



Lytham Town Council

Minutes - Community Grants, Honours and Awards Committee

Wednesday 22nd April 2026

Minutes of the Council Meeting held:

Wednesday 22nd April 2026, at 9.00am at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Simon Newell (Chair of the Council), Edward Cook, Mark Bamforth, Hilary Warburton & Suzanne Bramall (arrived for item 6)

Apologies received: Nil

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 opened the meeting at 9:11am and welcomed Council Members to the meeting and explained as this was the inaugural meeting of this standing committee, arising as a result of the previous Full Council meeting decision to merge the Community Grant Scheme function into the remit of the Honours and Awards Committee

The Clerk confirmed that the meeting was Quorate with 3 nominated Members present and that Cllr Newell was present as the Chair of the Council ex-officio.

There were no members of the public present, however the meeting agenda and summons had been published on the Town Council's website.

The meeting was digitally audio recorded in line with Council policy to enable accurate completion of the minutes. There were no apologies received.

2. Nomination and Election of Chair and Vice Chair of the Committee

In the absence of a Chair, the Clerk invited nominations from the floor.

Proposal: To nominate Cllr Cook as Chair.

Moved by: Cllr Bamforth. **Seconded:** Cllr Warburton

The Clerk confirmed with Cllr Cook that he would accept the nomination.

Decision - Agreed Unanimously

[Decision Item CGHA Comm /001/2026](#)

Members discussed and considered that the small number of Councillors in this committee negated the necessity to elect a Vice Chair

Cllr Cook then Chaired the remainder of the Committee meeting.

3. Declarations of Interest and Dispensations

The Chair asked Councillors whether they had any Declarations of Interest to make.

Cllr Newell declared that he knew one of the applicants for the Community Grant Scheme personally, Mr Ian Brierley, but that he was not connected with the group that the application related to.

Cllr Bamforth declared that he had previously visited the Community Workshop Lytham CIC in his role as a Fylde Councillor together with Cllr Farrington, but he had not personal connection with the group.

These declarations were noted.

4. Minutes of the Previous Meeting of the Committee

It was noted that as this was the first meeting of the Committee, there were no previous minutes.

5. Governance Statement

It was **noted** the Committee's delegated authority as a recommending committee was set out in Standing Orders and the Council's governance framework. The Clerk explained that the role of the committee was to consider the applications under the Community Grants Scheme and also for Honours & Awards, however their decision making was to then make a recommendation to Full Council which was the final decision-making body.

6. Terms of Reference for the Committee

The committee received and discussed the Draft Terms of Reference. It also explicitly considered whether the Chair of the Council in attending ex-officio would have voting rights and count towards the quorate numbers or not.

The Committee asked the Clerk for his professional opinion, and the Clerk explained that in their view, as the Committee was small in total numbers - in factoring issues such as holiday and sickness time, together with the foreseeable likelihood that a Committee member

might have to declare an interest in a community group or an individual - then having the Chair of the Council able to have voting rights and count towards quorum numbers would be an preferable position in terms of creating resilience.

Proposal: That this committee accepted and agreed the Terms of Reference, with the Chair of the Council being able to attend ex-officio and would have full voting rights and would count towards the quorum numbers.

Moved by: Cllr Bamforth. **Seconded:** Cllr Warburton

Decision - Agreed Unanimously

Decision Item CGHA Comm /002/2026

7. Public Participation (Open Forum)

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

8. Review of Committee Work Programme / Priorities

The Committee discussed their programme for work.

It was decided that they would operate in accordance with the Terms of Reference for meeting frequency - twice yearly - however if there was a necessity an additional meeting could be called sooner

9. Closed Session

The committee had a detailed discussion as to whether the remainder of the meeting meets the requirements to be held as a Closed Meeting in accordance with Schedule 12A of the Local Government Act 1972 and Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

They considered the checklist within the Terms of Reference document and whilst it was considered that the meeting could lawfully be resolved to be made Closed, Cllr Newell stated that his preference would be to see the meetings held as open and transparently as possible and should only be made Closed where absolutely necessary. He explained from his previous working experience how this could be achieved to discuss a single point or matter.

There was no proposal made to make the meeting Closed, and as such it continued as an Open meeting.

10. Community Grant Applications

The Council considered Community Grant Application LTC-G-(2025_26)-001 submitted by Mr Ian Brierley on behalf of Community Workshop Lytham CIC. The application was for a grant under Type A of £500 towards a combined budgeted programme of work.

The Clerk explained his triage process and stated his assessment was that the application was Eligible under the scheme for consideration. The committee discussed the application, recognising the benefits of Community Workshop Lytham on a community cohesion & wellbeing level as well as the items fabricated. They worked through the scoring matrix and concluded that this application was supported and would be recommended to Council for approval.

Next, the Council considered Community Grant Application LTC-G-(2025_26)-002 submitted by Christine Bentley on behalf of the Friends of Lytham Railway. The application was for a grant under Type A of £450 towards the cost of tools, health & safety compliant high-visibility vests and sundries.

The Clerk explained his triage process and stated his assessment was that the application was Eligible under the scheme for consideration. In discussion, the Committee was uncertain if items had already been purchased and whether this might amount to a retrospective application which, under the agreed Scheme, would be ineligible. The Committee felt that they had insufficient information with which to

make a conclusion on this application, and they agreed to defer this to a future meeting and tasked the Clerk with liaising with the applicant to seek additional information. It was discussed that an extraordinary meeting could be held at reasonably short notice (subject to the clear 72-hour rule of notification) to reconsider this application prior to the next council meeting on 29th April 2026.

11. Honour and Awards

The Committee held a detailed discussion about the types of awards and honours which might be available - including whether the Town Council could establish a local, civic award scheme. One consideration was to research whether a civic recognition evening event, similar to the recognition of Volunteers in Lytham might be possible.

The Committee tasked the Clerk with researching award and honour schemes in more detail and benchmarking whether other towns or parishes have established their own schemes.

12. Date, Time & Location of Next Committee Meeting

TBC for 6-months' time, unless there is a necessity to call a meeting sooner to consider issues

The meeting was closed at 10:11am

Declaration of Accuracy.

The chair of this meeting believes that the minutes of the extraordinary meeting of Lytham Town Council held on 22nd April 2026 are a correct record and are confirmed as an accurate record of the proceedings. This follows a resolution endorsing that accuracy, of the meeting of the Committee on Monday 27th July 2026.

Chair:

Date: