

# Notice of Shadow Bournemouth Town Council



Date: Tuesday, 24 February 2026 at 5.45 pm

Venue: HMS Phoebe, BCP Civic Centre, Bournemouth BH2 6DY

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## Membership:

### Chair:

Cllr S Carr-Brown

### Vice Chair:

Cllr M Gillett

Cllr C Adams

Cllr H Allen

Cllr S Armstrong

Cllr S Bartlett

Cllr J Beesley

Cllr O Brown

Cllr S Bull

Cllr P Canavan

Cllr B Chick

Cllr E Connolly

Cllr D d'Orton-Gibson

Cllr B Dove

Cllr M Dower

Cllr J Edwards

Cllr G Farquhar

Cllr D Farr

Cllr A Filer

Cllr J Hanna

Cllr R Herrett

Cllr A Keddie

Cllr D Logan

Cllr G Martin

Cllr J Martin

Cllr A-M Moriarty

Cllr B Nanovo

Cllr L Northover

Cllr K Rampton

Cllr J Richardson

Cllr C Rigby

Cllr J Salmon

Cllr K Salmon

Cllr T Slade

Cllr L Williams

Cllr K Wilson

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All Members of the Shadow Bournemouth Town Council are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to attend this meeting.

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services or email [democratic.services@bcpcouncil.gov.uk](mailto:democratic.services@bcpcouncil.gov.uk)

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpcouncil.gov.uk](mailto:press.office@bcpcouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpcouncil.gov.uk](http://democracy.bcpcouncil.gov.uk)

AIDAN DUNN  
CHIEF EXECUTIVE

16 February 2026

**DEBATE  
NOT HATE**



Available online and  
on the Mod.gov app

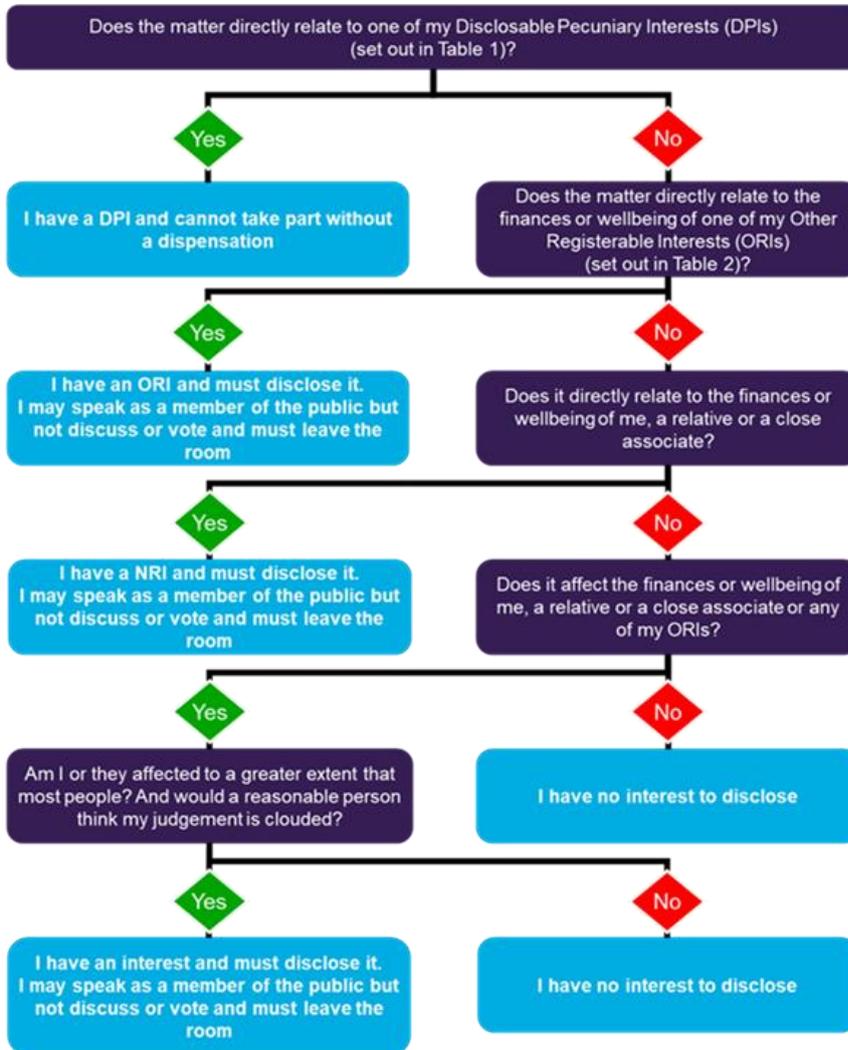


## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

Items to be considered while the meeting is open to the public

**1. Apologies**

To receive any apologies for absence from Councillors.

**2. Declarations of Interests**

Councillors are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance. Declarations received will be reported at the meeting.

**3. Confirmation of Minutes**

To confirm and sign as a correct record the minutes of the Meeting held on 28 January 2026.

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**4. LGPS Designation & Adoption of NALC/NJC Terms and Conditions**

This report seeks approval for key employment and pension arrangements necessary to establish the new Bournemouth Town Council and enable the recruitment of a suitably qualified Town Clerk and Responsible Finance Officer. As a designating body under the Local Government Pension Scheme (LGPS) Regulations 2013, the Town Council may choose whether to participate in the LGPS and must formally resolve to designate eligible posts. Adoption of the National Joint Council (NJC) "Green Book" terms and conditions, together with associated NALC policies, is also recommended to provide a modern, lawful, and sector-standard employment framework.

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No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

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## SHADOW BOURNEMOUTH TOWN COUNCIL

WEDNESDAY, 28TH JANUARY, 2026

**Present:** Councillor S Carr-Brown in the Chair

Councillors Cllr S Armstrong, Cllr S Bartlett, Cllr J Beesley, Cllr O Brown, Cllr S Bull, Cllr P Canavan, Cllr S Carr-Brown, Cllr B Chick, Cllr E Connolly, Cllr M Dower, Cllr G Farquhar, Cllr D Farr, Cllr M Gillett, Cllr J Hanna, Cllr R Herrett, Cllr A Keddie, Cllr D Logan, Cllr G Martin, Cllr J Martin, Cllr B Nanovo, Cllr K Rampton, Cllr C Rigby, Cllr J Salmon, Cllr K Salmon and Cllr L Williams

### **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 Bournemouth Town Council.

Councillor Sharon Carr-Brown was nominated, seconded, and duly elected.

**RESOLVED: That Councillor Sharon Carr-Brown be elected to the office of Chair of the Shadow Bournemouth Town Council.**

Voting: Nem. Con.

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

(Councillor Carr-Brown in the Chair.)

Councillor Carr-Brown sought nominations to the office of Vice-Chair of the Shadow Bournemouth Town Council.

Councillors Sara Armstrong and Matthew Gillett were nominated and seconded.

Following a secret ballot, Councillor Matthew Gillett was duly elected.

**RESOLVED: That Councillor Matthew Gillett be elected to the office of Vice-Chair of the Shadow Bournemouth Town Council.**

Cllr Armstrong arrived 18:16

### **3 Apologies**

Apologies for absence were received from Councillors Adams, Allen, Edwards, d'Orton-Gibson, Northover, Martin, Richardson and Wilson.

It was noted that Councillor Williams was aiming to be present but had been delayed.

Councillor J Salmon left 18:20

### **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, inclusive of an amendment to section 13.1 of the proposed Rules 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 and inclusive of the amendment to point 13.1, be adopted as the Meeting Procedure Rules for the Shadow Council.**

Voting: Nem. Con.

Councillor G Martin arrived 18:30

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 Bournemouth Town Council on progress towards establishing Bournemouth 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.

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.

Regarding the number of appointments to the recruitment panel, Councillors agreed a final number of 5 (with 2 reserves) in order to avoid potential deadlock.

Voting: Nem. Con

Nominations to the panel were sought, with the following Councillors nominated and seconded: Councillors S Armstrong, S Carr-Brown, E Connolly, M Gillett, J Hanna, K Rampton, and K Salmon.

Following a secret ballot, the following Councillors were appointed to the recruitment panel: Councillors S Carr-Brown, E Connolly, M Gillett, K Rampton and K Salmon. Councillors J Hanna and S Armstrong were confirmed as first and second reserves, respectively.

**RESOLVED that:-**

- (a) the Shadow Council establish a panel of 5 (plus 2 reserves) Shadow Council members to serve on the Appointments Panel to shortlist, interview and appoint a Town Clerk and Responsible Finance Officer for Bournemouth Town Council, these being: Councillors S Carr-Brown, E Connolly, M Gillett, K Rampton and K Salmon, with Councillors J Hanna (1<sup>st</sup> reserve), and S Armstrong (2<sup>nd</sup> reserve);**
- (b) the appointments panel be delegated authority to undertake all necessary activities in the recruitment process and to appoint the preferred candidate.**

Voting: Nem. Con.

Councillor Williams arrived 18:46

**Duration of the meeting:** 6.05 - 7.01 pm

Chairman at the meeting on  
Wednesday, 28 January 2026

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**SHADOW BOURNEMOUTH TOWN COUNCIL**



Report subject	<b>LGPS Designation &amp; Adoption of NALC/NJC Terms and Conditions</b>
Meeting date	24 February 2026
Status	Public Report
Executive summary	<p>This report seeks approval for key employment and pension arrangements necessary to establish the new Bournemouth Town Council and enable the recruitment of a suitably qualified Town Clerk and Responsible Finance Officer. As a designating body under the Local Government Pension Scheme (LGPS) Regulations 2013, the Town Council may choose whether to participate in the LGPS and must formally resolve to designate eligible posts. Adoption of the National Joint Council (NJC) “Green Book” terms and conditions, together with associated NALC policies, is also recommended to provide a modern, lawful, and sector-standard employment framework.</p>
Recommendations	<p><b>It is RECOMMENDED that:</b></p> <ul style="list-style-type: none"> <li><b>(a) Bournemouth Town Council shall participate in the Local Government Pension Scheme as a designating body;</b></li> <li><b>(b) the post of Town Clerk and Responsible Finance Officer shall be eligible for membership of the Local Government Pension Scheme administered by Dorset County Pension Fund, with effect from 1 April 2026;</b></li> <li><b>(c) the National Joint Council (NJC) “Green Book” Terms and Conditions of Employment and the associated NALC model employment policies be adopted for the post of Town Clerk and Responsible Finance Officer;</b></li> <li><b>(d) the Head of Democratic Services and Deputy Monitoring Officer be authorised to enter to any agreements or contracts for supplies and services for the Town Council which are deemed necessary for the effective operation of the Town Council.</b></li> </ul>
Reason for recommendations	<p>The appointment of an appropriately qualified Town Clerk and Responsible Finance Officer will require the serving of appropriate contracts of employment, terms and conditions and pension provision. The recommendations contained in this report are</p>

	required to comply with Dorset Pensions service and standard employment expectations of town clerks.
Portfolio Holder(s):	Not applicable
Corporate Director	Aidan Dunn, Chief Executive
Report Authors	Richard Jones, Head of Democratic Services and Deputy Monitoring Officer
Wards	Not applicable
Classification	For Decision

### **Background**

1. Under the Local Government Pension Scheme Regulations 2013, town and parish councils are classified as “designating bodies.” This means:
  - They are not required to participate in the LGPS.
  - - They may choose to offer LGPS membership to:
    - Named individuals, or
    - Specific posts (or classes of employees).
2. Participation is therefore voluntary but must be enacted through a formal council resolution. This is distinct from scheduled bodies (e.g., county/district councils), which must participate, and admission bodies, which join via an admission agreement (typically contractors).

### **Requirement for a Council Resolution**

3. To join the LGPS, the Shadow Town Council must pass a resolution that:
  - States the Council’s intention to participate in the LGPS as a designating body.
  - Identifies the eligible post(s) — in this case, the post of Town Clerk and Responsible Finance Officer.
  - Confirms the effective date of eligibility.
4. Dorset County Pension Fund requires a copy of the signed minutes as evidence of the resolution.

### **Dorset County Pension Fund (DCPF) Process**

5. If the Shadow Council approves the designation, the following steps apply:
  - Notification to DCPF – The Council submits the signed resolution.
  - Actuarial Assessment – DCPF’s actuary calculates the employer contribution rate based on pay and membership data.

- A one-off actuarial fee is normally payable.
  - Employer contribution rates are reviewed every three years.
6. This is the standard process applied to all town and parish councils joining the Dorset scheme.

### **Rationale for Offering LGPS Membership**

7. Providing access to the LGPS for the Town Clerk and Responsible Finance Officer would align the Town Council with sector norms for senior officers, supports recruitment and retention of high calibre staff, provides a secure, defined benefit pension scheme, ensures parity with neighbouring councils and wider local government practice, and reflects the statutory nature and responsibilities of the Town Clerk and Responsible Finance Officer role.
8. The LGPS is widely regarded as the appropriate pension provision for senior officers in local government.

### **Adoption of NALC/NJC “Green Book” Terms and Conditions**

9. The National Joint Council (NJC) “Green Book” is the nationally recognised and sector standard framework for local government employment at a parish and town council level. The National Association of Local Councils (NALC) recommends its adoption for town and parish councils, which is supported by a suite of model policies.
10. Adopting the Green Book ensures:
- A consistent, lawful, and modern employment framework.
  - Clear alignment with national pay scales, conditions, and HR standards.
  - Access to nationally negotiated pay awards.
  - Reduced employment risk through use of established policies.
  - Transparency and fairness in employment arrangements.
11. The NALC/NJC framework includes a suite of policies covering but not limited to:
- Sickness and absence
  - Annual leave
  - Disciplinary and grievance procedures
  - Flexible working
  - Maternity, paternity, and parental leave
  - Health and safety
  - Code of conduct and standards of behaviour
12. These policies are widely used across the sector and provide a robust foundation for the Council's employment practices. Adopting the Green Book will provide clarity and security to prospective employees joining the Town Council.

## **Authority to enter Contracts and Agreements**

13. To ensure the effective establishment of the new Town Council and to avoid unnecessary delay in the transitional period, delegated authority is requested for the Head of Democratic Services and Deputy Monitoring Officer to enter into contracts and agreements for supplies, systems and professional services. The preparatory work needed before 1 April 2026 spans governance, finance, IT, HR, etc., which may require external support.
14. Delegating this authority provides an agile mechanism for ensuring the Council can meet its implementation milestones and that critical systems and services are in place for vesting day. It also reflects standard practice in local government during periods of organisational change, where officer-level decision-making is necessary to maintain momentum and manage practical matters within approved budgets and policies.

## **Options Appraisal**

15. The Shadow Council could decide not to sign up to the Dorset Pension Scheme and not adopt the NJC Terms and Conditions and associated policies, however, bespoke terms and conditions and policies will need to be developed and it is unlikely that prospective candidates will accept the positions without certainty.

## **Summary of financial implications**

16. There are no direct financial implications arising from this report. The anticipated budgets approved by BCP Council in December 2025 included provision for the employment of staff based on the NJC terms and conditions of employment and that all employees would referenced would be eligible to join the LGPS.

## **Summary of legal implications**

17. The Council has the legal power to designate posts for LGPS membership under the LGPS Regulations 2013. A formal resolution is required to activate eligibility.
18. Adoption of the Green Book ensures compliance with employment law and reduces HR risk.
19. The Town Clerk and Responsible Finance Officer will be the Town Council's Proper Officer; appropriate employment terms are essential for governance stability.

## **Summary of human resources implications**

20. Failure to adopt appropriate terms and conditions of employment, policies and pension scheme is likely to detrimentally affect the appointment of a suitably qualified Town Clerk and Responsible Finance Officer.

## **Summary of sustainability impact**

21. There are no sustainability impacts arising from this report.

## **Summary of public health implications**

22. There are no public health impacts arising from this report.

### **Summary of equality implications**

23. The nationally agreed policies, terms and conditions comply with equality requirements and provide equal protections.

### **Summary of risk assessment**

24. Failure to adopt these recommendations could increase the risk of failure to attract/retain a qualified Town Clerk and Responsible Finance Officer, and could lead to employment disputes due to unclear policies.
25. Failure to participate in the Pensions Scheme could present financial uncertainty around pension costs and increase administrative burdens.

### **Background papers**

Published works

### **Appendices**

There are no appendices to this report.

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