

BROADSTONE PARISH COUNCIL

Notice of the Annual Parish Council Meeting

MEMBERS OF THE PUBLIC AND THE PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960) & Local Government Act 1972 s100

Dear Councillors,

You are hereby summoned to attend the following meeting:

MEETING TITLE Broadstone Parish Council Annual Meeting

TIME 18:30HRS

DATE Friday 15th May 2026

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

Councillors will be discussing all the items listed on the agenda.

Yours faithfully



**Michelle Harrington Parish
Proper Officer & RFO**

8th May 2026

PUBLIC SESSION.

Questions from members of the public. *(N.B. no decision can be taken¹)*

AGENDA

0126-1. ELECTION OF CHAIRMAN AND RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE

To receive nominations for councillors to stand for the office of Chairman of the Parish Council.

In the event that the Council resolves under agenda item 0126-7 to adopt Town Council status, the Council will subsequently determine whether to retain the office of Chairman or to appoint a Town Mayor in accordance with relevant legislation.

The successful nominee (Chairman or, if resolved, Mayor) will sign the appropriate Declaration of Acceptance of Office. (Local Government Act (LGA) 1972 s245)

0126-2. ELECTION OF VICE CHAIRMAN AND RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE

To receive nominations for councillors to stand for the office of Vice-Chairman of the Parish Council.

In the event that the Council resolves under agenda item 0126-7 to adopt Town Council status, the Council will subsequently determine whether to retain the office of Vice-Chairman or to appoint a Deputy Town Mayor in accordance with relevant legislation.

The successful nominee (Vice-Chairman or, if resolved, Deputy Mayor) will sign the appropriate Declaration of Acceptance of Office.

0126-3. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

a. Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct.

b. To note any prior or new requests from members for Dispensations that accord with Localism Act 2011 s33(be) (NB this does not preclude any later declarations)

0126-4. DECLARATIONS OF ACCEPTANCE OF OFFICE

To confirm Councillors declaration of acceptance of office have been made and to receive any outstanding declarations. Any Councillor not having duly signed the declaration will not hold the office of Councillor. (LGA 1972 s82 (4))

0126-5. TOWN CLERK

To note the appointment of Michelle Harrington as the Clerk / Proper Officer and Responsible Financial Officer. Noting the Clerk will be the Data Controller / Processor.

0126-6. APOLOGIES FOR ABSENCE

To receive apologies of absence and to approve the reasons given. (LGA 1972 s85 (1))

0126-7. NAME AND STYLE OF COUNCIL.

The current legal name of the Council is "Broadstone Parish Council", and the style is that of a Parish Council.

To resolve to:

- a. Adopt the style of a Town Council (LGA 1972, s 245(6)-(9)).
- b. Adopt the title Broadstone Town Council
- c. Designate the Chairman as Town Mayor, and the Vice-Chairman as Deputy Town Mayor.

0126-8. GENERAL POWER OF COMPETENCE – APPENDIX.

- a. To resolve Broadstone Town Council meets the eligibility criteria for the General Power of Competence.
- b. To resolve Broadstone Town Council wish to hold the General Power of Competence.

0126-9. MEETING DATES - APPENDIX

To agree meeting dates and start times, including the Annual Residents Meeting. (LGA s14 (1 & 2)).

0126-10. BANK SIGNATORIES.

To appoint Members as bank signatories.

0126-11. POLICIES - APPENDIX

- a. To ratify the Shadow Council adoption of the Code of Conduct; Financial Regulations; Scheme of Delegation, and Standing Orders.
- b. To note Members will be receiving many policies over the coming months in order to ensure the Council's functions in a transparent and robust way. The usual pathway for Policy adoption is that the policy will be agreed for recommendation to Full Council by:
 - The Finance and Governance Committee for Council wide policies
 - The Staffing Committee for HR related policies

0126-12. COMMITTEE STRUCTURE

- a. To appoint Members to committees and appoint Chairman and Vice-Chairman
 1. Finance and Governance Committee (4 (2 per ward))
 2. Staffing Committee (3)
 3. Hearings Appeals (Sub Committee) (3) (Not members of the Staffing Committee).
- b. To discuss the appointment of the following committees
 1. Planning and licensing (4 (2 per ward)) (Including a Scheme of Delegation- **APPENDIX**)

0126-13. MEMBERSHIP OF OUTSIDE BODIES – APPENDIX

To approve applications for membership to the Dorset Association of Parish & Town Councils, the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

0126-14. MONTHLY FINANCE

To ratify the monthly finance

0126-15. PLANNING AND LICENSING MATTERS

To consider any planning applications received.

0126-16. CORRESPONDENCE

- a. To consider any correspondence received.

¹ *N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA 1972 Sch 12, para 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)*