

Minutes of a meeting of the Oversight Committee

Wednesday 24 April 2024, 7pm
Frome Town Hall and Zoom

Present:

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

In attendance:

Lisa Merryweather (FTC Cllr), Paul Wynne (Town Clerk), Rachel Griffin (Marketing and Communications Manager), Sean Powell (Town Hall Steward), Hannah Watts (Assistant Finance Officer), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor), Becca Evans (Business Administrator), Lucy McMahon (Lead Marketing and Communications Officer), Emily Osler (Community Engagement Officer), Liz Stone (Community Engagement Officer)

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

To watch the discussion in full visit: www.youtube.com/watch?v=o3Ar_jlaoGk

| Minute Ref | Agenda Item | Action |
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| 2024/11/OS | <p>Meeting started at 7pm</p> <p>1a. Apologies for absence Fiona Barrows proposed to accept apologies from Andy Jones, Ben Still, Mel Usher. Seconded by Nick Dove, agreed unanimously.</p> <p>1b. Declaration of members' interests None was received.</p> <p>1c. Minutes from the last meeting on 31 January 2024 The minutes of the Oversight Committee meeting held on 31 January 2024 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Anne Hills, seconded by Steve Tanner, agreed unanimously.</p> | |
| 2024/12/OS | <p>2. Questions and comments Fiona Barrows requested Paul Wynne to write to Highways regarding faded road markings, particularly the double yellow lines around Broadway and Houston Way.</p> | PWy |

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| <p>2024/13/OS</p> | <p>3. For information - Update on Marketing and Communications strategy Rachel gave a summary of the report.</p> <p>Discussions were around the package of road closures for town events, the amount of traffic to the Frome Town Council and Discover Frome websites and the importance of local press.</p> <p>Cllrs noted the report.</p> | |
| <p>2024/14/OS</p> | <p>4. For decision – Next steps for the Discover Frome strand of the Marketing and Communications workstream A summary of the report was given by Rachel Griffin.</p> <p>Because so many of the shops in Frome are closed on Mondays, Anne Hills suggested that that other things to do on Mondays could be promoted.</p> <p>Accessibility in the town particularly around disability access and accommodation, was discussed. Fiona Barrows suggested a page on the FTC website highlighting “all accessible Frome”. Lisa Merryweather suggested speaking with Dr Stuart Reid, who had worked with Frome Museum on accessibility assessments.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the report. 2. Draft and implement a brief for a new Discover Frome web-based platform and use the Discover Frome EMR to fund the delivery. <p>Proposed by Nick Dove, seconded by Anne Hills, agreed unanimously.</p> | <p>RG</p> |
| <p>2024/15/OS</p> | <p>5. For information - Update on how we maintain Frome Town Hall and ensure we are compliant Sean Powell gave a summary of the report.</p> <p>Mark Dorrington thanked Sean for all he did at the Town Hall.</p> <p>There was a discussion around the energy efficiency of the building and the difficulties of doing this in a building of the Town Hall’s age. Paul Wynne said it could be put into the work programme to review how the building could be made more efficient and said he would talk to Sally Richards, Retrofit Lead at FTH.</p> | <p>PWy</p> |

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| <p>2024/16/OS</p> | <p>6. For decision - Finance report to Oversight Committee quarter end March 2024 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"> 1. Approve the provisional Detailed Income & Expenditure to 31 March 2024 2. Approve the provisional Balance Sheet to 31 March 2024 3. Approve the Payments over £500 Jan – Mar 2024 <p>Proposed by Anne Hills, seconded by Steve Tanner, agreed unanimously.</p> | |
| <p>2024/17/OS</p> | <p>7. For decision - Approval of Chapter 11 – Health and Safety Welfare Policy Becca Evans gave a summary of the report and highlighted the changes in the policy.</p> <p>Paul Wynne thanked all those that had reviewed and amended the policy as it was a big piece of work.</p> <p>Cllrs discussed the Cllrs’ and Council’s responsibility in terms of safety and mental health support. Laura Flaherty confirmed that Jane Llewellyn and Sarah Williams were both mental health first aiders for FTC and would happily support Cllrs. Cllrs were also offered access to training courses that included health and wellbeing. Anne Hills said she would also raise this topic with SALC.</p> <p>Cllrs noted the report.</p> <p>The recommendation was to approve and adopt the updated Health and Safety policy at Appendix 7.1.</p> <p>Proposed by Mark Dorrington, seconded by Anne Hills, agreed unanimously.</p> | <p>AH</p> |
| <p>2024/18/OS</p> | <p>8. For information – Update on staff starters and leavers</p> <p>Emily Osler and Liz Stone introduced themselves as the new Community Engagement Officers.</p> <p>Jacky and Jenna were both going to be sadly missed but were wished all the best.</p> <p>Cllrs noted the report.</p> | |

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| <p>2024/19/OS</p> | <p>9. For decision - Approval of Chapter 4b – Staff Expenses policy and Lone Worker policy Hannah Watts gave a summary of the report and highlighted amendments to the policies.</p> <p>Hannah Watts noted she would share the internal process for lone working which Cllrs could adapt for outside of council working hours. Steve Tanner said they would discuss this at the next IfF group meeting to consider.</p> <p>The recommendation was to approve and adopt the updated Staff Expenses policy at Appendix 9.1 and the Lone Worker policy at Appendix 9.2</p> <p>Proposed by Anne Hills, seconded by Fiona Barrows, agreed unanimously.</p> | |
| <p>2024/20/OS</p> | <p>10. For decision – Re-approval of chapters in the constitution: 13. Access to information policy 14. Information policy 15. Publication Scheme 16. Information retention and disposal policy 17. Data Protection Policy 18. General Data Protection Regulation Privacy Information</p> <p>Cllrs noted the report.</p> <p>The recommendation was to approve and adopt the chapters listed below: 13. Access to information policy 14. Information policy 15. Publication Scheme 16. Information retention and disposal policy 17. Data Protection Policy 18. General Data Protection Regulation Privacy Information</p> <p>Proposed by Nick Dove, seconded by Steve Tanner, agreed unanimously.</p> | |
| <p>2024/21/OS</p> | <p>11. For information - Review of Nurture Open Spaces Work Programme Mark Dorrington provided a summary of the report on behalf of Rob Holden.</p> | |

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| | Fiona Barrows asked that the safety of the ramp at Henley Way be looked at. Paul noted that the whole ramp was due to be replaced imminently. He would request the Rangers look at immediate safety works the next day. | PWy |
| 2024/22/OS | The next meeting will be at 7pm on Wednesday 24 July 2024, Frome Town Hall and Zoom | |

The Chair closed the meeting at 8.23pm

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