

FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 4 May 2022, 7pm
Frome Town Hall and Zoom

Present at Frome Town Hall:

Councillors: Rich Ackroyd, Sara Butler, Anita Collier, Rob Collett, Nick Dove, Sheila Gore, Mark Dorrington (Deputy Chair), Anne Hills, Andy Palmer

In attendance at Frome Town Hall and on Zoom:

Cllr Ali Barclay, Cllr Steve Tanner, Paul Wynne (Town Clerk), Peter Wheelhouse (Deputy Town Clerk), Sarah Williams (Business Manager), Rachel Griffin (Marketing and Communications Manager), Beccy Byrne (Marketing and Communications Officer), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor)

3 members of the public at Frome Town Hall

0 members of the public on Zoom

Minute Ref	Agenda Item	Action
2022/11/CM	<p>Meeting started at 7.02pm and was chaired by Deputy Chair, Mark Dorrington.</p> <p>1a. Apologies for absence Anne Hills proposed that Cllrs accepted apologies received from Lizzie Boyle, Maxine Crawley and John Nelson.</p> <p>Seconded by Nick Dove, agreed unanimously.</p> <p>1b. Declaration of members' interests None was received.</p> <p>2c. Minutes from the last meeting on 9 February 2022 The minutes of the Council Matters Committee meeting held on 9 February 2022 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Andy Palmer, seconded by Rich Ackroyd, agreed unanimously.</p>	
2022/12/CM	<p>2. Questions and comments from the public and Cllrs Andy Jones thanked the Cllrs who were stepping down, for their hard work over the last three years.</p>	
2022/13/CM	<p>3. For information - Update on the Frome Town Hall</p>	

	<p>Rachel Griffin provided a summary of the report.</p> <p>Anita Collier asked if the Registry Service may return to the Town Hall? Rachel explained it was unlikely. Paul Wynne said he echoed Anita’s enthusiasm, as it seemed to be the best place for the service. FTC would continue to offer the option.</p> <p>Mel Usher asked for Cllrs to be given an estimate of expenditure on the Town Hall so far.</p> <p>Nick Dove enquired about the solar panels. Nikki Brain said the project was being completed and she would get a breakdown of costs and usage to Cllrs.</p> <p>Sheila Gore thanked Rachel for her conscientious work and that she had been a pleasure been to work with.</p>	<p>RG</p> <p>NB</p>
<p>2022/14/CM</p>	<p>4. For information - An update on the town’s parks and green spaces Paul Wynne presented the report on behalf of Chris Stringer.</p> <p>Highlights from the report included:</p> <ul style="list-style-type: none"> • Community engagement at Egford Park • Ranger team focusing on Jubilee project and flowers • With regard to the campers on FTC land, they were working with the Police to find a way forward • Ecological cut of The Dippy and Rodden Meadow been done • Making progress on Victoria Park toilets • Any day now water will be turned on at the fountain at Boyle Cross <p>Sara Butler enquired about the café in Victoria Park particularly around opening hours. Paul said he would be instructing a member of staff the review the licence arrangements.</p> <p>There was a conversation around the fountain at Boyle Cross including maintenance costs and the need for an external company for specialist maintenance and safety checks. Paul said he would ask Chris Stringer to collate costs so far and to forecast future costs.</p> <p>Mel Usher enquired about the use of the s106 agreement from Rodden Meadow woodland. Paul said he would check with Chris about the s106 agreement. He explained that Chris had been continually trying to contact the solicitors for the development of The Cedars, but they hadn’t responded in 18 months despite this. Paul had asked Chris to write again. He was aware the space below the Cedars development was wasted, including the areas down to the garages. They had</p>	<p>PWY</p> <p>CS</p> <p>CS</p>

	<p>approached the residents about these unused spaces in the past and now might be a good time to ask them again.</p> <p>Rich Ackroyd commented that he had worked with Chris Stringer for the last seven years and he found he was good at staying calm and deals with a lot of work. He congratulated him on all his work on writing risk assessments.</p> <p>Rich asked about whether there were any issues of the police interfering in the planning for parks and green spaces as a way of deterring anti-social behaviour like taking out seating. Paul explained that this had never been their experience and all interactions with the police had been positive and constructive. Rachel Griffin also noted how the police were always really supportive around events in the town. Mark Dorrington noted that there was a case for designing out crime, but it had never been raised as an issue before but perhaps FTC should consider it.</p> <p>Ali Barclay raised an issue of younger children being harassed and bullied by older children in the parks and how this could be stopped. Other issues discussed were noise complaints from residents near the park during the summer and girls being prohibited from using play spaces. Paul Wynne encouraged anyone who comes across an issue like these to report it to the police. The more reports they have enabled them to deploy more resources to the issue.</p>	
<p>2022/15/CM</p>	<p>5. For decision - Management & Improvement plans for New Road, North Parade, Packsaddle, and the Roundhouse</p> <p>Paul Wynne summarised the report on behalf of Chris Stringer.</p> <p>Anne Hills commented that she liked the way FTC’s green spaces were managed differently which was reflected in the management plans.</p> <p>Andy Jones enquired about creating a qr code on site to access simple information about each space. Paul said this would be explored.</p> <p>Rich Ackroyd noted that the FTC owned spaces were of the highest quality. All the spaces were different but had a common feel which he said was commendable. He asked to have figures of usage of the spaces.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Adopt the updated management plans for all four spaces 	<p>PWY</p> <p>CS</p>

	<ol style="list-style-type: none"> 2. Adopt the new site risk assessments for these spaces 3. Approve the scheduled review dates for the plans 4. Approve the scheduled annual review of the site risk assessments 5. Delegate responsibility to the Environment Manager to deliver the plans 6. Delegate responsibility to the Environment Manager to keep the site risk assessments up to date in-between approval and the (scheduled) annual reviews <p>Proposed by Rob Collett, seconded by Anita Collier, agreed unanimously.</p>	
2022/16/CM	<p>6. For decision – approval of the Staff Handbook</p> <p>Cllrs noted the report.</p> <p>The recommendation was to approve the reviewed staff handbook for 2022/23</p> <p>Proposed by Anne Hills, seconded by Sara Butler, agreed unanimously.</p>	
2022/17/CM	<p>7. For decision – approval of the Staff Expenses Policy</p> <p>Anne Hills explained an employee could claim more than HMRC recommendation if they can prove it costs more. She advised not to rely on HMRC as FTC could be under paying. Paul said he would investigate this with Sarah Williams.</p> <p>The recommendation was to approve the reviewed staff expenses policy for 2022/23</p> <p>Proposed by Rich Ackroyd, seconded by Sheila Gore, agreed unanimously.</p>	SW
2022/18/CM	<p>8. For approval - Financial update to 31 March 2022</p> <p>Sarah Williams provided a summary of the report</p> <p>The recommendations were to approve the:</p> <ol style="list-style-type: none"> 1. Disposal of assets over £500 2. Internal Auditors report for November 2021 to January 2022 3. Income and expenditure sheet to 31 March 2022 4. Payments made over £500 for January 2022 to March 2022 5. Balance sheet including the breakdown of reserves at 31 March 2022 	

	Proposed by Sara Butler, seconded by Nick Dove, agreed unanimously.	
2022/19/CM	<p>9. For information - Marketing and Communications Update Andy Wrintmore arrived at 8pm.</p> <p>Rachel Griffin gave an overview of the report.</p> <p>Anita Collier asked if Discover Frome would now be managed by the Black Swan. Rachel explained FTC would still manage Discover Frome however the 'Discover Frome Makers' was a project in collaboration with the Black Swan. The Information Point had moved into the round tower, which was a shared space with the Black Swan.</p> <p>Mel Usher commented whether FTC needed to tell people more about what the council does in somewhere like the Frome Times. He said there were twelve months before the new Somerset Council became official and FTC should raise people's expectations about what they were going to get and show what Frome expected/demanded as a town. Paul Wynne suggested bringing together a group of staff and Cllrs to consider this in line with the review of the communications strategy.</p>	
2022/20/CM	<p>10. For information – Update on staff matters</p> <p>Cllrs noted the report and there was a brief discussion about Cllr training opportunities.</p>	
2022/21/CM	<p>11. For information - Health & Safety update Cllrs noted the report.</p> <p>Paul Wynne ended the meeting by thanking the Cllrs giving their free time which was valued by staff and residents alike.</p> <p>Mark Dorrington thanked Paul, Peter, the managers, officers, Rangers, cleaners, and stewards. He commented there were challenges coming but also lots of opportunities. He felt the current Cllrs had met the challenges of the last three years, including the pandemic, and said those who had been a Cllr should take a pat on the back.</p>	
2022/22/CM	The next meeting will be at 7pm on Wednesday 29 June 2022, Frome Town Hall and Zoom.	

Table 1 - Agenda items

The Chair closed the meeting at 8.18pm