BROADSTONE TOWN COUNCIL

Minutes of Broadstone Town Council held on Monday 8th June 2026 in the NorthReach Annex, St John's Church. The meeting commenced at 6.30pm

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PRESENT:

Cllr **Brooke**, Cllr **Elkins**, Cllr **Maxey**, Cllr **O'Neil**, Cllr **Sidaway**, Cllr **Slade**, & Cllr **Tebbs**

ALSO IN ATTENDANCE:

Michelle **Harrington** (Clerk)

ABSENT:

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It was noted this meeting will be recorded for the accuracy of minutes and recordings will be deleted once the minutes are accepted as a true reflection.

PUBLIC SESSION

Ten members of public were present. No member of public wished to speak.

0626-17. DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

No declaration was made. NB this does not preclude any later declarations.
No dispensation was raised.

0626-18. APOLOGISE FOR ABSENCE

Apologise were received from Cllr Walls for personal reasons.

0626-19. PREVIOUS MEETING MINUTES

RESOLVED: The minutes from the full council meeting held in May 2026 were approved and signed as a correct record of the meeting. (LGA 1972, SCHEDULE 12, PARA 41(1)

0626-20. BCP COUNCILLOR'S REPORT

It was noted a report will be submitted by either Ward Councillor for a meeting with local issue updates as and when they are available.

0626-21. PROPER OFFICERS REPORT - APPENDIX

a. Financial Matters

1. Bank Balance

The bank balance of £141,194.56 was noted. It was noted the Precept is paid in two instalments one in April and the second in late September.

2. Monthly finance.

It was noted monthly income, and expenditure will usually be approved by the Finance and Governance Committee. A copy of the expenditure for April and May can be found in Appendix A

Proposed Cllr Sidaway Seconded Cllr Elkins
RESOLVED: To ratify the expenditure for April and May.

3. Bank Reconciliation

It was noted a copy of the bank reconciliation is available for inspection prior to a meeting; however, the Responsible Finance Officer/Proper Officer will report the outcome of the reconciliation. It was further noted that the reconciliation submitted showed a nil difference, confirming that the accounts reconciled correctly.

Proposed Cllr Sidaway Seconded Cllr Tebbs
RESOLVED / ACTION: To approve the bank reconciliation and for the Chairman to sign. Cllr Sidaway to sign the bank reconciliation for May 2026.

b. Correspondence

It was noted that general operational correspondence, routine communications, and newsletters will not be included on the agenda for discussion at meetings. Only correspondence that requires the Council to consider or take action, or which is specifically submitted for the Council's attention and noting, will be presented to members. No correspondence was noted.

c. Policies and Documents

1. Scheme of Delegation

It was noted any policy / document the Proper Officer is asked to amend will not usually come back to Council for approval, however this month as the Scheme of Delegation has a new section added in it was re-presented for approval.

Proposed Cllr Sidaway Seconded Cllr Slade

RESOLVED / ACTION: To approve the Scheme of Delegation as presented with the following amendments. The Proper Officer to publish the document once changes are made.

1. To amend sentence 10.1C to: Liaise and support community event groups.
2. To add: Delegated Financial Authority for Community Events
   - The Proper Officer is authorised to approve expenditure up to £250.
   - The Proper Officer, in consultation with the Committee Chairman, is authorised to approve expenditure up to £500.
   - The Proper Officer, in consultation with the Committee Chairman and the Chairman of the Full Council, is authorised to approve expenditure up to £1,000. Where the Committee Chairman and the Chairman of the Full Council are the same person, approval shall instead be delegated to the Proper Officer, the Committee Chairman, and the Vice-Chairman of the Full Council.

2. Grant Award Policy and form

A copy of the Grant Award Policy and Grant Application Form was circulated prior to the meeting and was considered by Members.

It was noted that grant applicants are normally required to submit their applications by November for grants to be awarded in the following financial year. This enables Broadstone Town Council to make appropriate budgetary provision when setting its budget for the forthcoming financial year.

For the current financial year (2026/27), it was noted that a dedicated budget allocation had been allowed within the preliminary budget, and applications may therefore be submitted at any time during the year for consideration.

Members further noted that, whilst the November deadline is intended to assist with budget planning, applications submitted after this date may still be considered. However, any late applications can only be considered if sufficient funds remain available within the grants budget at the time the application is received.

Proposed Cllr Sidaway Seconded Cllr Elkins

RESOLVED / ACTION: To approve the Grant Award Policy and form and the Proper Officer to publish.

0626-22. PLANNING AND LICENSING MATTERS- APPENDIX

It was noted all planning applications, highway and licencing notifications will usually be considered by the Planning, Highways and Licencing Committee. It was noted in respect of planning application P/26/01841/FUL, contact had been made with the council from a concerned member of public and therefore an extension to comment had been applied for and granted by BCP. The Planning Committee will agree a comment for submission in due course.

0626-23. STANDING ORDER ADDITION

A motion was received before the meeting from Cllr Sidaway to adopt a new Standing Order ensuring that it is the duty of the Council to remain Apolitical and act collectively

Proposed Cllr Elkins Seconded Cllr Tebbs

RESOLVED / ACTION: To adopt a Standing Order to ensure the Town Council conducts its business in a manner that is apolitical, impartial, and collectively responsible, acting always in the best interests of the community. The Proper Officer will update Standing Orders accordingly and then publish.

0626-24. BRANDING

Cllr Tebbs submitted a report prior to the meeting outlining proposals for the development of a Broadstone Town Council brand strategy and logo. The report set out potential branding principles, visual identity options, and recommendations to ensure a consistent and recognisable identity across all Council communications.

Proposed Cllr Tebbs Seconded Cllr O'Neil

RESOLVED / ACTION: 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

0626-25. COMMUNITY ENGAGEMENT PLAN

Cllr Elkins and Cllr Tebbs submitted a report prior to the meeting proposing a communications strategy for Broadstone Town Council. The report outlined recommendations for improving resident engagement through a mix of digital, printed, and community-based communications, with an emphasis on accessibility, consistency, and strengthening community identity.

Proposed Cllr Sidaway Seconded Cllr Brooke

RESOLVED / ACTION: 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

0626-26. BENCHES

Cllr Brooke submitted a report prior to the meeting on the future management of benches in Broadstone. The report reviewed the condition and ownership of existing benches, considered options for their future maintenance and replacement, and recommended that a detailed financial report be presented to Full Council in July.

Proposed Cllr Sidaway Seconded Cllr Maxey

RESOLVED / ACTION: 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

0626-27. GROUNDSMAN / CARETAKER

Cllr Sidaway submitted a report proposing the creation of a part-time, self-employed Groundsman role to support the maintenance and appearance of assets and public spaces within Broadstone. A discussion followed. Members noted that the proposed role is not intended to replace existing or future volunteers, but rather to provide support where gaps in service provision are identified and additional assistance is required. It was further noted that the role is not intended to duplicate services currently provided by BCP Council, but to complement and enhance them where appropriate. By way of example, Members noted that BCP Council currently undertakes grass verge maintenance on a scheduled basis, typically twice per year. Should public consultation indicate a desire for more frequent maintenance, Broadstone Town Council could choose to undertake additional cuts, thereby supplementing the service provided by BCP Council rather than replacing it.

Proposed Cllr Sidaway Seconded Cllr Maxey

RESOLVED / ACTION: 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

0626-28. DECISION MAKING MATRIX

Cllr Elkins submitted a report proposing Broadstone Town Council adopting a weighted Decision Matrix to assess projects against agreed criteria such as community benefit, inclusivity, wellbeing, sustainability, and value for money. This structured approach aims to make decision-making more transparent, consistent, objective, and accountable while helping determine project priorities and funding sources.

RESOLVED / ACTION: 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

0626-29. LOBBYING

Cllr Elkins gave a verbal report on lobbying, noting that when lobbying it is essential to ensure good relations are maintained.

0626-30. USE OUR LOO SCHEME

Cllr Tebbs gave a verbal report noting she had spoken to many businesses in the area in relation to a Broadstone Town Council 'Use our loo scheme'. It was noted at no point has Cllr Tebbs asked any business to contribute financially to this project, nor has she or the Town Council suggested the public loos be re-opened.

RESOLVED / ACTION: 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

0626-31. RESIDENTS SURVEY

A report was submitted before the meeting with a recommendation from Cllr Elkins that a four-week online and paper-based survey to gather feedback from Broadstone residents and visitors about community priorities, local services, and future initiatives be launched. The survey aims to improve community engagement, support evidence-based decision-making, and ensure Town Council policies, spending, and projects reflect the needs and expectations of the community. It was noted the survey would ask for a postcode of where the person lived, to ensure views from residents were prioritised.

RESOLVED / ACTION: 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.

0626-32. TRANSFER OF ASSETS

a. Neighbourhood Forum

A list of all Broadstone Neighbourhood Forum assets was present before the meeting, this was discussed.

RESOLVED / ACTION: 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.

b. BCP Council.

RESOLVED / ACTION: Councillors are requested to identify any assets currently believed to be owned by BCP Council that Broadstone Town Council may wish to consider adopting and submit details to the Proper Officer for collation.

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.

0626-33. INSRUANCE

The Town Council insurance issued by Zurich Municipal was noted.

The meeting ended at 20.27

Appendix A: Finance Expenditure: for April and May

Date	Net	VAT	Total	Description	Supplier	Bank
08.06.2026	£2,036.95	£0.00	£2,036.95	DAPTC & NALC Subscription	DAPTC	Unity Bank
08.06.2026	£64.68	£0.00	£64.68	Stationery & Postage (Allotments)	Tesco	Unity Bank
05.06.2026	£180.00	£0.00	£180.00	Hall Rental	St John the Baptist PCC	Unity Bank
31.05.2026	£2,779.46	£0.00	£2,779.46	Payroll - May	Artema Ltd	Unity Bank
04.06.2026	£9.18	£0.00	£9.18	Bank Fees - April & May	Unity Bank	Unity Bank
01.06.2026	£35.00	£7.00	£42.00	Allotment Package	Starboard Systems Limited	Unity Bank
01.06.2026	£20.00	£4.00	£24.00	Payroll Charge	Artema Ltd	Unity Bank
18.05.2026	£262.00	£52.40	£314.40	Allotment Package	Starboard Systems Limited	Unity Bank
18.05.2026	£68.77	£13.75	£82.52	IT Equipment and Support	Ingenio IT Ltd	Unity Bank
14.05.2026	£35.00	£0.00	£35.00	Travel Expenses	Officer Travel	Unity Bank
01.05.2026	£45.00	£0.00	£45.00	Meeting Hall Rent	St John the Baptist PCC	Unity Bank
01.05.2026	£20.00	£4.00	£24.00	Payroll Charge	Artema Ltd	Unity Bank
24.04.2026	£2,561.06	£0.00	£2,561.06	Payroll - April	Artema Ltd	Unity Bank
01.04.2026	£1,789.00	£357.80	£2,146.80	Accounts Package	Starboard Systems Limited	Unity Bank
20.04.2026	£1,980.00	£396.00	£2,376.00	IT Equipment and Support	Ingenio IT Ltd	Unity Bank
	£11,886.10	**£834.95**	**£12,721.05**			