



Christmas Lights Committee

Terms of Reference

Approved: 21st May 2026

Minute Reference: 007/FC/2627a

Review date: May 2027

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Signed by: Chair,

Membership:

Nine (9) Councillors, and two (2) non-councillor members of the public. Non-councillor members are permitted to participate in all discussions but are not allowed a vote.

To be elected annually at the Annual Meeting of the Parish Council in May

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Christmas Lights Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is three (3)
- Members may, at any time, resign from the Committee by given written notice to the Clerk. The resignation will take immediate effect.
- Full Council may amend the membership and elect additional Councillors onto the Committee at any time

Role

The Christmas Lights Committee has the delegated power to make all decisions and spend, within its allocated budget, for all activities related to the annual Kippax Christmas Lights event.

Meetings

A meeting of the Christmas Lights Committee can be convened by the Committee, Full Council, or Chairman of the Committee as and when necessary, or if the Chairman of the committee does not call an extraordinary meeting within 2 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

Members will be summoned to attend meetings which will be held in a venue in Kippax and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Kippax Parish Council.

The meeting will include a Public Participation session where members of the public who wish to speak regarding an item within the remit of the Christmas Lights Committee may do so.

Documentation

Agendas will be prepared by the Clerk and the minutes of all meetings will be recorded by the Clerk and ratified by the Christmas Lights Committee. The minutes will be circulated to Full Council for information

Accountability

The Christmas Lights Committee has delegated powers to act and make decisions on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Christmas Lights Committee's terms of reference shall be made to the Full Council.

Scope

- The Committee has delegated powers to spend on all Christmas related activities, within the allocated budget.
- The Committee has the delegated power to determine the motifs, lights and decorations to be installed in the village, including installing additional motifs and required electrical work.
- The Committee has delegated power to determine the number, size and location of any Christmas trees to be installed in the village.
- The Committee has delegated power to organise shop window display competitions and appoint judges and prizes
- The Committee has delegated power to install Christmas flags, including personalised flags and arrange to have them installed.
- The Committee will be responsible for ensuring all relevant Health and Safety procedures documents are completed for all activities and events and, where necessary, will engage professionals within the scope of the budget allocation for this purpose.
- The Committee will be responsible for ensuring the relevant legal requirements, permissions and licenses regarding the event and live music is obtained.
- The Committee has delegated power to determine the location, date and timings of the Kippax Lights switch-on event. If the committee believes the event cannot go ahead for any reason, the committee will refer this and a recommendation to Full Council for decision

- The Committee will be responsible for communicating, by letter, to residents and businesses who may be immediately affected by the event and road closures and keep them informed.
- The Committee will be responsible for advertising the event to the community through the notice boards, banners, social media, the website and any suitable e-brochure or newsletter.
- The Committee has delegated power to arrange a stage and sound system for the event.
- The Committee has delegated power to determine any entertainment for the switch on event, including the hosts, live performances, parades, mascots, Santa's grotto, fireworks, fun fair and any other entertainment it deems appropriate for the event.
- The Committee has delegated power to organise stalls for the event, including hiring the tables and will determine any cost to stallholders and the location of the stalls.
- The Committee has delegated power to arrange a photographer to capture the Christmas decorations and event and will share any images on the website and social media.
- The Committee has delegated power to work with Leeds City Council to organise any relevant road closures for the event and ensure the required barriers and cones are organised and in place.
- The Committee has delegated power to appoint an external security company for the event.
- The Committee has delegated power to appoint an external first-aid provision for the event.
- The Committee will undertake a post-event meeting to record the successes and challenges from the event and if necessary, has the power to create a survey for members of the public and local businesses to complete.
- Members of the Committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.

Review

The Committee will review the Christmas Lights Committee's terms of reference annually and make recommendation to full council at the Annual Meeting of the Council.