

# FROME TOWN COUNCIL

## Minutes of a meeting of the Council Matters Committee

Wednesday 9 February 2022, 7pm  
Frome Town Hall and Zoom

**Present at Frome Town Hall:**

Councillors: Rich Ackroyd, Lizzie Boyle (Chair), Anita Collier, Nick Dove, Sheila Gore, Mark Dorrington, John Nelson

**Present on Zoom:**

Councillors: Anne Hills, Andy Palmer

**In attendance at Frome Town Hall and on Zoom:**

Cllr Steve Tanner, Paul Wynne (Town Clerk), Peter Wheelhouse (Deputy Town Clerk), Sarah Williams (Business Manager), Rachel Griffin (Marketing and Communications Manager), Chris Stringer (Environment Manager), Hannah Paniccia (Finance Officer), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

2 members of the public at Frome Town Hall

1 member of the public on Zoom

Minute Ref	Agenda Item	Action
2022/01/CM	<p>Meeting started at 7.00pm</p> <p>1a. Apologies for absence Lizzie Boyle proposed that Cllrs accepted apologies received from Sara Butler, Rob Collett and from Anne Hills and Andy Palmer who attended via Zoom.</p> <p>Seconded by Mark Dorrington, agreed unanimously.</p> <p>1b. Declaration of members' interests Rich Ackroyd declared a non-pecuniary interest in item 3.</p> <p>2c. Minutes from the last meeting on 3 November 2021 At the meeting in November Gill Fone had enquired about traffic management along The Butts. Paul Wynne had confirmed with Cllr John Clarke that the work had been delayed by Highways, but it was hoped the yellow lines would be in places by spring/summer.</p> <p>The minutes of the Council Matters Committee meeting held on 3 November 2021 were approved as a true record of the meeting and signed by the Chair.</p>	

	Proposed by John Nelson, seconded by Rich Ackroyd, agreed by majority.	
2022/02/CM	<p>2. <u>Questions and comments from the public and Cllrs</u> Andy Wrintmore arrived at 7.05pm</p> <p>Anita Collier thanked Chris Stringer and other staff members for the installation of the Speed Indicator Device (SID) along Bath Street near Market Place. The data collected meant a speed enforcement unit had been put in place.</p> <p>Mark Dorrington noted he had spoken to the manager of the Westway Post Office, who confirmed that it would remain in situ for the foreseeable future and that she had signed a four weekly rolling contract. Mark urged everyone to support the post office to keep it open.</p>	
2022/03/CM	<p>3. <u>For approval - Financial update to 31 December 2021</u> Hannah provided a summary of the report and noted that E bike was beyond repair and disposed of, a creation of an EMR for the community fridge maintenance, £6k interest free loan had been received from the solar panels, goose neck microphones had been purchased for the continued improvement of audio in the Council Chamber and a new trial current account has been opened with Unity Bank, if the trial is successful a recommendation would be brought to a future council meeting.</p> <p>Andy Jones asked what happened to money unspent that was budgeted for the pandemic. Sarah Williams confirmed that it would go to general reserves and/or subsidise next year's income.</p> <p>Sheila Gore asked when the new shutters would be installed on the community fridge. Hannah said she would find out the answer and let Sheila know. Paul Wynne noted that FTC were working with MDC to take over the lease for the Loop de Loop building which housed the community fridge. He explained it would enable FTC to make improvements and repairs much quicker.</p> <p>Anne Hills said she welcomed the move to Unity Bank and away from less ethical banking. Lizzie Boyle thanked those who championed the move and those who did the work to find alternatives.</p> <p>The recommendations were to approve the:</p> <ol style="list-style-type: none"> <li>1. Internal Auditors report for the period 1 April to 31 October 2021</li> </ol>	HP

	<ol style="list-style-type: none"> <li>2. Disposal of an asset (E Bike)</li> <li>3. Creation of Community Fridge maintenance Earmarked Reserve</li> <li>4. Income and expenditure sheet to 31 December 2021</li> <li>5. Payments made over £500 during October, November and December 2021</li> <li>6. Balance sheet including the breakdown of reserves at 31 December 2021</li> </ol> <p>Proposed by Nick Dove, seconded by John Nelson, agreed unanimously.</p>	
<p>2022/04/CM</p>	<p>4. For decision – Fingerpost signage Peter Wheelhouse provided a summary of the report and presented the options.</p> <p>Lizzie Boyle asked for a breakdown of the additional costs, between what was new signage and what was increase of costs of materials. Peter said he would find this out.</p> <p>Rich Ackroyd asked if the old fingerposts were considered historical, would they put into auction or do they belong to FTC? Peter said this hadn't yet been discussed but he would look into it.</p> <p>Nick Dove noted how often the Stony Street signage had been knocked by lorries etc. He asked if they were going to be the same size as the existing ones? Peter said he would pick this up with Jane Llewellyn and would ask her to look at positioning of posts. Peter noted it was important to ensure they were durable and don't become a regular target for damage.</p> <p>Sheila Gore said it was galling and frustrating that some of the extra costs were because of delays of SCC. Sheila asked if the fingerposts would belong to FTC. Peter explained they would belong to FTC and therefore any issues could be quickly resolved and could be updated as and when things changed.</p> <p>Lizzie asked if it was possible to ask for financial assistance? Peter said he could certainly try. However when asked for similar assistance in the past there had not been a positive response so he wouldn't want to build any expectations.</p> <p>Andy Jones asked whether the new signage distances could be metric? Peter explained he had spoken with the transport consultant, who said imperial was the convention, but the choice could be left to FTC's discretion. There followed a detailed discussion about the merits of distances in yards or</p>	<p>PWh/JL</p> <p>PWh/JL</p> <p>PWh/JL</p> <p>PWh/JL</p>

	<p>metres as well as in time. Rachel Griffin noted it would be useful to canvas the opinions of the Discover Frome volunteers who experienced firsthand the difficulties with signage. Paul Wynne thanked Cllrs for their views and suggested that Jane and Rachel reflect on the discussion and to make the final decision.</p> <p>Anne Hills asked if FTC had some guarantee from the provider we could go back to them for updates or changes and was there a projection of costs? Peter explained he expected to go back to supplier to support future updates. He couldn't confirm costs as materials were subject to inflation.</p> <p>The recommendations were to agree additional budget to complete the project from the following budget and EMR:</p> <ol style="list-style-type: none"> <li>a. £3,055 from existing EMR 348 Signage</li> <li>b. £1,598 from existing EMR 346 Walkers</li> <li>c. £5,993 from the Micro Enterprises support budget</li> <li>d. £4,862 from the EMR Saxonvale Legacy Fund</li> </ol> <p>Proposed by Rich Ackroyd, seconded by Anita Collier, agreed unanimously.</p>	<p>RG/JL</p>
<p>2022/05/CM</p>	<p>5. For information - Marketing and Communications Update Rachel Griffin provided a summary of the report. Highlights included:</p> <ul style="list-style-type: none"> <li>• Guided walks</li> <li>• Supporting the Remembrance parade</li> <li>• Frome Times wrap around imagining Frome in 30 years in collaboration with the Medical Practice and Edventure</li> <li>• Christmas light switch on – 500 lantern kits sold, 3500 people taking part in the parade</li> <li>• Supported Riverside event</li> <li>• Tree planting</li> <li>• Supporting the Climate Action Group meeting</li> <li>• Tricky conversation training</li> <li>• Healthy homes and positive periods comms support</li> <li>• 76 news releases since November</li> <li>• October was record month for website visits</li> <li>• Keeping a close eye on FIND so comms team could support with best placed social media</li> <li>• Great conversations around green breather days</li> <li>• Films to help promote e bikes</li> <li>• Discover Frome website had 70k page views since November, with the walking pages staying in the top 10 during winter</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Facebook virtual market place engagement was not worth the effort – could come up with a different set of promotions for next Christmas</li> <li>• Newsletters had 4% higher open rates</li> <li>• In the midst of updating business database</li> <li>• Events to look forward to including photographic festival, Kindness Festival and Window Wanderland</li> </ul>	
2022/06/CM	<p>6. For information - An update on the town's parks and green spaces Chris Stringer gave a summary of the report.</p> <p>Highlights included a new wildlife pond on The Otherside, community engagement at Egford Lane and The Showfield, tree planting at Weylands and the return of open space management plans at the next Council Matters meeting.</p> <p>Sheila Gore enquired about the Boyle Cross fountain. Chris explained that it would be operating again by the end of the month. He had been hopeful that maintenance could be taken on by the Rangers but there was some expertise and knowledge that FTC didn't have so he would be putting in place a new contract with a specialist company.</p> <p>Rich Ackroyd noted how good the green spaces looked and said he could see a massive difference at Egford Lane. He noted residents had been very complimentary and he said it was down to Chris and the Rangers. They were a credit to the town.</p> <p>Adam Boyden thanked Chris and the Rangers for their work at The Showfield.</p> <p>Nick Dove enquired about the bat and bird boxes. Chris explained there had been an arrangement with the Men's Shed to make them, but he said if anyone wanted to make them and donate them to drop him a line.</p> <p>Lizzie Boyle enquired about the toilet project at Victoria Park. Chris explained he had some quotes on asbestos removal, and then he would get the surveys completed.</p>	
2022/07/CM	<p>7. For information – Update on staff matters Cllrs noted the report.</p>	

2022/08/CM	<p>8. For information - Health &amp; Safety update Cllrs noted the report.</p> <p>Paul Wynne noted the massive amount of risk assessments that had been required recently and particularly during the pandemic. Chris had been updating them almost daily. He noted it was a big area of work that often went under the radar but was so crucial. Thank you Chris.</p>	
2022/09/CM	<p>9. For information - Update on the Frome Town Hall Rachel Griffin summarised the report.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> <li>• Active &amp; In Touch moved upstairs into room 5</li> <li>• Room 4 was proving to be a success – Frome Community Education rented the space two days a week that term</li> <li>• Continue to balance open accessible building with being a safe building for covid – keeping signage, masks, hand sanitiser</li> <li>• Budget – Rachel had been optimistic in November but was now not expecting a deficit of £5k. However, there were reasons to be optimistic: £5k worth of bookings for the new financial year had been received.</li> <li>• Ongoing maintenance included: the roof had been fixed, electrical installation report had been done (completed every 5 years), lights converted to LED’s, made good on roof leaks.</li> <li>• The quinquennial survey deemed unnecessary by surveyor and the building was again being actively marketed.</li> </ul> <p>Lizzie Boyle congratulated Rachel and the team for all they had done and for the things they have been able to make happen.</p> <p>Anita Collier said well done for all the work which was a credit to all. Anita asked if the police had been approached about hosting an information point at the Town Hall whilst the library was closed. Rachel explained they had reached out to a number of services, but the police declined.</p>	
2022/10/CM	<p>The next meeting will be at 7pm on Wednesday 4 May 2022, Frome Town Hall and Zoom.</p>	

Table 1 - Agenda items

The Chair closed the meeting at 8.19pm