

Agenda item 7

For decision – To elect the membership and chairs of the Community and Place, Operations and Assets, Planning and Grants Committees, and appoint Lead Cllrs

Author: Peter Wheelhouse, Town Clerk

Summary

This report proposes that Cllrs elect the membership and chairs of the Community and Place Committee, Operations and Assets Committee, Planning Committee and Grants Committee.

The report also proposes that Cllrs elect a series of lead Cllrs.

Discussion

Standing Orders say that the Operations and Assets and the Communities and Place Committees need at least eight Cllrs. The Planning and Grants Committees need six.

1. Community and Place Committee

The remit for this committee was agreed as part of the adopted Standing Orders earlier in the meeting.

The Committee is responsible for the following:

- i. Improving of the town centre and supporting a thriving town
- ii. Work on mitigating and adapting to the climate emergency
- iii. Issues related to communications and marketing, including FTC events and those events that FTC supports
- iv. Issues related to community engagement and participation
- v. Resolve whether to recruit a new post whose works falls under the remit of the Community and Place Committee

Proposed membership

The following Cllrs wish to put themselves forward for the membership of this Committee:

Tracey Ashford
Fiona Barrows
Sara Butler
Cara Collenette
Anita Collier
Mark Dorrington
Nick Dove
Anne Hills
Andy Jones

Lyndsey Mayhew - Chair
Lisa Merryweather
Steve Tanner
Ben Still

Recommendations

1. To agree proposals for membership of the Community and Place Committee
2. To agree proposals for the Chair of the Community and Place Committee

2. Operations and Assets Committee

The remit for this Committee was agreed as part of the adopted Standing Orders earlier in the meeting.

The Committee is responsible for the following:

- i. Chapters comprising the Council's constitution (excluding Standing Orders, Finance Regulations, Cllrs code of conduct that must be reviewed by Council);
- ii. Financial administration, including savings and investments, monitoring income and expenditure against the budget and making recommendations to Council accordingly.
- iii. All aspects of risk management and insurance
- iv. All aspects of Health and Safety policy and monitoring of health and safety incidents, such as staff accidents at work or accidents to the public on the Council's estate
- v. The Council's estate (excluding major assets such as the Cheese and Grain and the Badger's Hill Stadium, the Key Centre and Frome Town Hall which will be discussed by Council)
- vii. ICT planning and delivery (including websites and CRM) and matters relating to data protection.
- ix. All aspects related to human resources (both paid staff and volunteers) beyond the remit of the Council and the Town Clerk, including changes to the organisation chart so long as these are within the overall staff budget, and establishing a group comprising three Cllrs including the Chair of the committee and the Chair of the Council to advise the Oversight Committee on issues related to staff grievance, complaints, disciplinary issues and other issues related to individual staff members beyond the authority of the Town Clerk
- x. Resolve whether to recruit a new post whose works falls under the remit of Operations and Assets Committee
- xi. Civic and twinning matters

Proposed membership

The following Cllrs wish to put themselves forward for the membership of this Committee:

Fiona Barrows
Philip Campagna
Mark Dorrington
Anne Hills - Chair
Andy Jones

Polly Lamb
Richard Pinnock
Steve Tanner

Recommendations

3. To agree proposals for membership of the Operation and Assets Committee
4. To agree proposals for the Chair of the Operation and Assets Committee

3. Planning Committee

The remit for this Committee was agreed as part of the adopted Standing Orders earlier in the meeting.

The Committee is responsible for the following:

- i. Undertake all duties of the Council under Town and Country Planning Acts, Orders and Regulations and all matters relating to roads and highways including Road Closure Notices, road signs, traffic management, traffic regulations and bus shelters
- ii. Within the context of the Neighbourhood Plan, campaign for the best development and, where possible, identify and work with prospective developers in advance of any planning application
- iii. Promote to developers FTC guidance on more environmentally sustainable building
- iv. Make recommendations to Council on matters that, in its opinion, are significant. Occasionally, responses to urgent significant consultations will need to be ratified by Council
- v. Delegate authority to the Town Clerk, in consultation with the Chair, to respond to minor planning issues on behalf of the Council
- vi. Promote to the community the role of the planning authority
- vii. Provide straightforward advice to the community and developers on how to make and respond to planning applications

Proposed membership

The following Cllrs wish to put themselves forward for the membership of this Committee:

Fiona Barrows
Philip Campagna
Mark Dorrington
Andy Jones
Polly Lamb
Steve Tanner - Chair

Recommendations

5. To agree proposals for membership of the Planning Committee
6. To agree proposals for the Chair of the Planning Committee

4. Grants Committee

The remit for this Committee was agreed as part of the adopted Standing Orders earlier in the meeting.

The Committee is responsible for the following:

- i. The design and content of the application forms for both Community Grants and Mayor's Grants
- ii. The design and content of the terms and conditions for both Community Grants and Mayor's Grants
- iii. Set the criteria that applications must demonstrate
- iv. Setting three application rounds per year for Community Grants and the associated closing dates and meeting dates of the committee to be held in public
- v. To publicise the meeting dates of the Grants Committee in advance
- vi. Setting a scoring system, related to the criteria, for the committee to inform their decision making
- vii. To decide whether to award grants based on the applications received.
- viii. Record the reasons why applications were refused and any changes to grants awarded.
- ix. Work with partners to explore innovative funding models

Proposed membership

The following Cllrs wish to put themselves forward for the membership of this Committee:

Tracey Ashford
Philip Campagna - Chair
Anne Hills
Andy Jones
Polly Lamb
Steve Tanner

Recommendations
7. To agree proposals for membership of the Grants Committee
8. To agree proposals for the Chair of the Grants Committee

5. Lead Cllrs

The proposed remit for Lead Cllrs was agreed as part of the adopted Standing Orders earlier in the meeting.

The remit of lead Cllrs is as follows:

1. These can be appointed by Council and advise, support, are a critical friend to the member of staff responsible for an area of work or a project and inform other Cllrs of progress.

2. A lead Cllr provides a strategic overview.
3. These roles are not decision makers.
4. Lead Cllrs are the predominant (but not exclusive) political voice of the Council for that specific area of work and are expected to be present alongside the lead staff member at Council or committee meetings, particularly for key decisions.

The proposed Lead Cllrs are:

Work programme area	Lead Cllr
Community Engagement and Development	Lyndsey Mayhew
Assets, Facilities Management and Maintenance	Steve Tanner
Open Spaces	Mark Dorrington
Marketing and Communications	Fiona Barrows
Climate Action	Sara Butler and Steve Tanner
Planning and Infrastructure	Steve Tanner
Business Services	Anne Hills and Andy Jones
Economic Regeneration and Town Centre	Nick Dove
Improvement and Transformation	Fiona Barrows

Recommendation

9. Appoint the Lead Cllrs as described in the report above.

Other options considered	None
Key considerations for the Council	To ensure sufficient membership of committees to enable continuity
Consultation and feedback	None
Links to Council Plan and Medium-Term Financial Plan	Having committees links to all aims of the Council Plan as all aspects are discussed at meetings
Financial and Risk Implications	Slight risk of delay to decision making through committees if membership is not agreed.
Legal / HR Implications	None
Equalities Implications	None
Community Safety Implications	None

Climate Change and Sustainability Implications	None
Health and Safety Implications	None
Constitutional Requirements	As part of standing orders
Background Papers	None
Report Sign-Off	Peter Wheelhouse 20/05/26