



Lytham Town Council

Minutes - Extraordinary Council Meeting - Monday 2nd March 2026

Minutes of the Council Meeting held:
Monday 10th March 2026, at 10.30am at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Simon Newell (Chair), Hilary Warburton, Brenda Blackshaw, Suzanne Bramall, Mark Bamforth & Anne Aitken.

Apologies received: Councillors Amy Barnes, Kelly Farrington, Cath Powell, Edward Cook

Officers: Clerk / RFO

Members of the Public: No members of the public were present.

1. Welcome, introduction, Audio Recording notice and Health & Safety.

The Clerk welcomed Council Members to the meeting and explained that the purpose of the meeting in considering a Motion to appoint an Internal Auditor was a Council function which could not be discharged to the Clerk. In order to achieve the necessary timescales and secure a place within the order book of the proposed supplier, this had necessitated calling an extraordinary meeting outside of the regular, published, meeting cycle.

The Clerk reminded all persons present that the meeting was being Audio recorded for the purpose of enabling the effective and accurate completion of the Minutes of the meeting, in the same manner to a full meeting. He confirmed that the meeting was Quorate with 6 Members present.

There were no members of the public present, however the meeting agenda and summons had been published on the Town Council's website, and it was briefed to members of the public at the full council meeting on Wednesday 25th February 2026.

Apologies for Absence

Apologies had been received by the Clerk from each of those members not present and these were noted.

2. Nomination and Election of Chair for the meeting

As the Chair of the Council was present, this item was not required.

3. Declarations of Interest and Dispensations

The Chair asked Councillors whether they had any Declarations of Interest to make. No Declarations were made and no requests for dispensations were received.

4. Public Participation (Open Forum)

As there were no members of the public present, this item was not required.

5. Finance and Governance

a) To note the report circulated by the Clerk regarding the appointment of an Independent Audit

The Clerk expanded upon his written report that had been circulated to all members electronically, explaining the legal requirement and making his recommendation regarding the acceptance of the Quotation received. All members present declared that they had read the report, and it was Noted by the Town Council.

b) To consider and resolve the motion:

Proposal: Council to appoint JDH Business Services Ltd as Internal Auditor for Lytham Town Council for the financial year 2025/26.

Moved by: Cllr Newell. **Seconded:** Cllr Blackshaw

Decision - Agreed Unanimously

[Decision Item 10/2026](#)

❖ **Legal Basis:** Accounts and Audit Regulations 2015 (SI 2015/234); Local Government Act 1972 s151. Financial Regulations: Section 3.7

6. Date, Time & Location of Next Meeting

• Wednesday 25th March 2026

6:30pm

Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP

The Chair thanked all persons present and closed the meeting at 10:40am.

The chair of this meeting believes that the minutes of the extraordinary meeting of Lytham Town Council held on 2nd March 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair

DRAFT