

KENDAL TOWN COUNCIL

Management Committee : 19th January 2009 at 7.30 p.m. In The Mayor's Parlour, The Town Hall, Kendal

PRESENT Councillors A. Robinson (Chairman), C. Feeney-Johnson (Town Mayor), J. Bateson (Deputy Mayor), P. Beavan, R. Boden, T. Clare, C. Hogg, K. Thompkins and J. Veevers.

APOLOGIES Councillor P. Graham.

OFFICERS Liz Richardson (Town Clerk) and Margaret Graham (Secretary)

473/08/09 MINUTES OF MEETING ON 15TH DECEMBER 2008

RESOLVED that the minutes of the meeting held on 15th December 2008 be approved as a correct record.

MATTERS ARISING

474/08/09 Training (Minute 413/08/09)

The Town Clerk reported that she had recently undertaken First Aid Training

475/08/09 Torchlight (Minute 416/08/09)

Councillor Clare Feeney-Johnson had reported to full Council on the outcome of the meeting with the Police.

476/08/09 Wainwright Statue (Minute 371/08/09)

It was reported that the Kendal Futures Board had been approached to take the lead on this project.

477/08/09 Kendal Town Calendar (Minute 419/08/09)

The Deputy Mayor (Councillor John Bateson) would be taking on this project and would liaise with Councillor Feeney-Johnson in respect of printing, etc.

478/08/09 Licence for Somervell Gardens (Minute 421/08/09)

The Town Clerk reported that she had not yet had a reply from Stuart Pate at Cumbria County Council regarding perceived double-charging for legal services.

479/08/09 Accommodation Charges (Minute 423/08/09)

The Town Clerk confirmed that she had written to South Lakeland District Council accepting the increased charges, as approved by Council on 5 January 2009.

480/08/09 ANNUAL REPORT AND ANNUAL GENERAL MEETING

The Town Clerk tabled a suggested contents list for the Annual Report, as follows:-

1. Foreword by the Mayor of Kendal
2. Introduction to Kendal Town Council
3. List of Councillors
4. Full Council Attendance Register
5. Report of the Council (by Chairman of Management Committee)
6. Report of the Allotments Committee
7. Report of the Arts and Heritage Committee
8. Report of the Audit, Grants and Charities Committee
9. Report of the Christmas Lights Committee
10. Report of the Environment Committee
11. Report of the Highways and Infrastructure Committee
12. Report of the Kendal in Bloom Committee
13. Report of the Mayoralty, Ceremonies and Twinning Committee
14. Report of the Planning Committee
15. Income and Expenditure Account for Year ended 31st March 2008
16. Balance Sheet as at 31st March 2008
17. Audited Accounts for Year ended 31st March 2008.

The Town Clerk requested that, as discussed previously, Committee Chairman let her have a short report (half to one A4 page) on the functions/work of each Committee by 6th February (by e-mail).

It was confirmed that the printed Report would be presented to the Town Assembly on 23rd March 2009. The Report would be available on the Council's website, and copies would be placed in the Library and SLDC Reception.

It was agreed that the Register of Members' Attendance at meetings should be included from next year (2010); the Town Clerk said that a system for recording attendance at both Council and Committee meetings would need to be put in place.

The Report of the Mayoralty Committee would be included in the Foreword by the Mayor, but Twinning would be a separate report.

The Town Clerk reported that speakers were not yet in place for the Town Assembly. Suggestions for invitees included the CDRP/Police, Twinning Association and the Fire Brigade.

RESOLVED that, subject to the amendments agreed, the list of contents be as set out above.

481/08/09 TOURISM PLAN

Following on from the presentation to full Council by Mrs Mandy Dixon, she had written to ask if the Town Council would be interested in leading/working in partnership on projects. Although it was unclear as to what was expected of the Council, Councillor Feeney-Johnson urged Members not to dismiss the idea out of hand. Councillor Clare mentioned town signage and interpretation boards, and the fact that the Environment Committee was already involved in partnership working on parks/open spaces.

It was agreed that Committee Chairmen would study the Tourism Plan presented by Mrs Dixon and come back to the next meeting with any ideas.

RESOLVED that this item be placed on the agenda for the next meeting.

482/08/09 WAINWRIGHT AWARD

The Town Clerk reported that an advertisement had been placed in the Westmorland Gazette inviting applications for nominees by the end of January. It was intended to hold a meeting after the full Council meeting on 2nd February to consider entries (in Part II).

RESOLVED that applications be considered on 2nd February 2009, after the full Council meeting.

483/08/09 DATA PROTECTION FOR COUNCIL MEMBERS

Councillor Clare Feeney-Johnson reported that she had attended a training session on Data Protection for Council Members. It appeared that all Local Authority members should be registered for Data Protection, and there was a cost attached to this. The Town Clerk was asked to check out with CALC the extent of Councillor's involvement and if there was a need for all Councillors to be registered.

RESOLVED that the Town Clerk be asked to contact CALC on this issue and report back to a future meeting.

484/08/09 COMMITTEE STRUCTURE

The Chairman asked Members for comments on the present Committee structure. While it was felt that the structure was working relatively well, there were some issues which needed to be considered/addressed:

- It was proposed to merge Festivals (from Arts and Heritage) with the Christmas Lights Committee, and that the Arts and Heritage Committee combine with the Mayoralty Committee.
- Councillor Tom Clare suggested that there should be a separate meeting(s) of members as Trustees of Kendal Museum
- Councillor John Veevers suggested that, instead of having allotment representatives at Committee meetings, allotment sites should be split and responsibility given to the relevant Ward Members, who would hold surgeries for allotment holders. It was agreed to take this as an item to the Allotments Committee.

- Attendance at Committee continued to be an issue, and should be considered by full Council

RESOLVED that the issue of attendance at Committee meetings be placed on the agenda of a future full Council meeting.

485/08/09 CONSULTATION DOCUMENT – CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY

The Chairman had read this revamped update of a previous document, and said that the content appeared acceptable. Since the Town Council does not do that much publicity, a lot of the document did not apply. It was proposed to allow the larger authorities to respond and take on their recommendations.

Members wondered whether CALC could be asked to check the consultation documents to ascertain if they were acceptable.

RECOMMENDED that Council does not need to respond to the consultation document.

486/08/09 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that members of the press and public should be excluded from the next item, which contains exempt information as described in Schedule 12A, Section 100(B)(2) of the Local Government Act 1972.

487/08/09 STAFFING ISSUES

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following report is excluded from inspection by members of the public as it contains exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:

- *Information relating to any individual [Paragraph 1]*

The Town Clerk confirmed that she had taken advice on the staffing issue recently referred by full Council. Until the situation became clearer, it was proposed to use alternative measures to cover some duties, if this became necessary.

The Town Clerk reported that the six-month probationary period for the Administrative Officer and Administrative Assistant had been completed satisfactorily

RESOLVED that Council be advised on progress and how the Committee proposed to proceed.

ANY OTHER BUSINESS**488/08/09 Women's Institute Allotment**

The Town Clerk reported that the WI had asked to move to another site. And she was looking for an alternative for them. Councillor Veevers reported that the WI ladies were very upset, and rightly so, at the recent vandalism. The matter was to be taken to the next Allotments Committee meeting.

489/08/09 Standing Orders

These have now been published and a finalised copy will be sent to each Councillor with the next Council agenda.

491/08/09 Digital Switchover

The Town Clerk will be issuing a Digital Switchover pack to each Member, so that they can help any residents who are having problems with this.

492/08/09 CALC

CALC are holding a special conference for South Lakeland Parishes at the Castle Green Hotel on 28th February. The Town Clerk will ask Councillors if they are interested in attending. Councillor John Bateson wished to attend.

493/08/09 Regional Conference – Society of Local Council Clerks

This will be held on 12th March in Stockport, and will be attended by the Town Clerk and Councillor John Bateson, and possibly Councillor John Veevers. Topics include Modern Allotment Management, and the Town Clerk agreed to issue information on the Conference to Councillor Veevers.

494/08/09 SELRAP

Members were advised that SELRAP were trying to instigate the reinstatement of the railway line between Skipton and Colne, which would give Kendal access to East Lancashire. It was reported that access was already available via Carnforth to Skipton. The Town Clerk was asked to write wishing them well.

495/08/09 NHS SOS

Members wondered whether, in view of the fact that SOS was undergoing a transition, the Council should become formally engaged with the organisation through Member representation on the Group. The Town Clerk was asked to write to NHS SOS.

Arising out of an incident on this topic involving a Councillor challenging a member of the administrative staff on the source of printed material, it was felt that Councillors should be reminded of the Code of Conduct, which the Town Clerk reported were an appendix to the Standing Orders. This had not been the first incident, and it was felt that, if this challenging behaviour continued, the Town Clerk should start a log of incidents with a view to reporting to the appropriate political party, if this became necessary.

RECOMMENDED that Council approve that the Code of Conduct (as contained in Standing Orders) be brought to the attention of Members.

Summary of Information, Resolutions and Recommendations to Council

Minute	Subject	Information / Resolution / Recommendation	
476	Wainwright Statue	Info	Kendal Futures Board have been approached to take the lead on this project.
478	Somervell Garden	Info	No response yet from CCC regarding perceive double-charging for legal services.
480	Annual Report / AGM	Res	Format of Annual Report agreed. Committee Chairman to provide article(s) for the Report to the Town Clerk by 6th February. Speakers for the Annual Assembly to be agreed and invites issued.
481	Tourism Plan	Res	Committee Chairmen to consider Tourism Plan and bring ideas to next Management Committee meeting
482	Wainwright Award	Res	Entries to be considered after full Council on 2nd February
483	Data Protection for Council Members	Res	Town Clerk to contact CALC and report back
484	Committee Structure	Info	Some changes/mergers proposed. Issue of attendance at Committee meetings to be brought to full Council.
485	Code of Recommended Practice on Local Authority Publicity	*Rec	Council does NOT need to respond to the consultation document. (CALC to be asked to check consultation documents to ascertain if acceptable)
487	Staffing Issues	Res	Council to be advised on progress
489	Standing Orders	Info	Copy issued to Members
492	CALC	Info	Town Clerk to ask Councillors if they are interested in attending conference for South Lakeland Parishes on 28 February 2009
493	Regional Conference – Society of Local Council Clerks	Info	12th March in Stockport. Town Clerk and Councillor John Bateson attending. Town Clerk to issue information to Councillor John Veevers (topics include Modern Allotment Management) in case he wants to attend.
495	NHS SOS	Info	Town Clerk to ascertain if NHS SOS wish to have Town Council Member on the Group.
		Rec	That Council approve that the Code of Conduct be brought to Members' attention