

# FROME TOWN COUNCIL

*making Frome a better place*

## Minutes of an Annual meeting of Frome Town Council

Wednesday 20 May 2015 at 7pm  
Assembly Rooms, Christchurch Street West, Frome. BA11 1EB

### Present:

Councillors: Al O’Kane, Alison Barclay, Cath Puddick, Colin Cobb, Gary Collinson, Heather Wride, Jean Boulton, Kate Bielby, Mel Usher, Nick White, Peter Macfadyen, Pippa Goldfinger, Richard Ackroyd, Sheila Gore, Tim O’Connor, Toby Eliot, Tricia Golinski

### In attendance:

Claire Wilson (Frome Standard), Bryony Hall (Gumpton Media), John Harris (The Guardian) Rupert Kirkham (fromedia.co.uk) David Warburton (MP for Somerton and Frome)

Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Jane Llewellyn (Planning and Development Officer), Rebecca Krzyzosiak (Administration Officer), Kate Hellard (Community Projects Officer), Mark Brookes (Town Centre Community Coordinator) and Patrick Moss (Town Centre Regeneration Manager), Chris Stinger (Environmental Manager), Peter Wheelhouse (Economic Development & Regeneration Manager), Sarah Russell (Community Projects Officer - outside services), Allan Bennett (Planning & Regeneration Apprentice), Hannah Paniccia (Finance and Administration apprentice), Michael Gerrard (Town Ranger) and Teresa Cotterell (Customer Services Advisor - Information Centre).

49 members of the public

Minute Ref	Agenda Item	Action
2015/24/FC	<p><b>1. Questions, comments and information from the public</b></p> <p>Cllr Peter Macfadyen took the chair and welcomed so many people to the meeting, and congratulated David Warburton MP on his election. He also informed everyone that there would be live tweeting and recording of the evening and encouraged anyone who wanted to do this also, to do so.</p> <p>Matt Simms welcomed the new Cllrs and congratulated the Council on the achievements over the past four years. He asked whether it had been decided to sell the current offices at Palmer Street as per the budget for 2015/16 or whether they could be rented. The Town Clerk replied that in January when the budget was agreed it was felt that selling was the best option. At the present time it was probably still the view of the Council, although a formal decision either way had yet to be taken.</p> <p>Charles Wood welcomed the opportunity for Vision for Frome to be part of the project to develop a new Strategy and suggested that the principles of what the town wants are already known, it’s the detail that needs to be developed. Cllr Usher noted that it was</p>	

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	<p>important to make sure of this with respect to the whole town. Charles also noted that the £110k grant from MDC had in his opinion “been hidden under the table” and was not in the budget.</p> <p>The RFO pointed that the 2015/16 budget set in January, excluded the 2015/16 grant. In February, Cllrs recommended the grant, when received in the new financial year, should be allocated to General Reserves. She confirmed that the £110k grant had arrived in April and lodged in the General Reserves until such time a decision was made on what to with it. She confirmed the grant was not hidden and will be clearly visible as unbudgeted income in the Town Council’s April accounts.</p> <p>District Cllrs</p> <p>Cllr Rideout noted that the Leader of MDC, Cllr Siggs, had repeatedly said in the past week that he was keen to work with Frome Town Council.</p> <p>Cllr Boyden noted that the Village Green Application on the Showfield had been withdrawn and hoped that this would clear the way for FTC to acquire the site. He also encouraged everyone to make contact with Fusion Leisure who are about to take over the Leisure Centre.</p> <p>Cllr Hooton congratulated FTC Cllrs on their election, said he was keen to work with FTC in future and outlined the MDC committees he and other Frome Cllrs were sitting on.</p> <p>Cllr Sprawson-White via the chair congratulated FTC Cllrs and hoped to continue to work with FTC in future, especially on the old police station site.</p> <p>Cllr Berry via the chair sent her congratulations too.</p> <p>County Cllr Linda Oliver provided an update to the clerk on her recent activity.</p> <p>Neil Olivier from Edventure Frome congratulated FTC Cllrs and said he was looking forward to working with FTC in future.</p>	
<p><b>2015/25/FC</b></p>	<p><b>2. Thank you from the Mayor</b></p> <p>Cllr Macfadyen noted that he had enjoyed immensely his year as Mayor and thanked the following for all their support and contribution over the past year: Cara Honey (Mayor for Young People, who was standing down), Alex Shingler (dep. Mayor for Young People, who was standing down), Deputy Mayor Tricia Golinski, Laura Poulton and Rebecca Krzyzosiak (Mayor’s secretaries), the Lady Mayoress Annabel Macfadyen, and Cllr Mel Usher (Leader of the Council) for all their support.</p> <p>Cllr Macfadyen also asked the Clerk to write to all Cllrs from the last</p>	<p>PWy</p>

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	administration who were no longer Cllrs to thank them for their contribution during the previous four years.	
<b>2015/26/FC</b>	<p>The meeting was formally opened at 7.30pm.</p> <p><b>3. To elect the Town Mayor and Deputy Town Mayor</b> Cllr Macfadyen asked for nominations, Cllr Collinson proposed Cllr Bielby, seconded by Cllr Goldfinger, agreed unanimously.</p> <p>Cllr Bielby was presented with the Mayor's chain by Cllr Macfadyen, took the chair, thanked Cllrs for electing her and said she would do her best to make Frome proud. She also thanked Cllr Macfadyen for being a brilliant Mayor and awarded him the past-Mayor's badge.</p> <p>Cllr Bielby signed the Declaration of Acceptance of Office.</p> <p>Cllr Bielby proposed Cllr Barclay as Deputy Mayor, seconded Cllr White, agreed unanimously.</p> <p>Cllr Golinski presented Cllr Barclay the Deputy Mayor's chain.</p> <p>Cllr Barclay signed the Declaration of Acceptance of Office.</p>	
<b>2015/27/FC</b>	<p><b>4a. Declaration of Acceptance of Office</b> The Clerk confirmed that he had received declarations from all Cllrs.</p>	
<b>2015/28/FC</b>	<p><b>4b. Registers of Interest</b> The Clerk noted that he had received these from most Cllrs and asked if those who had not yet completed their register to do so as quickly as possible.</p>	
<b>2015/29/FC</b>	<p><b>4c. Apologies for absence</b> Received from District Cllrs Hudson, Berry, Sprawson-White and County Cllr Oliver.</p>	
<b>2015/30/FC</b>	<p><b>4d. Declaration of interests</b> None was received.</p>	
<b>2015/31/FC</b>	<p><b>4e. Minutes</b> The minutes of the Frome Town Council meeting held on 18 March 2015 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed Cllr Goldfinger, seconded Cllr Eliot, agreed unanimously.</p>	

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2015/32/FC	<p><b>5. For decision: An introduction to Frome Town Council, General Power of Competence, Standing Orders and Strategy</b></p> <p>The Clerk explained the role of the Town Council and where the parish sector sits compared with other tiers of local government. He explained that the precept was the amount raised from Council Tax payers in Frome and was the bulk of FTC's income. The Clerk then introduced the staff body.</p> <p>He explained the opportunity provided by the General Power of Competence and explained that the eligibility criteria had been met and recommended that Cllrs accept this.</p> <p>He suggested that it was good practice to review the Standing Orders at the start of a new administration and recommended that they were suspended, reviewed and considered at an extraordinary meeting on 10 June, to address whether there was a need to review the calendar of meetings as a result, and that a small working party of Cllrs and the Clerk be established to lead this review. If Cllrs agreed this, he asked that they delegate to him, in consultation with the chair, the task of responding to urgent planning applications.</p> <p>Similarly, he suggested it was also good practice for a new administration to produce a new corporate strategy based on the needs and aspirations of the community as a whole, and that it was necessary to undertake a robust engagement exercise in order to achieve this. He recommended that a small working party of Cllrs, the Clerk and the Community Projects Officer be established to oversee the process.</p> <p><i>Recommendations</i></p> <ol style="list-style-type: none"> <li>1. Confirm that the eligibility criteria for utilising the power of general competence are met.</li> <li>2. Under section 25a of standing orders, suspend standing orders, review them and agree any amendments at an extraordinary Council meeting on 10 June.</li> <li>3. Elect a group of three Cllrs and the Clerk to review the SOs and propose revision to Council on 10 June.</li> </ol> <p>Proposed Cllr White, seconded Cllr Goldfinger, unanimous</p> <p><i>(following the meeting Cllrs agreed that Cllrs O'Connor, Eliot, Bielby and Cobb would comprise the working party along with the Clerk)</i></p> <ol style="list-style-type: none"> <li>4. Draft a new corporate strategy to be approved at the Council meeting in January 2016 and, in order to progress this:             <ol style="list-style-type: none"> <li>a. Establish a working party comprising three Cllrs, the Community Projects Officer and the Town Clerk to oversee initial tow-wide engagement process</li> </ol> </li> </ol>	PWy
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	<p>b. Delegate to the Clerk in consultation with the working party, the commissioning of a public survey in June/July</p> <p>c. Report back to Council on 16 September the results of the survey and a plan of how to proceed with the strategy</p> <p>Proposed Cllr Eliot, second Cllr Cobb, agreed unanimously.</p> <p><i>(following the meeting Cllrs agreed that Cllrs Barclay, Eliot, Goldfinger and Boulton along with the Clerk and CPO would comprise the working group)</i></p> <p>The Clerk and the relevant members of staff gave a brief overview of the major projects that were ongoing.</p>	PWy
2015/33/FC	<p><b>6. For Decision – Agree the Annual Return</b></p> <p>The RFO outlined the sections contained in the Annual Return and explained their significance. She confirmed that the Internal Auditor had approved the year-end financial statements and that FTC’s governance procedures were robust.</p> <p>She also explained the earmarked and general reserve and why she was proposing to establishing new ones for Open Spaces (£30k), Website (£10k), Trees (£8.7k), Neighbourhood Plan (£14.3k), Tourism (£3.7k), Litter bins and notice boards (£3.2k), s106 budgets (£65k) and Twinning thematic networking (£12.3k).</p> <p><i>Recommendations</i></p> <p>1. Approve the Annual Return for year ended 31 March 2015 and instruct the Mayor to sign the following parts on behalf of Council:</p> <p>a. Section 1 Accounting Statements to certify that the accounting statements fairly present the financial position of Frome Town Council at the end of the financial year 2014/15.</p> <p>b. Section 2 Annual Governance Statement that to the best of their knowledge the Council has ensured there is a sound system of internal control including the preparation of the accounting statements in place and boxes 1 – 9 are ticked to agree yes to the statements.</p> <p>c. To agree the Earmarked Reserves position as at 31/03/2015.</p> <p>d. To note that the Internal Auditors report approves the final accounts and the summary in the Annual Return.</p> <p>Proposed Cllr Ackroyd, seconded Cllr White, agreed unanimously.</p>	

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	The Mayor signed sections 1 and 2, the RFO section 1 and the Clerk section 2.	
<b>2015/34/FC</b>	<b>Date of next meeting</b> The next meeting will be at 7pm on 10 June 2015, venue to be confirmed.	

The Chair closed the meeting at 8.45pm

DRAFT