

KENDAL TOWN COUNCIL

Council Meeting: 5th March 2018

You are summoned to attend a meeting of the Council to be held in the **SLDC Council Chamber**, the Town Hall, Kendal, commencing at **7.30 p.m.** on **Monday, 5th March 2018**, for the purpose of transacting the business specified in the following agenda.

AGENDA

Rollcall and Apologies

1. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - [www.kendaltowncouncil.gov.uk/Statutory Information/General/ Guidance on Public Participation at Kendal Town Council Meetings](http://www.kendaltowncouncil.gov.uk/Statutory%20Information/General/Guidance%20on%20Public%20Participation%20at%20Kendal%20Town%20Council%20Meetings) or by contacting the Town Clerk on 01539 793490.

- **DAVID FONE – TOWN CENTRE: IDENTIFICATION OF 'GROT SPOTS'**

2. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

3. MINUTES OF COUNCIL MEETING HELD ON 5TH FEBRUARY 2018 & MATTERS ARISING

To approve the minutes of the meeting held on 5th February 2018 (see attached)

4. MAYORS COMMUNICATIONS AND ANNOUNCEMENTS *(see attached)*

5. WAINWRIGHT AWARD TO DIANE HORNER, CHAIR OF KIRKBARROW RESIDENTS ASSOCIATION

6. CALL FOR NOMINATIONS FOR MAYOR AND DEPUTY MAYOR 2018/19

7. ANNUAL REPORT 2017/18 AND ANNUAL TOWN ASSEMBLY APRIL 2018

8. MANAGEMENT COMMITTEE

To approve the minutes of the meeting held on 19th February 2018 (see attached)

9. PLANNING COMMITTEE

To receive the minutes of the meetings held on 5th and 19th February 2018 (see attached)

10. AUDIT, GRANTS & CHARITIES COMMITTEE

To approve the minutes of the meeting held on 29th January 2018 (see attached)

10.1 Review of Risk Assessments (Ref Minute 895/17/18)

That the risk assessments be forwarded to full Council for approval (see separate email with copies of assessments)

10.2 Cumberland Building Society – Temporary Investment (Ref Minute 897/17/18)

That the Treasurer can propose to invest money with the Cumberland Building Society on a temporary basis by seeking approval from the Chair of Audit, Grants and Charities Committee, prior to it being submitted to full Council for decision.

11. OUTSIDE BODIES – REPORTS FROM COUNCILLORS

12. FINANCIAL MATTERS

- (a) Bank Payments Schedules: January 2018** (see attached)
- (b) Invoices over £3,000**
- (c) Approved Budget 2018/19: Use of Unallocated Budget** (see attached)
- (d) Advance payment of 2018/19 approved grants** (see attached)



Liz Richardson, Town Clerk

Members of the Press and Public are welcome to attend the meeting.

Please note that there will be a meeting of the Trustees of The Allen Institute and Kendal Museum following the closure of the Council Meeting.

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 5th February 2018 at 7.30 p.m.
in the SLDC Council Chamber, the Town Hall, Kendal**

- PRESENT** The Deputy Mayor (Councillor G Tirvengadam) in the Chair;
Councillors A Robinson, T Clare, G Vincent, G Cook, P Bramham, J Brook, C Feeney-Johnson, J Veevers, G Archibald, S Coleman, S Evans, A Finch, M Severn, K Bracey, C Hogg, R Hogg, J Robinson, R Sutton, K Teasdale and J Owen.
- APOLOGIES** Councillors S Emmott, D Evans, L Oldham, P Walker, A Blackman, C Hardy and Liz Richardson (Town Clerk)
- OFFICERS** Jack Jones (Town Treasurer) and Nicky King (Council Secretary)
- 910/17/18 PUBLIC PARTICIPATION**
- None.
- 911/17/18 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 912/17/18 MINUTES OF COUNCIL MEETING HELD ON 8TH JANUARY 2018**
- Members considered the minutes of the meeting of full Council held on 8th January 2018.
- Councillor Archibald referred to minute 813/17/18 and noted that the first paragraph on page 7 of the minutes did not reflect his recollection of the discussion held. It was his understanding that the budget of £17,830 which was to be transferred to the Development Fund would be available for use in the next financial year, but the projects on which the monies would be spent would be identified this financial year. He said that item j) in the resolution did not suggest this.
- The Treasurer stated that the minutes agreed with his recollection of the meeting and he considered them to be accurate.
- Councillor C Hogg proposed that the matter be added to the Agenda of the next meeting, when detailed proposals could be discussed and agreed. This was seconded by Councillor Cook and carried unanimously. The Treasurer suggested that minute 813/17/18 be altered to reflect that decision.
- Councillor Brook proposed that the minutes be approved as a correct record (subject to the amendment discussed) and signed by the Chair. This was seconded by Councillor Feeney-Johnson and carried unanimously.
- RESOLVED** That Minute 813/17/18 j) be amended to read that Council “allocates the available budget resources totalling £17,830 at its March meeting”.

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RESOLVED That, with the above amendment, the minutes of the Council meeting held on 8th January 2018 be approved as a correct record and signed by the Chairman.

913/17/18 ORDER OF BUSINESS

The Chair proposed that the order of business of the agenda be amended to bring forward item 5, Quarterly Police Report, and this was agreed.

914/17/18 QUARTERLY POLICE REPORT FROM CUMBRIA CONSTABULARY

Sergeant Suzanne Scott-O'Neill presented the quarterly police report which had been previously circulated.

Councillor Coleman said he was alarmed to see that the second highest crime figure related to violence and sexual offences. Suzanne replied that sexual offences are on the increase but some of this could be attributed to the fact that more people are coming forward to report crimes. In the case of violence, she explained that every crime is categorised differently and can fall into multiple charges which can make the figures appear higher.

Councillor Severn noted that there had been a number of drugs deaths and asked whether there was any link by particular substances or individuals. Suzanne said there was no specific drug linking the deaths, there were a number of incidences that related to use of prescription drugs, sometimes alongside alcohol abuse.

Councillor S Evans noted that she was pleased to see the Safer Communities hub up and running. Suzanne reported that this was a drop-in facility operating from the Police Station with multi-agencies. This would make a significant improvement in partner working/making referrals with other agencies. Councillor S Evans asked whether the hub had been featured in the Westmorland Gazette. Suzanne said she would feedback the question to Inspector Latham. Councillor J Robinson noted that the Kendal Emergency Planning Group were keen to be involved with the Safer Communities hub.

Councillor Feeney-Johnson referred to the new Police cadet scheme. She considered that it would be good to have police cadets in Kendal and suggested that it would be something KTC would be pleased to support.

Councillor Clare questioned the way in which crime figures were recorded as multiple charges giving the impression of higher crime rates. Suzanne replied that the method of recording is dictated by national standards and they have to comply with that.

Councillor Veevers raised the requirement for officers to travel to Barrow following the closure of Kendal Court and asked what implication this had made on Police Officers' time. Suzanne did not have this information to hand but said she would try to ascertain how many Kendal officers had been deployed to Barrow to attend court. Following a general discussion regarding the implications of the closure of the Court, Councillor C Hogg proposed that the HM Courts and Tribunals Service be invited back to

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attend a future Council meeting in order that such questions might be raised. This was seconded by Councillor Severn and carried with 3 abstentions.

RESOLVED

That HM Courts and Tribunals Service be invited back to attend a future Council meeting.

915/17/18**CO-OPTION OF A COUNCILLOR FOR PARKS WARD**

Following the decision at January Council to co-opt a member until the 3rd May elections for Parks Ward there had been two nominations received. The nominees were Mr Graham Harrison and Mr Douglas Rathbone who each made a short presentation. Following a secret ballot by Members, Mr Douglas Rathbone was announced as the new Councillor for Parks Ward and welcomed to KTC. The Chair thanked Mr Graham Harrison for his interest.

RESOLVED

That Council co-opt Mr Douglas Rathbone as the member of KTC for Parks Ward until the May elections.

916/17/18**ORDER OF BUSINESS**

The Chair proposed that the order of business of the agenda be amended to bring forward item 11, Bridge Hotel – Asset of Community Value Nomination, and this was agreed.

917/17/18**BRIDGE HOTEL – ASSET OF COMMUNITY VALUE NOMINATION**

The Treasurer asked Members to consider the nomination of the Bridge Hotel as an Asset of Community Value. He explained that the ultimate decision would be made by SLDC, but the support and views of KTC were being sought.

Councillor Brook declared an other registrable interest at this point as SLDC portfolio holder. Councillors Archibald, Vincent and Severn also declared an interest.

Councillor Cook noted that this was the first time KTC had been consulted with regard to an Asset of Community Value and asked whether there was any guidance/criteria which would assist in the decision making process. The Treasurer referred Members to the information contained in the application form and asked them to carefully consider the responses to the questions contained therein.

Councillor Feeney-Johnson explained her understanding of an Asset of Community Value which was about preserving the use of the building for what it had been used for previously. She stated that if her understanding was correct she would be happy to back the application and proposed that Council supported the nomination. This was seconded by Councillor Clare.

Councillor Bramham pointed out that the Bridge Hotel is not only a public house but also a hotel. He noted its historic importance in Kendal and commented that so many establishments of this kind had been lost in the town, therefore he was in support.

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The proposal was carried with 4 abstentions.

RESOLVED That Council support the nomination of the Bridge Hotel as an Asset of Community Value.

918/17/18 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Deputy Mayor presented the engagements that had been previously circulated by the Mayor.

He reminded Members that the Mayor's Charity Dinner would be taking place on 28th February 2018.

919/17/18 MANAGEMENT COMMITTEE

The minutes of the Management Committee meeting held on 22nd January 2018 were presented by Councillor A Robinson who proposed that they be approved as a correct record. This was seconded by Councillor Cook and carried with 1 abstention.

RESOLVED That the minutes of the Management Committee meeting held on 22nd January 2018 be approved as a correct record of the meeting.

Councillor A Robinson then presented the following recommendations of the Committee and proposed approval:

920/17/18 City of Sanctuary UK (ref minute 873/17/18)
That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network.

The proposal was seconded by Councillor Cook and carried with 1 abstention.

RESOLVED That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network.

921/17/18 Kendal Lads & Girls Club (ref minute 884/17/18)
That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.

The proposal was seconded by Councillor Veevers and carried with 1 abstention.

There was a discussion concerning who would act as KTC representative. Councillor Feeney-Johnson was under the impression that Councillor Owen would be acting as temporary representative until the new Council had been formed following the elections in May. Councillor A Robinson commented that there was a wider issue to consider and reminded Members that the level of commitment required by representatives to Outside Bodies had previously been a topic of discussion.

Councillor Owen suggested that the matter be carried forward to the first agenda of the new Council. In the meantime he would attend meetings as an observer and this was agreed.

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RESOLVED That the matter of Outside Bodies and the level of commitment required by representatives be added to the first Agenda of the new Council. In the meantime Councillor Owen to attend meetings of Kendal Lads & Girls Club as an observer.

922/17/18 PLANNING COMMITTEE

The minutes of the Planning Committee meetings held on 8th and 22nd January 2018 were presented by Councillor J Robinson who asked Council to receive these minutes.

Councillor Coleman asked Councillor J Robinson for an update regarding an exercise to compare decisions made by KTC Planning Committee against decisions subsequently made by SLDC Planning Department. Councillor J Robinson said that the exercise was ongoing. Due to the amount of work required it would be necessary to limit the comparison to the previous 12 months.

RESOLVED That the minutes of the Planning Committee meetings held on 8th and 22nd January 2018 be received.

923/17/18 CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

The minutes of the Christmas Lights & Festivals Committee meeting held on 9th January 2018 were presented by Councillor Feeney-Johnson who proposed that they be approved as a correct record. This was seconded by Councillor C Hogg and carried unanimously.

RESOLVED That the minutes of the Christmas Lights & Festivals Committee meeting held on 9th January 2018 be approved as a correct record of the meeting.

924/17/18 ENVIRONMENT & HIGHWAYS COMMITTEE

The minutes of the Environment & Highways Committee meeting held on 15th January 2018 were presented by Councillor Vincent who proposed that they be approved as a correct record. This was seconded by Councillor Owen and carried unanimously.

It was noted that the minutes were dated 15th February 2018 on the first page and that this would be corrected.

Councillor Archibald referred to Minute 844/17/18 regarding Blackhall Road bus shelters. He advised that the required monies had been raised and commended KADBUS for their work in securing this funding.

RESOLVED That the minutes of the Environment & Highways Committee meeting held on 15th January 2018 be approved as a correct record of the meeting (subject to the amendment agreed).

Councillor Vincent then presented the following recommendation of the Committee and proposed approval:

925/17/18 Plastic Free Kendal (ref minute 849/17/18)

That a request be made to Council for an allocation from the Development Fund of £1,000 for environmentally conscious schemes.

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The proposal was seconded by Councillor Archibald and carried unanimously. The earlier discussion on the allocation of £17,830 available resources in the Development Fund (Minute 813/17/18) confirmed that these would be allocated at the March meeting of Council.

RESOLVED That Council consider the allocation £1,000 from the Development Fund for environmentally conscious schemes at its next meeting.

926/17/18 AUTHORISATION OF CONTINUED ABSENCE OF CLLR CLARE

As Councillor Clare was in attendance at the meeting the item was not discussed.

927/17/18 ELECTION OF COUNCILLORS TO PLANNING AND AUDIT, GRANTS & CHARITIES COMMITTEES

It was noted that due to Councillor Hurst-Jones no longer being a member of KTC there were vacancies on Planning and Audit, Grants and Charities Committees. Councillor J Robinson commented that the Planning Committee was functioning well with its current membership but added that any volunteers to join the Committee would be welcome.

Following a general discussion Councillor Cook nominated Councillor Rathbone as a Member of both Committees. Councillor Rathbone accepted the nomination. It was agreed that the Treasurer would arrange an induction pack.

RESOLVED That Councillor Rathbone become a Member of Planning and Audit, Grants and Charities Committees. Treasurer to arrange an induction pack.

928/17/18 OUTSIDE BODIES – REPORTS FROM COUNCILLORS

Kendal Brewery Arts Centre Trust Board Meeting – Councillor Sutton

Councillor Sutton presented notes from the Kendal Brewery Arts Centre Trust Board Meeting held on 25th January 2018. He highlighted a changeover in February of the Kendal Catering Company to CO&H and a Heritage Lottery bid which, if successful, could be used to refurbish the present entrance.

There were no comments raised.

FINANCIAL MATTERS

929/17/18 (a) Budgetary Control Statement – Nine Months Ended 31st December 2017

The Treasurer presented the Budgetary Control Statement for the nine months ended 31st December 2017, He reported an underspending of £46,604, however it was anticipated that the overall underspending will decrease in the final quarter of the year. Unspent budgets totalling £23,146 on Allotments, Christmas Lights & Festivals and Audit, Grants & Charities Committees should be spent by the year end. He observed that the balance sheet showed no areas of concern. The Audit, Grants &

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Charities Committee had considered the report at its last meeting. There had been no issues raised.

Councillor C Hogg observed that CIL monies were starting to rise towards the £5,000 limit. The Treasurer explained that no further income was expected in this financial year and that these monies would remain in reserve until the £5,000 limit was reached.

Councillor Bramham proposed that the Budgetary Control Statement for nine months ended 31st December 2017 be approved. This was seconded by Councillor C Hogg and carried unanimously.

RESOLVED That the Budgetary Control Statement for nine months ended 31st December 2017 be approved.

930/17/18 (b) Bank Payments Schedule: December 2017

The Town Treasurer presented the Bank Payments Schedule for December 2017.

One item was highlighted; a payment on 21st December to Water Plus of £713.11 for water charges at Greenside Allotments. This had been queried with Water Plus and an engineer would be attending site to check equipment etc. The Treasurer would update Members once the engineer's report had been received.

It was proposed by Councillor J Robinson that the Bank Payments Schedule for December 2017 be approved. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED That the Bank Payments Schedule for December 2017 be approved.

931/17/18 (c) Petty Cash Payments: October – December 2017

The Treasurer presented the Petty Cash Payments for October-December 2017.

It was proposed by Councillor Archibald to approve the Petty Cash Payments for October – December 2017. This was seconded by Councillor Brook and carried unanimously.

RESOLVED That the Petty Cash Payments for October – December 2017 be approved.

932/17/18 (d) Invoices over £3,000

The Treasurer reported that there was one invoice over £3,000 which required approval as follows:

Christmas Plus for the dismantling of the Christmas lights.
£3,342.80 plus VAT, total invoice £4,011.36.

It was proposed by Councillor J Robinson to approve the payment of the invoice. This was seconded by Councillor C Hogg and carried unanimously.

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RESOLVED That payment of the invoice over £3,000 be approved.

933/17/18 (e) Bank and Building Society Account Signatories

The Treasurer advised that there are currently seven Councillors authorised as bank account signatories. He suggested that it would be prudent to mitigate the potential risk of several of those signatories ceasing as Councillors after May by adding a further three Councillors. Those Councillors to be Blackman, Tirvengadam and Coleman.

Councillor C Hogg proposed that Councillors Blackman, Tirvengadam and Coleman be added as bank account signatories. This was seconded by Councillor Archibald and carried with 1 abstention.

RESOLVED That Councillors Blackman, Tirvengadam and Coleman be added as bank account signatories

934/17/18 (f) Cumberland Building Society Investments

The Treasurer advised that in November 2017 Council agreed the investment of £75,000 into the Cumberland Building Society for three months. He requested approval to withdraw that amount in order to meet cash flow requirements.

It was proposed by Councillor Brook that approval to withdraw the monies be granted. Councillor Severn seconded the proposal and it was carried unanimously.

RESOLVED That Council approves the withdrawal of £75,000 from the Cumberland Building Society account in order to meet cash flow requirements.

935/17/18 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Brook to move into Part II. This was seconded and carried unanimously.

At this point a member of the public requested permission to speak. As permission had not been sought prior to the meeting the request was declined. Councillor Brook proposed that the meeting was adjourned for 5 minutes in order to explain the procedure of public participation to the individual requesting to speak. This was seconded by Councillor Clare and carried unanimously.

RESOLVED That the press and public be excluded for the following items of business.

Part II

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*]

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936/17/18 STAFFING MATTERS [Paragraph 1]

Admin Assistant (*ref Management Committee minute 879/17/18*)

Councillor A Robinson informed Members that, in view of her poor health, the Admin Assistant had requested early retirement. She had received a quotation from the pension supplier and had confirmed acceptance of the figures presented. Councillor A Robinson proposed that Council approve the request for early retirement. This was seconded by Councillor Coleman and carried unanimously.

Councillor Severn asked that the work undertaken by the Admin Assistant be recognised prior to her retirement.

RESOLVED That Council approve the request for early retirement by the Admin Assistant.

937/17/18 WAINWRIGHT ACHIEVEMENT AWARD

The Treasurer presented the four nominations for the Wainwright Award and highlighted that it is for work done in 2017.

Councillor Bramham queried whether the Award was intended to be for voluntary work rather than paid employment. The Treasurer advised that the wording in the Deed did not make reference to voluntary work.

Members voted on ballot slips in order of preference. Diane Horner (Chair/Secretary of the Kirkbarrow Residents Association) was announced as the winner.

RESOLVED That Diane Horner be presented with the Wainwright Award 2017.

938/17/18 READMISSION OF PRESS & PUBLIC

It was proposed by Councillor Brook to move out of Part II and re-admit the press and public. This was seconded by Councillor Cook and agreed unanimously.

RESOLVED that the press and public be re-admitted for the remainder of the meeting (none were present).

The meeting ended at 9.16 p.m.

Signature

Date

Mayor's Communications & Announcements February - March 2018

February

<u>Mayor Annual Leave</u>	3 – 18 Feb	
<u>Visit from WOSP to Mayor's Parlour</u> Mayor's Parlour	22 Feb	10:00 – 11:30
<u>Official Opening of Simpson Parsons Insurance Brokers</u>	27 Feb	10.30 – 11:00
<u>Mayor's Charity Dinner</u> Kendal College	28 Feb	19:00

March

<u>Official Opening of Art Installation</u> Abbot Hall Art Gallery	1 Mar	17:30 -19.30
<u>Lions Clubs Northwest Convention</u> Castle Green Hotel	2 Mar	19:00-22:00
<u>Lions Club Convention – Formally open the convention</u> Castle Green Hotel	3 Mar	09:00-10:30
<u>Lions Convention Formal Banquet</u> Castle Green Hotel	3 Mar	19:00-22:00
<u>Killarney Mountain Festival</u>	8-11 Mar	17:00-17:30
<u>Fly the flag for Commonwealth</u>	12 Mar	09:30-10:30
<u>Rotary Club Technology Tournament</u> Kendal Leisure Centre	16 Mar	09:30-13:30
<u>Mayor Annual Leave</u>	17-24 Mar	
<u>MP visit to Mayor's Parlour from Year 11 French Exchange Students QKS</u> Mayor's Parlour	26 Mar	10:00-12:00
<u>Kendal Civic Society AGM</u> St Thomas' Church	26 Mar	19:30-21:00
<u>Installation of High Sheriff of Cumbria</u> Kendal Town Hall	29 Mar	18:00-21:00

KENDAL TOWN COUNCIL

Management Committee

**Monday 19th February 2018 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Jonathan Brook (Chair), Austen Robinson (Vice Chair), Andy Blackman (Mayor), Guy Tirvengadam (Deputy Mayor), Graham Vincent, Jon Robinson, John Veevers, Geoff Cook and Jonathan Owen
- APOLOGIES** Councillor Clare Feeney-Johnson
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 949/17/18 PUBLIC PARTICIPATION**
- None.
- 950/17/18 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 951/17/18 MINUTES OF THE MEETING HELD ON 22ND JANUARY 2018**
- The Chairman presented the minutes of the meeting held on 22nd January 2018, which had been approved by full Council on 5th February 2018. The minutes were accepted as a correct record of the meeting.
- RESOLVED** That the minutes of the meeting of the Committee held on 22nd January 2018 be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 952/17/18** None.
- 953/17/18 URGENT ITEMS OF BUSINESS**
- None.
- 954/17/18 REPORT ON WORK PROGRAMME**
- As the Town Clerk had been away on annual leave she had not prepared a written report. She informed Members that she was concentrating on ongoing projects.
- The Project Manager's main projects included:
- Proposal submitted to CCC Local Area Committee for £1,200 to support the final stage of removal of former electrical posts.
 - Visit Kendal website – achieved initial aim of appearing in the top three google searches for 'Kendal'.

- Kendal Leaflet Series – popularity of the leaflets continues with the Walking Trials leaflet proving the most popular. A bid has been made to Kendal BID to support a reprint in April.
- Kendal Castle Project – the ‘Medieval Kendal’ panel has been sent to the Civic Society for comment. Lakeland Radio have recorded the audio trail. LIP application to improve Kendal Castle signage submitted. Result expected mid-February.
- Green Wall – Network Rail will not give permission for a Green Wall at Longpool but keen to see improvements in the area. Discussions being held with SLDC regarding alternative sites.
- Environment & Highways – project to plot locations of all KTC assets on a GPS system continues.

955/17/18**KENDAL PARK RUN**

Following a presentation at the last Management Committee meeting by Brian Harrison, Vice Chair of Kendal BID, Committee had resolved to add the item to the next Agenda for further discussion.

After a general discussion the consensus of opinion was that several logistical problems existed that would make it very difficult to accommodate a Park Run in Kendal. Councillor Owen mentioned Brian Harrison had arranged a meeting with the Park Run ambassador and said that it would be useful to know when this had been scheduled for. Town Clerk to request feedback from Brian Harrison following his meeting with the ambassador.

RESOLVED

That the Town Clerk requested feedback from Brian Harrison following his meeting with the Park Run ambassador.

956/17/18**PRINTING OF AGENDA PAPERS**

Members considered a paper which had been circulated prior to the meeting regarding the printing of Agenda papers. It had been suggested that, in view of the volume of printing, Council should consider a trial of ‘paperless’ meetings and use a projector and screen for Members’ papers.

Committee discussed the advantages and disadvantages of paperless meetings. The Town Clerk raised some concern regarding Officers’ time at meetings navigating through the agenda and papers. Councillor A Robinson noted that Castle Park governors meetings operated on a paperless basis and it worked well. Councillor Blackman said that Heron Hill School also worked in a similar way.

Due to the forthcoming elections Members decided that it was not the best time for a trial of paperless meetings, however it was an aspiration for the future. In the meantime it was agreed that Councillors would inform the Town Clerk if they did not require printed copies of agendas. The Town Clerk would also check the legal position on the production of agenda papers.

RESOLVED

That a trial of paperless meetings would not proceed at the current time. Councillors would be asked to inform the Town Clerk if they did not require printed papers. Town Clerk to check the legal position on the production of agenda papers.

957/17/18**UK HEALTHY CITIES NETWORK**

Councillor Tirvengadam asked Committee to consider whether Council should apply for membership of the UK Healthy Cities Network. Full details had been circulated prior to the meeting. He had been approached by Cherrie Trelogan from Cumbria County Council who are keen to join the network and were seeking support from KTC.

Healthy Cities is a global movement that engages local authorities and their partners in health development through a process of political commitment, institutional change, capacity-building, partnership-based planning and innovative projects.

After a general discussion about the initiative and the level of commitment that would be expected from KTC, Members agreed to indicate a level of support and adopt a 'wait and see' approach. They also agreed that they would like to receive further information. Councillor Cook said he would feed back the comments to CCC.

RESOLVED

That Committee indicate a level of support for joining the UK Healthy Cities Network and wait and see how matters progressed. Further information to be requested.

958/17/18**FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING**

Councillor J Robinson advised Members that, following a meeting of the sub-group in early February, a paper was being put together for consideration by the Management Committee. As this document was still to be reviewed by Councillor J Robinson it was agreed to consider at the next meeting. Councillor A Robinson commented that the group had tried to be as positive as possible when compiling the document, which would present 5/6 recommendations. He added that KTC needed to raise its profile in matters relating to flooding. The recommendations would need to be discussed by the new Council following the elections in May.

Councillor A Robinson also briefed Members on a briefing attended with the Environment Agency. No definite proposals had been put forward by the EA but they were looking at the possibility of a 1.3 million cubic holding unit at Mintsfeet. The first phase would be to submit a bid for European funding. Further information was available on the EA website and there would be a consultation period which would allow Members an opportunity to comment. Councillor A Robinson added that he had spoken to the EA and suggested that they contact the Town Clerk to arrange to give a presentation on the proposals at a meeting of the new Council. Councillor Cook had also

attended the meeting and observed that it could mean significant changes to parts of Kendal.

It was agreed that links to the EA website would be circulated with the minutes – the link is www.cumbriastrategicfloodpartnership.org

RESOLVED

That the relevant links to the EA website be circulated with the minutes.

959/17/18**ITEMS FOR THE NEWSLETTER**

There were no items put forward.

Councillor A Robinson advised the Town Clerk that he would be happy to continue proof reading articles for the KTC newsletter following his departure.

960/17/18**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Vincent and seconded by Councillor A Robinson to move to Part II, this was carried unanimously.

RESOLVED

That the press and public be excluded for the following items of business.

Part II

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*]

STAFFING MATTERS [Paragraph 1]**961/17/18**

The Town Clerk advised that the Admin Assistant had now formally applied for early retirement. The Treasurer was dealing with the relevant paperwork.

The Town Clerk also reported that the Assistant to the Town Clerk had been on the receiving end of some unpleasant verbal abuse in the office from allotment holders. Some of the incidences had been quite threatening and the Assistant to the Town Clerk was made to feel very uncomfortable.

Members were concerned to learn about the incidences and agreed that it was important staff were protected. It was agreed that a full report of the incidences was required from the members of staff involved. Councillor Veevers would also raise the matter at the next Allotments Committee meeting and consider the addition of a clause to tenancy agreements relating to action that will be taken in the case of verbal abuse to members of staff. It was also agreed that the Police would be consulted.

It was also noted that there was a wider issue relating to office accommodation and the safety of staff within it. Members agreed that the office needed to be assessed. Several suggestions for additional improvements were made including an intercom system and video camera.

It was agreed that the Town Clerk would meet with the SLDC Property Manager.

RESOLVED

That a report of the incidences of verbal abuse by allotment holders be prepared by the members of staff involved. Town Clerk to meet with the SLDC Property Manager.

962/17/18**READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor J Robinson to re-admit the press and public. This was seconded by Councillor Vincent and carried unanimously.

RESOLVED

that the press and public be re-admitted for the remainder of the meeting (none were present).

ANY OTHER BUSINESS**963/17/18****Annual Report**

The Town Clerk advised that she still awaited submissions from some Chairs of Committees for the Annual Report.

964/17/18**Presentations to Council**

The Town Clerk said she had been asked to arrange several presentations to Council. It had previously been agreed that there would be no more than one presentation per Council meeting as they could be very time consuming. She sought guidance from Members in prioritising the presentations that were required. The following was agreed:

Healthy Towns – April meeting if possible.

Kendal Museum – March meeting.

Floods (Environment Agency) – June meeting (new Council)

Dementia Buddies – May meeting if possible.

Courts – no further action.

965/17/18**Kendal Futures Board**

Councillor A Robinson advised that he had received a letter from Paula Scott, Project Co-ordinator at Kendal Futures. The contracted weekly rate of the Project Co-ordinator position had remained the same since Paula Scott took the post in January 2011. It was proposed to reduce her working hours from 20 to 16 per week, whilst maintaining the same weekly cost. As funders, KTC would be asked for a raised contribution for 2018/19. Paula had asked for any objections to be made known before the next Board meeting on 7th March.

Members expressed some concern, in particular that they had not been asked first if they wished to increase their funding to maintain the hours. There was also concern that time was already limited, but Members felt that there was not enough information to be able to discuss the proposal fully. It was agreed that the Town Clerk would forward these concerns and request further clarification.

RESOLVED

That the Town Clerk respond noting the concern and request further clarification in respect of changes to the hours and funding of the Project Co-ordinator role at Kendal Futures Board.

966/17/18**Parish Poll**

Councillor J Robinson asked what the situation was regarding the possible request by members of the public for a Parish Poll in respect of New Road. Councillor Brook explained the process to Members and observed that any cost of such a Poll would have to be borne by KTC and passed on to the electorate. The Town Clerk commented that if it was to go ahead it would have serious impact on other areas of work currently ongoing. It was agreed that the Treasurer would circulate a summary of the procedure to all Councillors and discuss the matter further with those requesting the Poll.

RESOLVED

That the Treasurer circulate a summary of the procedure for a Parish Poll to all Councillors and discuss the matter further with those requesting the Poll.

The meeting closed at 9.19pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
955	Kendal Park Run	RES	That the Town Clerk requested feedback from Brian Harrison following his meeting with the Park Run ambassador.
956	Printing of Agenda Papers	RES	That a trial of paperless meetings would not proceed at the current time. Councillors would be asked to inform the Town Clerk if they did not require printed papers. Town Clerk to check the legal position on the production of agenda papers.
957	UK Healthy Cities Network	RES	That Committee indicate a level of support for joining the UK Healthy Cities Network and wait and see how matters progressed. Further information to be requested.
958	Flooding December 2015	RES	That the relevant links to the EA website be circulated with the minutes.
961	Staffing Matters	RES	That a report of the incidences of verbal abuse by allotment holders be prepared by the members of staff involved. Town Clerk to meet with the SLDC Property Manager.
965	AOB – Kendal Futures Board	RES	That the Town Clerk respond noting the concern and request further clarification in respect of changes to the hours and funding of the Project Co-ordinator role at Kendal Futures Board.
966	AOB – Parish Poll	RES	That the Treasurer circulate a summary of the procedure for a Parish Poll to all Councillors and discuss the matter further with those requesting the Poll.

KENDAL TOWN COUNCIL

Planning Committee

Monday 5th February 2018 at 6.30 p.m.
in the SLDC Chairman's Room, the Town Hall, Kendal

PRESENT Councillors Jon Robinson (Chair), Austen Robinson (Vice Chair), Clare Feeney-Johnson, Alvin Finch, Kath Teasdale and Graham Vincent

APOLOGIES Councillor Lynne Oldham

OFFICERS Nicky King (Council Secretary)

903/17/18 PUBLIC PARTICIPATION

Mr Graham Harrison had attended the meeting to advise Committee that SLDC Planning Department had confirmed the general design and revised drawings for a development of 8 apartments on Aynam Road had been considered appropriate and acceptable for a Conservation Area. He thanked Committee for the advice and guidance given.

904/17/18 DECLARATIONS OF INTEREST

There were no declarations of interest made at this point.

905/17/18 MINUTES OF MEETING HELD ON 22ND JANUARY 2018

Members considered the minutes of the Committee meeting held on 22nd January 2018.

Councillor K Teasdale proposed that the minutes be accepted as a correct record. This was seconded by Councillor A Robinson and carried unanimously.

RESOLVED That the minutes of the meeting held on 22nd January 2018 be accepted as a correct record, and signed by the Chair.

906/17/18 MATTERS ARISING

Flooding Paper (Ref minute 858/17/18)

Councillor J Robinson advised Members that the sub-group had now met. Matters arising from the meeting would be fed through the Management Committee and copied to the Planning Committee.

907/17/18 SECTION 78 PLANNING APPEAL AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION – 11 CASTLE STREET, KENDAL (REF SL/2017/0432)

Councillor J Robinson advised that an application for replacement double-glazed traditional box sash windows to front and rear elevations at 11 Castle Street, Kendal had been refused by SLDC and an appeal had been made by the applicant to the Planning

Inspectorate.

KTC Planning Committee had recommended approval of the application at the time it was considered. Graham Darlington (SLDC Conservation Officer) had been concerned that the detailing of the new windows was not sufficiently like the original. He considered that the double glazing would make the glazing bars wider and also affect the view from the front of the building.

Following a detailed discussion regarding the concerns raised by Graham Darlington, Committee agreed to withdraw the previous recommendation to approve the application. Councillor J Robinson to speak to the Town Clerk and action.

RESOLVED

That Planning Committee withdraw the previous recommendation to approve the application. Councillor J Robinson to speak to the Town Clerk and action.

908/17/18

ANY OTHER BUSINESS

None.

909/17/18

PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED

That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.20pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA 0040	77 Serpentine Road, Kendal Single storey rear extension	07.02.2018	Refuse Committee had no objection to the development in principle but considered untreated larch cladding to be an inappropriate material for a Conversation Area
2	FPA 0052	Long Leaf House, Brigsteer Road, Kendal Raising the roof to provide additional living accommodation, replacement of external entrance stairs with ground level entrance hall, replacement windows and lowering of two window cills and re-rendering	09.02.2018	Approve
3	FPA 0069	139 Highgate, Kendal External store within the curtilage of lower ground floor apartment to provide storage for wheelchair and mobility scooter	15.02.2018	Refuse Committee had no objection to the development in principle but considered the use of cedar cladding and concrete tiles on the roof to be inappropriate materials for a Conversation Area
4	FPA 0026	7 Windermere Road, Kendal Replacement front windows, installation of two Velux windows to front roof slope and reinstatement of iron railings and gate	15.02.2018	Approve <ul style="list-style-type: none"> • Provided the Conservation Officer approves the detailing of the front windows and railings • Committee would prefer conservation rooflights are specified

KENDAL TOWN COUNCIL

Planning Committee

Monday 19th February 2018 at 6.30 p.m.
in the Mayor's Parlour, the Town Hall, Kendal

PRESENT Councillors Jon Robinson (Chair), Austen Robinson (Vice Chair), ,
 Lynne Oldham, Kath Teasdale, Graham Vincent and Douglas
 Rathbone

APOLOGIES Councillors Alvin Finch and Clare Feeney-Johnson

OFFICERS Nicky King (Council Secretary)

The Chair welcomed Councillor Douglas Rathbone as a new Member of the Planning Committee. At the meeting in February Council resolved to co-opt Douglas Rathbone as a member of KTC for Parks Ward until the May elections. Mr Rathbone had volunteered to become a member of both the Planning and Audit, Grants & Charities Committees.

939/17/18 PUBLIC PARTICIPATION

None.

940/17/18 DECLARATIONS OF INTEREST

None.

941/17/18 MINUTES OF MEETING HELD ON 5TH FEBRUARY 2018

Members considered the minutes of the Committee meeting held on 5th February 2018.

Councillor A Robinson proposed that the minutes be accepted as a correct record. This was seconded by Councillor Teasdale and carried unanimously.

RESOLVED That the minutes of the meeting held on 5th February 2018 be accepted as a correct record, and signed by the Chair.

MATTERS ARISING

942/17/18 Flooding Paper (Ref minute 906/17/18)

Councillor J Robinson advised Members that, following a meeting of the sub-group in early February, a paper was being put together for presentation to the Management Committee. It was noted that there would not be enough time to present the paper to Council before the elections, therefore it would need to be picked up by the new Council at their first meeting in June.

There was a general discussion regarding the content of the flooding paper. Councillor A Robinson briefed Members on the recommendations that would be made within it. Members agreed it

was vital previous mistakes were not repeated, if these could be avoided given Government legislation. It was also noted that emphasis should not be solely on the Section 19 report which concentrates on Storm Desmond as there had been several other problems since then, such as building on sites which are known to flood. Councillor J Robinson pointed out that there were also new flood alleviation measures from the Environment Agency which needed to be taken into account. Councillor Teasdale commented that new builds should not have an impact on or cause flooding of properties that are already built. Councillor A Robinson replied that this was something that had been highlighted in recent Government legislation.

943/17/18**OS FIELD NO. 6510, SOUTH OF FELL CLOSE, OFF BURTON ROAD, KENDAL**

An amended plan relating to drainage details and minor changes to site layout/access had been received. The site was for extra care residential development.

It was noted that Committee had previously approved the application provided adequate drainage and sewerage provision was in place.

Members agreed that previous comments made by the Committee still stood. There was concern that an adequate pedestrian crossing should be provided across the entrance to the site that would service both schools and residents of the development. It was highlighted that children would be crossing from the Oxenholme side across to Natland school. Councillor Rathbone pointed out that there was already a need for a crossing which would be exacerbated by this development and it would be an ideal time to highlight this to SLDC.

Members also agreed that, in light of recent drainage and flooding issues on developments, drainage and sewerage provision needed to be robust. Mitigation and subsequent performance should be monitored very carefully following completion.

It was also observed that Committee would like to see adequate bus provision suitable for the users of this site.

ANY OTHER BUSINESS**944/17/18****Kendal Wastewater Treatment Works, Wattsfield Road, Kendal (ref 5/17/9015) – Notification of Outcome of Application for Planning Permission**

Councillor J Robinson advised that the application for the erection of a Motor Control Centre Kiosk on a raised platform at Kendal Wastewater Treatment Works had been granted approval by CCC. The development was permitted to begin before the expiration of three years from the date of the permission (15th February 2018).

Committee noted the outcome of the application.

19.02.2018

945/17/18 Appeal by Oakmere Homes - Land to the South of Underbarrow Road, Kendal (Ref SL/2016/0582)

It was noted that the appeal had been dismissed by the Planning Inspectorate. Committee had been concerned when previously discussing the application, principally about the landscaping of the site as approaching town (planting not sufficient) and the view of the frontage to the development.

Members were pleased to note that the Planning Inspector had agreed with both points. The planting was considered to be too thin, it wouldn't grow fast enough and there would be a view through it. Secondly the view of the buildings at the front of the development was not good enough to give it a rural appearance. The big block of houses at the Kendal end of the site were too close to the road and there was insufficient shelter to diffuse the view.

946/17/18 Appeal Under Section 78 of the Town and Country Planning Act 1990 – Replacement Windows at 11 Castle Street, Kendal (Ref SL/2017/0432)

At its last meeting Committee had noted that an application for replacement windows at 11 Castle Street had been refused by SLDC and an appeal had been made by the applicant.

Councillor J Robinson advised that the Planning Inspectorate's decision had now been received. The appeal had been allowed and planning permission granted.

The decision was noted by the Committee.

947/17/18 Development of Previous Roundhills Site

Councillor A Robinson advised that local residents had expressed concern relating to development that had occurred at the previous Roundhills site. Small trees and bushes had been cleared from the edge of Stockbeck which could now be more vulnerable as a result. A large palisade had been erected on the Grasmere Crescent side and lots of boulders had been placed on the site itself. Councillor A Robinson was endeavouring to find out who had bought the site and what the plans were. Councillor Shirley Evans, as SLDC Councillor, had also become involved.

Committee noted the situation.

948/17/18 PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.38pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	LISTED 0076 & 0074	Shakespeare Inn, 78 Highgate, Kendal Various illuminated and non-illuminated signs	20.02.2018	Refuse Committee had concerns about the following: <ul style="list-style-type: none"> • Illuminated display panel in the window • Free-standing advertising boards outside the property • Presentation of the lettering on the sign It was also noted that if the top of the arch is being blocked off, this would affect the character of a building in a Conservation Area.
2	FPA 0864	Whinfell Centre, Longpool, Kendal Demolition of former training centre and construction of five industrial units	26.02.2018	Approve Provided adequate highways visibility at entrance
3	FPA 1085	10 Windermere Road, Kendal Replacement front windows	27.02.2018	Approve Committee would welcome a more traditional window design
4	FPA 0109	14 Jenkin Rise, Kendal Two storey front extension and single storey side/rear extension	02.03.2018	Approve
5	FPA 0118	97 Sedbergh Road, Kendal Detached garage	05.03.2018	Approve
6	FPA 0117	Oxenholme House, Helmside Road, Oxenholme, Kendal Use of land for car parking	05.03.2018	Approve Provided Highways are satisfied and drainage issues are adequately assessed
7	FPA 1122	2 Summer Hill, Kendal Replacement bay windows	05.03.2018	Approve

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 29th January 2018 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Rachael Hogg (Chair), Geoff Cook (Vice Chair), Andy Blackman, David Evans and Sylvia Emmott
- APOLOGIES** Councillors Paul Bramham and Austin Robinson
- OFFICERS** Jack Jones (Town Treasurer) and Hazel Belshaw (Temporary Council Secretary)
- 888/17/18 PUBLIC PARTICIPATION**
None
- 889/17/18 DECLARATIONS OF INTEREST**
None
- 890/17/18 MINUTES OF THE MEETING HELD ON 30TH OCTOBER 2017**

The Chairman presented the minutes of the meeting held on 30th October, which had been approved by full Council on 27 November 2017
- RESOLVED** That the minutes of the meeting of the Committee held on 30th October be accepted as a correct record.
- 891/17/18 MATTERS ARISING (Not on Agenda)**
Grant Applications 2018/19 (ref minute 562/17/18)
The Treasurer advised that Council had agreed to award Chestnut Community Events (ref minute 576/17/18) £1,000 instead of £500.

Council also agreed to award Kendal Lads and Girls Club (ref minute 578/17/18) £920 instead of £720.
- 892/17/18 Schools of Science and Art Charity** (ref minute 588/17/18)
The Treasurer advised that Councillors, acting as Trustees of the Charity, had agreed to award the Kendal & District Engineering Society £120 as a one off grant.
- 893/17/18 Feedback from Lauren Pender** (ref minute 589/17/18)
The Treasurer advised that he had been in touch with Lauren who was happy to appear on the Council website and in the newsletter.
- 894/17/18 BUDGETARY CONTROL STATEMENT 2017/18 (9 MONTHS ENDED 31ST DECEMBER 2017)**
The Treasurer presented a report on the Council's financial position as at 31st December 2017, providing figures showing actual income and expenditure against the expected portion of the budget for the period, together with a commentary on variances. The overall position was favourable, with a substantial net underspending of approximately £46,604.

The Treasurer highlighted the following points from the report:

Staff salaries – Currently showing an underspend of £6,127 although this is expected to level off by the year end.

Suppliers and Services – Showing an underspend of £2,299, which is typical for the time of year. Council has agreed that the variance be used to offset the overspending on the Newsletter budget, currently £481.

IT and Website – Currently an underspend of £1,778 but there are plans to use the budget to replace equipment.

Kendal in Bloom – The summer and winter planting are underspent by £2,753 due mainly to the deduction from the contracted fee.

Christmas Lights and Festivals – The Displays heading is currently showing a £2,584 underspend, however this amount will be used to maintain and replace existing lights and to purchase new displays.

Balance Sheet & Reserves Statement – £75,000 is currently invested with the Cumberland Building Society on a temporary basis. This is to be withdrawn in early February and is an item on the Council Agenda.

There is £22,977 of VAT that is reclaimable and £3,500 outstanding from the Christmas Lights Switch On sponsors.

There was a discussion by Members on the large amount of underspend and how the money needs to be invested. It was felt that some of this may be helped by the Project Manager attending the Environment & Highways Committee.

Members noted the statement.

RESOLVED

That the Budgetary Control Statement 2017/18 be noted.

895/17/18

REVIEW OF RISK ASSESSMENTS

The Treasurer presented the review of risk assessments.

He highlighted the following points:

Working practice – there was an overhaul of the risk assessment in relation to the hanging baskets. A cherry picker will be used by the contractor going forward.

Councillor Blackman highlighted that the same assessment should be used for hanging banners in Highgate.

Council van – a bulk head, tracker and a reversing camera have been added. The tracker is useful for the Townscape Manager whilst he is lone working. Councillor D Evans suggested the installation of a dash cam.

The Treasurer has advised the Townscape Manager to make him aware of any further improvements should they arise. There is a scheduled visit from the Health and Safety Advisor on 22nd February.

Members noted the review.

RESOLVED

Committee reviewed the risk assessments and authorised the Treasurer to sign them.

RECOMMENDED

That the risk assessments be forwarded to full Council for approval.

896/17/18**ADVANCE PAYMENT OF 2018/19 APPROVED GRANTS**

The Treasurer advised Members that the 2017/18 underspending on the General Grants budget is currently £5,500. In January Council agreed that any underspending on the General and Festival Grants budgets by the end of February can be used to make advance payments of grants already approved for 2018/19. This will be reported at March Council. This was noted by Members.

RESOLVED

Members noted that advance payments of the 2018/19 approved grants are to be considered by Council.

897/17/18**CUMBERLAND BUILDING SOCIETY – TEMPORARY INVESTMENT**

The Treasurer advised that in November 2017 Council agreed the investment of £75,000 into the Cumberland Building Society for three months. He will be asking at February Council to the withdrawal of that amount in order to meet cash flow requirements. This was noted by Members.

Councillor D Evans asked if the temporary investment with the Cumberland Building Society would be something to do on a regular basis. The Treasurer commented that, because the Cumberland account operates on the basis of a three months' notice period, decisions on temporary investments may not always fit with the pattern of Committee meetings.

Councillor Cook suggested that a discussion on whether this investment is something we should be doing regularly should be added to the next Agenda. Members discussed allowing the Treasurer to make the proposal to invest outside of the Committee Meeting, in consultation with the Chair. The proposal would then be referred to full Council for decision. Councillor Emmott suggested this is something that could be added to the Terms of Reference for this Committee.

It was proposed by Councillor Emmott to allow the Treasurer to seek approval from the Chair of Audit, Grants and Charities Committee to make proposals for decision by full Council to invest money on a temporary basis with the Cumberland Building Society. This was seconded by Councillor Cook and carried unanimously.

RECOMMENDATION That the Treasurer can propose to invest money with the Cumberland Building Society on a temporary basis by seeking approval from the Chair of Audit, Grants and Charities Committee, prior to it being submitted to full Council for decision.

898/17/18

BANK ACCOUNT SIGNATORIES

The Treasurer advised that there are currently seven Councillors authorised as bank account signatories. It is considered prudent to mitigate the potential risk of several of those signatories ceasing as Councillors after May. It will be suggested at February Council to add a further three Councillors. Those will be Councillors Blackman, Tirvengadam and Coleman.

This was noted by Members.

RESOLVED

That the request for three new bank account signatories be noted.

899/17/18

APPOINTMENT OF EXTERNAL AUDITOR

The Treasurer advised that Council had opted in to a process whereby the appointment of its external auditor would be made by Smaller Authorities Audit Appointments Ltd (SAAA). The firm has notified the Council that PKF Littlejohn LLP has been appointed for five years from the 2017/18 audit.

This was noted by Members.

RESOLVED

That the appointment of the external auditor was noted.

900/17/18

ITEMS FOR THE NEWSLETTER

The Treasurer advised the Spring edition will include the story on Lauren Pender and information on the 2018/19 budget.

901/17/18

ANY OTHER BUSINESS

None

902/17/18

DATE OF NEXT MEETING

30th April 2018 at 7.30pm. (later time)

The meeting closed at 7.47pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
894	Budgetary Control Statement	RES	That the Budgetary Control Statement 2017/18 (9 months ended 31 st December 2017) be noted.
895	Review of Risk Assessments	RES REC	Committee reviewed the risk assessments and authorised the Treasurer to sign them. That the risk assessments be forwarded to full Council for approval.
896	Advance Payment of 2018/19 Approved Grants	RES	Members noted that advance payments of the 2018/19 approved grants are to be considered by Council.
897	Cumberland Building Society – Temporary Investment	REC	That the Treasurer can propose to invest money with the Cumberland Building Society on a temporary basis by seeking approval from the Chair of Audit, Grants and Charities Committee, prior to it being submitted to full Council for decision.
898	Bank Account Signatories	RES	That the request for three new bank account signatories be noted.
899	Appointment of External Auditor	RES	That the appointment of the external auditor was noted.

KENDAL TOWN COUNCIL

January 2018 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
02/01/2018	OL 12364	SLDC - Rent, Office, Parlour, Kitchen	2,375.00	475.00	2,850.00
11/01/2018	OL 12365	Allan Strong Joiners - Four sign boards	240.00	-	240.00
11/01/2018	OL 12366	JB Gardener - Assisting Townscape Manager	99.00	-	99.00
11/01/2018	OL 12367	R F Miller - Payroll Services	90.00	18.00	108.00
11/01/2018	OL 12368	Water Plus - Water charges, Canal Head Allotments	14.03	-	14.03
11/01/2018	OL 12369	Water Plus - Water charges, Rinkfield Allotments	23.71	-	23.71
11/01/2018	OL 12370	Adecco - Agency staff	283.68	56.74	340.42
11/01/2018	OL 12371	Adecco - Agency staff	275.90	55.16	331.06
11/01/2018	OL 12372	The Sign Man - Rotary crocus signs	120.00	-	120.00
11/01/2018	OL 12373	Westmorland Co Agricultural Soc - Barriers, Switch On	86.40	17.28	103.68
11/01/2018	OL 12374	A-ha - Welcome & Culture Trail leaflets distribution	260.00	52.00	312.00
11/01/2018	OL 12375	P Labat - J T Atkinson, Damp proof membrane	53.37	10.67	64.04
11/01/2018	OL 12376	Ormrod Signs - Lampost banners & snowflakes	1,560.00	312.00	1,872.00
11/01/2018	OL 12377	Tech 4 - Printing	19.51	3.90	23.41
11/01/2018	OL 12378	Tech 4 - Printing	28.21	5.64	33.85
11/01/2018	OL 12379	Kendal Office Equipment - Stationery	8.51	1.70	10.21
11/01/2018	OL 12380	R A Rothwell - Christmas lights checks	112.00	-	112.00
11/01/2018	OL 12381	Travis Perkins - Weed control fabric, Allotments	98.16	19.63	117.79
11/01/2018	OL 12382	Travis Perkins - Gravel, Allotments	37.13	7.43	44.56
11/01/2018	OL 12383	Travis Perkins - Gravel, Allotments	37.13	7.43	44.56
11/01/2018	OL 12383A	Travis Perkins - Gravel, Allotments	37.13	7.43	44.56
11/01/2018	OL 12384	B&J Metals - Waste disposal	141.00	28.20	169.20
11/01/2018	OL 12385	Anna Bailey - Website support	300.00	-	300.00
11/01/2018	OL 12386	Anna Bailey - Website support	300.00	-	300.00
11/01/2018	OL 12387	St John Ambulance - Attendance, Lights Switch On	494.10	98.82	592.92
11/01/2018	OL 12388	Elms Cumbria Ltd - Replacement locks for Garage	349.12	69.82	418.94
11/01/2018	OL 12389	KTT Services - Rodent control, Castle Hags Allotments	60.00	-	60.00
11/01/2018	OL 12390	KTT Services - Rodent control, Rinkfield Allotments	45.00	-	45.00
11/01/2018	OL 12391	Lound Road Garage - Fuel for van	80.86	16.17	97.03
15/01/2018	OL 12392	Kendal Community Emergency Planning Group - CCF grant	9,920.00	-	9,920.00
17/01/2018	OL 12362	HMRC - Tax & NI, December 2017	2,339.51	-	2,339.51
17/01/2018	OL 12363	Cumbria CC - Superannuation, December 2017	2,229.63	-	2,229.63
18/01/2018	OL 12395	Bluefin Insurance - Insurance for Council van	723.28	-	723.28
18/01/2018	OL 12396	Adecco - Agency staff	271.85	54.37	326.22
18/01/2018	OL 12397	J Holt - Mileage	7.87	-	7.87
18/01/2018	OL 12398	E Wysocka - Refund, Allotment rent deposit	37.80	-	37.80
19/01/2018	OL 12397	Net pay - January 2018	8,140.10	-	8,140.10
22/01/2018	OL 12393	SLDC - Rent & service charge, upstairs office	569.75	113.95	683.70
22/01/2018	OL 12394	SLDC - Tree maintenance, Allotments	315.00	-	315.00
25/01/2018	OL 12398	Adecco - Agency staff	323.08	64.62	387.70
25/01/2018	OL 12399	Jack Ellerby Landscapes - Hedging, Crow Tree Allotments	450.00	-	450.00
25/01/2018	OL 12400	We Love Logos - Townscape Manager uniform	272.74	54.55	327.29
25/01/2018	OL 12401	iTek - Upgrade laptop to Windows 10	120.00	24.00	144.00
25/01/2018	OL 12402	C T Hayton - Allotment supplies	65.04	13.01	78.05
31/01/2018	OL 12403	Continental Landscapes - Removing & installing signs	570.00	114.00	684.00
31/01/2018	OL 12404	SLDC - Change management course, Project Manager	33.33	6.67	40.00
31/01/2018	OL 12405	Vanguarder - Monthly tracking fee, Council van	7.00	1.40	8.40
29/01/2018	9365	N Holloway - Repainting Town Centre signs	160.00	-	160.00
01/01/2018	DD/STO	Grenke Leasing - Downstairs printer/photocopier	114.48	22.90	137.38
02/01/2018	DD/STO	EE - Handy Person's phone adjustment to earlier charges	0.44	0.09	0.53
03/01/2018	DD/STO	Millets via Barclaycard - Handheld GPS	58.33	11.67	70.00
05/01/2018	DD/STO	TalkTalk Business - Broadband	13.91	2.78	16.69
09/01/2018	DD/STO	Barclays Bank - Commission charges (net)	23.17	-	23.17
17/01/2018	DD/STO	Moorepay - HR & Health & Safety advice	38.25	7.65	45.90
17/01/2018	DD/STO	Moorepay - Insurance premium	27.75	-	27.75
20/01/2018	DD/STO	Busy Bees - Charges for Childcare Vouchers	0.35	0.07	0.42
20/01/2018	DD/STO	Busy Bees - Childcare Voucher	10.00	-	10.00
30/01/2018	DD/STO	EE - Handy Person's phone rental	15.11	3.02	18.13
Total			34,486.72	1,757.77	36,244.49

KENDAL TOWN COUNCIL

Monday 5 March 2018

Approved Budget 2018/19: Use of Unallocated Budget

1. Introduction

The Budget for 2018/19 was approved by Council on 8 January 2018, based on a Council Tax increase of £1.00 (2.84%) for a Band D property. Councillors will recall that the £1.00 increase was proposed in order to fund further projects in the town.

A combination of the Council Tax increase and an improved Council Taxbase created extra income of £17,830 compared to November's Draft Budget. This money was left unallocated in the Approved Budget and Council decided to allocate the resources at this meeting.

In November, Council allocated the resources then available in the Draft Budget to 17 growth bids, based on an objective evaluation which reflected the 2018/19 budget priorities, which were themselves based on the Council's Action Plan. A number of growth proposals were unfulfilled; while these should form the starting point for allocating the available £17,830, two more recent requests should also be considered.

Currently there is the real possibility of a Parish poll being called, with substantial costs to the Council; presently the only identified finance available to meet the costs would be the £17,830 unallocated budget. The Council should take the prudent step of earmarking funds from the £17,830 in order to cover the potential cost of a poll, which would significantly reduce the amount available for allocation to bids.

2. Possible Parish Poll

At the time of writing this report, there is a strong possibility that several members of the public will call for a Parish poll on the issue of the New Road car park. Representatives of the New Road Action Group have already taken the first step in the process by calling a Parish (ie Town) meeting. Although the New Road land is an SLDC responsibility, the costs of a poll would fall to be met by the Town Council, ie its council taxpayers.

South Lakeland District Council has produced a realistic estimate (albeit with several caveats) of £13,150 for the potential costs of holding a poll. The costs of holding the Town meeting would also fall on the Town Council and so it would be prudent to set aside £14,000 to cover these costs. The General Fund working balance and contingency provision in the Approved Budget were assessed without the risk of a poll being identified and it would be inadvisable to commit either to the associated costs before the beginning of the financial year.

The only other identifiable source of available finance is the £17,830 unallocated budget; Officers advise that the costs of the Parish meeting/poll should be the first call on these monies. Setting aside £14,000 would leave £3,830 for allocation to projects.

Given the small residual amount now available, the Council may wish to either:

- a) defer consideration of its allocation until the outcome of the Parish meeting/poll process is known; or
- b) allocate modest amounts up to the limit of £3,830 to some of the bids/requests set out below.

3. Previous Growth Proposals (Appendix A)

In addition to the 17 agreed bids totalling £72,750 which have been included in the Approved Budget, a further 8 unfulfilled bids totalling £37,000 were prioritised by the Budget Working Party for 2018/19 or 2019/20. The relevant bids are summarised in broad priority order at **Appendix A**. In the absence of other proposals, January Council was advised that it would be possible to progress the first four projects from the Appendix in 2018/19 using the unallocated budget:

	£
1 Creatively link Kendal Castle to Bowling Fell	4,000
2 Trim Trail, Beck Community Centre (full scheme)	5,000
3 Contribution to SLDC scheme at Kendal Castle	5,000
4 Upgrade Riverside Interpretation	2,000
	<hr/>
	16,000
	<hr/>

4. Recent Developments (Appendix B)

- a) Since the 2018/19 Budget round, two requests for resources have been identified and should be considered alongside the 8 unfulfilled bids:

- Council on 5 February approved the following minute of Environment and Highways Committee:

That a request be made to Council for an allocation from the Development Fund of £1,000 for environmentally conscious schemes (Minute 849/17/18 refers).

This request followed a discussion on an anticipated proposal from a group called Zero Waste Kendal. It related to funding support to brand plastic free water bottles. The scheme was to promote a reduction in plastic by the use of plastic free reusable bottles which would be branded with the Kendal logo.

The Development Fund is fully allocated for 2018/19 and its only source of new funding would be from the £17,830 available budget.

- The Chair of the Lancaster Canal Regeneration Partnership (LCRP) has recently submitted a request for funding to the Council (**Appendix B**). The Partnership is asking for a contribution of £2,250 pa for the next two years

from each of its partners so that it can continue the employment of its Project Manager.

Officers advise that Council should exercise caution in considering LCRP's request as it seeks an equal contribution from each of its partners, of which the Town Council is much the smallest. Previously, the Town Council was contributing a management fee to LCRP; most recently this was £200 pa, a level which Councillors might feel to be more appropriate. There are also concerns that other partners will be interested in the entire Kendal – Lancaster canal projects, whereas this Council only has a remit for its specific area. Finally, Council may not want to make this ongoing commitment before the new Council is in place

These two requests have been received well after the timescale for the submission and evaluation of budget bids, and hence the main allocation of budgeted resources. The Action Plan does not specifically refer to environmentally conscious schemes as a priority or an outcome. The Plan does, however, have the Lancaster Canal as a priority, with specific outcomes being continued membership of LCRP, the Towpath Trail and utilisation as a linear park.

5. Recommendations

The Town Council is recommended to:

- a) subject to any update on the possibility of a Parish poll, set aside £14,000 of the £17,830 unallocated budget as a provision against the potential costs of the forthcoming Parish meeting and a possible poll;
- b) in respect of the remaining £3,830 unallocated budget, either:
 - i) defer consideration of its allocation until the outcome of the Parish meeting/poll process is known; or
 - ii) consider the allocation of modest amounts from that budget to its preferred projects, selected from: Appendix A, the request for environmentally conscious schemes and the request for LCRP project management; and
- c) make the necessary adjustments to its 2018/19 Approved Budget to accommodate these changes and to use the adjusted budget for monitoring purposes during the year.

2018/19 BUDGET UNFULFILLED GROWTH BIDS PRIORITISED BY BUDGET WORKING PARTY							
Ref	Budget Priority	Priority Outcome	Proposal	2018/19 £	2019/20 £	Overall Score max 100	Budget Working Party Comment
A	Bids Supported for 2018/19 If Funding Available:						
1	Green Space Enhancement	Improve Kendal Castle	Creatively link Kendal Castle to Bowling Fell	4,000		67	More information needed
2	Green Space Enhancement	Support Play Area Improvements	Trim Trail, Beck Community Centre (part deferred to 2019/20)	2,500	2,500	57	
B	Bids fully deferred from 2018/19 to 2019/20:						
3	Green Space Enhancement	Improve Kendal Castle	Contribution to SLDC scheme at Kendal Castle (estimated £40,000): access routes, signposting, interpretation and leaflets. (defer to 2019/20)		5,000	74	More information needed
4	Green Space Enhancement	Riverside Corridor Improvements	Upgrade Riverside Interpretation (defer to 2019/20)		2,000	70	Defer pending outcome of SLDC proposals
5	Health & Wellbeing	Support Air Quality Improvement Actions	Research 20mph in residential areas (defer to 2019/20)		10,000	67	
6	Green Space Enhancement	Riverside Corridor Improvements	Improve fencing and overgrown area between Dockray Hall Road and Dockray Bridge (defer to 2019/20)		2,000	67	Defer pending outcome of SLDC proposals
7	Green Space Enhancement	Riverside Corridor Improvements	Improve Chantry Step area near Stramongate Bridge (defer to 2019/20)		4,000	67	Defer pending outcome of SLDC proposals
8	Internal KTC Projects	Create modern office facilities	Modest refurbishment of downstairs office (defer to 2019/20)		5,000	51	More information needed from SLDC
	Supported Bids			6,500	30,500		

**LANCASTER CANAL REGENERATION
PARTNERSHIP (LCRP)**



January 2018

Dear LCRP Partnership Member,

Project Management Funding

As you are aware the Lancaster Canal Regeneration Partnership has achieved impressive momentum since April 2016 when Audrey Smith OBE was appointed Chair and Helen Moriarty was appointed as the Partnership's Project Manager.

Thanks to the dedication and contribution of its members, long-standing and new, LCRP have achieved the following to date:

Funding Success:

- Successful Stage One Heritage Lottery Bid, together with Canal and River Trust, for a £1,5 million project to repair Stainton Aqueduct and link the scheduled ancient monuments at Stainton, Hincaster and Sedgewick via interpretation and a programme of community events. Stage 2 bid recently submitted with decision expected March 2018.
- £140,000 Capital Improvement Grant from South Lakeland District Council to upgrade the public right of way along the former Towpath to create accessible access between Kendal and Natland.
- A further £40,000 contribution to the above project from LCRP partners including Cumbria County Council, Inland Waterways Association, Kendal Town Council, Lancaster Canal Trust and LCRP.
- £15,000 Arts Council Grant to fund the artist Oliver East to create 'The Lanky', the world's first canal comic art book which was launched in October 2017.
- £7,500 from Sport England to develop a £150,000 proposal to upgrade the Towpath surface and increase accessibility.
- Positive Expression of Interest response from LEADER Fells and Dales to apply for £50,000 towards Towpath Trail brand guidelines, signage and enhancement projects such as welcome archways and benches. Full application to be submitted in April 2018.
- Expression of interest currently being developed for submission to the European Rural and Agricultural Development Fund to support improvements at Hincaster via the installation of a boardwalk to enable cyclists and walkers to access Hincaster Tunnel creating an outstanding heritage feature along the Towpath Trail.

Promotional Success:

The development of the Towpath Trail has been featured on BBC Look North and BBC Radio Lancashire and Cumbria. LCRP's website has attracted 1,500 visitors and LCRP's quarterly newsletter is sent to local stakeholders every quarter.

Future Plans:

Lancaster Canal Regeneration Partnership wish to continue this positive momentum going forwards. Future tasks for the Partnership and Project Manager include:

- Delivery and project management of Capital Improvement funding
- Delivery and project management of Sport England funding
- Possible delivery and project management of LEADER (Fells and Dales) and ERADF funding
- Continuation of newsletter and website tasks
- Continuation of Executive meetings and Project Management Meetings
- Continuation of researching and writing funding applications when appropriate
- Working with land-owners and local communities to achieve consensus.

South Lakeland District Council and legacy 'Northern Reaches' funding have funded the Project Manager position to date.

It is now time for the partnership to ensure future funding in order that the next few years are equally successful.

To ensure consistency in approach and good practice, LCRP wish to retain the current Project Manager to drive forward projects and achieve the short-term vision of creating a fully accessible Towpath Trail between Kendal and Lancaster.

LCRP have decided to request £2250 per year for the next two years, commencing April 2018, from all LCRP partners including:

- Canal and River Trust
- Cumbria County Council
- Inland Waterways Association
- Kendal Town Council
- Inland Waterways Association
- Lancashire County Council
- Lancaster City Council
- Lancaster Canal Trust
- South Lakeland District Council

This approach will enable the partnership to offer a 2-year contract to the current Project Manager. The Project Manager role will be funded on a self-employed contract for two days per week, 45 weeks per year.

We appreciate that resources are currently stretched but feel confident that you will agree there is proven value in a collaborative approach which creates value for money and enhanced amenities for local communities within the canal corridor.

We look forward to your reply.

Yours Sincerely,

Audrey Smith OBE.

KENDAL TOWN COUNCIL

Monday 5 March 2018

Advance Payment of Grants Approved for 2018/19 from 2017/18 Budgets

Introduction

1. In considering its budget for 2018/19, Council agreed in principle that unspent 2017/18 General Grants and Festival Grants budgets at the end of February 2018 are used to make advance payments of grants already approved for 2018/19 (*Minute 813/17/18 i) refers*).

This report confirms the position at the end of February and proposes the individual grants which could be paid in advance.

General Grants

2. The General Grants budget for 2017/18 is £36,000. Currently, payments total £29,588 and there is a commitment of £875, giving a total expenditure of £30,463, which represents an underspending of £5,537.

The schedule in the Appendix to this report lists seven grants, totalling £5,500, which would be suitable for advance payment.

Festival Grants

3. The Festival Grants budget for 2017/18 is £35,000. Currently, payments total £26,950 and a further grant of £1,500 will be paid in the next two weeks, giving a total expenditure of £28,450, which represents an underspending of £6,550. A grant of £1,000 was allocated for the 2017 Walking Festival but was not spent, and it has been agreed that this money can be used for the advance costs of the 2018 Festival (*Minute 827/17/18*). It appears unlikely that more than about £100 of this grant will be spent before 31 March, so the net budget underspending at year end is expected to be around £6,450. The majority of the costs of the Walking Festival will fall in 2018/19, when there will be sufficient budget available.

The schedule in the Appendix identifies four grants, totalling £6,450, which would be suitable for advance payment.

Recommendation

4. The Town Council is recommended to approve the advance payment of the eleven grants shown in the schedule in the Appendix to this report.

Appendix

KENDAL TOWN COUNCIL APPROVED GRANTS 2018/19 ADVANCE PAYMENTS SCHEDULE: MARCH 2018		
Ref	Organisation	Approved Grant £
	General Grants	
1	"One Voice" - Kendal & South Lakes Centre for Independent Living	1,500
2	Fairoak Housing Association	500
3	Growing Well	500
4	Chestnut Community Events	1,000
5	With Singing In Mind	500
6	Kendal Millennium Playing Fields	500
7	Riversiders Trust	1,000
	Total: General Grants	5,500
	Festival Grants	
1	Kendal Torchlight Procession	500
2	Lakes Arts Festivals (Comic Art)	750
3	Kendal Mountain Festival	5,000
4	Mary Wakefield Festival	200
	Total: Festival Grants	6,450