

KENDAL TOWN COUNCIL

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

PRESENT Councillors T. Clare (Vice-Chairman, in the Chair),
J. Bateson (The Mayor), R. Boden, T. Rothwell, K. Thompkins and
J. Veevers.

APOLOGIES Councillors P. Beavan, C. Feeney-Johnson and A. Robinson.

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

341/09/10 MINUTES OF 21ST SEPTEMBER 2009

Members discussed the minutes of the meeting of the Committee held on 21st September 2009.

Minute 260/09/10 – Development Fund

It was felt that recommendation in this minute needed clarification. It was agreed that the recommendation should be amended to “that Council approve expenditure on the Coley Barn scheme”, and that the Summary of Recommendations etc should also be amended accordingly.

RESOLVED that, subject to the amendment of Minute 260/09/10, the minutes of the meeting of the Committee held on 21st September 2009 be accepted as a correct record.

342/09/10 CLIMATE CHANGE – 10:10 CAMPAIGN

It was agreed that this was not an issue for the Committee at this time, but for referral back to Council. Councillor Boden was asked to investigate the timetable for the campaign.

RESOLVED that Councillor Rob Boden be requested to investigate the timetable for the campaign.

343/09/10 TOURIST INFORMATION CENTRE

Members had received a copy of the report to the SLDC Cabinet which had been considered on 14th October. It was understood that the recommendations in that report had been approved.

The Committee felt that clarification was needed as to the future of the Kendal TIC. It was suggested that the same group which had had discussions previously with SLDC should be reconvened to try to establish whether the Town Council could help, and what would be needed. It was recognised that there could be resource / cost implications. However, it was agreed that a representative from SLDC should be invited to the next Management Committee to clarify the Cabinet decision and outline the way forward

RESOLVED that the Town Clerk be requested to arrange for an appropriate SLDC representative to attend the next Management Committee meeting.

344/09/10 NEW ROAD

It was noted that the SLDC Cabinet had agreed that the area on the riverside was to be developed as parkland. It was decided to ask for a presentation on the design statement to a future meeting of Council.

RECOMMENDED that Council request a presentation by a representative of SLDC on the design statement.

345/09/10 KENDAL LOCAL AREA PARTNERSHIP REPRESENTATION

It was reported that the initial meeting of the Kendal LAP would be held on Wednesday, 4th November 2009. Councillor Rothwell stressed that the meeting was open to all KTC Councillors. It was felt that single-hatted Town Councillors should be encouraged to attend, to comment on what they expect to get out of the partnership. (District and County Councillors have been invited separately). It was agreed that the Town Clerk would contact all Councillors with details, asking them to let her know if they were interested in attending the meeting by the end of the week.

RESOLVED that the Town Clerk be requested to contact all Councillors to invite them to the meeting, establish who would be attending, and make Councillors Clare and Robinson aware of the response to the invitation.

346/09/10 DEVELOPMENT FUND

The Town Clerk would be contacting Chairmen of Committees to ask if they had any requests to put forward in respect of the Development Fund. Councillors Veevers and Rothwell, as Chairmen of the Allotments and Kendal in Bloom Committees respectively, indicated that they would be seeking increases. Councillor Clare confirmed that the £30,000 per annum for three years requested by the Environment Committee was ring-fenced.

347/09/10 COUNCILLOR EXPENSES – BUDGET ITEM FOR 2010

The Town Clerk had received a letter from SLDC's Parish Remuneration Panel asking about Councillor Expenses. While there was no appetite for claiming *expenses*, Members did feel that there was a case for reimbursing miscellaneous costs such as child-care, carers, postage and travel on Council business. It was felt that this would be in line with the Council's aspirations to be more inclusive. Members were keen to ensure that no potential candidate should be discouraged from standing for election on the grounds of costs. The Town Clerk suggested that a budget item was necessary to cover reimbursement of costs incurred, so that Members were not out of pocket. She would ask the Town Treasurer for guidance on potential outlay. Councillor Rothwell pointed out that advice was available from CALC. The availability of the reimbursements would be publicised on the web and at the Annual Town Assembly.

RECOMMENDED that, subject to the advice received from CALC, Council consider setting a budget for the reimbursement to Councillors of costs incurred in carrying out the business of the Council, such as child-care and carer costs, and that £3,000 be allocated in the budget.

348/09/10 ANNUAL TOWN ASSEMBLY

The Town Clerk proposed that the 2010 Assembly be held on Monday, 22nd March. The Mayor and Chairman of each Committee would be asked to write a summary for the report. It was suggested that, in order to better advertise the Assembly, it be billed as a special event. The Mayor agreed to give this further thought.

RECOMMENDED that Council agree the date of the Annual Town Assembly as Monday, 22nd March 2010.

349/09/10 DRAFT COMPLAINTS AND APPEALS PROCEDURES

Councillor Veevers said he was concerned about the possible length of time that could be taken to set an appeal. The Town Clerk agreed that special Allotments Committee meetings might be needed.

Councillor Boden felt that an appeal could be arranged quickly. Councillor Rothwell said that the tenancy agreement and Allotment Appeal Panel decisions had to comply with Allotments legislation, but Councillor Veevers pointed out that we can add to the agreement as part of KTC policy. Councillor Boden said the Council could not do without an appeals process, and the tenancy agreement needed to be more explicit (to reduce the number of appeals). Reference should be built in to address the issue of multiple tenancies. Councillor Veevers indicated that he would be redrafting the tenancy agreement, but the existing agreement would have to stand in the meantime. It was requested that all further Appeal Panel Members be provided with a copy of the allotment tenancy agreement.

It was suggested that the NALC model should be checked and adjusted as necessary for the Complaints Procedure.

RECOMMENDED that Council be requested to approve the Complaints Procedure and the Allotment Appeals Procedure, with adjustments.

350/09/10 CHRISTMAS LIGHTS COMMITTEE PROPOSAL TO BECOME A WORKING GROUP

Councillor Boden mentioned the problem of meetings of the Committee not being quorate. It was suggested that the Committee should become a Working Group, making recommendations to Council. Members felt that the current arrangements should be retained until after the review meeting in January 2010, and that consideration should be given to co-opting members from other organisations.

RECOMMENDED that the situation be reconsidered after January 2010, and that the possibility of operating like Kendal in Bloom (i.e. with outside representatives) be explored.

351/09/10 COUNCIL PRIORITIES

RESOLVED that this issue be deferred to the next Committee meeting.

352/09/10 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that, in accordance with Section 100(B)(2) of the Local Government Act 1972, the press and public be excluded from the following item of business as it contains exempt information as described in Schedule 12A of the Act.

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353/09/10 STAFFING MATTERS

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain 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 Committee had considered a package of proposals from the Town Clerk in respect of staffing. It was agreed to ask the Town Clerk to gather evidence by having all staff complete a diary for two weeks, for submission to the next meeting

RESOLVED that the Town Clerk be asked to organise a time diary to be completed by all staff for a two week period, and reported to the next meeting.

354/09/10 READMISSION OF PRESS AND PUBLIC

RESOLVED that the press and public be readmitted for the remainder of the meeting

ANY OTHER BUSINESS**356/09/10 Core Strategy**

Councillor Rothwell referred to the response to SLDC prepared by Councillor Robinson and endorsed by the Planning Committee. It was agreed that the response should be e-mailed to all Councillors and comments requested by Thursday evening, 22nd October. The final response is to be submitted to SLDC on Friday, 23rd October.

RESOLVED that, subject to the inclusion of any comments received from Members, the Town Clerk be asked to submit the formal response to the Core Strategy to South Lakeland District Council on Friday, 23rd October 2009.

357/09/10 Dates for Meetings in 2010

The Town Clerk had prepared a list of Dates for Management Committee meetings in 2010; Members were circulated with a copy.

358/09/10 Meeting with Transition South Lakes

Councillor Veevers reported that he had attended a public allotments meeting organised by Transition South Lakes. He felt there were two particular issues affecting KTC:

- (1) it had been suggested that there should be a representative for each allotment site (i.e. 16 reps). It was felt this would furnish too many co-opted members for the Allotments Committee, and that one representative per three allotment sites would be more appropriate.
- (2) It would be useful to invite all allotments holders to a meeting. There was an associated cost implication for room hire, invitation letters etc. Agenda items should include the waiting list, self-help and the "buddy" system, and seeking volunteers to form an Allotments Association and report back to Committee representatives..

Councillor Veevers reminded the Committee that the site representatives were up for re-election in May 2010.

RECOMMENDED that

- (1) **Council be requested to approve that all allotment holders be invited to a meeting in January/February 2010, with a view to discussing the issues raised at the Transition South Lakes meeting; and**
- (2) **the representatives for each of the 16 sites elect/choose the representatives to serve on the Allotments Committee of the Town Council.**

The meeting ended at 9.30 p.m.

Summary of Information, Resolutions and Recommendations to Council

Minute	Subject	Information / Resolution / Recommendation to Council	
341	Minutes of 21.9.2009	RES	Minutes to be amended
342	Climate Change	RES	Councillor Boden to investigate timetable for the campaign
343	Tourist Information Centre	RES	Town Clerk to arrange meeting with SLDC representative
344	New Road	REC	Council to request presentation by SLDC on design statement
345	Kendal LAPs presentation	RES	Town Clerk to contact all Councillors to invite them to meeting, establish who will attend, and make Councillors Clare and Robinson aware of response to invitation
346	Development Fund	Info	Town Clerk to contact Chairman of Committees: decision deferred to next meeting.
347	Councillor Expenses	REC	That, subject to advice from CALC, Council consider setting a budget for the reimbursement of costs such as child-care and carer costs.
348	Annual Town Assembly	REC	That Council agree the date of Monday, 22 March 2010 for the Annual Town Assembly
349	Draft Complaints and Appeals Procedures	REC	That Council approve the Complaints Procedure and Allotment Appeals Procedure
350	Christmas Lights	REC	That the issue be reconsidered after January 2010
351	Council Priorities	Info	Deferred to next Committee meeting
353	Staffing Matters	Info	Town Clerk to organise time diary for completion by all staff, to be reported to next meeting
356	Core Strategy	Info	Town Clerk to submit formal response to SLDC
357	Dates for meetings in 2010	Info	List issued for meetings
358	Meeting with Transition South Lakes	REC	Council approve that all allotment holders are invited to a meeting in January/February 2010, with a view to discussing issues raised by Transition South Lakes

19.10.2009

Management Committee