

FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 19 April 2017 at 7pm
Frome Town Hall, Christchurch Street West, Frome BA11 1EB

Present:

Councillors: Kate Bielby, Jean Boulton, Colin Cobb, Pippa Goldfinger, Sheila Gore, Peter Macfadyen, Tim O'Connor, Mel Usher, Nick White

In attendance:

Sam Blanchard (Frome Times), Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Chris Stringer (Environment Manager), Charlie Orr (Projects Officer)

26 members of the public

Minute Ref	Agenda Item	Action
2017/1/CM	<p>The meeting started at 7.02pm</p> <p>1a. Apologies for absence Received from Gary Collinson and Toby Eliot</p> <p>1b. Declaration of members' interests None was received.</p> <p>1c. Minutes from the last meeting on Wednesday 26 October 2016 The minutes of the Council Matters Committee meeting held on Wednesday 26 October 2016 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Nick White, seconded by Kate Bielby, agreed unanimously.</p>	
2017/2/CM	<p>2. Questions and comments from the public and Cllrs Adam Boyden said there was a need for a bus shelter at the Hospital and asked for FTC to contribute. He also noted that the Fromefield Post Office had been shut. Adam noted that £106 money had been allocated for the Changing Places scheme. Finally, Adam asked if FTC had considered how to engage the town with the upcoming election in June, possibly another hustings?</p>	
2017/3/CM	<p>3. For decision: Update on the launch and marketing of Frome Town Hall Paul Wynne explained that the launch went very well with a great turnout. All tenants of FTH are in place and happy. FTC had submitted an application for a licence for weddings and alcohol sales.</p>	

FROME TOWN COUNCIL

	<p>For room hire, in addition to the hourly rate, a session rate was introduced. A review of the charges would be made in six months' time.</p> <p>Paul noted that the advice received with regards to the café was that there would not be sufficient footfall to make it viable. More temporary ideas for how the café could be used were being explored such as for meetings and popups.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the report 2. Ratify the additional hire rates of the Council Chamber and meeting rooms at Appendix 1 <p>Proposed by Mel Usher, seconded by Kate Bielby, agreed by majority.</p>	
<p>2017/4/CM</p>	<p>4. For Discussion: Update on Participatory Budgeting</p> <p>Jean Boulton noted that the discussion on PB would be held at another meeting.</p> <p>Kate Hellard explained that at the events PB held in March, 66 residents voted on 17 projects. Kate noted she was processing the feedback which had been mainly positive. Some felt that there were too many projects to listen to in one day. They suggested finding other ways to engage young people in a proactive way.</p> <p>Chris Stringer explained there had been a vote on whether or not to keep toilets in Victoria Park. The vote closed over the weekend and he was counting and verifying over 1000 votes.</p> <p>He noted the feedback he received at that point was that people had felt engaged over the projects.</p> <p>Sheila Gore asked how the results of the vote would be announced? Chris explained it would be through the local press.</p>	
<p>2017/5/CM</p>	<p>5. For Information: Financial update at 28 February 2017</p> <p>Jackie Wheeler gave an overview of her report on various financial matters.</p> <p>Peter Macfadyen asked to schedule a review of the Community Toilet Scheme at a future meeting. He also asked if the funding for this could be redistributed into more ethical bank accounts rather than Barclays? Jackie explained it could be moved to another bank account however it was a challenge to find an 'ethical' bank.</p> <p>Mel Usher thanked Jackie for her work. This year the budget expenditure looked very close to what was spent.</p>	

FROME TOWN COUNCIL

2017/6/CM	<p>6. For decision: Financial regulations</p> <p>Jackie Wheeler proposed two further amendments to the Financial Regulations:</p> <p>1: 4.9 – propose to revise the amount to increase to reflect the emergency spending stated in 4.5. Therefore, to increase the amount from £5k to £10k, rather than £20k.</p> <p>Proposed by Kate Bielby, seconded by Pippa Goldfinger, agreed unanimously.</p> <p>2: 11.2 to add – The Town Council will pledge up to a maximum of £5,000 to Crowdfunder Frome projects where it can be proved they have met the criteria under the agreed scheme’s terms and conditions. Pledges will be decided by the Town Clerk in consultation with three Cllrs: two nominated Cllrs (Cllrs Bielby and Collinson during 2017/18) plus either the Leader, the Mayor or the Chair of Town Matters.</p> <p>Proposed by Mel Usher, seconded by Peter Macfadyen, agreed by majority. Tim O’Connor abstained.</p> <p>The recommendation was that the draft Financial Regulations tabled are approved for adoption to become the formal Financial Regulations at the end of the meeting.</p> <p>Proposed by Sheila Gore, seconded by Kate Bielby, agreed by majority. Tim O’Connor abstained.</p>	
2017/7/CM	<p>7. For Decision: Approval of Financial Risk Assessment</p> <p>The recommendations were to:</p> <p>1. Note the Financial Risk Assessment at Appendix 7 and delegate approval of the detail to the Chair of Council Matters</p> <p>Proposed by Peter Macfadyen, seconded by Nick White, agreed by majority.</p> <p>2. The Chair of Council Matters to read over the risk assessment</p> <p>Proposed by Kate Bielby, seconded by Sheila Gore, agreed by majority.</p>	
2017/8/CM	<p>8. For information: Staffing update</p> <p>Paul Wynne gave an overview of the report. He also noted that FTC were currently advertising for a Customer Services Advisor and the interviews were to be held on 9 May. Rachel Griffin was now the interim Marketing and Communications Manager and Chris Stringer was temporarily taking on the role of Town Hall Manager.</p>	

FROME TOWN COUNCIL

<p>2017/9/CM</p>	<p>9. For Information: Land to be transferred to FTC</p> <p>Chris Stinger noted that lease agreements had been received for Packsaddle and Tower View and both spaces would be under FTC management by Autumn 2017. He also noted that the last PB event would decide on the future management of the spaces.</p> <p>Chris explained at Millennium Green currently the Rangers provide practical experience however now FTC will have the management role and the trust will provide advice.</p> <p>Cllrs and the public were asked ‘How would they like FTC to manage the space at Millennium Green?’</p> <p>Table 1 suggested there could be a managed camp site during Frome Festival which would meet the demand for accommodation during the Festival.</p> <p>Table 2 suggested better access to the river, cycle path and disabled access. They also suggested a play area in the square field by Rivers Reach, more picnic areas and seats and the central path be gravelled.</p> <p>Table 3 suggested more access to the river and an accessible path through the Green. As well as more dog poo bins. They also suggested more low keys events such as Mayhem in the Meadow that could be done in collaboration with other organisations.</p> <p>Table 4 suggested increasing local knowledge of the Millennium Green as an open space and increased signage.</p> <p>Table 5 also suggested better signage especially in town. As a hidden area, it had been targeted by vandals and if more people used the space it could discourage this. Installing a handrail up the steps to improve access.</p> <p>Table 6 suggested better litter management.</p>	
<p>2017/10/CM</p>	<p>10. For Information: Update on FTC’s tree planting project</p> <p>Chris Stringer explained that FTC is responsible for most of the green spaces in town and therefore the trees. FTC’s aim is to increase the number of trees in town by involving the other councils and residents.</p> <p>The next project is set for Stonebridge Drive and Brunel Way. Eventually the residents would be become the ‘owners’ of the trees and would then look after and maintain them.</p> <p>Nick White asked what steps would be taken to protect against vandalism? Chris explained that publicly accessible spaces would be reviewed and larger trees would be planted to prevent this.</p>	

FROME TOWN COUNCIL

	<p>Paul Wynne explained the advantage of having the residents 'own' the trees, it discourages vandalism.</p> <p>Pippa asked about including the Oakfield area to replace the trees that had been lost. Chris noted the intention was to see how successful the initial project would be, then create a working model.</p> <p>Mel Usher asked what would be the implications of offering every new house owner a tree? Chris explained there would be a financial/logistical implication. He noted he would speak to the Planning and Development Manager about future developments.</p> <p>Sheila Gore asked if fruit trees could be considered. Chris explained that many trees would be large and suitable for avenues however the use of fruit trees could be explored as well as developing an orchard.</p>	<p>CS</p> <p>CS</p>
<p>2017/11/CM</p>	<p>11. Health and Safety verbal update There were no health and safety incidents to report.</p> <p>Chris Stinger noted that at the next Council Matters meeting there would be a report on how FTC manages risk.</p>	
<p>2017/12/CM</p>	<p>12. The next meeting will be at 7pm on a date to be confirmed at Frome Town Hall</p>	

The Chair closed the meeting at 8.30pm