

# FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 05 September 2018 at 7pm  
Frome Library, Justice Lane, Frome BA11 1BE

**Present:**

Councillors: Colin Cobb, Kate Bielby, Pippa Goldfinger, Peter Macfadyen, Sheila Gore (Chair), Toby Eliot

**In attendance:**

Mark Dorrington (FTC Cllr), John Clarke (SCC Cllr), Des Harris (MDC Cllr), Shane Collins (MDC Cllr), Paul Wynne (Town Clerk), Hannah Paniccia (Finance Administrator), Rachel Griffin (Marketing and Communications Manager), Laura Hales (Marketing and Communications Assistant), Mary Dy (Executive Assistant to the Town Clerk), Sarah Williams (Business Manager)

7 members of the public

Minute Ref	Agenda Item	Action
2018/32/CM	<p>The meeting started at 7.02pm</p> <p>1a. Apologies for absence Received from Rich Ackroyd, Mel Usher, Heather Wride</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 18 July 2018 Sheila Gore provided an update on the issue of balls straying from the MUGA in the Mary Baily Playing Field into the bowls club next door. Sheila and Chris Stringer had met with the members whose main concern was the physical safety of their members. Chris felt the next step would be to raise the MUGA fence on the side of the bowls club by 2-3 feet and add a roof sloping down into the MUGA. Any stray balls would then roll back into the MUGA. This option is now being costed and verifying the possibility of implementation</p> <p>Rachel Griffin also provided an update on the Town Hall. The acoustic report had been accepted by Mendip and as a result air conditioning has now been installed in the Council Chamber. Wedding and alcohol licence are imminent subject to some safeguarding policies being accepted by the police. A registrar is coming to discuss Town Hall being a registry office. She also reported that the wall in the car park that had been knocked down has been repaired and the London Plane tree next to it that had been pollarded has grown back beautifully.</p> <p>The minutes of the Council Matters Committee meeting held on 18</p>	

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	<p>July 2018 were then approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Peter Macfadyen, seconded by Colin Cobb, agreed unanimously.</p>	
2018/33/CM	<p><b>2. Questions and comments from the public and Cllrs</b></p> <p>Pat Tayler asked for the area that will be left when the Cork Street toilets are demolished be used to expand the bus park off Waterloo to make it easier for drivers and safer for users. She also asked for a bus shelter to be placed nearby as well. District Cllr Des Harris said MDC are considering a form of shelter as part of the renovation following demolishing the toilet blocks. He will take this forward with MDC.</p> <p>Gill Fone reminded the meeting that Cllr Tom Killen (Deputy Leader of MDC) attended on 20 June and he said the redundant toilet blocks in the town would be demolished “in a matter of weeks”. Sheila said that FTC are continuing to put pressure on MDC to deliver and asked MDC Cllrs present to take this forward as well.</p> <p>On a separate note to the above, Gill expressed concerns about the unsightly brambles on the MDC side of the river. Des Harris said he will take this forward.</p> <p>County Cllr John Clarke urged people to publicise the fact that SCC is due to make a further £13m worth of cuts this financial year and to write to the Leader of the County Council objecting. He felt that these cuts would start to impact directly on vulnerable people. Toby Eliot suggested that people should write to the MP demanding more resources for SCC and that SCC going into administration would benefit no one.</p>	
2018/34/CM	<p><b>3. Discussion of plans for FTC land at North Parade, the Roundhouse and Welshmill</b></p> <p>Sheila Gore reminded the meeting that management plans for all Council properties are looked at annually. Paul Wynne (standing in for Chris Stringer) noted that this is the first time that site risk assessments had been brought to Council for consideration.</p> <p>Paul started with the Management Plan and site risk assessments for Welshmill including a discussion about the management of the riverbank and floral displays in the car park.</p> <p>As part of the discussion, Pippa Goldfinger proposed to remove the pyramid planting containers in the Market Yard car park and replace them with more attractive planters. This was seconded by Colin Cobb and carried unanimously.</p>	CS

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<p>Shane Collins suggested there should be more bins for recycling. Rachel Griffin mentioned there were plans for bins designed by young people at the Make it Happen conference to go into the parks. A member of public commented that more bins would be a lovely idea but that if they weren't used properly they needed to be hand sorted. Perhaps recycling rates would improve if there was one bin and that everything was sorted back at the depot, although this was likely to be more expensive.</p> <p>Paul said he would discuss this with Chris Stringer recycling bins and that Chris would come back to the committee with some proposals.</p> <p>Sheila Gore asked if the management plans would be available online and Paul confirmed that they would be.</p> <p>The committee was happy with the proposed management plan and site risk assessments.</p> <p>Paul then moved on to the management plan and site risk assessment for The Otherside, including the Roundhouse.</p> <p>Kate Bielby asked for Chris Stringer to work with FROGS to improve the beds along the river bank of the Otherside.</p> <p>Des asked about ownership of the Roundhouse and Paul confirmed that it was owned and managed by the Town Council. Des said it was a good development and that the site as a whole was looking very good. Gill asked what repairs have had to happen with the steps and ramps leading to Henley Way and Paul said that the some of the balustrades have been vandalised and needed replacing.</p> <p>The committee was happy with the management plan and site risk assessments.</p> <p>Paul then moved on to the management plan and site risk assessment for North Parade gardens</p> <p>Gill noted that the flower beds looked very nice this year.</p> <p>The committee was happy with the management plan and site risk assessments.</p> <p>In general, Toby Eliot suggested that there might not be a need to see the old management plans and that only a summary of risk assessments was needed.</p> <p>Recommendations:</p>	<p>CS</p> <p>MD</p> <p>CS</p>
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	<ol style="list-style-type: none"> <li>1. Adopt the management plans for North Parade, the Roundhouse and Welshmill.</li> <li>2. Adopt the site risk assessments for North Parade, the Roundhouse and Welshmill.</li> <li>3. Approve the scheduled review dates for the above plans.</li> <li>4. Approve the scheduled annual review of the above site risk assessments.</li> <li>5. Delegate responsibility to the Environment Manager to deliver the plans.</li> <li>6. Delegate responsibility to the Environment Manager to keep the site risk assessments up to date in-between approval and the (scheduled) annual review.</li> </ol> <p>Proposed by Kate Bielby, seconded by Peter Macfadyen agreed unanimously.</p>	CS
2018/35/CM	<p>4. An update on the current financial situation, including payments made over £500.</p> <p>Hannah Paniccia, presenting the update, informed the committee that the External Auditors had responded to the Annual Return for 2017/18 with no matters arising.</p> <p>On the income and expenditure highlights. Colin Cobb asked about the income received from Victoria Hospital. Paul explained that when FTC sold part of Victoria Park to the NHS to extend the hospital there was a clause in the deed stating that if the NHS sold the site FTC would receive a proportion of the difference between the price the NHS bought the site for and the amount it sold it for. This income figure of £70k was the amount received. Hannah noted that at the end of the year it would be proposed that an earmarked reserve be established for this amount.</p> <p>On the balance sheet, Hannah highlighted that FTC’s long-term investment in the Charity Bank Community Account has now matured and the balance had been transferred to the Charity Bank Saver. £100K from CCLA had been transferred to the current account in advance of receiving the second tranche of the precept. She noted there were no significant issues on the reserves and reminded Cllrs that the new part time ranger post would be funded from the general reserve.</p> <p>Hannah noted that the Council is currently financially sound and on budget notwithstanding the known risk around Town Hall income. She highlighted that the legal and professional budget and the IT budget were probably going to be overspent by £2k and £500 respectively by the year end.</p>	

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	<p>John Clarke had a question about expenditure on the Market Place project. Toby Eliot said that Phase 1 was completed within budget.</p> <p>Gill asked for a breakdown of expenditure for the Foundry Barton project and Hannah said she would provide her with this. Gill said that she and the other residents are generally very happy with the improvements and Paul Wynne confirmed that the final small pieces of work would be completed within the next month or so.</p> <p>Sheila Gore also introduced and welcomed Sarah Williams, who has officially started as our new Business Manager overseeing finance and HR.</p> <p>The recommendations were to approve:</p> <ol style="list-style-type: none"> <li>1. Income and expenditure sheet</li> <li>2. The balance sheet</li> <li>3. The breakdown of reserves</li> <li>4. The payments made over £500</li> </ol> <p>Proposed by Toby Eliot, seconded by Colin Cobb, agreed unanimously.</p>	HP
2018/36/CM	<p>5. Approval of a more detailed Privacy Policy.</p> <p>Sheila Gore said that this was part of GDPR compliance project and that consultants made additional amendments since the Policy was approved by Council on 4 July.</p> <p>The recommendation was to approve the revised Privacy Policy.</p> <p>Proposed by Peter Macfadyen, seconded by Pippa Goldfinger, agreed unanimously.</p>	
2018/37/CM	<p>6. An update on Health and Safety matters, risk management and staff training.</p> <p>The committee noted the report.</p>	
2018/38/CM	<p>The next meeting will be at 7pm on Wednesday 31 October 2018 at Frome Town Hall</p>	

The Chair closed the meeting at 8.04pm