



1. Governance

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 23 January 2025

Venue: Earby Town Council, The Parish Rooms, Victoria Road, Earby, BB18 6US

Present:

Member	26.1. 2023	22.6. 2023	25.1. 2024	20.6. 2024	23.1. 2025	
Rosemary Carrol RC - Chair	✓	✓	✓	✓	✓	
Ralph Guy RG – Vice Chair	✓	✓	-	A	✓	
Leighton Bancroft LB	-	-	-	-	-	
Colin Carter CC	-	-	-	-	-	
Damian Garstang DG	-	-	✓	✓	-	
Mike Gouldthorp MG	✓	-	-	-	-	
Roger King RK	-	-	-	-	-	
Duncan Reynolds DR	✓	A	✓	✓	A	
Cllr David Whipp DW	-	✓	-	✓	-	
Cllr Tom Whipp TW				✓	A	
Cllr Susan Land SL				A	✓	
Cllr David Hartley DH				-	✓	

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

David Blake (Finance Officer)
Roger Smith (Engineer)
Jenny Dhinsa (Environment Officer)

GOVERNANCE

2025.1 Apologies for absence- Cllr Tom Whipp, Duncan Reynolds and Craig Benson (JBA).

2025.2 Declaration of Interest- None.

2025.3 Minutes of Meeting 20 Jun 2025 – Minutes considered and proposed as true record by RC, All members in favour.

2025.4 Matters Arising - There were none.

CLERK'S REPORT

2025.5 Policy – Information for note.

2025.6 Legislation – Procurement Act 2023- FO advised members this would commence on 24 Feb 2025, it will allow greater flexibility with respect to tendering procedures.

R. D. Guy



2025.7 Waste Exemptions- FO confirmed that the EA had undertaken a consultation and changes to waste licenses exemptions. The board are band 2 at a cost of £212.

2025.8 Drainage Rate System – FO confirmed that a new DRS system was available, however the boards data need to be converted into a suitable format. This would cost the board £315. **DH proposed approval of and RC seconded.**

FINANCE REPORT

2025.9 Rating Report – FO confirmed that the balance of £64.91 was outstanding, relating to 3 accounts with 1 in probate. He confirmed that the Rating Officer was currently pursuing the outstanding accounts.

2025.10 List of Payments – Approval proposed by RG and seconded by RC.

2025.11 Internal Audit – Risk Register- FO took members through the register, highlighting that there had been no changes since the previous year **approval was proposed by RC and seconded by SL.**

2025.12 Rates & Special Levies for the year ending 31 March 2026- FO highlighted that the board were forecasted to make a surplus of £3,645 increasing the reserve balance £19,000. He advised that the current penny rate of 6.5p would generate enough income to achieve a break-even balance so advised no rate increase for the financial year 2025-26 **Approval proposed by RC and seconded by DH.**

2025.13 Five Year Budget- The FO took members through the forecast.

ENGINEER'S REPORT

2025.14 Watercourse Maintenance- Information for note.

2025.15 Environment Agency- Eng advised that the EA had proposed to meet in early 2025 to discuss the condition of Earby Beck. An update will be given at the next meeting.

2025.16 Hydraulic Modelling Study- Nothing to report.

2025.17 Members noted the information in the report.

HEALTH & SAFETY

2025.18 No Update.

ENVIRONMENTAL REPORT

2025.19 The EO introduced herself to members and set out the plan for 2025, which included a review of the current BAP.

ANY OTHER BUSINESS

2025.20 None.

DATE OF NEXT MEETING

2025.21 19 June 2025, 2.00pm at Earby Town Council.

R. D. GAY

19/06/25