

# FROME TOWN COUNCIL

*making Frome a better place*

Minutes of the Annual meeting of Frome Town Council

Wednesday 25 May 2016 at 7pm  
Assembly Rooms, Christchurch Street West, Frome BA11 1EB

Present:

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

In attendance:

Rachel Clark and Gary Maule (Frome Police), Damon Hooton (MDC Cllr), Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Laura Poulton (Administration Officer)

17 members of the public

Minute Ref	Agenda Item	Action
<b>2016/62/FC</b>	<p>The meeting started at 7.06pm</p> <p><b>1a. Apologies for absence</b> None was received.</p> <p><b>1b. Declaration of members' interests</b> None was received.</p> <p><b>1c. Minutes from the last meeting on 27 April 2016</b> The minutes of the Frome Town Council meeting held on 27 April 2016 were approved as a true record of the meeting and signed by the Chair.</p> <p>Paul Wynne noted that Jane Llewelyn was in the process of resolving the complaints of fly posting and the external appearance of the old factory on Christchurch Street West raised in the last meeting. In addition FTC were working with SCC to continue the project at station approach.</p> <p>Peter Macfadyen asked if Gavin Eddy and Tabitha Clayson of the Frome Independent could be contacted to discuss putting out a press release with regard to their current financial situation and the impact to the markets.</p> <p>Proposed Pippa Goldfinger, seconded Richard Ackroyd, agreed unanimously.</p>	<b>PWh</b>
<b>2016/63/FC</b>	<b>2. A short presentation from Rachel Clarke and Gary Maule, Frome Police</b>	

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	<p>Colin Cobb arrived 7.22pm</p> <p>PCSO Gary Maule, introduced the structure and members of the Neighbourhood Policing team. He highlighted that the current staff are passionate and caring of Frome, although staff levels are much lower than in previous years.</p> <p>Sargeant Rachel Clark encouraged everyone to report crimes as this helps to increase resources in Frome. She also highlighted that the team hold regular meetings (PACT) for the public however they were poorly attended. She said that from these meetings they would be able to find out the priorities for the people of Frome. Toby Eliot suggested that the PACT meetings could be advertised through the FTC website and social media.</p> <p>Rachel explained that the most common issues the neighbourhood policing team were dealing with were low-level anti-social behaviour often stemming from poor mental health as car vandalism and theft. Gary pointed out that there is limited police training to address victims and perpetrators with poor mental health.</p>	<b>PWy</b>
<p><b>2016/64/FC</b></p>	<p><b>3. Election of the Town Mayor and Deputy Town Mayor</b></p> <p>Kate Bielby thanked her fellow Cllrs and her deputy Ali Barclay for their support during her year as Mayor as well FTC staff, including Paul Wynne, Rebecca Krzyzosaik and Laura Poulton.</p> <p>Kate Bielby proposed Toby Eliot as Mayor, seconded by Pippa Goldfinger, agreed unanimously.</p> <p>Toby Eliot thanked and congratulated Kate on year as Mayor and for the many issues she helped to campaign for. Toby noted that his focus as Mayor would be increasing participation and encouraging people to take part in decision making, particularly through Participatory Budgeting.</p> <p>Toby explained that he worked full time and would probably have less time to carry out his Mayoral functions. As a result he suggested it would be beneficial for Council to appoint two Deputy Mayors to spread the responsibilities.</p> <p>Richard Ackroyd proposed Al O’Kane and Cath Puddick, seconded Toby Eliot, agreed unanimously.</p>	
<p><b>2016/65/FC</b></p>	<p><b>4. Questions and comments from the public</b></p> <p>None was received.</p>	

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<b>2016/66/FC</b>	<p><b>5. Questions and comments from Cllrs</b> Damon Hooton congratulated Toby on his appointment as Mayor. He noted that Mendip were currently restructuring their senior management team and portfolio holders. In addition, the Council support grant would stop for 2017/18.</p>	
<b>2016/67/FC</b>	<p><b>6. For decision: Adopt the General Power of Competence</b> The recommendation was to confirm that the eligibility criteria for utilising the power of general competence are met.</p> <p>Proposed Toby Eliot, seconded Kate Bielby, agreed unanimously.</p>	
<b>2016/68/FC</b>	<p><b>7. For decision: Making use of the Ethical Decision Making matrix</b> It was proposed that the Ethical Decision Making Matrix was used by all members of staff and Cllrs. In addition, when writing reports staff would write a sentence to show how the EDMM had affected the recommendation. It was noted that Sheila Gore and Chris Stringer were working on a checklist for suppliers that would be approved at a future meeting.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Continue to use the Ethical Decision Making Matrix when making decisions</li> <li>2. For reports that require a decision, authors will complete the EDMM for both a scenario where the recommendations were accepted and for one where they were not</li> <li>3. Provide in reports a summary of these scenarios</li> </ol> <p>Proposed Peter Macfadyen, seconded Ali Barclay, agreed unanimously.</p>	
<b>2016/69/FC</b>	<p><b>8. For decision: Improving communications and decision making</b> Peter Macfadyen thanked Paul Wynne and other staff members for their time on the report. Peter explained that the reason for creating two new committees was to improve communication and increase engagement with the public.</p> <p>The recommendations were:</p> <p><i>Improved communications</i></p> <ol style="list-style-type: none"> <li>1. Approve the themes and ways of working as described in the report</li> <li>2. The Town Clerk continues to circulate a full update on a fortnightly basis</li> <li>3. Between the Town Clerk updates, staff will keep Cllrs informed of items of interest through emails</li> </ol>	

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4. Staff to circulate to Cllrs significant announcements made in all media outlets including social media before they are posted or released
5. Cllrs to keep the relevant staff, as well as other Cllrs, informed of courses attended, significant discussions and major concerns or issues
6. Retain the Senior Staff Advisory Group comprising the four senior staff and four Cllrs: the Mayor, the Leader and the two Committee Chairs. These meetings to be called by the Town Clerk

Proposed Richard Ackroyd, seconded Jean Boulton, agreed unanimously.

### *Improved decision making*

7. Establish and adopt the remit of the Town Matters Committee
9. Establish and adopt the remit of the Council Co-ordination Committee
11. Adopt the remit of the Planning Advisory Group
13. Adopt the remit of the Leader and the Town Clerk

Proposed Richard Ackroyd, seconded Kate Bielby, agreed by majority.

8. Elect at least eight Cllrs to the Town Matters Committee

Richard Ackroyd  
Ali Barclay  
Colin Cobb  
Tricia Golinski  
Al O’Kane  
Cath Puddick  
Heather Wride  
Mayor (Toby Eliot)  
Leader  
Chair of Council Co – ordination committee

Proposed Toby Eliot, seconded Ali Barclay, agreed unanimously.

10. Elect at least eight Cllrs to the Council Co-ordination Committee

Kate Bielby  
Gary Collinson  
Pippa Goldfinger

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	<p>Sheila Gore Tim O'Connor Nick White Mayor (Toby Eliot) Leader Chair of Town Matters committee</p> <p>Proposed Toby Eliot, seconded Pippa Goldfinger, agreed by majority.</p> <p>12. Elect at least six Cllrs to the Planning Advisory Group</p> <p>Pippa Goldfinger Colin Cobb Cath Puddick Sheila Gore Richard Ackroyd Nick White</p> <p>Proposed Pippa Goldfinger, seconded Colin Cobb, agreed by majority.</p> <p>14. Elect the post of Leader and Deputy Leader</p> <p>Richard Ackroyd proposed Mel Usher for Leader, seconded Al O'Kane, agreed unanimously.</p> <p>Richard Ackroyd proposed Pippa Goldfinger for Deputy Leader, seconded Kate Bielby, agreed unanimously.</p>	
<p><b>2016/70/FC</b></p>	<p><b>9. For decision: Appointment of Cllrs as sponsors of projects and areas of work</b></p> <p>Tricia Golinski and Jean Boulton noted that Tricia would now be the sponsor for public transport.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Agree the remit of project sponsors</li> <li>2. Agree the list of sponsors: <ul style="list-style-type: none"> <li>Cllr Ackroyd for environmental issues, including management</li> <li>Cllr Boulton for business engagement</li> <li>Cllr Bielby for PR and communications</li> <li>Cllr Cobb for Town Hall improvements</li> <li>Cllr Collinson for sport and leisure</li> <li>Cllr Elliot and Gore for finance</li> <li>Cllr Goldfinger for planning and design</li> <li>Cllr Golinski for walking and cycling and public transport</li> </ul> </li> </ol>	

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	<p>Cllr Macfadyen for resilience  Cllr O'Kane for music and arts  Cllr Barclay for wellbeing  Cllr Usher for town centre  Cllr Puddick for twinning</p> <p>Proposed Sheila Gore, seconded Cath Puddick, agreed unanimously.</p>	
<p><b>2016/71/FC</b></p>	<p><b>10. For decision: Standing Orders</b>  Paul Wynne noted that in order to balance the membership of the committees, the standing orders had been changed to say that at least eight Cllrs should sit on each committee. In addition it would say that at least six would sit on the Planning Advisory Group.</p> <p>The recommendation was to agree the revised Standing Orders for 2016/17.</p> <p>Proposed Nick White, seconded Tricia Golinski, seconded unanimously.</p> <p>Mel Usher thanked Peter Macfadyen for his time as Leader of the Council and for achieving so much in one year.</p>	
<p><b>2016/72/FC</b></p>	<p><b>11. For decision: Calendar of meetings</b>  The recommendation was to agree the calendar of meetings for 2016/17.</p> <p>Proposed Ali Barclay, seconded Richard Ackroyd, agreed unanimously.</p>	
<p><b>2016/73/FC</b></p>	<p><b>12. For information: Project update</b>  Richard Ackroyd noted that the tennis courts would be open for the half term holidays. Also that the next training session for community groups was to be on 'Business and Strategic Planning' on 3 June.</p> <p>Heather Wride reminded everyone that on 27 May FTC were offering surplus furniture from the Town Hall to community groups and start up businesses in the town for free.</p> <p>Ali Barclay noted that the Well Being forum had met in May and would have meetings four times a year. The forum would look at good practice and ways individuals and groups can co-ordinate.</p>	

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	<p>Al O’Kane mentioned the next Performing Arts Panel was being held on 9 June and would focus on industry professionals.</p>	
<p><b>2016/74/FC</b></p>	<p><b>13. For decision: Banking, financial overview and investments</b> Jackie Wheeler noted that she had met with 19 different banks who accommodate FTC’s everyday banking needs and her recommendation was Barclays.</p> <p>Nick White asked why there was a general reserve for Saxonvale. Mel Usher explained that the funds were there to enable an overall scheme for the site to be produced and to ensure expert legal advice could be sought.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Change the day to day banking to Barclays Frome branch</li> <li>2. Note the investments and finance update</li> </ol> <p>Proposed Peter Macfadyen, seconded Pippa Goldfinger, agreed by majority.</p>	<p style="text-align: center;"><b>JW</b></p>
<p><b>2016/75/FC</b></p>	<p><b>14. For decision: Agree the Annual Return for year ended 31 March 2016 and Earmarked reserves</b> Toby Eliot noted that the report from the auditors was good rather than just satisfactory. Mel Usher thanked Jackie Wheeler for her continued hard work.</p> <p>The recommendations were: Approve the Annual Return for year ended 31 March 2016 and instruct the Mayor to sign the following parts on behalf of Council:</p> <ol style="list-style-type: none"> <li>1. <i>Section 1 Annual Governance Statement</i> 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.</li> <li>2. <i>Section 2 Accounting Statements</i> to certify that the accounting statements fairly present the financial position of Frome Town Council at the end of the financial year 2015/16.</li> <li>3. Agree the Earmarked Reserves position as at 31/03/2016.</li> <li>4. Note that the Internal Auditors report which approves the 15/16 final accounts and the sign off of the Internal Audit section of the Annual Return.</li> </ol> <p>Proposed Tricia Golinski, seconded Gary Collinson, agreed unanimously.</p>	

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	<p>Nick White thanked Claire Wilson and Caroline Wood of the Frome Standard for their hard work over the years and for reporting at so many Council meetings.</p> <p>Pippa Goldfinger requested that the Frome Standard and Frome Times are formally invited to report at all future Council and committee meetings.</p>	<b>PWy</b>
<b>2016/76/FC</b>	<b>15. The next meeting will be at 7pm on Wednesday 13 July 2016, venue to be confirmed</b>	

The Chair closed the meeting at 8.50pm



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## **Remits of committees, the planning advisory group, the Leader and Town Clerk (taken from Standing Orders)**

### *Committees*

- a. Each committee will consist of nine Cllrs, proportional to the political strength of the Council*
- b. Each committee will meet on at least five occasions each year*
- c. The chairs of all committees, the Mayor and the Leader will be members of every committee*
- d. The chairs of committees will manage meetings in a way that maximises engagement of the public as well as Cllrs, without compromising the decision making process.*
- e. Cllrs who are not members of a committee may participate in debate but will not be permitted to vote on business at that meeting*
- f. The Council may establish or dissolve a committee at any Council meeting*

### *Terms of reference of the Town Matters Committee*

#### *The committee will:*

- a. Incur expenditure where it has an allocated budget provision;*
- b. Be responsible for promoting prosperity in the town in line with the Strategic Plan 2015-20*
- c. Be responsible for promoting the regeneration of the town centre in line with the Strategic Plan 2015-20*
- d. Be responsible for promoting the wellbeing and resilience of the community in line with the Strategic Plan 2015-20*
- e. Oversee the Community Grants process*

### *Terms of Reference of the Council Co-ordination Committee*

#### *The committee will:*

- a. Incur expenditure where it has an allocated budget provision*
- b. Be responsible for financial administration, including investments, monitoring income and expenditure against the budget and make recommendations to Council accordingly*
- c. Be responsible for any projects related to participatory budgeting*
- d. Be responsible for all aspects of risk management and insurance*
- e. Be responsible for all aspects of reviewing Health and Safety policy and monitoring health and safety incidents, such as staff accidents at work or accidents to the public on the estate*
- f. Be responsible for the Frome Town Hall and the Council estate;*
- g. Be responsible for the work of the Environment Team in line with the Strategic Plan, including events on the Council estate*
- h. Be responsible for all processes related to communications and marketing and for monitoring implementation of, and reviewing, the Communications Strategy, including the adoption of the Annual Report*
- i. Be responsible for all ICT planning and delivery (including websites);*

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- j. Be responsible for day to day aspects related to human resources, while Council retains responsibility for any changes to staff organisation chart and staff grades*
- k. Establish a group, as and when needed, comprising three Cllrs including the Chair to address staff disciplinary issues and disputes beyond the authority of the Town Clerk*
- l. Be responsible for all multi-year funding arrangements that support third party organisations*
- m. Oversee civic and twinning matters*

### *Remit of the Planning Advisory Group*

#### *The Planning Advisory Group (PAG) will:*

- a. Consist of seven Cllrs proportional to the political strength of the Council and meet on at least six occasions each year*
- b. Include a member of staff to provide advice and administrative support*
- c. Undertake all duties of the Council under Town and Country Planning Acts, Orders and Regulations and all matters relating to roads and highways including Road Closure Notices, road signs, traffic management, traffic regulations and bus shelters*
- d. Within the context of the Neighbourhood Plan, campaign for the best development and, where possible, identify and work with prospective developers in advance of any planning application*
- e. Make recommendations to Council on matters that, in its opinion, are significant (occasionally, responses to urgent significant consultations will need to be ratified by Council)*
- f. Delegate authority to the Town Clerk, in consultation with the chair, to respond to minor planning or highways issues on behalf of the Council*
- g. Promote to the community the role of district Cllrs, district staff and the Planning Board on minor planning applications*
- h. Provide straightforward written advice on how to make & respond to planning applications.*

### *The role of the Leader of the Council*

#### *Leader of the Council will:*

- a. Work with the Town Clerk and Cllrs to develop and propose to Council the strategic direction and policy objectives of the Council*
- b. Not alter the strategic direction of the Council*
- c. Work with the Town Clerk to ensure the strategic direction and operational management of the Council are working effectively*
- d. Work with the Town Clerk to negotiate on behalf of the Council with other local authorities and organisations in order to deliver the strategic direction and policy objectives*
- e. Discuss with the Mayor and relevant Committee Chairs the purpose of any negotiation and report the outcome to Council or the relevant committee*
- e. Be a member of all standing committees and the Senior Staff Advisory Group.*

*With regard to the Leader, The Town Clerk will:*

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- f. Brief the Leader on a weekly basis on the operational work of the Council and issues within the town;*
- g. Seek advice from the Leader when making significant decisions concerning council business*
- h. Have their leave or time off in lieu agreed in advance by the Leader;*
- i. Have their performance appraised at least annually jointly by the Leader and the Mayor;*
- j. Ensure the Leader is aware of any upcoming meetings with external organisations and the Leader will do the same for the Town Clerk;*
- k. Jointly, with the Leader, consider the forward plan and strategic documents on a monthly basis and jointly propose changes and additions to Council and/or the relevant committee.*

### *Town Clerk*

- a. The deputy Town Clerk will be the Responsible Finance Officer and the RFO will undertake the role of the Town Clerk during the Town Clerk's absence*

### *Town Clerk will:*

- b. Implement decisions of the Council via delegated authority and have overall managerial responsibility for service delivery*
- c. Have overall managerial responsibility for staff recruitment (including the drafting of job descriptions) and management, while alterations to the corporate staff structure and changes to staff grading shall remain Council responsibility*
- d. Provide objective advice on all matters*
- e. Liaise with other bodies in order to identify and keep abreast of important issues in the town*
- f. Act in an emergency without recourse to Council*
- g. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a committee*
- h. Send to all Cllrs the time, date, venue and the agenda of meetings of the Council, a committee or a sub-committee at least 3 clear days before the meeting, by hand delivery, by post or electronically*
- i. Clerk Council meetings*
- j. Make available for inspection by the public the minutes of meetings*
- k. Receive and retain copies of byelaws made by other local authorities*
- l. Receive and retain declarations of acceptance of office from Cllrs*
- m. Retain and make available for inspection by the public a copy of every Cllr's register of interests and any changes to it;*
- n. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998;*