BOSTON SPA PARISH COUNCIL
The Village Hall, 199 High Street, Boston Spa LS23 6AA
Tel: 07864 649565 Email: clerk@bostonspapc.org.uk www.bostonspapc.org.uk

Draft Minutes of the Events Committee Meeting held on Wednesday 4th November 2026 in the Wharfe Room at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr A Watts, S Courts, G Bowen, D Taylor.

Apologies: Cllrs M Heum and A Brown.

In Attendance: Deborah Marshall (Clerk)

Guests: None.

DRAFT MINUTES

045/26	**To accept apologies for absence and approve reasons for absence**	
	Apologies had been received from Cllrs A Brown and M Heum.	
	Resolved: That the apologies and reasons for absence be accepted**.**	
046/26	**To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting**	
	None.	
047/26	**Public Open Forum**	
	There were no members of the public in attendance.	
048/26	**To confirm the Minutes of the Events Committee meeting held on 5th October 2026**	
	Resolved: That the minutes from the Events Committee meeting held on 5th October 2026 be accepted as a true and accurate record.	
049/26	**Christmas 2026**	
	i	**To receive an update on the sponsorship of the village Christmas tree**
		Cllr Courts confirmed that the tree would be supplied and sponsored by Boston Road Christmas trees. It was proposed that delivery be requested for Monday 30th November.
	ii	**To consider arrangements for the dressing of the Christmas tree**
		It was proposed that the tree be dressed on Tuesday 1st December. Cllr Watts said she would obtain the Christmas tree stand, converted lights and ladders from Cllr Blake.
	iii	**To receive an update from Ossett Brewery**
		Tom Baker from Ossett Brewery has confirmed the involvement of the Boston Tap and a brass band has been requested to attend (pending confirmation). It was proposed that the top entrance of the car park be closed to allow space for the band, tables and chairs so the space can be cleared on Millennium Gardens for the public to gather. The car park entrance will be closed from 4pm and the Clerk said she would inform Leeds Parking Services. A PA system, microphone and CD player will be requested from Ken Waller.
	v	**To receive an update from High Street retailers**
		The Councillors in attendance provided a verbal update of the conversations that had been held with the High Street retailers. Most retailers have welcomed the event and have requested that it be well promoted. It was agreed that the public toilets will be left open until 8pm. The Clerk said she would contact LCC Facilities Management.
	vi	**To receive an update from the library and consider any requests for funding**
		Cllr Bowen said she has spoken to head librarian and that the library had adequate funding to hold

		the LED Christmas card making activity again this year. The elves have been requested for a story telling session and Cllr Bowen said she would collect these from Cllr Heum.
	vii	**To consider event promotion and any associated costs**
		The Clerk confirmed there is £500 remaining in the events budget. It was proposed that a banner be printed and mounted outside Costcutter and posters be printed for distribution around the village. Cllr Bowen said she would ask Costcutter for permission to mount the banner. Cllr Watts said she would obtain pricing a banner and for 20 x A4 and 15 x A3 posters.
		Resolved: that the above updates be welcomed and actions agreed.
050/26	**To consider any correspondence received**	
	All written feedback from the retailers had been noted.	
051/26	**To confirm a date for the next meeting**	
	Resolved: That the next meeting of the Events Committee will take place on Monday 16th November at 6pm in the Lantern Room.	
Closure	**The Chairman declared the meeting closed at 20:03.**	

Signed_____ Date_____

ACTIONS

049/26i	Request Christmas tree delivery for 30th November	Cllr Watts
049/26ii	Obtain Christmas tree stand, lights and ladders from Cllr Blake	Cllr Watts
049/26iii	Inform Leeds Parking Services regarding car park entrance closure	Clerk
049/26iii	Chase Ossett Brewery regarding brass band	Clerk
049/26iii	Request PA system, microphone and CD player from Ken Waller	Cllr Taylor
049/26v	Inform LCC Facilities Management that toilets will be open until 8pm	Clerk
049/26vi	Collect elves from Cllr Heum for delivery to library	Cllr Bowen
049/26vii	Obtain permission from Costcutter to mount banner	Cllr Bowen
049/26vii	Obtain quotes for banner and poster printing	Cllr Watts