



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 - Council Meeting

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 9th September 2026** at **6.30pm** at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

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

Mr Luke Russell MA
Clerk & Responsible Financial Officer
Thursday 3rd September 2026

Agenda - Wednesday 9th 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 To consider and resolve the approval of the minutes as a true and accurate record for: a) Full Council Meeting held on Wednesday 29 th July 2026	Decision Item	Cllrs
	Brief agenda overview by Chair 2-3 minutes signposting the major items within the agenda Note - Public Participation element being trialled towards the conclusion of the meeting		Chair
4.	Presentations to Council: 1. The Assistant Waste Minimisation Officer (Fylde) to provide a 15-minute presentation to Council and members of the public present (with Q&A session) in relation to the Food Waste Recycling Scheme being commenced by Fylde Council this autumn 2. The Business Partnerships and Events Officer (Fylde) to provide a short input to Council and members of the public present as to the role of the Economic Development Team at Fylde Council	Presentation Presentation	
5.	Matters Arising / Action Points from Previous Meeting Items carried forward to the substantive agenda are noted below for reference only – discussion will take place under the relevant item. a) Invitation to Tender process - Christmas Lights Procurement - To be considered at Extraordinary Meeting on 14/09/2026		Clerk

	b) Terms of Reference for Working Groups - To be considered at Extraordinary Meeting on 14/09/2026		
6.	Financial Report from C/RFO To receive and note a report from the Clerk / Responsible Financial Officer regarding the financial position of the Council		Report previous circulated to Cllrs
7.	District Parish Liaison To receive and consider the Charter for the District Parish Liaison structure which Fylde Council has with Parish and Town Councils - including consideration for suggested amendments as additions; i.e. Requesting to be consulted on matters which are of public interest to Lytham where there is no existing statutory requirement for consultation (Examples might include - licensing for the commercial use of Lytham Green and / or licences granted & fees payable for on-street commercial users)		Clerk / SB / SN

COMMITTEE REPORTS

8.	No Committees have met since the last meeting of the Council		
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PLANNING & LICENSING

9.	No planning or licensing matters are before the Council at this meeting		
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ENVIRONMENT & MAINTENANCE WORKING GROUP

10.	To receive, discuss, consider and resolve the following items: (a) Update on the meeting of the EMWG by the Group lead (b) Purchase & Restoration of the three Grade II listed Telephone Boxes in Clifton Street. Council to receive and discuss the proposal identified within the attached report. Proposed Resolution: That this Council agrees to adopt the 3 x K6 Telephone Kiosks from BT Payphones and undertakes their restoration to a heritage standard at a cost of up to £15,000. (c) SPIDS - Update regarding the progress of required Resident consultation - following which a resumption of the previous resolution to order the Purchase and installation of Equipment. (d) Assets - Update on the progress in relation to Mythop Road Allotments. From Communications received w/c 31/08/2026 Council will need to appoint and instruct	Decision Item	HW Clerk / HW Clerk Clerk HW / Clerk
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	independent solicitors to handle the legal transfer of assets from Fylde Council. Proposed Resolution: This Council will appoint an independent solicitor to act for Lytham Town Council for this transfer the Mythop Road Allotments - and to task the Clerk with researching, obtaining quotations and engaging a suitable legal firm for this role. Clerk Note: Accurate quotations may be challenging to obtain until full details / information about the asset is made available to Lytham Town Council (e) Update on recent communications concerning the use of funding held by Fylde Council for civic improvements in Lytham - and to discuss, consider and resolve what next steps Council should take. (f) To discuss and consider options relating to seeking Fylde Council to create a Public Space Protection Order (PSPO) for Lytham Green	Decision Item	HW (email previously circulated) MB
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COMMUNITY ENGAGEMENT WORKING GROUP

11.	To receive, discuss, consider and resolve the following item: a) Update on the meeting of the CEWG by the Group lead. b) Update regarding decision to provide a series of organised, guided informative / educational walks for member of the public in Lytham. c) Update of meeting with Fylde Council on 26th August 2026 regarding Remembrance 2026 and onwards events in Lytham. d) Community Engagement Strategy. To discuss, consider and resolve to task Working Group to develop a draft CE Strategy for the Council.	Decision Item	SB/KF KF (Briefing circulated) EC / Clerk SB
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CLERK MANAGEMENT TEAM

12.	To receive and consider the following items: a) Update on the meeting of the CMT on 3rd September 2026 by the Group lead, including an update on the creation of Terms of Reference. b) To receive and note the application of the 2026/27 national pay award for Local Council employees of 3.3%, and the agreed back dating of this award 1st April 2026 Financial Regulation 11.4 applies c) To note the report from the CMT following the 1st year anniversary of the Clerk being appointed to role.		SB SB SB
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LOG - PRIORITY COMMUNITY ISSUES FROM THE ANNUAL TOWN MEETING 27/05/2026

	Not included in this agenda at this meeting. Issues to be considered and factored into Strategic Plan for the Council		
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PUBLIC PARTICIPATION

13.	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
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FORWARD PLANNING

14.	Items for Next Agenda a) Items for Extraordinary Meeting 14 th September 2026 a. Christmas Lights Tender process b. Governance Documentation i. Terms of Reference for Working Groups ii. Training & Development Policy iii. Employment Policy b) Councillors to request topics for inclusion in the next Full Council Meeting agenda - 14 th October 2026		
15.	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: 3rd September 2026

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