



# EARBY TOWN COUNCIL



Chair: Cllr T. Hardman  
The Parish Rooms, Victoria Road,  
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## **Annual Meeting of Earby Town Council Monday 18<sup>th</sup> May 2026 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**

Councillor Hardman to welcome all to the meeting at 7.30pm.

#### **2. Election of a Chair and Vice-Chair**

To receive nominations for the Office of Chair and Vice-Chair and elect members to those positions. The Chair and Vice-Chair to accept the office and the elected Chair to chair this meeting.

#### **3. Attendance, Apologies, and non-attendance**

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

#### **4. 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.*

#### **5. 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.

## **6. Minutes**

To accept and approve as an accurate record, the minutes of the last full council meeting held on [Monday 27<sup>th</sup> April 2026](#).

## **7. 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.*

## **8. 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.

8.1 Summary of Maintenance & Repair Tasks carried out since last meeting.

8.2 Playgrounds/MUGA management and inspection.

8.3 Grounds Maintenance.

## **9. Council Policy**

To resolve to accept all [Council policies](#) previously established and published, as current for the forthcoming year, including

- Standing Orders
- Code of Conduct
- Financial Regulations
- Risk Management Policy
- IT Policy
- Human Resources Policies

Individual reviews of policies will continue to be conducted in this new financial year and brought before council for updates and amendments where necessary.

Earby Town Council is a member of the National Association of Local Councils (NALC) and where a policy is not already present on our website then the latest published NALC policy will be adopted into practice reducing duplication and unnecessary bureaucracy.

## **10. Crime Prevention/Anti-Social Behaviour**

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

## 11. Allotments

To receive an update on the management of the Council's five allotment sites.

11.1 To resolve whether to introduce a *condition status website* page for all allotments providing a publicly available red, amber, green rating of the level of maintenance. Intended to raise standards of attendance, maintenance, avoid plots being overgrown and weed ridden and improve the community cohesion and pride across the council's allotment sites.

## 12. Transfer of Assets from Pendle Borough Council

To resolve whether or not to seek the transfer of ownership of land to the north of School Lane, locally known as St Anne's Wood. The land being subject to a 99 year lease to the Woodlands Trust from Pendle Borough Council.

## 13. Correspondence

To review any items of correspondence requiring the attention of and direction from council members.

## 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 (TH).

15.3 West Craven District Committee – consideration of nominating a representative for position of Co-Optee on the Borough Council's Area Committee.

## 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 approve continued annual membership and subscriptions to the following associations; the Society of Local Council Clerks (SLCC), Lancashire Association of Local Councils (LALC) and the National Association of Local Councils (NALC).

16.4 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. The 2025/2026 Annual Internal Audit Report

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

## 18. The 2025/2026 Annual Governance Statement (AGAR Sect 1)

To note and approve the Annual Governance Statement for 2025/26 (page 4 of Appendix B).

**19. The 2025/2026 Accounting Statements (AGAR Sect 2)**

To resolve to approve the Accounting Statements prepared by the Responsible Financial Officer for the year ended 31 March 2026 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 Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026. The relevant notice will be displayed in notice boards and published to the council's website on Wednesday 20<sup>th</sup> May 2026.

**21. Next Meeting Date**

To note the next scheduled meeting of the Town Council on **Monday 29<sup>th</sup> June 2026**

**22. Meeting Close**