



# 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.



**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.