FROME TOWN COUNCIL
making Frome a better place

Minutes of a meeting of the External Affairs Committee

Wednesday 25 June 2014 at 7pm
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

Present:
Councillors: Dave Anderson; Eve Berry; Graham Burgess; Toby Eliot; Damon Hooton; Nick White
Alex Shingler (Deputy Mayor for Young People)

In attendance:
Cllr Helen Sprawson White, Caroline Wood (Frome Standard), Faye Penfold, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Tessa Hibbert (Community Projects Officer), Laura Poulton (Administration Officer), Allan Bennett (Planning & Regeneration Apprentice)

5 members of the public

Minute Ref	Agenda Item	Action
2014/28/EAC	**1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC** Cllr Dobinson left the meeting at 7.15pm None was received.	
2014/29/EAC	**2 SHORT TALK FROM STEVE MACARTHUR, CHEESE & GRAIN DIRECTOR** Steve Macarthur was unable to attend the meeting. Cllr White raised some questions with regard to some of the financial information provided in Steve's accompanying report. The Town Clerk offered to contact Steve and ask him to get in touch with Cllr White. Cllr White took the Chair and opened the meeting at 7.25pm.	**PWy**
2014/30/EAC	**3 ELECTION OF THE EXTERNAL AFFAIRS COMMITTEE CHAIR AND DEPUTY CHAIR** Cllr White proposed Cllr Eliot as Chair, seconded by Cllr Burgess, agreed by majority. Cllr Eliot proposed Cllr White as Deputy Chair, seconded by Cllr Anderson, agreed by majority. Cllr Eliot took the Chair.	

Chairman's Signature and Date:

FROME TOWN COUNCIL
making Frome a better place

2014/31/EAC	**4 a. APOLOGIES** Apologies of absence were received from Cllrs Golinski and Usher.	
2014/32/EAC	**4 b. DECLARATION OF INTERESTS** None was received.	
2014/33/EAC	**4 c. MINUTES** The minutes of the External Affairs Committee meeting held on 30 April 2014 were approved as a true record of the meeting and signed by the Chair.	
2014/34/EAC	**5 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT** Cllr Sprawson White suggested that the colour coding on the update is only shown in one column of the table to ensure the information is clearer. Cllr Eliot asked about the progress of the play area at Garston Road. The Town Clerk explained that MDC were still in discussions with Bloor Homes to solve the issue of the water tank placement. Cllr Eliot asked about the Community Toilet Scheme. The Town Clerk explained that the recommendations were to retain the previous grant level and introduce a best toilet award. Cllr White noted that the statue of the WW1 soldier had been moved from Tyco and the work was happening at the Memorial Theatre to be ready for the statue to be installed. He noted that Frome Reclamation had been very generous in donating a large amount of materials.	**LP**
2014/35/EAC	**6 FOR DECISION – PROPOSED APPRENTICESHIP PROGRAMME** The Economic Development & Regeneration Manager explained that there was a clear need for a single point of contact for the programme. Cllr White asked if Frome College were going to be able to provide the facility for apprentices to learn at the College on their day release from their employment. Cllr Eliot explained that this provision would be a part of a future step. Alex Shingler, the Deputy Mayor for Young People, asked if he and the Mayor for Young People could be a part of the steering group. The EDRM agreed that one of them should be a part of the steering group and for them to decide who that should be. The recommendation was:	

Chairman's Signature and Date:

FROME TOWN COUNCIL
making Frome a better place

	1. That Councillors support entering into an agreement with Frome College that will enable the establishment of a Frome Apprenticeship Programme. The main terms of that agreement would be:	**PWh**
	a. A contribution of £30,000 by the Town Council from the Youth & FE EMR, 50% at the start of the programme and the balance at the beginning of Year 2 subject to satisfactory progress being demonstrated	**JW**
	b. Frome College's recruitment and employment of a part-time coordinator and full-time administrator (employed as an apprentice) both on an initial 2 year contract	**PWh**
	c. Frome College's provision of accommodation and other support services to the programme	
	d. The establishment of a Programme Steering Group comprising Cllr Eliot (as project sponsor) and the EDRM representing the Town Council, the Mayor or Deputy Mayor for Young People representing the Youth Council and Frome College to oversee the delivery of the programme	**PWh**
	Proposed Cllr Burgess, seconded Cllr Anderson, agreed unanimously.	
2014/36/EAC	**7 FOR DECISION - ALLOCATING £3300 FROM THE GENERAL RESERVE TO INSTALL ONE LITTER/DOG BIN IN EACH WARD** Cllr Hooton arrived at 8.15pm Cllr Sprawson White explained that she had been contacted by residents requesting more litter bins are provided. She noted that there was a lack of litter bins especially on new developments. She spoke to Liz Dawson at MDC who said that MDC would empty the bins if FTC provided them. Cllr White felt that it was a huge sum of money for just six bins. The Town Clerk explained that FTC would have to purchase a specific type of litter bin otherwise MDC would not empty them. The recommendations were: 1. Acknowledge there is an issue with littering and dog fouling across the town Proposed Cllr Hooton, seconded Cllr Eliot, agreed unanimously. 2. Propose to Council on 23 July to transfer £3,300 from the General Reserve to a bin budget	

Chairman's Signature and Date:

	Proposed Cllr Hooton, the proposal was not seconded.	
	3. Cllrs to undertake a community engagement exercise to identify where there is a lack of bins coupled with littering and identify one new bin location for each ward. This decision might need to come back to EAC for approval where demand exceeds supply, for example	
	Proposed Cllr Hooton, the proposal was not seconded.	
	4. Suggest to MDC and potential developers that when major planning applications are considered by the planning authority, that developers are encouraged to provide adequate litter bin provision	JL
	Proposed Cllr Hooton, seconded Cllr White, agreed unanimously.	
	5. Continue to work with other interested groups, residents and traders in the town to actively promote keeping Frome tidy through various campaign projects including art work to be displayed across the town	PM
	Proposed Cllr Hooton, seconded Cllr White, agreed unanimously.	
	Cllr Sprawson White and Alex Shingler, Deputy Mayor for Young People left the meeting at 8.26pm	
2014/37/EAC	**8 FOR DECISION – AWARD OF COMMUNITY GRANTS** Cllr White enquired as to what Frome Happy Nappies had applied for funding for. The Community Projects Officer explained that the organisation promotes the use of real nappies and they required the funding to purchase trial kits and to make available free samples. Cllr Anderson asked what the White Horse and Decorative Fine Arts Society was given funding for. The CPO explained it was to stage some lectures in Frome. Cllr Berry asked what the Frome Roller Disco would receive funding from the youth bank grant. The CPO explained it was to buy the equipment that could then be hired at the events. The recommendation was to agree the recommendations of the Grants Advisory Board. Proposed Cllr Burgess, seconded Cllr Hooton, agreed unanimously.	

2014/38/EAC	**9 FOR INFORMATION - UPDATES FROM THE COMMUNITY PROJECTS OFFICERS AND ENERGY AND RECYCLING OFFICER** Cllrs noted the updates from the Community Projects Officers and the Energy and Recycling Officer. Cllr Burgess noted that the Energy Vehicle Event which the Energy and Recycling Officer had helped to organise was happening at the Cheese & Grain on 4 July. Cllrs requested that the Community Projects Officer email them with the date and detail of the Big Picnic at Rodden Meadow. The Town Clerk thanked the Community Projects Officer, Tessa Hibbert, for all her hard work as she had accepted another position and would be leaving at the beginning of July. He wished her the best of luck.	**RK**
2014/39/EAC	**12 DATE OF NEXT MEETING** The next meeting will be at 7pm on 3 September, Saxonvale Centre	

The Chair closed the meeting at 8.41pm

Chairman's Signature and Date: