

FROME TOWN COUNCIL

making Frome a better place

Minutes of a meeting of the Internal Affairs Committee

Wednesday 9 October at 7pm
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

Present:

Councillors: Toby Eliot; Pippa Goldfinger; Claire Hudson; Peter Macfadyen; Dickon Moore; Helen Sprawson-White
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

In attendance:

Caroline Wood (Frome Standard), Cllr Damon Hooton, Cllr Eve Berry, Cllr Carole Bullen, Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Karen Clements (Town Centre Manager), Jackie Wheeler (Responsible Finance Officer), Simon Woollen (Grounds & Properties Manager), Sarah Hobbs (Community Projects Officer), Caroline Stevens (Outside Services Administration Officer), Laura Poulton (Administration Officer)

8 members of the public

Minute Ref	Agenda Item	Action
2013/66/IAC	1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC Charles Wood requested that the Council review its decision to spend the Council Tax grant from MDC.	
2013/67/IAC	2 a. APOLOGIES The Chairman formally opened the Council meeting at 7.05pm and apologies of absence were received from Cllrs Starkie, Sprawson – White and Usher.	
2013/68/IAC	2 b. DECLARATION OF INTERESTS A declaration was received from Cllr Hudson who has a seat on MDC that her view on any items on this agenda as an FTC member were not necessarily those as her role as an MDC Cllr. Cllr Hudson and Moore declared personal interests in item 9.	
2013/69/IAC	2 c. MINUTES The minutes of the Internal Affairs Committee meeting held on 6 August 2013 were approved as a true record of the meeting and signed by the Chair.	
2013/70/IAC	6 FOR DECISION – VICTORIA PARK AND MARY BAILY PLAYING FIELD STRATEGY The Community Projects Officer explained that an overall strategy was required for the two spaces. NVB Architects had volunteered their time to help with this and the Tennis Club was applying for a	

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	<p>grant to either refurbish or create new courts.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the progress with the MUGA application and approve resubmission in December 2013 <p>Proposed Cllr Eliot, seconded Goldfinger, agreed unanimously</p> <ol style="list-style-type: none"> 2. Agree on the Tennis Club proposal for refurbishing/building the tennis courts (refurbishment/building is dependent upon the results of the strategic plan consultation) and leasing the land and the courts from FTC <p>Proposed Cllr Hudson, seconded Cllr Moore, agreed unanimously</p> <ol style="list-style-type: none"> 3. Agree on the Tennis Club proposal for managing the courts for club and public pay and play use <p>Proposed Cllr Hudson, seconded Cllr Moore, agreed unanimously</p> <ol style="list-style-type: none"> 4. Endorse the next stages of drawing up the strategic plan for the park <p>Proposed Cllr Eliot, seconded Cllr Macfadyen, agreed unanimously</p>	<p style="text-align: center;">SH</p> <p style="text-align: center;">SH</p> <p style="text-align: center;">SH</p>
<p>2013/71/IAC</p>	<p>9 FOR DECISION - FTC POLICY ON TWINNING</p> <p>Twinning Association Members Hilary Daniel, Rachel Blatchbridge and Pat Oately urged FTC not to withdraw support and therefore funding.</p> <p>Cllr Hooton explained that the benefits of Twinning to Frome could not be priced. He assured Cllrs that the Twinning Association would take on all the admin for events however they required the support of FTC in order to apply for EU funding.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. FTC encourages groups in the town to realise the potential of twinning 2. Endorse the decision to allocate £10,000 towards the cost of the four-way conference programme in next year's budget with the intention that the EU grant will re-imburse this spend 3. The Mayor and Mayor for Young People attend the quadripartite in Chateau Gontier next year if they wish and for FTC to cover their costs 4. The Twinning Association are encouraged to build on their 	<p style="text-align: center;">PWY</p> <p style="text-align: center;">JW</p>

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	<p>successes this year and work with groups in the town to deliver the Frome quadripartite in 2015</p> <p>Proposed Cllr Macfadyen, seconded Cllr Eliot, agreed unanimously.</p> <p>5. While the Town Council does not wish to fund expensive civic events, the Town Council will continue to work with the Twinning Association to deliver the objectives of twinning</p> <p>Proposed Cllr Hudson, seconded Cllr Eliot, agreed by majority.</p> <p>6. The Mayor and Mayor for Young People act as hosts to the Frome quadripartite</p> <p>Proposed Cllr Moore, seconded Cllr Hudson, agreed unanimously.</p>	<p>PWy</p> <p>DM</p>
2013/72/IAC	<p>3 REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</p> <p>The Town Centre Manager noted a meeting had been held the week before with the new website designers, Zonkey, where discussions focused on the detail of the plan for the websites. Their hope is to go live early in the new year.</p> <p>She also noted that the Christmas Extravaganza for 2013 was being organised by Faye Penfold and she had agreed with Frome FM their involvement in the event.</p> <p>The Town Clerk confirmed that an advert for a One Frome Chair and Co-ordinator would be in the local papers the following week.</p> <p>Cllr Hooton informed Cllrs that MDC would again be offering free car parking during the Christmas period.</p>	
2013/73/IAC	<p>4 FOR DECISION - AGREEMENT OF RESPONSIBILITIES BETWEEN FROME ALLOTMENT ASSOCIATION AND FTC</p> <p>Cllr Macfadyen asked if there was a review period within the agreement. The Grounds and Properties Manager confirmed that this had been included.</p> <p>The recommendation was to delegate authority to the Town Clerk to sign off a new agreement between the two parties.</p>	PWy
2013/74/IAC	<p>5 FOR DECISION - DOG CONTROL ORDERS</p> <p>Cllr Sprawson – White arrived at 8.19pm</p> <p>The recommendations were:</p>	

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	<ol style="list-style-type: none"> 1. Proceed with the process of public consultation including all Cllrs and the dog warden, with a view to adopting dog control orders for FTC sites 2. Return to this committee with firm site by site recommendations <p>Proposed Cllr Eliot, seconded Cllr Moore, agreed by majority</p>	<p>SW</p> <p>SW</p>
2013/75/IAC	<p>7 FOR DECISION - BOWLS CLUB LEASE</p> <p>The Grounds & Properties Manager explained that the changes to the lease would allow the Bowls Club to access more funding. He noted that the Outside Services team will continue to support the Bowls Club and look after the perimeter fence and trees.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. The new lease is signed by the Town Clerk on behalf of the Council 2. The Community Projects Officer or the FTC fundraiser supports the club to apply for external funding. <p>Proposed Cllr Hudson, seconded Cllr Goldfinger, agreed unanimously.</p>	<p>PWy</p> <p>SH</p>
2013/76/IAC	<p>8 FOR INFORMATION – LAND AT RODDEN MEADOW</p> <p>Cllrs acknowledged that FTC had formally acquired the final piece of land at Rodden Meadow.</p>	
2013/77/IAC	<p>10 FOR DECISION – TOWN CENTRE CLEANING UPDATE</p> <p>The Town Centre Manager explained that the Landscape Group had taken over the contract for street cleaning in July and since then there have been no significant improvements. MDC have said that they do not have the ability to monitor if the contract is being fulfilled and issues are currently dealt with on a case by case basis.</p> <p>Cllrs Sprawson – White and Hudson noted their concern with the way in which the grass has been cut which was causing the ground to be churned up.</p> <p>Cllr Hooton was invited to speak and he suggested that FTC request the MDC Scrutiny Board review the contract.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Maintain pressure on MDC / TLG to meet the required contractual standard. 2. Further challenge MDC over their ability to monitor and enforce the contract standards and formally request the MDC 	<p>KC</p> <p>PWy</p>

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	<p>Scrutiny Board to review the contract</p> <p>3. Review the most effective use of FTC lengthsmen around the work of TLG to avoid duplication and achieve a higher standard of cleanliness in the town</p> <p>Proposed Cllr Goldfinger, seconded Cllr Moore, agreed unanimously.</p>	SW
2013/78/IAC	<p>11 FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR</p> <p>The recommendation was for Fair Account to be appointed as the Internal Auditor for the accounting period 2013/2014.</p> <p>Proposed Cllr Eliot, seconded Cllr Macfadyen, agreed unanimously</p>	JW
2013/79/IAC	<p>12 FOR DECISION – UPDATE ON ‘DEEDS PROJECT’</p> <p>The Town Clerk noted that the completion of this project ensured that one of the high risk areas on the risk register had been eliminated. He also thanked Lyndsey Haines, Office Apprentice, for her hard work and dedication to completing the project.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. To note that progress of the Deeds project to date 2. To amend the Risk Register accordingly and table this for approval at IAC on 3 December 2013 3. To agree to continue with the filing process in both hard copy and electronic format to keep all land acquisitions up to date 4. To ensure that all future land acquisitions are registered at the time of purchase <p>Proposed Cllr Goldfinger, seconded Cllr Moore, agreed unanimously.</p>	PWy
2013/80/IAC	<p>13 FOR INFORMATION - A BRIEF UPDATE ON PAYMENTS OVER £500 MADE SINCE THE LAST MEETING AND OTHER FINANCE MATTERS</p> <p>Cllrs received for information:</p> <ol style="list-style-type: none"> a. Payments made (over £500 in value) since last meeting. b. A breakdown of Income and Expenditure as at 31 August 2013 c. Balance sheet and reserves as at 31 August 2013 <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the Town Council’s financial position as at 31 August 2013 2. Consult with the Chair of IAC and review present financial risks before investing in Lloyds, CCLA, Co Op, Handlesbanken, Triodos and Unity 	JW

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	Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.	
2013/81/IAC	<p>14 DATE OF NEXT MEETING The next meeting will be at 7pm on Tuesday 3 December 2013 at the Saxonvale Centre.</p>	
2013/82/IAC	<p>16 CONFIDENTIAL ITEM - STAFF MATTERS Members of the press and public were asked to leave.</p> <p>Cllrs Berry, Bullen and Hooton took part in the discussion.</p> <p>Cllrs Sprawson – White and Bullen left at 9.30pm</p> <p>The Chair reminded all those present that the item about to be discussed was confidential.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. To give the Town Clerk the authority to make the Town Centre Manager post redundant pending the outcome of the meeting with the Town Centre Manager on 10th October 2. Adopt the revised staff structure 3. Note the financial implications of these proposed changes 4. In consultation with the Chair of this committee, recruit a new part time post of Town Centre Regeneration Manager immediately 5. In consultation with this committee and other stakeholders draft JDs for the part time Sustainable Communities post and an apprentice to work in the Sustainable Economic Regeneration Team <p>Proposed Cllr Eliot, seconded Cllr Macfadyen, agreed by majority.</p> <p>Cllr Hudson asked for it to be noted that she did not take part in the voting process.</p>	<p>PW_y</p> <p>JW TE/PW</p> <p>PW</p>

The Chair closed the meeting at 9.45pm