



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 Simon Newell
Clerk: Mr Luke Russell

Lytham Town Council -

Community Grants, Honours and Awards Committee Meeting

To: All members of Lytham Town Council's Community Grants, Honours and Awards Committee

You are hereby summoned to attend a Meeting of the Community Grants, Honours and Awards Committee to be held on **Wednesday 22nd April 2026** at **9:00am** at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP. The Meeting will be held in the Front Room.

As this is an inaugural meeting for this committee, the agenda will reflect this.

A handwritten signature in blue ink, appearing to read 'C Russell' with 'C-1450' written below it.

Mr Luke Russell MA

Clerk & Responsible Financial Officer

Thursday 16th April 2026

Agenda

Inaugural Meeting of Lytham Town Council's Community Grants, Honours and Awards Committee

Wednesday 22nd April 2026 - 9am

<p>1. Welcome, introduction, Audio Recording notice and Health & Safety.</p> <ul style="list-style-type: none">• The Clerk will then confirm Member attendance and provide apologies for absence where received & accepted	CRFO
<p>2. Nomination and Election of Chair and Vice-Chair of the Committee</p>	Cllrs
<p>3. Declarations of Interest and Dispensations</p> <ul style="list-style-type: none">• To receive declarations of disclosable pecuniary interests and other interests in accordance with the Council's adopted Code of Conduct.• Consideration of requests for dispensations.	Cllrs
<p>4. Minutes of the Previous Meeting of the Committee</p> <p>To note that this is the first meeting of the Committee and therefore there are no previous minutes.</p>	
<p>5. Governance Statement</p> <p>To note the Committee's delegated authority as set out in Standing Orders and the Council's governance framework.</p>	
<p>6. Terms of Reference for the Committee</p> <p>The quorum for this meeting is 3 members.</p> <p>To review the draft Terms of Reference, consider any amendments, and resolve to recommend adoption to Full Council</p> <p>Proposal: That this committee approves and recommends these Terms of Reference for approval by the Full Council.</p>	DRAFT ToR document circulated
<p>7. Public Participation (Open Forum)</p> <p>(Max 15 minutes, 3 minutes per speaker)</p> <ul style="list-style-type: none">• Members of the public may raise items with the Council in respect of the business on the agenda <p>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.</p>	Members of the Public
<p>8. Review of Committee Work Programme / Priorities</p> <p>To consider and agree the Committee's initial work programme and priorities for 2026/27</p>	Cllrs

<p>9. Closed Session To Consider and Resolve whether the remainder of the meeting meets the requirements to be held as a Closed Meeting in accordance with Schedule 12A of the Local Government Act 1972 and Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>	<p>Cllrs</p>
<p>10. Community Grant Applications To consider Community Grant applications against the approved scheme criteria and available budget, and to determine recommendations for full Council.</p> <p>a) LTC-G-(2025_26)-001 b) LTC-G-(2025_26)-002</p>	<p>Cllrs</p>
<p>11. Honour and Awards To consider and agree a framework or approach for administering Honours and Awards.</p>	<p>Cllrs</p>
<p>12. Date, Time & Location of Next Committee Meeting</p> <ul style="list-style-type: none"> To agree the schedule of meetings for the 2026/27 municipal year. 	

C Russell
C-140

Clerk's Signature:

Date: Thursday 16th April 2026