



EARBY TOWN COUNCIL



Chair: Cllr T. Hardman
The Parish Rooms, Victoria Road,
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Meeting of Earby Town Council Monday 29th April 2024 at 7.30pm The Parish Rooms, Victoria Road, Earby

Members of the Council are hereby summoned to attend a full Meeting of the Town Council in accordance with schedule 12 para.10(2) (b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Town Manager in advance.

AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public. Any persons intending to record this meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting. The Chair may ask people to stop recording and leave the meeting if they act in a disruptive manner.

1. Welcome

The Chair of the Town Council, Councillor Hardman to welcome all to the meeting at 7.30pm.

2. Attendance, Apologies, and non-attendance

To record the attendance of Members, receive apologies for absence, to approve reasons for absence, and note non-attendance.

3. Declarations of Interest

To receive declarations of [personal interests](#) in any matter identified in this agenda.

A member with a disclosable interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, a member with a disclosable interest shall leave the room where the meeting is held while any discussion or voting takes place.

4. Exclusion of the public and press

To determine which items, if any, should be taken with the public excluded.

If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: "In view of the confidential nature of some items, it may be necessary to discuss these items with the Public and Press excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1.

5. Public Participation

To adjourn the meeting to allow for members of the public to be offered the opportunity to address council on any subject.

Any questions for Council which require a detailed answer should to be sent via post or email to the Town Manager one week before the meeting.

6. Minutes

To accept and approve as an accurate representation, the minutes of the last meeting held on [Monday 26th February 2024](#)

7. Update of ongoing issues from previous minutes

Items are presented here for information only, no resolutions to arise from such updates, a verbal update from the Town Manager and Councillors can be received on any matters from the previous minutes and not covered as an item on this agenda.

To receive an update from the Town Manager on progress made against matters dealt with since the previous meeting.

7.1 Summary of Maintenance Tasks carried out since last meeting.

7.2 Community Orchard.

7.3 Hill Top Recreation Ground.

7.4 Yorkshire Water bill for Colne Road toilets.

8. Pendle Croquet Club

To receive an input from the Town Manager regarding proposed enhancements and potential funding opportunity for the site on Cemetery Road leased by Pendle Croquet Club.

8.1 To resolve to approve an area of hardstanding and widening of an access gate to facilitate re-orientation of the pitches and alleviate visitor parking congestion on match days.

8.2 To resolve to approve a letter from the Town Council to the Croquet Association indicating, without prejudice, an intention to renew and extend the Club's tenancy arrangements beyond its end date in September 2028.

9. Pool Table

To consider the donation of a pool table to Council from a local church, and to resolve to approve the same.

10. Allotments

To receive an update from the Town Manager on the management of the council's allotment sites, including the payment status of last year's invoices, vacant plots, and the waiting list.

10.1 To resolve to approve the keeping of bees on a plot by a tenant with previous experience of keeping bees.

10.2 To note the change in HM Gov legislation requiring notification of the keeping of birds outside from the Autumn, regardless of the number.

11. Crime Prevention

To report on any issues of concern and matters for the attention of the local police team.

12. Correspondence

12.1 To note communication copied to the Town Council by residents opposing the annual Council Tax bill issued by the local authority.

13. Public Toilets

To receive an update from the Town Manager on the work scheduled to re-open the public toilets at the Town Council Offices by the Bus Station which have been closed the past year due to repeated vandalism.

13.1 To resolve to set the cost of accessing the refurbished public toilets by contactless card payment, together with opening times.

14. Cemetery Road Car Park

To receive an update on recent enforcement action relating to abandoned vehicles left on the car park on Cemetery Road.

14.1 To approve the introduction and funding of bollards around the perimeter of the grassed verge entrance to the car park, to prevent damage to the surface by inconsiderate residents and visitors parking on the grass.

15. Planning Applications

There have been no requests from members to debate issues relating to new planning applications received and circulated since the previous meeting.

16. Reports from meetings with other organisations

*To receive for information purposes, verbal or written reports from Councillors or the Town Manager on any such meetings they have attended. **These should be notified to the Town Manager in advance of the agenda so that they can be listed;** and in the case of written reports, so that they can be circulated to Councillors prior to the meeting.*

16.1 West Craven District Committee (AI).

16.2 Earby Events Group (DA).

16.3 InSitu Steering Group (DA).

16.4 Earby Masterplan Project.

16.5 Beat The Streets event (RR).

17. The 2023/2024 Annual Internal Audit Report

To receive and note the report from the internal auditor (Appendix A).

18. The 2023/2024 Annual Governance Statement (AGAR Sect 1)

To note and approve the Annual Governance Statement for 2022/23 (page 4 of Appendix B).

19. The 2023/2024 Accounting Statements (AGAR Sect 2)

To resolve to approve the Accounting Statements prepared by the Responsible Financial Officer for the year ended 31 March 2024 as an accurate representation of the financial position of this authority (page 5 of Appendix B).

20. Period for the Exercise of Public Rights

To note the proposed period of exercise of the public right to access and review the council's unaudited accounts will be Monday 10th June to Friday 19th July 2024. The relevant notice will be displayed in notice boards and published to the council's website on Wednesday 1st May 2024.

21. The Annual Town Meeting (public meeting)

To identify the requirement to set a date for the Annual Town Meeting at a local venue, where attendees will receive the Chair's Report of council activity in the previous year, forthcoming plans, and residents and local business owners will have the opportunity to raise issues relating to town council services, local policing, or other community matters.

22. Finance

22.1 To resolve to approve the Payment List, as circulated.

22.2 To receive and note the latest (Year to Date) Payments & Receipts document and the Council's current Earmarked Reserve funds.

22.3 To receive a presentation from the RFO on the end of year performance against budget and exceptions.

22.4 To note receipt of the successful bi-annual VAT reclaim for the six months ending 31st March 2024.

22.5 To note, and the Chair to sign, this month's bank account reconciliation report with the Council's accounting software.

23. Next Meeting Date

To note the next scheduled meeting date is the Annual Meeting of the Town Council on **Monday 20th May 2024**

24. Meeting Close