

FROME TOWN COUNCIL

making Frome a better place

Minutes of a meeting of the Internal Affairs Committee

Wednesday 8 October at 7pm
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

Present:

Councillors: Eve Berry; Toby Eliot; Peter Macfadyen; Dickon Moore (Chair); Helen Starkie;
Mel Usher
Alex Shingler (Deputy Mayor for Young People)

In attendance:

Cllr Carole Bullen, Faye Penfold (Common Sense Media), Caroline Wood (Frome Standard),
Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Laura Poulton
(Administration Officer), Allan Bennett (Planning & Regeneration Apprentice)

2 members of the public

Minute Ref	Agenda Item	Action
2014/53/IAC	1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC None was received	
2014/54/IAC	2 a. APOLOGIES The Chair formally opened the Council meeting at 7.04pm and apologies of absence were received from Cllrs Goldfinger, Hudson and Sprawson - White.	
2014/55/IAC	2 b. DECLARATION OF INTERESTS None was received	
2014/56/IAC	2 c. MINUTES The minutes of the Internal Affairs Committee meeting held on 5 August 2014 were approved as a true record of the meeting and signed by the Chair.	
2014/57/IAC	3 OUTSTANDING ACTIONS AND FORTHCOMING ITEMS Cllrs noted the table.	
2014/58/IAC	4 MENDIP WATCH – SUMMARY OF OUTSTANDING ACTIONS FROM MDC The Town Clerk explained that the transfer of land at the Dippy and North Parade had not progressed despite having written to the Chief Executive again. He also noted that the documents had been received for the transfer of Henley Way and were in the process of being signed. In addition the Responsible Finance Officer had been making progress on accessing s106 funds one of which was for the installation of the MUGA on Mary Baily Playing Field.	

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	<p>CLlr Moore, on behalf of Cllr Boyden, noted that Tom Killen, Deputy Leader of MDC would be reviewing the approach to initiatives such as One Frome. Cllr Boyden would be approaching MDC about the transfer of land at Packsaddle and would be informing Cllrs about this with a report to IAC for the December meeting. Finally, with regard to the issue of flytipping he explained that Officers at MDC had told him that there was no longer a fund for enforcement in dealing with the issue.</p> <p>Cllr Eliot noted that so far it had taken over twenty months for the Town Design Statement to be considered for adoption by MDC. Cllr Usher asked Cllr Bullen as an MDC Cllr to take up the issue of the delay in getting the statement adopted at her next meeting at MDC.</p> <p>Cllr Starkie arrived at 7.09pm.</p>	Cllr Bullen
	<p>5 FOR DECISION – DOG CONTROL ORDERS</p> <p>Cllr Eliot asked the Town Clerk the reason for setting the fine at £80. He explained that this was the fine used by MDC on their land and it was important for the Police to have a consistent amount when issuing fixed penalties.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Implement Dog Control Orders within two weeks of Thursday 9 October (in accordance with regulations) 2. Produce the public notices for each of the open space 3. Inform the police and Mendip District Council accordingly 4. Inform the public of this decision through the various media available to us, including Facebook 5. Review DCOs at IAC on 8 April 2015 (at the end of the winter period) and then again in October 2015 (at the end of the summer period) <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	PWy
2014/60/IAC	<p>6 FOR INFORMATION – AN UPDATE ON CHRISTMAS LIGHTS AND PLANS FOR THE EXTRAVAGANZA</p> <p>The Planning & Regeneration Apprentice explained that he had been seeking competitive quotations from Christmas lighting suppliers for Cheap Street, Stony Street and Catherine Hill as well as the Market Place and Bath Street as in previous years. He explained that Blachere Illuminations had provided the most competitive quote and they had come to an agreement for a three</p>	

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	<p>year contract.</p> <p>Charles Wood explained that having a theme of Christmas at 1914 was not appropriate in his opinion as 1914 was not a period of celebration across the country. Faye Penfold, who was assisting with the organisation of the Extravaganza for a second year, explained that the theme would focus on Edwardian Christmas in Frome.</p> <p>Faye explained the plan for the Christmas Extravaganza 2014. It would be a two day event with the Christmas lights being switched on of the evening of 28 November. She noted that traders and shopkeepers were all on board, there would be traction engines giving lifts to children, pop up performances and the Frome Youth Band and the Salvation Army. The second day on Saturday 29 November would follow the theme from the previous evening, there would be charity based stalls, a steam fair and events being held at the library and the Cheese & Grain.</p> <p>CLlr Usher thanked those involved in the planning and organisation of the Extravaganza for their hard work so far.</p>	
<p>2014/61/IAC</p>	<p>7 FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR</p> <p>The Responsible Finance Officer explained the annual appointment of an Internal Auditor. She noted the current auditors were Fair Account who visit quarterly and she agreed with them the proposed 2014/15 Audit Plan. The process of appointing the Councils Internal Auditor had been reviewed by the External Auditors, Grant Thornton for 2013/14 who were satisfied Fair Account were competent and independent of the council and do not undertake any other work associated with the Annual Return.</p> <p>CLlr Eliot asked the Responsible Finance Officer if there was a limit on the amount of times the same Internal Auditor could be appointed. She explained that this was not a requirement in the financial regulations however it was good practice to change auditors fairly regularly therefore next year would be a good time to recruit again.</p> <p>The recommendation was to appoint Fair Account as the Internal Auditor for the accounting period 2014/15.</p> <p>Proposed Cllr Starkie, seconded Cllr Berry, agreed unanimously.</p>	<p>JW</p>
<p>2014/62/IAC</p>	<p>8 FOR INFORMATION - A BRIEF UPDATE ON PAYMENTS OVER £500 MADE SINCE THE LAST MEETING</p> <p>Cllr Starkie asked to see invoices from Greenstrand and</p>	

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	<p>CommonSense Media as part of the spot check, both invoices tallied with Appendix 4.</p> <p>The recommendations were:</p> <ol style="list-style-type: none"> 1. Note the council's financial position as at 30 September 2014 2. Agree to vire £21,000 from the Outside Services salary budget into the Community Open Spaces budget <p>Proposed Cllr Macfadyen, seconded Cllr Starkie, agreed unanimously.</p>	
2014/63/IAC	<p>9 FOR INFORMATION – HEALTH AND SAFETY UPDATE</p> <p>The Town Clerk explained that although there were no accidents to report, FTC owned play parks had been subject to organised vandalism. The most recent occurring at Welshmill play park where the fireman's pole had been deliberately sawn off at the top to create a dangerous piece of equipment that would cause a severe accident. He noted that the piece of equipment was spotted quickly and had been replaced. The Outside Services team were carrying out daily checks and had informed the police.</p>	
2014/64/IAC	<p>10 DATE OF NEXT MEETING</p> <p>The next meeting will be at 7pm on Tuesday 2 December, Saxonvale Centre</p>	

The Chair closed the meeting at 8.00pm