

FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee meeting

Wednesday 21 February 2018 at 7pm

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

Present:

Councillors: Kate Bielby, Colin Cobb, Toby Eliot, Pippa Goldfinger, Sheila Gore, Peter Macfadyen, Mel Usher

In attendance:

Cllr Richard Ackroyd, Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Chris Stringer (Environment Manager), Rachel Griffin (Marketing and Communications Manager), Clementine Conlon Spears (Marketing and Communications Assistant), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

6 members of the public

Minute Ref	Agenda Item	Action
2018/1/CM	The meeting started at 7.05pm 1a. Apologies for absence Received from Gary Collinson 1b. Declaration of members' interests None was received 1c. Minutes from the last meeting on 1 November 2017 Sheila Gore proposed that her statement in item 13 should be amended to mean that Cllrs should seriously consider any expenditure, seconded by Colin Cobb, agreed unanimously. Mel Usher asked Chris Stringer for an update on the footpaths at Victoria Park. Chris explained that the he was currently investigating the worst paths and would be meeting the residents of Longleat Court for a walk around the paths to identify the worst parts. Work on small sections would begin in April. The minutes of the Council Matters Committee meeting held on 1 November 2017 were approved as a true record of the meeting and signed by the Chair. Proposed by Peter Macfadyen, seconded by Colin Cobb, agreed unanimously.	
2018/2/CM	2. Questions and comments from the public and Cllrs Andrew Earle thanked the Cllrs for all the work they were doing for Frome.	

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	Gill Fone noted that the street lights on Zion path were still not working. Chris Stringer explained that a new fault had been identified therefore a new repair date had been set, Chris assured Gill that he was regularly following up with the repair schedule.	
2018/3/CM	3. For information - An update on Millennium Green Pippa Goldfinger arrived at 7.14pm Chris Stringer explained that since the report had been written, he had been working with MDC Cllr Des Harris to make an agreement with FTC to take over site. They had secured an agreement in principle. This would then allow essential tree works to be commissioned and the continued maintenance of the site. Chris had been advised that dissolving the current trust could be complicated, therefore MDC were suggesting transferring the lease to FTC. Toby Eliot asked with the Rangers current work load did they have the capacity to take on more spaces? Chris explained that the Rangers had practically been looking after the site already. However, he noted that they were at a tipping point and he was concerned about their capacity when Tower View, Packsaddle and Chapmans Close open spaces are transferred soon. Kate Bielby asked Chris how he monitors trees and minimises the risk of them falling? Chris explained it was about recognising and managing the risk as you can't predict everything. He noted that independent arborists carried out tree surveys across all FTC maintained spaces every five years and these inform annual work plans. Julian Hight noted that he had spoken with Chris about the damaged ancient tree on the site and they had agreed it would be great to keep as much of the dead wood in situ for the benefit of the habitat. The recommendations were: 1. Note the report 2. Recommend to Council that FTC acquires the freehold or a long term tenancy of the Millennium Green 3. Acknowledge the contribution of the Millennium Green Trust over the last 18 years Proposed by Kate Bielby, seconded by Pippa Goldfinger, agreed unanimously.	CS
2018/4/CM	4. For decision - The Management & Improvement Plan for the Old Showfield Chris Stringer explained that the first management plan for the site had been agreed in 2016. Since then notice boards, 5 benches and	

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	bins had been installed, 14 new trees had been planted, half of the footpaths had been improved, gym equipment was in place and play improvements were ongoing with a new hedge around play area just been planted, the Showfield Spectacular had been held last summer. Overall £80k had been invested in the site. Chris noted that outstanding projects were to plant a community orchard and install a picnic area. The biggest project of all was to improve the rest of footpaths which would then enable the Park Run to be held. He explained that the site had poor drainage, more tree planting would help but it was possible that a drainage assessment would be required at some point. Toby Eliot asked if the Park Run could be held in 2018? Chris said it would only be known once an application was submitted to the organisers. Chris noted he would be more comfortable for the event to go ahead when the paths were fully resurfaced. Pippa Goldfinger asked that landscaping was considered when looking into drainage. Mel Usher asked when the play park would be finished? Chris noted that the play area had been frustrating, some areas had been under two inches of water, he was chasing for a finish date. He explained the Rangers would reseed the damaged areas after the contractors had left. Mel also asked for a tighter timetable for planting trees going forward and a timetable for the improvements to the footpaths. Colin Cobb asked how a community orchard would be managed? Paul Wynne explained that there shouldn't need to be much management notwithstanding any vandalism. He noted it was a successful way of increasing tree cover with the added bonus of fruit. The recommendations were: 1. Adopt the management plan for the Old Showfield 2. Note the scheduled review dates for the site 3. Delegate responsibility for the management and upkeep of the site to the Environment Manager and the Rangers Proposed by Pippa Goldfinger, seconded by Sheila Gore, agreed unanimously.	CS
2018/5/CM	5. For information - Financial update at 31 January 2018 Jackie gave a summary of the financial status and highlighted some of the areas of the report.	

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	Colin Cobb asked why there was an overspend for the project at Little Keyford Lane. Jackie explained that there was a requirement to carry out additional traffic assessments. Peter Macfadyen asked if FTC receives the income from traders at the Christmas event? Jackie explained that as FTC employed a contractor to organise the event and any income would go to them. Paul Wynne explained that the 2018 Christmas event would be organised in house. 1. Note that the year end forecast indicates that FTC will be on budget 2. Approve viring £3,500 from the Public Realm Earmarked Reserve to the Self Build Housing Project budget (4132/700). 3. Note the budget for 2018/19 4. Note the content of the Internal Auditors report Proposed by Peter Macfadyen, seconded by Kate Bielby, agreed unanimously.	JW
2018/6/CM	6. For information - Update on the People's Budget projects for 2017/18 and 2018/19 Paul summarised the content of the report. Peter Macfadyen asked when MDC will transfer the play spaces at Chapman's Close and Tower View? Chris Stringer explained there was a query over boundary walls at Chapman's Close and he was waiting for MDC's property team to resolve it. Peter also asked what the timescale for the new toilets at Victoria Park was. Chris explained he was currently preparing a project specification which would be brought to a council meeting as soon as possible. The recommendations were: 1. Note the progress on the 2017/18 PB play, PB events and PB projects. 2. Note the progress on the 2018/19 PB events 3. Approve the three proposed projects (community orchard, waterslide and dog poo powered streetlight) for 2018/19 PB project will be tabled at Council on 7 March. Proposed by Sheila Gore, seconded by Colin Cobb, agreed unanimously.	
2018/7/CM	7. For decision - Recruiting a Marketing and Tourism Apprentice Rachel Griffin explained that the current intern finishes her placement at the end of June. The work of the intern focuses on	

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	marketing and tourism, the Discover Frome website, the tourism information point and listings for the annual. Rachel noted that instead of recruiting an additional intern the proposal was to recruit an apprentice who would work towards completing an NVO level 3 qualification over two years on a day release basis. Peter Macfadyen asked Rachel if she felt she had the capacity to support the apprentice. Rachel said she felt that she did. The recommendation was for the Marketing and Communications Manager, in consultation with project sponsor Cllr Bielby, to draft a job description and recruit a Marketing Apprentice. Proposed by Kate Bielby, seconded by Pippa Goldfinger, agreed unanimously.	RG/KB
2018/8/CM	8. For information - Health & Safety Update Chris Stringer explained that there were a couple of outstanding liability claims which were being progressed with FTC's insurers. The new swings for the toddler park in Mary Baily were on order.	
2018/9/CM	Cllrs next considered whether to appoint the Finance and Administration Apprentice to a new post called Finance Administrator. Because this item concerned a specific member of staff, this part of the meeting was held in confidential session.	
2018/10/CM	9. For decision - Promote the Finance and Administration Apprentice to Finance and Administration Assistant Jackie Wheeler noted the excellent progress that the current Apprentice had made over the past three years, the support they can now provide to all staff and Cllrs and that given that they had now completed the AAT level 3 programme that it was appropriate for then to be promoted to the role of Finance Administrator. The recommendations were: 1. Delegate to the RFO, in consultation with the Chair of Council Matters and project sponsor Cllr Gore, to draft a Finance Administrator job description summarised in the report. 2. Note that the Finance and Administration Apprentice is working at the level of, and delivering, the job description summarised in the report. 3. Approve that the Finance and Administrator Apprentice is matched to the permanent post of Finance Administrator from 1 April.	JW/SG

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	Proposed by Peter Macfadyen, seconded by Sheila Gore, agreed unanimously.	
2018/11/CM	The next meeting will be at 7pm on Wednesday 9 May 2018 at Frome Town Hall	

The Chair closed the meeting at 8pm

DRAFT