

# **FROME TOWN COUNCIL**

*making Frome a better place*

To Members of Frome Town Council:

Dave Anderson; Eve Berry; Adam Boyden; Carole Bullen; Graham Burgess;  
Adrian Dobinson; Toby Eliot; Pippa Goldfinger; Tricia Golinski; Damon Hooton;  
Claire Hudson; Peter Macfadyen (Chair); Dickon Moore;  
Helen Sprawson-White; Helen Starkie; Mel Usher; Nick White

And

Cara Honey (Mayor for Young People); Alex Shingler (Deputy Mayor for Young People)

## **FROME TOWN COUNCIL MEETING**

**Wednesday 7 January 2015, 7pm**

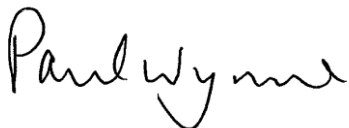
Frome Town AFC, Berkley Road, Frome BA11 2EH

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

## **AGENDA**

1. Questions, comments and information from the public including county and district Cllrs
2. Short presentations from Karen Deverell, Mendip YMCA and Edventure Frome
3. Apologies for absence, declaration of members' interests and minutes from the last meeting on Wednesday 5 November 2014 and the most recent committee meeting
4. Outstanding actions and forthcoming items
5. To consider a loan to the Cheese and Grain for LED lighting
6. To consider contributing towards the community project to acquire fields at Whatcombe
7. To consider the current litter situation in Frome
8. Progress report on the old Social Services Building project
9. To consider the work programme and agree the budget and precept demand for 2015/16
10. The next meeting will be at 7pm on Wednesday 18 March 2015 at Assembly Rooms, Christchurch Street West, Frome. BA11 1EB

Yours sincerely



Paul Wynne, Town Clerk  
Frome Town Council, 5 Palmer Street, Frome. BA11 1DS  
19 December 2014

# FROME TOWN COUNCIL

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## AGENDA

1. **Questions, comments and information from the public including district and county Cllrs.**
2. **Short presentations from Karen Deverell Mendip YMCA and Edventure Frome**
3.
  - 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 5 November 2014**
  - d. **To receive for information the minutes of the last Internal and External Affairs Committee meeting**
4. **Outstanding actions and forthcoming items – see Appendix 1**
5. **For decision: Whether to loan £22,000 to the Cheese and Grain for LED lighting**  
Author: Anna Francis, Energy and Recycling Officer

### *Summary*

The Cheese and Grain would like to upgrade their stage and hall lighting system to LEDs. This would reduce power consumption in these areas by 75%, saving £4,525 in electricity costs. The cost of re-equipping and fitting would be £22,000.

This paper proposes that FTC makes use of its General Power of Competence to make a £22,000 loan over a five year period to the Cheese and Grain at the same rate set by the Public Works Loan Board. It is confirmed that the year-end forecast for the general reserve is £231,000. Standing Orders note that it should be £180,000. Accordingly, there are sufficient in the general reserve for this purpose.

The loan would cost the Cheese and Grain around £400 in monthly repayments (based on 3.5% interest) and would save a total of £407 a month in electricity charges and bulb replacement costs.

### *Discussion*

The development of the Cheese and Grain has been a success. The number of music performances has more than doubled, jobs have been created and thousands of people visit Frome specifically to attend events at the Cheese and Grain. However, the building's electricity consumption has also trebled and the PV solar panels are now only supplying about 25% of that electricity. The building's carbon footprint has therefore increased significantly. Projected annual usage has risen to 55,000Kw, of which about 28,000Kw is consumed providing lighting in the hall and stage.

The new lighting system would mean that the Cheese and Grain has the best possible

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multicolour, fully adjustable stage lighting specification, helping to attract better and more performers/acts. It would also improve health and safety (currently lighting systems need high ladder maintenance and adjustments), improved fire safety (current fittings get extremely hot – LEDs do not) and would significantly cut carbon emissions.

If Cllrs agreed to offer a loan to the Cheese and Grain on the basis outlined above there would need to be some loan security in case the Cheese and Grain defaulted. At this stage we have not discussed with them what this might be.

Lastly, it is reasonable for the Council to include within a loan agreement a condition that insists that the Cheese and Grain buy electricity from a recognised green energy supplier. The Town Council uses Good Energy, for example.

### *Recommendation*

1. Make a loan to the Cheese and Grain for £22,000 over five years at the same interest rate as that used by the Public Works Loan Board on the day the loan agreement is signed in order to install LED lighting in the hall and stage area. And establish an EMR to this effect until they draw it down, from the general reserve.
2. Include in the loan agreement an appropriate level of security if the Cheese and Grain defaults on payments.
3. Include in the loan agreement that the Cheese and Grain will use a green energy supplier for at least the period of the loan.

## **6. For decision: Whether to contribute towards the community project to acquire fields at Whatcombe**

Author: Paul Wynne, Town Clerk

### *Summary*

At the External Affairs Committee on 17 December, Cllrs agreed to recommend to Council a £35,000 contribution towards the campaign to buy fields at Whatcombe run by a community Group called Save Open Spaces Frome. It is confirmed that the year-end forecast for the general reserve is £231,000. Standing Orders note that it should be £180,000. Accordingly there are sufficient funds in the general reserve for this purpose. If Cllrs agree this recommendation and the recommendation at agenda item 5, however, the general reserve is currently forecast at year-end to be £174,000. The RFO is expecting this figure to rise to £180,000 once minor underspends in some budgets at year-end are taken into account.

### *Recommendation*

Allocate £35,000 from the general reserve towards this campaign and to establish a new EMR accordingly.

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The report tabled at EAC is reproduced below.

*Report to EAC / 17 Dec 2014*

*For Decision – To consider whether to invest £35,000 in SOS Frome’s campaign to save fields at Whatcombe for the community.*

*Author: Paul Wynne, Town Clerk*

*Save Whatcombe Fields campaign*

*The Community Projects Officer is a key member of Save Open Spaces Frome but undertakes this work outside paid FTC hours. As a result this report has been written by the Town Clerk.*

*SOS Frome has now opened their community share offer and to date pledges in excess of £80,000 have been received. SOS Frome hopes that FTC will make a contribution towards this acquisition by making an investment in the scheme of £35,000 in order to help the community save these beautiful and popular fields on the edge of town for future generations. The way that SOS Frome has been constituted and the way in which is proposing to purchase the fields at Whatcombe mean that the land will be prevented from future sale by an asset lock now that SOS Frome is a formal Community Benefit Society.*

*Each person or organisation that purchases shares has one vote at annual meetings, regardless of how many shares they own. If a shareholder wanted to withdraw, someone else would have to be willing to buy their share.*

*If EAC felt this was a project to support and one that FTC should support, EAC would need to recommend it to Council. Council has to agree these types of financial decisions. The £35,000 would come from reserves and full cost implications could be tabled at Council on 7 January.*

*Recommendation*

*Recommend to Council on 7 January that FTC contributes £35,000 to SOS Frome in order to acquire land at Whatcombe Fields.*

## **7. For information: The current arrangements for collecting litter in Frome Town Centre**

**Author: Tegwyn Jones, interim Outside Services Manager**

*Summary*

This report updates Cllrs on how street cleaning is delivered and monitored in Frome Town Centre. It is for information only and captures the intelligence the interim outside services manager has collected during his short time with the council. It will provide base information for the new Environment Manager who starts in late January.

The report identifies ways in which better outcomes can be achieved and is divided into eight parts:

1. The Mendip contract
2. Weed control
3. Cleaning Car Parks
4. Street sweeping practice
5. Performance monitoring – Mendip and the Landscape Group
6. Performance monitoring – Frome TC

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7. Why don't we simply take out an additional contract?
8. A Way forward – monitor and complain

### 1. *The Mendip contract*

Mendip District Council (MDC) has responsibility for street sweeping. It delivers this via a 15 year contract let to the Landscape Group (LG) about a year ago.

In Autumn 2013 MDC asked residents what they thought the district council's spending priorities should be. At the top of the poll, 58% of respondents said that the aspect of life in the district most important to them was "Keeping land clear of litter and refuse". Tellingly, this was also the area that 42% said was most in need of improvement. So street cleaning is not just important to people, it is also the thing they most want improved.

Under their contract, the LG is required to deliver a street sweeping service to a standard of cleanliness defined in a Defra "Code of Practice on Litter and Refuse". Grade A standard is defined in the Code by "the absence of litter, debris, detritus, loose chippings, excreta, accident debris, leaf fall, other rubbish and animal carcasses or remains or any other material fouling street surfaces". And Grade B means "the area is predominately free of litter [etc, on] street surfaces apart from small items".

Whilst the contract requires a Grade A standard to all areas in the District, it recognises that "Grade A cannot be maintained at all times and a Grade B standard will be acceptable for short periods of time." This means that at no time should cleanliness fall below Grade B in any area. This, optimistically perhaps, means that there will never be "widespread distribution of" litter. The Code of Practice anticipates that this is achieved by frequent cleaning: a high standard, but one that meets the expectation of local people.

The focus, therefore, of the contract is on *how long* an area is permitted to fall below the Grade A standard of cleanliness, irrespective of the type of surface.

The extent of Frome Town Centre is defined on a plan in the MDC contract. Any littering that downgrades the streets and car parks within the town centre must be rectified within "1/2 a day. This means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day." The LG must bring the area back up to the Grade a standard within this response time.

### 2. *Weed control*

Weeds disfigure many of the streets in the town and, even when dead, tend to trap litter. The contract requires the LG to "ensure that all areas remain substantially free from unwanted weeds". They must submit "prior to the commencement of the Contract, a detailed programme for the control of weed growth" and "ensure that all such weed growth is removed from around the bottom of posts, bollards, the legs of seats and benches and the skirts of bus shelters where these are situated on metalled surfaces."

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Although weed killer was sprayed in mid-October, it was mid-November before the roots were dead. The contract, although not explicit, appears to expect their removal. But the LG state informally that the contract does not require removal. And they may be right, unless the “detailed programme” says otherwise.

At a meeting in early December, the MDC officers indicated that, contrary to the LG view, the contract *does* requires removal of weeds, and that this misinterpretation would be rectified. But dead weeds remain on Frome streets.

We have made a Freedom of Information request to MDC for the “detailed programme for the control of weed growth”. This will clarify the requirement.

### 3. *Cleaning Car Parks*

As with the streets, the contract expects that any litter in town centre car parks would be removed within “1/2 a day. This means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day.”

With the exception of North Parade, the contractor must return the listed car parks to the Grade A standard within half a day. The evidence is that they don't.

### 4. *Street sweeping practice*

Every morning before 11am, a LG cleaner carries out a single daily litter pick of the Town Centre. The areas covered have not always been those in the contract plan, but the contractors rectified this once we drew the omissions to the attention of MDC. Westway Precinct is private and therefore outside the contract.

A single daily sweep – however well it is done – will not keep the town centre at Grade A standard throughout the day. MDC contract managers did not disagree, but will only act on evidence of failure.

### 5. *Performance monitoring – Mendip and the Landscape Group*

MDC's “Authorised Officer and his nominated inspectors, together with [the Landscape Group], measure contract performance and will provide and *publish regular reports on the cleanliness of the District*”, according to the contract. Measurements are to be carried out in accordance with the Code of Practice.

MDC have recently built a programme to record this information and provide reports on each town in the district. The programme is informed both by their own inspections, and by the LG supervisors. Under the contract, the “*Service Provider must make their Monitoring Report to Mendip District Council every month*” containing specific information, including service failures.

We have made a Freedom of Information request to MDC for recent “reports on the cleanliness of towns in the District”. I understand that this would be a relatively easy report from their recording system and would indicate MDC's own understanding of the cleanliness of Frome.

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## 6. *Performance monitoring – Frome TC*

From December 2013 to August 2014, Outside Services staff monitored street cleanliness in Frome Town Centre. Although the results were only recorded as a narrative, it seems that for seven of the twenty weeks, cleanliness was graded at below Grade B. Although standards seem to have improved since early March 2014 they are still unacceptable all too frequently.

FTC made further (uncalibrated) surveys in October and December, and found significant failings on a number of sites, notably car parks.

## 7. *Why doesn't FTC take out an additional contract?*

If FTC entered into an additional contract with a contractor such as LG, we would have sufficient control to achieve the standard desired; at a price. In practice this would provide the town centre with the additional clean it needs each day, remove weeds, and greatly improve appearance. The area defined as the "Town Centre" might also be increased.

But would the public not be paying twice for the same service?

Ideally the solution should be found in getting MDC to deliver, through their contract, the standards set out in that contract. And that means monitoring.

## 8. *A Way forward – monitor and complain*

There is no doubt that the contractors are not achieving the street cleansing required of the contract throughout the day. For most of the time, the standard in most areas of the Town Centre seems to be at best, Grade B.

But MDC seems to adopt the view that all is well unless they are notified of specific problems (times, grades and locations). Our monitoring needs to provide more useful information than in the past. MDC have offered to train our staff so that our monitoring is recorded in the same way as MDC's and the LG's. Only then could our observations be accepted by MDC's monitoring system. And if we find failures, we will be able to make more effective complaints to MDC.

Although this will require a significant investment of staff resources (we may need to do it daily), our monitoring MAY result in a second daily sweep to guarantee a Grade A standard to the end of the afternoon.

Both MDC and LG have been invited to this meeting.

## *Conclusion*

It would be helpful to hear Cllr's views on how they feel street cleansing is being undertaken in the town and whether the conclusion that the issue is more about monitoring than allocating extra resources for cleaning directly is reasonable.

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A further report will be submitted by the Environment Manager in the New Year indicating progress and next steps.

### **8. For decision: To shortlist the names for the Social Services Building and to receive an update on the project**

Author: Kate Hellard, Community Projects Officer

#### *Developing the design brief*

The pre-design period is now fully underway. We have a model of the building available for the public to view in Palmer Street and have produced a film showing the interior. Information and links to these has been sent via social media and a newsletter. Both the model and the film aim to enable prospective tenants, service users and members of the public to get a sense of the scope of and possibilities for the building. Individual meetings with interested organisations are ongoing and informing the spaces required.

A public meeting will take place on 16<sup>th</sup> January, 5.30pm – 7.30pm at Frome Youth Centre. Everyone is invited to attend this meeting to share their thoughts and ideas for the building, see the film and get involved in the design process. We will also be starting to map other available spaces in Frome with the intention of enabling every organisation looking for venues to find the appropriate space.

Proposed costs of office space will be shared with groups at the meeting in January as part of the participative design process. These costings are being continually updated as we gather more information about the building and the market conditions. They will be pitched at a level based on the need to: ensure the capital and revenue costs of the building are met; be affordable for third sector organisations while not undercutting other venues in the town.

The emerging principles guiding the design are that the building will:

- Be a modern, vibrant and interactive community space.
- Provide versatile office spaces, meeting rooms, consultation rooms, a community run café, space suitable for a range of community organisations and formal event space (the Council Chamber). All of which will be able to be hired on a permanent, regular or occasional basis.
- Establish rents for office space that will be fixed for a two or three year period to allow organisations to budget accordingly and will include heating, lighting, kitchen facilities, telephones, central reception facility, broadband and storage.
- Provide a central space for information and support, both physically and virtually, for residents of Frome and practitioners, including for example the ability to coordinate other satellite provision elsewhere in the town.
- Provide volunteering, work experience and apprenticeship opportunities acting as a centre of best practice.



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- Provide accessible space for service users, the wider community and third sector organisations
- Generate a sustainable revenue stream which covers the costs of running and maintaining the building within a not for profit ethos.
- Develop a way of managing the building (still most likely to be some form of Trust) in order to guide the ongoing development of an innovative inspiring community resource.

*The updated timeline for the pre design and design of Christchurch Street*

<b>Date</b>	<b>Event</b>	
November	Make a film of building to replace open day.	complete
December	Name nominations	incoming
December – January	Individual meetings with potential tenants	ongoing
7 <sup>th</sup> January	Town Council meeting – Shortlist 3 names, view scale model and film,	On time
January	3 names to go to public vote	On time
16 <sup>th</sup> January	Public meeting to show film and scale model and gather information to produce the design brief.	Re scheduled from November
January	Group meetings Matching organisations with spaces	On time
January	Residents / users/ locals meeting	
February	All available spaces (incl new building) in Frome mapped to provide database to groups	
14 <sup>th</sup> February	Draft design brief complete	
	Feedback to tenants meeting	
	Final brief drafted	
20 <sup>th</sup> February	Design brief sent out to tender	
Week of 16th March	Prospective designers interviewed	
March	Design drawn up.	
April	Vacant possession	
May – July	Build	
July	Move in	

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## *Shortlisting a name for the building*

At the time of writing we have had 11 proposed names for the building. The Town Hall has been nominated three times. Once Cllrs have agreed a shortlist of three we shall publicise these and encourage the community to vote on their favourite.

The names are:

- The Town Hall (three times)
- The Public's Offices
- The Thomas Bunn Centre
- The Hub
- The Community Hub
- Concord House
- Frome HQ
- Selwood Hall
- Welcome House
- The Frome Pad

Cllrs may like to make other suggestions to those above. We shall carry out an engagement exercise at the meeting to create the shortlist.

## *Recommendations*

1. Note the update and timeline
2. Shortlist three names to take forward for a public vote.

## **9. For decision: Work programme, organisation chart, budget and precept demand for 2015/16**

Authors: Paul Wynne, Town Clerk and Jackie Wheeler, Responsible Finance Officer

### *Purpose of the report*

Following consideration at both the Internal and External Affairs committees this report recommends that Council agrees the:

- a. Action Plan to March 2016 at appendix 5
- b. Proposed organisational chart at appendix 6
- c. Budget and precept demand for 2015/16 at appendix 7
- d. Agree to establish two new Earmarked Reserves and
- e. Note the forecast General Reserve at 1 April 2015

### *Discussion*

#### *Action Plan to March 2016*

The Strategy for Success Action Plan has been reviewed (see appendix 5) for the current financial year and updated for the period to March 2016.

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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 we are happy to offer any further explanation in advance or on the night of the meeting.

We 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:

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 and will be 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.

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.

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. At present this post is filled by two part time contract staff and we propose to recruit this post as soon as possible. The current year’s salary budget has sufficient funds to do this. Once the Christchurch Street building is up and running the Marketing, Communications and Hub Manager will work closely with the CPO to provide technical communications expertise.

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

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 be returning from maternity leave on a part time basis in March. 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 part time 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 to provide an increased professional support / research budget (shown at 503/4719 on appendix 7) to allow the commissioning of projects although following further consideration it might be more appropriate to increase the hours of the p/t staff member instead.

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.

### *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.

Until these projects are complete it is proposed to put a more resource towards forging better relationships with business and to establish a Town Centre Working Group (shown in central services salary budget 802/4001 on appendix 7). This Working Group will be a community/private/public partnership and will jointly agree and deliver priorities. A specific remit and time period for this group will be considered at the next EAC in February.

### *The FTC organisation chart*

This is largely unchanged from the current situation (appendix 6).

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Cllrs should note that outside services will undergo a review once the Environment Manager is in post in late January. The budget has been set reflecting 2 FTE outside services operatives and a larger amount in the contracting budget to compensate. Four posts are vacant at the moment and we will not recruit anyone until the review is complete. The p/t Green Space CPO post is also illustrated in this team.

The additional town centre management duties are illustrated by noting that the Town Centre and Regeneration Manager post is now 1FTE, as discussed above.

The only other point to note is new post of Communications, Marketing and Hub Manager which has already been agreed as part of the Hub discussions over the past year. This post will be recruited with a view to starting in April 2015 so long as the acquisition of the new building is secure. It seems appropriate that the information centre assistants in the Library are also line managed by this post in future. The caretaker post will not be recruited until the building is up and running.

### *Proposed budget and precept*

A budget has been constructed (see appendix 7) 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 £1,065,172. The budget codes have been cross referenced with the corresponding lines in the Action Plan to aid understanding.

Cllrs should note that £150,000 has been allocated to complete the phase 2a of the development of the Market Place (shown in the budget at 506/4125). Phase 1 is being funded from the EMR for Town Centre Improvements (9020 in the table on the next page).

We have also included an estimated income of £150,000 from the sale of the Palmer Street office (shown in the budget at 802/1016). This should not be considered as anything other than an estimate at this stage and it will not be put on to the market until FTC is sure of the purchase of the building on Christchurch Street. We will refine this figure with local estate agents in January to help budget planning.

Cllrs should note that the proposed increase in precept enables this Council to set Frome's Portion of Band D Council Tax at an annual payment of £130.41, an increase of £7p per week. This calculation is based on confirmed MDC council tax base figures for 2015/16.

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.

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Date	Precept	MDC Tax Base	FTC's portion of Band D Council Tax per annum	FTC's portion of Band D Council Tax per month	FTC's portion of Band D Council Tax per week
2014/15	£1,022,787	8073.73	£126.68	£10.56	£2.44
2015/16	£1,065,172	8167.71	£130.41	£10.87	£2.51
Difference	£42,385	93.98	+ £3.73 pa	+ 31p pm	+ 7p pw

It has not been confirmed by MDC if 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.

MDC were hoping to receive the settlement figure from the government in December, but they have been advised it has been delayed. If the government do not release the figures before the parliamentary recess, it will be sometime in January before MDC receive them. There are various options open to Council if/when we receive a grant for 2015/16 and it is suggested this can be discussed when receive definite information from MDC.

### *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 amounts in EMRs at 1 April 2015.

	Title	EMRs at 31.3.14/£	Proposed EMRs at 1.4.15/£	Description
9003	Elections	15,006	20,006	2015 elections
9004	Market Regen	7,250	7,250	Market development
9006	Sports	9,037	9,037	Towards new tennis courts
9008	Machinery & vehicle	17,838	23,738	Vehicle/machinery replacement 2015
9010	Play Equipment	22,449	22,449	Play equipment replacement
9011	Office relocation	141,486	141,486	Office relocation to the hub
9012	Committed	18,713	0	13/14 expenditure committed
9015	CCTV	5,000	5,000	CCTV/Security equipment in hub

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9017	S106	13,500	13,500	Showfield adult fitness (£7.4k) VP Shelter (£6K)
9020	Town Centre Improvements	304,209	304,209	Market Place phase 1 (£288k) Palmer St (£16k)
9021	The Dippy	17,000	17,000	Dippy enhancement
9022	Fair Frome	18,281	18,000	2015/16 funding (yr3 of 3)
9023	Youth training and Further Education	49,500	49,500	To establish a youth apprenticeship hub
9024	Youth Funding	13,014	8,000	Frome Youth Bank grants (£7k) Youth Council Support (£1k)
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
9040	Towards the purchase of fields at Whatcombe	£0	£35,000	
9045	Loan to Cheese and Grain for LED lighting	£0	£23,500	3 year loan to be repaid at fixed rate of interest pa.

### *General reserve*

Cllrs will recall that Standing Orders state that the general reserve should be £180k. Assuming that Council agrees to the establish two new EMRs for Whatcombe Fields and the lights for the Cheese and Grain the General Reserve is forecast to be £180k on 1 April 2015 (taking into account likely underspends in some budgets by year-end).

### *Recommendations*

Council agrees the:

- a. Action Plan to March 2016 at appendix 5
- b. Proposed organisational chart at appendix 6
- c. Budget and precept demand for 2015/16 at appendix 7
- d. Agree to establish two new Earmarked Reserves and
- e. Note the forecast General Reserve at 1 April 2015

10. The next meeting will be at 7pm on Wednesday 18 March at The Assembly Rooms Christchurch Street West, Frome BA11 1EB.