

# FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 4 November 2020 at 7pm  
Zoom

**Present:**

Councillors: Lizzie Boyle, Sara Butler (chair), Mark Dorrington, Sheila Gore, Anne Hills, Paul Horton, Andy Palmer

**In attendance:**

Paul Wynne (Town Clerk), Rachel Griffin (Marketing and Communications Manager), Sarah Williams (Business Manager), Chris Stringer (Environment Manager), Beccy Byrne (Marketing and Communications Officer), George Tomlinson (Marketing and Tourism Officer), Laura Hales (Marketing and Communications Officer), Chloe Bray (Marketing and Communications Assistant), Nykki Mehta (Events Administrator), Sean Powell (Town Hall Steward), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

3 members of the public

Minute Ref	Agenda Item	Action
2020/72/CM	<p>The meeting started at 7pm</p> <p>1a. Apologies for absence Received from Rich Ackroyd, Rob Collett, Anita Collier, Maxine Crawley, Nick Dove, John Nelson and Steve Tanner.</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 23 September 2020 The minutes of the Council Matters Committee meeting held on 23 September 2020 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Anne Hills, seconded by Lizzie Boyle, agreed by majority.</p>	
2020/73/CM	<p>2. Questions and comments from the public and Cllrs None was received</p>	
2020/74/CM	<p>3. For information - Marketing and Communication Update Beccy Byrne gave a brief presentation detailing her role at FTC. Beccy leads on press releases, fields media enquiries, updates the website, social media, live posting from council meetings, summaries of council meetings 'Latest from the Chamber', supports project officers and their events. Beccy also monitors analytics and the reach of FTC's online engagement. The Covid FAQ's had proved to be very popular.</p>	

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	<p>Laura Hales looks after the marketing of the Town Hall and weddings, social media and newsletters, celebrating good news stories, scheduling posts and being responsive. Laura explained her aim was to create more of a conversation with residents on social media.</p> <p>Nykki Mehta was responsible for booking and overseeing events and wedding ceremonies at the Town Hall. She noted that Saturday weddings getting more popular with the record of five in one day in the Autumn. With impending lockdown Nykki was beginning to reschedule room and events bookings.</p> <p>Chloe Bray main responsibilities were for posters and graphic design. Recently she had worked with Window Wanderland on the posters for the Halloween event and designed a signage template which had been used many times in the parks during the pandemic. She also creates content for Instagram</p> <p>George Tomlinson focused on the Discover Frome website and maintaining and updating the listings which had been particularly important during lockdown. Recently George had been working to make the Discover Frome and Frome Town Council websites accessible. Currently she was overseeing the launch of a new website.</p>	
2020/75/CM	<p>4. For approval - Financial update to 30 September 2020 Sarah Williams gave a summary of the report.</p> <p>Anne Hills highlighted the expense of using bailiffs and asked how were these budgeted for. Chris Stringer explained that it was covered from the parks budget.</p> <p>Andy Palmer asked which banks FTC were using and queried the ethics of Barclays. Anne Hills said Barclays no longer finance fracking but the difficulty of moving the current account to one of the more ethical banks was that they were unable to process batch payments. This situation was kept under review.</p> <p>The recommendations were to approve the:</p> <ol style="list-style-type: none"> <li>1. Internal Auditors report for the period April – August 2020</li> <li>2. External Auditors report for the year end March 2020</li> <li>3. First and second Notices of Public Rights 27<sup>th</sup> May and 14<sup>th</sup> August 2020</li> <li>4. Income and expenditure sheet to 30 September 2020</li> <li>5. Balance sheet including the breakdown of reserves at 30 September 2020</li> <li>6. Payments made over £500 during September 2020</li> </ol>	

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	Proposed by Sheila Gore, seconded by Mark Dorrington, agreed unanimously.	
2020/76/CM	<p>5. For information - An update on the town's parks and green spaces Chris Stringer gave a summary of the report.</p> <p>Anne Hills asked how the cost of vandalism budgeted for? Chris explained that it had to come from the parks budget. Where damage merited it, they would claim via FTC's insurance. Anne asked if Chris knew of other councils' experiences with vandalism. Chris said he would be investigate.</p>	CS
2020/77/CM	<p>6. For decision - Management &amp; Improvement plans for the Dippy and Tower View Chris Stringer provided a summary of the report.</p> <p>Anne Hills asked if there could be funding from Wessex Water for the rewilding project at the Dippy? Chris said there was a potential and they were a key organisation to be involved. Chris said he would explore all options.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the updated management plans for the Dippy and Tower View</li> <li>2. Adopt the new site risk assessments for the Dippy and Tower View</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, including updating the coronavirus risk assessment for both spaces</li> </ol> <p>Proposed by Lizzie Boyle, seconded by Andy Palmer, agreed unanimously.</p>	CS  CS
2020/78/CM	<p>7. For information - Update on the Frome Town Hall Rachel Griffin summarised the report. She explained that fourteen bookings over the next twenty day period of lockdown had been deemed essential.</p> <p>Sean Powell explained his role was being responsible for the maintenance and day to day management of the Town Hall. His current focus was on making the roof water tight. He was</p>	

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	researching window repairs and a system to reduce the need for scaffolding for high work.	
2020/79/CM	<p>8. For information - Health &amp; Safety update Chris Stringer gave a summary of the report.</p> <p>Zurich have confirmed that they are currently holding £107,000 inclusive of claimant and defence costs. However, our solicitors have now recommended that this is increased to £175,000 in light of the proceedings having been issued. Again, this sum is inclusive of claimant and defence costs.</p> <p>Chris was sourcing stone masons to rebuild the vandalized wall at Welshmill.</p>	
2020/80/CM	<p>9. For information - Update on staff changes Laura Flaherty gave a summary of the report and highlighted the job vacancies. They were expecting to interview for the Children and Young People's Officer (maternity cover) in the next week. Applications were still open for the Resilience Officer.</p> <p>Paul Wynne noted that Laura had passed five out of eight assessments for her CIPD Foundation Diploma in Human Resource Practice. She was expected to complete the course in March 2021.</p>	
2020/81/CM	The next meeting will be at 7pm on Wednesday 24 February 2021 (venue to be confirmed)	

The Chair closed the meeting at 8.05pm