

BROADSTONE TOWN COUNCIL

Minutes of Broadstone Town Council, Finance & Governance Committee Meeting held on 23rd June 2026 in the NorthReach Annex, St John's Church. The meeting commenced at 4pm

PRESENT:

Cllr **Elkins**, Cllr **Maxey**, Cllr **Slade**, Cllr **Tebbs** & Cllr **Walls**

ALSO IN ATTENDANCE:

Cllr **Sidaway**, & M **Harrington** (Proper Officer)

ABSENT:

-

As Council Chairman Cllr Sidaway opened the meeting.

PUBLIC SESSION

No members of public were present.

0626-1. ELECTION OF CHAIRMAN & VICE-CHAIRMAN. RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE.

The Full Council Chairman asked for nominations for the role of Committee Chairman.

Proposed Cllr Elkins

Seconded Cllr Walls

RESOLVED: Cllr Maxey was elected as Chairman to the Broadstone Town Council Finance and Governance Committee and signed the acceptance of office.

The Committee Chairman asked for nominations for the role of Vice-Chairman

Proposed Cllr Tebbs

Seconded Cllr Slade

RESOLVED: Cllr Elkins was elected as Vice-Chairman to Broadstone Town Council Finance & Governance Committee and signed the acceptance of office.

0626-2. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA.

- a. No declaration was made. NB: this does not preclude any later declarations.
- b. No dispensation was requested.

0626-3. APOLOGIES FOR ABSENCE.

All Councillors were present.

0626-4. BANK BALANCE

A bank balance of £135,571.62 for 16th June 2026 was noted.

0626-5. MONTHLY FINANCE

- a. A copy of the recent monthly expenditure was submitted before the meeting. See Appendix A

Proposed Cllr Maxey

Seconded Cllr Tebbs

RESOLVED / ACTION: Monthly expenditure of £3,155.91 + VAT was approved. Proper Officer to process payments.

- b. To note any recent income
No Income was noted.

0626-6. BUDGET 2026-27

A discussion regarding a revised budget was discussed.

RESOLVED / ACTION: Cllr Sidaway, Cllr Maxey and the Proper Officer to discuss a proposed budget and submit to the Finance and Governance Committee in July before full council approval sort.

Proper Officer to add a note to each Earmarked reserve stating where the money has come from. I.e. Grants.

Cllr Sidaway as Ward Councillor to chase BCP Council in respect of CIL money.

0626-7. DEFIBRILLATOR FUNDING

A discussion took place regarding possible defibrillator funding.

RESOLVED / ACTION: It was agreed a database showing the location of each defibrillator in the parish and where they are in respect of funding / maintenance was required.

0626-8. ASSERTION 10

A report regarding assertion 10 of the Annual Governance and Accounting Statement (also known as the annual return) was submitted before the meeting. It was noted:

- All Members and Officers use a Broadstone Town Council email system under gov.uk
- The current website was created by Bournemouth, Christchurch and Poole Council and is WCAG 2.2AA compliant. A new website layout will be designed in the future.
- Documents published to date are in accordance with the Transparency Code.
- BTC already process data in line with the seven principles of data protection.
 - Data mapping is being carried out.
 - Information Commissioners Office (ICO) registration has been completed
 - The Proper Officer is nominated as the Data Processor and Data Controller.

A Risk assessment regarding Members using their own personal devices to access Council work and emails was discussed. It was noted:

1. Secure Access: All councillors and officers should access council emails and documents only through secure, council-approved systems.
2. Risk Acknowledgement: The Council formally note the risk assessment, recognising that BYOD offers lower financial cost, that Members have access to a Shared Drive created on a secure hosting platform negating the need for Members to save sensitive Council document to their own personal device.

RESOLVED / ACTION:

1. Preferred Approach: Members are permitted to continue to use their own devices to access Council emails and documentation, however, should only download or save documents to the Council Shared Drive.
2. BYOD Policy: The draft BYOD Policy was adopted, with the following amendments:
Councillors who access Council email, documents, or other Council information systems from personal devices must enable and maintain Multi-Factor Authentication (MFA) on those devices and associated accounts where required. Access to Council systems may be restricted or denied if MFA is not enabled and functioning correctly.
The Councillor is responsible for configuring and maintaining MFA on their personal devices in accordance with Council security requirements.

Councillors may download Council documents to their personal devices, except where those documents are classified as Confidential or Sensitive. Confidential and Sensitive documents must

Proper Officer to publish the BYOD Policy.

To discuss the following policies

- A discussion was held regarding training.

- No correspondence was raised.

- a. Items for the next meeting agenda.
 - Amended full budget report
 - Grants Applications and updates – Standing Item
 - Project Review and approval – Standing item
 - Monthly cost centre budget report. – Standing Item
- b. Meeting date: 10th July 2026, time 15.45 and location St Johns NorthReach Annex.
The meeting ended at 17.10

Monthly Expenditure

Date	Net	VAT	Total	Description	Supplier	Bank
23.06.2026	£32.49	£0.00	£32.49	Distance Measuring Wheel	B&Q	Unity
23.06.2026	£2,670.26	£0.00	£2,670.26	Salary	Artema Ltd	Unity
19.06.2026	£11.15	£0.00	£11.15	Training & Event attendance	Michelle Harrington	Unity
19.06.2026	£303.75	£0.00	£303.75	Hall Rental	St John the Baptist PCC	Unity
19.06.2026	£14.56	£0.00	£14.56	Stamps	Post Office	Unity
10.06.2026	£123.70	£24.73	£148.43	IT Support	Ingenio IT Ltd	Unity
	3155.91	24.73	3180.64			