

**Minutes of the Events Working Group held on Monday 7 September 2026
6.00pm at Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.**

Present: Cllr White (Chair), Cllr Hustwit, Cllr Davies, Cllr Halstead, Cllr Bucknell

Also Present: Graham Meloy, Village Co-ordinator [to be confirmed]

No.	Agenda Item
1.	<p>Welcome and Introduction</p> <p>Cllr White welcomed everyone to the meeting.</p>
2.	<p>Apologies for Absence</p> <p>To receive and record apologies for absence.</p> <p>Cllr Meachin</p> <p>RESOLVED to accept the above apologies.</p>
3.	<p>Declaration of Interest</p> <p>To receive any declaration of disclosable pecuniary or other interests in respect of items on this agenda.</p> <p>A member noted a connection with Rotary, which is providing the Christmas sleigh. Members were advised that an interest only needs to be declared where it is a personal financial interest, which did not apply.</p> <p>RESOLVED there were no declarations of interest.</p>
4.	<p>Minutes</p> <p>To receive the minutes of the previous Events Working Group.</p> <p>RESOLVED to receive the minutes of the Events Working Group held on Monday 3 August 2026.</p>
5.	<p>Events Update</p> <p>To receive updates on the following events:</p> <p>Halloween, Saturday 31 October 2026</p> <p>The floodlights have been arranged, the prizes and sweets have been booked, and the decorations used in previous years will be reused. Prizes for the two best costumes will be book tokens from the bookshop in Colne. A table is to be provided by Christ Church or by Rotary. The only outstanding need is the gazebo for the evening, which is held by the Clerk together with the keys.</p> <p>Members noted the format of the event: children gather at the rec, collect sweets from the Parish Council, the two best costumes receive prizes, and the children then disperse around the village for trick or treating. A pumpkin decorating or carving activity beforehand was suggested as a way to involve families. A similar idea has been considered in the past but did not progress.</p> <p>ACTION: Clerk to make the gazebo available for the evening.</p> <p>ACTION: to consider a pumpkin decorating activity for Halloween 2027.</p> <p>Bonfire Night, Sunday 1 November 2026</p> <p>The site assessment has been carried out at the back of the school, which is the preferred location. It is completely enclosed, has no overhanging wires, and there is no livestock nearby, so the school car park does not need to be closed. The fireworks provider suggested that spectators move up from the bonfire into the school grounds for a better view. Members noted a possible pinch point where the wall narrows the route,</p>

but considered that moving a short distance would make little difference.

The risk assessment has been completed and records that no first aid cover is required, as the fireworks are enclosed and spectators will be more than 60 metres away. After the display the fireworks provider will check the school grounds and the field behind for fallout, using the rear gate, which will then be locked.

The land behind the school is farmland where the farmer keeps sheep, so he must be told the date. He is believed to live on Sheridan Road and can be identified from the electoral roll, which the Clerk can access.

ACTION: to visit the farmer, advise him of the event and give him a copy of the risk assessment. [Name of farmer and of the member undertaking the visit to be confirmed]

Bonfire materials: Jewsons have offered material but cannot guarantee what it will be. Other suppliers approached are reusing their pallets. Joda will deliver a load of pallets. Last year about 400 people attended, so the bonfire should be sited as close to the middle of the field as possible, allowing for the telephone wires. It will be built on the Sunday, and members of the public leaving pallets beforehand should place them over the wall nearest the road.

ACTION: Clerk to coordinate with Joda when the pallets will be delivered.

ACTION: to check the position of the telephone wires and speak to the Lengthsman about cutting the turf.

ACTION: to ask the school whether the children would like to hold a competition to make a guy. Cllr Canty has already raised this with the school.

Remembrance Sunday, Sunday 8 November 2026

The event is booked and will be at the War Memorial at 12.15pm. The poppies have been ordered and arrived today.

ACTION: to put the poppies up on the lampposts around the time the Poppy Appeal is launched.

Christmas Lights Switch On, Sunday 29 November 2026

The event is booked. A lamppost that was demolished has not yet been reinstated. The person at Lancashire County Council who previously dealt with this has retired. A new contact has put the Clerk in touch with the engineer, from whom no reply has been received. The Council has not claimed on its insurance and has told the County Council it can have the insurer's details if it wishes to claim. The lights are expected to be reinstated, and the event can go ahead without them if necessary. Members noted that the growing Christmas tree near the benches and toilets is oddly shaped but already has lights fitted.

The event will start at 5.00pm with a lantern walk. The lanterns are stored in the toilets and their batteries need checking. Children will be told that the lanterns are only on loan. The sleigh is booked so children can visit Santa afterwards, and mulled wine and selection boxes will be provided.

ACTION: to check the lantern batteries.

Christmas Lunches, Saturday 5 December 2026

Members agreed to keep the age threshold at 60 and over, as last year. The entertainment is booked (Gaz Gilmore), who will perform Christmas songs. The lunch starts at 12.00pm with food served at 12.30pm. The entertainment will start at about 12.30pm, flexibly, to fit around the serving.

The Council holds no record of residents' ages, so the newsletter will go to everyone, including farms, with a slip for people to return or email to claim a place. The caterers need the final numbers two weeks beforehand. Members estimated the room could hold between 40 and 50. Catering last year arrived late, and communication with the caterer was raised as a concern.

About 10 tables will be needed, seating six each, together with more tablecloths. Tables

	<p>and chairs were borrowed from the church last year. Blue Sky Events and Nationwide Marquee Hire in Nelson were suggested as hire suppliers. A member will buy the wine.</p> <p>ACTION: to book the tables and obtain tablecloths.</p> <p>ACTION: to include a booking slip for the lunch in the newsletter.</p> <p>Other Events</p> <p>To discuss arrangements for future events.</p> <p>A member advised of an event at the church on Saturday 10 October 2026. The author who has walked to all 42 cathedrals in England will speak, with slides, after a walk from the lakeside from 9.00am, and soup and sandwiches will be served. The event is already on Facebook and is being distributed around the village. It was considered too late for the newsletter.</p> <p>ACTION: Clerk to put the event on the Council Facebook pages and in the village WhatsApp group.</p> <p>RESOLVED to note the update on events.</p>
6.	<p>Budget Update</p> <p>To receive an update on the Events Budget, spend to date.</p> <p>The events budget for the year is £12,190 and £7,934.28 has been spent to date, leaving £4,255.72 under budget. The largest variance is an underspend of £2,339.72 on the Party in the Park. Members noted that Christmas spend may exceed its line because of numbers and table hire, but that the events should still be delivered within the overall budget. Next year's budget is normally set with reference to this year's spend.</p> <p>RESOLVED to note the budget update.</p>
7.	<p>Date & Time of Next Meeting</p> <p>The next meeting of the Events Working Group will be held on Monday 5 October 2026, 6.00pm, at Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.</p>