



Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held on Tuesday 1<sup>st</sup> April at 8pm in Valley Ridge Community Centre.

**Approved at the meeting of the Christmas Lights Committee held on Tuesday 17th June 2025**

**Present:** Councillor M. Eyre, Councillor G. Hardwick, Councillor L. Eyre, Councillor G. Peason  
Councillor J. Almond, Councillor D. Martin, A. Pickergill and D. Meir (Clerk)

**051/CL/2425. Apologies**

- a. To note apologies received  
**Apologies were received from Councillor C. Pearson, Councillor J. Mawson and Councillor H. Richardson**
- b. To approve any reasons for absence  
**It was resolved to approve the 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 interested.  
**None**
- b. To approve dispensation requests  
**None**

**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.

**None present**

**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.  
**It was resolved 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  
**It was resolved to approve moving the road closer further away from the back of the stage, so it is closed off just after Appletree Lane, which provides a space to park vehicles. This will close off the entrance to Ashtree Grove on the High Street, but it can still be accessed from Gibson Lane.**  
**It was resolved that Councillor Hardwick will submit the road closure application nearer the time.**
- b. To consider and approve the quote for traffic management  
**It was resolved to approve the quote of £830 + VAT from Chevron Traffic Management, plus the cost of adding an additional person and cones for the closure of Church Lane. It was resolved to provide them with a laminated map so they can direct the Emergency Services if required.**
- c. To note the stage company has gone into liquidation and consider quotes and approve an alternative supplier

**It was resolved** to approve the quote of £2,600 + VAT for the provision of the stage from YSS Events, who provided the stage last year, via MB Audio. It was noted that the price includes the provision of 30 barriers and a quote will be requested for a further 10 for Santa's Grotto. Councillor M. Eyre will ask them about live streaming into the halls and extra speakers further down the High Street and Councillor G. Pearson will contact them about a platform of wheelchair users.

- d. To consider quotes for security provision and approve a supplier  
**It was resolved** to approve the quote of £765 + VAT from TD Security Ltd
- e. To consider and approve the quote for first aid provision.  
**To carry forward**
- f. To consider and approve the quote for toilet provision.  
**To carry forward**
- g. To consider and approve using an online booking system for stalls  
**It was resolved** to use the same Jot Form booking system that is being used for the summer Gala but to add an option to request a preferred location, a cancellation policy and that insurance is required.  
**It was resolved** that Councillor M. Eyre will manage the booking and Councillor D. Martin will manage the stalls on the day.
- h. To consider and approve the number of stalls that can be booked  
**To carry forward**
- i. To consider and approve purchasing stalls  
**It was resolved** that 30 8ft tables will be purchased for the indoor stalls, with outdoor stall holders required to provide their own gazebo and tables. Councillor M. Eyre to request a quote for the 30 tables and look into where they can be stored.
- j. To consider and approve charges for stalls  
**It was resolved** to approve charging £25 for business stalls
- k. To consider and approve whether to request a refundable deposit from charity stalls  
**It was resolved** to approve requesting a £10 refundable deposit from charity stalls.
- l. To consider and approve whether to invite mascots.  
**It was resolved** to approve Councillor M. Eyre inviting the Castleford Tigers and Leeds Rhino's Mascots.
- m. To consider and approve the arrangements for Santas grotto and agree any actions.  
The Garforth and District Lions is not able to commit to providing the Saturday Santa until their new committee is formed. Councillor M. Eyre will invite the Sunday Santa.  
GG & Co's has confirmed that they would be happy for the Grotto to be in their shop again and they have asked to be involved.  
**It was resolved** to approve having the Grotto in GG & Co's shop.
- n. To consider and approve arrangements for the fair and agree any further actions.  
**It was resolved** to approve Atha providing the fair again this year.  
**It was resolved** to request more rides for younger children for the High Street.
- o. To consider and approve the arrangements for the entertainment and agree any actions.  
**It was resolved** to approve inviting Danny and Rosie to host again. Councillor Hardwick to contact them and request a quote.
- p. To consider and approve the quote for fireworks and agree any actions.  
**It was resolved** to approve the quote of £1950 for an 8 minute high altitude Firework display by Nemesis Pyrotechnics Ltd.
- q. To consider and approve arrangements for food vendors and agree any actions.  
**It was resolved** to approve Atha providing fairground food such as candy floss and doughnuts.
- r. To consider and approve the quote for the lights and decorations and agree any actions.

**It was resolved** that no extras are required this year and only one set of tree lights is needed for Pig Lane. Councillor M. Eyre will request a quote.

- s. To consider and approve the quote for the Christmas tree and agree any actions.  
To carry forward
- t. To consider and approve proposals for the photo backboards and agree any actions.  
**It was resolved** to have a photo backboard in the first room on the left in the Methodist Hall.  
Options for the backboard are being explored.
- u. To consider any other arrangements for the event and agree any actions.  
none

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

- a. To consider and approve the arrangements for the competition and agree any actions.  
To carry forward
- b. To receive an update on the re-location of the old shield to the library and agree any actions.  
It was reported that the library does not want the old shield to be kept there. **It was resolved** to put it in the noticeboard at Gibson Lane Community Centre

**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.  
**It was resolved** to recommend to Full Council to approve the proposed amendments to the Christmas Lights Committee's terms of reference

**058/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> June at 6:30pm

Signed: *M Eyre*

Date: 17<sup>th</sup> June 2025