

FROME TOWN COUNCIL

making Frome a better place

INTERNAL AFFAIRS COMMITTEE

Tuesday 6 August, 7pm

Saxonvale Centre, Garsdale, Frome. BA11 1RZ

Members of the Internal Affairs Committee are:

Toby Eliot (chair); James Godman; Pippa Goldfinger; Claire Hudson; Dickon Moore; Peter Macfadyen; 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 Apologies for absence, declaration of members' interests and minutes from the last meeting on 11 June 2013
- 3 A quick review of previous actions and what is coming up next time
- 4 A decision on what to do with MDC's grant related to changes in Council Tax benefits
- 5 The establishment of Frome Resource Centre for family and individual resilience
- 6 Installing a gate on Welshmill Road
- 7 The appointment of the One Frome co-ordinator
- 8 Updates from the Town Centre Manager on the website, the Frome app and Keep Frome Clean
- 9 How are car parks in Frome managed?
- 10 A brief update on payments over £500 made since the last meeting and other finance matters
- 11 The next meeting will be at 7pm on Wednesday 9 October at the Saxonvale Centre

Yours sincerely



Paul Wynne, Town Clerk,
Frome Town Council, 5 Palmer Street, Frome, BA11 1DS
30 July 2013

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Agenda

- 1 Questions, comments and information from the public**
- 2 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 11 June 2013

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3 A quick review of previous actions and what is coming up next time

| SUMMARY OF RESOLUTION | MINUTE NO. | CMTEE | MEETING DATE | RESPONSIBILITY | PROGRESS REPORT | Target Date |
|---|-------------|--------------------|--------------|----------------------------|---|-------------|
| Establish ethical decision making matrix | 2012/49/IAC | IAC | 05/09/2012 | Paul Wynne | | 09/10/2013 |
| Medical Practice s.106 agreement for trim trail fitness equipment | 2011/21 | IAC moved from EAC | 02/03/11 | Paul Wynne / Simon Woolfen | Slow progress being made | 11/6/13 |
| S106 Agreements | 2013/07 | IAC | 08/01/2013 | Jackie Wheeler | In progress | 09/10/2013 |
| Market Yard costs and income | 2013/09 | IAC | 08/01/2013 | Paul Wynne | On agenda | 06/08/2013 |
| Demolish building on Garsdale site | 2012/119 | FC/IAC | 12/12/2012 | Peter Wheelhouse | Demolition scheduled for 12/8/13 | 12/08/2013 |
| Proposal for working with FROGS | 2013/28 | IAC | 01/05/2013 | Sarah Hobbs | Sarah in discussion with FROGS over next steps at Welshmill | 09/10/2013 |
| Re directed bus route via Frome Medical Practice | 2013/37/FC | IAC/FC | 22/05/2013 | Karen Clements | Karen in talks with hospital and medical practice | 09/10/2013 |
| Annual rent figures for Badcox car park | 2013/42/FC | IAC/FC | 22/05/2013 | Paul Wynne | Received and now in negotiation with MDC over proposed rent | tbc |
| Grant from MDC | 2013/43/IAC | IAC | 11/06/2013 | Paul Wynne | On agenda | 06/08/2013 |
| Frome Town Council website | 2013/45/IAC | IAC | 11/06/2013 | Karen Clements | On agenda | 06/08/2013 |
| Christmas Extravaganza 2013 | 2013/46/IAC | IAC | 11/06/2013 | Karen Clements | On agenda | 06/08/2013 |
| Keep Frome Clean | 2013/47/IAC | IAC | 11/06/2013 | Karen Clements | On agenda | 06/08/2013 |
| Frome Participation Week | 2013/48/IAC | IAC | 11/06/2013 | Sarah Hobbs | On agenda (see item on grant from MDC) | 06/08/2013 |
| Co Op and Lloyds TSB investments | 2013/49/IAC | IAC | 11/06/2013 | Jackie Wheeler | On agenda | 06/08/2013 |
| Risk Register | | IAC | | Jackie Wheeler | | 09/10/2013 |
| Appointment of Internal Auditors | | IAC | | Jackie Wheeler | | 09/10/2013 |
| Cheese & Grain building project | | IAC | | Peter Wheelhouse | Progress of the project so far | 09/10/2013 |
| Allotments | | IAC | | Simon Woolfen | | 09/10/2013 |
| Discuss Work Programme and Budget | | IAC | | Jackie Wheeler | Recurring item as of 9/10/13 | 09/10/2013 |
| VP/MBPF consultation incl. Bowls & Tennis clubs | | IAC | | Sarah Hobbs | | 09/10/2013 |
| Expenditure Forecast | | IAC | | Jackie Wheeler | | 09/10/2013 |
| Frome Showfield | | IAC | | Paul Wynne | Progress report | 09/10/2013 |
| Internal Auditors Report | | IAC | | Jackie Wheeler | | 03/12/2013 |
| Finalise Work Programme and Budget | | IAC | | Jackie Wheeler | | 03/12/2013 |
| Annual Review of Risk Register | | IAC | | Jackie Wheeler | | 04/02/2014 |

Key

| | |
|--|------------------------|
| | overdue |
| | on going (on schedule) |
| | Action required |
| | Upcoming item |

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4 For Decision - MDC's grant related to changes in Council Tax benefits

Author: Town Clerk

Summary

This report recommends that FTC allocate the £117,000 grant from MDC related to changes in Council Tax benefit to three areas of work. First, to support vulnerable families and individuals. Second, to support training opportunities for young people in the town and third, to enable the Participation Week in November to go ahead as planned.

Background

At the last meeting I was asked to take advice over whether it is legal to offer a refund to each household in the town and to return to this meeting with further recommendations on whether to (a) devise a refund scheme to offer to households in the town, or (b) reduce the precept demand next year by £117,027 based on the certainty that it is in reserves, or (c) devise projects and plan to spend the grant this year.

Discussion

I received advice from the Financial and the Legal advisors at SLCC (the Clerk's Society). The consensus was that a decision by FTC to offer a refund to all Council Tax payers might be open to a legal challenge and it would probably be best not to take that risk which may be very expensive. Therefore, it is proposed not to explore this option further.

This leaves two options open to FTC: either reduce the precept demand next year by £117k (option b above) or devise projects this year that benefit the community (option c above).

My recommendation is that we do not reduce next year's precept by £117k. This is because we do not know whether this grant will be awarded again by Government to MDC; whether MDC will forward it to FTC if it does receive it; and whether there will be a Government imposed cap on increases to the precept.

In effect if FTC reduces the precept demand next year there is no guarantee that there will be a grant to compensate us. FTC could hold the grant in reserves until we do know the answers to the uncertainties above. However, if this year is anything to go by, it will be not until after we have submitted our precept demand in January 2014 before we know for sure. I suggest that this is too much of a risk.

Recommendations

For these reasons, it is recommended to allocate the grant to three projects, all of which are central to this Council's strategic objectives and that will benefit the most vulnerable parts of the community:

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- 1 £55,000 to support the parts of the community in greatest need, initially, by helping to establish a project in the town to support vulnerable people and families (see agenda item 5)
- 2 £55,000 to support training opportunities for young people in the town. The detail of this project will be brought to a future meeting for approval.
- 3 £7,000 to enable the Participation Week and the Community Fair to be delivered. This project has already been agreed but the £7000 will enable us to be confident that it will happen by contracting a local organisation to run it on FTC's behalf.

5 For Decision – Establishment of Frome Resource Centre

Author: Town Clerk

Summary

This report informs Cllrs of a new project to establish the Frome Resource Centre for Family and Individual Resilience. This project will be established under a new charity that will be funded by a private sector trust. This trust has committed £50,000 pa for three years. The arrangement has been put together by the Leader of the Council.

It is recommended that FTC contributes £10,000 pa for three years to the project. This would be paid for out of the £117,000 compensation grant received from Government via MDC following changes to the council tax benefit system discussed in the agenda item 4.

Background/discussion

This project is the result of the discussions held at External Affairs Committee on poverty issues and a subsequent meeting of poverty related organisations in the town. These meetings identified priorities that have been forged into a new project.

The Resource Centre for Family and Individual Resilience will complement the work of other agencies but would treat recipients as whole individuals and not just a single problem to be solved. It is also likely to run some very local and enhanced services around say a Frome Credit Union and Food Bank.

The centre would also be an advocate for individuals and would work closely with the soon to be established Frome part of the Mendip Family Project which will see 80 families receive enhanced help as part of the national Troubled Families Programme.

The first phase of the Frome Resource Centre will involve establishing the charity, making contact with service providers in the town and finding premises. This will be undertaken in September and early October.

To achieve this first phase it is proposed that a project worker is employed on a contract basis by FTC to establish the project. Thereafter the project worker will be employed by the charity. I have provisionally allocated £3,000 from the MDC

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compensation grant discussed in agenda item 4 for this purpose. All functions of the project will be covered by the charity once it has been established.

I will report back at the next meeting with a more detailed update on progress.

Recommendations

- 1 Note that a new Frome based charity called the Frome Resource Centre for Family and Individual Resilience is being established
- 2 For the Town Clerk to appoint an individual for three months at a cost of up to £3,000 to establish the charity, find premises, contact other agencies in the town and put together a business plan for a Frome Resource Centre
- 3 The Committee will be kept informed of progress during the autumn

6 For Decision – Welshmill Access Project proposal

Authors: Park Administrator and Economic Development & Regeneration Manager

Summary

This report sets out proposals for an innovative pilot initiative that would combine construction of a new access to the Town Council's holdings at Welshmill with training opportunities for local unemployed young adults. Approval is sought for expenditure totalling £16,000 utilising existing budgets to enable this work to proceed.

Background

The project aims to achieve the following:

- Installation of a new access to the sewer syphon at the Town Council's Welshmill Greenway site
- Training for 12 local, unemployed persons with 6 of those being selected for extensive additional training to enable them to become fully qualified for work within the construction sector
- To provide training leading to qualifications for 2 members of the Outside Services Team
- To promote an innovative new method of in-community training that can be sustained through similar projects in the future.

The project fully meets the Town Council's objectives for addressing local unemployment especially amongst young adults and developing their skills and knowledge. The proposal would also support local businesses and help build a sustainable future for the town.

The creation of a new access point from Welshmill Road is required to allow Wessex Water emergency access to the sewer syphon in the event of a blockage. It will also afford access to park staff to permit site maintenance. This access point has always been the first stage of implementing Phase II of the Welshmill Greenway project and will allow additional play equipment etc. once it has been installed. Planning

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permission to create the new access point from Welshmill Road was obtained in February 2013.

The training and qualifications

The project has been specifically developed to equip those with little or no employment experience and/or educational qualifications with sufficient training and qualifications to enable them to seek employment within the construction industry. Classroom and site-based practical learning will be combined with a continual programme of assessments. There is also provision to assist candidates with practical skills needed in the work market place e.g. producing a C.V.

The package of training on offer includes:

- CSCS Card – the basic qualification for working on any construction site
- NRSWA units 1 to 6 – These skill specific units cover everything from detecting underground pipes and cables to road surfacing
- NPORS - The industry standard for plant training
- NVQ – Practical assessments leading to a nationally recognised qualification, which allows candidates to go on to further training should they choose

In addition, the project offers the opportunity for two members of the Outside Services Team to attend for the NRSWA training at a saving of around £140 per unit per person (a total saving of £1400) on normal training prices.

Delivery

To deliver this project would require an agreement with Mindset Training, a Frome based training provider. Mindset would commission the construction work from Mack Civils & Construction Limited, a Frome based civil engineering business who have been directly involved in developing the training programme to ensure that it meets industry standards.

Working Links, Britain's only prime contractor delivering the government's Work Programme in England, Scotland and Wales have already interviewed and selected 12 candidates.

Mindset Training have provided all 12 candidates with an induction day followed by a 5 Day Course covering basic health & safety, manual handling and an introduction to basic small plant operations. All 12 candidates will be offered the opportunity to take the CSCS Card Test.

From these 12 candidates, 6 will then be selected to go forward to the Welshmill Access Project.

Mindset will stand the cost of the induction training and 5 day course for the 12 candidates.

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Working Links will offer support throughout the project and have pledged to provide a mini-bus for the duration of the project. They will also manage things such as the government training allowance payment to candidates and work to prepare candidates for making job applications etc.

Mack Civils will continue to work with Mindset and Working Links to ensure the training is fit for purpose. Currently they have 2 vacancies and will look to the candidates to fill those vacancies.

The Candidates have been made fully aware of industry requirements; they know for example that start time will be 6am and they have consented to undergo random alcohol and drug testing if required to do so. They have also expressed a commitment to the training and assessment schedule and demonstrated their commitment and suitability during the induction period.

Funding

In total it will cost £16,000 to fund this project. The proposal would be to fund this from the Community Open Spaces Maintenance budget (£8,000) and the Youth & FE Training budget (£8000).

Research has shown that £16,000 would be good value for money. If the work and training were commissioned from separate contractors it would cost the Council nearly £21,000. The following demonstrates this very clearly:

- Three quotes for installation of the new access were sought in the normal manner and the average price returned was £8906
- Prices for NRSWA training (blocks of units comparable with those being offered by the proposed project) were obtained from another Somerset based training organisation and were identified to be £716 per person
- Cost of NVQ training was researched online and Level 1 NVQ training courses were found to average at approximately £1250 per person
- Based on the above prices, training for 6 unemployed persons and the cost of works to facilitate the new access point would come to £20,702 if the contracts were placed separately

Opportunities for the future

The Welshmill Project could be just the start of an innovative and sustainable approach to tackling local unemployment and the shortage of qualified personnel within the construction industry. To this end it is hoped that the Welshmill Greenway Project will:

- Gain practical support from those in the construction industry e.g. by the loaning of plant machinery for future training courses
- Provide supporting evidence for future applications for grants and/or awards
- Encourage those planning similar construction projects to allow them to be used as a vehicle for future training courses

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Recommendation

Agree to expenditure of £16,000 to enable the Welshmill Access Project and associated training to proceed utilising existing budgets

7 For Decision - One Frome co-ordinator appointment

Author: Town Clerk

Summary

This paper updates Cllrs on how One Frome is developing and recommends that £7500 is now allocated each year for two years to employ a One Frome co-ordinator.

Background

It was agreed at Council on 3 October 2012 to endorse the proposals to establish a Frome Forum as a pilot for two years. Cllr Usher and I met with the MDC Deputy Leader on 24 May 2013 and it was agreed to progress this initiative. MDC CEO then contacted SCC CEO who is also happy to proceed.

The original paper has been amended to incorporate minor MDC proposals and this has been endorsed by MDC.

This forum will now be known as One Frome because there is already a Frome Forum run by Mendip Community Volunteering.

The main areas to note are:

- The first “familiarisation” session immediately preceded Council on 24 July, was considered successful and there was a consensus to proceed with One Frome.
- The original paper approved by Council on 3 October 2012 noted that a co-ordinator will need to be appointed to run a two year pilot. MDC have since agreed to contribute £7,500 to employ this post and this paper recommends that FTC match this. This post will be recruited jointly by FTC and MDC and will be managed on a day to day basis by me. There is sufficient budget in the salary budget to cover this.
- The next meeting will be planned for early Autumn and will consider how to improve the public realm. Further updates will be provided to Council over the life of the pilot.

Recommendation

Agree to allocate £7,500 to employ a part time co-ordinator to administer One Frome.

8 For Information - Updates from the Town Centre Manager

Author: Town Centre Manager

Website / Frome app

The redevelopment of the website(s) has been advertised in local press and directly to local developers including BOSON (the existing site developers). There has been plenty

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of interest. Closing date for submissions was 29 July and the website group will meet to consider them on 7 August.

The Frome app has been launched on Android and iPhone. It has been well received with positive comments and some useful suggestions which have been or will be incorporated. The app includes a Content Management System to allow it to be kept up to date in house. Signage has been produced with a QR code which can be scanned with a smart phone to give the links to download the app. This signage is placed in all car parks and other locations around the town.

Keep Frome Clean

Following recent meetings with the Landscape Group and Mendip officers the street cleaning standard for the town centre is now on the Keep Frome Clean page of the website. This includes maps of the high and medium intensity areas, descriptions of the expected standard and photographic examples from the DEFRA Code of Conduct. There is an invitation to the public to contact us if they have examples of the standard not being met.

FTC staff are checking the actual standard of cleaning daily at 9am which is the time by which the town centre should be clean. Photographic evidence is being collected and reported to Mendip for Stuart Finney to take up with the Landscape Group.

The necessity for a high standard of cleaning has been emphasised particularly in light of a number of high profile press trips that are in the pipeline.

Details are being finalised between MDC and the police to give the PCSOs the power to issue fixed penalty notices for dog fouling. The scheme will be publicised in the local press as a deterrent once in place. New dog fouling posters have been designed and are being distributed around the town and to the Dog Mess Free Frome Facebook group.

The Town Centre Manager will provide a verbal update on the Christmas Extravaganza 2013.

9 For Decision – Frome car parks

Author: Responsible Finance Officer

Summary

Frome Town Council has been concerned at the lack of investment from Mendip District Council in car parks in Frome particularly the Market Yard car park. Several months ago FTC requested a breakdown of the income and expenditure Mendip District Council incurred on car parks in Frome. This has now arrived and this paper considers FTC's next steps.

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Background

Mendip District Council has released the income and expenditure figures relating to the car parks in Frome Appendix 1.

The figures include a three year total and an indicative average annual cost based on the past three financial years. One area where the figures may be slightly distorted is the salaries and wages as MDC changed from an in-house enforcement team to one operated via Somerset County Council in 2012/13. In terms of the arrangement going forward MDC have the ability to vary the enforcement resource they use in car parks. MDC operates its car parks at a central level rather than apportioning budgets to individual towns and car parks. Each service in MDC has to bear a proportion of the overall corporate cost of running MDC, the Central Car Park costs is the car park's contribution.

Market Yard income and expenditure pa (360 spaces)

Expenditure

£104,220 Central Services (£62,959), direct costs (£41,261) includes non-domestic rates

Income

£230,155 £639.32 pa per space

MDC Profit

£125,935

MDC are running South Parade car park at a loss.

In light of these figures provided by MDC, FTC has suggested to take on the running of Badcox car park for a five year period at an annual rent of £3,900 pa as opposed to MDC's initial offer of £9,000 pa.

While it is accepted there will always be unavoidable direct costs in running car parks (80% of those being rates), the central services costs could be dramatically reduced if FTC were to take on the running of the car parks because FTC has much lower central service costs.

The Community Right to Challenge is now in effect. It enables communities to challenge to take over local services that they think they can run differently and better. The Right to Challenge could be used to run a wide range of local services.

Recommendations

- 1 To note the Car Park income and expenditure figures provided by MDC
- 2 Explore the opportunity of FTC challenging MDC to run Frome's car parks

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10 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 30 June 2013 is shown at appendix 2.

Income

Significant income received during April and May was HMRC (£62,441) VAT repayment for the 2012/13 final quarter. MDC S106 (£9,642) Tickleberry Fencing replacement, works scheduled for w/c 29 July. Lloyds interest (£600). Mount Community Association repayment of unspent grant (£600) awarded (£1,200) in 2012/13. Donation (£295) from Old Church School supermarket challenge winnings towards Town Centre Improvements. Young People Frome deposit error (£7223) into the town council account.

Monthly rent was received of £250 and £345 from Victoria Park Café and Palmer Street flat respectively, plus Information Centre sales of books, maps, souvenirs.

Expenditure

Aside from normal monthly running costs, significant expenditure in May and June included Public Works Loan Board (£36,400) interest and capital payments for four existing Cheese and Grain loans plus the first payment to the PWLB for the Garsdale land purchase. Partnership and Community support grants (£26,895) awarded to 21 groups plus funding for Young People Frome (£7223) and CAB (£7000). The ride on mower (£12,400) purchased from the SCC Community Enablement grant received in March.

The DCLG grant received in March was used as planned to recruit a PR company (£11998) to publicise Frome in the national press and magazines as a place to come and visit and to encourage new business interest. The Cheese and Grain development works tender process and pre works planning applications and associated costs (£15700). Frome's annual contribution to the MDC CCTV user group (£7752) and consultants on the Town Centre Redevelopment (£4400). Town office renovation architect fees (£3640).

Payments equal to or over £500 for the period 1 May to 30 June 2013 is shown at appendix 3.

Budget Savings

No significant budget savings were identified in May and June.

Reserves/Balance Sheet

The Balance Sheet at appendix 5 shows the deposits in the bank, this includes the repayment of Lloyds 90 day investment (£300,000) which has matured and is now deposited in the Lloyds Business account. Assets include VAT owed to FTC, less liabilities owed by FTC. Total reserves stand at £1,202,644 as at 30 June 2013.

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The General Reserve as at 01 April 2013 was £224,958. It should be noted that £10,000 of this is for the Town Team grant referred to above plus Full Council approval on 22/5/13 to take £20,000 from General Reserves for the Dippy. This leaves a balance of £15,000.

Section 106 agreements

FTC currently has three S106 agreements applications, for Open Space enhancement waiting MDC approval Showfield (£44,398.00) Locks Hill (£10,968.58) Sunnybank, Portway, (£11,785.62).

Investments

The Lloyds three month investment has matured and Co Op July 18th. Banks including Triodos, Unity, CCLA, Co Op, Lloyds, Handelsbanken and Ecology have been contacted with the intention of spreading the Town Councils investments. Information is currently being collated including interest rates and using the ethical matrix in order to spread investments.

Recommendation

CLLrs are asked to note the Town Council's financial position as at 30 June 2013.

13 The next meeting will be at 7pm on Wednesday 9 October at the Saxonvale Centre

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Draft Minutes of a meeting of the Internal Affairs Committee

Tuesday 11 June 2013 at 7pm
Rossetti House, Welshmill Lane, Frome

Present:

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

In attendance:

Cllr Damon Hooton, Cllr Peter Macfadyen, Caroline Wood (Somerset Standard) Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Karen Clements (Town Centre Manager), Laura Poulton (Administration Officer),

4 members of the public

| Minute Ref | Agenda Item | Action |
|--------------------|---|-----------|
| 2013/37/IAC | <p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC Cllr Eliot welcomed Cara Honey (Mayor for Young People) and Alex Shingler (Deputy Mayor for Young People) who were attending their first official FTC meeting in their new roles.</p> <p>Cllr Hooton informed Cllrs that the amended Steiner School travel plan had been sent out for consultation and an MDC Planning Board meeting will be held on 3 July.</p> <p>Cllr Hooton also noted that he had been contacted by Berry's, the local coach company, who were keen to publicise the launch of a seven day a week service to London.</p> | KC |
| 2013/38/IAC | <p>2 ELECTION OF THE CHAIR AND DEPUTY CHAIR Cllr Eliot opened the meeting at 7.15pm.</p> <p>Cllr Moore proposed Cllr Eliot as Chair, seconded Cllr Hudson, agreed unanimously.</p> <p>Cllr Eliot proposed Cllr Goldfinger as Deputy Chair, seconded Cllr Sprawson - White, agreed unanimously.</p> | |
| 2013/39/IAC | <p>3 a. APOLOGIES Apologies of absence were received from Cllrs Starkie and Usher.</p> | |
| 2013/40/IAC | <p>3 b. DECLARATION OF INTERESTS A declaration was received from Cllrs Hudson and Sprawson -</p> | |

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| | <p>White 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> <p>Cllrs Hudson and Sprawson - White declared a personal interest in item 8. Cllr Sprawson - White declared a personal interest in item 13</p> | |
| <p>2013/41/IAC</p> | <p>3 c. MINUTES</p> <p>The minutes of the Internal Affairs Committee meeting held on 1 May 2013 were approved as a true record of the meeting and signed by the Chair.</p> <p>The Town Clerk confirmed that the two pictures and the historic deed had been donated free to Frome Museum.</p> | |
| <p>2013/42/IAC</p> | <p>4 REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</p> <p>The Town Clerk noted that the Grounds and Properties Manager had submitted quotes for proposed work on the Showfield to MDC for approval. The Town Clerk noted that it will remain MDC's responsibility to maintain the Showfield.</p> <p>The Responsible Finance Officer noted that the s106 money for Tickleberry Alley had been received. She and the Community Projects Officer will be meeting to discuss the next areas s106 money could be used to benefit.</p> <p>The Town Clerk explained that no further response from Adam Savery with regard to the Market Yard Car Park had been received. The Responsible Finance Officer had been reviewing the figures previously sent and noted there are still significant gaps specifically with regard to staff overheads and fines. Cllr Hudson suggested submitting a Freedom of Information request and also offered to approach Adam Savery as a District Councillor. Cllrs agreed that Cllr Hudson should email Adam Savery requesting an explanation of the figures as well as for other MDC owned car parks in Frome and request an answer within 28 days.</p> <p>It was noted that the demolition of the old factory at Garsdale had been delayed mainly due to the necessity of removing two electricity meters; that no business rates had been paid so far and the latest estimate for demolition was July 2013.</p> | <p style="text-align: center;">Cllr Hudson</p> |

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| <p>2013/43/IAC</p> | <p>5 FOR DECISION - POSSIBLE USES OF A GRANT FROM MDC FOR £117,027</p> <p>Cllr Eliot clarified that the grant from MDC is to partially compensate for the 15% increase Frome residents paid in Council Tax. He also explained that the grant received this year may not be received in the future.</p> <p>A member of the public, David Taylor, was invited to speak. He suggested that if there were to be no constraints on how to spend the grant that FTC should explore how to assist those residents who are struggling financially. Cllr Macfadyen, as a member of the Poverty working party, was keen to explore this option further.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note that FTC has a received a grant of £117,027 from MDC related to the changes in Council Tax Benefits. 2. Note that all other town councils in Mendip District adopted the same low risk approach as FTC when setting their budget and precept amount by deciding to consider what to do with the grant if the grant was received. 3. Hold the grant in general reserve until a decision about how to use it has been made. 4. Take advice over whether it is legal to offer a refund to each household in the town. 5. Return to IAC in August with further recommendations on whether to (a) devise a refund scheme to offer households in the town, or (b) reduce the precept demand next year by £117,027 based on the certainty that it is in reserves, or (c) devise projects and plan to spend the grant this year. <p>Proposed Cllr Eliot, seconded Cllr Sprawson - White, agreed unanimously.</p> <p>Cllr Moore left the meeting at 7.40pm</p> | <p style="text-align: center;">PWy</p> |
| <p>2013/44/IAC</p> | <p>6 FOR DECISION - ETHICAL DECISION MAKING WORKING PARTY FINDINGS</p> <p>Cllr Eliot explained that the working party had initially looked into ethical decision making and that the matrix in the paper was the recommended approach.</p> <p>Cllr Hudson suggested that all Council staff are made aware of an ethos around ethical decision making. Cllr Sprawson - White also suggested that when new staff are employed they be informed of the Council ethos.</p> | |

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| | <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Adopt the matrix with immediate effect 2. Apply the matrix to FTC bank accounts, investments, credit cards within three months and return to IAC in October with recommendations. 3. Review FTC's grant application form using the matrix as a guide and refine it if need be in time for the final round this year. This will help us to encourage local organisations to take an ethical approach. 4. Include an ethical commentary in the Annual Report for 2013/14. 5. Investigate how to promote other ethically based organisations. 6. Review of the matrix to IAC in October. <p>Proposed Cllr Goldfinger, seconded Cllr Hudson, agreed unanimously.</p> | PWy |
| 2013/45/IAC | <p>7 FOR INFORMATION - WEBSITE UPDATE</p> <p>The Town Centre Manager explained that the internal website group had noted that there would be cross pollination between two websites; one designed for visitors to Frome and the other for residents. However, both would contain some information that would be of interest to either group.</p> <p>She explained that domain names had been explored and the recommendation was to secure frometowncouncil.gov.uk. She noted that the name of the website was not the most important thing as the majority of users find the website through a search engine.</p> <p>Cllrs agreed that the new website should be interesting, aesthetically pleasing and make information easy to find.</p> <p>A member of the public, Matt Sims, was invited to speak. He recommended that FTC do not advertise community websites as this could make the homepage cluttered and not user friendly.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Endorse the approach taken by the internal website group 2. Approach Boson and other website developers with finalised briefs for the new website development 3. Adopt the frometowncouncil.gov.uk website address <p>Proposed Cllr Eliot, seconded Cllr Goldfinger, agreed unanimously.</p> | KC |

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| 2013/46/IAC | <p>8 FOR DECISION - CHRISTMAS EXTRAVAGANZA 2013</p> <p>The Town Centre Manager noted that Sunrise were delivering the Christmas Extravaganza in 2013.</p> <p>The Town Clerk noted the Chamber of Commerce Chairman had expressed concern, on behalf of Frome traders, of the proposal to hold the Extravaganza on a Saturday as they felt this would affect their trade negatively.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Agree a service agreement with Sunrise Festivals to organise the Christmas Extravaganza for 2013, including sourcing additional external funding as necessary 2. Frome FM to be involved in the event via liaison with Sunrise Festivals 3. The Town Centre Manager acts as a contact point for Sunrise Festivals to provide information and receive planning and financial reports 4. This will be a one year trial to be reviewed in early 2014 <p>Proposed Cllr Goldfinger, seconded Cllr Eliot, agreed unanimously.</p> | KC |
| 2013/47/IAC | <p>9 FOR DECISION - UPDATE ON KEEP FROME CLEAN</p> <p>The Town Centre Manager confirmed that she had been speaking with Police Inspector Mark Nicholson following the Council meeting on 22 May. He was open to the idea of the PCSO's having the power to issue fixed penalty notices to anyone who did not clean up after their dog.</p> <p>Cllr Sprawson - White noted she had been speaking to the Enforcement officer at MDC who confirmed that if FTC were able to report to them the hotspots for dog fouling then they would be able to send enforcement officers specifically to those areas.</p> <p>Cllr Hudson enquired as to whether it would be possible to have poo bags available to take at bins to encourage dog owners to use them and have a map of where the bins are on the website. The Town Centre Manager noted that this is an option she is exploring with the Dog Warden at MDC.</p> <p>Cllr Hooton noted that when the street cleaning contract is taken over by The Landscape Group we should ensure that the areas that are meant to be covered by them are. Cllr Macfadyen noted that it would be good idea to report on the FTC website a schedule of when street cleaning is meant to be carried out for their</p> | <p>KC</p> <p>KC</p> <p>KC</p> <p>KC</p> |

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| | <p>information.</p> <p>David Taylor was invited to speak. He suggested that PCSO's should carry poo bags to hand out dog walkers giving them the opportunity to talk to dog owners and perhaps educate them about the importance of picking up after their dog. He also enquired whether horses were allowed to roam on places like The Dippy. It was believed that they were not.</p> <p>The Mayor for Young People, Cara Honey, raised a concern that at times horses on the Showfield are not always tethered and this could be dangerous as many school children use the Showfield as a route to and from School.</p> <p>The recommendation was to note the progress to date and endorse the next steps in the campaign.</p> <p>Proposed Cllr Eliot, seconded Cllr Sprawson - White, agreed unanimously.</p> | KC |
| 2013/48/IAC | <p>10 FOR DECISION - FROME PARTICIPATION WEEK</p> <p>The Mayor for Young People asked for the Frome Participation Week to have events that were accessible to young people in the town. This was considered a good idea and will be incorporated into the planning of the week. Cllr Macfadyen noted that in the twin town of Murrhardt they allow young people to have a week off school to enable them to help at the Summer festival.</p> <p>The recommendation was for Cllrs to endorse a series of lively and engaging participatory events across the town in the same week under the banner of 'Participation Week'.</p> <p>Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.</p> | SH SH |
| 2013/49/IAC | <p>11 FOR DECISION - INVESTMENT BANKS</p> <p>The recommendation was that, on maturity, future investments be delegated to the RFO in consultation with the Chair of IAC to invest and to spread the Town Council's reserves over three or more banks/building societies offering ethical and competitive investments in line with the Ethical Decision making matrix discussed at the meeting and Financial Regulations.</p> <p>Proposed Cllr Eliot, seconded Cllr Sprawson - White, agreed unanimously.</p> | JW |

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| 2013/50/IAC | <p>12 FOR INFORMATION - FINANCIAL UPDATE AND FORECAST</p> <p>Cllrs received for information:</p> <ul style="list-style-type: none"> a. Payments made (over £500 in value) since last meeting. b. A breakdown of Income and Expenditure as at 30 April 2013 c. Balance sheet and reserves as at 30 April 2013 <p>Cllrs agreed that they found it very useful to have a narrative for explanation of the three financial appendices.</p> <p>The Mayor for Young People queried how much funding there was for youth projects. The Responsible Finance Officer agreed to email a detailed breakdown of how much funding there was and what had been spent.</p> | JW |
| 2013/51/IAC | <p>13 FOR DECISION - ADOPTION OF SHOWFIELD CONSULTATION REPORT</p> <p>It was recommended that FTC adopted the Showfield Consultation report.</p> <p>Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.</p> | PWy |
| 2013/52/IAC | <p>14 DATE OF NEXT MEETING</p> <p>Tuesday 6 Aug 2013, 7pm at the Saxonvale Centre</p> <p>Cllr Goldfinger sent her apologies in advance of the next meeting.</p> | |
| The Chair closed the meeting at 8.25pm | | |