

BOSTON SPA PARISH COUNCIL

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

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Minutes of the Events Committee Meeting held on Wednesday 27th August 2025 in the Café Area at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr E Alderson, A Watts, M Heum, G Bowen and S Courts.

Apologies: Cllr D Taylor

In Attendance: Deborah Marshall (Clerk)

Guests: None.

Tom Baker from SALT Brewery was in attendance. There were no other members of the public.

MINUTES

026/25	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllr Taylor
	Resolved: That the apologies and reasons for absence be accepted.
027/25	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.
028/25	To confirm the Minutes of the meeting held on 23rd July 2025
	Resolved: That the Minutes of the meeting held on 23 rd July 2025 be approved as a true and accurate record.
029/25	Christmas Event
	i. To receive an update on the Christmas tree
	Cllr Watts advised that the frame/support for the Christmas tree was being designed by Cllr Keith Blake and that she would be report back with an update at the next meeting.
	ii. To receive an update from youth groups and availability of donkeys (Cllr Bowen)
	Cllr Bowen apologised that these actions had not been progressed. On considering the area available in Millennium Gardens, it was agreed that there would not be enough space for donkeys. Cllr Bowen said she would report back from the youth clubs at the next meeting.
	iii. To receive an update from Tempo FM, Leeds United and the Rotary Club (Cllr Taylor)
	Cllr Taylor provided a written update prior to the meeting. The Rotary Club is not able to provide a chestnut stall. Tempo FM are happy to support the event and will be in contact with some ideas. Leeds United is keen to provide a first-team player to switch on the lights but won't be able to confirm until the match dates for December are finalised. Cllr Courts said he would ask the scouts if they would consider holding a chestnut stall.
	iv. To receive an update on the elf challenge (Cllr Heum)
	Cllr Heum has been in contact with a member of a knitting and crochet group.
	v. To consider a plan to promote the event (Cllr Alderson)
	Cllr Alderson said she had an email contact list for the High Street shops to inform them of the event timings. It was agreed that the shops should be asked to stay open until 8pm and the event will be promoted with posters in the shop windows, PC website and in the e-newsletter. Cllr Alderson said

		she would design a poster. Tom Baker from SALT confirmed the arrangements for Millennium Gardens. The Christmas tree lights will be switched on at 5pm. Lofthouse Brass Band will play two 45-minute sessions commencing at 6pm with a half hour break. There will be an outside bar serving mulled wine and hot chocolate etc. Baoboys will be the food vendor. Cllr Bowen said she would ask St Mary's Church if they could provide a choir. The Village Hall have offered the hall as a refuge in case of bad weather. It was suggested that as there would be no stalls if the Village Hall wanted to run a small indoor market on the same night. The Clerk said she would contact the Village Hall.
	vi.	To consider signage and notification of the closure of the car park
		SALT's outdoor chairs and tables will be removed, and the SALT seating barrier can be used to close off the top part of the car park. The Clerk agreed to ask Jazz in the Spa if they would supply their A board to inform residents of the car park entrance closure. It was agreed that LCC Parking Services would be asked if the 30-minute bays could be used for disabled carparking.
030/25	To agree a date for the next meeting of the Events Committee	
	Resolved: That the next meeting of the Events Committee will be on Thursday 25 th September 2025 at 7pm.	
Closure	With no further business the Chairman declared the meeting closed at 20:01	

ACTIONS

029.25iii	Ask the scouts to provide a chestnut stall	Cllr Courts
029.25v	Email shops regarding event arrangement and timings	Cllr Alderson
029.25v	Design an event poster	Cllr Alderson
029.25v	Ask St Mary's Church to provide choir	Cllr Bowen
029.25v	Ask Village Hall Committee if they want to host a small market	Clerk
029.25vi	Contact Jazz in the Spa regarding A Board	Clerk

Signed _____ Date _____