

## 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 Thursday 25th September 2025 in the Wharfe Room at the Village Hall, Boston Spa at 7.00pm.

**Present:** Cllr A Watts, G Bowen and S Courts.

**Apologies:** Cllr D Taylor, E Alderson and M Heum.

**In Attendance:** Deborah Marshall (Clerk)

**Guests:** None. The meeting was chaired by Cllr A Watts.

## DRAFT MINUTES

031/25	<b>To accept apologies for absence and approve reasons for absence</b>	
	Apologies had been received from Cllrs Taylor, Alderson and Heum.	
	<b>Resolved:</b> That the apologies and reasons for absence be accepted.	
032/25	<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.	
033/25	<b>To confirm the Minutes of the meeting held on 27<sup>th</sup> August 2025</b>	
	<b>Resolved:</b> That the Minutes of the meeting held on 27 <sup>th</sup> August 2025 be approved as a true and accurate record.	
034/25	<b>Christmas Event</b>	
	i	<b>To consider any updates from correspondence received (Clerk)</b>
		<ul style="list-style-type: none"><li>• SALT have advised that the earliest time the brass band can start is 7pm</li><li>• Leeds Parking Services have confirmed that the 30-minute bays can be designated blue badge spaces for the duration of the event</li><li>• Jazz in the Spa have agreed to the lending of the A Board for the car park entrance</li><li>• The Village Hall have advised they will not be holding a Christmas market on the evening of the event, but that the hall will be made available in case of bad weather</li><li>• Martin House have been asked if they wish to participate and a response is being awaited.</li></ul>
	ii.	<b>To receive an update on the Christmas tree</b>
		Cllr Watts confirmed that Cllr Blake is looking a stand for the tree. Cllr Bowen asked if tree decorations could be applied before the tree is mounted due to its height.
	iii.	<b>To receive an update on Christmas tree lights and decorations</b>
		Cllr Bowen has contacted all of the schools in Boston Spa to see if they wish to design Christmas tree decorations. West Oaks have responded so far, and they would like to take part. Cllr Bowen asked for a budget of £500 for clear baubles which can be filled or decorated. The Committee agreed to take this forward to the next PC meeting for approval.
		<b>Resolved:</b> That a budget of £500 for tree decorations be requested at the October PC meeting.
	iv.	<b>To receive an update from choirs</b>
		Cllr Bowen confirmed she had written to all the schools and choirs in the locality. The Methodist Church would be happy to provide singers and asked if an organ/keyboard could be provided. Cllr Bowen agreed to contact Ken Waller. It was agreed that a gazebo would need to be mounted to provide some shelter from poor weather conditions.
	v.	<b>To receive an update from the scouts</b>

		Cllr Courts advised that he had not yet spoken to the scouts. It was proposed that the Foodbank be approached to see if they wished to sell mince pies and Boston Bites be asked if they would open on the evening to provide hot drinks and other snacks.
		<b>Resolved:</b> That Cllr Bowen contact the Foodbank and Boston Bites.
	<b>vi.</b>	<b>To consider any updates/correspondence with High Street retailers</b>
		Cllr Alderson distributed a list of confirmed participants prior to the meeting. Gifted, Haze Salon, Ian Blakey, Fawns Coffee, Douglas Yeadon and Mode have confirmed they will display an elf and stay open late in the evening.
	<b>vii.</b>	<b>To consider a first draft of a poster to promote the event</b>
		Cllr Alderson advised she was working on the poster and that this would be circulated before the next meeting.
<b>035/25</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 Wednesday 22 <sup>nd</sup> October at 7pm in the Café Area.
<b>Closure</b>		<b>With no further business the Chairman declared the meeting closed at 20:17.</b>

## ACTIONS

029.25iii	Ask the scouts to provide a chestnut stall	Cllr Courts
029.25v	Design an event poster	Cllr Alderson
034.25ii	Contact Cllr Blake regarding tree stand and mounting of decorations	Cllrs Watts and Bowen
035.25iv	Contact Ken Waller regarding organ/keyboards	Cllr Bowen
035.25v	Contact Foodbank and Boston Bites	Cllr Bowen

Signed \_\_\_\_\_ Date \_\_\_\_\_