

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

To Members of the Internal Affairs Committee:

Eve Berry; Toby Eliot; Pippa Goldfinger; Claire Hudson; Dickon Moore (Chair); Peter Macfadyen; Helen Sprawson - White; Helen Starkie; Mel Usher  
and  
Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

The next meeting of Frome Town Council's

**INTERNAL AFFAIRS COMMITTEE**

**Tuesday 2 December 2014, 7pm**

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

Please contact Ali Reid in advance of the meeting if you are unable to attend

**AGENDA**

- 1 Questions, comments and information from the public
- 2 Apologies for absence, declaration of members' interests and minutes from the last meeting on 8 October 2014
- 3 Outstanding Actions and Forthcoming Items
- 4 Mendip Watch - summary of MDC's outstanding actions
- 5 A verbal update on the Christmas Extravaganza held 28 November 2014
- 6 A proposal for FTC to become a Living Wage Employer
- 7 To consider the work programme, organisation chart, budget and precept for 2015/16
- 8 A brief update on payments over £500 made since the last meeting and other financial matters
- 9 To note the report from the Internal Auditor
- 10 Health and Safety update
- 11 The next meeting will be at 7pm on Tuesday 3 February 2015, Saxonvale Centre

Yours sincerely



Paul Wynne, Town Clerk,  
Frome Town Council, 5 Palmer Street, Frome, BA11 1DS  
25 November 2014

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**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 8 October 2014**

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### 3 Outstanding Actions and Forthcoming Items

SUMMARY OF RESOLUTION	MINUTE NO.	CMTEE	MEETING DATE	RESPONSIBILITY	PROGRESS REPORT	Target date
Improving the infrastructure to support tourism	2014/37	IAC	11/06/2014	Peter Wheelhouse	Work is in progress on the development of a signage and landscaping scheme for the Market Yard. There have also been discussions with some of the venues around the Market Yard and the Senior Economic Development Officer at Mendip District Council. Those discussions relate to the design of a feasibility study to consider how this space can develop as an arrival point and cultural destination. Arts Council funding is currently being sought to enable this feasibility study to proceed.	
Recruit the Environment Manager	2014/65	IAC	08/10/2014	Paul Wynne	Interviews held on 24 Nov 2014	
Any accidents or other incidents related to health & safety since the last meeting (standing item)		IAC			On agenda	
Risk Register	2014/9	IAC	04/02/2014	Jackie Wheeler		03/02/2015
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

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

See Appendix 1

## **5 For information – a verbal update on the Christmas Extravaganza 28 November 2014**

## **6 For Decision - Becoming a Living Wage employer**

Author: Cllr Dickon Moore

### *Summary*

This report outlines a proposal for Frome Town Council to become a Living Wage Employer (LWE), one that pays at least the living wage (£7.85 ph) to all employees and contractors. The Living Wage concept is proposed to become part of our Ethical Decision Making Matrix.

### *Discussion*

The Council pays at least the living wage to all directly employed staff. At present, however, we do not currently ensure that external contractors pay their staff the living wage, a condition of becoming an LWE.

I propose that as and when we commission contractors in future we ask them to become LWEs. If they will not we should consider carefully whether to employ them with the assumption that we should not. It is likely that there will be a financial implication to this proposal as we may have to commission higher cost LWEs. There is also an annual £100 donation for membership of the Living Wage Foundation.

The Frome Living Wage campaign group and the Living Wage Foundation have been contacted and are both in support of the recommendations of this report.

### *Recommendations*

1. Commit to continue paying at least the living wage to all directly employed staff.
2. Incorporate the Living Wage consent into our Ethical Decision making Matrix.
3. Work towards ensuring all FTC contractors are Living Wage Employers.
4. Submit an application to the Living Wage Foundation to become Living Wage Employers.
5. Review the progress of this agreement in Autumn 2015.

## **7 For Decision – Work programme, organisation chart, budget and precept demand for 2015/16**

Authors: Town Clerk and Responsible Finance Officer

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## *Purpose of the report*

This paper recommends that this committee recommends to Council on 7 January 2015:

1. A review of the Action Plan to March 2016,
2. Proposals for minor amendments to the organisational chart,
3. The proposed budget, general and earmarked reserves and precept demand for 2015/16

## *Discussion*

### *Action Plan to March 2016*

The Strategy for Success Action Plan has been reviewed (see appendix 2) for the current financial year and updated for the period to March 2016.

Cllrs should note that the Action Plan excludes “business as usual” work such as maintenance of open spaces, financial responsibilities, planning and democratic services.

Included in the Action Plan are the budget code references so Cllrs can see what parts of the budget will be used to deliver specific parts of the Action Plan. As always this is a complicated process so I am happy to offer any further explanation in advance or on the night of the meeting.

I have explained in more detail below areas of the Action Plan where significant changes have occurred.

### *Community communication, engagement and volunteering.*

It is proposed to increase the focus on developing the way we communicate and engage with the community. This is a natural development for FTC following the successful Participate Frome initiative, our new websites and the expanded use of social media. The main areas of enhanced work are:

1. Informing the various communities in town about what is going on, where and when, using all forms of media (including social media, notice boards and events). The work will include what the Town Council and others are working on, mainly delivered via a series of projects focussed on creating a welcoming and knowledgeable environment at the Christchurch Street building. The underlying objective of this area of work is to create a greater sense of ownership, pride in the town and civic society.
2. Engaging with the community mainly by increasing volunteering opportunities in Frome for people of all ages by supporting organisations to increase their volunteer capacity. This will hopefully lead to the evolution of the third sector that is better equipped to deal with current and future needs of the community. We will provide a central point for volunteering enquiries at the Christchurch Street building. We also want to celebrate volunteering with various events through the year.

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3. Support the work of community groups in the town to enable them to develop better organisational structure, better targeting of all types of grants and improved co-ordination and partnerships.

Combined, these interconnecting areas of work will be led by the Community Projects Officer post shown in the organisation chart (see appendix 4) and funded via central services salary budget. Once the Christchurch Street building is up and running the Marketing, Communications and Hub Manager will work closely with these posts to provide technical communications expertise. I will return to a future IAC meeting with further details of the hub staffing.

*Continue to deliver the three core Green Space Strategies (Open Spaces, River Corridor and Protecting Open Spaces).*

This work area falls mainly in a new project to create a “Frome Green Spaces Network.” This takes forward the concept of green infrastructure which is a strategic approach to managing existing and new green spaces and the corridors that link them for the benefit of the environment as well as the community. It supports the delivery of objective 2.2 of the Action Plan: “Making best use of the town’s green spaces.” A green infrastructure plan is also an action in the draft Neighbourhood Plan. While much of this work has already progressed well on the FTC estate, the extension to all green spaces in the town under one strategy is new.

This area of work will be led by the Environment Manager working with the newly renamed Green Space Community Projects Officer who will soon be returning from maternity leave on a part time basis. Both of these posts are shown on the organisation chart and appear in the Outside Services salary budget.

### *Low carbon community*

This work is being developed by the p/t Energy and Recycling Officer and is a high priority in the Strategy for Success. It is proposed to expand this area of work to include working with local businesses and more work on sustainable/public transport. At the time of writing it seems best value to provide an increased budget to allow the commissioning of a variety of projects.

The main areas of work will focus on: increasing renewable energy production and reducing “conventional” energy use by community and businesses; reducing waste, increasing reuse and recycling, again, by community and businesses; reducing private car and increasing public transport use/lift share, increasing walking and cycling and increasing electric vehicle use.

The Energy and Recycling Officer will be line managed by the Economic Development and Regeneration Manager in future reflecting the enhanced work we want to achieve in this area by working with local businesses.

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## *Town centre improvements*

Securing improvements to the town centre is also a high priority in the Strategy for Success. Much of the work in progress relates to improvements to the Market Place, developing a landscaping and signage scheme for the Market Yard, improving the Station Approach and signage between the station and the town centre. However, more resources need to be directed to this area to:

1. Encourage the business community to play their part in keeping the town centre clean and improving the buildings that they own and occupy.
2. Enhance the way we communicate with the community and visitors about the facilities and events in the town
3. Ensure that the town centre car parks are visually and financially attractive.
4. Develop the markets further
5. Establish a Business Improvement District (BID) as a vehicle for funding town centre improvements.
6. Establish a Town Centre Working Group. This will be a community/private/public partnership and will jointly agree and deliver priorities.

The increased focus on this area of work will be funded by a further 0.5 FTE amount in the central services salary budget. It is not proposed to recruit additional staff resources to this post until later in the financial year

## *Proposed budget and precept*

A budget has been constructed (see appendix 3) and designed to deliver the Action Plan to March 2016. The proposed budget income and expenditure is detailed line by line with the net requirement for the precept proposed at £1,045,961. The budget codes have been cross referenced with the corresponding lines in the Action Plan to aid understanding.

Cllrs should note that the proposed precept enables this Council to set a Council Tax Band D equivalent the same as last year in real terms with a 1.3% increase reflecting inflation resulting in a Band D payment of £128.33 as opposed to £126.68 in 2014/15. This calculation is based on a revised provisional council tax base provided by MDC on 19 November. At this stage £19k has been drawn from the General Reserve although it is likely that this will not be needed as the budget is re-forecast through the year and some areas of work will inevitably not develop as planned.

Date	Precept	MDC Tax Base	Frome's portion of Band D Council Tax per annum	Frome's portion of Band D Council Tax per month	Frome's portion of Band D Council Tax per week
2014/15	£1,022,787	8073.73	£126.68	£10.56	£2.44
2015/16	£1,045,961	8150.56	£128.33	£10.69	£2.47

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Of course, Council can reduce the work to be done in the Action Plan and reduce the budget and precept demand accordingly. However, the Council's Strategy for Success and the associated Action Plan to March 2016 will not be completed if this decision is taken. The recommendation, therefore, is to set the precept demand as proposed.

At the time of writing it is not known whether there will be a grant from government via the District Council to offset the impact on Council Tax payers resulting from changes in Council Tax Benefit. Cllrs will recall that FTC did receive a grant of £115,000 in April 2014 and it was subsequently allocated to support community groups.

It is understood that the MDC will finalise the 2015/16 tax base figures for Frome at its Full Council meeting on 15 December, they should receive the settlement figure from the government mid December, but they do not have a specific date at the moment, however by the time of the FTC Council meeting on 7 January we may know more. There are various options open to Council if/when we receive a grant for next year. It is suggested there is little point in discussing these options at this stage.

### *Earmarked reserves*

Cllrs should note the forecast amount in each of the existing EMRs. If Cllrs are not clear as to the purpose of them, please do contact the RFO, Jackie Wheeler, in advance of the meeting.

The table below lists the existing and proposed new EMRs (in italics) at 1 April 2015.

Existing EMRs as at 31 October 2014		Proposed Earmarked Reserves at 1 April 2015		
		£	£	
9003	Elections	15,006	<i>20,006</i>	2015 elections
9004	Market Regeneration	7,250	<i>7,250</i>	Market development
9006	Sports	9,037	<i>9,037</i>	Towards new tennis courts
9008	Machinery & vehicle	17,838	<i>23,738</i>	Vehicle/machinery replacement 2015
9010	Play Equipment	22,449	<i>22,449</i>	Play equipment replacement
9011	Office relocation	141,486	<i>141,486</i>	Office relocation to the hub
9012	Committed	18,713	<i>0</i>	13/14 expenditure committed
9015	CCTV	5,000	<i>5,000</i>	CCTV/Security equipment in hub
9017	S106	13,500	<i>13,500</i>	Showfield adult fitness (£7.4k) VP Shelter (£6K)
9020	Town Centre Improvements	304,209	<i>304,209</i>	Market Place phase 1 (£288k) Palmer St (£16k)
9021	The Dippy	17,000	<i>17,000</i>	Dippy enhancement
9022	Fair Frome	18,281	<i>18,000</i>	2015/16 funding (yr3 of 3)
9023	Youth training and Further Education	49,500	<i>49,500</i>	To establish a youth apprenticeship hub
9024	Youth Funding	13,014	<i>8,000</i>	Frome Youth Bank grants (£7k) Youth Council Support (£1k)



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9038	Community Groups Subsidy	115,000	115,000	Hub set up and subsidy (£23k) annually
9039	River Corridor	10,000	10,000	River Strategy work

*General reserve*

Cllrs will recall that Standing Orders states that the general reserve should be £180k. It is forecast that the general reserve at 1 April 2015 will be £212k . Given that there is always the possibility of emergencies or unforeseen opportunities, it is recommended that Cllrs retain the balance.

*The FTC organisation chart*

This is largely unchanged from the current situation (appendix 4)

Cllrs should note that outside services will undergo a review once the Environment Manager is in post. The budget has been set reflecting 2 FTE outside services operatives and a larger amount in the contracting budget to compensate. Three part time posts are vacant at the moment and we will not recruit anyone until the review is complete.

The only other points to note are the Communications, Marketing and Hub Manager post which has been agreed as part of the Hub discussions over the past year. This post will be recruited in April 15 so long as the acquisition has been completed. The caretaker post will not be recruited until the building is up and running.

*Recommendations*

That the committee agrees to recommend to Council on the 07 January 2015 the following;

1. The Action Plan to 2016
2. The proposed organisational chart
3. The Earmarked and estimated General Reserve levels shown for April 2015
4. The budget and precept demand for 2015/16

**8 For information – A brief update on payments over £500 made since the last meeting**

Author: Responsible Finance Officer

A breakdown of Income and Expenditure at 31 October 2014 is shown at appendix 5

*Income*

Significant income received in October was 13/14 New Homes Bonus Local Legacy grant (£20k) part funding the River Frome Henley Way footpath project, two S106 agreements (£34.7k) for expenditure on the multi-use games area on MBPF and HMRC VAT quarter 2 repayment (£12.7k).

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## *Expenditure*

Aside from normal monthly running costs, significant expenditure was incurred as work commenced on the River Frome/Henley Way footpath, payments to Mindset Training for the construction (£19.6k), in addition at the request of the Environment Agency, they will reimburse FTC, a section of the footpath was widened, and Mindset completed as part of the construction (£6k), plus Friends of the River Frome for their design and Project Management (£2.9k). IMA submitted a revised design plan for the Market Cross and Market Place (£7.4k) following discussions with MDC's Conservation Officer and Councillors.

Councillors are invited to spot check an invoice over £500 through to payment (see appendix 6)

## *Budget Savings/Overspends*

Budgets remain on target with no significant over or underspend for the remaining five months forecast. Recent staff changes in Central and Outside Services departments and impending confirmation of a 2.2% pay award for 2014 -16 including a one off payment for staff on SCP 5 to SCP 49 reduces the previously reported salaries underspend to (£5k) this also takes into consideration the requirement of Interim and Agency staff to cover vacancies. It is anticipated that the Legal Fees budget will have an overspend (£5k) due to land transfers and purchases.

## *Reserves/Balance Sheet*

The Balance Sheet shows the deposits currently held in the bank and investments. Total reserves stand at £1,542,361 as at 31 October 2014 (see appendix 7)

## *Section 106 agreements*

McCarthy & Stone, Rossetti House (£10k) part funding the River Frome Project, MDC lawyers have prepared a second deed of variation for the approval of the new owners Gracewell Healthcare 1 Ltd.

Latona Leisure, former Mendip Lodge Hotel (£38k) 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 refined.

FTC's purchase of the Showfield when completed should see the transfer of the S106 Open Spaces enhancement (£44.9k). There is no progress to report on the Garston Road open space s106.

## *Investments*

Other investment opportunities will be explored in line with the Investment Strategy when the Lloyds 90 day fixed rate (0.57%) investments mature in December.

Councillors are asked to note the financial position as at 31 October 2014.

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## 9 For Information - Internal Auditor's report

Councillors are requested to note the following report received from the Internal Auditors, Fair Account, informing Cllrs of the Internal Audit work carried out from April to September 2014.

### **Internal Audit Report for Frome Town Council 2014/15**

In accordance with the Accounts and Audit Arrangements introduced from 1st April 2002 (lighter touch audit) that requires all Town and Parish Councils to implement an independent internal audit examination of their Accounts and Accounting processes annually.

The Council have complied with the requirements in terms of independence by the Council decision making process in 2014/2015, appointing Fair Account to undertake the work for 2014/15.

An initial visit was made on the 21 July and a follow up visit was undertaken on 9 October 2014 to check that the Town Council adhere to the requirements set out in the National Association of Local Councils Accountability and Governance Manual Appendix 9 ensuring that compliance is maintained.

A further visit has already been arranged to continue the internal audit visits for 2014/2015 on 8 December 2014.

During the course of this internal audit visit it was agreed with the Responsible Finance Officer that we would in future provide an Interim Summary Report Letter on each occasion to highlight any issues from the continuing Internal Audit.

An Internal Audit testing strategy is set out in the current, NALC Accountability & Governance manual. This covers a "suggested approach to internal audit testing" covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

Our initial discussion with the Responsible Finance Officer established any system/procedure changes to the internal controls from the previous period. A series of independent audit tests were then undertaken using the various financial records, vouchers, documents, minutes, previous audit reports, insurance etc. to ascertain the efficiency and effectiveness of these internal controls.

As part of the Internal Audit Reviews we checked that:

#### **Bank Reconciliations**

- the financial totals as at 31 March 2014 had been brought forward accurately to the 2014/15 financial year.
- all un-presented cheques and un-banked income at 31 March 2014 were checked to bank statements to verify these were banked in April 2014.
- all direct debits, standing orders, transfers were checked and accounted for in April 2014.
- all bank paying in slips were banked and agreed to bank statements for April 2014.
- bank reconciliations for all bank account had been carried out between 1 April to 30 September 2014, and totals agreed to those shown in the appropriate cash books.

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## **Petty Cash**

- the Petty Cash totals for the Office, Tourist Information Centre and Victoria Park were agreed to the cash in hand as at 30 September 2014.
- a series of tests to agree the reimbursements from the Office Imprest Account to sub floats held by Tourist Information Centre and Victoria Park between, 1 April -30 September 2014 were undertaken.
- a series of petty cash vouchers were checked and agreed, and Cash Books 2, 3 and 4 were reconciled up to 30 September 2014.

## **Investments**

- the level of Investments shown in Cash Books 5,6,8,10,11,12 and 13 were reconciled to information shown on the bank statements and Investment Portfolio details as at 30 September 2014.

## **Income and Expenditure**

- all un-presented cheques and un-banked income information at as 30 September 2014 were confirmed that the details are accurate to the records held by Town Council.
- test check Cash Books 1,2,3 and 4 and Purchase Day book totals for July and September 2014 to Quarter 2 VAT reimbursement claim for accuracy of VAT elements.
- Check sample of payment vouchers over £500 for accuracy to Cash Book 1 and for August 2014.
- Agreed Tourist Information Centre Daily totals in the Cash Books for the period April – September 2014.

## **VAT**

- the totals of VAT shown on the reimbursement claims for the periods 31 March 2014 and 30 June 2014 had been received and the correct sums are shown in the bank account.

## **Cardnet**

- all transactions shown on the Cardnet statements for the period 1 April – 30 September 2014 were accurately recorded in the cash books and that all the transactions including Cardnet fees could be traced to the bank statements.

## **Payroll Checks**

- a series of payroll checks were undertaken to agree for a sample of employees that the information shown on the latest employee contract could be traced to the correct sums being paid on the monthly payroll.
- a sample check was carried out on monthly payroll data to ensure that the correct Income Tax, National Insurance and Pension contributions were deducted from employees for June 2014.

## **Town Council Minutes**

- minutes of the Town Council and the Internal Affairs Committee were checked for approvals and also to note decisions taken that affects the budget management of the Town Council.

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Therefore I am pleased to report that the various records and procedures in place for the Council provide a good standard of control. All minor queries were resolved during the course of the audit, and therefore no formal recommendations have been made for the period April – September 2014 for these various transactional elements.

This letter report should be noted and taken to the next meeting of the Town Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Report Letter should be also be minuted by the Town Council.

Paul Reynolds FMAAT and Tim Light FMAAT  
Internal Auditors

**10 For information - Health and Safety update**

**12 The next meeting will be at 7pm on Tuesday 3 February 2015, Saxonvale Centre**

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## 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	<b>1 QUESTIONS, COMMENTS AND INFORMATION FROM THE PUBLIC</b> None was received	
2014/54/IAC	<b>2 a. APOLOGIES</b> 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	<b>2 b. DECLARATION OF INTERESTS</b> None was received	
2014/56/IAC	<b>2 c. MINUTES</b> 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	<b>3 OUTSTANDING ACTIONS AND FORTHCOMING ITEMS</b> Cllrs noted the table.	
2014/58/IAC	<b>4 MENDIP WATCH – SUMMARY OF OUTSTANDING ACTIONS FROM MDC</b> 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	

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	<p>installation of the MUGA on Mary Baily Playing Field.</p> <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>	<b>Cllr Bullen</b>
	<p><b>5 FOR DECISION – DOG CONTROL ORDERS</b></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"> <li>1. Implement Dog Control Orders within two weeks of Thursday 9 October (in accordance with regulations)</li> <li>2. Produce the public notices for each of the open space</li> <li>3. Inform the police and Mendip District Council accordingly</li> <li>4. Inform the public of this decision through the various media available to us, including Facebook</li> <li>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)</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Macfadyen, agreed unanimously.</p>	<b>PWy</b>
<b>2014/60/IAC</b>	<p><b>6 FOR INFORMATION – AN UPDATE ON CHRISTMAS LIGHTS AND PLANS FOR THE EXTRAVAGANZA</b></p> <p>The Planning &amp; 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 &amp; Grain.</p> <p>Cllr Usher thanked those involved in the planning and organisation of the Extravaganza for their hard work so far.</p>	
<p><b>2014/61/IAC</b></p>	<p><b>7 FOR DECISION – APPOINTMENT OF INTERNAL AUDITOR</b></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><b>JW</b></p>
<p><b>2014/62/IAC</b></p>	<p><b>8 FOR INFORMATION - A BRIEF UPDATE ON PAYMENTS OVER £500 MADE SINCE THE LAST MEETING</b></p> <p>Cllr Starkie asked to see invoices from Greenstrand and CommonSense Media as part of the spot check, both invoices tallied with Appendix 4.</p>	



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	<p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Note the council's financial position as at 30 September 2014</li> <li>2. Agree to vire £21,000 from the Outside Services salary budget into the Community Open Spaces budget</li> </ol> <p>Proposed Cllr Macfadyen, seconded Cllr Starkie, agreed unanimously.</p>	
<b>2014/63/IAC</b>	<p><b>9 FOR INFORMATION – HEALTH AND SAFETY UPDATE</b></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>	
<b>2014/64/IAC</b>	<p><b>10 DATE OF NEXT MEETING</b></p> <p>The next meeting will be at 7pm on Tuesday 2 December, Saxonvale Centre</p>	
<b>2014/65/IAC</b>	<p><b>11 CONFIDENTIAL ITEM – STAFF MATTERS</b></p> <p>The recommendations were:</p> <ol style="list-style-type: none"> <li>1. Accept the voluntary redundancy request of the Grounds and Properties Manager</li> <li>2. Approve the JD of the Environment Manager</li> <li>3. Based on the new JD, delegate the recruitment of the new post to the Town Clerk as soon as possible</li> <li>4. If there is a gap between the Environment and Properties Manager leaving and the new post starting, secure the services of an experienced interim manager on a temporary part time basis</li> <li>5. The new post holder, with the Town Clerk, review the Council's Outside Services and bring back to this committee further recommendations</li> <li>6. Thank Simon Woollen for his dedication and hard work over the past six years, to wish him the very best in the future.</li> <li>7. Draft a joint statement with Simon about him leaving.</li> </ol> <p>Proposed Cllr Usher, seconded Cllr Starkie, agreed unanimously.</p>	<b>PWy</b>

The Chair closed the meeting at 8.00pm