Minutes of a meeting of the Operations and Assets Committee

Wednesday 11 March 2026, 7pm
Frome Town Hall and Zoom

Present:
In the Town Hall: Mark Dorrington (Chair), Polly Lamb, Lyndsey Mayhew, Steve Tanner

On Zoom: Fiona Barrows

In attendance:
Cllr Richard Pinnock, Jane Llewellyn (Planning and Development Manager), Rob Holden (Environment Manager), Alastair Findlay (Facilities Manager), Emily Osler (Community Engagement Officer), Hannah Stopford (Community Partnerships & Development Manager), Rachel Griffin (Marketing and Communications Manager), Laura Flaherty (HR Lead and Executive Assistant to the Town Clerk), Lucy McMahon (Lead Marketing and Communications Officer)

1 member of the public was in attendance at Frome Town Hall
0 members of the public were in attendance on Zoom.

To watch the discussion in full visit: https://www.youtube.com/watch?v=pgBE5ko3_XU

Minute Ref	Agenda Item	Action
2026/01/OA	The meeting started at 7pm. 1. Election of Chair In the absence of the Chair, Steve Tanner proposed Mark Dorrington to Chair the meeting, seconded by Lyndsey Mayhew, agreed by majority.	
2026/02/OA	2a. Apologies for absence Lyndsey Mayhew proposed to accept apologies from Anne Hills and Andy Jones and from Fiona Barrows who attended online, seconded by Steve Tanner, agreed unanimously. 2b. Declaration of members' interests None was received. 2c. Minutes from the last meeting on 26 November 2025 The minutes of the Operations and Assets Committee meeting held on 26 November 2025 were approved as a true record of the meeting and signed by the Chair. Proposed by Mark Dorrington, seconded by Polly Lamb, agreed unanimously.	

2026/03/OA	3. Questions from public and Cllrs None was received.	
2026/04/OA	4. For decision – Equalities at Frome Town Council: strengthening our approach Emily Osler presented a detailed report outlining proposed changes to strengthen the Council's approach to equality, diversity and inclusion, referred to throughout the discussion as "equalities." Emily set out FTCs statutory duties under the Equality Act 2010 and the Public Sector Equality Duty, alongside the need for a clearer, more consistent and evidence based approach to decision making. Emily explained that three key objectives were proposed: ensuring legal compliance, strengthening equality considerations within council decision making, and developing a formal Equalities Action Plan to embed good practice across the organisation. A proportionate equality impact assessment process was described, including a screening stage for smaller or routine decisions and more detailed assessments for significant or high impact projects. The Henley Way access ramp project was cited as an example where equality considerations had led to additional accessibility auditing and design changes. Lenka Grimes noted that she welcomed the report, describing it as timely and long overdue, and thanked Emily for the work undertaken. Lenka also raised concerns relating to accessibility at the Town Hall and the Changing Places toilet, including issues around dropped kerbs and the misuse of radar keys. Richard Pinnock asked how decisions would be made about when equality impact assessments were required and who would be responsible for completing them. Emily responded that this would be clarified through the proposed action plan, with assessments normally undertaken by project leads with officer guidance and oversight. Christy Oliver of ARC addressed the committee, describing an increase in racist incidents within local schools and emphasising the need for consistent procedures, stronger partnership working and visible leadership from the Council. She encouraged collaboration with schools, housing associations and community organisations and suggested the development of a local anti-racist charter for organisations, clubs and businesses in Frome. Fiona Barrows praised the work as a clear example of the Council's culture of continuous improvement and suggested linking future work with Frome College and other partners. Emily indicated that themed discussion events on lived experience and anti-racism could form part of the early stages of the action plan.	

	The recommendation was: Delegate to the Acting Town Clerk to work with relevant staff to achieve the following objectives: 1. Ensure the council is meeting its statutory duties in relation to equality legislation. This includes measures to meet the requirements of the Public Sector Equality Duty, ensure relevant policies are fit for purpose, and strive to meet our duty to make reasonable adjustments for disabled people in accessing our services and facilities. 2. As part of our Improvement Plan, strengthen our approach to understanding equality impacts in decision-making. This involves developing an equality impact screening/assessment tool, deciding when it should be used and embedding it within decision making across the council. 3. Identify where we could further improve, embed and evidence our equalities approach across the council's work as part of an Equalities Action Plan. This involves identifying areas for development, building confidence and embedding an equalities approach across all areas of our work as a service provider and employer. The Equalities Framework for Local Government may be used to support this. 4. Approve the adoption of objectives 2 and 3 above as interim equality objectives and report back to Operations & Assets Committee to approve the Equalities Action Plan. Proposed by Steve Tanner, seconded by Polly Lamb, agreed unanimously.	
2026/05/OA	5. For decision – FTC Grit Bin Policy Rob Holden summarised the report which Cllrs noted. The recommendation was to adopt the proposed Grit Bin Policy setting out the criteria and process to be used to assess applications for new grit bins. Proposed by Mark Dorrington, seconded by Lyndsey Mayhew, agreed unanimously.	

2026/06/OA	6. For information - Review of Nurture Open Spaces Work Programme Rob Holden provided a comprehensive update on current and recent work, highlights included: • Welshmill Path: Severe riverbank erosion following winter flooding; design and permitting underway with Environment Agency involvement. • Play Areas: Refurbishment projects at Tower View, St John's and Victoria Park, with strong community engagement. • Skate Park: Consultation ongoing with Maverick; over 120 responses received; public consultation event scheduled. • Community Woodland: Successful planting of approximately 2,500 trees with involvement of around 600 volunteers and six schools. • Rangers' Equipment: New compact tractor significantly improved efficiency and safety. • Adderwell: Boundary fencing complete; wetland enhancements planned. • Victoria Park: New signage, seating, play features and Green Flag assessment underway. Steve Tanner queried whether the erosion at Welshmill Path could be linked to recent Environment Agency works on the opposite bank, and this concern was noted for further discussion with partners. Polly Lamb and Fiona Barrows both expressed appreciation for the breadth and quality of the work being undertaken, and for the strong emphasis on community involvement. The committee formally noted the update and thanked the Open Spaces team for their ongoing work.	
2026/07/OA	7. For decision - Approval of updates to constitution chapters Cllrs noted the report. The recommendations were: 1. Approve the update to Chapter 21 Child and Adult at Risk of Harm Protection Policy for 2026. 2. Approve and adopt the updated Health, Safety and Welfare policy for 2026 - 2027 3. Approve the updated lone working policy to be included in Chapter 4 – Staff Handbook Proposed by Lyndsey Mayhew, seconded by Polly Lamb, agreed unanimously.	

Chair's Signature and Date:

2026/08/OA	8. For information – Review of Facilities Management December 2025 to March 2026 Alastair Findlay provided an update covering health and safety compliance, reporting that no incidents had occurred and that statutory checks across FTC sites were up to date. He outlined completed and planned works at the Key Centre and Town Hall, including maintenance programmes, energy monitoring and upcoming smart meter installations. Lenka Grimes asked about lighting and health and safety arrangements at Badgers Hill Football Club and near the Key Centre. Alastair confirmed that compliance requirements were being met and that actions were in progress. Further discussion took place regarding the Changing Places toilet and the consultation timeline and decision making process. This decision would be brought to an upcoming council meeting after the consultation had closed.	
2026/09/OA	The next meeting will be at 7pm on Wednesday 26 August 2026, Frome Town Hall and Zoom	

The chair closed the public meeting at: 8.25pm