



# 1. Governance

## 1.1 Election of Chair

## 1.2 Election of Vice Chair

## 1.3 Apologies for Absence

## 1.4 Declaration of Interest

## 1.5 Minutes of the Meeting held 22 June 2023

### Present

Member	26.1. 2023	22.6. 2023				
Rosemary Carrol RC - Chair	√	√				
Ralph Guy RG – Vice Chair	√	√				
Leighton Bancroft LB	-	-				
Colin Carter CC	-	-				
Damian Garstang DG	-	-				
Mike Gouldthorp MG	√	-				
Roger King RK	-	-				
Duncan Reynolds DR	√	A				
Cllr David Whipp DW	-	√				

**In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Adviser:**

David Blake (Finance Officer)  
Roger Smith (Engineer)

### GOVERNANCE

**The Chair welcomed all to the meeting and started by advising Members of the death of Mr Alan Butler, a minute's respect was observed.**

**2023.19** Declaration of interest- None.

**2023.20** Apologies were received from Duncan Reynolds.

**2023.21** Minutes of Meeting 26 January 2023 – Minutes considered and proposed as true record by RG, seconded by RC.

**2023.22** Matters Arising - There were none.



## CLERK'S REPORT

- 2023.23** This year would be an election year for the elected members. **RC proposed, RG seconded** and the Board approved the following procedures :-
- i) To confirm the appointment of JBA Consulting as returning officer.
  - ii) A draft register of electors was prepared on 3 April 2023 and has been advertised on the Board's website. The Board are asked to consider any representations made by the public and approve the register. This approval must then be advertised.
  - iii) It is proposed to receive nominations by post and the last date for return of the nomination papers is Friday 6 October 2023. If there are more candidates nominated than the fixed number of elected members, then a poll must be arranged and the date for that poll is to be Monday 30 October 2023.

## FINANCE REPORT

- 2023.24** Rating Report – FO confirmed that the balance of £11 related to 2 ratepayers. He confirmed that the Rating Officer was currently investigating the outstanding accounts.
- 2023.25** List of Payments– Approval proposed by RC and seconded by RG.
- 2023.26** Internal Audit – FO confirmed that the audit had been completed with no issues. The report should be sent to members shortly after the meeting.
- 2023.27** Certificate of Exemption- AGAR 2022/23- FO explained that due to Income/expenditure <£25,000 the board can certify themselves as exempt from a limited assurance review - Approval proposed by RC and seconded by RG.
- 2023.28** Annual Governance Statement 2022/23 – Section 1 – Members were asked to review and approve Section 1 of the AGAR. RC proposed approval of and RG seconded.
- 2023.29** Budget Comparison – The FO informed members there the board had made a £1,500 surplus as opposed to the break even budget that was set, reserves at the y/e were at £15,563.
- 2023.30** Accounts for the year ending 31 March 2023 – The FO reviewed the accounts and that the Board's financial position was very healthy and in excess of the Board's Reserve Policy. The aim was now to run at a break even and maintain the reserve level. RC proposed approval of and RG seconded.
- 2023.31** Accounting Statement 2022/23 – Section 2 – The FO took members through the Financial Statement and asked members to approve. RG proposed approval of and RG seconded.
- 2023.32** Five Year Budget- The FO took members through the forecast. DW asked why maintenance went up & down each year, FO confirmed that the boards maintenance policy was to carry out extensive maintenance bi annually, with a minimum level carried out in the years between.

## ENGINEER'S REPORT

- 2023.33** Watercourse Maintenance – The Eng presented a proposed schedule of Board maintained watercourse for this coming season, at a cost of £3,850 the upstream sections will be completed this year. A small sum was allocated for reactive works.
- 2023.34** Hydraulic Modelling Study – The Eng advised members that a meeting was held with Lancashire County Council, it was agreed that the scheme would be split into 2 phases. The board would going forward with phase one independently to model the boards district, GIA dependent. In phase 2 LCC would join with the board and a wider catchment hydraulic modelling study would be undertaken. The eng will now approach civil engineering consultants.
- 2023.35** Board Byelaw infringement – Members were made aware that Byelaw Breach where trees samplings and a fence line have been placed within 7.0 metres of the Board maintained watercourse. It was agreed that the Eng would write to the landowner reminding them of the boards byelaws and asking them to remove.

## HEALTH & SAFETY

- 2023.36** Information Noted.



**ENVIRONMENTAL REPORT**

**2023.37** Biodiversity Action Plan – It was noted that the walkover surveys would be undertaken this year and recorded in the Board's BAP.

**DATE OF NEXT MEETING**

**2023.38** 25 Jan 2024, 2.00pm at Earby Town Council.

**1.6 Matters arising not discussed elsewhere on Agenda**

**1.7 FOI/Complaints**

The Board has received no complaints or FOI requests since the last meeting.