

# CLAYTON-LE-WOODS PARISH COUNCIL

## MINUTES OF THE FINANCE COMMITTEE

HELD ON WEDNESDAY 4<sup>TH</sup> MARCH 2026 AT 7PM  
CLAYTON-LE-WOODS PARISH COUNCIL OFFICE/MEETING ROOMS, 239A  
PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY, PR6 7PY

**PRESENT:** Councillor Irene Amahwe (Chair)  
Councillor David Clough  
Councillor David Cook  
Councillor Jan Coyne (Not a committee member)  
Councillor Adam Halliday (5)

**IN ATTENDANCE:** Lisa Burton (Locum Clerk)

**MEMBER OF PUBLIC:** Tom Hutton, First Kick Foundation

### 26.09 APOLOGIES

Councillor Mark Clifford, Councillor Steve Maddock,  
Councillor Michelle Brown

### 26.10 DECLARATION OF INTEREST

NA

### 26.11 TO APPROVE THE MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> JANUARY 2026

It was **RESOLVED** to approve the minutes of the meeting held on 7<sup>th</sup> January 2026 which were duly signed by the Chair.

### 26.12 FIRST KICK FOUNDATION

The proposals from First Kick Foundation were discussed. Tom Hutton explained the funding streams that the Parish Council can apply for.

Tom Hutton advised that the initiatives that First kick Foundation provide began with assisting Penwortham Town Council with issues of ASB in the area. The Foundation is now looking to expand to assist more communities across the area.

**ACTION**

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Community Youth Provision.**

Total cost £21,480.00. Funding request from Parish Council 8,840.00.

This service is already running in Clayton Brook, therefore venues covering Lancaster Lane area would be beneficial.

Clerk to approach Lancaster Lane Primary and Manor Road Primary Schools

Bids for funding need to be submitted by April. The cost of kit to provide the service is approx.. £1,000 (CIL)

Clerk

**Enterprise and Employability mentoring programme**

Working across Clayton & Whittle. Funding required of £25,000. Requesting Parish Council to apply for lottery funding and also looking at funding from Chorley Borough Council. Also asking for £5,000 funding from the Parish Councils.

**Family Support Service**

Looking to support local families via healthy lifestyle improvement sessions.

This proposal does not require funding from the Parish Council, however assistance is requested from the Parish Council to apply for funding for £15,000 from Sport England.

With regard to the Summer Fair offering Tom Hutton advised that all staff are fully trained, qualified and hold enhanced DBS. They are fully insured to £10M and can provide all the required documentation. Tom offered to review the cost of the Summer Fair Offering and advise the Clerk

Clerk

It was agreed to consider the funding of £13,840, though there are concerns that CIL funding cannot be utilised for this.

Finance

It was agreed that the proposals for the Family Support Service could move forward as this requires the Parish Council to apply for funding, which can then be used by First Kick to provide the service across the Parish.

Finance

**26.13 BANK RECONCILIATION**

The accounts have been reconciled up to December 2025

MB

**26.14 BANK ACCOUNT MANDATES**

Virgin Money Bank Account Current Signatories:  
(7) –Carole Billouin; Glenda Charlesworth; David Rogerson; Raymond Ormston; Mark Clifford; Tracy Morris; Jean Cranshaw  
Signing Instructions: Any 1 signatory  
NatWest Bank Account Current Signatories:  
(Known 2) –Tracy Morris; David Clough  
Signing Instructions: Any 2 signatories

It was agreed that the following signatories should be proposed to full council:

1. Responsible Finance Officer
2. Parish Council Chair
3. Parish Council Vice-Chair
4. Finance Committee Chair
5. Events & Assets Committee Chair
6. 1 Other Parish Councillor

**Finance**

To be updated annually at the Annual General Meeting

Proposed signing resolution to be ‘Any 2 signatories’

**26.15 SUMMER FAIR SPONSORSHIP**

The Finance Committee considered the plan for requesting sponsorship from local companies and agreed that this is a fitting proposal and as the Sponsorship will be income, Financial approval is not required. Councillor Dr Jan Coyne will begin pursuing sponsorship

**JC  
Clerk**

It was agreed that Hillcrest Vets should be approached for the sponsorship of the Fun Dog Show, as they have always sponsored the show.

**Clerk**

**26.16** It was proposed that Councillor Dr Jan Coyne should join the Finance Committee as a member. Agreed by the Finance Committee.

**Clerk**

**26.17** It was agreed to add the topic of CIL monies to the next Finance Committee agenda for discussion and ask all Councillors to consider projects for CIL

**Clerk**

**26.08 DATE OF NEXT MEETING**

Next meeting Wednesday 6<sup>th</sup> May 2026 @ 6.30pm