

# FROME TOWN COUNCIL

*making Frome a better place*

Minutes of a meeting of the Council Matter Committee

Wednesday 24 August 2016 at 7pm  
Assembly Rooms, Christchurch Street West, Frome BA11 1EB

Present:

Councillors: Kate Bielby, Jean Boulton, Gary Collinson, Toby Eliot, Sheila Gore, Peter Macfadyen, Mel Usher, Nick White

In attendance:

Ali Barclay, Jackie Wheeler (Responsible Finance Officer), Kate Hellard (Community Projects Officer), Rebecca Krzyzosiak (Communications Administrator), Laura Poulton (Democratic Services Administrator)

7 members of the public

Minute Ref	Agenda Item	Action
<b>2016/12/CM</b>	<p>The meeting started at 7.01pm</p> <p><b>1a. Apologies for absence</b> Received from Pippa Goldfinger and Tim O'Connor</p> <p><b>1b. Declaration of members' interests</b> None was received</p> <p><b>1c. Minutes from the last meeting on 15 June 2016</b> The minutes of the Council Matters Committee meeting held on 15 June 2016 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Peter Macfadyen, seconded by Sheila Gore, agreed by majority.</p>	
<b>2016/13/CM</b>	<p><b>2. Questions and comments from the public and Cllrs</b> Sue Hughes asked if FTC would send a letter of congratulations to Olympic Bronze medallist Emily Diamond, who lives in Frome. Nick White agreed to send the letter. Sue also asked if FTC were aware of the campers on Rodden Meadow. Jean Boulton explained that Chris Stringer, Environment Manager, was currently looking into the options for moving the campers on. Sue congratulated the Rangers work on removing the style at the end of Rodden Meadow leading to New Road which had improved access.</p> <p>Gill Fone noted that there had been an obvious decline in market stalls at the Wednesday and Saturday markets. Mel Usher suggested writing to MDC to explain how disappointed we are with</p>	<b>NW</b>

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	<p>the number of stalls at the markets and ask them how attendance could be increased. Jean Boulton ask Paul Wynne to speak to the Farmers Market about the possibility of moving the date of their market in order not to minimise the effect of the Independent Market.</p>	<p><b>PWy</b></p> <p><b>PWy</b></p>
<b>2016/14/CM</b>	<p><b>3. Rebecca Krzyzosiak will give a short presentation on FTC's current communications status</b></p> <p>Rebecca gave an overview of how FTC communicate both online and offline. She looked in detail at the Frome Community and Discover Frome websites as well as Facebook and Twitter accounts.</p> <p>Kate Bielby asked what information people ask for when visiting the Tourist Information Centre. Rebecca noted the top three enquiries were for bus and train time tables, maps and toilets.</p> <p>Peter Macfadyen asked how can FTC reach the older population? Rebecca noted that the local press most especially the Frome Times is invaluable to reaching those that are not online.</p>	
<b>2016/15/CM</b>	<p><b>4. For decision – Financial Matters</b></p> <p>Jackie Wheeler gave a brief overview of financial matters for June and July 2016.</p> <p>Sheila Gore asked how the transition from Lloyds to Barclays had gone? Jackie noted that the she anticipated the account would be open imminently.</p> <p>Peter Macfadyen requested that at some point the expenditure for the Town Hall could be seen separately from other financial information. Jackie said that this would be possible further into the project and explained that the auditors had recommended that financial reports for the Town Hall be brought to Council meetings.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Note the Council's financial position as at 31 July 2016</li> <li>2. Note the payments over £500</li> <li>3. Note the Internal Auditor's report for the first quarter</li> </ol> <p>Proposed by Mel Usher, seconded by Kate Bielby, agreed unanimously.</p>	
<b>2016/16/CM</b>	<p><b>5. For decision – Participatory Budgeting</b></p> <p>Toby Eliot explained that Participatory Budgeting allows residents to make decisions on how parts of FTC's budget are spent. He explained that by getting residents involved in the decision making</p>	



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	<p>Stringer had written two different questionnaires, one for suppliers and one for contractors. The questionnaires would allow FTC staff to decide which supplier or contractor to use.</p> <p>Nick White noted that due to ethical decision making matrix's such as FTC's they can disadvantage smaller companies by putting them off putting their services forward. Sheila noted that the questionnaires would be reviewed after a six-month period.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Begin using these questionnaires immediately by:             <ol style="list-style-type: none"> <li>a) Sending them to all regularly used suppliers and all contractors with current contracts</li> <li>b) Sending questionnaires to suppliers and contractors as work is quoted or tendered for</li> </ol> </li> <li>2. Report back to Council Matters in six months with a progress review, having used the questionnaires for that period</li> <li>3. Delegate responsibility to the Environment Manager to make minor changes and updates to the questionnaires as required</li> </ol> <p>Proposed by Toby Eliot, seconded by Sheila Gore, agreed by majority.</p>	<p style="text-align: center;"><b>CS</b> <b>CS</b></p>
<b>2016/19/CM</b>	<p><b>8. For information – Health and Safety updates</b> It was noted that a Ranger had stood on a rusty nail whilst at work and had attended hospital to have the wound cleaned.</p>	
<b>2016/20/CM</b>	<p><b>The next meeting will be at 7pm on Wednesday 26 October 2016 at Rook Lane Chapel</b></p>	

The Chair closed the meeting at 8.23pm