



Lytham Town Council
c/o Lytham Institute
27 Clifton Street, Lytham, Lancashire. FY8 5EP
Email: Clerk@lythamtowncouncil.gov.uk
Web: www.lythamtowncouncil.gov.uk
Chair Cllr Suzanne Bramall
Clerk: Mr Luke Russell

Lytham Town Council - Extraordinary Council Meeting

To: All members of Lytham Town Council.

You are hereby summoned to attend the Extraordinary Meeting of the Town Council to be held on **Monday 14th September 2026 at 10:00am** at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.



C - RFO

Mr Luke Russell MA
Clerk & Responsible Financial Officer
Wednesday 9th September 2026

Agenda - Monday 14th September 2026

Note regarding Agenda Items - Movement of Public Participation section.

Your attention is drawn to the positioning of the Agenda Item for public participation being listed later in the agenda order.

This is a trial as a result of feedback received over previous months.

Public feedback is sought about how this is received.

No.	Agenda Item	Decision?	Lead
PROCEDURAL MATTERS			
1.	Welcome, introduction, Audio Recording notice and Health & Safety. The Clerk will then confirm Member attendance and provide apologies for absence where they have been received.		CRFO & Chair
2.	Declarations of Interest and Dispensations a) Councillors to declare any interests in agenda items. b) Consideration of requests for dispensations.		Cllrs
3.	Approval of Minutes No to be considered at this meeting, due to recent proximity of previous full council meeting on Wednesday 9 th September 2026	N/A	Cllrs
4.	Christmas Lights 2026 Procurement - Tender Process To receive and consider the report from the Clerk / Responsible Financial Officer regarding the outcome and recommendation(s) from the Tender Process resolved on 29 th July 2026. To resolve to award a contract for procurement of Christmas Lights for 2026	Decision Item	Cllrs Report previously circulated by the Clerk
5.	Terms of Reference - Working Groups To receive and consider the draft Terms of Reference for the following Working Groups: • Environment & Maintenance • Community Engagement • Clerk Management Team To resolve to agree and adopt the Terms of Reference for each Working Group	Decision Item	Cllrs Documents previous circulated to Cllrs
6.	Risk Register To receive, note and consider the most recent review of the Risk Register for Lytham Town Council.		Cllrs

			Link to Risk Register previously circulated.
7.	Policies To receive and consider the following draft policies • Employment Policy • Training & Development Policy To resolve to agree and adopt these Policies as of today's date.		Cllrs Report and documents previously circulated to Cllrs

PUBLIC PARTICIPATION

8.	Public Participation (Open Forum) (Max 15 minutes, 3 minutes per speaker) • Members of the public may raise items with the Council in respect the business on the agenda. The Chair may limit a member of the public to 3 minutes of speaking to ensure the smooth running of the meeting. Overall, the section will typically be limited to 15 minutes although the Chair, may at their discretion, extend this.		Public
----	--	--	--------

FORWARD PLANNING

9.	Date, Time & Location of Next Meeting Annual Council Meeting: Wednesday 14 th October 2026 6:30pm Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP		
----	--	--	--

Signed:



C - RFO

Mr Luke Russell MA, Clerk & Responsible Financial Officer

Date: 9th September 2026

This agenda is published online at www.lythamtowncouncil.gov.uk and circulated via the Council's Facebook page. Circulated to: All Councillors; Notice Board (Lytham Institute); Council Website. Press and public are welcome to attend.