

## **SHADOW POOLE TOWN COUNCIL**

**TUESDAY, 24TH MARCH, 2026**

**Present:** Councillor Oliver Walters in the Chair

Councillors Cllr D Brown, Cllr A Chapmanlaw,  
Cllr P Cooper, Cllr M Earl, Cllr M Gillett,  
Cllr S Moore, Cllr Dr F Rice and Cllr T Trent

### **12 Apologies**

Apologies for absence were received from Councillors Sue Aitkenhead, Richard Burton, John Challinor, Jo Clements, Mark Howell, Pete Miles, Emily Pankhurst and Karen Rampton.

### **13 Declarations of Interests**

None.

### **14 Confirmation of Minutes**

**RESOLVED:** That the minutes of the meeting held on 24 February 2026 be approved as a correct record.

Voting: Nem. Con.

### **15 Adoption of Initial Governance and Policy Documents**

The 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.

The Shadow Council was advised that, as Poole Town Council was to be established on 1 April 2026, there was a requirement to have key governance arrangements in place to operate effectively from that date.

Therefore, the report sought approval to adopt the following initial set of governance and policy documents:

- Standing Orders (to govern how meetings are convened and decisions are made),
- Financial Regulations (to provide financial control and accountability, supported by the Responsible Finance Officer),
- the LGA Model Councillor Code of Conduct (aligned with BCP Council to provide clarity for dual-hatted Members and a consistent approach to standards complaints), and
- a Scheme of Delegation.

The proposed Scheme provided proportionate officer delegation from day one, including authority for the Town Clerk and Responsible Finance Officer to take

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necessary operational actions and to enter into Service Level Agreements with BCP Council for support services relating to allotments and civic support.

It was recommended that the documents be approved for subsequent adoption alongside other policies at the first Annual Poole Town Council meeting in May and an early review during the first year to reflect the Council's agreed committee structure and ways of working.

Members sought clarity over the choice to set a quorum of three for Planning and other Committees. In response, the new Town Clerk, Mr David Mears, was introduced, who advised that three was a standard quorum for such Committees. However, the Town Council could later choose to increase the quorum, should it wish.

Members were supportive of the recommendations, and it was:

**RESOLVED that:-**

- (a) the Standing Orders, as set out in appendix 1 to the report, be adopted;**
- (b) the Financial Regulations, as set out in appendix 2 to the report, be adopted;**
- (c) the LGA Model Code of Conduct, as set out in appendix 3 to the report, be adopted; and**
- (d) the Scheme of Delegation to Committees and Officers, as set out in appendix 4 to the report, be adopted.**

Voting: Nem. Con.

**Duration of the meeting:** 5.35 - 5.41 pm

Chairman at the meeting on  
Tuesday, 24 March 2026