

# FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 19 December 2018 at 7pm

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

**Present:**

Councillors: Richard Ackroyd, Sheila Gore (Chair), Kate Bielby, Peter Macfadyen, Toby Eliot

**In attendance:**

Paul Wynne (Town Clerk), Mary Dy (Executive Assistant to the Town Clerk), Sarah Williams (Business Manager), Chris Stringer (Environment Manager), Laura Hales (Marketing and Communications Assistant), Sarah Williams (Business Manager), Emma Parker (Community Projects Officer), Mark Dorrington (FTC Cllr)

3 members of the public

Minute Ref	Agenda Item	Action
2018/51/CM	<p>The meeting started at 7.01pm</p> <p>1a. Apologies for absence Received from Cath Puddick, Mel Usher</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 31 October 2018 Sheila Gore mentioned some updates on previous meeting items:</p> <ul style="list-style-type: none"><li>2018/40/CM: all redundant toilet blocks have now been demolished</li><li>2018/41/CM: ideas for PB events are being promoted, especially this week.</li></ul> <p>The minutes of the Council Matters Committee meeting held on 31 October 2018 were then approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Peter Macfadyen, seconded by Kate Bielby, agreed unanimously.</p>	
2018/52/CM	<p>2. Questions and comments from the public and Cllrs Gill Fone drew attention to light no. 3 at Zion Path that was still not working; it's been reported to SCC several times. Chris Stringer said that it would be reported again tomorrow.</p> <p>Gill also mentioned that she would like to see the old Singers factory artefacts at Foundry Barton looking good for the 200<sup>th</sup> anniversary of John Singer's birth.</p>	

*Sheila M. Gore 20/2/19*

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	<p>Adam Boyden offered the latest from MDC. The Acorn Property Group will be having an exhibition at the Silk Mill in January with regards to developments at Saxonvale. He also reported that the Leader of MDC has made the decision to increase funding for Mendip CAB for 18 months. A specific amount has not been mentioned but he hoped that Mendip towns could work with MDC to support the service. Adam also encouraged people to support the petition to save the Key Centre and respond to the getset consultation. He thanked Kate Bielby for her message.</p>	
<p>2018/53/CM</p>	<p>3. For decision – approval of new open space management plans for Packsaddle and Tower View</p> <p>Emma Parker spoke about the People’s Budget process and results for Packsaddle and Tower View--voting cards were delivered to nearest houses and promoted everywhere, with options to vote in-person at events or online via Survey Monkey and email.</p> <p>She summarised the options to vote on and reported that, for both sites, the community voted overwhelmingly for £7500 to be spent on new play equipment. FTC will continue to work with both communities on design and specific location of the new equipment over the coming months.</p> <p>Emma said that the engagement process attracted different people at different times and that it was good to share what £7500 will buy, setting expectations and meet the people who live in those areas, many of whom thanked FTC for involving them in the process. She concluded that the £7500 was just the first step towards a continuing relationship with the community and developing great spaces for everybody.</p> <p>Toby Eliot thanked Emma for her work, saying that this was an actual decision made by the community and it would be interesting to see if we could apply the process to similar things coming up. Kate Bielby noted there was a “collective sigh of relief” when FTC took on Tower View.</p> <p>Adam Boyden reminded everyone that MDC had considered selling Tower View to housing developers a few years ago and said that he was glad that FTC now owned the sites; what’s happened since is a really good example of the good that FTC can do. He suggested that FTC also take on Egford Lane and St. John’s Road play areas. Paul Wynne said that FTC has agreed to explore acquiring Egford Lane from MDC.</p> <p>Chris Stringer continued with the presentation of the new management plans for both sites, stressing that by writing risk assessments doesn’t mean we stop accidents from happening, but it</p>	

*Bielby Gae* 25/2/19

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	<p>does enable FTC to understand the risks to the public and to mitigate those risks where appropriate.</p> <p>Rich Ackroyd complimented the Town Rangers and Critchill rangers on a job well done. Peter Macfadyen said that he hoped the engagement process will decrease vandalism.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the management plans for Packsaddle and Tower View</li> <li>2. Adopt the site risk assessments for Packsaddle and Tower View</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 Toby Eliot, seconded by Kate Bielby, agreed unanimously.</p>	<p>CS</p> <p>CS</p>
<p>2018/54/CM</p>	<p>4. For information – an update on the role of the Marketing and Communications team with regards to events</p> <p>Laura Hales presented the report in Rachel Griffin’s absence, summarising the Marketing and Communications team’s events work.</p> <p>Kate Bielby said she really appreciated the social media coverage and films following the events. Toby Eliot was pleased that there was a good balance of FTC running and supporting events and said that it’s been an excellent year for the town. Rich Ackroyd thanked the M&amp;C team for all their work. Peter Macfadyen mentioned that he would like to get a sense that the debriefs for each event have been done just as well. Laura assured that this was happening, and Paul said we also make sure to consider suggestions and constructive feedback from the community.</p>	
<p>2018/55/CM</p>	<p>5. For decision - an update on the current financial situation to end November 2018</p> <p>Sarah Williams presented the key items in the report, noting that the year-end forecast indicated a larger underspend than the previous forecast due to a staff redundancy and a better understanding of likely under and over spend elsewhere as we enter the final quarter of the year.</p>	

*Stephen M. Gane* 20/2/19

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	<p>She concluded that FTC remains financially sound and that the proposed budget for 2019-20 will be presented to Council on 23 January.</p> <p>The recommendations were to approve the:</p> <ol style="list-style-type: none"> <li>1. Income and expenditure sheet</li> <li>2. Balance sheet</li> <li>3. Breakdown of reserves</li> <li>4. Payments made over £500</li> <li>5. Year-end budget forecast</li> <li>6. Report from the internal auditor</li> </ol> <p>Proposed by Kate Bielby, seconded by Rich Ackroyd, agreed unanimously.</p>	
2018/56/CM	<p>6. For information – report on the upkeep of Frome Town Hall Chris Stringer presented the report noting that this was the first time a report on the quinquennial for Frome Town Hall was being presented. The Quinquennial is a five year maintenance programme for the Town Hall and lists the tasks and likely costs that need to be carried out each year. Chris noted that he plans to present the report each December with an update on the work carried out in the last 12 months and the planned and costed work for the year ahead.</p> <p>Toby Eliot reminded everyone that it was important to keep the building maintained.</p>	
2018/57/CM	<p>7. For information – update on health and safety, risk management and staff training Chris Stringer presented the report, noting an accident at the Packsaddle play area, but that it was agreed by all parties that it was just an accident.</p> <p>He also highlighted that two more Rangers are now trained to climb trees; Paul Wynne said that this means we can now undertake more tree surgery safely and competently.</p>	
2018/58/CM	<p>The next meeting will be at 7pm on Wednesday 20 February 2019 at Frome Town Hall</p>	

The Chair closed the meeting at 8.00pm.

*Bielby, Kate* 20/2/19