

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

Thursday, 28th January 2010
In the Mayor's Parlour, Town Hall, Kendal

PRESENT: Councillors Chris Mayho (Chairman), Paul Beavan and Rob Boden.

APOLOGIES: Councillors John Bateson and Geoff Cook.

OFFICERS: John Hutchinson (Town Treasurer), Margaret Graham (Secretary).

530/09/10 MINUTES OF MEETING HELD ON 29TH OCTOBER 2009

The Committee considered the minutes of the meetings held on 29th October 2009.

RESOLVED that the minutes of the meeting held on 29th October 2009 be accepted as a true record.

MATTERS ARISING FROM MEETING ON 29TH OCTOBER 2009

531/09/10 Investment Policy (Minute 362/09/10)

The Treasurer reported that, in accordance with the recommendation approved by Council on 7 December 2009, and after ascertaining that Barclays could not offer a better interest rate, he had invested £100,000 with the Cumberland Building Society.

532/09/10 Asset Register (Minute 363/09/10)

The Treasurer confirmed that he had the base information on pictures etc from the printed brochure. Progress was being made and the Register should be ready for the next meeting in April 2010 (year end).

533/09/10 KENDAL MUSEUM LEASE /ALLEN TECHNICAL INSTITUTE

Members referred to Minute 364/09/10, reiterating concerns that the Town Council did not have a formal agreement with Kendal College and South Lakeland District Council for either the Allen Technical Institute or Kendal Museum. The Treasurer reported that he had been in contact with Matthew Neal, SLDC's Solicitor, who had provided a copy of an agreement relating to arrangements in respect of Kendal Museum. Unfortunately, although it included matters regarding maintenance of the building, it was not a formal lease agreement.

Councillor Paul Beavan expressed concern that the Town Council had only one representative on the Advisory Board (while SLDC and the College had two). He felt that the Town Council should have an equal say, as owners and Trustees of the property, and pointed out that we had already been over-ridden by SLDC on a planning application for a modern structure to the rear of the Museum/Institute buildings. The Chairman said he accepted that there were operational/health and safety issues which had to be addressed in the day-to-day running of the Museum and the Allen building. However, he felt that the Town Council should insist on being consulted on any proposed changes to the fabric of the building because it is the landlord and the Town Councillors, as Trustees, who are ultimately responsible for the building.

The Treasurer pointed out that, from 1974, Cumbria County Council and South Lakeland District Council had "user rights" (conferred by the Local Government Act 1972) for the Allen Institute and Kendal Museum respectively. There was a question as to whether Kendal College (as an independent College of Further Education set up under Statute) had these same user rights. This needed clarification.

The Committee felt that, more than ever, there was a need to establish lease agreements for both the Allen Technical Institute and Kendal Museum to formalise our responsibilities and make it absolutely clear that the Town Council, as landlord and Trustees, **must** be consulted on all relevant issues.

Members referred to the last paragraph of Minute 364/09/10 (29 October 2009), requesting that the Treasurer contact Mr Brian Whittaker about the drawing up of a new lease agreement. The Treasurer was asked to speak to Mr Whittaker about the lease as a matter of urgency, and to ask the Town Clerk about bringing this issue to full Council as an agenda item for the meeting in March 2010.

RESOLVED that

- (1) the Treasurer be requested to contact Mr Brian Whittaker with reference to drawing up lease agreements in respect of the Allen Technical Institute and Kendal Museum; and
- (2) the Town Clerk be requested to include this issue as an item for the agenda of the next full Council meeting in March 2010.

GRANT APPLICATIONS

534/09/10 Manna House

The Committee considered a request from Manna House for a grant of £2,500 to support their Skills Café Programme. The Treasurer reported that there was funding available through the Dowker Bindloss Charity, although the amount requested exceeded the interest on the Charity's account. Councillor Boden felt that organisations in Kendal should be aware that the Town Council invited applications for grants in October each year, and that funds should not be dispersed other than through this annual arrangement. The Treasurer agreed that this was the normal procedure; however, from experience, to stick rigidly to the procedure would preclude many organisations from obtaining a grant.

This was why some funding was put into a “reserve”, in order that applications which cropped up outside the closing date could be considered.

The Chairman suggested giving a grant of £1,000 to Manna House, from the Dowker Bindloss Charity.

RECOMMENDED that a grant of £1,000 be made to Manna House to supports its Skills Café Programme, from the Dowker Bindloss Charity Fund.

535/09/10 Beck Community Centre

The Treasurer reported that a grant of £1,000 to the Beck Community Centre had been agreed in 2002, but never paid. The Centre now needed this grant, plus an additional £500, to be able to draw down funds from another source. The aim of the project was to construct an extension to the existing building in order that the needs of more organisations could be serviced at the Centre.

RECOMMENDED that a grant of £500 be made to the Beck Community Centre, in addition to the payment of the £1,000 already agreed in 2002.

536/09/10 FINANCE REPORT FOR NINE MONTHS ENDED DECEMBER 2009

The Treasurer presented a report on the Council's financial position as at 30 December 2009. He said that the overall position was satisfactory, and provided a brief summary on some items for clarification:

- the grant of £3,000 attributed to the Kendal Klipper had actually been transferred for the benefit of the Tourist Information Centre (as agreed by Council)
- all other grants, including those to the Cumbria Flood Relief Foundation, had now been remitted (£48,570 in total)
- the sum of £5,207 had been expended on the refurbishment/remodelling of the Town Hall Picture Store (from monies from the sale of paintings, ring-fenced for arts related items)
- reduced income from banking interest
- All bills for allotment leases had been issued, and rents money was coming in
- The Development Fund figures had been updated (as agreed by Council). Uncommitted funds stood at £19,236.

Concern was expressed at the lack of spending on the Environment budget. It was agreed to ask the Environment and Highways Committee to discuss this at its next meeting.

RESOLVED that

- (1) the Finance Report be presented for approval to the meeting of full Council to be held in March 2010; and
- (2) the Environment and Highways Committee be requested to make a progress report on its spending.

537/09/10 RISK ASSESSMENTS – STANDING ITEM

The Treasurer had provided, for Members' information and consideration, a comprehensive updated Schedule of Risk Assessments in respect of:

Fraud	Liability	Theft
Lone Worker	Drilling	Use of Ladders
Garage/Workshop	General Office	Fire, Terror, Vandalism etc
Snow Machine (added for the 2009 Christmas Lights Switch-on)		

He confirmed that Liability Insurance (both public and employer) was provided by Zurich, while advice on human resources and health and safety issues was provided by First Business Support.

Councillor Paul Beavan asked that electrical checks (Liability) should include testing of fixed appliances and PAT testing.

Councillor Rob Boden asked who provided induction training in respect of Use of Ladders, and how long does it take. He was reassured by the Treasurer that the Town Council is able to tap into training provided by the SLDC Health and Safety Manager. It was felt that electrical/gas maintenance needed to be checked out with SLDC/NPS.

RESOLVED that the revised Schedule of Risk Assessments be accepted.

The meeting ended at 8.40 p.m.