

# FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 7 June 2017 at 7pm

Frome Town Hall, Christchurch Street West, Frome BA11 1EB

Present:

Councillors: Kate Bielby, Colin Cobb, Gary Collinson, Toby Eliot, Pippa Goldfinger, Mel Usher, Heather Wride

In attendance:

Des Harris (MDC Cllr), Peter Wheelhouse (Economic Development and Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Rachel Griffin (Marketing and Communications Manager, Interim), Chris Stringer (Environment Manager), Hannah Paniccia (Finance Apprentice)

11 members of the public

Minute Ref	Agenda Item	Action
2017/13/CM	<p>The meeting started at 7.01pm</p> <p>1a. Apologies for absence Received from Jean Boulton, Pippa Goldfinger, Sheila Gore, Peter Macfadyen and Tim O'Connor</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 19 April 2017 The minutes of the Council Matters Committee meeting held on 19 April 2017 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Toby Eliot, seconded by Colin Cobb, agreed unanimously</p>	
2017/14/CM	<p>2. Questions and comments from the public and Cllrs None was received</p>	
2017/15/CM	<p>3. For decision: Taking forward the work of the Council Matters Committee The recommendation was to adopt, for each meeting, a standard agenda, a thematic approach to future meetings and a detailed look at a different part of the Town Council estate.</p> <p>Proposed by Toby Eliot, seconded by Colin Cobb, agreed unanimously.</p>	
2017/16/CM	<p>4. For discussion and decision – Management &amp; Improvement Plans for North Parade, Rodden Meadow and Millennium Green</p>	

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	<p>Chris Stringer explained that the current management plan had been in place for three years. He noted there were some areas at Millennium Green and Rodden Meadow that FTC would like to take management of.</p> <p>Mel Usher suggested better signage and publicity as the areas are quite hidden.</p> <p>Toby Eliot asked if there were resources available for picnic and play. Chris explained there was s106 money from the development a Garston Road which would be used to make improvements.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the proposed management plan for North Parade</li> <li>2. Delegate responsibility to the Environment Manager to progress the plan</li> <li>3. Note the scheduled review date of Autumn 2018</li> <li>4. Note the contributions of the Critchill Rangers and the Frome Selwood Horticultural Society</li> <li>5. Note the next steps regarding the Rodden Meadow (incorporating Millennium Green) Plan</li> </ol> <p>Proposed by Kate Bielby, seconded by Toby Eliot, agreed unanimously.</p>	CS
2017/17/CM	<p>5. For Information: Financial update at 30 April 2017 Jackie Wheeler gave an overview of income and expenditure, general and ear marked reserves and payments made over £500 since the last meeting. She noted that there was now also income from the tenants of the Town Hall. Cllrs noted</p>	
2017/18/CM	<p>6. For decision - Staffing and Training Matters It was proposed to allocate equal funding to all members of staff to allow them to take ownership of their training requirements.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. That in the next financial year 2018/19, the staff training budget is divided equally so that each member of staff has an allocation for training; how these allocations are spent will be agreed by line managers at annual appraisal</li> <li>2. That a separate budget is created next financial year to support councillors' attendance at conferences</li> </ol> <p>Proposed by Toby Eliot, seconded by Kate Bielby, agreed unanimously</p>	JW JW
2017/19/CM	<p>7. A presentation on work completed by the Environment Team since the last meeting</p>	

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	<p>Chris gave an overview of works being completed which included grass cutting, repairs at the Otherside, seeding the river bank, and painting street furniture. He noted that the play and picnic space in Victoria Park would be formally opened at the Lions Fete on 10 June.</p> <p>Kate Bielby praised the work of the Rangers, the pride they put into their work and the way they interact with the public.</p>	
2017/20/CM	<p><b>8. For information - Marketing &amp; Communications Update</b>  Rachel Griffin gave an update on recent work. She noted that visitors to the FTC website were not spending long on the website and she was hoping to increase stay time to two and a half minutes.</p> <p>Rachel explained that FTC’s social media pages had improved from last year with more people viewing the pages and clicking on links.</p> <p>Other projects included a 360-degree virtual tour of the Town Hall, new look ‘Town Clerk’ update and live streaming of Council meetings via YouTube.</p>	
2017/21/CM	<p><b>9. For information - What’s been going on at the Town Hall?</b>  Rachel Griffin noted that Frome FM had signed their tenancy agreement and Fair Frome and WHY were expected to sign soon. As of April, there was a 10% occupancy of the meeting rooms, including tenants this was a 30% occupancy.</p> <p>The Town Clerk agreed to allow community groups use of the Parlour meeting room for free for a maximum of 2 hours on week days. Community groups were being encouraged to apply for a small Mayor’s grant to help with the cost of booking a larger room.</p> <p>Although the café had limited facilities other options were being considered such as a hospitality or exhibition space.</p> <p>Rachel explained that the application for an alcohol licence was taking longer than expected due to CCTV requirements. The wedding licence was in process however a change of use planning application had to be submitted which was being waited on.</p>	
2017/22/CM	<p>The next meeting will be at 7pm on Wednesday 6 September 2017 at Frome Town Hall</p>	

The Chair closed the meeting at 8.22pm