

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE EVENTS AND ASSETS COMMITTEE
HELD ON WEDNESDAY 16TH SEPTEMBER 2026 AT 6.30PM
AT THE PARISH COUNCIL OFFICE
239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY PR6 7PY

PRESENT: Councillor M Clifford (Chair)
Councillor M Beach (Vice Chair)
Councillor D Cook
Councillor A Halliday
Councillor S Maddock
Councillor N Whitham (6)

IN ATTENDANCE: Mrs G Barnes
Ms K Unsworth
Mrs TD Morris (Clerk)(3)

		ACTION
26.21	APOLOGIES Apologies were received and accepted from Councillors I Amahwe and Dr J Coyne. (2)	
26.22	DECLARATION OF INTEREST Councillor M Clifford and N Whitham (Landfill Committee)	
26.23	ELECTION OF CHAIR AND VICE CHAIR Election of Chair After due process Councillor M Clifford was duly elected as Chair until the elections in May 2027. Election of Vice Chair After due process Councillor M Beach was elected as Vice Chair until the elections in May 2027.	
26.24	TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th APRIL 2026 AND 27th MAY 2026 Minutes dated 15th April 2026: It was noted that Councillor S Maddock was in attendance and not sending in apologies as stated. subject to that being noted the minutes were approved and duly signed by the Chair.	

Chairs Signature:..... Date:.....

Minutes dated 27th May 2026:

It was noted that Councillor N Whitham had his name spelt incorrectly and subject to that being noted the minutes were approved and duly signed by the Chair.

26.25 MATTERS ARISING

Minutes Dated 15th April 2026:

26.19 Newsletter is on agenda.

26.20 1. Sponsorship (To be discussed in meeting) Already have leads for 2027.

26.20 2. PA System for show arena from Paul K (generator hire to stay with contractor).

26.20 3. Overnight Security Booking (On Annual Schedule)

26.20 4. School Co-ordination (Review for 2027)

26.20 5. Emergency Sirens Silenced Summer Fair during musical acts and placed elsewhere for 2027

26.20 6. Championship Cup "Game of Throws" AH to report

26.20 7. Booking Falafel Express and Spudhut SF 2027

26.20 8. Flyers and Poster (Mark Clifford)

26.20 9. Social Media Coverage - Clerk/WG Plan for 2027

Minutes Dated 27th May 2026:

Newsletter Update

The situation regarding the copyright infringement had been resolved.

26.26 REVIEW OF TERMS OF REFERENCE (TOR)

It was agreed that the following changes be made to the Terms of Reference (TOR)

1. To omit -To plan, execute and review the Scarecrow Festival (Hold in abeyance)

To add the following:

2. To monitor the Bowling Green Asset and Liaise with the Bowling Green Committee
3. To provide weekly and Monthly Defibrillator Tests and Report updates to the relevant authorities
4. To Manage and update the Parish Council Noticeboards throughout the Parish
5. To fill and monitor 8 doggy bag dispensers and review usage regularly

It was requested that the Clerk make the necessary amendments and additions and table the revised TORs at the next FPC meeting.

Clerk

Chairs Signature:..... Date:.....

	ACTION
26.27 SKIP DAY SPONSORSHIP Councillor M Clifford stated that Chorley Council had confirmed that there could be up to 4 skip days available within Clayton-le-Woods (2 per borough ward). So there would be a skip day in 3 of the Parish Wards - Clayton Brook, Manor Road and Mendip Road with the possibility of a second skip day in the Spring 2027 in Clayton Brook. There was a discussion regarding having dates not only on a Saturday morning but an early evening. It was noted that Cllr Clifford will aim for Saturday mornings in the first instance. Cllr Clifford will keep the Council updated as to the proposed dates for the community skip days.	MC
26.28 SUMMER FAIR REVIEW 1.0 Review Notes/Action Plan The Members discussed in depth the main talking points that arose from the review session. 1.1 Date to be confirmed at FPC as Saturday 26th June 2027. 1.2 Manor Road School to agree the proposed date. 1.3 Save the Date to be published as soon as was practicable with QR code. 1.4 Prize Draw to be withdrawn for 2027 and the number of leaflets and prize draw booklets to be reduced. Quotes to be gathered from other sources. 1.5 New Headline Band to be approached (Report after Chorley Live). 1.6 Risk Assessment and H&S matters relating to the Summer Fair to be picked up by Cllr N Whitham (Fire Extinguishers) Kay Unsworth to approach Chorley's Angels to ask about their extra provision (First Aid Provision). 1.7 Overnight Security to be booked for 2027(Clerk).	FPC MC CLERK MC/CLERK COMMITTEE NW KU

Chairs Signature:..... Date:.....

1.8	Sponsorship to be investigated and secured (Cllrs M Beach and J Coyne).	CLERK
1.9	All fencing, gazebos and bins etc. to be booked as early as possible (Kay Unsworth and Cllr M Clifford).	SB/JC/CLERK
1.10	Banners are to put up as early as possible. Permission to be applied for from Chorley Council.	MC/KU
1.11	It was reported that Pink Vintage (Compares) were more than happy to discuss possible improvements at the next working party meeting.	CLERK/KU
1.12	It was proposed that for the first hour not to have an act on the main stage but to play piped music. This would be considered by the working group along with Pink Vintage.	
1.13	An Events WhatsApp group to be set up to keep everyone updated.	
2.0	Selection of Events Manager 26/2027 There was a vote for the position of Events Manager for the Summer Fair. Councillor M Clifford was voted as the Events Manager for 2027. (5 votes in favour and 1 abstention).	CLERK
26.29	SENIOR MEAL 2026 The Members were provided with 2 quotes for the provision of the Senior meal for 2026. After due discussion it was agreed to table the chosen quote to the FPC for approval. It was noted that there was no Warm Space Grant available this year from the Borough or from the County Council. The 3 dates for the seniors meal would be booked for week commencing 6 th December 2026.	FPC CLERK
26.30	NEWSLETTER This item was deferred until the next meeting	CLERK
26.31	CHRISTMAS EVENT/TREE UPDATE (ITEM 11 ON AGENDA) 5.0 The Members were reminded that the Christmas tree had been chosen and a purchase order sent to the contractor.	

Chairs Signature:..... Date:.....

5.1	The Members were informed of one quotation for installing and dismantling the lights hiring the lamp post lights inspecting and replacing one flood light.	
	Items 11.1 to 11.7 (not including 11.5) to be deferred until the meeting on 14 th October 2026.	CLERK
26.32	CONFIDENTIAL ITEMS	
	Parts of Item 26.29 And item 26.31 has been deemed confidential due to sensitive commercial information.	
	Seniors Christmas Meal – Decision to be brought to next FPC	FPC
	Christmas Lights Contract – Decision to be brought to next FPC	FPC
26.31	DATE OF NEXT MEETING	
	The next meeting of the Events and Assets Committee is scheduled to be held on Wednesday 14 th October 2026 at 6.30pm	WEBSITE
	The meeting closed at 7.50pm.	

Chairs Signature:..... Date:.....