



Lytham Town Council Full Council Meeting Agenda

To all members of Lytham Town Council, you are hereby summoned to attend the Council Meeting of the Town Council to be held on Wednesday 24th September 2025 at 6.30pm at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

Clerk: Mr Luke Russell

Chair: Cllr Simon Newell

1. Welcome and Apologies for Absence • Clerk to confirm attendance. • Apologies received and accepted.	CRFO CRFO
2. Declarations of Interest and Dispensations • Councillors to declare any interests in agenda items. • Consideration of requests for dispensations.	Cllrs
3. Approval of Minutes • To approve the minutes of the Full Council meeting held on Wednesday 27th August 2025.	Cllrs
4. Matters Arising / Action Points from Previous Meeting • Review of actions and matters not on the current agenda. • Risk management Policy - Schedule for October 2025 • Town & neighbourhood plan - Initial scoping by October 2025	CRFO CRFO

5. Public Participation (Open Forum) (Max 15 minutes, 3 minutes per speaker) • Members of the public may raise items with the Council. 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.	Chair
6. Reports from Outside Bodies • Borough Councillor Report • County Councillor Report • Police/Community Safety Updates • County / Regional / National Bodies (eg LALC / NALC / SLCC) • Local Government Review in Lancashire - Update & Survey	CRFO CRFO
7. Governance & Compliance Proposal: Council consider with a view to adoption at the October Council meeting the following Governance documents & policies. (Matter was carried forward from previous, August, meeting) a) Standing Orders - NALC Model SOs March 2025 version - Localised b) Financial Regulations - NALC Model FRs March 2025 version - Localised c) Expenses and Allowances Policy - New Policy d) Scheme of Delegation - New Policy • Councillors Code of Conduct Training - video link sent 12/09/2025 • Honours Committee Proposal: To establish and Honours Committee with Delegated Powers, subject to an agreed Terms of Reference, to make nominations for Honours for deserving individuals of Lytham on behalf of Lytham Town Council. NB: The nature of Honours nominations are that they are discrete and not discussed publically so the ToR would need to respect this position.	CRFO
8. Community Engagement Update on Community Engagement activities inc Public Meetings & Events • Lytham Business Partnership - feedback from meeting 09/09/25* • 29th September 2025 - Lytham Hall Park PTFA - Invitation to attend • 1st October 2025 - Car Parking & Speeding Public Meeting @Lytham Institute. 6:30pm x 8:30pm • Remembrance Day 2025 Events - LTC representation • November 2025 - Voluntary Organisations in Lytham NEW DATE - 11th February 2025. • Update re scoping & support for a Banking Hub	SB AA CP SN CP SN

9. Finance • CRFO Update Statement (verbal briefing to Councillors) • Scribe Accounts system - Supporting paperwork circulated to Councillors Proposal: Council considers and authorises the initial purchase cost and the monthly subscription fee which will be payable by Direct Debit • Clerk's salary and associated on costs (NI, HMRC Tax, Pension) Proposal: To re-authorise the 27/05/2025 Council decision to pay the Salary - and associated On Costs - for the Clerk on a monthly basis. Decision to be reviewed at end of Financial Year 2025/26 • Approval of monthly payments and receipts. • Bank reconciliation and budget monitoring. • Precept Setting and 2026/27 Budget Planning	CRFO CRFO CRFO CRFO CRFO CRFO
10. Planning • To consider new planning applications. A) 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF B) 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF *Listed Bldg Consent* C) 3 BANNISTER STREET LYTHAM LANCASHIRE FY8 5HQ D) CENTRAL AREA CLIFTON SQUARE LYTHAM ST ANNES - Temporary Change of Use to allow festive event with an Ice Rink and associated infrastructure. Proposal: Council considers and makes decision to Support, Object or Seek additional information • To note decisions made by the planning authority. • Cumulative Impact Assessment & Policy • Updates on ongoing planning matters. • Update regarding Trees in Conservation Area	Cllrs cfw
11. Licensing • To consider new licensing applications. A) FOX AND PINE 3 HENRY STREET LYTHAM LANCASHIRE FY8 5LE Proposal: Council considers and makes decision to provide Comment to the Licensing Authority. • To note decisions made by the licensing authority. • Updates on ongoing licensing matters.	Cllrs
12. Environment • Updates regarding environmental issues • Windfarm - Meeting attended 08/09/2025 • Liggard Brook - Letter to be written to Environment Agency • Update on Trees, Clifton Street	cfw SB AA CP

11. Working Groups Additional updates from working groups • Planning / Police / Licensing WG Update on introductory meeting with Paul McKim (FBC Planning) 020925 • Town Plan / Finance / Governance WG • Community Engagement / Tourism / Marketing WG • Environment / General Maintenance WG	SN
11. Correspondence • Summary of relevant correspondence received. • Clerk to raise any urgent items.	CRFO CRFO
12. Items for Next Agenda • Councillors to request topics for inclusion in the next meeting.	
13. Date and Time of Next Meeting • Wednesday 29th October 2025. 6:30pm	


C-RFO

Clerk's Signature:

Date: Tuesday 15th September 2025