

Lytham Town Council

c/o Lytham Institute, 27 Clifton Street, Lytham, Lancashire. FY8 5EP
 Clerk@lythamtowncouncil.gov.uk | www.lythamtowncouncil.gov.uk

ANNUAL MEETING OF THE COUNCIL

**Wednesday 6 May 2026, 6:30pm | Lytham Institute, 27 Clifton Street,
 Lytham, FY8 5EP**

Chair: Cllr Simon Newell | Clerk & RFO: Mr Luke Russell MA

To all Members of Lytham Town Council:

You are hereby summoned to attend the Annual Meeting of Lytham Town Council to be held on Wednesday 6 May 2026 at 6:30pm at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

Statutory Note – Annual Meeting

Under s.15(1) of the Local Government Act 1972, the election of the Chair must be the first business transacted at the Annual Meeting. The Council is not lawfully constituted until the Chair has been elected. This meeting also provides the opportunity to review and renew governance arrangements for the 2026/27 municipal year.

No.	Agenda Item	Decision?	Lead
ELECTION OF OFFICERS			
1.	<p>Election of Chair of the Council (2026/27)</p> <p>The outgoing Chair will preside for this item only (s.15, Local Government Act 1972). The Clerk will invite nominations from the floor. Each nomination must be proposed and seconded by a member of the Council.</p> <p>Where there is only one nomination, the Chair may put a single resolution: “That Councillor [X] be elected Chair of the Council for 2026/27.”</p> <p>Where there are two or more nominations, each candidate will be put to a separate vote by show of hands in turn (or by ballot if the Council so resolves). The candidate receiving the most votes is elected. In the event of a tie, the outgoing Chair has a casting vote (s.15(3)).</p> <p>Following election, the new Chair signs their Declaration of Acceptance of Office (statutory prescribed form) before taking the Chair.</p>	Decision	Outgoing Chair / Clerk
1a.	<p>Declaration of Acceptance of Office – Chair</p> <p>The newly elected Chair to sign their Declaration of Acceptance of Office before presiding over the remainder of the meeting.</p>	Decision	New Chair / Clerk
2.	<p>Election of Vice-Chair (2026/27)</p>	Decision	Chair / Clerk

No.	Agenda Item	Decision?	Lead
	The newly elected Chair will invite nominations for Vice-Chair. The same nomination and voting procedure as Item 1 applies. Note: The Vice-Chair is not a statutory requirement, but is strongly recommended as good practice to cover the Chair's absence.		
2a.	Declaration of Acceptance of Office – Vice-Chair The newly elected Vice-Chair to sign their Declaration of Acceptance of Office.	Decision	Vice-Chair / Clerk
PROCEDURAL MATTERS			
3.	Apologies for Absence The Clerk to report apologies for absence received from Members.		Clerk
4.	Declarations of Pecuniary and Other Interests Members to declare any Disclosable Pecuniary Interests or Other Registerable Interests in items on this agenda, in accordance with the Council's adopted Code of Conduct.		Members
5.	Public Participation (Open Forum) Residents may raise matters relating to items on this agenda. The Chair may limit individual speakers to 3 minutes. The session will normally be limited to 15 minutes in total, though the Chair may extend this at their discretion. No decisions will be taken during this session.		Chair
6.	Approval of Minutes To confirm and approve the minutes of the Full Council Meeting held on Wednesday 29 April 2026 as a true and accurate record.	Decision	Members
COUNCIL'S FIRST YEAR REVIEW			
7.	Review of the Council's First Year (May 2025 - April 2026) To receive a report from the Clerk and/or outgoing Chair reflecting on the Council's first year of operation, including key achievements, challenges, and lessons learned. The report will be noted by the Council and forms part of the formal record. It is also recommended that a summary is made available to the public via the website.	To Note	Clerk / Chair

No.	Agenda Item	Decision?	Lead
ANNUAL GOVERNANCE REVIEW			
8.	<p>Review and Re-adoption of Standing Orders</p> <p>To review the Council’s Standing Orders and resolve to adopt them, with or without amendments, for the 2026/27 municipal year.</p> <p>Note: Any proposed amendments will be circulated to members with the agenda papers.</p>	Decision	Clerk
9.	<p>Review and Re-adoption of Financial Regulations</p> <p>To review the Council’s Financial Regulations and resolve to adopt them, with or without amendments, for 2026/27.</p>	Decision	Clerk
10.	<p>Review and Re-adoption of Code of Conduct</p> <p>To review the Council’s adopted Code of Conduct and confirm its continued adoption, or adopt any revised version issued by Fylde Borough Council / NALC.</p>	Decision	Clerk
11.	<p>Risk Register</p> <p>To review and approve the updated Risk Register for 2026/27.</p>	Decision	Clerk
12.	<p>Internal Financial Controls</p> <p>To review and confirm that internal financial controls remain adequate and appropriate for the Council’s activities.</p>	Decision	Clerk / RFO
13.	<p>Asset Register</p> <p>To review and approve the current Asset Register.</p>	Decision	Clerk / RFO
14.	<p>Insurance Arrangements</p> <p>To review and confirm the adequacy of the Council’s insurance arrangements, including public liability, employer’s liability, and fidelity guarantee cover.</p>	Decision	Clerk
15.	<p>Review of Delegation Arrangements</p> <p>To review and confirm existing delegation arrangements to the Clerk and any sub-delegations, ensuring they remain appropriate for 2026/27.</p>	Decision	Clerk
16.	<p>General Power of Competence (if applicable)</p> <p>To confirm whether the Council meets the eligibility criteria under the Localism Act 2011 (s.1) and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, and if so, to formally resolve to adopt the General Power of Competence for 2026/27.</p>	Not applicable at this time.	Clerk

No.	Agenda Item	Decision?	Lead
	Criteria: (a) at least two-thirds of councillors were elected at an election (not co-opted); (b) the Clerk holds a relevant qualification. Include only if both criteria are met.	The Clerk does not yet hold the relevant qualification	
COUNCIL STRUCTURE & APPOINTMENTS			
17.	<p>Review of Council Structure – Committees and Working Groups</p> <p>To review the Council’s committee structure and resolve:</p> <ul style="list-style-type: none"> • Whether to continue, amend or dissolve existing committees and their Terms of Reference • Whether to continue, amend or dissolve existing working groups • Governance arrangements for any new committees or working groups proposed for 2026/27 	Decision	Chair / Clerk
18.	<p>Appointment of Committee Members (2026/27)</p> <p>To appoint Members to serve on each committee for the 2026/27 municipal year, and to note the arrangements for election of Committee Chairs at first committee meetings following this Annual Meeting.</p>	Decision	Members
19.	<p>Appointment of Representatives to Outside Bodies</p> <p>To appoint named Council representatives to serve on outside bodies for 2026/27, as listed in the schedule accompanying this agenda.</p>	Decision	Members
ORDINARY COUNCIL BUSINESS			
20.	<p>Acceptable Standards of Behaviour in Communication Policy</p> <p>To discuss and consider the opportunities around clarification of expectations and standards relating to the Council’s internal communications between members and officers</p>		Members & Clerk
21.	<p>Development Monies for Lytham held by Fylde Council</p> <p>To discuss, consider and resolve the issues relating to funding held by Fylde Council for use on the regeneration and development of Lytham Town (and Lytham Wards) and agree a next steps.</p>	Decision	Members

No.	Agenda Item	Decision?	Lead
FORWARD PLANNING			
22.	<p>Calendar of Meetings (2026/27) To approve the schedule of Full Council and committee meetings for the 2026/27 municipal year.</p>	Decision	Clerk
23.	<p>Annual Town Meeting – 27 May 2026 - DATE CHANGE To note that the Annual Town/Parish Meeting will be held on Wednesday 27 May 2026, as required under Schedule 12, Part III of the Local Government Act 1972, and to receive any preparatory updates. Note: The Annual Town Meeting is a meeting of the local electorate – it is NOT a council meeting. It must be held between 1 March and 1 June each year.</p>	To Note	Clerk
24.	<p>Date of Next Ordinary Meeting To note that the next Full Council Meeting is scheduled for Wednesday 10 June 2026 at 6:30pm, Lytham Institute.</p>	To Note	Clerk

Signed:



C-RFO

Mr Luke Russell MA

Clerk & Responsible Financial Officer, Lytham Town Council

Date: 30th April 2026

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