

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE EVENTS & ASSETS COMMITTEE
HELD ON WEDNESDAY 12TH NOVEMBER 2025

**AT 6.30PM AT CLAYTON-LE-WOODS PARISH COUNCIL OFFICE/MEETING
ROOMS, 239A PRESTON ROAD, CLAYTON-LE-WOODS, CHORLEY, PR6 7PY**

PRESENT: Councillor Mark Clifford (Chair)
Councillor David Clough
Councillor Jan Coyne
Councillor Steve Maddock (7pm)
Councillor Michelle Beach (7.05pm)

IN ATTENDANCE: Lisa Burton (Locum Clerk)

	ACTION
25.01 APOLOGIES	
None received	
25.02 DECLARATION OF INTEREST	
There were no declarations of interest.	
25.03 ELECTION OF CHAIRMAN 2025/26	
It was RESOLVED that Cllr Mark Clifford is elected Chair of the Events & Assets Committee for 25/26	
25.04 CHRISTMAS LIGHT SWITCH ON	
The Police and Fire Service will be attending the event.	
The tree up-lights are to be tested before the 21 st November 25	MC/SM
Marshalls are required for both the area around the tree & at the Lord Nelson to provide the refreshments.	FCM/Clerk
The Litter Pick Volunteers will be asked to participate	MC
The decoration of the barriers will require volunteers to assist in week com. 22/11	MC/SM/LC
26 x Tinsel Strands required / Cable Ties required	Clerk
Hi-Vis Jackets to be provided to volunteers	MC

	Christmas Light Switch-On to be advertised	Clerk
	Cllr Beach will contact Derian House to see if they would like to carry out a collection at the switch-on and if the Derian House Mascot could switch on the lights.	SB
	Cllr Maddock will manage the PA system for the event	SM
	Ensure that music artists all have the correct leads to connect to the sound system	Clerk
25.05	Seniors Christmas Meal 2025	
	<p>The Seniors meal is booked for Tuesday 9th & Wednesday 10th December at the Halfway House. The Tuesday is fully booked. There are a few places available for the Wednesday.</p> <p>There will be a 3 course Christmas Lunch, Tea and Coffee. Then a raffle and Carol singers from Local Primary Schools.</p> <p>The event has been well publicised across Community centre and Church etc.</p>	
	<p>Cllr Clifford advised that a quote has been received from Bees Country Kitchen which is very competitive. Using a local Community Centre and external caterers is to be considered for 2026.</p>	Events
	<p>Prizes are required for the raffle</p> <p>Clerk to split the £100 voucher to 2 x £50 for the 2 days</p>	Clerk
	Cllr Coyne advised that she will ask for donated prizes from local stores	JC
	Chorley Council Communities Team will be approached for donations for the raffle	Clerk
	A member of the Public has asked if she can volunteer for the event. Cllr Coyne will liaise.	JC
25.06	Parish Council Newsletter	
	Cllr Beach and Cllr Coyne will work with the Clerk to produce articles for the next issue.	SB/JC
	New Councillors to write an introductory article.	IA/MB/DC/JC/SB
	Cllr Clifford will produce the introduction	MC

	The Clerk will provide the standard information articles	Clerk
	Clerk will provide list of CIL grants to Cllr Coyne	Clerk
	Cllr Beach will ask the Library to contribute to the Newsletter	SB
	Cllr Coyne will ask the Good Food Club and Talking Tables to contribute	JC
	Cllr Beach will provide a contribution on ASB and the Inspire Scrان Van	SB
	Article to be provided on the Christmas Switch on event	MC
	Quotes to be requested from Sprint print for the design and printing of the Newsletter. Quote from Leaflet Lads for delivery of all Newsletters.	Clerk
	Deadline for articles is 16 th January with the next publication in February 2026.	
25.07	Summer Fair (27 June 2026)	
	The fairground has been booked but alternatives are to be considered, which would allow for a different pricing structure. Proposal to be provided to the Committee for discussion at next meeting.	SB/JC
	Noted that some Vendors are no longer a good fit with the Summer Fair and therefore will no longer be invited.	Clerk
	Approach to Banners & Sponsorship of the Summer Fair to be reviewed. Current lists to be provided to Cllr Beach.	Clerk
25.08	DATE OF NEXT MEETING	
	Next meeting Wednesday 14 th January 2026 @ 6.30pm	