

## SHADOW BROADSTONE TOWN COUNCIL

Minutes of the Meeting held on 27 March 2026 at 2.00 pm

Present:-

Cllr Peter Sidaway – Chairman  
Jonathan Saunders – Vice-Chairman  
Caroline Bliss  
David O'Neil

11. Apologies

Apologies for absence were received from Mike Brooke and Councillor Vikki Slade.

12. Declarations of Interests

None.

13. Confirmation of Minutes

**RESOLVED: That the minutes of the meeting held on 25 February 2026 be approved as a correct record.**

Voting: Nem. Con.

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

It was confirmed that the documents had been drafted in consultation with the new Town Clerk, Ms Michelle Harrington.

It was recommended that the documents be approved for subsequent adoption alongside other policies at the first Annual Broadstone 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 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.

Additionally, as trustee of the Broadstone Neighbourhood Forum (BNF), Caroline Bliss provided details of BNF assets totalling circa £25k. The full list is set out below.

Members raised concerns that the assets, many of which required maintenance, could be abandoned following the impending closure of the BNF on 18 April 2026.

It was agreed that the matter be referred to Broadstone Town Council, via the new Town Clerk, for consideration of collaborative working on asset maintenance.

#	Asset	Description	Owned- Stored/Used on Loan/Lent
1	Community Notice Board	Lockable Green Notice Board, The Broadway.	Owned_Installed
2	Interpretation Boards & Map	5 x A1 Interpretation Boards and Area Map. The Broadway ( 2 which are board + map), The Junction/Underpass Intersection (1), Dunyeats Road/Cemetery Avenue Intersection (1) , Clarendon Road/Underpass Approach (1)	Owned_Installed
3	Interpretation Board #6 and Wallace Square signage	Interpretation Board #6 installed at Broadstone Park (to replace removed old noticeboard) and 2 x 'Wallace Square' small signs sited below Interpretation Board 1 and Community Notice Board.	Owned_Installed
4	Decorative Flag Bunting	Green & White Bunting . 6 packets of 64-66 feet.	Owned-Stored
5	Steel Ground Stakes	(Bunting/Fence Supports) 30 pieces x 1.2m high	Owned-Stored
6	Benches x 3	Installed outside M&S/Wallace Square by BNFProject //ARG Funding , value includes replacement installation costs. 1 x Feature Hard Wood Bench + 2 x Standard Hard Wood Benches	Installed
7	Benches x 4	Broadway Improvements Project Phase 2.1 (2 x Hardwood Benches - installed & Phase 2.2 (2 x Hardwood Benches being installed) .	Partially Installed
8	Bins - The Broadway/Wallace Square	Replacement bins sited on the Broadway	Ongoing installation

The meeting ended at 2.19 pm

CHAIRMAN