

BOSTON SPA PARISH COUNCIL

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

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Draft Minutes of the Events Committee Meeting held on Tuesday 10th June 2025 in the Committee Room at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr E Alderson, M Heum, D Taylor, A Watts and S Courts.

Apologies: Cllr G Bowen, Deborah Marshall (Clerk)

In Attendance: None

Guests: None.

There were no members of the public in attendance. Cllr E Alderson took the minutes.

DRAFT MINUTES

009/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr Bowen.
	Resolved: That the apologies and reasons for absence be accepted.
010/25	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 received.
011/25	To confirm the Minutes of the meeting held on 15th May 2025
	Resolved: That the minutes of the Events Committee meeting held on 15 th May 2025 be approved as a true and accurate record.
012/25	Summer Event
	i. To receive an update on food
	WiSE have confirmed they will provide bacon sandwiches. SALT has organised a fish and chip van from Blue Marlin from midday onwards. There is currently no provider of a BBQ.
	ii. To receive an update on Primary School stalls
	Primrose Lane and St Mary's PTAs have confirmed they will take a stall. Primrose Lane have asked whether they can do a 'beat the goalie game'. Further information on the space required is being awaited.
	iii. To receive an update on Children's DJ/Disco/Dancing Performers
	Cllr Alderson reported there will be no dancing performers as not enough dancers are available for the event. The cost of the DJ was approved at £300.00, with the cost of a generator at £200 if required. The PA system will be provided and set up by Cllrs Alderson and Cllr Blake on the day.
	iv. To approve the poster and promotional material
	A draft of the poster had been created with some minor amendments proposed. It was suggested that timings be included.
	v. To confirm the site layout and plan
	<ul style="list-style-type: none">Cllr Blake said he would obtain the layout from the 2024 event but that the activities would follow broadly the layout from previous years.
	vi. To agree the volunteer rota and responsibilities
	Cllrs Blake, E Alderson, Taylor, Heum, Watts and Courts said they would all be in attendance on the day. Cllr Taylor said he would discuss the rota with the Rotary Club at their next meeting on Wednesday 18 th June to secure further volunteers.

	vii.	To consider the event risk assessment
		The risk assessment was circulated prior to the meeting. There were no alternations or additions.
		Resolved: That the risk assessment be approved.
013/25		Christmas Event
	i.	To receive an update on the Christmas tree
		This item was deferred until after the summer festival.
	ii.	To receive an update on the elf knitting (Cllr Heum)
		This item was deferred until after the summer festival.
	iii.	To receive an update on all other activities/vendors for the event (All)
		This item was deferred until after the summer festival.
014/24		To agree a date for the next meeting of the Events Committee
		Resolved: That the next meeting of the Events Committee will take place on Wednesday 25 th June at 7pm.
Closure		The Chairman declared the meeting closed at 20:18.