

**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