

FROME TOWN COUNCIL

making Frome a better place

INTERNAL AFFAIRS COMMITTEE

Wednesday 9 April 2014, 7pm

Saxonvale Centre, Garsdale, Frome. BA11 1RZ

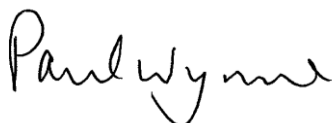
Members of the Internal Affairs Committee are :

Toby Eliot (chair); 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 4 February 2014
- 3 A quick review on previous actions and what is coming up next time
- 4 The Ethical decision making matrix – review after the first year
- 5 Update on the FTC website
- 6 External communications – proposal to contract a journalist for one day a week
- 7 Finance update including the year-end forecasts and internal auditors report
- 8 Contracting out large scale grass cutting on Town Council land
- 9 The next meeting will be at 7pm on 11 June 2014, Saxonvale Centre

Yours sincerely



Paul Wynne, Town Clerk,
Frome Town Council, 5 Palmer Street, Frome, BA11 1DS
2 April 2014

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- 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 4 February 2014**

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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	2013/44	IAC	11/06/2013	Paul Wynne	On agenda	09/04/2014
Frome Town Council website	2013/45	IAC	11/06/2013	Peter Wheelhouse	On agenda	21/05/2014
Explore the opportunity of FTC challenging MDC to run Frome's car parks	2013/63	IAC	06/08/2013	Patrick Moss	Patrick Moss and the Chamber of Commerce are discussing future options with MDC at present.	
Dog control orders	2013/74	IAC	09/10/2013	Caroline Stevens	The public consultation has started.	11/06/2014
Connected parties form	2014/8	IAC	04/02/2014	Paul Wynne	Produced and available for information	
Planning and Regeneration Apprentice	2014/12	IAC	04/02/2014	Peter Wheelhouse	Currently being advertised. Interviews are due to take place on 24 April	
Expenditure Forecast to date		IAC		Jackie Wheeler	On agenda	09/04/2014
Internal Auditors Report		IAC		Jackie Wheeler	On agenda	09/04/2014
Inform Park ward Cllrs and Mayor for Young People of the Victoria Park/Mary Baily strategy	2014/6	IAC		Ruth Knagg	To be done as the project progresses	
Write to the Secretary of State to progress taking over the running of MDC car parks	2014/6	IAC		Paul Wynne	Not progressed	
Internal Controls document	2014/8	IAC		Jackie Wheeler	Completed and will be available at the meeting	09/04/2014
Explore possibility of employing interns for specific projects	2014/12	IAC		Paul Wynne	On going	
Any accidents or other incidents related to health & safety since the last meeting (standing item)		IAC			Accident claim form received that is with the insurance company. Simon Woolen is carrying out annual fire training and emergency evacuation procedures in Palmer Street and Park office. Any subsequent actions will be addressed afterwards. Simon is also commissioning a H&S audit for Palmer Street and, again, any matters arising will be addressed.	11/06/2014
Review of financial regulations and committee terms of reference		IAC		Jackie Wheeler		11/06/2014
Appointment of Internal Auditors		IAC		Jackie Wheeler		05/08/2014
Work programme update, budget and expenditure forecast		IAC		Paul Wynne/Jackie Wheeler		08/10/2014
Risk Register		IAC		Jackie Wheeler		03/02/2015
External Auditors Report		IAC		Jackie Wheeler		

Key

- Overdue
- On going (on schedule)
- Action required
- Upcoming item

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4 For Decision - Review of Ethical Decision Making Matrix

Author: Responsible Finance Officer & Finance and Administration Apprentice

Summary

This report reviews the use and effectiveness of the Ethical Decision making matrix since its adoption in June last year. The review concludes that the matrix has influenced decision making for the good and recommends that the matrix remain unchanged and decision makers continue to use it.

Background

An Ethical Decision making matrix was approved on 13 June 2013 in order to support decision making when FTC is incurring cost, making investments and choosing suppliers.

A series of seven questions comprise the matrix.

These questions are:

1. Is the decision likely to incur costs in excess of £5000? If so, more investigation should be carried out to inform the decision.
2. Will the decision have a positive or negative impact on vulnerable people, locally as well as globally? If so, to what extent?
3. Will the decision have a positive or negative impact on future generations – economically, socially or environmentally? If so, to what extent?
4. Will the decision have a positive or negative environmental impact in the short term? If so, to what extent?
5. Will the decision have a positive or negative economic impact on local people? If so, to what extent?
6. Will the decision have a positive or negative impact on human rights? If so, to what extent?
7. Is FTC happy to do the sunlight test?

The agreed actions from the meeting last year are as follows:

1. Apply the matrix to FTC bank accounts, investments, credit cards within three months and return to IAC in October with recommendations
2. 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
3. Include an ethical commentary in the Annual Report for 2013/14
4. Investigate how to promote other ethically based organisations
5. Review of the matrix to IAC in October

This review has been delayed until now due to workload commitments. Otherwise the actions have been completed and an ethical commentary will be included in the Annual Report for 2103/14. We are promoting ethically based organisations via

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Facebook and displays in the office window. In addition the grant process help support and promote them too.

Review of the matrix

The matrix has been used to influence decision making reasonably successfully. Although reference is given to purchases of £5000 or above, officers now instinctively ask themselves the questions above. It is fair to say that it is rare for anyone to carefully follow the matrix for every decision. I think this would be too laborious.

However, I have noticed a distinct change in decision making since the matrix was adopted and highlight some decisions that have been made which illustrate this.

- FTC has changed electricity providers to Good Energy based locally at Melksham and the greenest energy supplier in the UK
- FTC has switched recycling suppliers from Veolia to locally based SITA following lobbying from the public of Veolia's involvement in transporting waste to Palestine
- Introduction of the Investment Strategy has been influenced by the matrix. For example we have invested FTC reserves in ethical banks, namely Triodos
- Purchasing an electric vehicle and reducing FTC's carbon footprint (prior to the matrix)
- FTC Community Projects grants supports applications from those who are creating projects that are environmentally friendly, local and support Frome as a community
- Grants scheme – encouraging community groups to work together with the new 'Partnership Grant' and the weighting used to make decisions reflects ethical considerations
- Use of local businesses wherever possible as suppliers including catering for meetings and local radio Frome FM for broadcasting
- Support Frome Car Club
- Introduced Community Toilet Scheme encouraging local businesses to support similar schemes in other countries whilst providing a service to those in Frome
- Supporting Fair Trade and using FT products in all offices and outside catering
- Setting up Fair Frome, supporting those in need in Frome

A carbon audit of FTC will also be carried out in this financial year and this will help us to make more informed decisions.

The Sunlight test

There are two decisions that we make regularly are around energy use and paper use. Heating the office is very expensive because it is a leaky building. We are hopefully moving offices this year which will help to address this. Cllrs receive all papers and extra papers are always available for the public and Cllrs like to receive all papers on paper rather than electronically so perhaps these types of decisions, although not really that ethical, can be comfortably submitted to the sunlight test.

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The sunlight test is perhaps the strongest mechanism in ethical decision making. If we as a Council find it difficult to defend a decision in public (i.e. in the sunlight) then we should question the decision. There will always be times when we have to use a product or commission a service that answers a “no” in the matrix. However, the sunlight test means that we are happy to defend it.

Recommendation

There is more to be done in this area and FTC should continue to use the matrix.

5 For Information - Website update

Author: Economic Development & Regeneration Manager

Over the last few months, there has been intensive work on the Frome Community and Discover Frome websites which will be linked together. Both will be launched at the Annual Meeting of Frome Town Council on 21 May and will undergo Beta testing prior to that presentation.

The Frome Community website will replace the existing Frome Town Council website and will comprise:

- ‘An Essential Guide To Living In Frome’ with a wide range of useful information for local residents
- Information on community projects
- Information on Frome Town Council and the other tiers of local government
- A community database (which will develop over time)

Discover Frome is designed to promote Frome as a visitor destination.

The chosen platform for both websites is Wordpress – which makes maintenance and expansion straightforward. The websites will be responsive i.e. they will be optimised to display across a range of devices.

6 For Decision – External Communications

Author: Town Clerk

Summary

This report informs Cllrs of the results of a pilot to increase FTC’s local media profile and recommends that it be extended until March 2015.

Background

During the autumn of last year I was asked by the Leader of the Council and the Chair of External Affairs to investigate how we can further raise the profile of the Council’s work. Our media coverage was OK, it could be better.

FTC’s continued work in engaging the community is all about communication and providing information.

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Within the context of limited staff resources and expertise in this area, we explored various options to raise FTC's profile including receiving quotes from four local media and communication organisations (this process was led by the RFO and followed Financial Regulations). Following discussion with the Leader and the Chairs of both committees, it was decided to run a short pilot project with Common Sense Media (CSM), which was already leading on the organisation of the Christmas Extravaganza, to explore whether a higher profile could be achieved.

The decision was made to utilise Common Sense Media for several reasons: CSM's quote was the most competitive; having worked with CSM on the Christmas Extravaganza we were impressed with their professionalism; and, CSM understood where and how we could engage with different demographics of people in Frome in order to reach larger and more diverse groups of people in the town.

As a result, since December, CSM has been working (on a day a week basis) to write short news releases as well as longer pieces. These articles have appeared in local written media (including the two local newspapers and websites, various blogs and several Facebook pages). CSM has also been successful in securing radio coverage with three radio stations, and published news features in other less traditional media outlets such as The Medical Screen in the Health Centre and Frome College. CSM has explored other media outlets such as School Newsletters, Parish Newsletters, Mother and Baby Groups and several other key places where the communities of Frome engage and they have established good working relationships with key personnel at these centres. The report from CSM at Appendix 1 includes an analysis of results.

In addition CSM has researched the various media outlets and community profiling. This is important if we are to target specific groups with specific messages. The results of this are explained in the report from CSM.

Discussion

We have been really pleased with the work that CSM has produced, their expertise in understanding the "media market" and the speed at which they can produce excellent copy. In addition, their expertise has been really helpful in an advisory capacity about what stories would be attractive to which sectors of the community and what methods of communication would be most appropriate. CSM has indicated in their report ways of reaching specific sectors of the community with stories and information.

The pilot has been successful and we should extend the arrangement with CSM until the end of March 2015. However, I would like to extend the scope to include an objective of securing some national media coverage in the way that the DCLG funded work we did with Siren PR last year.

FTC has a marketing budget of £25,000 for 2014/15 that includes communications spend. CSM charges £265/day, this equates to £12,700 for the year as a whole.

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Recommendation

Extend the pilot 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.

7 For Decision – Internal audit and Financial update at 31 March 2014 including investments

Author: Responsible Finance Officer

A breakdown of Income and Expenditure as at 31 March 2014 is shown at Appendix 2. Cllrs are asked to note the payments made over £500 at Appendix 3.

Internal audit recommendations

The repeal of S.150(5) LGA 1972 in March 2014 has finally allowed town councils to adopt modern methods of payment. This enables FTC to pay suppliers via BACS and those payments to be signed off by the Town Clerk plus two councillors retrospectively. The Internal Auditors have approved FTC's method using Lloyds Link for BACS and advised that at future IAC meeting members will be asked to select two payments from the expenditure over £500 schedule to 'spot check' and follow the audit trail through to the BACS payment.

As raised at the previous IAC meeting, and following consultation with the Internal Auditors it is proposed that the introduction of a Connected Parties form for suppliers be presented in the new financial year for expenditure in excess of £5,000 Appendix 4.

The Internal Auditors report for 2013/14 quarter 4 is shown at Appendix 5.

Income

Significant income received during January through to March:

- HMRC VAT repayment for the 3rd qtr (£78k)
- Grant funding from Somerset County Council (£2k) for the Youth Council
- PV electricity generated for the quarter Sept- Dec (£1.2k)

Expenditure

Aside from normal monthly running costs, significant expenditure during January through to March were:

- Cheese & Grain final redevelopment costs including Ken Biggs; Bruges Tozer; KJA (£104k)
- Fair Frome set up costs funded by FTC (£10.9k)
- Market Place & Boyle Cross refurbishment & design works phase #1 (£9k)
- Harry's Hydro underwriting 13/14 (£8k)
- Frome College Ward Town Council by election (£6.6k)
- Youth Research & Apprenticeship Consultancy (£5k)
- FTC website redevelopment (£3.3k)
- Summer 2013 town bedding and hanging plants (£3k)

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- Grant funding for a Youth Worker at Frome Youth & Community Centre Youth Club (£3.2k) funded by grant from SCC
- Removal of Christmas Lights (£2.5k)
- PR work (£2.5k) - CSM
- Fundraising advice for local groups (£2.5k) - Greenstrand

Budget Savings/Overspends

The provisional Balance Sheet at Appendix 6 show the General Reserves at the end of this financial year as £231k, an increase of £7k compared to the start of the financial year.

The 13/14 year end figures have not yet been finalised but it is anticipated there will be only minor changes affecting the balances.

Reserves/Balance Sheet

The provisional Balance Sheet also shows deposits held in the bank and invested. The total reserves as at 31 March 2014 stand at £969k.

The balance sheet also includes the proposed Earmarked Reserves, which will be presented with the 13/14 Annual Return for approval at the Annual Town Council meeting on 21 May 2014.

Section 106 agreements

The McCarthy & Stone, Rossetti House development (£10,000) requires a deed of variation to be drawn up by MDC's legal dept, due to the proposed footpath being on the opposite side of the river as the developer originally intended. This is progressing.

The acquisition of the Garston Road site is still being held up due to the uncertainties regarding the underground water tank installation.

MDC's S106 Monitoring Officer left in March and a member of MDC's Built Environment Technical Team is dealing with S106 monitoring on a temporary basis.

Investments

The Lloyds investment (£300k) matured on 20/03/14 and in line with the adopted Investment Strategy, (£200k) & (£100k) reinvested for 3 months at 0.75% and 0.6% respectively.

The Triodos investment (£145k) matures on 22/04/14 and CCLA (£125k) is instant access. It is proposed to re-invest these amounts in discussion with the Chair of IAC. FTC received positive publicity in February by becoming Mendip Credit Union's first corporate member with their initial investment (£1k).

Recommendations

1. Note the council's provisional financial position as at 31 March 2014

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2. Note the payments made over £500 since the last meeting
3. Approve reinvesting £145k in Triodos and £125k in CCLA as these mature in consultation with the Chair of IAC

8 For Decision - To contract out specific areas of mowing to the Landscape Group

Author: Grounds and Properties Manager

Summary

This report proposes to contract out mowing of the following large grass areas at Mary Baily playing field, Victoria Park, Weylands and the path ways in Rodden Meadow.

Contracting the seasonal mowing of the above areas would represent a saving to the council of approximately £16k on the planned 2014/15 budgets. This saving would enable Outside Services (OS) to invest more in developing and maintaining other locations.

Background

The Outside Services team has expanded their role away from traditional park maintenance in recent years and now deliver a wide range of services in and around the town. We have also taken on more land at Birchill, Rodden Meadow and New Road Play Area. In order to make sure we have enough budget to cover this work additional staffing hours were agreed in the upcoming budget for 2014/15.

However, the cost of employing an extra person (£18,000 including on costs) is far greater than contracting these areas for what is essentially seasonal work. We would have to make considerable capital investment to acquire the same standard of machinery used by the contractors. There would also be some savings on fuel and equipment maintenance.

Because such a large resource (primarily in staff time but also in machinery) is spent on mowing grass in the above areas, we wanted to investigate whether there is a good financial argument for contracting out this work. As a result we carried out a financial comparison between utilising in house staff and contractors.

Quotes were sought from as many local contractors as possible. These included the County Contract Services, local landscape gardeners and The Landscape Group (TLG). I received two quotes. The TLG's quote was for £5000 per year and £8000 cheaper than the other one. Detailed discussions have taken place with the TLG to explain the standard expected. These discussions have also resulted in a much more cooperative way of working generally.

Risks

It is important to note that a contract would be between FTC and the TLG and not as part of the ground care contract with Mendip.

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There could be a reputational risk of FTC contracting TLG, as there have been concerns over the quality of their work in the town, in delivering their contract for Mendip. This risk would be mitigated by agreeing a realistic contract and most importantly FTC very actively monitoring compliance. For this reason it is suggested that if Cllrs agree to contract it would only be for one year. If Cllrs are unhappy with the quality of the work at the end of the summer then we could easily revert to employing staff to do it.

There could also be a reputational advantage to be exploited as the OS team focus on areas of work that are high profile which. Especially in the summer these do take time to deal with because priority is given to keeping on top of the grass cutting. We expect play areas, graffiti, railings and other areas of work to be completed much quicker with a contractor cutting the grass.

Recommendations

1. Agree a one year contract with TLG with contractual arrangements and monitoring carried out by the Grounds and Properties Manager
2. The Grounds and Properties Manager to report back to IAC in Autumn 2014 to enable a review of the contract

9 The next meeting will be at 7pm on 11 June 2014, Saxonvale Centre

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Draft Minutes of a meeting of the Internal Affairs Committee

Tuesday 4 February at 7pm

Frome Town Council, 5 Palmer Street, Frome. BA11 1DS

Present:

Councillors: Toby Eliot (Chair); Claire Hudson; Peter Macfadyen; Mel Usher
Cara Honey (Mayor for Young People)

In attendance:

Cllr Damon Hooton, Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer),
Simon Woollen (Grounds & Properties Manager), Laura Poulton (Administration Officer)

Minute Ref	Agenda Item	Action
2014/1/IAC	<p>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</p> <p>Cllr Damon Hooton informed Cllrs that the Scrutiny Board at MDC had recently met to look at the Groundcare contract with the Landscape Group. They had noted that on the whole the contract was running well but accepted there were a few issues. The Landscape Group was intending to have a dedicated telephone number by the end of April and also have an online service by the end of the year. They would also be employing regional Managing Directors.</p> <p>Cllr Claire Hudson suggested that FTC invite the Landscape Group back to an upcoming Council meeting to address some of the issues that have been experienced in Frome.</p>	PWy
2014/2/IAC	<p>2 a. APOLOGIES</p> <p>The Chairman formally opened the Council meeting at 7.15pm and apologies of absence were received from Cllrs Goldfinger, Moore, Sprawson – White and Alex Shingler.</p>	
2014/3/IAC	<p>2 b. DECLARATION OF INTERESTS</p> <p>A declaration was received from Cllr Hudson who has a seat on MDC that her view on any items on this agenda as an FTC member were not necessarily those as her role as an MDC Cllr.</p>	
2014/4/IAC	<p>2 c. MINUTES</p> <p>The minutes of the Internal Affairs Committee meeting held on 3 December 2013 were amended to include Cllr Hudson’s apologies and then approved as a true record of the meeting and signed by the Chair.</p>	

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<p>2014/5/IAC</p>	<p>10 FOR INFORMATION - HEALTH AND SAFETY UPDATE FOR OUTSIDE SERVICES This was brought forward to item 3.</p> <p>The Grounds & Properties Manager explained that an external company had completed an audit of the health and safety procedures for Outside Services. The GPM noted that the audit had proved invaluable and made the team much more efficient and confident. A similar audit will also be completed for the FTC offices in Palmer Street. He also noted that he is looking into completing a certificate in safety management.</p> <p>Cllr Hudson asked if FTC had a process to encourage other members of staff to complete qualifications. The Town Clerk explained that he encourages any member of staff to complete a course or qualification if it will benefit them in their current role.</p>	<p>SW</p>
<p>2014/6/IAC</p>	<p>3 A QUICK REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME The Town Clerk noted that the development of the two new websites, one tourism and business focused and one community focused, was going well. The Economic Development & Regeneration Manager and Community Projects Officer were working alongside Kate Hellard to establish a community database that would be a part of the new website. Cllr Usher asked that a deadline for the completion of the websites be finalised.</p> <p>Cllr Eliot suggested that as there had been no progress with re-establishing the One Frome project with MDC that the action is removed from the table.</p> <p>Cllr Hudson requested that the Park ward Cllrs were kept informed about the Victoria Park/Mary Baily Playing Field Strategy. Cara Honey, Mayor for Young People, also requested this as the area is an important space for young people in the town.</p> <p>Cllr Hudson suggested that to make progress with taking over the running of MDC car parks FTC could write to the Secretary of State. The Town Clerk asked Cllr Hudson to assist drafting a letter from the Leader of the Council stating FTC's intentions.</p> <p>Cara Honey asked about the progress of the job description for the youth support worker. The Town Clerk explained that he and the Community Projects Officer are intending to approach established youth service organisations and employ their expertise to</p>	<p>PWh</p> <p>RK</p> <p>PWy</p>

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	<p>implement the recommendation from the Youth Services research project. Cllr Eliot asked that the decision over which organisation to employ is brought back to EAC.</p> <p>The Town Clerk noted that the dog control orders had been delayed due to restructuring within the police force. The Grounds & Properties Manager and Outside Services Administration Officer were continuing to move this forward and the police were still keen to have the orders in place.</p> <p>The Responsible Finance Officer noted that the Mendip Credit Union would like to gain some PR after FTC made an investment with them. There were no objections to this from the Cllrs.</p>	TH
2014/7/IAC	<p>4 FOR INFORMATION - INTERNAL AUDITORS REPORT</p> <p>Cllr Hudson requested that the letter is amended to reflect that the report was taken to an IAC meeting not Council as mentioned in the letter from the Internal Auditors in order to avoid confusion.</p> <p>The Responsible Finance Officer noted that the auditors were due to come back that week and she would get the amendment done then.</p>	JW
2014/8/IAC	<p>5 FOR INFORMATION - EXTERNAL AUDITORS REPORT</p> <p>The Responsible Finance Officer informed Cllrs that the recommendation from the External Auditors report was to produce an internal controls document. She noted that Outside Services and the Information Centre had almost completed theirs and one for the Palmer Street Office was currently being prepared.</p> <p>Cllrs congratulated the Responsible Finance Officer and Town Clerk for such an outstanding report.</p> <p>Cllr Hudson suggested the RFO introduce a connected parties form whereby any contractors employed by FTC disclose whether they have any connection with an FTC Officer or Cllr to ensure transparency. Cllrs agreed this would be a useful practice.</p>	JW JW
2014/9/IAC	<p>6 FOR DECISION – REVIEW OF RISK REGISTER</p> <p>It was agreed that the associated risk for the FTC website should be described as reputational rather than technical.</p> <p>Cllrs reviewed the risk register and asked the Chair and Clerk to sign it as a true record of current risks on their behalf.</p>	JW

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	Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.	
2014/10/IAC	<p>7 FOR DECISION – FINANCE UPDATE INCLUDING CURRENT FORECAST FOR THE END OF MARCH</p> <p>With regard to the payments equal to or exceeding £500 Cllr Hudson asked on behalf of Cllr Hooton, if there had been any success with the employment of Green Strand. The Town Clerk noted Green Strand had given a detailed report at the last EAC meeting which he will email to Cllr Hooton.</p> <p>Cllr Hudson noted that the cheque to Green Strand appears twice making it appear FTC have paid them twice rather than the original cheque had been lost and had to be reissued. The Responsible Finance Officer noted the Internal Auditors had been made aware of this issue and that it had been followed through with them.</p> <p>Cllr Usher enquired as to how the Responsible Finance Officer was getting on with challenging MDC over the charge for the use of the Market Yard car park on the night of the Christmas Extravaganza. The Responsible Finance Officer noted it was still under dispute and despite offering a reasonable payment of £750, which was the average income for a Friday, MDC had refused.</p> <p>Cllr Hudson queried if the ear marked reserve was going to be enough for the elections in 2015. The Town Clerk explained that the current figure was based on costs from previous years and there was still another £5,000 to be added.</p> <p>The Responsible Finance Officer updated Cllrs on her progress with securing previously unpaid S106 money. The RFO explained that there was a s106 agreement in place for Mendip Lodge Hotel however FTC had been told that as MDC had failed to follow it up the money was no longer available. After persistence over a number of months £38,000 had been secured.</p> <p>The recommendation was to note the Council’s main areas of income and expenditure, the third quarter year end forecast, the update on main s106 budgets and the status of FTC investments.</p> <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	PWy
2014/11/IAC	<p>8 FOR DECISION - STAFF HANDBOOK UPDATE ON FLEXIBLE WORKING POLICY</p> <p>The Town Clerk explained that the need for the policy arose after</p>	

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	<p>two members of staff requested compressed hours. The flexible working policy was based on advice received from South West Employers. He asked Cllrs to agree to the document with the amendment to paragraph five to say the Town Clerk will make the decision instead of the Internal Affairs Committee. In addition an amendment to paragraph six to say the Internal Affairs Committee will determine a right of appeal rather than the Council.</p> <p>The recommendation was the flexible working policy is adopted as part of the Staff Handbook.</p> <p>Proposed Cllr Eliot, seconded Cllr Hudson, agreed unanimously.</p>	PWy
2014/12/IAC	<p>9 FOR DECISION – TO APPROVE JOB DESCRIPTION FOR THE PLANNING & REGENERATION APPRENTICE</p> <p>Cllr Hudson queried as to why the salary was so low. The Responsible Finance Officer explained that it works out to be £4 an hour and is for a four day week as the fifth day is spent at College. It also followed government salary guidelines for apprentices. All other expenses such as course fees, books and travel are covered by FTC. Cllr Eliot asked if the job advertisement could state the pay range.</p> <p>Cllr Hudson suggested that FTC could explore the possibility of employing paid interns for specific projects.</p> <p>The recommendation was to approve the job description and person specification for the Planning & Regeneration Apprentice and delegate recruitment to the Town Clerk.</p> <p>Proposed Cllr Usher, seconded Cllr Hudson, agreed unanimously.</p>	PWh PWy
2014/13/IAC	<p>11 DATE OF NEXT MEETING</p> <p>The next meeting will be at 7pm on Wednesday 9 April, Palmer Street Office (<i>later changed to Saxonvale Centre</i>)</p> <p>Cllr Hudson gave her apologies in advance.</p>	
<p>The Chair closed the meeting at 8.47pm</p>		