

# FROME TOWN COUNCIL

*making Frome a better place*

Minutes of a meeting of Frome Town Council

Wednesday 24 February 2016 at 7pm  
Selwood Academy, Berkley Road, Frome BA11 2EF

Present:

Councillors: Richard Ackroyd, Kate Bielby, Jean Boulton, Colin Cobb, Toby Elliot, Tricia Golinski, Pippa Goldfinger, Sheila Gore, Peter Macfadyen, Tim O'Connor, Al O'Kane, Cath Puddick, Mel Usher, Nick White

In attendance:

Andy Mallender (Mendip Area of Outstanding Natural Beauty), Caroline Wood (Frome Standard), MDC Cllrs Des Harris and Eve Berry, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development and Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Ruth Knagg (Community Projects Officer), Kate Hellard (Community Projects Officer), Chris Stringer (Environment Manager), Laura Poulton (Administration Officer)

15 members of the public.

Minute Ref	Agenda Item	Action
<b>2016/13/FC</b>	<p>The meeting started at 7.05pm</p> <p><b>1a. Apologies for absence</b> Received from Gary Collinson, Ali Barclay and Heather Wride.</p> <p><b>1b. Declaration of members' interests</b> None was received</p> <p><b>1c. Minutes from the last meeting on 20 January 2016</b> Chris Stringer gave an update on the issue of offensive graffiti on the wall at Welshmill Park. He explained that FTC would be monitoring the content of the artwork and will remove anything that is thought of as offensive. Paul Wynne also noted that Jane Llewellyn (FTC Planning and Development Officer) was liaising with the relevant authorities and Selwood Parish Council over the issue of speeding on Jeffries Lane.</p> <p>The minutes of the Frome Town Council meeting held on 20 January 2016 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed Sheila Gore, seconded Toby Eliot, agreed unanimously.</p>	
<b>2016/14/FC</b>	<p><b>2. Questions and comments from the public</b> Gill Fone asked when the residents of Foundary Barton could expect to see the drawings for the new open space. Chris Stringer noted that there was a meeting scheduled for 12 March and drawings would be produced after that meeting.</p>	<b>CS</b>

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	<p>Bob Ashford of Fair Frome noted that a petition had been set up to persuade Asda in Frome to reinstate the collection point for donations to the Fair Frome food bank. He also noted that Fair Frome would be showing the film 'The Divide' at the Westway Cinema on April 24 and would be inviting Cllrs and other local politicians to a discussion after the film.</p> <p>Mel Usher arrived at 7.10pm</p> <p>Margaret Merrill asked that with the closure of the Slaughterhouse on Vicarage Street would this be considered as a new entry way into the Saxonvale site. Mel Usher explained that the buildings and land were owned by MDC and therefore were not currently being considered however it could be a future possibility.</p>	
<p><b>2016/15/FC</b></p>	<p><b>3. Questions and comments from Cllrs</b></p> <p>District Cllr Des Harris noted that the article in the Frome Times from 24 February appealing for accommodation for two Syrian refugees was no longer relevant as two flats had been located in Frome.</p> <p>Tricia Golinski asked if anyone knew whether the planning conditions for the development at Trinity Park had been broken by not having a pedestrian crossing at the traffic lights which were currently being installed. She also asked if there was a way that this could be prevented for future developments. Paul Wynne said that he would ask Jane Llewellyn to look into whether conditions were broken and that FTC would continue to campaign for appropriate conditions on future developments.</p>	
<p><b>2016/16/FC</b></p>	<p><b>4. Short talk from Andy Mallender, Mendip Area of Outstanding Natural Beauty</b></p> <p>Andy introduced the 'Walkers are Welcome' scheme which operates nationally. The scheme works by businesses and accommodation providers offering an attractive offer to walkers in the area. This could be, for example, a place to dry walking clothes or a free drink. Andy used Cheddar as a recent example and noted they had reported a 40% increase in visitors since adopting the scheme. He explained it was a simple process for Frome to complete and required minimal start-up costs.</p> <p>Kate Bielby thanked Andy for his presentation.</p>	

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<b>2016/17/FC</b>	<p><b>15. For decision: Promotion of walking and cycling in Frome</b> Kate Bielby brought forward this item given its similarity to the previous presentation.</p> <p>Ruth Knagg explained that achieving ‘Walkers are Welcome’ status was part of the wider project of improving walking and cycling routes in Frome and encouraging sustainable transport.</p> <p>Richard Ackroyd gave his support for the project and said that some of the surrounding parishes at the meeting the previous evening were also keen for the status to be achieved.</p> <p>Jean Boulton asked Andy if walks that began just outside of Frome could be included. Andy confirmed this was possible as long as the focus of the walk was in Frome.</p> <p>Peter Macfadyen asked if the original use of the s106 money to improve the Market Yard car park was still part of the project. Peter Wheelhouse confirmed that within the new project the improvements could still be made to the Market Yard car park that could also benefit walkers and cyclists.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Formally endorse the application for Frome to apply for ‘Walkers are Welcome’ status</li> <li>2. Request that section 106 funds of £38,000 from the Mendip Lodge Hotel site be ring-fenced for marketing of Frome as a destination for walkers and cyclists with detailed breakdown of costs be presented for approval at a future meeting.</li> </ol> <p>Proposed Richard Ackroyd, seconded Tricia Golinski, agreed unanimously.</p>	
<b>2016/18/FC</b>	<p><b>5. For information: Project updates</b> Pippa Goldfinger arrived at 7.25pm</p> <p>Peter Macfadyen asked that it be well advertised by FTC that the applications for road closures for the ‘Big Lunch’ needed to be sent to MDC by the end of March. Kate Hellard noted that it was planned as part of the campaign.</p> <p>Mel Usher asked that an extraordinary meeting be held if it is found that the Frome Independent is not able to begin in April.</p>	
<b>2016/19/FC</b>	<p><b>6. For Decision: Ratify the response to Housing and Planning Bill 2015 – 16</b> Pippa Goldfinger explained that, following a comprehensive discussion at the Planning Advisory Group and because of the</p>	

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	<p>deadline for submission, she had sent a response on behalf of FTC to the Government’s consultation on the proposed Housing and Planning Bill. She explained that the bill would have an adverse effect on social housing and the planning system and was an attempt to solve the housing crisis in the wrong way.</p> <p>Cllrs were asked to ratify the response to the bill.</p> <p>Proposed Peter Macfadyen, seconded Colin Cobb, agreed by majority.</p>	
<p><b>2016/20/FC</b></p>	<p><b>7. For decision: To approve amendments to the Financial Regulations</b></p> <p>The recommendation was to approve the draft Financial Regulations tabled for adoption to become the formal Financial Regulations at the end of the meeting.</p> <p>Proposed Toby Eliot, seconded Sheila Gore, agreed unanimously.</p>	
<p><b>2016/21/FC</b></p>	<p><b>8. For decision: To approve the Risk Register for 2015/16</b></p> <p>Jackie Wheeler explained while the vast majority of the risks identified in the risk register are classed as “low risk”, there were five that Council should be aware of as representing a higher risk. These included using the skate park and pump track. She explained that these are managed to reduce the likelihood of an accident but nonetheless are relatively risky.</p> <p>Mel Usher asked whether the other play parks should be included along with the skate park and pump track. Jackie Wheeler explained that the skate park and pump track are calculated separately because they represent a relatively high risk while other play activities do not.</p> <p>Peter Macfadyen asked why the appearance of the website was a risk rather than content. Paul Wynne explained that it was a reputational risk but now that the website had been redesigned the risk should be lowered and this was agreed.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Reduce the website risk and approve the 2015/16 Risk Register.</li> <li>2. Request the Chair sign the 2015/16 Action Plan on behalf of the Council</li> </ol> <p>Proposed Richard Ackroyd, seconded Pippa Goldfinger, agreed unanimously.</p>	<p style="text-align: center;"><b>JW</b></p>

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2016/22/FC	<p><b>9. For information: Health and safety update</b></p> <p>The report noted there had been a road traffic accident involving a member of staff, that it had been reported to the Health and Safety Executive and existing risk assessments had been reviewed and revised accordingly.</p> <p>Cllrs wished the staff of member concerned a speedy recovery.</p>	
2016/23/FC	<p><b>10. For information: A review of the Ethical Decision Making Matrix</b></p> <p>Jackie Wheeler explained that the Ethical Decision Making Matrix is used by staff members when making decisions about purchasing goods and services. Jackie noted that staff would find it more useful if the matrix could be condensed into a questionnaire that could be sent to a potential supplier.</p> <p>Jean Boulton suggested that staff show how they followed the decision making matrix and give examples. Mel Usher also suggested that all current FTC suppliers are reviewed against the matrix.</p> <p>Peter Macfadyen noted that the matrix was not currently in a user friendly format and should be reviewed further before being approved. It was decided to bring a revised version of the matrix back to the next finance themed Council meeting.</p>	<b>JW</b>
2016/24/FC	<p><b>11. For decision: FTC One Planet Internal Action Plan</b></p> <p>Peter Wheelhouse explained that the draft plan illustrated a direction of travel and that it would be developed and targets identified in future.</p> <p>Jean Boulton suggested that the good business framework was used as the basis for the One Planet Action Plan. She also suggested that the recommendations were amended to approve the principle of the plan and bring a more detailed plan back to another meeting for final approval.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the principle in the FTC One Planet Action Plan</li> <li>2. Explore using the Good Business Framework as a template for a FTC plan.</li> <li>3. Return to a future Council meeting with a detailed plan that identifies economic/social/environmental risks and costs</li> </ol>	<b>AF</b>  <b>AF</b>
2016/25/FC	<p><b>12. For decision: Ratify the response to the government bill to ban Councils from divesting</b></p>	

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	<p>Tim O'Connor explained that the Government's proposal to evoke and replace the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 raised a number of concerns including the fact it centralises decision making and ignores localism. Tim and Peter Macfadyen had drafted and sent a response to Government given the tight deadline and asked Council to ratify it.</p> <p>Cllrs were asked to ratify the response to the consultation.</p> <p>Proposed Peter Macfadyen, seconded Toby Eliot, agreed by majority.</p>	
<b>2016/26/FC</b>	<p><b>13. For information: Financial update as at 31 January 2016</b></p> <p>Tricia Golinski queried what the Town Digital Hub was for. Peter Macfadyen explained that it would eventually be a comprehensive database that would link organisations in the town. He explained however that it had been decided to put the project on hold for the time being in order to identify a project that it could be tested on.</p> <p>Mel Usher queried the earmarked reserves and suggested that the money held for the projects should be spent to help bring them to completion.</p> <p>Council noted the report.</p>	
<b>2016/27/FC</b>	<p><b>14. For decision: To approve the Local Government Pension Scheme Discretions Policy</b></p> <p>The recommendation was to adopt the Local Government Pension Scheme Discretions policy.</p> <p>Proposed Tricia Golinski, seconded Tim O'Connor, agreed unanimously.</p>	
<b>2016/28/FC</b>	<p><b>16. For decision: A review of how panels have gone and possible changes to structure from April onwards</b></p> <p>Peter Macfadyen explained that the panels had worked effectively and it was important to continue the momentum from the outcomes of the work of the panels and give an update on progress to those involved.</p> <p>The report also proposed individual Cllrs as project sponsors and that future Council meetings would be themed around each of the three pillars in the corporate Strategy.</p> <p>Kate Hellard noted that the Sport and Leisure Panel had now become a forum and it was planned to meet quarterly.</p>	

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	<p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Formally recognise the role of Councillor Sponsors and a definition be included in the appropriate standing orders.</li> <li>2. Approve the list of existing sponsors and sponsor topics as identified in the report and that a further report be brought to the March Council meeting giving a short brief for each topic area, any gaps in topics covered and any topic areas that might be too extensive in the issues to be covered.</li> <li>3. Future formal Council sponsors and topics be approved by the Council and that sponsors to report back to Council in an agreed way.</li> <li>4. For Council to continue to meet monthly and its agendas should run wherever possible on the 4 monthly thematic cycle as identified in this report.</li> <li>5. Any future Panel and its remit to be approved by Council and that the brief for the Arts and Music panel be tabled at a future meeting.</li> <li>6. The Senior Staff Advisory Group continues with 4 Cllrs and 4 senior staff and that the Mayor, Leader and 2 other Cllrs are elected annually at the May Council meeting.</li> <li>7. The proposals be reviewed by the Leader and Town Clerk and a report be brought to Council in March 2017</li> </ol> <p>Proposed Richard Ackroyd, seconded Colin Cobb, agreed unanimously.</p>	<b>PWy</b>
<b>2016/29/FC</b>	<p><b>17. For decision: To approve recommendations from the Grants Advisory Group</b></p> <p>Ruth Knagg explained that the criteria for the community grants process was to be reviewed and the proposal would be brought back for decision at the March Council meeting.</p> <p>Proposed Richard Ackroyd, seconded Nick White, agreed by majority.</p>	<b>RK</b>
<b>2016/30/FC</b>	<p><b>18. For decision: Fundraising and support contract</b></p> <p>Ruth Knagg left room 8.55pm</p> <p>Colin Cobb asked for some further information about the tender process and the criteria used to decide who to award the contract. Paul Wynne confirmed he would send all Cllrs an email detailing the process along with the wording for the tender advert.</p>	<b>PWy</b>

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	<p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Agree the length of this contract to be 2 years starting in April 2016 with an annual cost of £10k to be paid from budget line 600/4725</li> <li>2. Delegate authority to recruit and appoint a contractor to deliver the fundraising support package to the Town Clerk in consultation with Toby Elliot (Chair of the Grants Advisory Group) and Kate Bielby.</li> </ol> <p>Proposed Peter Macfadyen, seconded Nick White, agreed unanimously.</p> <p><b>Grants Advisory Group propose the following applications be approved in Round 3 of the 2015/16:</b></p> <table border="1" data-bbox="400 779 1252 1227"> <thead> <tr> <th colspan="4">Recommended for approval</th> </tr> <tr> <th>Organisation</th> <th>Project</th> <th>Amount Requested</th> <th>Amount agreed</th> </tr> </thead> <tbody> <tr> <td>Frome SODA</td> <td>Ceramics tuition</td> <td>£200</td> <td>£200</td> </tr> <tr> <td>Frome Community Productions CIC</td> <td>Skills training programme</td> <td>£300</td> <td>£300</td> </tr> <tr> <td>Frome &amp; District Day Centre/Active living</td> <td>Intergenerational project with Frome College</td> <td>£2,000</td> <td>£600</td> </tr> <tr> <td>Frome Carers Group</td> <td>Respite days at Ammerdown</td> <td>£400</td> <td>£300</td> </tr> <tr> <td>Foreground</td> <td>Small Town Art Club</td> <td>£2,000</td> <td>£200</td> </tr> <tr> <td>Edventure</td> <td>Drop in/support network - Frome Feeling Good?</td> <td>£3,000</td> <td>£1,000</td> </tr> <tr> <td>Frome College as sponsor (Youth Bank application)</td> <td>School Shop</td> <td>£1,000</td> <td>£1,000</td> </tr> <tr> <td colspan="3" style="text-align: center;">Total</td> <td><b>£3,600</b></td> </tr> </tbody> </table>	Recommended for approval				Organisation	Project	Amount Requested	Amount agreed	Frome SODA	Ceramics tuition	£200	£200	Frome Community Productions CIC	Skills training programme	£300	£300	Frome & District Day Centre/Active living	Intergenerational project with Frome College	£2,000	£600	Frome Carers Group	Respite days at Ammerdown	£400	£300	Foreground	Small Town Art Club	£2,000	£200	Edventure	Drop in/support network - Frome Feeling Good?	£3,000	£1,000	Frome College as sponsor (Youth Bank application)	School Shop	£1,000	£1,000	Total			<b>£3,600</b>	<b>PWY</b>
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<p><b>2016/31/FC</b></p>	<p><b>19. For information: Literacy – a plan for development</b></p> <p>Kate Hellard explained that this project had come about in order to support and co-ordinate the organisations that can help improve literacy skills for those in Frome.</p> <p>Nick White asked if this was a responsibility of Somerset County Council. Kate Bielby, project sponsor, explained that SCC have the statutory obligation and FTC’s role would be to create a facilitative lead for organisations with a remit to improve literacy levels in the town. No financial resources would be incurred except for some of Kate Hellard’s time.</p> <p>Regular updates will be provided to Council as actions are identified.</p> <p>Council noted the report.</p>																																									
<p><b>2016/32/FC</b></p>	<p><b>20. The next meeting will be at 7pm on Wednesday 23 March at Rook Lane Chapel</b></p>																																									

The Chair closed the meeting at 9.15pm