

# FROME TOWN COUNCIL

Minutes of a meeting of Council Matters Committee

Wednesday 11 September 2019 at 7pm  
Frome Town Hall, Christchurch Street West, Frome BA11 1EB

**Present:**

Councillors: Sheila Gore (Chair), Richard Ackroyd, Lizzie Boyle, Maxine Crawley, Nick Dove, Andy Wrintmore

**In attendance:**

Paul Wynne (Town Clerk), Sarah Williams (Business Manager), Rachel Griffin (Marketing and Communications Manager), Kate Hellard (Community Development Manager), Beccy Byrne (Marketing and Communications Officer), Chloe Bray (Executive Assistant to the Town Clerk and Mayor)

2 members of the public

Minute Ref	Agenda Item	Action
2019/19/CM	<p>The meeting started at 7pm</p> <p>1a. Apologies for absence Received from Ali Barclay, Sara Butler, Rob Collett, Anita Collier, Mark Dorrington, Anne Hills, Paul Horton, John Nelson, Andy Palmer, Steve Tanner, Scott Ward</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 3 July 2019 The minutes of the Council Matters Committee meeting held on 11 September 2019 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Lizzie Boyle, seconded by Andy Wrintmore, agreed unanimously.</p>	
2019/20/CM	<p>2. Questions and comments from the public and Cllrs None was received</p>	
2019/21/CM	<p>3. Presentation from Frome Allotment Association Neil Cameron Chair of the Allotment Association gave a short presentation. Neil began by explaining the governance of the association and confirmed the relevant policies were in place. Neil gave an overview of what the association was responsible for and their work as well as that of Frome Town Council. The association was supporting a number of school and community plots around the town and maintained a good relationship with them all.</p>	

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	<p>In terms of taking on more plots, Neil was keen to increase the number, provided the plot was in a ready to rent condition. There was a waiting list of 150 people with a 20% turnover per annum.</p> <p>Rich Ackroyd asked if FTC were doing enough? Neil said the relationship with FTC was working well. The association would require more infrastructure support if they took on more sites.</p> <p>Nick Dove asked what the cost was to rent an allotment plot? Neil explained it was £25 per year for most sites, but £35 per year at Welshmill to cover the costs of the mains water supply to the site. Nick also enquired what people did with the surplus produce. Neil noted he had spoken with Fair Frome about the possibility of sharing produce in the past. However, the logistics were tricky. He explained much was shared between members.</p> <p>Sheila Gore thanked Neil and the Allotment Assoc.</p>	
2019/22/CM	<p><b>4. For Decision - Managing and maintaining Frome's allotment sites</b> Cllrs noted the report.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Councillors note and approve the report</li> <li>2. The Chair of the Council Matters committee and the Chair of FAA jointly sign the agreement</li> </ol> <p>Proposed by Nick Dove, seconded by Rich Ackroyd, agreed unanimously.</p>	
2019/23/CM	<p><b>5. For decision - Management &amp; Improvement Plans for Mary Baily and Victoria Park</b> Paul Wynne summarised the report written by Chris Stringer, Environment Manager. He explained that Chris was taking tentative steps into replacing the well used ramps in the skatepark in Mary Baily as it was now worn out. In Victoria Park the original plan for a Pavilion was no longer happening, instead options were being explored to refurbish the existing toilet block.</p> <p>Andy Wrintmore asked how the original skatepark was funded. Paul explained it was a combination of small grants and FTC budgets. External funding options would be considered for the new ramp.</p> <p>Sheila Gore queried why there was a need for another hedge around the tennis courts on Mary Baily. It was explained that it was a condition of planning permission and would act as a wind break. A purpose built windbreak would be expensive and the perimeter fence could not support one attached to it. There was a discussion around</p>	

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	<p>the need for more planting, particularly on Mary Baily and Paul suggested that Chris discuss this further with Cllrs.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the updated management plans for Mary Baily and Victoria Park</li> <li>2. Adopt the various site risk assessments for Mary Baily and Victoria Park</li> <li>3. Approve the scheduled review dates for the plans</li> <li>4. Approve the scheduled annual review of the 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 reviews</li> </ol> <p>Proposed by Rich Ackroyd, seconded by Maxine Crawley, agreed unanimously.</p>	<p>CS</p>           <p>CS</p>
2019/24/CM	<p><b>6. For information - Update on the Frome Town Hall</b></p> <p>Rachel Griffin gave an overview of the report.</p> <p>Rich Ackroyd thanked the Town Hall team for their hard work and success with bookings.</p>	
2019/25/CM	<p><b>7. For approval - Financial update to 31 July 2019</b></p> <p>Sarah Williams gave an overview of the report.</p> <p>Sheila Gore congratulated Sarah and Hannah on the recent external audit, where no matters required attention.</p> <p>Lizzie Boyle asked if the local economic impact of FTC spending could be explored.</p> <p>The recommendations were for Cllrs to approve the:</p> <ol style="list-style-type: none"> <li>1. Income and expenditure sheet</li> <li>2. Balance sheet, including the breakdown of reserves</li> <li>3. Payments made over £500</li> </ol> <p>Proposed by Nick Dove, seconded by Rich Ackroyd, agreed unanimously.</p>	<p>SW</p>
	<p><b>8. For discussion - Floodlighting the tennis courts on the Mary Baily playing field</b></p>	

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	<p>An overview of the report was given by Paul Wynne. There was a facilitated discussion focusing on free tennis and hire charges, funding, sports facilities and local impact.</p> <p>Maxine Crawley suggested Hannah and Jess, Children and Young People's Project Officers, could work with the tennis club to increase use of the tennis courts.</p> <p>John Price, Chair of the Tennis Club, explained that use of the courts was steadily increasing. One of the aims of the club was to increase the amount of young people playing. He noted that free tennis sessions did still need to be funded.</p> <p>Rich Ackroyd said he was broadly in favour of the floodlights. However, noted that much more free tennis needed to be on offer.</p> <p>A member of the public, Hailey, said she was not a member of the club. However, she was part of a WhatsApp group of players and there was lots of support for the floodlights. She noted that the coach led tennis sessions were great as they helped people gain confidence and return as a player. The free tennis should be better advertised to increase participation.</p> <p>There were other discussions around energy efficiency, an energy supplier and how accessible the courts were.</p> <p>Sheila thanked everyone for their comments and said that Cllrs look forward to recommendations from Chris Stringer.</p>	CS
	<p><b>9. For Information - An update on the town's parks and green spaces</b> An overview of the report was given by Paul Wynne.</p> <p>Rich Ackroyd thanked Chris Stringer for his specific and detailed reports.</p>	
	<p><b>10. For information - Health &amp; Safety update</b> Paul was pleased to say that a liability claim spanning three years had been closed. Paul thanked Chris for his tenacity and dedicated approach to ensuring a resolution.</p>	
	<p><b>11. For Information - New Starters &amp; Leavers from July 2019</b> Cllrs noted the report.</p>	
	<p><b>12. For ratification - New post – Marketing &amp; Communications Administrator (20hrs)</b> Cllrs noted the report.</p>	

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	<p>The recommendations were for Cllrs to ratify the following decisions made by the Clerk:</p> <ol style="list-style-type: none"> <li>1. Split the full-time economic development project officer post into two permanent part time posts</li> <li>2. Note the successful recruitment of one of these posts – the Marketing and Communications Assistant.</li> <li>3. Note that the current Economic Development Projects Officers post holder will be working three days a week from September 2019.</li> </ol> <p>Proposed by Rich Ackroyd, seconded by Maxine Crawley, agreed unanimously.</p>	
2019/26/CM	The next meeting will be at 7pm on Wednesday 6 November 2019 at Frome Town Hall	

The Chair closed the meeting at 8.40pm