



NOTICE IS HEREBY GIVEN that a meeting of Kippax Parish Council's Christmas Lights Committee is to be held on **Thursday 28th August at 7pm** 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

Friday 15th August 2025

AGENDA

016/CL/2526. Apologies

- a. To appoint a member to take the minutes in the Clerk's absence
- b. To note apologies received
- c. To approve any reasons for absence

017/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

018/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.

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

- a. To approve the minutes of the meeting of Christmas Lights Committee held 15th July 2025 as a true and accurate record of that meeting.

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

- a. To receive an update on the road closure and traffic management and agree any actions
- b. To receive an update on the request for extra speakers, live streaming and a wheelchair platform and agree any actions
- c. To consider and approve the quote for first aid provision
- d. To receive an update on the query on the toilet hire invoice .
- e. To receive an update on the stall and food vendor applications
- f. To receive an update on the purchase of the stall tables
- g. To receive an update on the invitation of mascots.
- h. To receive and update on the arrangements for Santas grotto and agree any actions.
- i. To receive an update on the arrangements for the entertainment and agree any actions.
- j. To consider who to invite to switch the lights on
- k. To approve a poster for the event
- l. To approve a banner for the event
- m. To receive an update on additional helpers
- n. To consider any other arrangements for the event and agree any actions.

021/CL/2526. Christmas Window Competition

- a. To receive an update on the arrangements for the competition and agree any actions.

022/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.