Lytham Town Council

Minutes - Extraordinary Council Meeting – Monday 13th April 2026

Minutes of the Council Meeting held:
Monday 13th April 2026, at 9.30am at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Simon Newell (Chair), Edward Cook, Suzanne Bramall, Mark Bamforth & Anne Aitken.
Apologies received: Councillors Amy Barnes, Kelly Farrington, Cath Powell, Hilary Warburton, Brenda Blackshaw
Officers: Clerk / RFO
Members of the Public: No members of the public were present.

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

The Chair opened the meeting at 9:43am and welcomed Council Members to the meeting and explained that the purpose of the meeting was to consider the statement of accounts and authorise the completion of Section 2 of the Annual Governance & Accountability Return (AGAR) form, in order to enable the completion of the Internal Audit of the Council.

The Chair 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.

The Clerk confirmed that the meeting was Quorate with 5 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

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 end of financial year Statement of Accounts

The Clerk stated that he had circulated by email the Statement of End of Year Accounts and sought comments and questions. He also explained that he had submitted a VAT reclaim for just over £1,400.

Cllr Cook asked for confirmation about what had been spent since the establishment of the Council – and the Clerk confirmed the sum of expenditure and also the level of reserves, together with the total cash value of the bank account. He also identified that the first 50% precept payment had been received from the Principal Authority (Fylde Council). Consequently, the total balance level on the 13th April was over £112,000.

b) To consider and resolve the motion:

Proposal: To approve the completion of the Annual Governance and Accountability Return (AGAR) Form 3, Section 2 – Accounting Statements.

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

Decision – Agreed Unanimously **Decision Item 19/2026**

❖ **Legal Basis:** Accounts and Audit Regulations 2015 (SI 2015/234); Local Government Act 1972 s151. Financial Regulations: Section 3.

6. Date, Time & Location of Next Meeting

- Wednesday 29th April 2026
  6:30pm
  Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP

The Chair thanked all persons present and closed the meeting at 9:58am.

The chair of this meeting believes that the minutes of the extraordinary meeting of Lytham Town Council held on 13th April 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair