



PREESALL TOWN COUNCIL

22nd July 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council's Civic Events and Celebrations Committee on Monday 27th July 2026 at 6.30pm at Knott End and Preesall Youth and Community Centre, Lancaster Road, Preesall.

This meeting may be being recorded by the committee, members of the public or the press.

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive of the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know.

"The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council."

Alan Whalley

Assistant to the Clerk for Preesall Town Council

A G E N D A

1 Election of Chair

It is the first meeting of the committee, after the May Annual Meeting in the 2026/27 civic year. Councillors are asked to **resolve** to appoint a chair for the committee.

2 Apologies for absence.

To receive apologies for absence.

3 Declaration of interests and dispensations

To receive from councillors, disclosures of pecuniary and non-pecuniary interest and dispensation requests on matters to be considered at the meeting.

4 Minutes of last meeting

Committee members are asked to consider and approve as a correct record the minutes of the meeting held on held on 7th May 2026. (emailed)

5 Civic Events and Celebrations Committee Terms of Reference

It is a requirement of the committee to review its terms of reference after the Annual May Meeting of the full council. The clerk has reviewed and amended the T.O.R to reflect the appointment of the Assistant to the

Clerk. Committee members are asked to **resolve** to **accept** the amendments of terms of reference, which will then be put forward to full council for resolution, in September 2026.

6 Public participation

When dealing with public participation there is no obligation to respond immediately to comments made.

Members of the public are reminded that only items on the agenda should be raised at the meeting. Any other items should be raised outside the meeting either with a councillor or with the clerk. The chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will reconvene the meeting on the conclusion of public participation.

7 Community Champion Awards

It was discussed at the July Full Council meeting by Cllr Shewan over introducing a Community Champion Award scheme and agreed the Civic Committee would investigate the scheme further. The award would congratulate individuals over their personal achievements in the community with an award/certificate. The committee are asked to **discuss** and **resolve** actions required to introduce this new award, to consider the advertising of the award, what award will be given for example a certificate/trophy/plaque/decorative plate, and who would be deciding the replicants of the award.

8 Car Boot Sale Event

Cllr Kelly led discussions with members over a monthly car boot sale/craft fair held on a Sunday at the car park at Knott End. It was agreed to by the council for the Civic Committee to investigate the car boot sale further. The idea for the sale would be to charge a fee for people to sell their goods, and any profits would then be used for community projects. The committee are asked to **discuss** and **resolve** actions required to hold this sale, to consider contacting Wyre Council over a license, what facilities are required such as bins for rubbish, public toilets, and who will run the regular event.

9 Remembrance Sunday

With reference to the events action list (emailed separately) members are asked to review the actions and owners of these actions in preparation for this event on Sunday 8th November 2026. The actions are to be discussed and a full list resolved. These actions will then be reviewed regularly to ensure the correct progress is being made and any issues are resolved in a timely manner.

10 Armistice Day

With reference to the events action list (emailed separately) members are asked to review the actions and owners of these actions in preparation for this event on Wednesday 11th November 2026. The actions are to be discussed and a full list resolved. These actions will then be reviewed regularly to ensure the correct progress is being made and any issues are resolved in a timely manner.

11 Christmas Lights Switch On

With reference to the events action list (emailed separately) members are asked to review the actions and owners of these actions in preparation for this event on Saturday 28th November 2026. The actions are to be discussed and a full list resolved. These actions will then be reviewed regularly to ensure the correct progress is being made and any issues are resolved in a timely manner.

12 May Day 2027

The Assistant Clerk would ask committee to resolve the date for this event in 2027. This will allow early discussions to take place with potential attendees who may be booked well in advance. The Assistant Clerk will also update the committee on potential additional attractions that have been approached to get more details, and the committee are asked to resolve any next steps with these attractions.

13 Civic Events in 2026/2027 Civic Year

Committee are asked to resolve a diary of all events being considered for this Civic Year and how this diary can be shared with the community.

14 Date and time of next meeting

The committee are asked to **resolve** the date and time of the next meeting.