

# FROME TOWN COUNCIL

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## Minutes of a meeting of the Internal Affairs Committee

Wednesday 11 June 2014 at 7pm  
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

**Present:**

Councillors: Eve Berry; Toby Eliot; Claire Hudson; Peter Macfadyen; Dickon Moore; Helen Starkie

**In attendance:**

Matthew Cheney (New Homes Bonus Development Officer), Caroline Wood (Frome Standard), Paul Wynne (Town Clerk), Laura Poulton (Administration Officer)

3 members of the public

Minute Ref	Agenda Item	Action
2014/25/IAC	<p><b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b></p> <p>Jean Lowe asked how Anna Francis, Energy and Recycling Officer raised £2 million in her previous job role. The Town Clerk told Jean that he would ask Anna to email her with a brief summary.</p>	AF
2014/26/IAC	<p><b>2 A SHORT TALK FROM MATTHEW CHENEY ON MDC'S LOCAL LEGACY FUND</b></p> <p>Matthew explained that the Local Legacy Fund had £200,000 available for local projects that cost over £5,000. The criteria for the project was that it had to have a long term impact, it would benefit residents of Mendip, it addresses one of MDC's strategic priorities, shows evidence that the project is achievable in two years and the project had not already been completed. He noted that the deadline for applications was 1 August 2014.</p> <p>He also explained that the Community Environment Fund was for Cllrs to spend a maximum of £2,000 on projects that would benefit the environment in their ward. Cllr Hudson noted that her project would be to make Tickleberry Alley safe to walk through in the dark. Cllr Macfadyen asked the Town Clerk to email the Frome District Cllrs to ask how they intended to spend their Community Environment Fund.</p> <p>Cllr Eliot asked Matthew if the Local Legacy Fund was comprised of funds from the New Homes Bonus and if it was were the funds distributed so that it reflected the areas that had the most impact on the New Homes Bonus. Matthew explained that it was and the deciding panel might look at geographical distribution but would it would not be a main factor.</p>	PWy

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	<p>Cllr Moore asked who made the decisions to award funding. Matthew explained that it was a panel of three cabinet members and one community representative. Cllrs asked that Matthew let the Town Clerk know who the panel members were.</p> <p>Cllr Starkie arrived at 7.17pm</p>	<b>PWy</b>
<b>2014/27/IAC</b>	<p><b>3 ELECTION OF THE INTERNAL AFFAIRS COMMITTEE CHAIR AND DEPUTY CHAIR</b></p> <p>Cllr Macfadyen proposed Cllr Moore, seconded Cllr Starkie, agreed unanimously.</p> <p>Cllr proposed Cllr Goldfinger, seconded Cllr Eliot, agreed unanimously.</p> <p>Cllr Moore took to the Chair.</p>	
<b>2014/28/IAC</b>	<p><b>4 a. APOLOGIES</b></p> <p>The Chair formally opened the Council meeting at 7.24pm and apologies of absence were received from Cllrs Goldfinger, Sprawson White, Usher and Alex Shingler, Deputy Mayor for Young People.</p>	
<b>2014/29/IAC</b>	<p><b>4 b. DECLARATION OF INTERESTS</b></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>	
<b>2014/30/IAC</b>	<p><b>4 c. MINUTES</b></p> <p>The minutes of the Internal Affairs Committee meeting held on 9 April 2014 were approved as a true record of the meeting and signed by the Chair.</p>	
<b>2014/31/IAC</b>	<p><b>5 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b></p> <p>Cllr Macfadyen asked what was meant by the car parks appearing neglected and if there was anything could be done to highlight their condition. The Town Clerk noted he would write to the Chief Executive to ask that the car parks be improved immediately.</p> <p>Cllr Hudson asked if officers were still monitoring work carried about by The Landscape Group in Frome. The Town Clerk noted that staff would not monitor the MDC contract in its entirety, although the Grounds and Properties Manager is making sure that when issues come up they are reported on. He also explained that the recent grass mowing contract between FTC and The Landscape</p>	<b>PWy</b>

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	Group was going well.	
<b>2014/32/IAC</b>	<p><b>6 MENDIP WATCH – SUMMARY OF OUTSTANDING ACTIONS FROM MDC</b></p> <p>Cllr Macfadyen requested that the date of when the action was implemented be added to help with clarity. He also asked if it was possible for the Frome District Cllrs to take up these actions with MDC on FTC's behalf. Cllr Hudson agreed to approach MDC officers and come back to the next meeting with an update.</p>	<p><b>PWy</b></p> <p><b>CH</b></p>
<b>2014/33/IAC</b>	<p><b>7 FOR INFORMATION - A BRIEF UPDATE ON PAYMENTS OVER £500 MADE SINCE THE LAST MEETING AND OTHER FINANCE MATTERS</b></p> <p>At the last meeting it was agreed to carry out a spot check on two invoices for payments over £500 as recommended by the Internal Auditors. Cllr Moore requested to see the invoices from David Partner and Kompan. Both invoice amounts tallied with what was noted on Appendix 2.</p>	
<b>2014/34/IAC</b>	<p><b>8 FOR DECISION – S106 EXPENDITURE</b></p> <p>The recommendation was to agree spending the s106 money for three proposed projects:</p> <ul style="list-style-type: none"> <li>• £10,560 agreement <i>'for expenditure on the enhancement of existing off-site play space'</i> Developer: Oval Estates (Bath) Ltd, Property 6-9 Naishes St Proposal: All ability, all weather paths to the all inclusive MUGA and associated drainage costs.</li> <li>• £24,230 agreement <i>'contribution towards the provision of off-site play facilities in the vicinity of the development'</i>. Developer: Portway Frome Development, Land at Conduit Nursery, Portway Proposal: Towards cost of MUGA</li> <li>• £38,212 agreement <i>'to fund Tourism projects in the locality'</i> Developer: Latona Leisure, former Mendip Lodge Hotel Proposal: Improvements to the Market Yard as an arrival point for visitors – tree planting, maps and signage to other parts of the town.</li> </ul> <p>Proposed Cllr Macfadyen, seconded Cllr Eliot, agreed by majority.</p>	
<b>2014/35/IAC</b>	<p><b>9 FOR DECISION – SOMERSET COUNTY COUNCIL PENSION SCHEME</b></p> <p>Cllr Hudson noted that as the SCC committee was only made up of County Cllrs it would not be achievable to get a Town Cllr included on the committee. Cllr Eliot proposed that a Parish and District Council representative could be put forward instead.</p>	

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	<p>Cllr Hudson also suggested contacting SALC to advise if there are other best practice policies around the country.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Write to the Chair of the committee Cllr Graham Noel, include a copy of FTC’s Investment Strategy, and raise FTC’s concerns at the lack of a SCC Ethical Investment Strategy and request that investment fund managers take into account ethical considerations when making decisions on investing pension funds</li> <li>2. Propose to Cllr Noel, that a Parish and District Council representative are appointed as a member of the SCC Committee which has responsibility for investments by the scheme</li> </ol> <p>Proposed Cllr Starkie, seconded Cllr Macfadyen, agreed by majority.</p>	<p><b>JW</b></p> <p><b>JW</b></p> <p><b>JW</b></p>
<p><b>2014/36/IAC</b></p>	<p><b>10 FOR DECISION – TO ALLOCATE FUNDING FOR THE RELOCATION OF THE J W SINGER WW1 STATUE OF A SOLDIER</b></p> <p>The Administration Officer explained that now that the relocation of the statue had been confirmed there was a need to allocate funding to ensure that the statue could be placed securely and prominently at the Memorial Theatre.</p> <p>The recommendation was to allocate a maximum of £3000 towards the completion of the relocation site for the statue of the WW1 soldier and use the Town Events budget for the purpose.</p> <p>Proposed Cllr Hudson, seconded Cllr Starkie, agreed unanimously.</p>	<p><b>LP</b></p>
<p><b>2014/37/IAC</b></p>	<p><b>11 FOR DECISION – IMPROVING THE INFRASTRUCTURE TO SUPPORT TOURISM</b></p> <p>Cllr Hudson asked how much the proposed strategy required involvement from MDC. The Town Clerk explained that FTC officers had spoken with Asset Managers at MDC and they had accepted the strategy in principal. In addition SCC had also confirmed their approval.</p> <p>Cllr Eliot asked that before any further investment is made in the Frome App a full usage report is provided to the Internal Affairs Committee.</p> <p>Cllr Hudson asked that it was ensured that no business was promoted over another when producing a new map.</p> <p>The recommendations were:</p>	<p><b>PWh</b></p>

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	<ol style="list-style-type: none"> <li>1. Agree to the package of measures set out in this report</li> <li>2. Consult with relevant District Councillors and Mendip District Council to secure their support for the use of the £38k s106 agreement contribution relating to the former Mendip Lodge Hotel site for these purposes</li> <li>3. A formal application to Mendip Tourism for £10k of funding to support this initiative</li> <li>4. Write to MDC requesting their contribution to this project is improving maintenance of Market Yard and other car parks in the town and utilising more of the net income they receive from car park charges for this purpose</li> </ol> <p>Proposed Cllr Macfadyen, seconded Cllr Starkie, agreed by majority.</p>	<p><b>JW</b></p> <p><b>PWh</b></p> <p><b>PWh</b></p>
<p><b>2014/38/IAC</b></p>	<p><b>12 FOR DECISION – DOG CONTROL ORDERS</b></p> <p>The Town Clerk noted that FTC explored the option of Dog Control Orders due to the Outside Services team being subjected to aggression from both dogs and the public and following many years of verbal complaints from the public. He also noted that the police were able to enforce the orders.</p> <p>Cllr Berry didn't think it was practical to enforce dogs on leads at all times at Victoria Park unless they were around play equipment. Cllr Hudson suggested instead highlighting the times when dogs should be on a lead.</p> <p>Cllr Macfadyen proposed a trial period of one year with a formal report submitted to IAC in April 2015. In addition for the Outside Services team to monitor the orders throughout the year. Cllr Starkie also proposed submitting a six month review to the committee.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Proceed with DCO's on FTC land as follows: <ul style="list-style-type: none"> <li>• All owners to clear up after their dogs</li> <li>• No dogs allowed in areas where there is play equipment</li> <li>• All dogs to be kept on a lead at all times in Victoria Park</li> <li>• Dogs to be put on leads on other FTC land at the request of FTC staff or the police</li> </ul> </li> <li>2. Liaise with the local police to implement DCO's as soon as possible</li> <li>3. Monitor DCO's and review DCO's at IAC in October and in April 2015</li> </ol> <p>Proposed Cllr Eliot, seconded Cllr Macfadyen, agreed by majority.</p>	<p><b>SW/CS</b></p> <p><b>SW/CS</b></p> <p><b>SW/CS</b></p>

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<b>2014/39/IAC</b>	<b>13 FOR INFORMATION – HEALTH AND SAFETY UPDATE</b> Cllrs noted the paper.	
<b>2014/40/IAC</b>	<b>14 DATE OF NEXT MEETING</b> The next meeting will be at 7pm on Tuesday 5 August, Saxonvale Centre	

The Chair closed the meeting at 8.47pm