

FROME TOWN COUNCIL - STRATEGIC PLAN

APPENDIX A - YEAR 2

ACTION PLAN OCTOBER 2009 to 2010

POLICY NO.	ACTIONS	RESPONSIBLE	TIMESCALE YEAR 2	TIMESCALE YEAR 3
1	DELIVERING CORPORATE AIM 1 'BETTER USE OF RESOURCES'			
1.1	FINANCE OBJECTIVE To determine and monitor the level of spending by FTC to ensure the appropriate level of funding for the provision of its services			
1.1.1	Ensure that sufficient funding is available to provide a high quality standard of services All committees to consider projects to be included in action plan for next financial year as part of budget setting process Identify costs of each service including projects Assess precept/fundraising needs and identify any risks associated Identify income streams Submit precept demand and fund agreed services Draft an Acquisition Strategy and Income Generation paper to help FTC become more self sufficient Review the FTC's financial strategy in accordance with the objectives outlined in the Strategic Plan	All committees P&F RFO P&F RFO P&F RFO Full CE P&F P&F	Oct-09 Oct-09 Dec-09 Dec-09 Jan-10 Jan-10 Jan-10	Oct-10 Oct-10 Dec-10 Dec-10 Jan-11 Jan-11 Jan-11
1.1.2	Have due regard to the effect that any spending will have on the Council Tax payers of Frome Produce regular budget reports through the year highlighting potential risk of financial decisions	RFO	Dec-09	Dec-10
1.1.3	Maintain effective control over FTC's expenditure by means of continuous monitoring Review financial reports at every P&F committee meeting Review the FTC's financial monitoring and reporting systems Appoint an Internal Auditor and act on actions from visits Complete Annual Return in good time and implement any advice from External Auditor Assess financial risk on a regular basis	P&F RFO P&F RFO P&F RFO P&F RFO P&F RFO	Every P&F Ongoing Sep-10 May-10 Ongoing	Every P&F Ongoing Sep-11 May-11 Ongoing
1.1.4	Review FTC's Standing Orders and Financial Regulations Review FTC's Standing Orders and Financial Regulations annually	P&F RFO	Aug-10	Aug-11
1.2	RISK MANAGEMENT OBJECTIVE To manage the Council's financial, operational and reputational risk			
1.2.1	Ensure risk management strategies are in place and regularly reviewed Review the risk management strategy annually Continue to regularly review the risk register All committees to review the Strategic Plan annually and develop key project priorities to link into the policy objectives Prepare the Strategic Plan incorporating all projects arising from committee reviews for the forthcoming year Committees to review progress against action plan and report back to Full Council	P&F P&F All committees P&F All committees	Dec-09 Dec-09 Sep-10 Oct-10 Every FC	Dec-10 Dec-10 Sep-11 Oct-11 Every FC
1.3	BEST VALUE OBJECTIVE To conduct all business in accordance with the principles of Best Value and thereby to secure continuous improvement in services, with regard to economy, effectiveness, efficiency and the expectation of residents			
1.3.1	Ensure, through consultation, that the services required by the diverse communities in the town are delivered in the most accessible way Undertake a Best Value based strategic review of services CE to achieve CILCA module of Power of Well Being Members to attend mandatory external training on the Power of Well Being	P&F CE CE	Feb-10 Jan-10 Mar-10	

	To acquire the Power of Well Being	P&F	Apr-10	
	Consider if there are any projects that FTC wishes to deliver utilising the Power of Well Being	P&F	Sep-10	Sep-11
	Formally consult with organisations in the town over the Strategic Plan as part of the annual review process	P&F	Sep-10	Sep-11
1.3.2	Continually compare service provision with other local councils in the area to ensure it is as economic, effective and efficient as possible			
	Annually compare at budget agreement stage FTC costs and services with those of similar sized Town Councils	P&F	Dec-09	Dec-10
	Produce an Annual Report including information on how FTC has applied Best Value principles	FC	Jun-10	Jun-11
1.3.3	Work to meet all criteria to apply for and retain 'Quality Town Status'			
	Apply for 'Quality Town Status'	FC	Feb-10	
1.4	HUMAN RESOURCES OBJECTIVE			
	To recruit and retain high calibre members of staff to enable FTC to deliver its corporate aims efficiently, economically and effectively			
1.4.1	Ensure that staff recruitment is carried out in accordance with current employment legislation and best practice (Employment Act 2000)			
	Annually review all policies related to Human Resources	PSC	Aug-10	Aug-11
1.4.2	Ensure that staff are clear about their roles and responsibilities and that they are suitably qualified, trained and motivated to deliver them			
	All staff managers to deliver a comprehensive induction programme for new starters	CE	Ongoing	Ongoing
	All staff managers to hold annual appraisals	CE	Mar-10	Mar-11
	All staff managers set SMART objectives each year	CE	Mar-10	Mar-11
	All staff managers to regularly supervise, coach, mentor and develop staff as required	CE	Ongoing	Ongoing
	All staff to participate in continuing professional development and training as required	CE	Ongoing	Ongoing
1.4.3	Ensure that FTC complies with all Occupational Health & Safety legislation applicable to its business activities (Health & Safety at Work Act 1974)			
	Conduct a review of the Health and Safety policy at least annually or as required	CE	Aug-10	Aug-11
	Ensure that actions 1 to 6 of the FTC's Health & Safety Statement are met	CE	Ongoing	Ongoing
1.4.4	Ensure that staff levels are commensurate with the services being provided			
	Carry out an annual review of staffing structure and service levels	PSC CE	Jun-10	Jun-11
	Complete structure review for Outside Services	PSC GPM	Dec-09	
1.4.5	Ensure that staff have the necessary and sufficient equipment to carry out their work efficiently and safely			
	Review equipment needs in line with staffing structure and service levels	CE	Jun-10	Jun-11
	Undertake regular checks on equipment used by staff in accordance with legislation	CE	Ongoing	Ongoing
1.4.6	Ensure that Members are clear about their roles and responsibilities in order to enhance their role in community representation			
	Offer a new Members induction programme	CE	Ongoing	Ongoing
	Provide development training opportunities for existing Members	CE	Ongoing	Ongoing
	Provide training for Members becoming chair of a committee	CE	Ongoing	Ongoing
	Provide regular updates on statutory changes to guidance e.g. Members' Code of Conduct	CE	Ongoing	Ongoing
	Hold annual FTC Business Strategy Away Day	CE	Jun-10	Jun-11
1.4.7	Adopt a framework that helps the council to improve performance and realise objectives			
	Establish a robust staff performance management system	PSC	Feb-10	
	Explore nationally recognised quality standards such as Investors in People, PQASSO Charter Mark	PSC	Feb-10	
1.5	TOWN OFFICE OBJECTIVE			
	To provide and maintain a fully publicly accessible town office with public meeting room facilities			
1.5.1	Maintain the existing Town Office building in good order and in accordance with applicable legislation and best practice			
	Establish a works programme to maintain the existing town office building in good working order	R&P	Nov-09	Ongoing
	Implement a works programme to maintain the existing town office building in good working order	R&P GPM	Ongoing	Ongoing

1.5.2	Search for alternative office accommodation that reflects the needs of FTC and includes if possible space for appropriate community activities			
	Continue initial investigations into any potential premises as they arise	P&F	Ongoing	
	Formulate and present any findings and recommendations to P&F Committee	P&F	Ongoing	
	P&F Committee/Full Council to consider recommendations and progress as appropriate	FC	Ongoing	
2	DELIVERING CORPORATE AIM 2 'A SUSTAINABLE AND ENJOYABLE ENVIRONMENT'			
2.1	PLAY AREAS AND OPEN SPACES OBJECTIVE To provide and maintain, to a high standard, popular and appropriate children's play areas and the other open spaces under the management of FTC			
2.1.1	Continue to maintain and improve, to a high standard, Victoria Park and Mary Baily Playing Field, with particular emphasis on providing opportunities for inclusive play			
	Review and update as necessary FTC Play Strategy Policy	R&P	Jan-10	
	Achieve Green Flag Status as an indicator of quality management	R&P	Apr-10	
	Establish a Rabka Gardens in Victoria Park	R&P	Jan-10	
	Review lease agreement with the Bowls Club annually	R&P	Nov-09	Nov-10
	Explore options to increase storage facilities and acquire secure van parking for the Outside Services team	R&P	Ongoing	Ongoing
	Raise profile of FTC's Outside Services work by branded clothing, signage, advertising etc	R&P	Ongoing	Ongoing
2.1.2	Provide environmentally high quality open spaces including woodland areas within FTC ownership in consultation with relevant organisations			
	Implement management plan for Rodden Meadow	R&P	Jan-10	Ongoing
	Implement management plan for Zion Path	R&P	Jan-10	Ongoing
	Implement phased plan for all tree work for whole FTC estate	R&P	Ongoing	Ongoing
2.1.3	Consult with residents and other users on possible improvements to the play areas and open spaces owned or managed by FTC			
	Consult with residents and other users over the management of play areas and open spaces owned or managed by FTC	R&P	Ongoing	Ongoing
	Review byelaws pertaining to FTC open spaces as required	FC	Ongoing	Ongoing
	Review requirement for Dog Control Orders on FTC open spaces	FC	Ongoing	Ongoing
2.1.4	Seek external funding to undertake improvements to existing play areas and open spaces owned or managed by FTC			
	Explore external funding opportunities that can help deliver planned projects	R&P	Ongoing	Ongoing
	Investigate licensing and other requirements to enable the use of Victoria Park as a wedding venue	R&P	Dec-09	
2.1.5	Actively seek opportunities to provide additional children's play areas and open spaces			
	Explore any further opportunities for children's play areas, skate parks, sports spaces etc	R&P	Ongoing	Ongoing
	Produce costed plan for acquisition, restoration and management of Chateau Gontier Walk	R&P	Jan-09	
2.1.6	Work to improve the environment of the river corridor in Frome			
	Consult with MDC, other riparian owners and interested groups to create a costed management plan for river corridor in Frome including improvements to public access and interpretation	R&P	Jan-10	
	Implement costed management plan for river corridor	R&P	Ongoing	
2.2	ALLOTMENTS OBJECTIVE To provide allotments and explore opportunities to meet demand for more			
2.2.1	Maintain and develop a professional working relationship between FTC, the Frome Allotment Association and all allotment tenants			
	Maintain regular consultation between allotment garden holders, allotment associations and FTC	R&P	Ongoing	Ongoing
2.2.2	Ensure that the provision and maintenance of all allotment sites meets the FTC's Allotment Policy and its role as statutory allotment authority			
	Review Allotment Policy and undertake a rent review at least every 2 years	R&P	Jan-10	
2.2.3	Continue to review the need for allotment sites and investigate the opportunities for increasing provision			
	Regularly identify outstanding need for allotments	R&P	Mar-10	Mar-11

Investigate opportunities for increasing provision through more efficient management of existing resources and acquisition of additional sites	R&P	Ongoing	Ongoing
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3	DELIVERING CORPORATE AIM 3 'A SAFE PLACE TO BE'			
3.1	CRIME AND SAFETY OBJECTIVE To provide a safe environment for the townspeople, in particular, by working closely with crime and safety agencies			
3.1.1	To consider any impact on crime and safety in all FTC decisions, thereby meeting the responsibilities under Section 17 of the Crime and Disorder Act Consider the impact on crime and safety of any decisions made by FTC	FC	Ongoing	Ongoing
3.1.2	Work with crime and safety agencies in using appropriately sited CCTV throughout the town In discussion with interested parties in the town, identify parts of the town that may benefit from temporary CCTV Explore and secure sufficient funding for renting CCTV for specific locations and periods in the town Feedback information into the CCTV Partnership Review CCTV Partnership SLA 2008 – 2012 outcomes annually	P&ED P&ED P&F P&F	Ongoing Dec-09 Jan-10 Jan-10	Ongoing Dec-10 Jan-11 Jan-11
3.1.3	Support the Police Authority to provide Police Community Support Officers through continued partnership funding In co-operation with the Police Authority identify the need for and cost of supporting PCSOs in the town Secure funding for supporting PCSOs in the town	P&F P&F	Dec-09 Apr-10	Dec-10 Apr-11
3.1.4	Facilitate joint discussions with all relevant agencies to deal with all types of anti social behaviour in the town Work in co-operation with relevant agencies on anti graffiti initiatives Work in co-operation with youth community groups on general anti social issues such as drugs and alcohol Review as necessary, and in liaison with MDC, the Alcohol Restricted Zones Investigate the details and possibility of piloting a Restorative Justice Scheme with the relevant authorities Support PACT in the town	P&F P&F P&F P&F P&F	Ongoing Ongoing Ongoing Mar-09 Ongoing	Ongoing Ongoing Ongoing Ongoing Ongoing
3.2	SUSTAINABLE ENVIRONMENT OBJECTIVE To improve the quality of life of the community through enhancement of the built environment, promotion of sustainable energy and environmental good practice			
3.2.1	Ensure FTC demonstrates as far as practically reasonable the use of sustainable energy and environmental good practice Undertake an environmental and sustainability audit including calculating FTC's carbon footprint Produce an Environmental Policy to ensure FTC operates in a 'green' manner Implement the Environmental Policy As part of the policy, consider actions FTC should undertake in support of Climate Change and the Sustainable Energy Act 2006 Undertake a street lighting survey in partnership with MDC and SCC Explore and provide additional street lighting where necessary in line with good environmental practice Work in co-operation with MDC and the relevant parties to promote energy efficiency, waste minimisation etc and raise awareness	FC FC FC FC P&ED P&ED FC	Jan-10 Mar-10 Ongoing Mar-10 Feb-10 Ongoing Ongoing	Ongoing Ongoing Ongoing
3.2.2	Improve road safety for vehicles and pedestrians and seek to provide an integrated, affordable, accessible and sustainable public local transport system Produce a transport, traffic and pedestrian strategy to include findings of the Transport Working Party and local community groups Explore external funding opportunities to help deliver transport strategy Work in partnership with MDC, SCC and other relevant organisations to implement transport strategy Explore ways of preventing HGVs using the town centre routes	P&F P&F P&F P&F	Sep-10 Sep-10 Ongoing Sep-10	Ongoing Ongoing
3.2.3	Investigate options for affordable long term parking in the town Identify demand, and possible locations, for long term affordable parking for the town Work in partnership with MDC, SCC and other relevant organisations to address town parking concerns	P&F P&F	May-10 Jun-10	
3.2.4	FTC to actively seek devolution of services such as street cleansing; public open spaces maintenance and implementation of Section 106 agreements Identify services provided at present by other local authorities that could better be provided by FTC	P&F	Ongoing	Ongoing

	Negotiate and agree contracts for FTC to deliver specific services when identified	P&F	Ongoing	Ongoing
3.2.5	Ensure provision of a high standard of street furniture and bus shelters where needed			
	Identify where street furniture is required by liaising with relevant community groups and local residents	P&ED	Ongoing	Ongoing
	Produce costed plan for provision of street furniture whilst exploring the option of local design and production	P&ED	Ongoing	Ongoing
	Implement the installation of street furniture as required	P&ED	Ongoing	Ongoing
	Review provision of brown Tourist Signs in conjunction with SCC Highways Dept	P&ED	Jun-10	
3.2.6	Promote sponsorship by local businesses for the provision of floral displays in the town			
	Discuss with local businesses a sponsorship scheme for the provision of floral displays	P&F R&P	Feb-10	Feb-11
3.2.7	Promote sponsorship by local businesses for the provision of Christmas lights displays in the town			
	Discuss with local businesses a sponsorship scheme for the provision of Christmas lights	P&F CSSC	Nov-09	Nov-10
3.2.8	Provide waste bins for litter including dog waste			
	Identify where bins are required, through consultation with the community and set budgets appropriately	P&ED	Ongoing	Ongoing
	Install bins in locations identified through consultation with the community	P&ED	Ongoing	Ongoing
	Litter and Waste Working Party to continue to working on a litter, waste and recycling strategy	P&ED	Ongoing	Ongoing
	Implement agreed actions from the litter, waste and recycling strategy	P&ED	Ongoing	Ongoing
3.3	RETAIL, COMMERCIAL AND INDUSTRIAL REGENERATION OBJECTIVE			
	To work in partnership with public and private bodies to ensure that the economic viability of the town is built on a sound, sustainable base			
3.3.1	Support and promote Frome town centre regeneration			
	Work in partnership with MDC on town centre regeneration initiatives	P&ED	Ongoing	Ongoing
	Consider support to development and expansion of FETE (Further Education and Training Enterprise)	P&F	Ongoing	Ongoing
3.3.2	Ensure that the infrastructure of the town centre provides a varied retail offer and encourages shoppers to visit the town			
	Work in co-operation with regeneration officers, trade associations, local business groups and the Tourist Information Centre to promote Frome	P&ED	Ongoing	Ongoing
3.3.3	Improve regeneration of Frome as a market town			
	Work in collaboration with all relevant authorities to highlight the need for and support of regenerating market towns	P&ED	Ongoing	Ongoing
	Work in collaboration with MDC to improve the quality of the Charter Market	P&ED	Ongoing	Ongoing
	Negotiate with MDC over the transfer of Market Charter to FTC	P&ED	Ongoing	Ongoing
3.3.4	Facilitate joint discussions with all relevant agencies on town centre enhancement			
	Explore, in conjunction with community groups and relevant authorities, how the town centre can be made more attractive to businesses, residents and visitors	P&F P&ED	Ongoing	Ongoing
	Work with any relevant parties and authorities on any agreed town centre enhancement schemes	P&F P&ED	Ongoing	Ongoing
	Investigate ways in which town centre enhancement schemes can be funded	P&F P&ED	Ongoing	Ongoing
	Undertake a feasibility study for FTC to provide a Shopmobility service	P&F	Feb-10	
3.4	DEVELOPMENT CONTROL OBJECTIVE			
	To protect, conserve, improve and enhance the town's built environment			
3.4.1	Lobby Mendip District Council to achieve devolvement of decision making on certain planning issues to FTC			
	Contact any other town or parish councils that already have devolved planning powers for research purposes	P&ED	Jan-10	
	Write proposals for devolution of planning decisions to FTC	P&ED	Mar-10	
	Negotiate with MDC for devolved planning powers, as identified in the proposals	P&ED	Mar-10	
3.4.2	Adopt a sensitive and constructive approach to development proposals which are put to FTC for comment, always taking into account planning law constraints			
	Produce Planning Committee document providing guidance and protocol on planning responses	P&ED	Nov-09	
	Implement document and review as required	P&ED	Dec-09	
3.4.3	Ensure that sufficient affordable homes are provided to meet the needs of Frome residents			
	Identify and highlight to MDC which applications do not have the sufficient number of affordable homes	P&ED	Ongoing	Ongoing

	Work with MDC to press for the ratio to be changed in the LDF affordable housing policy	P&ED	Ongoing	Ongoing
3.4.4	Consider the impact of development proposals on the town's infrastructure and how Section 106 agreements can benefit the town			
	Identify development proposals where S106 agreements could be negotiated	P&ED	Ongoing	Ongoing
	Request that MDC and SCC work directly with FTC on the terms and conditions of all S106 agreements (xref to 3.2.4)	P&ED	Ongoing	Ongoing
3.4.5	Seek to ensure that proposed developments reflect the character of the town and offer maximum benefit to the townspeople			
	Lead on the production of a Design Statement for Frome	P&ED	Sep-10	
	Where appropriate invite and encourage developers to discuss their proposals with Planning Committee	P&ED	Ongoing	Ongoing
	Apply for all remaining unlisted Cocky Lamps to be listed	P&ED	Dec-09	
	Draw up costed maintenance agreement with SCC for all Cocky Lamps	P&ED	Dec-09	
	Investigate options and costs to buy original Cocky Lamps and identify sites for their re-use	P&ED	Mar-10	
	Investigate options of restoring and re-instating former historic features such as Milestones, Cocky Lamps etc	P&ED	Ongoing	Ongoing
3.4.6	Ensure developments make best use of sustainable resources, energy consumption, waste disposal and good environmental practice			
	Identify developments where sustainable and energy efficient measures can be used	P&ED	Ongoing	Ongoing
	Lobby relevant authorities and developers during planning consultation process to incorporate best environmental practice	P&ED	Ongoing	Ongoing
3.4.7	Ensure that the Frome Conservation Area is enhanced and protected			
	Give due consideration to Conservation Area planning applications including materials and design to reflect the character of the area	P&ED	Ongoing	Ongoing
3.4.8	Ensure that the Local Listing Scheme helps to protect locally important buildings, structures and features			
	Support the implementation of the Local Listing Scheme and work closely with relevant organisations	P&ED	Ongoing	Ongoing
3.4.9	Ensure the names suggested for new streets in the town are appropriate			
	In consultation with residents and relevant organisations in the town maintain a list of appropriate names for new streets in Frome	P&ED	Ongoing	Ongoing
	Proactively liaise with developers over suggestions for new names	P&ED	Ongoing	Ongoing
3.4.10	Lobby Mendip District Council to consult with FTC on licensing matters			
	Write to MDC to request that FTC is advised on all licensing applications and able to make comment	P&ED	Dec-09	
	Consider the impact on local residents when dealing with licensing matters	P&ED	Ongoing	Ongoing
3.4.11	Ensure FTC is fully aware of and involved in the consultation process for the production of the Local Development Framework			
	Create a constructive and concise brief on the proposals for the town in the LDF consultation document	P&ED	Ongoing	Ongoing
	Actively participate in the LDF consultation process	FC	Ongoing	Ongoing
	Respond positively and constructively to the LDF consultation document	FC	Ongoing	Ongoing
3.4.12	Administer the Street Traders Licensing scheme			
	Implement a FTC Street Trader Licensing Scheme in accordance with delegated authority granted by MDC	P&ED	Dec-09	
4	DELIVERING CORPORATE AIM 4			
	'PARTNERSHIP WITH THE COMMUNITY'			
4.1	PARTNERSHIP WORKING OBJECTIVE			
	To develop and facilitate partnerships which assist in building a sound, stable yet diverse community			
4.1.1	Actively encourage and participate in partnership working with statutory authorities and community organisations including MDC and SCC			
	Annually review the list of Outside Bodies having FTC link members and appoint Members as appropriate	FC	Nov-09	Nov-10
	Establish a task and finish group to identify ways in which FTC can support and encourage the integration of immigrants in Frome	FC	Jan-10	
	Increase FTC's representation with external agencies, local authorities, community groups and voluntary organisations to enhance joint working relationships for the town's benefit	FC	Ongoing	Ongoing
	Invite local authority representatives to FTC to discuss the Mendip Strategic Partnership and the Regional Spatial Strategy	FC	Jan-10	
	Work together with Vision For Frome to support the aims and objectives of the V4F plan	FC	Ongoing	Ongoing
4.1.2	Respond positively and constructively to consultations from statutory authorities			
	Ensure relevant committees are briefed as necessary on requests for consultation and responses are made in time	All committees	Ongoing	Ongoing
4.1.3	Lobby MDC and SCC to provide the necessary levels of public services required by a growing and diverse town			
	Develop links with relevant MDC and SCC departments to ensure FTC is consulted on provision of services such as healthcare, education etc	All committees	Ongoing	Ongoing

4.1.4	Actively seek funding for planned projects including leading or actively supporting partnership projects Establish a task and finish group to identify potential additional income flows e.g. joint grants, sponsorship etc	P&F	Feb-10	
4.2	CIVIC AND CEREMONIAL OBJECTIVE To arrange FTC's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and engender civic pride			
4.2.1	Ensure that the Mayoral regalia is maintained in good condition Inspect regalia and storage cases regularly to ensure they are not suffering from wear and tear	CASC	Ongoing	Ongoing
4.2.2	Engender a civic pride in the town, particularly through the active participation of the schools in the town Develop programme of Mayor visits to all schools to talk about the role and functions of FTC Consider option of electing a Mini Mayor or Mayor Air Cadet	CASC CASC	May-10 May-10	May-11 May-11
4.2.3	Maintain, uphold and actively promote the dignified status of the Town Mayor, Deputy Mayor and the Town Council Regularly review the Member / Employee Protocol and Principles of Good Practice Produce and adopt a Civic Protocol document Administer Mayor/Deputy Mayor/Members official engagements as civic dignitaries to civic functions and events	FC CASC CASC	Ongoing Feb-10 Ongoing	Ongoing Ongoing Ongoing
4.2.4	Hold an annual Civic Service Arrange Civic Service for the first Sunday of Frome Festival	CASC	Jul-10	Jul-11
4.2.5	Produce a Mayor's Christmas card Arrange an annual Mayor's Christmas card competition Produce the Mayor's Christmas card using winning image from the competition	CASC CASC	Nov-09 Dec-09	Nov-10 Dec-10
4.2.6	Award a Past Mayor's Badge to the outgoing Mayor at the Annual Town Council Meeting Purchase and present a suitable badge to be awarded to the outgoing Mayor	CASC	May-10	May-11
4.3	TWINNING OBJECTIVE To foster international partnerships that are both civic and community based and provide demonstrable clear public benefit and facilitate true learning, international cooperation and understanding			
4.3.1	Use Town Twinning to assist it to achieve all four of its corporate aims Draft a Twinning Policy identifying objectives to also meet FTC's 4 corporate aims Implement objectives identified Twinning Policy Reevaluate the objectives of twinning activities to ensure that the wider interests of the town and partner organisations are met Work with relevant bodies to develop involvement in international partnerships e.g. school exchanges, work placements, sporting, cultural and youth links Continue work with twin towns in consultation with FTA to implement and deliver aims and objectives defined in the Twinning Policy	P&F P&F P&F P&F	Jan-10 Mar-10 Ongoing Ongoing	Ongoing Ongoing
4.3.2	Maximise the opportunity for obtaining grant funding from the European Union for the development of mutually beneficial projects Work in partnership with international partners to develop joint projects that will maximise the opportunity for obtaining grant funding from the European Union Liaise with Twinning and European Development officers from other authorities on opportunities for obtaining grant funding from the European Union Arrange Twin Town Youth Band Concert as part of Frome Festival 2011	P&F P&F P&F	Ongoing Ongoing Ongoing	Ongoing Ongoing Jul-11
4.3.3	Continue to work with Frome Twinning Association to further their aims Review annually aims and objectives of partnership agreement between FTC and FTA Arrange quarterly working party meetings between representatives of FTC and FTA	P&F P&F	Jan-10 Ongoing	Jan-11 Ongoing
4.3.4	Ensure the funding arrangements for community based twinning facilitate the delivery of FTC corporate aims Review regularly the funding arrangements for twinning activities	P&F	Ongoing	Ongoing
4.3.5	Continue to promote civic activities including hosting official delegations, twinning visits, civic receptions from the twin towns Liaise with the twin towns over civic activities and produce a diary of official civic twinning activities Ensure adequate budget for twinning related civic activities Arrange twinning related civic activities including participation in annual exchanges	P&F P&F P&F	Jun-10 Dec-09 Ongoing	Jun-11 Dec-10 Ongoing

4.3.6	Send 'Remembrance' poppy wreaths to all twin towns annually Continue physical and virtual (email/web based) twinning communication and activities with the twin towns	P&F	Nov-09	Nov-10
	Maintain up to date information on twinning activities both in hard copy in the office and electronically on FTC website	P&F	Ongoing	Ongoing
4.3.7	Increase international economic development and regeneration potential			
	Explore the potential of economic development and regeneration through links with partner bodies such as the Chamber of Commerce and Somerset County Council European section	P&F	Jan-10	Ongoing
4.4	GRANTS OBJECTIVE To contribute to the delivery of corporate objectives through the prudent administration of a community grant scheme			
4.4.1	Review annually grant criteria, allocation criteria, monitoring arrangements and the grants budget			
	Establish a robust community grant award system	GSC	Nov-09	Nov-10
	Establish a grant monitoring system	GSC	Nov-09	Nov-10
4.4.2	Financially support community organisations where there is a quantifiable benefit to the townspeople or the town's facilities			
	As part of grant allocation process give priority weighting to those community organisations able to demonstrate there is a quantifiable benefit to the townspeople or the town's facilities	GSC	Mar-10	Mar-11
4.4.3	Give special consideration to supporting community organisations that may have difficulty in attracting funding from other sources			
	As part of grant allocation process give priority weighting to those community organisations that may have difficulty in attracting funding from other sources	GSC	Mar-10	Mar-11
4.4.4	Publicise widely and effectively the availability of the funding available in the grants budget			
	Develop a contacts and publicity strategy for the grants programme	GSC	Nov-09	Nov-10
	Implement the contacts and publicity strategy for the grants programme	GSC	Ongoing	Ongoing
4.5	YOUTH SERVICES OBJECTIVE To investigate the need for, and aim to provide, facilities and opportunities for young people in the town			
4.5.1	Use whatever consultation processes are available to ask young people in the town what facilities and activities they require			
	Consult with young people and youth community groups on what they would like to see and have in Frome	FC	Ongoing	Ongoing
	Work in co-operation with the Youth Council and youth organisations in acting on feedback from the consultation process	FC	Ongoing	Ongoing
4.5.2	Actively encourage and work in partnership with the Frome Youth Council			
	Meet regularly with the Youth Council and support a programme of joint activities	FC	Ongoing	Ongoing
4.5.3	Work in partnership with local authorities or other agencies concerned with provision of youth facilities			
	Arrange regular meetings and work in partnership with local authorities and other relevant agencies concerned with provision of youth facilities	FC	Ongoing	Ongoing
4.6	COMMUNICATION OBJECTIVE To continue to improve communication with residents and the business community about the role of local government, its policies and actions			
4.6.1	Increase opportunities for face to face public contact with FTC outside of the normal committee and town office contact			
	Explore opportunities whereby FTC can be in the public eye e.g. Cheese Show; Frome in Bloom, Mayor's Cup, Frome Festival etc	FC	Ongoing	Ongoing
4.6.2	Produce and implement a Communications Strategy			
	Implement and review regularly the Communications and Branding Strategy	P&F	Feb-10	Feb-11
	Review the Accessible Information Policy and Guidance at least every 2 years	P&F	Jun-10	Jun-11
	Promote town and visitor attractions by producing and publishing a new Town Guide	P&F	Apr-10	Apr-11
4.6.3	Publish a quarterly newsletter providing current, clear information about all aspects of FTC			
	Produce a quarterly newsletter in the Frome Times	P&F	Ongoing	Ongoing
4.6.4	Publish an Annual Report and Financial Summary detailing achievements and plans for the future			
	Produce an Annual Report (by 30 June annually)	P&F	Jun-10	Jun-11
4.6.5	Ensure that information is freely and appropriately available in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and FTC's Publication Scheme			
	Review the Freedom of Information Policy and the Data Protection policy as legislation dictates	P&F	Ongoing	Ongoing

	Review and implement any changes to the statutory requirements of the Publication Scheme	P&F	Aug-10	Aug-11
4.6.6	Explore methods of communicating more closely with the business community of Frome Develop collaborative working relationships with businesses, trade associations, Frome Chamber of Commerce etc	FC	Ongoing	Ongoing
4.6.7	Ensure effective communication with other significant service providers including community groups, schools, doctors/hospital (Primary Care Trust) etc Develop collaborative working relationships with significant service providers in the town	FC	Ongoing	Ongoing
4.7	EVENTS OBJECTIVE To support the community groups that promote events and ensure that these events offer a variety of leisure opportunities for townspeople			
4.7.1	Increase the use of FTC properties for events Produce an annually costed plan for increasing the number and scope of events run on FTC's open spaces Consider events that link with National Awareness days and special days in the UK or charitable organisations	R&P R&P	Dec-09 Dec-09	Dec-10 Dec-10
4.7.2	Provide support for community groups promoting events in the town Consider requests for support from community groups promoting events in the town and help facilitate these events	R&P	Ongoing	Ongoing
4.7.3	Underwrite and manage the Christmas Spectacular, whilst seeking funding support from elsewhere Organise a Christmas Spectacular annually involving as many community groups as possible Seek external funding opportunities to offset the costs of the Christmas Spectacular	CSSC CSSC	Oct-09 Oct-09	Oct-10 Oct-10

KEY

RFO	Responsible Financial Officer
CE	Chief Executive
DCE	Deputy Chief Executive
GPM	Grounds & Properties Manager
FC	Full Council
P&F	Policy & Finance Committee
R&P	Recreation & Properties Committee
P&ED	Planning & Economic Development Committee
GSC	Grants Sub Committee
CASC	Civic Affairs Sub Committee
CSSC	Christmas Spectacular Sub Committee
PSC	Personnel Sub Committee