

Frome Town Council annual work programme 2020/2021

Approved: 22 January 2020

Objective	Action	Cost centre	Nominal code
Resilience - Lead: Anna Francis			
Enable energy and carbon savings	Explore and promote opportunities for retrofit		
	Help schools to reduce energy demands through Energy Sparks and Salix loans	608	4447
	Assist fuel poor households	608	4447
	Lobby for divestment (SCC Pension)		
	Lend thermal imaging camera	608	4447
	Explore renewable energy opportunities locally	608	4447
	Promote green energy tariffs	608	4447
Enable good business	Conduct and promote Good Business visits and accreditation		
Enable sustainable transport	Promote and support volunteer driver scheme	608	4448
	Support development of cycle courier and e-cargo bike delivery	608	4448
	Rickshaw service for popular events such as Independent Market and festival	608	4448
	Install and promote EV charge point network and EVs	608	4448
	Promote liftshare		
	Promote public transport	608	4448
	Clean air monitoring network	608	4448
	Promote E bike	608	4735
	Explore options for additional bus and rail services	608	4448
	Lobby for better services	608	4448
	Promote car club	608	4448
	Walking and cycling infrastructure plan	608	4448
	Develop pedal powered resources for schools and community groups	608	4445
	Promote sustainable transport to local organisations	608	4448
Organise School Travel Challenge	608	4445	
Events	Organise events and activities that change behaviour such as Welcome Packs, sharing events, possibly Improve Don't Move	608	4444
Lead action on climate change	Develop climate change emergency plan	608	4449
	Climate change empowerment programme for local schools	608	4449
	Train community connectors to become climate ambassadors	608	4449
	Develop Climate Action website using Your Priorities	608	4449
	Ensure resilience / reducing carbon is embedded into everything the council does		
Reduce waste	Reduce plastic waste	608	4446
	Support waste minimisation, re-use and repair	608	4446
	SHARE: develop sustainable model	608	4446
	Support community fridge and explore local replication	608	4446
	Moon Cup/period poverty campaign	608	4446
Support resilience work	Support local groups	608	4444
	Resilience summer placements	608	4444
	Explore enabling communities to bulk buy food	608	4444
Environment - Lead: Chris Stringer			
Maintain and improve Frome's parks and green spaces	Cyclical reviews of FTC's management plans at Council Matters meetings	500	4033
	Implement agreed site management plans	500	4033
	Take on responsibility for Egford play area; supporting residents and the local community	500	4033
	Continue delivering identified projects funded by the S106 agreement that came from the Garston development (Trinity Park)		
	Support the local communities in developing and delivering plans and improvements for Chapmans Close, Packsaddle & Tower View	500	4033
	Restore and refurbish the existing public toilets in Victoria Park	EMR	326
Work with Frome's Allotments Association to provide well-managed allotments in Frome	Provide practical support to the FAA; including completing agreed works in a timely fashion	500	4033
	Regular meetings with FAA to discuss and agree works and to consider future projects	500	4033
Help to keep Frome clean, tidy and welcoming	Work in partnership with MDC across the town to ensure the town is clean and tidy	500	4036
	Rangers to lead on floral planting in the town centre, including the Market Place	500	4039
Improved links between Frome's public spaces,	Combine work on the bridge from Edmund Park with support and views on the riverside paths set to be part of the development of the former Butler, Tanner & Dennis site		

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including the town's parks and green spaces. And encouraging better and more universal design in public spaces	Continue to support the Missing Links project	500	4033
	Continuing support for Frome's Walkers Are Welcome status	500	4033
Community tree planting projects across the town to deliver landscape and environment improvements; and to help fight climate change	Establish and implement the Wild about Trees project, including community planting days in 2020/2021	500	4909
Support community involvement in Frome's parks and green spaces	Continue to oversee the Critchill Rangers' volunteering; working in more parks and green spaces	500	4033
	Continue to oversee the Discovery volunteering sessions; working across FTC's parks and green spaces	500	4033
Conserve and manage Frome Town Hall for the town and its future generations	Ensure the building is clean, tidy and well-presented at all times; outside and in	610	4530
	Consolidate the day to day management and upkeep of the Town Hall, including scheduled repairs	610	4531
Safe operational management of the Market Place in partnership with MDC	Contributions to the joint committee's discussions about management and care of the Market Place	500	4118
	Scheduled and reactive upkeep of the fountain	500	4118
Prosperity and Econ Regeneration - Leads: Peter Wheelhouse and Jane Llewellyn			
To provide planning advice and support, to influence Local Plans and policy. Secure the right development for Frome	Provide planning advice and support for businesses and residents, General planning enquiries, face to face, email & telephone		
	Selwood Garden Village	700	4122
	Continue to influence Part 11 revision of Local Plan & Local Plan Part 1 revision, identify the issues on which we will campaign and lobby - to include green open spaces	700	4122
	Continue to lead and campaign to secure the right development for Frome, to secure beneficial S106 funding and encourage initiatives for self-build		
	Create and maintain a list of strategic demands (translating to S106 projects) to share with MDC		
Provide support for Fair Housing for Frome and the Community Land Trust	Monitor S106 agreements to ensure the money is paid to MDC/SCC and that schemes are developed and the money gets spent		
	Continue to work with new CLT, MDC and others to bring forward new housing development in Frome that is truly affordable with reference to the local earnings profile		
Provide business support and advice, and improve access to vocational education	Business support	700	4137
	Improving access to vocational education	EMR	372
	Town centre benchmarking	700	4122
	International exchange project for young people	EMR	345
	Collate data on businesses demand for work space and skills	700	4137
	Strategic review of the highway infrastructure and parking across the town taking into account future development	700	4122
Bring forward the regeneration of Saxonvale and remodelling of the Market Place	Market Place Phase 2	EMR	349
	Saxonvale - clarify our position on reserved matters application and use all available channels of communication to ensure that the application aligns with our objectives		
	Saxonvale - through the Project Board & continue to influence the scheme with a particular focus on delivering a cultural quarter, open spaces management, microgrid and a footbridge		
	Boyle Cross - continue to explore how the site can be better used for events through Joint Committee		
Economic regeneration	Exploring new opportunities to develop economic and/or cultural assets for the town	EMR	358
Community Development - Lead: Kate Hellard			
Provide financial support for Community Organisations	Administration and support for Mayors Grant (grants up to £300) and Community Grant Scheme (£300 - £2000).	602	4800
	Administration and support for the Substantial Project Fund	602	4800
	Administration and support for the Sea Change Fund	602	4800

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Supporting organisations to become resilient and sustainable	Bespoke support and advice for Sea Change and grant recipients to ensure sustainable long term funding solutions.	601	4729
	Coordination and delivery of training programme for business and community groups	601	4729
	Provide triage and one to one, responsive, support for community organisations; to include facilitation for trustees and management groups, business planning and coordination	601	4729
	Provide specialist support to address priority issues (to include bespoke fundraising support)	601	4725
To work with neighbourhoods to develop local initiatives which support cohesion and sustainable solutions to social and environmental issues	Support the organisation and delivery of neighbourhood activity days: litter picks, street parties, community action days	601	4706
	Support the delivery and sustainability of neighbourhood projects; to include planting and growing initiatives	601	4706
	Support meetings and discussions with partner services and agencies to address issues.	601	4706
	Provide practical resources, support advice and training for neighbourhood groups.	601	4706
	Establish a peer to peer support group and means of communication for neighbourhood groups in Frome	601	4706
Children, Young People and Families Project work to identify and address gaps in services and provision.	Continue to map existing and emerging provision, issues and potential gaps in local services.		
	Provide info to populate database / information sharing platforms (CRM and website)		
	Coordinate and support partner organisation to fill gaps	601	4711
	Commission of a detached youth work projects working with young people to steer and monitor		
	Playing out; promote support and train local streets in order to close on a regular basis	601	4711
	Identify models of best practice that meet needs from elsewhere		
	Identify funding streams for new projects including: homestart, play rangers, playing out, detached youth work,	601	4711
	Exploration and feasibility for a volunteer support programme for families	601	4711
	Delivery of a topic based training programme for community members, parents and carers and professionals to address current issues (drugs, mental health, play, anti social behaviour)	601	4711
Delivery of Graffiti expo	502	4320	
Relationship building - Lead: Paul Wynne			
Building relationships	Twinning (Civic)	800	4715
	Across the boundary project - build relationships with local authorities to the north and east		
	Continue to bring together Frome councillors from three tiers of local government to explore joint priorities.		
	Bring together local parish councils to share priorities and issues as and when required.		
	Continue to experiment with meetings to improve public participation and engagement using different room layouts, amplification, live streaming, improved promotion and reporting back.		
Engaging with unitary debate	Ensure devolution of services in the upcoming unitary debate		
Evaluating FTC's impact	Assess the local economic and social impact of FTC's work programme		
	Carry out an inequalities impact assessment of the work programme		
Reduce debt	Explore and scope out a debt free project		
Marketing & Communications - Lead: Rachel Griffin			
Strategic work	Implement Comms and Marketing Strategy	803	4128
	Implement Town Hall marketing Strategy	803	4532
	Review the Comms and Marketing Strategy Jan 2021		
Market the Town Hall	Ensure that the Town Hall is fit for purpose and can deliver events: Open, accessible, good quality.	610	4530
	Support Stewards for Town Hall events		4082
	Continue to implement a programme of building maintenance requirements for the next 5 years	610	4531
	Volunteer flowers programme at the Town Hall	610	4531
Provide information to residents about FTC projects, activities and services for well being and civic pride	Continue to develop the content of the Discover Frome website and social media	803	4950
	FTC Website - updated with new relevant content	803	4128
	Use all communication channels (digital, print, and face to face) to provide clear and timely information. Wherever possible, all comms to include 'why' FTC is doing something.	803	4128
	Continue to support all FTC projects where resources allow		
	Keep profile of noticeboard as a high priority using noticeboard ambassadors. Increase number of noticeboards as necessary.	803	4128
Improve the image of and pride in the town making it attractive for visitors and investors	Deliver and develop the content of the Discover Frome website and social media	803	4950
	Manage and support Discover Frome Information Point	803	4950
	Discover Frome App	EMR	390
	The Annual	803	4950
	Sponsorship programme for the town	803	4128
	Develop interactive screen for the information point	EMR	390
	Support new third party events on Discover Frome	803	4950

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	Sponsorship programme for the town	803	4128
Enable participative engagement with the town	People's Budget Events	502	4745
	Make it happen youth conference	601	4731
Deliver Town Events to support the strategic aims of the council	Visitor Conference	803	4950
	Frome Busks	502	4320
	Made differently days - Frome Medical Practice & Edventure (income generating)		
	Deliver a town Christmas event	502	4325
	People's Budget Events	502	4745
	History Festival (May)	502	4320
	Fiverfest (every 6 months)	502	4320
	Business Festival (October)	502	4320
	Christmas Lates (December)	502	4320
	Green Film Festival (July) ff having a green theme	502	4320
	Fireworks	502	4320
	Apple Day	502	4320
	Womens Conference	502	4320
	Recruit and manage stewards to support Events	802	4001
Internal communications systems	Work on website back end/accessibility to talk to website (carried forward from 2018-19)	803	4128
	Continue to develop CRM brief	EMR	396
Finance & central business matters - Lead: Sarah Williams			
Ensure IT & office equipment adequate	Ensure IT adequate for FTC's needs, review regularly for efficiency upgrades, budget for & update as necessary	802	4074
	Liaison with IT support company & others for comparable quotes	802	4027
	CRM and internal IT systems development project	EMR	396
	Management of office systems including VOIP telephone system & copier contracts	802	4520
HR management	Staff contracts, review updates and issue new ones as required	601/802	4001
	Research & advise on HR matters		
	Recruitment overview & DBS checks		
	Pension liaison with Peninsula	601/802	4001
	HR administration & filing review with HR administrator		
	Staff training planning	601/802	4008
Internal control & managing risk	Staff Handbook & policies - reviews as necessary (EW)		
	Line management of Asst Finance Officer & Reception staff		
	Purchase Order/Bookings/Accounting software development		
	GDPR policies - review strategy & draft policies e.g. cyber-attack policy		
	Reception admin processes review		
	Risk Strategy reviews & Register update		
	Business continuity plan (office emergency reloc)		
Sound financial management	Insurance policy review/renew/comms	802	4025
	Annual budgeting & Precept submission		
	Five year financial forecast		
	Budget monitoring monthly with all budget holders		
	New projects explore finance modelling and analysis		
	Review & update Financial Regulations		
	Month-end review of accounts and reconciliations		
	Year-end forecasting monthly (from Sept)		
	Monthly financial analysis and reporting		
	Annual return (AGAR) preparation & submission to external auditors		
	Business Rates - revaluation project	610	4505
	Asset Register review		
	Tenants leases up to date & rent reviews	610	1055
Day to day bookkeeping overview			
Monthly payroll build & processing overview	601/802	4001	