

Minutes of a meeting of Frome Town Council

Wednesday 18 May 2022, 7pm
Frome Town Hall and Zoom

Present:

In the Town Hall: Sara Butler, Nick Dove, Steve Tanner, Andy Wrintmore, Max Wide, Lisa Merryweather, Mel Usher, Fiona Barrows, Carla Collenette, Anne Hills

On Zoom: Mark Dorrington, Philip Campagna

In attendance:

June Barnes, Paul Wynne (Town Clerk), Peter Wheelhouse (Deputy Town Clerk), Sarah Williams (Business Manager), Kate Hellard (Community Development Manager), Rachel Griffin (Marketing and Communications Manager), Beccy Byrne (Marketing and Communications Officer), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

8 members of the public were in attendance at Frome Town Hall
6 members of the public were in attendance on Zoom

Minute Ref	Agenda Item	Action
2022/22/FC	<p>Meeting started at 7.02pm</p> <p>1. Presentation of Mayor’s Lifetime Achievement award Andy presented this award to June Barnes for her dedication to the Frome Community over seven decades. June had been a key part of Frome Carnival, South Parade Club, St John’s Church Wives Group and the Former Pupils Association of Frome Grammar School.</p> <p>Andy wanted to celebrate, thank, and recognise June Barnes as Frome’s very first Mayoral Lifetime Achievement Award recipient.</p>	
2022/23/FC	<p>2. Election of Mayor and Deputy Mayor Andy thanked everyone for his year as Mayor and for the opportunities. He thanked the town for the love the people of Frome had shown and said it was a profound experience.</p> <p>Andy Wrintmore proposed Sara Butler as Mayor of Frome 2022/23, seconded by Nick Dove, agreed unanimously.</p> <p>Sara Butler took the Chair.</p> <p>Sara Butler proposed Philip Campagna as Deputy Mayor of Frome 2022/23, seconded by Andy Wrintmore, agreed</p>	

	unanimously.	
2022/24/FC	<p>3a. Apologies for absence Sara Butler proposed to accept apologies from Anita Collier, Andy Jones, Polly Lamb, Ben Still and from Philip Campagna and Mark Dorrington who attended on Zoom.</p> <p>Seconded by Anne Hills, agreed by majority.</p> <p>3b. Declaration of members' interests None was received.</p> <p>3c. Minutes from the last meeting on 16 March 2022 The minutes of the Frome Town Council meeting held on 16 March 2022 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Nick Dove, seconded by Steve Tanner, agreed unanimously.</p>	
2022/25/FC	<p>4. Questions and comments from the public and Cllrs Tracey Ashford arrived at 7.13pm</p> <p>Mel Usher asked Paul Wynne to write to MDC about the rat problem at Market Yard, to explain how unsatisfactory their response so far had been.</p>	PWy
2022/26/FC	<p>5. For decision - Adoption of Standing Orders, Cllrs' Code of Conduct and General Power of Competence</p> <p>A summary of the report was given by Paul Wynne.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Approve the Standing Orders at Appendix 5.1 <p>Proposed by Sara Butler, seconded by Anne Hills, agreed unanimously.</p> <ol style="list-style-type: none"> 2. Approve the Cllrs' Code of Conduct at Appendix 5.2 3. Note the LGA guidance at Appendix 5.3 <p>Proposed by Nick Dove, seconded by Mel Usher, agreed unanimously.</p> <ol style="list-style-type: none"> 4. Confirm that the eligibility criteria for utilising the General Power of Competence are met. 	

	<p>Proposed by Lisa Merryweather, seconded by Max Wide, agreed unanimously.</p>	
<p>2022/27/FC</p>	<p>6. 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>Paul Wynne explained that he had spoken informally to Cllrs and understood the proposal was for no Deputy Leader to be appointed and to pause the Council and Town Matters Committees. He explained that for the moment, all Cllrs would become members of the Planning Committee and Grants Advisory Panel. This meant a minimum of six Cllrs would be required to attend a Planning Committee meeting to be quorate until membership had been decided.</p> <p>The recommendations were:</p> <p>1. Election of the Leader</p> <p>To receive proposals for, and to elect, the Leader of the Council</p> <p>Sara Butler proposed Anita Collier, seconded by Tracey Ashford, agreed unanimously.</p> <p>2. Membership of committees and advisory groups</p> <p>All Cllrs to sit on:</p> <p>a. Planning Committee</p> <p>Proposed by Nick Dove, seconded by Steve Tanner, agreed unanimously.</p> <p>b. Grants Advisory Panel</p> <p>Proposed by Nick Dove, seconded by Anne Hills, agreed unanimously.</p> <p>3. Election of the Chair and Deputy Chair of committees</p> <p>To receive proposals for and to elect Chairs of the following committees:</p> <p>a. Planning Committee</p> <p>Sara Butler proposed Steve Tanner as Chair of the Planning Committee, seconded by Fiona Barrows, agreed unanimously.</p>	

<p>2022/28/FC</p>	<p>7. For decision - Calendar of meetings 2022/23 Laura Flaherty gave a summary of the report. In light of pausing the Council and Town Matters Committees, Nick Dove proposed to revise the recommendation, seconded by Andy Wrintmore, agreed unanimously</p> <p>The recommendation was to approve the revised calendar of meetings for 2022/23 with only Council and Planning Committee meetings.</p> <p>Proposed by Nick Dove, seconded by Tracey Ashford, agreed unanimously.</p>	
<p>2022/29/FC</p>	<p>8a. For decision – Year End financial reports to March 2022, the Annual Governance and Accountability Return (AGAR) 2021/22 and revised Earmarked Reserves Sarah Williams summarised the report.</p> <p>The recommendation was:</p> <ol style="list-style-type: none"> 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 2021/22 and for it to be recorded as a minute reference. <p>Proposed by Max Wide, seconded by Andy Wrintmore, agreed unanimously.</p>	
<p>2022/30/FC</p>	<p>8b. For decision – Year End financial reports to March 2022, the Annual Governance and Accountability Return (AGAR) 2021/22 and revised Earmarked Reserves</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 2. Note that the Responsible Finance Officer has certified that the accounting statements fairly represent the financial position of Frome Town Council. 3. Instruct the Chair and the RFO to sign on Cllrs’ behalf that they have approved the accounting statements. (2. and 3. to be recorded as separate minute references) <p>Proposed by Anne Hills, seconded by Nick Dove, agreed unanimously.</p>	
<p>2022/31/FC</p>	<p>8c. For decision – Year End financial reports to March 2022, the Annual Governance and Accountability Return (AGAR) 2021/22 and revised Earmarked Reserves</p>	

	<p>4. Approve the exercise of public rights dates for 2022</p> <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>7. To ratify the decision of the Town Clerk and Deputy Council Leader to donate £5,000 to the Twin Town Rabka, Poland appeal for aid for Ukrainian refugees.</p> <p>Proposed by Nick Dove, seconded by Tracey Ashford, agreed unanimously.</p>	
<p>2022/32/FC</p>	<p>9. For Decision – Changes to Financial Regulations</p> <p>The recommendation was to approve the proposed changes to the Financial Regulations.</p> <p>Proposed by Anne Hills, seconded by Steve Tanner, agreed unanimously.</p>	
<p>2022/33/FC</p>	<p>10. For information – 2021/22 Work Programme – end of year review</p> <p>A presentation of the report was given by Peter Wheelhouse on behalf of the Management Group.</p> <p>Peter gave the following highlights of the year:</p> <p>Marketing</p> <ol style="list-style-type: none"> 1. Frome wraparound for the Frome Times imagining Frome in 2030 2. The Jubilee event 3. Glow in the Park/ Light the Night <p>Community</p> <ol style="list-style-type: none"> 1. Helping residents to support each other 2. FIND 3. Play Strategy – not just for young people, having conversations around how to use play to support isolated adults. <p>Environment</p> <ol style="list-style-type: none"> 1. 5, 500 trees planted. Improving habitats for wildlife, bug hotels etc. 2. Working with Friends of the River Frome and the adoption of the River Strategy. <p>Sustainable development</p>	

	<ol style="list-style-type: none"> 1. Enabling community to have voices heard in planning applications 2. Developed a climate emergency planning guide to influence policy making at MDC <p>Enabling local economic recovery</p> <ol style="list-style-type: none"> 1. Worked hard to ensure business community have timely and correct information to support them 2. Regular business bulletins, events, and updates on the website <p>Active travel and climate action</p> <ol style="list-style-type: none"> 1. School Streets 2. Climate action group established. Reviewing climate emergency strategy and action plan and how to develop these further <p>Sara Butler commented that it was inspiring to see all the things going on in the town.</p>	
<p>2022/34/FC</p>	<p>11. For decision –Proposal to acquire the leasehold of rooms at Frome Railway Station</p> <p>A summary of the report was given by Steve Tanner.</p> <p>Anne Hills asked if the cost of the lease would likely go up in future years? Steve said he hoped not, and GWR were very keen to have FTC use the space.</p> <p>Mel Usher commented it was great to have a stake and interest in the area to help others wanting to set up in the area. He felt it would be nice to see something done with the large tarmac area.</p> <p>Nick Dove asked if there were any restrictions on the use of the rooms? Steve said there were not, and the rooms could be sublet. He noted whatever FTC did they should be conscious of existing operations around the station. So far GWR had been open to suggestions. He explained most train stations had franchise involvement and he couldn't see why this or something similar couldn't be done in Frome.</p> <p>The recommendation was to agree a lease of two rooms at Frome Railway Station until 30 March 2023 to be funded by the approved Resilience EMR at £2,660</p> <p>Proposed by Anne Hills, seconded by Carla Collenette, agreed unanimously.</p>	

2022/35/FC	<p>The next item on a possible acquisition will be held in a confidential session, therefore members of the public and press will be asked to leave.</p> <p>It was proposed by Sara Butler to enter confidential session, seconded by Nick Dove, agreed by majority.</p>	
2022/36/FC	<p>12. For decision – A possible acquisition Cllrs discussed the report.</p> <p>The recommendations were proposed by Steve Tanner, seconded by Anne Hills and agreed unanimously.</p>	
2022/37/FC	<p>The next meeting will be at 7pm on Wednesday 15 June 2022, Frome Town Hall and Zoom</p>	

Table 1 - Agenda items

The Chair closed the meeting at 7.51pm

The Chair closed the confidential session at 9.08pm