

# **FROME TOWN COUNCIL**

*making Frome a better place*

## **ANNUAL FROME TOWN COUNCIL MEETING**

**Wednesday 21 May 2014, 7pm**

**Assembly Rooms, Christchurch Street West, Frome. BA11 1EB**

Members of Frome Town Council are:

Dave Anderson; Eve Berry; Adam Boyden; Carole Bullen; Graham Burgess; Adrian Dobinson;  
Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Peter  
Macfadyen; Dickon Moore (Chair); Helen Sprawson-White; Helen Starkie;  
Mel Usher; Nick White  
and  
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

### **AGENDA**

1. Questions, comments and information from the public and county and district Cllrs
2. Presentation from Gavin Ball, Head Teacher at Frome College
3. Election of the Town Mayor and Deputy Town Mayor
4. Apologies for absence, declaration of members' interests and minutes from the last meeting on 19 March 2014 and the most recent committee meetings
5. A quick update on previous actions and a look at what is coming up
6. Consider minor changes to the Council's Standing Orders
7. Decide which Cllrs sit on which committees and who will be the Leader of the Council
8. Receive for information only the Calendar of upcoming meetings to May 2015
9. Decide whether to acquire the Social Services Building to establish a Frome Community Hub
10. Presentation of the new websites – Frome Community and Discover Frome
11. Agree the Annual Return for year ended 31 March 2014
12. Appointment of Play Innovation to supply and install Multi Use Games Area
13. Update on the negotiations around taking on the lease of the Showfield
14. The next meeting will be at 7pm on 23 July 2014, Assembly Rooms

Yours sincerely



Paul Wynne, Town Clerk  
Frome Town Council, 5 Palmer Street, Frome. BA11 1DS  
14 May 2014

# **FROME TOWN COUNCIL**

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## **AGENDA**

- 1. Questions, comments and information from the public and county and district Cllrs**
- 2. Presentation from Gavin Ball, Head Teacher at Frome College**
- 3.**
  - a. To elect the Town Mayor**
  - b. The new Mayor to sign the Declaration of Acceptance of Office**
  - c. The new Mayor will address the Council and present the Past Mayor's Badge to the former Mayor**
  - d. Election of the Deputy Town Mayor**
- 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 19 March 2014**
  - d. To receive for information the minutes of the last Internal Affairs Committee meeting**
  - e. To receive for information the minutes of the last External Affairs Committee meeting**

# FROME TOWN COUNCIL

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## 5. A quick update on previous actions and a look at what is coming up

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Frome Community Hub	2014/23	FC	19/03/2014	Paul Wynne	On agenda	21/05/2014
MDC plans for Local Legacy Grant Scheme for 2014/15	2013/57	FC	24/07/2013	Paul Wynne	Matthew Cheney (MDC Officer responsible) will be addressing IAC on 11 Jun	11/06/2014
Southfield Farm pedestrian access	2014/27	FC	19/04/2014	Peter Wheelhouse	Verbal update will be provided	21/05/2014
MDC Leisure Strategy and Frome Leisure Centre	2014/11	EAC/FC	26/02/2014	Paul Wynne	No response from MDC	
Review of standing orders		FC		Paul Wynne	On agenda	21/05/2014
Annual Return		FC		Jackie Wheeler	On agenda	21/05/2014
Sole managing trustee meetings		FC		Paul Wynne	Annual meeting of these trustees	23/07/2014
Annual Report		FC		Paul Wynne		23/07/2014
Precept Demand and agree Budget		FC		Jackie Wheeler		07/01/2015
Sign off Work Programme		FC		Paul Wynne		07/01/2015
Dispensation for Cllrs to vote on precept		FC		Paul Wynne		07/01/2015

**Key**

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

# FROME TOWN COUNCIL

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### 6. For Decision - Consider minor changes to the Council's Standing Orders

Author: Town Clerk

#### *Summary*

It is a requirement on an annual basis to review all chapters of the constitution including the Standing Orders. The Standing Orders give officers and Cllrs guidance on all matters from Council meetings to roles of each committee to financial matters.

In addition, the Standing Orders confirm the terms of reference of the committees and whether to appoint the Leader of the Council and their terms of reference.

#### *Background*

This report highlights the four proposed changes for this annual review of the Standing Orders and these are highlighted (italic and underlined) in the Standing Orders at Appendix 1.

The first occurs on page 14, section 19 'The role of the Leader of the Council'. In sub section a, points i – vii have been condensed and split into 'The Council delegates to the Leader of the Council the authority to' and 'The Leader Shall'. Secondly an additional point has been added which is point e, 'the leader may not alter the strategic direction of the Council or add or remove any project without the authorisation of the Council or the relevant committee'. This point has been added in order to give further clarification on the role of the Leader of the Council.

The third amendment occurs on page 18 section 28 'Matters to be resolved by Council'. Sub section q, 'annually review and propose changes to the Council's Constitution, policies and Strategic Plan' is an additional point to this section. The point had been moved from section 29 sub section e as the point relates more appropriately to the role of the Council as a whole rather than just to Internal Affairs.

The fourth amendment can be seen on page 19 section 29 'Terms of reference of committees and sub committees in sub section e 'The Internal Affairs Committee shall'. Here four points have been removed which are:

1. Determine fees and charges for services provided by the Council
2. Determine subscriptions to be paid by the Council
3. Manage and develop good working relationships with other Councils
4. Promote good practice

The reason these points were removed was because they are not specific to the role of the Internal Affairs Committee. Points 1 and 2 are responsibilities of the Proper Officer, points 3 and 4 are general points that should refer to all Cllrs and Officers.

Other formatting amendments have been made throughout the document, including changing all references from 'Chairman' to 'Chair'.

# FROME TOWN COUNCIL

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## *Recommendations*

1. Approve the Standing Orders as proposed at Appendix 1
2. Agree 'photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted with the Council's consent'

## **7. For Decision – Appointment of Committees and Leader of the Council**

Author: Town Clerk

### *Summary*

It is necessary to elect Cllrs to each of the Council committees. Any request for changes has been included in the proposed membership below.

The proposed membership of each committee is:

#### **Internal Affairs Committee**

Political balance: 6 (IfF):1 (Con):2 (LibDem)

Cllr Eve Berry  
Cllr Pippa Goldfinger  
Cllr Claire Hudson  
Cllr Peter Macfadyen  
Cllr Dickon Moore  
Cllr Helen Sprawson - White  
Cllr Helen Starkie  
Cllr Mel Usher  
Vacancy

#### **External Affairs Committee**

Political balance: 6 (IfF):1 (Con):2 (LibDem)

Cllr Dave Anderson  
Cllr Eve Berry  
Cllr Graham Burgess  
Cllr Adrian Dobinson  
Cllr Toby Eliot  
Cllr Tricia Golinski  
Cllr Damon Hooton  
Cllr Peter Macfadyen  
Cllr Mel Usher

#### **Planning Sub Committee**

Political balance: 4(IfF):1(Con):2(LibDem)

Cllr Carole Bullen  
Cllr Graham Burgess  
Cllr Pippa Goldfinger  
Cllr Tricia Golinski  
Cllr Damon Hooton  
Cllr Dickon Moore  
Cllr Helen Sprawson - White

The Chair of each committee will be appointed by the committee at its next meeting.

It is also necessary to elect the Leader of the Council. At the time of writing Cllr Usher has been proposed.

## *Recommendations*

1. To elect 9 Cllrs to the Internal Affairs Committee
2. To elect 9 Cllrs to the External Affairs Committee
3. To elect 7 Members to the Planning Sub Committee
4. To receive proposals for and to elect the Leader of the Council

# FROME TOWN COUNCIL

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## 8. For Decision – Calendar of meetings 2014/15

Author: Administration Officer

CLLrs will have already received the calendar of meetings for 2014/15 and approved them. Since then it has come to our attention that the elections will be held on Thursday 7 May 2015 which clashes with a Planning Sub Committee meeting.

### *Recommendation*

Move the Planning Sub Committee meeting from Thursday 7 May 2015 to either Tuesday 5 May or Friday 8 May 2015.



### Frome Town Council Calendar of Meetings 2014-15

5 Palmer Street  
Frome  
BA11 1DS  
01373 465757  
info@frometowncouncil.gov.uk

Members of the press and public are welcome to attend

Date	Committee	Venue	Time
May 29 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jun 11 Wed	Internal Affairs Committee	Saxonvale Centre	19:00
Jun 19 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jun 25 Wed	External Affairs Committee	Saxonvale Centre	19:00
Jul 10 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jul 23 Wed	Full Council	Assembly Rooms	19:00
Jul 31 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Aug 5 Tues	Internal Affairs Committee	Saxonvale Centre	19:00
Aug 21 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Sept 3 Wed	External Affairs Committee	Saxonvale Centre	19:00
Sept 11 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Sept 17 Wed	Full Council	Assembly Rooms	19:00
Oct 2 Thurs	Planning Sub-Committee	Saxonvale Centre	18:00
Oct 8 Wed	Internal Affairs Committee	Saxonvale Centre	19:00
Oct 22 Wed	External Affairs Committee	Assembly Rooms	19:00
Oct 23 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Nov 5 Wed	Full Council/Town Meeting	Football Club	19:00
Nov 13 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Dec 2 Tues	Internal Affairs Committee	Saxonvale Centre	19:00
Dec 4 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Dec 17 Wed	External Affairs Committee	Saxonvale Centre	19:00
Jan 7 Wed	Full Council	Football Club	19:00
Jan 8 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Jan 22 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Feb 3 Tues	Internal Affairs Committee	Saxonvale Centre	19:00
Feb 12 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Feb 25 Wed	External Affairs Committee	Assembly Rooms	19:00
Mar 5 Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Mar 18 Wed	Full Council	Assembly Rooms	19:00
Mar 26 Thur	Planning Sub-Committee	Saxonvale Centre	18:00

# FROME TOWN COUNCIL

*making Frome a better place*

Apr	1	Wed	Annual Town Meeting*	Assembly Rooms	19:00
Apr	8	Wed	Internal Affairs Committee	Saxonvale Centre	19:00
Apr	16	Thur	Planning Sub-Committee	Saxonvale Centre	18:00
Apr	29	Wed	External Affairs Committee	Assembly Rooms	19:00
May	7	Thur	Planning Sub-Committee	Saxonvale Centre	18:00
May	20	Wed	Full Council (Annual Meeting)	Assembly Rooms	19:00
May	28	Thur	Planning Sub-Committee	Saxonvale Centre	18:00

\*not a Council meeting

Copies of agendas, associated papers and minutes are available at [www.frometowncouncil.gov.uk](http://www.frometowncouncil.gov.uk) or ask at the Information Centre (located in the library)

## 9. For Decision - Decide whether to acquire the Social Services Building to establish a Frome Community Hub

Author: Town Clerk and Responsible Finance Officer

### *Summary*

At the last Council meeting in March it was decided to bring to this meeting the results of a structural survey and a valuation, an identification of sources of funding, an analysis of possible future uses and a costings plan showing running costs, potential income and a timescale.

These actions have been carried out and it is proposed to establish a Community Hub at the Social Services Building on Christchurch Street West. The Hub will serve the community long into the future. It is an exciting opportunity for the town, chimes with the enthusiasm and determination found in the community and solves the longstanding issue of Town Council accommodation.

In order to establish a Community Hub it is proposed to:

1. Acquire the property for a maximum of £325,000 from the County Council
2. Agree the financial requirements to restore the property
3. Agree the costings plan showing capital spend requirements and the on-going income and spend
4. Agree a loan for £550,000 from the PWLB over 25 years with repayments of £35,336 pa at a fixed interest rate of 4.16%. In order, to be confident that this project has community support, PWLB require evidence of public consultation and this will be carried out in the coming week

### *Discussion*

#### *Valuation*

The District Valuer has valued the building at £325,000. This is “the market value”. The valuation took into account the market conditions and the likely demand for the property, and its condition.

The County Council is willing to negotiate this figure. We may be able to reduce the purchase price by arguing successfully that the future services provided from the building will help deliver the County’s corporate objectives. For example, if we

# FROME TOWN COUNCIL

## *making Frome a better place*

committed to providing some services for young people, the County could consider these valuable and “commission” them from us by reducing the purchase price accordingly. In addition, it may also be possible to negotiate down the purchase price given the findings of the survey and the building work that is required to comply with Fire, Security and Disability requirements.

At the time of writing it is not possible to give any indication of how much less we could expect to pay and it is proposed that Council delegates the Town Clerk and RFO in consultation with the Leader of the Council to negotiate on its behalf and to acquire the property for a **maximum** of £325,000.

Some Councillors and some members of the public may feel that, as this was the old Rural District Council and Frome Town Council Offices and it was transferred to the county at no cost during Local Government Reorganisation in 1974, the building should be returned for nothing. This is understandable but at this stage and at officer level there appears to be limited enthusiasm from the County for this.

### *Structural Survey and financial requirements to restore the building*

The full structural survey is too big a document to send electronically but it is available on request either on paper or on a memory stick. In summary:

“The survey found no major defects or constraints which would prevent you from proceeding with your proposed purchase (and) sets out key points which should be considered before you proceed to purchase.” (page 8)

On the positive side these key points are:

- the building has stature and an historic link with municipal government in Frome
- it has been well maintained, has good thermal mass, many original features and scope for pay back energy efficiencies
- there are no significant structural defects
- there is no damp problem except in a localised area to the rear
- the original sash windows do not need replacing
- the roof is sound
- the Elliot building is in good condition
- there is good car parking

The building has however been a bit neglected in recent years. For example, some windows and sills need repairing and all need repainting, and some repointing and other external stonework is required. We will also need to invest in fire safety and DDA compliance, IT, security and heating. The survey includes an assessment of costs of the work that need to be done. Following further advice from the surveyor, Appendix 2 shows a more detailed list of the work required and phases the work required into three categories:

1. Prior to occupation - mainly related to damp control at the rear of the building, and DDA and fire safety compliance that we would have to carry out before occupation



# FROME TOWN COUNCIL

*making Frome a better place*

2. Within the first four years. These costs have been phased over the four years in the costings plan at Appendix 3 reflecting their urgency
3. Possible future work. Further investigation needs to be carried out in order to be able to price these works. The lift, secondary glazing, stone works and possible future heating costs have been placed in this category

## *Costings Plan – capital requirements and sources of funding*

The RFO has constructed a 5 year costings plan at Appendix 3. Please refer to this plan while reading this section. The plan shows the capital costs required: to purchase the building (identified as the maximum amount of £325,000), to pay legal fees and stamp duty; to repay the proposed loan; to pay for consultation and interior planning and design; to restore the building; and, a contingency.

If we get the interior design right, the Hub will become a vibrant and attractive centre and will be more successful. The work at the Engine Shed and County Hall in Bristol in recent months provides some indicators of good practice.

The costings plan proposes to take out a PWLB loan of £550,000 to buy and carry out building works required in the current financial year and 2015/16. Financing building works in years 2016-19 will come from establishing an EMR.

## *Costings plan – on-going costs and income based on future uses*

### *1. Income*

We have pitched the income conservatively at this stage and will be firmed up following community consultation and internal design planning.

The future uses of the space and the composition of the Community Hub are in the early stages of development and it is vital not to take too many early decisions, although I am sure we are looking at a building that can be loosely described as being open for business 15 hours a day 365 days a year.

I have had initial discussions with some public (and semi-public) sector organisations such as the Mendip CAB, the Registry Office, the Neighbourhood Policing Team as well as third sector groups such as Fair Frome, Active and in Touch, Frome FM, Frome Textile Workshop, Sustainable Frome and Home in Frome. To date, all have indicated they would be keen to explore further becoming part of the Hub.

Discussion with some private sector providers of office space has also indicated that there is a significant demand in Frome for small 1-2 person offices.

On this basis, the costings plan assumes there is a sufficient demand for rented space. The income streams are based on known market rents. The annual forecast income from the building is £55,250 pa.

# FROME TOWN COUNCIL

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Some community groups may not be in a position to pay full market rent and so it is proposed to establish an EMR from this year's council tax compensation grant to enable us to help local groups to pay the rent over the next five years (£23,000 pa) and this is shown separately at the end of the costings plan. The first tranche is proposed to support initial DDA compliance work in 2015/16 to give any local group the opportunity to become a partner in this project.

## 2. *On-going costs*

Annual costs are based on establishing a Development Trust which would mean that no rates are payable. Establishing a Trust to manage the Hub would also mean that more funding streams would be available. We could establish a trust similar to the Theodora Ann Le Gross Trust which is responsible for the Birchill allotments and North Parade and where FTC is the sole managing trustee. Establishing a Trust to be responsible for the Hub will also mean that the property will be secure for the community of Frome in perpetuity.

At this time, we want to let you know this seems a good way forward and needs further investigation. Any decision to establish a Trust would be taken by Council in the future.

Other costs such as utilities, maintenance and IT have been deducted from current office costs and based on advice from SCC. We have included an additional full time equivalent staff member to manage room bookings, provide a collective reception service, cleaning and caretaking. Costs are shown as £48,000 pa. The costs of these services for Palmer Street are £15,000 pa (which does not include the additional staff).

## 3. *The high level impact of the Hub on FTC's budget are described below.*

	<b>2014/15</b>	<b>Until March 2019</b>	<b>From April 2019</b>
On-going costs of Palmer St	£15,000	0	0
On-going costs of Community Hub		£48,000	£48,000
On-going income		(£55,250)	(£55,250)
On-going loan repayments		£35,336	£35,336
Annual building works EMR		£20,000	0
Total cost	£15,000	£48,806	£28,086
Additional impact of Hub on annual budget		£33,086	£13,086

From April 2019 onwards we forecast that the net cost of running the Hub will be £13,086 pa. This figure is the target for increasing annual income from rents, fundraising and cost savings. From April 2016 until March 2019 there will be a need to allocate £20,000 pa and establish an EMR in order to bring the building up to scratch.

# FROME TOWN COUNCIL

## *making Frome a better place*

In summary, the costings plan and the table above show that the impact on the corporate budget will be £33,086 for the next three years and £13,086 thereafter. We do not anticipate therefore that this will have an impact on the precept demand.

#### *4. Possible future works and sources of funding*

We do have an EMR for office relocation (which has a balance of £138,750). We have used this to fund the valuation and the survey. It is proposed that this is held back for the time being to provide an element of funding security for future works that are at present uncertain. These works are detailed in Appendix 2 and include investment in future DDA compliance (especially the lift), energy efficiency and renewable energy, heating system upgrade and stone work.

This report does not consider the financial impact of utilising the capital from the sale of Palmer Street. This is because Council decision over the future of Palmer Street has not been taken and the likely receipt from a sale is unknown.

#### *Timings*

Assuming agreement of the recommendations below, over the Summer period we shall carry out more detailed surveys as identified in Appendix 2, agree acquisition with the County, carry out public consultation, arrange the PWLB loan, commission professional support to help plan and design the Hub and firm up tenants.

Formal approval from Council to take out a PWLB loan will be tabled following public consultation in July.

A full project update will be provided at the Council meeting in November when it is expected further key decisions will need to be made.

The County Council is expected to vacate the building in February/March 2015, when contracts will be exchanged.

The Town Council offices will be established immediately along with those tenants who are ready to move in. Internal works will occur concurrently and the building will be fully let by the summer of 2015.

#### *Recommendations*

1. Establish a Community Hub at the Social Services Building on Christchurch Street West
2. Acquire the property for a maximum of £325,000 from the County Council
3. Agree the financial requirements derived from the building survey report to restore the property
4. Agree the costings plan showing capital spend requirements and the on-going income and expenditure
5. Agree, in principle at this stage, to take out a loan for £550,000 from the PWLB over 25 years with repayments of £35,336 pa at a fixed interest rate of 4.16%

# FROME TOWN COUNCIL

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6. Establish an EMR to support community groups physically access the building (following DDA compliance survey) and to help them afford their rental costs
7. Engage the community to design and plan the Hub
8. Delegate the Town Clerk and the RFO in consultation with the Leader of the Council to deliver the recommendations above
9. Present at the July Council meeting the results of the public consultation and formally agree whether to take out a PWLB loan
10. Update Cllrs of progress over the summer via the Clerk's Members' Update
11. Present at the November Council meeting a formal update on progress and next steps

## **10. For Information – Presentation of new websites**

Peter Wheelhouse, Economic Development & Regeneration Manager will give a presentation on the two new websites; Discover Frome and Frome Community.

## **11. For Decision - Agree the Annual Return for year ended 31 March 2014**

### *Purpose of the report*

To confirm the accounts stated on the Annual Return for the financial year 2013/14 at Appendix 4 present fairly the financial position of Frome Town Council. If any Cllrs would like any more detail on any element of the Annual Return please contact me.

### *Background*

The Annual Return's ten boxes compare income and expenditure during the previous two financial years, last year 2012/13 and this year 2013/14.

#### Box 1

Balances brought forward at the **start** of the financial years, the total of general and earmarked reserves at 01/04/12 compared to those at 01/04/13 an increase of £56k, largely expenditure committed from the previous financial year.

#### Box 2

Annual Precept for 13/14, a 2.8% increase of £27k, on 12/13.

#### Box 3

Total other receipts, a £409k increase in income for 13/14, PWLB Cheese & Grain redevelopment £500k, Council tax support grant £117k, Christmas Extravaganza Santander sponsorship £45k, Section 106 agreements plus other funding less PWLB for Garsdale land £265k (purchased in previous financial year).

#### Box 4

Staff costs increase of £3k.

# FROME TOWN COUNCIL

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## Box 5

PWLB repayments increase of £39k for purchase of land at Garsdale in 12/13 and a quarterly repayment of the Cheese & Grain redevelopment loan taken out in 2013.

## Box 6

Other expenditure comparing 13/14 to 12/13 increased by £348k, included C&G redevelopment £525k, , Christmas Extravaganza with Jenson Button £62k, Rodden Meadow land £20k and less Garsdale land purchase (as in 12/13) £265k.

## Box 7

These figures compare reserves at the **end** of the financial year, FTC's reserves increased by £100k made up of General Reserves £231,976 an increase of £7k and earmarked reserves of £737,195, an increase of £93k making total reserves of £969,171.

## Box 8

Total bank and investment deposits increased by £140k.

## Box 9

Total fixed assets reduced by £213k due to revaluation of the Council offices, purchase and disposal of other assets.

## Box 10

Total borrowings increased by £446k due to the PWLB taken for C&G redevelopment less annual capital and interest repayments.

## *Commentary*

Prudent officer budgeting and grant funding in 2013/14 has enabled the Council to establish additional earmarked reserves at year end including Youth Research & Further education £50k, Supporting youth activities £17k, Fair Frome £36k, The Dippy £17k and River Corridor £10k.

The Earmarked Reserves position as at 31/03/2014 can be seen at Appendix 5.

During 13/14 Section 106 agreement money held by the District was released following project approval which enabled the purchase of the additional land at Rodden Meadow and the completion of Mary Bailey Playing Field fencing, currently we are in the latter stages of obtaining £10k to add to the New Homes bonus £20k awarded to complete the River Corridor project.

FTC's Partnership and Community Grants budget supported over 50 Frome community groups and we held the first ever Participation Week.

The first phase of the remodelling the Market Place including the Boyle Cross was commissioned, and Frome Town Council became a front runner in producing their own Neighbourhood Plan.

# FROME TOWN COUNCIL

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In conjunction with Santander, the Council organised a fantastic Christmas Extravaganza with Jenson Button switching on the lights at an additional cost of £16.5k.

The adoption of an investment strategy focuses on ethical investments and the Council became the first corporate member for Mendip Credit Union.

Overall the financial situation remains healthy and the Council continues to be very active in investing in the town and residents of Frome.

The Annual Return has been agreed by the Internal Auditors and their report is at Appendix 6.

## *Recommendations*

1. Approve the Annual Return for year ended 31 March 2014 and instruct the Mayor to sign the following parts on behalf of Council:
  - *Section 1 Accounting Statements* to certify that the accounting statements fairly present the financial position of Frome Town Council at the end of the financial year 2013/14
  - *Section 2 Annual Governance Statement* that to the best of their knowledge the Council has ensured there is a sound system of internal control including the preparation of the accounting statements in place and boxes 1 – 9 are ticked to agree yes to the statements
2. To agree the Earmarked Reserves position as at 31/03/2014
3. To note that the Internal Auditors report approves the final accounts and the summary in the Annual Return

## **12. For Decision – Appointment of Play Innovation to supply and install Multi Use Games Area**

Author: Responsible Finance Officer

### *Purpose of the report*

To notify members of the intention to appoint Play Innovation as the contractor for the installation of the Multi Use Games Area in Mary Baily Playing Field.

### *Background*

Over the past year, we have been carrying out public consultation over the future of Victoria Park and have had a management plan produced as a result. This was presented at the last EAC meeting on 30 April. One of the first things we want to do is to build a MUGA.

Cllrs will be aware that FTC applied and was successful in an application to Sport England for a MUGA.

In order to complete the Sport England application three specialist MUGA suppliers were contacted and all provided quotes. The cheapest and best value quote was from

# FROME TOWN COUNCIL

*making Frome a better place*

Play Innovation and this formed the basis of the Council's application. Sport England's application guidelines were adhered to accordingly.

I emailed Cllrs on 1 May as I was concerned it could be necessary to seek approval for exemption from Financial Regulations because the contract would have been over the £60,000 threshold and would trigger the requirement to go out the tender (with sealed bids). However, I have since negotiated a reduction and received a revised quote from Play Innovation for the supply and installation of the MUGA which has come in under £60,000 and therefore we do not now require the contract to go through the Council's tender process.

Play Innovation will build the MUGA over the summer.

### *Recommendation*

Note that Play Innovation will be contracted to supply and install a MUGA in Mary Baily Playing Filed.

### **13. For Information – Update on Showfield discussions**

Author: Town Clerk

#### Summary

Cllr Boyden has been discussing with stakeholders possible solutions that will enable the lease for the Showfield to be transferred to FTC. Or, if that is not possible, how the s106 budget for improvements to the Showfield can be spent.

This is a fast moving subject and Cllr Boyden will provide further verbal information at the meeting.

### **14. The next meeting will be at 7pm on 23 July 2014, Assembly Rooms**

# FROME TOWN COUNCIL

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**4. c. To consider and approve the minutes of the last meeting held on 19 March 2014**

**Draft Minutes of a meeting of Frome Town Council**

Wednesday 19 March at 7pm  
Assembly Rooms, Christchurch Street West, Frome. BA11 1EB

**Present:**  
Councillors: Dave Anderson; Carole Bullen; Graham Burgess; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton; Claire Hudson; Peter Macfadyen; Dickon Moore; Mel Usher  
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

**In attendance:**  
Claire Wilson (Frome Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development & Regeneration Manager), Patrick Moss (Town Centre Regeneration Manager), Ruth Knagg (Community Projects Officer), Laura Poulton (Administration Officer)

11 members of the public

Minute Ref	Agenda Item	Action
<b>2014/16/FC</b>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>Rachel Bodle asked whether the wider community could be involved in the Town Clerk’s project approach in item 6. The Town Clerk agreed and noted that the list of sponsors was not exhaustive however at this early stage was primarily focused on officer contributions.</p> <p>A member of the public asked if FTC had considered the Public Office building as a suitable new location for the Police. The Town Clerk explained that he had spoken to the Police who were keen to retain a small site along Oakfield Road however there was a possibility of the Neighbourhood team having a base within the Public Office building.</p> <p>Cllr Hudson noted that the polling stations that used to be located at St John’s and the Drill Hall would now be held in the Assembly Rooms as a more convenient location.</p> <p>Cllr Hooton noted that the transfer of the Dippy could only happen once the disposal of the land has been formally advertised. With regard to the Showfield, negotiations with FROGS were still on going.</p> <p>The Town Clerk explained that MDC were holding a meeting to discuss leisure provision in Frome on Tuesday 25 March at the Assembly Rooms. He noted that Cllr Siggs had requested a Town</p>	



# FROME TOWN COUNCIL

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	<p>Cllr to sit on the panel and asked Cllrs if they would like to volunteer. Cllr Hudson expressed her disappointment in the fact that the meeting had been arranged without FTC's involvement. Cllr Eliot explained that he was unsure what the meeting was for as this had not been made clear enough so felt he was unable to be on the panel. Cllr Bullen suggested the Town Clerk asked Cllr Berry due to her interest in sport and leisure provision.</p>	<b>PWy</b>
<b>2014/17/FC</b>	<p><b>2 a. APOLOGIES</b> The Chairman formally opened the Council meeting at 7.03pm and apologies of absence were received from Cllrs Berry, Boyden, Starkie, Sprawson – White and White.</p>	
<b>2014/18/FC</b>	<p><b>2 b. DECLARATION OF INTERESTS</b> A declaration was received from Cllrs Bullen, Hooton and Hudson who have seats on MDC that their view on any items on this agenda as an FTC member were not necessarily those as their role as an MDC Cllr.</p>	
<b>2014/19/FC</b>	<p><b>2 c. MINUTES</b> The minutes of the Frome Town Council meeting held on 8 January 2014 were approved as a true record of the meeting and signed by the Chair.</p>	
<b>2014/20/FC</b>	<p><b>2 d. MINUTES</b> The minutes of the extraordinary Frome Town Council meeting held on 23 January 2014 were amended to reflect Cllr Burgess' comment in item 9 related to access in general and were then approved as a true record of the meeting and signed by the Chair.</p>	
<b>2014/21/FC</b>	<p><b>3 A QUICK UPDATE ON PREVIOUS ACTIONS AND A LOOK AT WHAT IS COMING UP</b> The previous actions and upcoming items for future meetings were noted by Cllrs.</p>	
<b>2014/22/FC</b>	<p><b>4 FOR DECISION – MARKET PLACE IMPROVEMENTS</b> Cllrs noted the paper.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Appoint IMA Transport Planning for detailed design of the Phase 1 works and tender and contract supervision</li> <li>2. Allocate a budget of £31,000 for detailed design and supervision of the works using the Town Centre Improvements earmarked reserve</li> </ol> <p>Proposed Cllr Burgess, seconded Cllr Goldfinger, agreed by</p>	<p><b>PM</b></p> <p><b>PM/JW</b></p>

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	majority.	
<b>2014/23/FC</b>	<p><b>5 FOR DECISION – CREATION OF A FROME COMMUNITY HUB</b></p> <p>The Town Clerk explained that SCC had approached FTC about the possibility of acquiring the building once Social Services had vacated the building. He explained that the building offered an exciting opportunity as a community hub as well as a base for FTC.</p> <p>Cllr Bullen requested that access is carefully considered if FTC were to take on the building.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Approve spend on a structural survey and a valuation to be sourced from Office Relocation EMR</li> <li>2. To bring to the next meeting a report identifying: <ul style="list-style-type: none"> <li>• The findings of the structural survey and the DV’s report</li> <li>• Possible funding sources for purchase and their revenue implications</li> <li>• A discussion on possible additional future uses to create a community hub</li> <li>• A business plan on running costs, potential income and timetable</li> </ul> </li> </ol> <p>Proposed Cllr Hooton, seconded Cllr Eliot, agreed unanimously.</p>	<b>PWy</b>
<b>2014/24/FC</b>	<p><b>6 FOR DECISION - THE PROJECT APPROACH TO DELIVERING THE FTC ACTION PLAN</b></p> <p>The Town Clerk explained that the approach had been developed to manage more coherently the number of projects that needed to be completed in 2014/15. The project approach had grouped projects under one of five headings; identifying a manager and a sponsor to enable smooth ways of reporting back and keeping track of progress. Therefore removing the fatigue of overlap for officers.</p> <p>Cara Honey, Mayor for Young People, asked to be a co-sponsor with Cllr Eliot for ‘Assisting Young People to deliver their goals’.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Adopt the project approach and expect a summary report on progress at the next Council meeting in May</li> <li>2. Identify a Cllr for each project team</li> </ol> <p>Proposed Cllr Hudson, seconded Cllr Goldfinger, agreed unanimously.</p>	<b>PWy</b>

# FROME TOWN COUNCIL

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<p><b>2014/25/FC</b></p>	<p><b>7 FOR DECISION - CALENDAR OF MEETINGS FOR CIVIC YEAR 2014/15</b></p> <p>The Administration Officer updated Cllrs as the Football Club had been confirmed as the venue for the Frome Town Council meeting on January 7 2015. She noted that the venue had been offered free of charge and FTC would only need to pay for catering.</p> <p>The recommendation was to agree dates and venues of Council and committee meetings for 2014/15.</p> <p>Proposed Cllr Eliot, seconded Cllr Hooton, agreed unanimously.</p>	
<p><b>2014/26/FC</b></p>	<p><b>8 FOR INFORMATION – UPDATE ON PLANS FOR THE ANNUAL TOWN MEETING</b></p> <p>Cllrs noted the paper.</p> <p>Cara Honey (Mayor for Young People) and Alex Shingler (Deputy Mayor for Young People) requested that they be allowed to give a presentation at the meeting. Cllrs agreed that this would be a welcome addition to the agenda.</p>	
<p><b>2014/27/FC</b></p>	<p><b>9 FOR INFORMATION – MDC DECISION TO AGREE THE PLANNING APPLICATION FOR HOUSING AT SOUTHFIELD FARM</b></p> <p>Cllr Burgess explained that FTC had tried to get an alternative pedestrian access point agreed as part of the application however the developers said the footpath along the main road was adequate. Since the planning application was approved £100,000 had been offered by the developer to add a pedestrian access at a later point. The Economic Development &amp; Regeneration Manager noted that a formal agreement had not yet been drafted. He and other FTC officers were trying to establish the scale of the contribution that could be secured and would inform Cllr of their progress.</p> <p>Cllr Usher suggested that FTC make contact with MDC with regard to when they will release money from the new homes bonus as the site at Southfield Farm would contribute a further £3 million for the new homes bonus.</p> <p>Cllr Hudson suggested a meeting be arranged with key people at MDC to inform them of what Frome needs and wants and then tie them to a commitment.</p>	<p><b>PWh</b></p> <p><b>PWh</b></p>
<p><b>2014/28/FC</b></p>	<p><b>12 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on 21 May 2014, Assembly Rooms</p>	

# FROME TOWN COUNCIL

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	Cllrs Hooton and Hudson gave their apologies for meetings scheduled between 2 & 26 April.	
The Chair closed the meeting at 8.21pm		

**4. e. To receive for information the minutes of the last External Affairs Committee meeting**

<p><b>Draft Minutes of a meeting of the External Affairs Committee</b></p> <p>Wednesday 30 April at 7pm Saxonvale Centre, Garsdale, Frome. BA11 1RZ</p> <p><b>Present:</b> Councillors: Dave Anderson; Eve Berry; Graham Burgess; Adrian Dobinson; Tricia Golinski; Peter Macfadyen; Nick White Alex Shingler (Deputy Mayor for Young People)</p> <p><b>In attendance:</b> Cllr Dickon Moore, Karen Deverell (Mendip YMCA), Caroline Wood (Frome Standard), Paul Wynne (Town Clerk), Peter Wheelhouse (Economic Development &amp; Regeneration Manager), Anna Francis (Energy and Recycling Officer), Ruth Knagg (Community Projects Officer), Tessa Hibbert (Community Projects Officer), Laura Poulton (Administration Officer)</p> <p>2 members of the public</p>
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Minute Ref	Agenda Item	Action
<b>2014/15/EAC</b>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>Rachel Bodle noted that the Transition Free Press was now available and to contact her at <a href="mailto:rachel.bodle@gmail.com">rachel.bodle@gmail.com</a>.</p> <p>Charles Wood noted that the allocation of the s106 agreement for the Showfield should not be held up by MDC despite the ongoing issue with the transfer of the site.</p>	
<b>2014/16/EAC</b>	<p><b>2 SHORT TALK FROM KAREN DEVERELL, MENDIP YMCA</b></p> <p>Karen Deverell is the Chief Executive Officer of Mendip YMCA.</p> <p>The organisation has supported Mendip since 1991 and is an autonomous organisation. Karen explained that Mendip YMCA has varying ways of providing support mostly to young people between the ages of 16-25 which include; working with a family mediation worker, emergency host family accommodation, resettlement support, homeless awareness in schools, deposit scheme, move on scheme, private rented sector work and a tenancy support worker.</p>	

# FROME TOWN COUNCIL

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	<p>Karen explained that Mendip YMCA runs the Frome Foyer which consists of twelve apartments and two emergency units. In addition they have sixteen flats in Frome and can provide fifty two bedrooms across Mendip. They also run Routes Café which is place for young people to hang out and access information, advice and guidance. Karen noted that the funding for the café would come to an end in 2015.</p> <p>The Mendip YMCA has a lease with the Frome Youth and Community Centre which Karen explained had been successful. She noted that they were in the process of assessing whether the centre could be viable into the future.</p> <p>The Economic Development &amp; Regeneration Manager asked Karen what the housing enquiry trend was and whether there was a need for more accommodation to respond to demand. Karen explained that affordability was becoming more of an issue and Mendip YMCA had helped people furnish flats, access food packs etc. She noted that housing benefit was relatively low in Mendip making it harder for young people to rent and there was a need to persuade social landlords i.e. Aster Homes to take on young people to allow accommodation to be freed up.</p> <p>Cllr Burgess asked if Mendip YMCA refer young people to private landlords. Karen explained that they work with eighty private landlords which had worked well partly due to the YMCA's deposit guarantee scheme.</p> <p>The Town Clerk asked what lessons had the YMCA learnt after taking on the community centre. Karen noted that it had been really exciting; they currently had eighteen different organisations working there. However it was difficult to maintain and the building needed repairs. She noted that they would like to be able to safeguard it for the future, increase the need and are in discussion with the owner, SCC, to find a way of keeping it a community resource.</p>	
<b>2014/17/EAC</b>	<b>3 a. APOLOGIES</b> The Chairman formally opened the Council meeting at 7.35pm and apologies of absence were received from Cllrs Hooton and Usher.	
<b>2014/18/EAC</b>	<b>3 b. DECLARATION OF INTERESTS</b> None was received.	

# FROME TOWN COUNCIL

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2014/19/EAC	<p><b>3 c. MINUTES</b></p> <p>The minutes of the External Affairs Committee meeting held on 26 February 2014 were approved as a true record of the meeting and signed by the Chair.</p>	
2014/20/EAC	<p><b>4 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b></p> <p>Cllr Dobinson arrived at 7.45pm</p> <p>Cllr Macfadyen enquired about the WW1 event in August. The Administration Officer explained that she and a group had been working to relocate the statue produced by J W Singer from its current location at Tyco on the Marston Trading Estate to the Memorial Theatre to make it the focus of remembrance. The group were planning to hold an event on 3 August, the day before the official outbreak of WW1, to unveil the soldier in his new home outside the Memorial Theatre and to mark the centenary of WW1.</p> <p>Cllr Golinski enquired about the status of the Carley Development Trusts' application to the DCLG. The Economic Development &amp; Regeneration Manager explained that it had been refused as DCLG felt a Community Right to Build order was unsuitable for a development as big as Saxonvale. He noted that a Neighbourhood Development Order may be more appropriate and FTC would be meeting with them to discuss the next steps. DCLG had also received objections to the Carley application from neighbouring landowners.</p> <p>The EDRM noted that Allan Bennett had been appointed as the Planning and Regeneration Apprentice and would begin work on 19 May. He would be completing a course in the Built Environment at the University of the West of England.</p>	
2014/21/EAC	<p><b>5 FOR DECISION – UPDATE FROM THE ENERGY &amp; RECYCLING OFFICER</b></p> <p>Anna Francis, Energy &amp; Recycling Officer, introduced her areas of focus in her new role.</p> <p>The first was energy – how to reduce demand, cost and emissions. She noted she would aim to do this through large scale solar panels, links with creamery for bio diversity, tree stations, link with Fair Frome to reduce energy poverty, start insulation campaigns, link with Edventure to communicate with the community, street wide approaches to solar and insulation and working within schools.</p>	

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	<p>The second was transport – reduce fossil fuel use. Anna’s aim was to reduce private car use, investigate setting up an electric car club, car share schemes, encourage cycling and set up cycle confidence classes. She noted that she planning a Green Energy fair on 14 September.</p> <p>The third was waste – reduce arising’s and increase diversion. Anna noted that a town that had introduced bins that were made to look like cows had increased recycling by 60%. Her other ideas were; reuse centres, clothes swaps, real nappies, reducing food waste, setting up a street bank (sharing tools) and linking with a new company to Frome Protomax who recycle any plastic into a new product.</p> <p>The recommendation was to approve the planned work for the year ahead.</p> <p>Proposed Cllr Burgess, seconded Cllr Berry, agreed unanimously.</p>	
<p><b>2014/22/EAC</b></p>	<p><b>6 FOR DECISION - UPDATE ON COMMUNITY AND OPEN SPACE PROJECTS INCLUDING THE COMMUNITY GRANTS SCHEME</b></p> <p><i>The Dippy</i> The Community Projects Officer noted that a meeting was being arranged to set up a volunteer committee to work with Outside Services team. Currently the Grounds and Properties Manager needed to obtain a right to work from MDC to allow the Outside Services team to work within the Dippy. Cllr Macfadyen asked that the Town Clerk write to MDC again to urge them to speed up the transfer of the land to FTC.</p> <p><i>Rodden Meadow</i> The Community Projects Officer noted that she had received the final plan from NVB and was now planning a series of events at the meadow. One such event was The Big Lunch on 1 June which would be to encourage people to come to the meadow more.</p> <p><i>Victoria Park</i> The Community Projects Officer noted that FTC had received £50,000 of funding from Sport England to install a Multi Use Games Area in Mary Bailey Playing Field. She explained a drainage expert was coming to assess the field and she was investigating whether there was s106 money available to spend on drainage. She noted that on 18 May the tennis club were having an open day and she would use this as a further consultation opportunity for the emerging idea for Victoria Park.</p>	<p><b>PWy</b></p>

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	<p><i>Showfield</i> Cllr Boyden had attempted to arrange a meeting between all parties. However MDC were not willing. However MDC did say they intended to ensure the money from the s106 agreement is spent, unfortunately not on all the recommendations from the consultation findings. Cllr Berry asked if there was a case for using the s106 money for securing the site from traveller camps. The Town Clerk suggested he and the Community Projects Officer arrange a meeting with the Agricultural Society to discuss a way forward.</p> <p><i>Henley Way</i> The Community Projects Officer noted that it was looking positive that the footpath would be open by the end of August and Network Rail was fixing the broken fence. Cllr Burgess requested that the Community Projects Officer ask Network Rail to reinstate the foot path that was behind the old gas works at Welshmill.</p> <p><i>Community Orchard</i> The Community Projects Officer noted that the Grounds and Properties Manager would be ordering more fruit trees soon.</p> <p><i>Walking and cycling routes</i> The Community Projects Officer explained that many of the priorities that had been identified could not be progressed until other organisations had completed their parts. Therefore the Town Clerk suggested that he, the Community Projects Officer, Cllr Burgess and Cllr Golinski meet to go through the priorities and identify ones that could be progressed sooner.</p> <p><i>Missing Link</i> The Community Projects Officer noted that this project had been held up by issues with the landowners. She explained that Sustrans were planning to complete their work in mid May.</p> <p>The recommendation was to approve the future work outlined in the report.</p> <p>Proposed Cllr Burgess, seconded Cllr White, agreed unanimously.</p>	<p style="text-align: center;"><b>PWY/RK</b></p> <p style="text-align: center;"><b>RK</b></p> <p style="text-align: center;"><b>PWY/RK</b></p>
<p><b>2014/23/EAC</b></p>	<p><b>7 FOR DECISION - FROME YOUTH SERVICES WORK</b> The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Commission an organisation(s) to deliver a basket of youth work provision across the town</li> <li>2. Re-commission Young People Frome to continue to provide support to the Mayor and Deputy Mayor for Young People and</li> </ol>	<p style="text-align: center;"><b>TH</b></p> <p style="text-align: center;"><b>TH</b></p>



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	<p>Youth Council from April 2014 to May 2015</p> <p>3. Support the Frome Twinning Association’s request to fund up to ten members of the Frome Youth Council to attend the planned trip to Chateau Gontier</p> <p>Proposed Cllr Burgess, seconded Cllr Berry, agreed by majority.</p>	<b>TH</b>
<b>2014/24/EAC</b>	<p><b>8 FOR DECISION – GRANTS SECURED BETWEEN APRIL 2013 AND MARCH 2014 WITH GREEN STRAND SUPPORT</b></p> <p>The recommendation was to note the report and expect a full review at the meeting in September.</p> <p>Proposed Cllr Golinski, seconded Cllr Anderson, agreed unanimously.</p>	
<b>2014/25/EAC</b>	<p><b>9 FOR DECISION – COMMUNITY TOILET SCHEME</b></p> <p>The Town Clerk explained the proposal to reduce the grant given to the participants of the scheme would allow them to improve promotion. He also noted that other schemes in the country have instead invested in the businesses to bring the toilets up to spec. Cllr White felt it would be ungenerous to reduce the money given to the organisations that are a part of the scheme. Cllr Burgess was unsure that a mystery shopper scheme would be looked upon favourably by the participants.</p> <p>Cllr Moore suggested the current stickers were misleading and as part of the new promotion the new stickers should make it clear that the toilet can be used for free.</p> <p>The Town Clerk, after taking on board Cllrs wishes to maintain the same level of grant, suggested he come back to the next meeting with a suggestion of which budget the additional money could come from.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Continue the Community Toilet Scheme within the allocated budget enabling a maximum of 8 business participants to be involved</li> <li>2. The level of grant remain at £500</li> <li>3. Each participant entering into an agreement requires them to display new signage prominently, cover running costs and insurance and maintain their toilets to a standard to be confirmed</li> <li>4. The establishment of a mechanism for feedback from the businesses and visitors</li> <li>5. An assessment of the quality of the toilets being offered</li> </ol>	<b>PWy/PWh</b>

# FROME TOWN COUNCIL

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	<p>through quality control</p> <p>6. Introduce a 'Best Toilet' award scheme</p> <p>Proposed Cllr White, seconded Cllr Burgess, agreed unanimously.</p>	<b>PWh</b>
<b>2014/26/EAC</b>	<p><b>10 FOR INFORMATION – NEIGHBOURHOOD PLAN UPDATE</b></p> <p>Cllr Burgess explained that he and the Planning &amp; Development Officer had recently attended a meeting at MDC. He noted that the next stage would be for MDC to arrange a public consultation and FTC would try to encourage this to be sooner rather than later. It was noted that the plan would be submitted to MDC at the end of July.</p>	
<b>2014/27/EAC</b>	<p><b>12 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on 25 June 2014, Saxonvale Centre</p>	
<p>The Chair closed the meeting at 9.28pm</p>		

**4. d. To receive for information the minutes of the last Internal Affairs Committee meeting**

<p><b>Draft Minutes of a meeting of the Internal Affairs Committee</b></p> <p>Wednesday 9 April at 7pm</p> <p>Saxonvale Centre, Garsdale, Frome. BA11 1RZ</p> <p><b>Present:</b></p> <p>Councillors: Pippa Goldfinger (Chair) ; Peter Macfadyen; Mel Usher Alex Shingler (Deputy Mayor for Young People)</p> <p><b>In attendance:</b></p> <p>Peter Wheelhouse (Economic Development &amp; Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Simon Woollen (Grounds &amp; Properties Manager), Jane Llewellyn (Planning &amp; Development Officer)</p>		
<b>Minute Ref</b>	<b>Agenda Item</b>	<b>Action</b>
<b>2014/14/IAC</b>	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></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>	

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	<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 &amp; 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 the FTC.</p>	
<b>2014/15/IAC</b>	<p><b>2 a. APOLOGIES</b></p> <p>The Chairman formally opened the Council meeting at 7.15pm and apologies of absence were received from Cllrs Eliot and Hudson and Cara Honey (Mayor for Young People).</p>	
<b>2014/16/IAC</b>	<p><b>2 b. DECLARATION OF INTERESTS</b></p> <p>None was received.</p>	
<b>2014/17/IAC</b>	<p><b>2 c. MINUTES</b></p> <p>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.</p>	
<b>2014/18/IAC</b>	<p><b>3 A QUICK REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</b></p> <p>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.</p> <p>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.</p> <p>Cllr Macfadyen proposed that the register of Mendip District Council decisions (Mendip Watch) be made public.</p>	<b>JW</b>
<b>2014/19/IAC</b>	<p><b>4 FOR DECISION - THE ETHICAL DECISION MAKING MATRIX – REVIEW AFTER THE FIRST YEAR</b></p> <p>The RFO gave Cllrs an update of the Ethical Decision Making Matrix and advised that officers are making decisions in line with the Matrix.</p>	

# FROME TOWN COUNCIL

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	<p>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.</p> <p>It was agreed to a review should be in one year.</p> <p>The recommendation was to note there was more to be done in this area and FTC should continue to use the matrix.</p> <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	<b>JW</b>
<b>2014/20/IAC</b>	<p><b>5 FOR INFORMATION - UPDATE ON THE FTC WEBSITE</b></p> <p>The Economic Development &amp; Regeneration Manager gave a verbal 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 &amp; have a “slot” on the website.</p> <p>The EDRM confirmed that the Community Database was continuing to develop.</p>	<p style="text-align: center;"><b>PWh</b></p> <p style="text-align: center;"><b>PWh</b></p>
<b>2014/21/IAC</b>	<p><b>6 FOR DECISION - EXTERNAL COMMUNICATIONS – PROPOSAL TO CONTRACT A JOURNALIST FOR ONE DAY A WEEK</b></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>	

**FROME TOWN COUNCIL**  
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	<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>	
<p><b>2014/22/IAC</b></p>	<p><b>7 FOR DECISION – INTERNAL AUDIT AND FINANCIAL UPDATE AT 31 MARCH 2014 INCLUDING INVESTMENTS</b></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 retrospective authorising of payments. At future IAC meetings members would be asked to spot check two invoices each from the payments over £500 schedule to audit.</p> <p>It was noted that a Connected Party form will be introduced in the new financial year and be applied to expenditure over £5000.</p> <p>Significant income &amp; expenditure was highlighted and discussed and committed expenditure explained.</p> <p>The proposed earmarked and provisional final general reserves figures to be presented to Council for approval including the general reserve figure increased by £7k compared to the start of the year were noted.</p> <p>An update on S106 agreements currently being progressed with MDC was noted.</p> <p>The RFO confirmed that the investments had been made in line with the council’s Investment Strategy.</p> <p>Cllrs requested a press release to formally congratulate staff on really good budgeting.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Note the council’s provisional financial position as at 31 March 2014</li> <li>2. Note the payments made over £500 since the last meeting</li> <li>3. Approve reinvesting £145k in Triodos and £125k in CCLA as these mature in consultation with the Chair of IAC</li> </ol>	<p style="text-align: center;"><b>JW</b></p> <p style="text-align: center;"><b>JW</b></p>

**FROME TOWN COUNCIL**  
*making Frome a better place*

	Proposed Cllr Macfadyen, seconded Cllr Usher, agreed unanimously.	
<b>2014/23/IAC</b>	<p><b>8 FOR DECISION - TO CONTRACT OUT SPECIFIC AREAS OF MOWING TO THE LANDSCAPE GROUP</b></p> <p>The Grounds &amp; Properties Manager presented a report and explained the benefits of the proposal to contract out the mowing of larger grassed areas of FTC owned land.</p> <p>Cllr Usher commented that, if joined up working with The Landscape group cannot be achieved and the standard of town centre cleansing does not improve, the role of the Town Council's Lengthsman needs to be revisited.</p> <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 &amp; Property Manager to 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"> <li>1. Agree a one year contract with TLG with contractual arrangements and monitoring carried out by the Grounds and Properties Manager</li> <li>2. The Grounds and Properties Manager to report back to IAC in Autumn 2014 to enable a review of the contract</li> <li>3. To vire £5000 from the Outside Services salary budget to the Community Open Spaces budget.</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	<p style="text-align: right;"><b>SW</b></p> <p style="text-align: right;"><b>SW</b></p>
<b>2014/24/IAC</b>	<p><b>9 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on 11 June 2014, Saxonvale Centre.</p>	
The Chair closed the meeting at 8.20pm		