

# Lytham Town Council

c/o Lytham Institute, 27 Clifton Street, Lytham, Lancashire. FY8 5EP

## ANNUAL TOWN MEETING

**Wednesday 13 May 2026, 7:00pm | Lytham Institute, 27 Clifton Street, Lytham, FY8 5EP**

Chair: Cllr Suzanne Bramall | Clerk: Mr Luke Russell MA

**IMPORTANT NOTICE:** This is the Annual Town Meeting – a meeting of local government electors for the parish of Lytham, held under Schedule 12, Part III of the Local Government Act 1972. It is NOT a meeting of the Town Council. All registered electors of Lytham are entitled to attend, speak and vote. The press are welcome. Non-electors may attend but may not speak or vote. Voting is by show of hands of electors present.

### Notice of Annual Town Meeting

Notice is hereby given that the Annual Town Meeting of the registered electors of Lytham will be held on Wednesday 27<sup>th</sup> May 2026 at 6:30pm at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

This meeting is convened by the Chair of Lytham Town Council in accordance with Schedule 12, Part III, paragraph 14(1) of the Local Government Act 1972. Notice was given at least 7 clear days before the date of the meeting.

Signed: Cllr Suzanne Bramall

Date: Saturday 16<sup>th</sup> May 2026

Clerk in attendance: Mr Luke Russell MA, Clerk & RFO

No.	Agenda Item	Lead
<b>OPENING FORMALITIES</b>		
1.	<p><b>Welcome and Introduction</b></p> <p>The Chair of the Town Council welcomes attendees and formally opens the meeting.</p> <p>The Chair confirms the notice date and that the meeting has been properly convened under Schedule 12, LGA 1972.</p>	Chair
2.	<p><b>Audio Recording Notice and Health &amp; Safety</b></p> <p>The Clerk to advise whether the meeting is being recorded, and to give any necessary health and safety announcements (fire exits, evacuation procedure).</p>	Clerk
3.	<p><b>Attendance and Apologies</b></p> <p>The Clerk to note those present and record any apologies received. Attendees are asked to sign the attendance register.</p> <p>Note: The attendance register will be compared to the Electoral Roll to ensure those with eligibility to speak and vote are noted.</p> <p>Councillors attending do so as electors – not in their capacity as councillors.</p>	Clerk
4.	<p><b>Approval of Minutes of the Previous Annual Town Meeting</b></p> <p>To receive and approve the minutes of the Annual Town Meeting held on [date of previous meeting, if applicable].</p> <p>Note: As this is the Council’s first full year, if no previous Annual Town Meeting has been held, this item should be noted accordingly.</p>	Chair
5.	<p><b>Declarations of Interest</b></p> <p>Any <b>elector</b> who considers they have an interest in any agenda item may declare it at this point.</p>	Chair

No.	Agenda Item	Lead
<b>REPORTS &amp; PRESENTATIONS</b>		
6.	<p><b>Chair’s Annual Report – Lytham Town Council 2025/26</b></p> <p>The Chair to present a report on the activities, achievements, and challenges of Lytham Town Council during its first year of operation (May 2025 - April 2026).</p> <p>This is the principal item of the Annual Town Meeting. The report should cover:</p> <ul style="list-style-type: none"> <li>• The establishment and set-up of the Council</li> <li>• Key decisions taken and actions delivered</li> <li>• Community engagement and partnership activity</li> <li>• Financial overview (provisional, subject to audit)</li> <li>• Plans and priorities for 2026/27</li> </ul>	Chair
7.	<p><b>Clerk’s Report</b></p> <p>The Clerk to provide a brief operational report, covering staffing, administration, and governance matters.</p>	Clerk
8.	<p><b>Financial Report (Provisional)</b></p> <p>The Clerk/RFO to present a brief summary of the Council’s income and expenditure for 2025/26. Figures are provisional and subject to external audit.</p> <p>Note: A full statement of accounts will be available for public inspection during the Exercise of Public Rights period (see Item 9 of the Annual Council Meeting, 6 May 2026).</p>	Clerk / RFO
9.	<p><b>Community Grant Awards 2025/26</b></p> <p>Where the Council has made community grants, including under the powers of s.137 LGA 1972 or the General Power of Competence, recipients may be invited to give a brief report on how funds have been / will be used.</p> <p>This item reinforces transparency and community engagement.</p>	Chair / Clerk
10.	<p><b>Reports from Local Organisations and Guest Speakers</b></p> <p>The Chair may invite representatives of local organisations, charities, or community groups to give a brief update (typically 5 minutes each) should they wish</p> <p>Invitees for 2026:</p> <ul style="list-style-type: none"> <li>• Lytham Business Partnership - Suzanne Taylor</li> <li>• Royal British Legion</li> </ul>	Chair / Clerk
<b>COMMUNITY MATTERS</b>		
11.	<p><b>Questions and Comments from Electors</b></p> <p>Registered electors may raise questions or comments on any matter relating to the parish of Lytham or the work of the Town Council.</p> <p>The Chair may limit individual contributions to 3 minutes. No formal decisions are expected under this item, but the Council may undertake to consider matters raised at a future meeting.</p>	Chair
12.	<p><b>Local Issues and Community Priorities</b></p> <p>Opportunity for electors to raise specific local issues or suggest priorities for the Council to consider in 2026/27.</p>	Chair / Clerk

No.	Agenda Item	Lead
	<p>Examples may include: environment and green spaces, transport and highways, events and community activities, planning and heritage, community safety.</p> <p>The Clerk will note matters raised and report them to the next Full Council meeting.</p>	
<b>CLOSE</b>		
13.	<p><b>Any Other Business (for information only)</b></p> <p>Electors may raise additional items for information only. No decisions may be taken under this heading.</p>	Chair
14.	<p><b>Date of Next Annual Town Meeting</b></p> <p>To note that the next Annual Town Meeting will be held in spring 2027 (date to be confirmed). The meeting must be held between 1 March and 1 June 2027.</p>	Clerk
15.	<p><b>Close of Meeting</b></p> <p>The Chair to formally close the Annual Town Meeting.</p>	Chair

This notice is published on the Council’s website at [www.lythamtowncouncil.gov.uk](http://www.lythamtowncouncil.gov.uk) and on the Council’s noticeboard at the Lytham Institute. All registered electors of Lytham are welcome to attend.