

Date	Ref	Who	Title	Description	Status
15/05/2026	PS	PO	Minutes	15-05-26 Clerk to talk to the appropriate representative about keeping a copy of the minutes in the library and local churches. June 26 Folder now in library for public view	Complete
15/05/2026	PS	PO	Agenda Item	15-05-26 Clerk to add to the next Full Council agenda a discussion regarding an Apolitical. Town Council.	Complete
15/05/2026	0526-10	PO	Bank Signatories	15-05-26 Clerk to add Councillors to Unity Bank. So Far Peter and Colin. Two more to be added once finance start to meet 10-07-26 Paperwork sent to Unity Bank	On-Going
15/05/2026	0526-11	PO	Policies	15/05/2026 Clerk to add policies to website, Standing Order, Financial Regs, Code of Conduct and Scheme of delegation to website 05-06-26 emailed to Alex asking he upload with the exception of the scheme of delegation given changes made to add communities committee	Complete
15/05/2026	0526-12	PO	Scheme of Delegation	15-05-26 Clerk to amend the Scheme of Delegation to state five members not four. The Clerk to produce a Scheme of Delegation for the Community Services Committee and submit for approval at the next Full Council meeting.	Complete
15/05/2026	0526-13	PO	DAPTC Membership	15-05-26 Clerk to request DAPTC membership invoice and pay on arrival	Complete
08/06/2026	0626-21 a3	Cllr Sidaway	Bank	Cllr Sidaway to sign May Rec	Complete
08/06/2026	0626-21 c1	PO	Scheme of Delegation	Clerk to amend Scheme of Delegation for Community Services Committee & with delegated financial spend. 22-06-26 emailed to Alex to upload to website	Complete
08/06/2026	0626-21 c2	PO	Grant Award Policy	Clerk to upload to the website. 22-06-26 Email from Alex confirming uploaded	Complete
08/06/2026	0626-23	PO	Standing Orders	Clerk to amend with new order to ensure TC business is conducted in a manner that is apolitical. 22-06-26 Email sent to Alex to upload to website	Complete
08/06/2026	0626-24	Cllr Tebbs & PO	Branding	Cllr Tebbs to liaise with the Proper Officer to advance the branding concept. To launch a competition to get the community involved in designing the new Town Councils logo. To create examples of possible other branding items such as email signatures and report back to Council in July. Proper Officer to add Branding to the July Full Council agenda 22-06-26 Branding Poster uploaded to website and facebook. 23-06-26 Branding poster and flyer taken to library	On-Going
08/06/2026	0626-25	Cllr Elkins, Cllr Tebbs & PO	Community Engagement Plan	Cllr Elkins and Cllr Tebbs to liaise with the Proper Officer to create an implementation plan for presentation in July to Full Council. Proper Officer to add Community Engagement Plan to the July Full Council agenda	To Start

08/06/2026	0626-26	Cllr Brooke & PO	Benches	Cllr Brooke liaise with the Proper Officer to compile a financial report to present to full council in July. Proper Officer to add Bench Financial Report to the July Full Council agenda	To Start
08/06/2026	0626-27	PO	Groundsman / Caretaker	The Proper Officer is to compile a business case for the Groundsman / Caretaker role and report back to Full Council in July. Proper Officer to add Groundsman / Caretaker Business Case to the July Full Council agenda 22-06-26 draft sent to Andy as offered to help.	On-Going
08/06/2026	0626-28	Cllr Elkins, Cllr Brooke & PO	Decision Making Matrix	Cllr Elkins and Cllr Brooke to use the proposed matrix alongside the bench report and to report back to Full Council in July. Proper Officer to add Decision Making Matrix update to the July Full Council agenda	To Start
08/06/2026	0626-30	Cllr Tebbs & PO	Use our Loo Scheme	Cllr Tebbs to continue to investigate the 'Use our loo' scheme and report back in July. Proper Officer to add Use our loo scheme to the July Full Council agenda - Postponed to September	On-Going
08/06/2026	0626-31	Cllr Elkins & PO	Residents Survey	Cllr Elkins to draw up a plan for the survey and report back to Councillors via email. Cllr Elkins to liaise with the Proper Officer to create a draft flyer and survey. Once created a PDF version of the survey would be added to the Town Council website. July 26 Survey launched	Complete
08/06/2026	0626-32	Cllr Elkins, Cllr Brooke & PO	Transfer of Asset - BNF	To adopt all assets as listed as former Broadstone Neighbourhood Forum as sets. To continue maintenance and future enhancements as identified. Cllr Elkins to liaise with Cllr Brooke to ensure all items are listed and then send to the Proper Officer. Proper Officer to then add assets to accounting system.	Complete
08/06/2026	0626-32	PO	Transfer of Asset - Community Centre	The Proper Officer is authorised to contact BCP Council to initiate discussions and obtain information regarding the process for a potential transfer of the Community Centre asset to Broadstone Town Council. It was noted that this action is exploratory only and does not commit the Council to making or pursuing a formal transfer application at this stage.	To Start