

FROME TOWN COUNCIL

making Frome a better place

Minutes of a meeting of Frome Town Council

Wednesday 8 January at 7pm
Frome Medical Practice, Enos Way, Frome. BA11 2FH

Present:

Councillors: Eve Berry; Adam Boyden; Carole Bullen; Graham Burgess; Adrian Dobinson; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Dickon Moore; Helen Sprawson-White; Helen Starkie; Mel Usher; Nick White
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

In attendance:

Claire Wilson (Frome Standard), Steve Macarthur (Cheese & Grain), Richard Beynon (Save Sun Street Chapel), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Laura Poulton (Administration Officer)

25 members of the public

Minute Ref	Agenda Item	Action
2014/01/FC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC AND COUNTY AND DISTRICT CLLRS</p> <p>Jane Wood queried whether the police had been consulted on the possibility of the police post becoming part of the Frome Hub with the base in Frome Library. The Town Clerk explained the police were involved in discussions with SCC.</p> <p>David Taylor congratulated Cllr Adam Boyden on his election. He also thanked the Planning Sub Committee members for their involvement in the recommendations for the planning application at Bennett’s Gardens. David asked Cllrs what progress had been made with the Fair Frome project. Cllr Usher explained that Nikki Cox had put together a strategy and budget and they were currently looking into appointing three trustees.</p> <p>Karen Eberhardt – Shelton informed Cllrs and the public of a book called ‘Enough’ that she explained gave a blueprint for sustainable living and felt that it was important for all to read it.</p>	
2014/02/FC	<p>2 a. APOLOGIES</p> <p>The Chairman formally opened the Council meeting at 7.23pm and apologies of absence were received from Cllr Macfadyen.</p>	
2014/03/FC	<p>2 b. DECLARATION OF INTERESTS</p> <p>A declaration was received from Cllrs Dobinson, Hudson, Boyden, Bullen, Sprawson – White and Hooton who have seats on MDC that</p>	

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	<p>their views on any items on this agenda as an FTC member were not necessarily those as their role as an MDC Cllr.</p> <p>Cllr Moore and Cllr Hooton expressed a pecuniary interest in item 6.</p>	
2014/04/FC	<p>2 c. MINUTES</p> <p>The minutes of the Frome Town Council meeting held on 6 November 2013 were approved as a true record of the meeting and signed by the Chair.</p>	
2014/05/FC	<p>3 A QUICK UPDATE ON PREVIOUS ACTIONS AND A LOOK AT WHAT IS COMING UP</p> <p>Cllr Hooton arrived at 7.35pm</p> <p>The Town Clerk informed Cllrs he had received a reply from the Chief Executive of MDC in response to his letter about the planning application by Frontier Estates for the Saxonvale site. He noted that he would circulate the letter amongst the Cllrs as well as post it on the FTC website and Facebook page.</p>	PWy
2014/06/FC	<p>4 FOR DECISION - TO SUPPORT THE CAMPAIGN TO SAVE SUN STREET CHAPEL</p> <p>Cllr Boyden arrived at 7.42pm</p> <p>The Town Clerk noted he had spoken to Richard Beynon, the representative for the Save Sun Street Chapel group, and he confirmed the need for a £5,000 deposit had now been removed.</p> <p>Richard explained that they were seeking FTC's support to help the community to take ownership of the building and continue its use as a community space.</p> <p>Cllr Hooton expressed his support for the campaign and felt it was important to ensure the building was not sold to developers as it is a historical building and therefore an asset to the community.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> 1. Support in principle the campaign to save Sun Street Chapel 2. Confirm that Green Strand fundraisers will support SSCC in applying for grant aid 3. If match funding is necessary to support an application for grant aid to enable a feasibility study to be undertaken, encourage SSCC to apply to FTC through the Community Development Grants Fund 	PWy

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	Proposed Cllr Usher, seconded Cllr Hooton, agreed by majority.	
2014/07/FC	<p>5 FOR DECISION – CHEESE & GRAIN - AN UPDATE ON THE RECENT REFURBISHMENT OF THE BUILDING AND A NEW PROPOSAL TO CONVERT THE UPPER FLOORS OF THE TOWER</p> <p>The Economic Development & Regeneration Manager presented a slideshow of pictures showing the internal and external changes to the Cheese & Grain building.</p> <p>Steve Macarthur, the General Manager, explained the most significant change was their ability to now stay open much longer and encourage people to visit without needing a ticket. The ability to offer hot desking and training rooms to external businesses had given them £4,000 worth of bookings for the first quarter. Steve explained they have employed more staff and taken on an apprentice. They were aware the lighting and sound need to be improved and Steve explained he was looking into using this as an education opportunity for people in Frome that would also benefit the Cheese & Grain.</p> <p>Cllr Usher congratulated Ric Swann, the architect for the refurbishment, for his work and encouraged Cllrs to attend the tour of the Cheese & Grain that had been organised for the end of the week.</p> <p>The recommendation was that the Council agrees to extend the area covered by the existing sub-lease to the Frome Cheese & Grain to include the upper floors of the Tower on a peppercorn rent with authority being delegated to the Economic Development & Regeneration Manager to finalise the details including securing landlord’s consent from Mendip District Council.</p> <p>Proposed Cllr Starkie, seconded Cllr Hooton, agreed by majority.</p>	PWh
2014/08/FC	<p>6 FOR INFORMATION –SAXONVALE BRIEFING</p> <p>Cllr Golinski chaired this item.</p> <p>Cllrs noted the report.</p> <p>Cllr Boyden confirmed he had spoken with the Asset Manager and they had made no formal agreement with Frontier Estates about the sale of MDC land.</p>	
2014/09/FC	<p>7 FOR DECISION - TO REVIEW THE RECOMMENDATIONS MADE FOLLOWING A REVIEW OF THE MAYOR FOR YOUNG PEOPLE INITIATIVE</p>	

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	<p>Cllr Dobinson left at 8.10pm and Cllr Sprawson –White arrived at 8.31pm</p> <p>Cara Honey (Mayor for Young People) and Alex Shingler (Deputy Mayor for Young People) thanked the Council for its support during the first year of the scheme.</p> <p>Cara and Alex noted that their aim to create a better relationship between young people and the community. They explained that they have been working with community groups to find out what is affecting young people in the town.</p> <p>Cara noted how inspired she was meeting members of the Murrhardt Youth Council after she attended an event to mark the 30th anniversary of Murrhardt becoming a twin town and felt that the Frome Youth Council could become international.</p> <p>Cara and Alex noted that the question time events they had organised for students had been very successful. They were pleased the events were well attended and they demonstrated that young people had many valid contributions to make to discussions in the town. In addition Cara and Alex had been visiting other schools within Frome to communicate with young people from different age ranges and areas of Frome.</p> <p>Following Cara and Alex’s first year as Mayor and Deputy Mayor for Young People they are aiming to expand the Youth Council, strengthen links with FTC and organise more intergenerational events and activities to bring the community together.</p> <p>Cllr Goldfinger noted how she enjoyed Cara and Alex’s presence on the Council and asked them if they felt it was worthwhile having a young person representative to sit on the board of an organisation such as the Cheese & Grain or Frome Festival. Both Cara and Alex felt this would be worthwhile as they would have the ability to communicate with other groups in the town.</p> <p>Cllr Hudson felt FTC should be encouraging groups that have received funding to involve young people in their work and make this involvement a culture in the town.</p> <p>Cllr Eliot asked Cara and Alex about the linkage between the roles of Mayor for Young People and the Youth Council. Both expressed that without the Youth Council and their support much of the progress they have made would not have been possible. Cllr Eliot noted that FTC should involve the Youth Council further.</p>	
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	<p>Cllr Hooton suggested that other members of the Youth Council should be appointed to attend Council meetings so the responsibility was not solely on the Mayor and Deputy Mayor for Young People.</p> <p>Cllr Hudson requested that the Town Clerk look into how other towns involve young people in the Council and is there a possibility of them being more involved such as being able to vote on decisions.</p> <p>The recommendations were for Cllrs to agree to:</p> <ol style="list-style-type: none"> 1. The adoption of the statement of intent and associated principles 2. The development of an action plan that enables the Youth Council to be fully representative of young people in Frome 3. A copy of the Council’s agendas and minutes being sent directly to the Youth Council 4. The Youth Council meeting at the FTC offices and the provision of administrative support at these meetings 5. The retention of the current postholders until May 2015 6. The drafting of job descriptions for the Mayor for Young people and Deputy Mayor for Young People 7. Regular meetings being held between the postholders and the Town Clerk, other officers and the Mayor 8. The provision of desk space and administrative support to the postholders 9. The development of a training plan for the Youth Council <p>Proposed Cllr Hooton, seconded Cllr Sprawson - White, agreed unanimously.</p>	<p style="text-align: right;">PWy</p> <p style="text-align: right;">PWy</p> <p style="text-align: right;">PWy</p> <p style="text-align: right;">LP</p> <p style="text-align: right;">LP</p> <p style="text-align: right;">PWy</p> <p style="text-align: right;">LP</p> <p style="text-align: right;">PWy</p>
<p>2014/10/FC</p>	<p>8 FOR DECISION - UPDATE ON THE PROPOSED RELOCATION TO THE LIBRARY BUILDING</p> <p>The Town Clerk explained progress is being made however it is slow. He noted he was recommending that he continues negotiations with SCC and that the decision is delegated to the Internal Affairs Committee.</p> <p>Cllr White asked the Town Clerk how much the move from Palmer Street to the library would cost. The Town Clerk explained that many aspects were unknown however he would estimate between £30 – 40,000.</p> <p>Cllr Hooton noted MDC had recently set up their own hub and suggested FTC should ask them for some advice on the processes</p>	

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	<p>they went through. He also offered to assist in setting up the Frome Hub.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Authorise the Town Clerk to continue with the discussions 2. Delegate authority to the Internal Affairs Committee to finalise future accommodation requirements, location and costs and come back to Council for the final decision 3. Town Clerk to write to SCC to express FTC's disappointment at the lack of progress <p>Proposed Cllr Hudson, seconded Cllr Berry, agreed unanimously.</p>	PWy
<p>2014/11/FC</p>	<p>9 FOR DECISION - FINANCIAL DECISIONS MADE BY THE CLERK FOR RATIFICATION</p> <p>The Town Clerk explained the financial decisions listed in the paper were taken in an emergency. He noted he made these decisions with the Responsible Finance Officer.</p> <p>Cllr Hudson asked if there was a limit on the amount that can be spent at one time, how close together did the spending decisions come up and why an extraordinary council meeting wasn't called.</p> <p>The Town Clerk explained that none of the individual bills for the projects came to more than £5000 as stated in the standing orders. The decisions came up over a period of a month or so and the Christmas Extravaganza had to be decided within about two weeks. He noted he would have ideally wanted to have called an extraordinary meeting however there wasn't the time and he took the decision in consultation with the chair of IAC and the leader of the Council.</p> <p>Cllr White noted that the Christmas Extravaganza was a fantastic event for the town. However due to the number of rumours about the cost of the event taken on by FTC a statement of the breakdown of costs should be issued to the public.</p> <p>The Town Clerk explained he had emailed a breakdown of costs to the Frome Standard which would be available in the next issue and these figures will also be available on the FTC website and Facebook page.</p> <p>The Economic Development & Regeneration Manager noted that the Christmas Extravaganza event with Jenson Button reached readers and viewers across the world including Singapore, the USA and New Zealand. He also explained that around two million people</p>	

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	<p>heard about the story which in no doubt Frome would benefit from.</p> <p>Cllr Boyden suggested that in future when decisions like this need to be made the Town Clerk contacts all Cllrs at the time to explain the decisions he will be taking.</p> <p>Cllr Usher noted that if the budget works out exactly as planned the Council is not being flexible enough to meet opportunities that can arise throughout the year. However he felt the Council needed to sharpen up and keep all procedures up to date.</p> <p>The recommendations were to approve the additional expenditure to be funded from 2013/14 budget underspends of:</p> <ol style="list-style-type: none"> 1. £35k on the Cheese and Grain project 2. £18k on the 2013 Extravaganza weekend 3. £25k on the Neighbourhood Plan Project (if the second DCLG bid is unsuccessful) <p>Proposed Cllr Hooton, seconded Cllr Goldfinger, agreed by majority.</p>	
<p>2014/12/FC</p>	<p>10 FOR DECISION - TO RATIFY A DECISION MADE BY THE INTERNAL AFFAIRS COMMITTEE TO ALLOCATE A GRANT CHEQUE FROM MDC TO GOOD CAUSES IN THE TOWN</p> <p>The Town Clerk thanked Charles Wood for pointing out the error not to have acknowledged the decision to allocate the grant from MDC to three special projects which had been delegated to IAC.</p> <p>The recommendation was to:</p> <p>Ratify the decision made IAC on 6 August 2013 to contribute:</p> <ol style="list-style-type: none"> 1. £55K towards supporting vulnerable people in the town 2. £55K towards training of young people in the town 3. £7K towards the Participate Frome week in November <p>Proposed Cllr Hudson, seconded Cllr Starkie, agreed by majority.</p>	
<p>2014/13/FC</p>	<p>11 FOR DECISION – DISPENSATION FOR CLLRS TO VOTE ON THE PRECEPT DEMAND</p> <p>Cllrs received a form to sign for the Town Clerk to grant them a dispensation to vote on the decision about the precept demand.</p>	
<p>2014/14/FC</p>	<p>12 FOR DECISION – WORK PROGRAMME, BUDGET AND PRECEPT FOR 2014/15 AND RESERVES</p> <p>The Town Clerk noted that the work programme had been viewed by the External and Internal Affairs Committees and each had made comments that had been taken into account for the final</p>	

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	<p>document.</p> <p>Cllr Eliot, Chair of IAC, explained that FTC could lower their precept demand however this would impact on the action plan and mean the Council would have to do less. The proposed precept demand would mean a small reduction in band d household payments.</p> <p>Cllr Berry requested that the budget document shows which committee is responsible for decisions on each amount of expenditure as it does in the action plan.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Approve the Action Plan to March 2015 2. Approve the proposed budget and precept demand of £1,022,787 for 2014/15 3. Note that this will reduce the Band D Council Tax equivalent amount for 2014/5 to £126.68 4. Lodge the grant for £115k from Government via MDC in the General Reserve for future determination 5. Retain the existing EMRs and approve the amount in each one 6. Establish the proposed EMRs 7. Note the forecast GR at 1 April 2014 <p>Proposed Cllr Goldfinger, seconded Cllr Burgess, agreed by majority.</p>	JW
2014/15/FC	<p>13 DATE OF NEXT MEETING</p> <p>The next meeting will be an extraordinary meeting at 7pm on 23 January 2014, Assembly Rooms</p> <p>Cllr Hooton gave his apologies for the meeting on 23 January 2014.</p>	

The Chair closed the meeting at 9.14pm