

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 Wednesday 22nd October 2025 in the Café Area at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr E Davis, A Watts, G Bowen, S Courts, D Taylor, M Heum.

Apologies: None.

In Attendance: Deborah Marshall (Clerk), Cllr K Blake.

Guests: None.

DRAFT MINUTES

036/25	To accept apologies for absence and approve reasons for absence
	None.
037/25	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.
038/25	To confirm the Minutes of the meeting held on 25th September 2025
	Resolved: That the Minutes of the meeting held on 25 th September 2025 be approved as a true and accurate record.
039/25	Christmas Event
	i To receive an update from SALT Brewery
	<p>Tom Baker sent his apologies and provided a written update prior to the meeting.</p> <ul style="list-style-type: none">• Bao Bros have confirmed they will attend (with their generator) to be located at rear of car park.• There will be a hot drink stand with mulled wine and boozy hot chocolate• Pies (and possibly jacket potatoes) will be available in SALT• The SALT barriers can be used to cordon off the car park• Outdoor furniture will be moved to the sides to create more space• The brass band is confirmed for 7pm <p>Spacing at the event was discussed and it was agreed that SALT would be asked to move all outdoor furniture from the area. The proposed location of the outdoor bar was also requested. Cllr Blake said he would obtain the key for the public toilets.</p>
	ii. To receive an update on the Christmas tree
	<p>Cllr Watts said she had tried to contact Kirby's and is awaiting a response. The tree size has been confirmed at 12ft. It was agreed that Cllr Watts would obtain a quote for a tree sponsorship sign if Kirby's do not have one. Cllr Blake has identified a heavy duty 3-legged tree stand for £137.49+VAT. Sandbags will be required at £15 each. New lights will be required and it was agreed these would be white. A quote had been obtained for a length of 120m (1,200 lights) at £340. Leeds lights will provide an extension to the tree from the uplighters in Millennium Gardens. It was proposed the tree be mounted the weekend before</p>

		the event, preferably on Sunday 30 th November. The Christmas lights on the High Street adjacent to Millennium Gardens will be switched off on the night to be switched on to coincide with the lighting of the tree. This will take place at 6pm. Cllr Blake said he would make a switch box.
		Resolved: That the quote of £140 for a tree stand, £60 for sandbags and £340 for tree lights be approved.
	iii.	To receive an update from Tempo FM and Leeds United
		Cllr Taylor said he would chase up Leeds United as there are no games scheduled for the Friday. It was agreed the LFC special guest would need to be in attendance from 5.40pm until 6.30pm. Cllr Taylor has not heard anything further from Tempo FM. It was agreed that a radio van would be better than a gazebo and that this could be parked in the loading bay. Cllr Taylor said he would follow up with Tempo FM and advise The Wetherby News of the event.
	iv.	To receive an update on the choirs and keyboard
		Cllr Bowen has confirmed the availability of the keyboard with Ken Waller. This will be played by Jackie Faulkner with singers from the Methodist Church. Carols will be sung prior to the brass band performing at 7pm. The gazebo will be mounted and existing Christmas lights used. The keyboard and lights will be powered using the socket on the library.
	v.	To consider any updates/correspondence with High Street retailers
		Kate Mell, Spa Travel and Boston Bites have all agreed to host elves and Boston Bites have confirmed they will open in the evening. It was proposed the library also have an elf. Cllr Heum said she would approach The Crown and Cllr Taylor said he would contact Pudding Lab. Cllr Bowen said she had approached Wetherby Foodbank and that they would likely provide mince pies in return for donations.
	vi.	To receive an update on elf creation
		Cllr Heum confirmed that she had two elves. Three knitting groups have been contacted and patterns provided.
	vii	To consider a poster to promote the event
		Cllr Davis circulated a draft poster design prior to the meeting. Some amends were proposed. It was agreed that Class Office would be asked to print 20 x A4 posters and 4 x A3.
040/25		To agree a date for the next meeting of the Events Committee
		Resolved: That the next meetings of the Events Committee be held on Wednesday 12 th November and Monday 24 th November at 7pm in the Village Hall café area.
Closure		With no further business the Chairman declared the meeting closed at 20:38.

ACTIONS

039/25i	Obtain key for public toilets	Cllr Blake
039/25ii	Order tree stand, sandbags and lights	Cllr Blake
039/25iii	Contact Leeds United, Tempo FM and Wetherby News	Cllr Taylor
039/25v	Contact Pudding Lab	Cllr Taylor
039/25v	Contact The Crown	Cllr Heum
039/25v	Contact The Rotary Club regarding Santa outfit	Cllr Taylor

Signed _____ Date _____