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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee held on Thursday 28th August at 7pm in St Mary's Lower Church Hall

To be approved at the meeting of the Christmas Lights Committee to be held on Thursday 25th September 2025

Present: Councillor M. Eyre, Councillor G. Hardwick, Councillor L. Eyre, Councillor G. Peason
Councillor J. Almond, Councillor J. Mawson and Councillor C. Pearson.

Absent: Councillor B. Forrest, Councillor M. Oldfield, D. Meir (Clerk)

016/CL/2526. Apologies

- a. To appoint a member to take the minutes in the Clerk's absence
It was resolved to appoint Councillor D. Martin to take the minutes
- b. To note apologies received
Apologies were received from Councillor B. Forrest, Councillor M. Oldfield and D. Meir (Clerk)
- c. To approve any reasons for absence
It was resolved to approve the 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.
None
- b. To approve dispensation requests
None

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.

None

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.
It was resolved 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
Ongoing as it is not needed yet.
- b. To receive an update on the request for extra speakers, live streaming and a wheelchair platform and agree any actions
Work on the wheelchair platform is ongoing.
It was resolved to approve Councillor G. Pearson to run the live streaming of the sound from the stage into the three stall venues. The running order will be displayed on the screen or on the door

It was resolved to approve filming the fireworks for KPC to use at a later date.

- c. To consider and approve the quote for first aid provision
It was resolved to approve the quote of £228.80 + VAT from St John's Ambulance for four First Aid Members.
- d. To receive an update on the query on the toilet hire invoice.
It was noted that a corrected invoice has been received.
- e. To receive an update on the stall and food vendor applications
It was resolved to approve charging food vendors £50, which is to be paid in advance.
- f. To receive an update on the purchase of the stall tables
An EORI number has been applied for, for the import of the tables and is awaited.
- g. To receive an update on the invitation of mascots.
Ongoing
- h. To receive and update on the arrangements for Santas grotto and agree any actions.
It was resolved to approve using GG's for the Grotto for SEND children on Saturday and to run it from 2 to 4pm, possibly to 5pm subject to agreement from the Lions.
It was resolved to approve having 5-minute sessions booked at 8-minute intervals.
It was resolved to approve £50 spend on sweets
It was resolved to approve having a Pantry collection box at the Grotto.
- i. To receive an update on the arrangements for the entertainment and agree any actions.
An update was received, and arrangements are ongoing, with Bare Brass confirmed and Vova Voix yet to confirm.
- j. To consider who to invite to switch the lights on
An update was received, and arrangements are ongoing.
- k. To approve a poster for the event
It was resolved to approve two posters subject to the agreed amendments
- l. To approve a banner for the event
It was resolved to approve the banner and to purchase four
- m. To receive an update on additional helpers
It was resolved to ask for councillor volunteers at the Full Council meeting. Councillor Shannon and Councillor Armitage, who have already offered to volunteer were thanked.
It was resolved to also ask pantry volunteers to help. Clerk to add a calendar event for councillors to respond to.
- n. To consider any other arrangements for the event and agree any actions.
The Methodist Church has informed us that no alcohol can be given away as tombola prizes or sold as no alcohol is allowed in their building. Stall holders that have requested stalls in the Methodist Church and want to give or sell alcohol will be offered the other two venues as they allow alcohol.
Councilor Armitage to be asked to create a map of the road closure with very clear road closed signs and marked roads

021/CL/2526. Christmas Window Competition

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

022/CL/2526. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - **Road closure map**

- 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 25th September at 7pm in St Mary's Lower Church Hall

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