

## BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA

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**Present:** Cllr E Alderson, M Heum, A Watts, G Bowen.

**Apologies:** Cllrs S Courts and D Taylor.

**In Attendance:** D Marshall (Clerk to the Council)

**Guests:** None.

There were no members of the public in attendance.

## DRAFT MINUTES

<b>021/24</b>	<b>To accept apologies for absence and approve reasons for absence</b>
	Apologies had been received from Cllrs Courts and Taylor.
	<b>Resolved:</b> That the apologies and reasons for absence be accepted.
<b>022/24</b>	<b>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</b>
	None.
<b>023/24</b>	<b>To confirm the Minutes of the meetings held on 5<sup>th</sup> December 2024, 8<sup>th</sup> January and 20<sup>th</sup> February 2025.</b>
	<b>Resolved:</b> That the minutes of the meetings held on 5th December 2024, 8th January and 20th February 2025 be approved as a true and accurate record.
<b>024/24</b>	<b>Summer Event</b>
	<b>i. To receive an update from the Scouts &amp; Primary Schools (Cllr Courts)</b>
	Cllr Courts provided a report prior to the meeting that the scouts were unable to provide food or a marquee. The Clerk confirmed she had been in touch with Primrose Lane Primary School and St Edward's, both of whom might be interested in holding an activity stall. No response had been reported from St Mary's by Cllr Courts.
	<b>ii. To receive an update from SALT (Clerk)</b>
	SALT can provide details of food vendors but cannot provide a marquee. Cllr Watts said she would contact Thorp Arch Parish Council to ask about its marquee. The Clerk reported that the Wimbledon Men's Final will now be played at 4pm, with the Ladies Double's preceding at 1pm and so the event is not likely to finish until 5.30-6.00pm.
	<b>iii. To receive an update on first aid cover (Cllr Heum)</b>
	Cllr Taylor had received a quote of £80 for a half day volunteer. This cost was welcomed by the committee, but it was requested that the volunteer be on site from 9am until 6pm and that a cost be obtained for the whole day.
	<b>iv. To receive an update on Children's DJ/Disco (Cllrs Watts and Alderson)</b>
	Cllr Alderson had received a quote for £250 for two hours from DNA Kids.
	<b>Resolved:</b> That the quote from DNA Kids be accepted.
	<b>v. To receive an update on food and drink vendors</b>
	Cllr Taylor sent a written report to say that WiSE may be able to provide the bacon sandwiches and BBQ and he is awaiting confirmation.
	<b>vi. To consider a quote for toilet hire</b>
	A quote had been received from G&S Toilet hire for 2 standard units and one accessible unit with drop-off and pick-up on Sunday 13 <sup>th</sup> July at £390.
	<b>Resolved:</b> That the quote of £390 + VAT be accepted.

	<b>vii. To receive an update on other planned activities (All)</b>
	The Clerk circulated two quotes from local companies for giant outdoor board games, one at £1,295.00 for 4-hour hire of 4 games and one at £600 for all day hire of 10 games including mini golf. Total Sports had asked whether they could provide a chargeable outdoor inflatable assault course and had stated their fees as being £3 for a 5-minute session. The cost of pitch hire would be £25 plus a voluntary donation based on profits made on the day.
	<b>Resolved:</b> That the quote of £600 for ten outdoor games be approved from Yorkshire Games Hire and that the Total Sports inflatable assault course be approved.
	<b>ix. To consider event marketing and promotion</b>
	Cllr Alderson said she would produce a poster and social media assets to promote the event. The Clerk said she would enquire as to whether any MICE funding could be provided by the Ward Councillors.
<b>025/24</b>	<b>Christmas Event</b>
	<b>i. To receive an update from High Street retailers (Cllr Alderson)</b>
	Cllr Alderson said she had visited the retailers and feedback on a Christmas event had been very positive.
	<b>ii. To receive an update from SALT (Clerk)</b>
	SALT have agreed to fund the Brass Band who will play two 45-minute sets. It was confirmed that the band should commence at 4.30pm following the Christmas tree lights switch on.
	<b>iii. To receive an update on the Christmas tree (Cllr Watts)</b>
	Kirby's Builders Merchants have kindly offered to purchase and mount the tree at the henge in Millennium Gardens. It was proposed that scaffolders be approached to see if any could provide a mounted platform. Cllr Bowen said she would like to manage the lighting.
	<b>iv. To receive an update on all other activities/vendors for the event (All)</b>
	Cllr Watts said she would ask Thorp Arch Parish Council if it would lend its Santa outfit. A list of food businesses was drafted to approach for stall pitch hire. The library has been contacted by the Clerk and will open on the evening of Thursday 4 <sup>th</sup> December to provide a venue for Christmas list writing. The library would also like to host LED Christmas card making for the children and asked if the Parish Council could provide funding of £75 for materials.
	<b>Resolved:</b> That funding of £75 be approved.
<b>026/24</b>	<b>To agree a date for the next meeting of the Events Committee</b>
	<b>Resolved:</b> That the next meeting of the Events Committee will be on Thursday 15 <sup>th</sup> May at 7pm at Boston Spa Village Hall.
<b>Closure</b>	<b>With no further business the Chairman declared the meeting closed at 20:22</b>

#### ACTIONS

	<b>January 2025</b>	
011/24	Contact PTA's regarding cake stalls, tombola etc	Cllr Courts
	<b>February</b>	
017/24ii	Contact WiSE regarding BBQ	Cllr Taylor
018/24i	Investigate frame for Christmas tree	Cllrs Watts & Clerk
018/24v	Request elf knitters from community groups and in e-newsletter	Cllr Heum
018/24vi	Contact reindeer provider and chestnut and jacket potato vendor	D Marshall
	<b>April</b>	
024/24ii	Request marquee and Santa outfit from Thorp Arch PC	Cllr Watts
024/24iii	Request all day first aid and updated quote	Cllr Taylor
024/24iv	Book Children's DJ	Cllr Alderson
024/24ix	Draft poster and social media assets for summer events	Cllr Alderson