

Minutes of a meeting of Frome Town Council

Wednesday 10 June 2026, 7pm
The Key Centre and Zoom

Present:

In the Key Centre: Anita Collier, Mark Dorrington (Chair), Nick Dove, Anne Hills, Lyndsey Mayhew, Richard Pinnock, Ben Still, Steve Tanner, Andy Wrintmore

On Zoom: Fiona Barrows

In attendance:

Karen Creffield (Frome Medical Practice), Peter Wheelhouse (Town Clerk), Jane Llewellyn (Acting Deputy Town Clerk), Hannah Stopford (Community Partnerships & Development Manager), Alastair Findlay (Facilities Manager), Melody Hunter Evans (Children & Young People's Project Officer), Liz Stone (Community Engagement Officer), Sarah Walton (Key Centre Coordinator), Lucy McMahon (Lead Marketing and Communications Officer, online), Sian James (Business and HR Administrator), Becca Evans (Business Administrator), Laura Flaherty (HR Lead & Executive Assistant to the Town Clerk)

5 members of the public were in attendance at The Key Centre
1 member of the public was in attendance on Zoom.

Minute Ref	Agenda Item	Action
2026/58/FC	The meeting started at 7pm. 1. To waive Standing Orders to enable a Cllr other than the Chair to chair the meeting This item was not required as the Deputy Chair, Mark Dorrington, was present and took the Chair as per Standing Orders	
2026/59/FC	2. Elect a chair for this meeting The Deputy Chair, Mark Dorrington, took the chair.	
2026/60/FC	3a. Apologies for absence Anne Hills proposed to accept apologies from Tracey Ashford, Philip Campagna, Carla Collenette, Andy Jones, and from Fiona Barrows who attended online, seconded by Anita Collier, agreed unanimously. 3b. Declaration of members' interests None was received. 3c. Approval of minutes from the last meeting on 27 May 2026 The minutes of the Council meeting held on 27 May 2026 were approved as a true record of the meeting and signed by the Chair.	

	Proposed by Nick Dove, seconded by Ben Still, agreed unanimously.	
2026/61/FC	4. Questions from public and Cllrs None were received.	
2026/62/FC	5. For decision – to fund and co-host a Young People’s Health and Wellbeing Apprentice in 2026/2027 Melody Hunter Evans presented the proposal. She explained that the apprenticeship formed part of a new programme led by Somerset Skills and Learning and responded to increasing national focus on young people’s health, particularly mental health, and the development of social prescribing. The role would support work already underway in Frome, including the development of a young people’s community connector training model, enabling young people to signpost peers to appropriate services. The apprenticeship would provide both a meaningful employment opportunity for a young person aged approximately 18–24 and additional capacity to support FTC’s work with young people. The apprentice would work across both organisations, receiving mentoring and contributing to projects including engagement with schools and post-16 pathways. During discussion, Cllrs raised questions regarding the level of the apprenticeship, which was confirmed as Level 3, and the anticipated mentoring requirements. It was acknowledged that mentoring would require additional input at the outset but would be shared between partner organisations. Cllrs also explored whether the programme could become ongoing in future years. It was noted that this would depend on future funding availability but was seen as desirable. Further questions were raised regarding career progression, with reassurance provided that the apprenticeship could lead into social prescribing or wider health and community roles. Cllrs also asked about accessibility for young people with additional needs, and officers confirmed that inclusive recruitment approaches would be adopted. Cllr Fiona Barrows expressed strong support, highlighting the importance of addressing the sense of isolation experienced by young people and welcoming the continuation of partnership working following the Green and Healthy Frome programme. The recommendations were:	

	1. To cohost with Frome Medical Practice a Community Health and Wellbeing Apprentice and delegate to the Children and Young People's Project Officer to work in partnership, recruit and mentor the Apprentice. 2. To agree to the funding proposal: £4.5k in next year's budget and £4.5k from the Connect Somerset project budget Proposed by Nick Dove, seconded by Anita Collier, agreed unanimously.	MHE
2026/63/FC	6. For update and decision – An update on the first year of the Key Centre and recommendations for next steps Andy Wrintmore arrived at 7.31pm Hannah Stopford and members of the team presented a review of the first year of the Council's management of the Key Centre, describing it as a "test and learn" year. Anne Hills provided a personal reflection on the history of the site, noting its origins in community-led campaigning in the 1990s, its success as a Sure Start centre, and subsequent decline following austerity measures. It was emphasised that local people had long advocated for such a facility and that its revival represented a significant achievement. Alastair Findlay described improvements to the building, including essential maintenance, repairs, and system servicing, and highlighted the role of staff in creating a welcoming and supportive environment. Sarah Walton spoke of the importance of relational, face-to-face engagement was emphasised, with examples provided of individuals benefiting from support, increased confidence, and reconnection with their community. Liz Stone provided examples included community events, partnerships with local schools, and residents gaining employment or volunteering opportunities through engagement with the centre. Usage and income were reported to be increasing steadily, with future plans including securing a long-term nursery tenant and exploring grant funding opportunities. Discussion focused on long-term sustainability. Nick Dove raised the importance of ensuring the centre was financially viable to protect it from future political or budgetary changes. Fiona Barrows highlighted the need to balance financial sustainability with the social value delivered, noting that the Council's role included supporting community wellbeing.	

	Richard Pinnock asked about the nursery tender process and engagement with the adjacent school, Hannah confirmed that discussions had taken place and that the process remained open to all suitable organisations. There was also discussion around potential improvements to facilities, including kitchen provision, and wider strategic concerns about safeguarding the centre's long-term future, possibly through alternative governance arrangements. Anne Hills proposed to amend recommendation two to: Approve the conversion of the contracts of the Key Centre Co-ordinator and Key Centre Cleaner to permanent. Seconded by Steve Tanner, agreed unanimously. The recommendations were: 1. Approve the updated objectives: • To honour the heritage and history of the Key Centre as an intergenerational community hub. • To be a place where the community and other stakeholders can make things happen and shape what's on offer. • To build connections with partners and within the Frome community to make it easy for people to access the services and activities they need in good time. • To continue to work towards a financially robust business model, maximising rental income and identifying alternative funding streams such as grants. 2. Approve the conversion of the contracts of the Key Centre Co-ordinator and Key Centre Cleaner to permanent Proposed by Anne Hills, seconded by Anita Collier, agreed unanimously.	
2026/64/FC	7. For decision – a proposal for Frome Town Council to seek 'Council of Sanctuary' status Lyndsey Mayhew introduced a proposal for Frome Town Council to seek Council of Sanctuary status, part of a national initiative promoting welcoming and supportive environments for refugees and people seeking asylum. Hannah Stopford explained that Frome already undertook significant work in this area, including hosting the Welcome Hub and supporting refugee initiatives, and that formal recognition would align with existing values and potentially unlock access to funding and networking opportunities.	

	Anne Hills asked about the terminology used within the scheme and the distinction between “City of Sanctuary” and “Council of Sanctuary,” which Hannah clarified as a structural distinction within the national programme. Nick Dove asked about staff time required to achieve accreditation. Hannah advised that the additional work would be limited, as the application largely reflected existing activity. Fiona Barrows spoke in strong support, noting the importance of public leadership in the current national context and the need to demonstrate inclusive values. The recommendations were: 1. Approve the pledge of support. 2. Commit to joining the membership of City of Sanctuary Local Authority Network. 3. Delegate to the Community Partnerships and Development Manager in consultation with Cllr Lyndsey Mayhew to work in partnership with Frome Welcomes Refugees Advisory Group towards a City of Sanctuary Local Authority Award with the aim of becoming a recognised Council of Sanctuary. Proposed by Lyndsey Mayhew, seconded by Andy Wrintmore, agreed unanimously.	HS/LMa
2026/65/FC	8. For decision – update to Civic Protocol Cllrs noted the report. The recommendation was to approve the update to the Civic Protocol. Proposed by Mark Dorrington, seconded by Steve Tanner, agreed unanimously.	
2026/66/FC	9. For information – Town Centre Commercial Waste Management Update Katie Fraser, Town Centre Coordinator, presented an update on work to improve commercial waste management in the town centre. She outlined current challenges, including the high number of waste contractors, inconsistent bin provision, and negative impacts on the appearance and safety of the town centre. Following engagement with businesses and contractors, a preferred provider, Grist Environmental, had been identified.	

	The proposed approach was voluntary and aimed to encourage businesses to switch to a single provider to reduce bin clutter, vehicle movements, and improve recycling rates. Benefits highlighted included local presence, improved customer service, flexibility, competitive pricing, and strong environmental credentials. Councillors praised the work undertaken and welcomed the practical, collaborative approach. Questions were raised regarding contractual arrangements, which were clarified as being directly between businesses and the provider, and about FTC's ongoing role, which would focus on facilitation and relationship building. There was discussion regarding food waste provision and how this integrated with existing local services, with Katie indicating openness to further conversations. Positive feedback was also received from Cllrs with direct experience of the contractor's services.	
2026/67/FC	10. For decision – Ratification of the decision to enter into a lease with Frome Town AFC Limited Peter Wheelhouse presented a report seeking formal ratification of a previously agreed decision, made via email, to grant a two-year lease at Badgers Hill to Frome Town AFC Ltd in order to meet league deadlines. Peter confirmed that the decision had already been approved by a majority of Cllrs due to time constraints. The purpose of the item was to formally record the decision in the minutes. The recommendations were that Council ratifies the following decision: 1. To delegate authority to the Town Clerk in consultation with the Responsible Finance Officer and Cllr Fiona Barrows, Chair & Leader to enter into a 2 year full repairing lease with Frome Town AFC Limited starting around 12 June 2026, to be reviewed after 12 months with the potential for a longer-term arrangement thereafter if appropriate progress and confidence are established This is subject to payment by Frome Town AFC Limited (FTAFC) of the following sums: • £8k plus VAT – concessionary arrangement in settlement of rent arrears taking account of verified investment by FTAFC (payable on completion) • £21k plus VAT – concessionary rent for Year 1 with £13k payable on completion and £8k payable by 30 April 2027	PWh/SWi/ FB

	• £21k plus VAT – concessionary rent for Year 2 with £13k payable at the start of Year 2 and £8k payable by 31 January 2028 • £2,227 plus VAT – insurance rent for Year 1 payable on completion • £2,227 plus VAT – insurance rent for Year 2 payable on 1 April 2027 All rent for the two year period and any other invoices outstanding to the Landlord must be paid in full prior to any discussions commencing on future lease arrangements 2. FTC to fund up to £39k of expenditure on boiler and central heating improvements to be funded utilising £21k rent paid by FTAFC and £18k from the approved Badgers Hill budget for 26/27. Specification to be jointly agreed by FTC and Frome Town AFC Limited. Proposals for the mechanism of funding distribution to be agreed with the club. Proposed by Steve Tanner, seconded by Anita Collier, agreed by majority. Richard Pinnock was against.	
2026/68/FC	The next meeting will be at 7pm on Wednesday 8 July 2026, at the Frome Town Hall and on Zoom	

The chair closed the meeting at: 8.38pm