**Lytham Parish Council**

**Minutes of Lytham Parish Council full council meeting held on Tuesday 27th May 2025 at 6.30pm at the Lytham Institute, Lytham.**

**Present:** Cllr A Aitken, Cllr M Bamforth, Cllr A Barnes, Cllr B Blackshaw, Cllr S Bramall, Cllr E Cook, Cllr K Farrington, Cllr S Newell, Cllr C Powell, Cllr H Warburton.

Interim Clerk – Gill Flynn.

Two members of the public.

**12/25 Apologies for absence.**

None.

**13/25 Declarations of interest and dispensation considerations.**

None.

**14/25 To approve the minutes of the meeting held on 14th May 2025.**

It was resolved that the minutes are approved and signed by the Chair.

**15/25 Public participation**

The Lytham Institute representative thanked the Parish Council for using the building for room hire.

**16/25 Financial items.**

**5.1 To consider and approve the following payment.**

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| --- | --- | --- | --- |
| BACS | Fylde Borough Council | Election recharges | £3,750.00 |

The Parish Council requested that the Clerk query the charges with Fylde Borough Council before payment is made.

**5.2 To consider and approve the purchase of a laptop, mobile and stationery for the Clerk’s office.**

It was resolved that a budget of up to £1000 be approved for the purchases. The clerk will circulate the information on the equipment before purchasing.

**5.3 To consider and approve the costs for a Parish Council website and emails accounts for Councillors and the Clerk.**

It was resolved to proceed with EasyWebsites to create, host and manage the Parish Council website and emails. Cllr Farrington and the Clerk will liaise with EasyWebsites to upload content. The clerk will request a presentation from EasyWebsites for Councillors.

**5.4 To consider the draft budget for 2025/2026.**

The first draft of the budget was approved.

**5.5 To consider the update on the new Parish Council bank account.**

The Clerk has opened an account and added all the signatories. Once the documentation is uploaded it will take 10-14 days to complete.

**5.6 To approve the monthly salary payment by BACS to the interim clerk on the 14th of every month.**

It was resolved to approve the salary payment to the Clerk.

**17/25 Consider and approve the production of a Lytham Town map.**

This item was moved to the end of the meeting but was not discussed.

**18/25 Consider and approve a priority list of works for the Parish Council.**

The Parish Council resolved to hold a public consultation on Planning & Licensing as a priority issue for Lytham. The proposed date is Tuesday 17th June 2025.

Councillors will contact and invite the following:

Police – Cllr Newell

Licensees – Cllr Blackshaw

Pub Watch – Cllr Newell

Doormen – Cllr Aitken & Cllr Powell

FBC licensing – Cllr Newell

The Parish Council will consider creating Committees for the following:

* Planning & Licensing - priority
* Policing, crime & anti- social behaviour – priority
* Community engagement – Lytham residents, businesses and Fylde Borough Council – priority
* Town & business promotion – to be placed under Community engagement organisation
* Town infrastructure, cleaning, repair & maintenance – priority

The following items will be discussed as individual agenda items:

* Title of the council – to be carried to the next meeting
* Christmas tree and lights – to be carried to the next meeting

**19/25 Consider the advertisement for the Clerk’s vacancy, application deadline and interview schedule.**

Cllr Warburton will look at the first draft of the job description and personal specification. The Clerk will forward LALC contact details to Cllr Warburton.

**20/25 Date and time of next meetings.**

Wednesday 25th June at 6.30pm at the Lytham Institute.

Monday 28th July at 6.30pm at the Lytham Institute.

Wednesday 27th August at 6.30pm at the Lytham Institute.

Wednesday 24th September at 6.30pm at the Lytham Institute.

The meeting closed at 8.47pm.

Signed ………………………………………….. Date………………………………….