

BOSTON SPA PARISH COUNCIL

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

Tel: 07864 649565 Email: clerk@bostonspapc.org.uk www.bostonspapc.org.uk

Draft Minutes of the Events Committee Meeting held on Thursday 2nd July 2026 in the Wharfe Room at the Village Hall, Boston Spa at 7.00pm.

Present: Cllr A Watts, M Heum, D Taylor, A Brown.

Apologies: Cllr G Bowen, S Courts.

In Attendance: Deborah Marshall (Clerk)

Guests: None

DRAFT MINUTES

017/26	To accept apologies for absence and approve reasons for absence	
	Apologies had been received from Cllrs Bowen and Courts.	
	Resolved: That the apologies and reasons for absence be accepted.	
018/26	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.	
019/26	Public Open Forum	
	There were no members of the public in attendance.	
020/26	To confirm the Minutes of the Events Committee meeting held on 17th June 2026	
	Resolved: That the minutes from the 17 th June 2026 Events Committee meeting be approved as a true and accurate record.	
021/26	Summer Event	
	i	To receive an update on the St Mary's Fun Run
		No further update had been received.
	ii	To receive an update on music/dance events
		Lofthouse Brass Band has confirmed attendance with expected numbers to be 15. Musicians will bring their own chairs which can be used by the Brass Brigade afterwards. Parking will be reserved for the musicians in the overflow car park. The Clerk confirmed the car park has been strimmed of any weeds. The PC agreed to mount its gazebo near to the stage to provide emergency shelter in inclement weather.
		Living Potential has confirmed their stall and will hold a drumming workshop from midday to 1pm. Cllr Taylor said he had received no further information from the Brass Brigade and that he would chase this up.
		Cllr Watts reported that The Just for Fun Theatre Group has obtained its BOPA exemption from LCC.
		Resolved: That the updates be welcomed.
	iii	To receive an update on bookings and invoice payments for food vendors
		The Clerk confirmed that she had received payment from Total Sports, but that documents and pitch invoice payments are still being awaited by the food vendors.
		Resolved: That the update be noted.
	iv	To finalise the volunteer rota and event plan

		The rota was circulated prior to the meeting with the agreement that Rotary volunteer names would be added once confirmed. It was proposed and approved that there be a 'Duty Manager' allocated to each slot to take overall responsibility for the event and volunteers on site for that period and that this should always be a Parish Councillor. The responsibilities were allocated and agreed. The final event plan and event risk assessment was circulated. It was agreed that Parish Councillor phone numbers would be shared with other Councillors to enable any emergency communications on the day.
		Resolved: That the rota, event plan and risk assessment be approved.
022/26	To consider any correspondence received	
	None.	
023/26	To confirm a date for the next meeting	
	Resolved: That the next meeting of the Events Committee will take place on Thursday 16 th July at 7pm.	
Closure	The Chairman declared the meeting closed at 19:44	