

# Minutes of the Annual meeting of Frome Town Council

Wednesday 17 May 2023, 7pm  
Frome Town Hall and Zoom

**Present:**

In the Town Hall: Fiona Barrows, Sara Butler, Philip Campagna (Chair), Carla Collenette, Anita Collier, Mark Dorrington, Nick Dove, Anne Hills, Andy Jones, Polly Lamb, Lisa Merryweather, Ben Still, Steve Tanner, Mel Usher, Max Wide

**In attendance:**

Dawn Denton (Online - Somerset Cllr), Adam Boyden (Somerset Cllr), Michael Dunk (Online - Somerset Cllr), Helen Kay (Somerset Cllr), Paul Wynne (Town Clerk), Jane Llewellyn (Planning & Development Manager), Sarah Williams (Business Manager), Rachel Griffin (Marketing & Communications Manager), Beccy Byrne (Marketing and Communications Officer), Becca Evans (Business Administrator), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

7 members of the public were in attendance at Frome Town Hall  
4 members of the public were in attendance on Zoom.

To watch to the discussion in full visit: <https://bit.ly/3BNrelK>

Minute Ref	Agenda Item	Action
2023/38/FC	<p>The meeting started at 7pm</p> <p>Sara thanked her assistant Laura Flaherty for her help throughout the year and presented her with a bouquet of flowers.</p> <p>1. Election of Mayor and Deputy Mayor</p> <p>Nick Dove proposed Philip Campagna as Mayor of Frome 2023/24, seconded by Steve Tanner, agreed unanimously.</p> <p>Philip Campagna took the Chair.</p> <p>Philip Campagna proposed Andy Jones as Deputy Mayor of Frome 2023/24, seconded by Fiona Barrows, agreed unanimously</p> <p>Tracey Ashford and Andy Wrintmore arrived at 7.05pm.</p>	
2023/39/FC	<p>2a. Apologies for absence</p> <p>None was received</p>	

	<p>Lisa Merryweather arrived at 7.10pm</p> <p>2b. Declaration of members' interests None was received</p> <p>2c. Minutes from the last meeting on 19 April 2023 Peter Wheelhouse confirmed the new traffic lights in the Market Place were different than before and within national standards and recommended by RNIB for visually impaired. Gill thanked Peter for the information and was concerned that this information had not been advertised. Peter agreed to place more information on FTC's website and Lisa Merryweather asked Gill if they could work together on an article for the Frome Times to promote what the new lights do.</p> <p>Regarding the cleanliness of the town centre Nick Dove confirmed he would be meeting with IDVERDE, Somerset Cllr Martin Dimery, Rob Holden, and Gavin Fear on 6 June. Rob also noted the meeting would raise the question of service devolution. Rob offered to feedback at the next meeting.</p> <p>Fiona Barrows asked for an amendment to the minute on item 5, to say she was not convinced by the Advisory Groups rather than the Oversight Committee.</p> <p>The minutes of the Frome Town Council meeting held on 19 April 2023 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Sara Butler, seconded by Ben Still, agreed by majority. Andy Jones abstained.</p>	<p>PWh</p> <p>LM</p> <p>RH</p>
<p>2023/40/FC</p>	<p>3. Question from public and Cllrs and Cllrs, including Somerset Cllrs Ian Snare introduced himself as vicar of Trinity Church.</p> <p>Mel Usher noted FTC' appreciation for the information given by Somerset Cllrs. He felt a joint report in the future would be useful and suggested, later in this item, that some guidance might be useful for SC Cllrs on what an update might include.</p> <p>Somerset Cllrs, Martin Dimery, Dawn Denton and Adam Boyden had provided written reports which were published on the FTC website. Helen Kay mentioned some of the things she had been working on. Dawn Denton noted that there was not an intention at SC to install a pay and display parking scheme at the Leisure Centre and that there was a flexplastic collection pilot scheme operating mainly in the north of the town and that</p>	

	<p>the scheme was being funded by the big supermarkets which would hopefully give them an incentive to reduce use of flexplastic. Michael Dunk noted that he sat on the Climate Place and Scrutiny, Strategic Planning and Pensions Committees. He said he was working to encourage the latter to engage more with staff paying into the scheme. Adam Boyden noted that there was going to be an investigation into improving responsiveness of SC's Highways Dept. He is supporting residents on the problem of flies around the sewage works and night time train noise and asked anyone to get in contact with him about this.</p> <p>Andy Jones commented that FTC could only object or support planning applications and the ability to make constructive comments had been removed. Helen Kay noted that this would be reviewed in October.</p> <p>There was a discussion about the poor environmental standards of recent and new developments. Helen Key noted that with the formal compliance requirements, these developments were better than they would have been thanks to input from FTC and some Mendip Cllrs.</p> <p>Fiona Barrows noted that some investment in parking control infrastructure (lines and signs) was needed to enable traffic wardens to enforce them. She asked Adam Boyden if he could explore if something could be done.</p>	<b>AB</b>
<p>2023/41/FC</p>	<p>4. For information - To raise the problem of aggressive begging in the town</p> <p>Mel Usher provided a summary of the report which followed a petition from traders and residents in the town. He noted that the police knew the individuals responsible and were working to use ASB powers which could result in an arrest. The police also noted that they had to ensure that their actions were proportionate and must include the individuals welfare.</p> <p>Mel echoed the police's request to report incidents so that evidence could be collected here  <a href="http://www.avonandsomerset.police.uk/report/">www.avonandsomerset.police.uk/report/</a>.</p> <p>Representatives of shopkeepers in Frome explained the impact of the aggressive begging on themselves and residents/visitors to the town. They felt more should be done.</p>	
<p>2023/42/FC</p>	<p>5. For decision - Adoption of Standing Orders, the General Power of Competence and the Cllrs Code of Conduct</p>	

	<p>A summary of the report was given by Paul Wynne.</p> <p>Andy Jones highlighted that there were two start times mentioned for meetings. It was thought one relating to the Annual Council meeting was redundant so should be removed from the final version.</p> <p>Andy also suggested there should be mention of Zoom or hybrid meetings. Paul Wynne said he would come back to a future meeting with an addition.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the Standing Orders <a href="#">at Appendix 5.1</a></li> <li>2. Confirm that the eligibility criteria for utilising the power of general competence are met.</li> <li>3. Approve the Cllrs' Code of Conduct <a href="#">at Appendix 5.2</a></li> <li>4. <a href="#">Note the LGA guidance</a></li> </ol> <p>Proposed by Anita Collier, seconded by Lisa Merryweather, agreed unanimously.</p>	<p>PWY</p>
<p>2023/43/FC</p>	<p>6. For decision - Calendar of meetings 2023/24 Cllrs noted the report.</p> <p>The recommendation was to approve the calendar of meetings for 2023/24</p> <p>Proposed by Fiona Barrows, seconded by Ben Still, agreed unanimously.</p>	
<p>2023/44/FC</p>	<p>7. For decision – Appointing the Leader and deputy Leader of the Council, the membership and chair of the Planning Committee</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Election of the Leader</li> </ol> <p>To receive proposals for, and to elect, the Leader of the Council</p> <p>Philip Campagna proposed Lisa Merryweather, seconded by Anita Collier, agreed unanimously.</p> <p>To receive proposals for, and to elect, the Deputy Leader of the Council</p>	

	<p>Lisa Merryweather proposed Steve Tanner and Max Wide, seconded by Nick Dove, agreed unanimously.</p> <p><b>2. Membership of the Planning Committee</b></p> <p>The following Cllrs to sit on the Planning Committee:          Steve Tanner (Chair)          Mark Dorrington          Andy Jones          Polly Lamb          Philip Campagna          Fiona Barrows          Lisa Merryweather</p> <p>Steve Tanner proposed to accept the membership of the Planning Committee, seconded by Mark Dorrington, agreed unanimously.</p> <p>Mark Dorrington proposed Steve Tanner as Chair of the Planning Committee, seconded Fiona Barrows, agreed unanimously.</p> <p>Steve Tanner proposed Polly Lamb as Deputy Chair of the Planning Committee, seconded by Sara Butler, agreed unanimously.</p>	
<p>2023/45/FC</p>	<p><b>8. For decision – To populate the Oversight Committee, establish Advisory Groups and appoint Lead Cllrs</b></p> <p>The recommendations were:</p> <p>1. To receive proposals for membership of the committee</p> <p>Lisa Merryweather proposed all Cllrs become members of the Oversight Committee, seconded by Max Wide, agreed unanimously.</p> <p>2. To receive proposals for Chair of the committee</p> <p>Lisa Merryweather proposed Mark Dorrington as Chair of the Oversight Committee, seconded by Nick Dove, agreed unanimously.</p> <p>3. Appoint the Lead Cllrs as described in the report</p> <p>Proposed by Sara Butler, seconded by Mark Dorrington, agreed unanimously.</p>	

	<p>Some amendments were suggested to the membership of Advisory Groups. <a href="#">The final suggested list is at page 10 of these minutes.</a></p> <p>Paul suggested that the final membership of the Advisory Groups could be approved as part of the minutes at the June meeting of Council.</p> <p>There was some discussion about possible future Advisory Groups on young people and participation and engagement. Also about continuing the reducing poverty advisory group. Paul Wynne noted that Council would be reviewing the poverty programme at the June meeting and that it might best to consider any changes at that time.</p> <p>The recommendations were to:</p> <ol style="list-style-type: none"> <li>4. Agree the list of Advisory Groups</li> <li>5. Agree the timescale, the chair and lead member of staff of the Advisory Groups</li> </ol> <p>Proposed by Nick Dove, seconded by Anita Collier, agreed unanimously.</p> <p><a href="#">Note: the final membership of the Advisory Groups on page 10 of these minutes will be considered when these minutes are approved at the council meeting on 14 June.</a></p>	
<p>2023/46/FC</p>	<p>9. For Decision – Changes to Financial Regulations A summary of the report was given by Sarah Williams</p> <p>Fiona Barrows felt the ethical decision making matrix should be reviewed to alter the emphasis from negative to positive and that wellbeing should be added as a factor. Sarah Williams suggested she and Fiona reviewed the matrix and make recommendations to a future Council meeting.</p> <p>The recommendation was to approve the proposed changes to the Financial Regulations 2023.</p> <p>Proposed by Andy Jones, seconded by Mel Usher, agreed unanimously.</p>	<p>SW/FB</p>
<p>2023/47/FC</p>	<p>10.a For decision – Year End financial reports to March 2023, the Annual Governance and Accountability Return (AGAR) 2022/23 and proposed Earmarked Reserves at 1/4/23 A summary of the report was given by Sarah Williams</p>	

	<p>Andy Jones thanked Sarah for spending time going through some detailed questions in advance of the meeting. He asked about underspend in the school crossing patrol EMR. Kate Hellard explained that school crossing patrol people were very hard to recruit.</p> <p>Fiona Barrows asked about the proposed new projects EMR: how was it decided how it was spent. Sarah confirmed this was by Council at a future meeting.</p> <p>Max Wide queried EMR 396, which was for a Computer Relations Management database. He felt that technology had moved on. Sarah agreed and was happy to discuss new ideas and suggestions. She was also conscious that FTC's software use needed an external and independent audit. Max said he could make some recommendations.</p> <p>Mel Usher asked to have another discussion about the level of the general reserves. Sarah noted the additional £96k gave FTC some extra flexibility.</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 2022/23 and for it to be recorded as a minute reference</li> </ol> <p>Proposed by Sara Butler, seconded by Lisa Merryweather, agreed unanimously.</p>	<p><b>SW/MW</b></p>
<p>2023/48/FC</p>	<p>10.b For decision – Year End financial reports to March 2023, the Annual Governance and Accountability Return (AGAR) 2022/23 and proposed Earmarked Reserves at 1/4/23</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>Proposed by Anne Hills, seconded by Nick Dove, agreed unanimously.</p>	
<p>2023/49/FC</p>	<p>10.c For decision – Year End financial reports to March 2023, the Annual Governance and Accountability Return (AGAR) 2022/23 and proposed Earmarked Reserves at 1/4/23</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>4. Approve the exercise of public rights dates for 2023</li> </ol>	

	<p>5. Approve the revised Earmarked Reserves for the start of the financial year.</p> <p>6. Note the amount in the General Reserve at the start of the financial year.</p> <p>Proposed by Andy Jones, seconded by Andy Wrintmore, agreed unanimously.</p>	
<p>2023/48/FC</p>	<p>11. For information – The Planning &amp; Affordable Housing programme in the Council Plan Summary of the report from Jane Llewellyn</p> <p>Andy Jones asked Jane to expand more on what an SPD was. Jane explained it was a supplementary planning document. Council had adopted an SPD on environmental sustainability. It was now promoted to developers, but it was not adopted by SC, therefore, it did not carry weight. In the document it stated that FTC expected 40% affordable housing, this was in advance of the review of the Local Plan (not expected for another 3 - 5 years). The hope was that the additional affordable housing expectation would encourage SC to bring forward their own SPD in advance of the Local Plan.</p> <p>Fiona Barrows noted there was a difference in recent developments, with massive improvements coming forward. She emphasised that not all development were the same and should be treated individually. She felt it was important to be able to support more sustainable developments.</p> <p>Nick Dove asked Jane how could FTC engage with those without housing. Jane suggested continuing to work with Frome Area Community Land Trust (FACLT) and that engagement was on the next agenda, she said she would update Nick after the meeting.</p> <p>Mel Usher asked Jane about the Neighbourhood Plan. He felt a new one would have less possibilities, and the real gain would be to work with other parishes. He felt a new plan could be waste of time and resources for not much gain.</p> <p>Jane explained the Neighbourhood Plan was defined by a boundary, and to include other parishes would mean needing to redefine the boundary.</p> <p>Steve Tanner said there was a need to look into the costs and time to update the current Neighbourhood Plan. He suggested bringing back findings and a proposal to Council in a month or two.</p>	<p>JL/ND</p> <p>JL/ST</p>



	Lisa Merryweather ended the meeting by thanking the outgoing Leader, Anita Collier, for all her hard work over the last year.	
2022/49/FC	The next meeting will be at 7pm on Wednesday 14 June 2023, Frome Town Hall and Zoom	

The Chair closed the meeting at 8.36 pm

## 2023/45/FC Agenda item 8 - Agreed membership of the Advisory groups

Advisory Group	Remit	Report to Council	Membership	Lead member of staff
Nurture our Open Spaces (report back to Oversight Comm)	<a href="#">To deliver the 23/24 work programme</a>	July, October 2023 and January, April 2024	Mark Dorrington (chair), Steve Tanner, Fiona Barrows, Sara Butler, Andy Jones, Polly Lamb	Rob Holden
Agree a Unitary deal	<a href="#">To deliver the 23/24 work programme</a>	August, November 2023 and February 2024	Max Wide (chair), Ben Still, Andy Jones, Sara Butler, Anne Hills, Philip Campagna, Carla Collenette, Lisa Merryweather, Tracey Ashford	Paul Wynne
Invigorate our Town Centre	<a href="#">To deliver the 23/24 work programme</a>	September, December 2023 and March 2024	Nick Dove (chair), Mel Usher, Mark Dorrington, Sara Butler, Andy Wrintmore	Peter Wheelhouse
Respond to the Climate emergency	<a href="#">To deliver the 23/24 work programme</a>	July, October 2023 and January, April 2024	Fiona Burrows (chair), Steve Tanner, Polly Lamb, Ben Still, Sara Butler	Nikki Brain
Protect Community Assets – Frome Town Football Club	<a href="#">To deliver the 23/24 work programme</a>	July, October 2023 and January, April 2024	Mel Usher (chair), Andy Wrintmore, Philip Campagna	Peter Wheelhouse
Reduce Poverty	<a href="#">To deliver the 23/24 work programme</a>	June, August, November 2023 and February 2024	Anne Hills (chair), Carla Collenette, Mel Usher, Tracey Ashford, Ben Still, Steve Tanner	Kate Hellard
Improve planning and deliver affordable housing	<a href="#">To deliver the 23/24 work programme</a>	May, September, December 2023 and March	Steve Tanner (chair), Mark Dorrington, Fiona Barrows, Sara Butler, Andy Jones, Polly Lamb, Philip Campagna	Jane Llewellyn