

Notice of Shadow Broadstone Town Council



Date: Wednesday, 25 February 2026 at 6.30 pm

Venue: NorthReach Annexe, St. John's Church, Macaulay Road, Broadstone
BH18 8AR

Membership:

Chair:

Cllr Peter Sidaway

Vice Chair:

Jonathan Saunders

Caroline Bliss
Mike Brooke

David O'Neil
Cllr Vikki Slade

All Members of the Shadow Broadstone 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

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

This notice and all the papers mentioned within it are available at democracy.bcpcouncil.gov.uk

AIDAN DUNN
CHIEF EXECUTIVE

17 February 2026

**DEBATE
NOT HATE**



Available online and
on the Mod.gov app

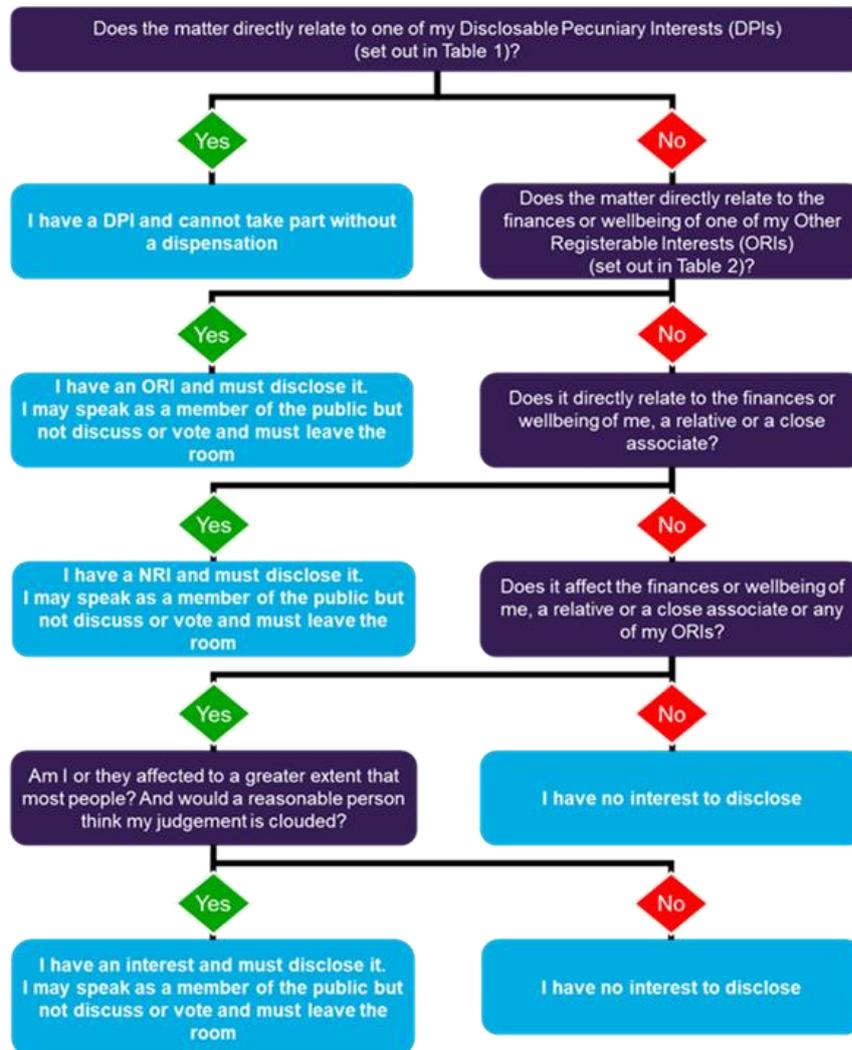


Maintaining and promoting high standards of conduct

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 29 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 Broadstone 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 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 BROADSTONE TOWN COUNCIL

THURSDAY, 29TH JANUARY, 2026

Present: Councillor Peter Sidaway in the Chair

Councillor V Slade, Caroline Bliss, Mike Brooke, David O'Neil and Jonathan Saunders

1 Election of Chair

The Chair of BCP Council, Councillor Lesley Dedman, presided over agenda item 1 and sought nominations to the office of Chair of the Shadow Broadstone Town Council.

Councillor Peter Sidaway was nominated, seconded, and duly elected.

RESOLVED: That Councillor Peter Sidaway be elected to the office of Chair of the Shadow Broadstone Town Council.

Voting: Nem. Con.

2 Election of Vice-Chair

(Councillor Peter Sidaway in the Chair.)

Councillor Sidaway sought nominations to the office of Vice-Chair of the Shadow Broadstone Town Council.

Mr Jonathan Saunders was nominated, seconded, and duly elected.

RESOLVED: That Mr Jonathan Saunders be elected to the office of Vice-Chair of the Shadow Broadstone Town Council.

Voting: Nem. Con.

3 Apologies

All Members were confirmed as present.

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 any Shadow Member to any office or position where more than one person is nominated.”

Members queried whether meetings of the Broadstone Town Council would allow for public participation and whether procedure rules would be drafted to support such participation.

In response, it was confirmed that meetings of the new Broadstone Town Council would include an agenda item to allow for members of the public to address the Town Council. Appropriate Standing Orders would be drafted to support this public participation, with the standard model of Standing Orders for Parish and Town Councils likely to form the starting point for review by the Shadow Town Council ahead of formal adoption by the Town Council. There would be no public participation at Shadow Town Council meetings.

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 amendment to 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 Broadstone Town Council on progress towards establishing Broadstone 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 members, 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, Members agreed the panel should comprise of 3, in order to avoid potential deadlock.

Voting: Nem. Con.

Nominations to the panel were sought, with the following Members nominated, seconded and duly elected: Councillor Peter Sidaway, Caroline Bliss and Jonathan Saunders.

Thursday, 29th January, 2026

Members sought further information on what was to happen upon sale of assets that were owned by the former Borough of Poole, e.g., the APR1 numberplate. It was suggested that a portion of any sales should be shared with Broadstone Town Council.

Officers advised that the APR1 numberplate was currently in the ownership of BCP Council and the matter required further review.

More generally, a percentage of asset revenue had been determined when setting the first year budgets. A further Reorganisation Order would be submitted which would set out in detail which assets were to be transferred between the three Town Councils

Members suggested that any motion to BCP Council relating to numberplate could be amended to include Broadstone. Members were reminded that when in use, the APR1 vehicle had carried Poole Mayors from Broadstone.

RESOLVED that:-

- (a) the Shadow Council establish a panel of 3 Shadow Council Members to serve on the Appointments Panel to shortlist, interview and appoint a Town Clerk and Responsible Finance Officer for Broadstone Town Council, these being: Councillor Peter Sidaway, Caroline Bliss and Jonathan Saunders.**
- (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.

Duration of the meeting: 7.00 - 7.26 pm

Chairman at the meeting on
Thursday, 29 January 2026

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SHADOW BROADSTONE TOWN COUNCIL



Report subject	LGPS Designation & Adoption of NALC/NJC Terms and Conditions
Meeting date	25 February 2026
Status	Public Report
Executive summary	This report seeks approval for key employment and pension arrangements necessary to establish the new Broadstone 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 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.
Recommendations	<p>It is RECOMMENDED that:</p> <p>(a) Broadstone Town Council shall participate in the Local Government Pension Scheme as a designating body;</p> <p>(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;</p> <p>(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;</p> <p>(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.</p>
Reason for recommendations	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

	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	Broadstone;
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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