of Christmas Lights Committee held 1st April 2025 as a true and accurate record of that meeting.

006/CL/2526. Christmas Lights Switch-on Event.

- a. To consider and approve the revised traffic management quote
- b. To receive an update on the stage order and agree any action
- c. To consider and approve the quote for first aid provision.
- d. To consider and approve the quote for toilet provision.
- e. To consider and approve the form for the online stall and food vendor booking system
- f. To review the stall and food vendor requests received to date and agree any actions
- g. To consider and approve the number of stalls that can be booked
- h. To consider and approve the quote for purchasing tables for the stalls
- i. To receive an update on the invitation of mascots.
- j. To receive and update on the arrangements for Santas grotto and agree any actions.

- k. To receive an update on the fair and agree any further actions.
- l. To consider and approve the cost of the entertainment hosts
- m. To consider and approve the arrangements for the entertainment and agree any actions.
- n. To consider and approve the quote for the lights and decorations and agree any actions.
- o. To consider and approve the quote for the Christmas tree and agree any actions.
- p. To consider and approve proposals for the photo backboards and agree any actions.
- q. To consider any other arrangements for the event and agree any actions.

007/CL/2526. Christmas Window Competition

- a. To consider and approve the arrangements for the competition and agree any actions.

008/CL/2526. 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.