



Lytham Town Council

Report to: Full Council

Date: Wednesday 25th March 2026

From: Clerk / Responsible Financial Officer

Agenda Item: 7 (b)

Subject: Clerk / RFO's Report – Draft 2026/27 Budget

1. Purpose of Report

The purpose of this report is to provide a clear proposal to Council for Members' awareness and consideration regarding the 2026/27 budget.

2. Executive summary

The 2025/26 financial year did not represent a typical year of operation, as the Council was established in May 2025 and the Clerk was only appointed in September on a part-time basis after a short period with a Locum Clerk and then a period of vacancy in that role

The 2026/27 budget therefore represents the first full year of normalised activity, including a full-year staffing provision and the foreseeable addition of the Mythop Road allotments as a new asset with potential financial liabilities.

This draft budget is therefore to protect from Council from future shocks and demonstrate effective foresight and planning, and therefore good governance for the holding and management of public funds.

3. Income:

- Precept Grant £100,669
- Allotments Not yet known
- Grants Not yet known

4. Expenditure:

a) Staff Costs

Item	Budget
Clerk Salary	£26,300 [Based on mid-range LC2 plus foreseeable inflation - 0.67 FTE*]
Employer NI	£2,500
Pension Employer	£5,000
Expenses / Payroll	£600
Total	£34,400

b) Administration

Item	Budget
Scribe accounts	£900
Insurance	£500
Bank Charges	£100
Website / IT	£800
Office Equipment	£500
Room Hire	£1,500
Misc Admin	£300
Subtotal	£4,600

c) Engagement & Community

Item	Budget
Newsletter x 2	£2,000
Volunteers Event	£5,000
Christmas Events	£1,500
Noticeboards	£2,000
Grants Scheme	£2,000 - £5,000
Branding / Promo	£500
Subtotal	£13,000 - £16,000

d) Training

Item	Budget
Clerk Training	£1,000
Councillor Training	£1,250
Subtotal	£2,250

e) Allotments (NEW - in anticipation of decision)

Item	Budget
Maintenance	£2,000
Water / Utilities	£1,000
Repairs contingency	£2,000
Subtotal	£5,000

TOTAL EXPENDITURE £59,250 - £62,250 61.8% of Precept Grant

5. Reserves Strategy:

- **General Reserves** - Move additional £10,000 to general reserves.
This would bring General Reserves to **£33,968.75** 33.7% of Precept Grant

- **Earmarked Reserves**
 - i. Allotment Contingency - Move additional **£10,000** to EMR to add to £1,500 already proposed.
The Allotments will be an asset, but may have future issues which Council needs to be prudent of.
 - ii. Clifton Street Lighting - Banners and Christmas Lighting - Move additional **£10,000** to this EMR
The costs of additional banners, flower planters and Christmas Lighting will need resourcing.
These items (with the exception of the planting materials for the planters) will be multi-year investments.

TOTAL ALLOCATION £30,000 29.8% of Precept Grant

TOTAL PROPOSED COMMITMENT £89,250 - 92,250 88.7 - 91.6% of Precept Grant

This allows a flexibility within the budget of £8,418 to 11,419, which will provide for short notice items, variability in costing and as a healthy, working, contingency. This amounts to between 8.4 - 11.3% of Precept Grant.

Recommendations / motions:

1. That Council notes this Clerk / RFO's Draft budget for 2026/27 report
2. That Council approves the Draft Budget for 2026/27.

Signed:



C - RFO

Luke Russell

Clerk / RFO

Friday 20th March 2026

Appendix A - Payments List to 11/01/2026 from 19/11/2025

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
39	30.11.2025	£6.00	£0.00	£6.00	02.01.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
38	31.12.2025	£6.00	£0.00	£6.00	02.01.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
37	02.01.2026	£52.00	£10.40	£62.40	02.01.2026	Scribe Accounts	Scribe Accounts	Unity Bank		
36	02.01.2026	£52.80	£10.56	£63.36	02.01.2026	Website & Email provision	Easy Websites	Unity Bank		
35	29.12.2025	£64.68	£12.94	£77.62	02.01.2026	Reimbursement to Councillor	Brenda Blackshaw (Cllr)	Unity Bank		October 2025 Agenda Item 9/4
34	29.12.2025	£1,427.17	£0.00	£1,427.17	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	December 2025	October 2025 - Agenda Item 9(2)
33	29.12.2025	£711.32	£0.00	£711.32	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	December 2025	October 2025 - Agenda Item 9(2)
32	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	November 2025	October 2025 - Agenda Item 9(2)
31	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	October 2025	October 2025 Agenda Item 9(2)
30	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	September 2025	October 2025 Agenda Item 9(2)
29	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	November 2025	October 2025 - Agenda Item 9(2)
28	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	October 2025	October 2025 - Agenda Item 9(2)
27	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	September 2025	October 2025 - Agenda Item 9(2)
26	01.12.2025	£52.00	£10.40	£62.40	02.01.2026	Scribe Accounts	Scribe Accounts	Unity Bank		
25	01.12.2025	£52.80	£10.56	£63.36	02.01.2026	Website & Email provision	Easy Websites	Unity Bank		
24	28.11.2025	£910.00	£182.00	£1,092.00	02.01.2026	Noticeboards	Links Signs and Graphics	Unity Bank		June 2025 Agenda Item 5
23	28.11.2025	£250.00	£50.00	£300.00	02.01.2026	Christmas Tree at Lytham Institute	T & C Laycock	Unity Bank		October 2025 Agenda Item 9/4
22	28.11.2025	£900.00	£0.00	£900.00	02.01.2026	Newsletter Issue 1 December 2025 4500 copies	Media Print	Unity Bank		October 2025 Agenda Item 9/3
21	24.11.2025	£1,500.00	£0.00	£1,500.00	02.01.2026	Contribution to TASC	Parish Council of Newton-with-Clifton	Unity Bank		October 2025 Agenda Item 8 Decision 7

Appendix B - Balance of Reserves to 11th January 2026

11 January 2026 (2025/26)

Lytham Town Council Reserves Balance 2025/26

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
General Reserves		23,968.75			23,968.75
Total Capital	0.00	23,968.75			23,968.75
Earmarked					
Election Reserve		15,000.00			15,000.00
NH Development Plan		5,000.00			5,000.00
Clifton St Lamp posts Banners :		2,500.00			2,500.00
Total Earmarked	0.00	22,500.00			22,500.00
TOTAL RESERVE		46,468.75			46,468.75
GENERAL FUND					28,312.08
TOTAL FUNDS					74,780.83