

# FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 6 September at 7pm

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

**Present:**

Councillors: Kate Bielby, Colin Cobb, Gary Collinson, Toby Eliot, Sheila Gore, Peter Macfadyen, Tim O'Connor, Mel Usher

**In attendance:**

Richard Ackroyd, Al O'Kane, Nick White, Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Rachel Griffin (Marketing and Communications Manager, Interim), Chris Stringer (Environment Manager), Laura Flaherty (Executive Assistant to the Town Clerk and the Mayor)

Minute Ref	Agenda Item	Action
2017/23/CM	<p>The meeting started at 7.03pm</p> <p>1a. Apologies for absence Received from Jean Boulton, Pippa Goldfinger and Heather Wride</p> <p>1b. Declaration of members' interests None was received.</p> <p>1c. Minutes from the last meeting on 7 June 2017 Peter Macfadyen asked that his apologies be noted in the minutes from the last meeting. Chris Stringer provided an update on the status of Millennium Green since the last meeting. He explained that discussions with the Millennium Green Trust were ongoing and a report would be presented to a future meeting of the MDC committee CAMG. Chris also noted that he had been in touch with the developer of the houses at the top of Rodden Meadow to arrange resurfacing of the footpath before Christmas.</p> <p>The minutes of the Council Matters Committee meeting held on 7 June 2017 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 unanimously.</p>	
2017/24/CM	<p>2. Questions and comments from the public and Cllrs None was received.</p>	
2017/25/CM	<p>3. For decision: Communication update, including a proposal to hold a conference Rachel Griffin explained that the two websites - Frome Community and Discover Frome - were key to FTC's communications. Recently</p>	

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	<p>Discover Frome had seen a 10% increase in visits. Rachel noted that the Communications team was working through improvements to the Frome Community website.</p> <p>Rachel explained that posting on social media was now better planned and traffic had increased significantly. Additionally, FTC had an increased presence in the local press. The national press had been more focused on the community of Frome.</p> <p>Rachel explained that FTC will continue to be ambitious and is using as many channels as possible to inform the community. Mapping where that information is going and how it is received is imperative to further the aims of our strategy. In addition, a communications plan developed to support all aspects of the council’s work in tailored packages is ongoing. Rachel is also investigating CRM software to support information exchange within the council and a town survey identified as a way to further that exchange.</p> <p>Rachel also introduced the proposal for a conference aimed at other town and parish councils. The conference would increase the profile of both the council and the Town Hall.</p> <p>Cllrs discussed the issues of communicating with the general public and receiving complaints that people were unaware of projects for example Boyle Cross development. Sheila Gore noted that many people won’t connect unless it will make a difference to them. Toby Eliot suggested that the communications had to be two-way.</p> <p>Peter Macfadyen asked if FTC was linking with other Facebook pages. Rachel explained she was speaking to Frome Diary about exchanging RSS feeds.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Note the progress on communications.</li> <li>2. In consultation with Cllr Usher, delegate to the M&amp;C Manager, the task of staging a cost neutral conference called ‘Breaking the Mould’ in January/February 2018. This conference is to include interactive workshops, discussion panels and learning opportunities for FTC and other councils.</li> </ol> <p>Proposed by Kate Bielby, seconded by Gary Collinson, agreed unanimously.</p>	RG
2017/26/CM	<p>3. For decision: Management &amp; Improvement Plans for The Roundhouse and Welshmill (including the Pump Track and Welshmill Woods)</p> <p>Chris Stringer provided a summary of the management plans for the Roundhouse and Welshmill.</p>	

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	<p>Peter Macfadyen asked if Incredible Edible support was still happening at Welshmill? Chris explained that currently FROGS provided the support but he was open to any other offers.</p> <p>Colin Cobb asked if vandalism was still an issue? Chris noted that it had seemed to have calmed, partly because of the recent graffiti workshop at the Roundhouse which gave a sense of ownership amongst young people. Chris noted that petty vandalism is unlikely to stop for good.</p> <p>Nick White asked if bbq's had been provided at the Roundhouse. Chris said there was space available so they could be promoted more.</p> <p>Nick also asked if FTC could invite people to bid for a pitch in Welshmill play park to provide tea, coffee etc. Chris agreed to investigate this.</p> <p>Colin Cobb asked if the pump track was only used informally? Chris noted that it had been used for events a couple of times and was not aware of any clubs using it officially. But would be pleased to make more events happen.</p> <p>Mel Usher suggested clearing out some of the scrub from the trees so people could venture further into the woods. He congratulated Chris and his team for all their work.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the proposed management plan for The Roundhouse</li> <li>2. Adopt the proposed management plan for Welshmill</li> <li>3. Note the scheduled review dates for both sites</li> </ol> <p>Proposed by Kate Bielby, seconded by Peter Macfadyen, agreed unanimously.</p>	<p>CS</p> <p>CS</p> <p>CS</p>
<p>2017/27/CM</p>	<p><b>4. For Information: Financial update at 31 July 2017</b>          Jackie Wheeler explained that she was awaiting the report from the external auditors.</p> <p>Jackie highlighted that £1k of community grants was to be allocated to allow community groups to hire the rooms at the Town Hall.</p> <p>Jackie explained that the Town Hall income was lower than budgeted. Nick White asked if there will be weddings at the Town Hall. Rachel Griffin explained that FTC were having to apply for change of use approval for the Council Chamber to allow an application for a wedding licence. Once that was in place it will be available for weddings.</p>	

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2017/28/CM	<p>5. For decision: Staff Handbook and HR support provision Jackie Wheeler explained that all staff had been recently given each policy in the handbook as separate documents. Any comments by staff had been taken into consideration, giving staff ownership of the handbook.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the Staff Handbook</li> <li>2. Accept Ellis Whittam's proposal of HR annual support of £2,450 pa for 3 year contract</li> </ol> <p>Proposed by Toby Eliot, seconded by Colin Cobb, agreed unanimously.</p>	JW
2017/29/CM	<p>6. For information: Health and Safety update The report was noted by Cllrs.</p>	
2017/30/CM	<p>7. For Ratification and approval: To ratify acquiring a third FTC vehicle on a contract basis and approve additional Ranger hours</p> <p>Mel Usher thanked Michael Gerrard for his work as a town Ranger and congratulated him on his new job.</p> <p>Toby Eliot noted that the Rangers have been a great success and they are great at communicating with the public.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Ratify the 3-year lease of the new vehicle</li> <li>2. Note the financial implications of the new vehicle for the financial years 2018/2019 and 2019/2020</li> <li>3. Approve the additional hours for the Ranger team, creating four full-time posts.</li> </ol> <p>Proposed by Gary Collinson, seconded by Sheila Gore, agreed unanimously.</p>	CS
2017/31/CM	<p>9. For decision: Staffing matters Council Matters discussed the process for recruiting a permanent Marketing &amp; Communications Manager. It was decided, given that FTC went through an external process for a very similar post within the last year, to advertise internally. The internal process was agreed as follows:</p> <ol style="list-style-type: none"> <li>1. Advertise internally</li> <li>2. Shortlist any applications for interview,</li> <li>3. The Leader and the Clerk to interview and appoint if appropriate.</li> </ol>	PW

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	Proposed by Gary Collinson, seconded by Colin Cobb, agreed unanimously.	
2017/32/CM	The next meeting will be at 7pm on Wednesday 1 November at Frome Town Hall	

The Chair closed the meeting at 8:30pm

DRAFT