

# Minutes of a meeting of the Oversight Committee

Wednesday 31 January 2024, 7pm  
Frome Town Hall and Zoom

**Present:**

In the Town Hall: Fiona Barrows, Mark Dorrington (Chair), Nick Dove, Anne Hills, Polly Lamb, Steve Tanner, Mel Usher

**In attendance:**

Gemma Annan (Frome Families for the Future), Peter Wheelhouse (Deputy Town Clerk), Hannah Stopford (Engagement Lead), Hannah Watts (Assistant Finance Officer), Rob Holden (Environment Manager, online), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor), Becca Evans (Business Administrator), Lucy McMahon (Lead Marketing and Communications Officer), Amber Stone (Marketing and Communications Intern)

7 members of the public was in attendance at Frome Town Hall

1 member of the public in attendance on Zoom

To watch the discussion in full visit: [www.youtube.com/watch?v=\\_G3y7Uv8fLg](https://www.youtube.com/watch?v=_G3y7Uv8fLg)

Minute Ref	Agenda Item	Action
2024/01/OS	<p>Meeting started at 7pm</p> <p>Mark Dorrington noted a change in the agenda order: item 9 would be brought forward to follow item 3 and item 4 would follow item 9. These minutes retain the original agenda order.</p> <p><b>1a. Apologies for absence</b> Fiona Barrows proposed to accept apologies from Tracey Ashford, Andy Jones and Ben Still. Seconded by Anne Hills, agreed unanimously.</p> <p><b>1b. Declaration of members' interests</b> Fiona Barrows declared an interest in item 4 as a board member of Green and Healthy Frome.</p> <p><b>1c. Minutes from the last meeting on 25 October 2023</b> The minutes of the Oversight Committee meeting held on 25 October 2023 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Steve Tanner, seconded by Nick Dove, agreed unanimously.</p> <p><b>1d. Minutes from the meeting on 26 July 2023</b></p>	

	<p>The minutes of the Oversight Committee meeting held on 26 July 2023 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Steve Tanner, seconded by Nick Dove, agreed unanimously.</p>	
<p>2024/02/OS</p>	<p>2. <u>Questions and comments</u> None was received</p>	
<p>2024/03/OS</p>	<p>3. <u>For information and discussion - Update on the Frome Town Hall</u></p> <p>Rachel gave a summary of the report.</p> <p>Cllrs were asked to discuss whether it was preferable to prioritise flexible spaces over long term tenants, getting the balance right between FTC needs, community benefit and income right and if FTC’s pricing was about right.</p> <p>Anne Hills felt it would be useful if the Town Hall could provide extra space in the town. Her question was what was lacking in the town. Rachel noted there were groups wanting to collaborate and more space in the Town Hall would enable more sharing.</p> <p>Steve Tanner asked of any potential tenants had been turned down. Rachel said they were accommodated where possible. Often prospective tenants are looking for storage, something that’s lacking in the Town Hall.</p> <p>Fiona Barrows felt like FTC should work out what was wanted. Was it long term tenants or more people coming through the door. She suggested there was an argument for using the space flexibly over long term tenants.</p> <p>Mel Usher noted the concept of taking on the building was there would be enough tenants to pay for the interest on the cost of the building. He felt the Town Hall should be used more intensively at weekends.</p> <p>There was also a discussion about pricing where it was confirmed the community rates were really good and business rates were on par compared to the other venues in the town. There was also discussion about making the Town Hall more friendly and welcoming.</p> <p>It was agreed for Cllrs to continue the conversation and</p>	

	<p>interested Cllrs to take it forward with Rachel. A report would come back to a future meeting.</p>	<p><b>RG</b></p>
<p>2024/04/OS</p>	<p><b>4. For decision – Review of community project to improve river access at Rodden Meadow</b>  Hannah Stopford and Gemma Annan from Frome Families for the Future (FFF) presented a summary of the report.</p> <p>Nick Dove asked why Rodden Meadow was the chosen location? Gemma explained they had assessed five other areas in the town and Rodden Meadow was prioritized because the access was good, the substrate was better, the river didn't get too deep, it was a better spot for paddling and the outflow pipes were not close.</p> <p>Mel Usher suggested FTC considered matching the crowd funding pound for pound, perhaps by using any underspends. He felt strongly the path should go ahead regardless. He noted the Environment Agency could be problematic and suggested making the platform simple so as not to attract vandals.</p> <p>Fiona Barrows was concerned about the ecological impact of more people and dogs (particularly dogs who had been flea treated). Gemma explained that their intention was not to encourage more dog owners. The steps would help avoid erosion which is bad for the river. They were currently thinking about a campaign around flea treatment as people weren't aware of the effects on water ways. Fiona was also concerned about ongoing maintenance costs. Gemma explained they were proposing to use repurposed materials to keep costs low and the ongoing maintenance costs would also be factored into the design.</p> <p>There was a discussion around river pollution and what could be done to reduce this.</p> <p>Fiona Barrows left the room at 7.37pm</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the project of FTC working with FFF to consult with the community about a possible path and river platform to improve access to the river at Rodden Meadow</li> </ol> <p>If there is community support for the project, and subject to FFF successfully fundraising, then:</p> <ol style="list-style-type: none"> <li>2. Install a surfaced path to the platform site</li> </ol>	<p><b>RH/HS</b></p>

	<p>3. Work with FFF for a community co-designed platform and facilitate contractors undertaking the platform installation works</p> <p>Proposed by Nick Dove, seconded by Steve Tanner, agreed by majority. Mel Usher abstained.</p> <p>Fiona Barrows returned at 7.41pm</p>	<b>RH/HS</b>
2024/05/OS	<p>5. For information - Review of Nurture Open Spaces Work Programme</p> <p>Summary of the report was given by Mark Dorrington on behalf of Rob Holden.</p> <p>Nick Dove asked if the FTC had purchased the Loop de Loop building in the Market Yard. Peter Wheelhouse explained FTC were exploring leasing it. With the upcoming devolution opportunities from Somerset Council there could be the option to buy the asset.. Mark Dorrington also noted the intention of having a community fridge there again.</p> <p>Fiona Barrows noted the great work Rob and the Ranger team did, they were always so helpful.</p>	
2024/06/OS	<p>6. For decision - Finance report to Oversight Committee to 31 December 2023</p> <p>A summary of the report was given by Hannah Watts.</p> <p>Cllrs noted the report.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve Appendix 6.1 the Income &amp; Expenditure report at 31 December 2023</li> <li>2. Approve Appendix 6.2 the Balance Sheet at 31 December 2023</li> <li>3. Approve Appendix 6.3 the Earmarked Reserves at 31 December 2023</li> <li>4. Approve Appendix 6.4 Payments over £500 October to December 2023</li> <li>5. Approve Appendix 6.5 Internal Auditors report 1 April 2023 to 31 October 2023</li> <li>6. Approve the appointment of IAC Audit &amp; Consultancy Ltd as FTC's Internal Auditor for 2024 - 25</li> </ol> <p>Proposed by Nick Dove, seconded by Mel Usher, unanimous</p>	
2024/07/OS	<p>7. For decision - Safeguarding at FTC</p> <p>Cllrs noted the report.</p>	

	<p>The recommendation was to agree to the changes to Constitution Chapter 21 - Child and vulnerable adult protection policy.</p> <p>Proposed by Steve Tanner , seconded by Fiona Barrows, agreed unanimously.</p>	
2024/08/OS	<p><b>8. For decision - Approval of Risk Register 2023/24</b> Hannah Watts gave a summary of the report.</p> <p>Fiona Barrows noted that Cllrs had not been included. There were lots of references to staff but not staff and Cllrs. Hannah noted she would explore this with Rob Holden. Fiona noted the review of the ethical decision making matrix was still outstanding and asked to discuss this with Sarah Williams.</p> <p>The recommendation was to instruct the Chair to sign the 2023/24 Risk Register on behalf of the Council and approve the 2023/24 Risk Management Strategy.</p> <p>Proposed by Mel Usher, seconded by Nick Dove, agreed unanimously.</p>	<p>HW</p> <p>SW</p>
2024/09/OS	<p><b>9. For information – Update on staff starters and leavers</b></p> <p>Lucy McMahon introduced herself as the new Lead Marketing and Communications Officer and Amber Stone introduced herself as the Marketing and Communications Intern.</p> <p>Cllrs noted the report.</p>	
2024/10/OS	<p>The next meeting will be at 7pm on Wednesday 24 April 2024, Frome Town Hall and Zoom</p>	

The Chair closed the meeting at 8.19pm