

# FROME TOWN COUNCIL

*making Frome a better place*

## Minutes of a meeting of the Internal Affairs Committee

Tuesday 3 February 2015 at 7pm  
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

**Present:**

Dickon Moore (Chair); Toby Eliot; Peter Macfadyen; Helen Starkie; Mel Usher  
Cara Honey (Mayor for Young People) Alex Shingler (Deputy Mayor for Young People).

**In attendance:** Chris Stringer (Environmental Manager), Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer).

Caroline Wood (Frome Standard), and 1 member of the public.

Minute Ref	Agenda Item	Action
2015/1/IAC	<b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b> None received	
2015/2/IAC	<p><b>2 SHORT TALK FROM:</b></p> <p>Chris Stringer, the newly appointed Environmental Manager</p> <p>Chris presented his ambitions for the role; then gave a summary of upcoming work and priorities.</p> <p>Chris outlined his two overall aims:</p> <ol style="list-style-type: none"> <li>1. <i>Brilliant, Inspirational Green Spaces</i></li> <li>2. <i>A consistently Clean &amp; Welcoming Town</i></li> </ol> <p>Within these two aims Chris highlighted what the town's green spaces and the town should be like. He focused on clean, tidy and well-designed public spaces; a safe and inclusive green infrastructure, community involvement and responsibility.</p> <p>Chris' summary of current and upcoming work included:</p> <ul style="list-style-type: none"> <li>• Recruiting a town ranger-type role</li> <li>• Promoting the DCOs in place, especially in Victoria Park</li> <li>• Completing a review of FTC's current operations, including risk assessments and conservation management practice</li> <li>• Working with MDC to ensure the town is clean and tidy</li> <li>• Reviving the Keep Frome Clean campaign</li> <li>• Looking into new initiatives like the 'Frome Broom'</li> <li>• Reviewing commercial waste collections across the town and identifying recycling opportunities</li> </ul> <p>Cllrs suggested:</p> <ul style="list-style-type: none"> <li>• A need for a map of land, routes and streets</li> </ul>	

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	<ul style="list-style-type: none"> <li>• There was a need to get back in touch with Simon King, to involve him in community projects relating to birds and wildlife.</li> <li>• Promote an 'Any Bin Will Do' campaign to help in maintaining cleaner streets. It was highlighted that Critchill School had adopted Nunney Rd to keep it clean – other schools could do likewise.</li> <li>• The Council needed a different approach to manage horses fly-grazing in the town.</li> </ul> <p>Cllrs thanked Chris for his presentation.</p>	
<b>2015/3/IAC</b>	<p><b>3 APOLOGIES FOR ABSENCE, DECLARATION OF MEMBERS' INTERESTS AND MINUTES FROM THE LAST MEETING ON 2 DECEMBER 2014</b></p> <p>The Chair formally opened the Council meeting at 7.15pm and apologies of absence were received from Cllrs Berry, Goldfinger, and Hudson.</p> <p>No declarations of interests were recorded.</p> <p>The minutes of the Internal Affairs Committee meeting held on 2 December 2014 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed Cllr Usher, seconded Cllr Eliot, agreed unanimously.</p>	
<b>2015/4/IAC</b>	<p><b>4 AN UPDATE ON WHAT THE COUNCIL IS WORKING ON AT THE MOMENT</b></p> <p>It was noted the application had been sent to the Living Wage Foundation for an employer license. It was agreed once the license was received it should be announced and use the logo on website.</p>	<b>JW</b>
<b>2015/5/IAC</b>	<p><b>5 MENDIP WATCH - SUMMARY OF MDC'S OUTSTANDING ACTIONS</b></p> <p>Cllrs noted the update. It was great to hear there is a decision on the Design Statement after 3.5 years. It was noted that Mendip Watch is a useful document and it had helped to move these items on by raising them every six weeks.</p>	
<b>2015/6/IAC</b>	<p><b>6 FOR DECISION: OUTLINE OF THE TOWN HALL AND COMMUNITY INFORMATION MANAGER</b></p> <p>The post's key responsibilities and the core of the job description will be to:</p> <ul style="list-style-type: none"> <li>• develop and manage a vibrant and well used Town Hall that is</li> </ul>	

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	<p>considered by the communities of Frome to belong to them</p> <ul style="list-style-type: none"> <li>• Work closely with the Community Project Officer, develop the Town Hall as a model of best practice in the provision of work experience and volunteering opportunities</li> <li>• Present a Town Hall to the community that provides a central, physical information point and direct access to services on all manner of activities and opportunities generated (including volunteering) by the community, third sector organisations and other public sector organisations including the Town Council. It will be a central place to go for information, help and advice</li> <li>• A comprehensive virtual information package which provides community members with accessible information through website, FB, Twitter, email or on the telephone</li> <li>• Manage a small team of information centre assistants, the receptionist / administrator and the caretaker.</li> </ul> <p><i>The recommendations were:</i></p> <ol style="list-style-type: none"> <li>1. Agree the main responsibilities of the Town Hall and Community Information Manager</li> <li>2. Recruit (subject to confirmation of acquisition of building) a suitably qualified person to start in April and to delegate this to the Town Clerk in conjunction with the Leader and the Chair of IAC.</li> </ol> <p>Proposed Cllr McFadyen, seconded Cllr Starkie, agreed unanimously.</p>	<b>PWy</b>
<b>2015/7/IAC</b>	<p><b>7 FOR DECISION: THE TOWN COUNCIL'S MARKETING BRIEF</b></p> <p>The marketing brief is about promoting the town, developing on the website and encouraging potential businesses and visitors to come to the town.</p> <ol style="list-style-type: none"> <li>1. It proposes to contract marketing on behalf of FTC.</li> <li>2. Council has agreed the marketing budget and this will not be exceeded by the brief's expenditure</li> </ol> <p><i>The recommendation was:</i></p> <p>Approve the brief and delegate the Economic Development and Regeneration Manager to advertise and recruit a suitable contractor.</p> <p>Proposed Cllr MacFadyen, seconded Cllr Starkie, agreed unanimously.</p>	<b>PWh</b>
<b>2015/8/IAC</b>	<p><b>8. FOR DECISION: OUTLINE THE ROLES OF THE TOWN CENTRE COMMUNITY CO-ORDINATOR</b></p> <p>This post is to be created on a fixed term contract from April until</p>	

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	<p>December 2015 when the contract of the Town Centre Regeneration Manager (TCRM) also ends. The new Coordinator will coordinate action to secure improvements to the cleanliness and promotion of the town centre and support for independent retail. A Town Centre Working Group will be formed and the opportunity to introduce a Business Improvement District will be investigated. This will complement the role of the TCRM in securing public realm improvements. Cllrs commented that short fixed term contracts often give a lack of job security and thus a lack of motivation perhaps. The Town Clerk clarified it was a short term contract initially but there is an opportunity in December to consider recruiting one person into a more permanent post that is about improving the town centre.</p> <p><i>The recommendations were:</i></p> <ol style="list-style-type: none"> <li>1. Create a part time post with the title Town Centre Community Coordinator on a fixed term contract ending 31 December 2015.</li> <li>2. Approve the main purpose and responsibilities for this post set out in this report.</li> <li>3. The Economic Development &amp; Regeneration Manager in conjunction with the chair of IAC to recruit as soon as possible.</li> <li>4. Arrangement to be reviewed later in 2015.</li> </ol> <p>Proposed Cllr Eliot, seconded Cllr Usher, agreed unanimously.</p>	<b>PWh</b>
<b>2015/9/IAC</b>	<p><b>9. FOR DECISION: HOW TO PROCEED WITH THE GRANT FROM MDC FOR £110K</b></p> <p>The Council meeting in January asked IAC to consider the options for the CTS grant from MDC for 2015/16. MDC had informed FTC £110k would be passed down for the forthcoming financial year. As there was no restriction how to use it proposed to allocate it to the General Reserve. Various options were discussed.</p> <p><i>The recommendation was:</i></p> <p>IAC recommends to Council that the MDC grant of £110,000 for 2015/16 is allocated to the General Reserve.</p> <p>Proposed Cllr Starkie Seconded Cllr Macfadyen agreed unanimously.</p>	<b>JW</b>
<b>2015/10/IAC</b>	<p><b>10 FOR DECISION: FINANCIAL REGULATIONS</b></p> <p>The RFO reported each Financial Regulation had been reviewed and approved by the Internal Auditors. There were no fundamental changes. Inclusions were provision for the banking arrangements</p>	

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	<p>transferring cheque payments to BACS payments: including FTC as a Living Wage Employer; the Ethical Matrix and Connected Parties Form. Urgent repair work limit increased from £5k to £10k, and asset disposal increased from a value of £200 to £500.</p> <p><i>The recommendation was:</i> Approve the draft Financial Regulations tabled and recommend them to Council for adoption to become the formal Financial Regulations at the end of that meeting.</p> <p>Proposed Cllr Moore, seconded Cllr Macfadyen, agreed unanimously.</p>	<b>JW</b>
<b>2015/11/IAC</b>	<p><b>11 REVIEW OF FTC'S RISK REGISTER</b> The RFO reported that each risk had been evaluated and scored accordingly with the controls the council had in place. The six areas scoring above four were identified on the Action Plan and would be monitored by the officers responsible.</p> <p><i>The recommendation was:</i> The Chair to sign the 2014/15 Action Plan on behalf of the Council and approve the 2014/15 Risk Register.</p> <p>Proposed Cllr Eliot, seconded Cllr Starkie, agreed unanimously.</p> <p>Cllr Moore and the RFO signed the Action Plan.</p>	
<b>2015/12/IAC</b>	<p><b>12 A BRIEF UPDATE ON PAYMENTS OVER £500</b> Cllr Eliot 'spot checked' two invoices through to payment from the schedule.</p> <p>Cllrs noted the Council's financial position as at 31 December 2014.</p>	
<b>2015/13/IAC</b>	<p><b>13 INTERNAL AUDITORS REPORT</b> Cllrs received the report from the Internal Auditors, Fair Account, for the period October to December 2014 which outlined the work they had completed ensuring the Council was adhering to the NALC Accountability and Governance Manual and ensuring compliance is maintained.</p> <p>Cllrs noted the Internal Auditor's report.</p>	
<b>2015/14/IAC</b>	<p><b>14 HEALTH &amp; SAFETY UPDATE</b> Nothing to report.</p>	

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<b>2015/15/IAC</b>	<b>15 The next meeting will be at 7pm on Wednesday 8 April 2015, Saxonvale Centre.</b>	
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The Chair closed the meeting at 7.55pm