



Draft minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held on Tuesday 17th June at 6:30pm in St Mary's Lower Church Hall

To be approved at the meeting of the Christmas Lights Committee to be held on Tuesday 15th July 2025

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

Absent: None

001/CL/2526. Appointments

- a. To receive nominations and elect a Chair
It was resolved to elect Councillor M. Eyre as Chair
- b. To receive nominations and elect a Vice Chair
It was resolved to elect Councillor G. Hardwick as Vice Chair

002/CL/2526. Apologies

- c. To note apologies received
None
- d. To approve any reasons for absence
None

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.
None
- b. To approve dispensation requests
None

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.

None

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.
It was resolved 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
It was resolved to approve the revised quote of £1,250 + VAT from Chevron Traffic Management to include the Church Lane road closure. Clerk to raise the purchase order.

It was resolved to approve Councillor G. Hardwick to organise getting the signage from Leeds City Council

- b. To receive an update on the stage order and agree any action
The order has been raised, and a response is awaited regarding the extra speakers, live streamers and wheelchair user's platform
- c. To consider and approve the quote for first aid provision.
A quote has been requested from St John's Ambulance
- d. To consider and approve the quote for toilet provision.
It was resolved to approve the quote of £340 + VAT from G&S Toilet Hire Ltd for the hire of two toilets and one accessible toilet, with internal fairy lights. Clerk to raise the purchase order.
- e. To consider and approve the form for the online stall and food vendor booking system
It was resolved to approve the online stall booking system with the agreed amendment to the question about insurance.
- f. To review the stall and food vendor requests received to date and agree any actions
An update on the stall requests was received and it was noted that a request for a face painting stall has been received.
It was resolved to have activity stalls on the High Street.
It was resolved to contact the person who ran the Sand Art stall at the gala directly to ask if they would like to have a stall at the Christmas Lights
- g. To consider and approve the number of stalls that can be booked
To be considered when Councillor M. Eyre has measured up each venue and confirm the number of tables each venue can accommodate.
- h. To consider and approve the quote for purchasing tables for the stalls
It was resolved to approve purchasing up to 40 7ft tables. The exact number will be confirmed when Councillor M. Eyre measures up the three venues.
- i. To receive an update on the invitation of mascots.
To carry forward.
- j. To receive and update on the arrangements for Santas grotto and agree any actions.
Santa has been confirmed for Sunday, but The Garforth and District Lions have not yet confirmed if they can do the Saturday.
- k. To receive an update on the fair and agree any further actions.
The fair is booked, and no further actions are required at present.
- l. To consider and approve the cost of the entertainment hosts
It was resolved to approve the cost for £250 for each of the two hosts.
- m. To consider and approve the arrangements for the entertainment and agree any actions.
It was reported that Kippax Band are trying to arrange for their Youth Band to perform.
It was resolved to advertise the timings for the performers.
- n. To consider and approve the quote for the lights and decorations and agree any actions.
It was resolved to approve the quote for Leeds Lights of £22,578 + VAT for the lights and decorations. Clerk to raise the purchase order.
- o. To consider and approve the quote for the Christmas tree and agree any actions.
It was resolved to approve the quote from Stockeld Park of £650 +VAT for the tree.
Clerk to raise the purchase order.
It was resolved to approve Councillor M. Eyre and Councillor L. Eyre to go and choose the tree.
- p. To consider and approve proposals for the photo backboards and agree any actions.

Councillor M. Eyre is looking into the options

- q. To consider any other arrangements for the event and agree any actions.
The issue of illegal traders was raised, and it was reported that the police have moved them in the past. The police are to be informed of the date of the event.
Suggestions for who will switch on the lights were also considered.

007/CL/2526. Christmas Window Competition

- a. To consider and approve the arrangements for the competition and agree any actions.
It was resolved to approve running the competition as usual and for Councillor G. Hardwick to organise it.

008/CL/2526. 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 Tuesday 15th July at 7:30 pm.