

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 Monday 5th October 2026 in the Wharfe Room at the Village Hall, Boston Spa at 7.00pm.

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

Apologies: D Taylor.

In Attendance: Deborah Marshall (Clerk)

Guests: None.

DRAFT MINUTES

038/26	To accept apologies for absence and approve reasons for absence	
	Apologies had been received from Cllr D Taylor.	
	Resolved: That the apologies and reason for absence be accepted.	
039/26	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.	
040/26	Public Open Forum	
	There were no members of the public in attendance.	
041/26	To confirm the Minutes of the Events Committee meeting held on 3rd September 2026	
	Resolved: That the minutes from the Events Committee meeting held on 3 rd September 2026 be accepted as a true and accurate record.	
042/26	Christmas 2026	
	i	To receive an update on the sponsorship of the village Christmas tree
		Cllr Watts provided an update. Sainsbury's head office has been contacted to ask if they will sponsor the Christmas tree, but they have declined. It was proposed that Boston Road Christmas Trees be contacted to ask if they will provide and sponsor a tree. Cllr Courts agreed to make contact.
		Resolved: That Cllr Courts contacts Boston Road Christmas Trees.
	ii	To receive an update on Christmas tree lights
		It was agreed that the existing set of 1,200 lights purchased in 2025 be converted to battery and a rota be drawn up for the replacement of the batteries over the Christmas period. Cllr Watts said she would ask Cllr Keith Blake to undertake the conversion.
		Resolved: That Cllr Blake be asked to adapt the lights to battery.
	iii	To receive an update on the Christmas light switch on event
		The Clerk said she has contacted Ossett Brewery but was yet to receive a reply, and that she would continue to chase.
	iv	To receive an update from High Street retailers
		The Clerk said she would update the existing list of retailers and allocate each section of the High Street to an individual councillor. It was proposed that a letter also be produced which can be left at the shops during the visit. The letter will outline the plans for the late-night opening event and also request that the retailers send email contact details to the Clerk so that they can be made aware of any future events.
		Resolved: The Clerk to update the retailer list and produce a draft letter.

	v	To receive an update from the library
		Alex Richetti from Boston Spa Library has been contacted regarding the late-night opening event and have agreed in principle to open on the evening of Thursday 3 rd December to host an activity for children. It was proposed that rather than host an elf trail that the library be asked to look after the elves over the festive period. Cllr Bowen said she would be the library liaison for the event.
		Resolved: That there be no elf trail this year and that Cllr Bowen be the liaison for Boston Spa Library.
043/26	To consider any correspondence received	
	None.	
044/26	To confirm a date for the next meeting	
	Resolved: That the next meeting of the Events Committee will take place on Wednesday 4 th November at 7pm in the Wharfe Room.	
Closure	The Chairman declared the meeting closed at 19:42	

Signed_____ Date_____

ACTIONS

042/26i	Contact Boston Road Christmas Trees	Cllr Courts
042/26ii	Instruct Cllr Blake to convert the lights to battery	Cllr Watts
042/26iii	Chase up Ossett Brewery	Clerk
042/26iv	Update High Street retailer list and produce draft letter	Clerk
042/26iv	Visit High Street retailers	Cllrs Bowen, Taylor, Watts and Brown
042/26v	Contact Library regarding activity for children	Cllr Bowen