

## 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 12th November 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.

**Apologies:** Cllr M Heum.

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

**Guests:** Tom Baker, Ossett Brewery.

The Chairman, Cllr Davis left the meeting at 19:46 at which point Cllr Watts took the Chair.

041/25	<b>To accept apologies for absence and approve reasons for absence</b>	
	Apologies had been received from Cllr Heum.	
	<b>Resolved:</b> That the apologies and reasons for absence be accepted.	
042/25	<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.	
043/25	<b>To confirm the Minutes of the meeting held on 22<sup>nd</sup> October 2025</b>	
	<b>Resolved:</b> That the Minutes of the Events Committee meeting held on 22 <sup>nd</sup> October 2025 be approved as a true and accurate record.	
044/25	<b>Christmas Event Arrangements</b>	
	i	<b>To receive any updates from SALT Brewery</b>
		Tom Baker provided an update. The outdoor chairs will be moved but the tables will remain. The seating barrier can be moved to the pavement edge to prevent pedestrians from gathering on the road. The hot drinks stall will be immediately outside the side door of Boston Tap. Ossett Brewery will collect litter generated by the event and provide means for its disposal. There will be two qualified first aiders and the First Aid Kit will be available. The car park entrance will be closed from 1pm onwards to ensure the disabled and motorbike spaces are clear. The 30 min bays will be coned for disabled use from 1pm onwards.
	ii.	<b>To receive an update on the Christmas tree (Cllrs Watts, Blake and Bowen)</b>
		Kirbys have confirmed the weekend of 29-30 <sup>th</sup> November for Christmas tree delivery. It was agreed the tree be netted to be more manageable. The cost of £20+VAT has been approved for the printing of a Kirbys sponsorship sign. Cllr Bowen confirmed that three primary schools and the Cubs are now making baubles. 80 baubles have been purchased with another 20 on order.
	iii.	<b>To receive an update from Tempo FM and special guest (Cllr Taylor)</b>
		Cllr Taylor confirmed Tempo FM will bring a 5m x 2m gazebo which can be used by the choir and the musicians for shelter. Cllr Watts confirmed the booking of the special guest to arrive at 5.45pm and will write a script for the presentation.
	iv.	<b>To receive an update on the choirs and keyboard (Cllr Bowen)</b>
		Cllr Bowen confirmed the attendance of the Methodist singers and organist. Singers from all other churches and choirs are welcome to attend. Cllr Taylor will provide the keyboard.
	v.	<b>To consider any other correspondence received</b>
		<ul style="list-style-type: none"><li>The Clerk received an application from a circus for a summer booking at Stables Lane. It was agreed this would be discussed at the December Parish Council meeting.</li><li>Cllr Bowen received an update from Cllr Heum that at least 7 elves would be available for the elf hunt.</li></ul>

045/25	<b>Health and Safety</b>	
	<b>i</b>	<b>To consider the event risk assessment</b>
		An event risk assessment was circulated prior to the meeting.
		<b>Resolved:</b> That the risk assessment be approved.
	<b>ii</b>	<b>To confirm the volunteer rota and car park marshalling</b>
		Cllrs Taylor and Courts said they would be available at 1pm to place the barrier and cones. Cllrs Bowen, Watts, Blake and the Clerk confirmed their availability from 4pm onwards. Further volunteers will be requested from the Parish Council.
<b>Closure</b>		<b>With no further business the Chairman declared the meeting closed at 20:38. The next meeting of the Events Committee will be on Monday 24<sup>th</sup> November at 7pm in the Café area.</b>