

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 3rd September 2026 in the Wharfe Room at the Village Hall, Boston Spa at 7.00pm.

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

Apologies: None.

In Attendance: Deborah Marshall (Clerk)

Guests: None.

DRAFT MINUTES

031/26	To accept apologies for absence and approve reasons for absence	
	None.	
032/26	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.	
033/26	Public Open Forum	
	There were no members of the public present.	
034/26	To confirm the Minutes of the Events Committee meeting held on 16th July 2026	
	Resolved: That the minutes from the Events Committee meeting held on 16 th July 2026 be accepted as a true and accurate record.	
035/26	Christmas 2026	
	i	To consider the village Christmas tree
		It was proposed that a 14ft tree would be more appropriate and that Kirby's be given first refusal on provision and sponsorship. Cllr Watts said she would contact Kirby's and speak to Cllr Blake regarding the Christmas tree stand. It was also suggested that the lights function from a battery rather than a power cable, which would be safer. Cllr Watts said she would ask Cllr Blake if the existing lights could be adapted. Cllr Bowen said she would organise the Christmas tree decorations, reusing many of those made by the schools in 2025.
		Resolved: That Cllrs Watts and Bowen undertake the above actions.
	ii	To consider a Christmas light switch on event
		The list of shops and email addresses was distributed during the meeting. It was agreed that the list be split into 4, with Cllrs Heum, Taylor, Watts and Bowen taking responsibility for speaking to the shop managers regarding a Christmas shopping night and elf trail. The evening of Thursday 3 rd December was proposed for the Christmas tree switch on and late-night shop opening. It was proposed that Ken and Brenda Waller be invited to switch on the lights. The Clerk said she would contact Ossett Brewery regarding a performance by Lofthouse Brass Band and ask whether they would mind if a local coffee van serves coffee on Millennium Gardens.
		Resolved: That the Christmas tree switch on and late-night shopping takes place on the evening of Thursday 3 rd December.
	iii	To consider an elf trail or similar activity
		Cllr Heum proposed a repeat of the 2025 elf trail, with the elves from 2025 being reused. It was suggested that the elves should be placed in cardboard frames with name plaques to make them

		more obvious to participants. It was proposed that the library be asked if they wish to hold an event on the evening of the 3 rd December to undertake elf story telling.
		Resolved: That the above proposals for the elf trail and story telling be approved.
036/26	To consider any correspondence received	
	None.	
037/26	To confirm a date for the next meeting	
	Resolved: That the next meeting of the Events Committee will take place on Monday 5 th October at 7pm.	
Closure	The Chairman declared the meeting closed at 20:08	

Signed _____ Date _____

ACTIONS

035/26i	Contact Kirby's regarding Christmas tree	Cllr Watts
035/26i	Speak to Cllr Blake regarding Christmas tree stand and whether lights can be converted to battery	Cllr Watts
035/26i	Sort through existing tree decorations	Cllr Bowen
035/26ii	Speak to shop owners/managers regarding late night opening and elf hosting	Cllr Taylor, Watts, Bowen and Heum.
035/26ii	Invite Ken and Brenda Waller to switch on the Christmas tree lights	Cllr Taylor
035/26ii	Contact Ossett Brewery regarding brass band and coffee van	Clerk
035/26iii	Obtain design and quote for production of elf frames	Cllr Heum
035/26iii	Contact library regarding elf story telling	Cllr Bowen