

FROME TOWN COUNCIL

making Frome a better place

The next meeting of Frome Town Council's

INTERNAL AFFAIRS COMMITTEE

Wednesday 11 June, 7pm

Saxonvale Centre, Garsdale, Frome. BA11 1RZ

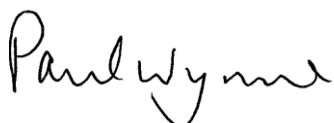
Members of the Internal Affairs Committee are:

Eve Berry; Toby Eliot; Pippa Goldfinger; Claire Hudson; Peter Macfadyen; Dickon Moore;
Helen Sprawson - White; Helen Starkie; Mel Usher
and
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

AGENDA

- 1 Questions, comments and information from the public
- 2 A short talk from Matthew Cheney on MDC's Local Legacy Fund
- 3 Election of Chair and Deputy Chair
- 4 Apologies for absence, declaration of members' interests and minutes from the last meeting on 9 April 2014
- 5 An update on what the Council is working on at the moment
- 6 Mendip Watch – summary of outstanding actions from MDC
- 7 A brief update on payments over £500 made since the last meeting and other finance matters
- 8 To agree to s106 expenditure for three projects
- 9 Concerns over SCC's lack of an ethical investment strategy with regard to the employee pension scheme
- 10 To agree to allocate funding for the relocation of the statue of a WW1 soldier
- 11 Strategy to improve infrastructure to support tourism in Frome
- 12 To decide whether to establish Dog Control Orders on FTC land
- 13 Health and Safety update
- 14 The next meeting will be at 7pm on Tuesday 5 August, Saxonvale Centre

Yours sincerely



Paul Wynne, Town Clerk,
Frome Town Council, 5 Palmer Street, Frome, BA11 1DS
4 June 2014

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AGENDA

- 1 Questions, comments and information from the public**
- 2 Short talk from Matthew Cheney on MDC's Local Legacy Fund**
- 3 Election of the Internal Affairs Committee Chair and Deputy Chair**
- 4**
 - a. Any apologies for absence?**
 - b. Cllrs to declare any interests on the agenda**
 - c. To consider and approve the minutes of the last meeting held on 9 April 2014**

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5 An update on what the Council is working on at the moment

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Frome Town Council website	2013/45	IAC	11/06/2013	Peter Wheelhouse	Websites due to go live on 23 June 2014	23/06/2014
Explore the opportunity of FTC challenging MDC to run Frome's car parks	2013/63	IAC	06/08/2013	Patrick Moss	Patrick Moss and the Chamber of Commerce are discussing future options with MDC at present. MDC car parks appear neglected	
Dog control orders	2013/74	IAC	09/10/2013	Caroline Stevens	On agenda	11/06/2014
Explore possibility of employing interns for specific projects	2014/12	IAC	04/02/2014	Paul Wynne		
Any accidents or other incidents related to health & safety since the last meeting (standing item)		IAC			On agenda	11/06/2014
Appointment of Internal Auditors		IAC		Jackie Wheeler		05/08/2014
Work programme update, budget and expenditure forecast		IAC		Paul Wynne/Jackie Wheeler		08/10/2014
Review of financial regulations and committee terms of reference		IAC		Jackie Wheeler		02/12/2014
Review of mowing contract with The Landscape Group	2014/23	IAC	09/04/2014	Simon Woollen		02/12/2014
Risk Register		IAC		Jackie Wheeler		03/02/2015
External Auditors Report		IAC		Jackie Wheeler		
Ethical Decision Making Matrix annual review	2014/19	IAC	09/04/2014	Jackie Wheeler		08/04/2015
The Landscape Group					Due to present at IAC in August	05/08/2014

Key

	Overdue
	On going (on schedule)
	Action required
	Upcoming item
	Presentation planned

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6 Mendip Watch – summary of outstanding actions from MDC

ACTION	COUNCIL	PROGRESS REPORT
Transfer of Dippy, North Parade, cycle path at Welshmill, river bank	MDC	Slow progress due to lack of staff resources at MDC
Transfer of Garston Road Play area	MDC	No progress. This is with Bloor and MDC
One Frome	MDC	No response to next step
Transfer of Showfield lease	MDC	MDC said they want to do this, but not unless FROGS withdraw their Village Green Application
Unanswered questions from FTC Saxonvale meeting	MDC	Also refused to hold the planning board meeting in Frome
Design Statement adoption	MDC	Originally submitted to MDC in May 2012, Public Consultation carried out by MDC finished on 24 Jan 2013, sent details of the MDC consultation to Ian Bowen on 25 April 2014 (as he was not aware of it) still awaiting a response.
s106 transfer to fund Henley Way to Welshmill footpath	MDC	Still waiting for deed of variation to release the funds.
Maintenance of the Library bridge	MDC	
Leisure Centre next steps	MDC	MDC going forward with letting a long lease to one private leisure provider for all Mendip leisure centres within a month or so. No reply to Paul's letter to Stuart Brown.
s106 service	MDC	MDC proposal to water down consulting with the parishes. No reply to my letter to Stuart Brown, although Mel did receive a reply from Harvey Siggs and Peter W and Paul met with Tracey Aaron on 2 April
Tress in Market Yard	MDC	
Singer's site	MDC	Waiting for MDC legal team action
Welshmill to Waylands land transfer	MDC	Waiting for MDC legal team action
Southfield Farm development	MDC	MDC didn't take the full amount offered by developers
Steiner School	MDC	Emailed Oliver Marigold 4 April asking if details of the Shuttle bus service had been received in line with the s106. Sent second email to Matt Williams and Oliver on 27 May, still no response.

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7 For Information - A brief update on payments over £500 made since the last meeting and other finance matters

Author: Responsible Finance Officer

A breakdown of Income and Expenditure as at 31 May 2014 is shown at Appendix 1.

Income

Significant income received during April and May was Precept (£511k) and the MDC grant (£115k), VAT final qtr of 13/14 (£23k) Neighbourhood Plan Funding (£2.2k).

Expenditure

Aside from normal monthly running costs, the annual Insurance premium (£8.5k) and the Frome Festival grant (£10k), there was no significant expenditure during April and May. Councillors are invited to spot check an invoice over £500 and follow the audit trail through to payment.

Payments over £500 during April and May 2014 can be found at Appendix 2

Budget Savings/Overspends

There are no significant budget savings or underspends for April and May to report.

Reserves/Balance Sheet

The Balance Sheet at Appendix 3 shows the deposits currently held in the bank and investments. Total reserves stand at £1,458,894 as at 31 May 2014.

Section 106 agreements

The McCarthy & Stone, Rossetti House development (£10,000) that will be added to the local legacy funding to implement the new footpath between Henley Way and Welshmill Lane is still waiting for the deed of variation to be signed.

No progress on transferring the Showfield s106 budget.

No progress on transferring the Garston Road open space s106. There is a further report on additional s106 budgets to follow.

Investments

As the receipt of the first tranche of the Precept has now been received short term investments will be considered in line with the Investment Strategy.

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8 For Decision – s106 expenditure

Author: Responsible Finance Officer

Purpose of the report

To seek approval of expenditure of s106 monies in order to install a multi user games area in Mary Baily Playing Field and to encourage tourism and the enhancement of Frome.

Background

The District Council is in receipt of s106 money relating to developments in Frome. When suitable projects are identified and approved by the Town Council and District ward Councillors, they are passed to the District Council planning department for approval. The monies will then be released to the Town Council.

It is proposed to spend two s106 agreements on the MUGA installation and associated works at Victoria Park.

- £10,560 agreement *‘for expenditure on the enhancement of existing off-site play space’*
Developer: Oval Estates (Bath) Ltd, Property 6-9 Naishes St
Proposal: All ability, all weather paths to the all inclusive MUGA and associated drainage costs.
- £24,230 agreement *‘contribution towards the provision of off-site play facilities in the vicinity of the development’*.
Developer: Portway Frome Development, Land at Conduit Nursery, Portway
Proposal: Towards cost of MUGA

It is proposed to improve infrastructure to support tourism by promoting and developing Frome as a visitor destination. More details of this are at agenda item 11.

- £38,212 agreement *‘to fund Tourism projects in the locality’*
Developer: Latona Leisure, former Mendip Lodge Hotel
Proposal: Improvements to the Market Yard as an arrival point for visitors – tree planting, maps and signage to other parts of the town.

Recommendation

Agree spending the s106 money for three proposed projects

9 For Decision – Somerset County Council Pension Scheme

Author: Responsible Finance Officer

Background

Frome Town Council employees are members of the Local Government Pension Scheme managed by Somerset County Council. When asked if SCC had an ethical

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strategy regarding the investment of the fund, the Funds and Investments Manager confirmed that whilst it had been discussed and debated numerous times the SCC Committee with the delegated authority and responsibility for investments has consistently decided that they will not have any ethical screens or exclusions on what fund managers can invest in.

The SCC pension fund is administered in house with regards to payments to retired members and the balance is invested by external fund managers such as Standard Life.

Funds are currently invested in a broad range of companies including large multinational tabaco and oil conglomerates.

FTC has an ethical investment strategy and as an employer, contributes to the employee's superannuation scheme. It is not recommended to withdraw the employer's contribution or move away from the LGPS as it is too complex and has numerous ex employees and retired staff who are existing members.

Recommendations

1. Write to the Chair of the committee Cllr Graham Noel, include a copy of FTC's Investment Strategy, and raise FTC's concerns at the lack of a SCC Ethical Investment Strategy and request that investment fund managers take into account ethical considerations when making decisions on investing pension funds
2. Propose to Cllr Noel, that a Cllr from FTC becomes a member of the SCC Committee which has responsibility for investments by the scheme

10 For Decision – To allocate funding for the relocation of the J W Singer WW1 statue of a soldier

Author: Administration Officer

Summary

In November 2013 I helped form a group to co-ordinate any events that were to be held in the town to commemorate this year the centenary of the outbreak of WW1. The final group was Humphrey Barnes of the Memorial Theatre, Sue Bucklow of Frome Museum, Jane Norris of the Frome Branch of the Royal British Legion and Cllr Nick White. From our first meeting our clear focus became the possibility of relocating the J W Singer statue of a WW1 soldier from his current location at Tyco on the Marston Trading Estate to a more central location. It quickly became clear that the Memorial Theatre would be the most suitable location due to its current focus for remembrance services.

Since November we have been liaising with Tyco to get their permission for the statue to be relocated, this took a number of months to be confirmed.

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Purpose of the report

Since Tyco have agreed to loan the statue practical plans have been moving forward for the relocation. Mrs Angela Yeoman who had the statue moved to its current site at Tyco has very kindly agreed to arrange the move to the Memorial Theatre and cover its associated costs. In addition Frome Reclamation has very kindly agreed to donate flag stones that will be used to rebuild the memorial for the soldier to stand on top of.

However there are still some elements of the relocation that will have associated costs and will require funding. These are:

1. Supply and installation of a stone plinth and paving
2. 4 x uplighters for security purposes
3. CCTV installation

Frome Rotary Club has generously donated £500 towards these costs and Selwood Rotary as well as Frome Lions has been approached to match fund this donation.

Humphrey Barnes of the Memorial Theatre has had confirmation from local builder Peter Scholefield that he will oversee the project. At the time of writing we do not have an agreed price however I hope to have this in time for the meeting. Michael Cole, Manager for the Memorial Theatre is contacting a local stone mason for a quote for the stone plinth for the statue to stand on.

It is estimated that a maximum of £3000 will be required to complete this project. It is proposed that this will come from the Town Events budget and that could be FTC's financial contribution to the commemorative event.

Recommendation

Allocate a maximum of £3000 towards the completion of the relocation site for the statue of the WW1 soldier.

11 For Decision – Improving the infrastructure to support tourism

Author: Economic Development & Regeneration Manager

Summary

This report seeks Councillors' support for a strategy to improve infrastructure that will support tourism in Frome. As referred to in agenda item 7 the proposal is to utilise a £38k s106 agreement contribution relating to the former Mendip Lodge Hotel site, and £10k of grant aid from Mendip Tourism.

Background

Promoting and developing Frome as a visitor destination is an important way of supporting the town's economy through the generation of additional footfall and trade. Over the last 12 months, our focus has been on supporting town centre events such as the Frome Independent, Frome Festival and Carnival, the development of a Frome App and PR within national press and magazines. Frome's reputation as a

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destination is growing as a result but more needs to be done to create the right in situ infrastructure to support tourism.

Strategy

The proposal is that we implement a comprehensive package of measures that will improve the customer journey from initial awareness of Frome as a destination to their experience when they arrive here. That package will include:

- *Awareness raising and online information* - Further development of the content on the Discover Frome website – a new destination website that will be launched at the end of June and further development of the Frome App
- *Improving first impressions on arrival* – at a key arrival point – the Cattle Market car park – a key objective within the Neighbourhood Plan. At present the perception of driving into the Cattle Market car park is poor. The area is poorly maintained and there is little in the way of positive first impressions to excite visitors. Improvement will be achieved by creating a fruit tree-lined avenue between the Cheese & Grain and the Information Centre in Library using trees in pots uniquely manufactured in Frome from recycled plastic.
- *Encouraging people to explore our historic shopping streets and their independent shops and market stalls.* Once people have arrived and their first impressions are positive we want to improve signage in the Cattle Market car park with large images of popular streets such as Catherine Hill and Cheap Street, inset maps showing where they are located and a QR code for the Frome App. This signage will be piloted on the currently blank rear walls of the Police Post/Market Store/WCs in the car park. This will be complemented by literature with a particular focus on independent shopping and markets that people can pick up in the Information Centre
- *Improving the experience for people using the town centre* – through improved public realm and seating areas in the Market Place – for which funding has already been committed as part of our Town Centre Remodelling project and the plan is to start construction in August this year.

It is proposed that with the exception of the Market Place work, this package is funded utilising the s106 agreement contribution relating to the former Mendip Lodge Hotel site (£38k) and grant aid from Mendip Tourism (£10k)

Subject to agreement with District Councillors, Mendip District Council and Mendip Tourism, the proposal is to complete this work in September 2014.

Recommendations

1. Agree to the package of measures set out in this report
2. Consult with relevant District Councillors and Mendip District Council to secure their support for the use of the £38k s106 agreement contribution relating to the former Mendip Lodge Hotel site for these purposes
3. A formal application to Mendip Tourism for £10k of funding to support this initiative

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4. Write to MDC requesting their contribution to this project is improving maintenance of Market Yard and other car parks in the town and utilising more of the net income they receive from car park charges for this purpose

12 For Decision – Dog Control Orders

Author: Outside Services Administration Officer

Summary

Public consultation regarding the future implementation of Dog Control Orders (DCOs) was sought with notification of the consultation communicated via the FTC website, Facebook page, an article in the Somerset Standard and posters at all FTC sites. The public were given the opportunity to respond by completing the survey online or by completing hardcopies which were available throughout the consultation period from the Palmer Street Office and the Information Centre at the library.

107 people responded to the survey and the results summarised as:

- 83.2% were in favour of a DCO requiring owners/handlers to clear-up after their dogs
- 68.2% were in favour of a DCO requiring dogs to be kept on leads at all times in Victoria Park
- 84% were in favour of DCOs which barred dogs from areas where there is play equipment
- 83.2% were in favour of a DCO requiring dogs to be put on leads on other FTC sites at the request of authorised persons (e.g. Outside Services staff when grass cutting)

Several members of the public took the opportunity to comment either on social media or on the consultation paper; in both cases the issues raised/comments made were similar. The most common comments were:

- Dog issues are caused not by badly behaved animals but by negligent owners
- DCOs would only provide an effective deterrent if they were adequately policed
- DCOs on FTC land will not tackle the wider issue of the fouling of highways/footpaths

Next Steps

To proceed with DCO's, we must decide when the order will come into force and liaise with the Neighbourhood Police Team to confirm we have followed procedure correctly.

Recommendations

1. Proceed with DCO's on FTC land as follows:
 - All owners to clear up after their dogs
 - All dogs to be kept on a lead at all times in Victoria Park
 - No dogs allowed in areas where there is play equipment

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- Dogs to be put on leads on other FTC land at the request of FTC staff or the police
- 2. Liaise with the local police to implement DCO's as soon as possible and by the end of July at the latest

13 For Information – Health and Safety Update

Author: Grounds & Properties Manager

Summary

FTC has a variety of functions which are covered by legislation. The following is a brief summary of works carried out since 9 October 2013.

Works carried out

- There is still one outstanding claim on the Council concerning the Mary Baily play area, this is currently being dealt with by our insurers who have commended the outside services on the excellent state of the play area
- The various electrical installations in the park have been tested and remedial works carried out to ensure they are compliant
- The toilets cleaning has been up graded with the installation of a water heater set to the correct temperature recommended for this purpose
- Fire evacuations have been undertaken in both the parks office and the main office
- There have been no accidents reported to staff since the last meeting

14 The next meeting will be at 7pm on Tuesday 5 August, Saxonvale Centre

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4 c. To consider and approve the minutes of the last meeting held on 9 April 2014

Draft Minutes of a meeting of the Internal Affairs Committee		
Wednesday 9 April at 7pm Saxonvale Centre, Garsdale, Frome. BA11 1RZ		
Present: Councillors: Pippa Goldfinger (Chair) ; Peter Macfadyen; Mel Usher Alex Shingler (Deputy Mayor for Young People)		
In attendance: Peter Wheelhouse (Economic Development & Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Simon Woollen (Grounds & Properties Manager), Jane Llewellyn (Planning & Development Officer)		
Minute Ref	Agenda Item	Action
2014/14/IAC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</p> <p>Frome resident Patrick Abrahams addressed the meeting to inform them of a project, Frome Men’s Shed. It is a charity organisation targeted at elderly men to feel at home, share resources and skills, based on community projects. Skills include carpentry and electrics. Although aimed at men it does include women and children of all ages. Mr Abrahams had contacted Ruth Knagg, FTC’s Community Projects Officer regarding potential sites including Badcox toilets. He was also working with other groups in the town, including the WI.</p> <p>He believed that Men’s Sheds was a project that was good for overall health, and would like FTC’s support and help finding sites. He asked FTC to encourage people who can help to get in touch with him and provided his contact details on a handout.</p> <p>FTC advised him to contact Active & In Touch and Edventure who might be able to help. Various sites in the town for premises were discussed and Simon Woollen, FTC’s Grounds and Properties Manager suggested the greenhouse at Victoria Park could be a suitable site.</p> <p>Mr Abrahams was advised there were grants available for such projects including from FTC.</p>	
2014/15/IAC	<p>2 a. APOLOGIES</p> <p>The Chair formally opened the Council meeting at 7.15pm and apologies of absence were received from Cllrs Eliot and Hudson and</p>	

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	Cara Honey (Mayor for Young People).	
2014/16/IAC	2 b. DECLARATION OF INTERESTS None was received.	
2014/17/IAC	2 c. MINUTES The minutes of the Internal Affairs Committee meeting held on 4 February 2014 were approved as a true record of the meeting and signed by the Chair.	
2014/18/IAC	3 A QUICK REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME Health and Safety - The RFO gave an update on an insurance claim received regarding the incident in Victoria Park in May 2013, which is being dealt with by FTC's Insurance Company. The RFO presented the Internal Financial Controls document which the External Auditors commented was good practice for the internal controls of the Council to be fully documented and informed Cllrs that it will be periodically reviewed. Cllr Macfadyen proposed that the register of Mendip District Council decisions (Mendip Watch) be made public.	JW
2014/19/IAC	4 FOR DECISION - THE ETHICAL DECISION MAKING MATRIX – REVIEW AFTER THE FIRST YEAR The RFO gave Cllrs an update of the Ethical Decision Making Matrix and advised that officers are making decisions in line with the Matrix. Cllr Macfadyen asked if it was steering the Council in the right direction, and it was agreed that officers were using the matrix in the decision making process and were comfortable decisions are being made correctly in the full light of scrutiny. It was agreed to a review should be in one year. The recommendation was to note there was more to be done in this area and FTC should continue to use the matrix. Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.	JW
2014/20/IAC	5 FOR INFORMATION - UPDATE ON THE FTC WEBSITE The Economic Development & Regeneration Manager gave a verbal	

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	<p>update on the progress of the new website and stressed the importance of proper testing before going live in May.</p> <p>Cllr Usher requested a presentation to members and to invite Frome’s District and County Cllrs before the launch so they can comment on the design and content before the site goes live. The EDRM agreed that was important, and after his meeting with developer the following day he would advise Cllrs of a suitable date before the Annual Town Council meeting on 21 May.</p> <p>The EDRM confirmed that The Mayor and Deputy Mayor for Young People & have a “slot” on the website.</p> <p>The EDRM confirmed that the Community Database was continuing to develop.</p>	PWh
2014/21/IAC	<p>6 FOR DECISION - EXTERNAL COMMUNICATIONS – PROPOSAL TO CONTRACT A JOURNALIST FOR ONE DAY A WEEK</p> <p>Cllr Macfadyen outlined the importance of communication through the media with the residents of Frome as this underpins the ethos of the Council.</p> <p>Alex Shingler, Deputy Mayor for Young People, commented that for the young people of Frome this was a really important means of communication.</p> <p>Cllrs asked that updates and decisions are posted the following day after Council meetings on Facebook and the website and details of upcoming items in meetings should also be posted on Facebook in plain English over and above the agenda.</p> <p>The recommendation was to extend the pilot and employ Common Sense Media for the period April 2014 to end March 2015 on a one day a week basis at the same rate and utilise the Marketing budget for this purpose.</p> <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	
2014/22/IAC	<p>7 FOR DECISION – INTERNAL AUDIT AND FINANCIAL UPDATE AT 31 MARCH 2014 INCLUDING INVESTMENTS</p> <p>The RFO presented the provisional financial position of the FTC at the end of the 13/14 financial year. Members were updated following the repeal of S.150 (5) LGA 1972 that a method of BACS payments to suppliers had the Internal Auditors approval for</p>	

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	<p>It was noted that The Landscape Group had been invited to attend a future IAC meeting and it was asked if this invitation had been accepted.</p> <p>The RFO clarified the expenditure would come from the Outside Services salary budget and not the existing community open spaces budget.</p> <p>Members asked that the Grounds & Property Manager monitor the contract closely and reports back to the last IAC meeting before Christmas.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Agree a one year contract with TLG with contractual arrangements and monitoring carried out by the Grounds and Properties Manager 2. The Grounds and Properties Manager to report back to IAC in Autumn 2014 to enable a review of the contract 3. To vire £5000 from the Outside Services salary budget to the Community Open Spaces budget. <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	<p>SW</p> <p>SW JW</p>
<p>2014/24/IAC</p>	<p>9 DATE OF NEXT MEETING</p> <p>The next meeting will be at 7pm on 11 June 2014, Saxonvale Centre.</p>	
<p>The Chair closed the meeting at 8.20pm</p>		