

## **SHADOW POOLE TOWN COUNCIL**

**WEDNESDAY, 21ST JANUARY, 2026**

### **Present:**

**Councillors Cllr S Aitkenhead, Cllr M Andrews, Cllr D Brown, Cllr R Burton, Cllr A Chapmanlaw, Cllr P Cooper, Cllr M Earl, Cllr M Gillett, Cllr C Goodall, Cllr A Hadley, Cllr E Harman, Cllr M Howell, Cllr M Le Poidevin, Cllr D Logan, Cllr S Mackrow, Cllr C Matthews, Cllr S Moore, Cllr K Rampton, Cllr Dr F Rice, Cllr P Slade, Cllr T Trent, Cllr O Walters and Cllr C Weight**

### **1 Election of Chair**

The Deputy Chair of BCP Council, Councillor Simon Bull, presided over agenda item 1 and sought nominations to the office of Chair of the Shadow Poole Town Council.

Councillor Oliver Walters was nominated, seconded, and duly elected.

**RESOLVED: That Councillor Oliver Walters be elected to the office of Chair of the Shadow Poole Town Council.**

Voting: Nem. Con.

### **2 Election of Vice-Chair**

(Councillor Walters in the Chair.)

Councillor Walters sought nominations to the office of Vice-Chair of the Shadow Poole Town Council.

Councillor Sue Aitkenhead was nominated, seconded, and duly elected.

**RESOLVED: That Councillor Sue Aitkenhead be elected to the office of Vice-Chair of the Shadow Poole Town Council.**

Voting: Nem. Con.

### **3 Apologies**

Apologies for absence were received from Councillors Jo Clements, John Challinor and Brian Hitchcock.

### **4 Declarations of Interests**

None.

5 **Adoption of Procedure Rules**

Richard Jones, Head of Democratic Services presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Mr Jones advised that, although the Shadow Council was not a meeting of the principal council, it would be appropriate to adopt meeting procedure rules similar to the meeting procedure rules which apply to Bournemouth, Christchurch and Poole Council. An extracted version of the existing Part 4D Procedure Rules was reproduced including the relevant provisions applicable to meetings of the Shadow Council, and the Shadow Council was asked to approve the Procedure Rules as set out.

Councillors suggested that section 13.1 of the proposed Rules should be amended to so that it read:

*“13.1. A secret ballot will be held to elect the Chair and Vice-Chair of the Shadow Council, **or Shadow Councillor** to any office or position where more than one person is nominated.”*

Adoption of the proposed Procedure Rules, as amended, was moved, seconded and duly agreed.

**RESOLVED: - that the Procedure Rules, as set out in the appended document, be adopted as the Meeting Procedure Rules for the Shadow Council inclusive of the agreed amendment of point 13.1.**

Voting: Nem. Con.

6 **Establishing the New Town Council**

Richard Jones, Head of Democratic Services presented a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The report updated the Shadow Poole Town Council on progress towards establishing Poole Town Council ahead of its vesting date on 1 April 2026. Key milestones had been achieved, including the approval of the Reorganisation Order, confirmation of parish and ward boundaries, and commencement of recruitment for the Town Clerk and Responsible Finance Officer.

Several priority issues raised by Councillors and stakeholders, such as asset transfers, allotment management, civic arrangements, election preparations, and neighbourhood forum transitions, were being addressed through a structured implementation plan. Statutory allotment sites within the new parish area would transfer to the Town Council, and historic and civic ceremonial assets were to be formally transferred before 31 March 2026.

A full list of assets would be presented to a future meeting of the Charter Trustees. While the Order required submission before or on 31 March 2026, the Order would specify that the actual transfer would take place at midnight on 31 March 2026.

Workstreams covering governance, finance, assets, staffing, elections, and communications were underway, supported by an officer working group. A proposed election timetable for 7 May 2026 had been published to support prospective candidates.

The report sought nominations for an appointments panel of three to six shadow councillors, with delegated authority to complete the recruitment and appointment of the Town Clerk to avoid delay.

Councillor Mark Howell raised a motion that the Shadow Council assert its right to the ownership of numberplate APR1 and write to the BCP Council Chief Executive to review the matter and negotiate the transfer of the numberplate ahead of a final decision by BCP Council.

Officers advised that the asset register drawn up by the former Borough of Poole ahead of LGR in 2019 was required to include items of a historic and/or ceremonial nature. It was unknown whether the numberplate could be considered as such an asset as defined in regulations. It was confirmed that the numberplate was currently in the ownership of BCP Council.

The motion was seconded, and when put to a vote, was carried.

Voting: F: 22, Ag: 0 (1 abstention)

Regarding the number of appointments to the recruitment panel, Councillors agreed a final number of 5 (with 1 reserve) in order to avoid potential deadlock.

Voting: Nem. Con

Nominations to the panel were sought, with the following Councillors nominated:

Councillors Aitkenhead, Cooper, Harman, Howell, Le Poidevin, Rampton, Trent and Walters.

Following a secret ballot, the following Councillors were appointed to the recruitment panel:

Councillors Aitkenhead, Cooper, Harman, Le Poidevin, and Walters, with Councillor Rampton as reserve.

**RESOLVED that:-**

- (a) the Shadow Council establish a panel of five Shadow Council members, plus one reserve, to serve on the Appointments Panel to shortlist, interview and appoint a Town Clerk and Responsible Finance Officer for Poole Town Council, these being: Councillors Aitkenhead, Cooper, Harman, Le Poidevin, and Walters, with Councillor Rampton as reserve.**
- (b) the appointments panel be delegated authority to undertake all necessary activities in the recruitment process and to appoint the preferred candidate.**
- (c) that the Shadow Council assert its right to the ownership of numberplate APR1 and write to the BCP Council Chief Executive to review the matter and**

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**negotiate the transfer of the numberplate ahead of a final decision by BCP Council.**

Voting: Nem. Con.

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Councillor Clare Weight arrived 18:14  
Councillor Felicity Rice arrived 18:20.

**Duration of the meeting:** 6.00 - 6.51 pm

Chairman at the meeting on  
Wednesday, 21 January 2026