

# Minutes of the Annual meeting of Frome Town Council

Wednesday 19 May 2021, 7pm  
Frome Town Hall and Zoom

**Present:**

Councillors present at Town Hall: Rich Ackroyd, Sara Butler, Rob Collett, Anita Collier, Mark Dorrington, Sheila Gore, Andy Palmer, Steve Tanner, Andy Wrintmore

Councillors present on Zoom: Lizzie Boyle, Maxine Crawley, Anne Hills, John Nelson

**In attendance:**

Cllr Drew Gardner (MDC Cllr), Cllr John Clarke (MDC/SCC), Sergeant Rachel Clark, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development and Regeneration Manager & Deputy Town Clerk), Sarah Williams (Business Manager), Jane Llewellyn (Planning and Development Manager), Rachel Griffin (Marketing and Communications Manager), Kate Hellard (Community Development Manager), Beccy Byrne (Marketing and Communications Officer), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

3 members of the public at the Town Hall

17 members of the public on Zoom

Minute Ref	Agenda Item	Action
2021/10/FC	<p>The meeting started at 7.00pm</p> <p>Anita Collier thanked all Cllrs and staff for their support during her year as Mayor. She said she was indebted to people of Frome and everyone had been so kind and supportive. She said it had been an extraordinary experience and she would miss being the Mayor and passed on her sincere wishes to the incoming Mayor.</p> <p><b>1. Election of Mayor and Deputy Mayor</b> Sara Butler proposed Andy Wrintmore, seconded by Rob Collett, agreed unanimously.</p> <p>Andy accepted and thanked Anita for being such a good mentor during his year as Deputy Mayor. He presented Anita with a bunch of flowers. He thanked his fellow Cllrs for their vote of confidence.</p> <p>Andy Wrintmore proposed Sara Butler as Deputy Mayor, seconded by Steve Tanner, agreed unanimously. Sara accepted.</p>	

	(Andy and Sara came to the Town Hall the following day to sign their acceptance of office).	
2021/11/FC	<p><b>2a. Apologies for absence</b> Received from Ali Barclay, Nick Dove, Paul Horton and John Nelson.</p> <p><b>2b. Declaration of members' interests</b> None was received.</p> <p><b>2c. Minutes from the last meeting on 17 March 2021</b> The minutes of the Frome Town Council meeting held on 17 March 2021 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Rich Ackroyd, seconded by Anita Collier, agreed unanimously.</p>	
2021/12/FC	<p><b>3. Questions and comments from the public and Cllrs</b> Andy Palmer read out a statement on behalf of FTC regarding the proposed landscaping project at Boyle Cross. The project would be paused to allow further consultation on the designs.</p> <p>Kate Bielby welcomed FTC's decision to pause the project and said it was a positive move. She was pleased to hear the staff would be involved, as the team had an enviable record of consultation. She noted how the Cllrs had promised to be a voice for residents and said they were all standing by the strategy and statement by doing this.</p> <p>John Clarke noted MDC had sent a press release regarding the land at Broadway. He said the association felt the statement was not adequate enough and wanted to see a decision to halt consideration of the site and continue discussions with association and FTC about ownership.</p> <p>Jane Llewellyn read out a question from a member of public of the public who asked,</p> <p>"Is the council raising objections to MDC about planning consents for FR2, FR3 and the 157 acres for Selwood Garden community as we believe it is environmentally destructive, unsustainable, and swallowing up green fields for profit without benefits for the town or decent affordable housing?"</p> <p>Jane explained FTC had responded to applications for the Little Keyford sites and the pre application for Selwood Garden Community. Jane highlighted some of the objections FTC had</p>	

	<p>raised such as the master plan not being adequate, having no strategies for accessing transport, material for sustainability, drainage etc. Although not fundamentally opposed to an extension with Selwood Garden Community, before supporting or objecting FTC wanted to see benefits identified, reduced number of houses, the approach to transport to be more radical, more employment options, and showing how the infrastructure can cope among other things.</p>	
2021/13/FC	<p><b>12. For decision - To approve the revised FTC strategy</b> This item was brought up the agenda.</p> <p>Rob Collett provided a summary of the report.</p> <p>The recommendation was to approve the revised Frome Town Strategy 2019-2023.</p> <p>Proposed by Rich Ackroyd, seconded by Andy Palmer, agreed unanimously.</p>	
2021/14/FC	<p><b>4. For Decision – Whether to support the Climate and Ecological Emergency (CEE) Bill Alliance.</b> Rob Collett gave a summary of the report and showed a short video ‘The CEE Bill explained - In less than 2 minutes’.</p> <p>Lizzie Boyle said that the recent conversations about developments in the town brought into sharp focus all the things need to be considered when commenting on new planning applications. She gave her support to the bill.</p> <p>Annabelle Macfadyen urged Cllrs to support the bill.</p> <p>Paul Wynne read an email from Chris Melvin who also urged Cllrs to voice their support.</p> <p>The recommendation was</p> <p>In the revised Frome Town Council Strategy, the Council commits to support the Climate and Ecological Emergency Bill Alliance.</p> <p>Proposed by Sara Butler, seconded by Rob Collett, agreed unanimously.</p>	
2021/15/FC	<p><b>5. For ratification – Salix loan for decarbonisation measures at Town Hall</b> Nikki Brain summarised the report.</p>	

	<p>Lizzie Boyle gave a huge thank you to Nikki, Sarah and Peter for their work and for being so flexible and adaptable. She felt the measures potentially would have a great outcome.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Ratify the decision made by the Town Clerk to submit an interest free loan application for £22,845 to Salix to enable the installation of LED lighting and solar panels at the Town Hall.</li> <li>2. Ratify the decision made by the Town Clerk to authorise expenditure to repay the loan in 10 six-monthly instalments utilising the Town Hall maintenance budget and the Town Hall maintenance EMR.</li> </ol> <p>Proposed by Sara Butler, seconded by Rob Collett, agreed unanimously</p>	
<p>2021/16/FC</p>	<p>6. For information – 2020/21 Work Programme – end of year review</p> <p>Peter Wheelhouse introduced the report. He explained 2020 had been a challenging year but was pleased to say the work programme had been completed. Although, some items could not be delivered either due to covid or redirecting of resources, Peter noted staff were redoubling efforts to finish what had been started. He said it was a whole team effort and the achievements of the past year couldn't have happened without everyone working together.</p> <p>Highlights included FTC's Covid response, use of the Town Hall as a testing station and hosting weddings when possible, despite the restrictions many events were hosted, community development work such as street groups, the neighbourhood network and play strategy, responses to 300 planning applications, LCWIP, a successful bid for national lottery funding and the launch of the green and healthy futures programme, taking responsibility for the Packsaddle play area, the tiny forest project, just to name a few.</p> <p>Rich Ackroyd thanked staff and the Rangers for making all the work possible.</p> <p>Maxine Crawley said it was amazing to see all the work listed together. She felt the way staff came together in ever changing circumstances and looked after the community and supported Cllrs had been phenomenal.</p>	

<p>2021/17/FC</p>	<p>7. For decision – Whether to support the petition asking for Government to permit virtual council meetings Paul Wynne provided a summary of the report which was noted by Cllrs.</p> <p>The recommendation was to support the Buckfastleigh Town Council petition asking for the Government to find a way of allowing council meetings to be conducted virtually and respond to the Government’s consultation on this subject in the same way.</p> <p>Proposed by Steve Tanner, seconded by Anita Collier, agreed unanimously.</p>	<p>PWy</p>
<p>2021/18/FC</p>	<p>8. For decision - Adoption of Standing Orders, Cllrs’ Code of Conduct and General Power of Competence Summary from Paul Wynne Paul Wynne explained the small changes that had been proposed.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the Standing Orders at <a href="#">Appendix 3</a>.</li> <li>2. Approve the Cllrs’ Code of Conduct at <a href="#">Appendix 4</a></li> <li>3. Confirm that the eligibility criteria for utilising the power of general competence are met.</li> </ol> <p>Proposed by Andy Palmer, seconded by Mark Dorrington, agreed unanimously.</p>	
<p>2021/19/FC</p>	<p>9. For decision – Appointing the Leader and deputy Leader of the Council, the membership, chair and deputy chair of the Town Matters, Council Matters and Planning Committees and Grants Advisory Group</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Election of the Leader and Deputy Leader  Andy Palmer and Maxine Crawley were proposed as Co Leaders.</li> <li>2. Membership of committees and advisory groups The following Cllrs were proposed: <ol style="list-style-type: none"> <li>a. Council Matters Committee Andy Palmer Andy Wrintmore</li> </ol> </li> </ol>	

	<p>Anita Collier Anne Hills John Nelson Lizzie Boyle Mark Dorrington Maxine Crawley Nick Dove Rich Ackroyd Rob Collett Sara Butler Sheila Gore</p> <p>b. Town Matters Committee Ali Barclay Andy Palmer Andy Wrintmore Anita Collier Anne Hills John Nelson Mark Dorrington Maxine Crawley Nick Dove Paul Horton Rich Ackroyd Rob Collett Sara Butler Scott Ward Steve Tanner</p> <p>c. Planning Committee John Nelson Lizzie Boyle Mark Dorrington Maxine Crawley Paul Horton Rich Ackroyd Sheila Gore Steve Tanner</p> <p>d. Grants Advisory Panel Ali Barclay Andy Palmer Anne Hills John Nelson Mark Dorrington Rich Ackroyd Scott Ward Sheila Gore</p>	
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	<p>Steve Tanner</p> <p>(The Mayor, Leader, Deputy Leader, the chairs of the three committees will sit on both the Council Matters and the Town Matters Committees).</p> <p>3. Election of the Chair and Deputy Chair of committees The following were proposed:</p> <ul style="list-style-type: none"> <li>• Lizzie Boyle as Chair of Council Matters</li> <li>• Mark Dorrington as Deputy Chair of Council Matters</li> <li>• Nick Dove as Chair of Town Matters</li> <li>• John Nelson as Deputy Chair of Town Matters</li> <li>• Steve Tanner as Chair of the Planning Committee</li> <li>• Paul Horton as Deputy Chair of the Planning Committee</li> <li>• Anne Hills as Chair of the Grants Advisory Panel</li> <li>• John Nelson as Deputy Chair of the Grants Advisory Panel</li> </ul> <p>Proposed by Andy Wrintmore, seconded by Rob Collett, agreed unanimously.</p>	
<p>2021/20/FC</p>	<p>10a. For decision – Year End financial reports to March 2021, the Annual Governance and Accountability Return (AGAR) 2020/21 and revised Earmarked Reserves Sarah Williams provided a summary of the report. She thanked Hannah Paniccia for her hard work and contributions.</p> <p>The recommendation was:</p> <ol style="list-style-type: none"> <li>1. Instruct the Chair and the Clerk to sign on Cllrs’ behalf that they agree all the governance statements in Section 1 of the Annual Governance Statement and for it to be recorded as a minute reference.</li> </ol> <p>Proposed by Rich Ackroyd, seconded by Anita Collier, agreed unanimously.</p>	
<p>2021/21/FC</p>	<p>10b. For decision – Year End financial reports to March 2021, the Annual Governance and Accountability Return (AGAR) 2020/21 and revised Earmarked Reserves</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>2. Note that the Responsible Finance Officer has certified that the accounting statements fairly represent the financial position of Frome Town Council.</li> <li>3. Instruct the Chair and the RFO to sign on Cllrs’ behalf that they have approved the accounting statements.</li> </ol>	

	<p>(2. and 3. to be recorded as separate minute references)</p> <p>Proposed by Rich Ackroyd, seconded by Anita Collier, agreed unanimously.</p> <p>4. Approve the exercise of public rights dates for 2021</p> <p>Proposed by Andy Palmer, seconded by Rob Collett, agreed unanimously.</p>	
2021/22/FC	<p>10.c For decision – Year End financial reports to March 2021, the Annual Governance and Accountability Return (AGAR) 2020/21 and revised Earmarked Reserves</p> <p>5. Approve the 2021-22 Budget presented to the January 2021 Council meeting where the Work Programme &amp; Precept were approved.</p> <p>Proposed by Andy Palmer, seconded by Rob Collett, agreed unanimously.</p> <p>6. Approve the revised Earmarked Reserves for the start of the financial year.</p> <p>7. Note the amount in the General Reserve at the start of the financial year.</p> <p>Proposed by Anita Collier, seconded by Rich Ackroyd, agreed unanimously.</p>	
2021/23/FC	<p>11. For Decision – Changes to Financial Regulations</p> <p>Sarah Williams summarised the proposed changes.</p> <p>The recommendation was to approve the proposed changes to the Financial Regulations.</p> <p>Proposed by Sara Butler, seconded by Rich Ackroyd, agreed unanimously.</p>	
2021/24/FC	<p>The next meeting will be at 7pm on Wednesday 14 July 2021, venue to be confirmed</p>	

Table 1 - Agenda items

The Chair closed the meeting at 8.22pm