

FROME TOWN COUNCIL

making Frome a better place

Minutes of a meeting of the Internal Affairs Committee

Wednesday 2 December at 7pm
Saxonvale Centre, Garsdale, Frome. BA11 1RZ

Present:

Dickon Moore (Chair); Toby Eliot; Peter Macfadyen; Helen Starkie; Mel Usher

In attendance:

Faye Penfold (Common Sense Media), Caroline Wood (Frome Standard), Paul Wynne (Town Clerk), Jackie Wheeler (Responsible Finance Officer), Peter Wheelhouse (Economic Development & Regeneration Manager) Jane Llewellyn (Planning and Development Officer) Alison Reid (Administration Officer)

1 member of the public

| Minute Ref | Agenda Item | Action |
|-------------|---|--------|
| 2014/66/IAC | 1 Questions, comments and information from the public None was received | |
| 2014/67/IAC | 2 Apologies for absence, declaration of members' interests and minutes from the last meeting on 8 October 2014 The Chair formally opened the meeting at 7.05pm and apologies for absence were received from Cllrs Berry, Goldfinger, Hudson and Alex Singler (Deputy Mayor for Young People) The minutes of the Internal Affairs Committee meeting held on 8 October 2014 were approved as a true record of the meeting and signed by the Chair. Proposed Cllr Moore, seconded Cllr Macfadyen, agreed unanimously | |
| 2014/68/IAC | 3 Outstanding actions and forthcoming items The Town Clerk updated the meeting on progress following interviews for an Environment Manager. Mr Chris Stringer will start in the role on Monday 1 February 2015. Cllr Macfadyen noted that he was aware Protomax were ready and waiting to start production as we near the end of the VHS recycling collection. The Town Clerk explained the option to have park benches made by Protomax . | |

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| 2014/69/IAC | <p>4 Mendip Watch - summary of MDC's outstanding actions Councillors noted the updates on Mendip Watch. Cllr Usher asked for the transfer of the Boyle Cross to be added to the Mendip Watch summary. Cllr Elliott asked that Tower View and Packsaddle also be added to Mendip Watch.</p> | PWy |
| 2014/70/IAC | <p>5 For information – A verbal update on the Christmas Extravaganza 28 November 2014 A short video was played to the meeting showing highlights of the Edwardian Extravaganza. Faye Penfold (Common Sense Media) gave a summary and the positive impact the event had. The committee was very pleased with the event and asked that in future there would be more emphasis on engaging the public with more participation activities. Peter Wheelhouse added that the feedback from the retailers was very positive. Peter Wheelhouse also spoke about the logistics of organising this year's event and praised all concerned. Cllr Usher praised all staff and volunteers involved.</p> | |
| 2014/71/IAC | <p>6 For Decision - Becoming a Living Wage employer Cllr Moore explained to the meeting that FTC is already a Living wage employer and this proposal would mean contractors should also be. The Town Clerk noted that future contractors would be asked if they were Living Wage employers. There followed a brief discussion about criteria and how those on apprentice or training schemes were accounted for. It was confirmed that they are not included within the Living Wage criteria. Cllr Moore asked that Living Wage Employer be added to FTC website.</p> <p><i>Recommendations</i></p> <ol style="list-style-type: none"> 1. Commit to continue paying at least the living wage to all directly employed staff.(Excluding apprentices and those on training schemes) 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 Employer. 5. Review the progress of this agreement in Autumn 2015. <p>Proposed Cllr Moore, seconded Cllr Starkie, unanimous</p> | JW (RFO) |
| 2014/72/IAC | <p>7 For Decision – Work programme, organisation chart, budget and precept demand for 2015/16 The Town Clerk introduced the Action plan to the meeting and</p> | |

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| | <p>highlighted the increased focus on communications, volunteering, sustainability and relationship building with traders. Staffing proposals were explained and the structure in which each role will operate. The precept and budget were discussed at length by the meeting, reserves were listed and it was confirmed there are no new earmarked reserves.</p> <p><i>Recommendations</i> Recommend to Council on 07 January 2015</p> <ol style="list-style-type: none"> 1. The Action Plan to March 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 <p>Proposed Cllr Macfadyen, seconded Cllr Usher, majority decision</p> | PWy/JW |
| 2014/73/IAC | <p>8 A brief update on payments over £500 made since the last meeting Cllr Starkie did a spot-check on two random payments from Jackie Wheeler (RFO), these were agreed to be true copies and passed. Cllr Macfadyen asked why we were using a building contractor for local work who is based in Shepton Mallet, should we not be supporting local Frome based businesses? The Town Clerk responded that this was looked into and as the said company had done the original restoration of the building it was deemed they were the most suitable for the follow up works and that his quote was competitive with others.</p> | |
| 2014/74/IAC | <p>9 For Information - Internal Auditor's report Cllr Moore explained the report findings to the meeting and asked that it be noted that under Jackie Wheeler's expertise FTC had always maintained excellent internal auditors reports. It was noted that this was an extremely thorough audit.</p> | |
| 2014/75/IAC | <p>10 For information - Health and Safety update Nothing to report.</p> | |
| 2014/76/IAC | <p>11 The next meeting will be at 7pm on Tuesday 3 February 2015, Saxonvale Centre.</p> | |

The Chair closed the meeting at 8:30pm