

Minutes of a meeting of the Oversight Committee

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

Present:

In the Town Hall: Fiona Barrows, Nick Dove, Anne Hills, Andy Jones (elected Chair for the meeting), Steve Tanner

In attendance:

Kim Martin and Sue Bucklow (Frome Skate Park Group), Paul Wynne (Town Clerk), Rachel Griffin (Marketing and Communications Manager), Nikki Cox (Partnership Lead), Jane Llewellyn (Planning and Development Manager), Sarah Williams (Business Manager), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor), Becca Evans (Business Administrator), Lucy McMahon (Lead Marketing and Communications Officer)

15 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=aZzzA7Wlltw

Minute Ref	Agenda Item	Action
2024/23/OS	<p>Meeting started at 7pm</p> <p>Cllr Mark Dorrington, the Chair, sent his apologies and Anne Hills proposed Andy Jones as interim Chair, seconded by Steve Tanner, agreed unanimously.</p> <p>Andy took the Chair.</p>	
2024/24/OS	<p>1. A short presentation from the Frome Skate Park group</p> <p>Kim Martin presented on behalf of the Frome Skate Park group. The group consisted of wheeled sports enthusiasts and parents, aiming to build a new, bigger, and better facility in Victoria Park, accessible to all abilities and well-lit. The group had been active since 2020, supported by Young Somerset and a recent grant from Frome Town Council, and had organised various events and stalls to raise funds. Kim explained the view of the group was that the current skate park was outdated and not accessible to wheelchair users, with damaged ramps and obstacles that were too close together, making it dangerous for inexperienced users. Kim explained the benefits of creating a new Skate Park would make it accessible for all ages, provide mental health improvements, physical activity, and community support. A good skatepark reduced anti-social behavior by</p>	

	<p>providing a positive outlet for young people, in particular.</p> <p>Kim noted the challenges of installing a new skatepark at Mary Baily Playing Field included the cost of building a new facility, noise concerns from residents, and the need for planning permission. He noted they had already had positive interactions with some of the residents nearby Longleat Court, who were supportive of the idea of a new skate park.</p> <p>Fiona Barrows questioned the likelihood of getting planning permission for an expanded skate park in Victoria Park due to noise and lighting issues. Jane Llewellyn and other council members discussed the challenges of getting planning permission for an expanded or different footprint and the potential impact on future residents.</p> <p>It was agreed to test the feasibility of planning permission for an expanded footprint in Mary Baily and to explore other potential sites within the park. Anne Hills suggests involving BMX users in the design process and extending the membership of the group to include BMX enthusiasts.</p> <p>Paul Wynne emphasised the need to agree the right location and to secure planning permission to be able to move forward with the project.</p>	<p>JL</p>
<p>2024/25/OS</p>	<p>2a. Apologies for absence Fiona Barrow proposed to accept apologies from Mark Dorrington and Ben Still, seconded by Anne Hills, agreed unanimously.</p> <p>2b. Declaration of members' interests None was received.</p> <p>2c. Minutes from the last meeting on 24 April 2024 The minutes of the Oversight Committee meeting held on 24 April 2024 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Fiona Barrows, seconded by Nick Dove, agreed unanimously.</p>	
<p>2024/26/OS</p>	<p>3. Questions and comments</p> <p>Fiona Barrows expressed concerns about the Oversight Committee's role and suggested focusing on more substantive issues rather than overflowing council meetings. There was a discussion about the process of deciding which items to bring to</p>	

	<p>the Oversight Committee versus the Council or the Planning Committee. Anne Hills suggested adopting a rolling business plan for Oversight Committee meetings to plan future agendas and discuss the process for raising issues.</p> <p>It was agreed to review the upcoming agendas and discuss the role of the Oversight Committee in future meetings.</p>	<p>PWy/LF</p>
<p>2024/27/OS</p>	<p>4. For discussion - Frome Town Hall retrofit report</p> <p>Sally Richards gave a summary of the report, highlighting urgent repairs needed for the external walls and the loft to address issues with breathability and rot.</p> <p>The report also addressed the need for additional ventilation in the loft void and the inefficiencies of the current heating system.</p> <p>Sally suggested forming a new draft lobby, topping up insulation in the loft, installing mechanical ventilation with heat recovery, and modifying the existing heating system.</p> <p>Cllrs discussed the potential energy cost savings and carbon reductions from these measures, with estimates suggesting a 27% energy saving and a 38% carbon reduction.</p> <p>Cllrs agreed to proceed with short-term repairs and to seek further advice from building energy consultants and engineers to develop a comprehensive plan for the town hall's energy efficiency, subject to budget and to return to the committee with more detailed costed recommendations.</p>	<p>SR/RG</p>
<p>2024/28/OS</p>	<p>5. For decision – Approval of updated chapters of the Staff Handbook for 2024</p> <p>Laura Flaherty presented updates to the staff handbook policies, emphasising the new legal requirement for day one right to request flexible working.</p> <p>Cllrs discussed the potential benefits of hot desking and remote working to address space constraints in the Town Hall. Sarah Williams confirmed FTC was already accommodating flexible working and home working where possible, and that the current approach was meeting the needs of staff.</p> <p>Cllrs also discussed mental health support at FTC, Laura confirmed that two members of staff were mental health first</p>	

	<p>aiders, and that mental health was treated in the same way physical health.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Approve the changes to the policies as shown in the appendices 2. Delegate to the Executive Assistant to the Town Clerk and Mayor to update the Staff Handbook with the new policies and ensure all employees have an up to date copy <p>Proposed by Anne Hills, seconded by Nick Dove, agreed unanimously.</p>	LF
2024/29/OS	<p>6. For decision – Various safeguarding items at FTC</p> <p>Andy Jones gave a summary of the report.</p> <p>Cllrs noted the report</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Safeguarding becomes a standing item on the agenda for the Oversight Committee 2. Cllr Andy Jones is confirmed as link Councillor for the Safeguarding Team <p>Proposed by Nick Dove, seconded by Steve Tanner, agreed unanimously.</p>	LF AJ
2024/30/OS	<p>7. For information – Finance Update</p> <p>Sarah Williams gave a summary of the report.</p> <p>Cllrs noted the report.</p>	
2024/31/OS	<p>8. For information – Update on staff starters and leavers</p> <p>Cllrs noted the report.</p>	
2024/32/OS	<p>The next meeting will be at 7pm on Wednesday 11 September 2024 (subject to approval by Council), Frome Town Hall and Zoom</p>	

The Chair closed the meeting at 8. 31pm