

# Minutes of a meeting of the Oversight Committee

Wednesday 11 September 2024, 7pm  
Frome Town Hall and Zoom

**Present:**

In the Town Hall: Fiona Barrows, Mark Dorrington (Chair), Anne Hills, Ben Still

**In attendance:**

Paul Wynne (Town Clerk), Rachel Griffin (Marketing and Communications Manager), Sarah Williams (Business Manager), Laura Flaherty (Executive Assistant to the Town Clerk and Mayor), Rob Holden (Environment Manager, online)

o members of the public was in attendance at Frome Town Hall

o member of the public in attendance on Zoom

To watch the discussion in full visit: [www.youtube.com/watch?v=VpOs7RlfSq4&t=1573s](https://www.youtube.com/watch?v=VpOs7RlfSq4&t=1573s)

Minute Ref	Agenda Item	Action
2024/32/OS	<p>The meeting started at 7pm</p> <p>1a. Apologies for absence Fiona Barrows proposed to accept apologies from Nick Dove, Andy Jones and Steve Tanner, seconded by Anne Hills, agreed unanimously.</p> <p>1b. Declaration of members' interests None was received.</p> <p>c. Minutes from the last meeting on 24 July 2024 The minutes of the Oversight Committee meeting held on 24 July 2024 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Fiona Barrows, seconded by Anne Hills, agreed by majority. Mark Dorrington and Ben Still abstained.</p> <p>Rachel Griffin updated on the skatepark project, including the upcoming skate jam event on 28 September and its importance for community engagement.</p> <p>Fiona Barrows raised questions about the role of the Oversight Committee and suggested making it bimonthly to allow for more in-depth discussions. Mark Dorrington proposed a rota system for quarterly updates and suggested involving the community development work programme into the meeting reports. The committee discussed the need for more decisions about HR to be made at this meeting rather than full council. Anne Hills and Fiona Barrows debated the best approach for making HR decisions,</p>	

	<p>with Anne suggesting ratification by full council. Paul Wynne noted he would be suggesting some formal amendments to the Standing Orders to reflect the recent Cllr suggestions around HR responsibilities of Oversight and Council, this would be presented at the Council meeting on 2 October.</p> <p>Fiona Barrows suggested more oversight of community engagement and proposed a formal process for agreeing on strategies. The committee discussed the need for better internal communications and the balance between providing too much and too little information. Paul Wynne and Fiona Barrows agreed on the importance of a quarterly work programme update and the need for a clear process for decision-making. The committee considers the idea of having a rolling agenda with upcoming items to ensure better planning and communication. It was agreed for Paul to bring back a report to the next meeting outlining the proposed upcoming planned items.</p> <p>Mark Dorrington noted the retrofit proposals at the Town Hall were likely to be in the region of £80k, and asked Cllrs if the decision should be brought to oversight for decision, then ratify the decision at council. Cllrs agreed that the proposal should be discussed at Oversight then agreed at Council.</p>	<p>PWy/ LF</p> <p>RG</p>
2024/33/OS	<p>2. <u>Questions and comments</u></p> <p>None was received</p>	
2024/34/OS	<p>3. For discussion - Marketing and Communications Update</p> <p>Rachel Griffin presents an update on the 27 events being supported, delivered, and promoted in September, highlighting the variety and importance of these events.</p> <p>The committee discussed the advisory group for events and its effectiveness, with Fiona Barrows suggesting a more formal process. Rachel explained the different reasons for organizing events, including community engagement and strategic objectives.</p> <p>The committee considered the balance between council-led events, one-off opportunities, and events that added community engagement. Paul Wynne suggested that Oversight annually reviewed the programme of events with the Christmas event the only exception to ensure that they complement the need in the town and the capacity in the Marketing team.</p>	<p>RG</p>
2024/35/OS	<p>4. For information - Review of Nurture Open Spaces Work Programme</p> <p>Cllrs noted the report.</p>	
2024/36/OS	<p>5. For decision – New post of Assistant Ranger and additional works vehicle</p>	

	<p>A summary of the reports was given by Mark Dorrington.</p> <p>Anne Hills raised concerns about the administrative burden of training an Assistant Ranger. Mark acknowledged Anne’s point, however there was a need for more support.</p> <p>The committee discussed the allocation of funds for the Assistant Ranger role and the importance of integrating new staff into the team. Sarah Williams confirmed that the funds for the Assistant Ranger role were included in the devolution budget, and the committee agreed on the need for additional resources.</p> <p>Mark Dorrington presented the proposal to purchase a new Hilux and an electric van to replace the current vehicles, emphasising the need for reliable and efficient transportation. Rob Holden provided details on the benefits of the electric van, including battery life and suitability for the town's needs. The committee discussed the cost implications of electric vehicles and the importance of long-term reliability.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the recruitment of an Assistant Ranger post, as already provided for in the Devolution budget EMR 354</li> <li>2. Approve the purchase of a second hand Hilux as already provided for in the Devolution budget</li> <li>3. Approve the replacement of the diesel transit with an e-Transit funded from the revenue budget 700-7947 and EMR 327</li> </ol> <p>Proposed by Fiona Barrows, seconded by Ben Still, agreed unanimously.</p>	<p>RH</p> <p>RH</p> <p>RH</p>
<p>2024/37/OS</p>	<p>6. For approval – Financial update April to August 2024</p> <p>A summary of the report was given by Sarah Williams.</p> <p>Fiona Barrows raised concerns about the costs already incurred by FTC for maintaining the toilets in the Market Yard and keeping them open. Paul Wynne noted that a report on what do with the toilets would come back to oversight once there were options to present.</p> <p>Fiona asked if it was possible to find out how much of FTC’s budget was spent locally, and how much was going back into the community. Sarah said she would look into how much time it would take to find this out and let Fiona know.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve the Income &amp; Expenditure (2/9/24) report</li> <li>2. Approve the Balance Sheet (2/9/34)</li> <li>3. Approve the list of payments over £100 April to August 2024</li> </ol>	<p>SW</p>

	<p>4. Note report from Cllr Anne Hills on Environmental, Social &amp; Governance policies of the institutions where FTC holds its reserves</p> <p>Proposed by Anne Hills, seconded by Fiona Barrows, agreed unanimously.</p>	
2024/38/OS	<p>7. A verbal update on safeguarding matters at FTC</p> <p>Laura Flaherty noted that staff at the Town Hall were monitoring an issue with a resident entering the staff offices uninvited and upsetting staff, the police were involved, and measures were being taking to keep staff safe.</p>	
2024/39/OS	<p>The next meeting will be at 7pm on Wednesday 23 October 2024, Frome Town Hall and Zoom</p>	

The Chair closed the meeting at 8.28pm