



EARBY TOWN COUNCIL



Chair: Cllr T. Hardman
The Parish Rooms, Victoria Road,
Earby, Barnoldswick, Lancashire. BB18 6US
Tel: 01282 844965
email: clerk@earbytowncouncil.gov.uk
website: www.earbytowncouncil.gov.uk

Meeting of Earby Town Council Monday 24th November 2025 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. Minutes

To accept and approve as an accurate record, the minutes of the last meeting held on [Monday 27th October 2025](#)

6. Public Participation

To adjourn the meeting to allow for members of the public to be offered the opportunity to address council on any subject. Members of the public will be invited to speak, or their letters read out, on one occasion each, up to a maximum duration of three minutes or at the discretion of the Chair.

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, otherwise a response may be deferred on the evening.

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 & Repair Tasks carried out since last meeting.

7.2 Playgrounds/MUGA management and inspection.

7.3 Grounds maintenance.

7.4 Renewables Project.

8. Crime Prevention/Anti-Social Behaviour

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

9. Allotments

To receive an update on the management of the Council's five allotment sites and progress of payment of the annual invoices.

10. Transfer of Assets

To consider an invitation to transfer 15 separate land assets from Pendle Borough Council into Town Council ownership as circulated to members and to resolve to select assets to progress.

11. Correspondence

11.1 Freedom of Information Act request.

11.2 Claim for damages caused by council flag.

11.3 Renewal of lease permitting the continued placement of the river level recorder at the rear of the hostel (for the Environment Agency).

12. Football Pitch Management

To consider options and resolve to appoint a contractor for the management of the town's two football pitches from next season, including grass cutting, turf treatment and maintenance and line marking.

13. New Road bench replacement

To resolve to select the style of bench to be placed at New Road.

14. Planning Applications

There have been no new planning applications received and circulated since the previous meeting which council members have sought to debate.

15. 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.*

15.1 Earby Events Group (JM).

15.2 Birley Playing Fields Working Group (AI).

15.3 Burnley Football Club (DA).

15.4 The annual RBL Poppy Shop and Remembrance Sunday Service (VC).

16. Finance

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

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

16.3 To resolve to donate the sum of £1,500 to the Earby Events Group towards the organisation and expenditure of the 2025 Christmas Market as provided for in the budget.

16.4 To resolve to donate ~£500 to the Earby Brass Band towards replacement waterproof clothing for ten band members.

16.5 To resolve to donate £745 + VAT to the 2026/2027 Free Swimming Scheme organised by Pendle Leisure Trust providing primary school aged children in Pendle the opportunity to swim safely in a supervised environment during the five school holiday periods in designated sessions running Monday to Friday.

16.6 To note, and a member other than the Chair to sign this month's reconciliation report between the bank account and the Council's accounting software.

17. Budget 2026/27

17.1 To receive a presentation from the Responsible Finance Officer (RFO) on the proposed Budget for 2026/2027, and to consider and approve the same.

17.2 To consider and approve the recommendation from the RFO on the Precept amount required for the 2026/2027 Financial Year for the Town Council to meet its service delivery obligations and achieve its objectives as outlined in the Budget forecast.

18. Next Meeting Date

To note the next scheduled meeting of the Town Council on **Monday 26th January 2026**
An agenda will be published in advance of the meeting to confirm it taking place.

19. Meeting Close