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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held on Tuesday 15th July at 7:30pm in St Mary's Lower Church Hall

To be approved at the meeting of the Christmas Lights Committee to be held on Thursday 28th August 2025

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

Absent: Councillor D. Martin and A. Pickergill

009/CL/2526. Apologies

- a. To note apologies received
Apologies were received from Councillor D. Martin and A. Pickergill
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence.

010/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

011/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 present

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

- a. To approve the minutes of the meeting of Christmas Lights Committee held 17th June 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 17th June 2025 as a true and accurate record of that meeting.

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

- a. To receive an update on traffic management and agree any actions
The purchase order has been raised, and Councillor G. Hardwick will send the closure application at the end of August.
- b. To receive an update on the stage order and agree any actions
A response has not yet been received from the supplier regarding live streaming, extra speakers and a wheelchair users' platform.
- c. To consider and approve the quote for first aid provision
St. John's Ambulance are checking to see if anyone is available before they can provide a quote.

- d. To note and approve the addition cost for delivery of the portable toilets.
It was noted that the cost of the toilets charged on the invoice did not match the quote so it will be queried.
- e. To receive an update on the stall and food vendor applications
It was resolved to approve two free stalls for St. Mary's Church and one free stall for the Methodist Church and The Legion, with a £10 refundable deposit required for each. The third stall requested by St. Mary's Church will be chargeable at £25.
It was resolved to approve High Street businesses having a stall outside their premises which are chargeable at £25, and they must provide their own table.
It was resolved to advertise where the stalls will be located
It was resolved to approve Jay's Pizza, Really Awesome Coffee, Bechamel Market Kitchen, Oasis Ice Cream van and Cattle Shed attending
- f. To consider and approve the number of stalls that can be booked
It was resolved to approve twelve stalls at the Legion, fourteen stalls at St. Mary's Church Hall and eleven stalls at the Methodist Church.
- g. To confirm the number tables to be purchased for the stalls
It was resolved to approve purchasing forty tables.
It was resolved to approve storing the tables at the venues and making them available for community use. The tables will be labelled as KPC property and inspected once a year.
- h. To receive an update on the invitation of mascots.
To carry forward.
- i. To receive and update on the arrangements for Santas grotto and agree any actions.
It was resolved to approve providing transport to Santa.
Confirmation is awaited from the Lions that they can provide a Santa for two hours on Saturday afternoon for SEND children.
It was resolved to approve restricting the event to children with the Kippax and Methley ward and that it will be available to SEND children and their siblings.
Councillor G. Pearson will provide a ramp and Councillor M. Eyre will speak to the Co-op about having access to their toilet. Attendees will be advised that facilities are limited.
- j. To receive an update on the arrangements for the entertainment and agree any actions.
It was resolved to invite the Brigshaw Choir, Viva Voix to perform. KAOS has confirmed that they can perform, and Kippax Band are organising for their Youth Band to perform.
- k. To consider who to invite to switch the lights on
To carry forward
- l. To consider and approve proposals for the photo backboards and agree any actions.
It was resolved not to have a photo backboard.
- m. To receive an update on additional helpers
Councillor S. Shannon and Councillor M. Oldfield can help, and Councillor D. Armitage can help until 6pm.
- n. To consider any other arrangements for the event and agree any actions.
None

014/CL/2526. Christmas Window Competition

- a. To receive an update on the arrangements for the competition and agree any actions.
It was resolved to ask the Guides and Brownies to provide judges this year.

015/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 of the next meeting of the Christmas Lights Committee as Thursday 28th August at 7pm in St Mary's Lower Church Hall.

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