



## Lytham Town Council Full Council Meeting Agenda

To all members of Lytham Town Council, you are hereby summoned to attend the Council Meeting of the Town Council to be held on Wednesday 24<sup>th</sup> September 2025 at 6.30pm at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

Clerk: Mr Luke Russell

Chair: Cllr Simon Newell

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| <b>1. Welcome and Apologies for Absence</b> <ul style="list-style-type: none"> <li>• Clerk to confirm attendance.</li> <li>• Apologies received and accepted.</li> </ul>                                                                                                                                              | CRFO<br>CRFO |
| <b>2. Declarations of Interest and Dispensations</b> <ul style="list-style-type: none"> <li>• Councillors to declare any interests in agenda items.</li> <li>• Consideration of requests for dispensations.</li> </ul>                                                                                                | Cllrs        |
| <b>3. Approval of Minutes</b> <ul style="list-style-type: none"> <li>• To approve the minutes of the Full Council meeting held on Wednesday 27<sup>th</sup> August 2025.</li> </ul>                                                                                                                                   | Cllrs        |
| <b>4. Matters Arising / Action Points from Previous Meeting</b> <ul style="list-style-type: none"> <li>• Review of actions and matters not on the current agenda.</li> <li>• Risk management Policy - Schedule for October 2025</li> <li>• Town &amp; neighbourhood plan - Initial scoping by October 2025</li> </ul> | CRFO<br>CRFO |

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| <p><b>5. Public Participation (Open Forum)</b><br/>(Max 15 minutes, 3 minutes per speaker)</p> <ul style="list-style-type: none"> <li>• Members of the public may raise items with the Council.</li> </ul> <p>The Chair may limit a member of the public to 3 minutes of speaking to ensure the smooth running of the meeting. Overall, the section will typically be limited to 15 minutes although the Chair, may at their discretion, extend this.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Chair                                    |
| <p><b>6. Reports from Outside Bodies</b></p> <ul style="list-style-type: none"> <li>• Borough Councillor Report</li> <li>• County Councillor Report</li> <li>• Police/Community Safety Updates</li> <li>• County / Regional / National Bodies (eg LALC / NALC / SLCC)</li> <li>• Local Government Review in Lancashire - Update &amp; Survey</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CRFO<br>CRFO                             |
| <p><b>7. Governance &amp; Compliance</b><br/><b>Proposal: Council consider with a view to adoption at the October Council meeting the following Governance documents &amp; policies.</b><br/>(Matter was carried forward from previous, August, meeting)</p> <ol style="list-style-type: none"> <li>a) Standing Orders - NALC Model SOs March 2025 version - Localised</li> <li>b) Financial Regulations - NALC Model FRs March 2025 version - Localised</li> <li>c) Expenses and Allowances Policy - New Policy</li> <li>d) Scheme of Delegation - New Policy</li> </ol> <ul style="list-style-type: none"> <li>• Councillors Code of Conduct Training - video link sent 12/09/2025</li> <li>• Honours Committee</li> </ul> <p><b>Proposal: To establish and Honours Committee with Delegated Powers, subject to an agreed Terms of Reference, to make nominations for Honours for deserving individuals of Lytham on behalf of Lytham Town Council.</b></p> <p><b>NB:</b> The nature of Honours nominations are that they are discrete and not discussed publicly so the ToR would need to respect this position.</p> | CRFO                                     |
| <p><b>8. Community Engagement</b><br/>Update on Community Engagement activities inc Public Meetings &amp; Events</p> <ul style="list-style-type: none"> <li>• Lytham Business Partnership - feedback from meeting 09/09/25*</li> <li>• 29<sup>th</sup> September 2025 - Lytham Hall Park PTFA - Invitation to attend</li> <li>• 1<sup>st</sup> October 2025 - Car Parking &amp; Speeding Public Meeting @Lytham Institute. 6:30pm x 8:30pm</li> <li>• Remembrance Day 2025 Events - LTC representation</li> <li>• November 2025 - Voluntary Organisations in Lytham NEW DATE - 11<sup>th</sup> February 2025.</li> <li>• Update re scoping &amp; support for a Banking Hub</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | SB<br>AA<br><br>CP<br><br>SN<br>CP<br>SN |

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| <p><b>9. Finance</b></p> <ul style="list-style-type: none"> <li>• CRFO Update Statement (verbal briefing to Councillors)</li> </ul> <p>• Scribe Accounts system - Supporting paperwork circulated to Councillors<br/> <b>Proposal: Council considers and authorises the initial purchase cost and the monthly subscription fee which will be payable by Direct Debit</b></p> <ul style="list-style-type: none"> <li>• Clerk's salary and associated on costs (NI, HMRC Tax, Pension)<br/> <b>Proposal: To re-authorise the 27/05/2025 Council decision to pay the Salary - and associated On Costs - for the Clerk on a monthly basis. Decision to be reviewed at end of Financial Year 2025/26</b></li> </ul> <ul style="list-style-type: none"> <li>• Approval of monthly payments and receipts.</li> <li>• Bank reconciliation and budget monitoring.</li> <li>• Precept Setting and 2026/27 Budget Planning</li> </ul> | <p>CRFO</p> <p>CRFO</p> <p>CRFO</p> <p>CRFO<br/>CRFO<br/>CRFO</p> |
| <p><b>10. Planning</b></p> <ul style="list-style-type: none"> <li>• To consider new planning applications.</li> </ul> <p>A) 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF<br/> B) 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF *Listed Bldg Consent*<br/> C) 3 BANNISTER STREET LYTHAM LANCASHIRE FY8 5HQ<br/> D) CENTRAL AREA CLIFTON SQUARE LYTHAM ST ANNES - Temporary Change of Use to allow festive event with an Ice Rink and associated infrastructure.</p> <p><b>Proposal: Council considers and makes decision to Support, Object or Seek additional information</b></p> <ul style="list-style-type: none"> <li>• To note decisions made by the planning authority.</li> <li>• Cumulative Impact Assessment &amp; Policy</li> <li>• Updates on ongoing planning matters.</li> <li>• Update regarding Trees in Conservation Area</li> </ul>                                                                               | <p>Cllrs</p> <p>cfw</p>                                           |
| <p><b>11. Licensing</b></p> <ul style="list-style-type: none"> <li>• To consider new licensing applications.</li> </ul> <p>A) FOX AND PINE 3 HENRY STREET LYTHAM LANCASHIRE FY8 5LE<br/> <b>Proposal: Council considers and makes decision to provide Comment to the Licensing Authority.</b></p> <ul style="list-style-type: none"> <li>• To note decisions made by the licensing authority.</li> <li>• Updates on ongoing licensing matters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Cllrs</p>                                                      |
| <p><b>12. Environment</b></p> <ul style="list-style-type: none"> <li>• Updates regarding environmental issues</li> <li>• Windfarm - Meeting attended 08/09/2025</li> <li>• Liggard Brook - Letter to be written to Environment Agency</li> <li>• Update on Trees, Clifton Street</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>cfw</p> <p>SB<br/>AA<br/>CP</p>                                |

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| <b>11. Working Groups</b><br>Additional updates from working groups <ul style="list-style-type: none"> <li>• Planning / Police / Licensing WG<br/>Update on introductory meeting with Paul McKim (FBC Planning) 020925</li> <li>• Town Plan / Finance / Governance WG</li> <li>• Community Engagement / Tourism / Marketing WG</li> <li>• Environment / General Maintenance WG</li> </ul> | SN           |
| <b>11. Correspondence</b> <ul style="list-style-type: none"> <li>• Summary of relevant correspondence received.</li> <li>• Clerk to raise any urgent items.</li> </ul>                                                                                                                                                                                                                    | CRFO<br>CRFO |
| <b>12. Items for Next Agenda</b> <ul style="list-style-type: none"> <li>• Councillors to request topics for inclusion in the next meeting.</li> </ul>                                                                                                                                                                                                                                     |              |
| <b>13. Date and Time of Next Meeting</b> <ul style="list-style-type: none"> <li>• Wednesday 29<sup>th</sup> October 2025. 6:30pm</li> </ul>                                                                                                                                                                                                                                               |              |

  
C-RFO

Clerk's Signature:

Date: Tuesday 15<sup>th</sup> September 2025



## **Lytham Town Council Minutes**

**27.8.25 at 18.30 Lytham Institute**

*Please note this is a summary and not a transcript, 60 members of the public in attendance*

**Present:** Chair – Cllr Simon Newell, Cllr Anne Aitken, Cllr Mark Bamforth, Cllr Barnes, Cllr Suzanne Bramall, Cllr Edward Cook, Cllr Kelly Farrington, Cllr Cath Powell,

**1.Apologies for absence:** Cllr Brenda Blackshaw, Cllr Hilary Warburton

**2.Declaration of interest and dispensation consideration.**

Nothing to declare

**3. Approve minutes of meeting on 28.7.2025**

Approved, proposed Cllr Bamforth seconded Cllr Bramall adopted.

**4. Public participation**

Cllr Newell advised questions may be submitted through the website, Facebook, or by attending drop-in sessions for those who do not have the opportunity to speak during the meeting or who have additional questions afterward.

**Item 1. BH** raised the issue of Lytham conservation area and the lack of enforcement and lack of compliance to Fylde's own Policy in relation to the signage above shops and the creeping number of inappropriate signage. BH went onto state that the signage is not just about removing the neon signs but should ensure the signage is in keeping which includes the use of wooden facades appropriate lettering etc. Cllr Kelly advised the Henry Street shop had altered its façade following intervention from the council and was happy to keep BH informed of any updates, as well as helpful to continue to report to Fylde Council any other shops that are breaching. The chair advised we have a meeting booked with Mr McKimm the new head of Fylde planning on the 2<sup>nd</sup> September.

**Item 2.** RH raised concerns regarding the traveling families that have moved on Park View. Cllr Bamforth updated, welfare checks had been carried out and the police had been on site today. They have been asked to move on but are opting to stay presently, a warrant has been applied for

which is taking a little longer due to the changes to Blackpool magistrates, it is expected to be served Friday or Monday.

**Item 3.** RB raised the issue of the cafes and restaurants where there are pinch points in moving past and the encroachment onto the pavements and the difficulty for individuals with mobility issues getting past. The chair advised this item was on the agenda for discussion given this had been raised at the last meeting also.

**Item 4.** LB commented on all events, focusing particularly on the three main events: the Green 1940s Weekend Festival, and the car show. The discussion addressed how these events have expanded over time and noted that the current infrastructure struggles to accommodate this growth. Issues such as traffic congestion and Wi-Fi connectivity, as well as the overall impact on Lytham, were raised. LB requested that the same level of scrutiny be applied to all events. The Chair explained that meetings had been requested with representatives from Fylde Head Police, Lancashire County Council, Fylde Leisure and Tourism (Tim Dixon), among others, and advised that a meeting is scheduled for 1st October. The discussion reiterated both the Town Council's limited powers and the significance of the Town Plan, which will serve as a framework for all future events.

It was of note that £36,000 was raised from the Car show and all proceeds for the Rosemere Cancer Foundation

## **5.Environment and Maintenance**

**Allotments Letter** Councillor Bamforth reported letter to Fylde has been sent in order a formal request has been made for transfer, indicating we are not presently responsible until this process has been addressed. A response has now been received that Fylde are in the process of gathering information together for us and will be in touch in due course. It was felt appropriate to give them a little longer before chasing.

**Liggard Brook Update:** Cllr Aitken reported back on the excellent report compiled by expert Paul Rigby which is available on the website and face book for reading. It is extremely comprehensive and has been undertaken at no cost to the Council and we are extremely grateful for his continued efforts and support in securing response from the Environment Agency and further requests for more information. Proposal was put forward to write to the Environment agency in support of the report from the Council. Proposed and seconded all in favour. Cllr Aitken to write.

**Car Parking:** Cllr Powell advised residents we are to hold a meeting on the 1<sup>st</sup> of October 6.30pm to discuss parking and speeding to understand the problems in detail and look at possible recommendations and solutions, this has been decided following numerous issues raised in relation to this. Andrew Lloyd invited and further conversation to take place regarding this. Cllr Ashton invited declined. Awaiting response from Police and other MPs who will also be invited. Presently meeting is at The Institute please keep eye out on parish Boards Website etc as venue may change if the interest is high.

**Wind Farm update:** Cllr Aitken gave a brief update on the potential impact on Lytham following enquiries, whilst it isn't a direct impact in terms of the proposed route for Lytham residents, it will significantly impact on the amount of traffic with lorries etc. Wrea Green Equestrian Centre will be impacted as will many neighbouring villages and Towns. Proposal made to attend the TASC

group on Sept 8<sup>th</sup> to understand the issues in more detail for Lytham. Cllr Aitken Cllr Bramall to attend and feedback.

**Trees update** Cllr Powell reported quotes for the pollarding were being sort by Fylde Council and acknowledged queries raised re issue of the trees on Cecil Street and Beach Street.

### **Community Engagement and Events**

**Dates of drop-in sessions** Cllr Bramall advised drop-in sessions will happen between 10 and 12 on the last Wednesday of every month at the Institute where two Councillors and or Town Clerk will be present to raise any issues. **December** all Councillors will be present to celebrate the season.

**Approval of Facebook page** update: Cllr Powell reported Facebook page now up and running please join. Discussion regarding an Instagram page required as this is the main usage of the local younger community. Cllr Farrington offered to investigate this.

**Voluntary Awards.** Cllr Powell proposed accessing a “Awards for All Grant “as we wished to put an event on November 4<sup>th</sup> at Lowther Gardens to celebrate the work of Voluntary Organisations in Lytham and an opportunity to get together. The grant would cover the cost of the event. Proposed seconded all in favour of this taking place.

**Letter to public** Cllr Bramall advised the letter was now ready for distribution which introduced the Council the dates of the proposed event in October. This will be going out to houses in the next few weeks.

**Christmas actions /cards** etc Cllr Farrington advised attending Lytham Business Partnership meeting re Christmas Celebration and will be handing this over To Cllr Barnes. Other items deferred to September.

### **Budget, Finance and Governance**

**Update on Town Clerk Position** Cllr Newell thanked Cllr Bramall for managing the administration and coordination of the Council in the absence of the Town Clerk.

Cllr Bramall advised following completion of interviews with all candidates appointable, introduced the new Town Clerk Luke Russell who gave a brief overview of his career in the Police Force, his heritage and his family. We are very much looking forward to his start on the 1<sup>st</sup> September.

**1<sup>st</sup> Quarter report** Cllr Bramall gave an update on the quarter report up to June 30<sup>th</sup> 2025<sup>2025</sup> advising the 1<sup>st</sup> quarter precept of £47,938.00 had been received and only one payment to of £1,580.75 had gone out in Salaries in this period leaving a balance at end of quarter one of £46,358. The setting up costs etc will be more apparent in the second quarter. Cllr Bramall advised that a minimum of 25% of the full precept was kept in reserve as per Local Government finance recommendations and a further £15,000 for possible election costs. This totalled £38,968.75. the alternative option was that of 50 % amounting to £47,937.00. Cllr Bramall proposed for the report to be ratified and a reserve of £38,968.75 be set aside, with a review in Quarter Two once a Risk register has been completed and the RFO/Town Clerk is in situ. Proposed seconded and all voted in agreement of report and precept reserve.

**Public Liability insurance** Cllr Cook advised after seeking three quotes an insurance quote from Zurich who deal with Town councils was the best quote of £407.00. it was agreed by all Councillors to go with this quote, with a future query regarding allotment insurance.

**Payroll** Cllr Bramall had sort quote on running payroll which was quoted at approximately £65.00 per month max. The new Town Clerk was happy to utilise the HMRC Payroll software which is free and which meets with HMRC standards. He has also researched using the Scribe software package to manage the financial obligations of the council which sits at a cost in the region of £25. 00 per month all Councillors voted for the purchase of this, subject to review if became complex.

**Banking Hub** Cllr Newell proposed that we investigate the possibility of a Banking hub in Lytham. Research had been undertake as to the criteria. All Councillors agreed proposed seconded and voted it would be beneficial to Lytham residents to pursue this.

### **Planning and licensing**

**Cumulative Impact Policy Proposal** Cllr Cook explained the purpose of CIP and advised he had written to Fylde Council on the 11<sup>th</sup> August, we were still awaiting a decision but had a response from Chris Hambly and Ian Curtis that it was on the agenda for next mtg. It was agreed for a further few weeks to be given in order this could be discussed on Fylde Council agenda.

### **Proposal Letter to Business Partnership Fylde Regarding Pavement Access**

Cllr Newell reported that business owners had raised concerns about pavement encroachment, particularly regarding A Boards and street furniture. It was suggested to send a letter addressing these issues to the relevant parties. ST recommended maintaining a list of Pavement Licences for case review, and Cllr Bamforth agreed to follow up. Cllr Farrington confirmed attendance at the Business Partnership meeting on 9th September.

**Update of future meetings** Cllr Newell explained the request too meet with members of Fylde Council, Police etc to build relationships. The following meetings had been requested:

Paul McKimm Head of Planning 3.00pm 2<sup>nd</sup> September

Inspector Natalie Harper Neighbourhood Police Officer No response yet

Police mtg at Booths for public Sept 30<sup>th</sup> 6.00pm.

Karen Buckley Requested meeting agreed but has not yet booked.

Charlie Richards Trees requested meeting

Ian Williamson Licensing requested meeting

Daniel Atkinson Car Parking requested meeting advised will get back to us with a view to a meeting with all of above in Fylde in one meeting.

Cllr Farrington reiterated these meeting are intended to promote an ethos of mutual support and kindness.

Date and time of next meeting September 24<sup>th</sup> 6 30 pm @ The Institute

**Meeting closed 8.00pm**

**Carried Forward**

Standing orders review Await TC

Lytham events post summer season feedback/resident issues September

Risk management Policy Await TC

Town neighbour hood plan Await TC



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 24<sup>th</sup> September 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (one)

**Subject:** Review of Governance Documents and New Draft Policies

## 1. Purpose of Report

This is the first meeting of Lytham Town Council since the appointment of a permanent Clerk & Responsible Financial Officer. Following the appointment of the post holder there are governance requirements to be completed with regards to reviewing, updating and approving the most recent model templates for Standing Orders and Financial Regulations and also considering new policies to ensure effective Council business.

This is a matter carried forward from the August Council Meeting (Standing Orders)

## 2. Recommendation(s)

Councillors are asked to consider the following Governance documents & policies with the view of providing feedback and then to adoption at the October Council meeting.

- e) Standing Orders - NALC Model SOs March 2025 version - Localised
- f) Financial Regulations - NALC Model FRs March 2025 version - Localised
- g) Expenses and Allowances Policy - New Policy
- h) Scheme of Delegation - New Policy

### 3. Background / Context

Being a newly established Town / Parish Council, governance processes necessarily had to be adopted at short notice. The Standing Orders and Financial Regulations adopted were based upon the national 'Model' or template documents from 2022.

In March 2025, revised versions of these documents were approved and published by NALC.

There is a specific requirement held within the existing and proposed Financial Regulations (FR 18.1) that:

"The council shall review these Financial Regulations annually and following any change of the Clerk / RFO"

Lytham Town Council has not yet prepared and authorised additional policies, procedures and supporting governance arrangements alongside the Standing Order & Financial Regulations and it is proactive to aim to provide these cornerstones for effective, efficient and transparent operation.

### 4. Options Considered

The Option to have these draft documents reviewed and then adopted for the September 2025 council meeting was considered, however, the short lead time would have caused time pressures which might be uncondusive to a more detailed review of the texts by councillors with feedback being provided to the Clerk. Hence the recommended proposal to seek Council approval for the review process and a SMART timescale of seeking adoption of these governance documents and policies at the October 2025 meeting.

### 5. Legal / Governance Implications

Sec 101. Local Government Act 1972 - Arrangements for discharge of functions by local authorities. (Ref Scheme of Delegation, Standing Orders and Financial Regulations)

Sec 106. LGA 1972 - Standing Orders

Sec 112. LGA 1972 - Appointment of Staff

Sec 151. LGA 1972 - Financial Administration

Financial Regulations - 18.1 - To review...following any change of the Clerk / RFO

## 6. Financial Implications

There is no impact on existing or future budgets through the adoption of these Governance documents.

## 7. Risk & Equality Considerations

No issues identified

## 8. Clerk / RFO Comment

In order to discharge the independent, professional responsibilities of my role it is essential that I raise issues of Governance and associated risks to Council with proposals to manage these risks. These governance structures will ensure transparency, accountability and effective arrangements in order for Members and Officers to discharge there duties and responsibilities.

## 9. Conclusion

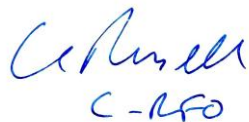
It is good practice and good governance to have effective and current documentation reviewed, authorised and established.

Accepting the restrictions on timescales and the need to review and implement governance documentation and policies

## Appendices (if required)

Draft documents circulated to Councillors

Signed:



Luke Russell

Clerk / RFO



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 24<sup>th</sup> September 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (two)

**Subject:** Establishment of an Honours Committee for Lytham Town Council

## 1. Purpose of Report

This report is to raise the concept of Lytham Town Council Committee to consider and nominate deserving individuals of the communities of Lytham for national, county and local Honours, Awards and Rewards.

## 2. Recommendation(s)

Councillors are asked to consider and establish an Honours Committee with Delegated Powers to act on the Council's behalf subject to an agreed Terms of Reference.

## 3. Background / Context

Being newly established, Lytham Town Council has not yet established a formal committee structure, where committees have delegated authorities, budgets and a clear & agreed Term of Reference.

National honours and awards are an established part of British public life and there is a clear mechanism for individuals to be nominated in accordance with defined criteria.

There are also opportunities to nominate individuals for other recognition through Buckingham Palace Garden Parties which are administered through (locally) the Lancashire Lieutenancy.

As key elements of a Town Council in England are to represent the community and to improve the quality of life and wellbeing in communities, having a committee structure which provides this function would be coherent with those functions

Writing a nomination for a deserving person can be seen as a potentially daunting experience for individuals, and there might be an argument raised that the nature of the system may be less comfortable to people with certain abilities or educational levels of attainment. In establishing a function within the Council structure there is the potential to improve recognition of people.

## 4. Options Considered

There exist only two options.

A 'do nothing' option or a 'establish something' option.

## 5. Legal / Governance Implications

There are no negative implications in establishing such a committee.

As the Honours processes are necessarily discrete, meetings, considerations and minutes would need to be considered for Exemption and therefore publication for full public consumption. Schedule 12A LGA 1972 caters for this under the criteria that if those records would either relate to an individual or be likely to lead to identification of an individual.

There would be an ethically negative implication if the Terms of Reference for such a committee allowed the nomination of existing members of the Council or persons closely connected with members and this would bring implications with the LGA Code of Conduct.

Sec 102. Local Government Act 1972 - Establishment of Committees

Schedule 12A, Local Government Act 1972 - Access to Information - Exempt Information.

Local Government Association, Code of Conduct 2020

## 6. Financial Implications

There is no impact on existing or future budgets through the adoption of this Committee

## 7. Risk & Equality Considerations

No issues identified

## 8. Clerk / RFO Comment

This Committee would offer, subject to effective Terms of Reference and ethical controls an effective way to seek community engagement to have deserving individuals identified to the Council and to allow the council to consider and if appropriate make nominations.

There would need to be a clear Check & Balance process, transparently established, to ensure that there was no conflict with the Code of Conduct.

## 9. Conclusion

It is good practice and good governance to have effective and current documentation reviewed, authorised and established.

Accepting the restrictions on timescales and the need to review and implement governance documentation and policies

## Appendices (if required)

Web links to National and Lancashire Award sites for additional awareness & reading.

<https://honours.cabinetoffice.gov.uk/>

<https://www.gov.uk/honours>

<https://www.lancashire-lieutenancy.org/>

Signed:



C - RFO

Luke Russell

Clerk / RFO



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 24<sup>th</sup> September 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 9 (one)

**Subject:** Scribe Accounts System

## 1. Purpose of Report

This report provides additional information concerning the Scribe Accounts package which has been identified by the RFO as being the most suitable IT package to enable them to effectively manage the accounts for Lytham Town Council and discharge their obligations for governance and audit.

## 2. Recommendation(s)

Councillors are asked to consider and approve the purchase and ongoing monthly licence costs of the Scribe Accounts system.

## 3. Background / Context

Lytham Town Council is in receipt of a 2025/26 precept allocation of £95,875.

Effective management and governance of this sum of public money is an essential responsibility of the Council as a whole and a specific duty obligation of the Responsible Financial Officer.

A low-key approach to accounts management might be achieved through a simple spreadsheet based solution - however the complexities of managing multiple budget codes, multiple accounts (when considering Reserves) and of collating information to support VAT reclamation and AGAR audit & governance requirements necessitate a built-for-purpose accounts management system.

Scribe as a package has been recommended to the Council and the RFO by the 'mentoring' experienced Clerk who has assisted with establishment and formation.

Options have been investigated, including reviewing records of other benchmark town and parish council documentation.

It is the recommendation of the RFO that Scribe is the most suitable package for adoption.

## 4. Options Considered

The recommended option is Scribe Accounts.

Options explored have been:

- Spreadsheet using MS Excel within an MS Office 365 package
- Xero and Intuit Smartbooks accounts packages
- Scribe Accounts.

The Spreadsheet solution is considered the least suitable, least effective and least supported option. Whilst 'free' as the cost would sit within an existing MS365 subscription it is a stand alone solution which has no inbuilt functionality for purpose, and which would not be maintained or updated for any legislative or taxation changes unless done by the user.

Using this solution to manage almost £100,000 of taxpayers money would be High Risk for financial controls, data errors and data loss.

Xero and Smartbooks provide dedicated accounts tools to Small & Medium Enterprises. Whilst effective packages they are not designed explicitly for the local town or parish council so lack functionality when compared with the recommended solution. Xero does offer discounts for new users which can make initial setup costs appear attractive - however initial purchase and monthly licence costs are not significantly different over a longer timescale than the recommended option.

Scribe Accounts is a built-for-purpose Parish / Town Council accounts management system.

## 5. Legal / Governance Implications

Management of public finances is a clear responsibility for (a) the Council as a whole and (b) the Responsible Financial Officer as an identified role.

Numerous Sections of the Local Government Act 1972 apply supported by the Standing Orders and Financial Regulations.

- Sec 101. Local Government Act 1972 - Arrangements for discharge of functions by local authorities. (Ref Scheme of Delegation, Standing Orders and Financial Regulations)
- Sec 106. LGA 1972 - Standing Orders
- Sec 112. LGA 1972 - Appointment of Staff
- Sec 151. LGA 1972 - Financial Administration
- Standing Orders - 18 Financial Controls and Procurement
- Financial Regulations
  - 2.1 - (Risk Management and Internal Control) **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
  - 3.1 - (Accounts and Audit) All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
  - 5.1 - (Procurement) **Members and officers are responsible for obtaining value for money at all times.**

## 6. Financial Implications

The costs for Scribe Accounts are identified below:

| Purpose          | Initial (up front) Cost (Ex VAT) | Monthly Cost (Ex VAT) |
|------------------|----------------------------------|-----------------------|
| Accounts Package | £449.00                          | £52                   |
| Set-up package   | £149.00                          | -                     |
| Total            | £598.00                          | £52 pcm               |

Costs are based upon Council precept.

The cost to buy the package is £449.00

There is an additional service, which is recommended to Councillors, to have the system configured for Lytham Town Council use, so that this format is provided for use rather than have additional time costs of the RFO completing this task.

In comparator terms, £149 equates to 8.12 hours of paid Clerk / RFO time at their current salary scale rate. It is unlikely that this set up function could be achieved in less than 8 hours by the CRFO as a new user of the system.

The total upfront fee would be £598.00 (Ex VAT)

There is an ongoing, monthly cost of £52 (Ex VAT) - which for a complete year is £624 (Ex VAT)

The annual total of the monthly fee amounts to 0.65% of the annual Precept as an ongoing, annual cost.

This demonstrates effective value for money in de-risking the financial management responsibilities of the Council

## 7. Risk & Equality Considerations

No issues identified

## 8. Clerk / RFO Comment

In order to discharge the responsibilities for effective financial governance, a built-for-purpose IT solution represents the most efficient and least risk option.

Having been recommended this system by our mentor Clerk in addition to an independent recommendation from another experienced clerk - the recommended option is the best option available for choice.

Scribe also provide an add on Module for the management of Allotments which if, at a later date, is purchased then integrates directly into the initial Accounts system.

Scribe also run online training sessions to demonstrate best use of the system and new legislative developments. There are no additional costs for these.

## 9. Conclusion

Councillors are recommended to review the attached documentation (sent separately to their .gov.uk email addresses in accordance with Schedule 12A 3 of LGA 1972) and resolve to authorise the initial and ongoing purchase of the Scribe Accounts system.

## Appendices (if required)

Scribe documentation and quotation - sent directly to Councillors by email.

Scribe website link: <https://www.scribeaccounts.com/>

Link to blog comparing Accounts packages for councils

<https://www.aubergine262.com/comparing-top-council-accounting-software-rialtas-edgeit-easy-pc-accounts-and-scribe/>

Signed:

  
C - RFO

Luke Russell

Clerk / RFO



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 24<sup>th</sup> September 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 9 (two)

**Subject:** Approval of Clerk's Salary and associated on costs (HMRC, NI and Pension)

## 1. Purpose of Report

This report is to recommend to the Council that their previous decision from 27<sup>th</sup> May 2025 to approve the Clerk's monthly salary and associated costs is re-authorised.

## 2. Recommendation(s)

Councillors are asked to re-authorise their 27<sup>th</sup> May 2025 Council decision to pay the Salary - and associated On Costs - for the Clerk on a monthly basis; with this decision to be reviewed at end of Financial Year 2025/26

## 3. Background / Context

The appointment of a permanent Clerk / Responsible Financial Officer to Lytham Town Council from 1<sup>st</sup> September 2025 comes after a period of time where the post has been vacant.

Due to this gap in process, the Clerk / RFO proposes that this decision is reviewed and recommended for reauthorisation.

Financial regulations enable the Council in being able to approve future, identified & earmarked expenditure, thus allowing payments to be established using scheduled online payments rather than requiring monthly authorisation of cheque payments.

This ability also enables payments to HMRC for tax and national insurance contributions as well as employee and employer contributions to the identified pension scheme.

## 4. Options Considered

The Option to accept the previous decision was considered, however in light of the necessity to review and reauthorised the Financial Regulations and associated governance arrangements it seemed prudent to seek this decision is reviewed and reauthorised

## 5. Legal / Governance Implications

Sec 101. Local Government Act 1972 - Arrangements for discharge of functions by local authorities. (Ref Scheme of Delegation, Standing Orders and Financial Regulations)

Sec 106. LGA 1972 - Standing Orders

Sec 112. LGA 1972 - Appointment of Staff

Sec 151. LGA 1972 - Financial Administration

Financial Regulations

- 6.6 - For each financial year the Clerk / RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

## 6. Financial Implications

There are no new implications placed upon the Council in reauthorising the payment of the Clerk's salary and on costs.

Significant precursor work was undertaken in reviewing the precept budget, establishing the salary scale and identification of enrolment into a pension scheme.

Costs for clerk training has also been previously considered and included.

There is no increase or alteration to those costs already considered and adopted within the existing budget

## 7. Risk & Equality Considerations

No issues identified. Appointment followed a detailed selection process, complete with an independent panel member.

## 8. Clerk / RFO Comment

Whilst this Recommendation has clear personal impact for me - the decision to review and reauthorise the previous decision is about ensuring Council transparency and accountability for the commitment to spend precept budget.

## 9. Conclusion

This paper provides documented accountability for decision making regarding expenditure

## Appendices (if required)

No additional appendices attached.

Signed:



Luke Russell

Clerk / RFO



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 24<sup>th</sup> September 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 10

**Subject:** Planning Applications

## 1. Purpose of Report

This report summarises the four (4) planning applications which have been notified to Lytham Town Council by Fylde Council Planning Department since 1<sup>st</sup> September.

The Council meeting is required to achieve a resolution about how each Application should be responded to.

## 2. Recommendation(s)

Councillors are recommended to make a decision to either:

- SUPPORT the proposal
- OBJECT to the proposal, or
- COMMENT on the application.

If the council resolves to support, object or comment on the proposal then the council should provide details of the reasoning for that opinion or comments, with reference to planning policies and material considerations wherever possible.

### 3. Background / Context

Lytham Town Council is a statutory Consultee on planning applications received by the planning authority, Fylde Council.

### 4. Options Considered

The council has not established a committee with delegated powers to manage planning matters, so decisions of the full council are required to reach a resolution for response.

### 5. Legal / Governance Implications

Town and Country Planning Act 1990, Sched.1, para.8

LGA Code of Conduct

### 7. Risk & Equality Considerations

No issues identified in discharging this consultee role.

### 8. Clerk / RFO Comment

In addition to reaching resolution about each application, suitable supporting commentary, comment or narrative must be provided in order to explain the council position and to enable understanding of the council's position at, for example, Fylde Council Planning Committee.

### 9. Conclusion

It is good practice and good governance to have effective response to planning applications to enable effective local planning and governmental function whilst respecting the rights of applicants and the community as a whole.

## Appendices (if required)

Summary of planning applications received, included below.

Signed:



Luke Russell

Clerk / RFO

## Appendix A - Planning Applications received.

A)

|                      |                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------|
| My / our Ref:        | 250901                                                                                      |
| FBC Application Ref: | 25/0478                                                                                     |
| Location:            | 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF                                                   |
| Proposal:            | DEMOLITION OF EXISTING SINGLE STOREY STRUCTURE AND ERECTION OF SINGLE STOREY REAR EXTENSION |

B)

|                      |                                                                                                                         |
|----------------------|-------------------------------------------------------------------------------------------------------------------------|
| My / our Ref:        | 250902                                                                                                                  |
| FBC Application Ref: | 25/0517                                                                                                                 |
| Location:            | 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF                                                                               |
| Proposal:            | LISTED BUILDING CONSENT FOR DEMOLITION OF EXISTING SINGLE STOREY STRUCTURE AND ERECTION OF SINGLE STOREY REAR EXTENSION |

C)

|                      |                                                                                  |
|----------------------|----------------------------------------------------------------------------------|
| My / our Ref:        | 250906                                                                           |
| FBC Application Ref: | 25/0512                                                                          |
| Location:            | 3 BANNISTER STREET LYTHAM ST ANNES LANCASHIRE FY8 5HQ                            |
| Proposal:            | RE-ROOFING WORKS AND DEMOLITION OF CHIMNEY TO SOUTH FACING ELEVATION OF DWELLING |

D)

|                      |                                                                                                                                                                                                                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My / our Ref:        | 250909                                                                                                                                                                                                                                                                                       |
| FBC Application Ref: | 25/0538                                                                                                                                                                                                                                                                                      |
| Location:            | CENTRAL AREA CLIFTON SQUARE LYTHAM ST ANNES                                                                                                                                                                                                                                                  |
| Proposal:            | TEMPORARY CHANGE OF USE OF LAND FOR THE TEMPORARY SITING OF AN OPEN AIR ICE RINK STRUCTURE, INCLUDING THE TEMPORARY ERECTION OF A SINGLE STOREY "ICE SKATE RENTAL AND CHANGING ROOM" BUILDING AND SINGLE STOREY "FOOD KIOSK" BUILDING, FOR THE PERIOD OF 17 NOVEMBER 2025 TO 6 JANUARY 2026. |



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 24<sup>th</sup> September 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 11

**Subject:** Licensing Applications

## 1. Purpose of Report

This report summarises the one (1) licensing applications which have been notified to Lytham Town Council by Fylde Council Licensing Department since 1<sup>st</sup> September.

The Council meeting is required to achieve a resolution about how each Application should be responded to.

## 2. Recommendation(s)

Councillors are recommended to make a decision to either:

- SUPPORT the proposal
- OBJECT to the proposal, or
- COMMENT on the application.

If the council resolves to support, object or comment on the proposal then the council should provide details of the reasoning for that opinion or comments, with reference to licensing legislation, policies and material considerations wherever possible.

### 3. Background / Context

Lytham Town Council is a statutory Consultee on licensing applications received by the licensing authority, Fylde Council.

### 4. Options Considered

The council has not established a committee with delegated powers to manage licensing matters, so decisions of the full council are required to reach a resolution for response.

### 5. Legal / Governance Implications

Sec 4. Licensing Act 2003

NALC Guidance

LGA Code of Conduct

Licensing Act

### 7. Risk & Equality Considerations

No issues identified in discharging this consultee role.

### 8. Clerk / RFO Comment

In addition to reaching resolution about each application, suitable supporting commentary, comment or narrative must be provided in order to explain the council position and to enable understanding of the council's position at, for example, Fylde Council Licensing Committee.

For Licensing applications, issues relating to permitted premises use is covered by the Planning Department as a consultee themselves.

Licence applications relate to the suitability of the applicant and the conditions of the licence sought.

## 9. Conclusion

It is good practice and good governance to have effective response to licensing applications to enable effective local licensing and governmental function whilst respecting the rights of applicants and the community as a whole.

## Appendices (if required)

Summary of planning applications received, included below.

Signed:



Luke Russell

Clerk / RFO

## Appendix A - Licensing Applications received.

A)

**1st September 2025**

| Premises                                                         | Application | Proposed Activities & Hours                                                                                                                                                                                                                                                                                                                                       | Comments         | Last date for Objection |
|------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------|
| Fox and Pine<br>3 Henry Street<br>Lytham<br><br>Lytham West Ward | New         | <b>Supply of alcohol (on and off)</b><br>Sunday to Thursday 09.00 – 00.00<br>Friday and Saturday 09.00 – 01.00<br><br><b>Live and recorded music, performance of dance</b><br>Sunday to Thursday 09.00 – 00.00<br>Friday and Saturday 09.00 – 01.00<br><br><b>Late night refreshment</b><br>Sunday to Thursday 23.00 – 00.30<br>Friday and Saturday 23.00 – 01.00 | Awaiting comment | 29th September 2025     |