



1. Governance

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 19 June 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	19.06. 2025
Rosemary Carroll RC - Chair	✓	✓	✓	✓	✓	A
Ralph Guy RG - Vice Chair	✓	✓	-	A	✓	✓
Leighton Bancroft LB	-	-	-	-	-	-
Damian Garstang DG	-	-	✓	✓	-	-
Roger King RK	-	-	-	-	-	-
Duncan Reynolds DR	✓	A	✓	✓	A	✓
Cllr David Whipp DW	-	✓	-	✓	-	A
Cllr Tom Whipp TW				✓	A	-
Cllr Susan Land SL				A	✓	✓
Cllr David Hartley DH				-	✓	A

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

Craig Benson (Clerk)
David Blake (Finance Officer)
Roger Smith (Engineer)

GOVERNANCE

2025.22 Apologies for absence- Rosemary Carroll, Cllr David Whipp, and Cllr David Hartley.

2025.23 Declaration of Interest- None.

2025.24 Minutes of Meeting 20 Jun 2025 – Minutes considered and proposed as true record by SL, seconded by DR. All members in favour.

2025.25 Matters Arising - There were none.

CLERK'S REPORT

2025.26 Policy – Clerk confirmed that the IDB policies had been reviewed and there were no changes made that required members approval. The policies were available on the Board's website.

2025.27 ADA – Flood and Water Conference 2025 – This would be held on 25 November 2025. Members wishing to attend were advised to contact the Clerk. The ADA Northern Branch tour had been delayed. Details will be sent out to members once received.

RC



2025.28 Management Services Contract – Clerk confirmed that the contract was coming to the end of the five-year period and that members had the options to extend the contract for a further five years, as per the conditions of the existing contract, or tender for the services. Following discussions DR proposed that the contract be extended for a further five-year period, this was seconded by SL and approved by the Board. Officers thanked the Board for their continued support.

FINANCE REPORT

2025.29 Rating Report – FO confirmed that the balance of £64.91 was outstanding at the year-end and related to 3 accounts with 1 in probate. He confirmed that 63% of the current years rates had been received.

2025.30 List of Payments – Approval proposed by DR and seconded by SL.

2025.31 Internal Audit – FO informed members that the internal audit was now complete and confirmed that auditor confirmed that the Board is underpinned by sound management and operational structure.

2025.32 External audit - The Board's income and expenditure for the year ended 31 March 2025 did not exceed £25,000, therefore we wish to certify ourselves as exempt from exempt from a limited assurance review, as per the Local Audit (Smaller Authorities) Regulations 2015. Accordingly, members were asked to review and approve the Certificate of Exemption, this was proposed by DR, seconded by SL.

2025.33 Annual Governance and Accountability Return – Section 1 – Annual Governance Statement 2024/25 – Members were asked to approved section 1 of the AGAR. DR proposed and SL seconded that the Section 1 was approved.

2025.34 Accounts for the Year Ending 31 March 2025. - FO took members through the accounts and highlighted those cost differences from the previous year. SL proposed and DR seconded that the accounts be approved.

2025.35 Budget Comparison for the Year ending 31 March 2025 – FO informed members of the key variances from the budget set in January 2024.

2025.36 Annual Governance and Accountability Statement – Section 2 – Financial Statements 2024/25 – The FO reviewed Section 2 of the AGAR and DR proposed and SL seconded that the Section 2 was approved.

2025.37 Five Year Budget- The FO took members through the forecast.

ENGINEER'S REPORT

2025.38 Watercourse Maintenance – Engineer confirmed that the maintenance works had been completed.

2025.39 Contractor Maintenance – Engineer informed members that the Contractor, Alan Guy & Son, had confirmed that they had no availability to undertake the watercourse maintenance works this year. The Engineer had therefore explored other suitable and experienced contractors who could assist the Board with this year's maintenance activities. He had a recent site meeting with the contractor who was supplying the necessary documents to him, so an assessment of their capabilities could be completed. It was hoped that the contractor will be appointed in time for the maintenance season.

2025.40 Environment Agency- Engineer advised that he had contacted the EA over the condition of Earby Beck. The EA had offered the Board the opportunity to undertake works on this watercourse under the PSCA and funded by the EA. This will be discussed with the Board's maintenance contractor when appointed.



2025.41 Storm Recovery Fund – Engineer informed members of the joint bid for funding that was submitted by the Shire Group for a number of temporary mobile pumps and ancillary equipment which had been successful. One set of equipment was for this Board. RG enquired about the mobile pump held by the Council. SL confirmed that it was still available and maintained regularly. Engineer stated the only thing to resolve is suitable storage of the pump and equipment and asked members to assist wherever possible. **Update** – Following the meeting SL has confirmed that she might have somewhere suitable but wanted details of the size and dimensions of the pump etc. The Engineer would supply the details in due course.

HEALTH & SAFETY

2025.42 This report was noted by members.

ENVIRONMENTAL REPORT

2025.43 This report was noted by members.

ANY OTHER BUSINESS

2025.44 DR informed members that there was a sewage discharge into Earby Beck close to the sewage station. The Engineer stated that this issue should be reported to the Environment Agency as it is not under the Board's control. DR confirmed that if approached again, he would pass this message on.

2025.45 RG confirmed that he had a contact who may be able to carry out the maintenance works if needed.

DATE OF NEXT MEETING

2025.46 22 January 2026, 2.00pm at Earby Town Council.

1.4 Public Forum

1.5 Matters arising not discussed elsewhere on Agenda

1.6 FOI/Complaints

There have been no complaints or FOI requests received since the last meeting.

R P R Parrott 22/1/26