

CLAYTON-LE-WOODS PARISH COUNCIL
MINUTES OF THE EVENTS & ASSETS COMMITTEE
HELD ON WEDNESDAY 14TH JANUARY 2026

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 Cook
Councillor Jan Coyne
Councillor Adam Halliday
Councillor Irene Amahwe
Councillor Steve Maddock
Councillor Neville Whitham (7)

IN ATTENDANCE: Lisa Burton (Locum Clerk)

	ACTION
<p>26.01 APOLOGIES</p> <p>Councillor Michelle Beach</p>	
<p>26.02 DECLARATION OF INTEREST</p> <p>Councillor M Clifford – Lancashire County Council matters</p>	
<p>26.03 TO APPROVE THE MINUTES OF THE EVENTS AND ASSETS COMMITTEE MEETING HELD ON WEDNESDAY 12TH NOVEMBER 2025</p> <p>It was RESOLVED to approve the minutes of the meeting held on 12th November 2025 which were duly signed by the Chair.</p>	
<p>26.04 CHRISTMAS LIGHT SWITCH ON REVIEW</p> <p>The date for the 2026 Christmas Tree Light Switch on is Saturday 28th November 2026</p> <p>The Police and Fire Service did not attend the event, possibly due to having to attend emergency calls. This year the services will be invited and reminded of the event.</p>	MC

Chairs Signature _____

The tree up-lights are where tested prior to the Christmas light switch on. 1 up-light is missing (removed due to being faulty)

The Clerk is requested to obtain quotes for a replacement/upgrade and also for new lights with both up and down lights.

Clerk

Marshalls are required for both the area around the tree & at the Lord Nelson to provide the refreshments.

Clerk to invite Lorriane Atkinson (Scouts) to assist at the Lord Nelson.

More volunteers are required at the tree.

1 Lamp post decoration failed near the tree – Clerk to advise City Illuminations.

The Father Christmas at the Lord Nelson was a success, and he will be requested to attend again next year.

A gazebo is required for the Band – Clerk to request costs from CBC

Clerk

Consider inviting a local choir to join the carol singing with the band

JC

Charity to attend the Christmas Tree Light switch on to be approached in plenty of time for the event.

SB

The following singers are to be booked for the Christmas Light Switch on 2026: Just Giorge / Matt Philips / Carl Peters

Clerk

Tables are to be used for supporting the speakers at the Christmas Tree

MC / NW

26.05 Seniors Christmas Meal Review

The Seniors meal was a success, on both days, with the quality of the service provided by The Halway House being praised. Letters of thanks have been received from residents.

One improvement for next year would be to have pots of tea & coffee on the tables rather than being served, which was a hazard.

It was suggested that the Parish Council may be able to accommodate more residents at each sitting. Clerk to check.

Clerk

Chairs Signature _____

	<p>The meal is to be advertised earlier to allow more people to attend if possible. The advertising strategy used this year worked well. More people were able to attend as the venue is on a good bus route.</p>	<p>Clerk</p>
	<p>Consider table planning for groups of friends – but NO group bookings to be taken.</p>	<p>Clerk</p>
	<p>Book the Halfway House again for 2026 around mid-December</p>	<p>Clerk</p>
<p>26.06</p>	<p>Parish Council Newsletter</p>	
	<p>It was agreed that the newsletter will be 12-pages in total.</p>	
	<p>The deadline for newsletter articles is the 31st January 2026</p>	<p>ALL</p>
	<p>Cllr Beach and Cllr Coyne will collaborate with the Clerk to produce articles for the next issue.</p>	<p>SB/JC/Clerk</p>
	<p>A plan of the newsletter and articles with named actions has been created and circulated.</p>	<p>ALL</p>
<p>26.07</p>	<p>Summer Fair (27 June 2026)</p>	
	<p>The plan for the Summer Fair this year will include more free family friendly activities and entertainment. A proposal for this which will mitigate the need for the fairground will be presented at the next meeting.</p>	<p>JC/SB</p>
	<p>The entry pricing for the Summer Fair will be changed to charging £2 for adults and £1 for children.</p>	
	<p>Councillor’s Beach & Coyne will arrange to meet with First Kick Foundation to discuss the provision of activities for the Summer Fair Pinewood Vets have also been approached; however, Hillcrest Vets usually sponsor the Dog Show</p>	<p>SB/JC</p>
	<p>It was agreed to book the following acts: Alpacas Manchester Ska Wigan Ukelele Band Just George Pink Vintage Leyland Radio</p>	<p>Clerk</p>

Chairs Signature _____

Young Elton

The working group for the Summer Fair will meet on Monday 9th February 6.30pm @ Lord Nelson.

ALL

Other considerations for acts / activities are:

Samba Frig

Martial Arts Display

Dog Agility (Police or SM)

Air Cadets

Circus Show / Circus Skills

ALL

Inflatables

Climbing Walls

Mini Golf

Fairground Rides (as provided at the Chorley Flower Show)

26.08 DATE OF NEXT MEETING

Next meeting Wednesday 11th March 2026 @ 6.30pm

Chairs Signature _____