



Lytham Town Council

Minutes - Community Grants, Honours and Awards Committee

Monday 27th July 2026

Minutes of the Council Meeting held:

Monday 27th July 2026, at 10.00am at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Edward Cook (Chair of Committee), Mark Bamforth, Hilary Warburton & Brenda Blackshaw. Cllr Suzanne Bramall (Chair of the Council) arrived at 10:09am

Apologies received: Nil

Officers: Clerk / RFO

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

NB: The Clerk undertook a physical check outside of the building to see if any public were present and waiting.

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

The Clerk opened the meeting at 10.02am and confirmed that no members of the public were in attendance, noting that the agenda had been published in accordance with the statutory notice requirements. The Clerk confirmed that the meeting was being audio recorded. Cllr Cook, as Chair, took the meeting through the agenda.

2. Declarations of Interest and Dispensations

Cllr Blackshaw declared an interest in the application received from the Friends of Lytham Railway Station as she holds a role within the organising committee, however she is not the applicant herself. Cllr Blackshaw stated that she would not vote on this application. This was noted by the Chair.

3. Minutes of the Previous Meeting of the Committee

To consider and resolve the approval of the minutes for:

- Meeting of the Community Grants, Honours & Awards Committee held on Wednesday 22nd April 2026

Moved by: Cllr Cook (Chair). Seconded: Cllr Bamforth

Decision - Agreed unanimously

Cllr Cook signed the minutes as an accurate record.

Decision Item CGHA Comm /003/2026

4. Public Participation (Open Forum)

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

5. Community Grant Applications

To consider Community Grant applications against the approved scheme criteria and available budget, and to determine recommendations for full Council.

Reference Number	Applicant Group	Amount
a) LTC-G-(2025_26)-002:	Friends of Lytham Railway Station:	£450

The Clerk reminded Members that this application had been deferred at the previous meeting pending further information from the applicant and confirmed that the requested information had since been received and circulated to Members ahead of the meeting. Cllr Warburton noted that, while the additional information provided helpful detail on how funds would be spent, she would have preferred to see supporting invoices or receipts from the hardware shop referenced in the application. She observed that this was a shortcoming shared by a number of applications considered by the Committee.

Resolved: To recommend to Full Council that this award is made to the full sum sought:

Moved by: Cllr Cook (Chair). Seconded: Cllr Bamforth

Decision - Agreed unanimously (with Cllr Blackshaw abstaining)

Decision Item CGHA Comm /004/2026

Reference Number	Applicant Group	Amount
b) LTC-G-(2026_27)-001	Lytham Dementia Sing-Along Group:	£480

The Clerk explained that this was an initial application from the group, requesting funding to purchase advertising space in The Local List to raise awareness of the group and encourage new members to attend.

The Chair advised that he had since spoken to Mr David Thorley at The Local List, who had indicated he would be willing to provide the advertising space free of charge, meaning the group's advertising need could potentially be met without cost to the Council.

Members discussed how to proceed given this development. It was agreed that it would be premature to refuse the grant on this basis alone, and that the appropriate course of action was to suspend the decision to allow the Clerk to liaise directly with the applicant (Karen Donnelly) and Mr Thorley, to establish whether the advertising could be secured free of charge and whether the group might therefore wish to withdraw or amend their application.

Members further agreed, by way of a second resolution, that in the event the free advertising could not be arranged, the Committee's support for the £480 grant would stand, so as to avoid the need for a further decision at a future meeting.

Resolved: That the decision on this application be deferred pending the Chair and / or Clerk's investigation into the availability of free advertising space, and that, should this not be secured, the grant of £480 be recommended to Council.

Moved by: Cllr Cook (Chair). Seconded: Cllr Bramall

Decision - Agreed unanimously

Decision Item CGHA Comm /005/2026

Reference Number	Applicant Group	Amount
c) LTC-G-(2026_27)-002	Lowther Pavilion Theatre Volunteers:	£1,980

Members considered the application from Lowther Pavilion Theatre Volunteers for £1,980 towards a volunteer management IT platform. Several Members expressed concern that the application did not provide sufficient detail to justify the amount requested, including a breakdown of what the costs covered, evidence that alternative or lower-cost systems had been considered, and information on data ownership and exit arrangements should the contract end. Members also noted that the applicant charity's own financial position, as published by the Charity Commission, indicated significant income, and questioned whether this should be a relevant factor in assessing the application.

It was agreed that the Clerk would write to the applicant seeking further information, including details of alternative systems considered, quotes obtained, and a clearer justification for the proposed cost, before the application is brought back to Committee.

Resolved: That consideration of this application be **deferred**, and that the Clerk write to the applicant requesting further supporting information.

Reference Number	Applicant Group	Amount
d) LTC-G-(2026_27)-003	Parish of J C Lytham: St. John the Divine & St. Cuthbert Church	£2,000

Cllr Cook declared that he was acquainted with the applicant but confirmed he had no pecuniary or other registrable interest in the application.

Members considered an application from the Parish for a contribution of £2,000 towards the repair of the church clock, at a total cost of approximately £6,500 plus VAT. The Parish had confirmed that £800 had already been raised locally, with the remainder to be met through a combination of church funds, pledged donations, and grant funding.

Members were supportive in principle of the application, recognising the clock as a heritage asset and local landmark. However, a number of Members felt that, before committing Council funds, the applicant should be encouraged to explore other potential funding sources, including the Church of England's Church Care Turret Clock Grant scheme, Fylde Borough Council's Community Project Fund, and Lytham Town Trust, with a view to match funding rather than the Council meeting the request in full.

It was also noted that, given the Council's grant scheme is newly established and whilst it does currently place an upper limit on individual awards (Type A and Type B), care should be taken to ensure consistency and fairness in how applications of this size are assessed against smaller requests.

Members agreed that the Clerk should discuss the application further with the applicant, including the availability of alternative or match funding, before a recommendation is brought back to Committee.

Resolved: That consideration of this application be **deferred**, and that the Clerk liaise with the applicant regarding alternative and match funding options.

NB: Clerk's Note - in addition to agenda item business:

In the course of considering the grant applications at this meeting, particularly the applications from Lowther Pavilion Theatre Volunteers and the Parish of Lytham St. John the Divine & St. Cuthbert, Members identified a number of points relating to the operation of the Community Grants scheme which fall outside the scope of individual application decisions but are recorded here for future reference.

Members noted that the Grants Policy does not currently make clear whether the Clerk's role in processing applications is limited to triage (checking completeness and eligibility against the scheme criteria) or extends to a more detailed investigative assessment ahead of Committee consideration. Members felt that greater clarity on this point, along with a more robust application form requiring applicants to evidence how costs have been calculated and what alternatives have been considered, would help the Committee reach decisions more efficiently and reduce the need for applications to be deferred for further information.

Members also discussed, informally, the possibility of moving to a fixed twice-yearly review cycle for grant applications, rather than considering them on an ongoing basis, as a way of managing the Committee's time and ensuring fairer comparison between applications. This was raised as an option for future consideration rather than a decision of the Committee. It was recognised that in this first year of operation, no overall budget has been agreed by Council for the Community Grant Scheme - although appreciated that the first year would provide a benchmark for assessing future demand.

Given that this is a newly established scheme, with four applications considered to date, the Clerk considers it would be prudent for the Grants Policy to be reviewed within the next six to twelve months, in light of the operational experience gained, rather than waiting for the standard policy review cycle.

Note ends.

6. Honour and Awards

The Committee was updated that no proposals yet received from the public nor had been researched within the Council.

7. Date, Time & Location of Next Committee Meeting

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

The meeting was closed at 11:13am

Declaration of Accuracy.

The chair of this meeting believes that the minutes of the meeting of the Community Grants, Honours and Awards Committee held on 27th July 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 ...

Chair:

Date: