

# **FROME TOWN COUNCIL**

*making Frome a better place*

## **INTERNAL AFFAIRS COMMITTEE**

**Tuesday 5 August 2014, 7pm**

**Saxonvale Centre, Garsdale, Frome. BA11 1RZ**

Members of the Internal Affairs Committee are:

Eve Berry; Toby Eliot; Pippa Goldfinger; Claire Hudson; Peter Macfadyen; Dickon Moore  
(Chair); 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 2014
- 3 An update on what the Council is working on at the moment
- 4 Mendip Watch – summary of outstanding actions from MDC
- 5 A proposal to hold 'Mayor's discussions'
- 6 Implementing Dog Control Orders on FTC owned land
- 7 Update on staff changes, staff pay and staff maternity leave
- 8 A brief update on payments over £500 made since the last meeting and other finance matters
- 9 Health and Safety update
- 10 The next meeting will be at 7pm on Wednesday 8 October 2014, Saxonvale Centre

Yours sincerely



Paul Wynne, Town Clerk,  
Frome Town Council, 5 Palmer Street, Frome, BA11 1DS  
29 July 2014

# **FROME TOWN COUNCIL**

*making Frome a better place*

## **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 2014**

# FROME TOWN COUNCIL

## *making Frome a better place*

### 3 An update on what the Council is working on at the moment

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target Date
Frome Town Council website	2013/45	IAC	11/06/2013	Peter Wheelhouse	Both the new Discover Frome and Frome Community websites were launched on 4 July. Both have been well received and we are currently in the process of developing the community groups database and an e-commerce site to promote local independent shops to complement them.	
Explore the opportunity of FTC challenging MDC to run Frome's car parks	2013/63	IAC	06/08/2013	Patrick Moss	Patrick Moss will be looking at a car park strategy in the Autumn	
Dog control orders	2014/38	IAC	11/06/2014	Paul Wynne	On agenda	05/08/2014
WW1 event	2014/36	IAC	11/6/14	Laura Poulton	Work continues at the Memorial Theatre to prepare for the installation of the statue. Invitations have gone out for the dedication on Sunday 3 August	03/08/2014
Local Legacy Fund	2014/26	IAC	11/6/14	Jackie Wheeler	Matthew Cheney confirmed that the Community representative would be Laura Miller from the Citizens Advice Bureau. She was selected by officers within the Policy and Performance team and agreed by the other panel members. Laura was chosen as a representative of an 'umbrella' type of community organisation, so without affiliation to a particular area or type of project.	
Community Environment Fund expenditure	2014/26	IAC	11/6/14	Paul Wynne	Clr Hooton - Frome Tennis Club for refurbishment. Clr Bullen - Friends of Frome Hospital, £800, defibrillators - Frome Day Centre, £900 - Forum for the Disabled, £600, Clr Boyden - Packsaddle Community Group, £225, community events - Young People Frome, £200, Forest School workshop, Clr Hudson - Street lighting for Tickleberry Alley, Clr Sprawson - White - looking at requests from local residents association, Oakfield and Trinity Schools.	05/08/2014
s106 expenditure	2014/34	IAC	11/6/14	Jackie Wheeler	District Cllrs have approved the s106 agreement for the MUGA, this was sent to MDC for final approval.	
SCC Pension Scheme	2014/35	IAC	11/6/14	Jackie Wheeler	A reply was received from Clr Noel, Chair of Pensions committee, who noted the letter and forwarded it to the Funds Manager for comment. He confirmed the investment policy was regularly discussed by the committee and would be raised again in the future.	
Improving the infrastructure to support tourism	2014/37	IAC	11/6/14	Peter Wheelhouse	Following approval of the proposals at Internal Affairs, discussions have been held with Mendip Tourism and district ward councillors with a view to getting the work implemented. Mendip Tourism liked what they heard and have invited a formal application for £10k and this will be submitted shortly. District ward councillors have approved the principle of the use of the Mendip Lodge Hotel s.106 agreement contribution. A detailed scheme is being prepared to secure final approval.	
Any accidents or other incidents related to health & safety since the last meeting (standing item)		IAC			On agenda	05/08/2014
Appointment of Internal Auditors		IAC		Jackie Wheeler		08/10/2014
Commonwealth Day 2015		IAC		Laura Poulton		08/10/2014
Work programme update, budget and expenditure forecast		IAC		Paul Wynne/Jackie Wheeler		08/10/2014
Review of financial regulations and committee terms of reference		IAC		Jackie Wheeler		02/12/2014
Review of moving contract with The Landscape Group	2014/23	IAC	09/04/2014	Simon Woollen		02/12/2014
Risk Register		IAC		Jackie Wheeler		03/02/2015
External Auditors Report		IAC		Jackie Wheeler		
Ethical Decision Making Matrix annual review	2014/19	IAC	09/04/2014	Jackie Wheeler		08/04/2015

#### Key

	Overdue
	On going (on schedule)
	Action required
	Upcoming item

# FROME TOWN COUNCIL

*making Frome a better place*

## 4 Mendip Watch – summary of outstanding actions from MDC

Action	Date	Council	Progress Report at 4 June	Update at 29 July
Transfer of Dippy and land at North Parade	Apr-13	MDC	MDC agreed to transfer the Dippy and North Parade in April 2013. Mendip CEO replied to say there was slow progress due to "lack of staff resources" at MDC.	The licence to work is in place, now waiting for approval of H&S assessment and photographic schedule.
Transfer of land for cycle path alongside river at Welshmill		MDC	In progress	Complete
Transfer of land at Henley Way	Mar-14	MDC	No progress. MDC to arrange transfer	No update
Transfer of Garston Road Play area		MDC	No progress. This is with Bloor homes and MDC. Bloor broke planning conditions by installing a water tank on the NEAP	No update
Transfer of play area at Foundry Barton	Feb-14	MDC	MDC to arrange transfer.	Grounds & Properties Manager contacted Persimmon for permission to clear the site which was denied. Persimmon have indicated they will send a team themselves to clear the area. No update from MDC on the transfer.
Riverbank land adjacent to Chateau Gontier Walk opposite the Canoe Club		MDC	MDC to arrange transfer.	No update
One Frome initiative	Mar-13	MDC	No response to proposals for next step following unsuccessful first meeting	No update
Transfer of Showfield lease	Autumn 2012	MDC	Ongoing saga for two years. MDC said they want to do this, but not unless FROGS withdraw their Village Green Application.	No update
Unanswered questions from FTC Saxonvale meeting and request to hold the relevant MDC Planning Board meeting in Frome	Mar-14	MDC	No response to queries and refused to hold the planning board meeting in Frome.	Still refuse to hold planning board meeting in Frome.
Design Statement adoption	May-12	MDC	Originally submitted to MDC in May 2012, Public Consultation carried out by MDC finished on 24 Jan 2013. No response from MDC since.	Meeting with MDC on 18/7/14 to discuss amendments following consultation responses
s106 transfer to fund Henley Way to Welshmill footpath		MDC	Still waiting for deed of variation to be signed off to release the funds.	6 months after submitting release of S106 monies. Still waiting for estimate of RBS solicitors fees, RBS have a registered charge (mortgage) with Gracewell Homes. MDC's solicitor in contact with Gracewell Homes.
Leisure Centre next steps FTC wrote to MDC asking them to consult and explore other options to single private contract.	26/02/2013	MDC	MDC decided to move forward with letting all Mendip leisure centres on a long lease to one private leisure provider for all Mendip leisure centres within a month or so. No reply to Paul's letter 4 March to Mendip CEO.	A reply from the Strategic Asset Manager was received. MDC will be pursuing their proposal to lease the centre to a private leisure provider.
Improve landscaping in Market Yard by planting trees		MDC	MDC refused to allow FTC to plant any trees because it would impact on the value of the land if they wanted to sell it in the future for development. MDC confirmed that planting in pots is acceptable but they will not approve until a full design scheme has been produced.	FTC producing scheme
Southfield Farm development	Mar-14	MDC	MDC didn't take the full amount offered by developers	S106 now drafted £100,000 toward the footpath link has been allocated
Steiner School	Apr-14	MDC	Emailed Oliver Marigold 4 April asking if details of the Shuttle bus service had been received in line with the s106. Sent second email to Matt Williams and Oliver on 27 May, still no response.	Details of the shuttle bus were submitted to MDC on 26.6.14. Ward Cllrs have been consulted. FTC & Chamber of Commerce have been informed but not formally consulted
Free electric charging points at the Cheese and Grain	24/06/2014	MDC	Emailed Stuart Cave to ask permission, got passed to Stuart Finney - "Asset Management Group would have to take a view on whether it is a desirable/appropriate development of the site, and I guess there would be a planning requirement. This is a matter for our Strategic Assets team and I have drawn it to the attention of my colleagues in Strategic Assets in case it is them who are looking into it."	No update
Car Park Strategy	Jul-14	FTC	Discussions held with MDC and the Chamber of Commerce	This will be progressed again in the Autumn

# FROME TOWN COUNCIL

*making Frome a better place*

## **5 For Information – Mayor’s Discussions**

Author: Cllr Peter Macfadyen, Mayor of Frome

### *Summary*

For some time I have been concerned about two areas of decision making at all levels of society. Firstly that we tend to compartmentalise and not think holistically (we are experts in one small area, and don’t see the whole). Secondly that we think short term, driven by projects with short term budgets and outcomes and so we fail to see the long term implications or to strategise for our children and our children’s children.

### *Proposal*

On July 21 2014 I brought together a group of Frome residents from a range of backgrounds, interests and concerns for a conversation aimed at identifying key areas where longer term thinking could help longer term direction. From farming to education to health via poverty and youth, this has led to some useful direction to enable me to plan a short series of ‘Mayor’s discussions’ later this year and early in 2015. It also fulfilled an important role in helping those who don’t meet each other easily to network.

The Discussions would be public events aimed at providing factual information on key issues which affect us all at a macro/international level and discussing how this might impact upon us in Frome. For example; what are the wider trends in health with an aging population and reduced budget, and what might Frome (as a community) need to do in response.

I would hope that these discussions can feed into planning and strategy post 2015 and also provide an opportunity for us all to increase our understanding of views other than our own and also wider issues and how they will impact on us in the medium term future.

I propose that if there are any costs associated with holding the Mayor’s discussions’ they will come from the Mayor’s allowance.

## **6 For Decision - The next step on Dog Control Orders**

Author: Town Clerk

### *Summary*

To agree minor amendments to the DCOs agreement made at the last meeting following discussion with local dog walkers.

### *Background*

At the last IAC meeting it was agreed to progress with the Dog Control Orders on Town Council owned land.

# FROME TOWN COUNCIL

*making Frome a better place*

There was some discussion at that meeting about dogs off leads in Victoria Park and since then a group of dog walkers in Victoria Park has raised objections to the agreement. As a result Cllr Elliot and I have met with them to discuss a possible compromise.

The compromise informally agreed and subject to approval by this committee was that only in Victoria Park, dogs must be on leads from 10am until 6.30pm from 1 April until 31 September. At all other times and from 1 October until 31 March dogs will be allowed off leads at all times. This is virtually the same as it is now although the restriction is currently lifted at 6pm in the summer.

### *Discussion*

The advantage of this amendment is that the dog walking group are in agreement, it shows the Town Council is sensitive to the views of local dog walkers and calm has been restored. The disadvantage is that to other users of Victoria Park the risks and perceived risks of dogs off leads remain.

Because of this, Cllr Eliot and I informally agreed that the success of DCOs would be monitored and that there would be a review to be reported to 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).

While this committee agreed for dogs to be kept on leads at all times at the last meeting, I suggest it is reasonable, and I propose that committee decides, to make these minor changes to one of the DCOs. (There is nothing in Standing Orders that says decisions made at one meeting cannot be amended at the next or future meetings).

Formal implementation of DCOs still has some way to go. First, we need formally to consult with MDC over our proposals. Informally, MDC is happy with our plans for DCOs. Second, the decision needs to be published in the local media and on site with the formal wording of the Order for 28 days. After this, the final decision must come back to this Committee and then the DCOs can be enforced within 10 days. The date therefore that this committee will need to finally sign off DCOs is likely to be 8 October.

Obviously, this process is very laborious but we have no option but to follow it.

### *Recommendations*

1. Retain the agreement from the last meeting regarding Dog Control Orders with the following amendment: solely for Victoria Park, dogs must be on leads from 10am until 6.30pm from 1 April until 31 September and from 1 October until 31 March dogs will be allowed off leads at all times
2. Review this arrangement on 8 April and October 2015
3. Return to IAC on 8 October 2014 for final approval

# FROME TOWN COUNCIL

*making Frome a better place*

## **7 For information - Revised arrangements to cover Sarah Russell's maternity leave and other minor staff matters**

Author: Town Clerk

### *Summary*

Tessa Hibbert gave notice and left at the end of June. She covered Sarah Russell's maternity leave on a 2 day a week basis. The maternity leave for Sarah ends in November. This note informs Cllrs of the arrangements that have been made to backfill Tessa's post.

### *Background*

There are youth projects that Tessa set up and that are now at the implementation stage. These all relate to managing contracts that still needed to be done but do not equate to two days' work. If we had not replaced Tessa there would not have been the capacity to deliver even the low intensity management of the youth contracts.

It was not possible to simply add to the workload of Ruth Knagg and she was unable to increase her hours to take on Tessa's work. Ruth also has too much on her existing work list. Combined, the extra work that needed to be done in Tessa's absence and the extra work that Ruth cannot deliver with her hours confirmed the need to backfill Tessa's post until Sarah returns from maternity leave.

In addition, there are also projects that we want to deliver that are on hold at the moment but that could move forward given staff time.

The first focus is on grants. We want to discuss cooperation between small grant schemes in the town and supporting community groups to work together to bid for large grants. Ruth is best placed to do this.

Second, there are areas of the Participate Frome agenda that were on hold that need to be taken forward in this financial year. These are related to generic community building and are detailed in the Participate Frome final report.

Third, there are many more projects that could be taken "off the shelf" in the area of energy, recycling and sustainable transport – an area of work that FTC has not done much on in recent years and that are a key priority in the FTC Action Plan. Anna Francis (who works 2.5 days a week) has planned for these over the next 12 months but it would be good to make faster progress on some of these projects.

I decided to back fill Tessa's post by increasing Anna Francis' time from 2.5 days to 3 days a week and re-employing Kate Hellard for 1 day a week. Anna is skilled in community engagement and building and in environmental management. Kate has similar skills and led the Participate Frome project last Autumn. With Ruth, we now have a group of three people working 4.5 days a week on community projects. Ruth, Anna and Kate have divided the workload that suits them best in the time they have

# FROME TOWN COUNCIL

## *making Frome a better place*

available. If there is capacity Anna will bring forward some of the energy/transport projects that are “on the shelf” at the moment.

The remaining 0.5 day of Tessa’s time will be used to contract Mendip YMCA to organise the meetings of youth service providers in the town and for Young People Frome to manage the “Youth Bank” project. Both of these will be supervised by Kate.

The following table lists of tasks that need to be done as a priority and who will lead on them.

<b>Task</b>	<b>Priority 1,2,3</b>	<b>When in 2014/15</b>	<b>Staff member</b>
Management of the two youth contracts	1	Summer/Autumn/Winter	Kate
Support for Youth Mayor	1	Ongoing	Laura Poulton
Participate Frome agenda	1	Summer/Autumn/Winter	Kate
Community Engagement on the Hub project	1	Autumn/Winter	Paul/Kate
Complete Dippy transfer, plan and implement	1	Summer/Autumn	Paul/Kate
Showfield – take lease/buy, plan and implement	1	Autumn/Winter	Paul/Kate
Implement MUGA and paths	1	Summer/Autumn	Ruth/Simon
Asset transfers – Henley Way, North Parade, Welshmill to Weylands cycle path	1	Summer	Paul and Ruth (cycle path)
Community work at Henley Way open space	1	Autumn	Kate
Henley Way to Welshmill path	1	Complete August	Ruth
Support FTC grant applications (local legacy co-ordination, HLF...)	1	Summer/Autumn	Ruth
Protect open spaces in town	2	Summer/Autumn long term	Ruth
Supporting a large joint grant applns	2	Summer/Autumn	Ruth
Explore more cooperation between Frome based grants schemes	2	Summer/Autumn	Ruth
Implement River Corridor Strategy – next steps	3	Winter onwards	Sarah
Plan, fund and deliver VP project	3	2015+	Sarah/Simon
Energy waste and transport opportunities that could be taken earlier than planned	n/a	Various actions on the Action Plan that Anna has planned to complete by end Nov.	Anna
Sustainable transport - supporting	2	Autumn/Winter	Anna



# FROME TOWN COUNCIL

*making Frome a better place*

the development of the Missing Link (after asset transfer (Ruth)) and Sustrans project, the public transport debate, cycling and walking routes in the town			
Unplanned reactive community engagement work	n/a	Ongoing	Ruth/Anna/Kate

### *Other staff matters*

Annual appraisals were held at the end of the financial year and annual pay increments awarded accordingly.

Allan Bennett has joined us as Planning and Regeneration Apprentice. Allan will be working closely with the Planning and Regeneration team whilst studying for a Town & Country Planning qualification at the University of West of England.

Teresa Cotterell and Hayley Barnsley the council's Customer Advisors working in the information centre, proposed a change to their working patterns with Hayley increasing her hours to work Fridays instead of Teresa. This was agreed and new contracts issued and signed.

Laura Poulton will be leaving us on maternity leave in October. Jackie and I will be considering how best to fill her duties over the coming weeks; this will probably involve recruiting a further member of staff on a temporary basis. I will keep Cllrs informed via Members Update and at future IAC meetings.

## **8 For Information - A brief update on payments over £500 made since the last meeting and other finance matters**

Author: Responsible Finance Officer

The Internal Auditors audited the council's 2014/15 accounts for the first quarter of the financial year and as they report by exception, they considered there was nothing to bring to the council's attention.

The External Auditors, Grant Thornton, as part of their audit of the 2013/14 accounts, have requested further detailed information regarding the Cheese & Grain redevelopment, including the council's tender process. Outside the normal audit remit they have warned the council they could incur additional fees depending on the extent of their investigation of an elector's suggestion that the council did not adjust its precept requirement to take account of the Council Tax Support Grant paid for the first time in 2013/14. The information requested by Grant Thornton has been sent for their review.

A breakdown of Income and Expenditure as at 30 June 2014 is shown at Appendix 1.

# FROME TOWN COUNCIL

*making Frome a better place*

## *Income*

There was no significant income received in June.

## *Expenditure*

Aside from normal monthly running costs in June, the half yearly Public Works Loan interest and capital repayments were paid (£54,216), the first tranche of Partnership & Community Development Grants including Frome Writers Collective, Multiple Sclerosis, Frome Museum & Merlin Theatre were awarded (£3,145).

Councillors are invited to spot check an invoice over £500 through to payment (Appendix 2).

## *Budget Savings/Overspends*

There are no significant budget savings or underspends for June to report. In order to contract out the mowing of larger grassed areas of FTC owned land it was agreed to vire £5,000 from the Outside Services salary budget to the Community Open Spaces budget.

## *Reserves/Balance Sheet*

The Balance Sheet shows the deposits currently held in the bank and investments. Total reserves stand at £1,326,784 as at 30 June 2014 (Appendix 3).

## *Section 106 agreements*

McCarthy & Stone, Rossetti House development (£10,000) part funding the River Frome Project, MDC solicitor is waiting for RBS solicitors (acting for Gracewell Homes/Rossetti House) for an indication of fees for their involvement in the deed of variation.

Oval Estates (Bath) Ltd, Property 6-9 Naishes St (£10,560) and the Portway Frome Development, Conduit Nursery (£24,230) for expenditure on the provision and installation of a multi-use games area on Mary Baily Playing Field have both received district ward councillor's support and been submitted to MDC planning department for approval.

Latona Leisure, former Mendip Lodge Hotel (£38,212) for improvements to the Market Yard – tree planting, maps and signage to other parts of the town. The proposals for how the contribution will be spent now supported, in principle, by the district ward councillors. A detailed scheme is being prepared.

No progress on transferring the Showfield Open Spaces enhancement or Garston Road open space s106.

## *Investments*

An investment due to mature in July will be considered in line with the Investment Strategy.

# FROME TOWN COUNCIL

*making Frome a better place*

## 9 For Information – Health and Safety update

Author: Grounds & Properties Manager

### *Summary*

FTC is continuing to work on its health and safety Audits. The following is a brief summary of works since October 2013.

### *Works carried out*

- There is still one outstanding claim on the Council concerning the Mary Baily play area; this is currently being dealt with by our insurers who have commended the Outside Services team on the excellent state of the play area. There has been no further update on this
- The various electrical installations in the park have been tested and remedial works carried out to ensure they are compliant
- The toilet cleaning has been up graded with the installation of a water heater set to the correct temperature recommended for this purpose
- Fire evacuations have been undertaken in both the parks office and the main office. A fire risk assessment needs to be written by a suitably qualified person
- Simon has attended an IOSH ( Institution of Occupational Safety and Health) registered course on behalf of FTC
- Quotes are being sought for an audit of health and safety procedures for the office on Palmer Street. Documentation to include updating policies where required
- All the recommendations of the health and safety audit for Outside Services have been completed, other than further qualifications which are dependent on progressing through IOSH training
- There have been two minor injuries to Outside Services staff that required medical treatment. Eye injury possibly due to dust and grit which was resolved by providing suitable safety glasses and a minor laceration to the head caused by a branch whilst feeding into the shredder
- Respirators have been purchased and issued to staff to combat the dust created whilst mowing in such dry conditions

## 10 The next meeting will be at 7pm on Wednesday 8 October 2014, Saxonvale Centre

# FROME TOWN COUNCIL

*making Frome a better place*

## Draft 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

**FROME TOWN COUNCIL**  
*making Frome a better place*

	<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 Macfadyen 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</p>	<b>PWy</b>

# FROME TOWN COUNCIL

*making Frome a better place*

	the recent grass mowing contract between FTC and The Landscape 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</p>	

**FROME TOWN COUNCIL**  
*making Frome a better place*

	<p>Council representative could be put forward instead.</p> <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</p>	<p><b>PWh</b></p>

**FROME TOWN COUNCIL**  
*making Frome a better place*

	<p>promoted over another when producing a new map.</p> <p>The recommendations were:</p> <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</li> </ol>	<p><b>SW/CS</b></p> <p><b>SW/CS</b></p> <p><b>SW/CS</b></p>



**FROME TOWN COUNCIL**  
*making Frome a better place*

	April 2015 Proposed Cllr Eliot, seconded Cllr Macfadyen, agreed by majority.	
<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		