

# BROADSTONE TOWN COUNCIL

Minutes of Broadstone Town Council, Finance & Governance Committee Meeting held on 22nd September 2026 in the NorthReach Annex, St John's Church. The meeting commenced at 6.30pm

---

## PRESENT:

Cllr Elkins, Cllr Slade, Cllr Tebbs & Cllr Walls

## ALSO IN ATTENDANCE:

M Harrington (Proper Officer)

## ABSENT:

Cllr Maxey

---

## PUBLIC SESSION

No members of public were present.

It was noted the meeting is being recorded to aid with minute taking.

### F:0926-1. 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.

### F:0926-2. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr Maxey for personal reasons. It was noted the quorum for the committee is three.

### F:0926-3. PREVIOUS MINUTES

Propose Elkins

Second Slade

**RESOLVED/ACTION:** The minutes from the Finance and Governance Committee meeting held on 25th August 2026 were approved and signed as a correct record the meeting. (LGA 1972, Sch12, p 41(1)). Proper Officer to place a copy of the minutes in the library.

### F:0926-4. MONTHLY FINANCE

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

Proposed Cllr Walls

Seconded Cllr Tebbs

**RESOLVED / ACTION:** Monthly expenditure of £44,222.02 Inc VAT was approved, noting staff salary will be added once invoice received. Proper Officer to process payments.

- b. An income of £3,435.31 was noted.
- c. A bank balance of £127,776.81 as of 30th August 2026 was noted.
- d. The bank reconciliation was reviewed, confirming that the accounting records reconciled with the bank statement, and was noted and signed by the Meeting Chairman.

### F:0926-5. ALLOTMENTS

Propose Cllr Elkins

Second Cllr Tebbs

**RESOLVED/ACTION:** PO to purchase two new water troughs at an approximate cost of £700 + VAT. The Caretaker will install the troughs, with the Caretaker to confirm when the installation can be undertaken. Councillors will form a working party to assist with the installation. PO to prepare a news article for publication on Facebook and the Council's website, highlighting that allotment fees for 2027–28 have been frozen. The article should also note that applications have been submitted for long-overdue tree works, which it is hoped will be carried out later this year or early next year, subject to the necessary approvals. The article should also make clear that expenditure on the allotment site is not funded from the Council's Precept. Instead, expenditure is funded from income generated through allotment rent, ensuring that money raised from allotment tenants is reinvested into the upkeep and improvement of the allotment site.

**F:0926-6. POLICIES & RISK ASSESSMENTS.**

A copy of the following policies was submitted before the meeting and discussed.

- a. Service Level Agreement – Use our Loo.

Propose Cllr Tebbs

Second Cllr Walls

**RESOLVED / ACTION:** To approve the Service Level Agreement for the Use our Loo Scheme. Proper Officer to publish the agreement.

- b. Publication Policy.

Propose Cllr Elkins

Second Cllr Slade

**RESOLVED / ACTION:** To approve the Publication Policy as submitted. Proper Officer to publish.

**F:0926-7. CORRESPONDENCE**

No further correspondence was discussed.

**F:0926-8. NEXT MEETING.**

- a. No items for the next meeting agenda were discussed.

- b. Next meeting: 27th October 2026, 15.30 5 St John's Church NorthReach Annex.

The meeting ended at 16.05