

# FROME TOWN COUNCIL

*making Frome a better place*

## Minutes of a meeting of the Internal Affairs Committee

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

### Present:

Councillors: Pippa Goldfinger (Chair) ; Peter Macfadyen; Mel Usher  
Alex Shingler (Deputy Mayor for Young People)

### In attendance:

Peter Wheelhouse (Economic Development & Regeneration Manager), Jackie Wheeler (Responsible Finance Officer), Simon Woollen (Grounds & Properties Manager), Jane Llewellyn (Planning & Development Officer)

Minute Ref	Agenda Item	Action
2014/14/IAC	<p><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> <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 FTC.</p>	
2014/15/IAC	<p><b>2 a. APOLOGIES</b></p> <p>The Chair 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>	

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2014/16/IAC	<p><b>2 b. DECLARATION OF INTERESTS</b> None was received.</p>	
2014/17/IAC	<p><b>2 c. MINUTES</b> 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>	
2014/18/IAC	<p><b>3 A QUICK REVIEW OF PREVIOUS ACTIONS AND WHAT IS COMING UP NEXT TIME</b> Health and Safety - The RFO gave an update on an insurance claim received regarding the incident in Victoria Park in May 2013, which is being dealt with by FTC's Insurance Company.</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>
2014/19/IAC	<p><b>4 FOR DECISION - THE ETHICAL DECISION MAKING MATRIX – REVIEW AFTER THE FIRST YEAR</b> 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> <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>
2014/20/IAC	<p><b>5 FOR INFORMATION - UPDATE ON THE FTC WEBSITE</b> 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>	

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	<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>	<b>PWh</b>
<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> <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>	
<b>2014/22/IAC</b>	<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>	<b>JW</b>

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	<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>Clrs 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>Proposed Cllr Macfadyen, seconded Cllr Usher, agreed unanimously.</p>	<b>JW</b>
<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</p>	<b>SW</b>

