

FROME TOWN COUNCIL

Minutes of a meeting of Frome Town Council

Wednesday 4 July 2018 at 7pm

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

Present:

Councillors: Richard Ackroyd, Gary Collinson, Mark Dorrington, Toby Eliot, Tricia Golinski, Pippa Goldfinger, Sheila Gore, Peter Macfadyen, Mel Usher

In attendance:

Paul Wynne (Town Clerk), Anna Francis (Resilience Manager), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor), Laura Hales (Marketing and Communications Assistant)

4 members of the public

Minute Ref	Agenda Item	Action
2018/31/FC	The meeting started at 7.03pm 1a. Apologies for absence Received from Ali Barclay, Kate Bielby, Jean Boulton, Colin Cobb, Al O’Kane and Nick White. 1b. Declaration of members’ interests None was received 1c. Minutes from the last meeting on 23 May 2018 Paul Wynne noted he had amended minute number 2018/29/FC by adding the original recommendation. The minutes of the Frome Town Council meeting held on 23 May 2018 were approved as a true record of the meeting and signed by the Chair. Proposed by Peter Macfadyen, seconded by Tricia Golinski, agreed by majority.	
2018/32/FC	2. Questions and comments from the public and Cllrs Pippa Goldfinger arrived at 7.07pm Peter Macfadyen noted that Margaret Merrill’s husband had passed away. As Margaret was a regular attendee of Council meetings Peter suggested sending a condolences card. Paul Wynne offered to send a card on behalf of FTC.	

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2018/33/FC	3. A verbal update from Anna Francis, Resilience Manager, on the projects she has been working on Transport: Anna gave a summary of some of the projects she had been working on including: • Community cars complete 120 journeys per month and are now self-funded. However, they did have a need for more drivers • Buses – working with FAVBUG, promoting Catch the Bus Week, continued weekly bus service from the surrounding villages into Frome, creation of an integrated bus timetable sent to 12,000 households • E Bikes had 200 hires so far in 2018 and was now covering the cost of insurance • Co Wheels had two hybrid cars in the town • The Travel Challenge had eight schools participating with a 20% increase in active travel whilst raising money for Frome Missing Links Waste: • There had been three showings of the film ‘Plastic Ocean’ held at the Town Hall. The cameraman of the film was also now doing talks in local schools • First meeting of ‘Plastic Free Frome’ held with 90 people in attendance • 15 businesses have signed up to the refill and plastic free schemes • The next ‘Return the Plastic’ event was to be at Lidl on 7 July • FTC have switched to glass milk bottles, bulk buy tea and coffee, and no longer laminate posters • SHARE had 1000 members, a new co-ordinator, more funding and monthly repair cafes • Community fridge enabled 5000 items a month to be diverted from landfill. There were hopes to set up fridges in the Trinity and Keyford areas • Students had designed recycling bins for Victoria Park which were being made by Protomax out of recycled plastic Energy: • A series of talks on climate change had been held at the Town Hall • Businesses were signing up to have solar panels on their roofs • ‘Improve Don’t Move’ event held at the Town Hall • Promotion of free insulation offer for households in Frome with 30 enquiries so far • Green directory for welcome packs for new residents • Energy audits • Good business visits	
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	Coming up: • Covenant of Mayors – global network with a commitment to becoming carbon free towns • 16 July – ‘Zero Carbon Towns’ event – to focus on what we can do as communities or parish councils rather than rely on the government • Health Connectors training on fuel poverty and how to get help • A film about the community fridge • Protomax to recycle clean plastic bottle tops • Shuttle bus to Commerce Park and possibly Westbury • Electric charge points • ‘Cyclists are Welcome’ initiative Cllrs and members of the public were asked ‘How do we get the public to engage more?’ Table 1 felt it was a classic communication problem. The offer of free insulation looks too good to be true, therefore people might think it was a scam. The promotion should show that it is an FTC supported scheme. For the car club it was suggested the cars should be available in the poorest parts of town and figures on the savings should be promoted. Table 2 suggested using relatable stories with a relatable advocate, using short video clips. For example Pippa Goldfinger’s elderly neighbour was now able to go on bike rides with his daughter as the electric bike meant he was able to keep up with her. Table 3 suggested targeting community groups and organisations like Rotary and Lions as well as the Medical Practice and estate agents to particularly increase the sign up for the free insulation. The message should be repeated so people don’t forget. Also show the figures on how much money could be saved.	
2018/34/FC	4. For decision – Approval of chapters in the constitution: Access to information policy, Information policy, Publication Scheme, Information retention and disposal policy Paul Wynne explained that there were no significant changes other than formatting for all chapters and the Information Policy where some sections had been separated to make the information clearer. The recommendation was to approve and adopt the chapters. Proposed by Toby Eliot, seconded by Mark Dorrington, agreed unanimously.	

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2018/35/FC	5. For decision - Approval of policies to implement the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR) Paul Wynne explained that FTC had commissioned DP Assist to audit all data held by FTC. An Action Plan and recommendations had been produced which identified what was required to become compliant with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). The most important actions are reflected in the recommendations. Tricia Golinski queried whether there should be a statement read at the beginning of meetings to inform people that what they say in the meeting will be recorded. Pippa Goldfinger suggested it could be investigated further. However, she was worried it could put people off speaking at meetings. Paul Wynne suggested he and Tricia formed some appropriate wording. The recommendations were: 1. Note the Audit report including its recommendations (confidential document) 2. Approve the Data Protection Policy at Appendix 1 3. Approve the Privacy Statement at Appendix 2 4. Note that the Audit Report is being implemented and that a review of progress will be tabled at the Council Matters meeting in July 2019. Proposed by Sheila Gore, seconded by Tricia Golinski, agreed unanimously.	PWy/TG
2018/36/FC	6. For decision – Approval of the Health and Safety policy Paul Wynne explained that he and Chris Stringer, Environment Manager, were jointly working on amendments to Appendix C as part of the policy. He noted they wanted to put some more thought into it after some insurance claims. The recommendation was to approve and adopt the updated Health and Safety policy. Proposed by Peter Macfadyen, seconded by Pippa Goldfinger, agreed unanimously.	
2018/37/FC	7. For decision – Approve the Complaints Procedure Paul Wynne noted that FTC had not had a Complaints Procedure in the past. Cllrs suggested various amendments. The consensus was that Paul should liaise with Cllr Mark Dorrington to amend the document. It was agreed to bring the revised procedure back to the next meeting in October.	PWy

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2018/38/FC	8. For decision - Transfer of the freehold of land to the Theodora Ann Le Gros for an Open Space Trust Paul Wynne explained he and Laura Flaherty had been processing the transfer of land to the trust. It had proved to be a more lengthy and costly than first foreseen. At the 2017 annual meeting of the trust it had been agreed to receive the freehold from FTC of all allotments gardens. However after doing some research into this Paul suggested it, given the protection given to allotments in current legislation this was not necessary. If a Council wanted to sell an allotment it would have to apply to the Secretary of State and even if granted, like-for-like space would have to be provided. He not to offer the allotments to the trust. He also recommended not to transfer land at Henley Way yet as the improvement project was not yet finished. It was agreed that the decision to transfer remaining open spaces to the trust should be looked at as part of the budgeting process next year. The recommendations were: 1. Do not proceed with any further transfers of land to TALGOST until April 2019 when a new budget will be available and to include at the budget setting meeting in January 2019 a sufficient budget for this purpose 3. Not to proceed with the transfer to TALGOST of the allotment gardens and not to proceed with the transfer of the land at Henley Way and Foundry Barton until the project has been completed. Proposed by Toby Eliot, seconded by Peter Macfadyen, agreed unanimously.	PWy PWy
2018/39/FC	The next meeting will be at 7pm on Wednesday 3 October 2018 at Frome Town Hall	

The Chair closed the meeting at 8.11pm