

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 8th January 2018 at 7.30 p.m.
in the SLDC Council Chamber, the Town Hall, Kendal**

PRESENT The Mayor (Councillor A Blackman) in the Chair;
Councillors A Robinson, G Vincent, G Cook, J Brook, C Feeney-
Johnson, J Veevers, G Archibald, S Evans, A Finch, C Hardy, C Hogg, J
Robinson, R Sutton, K Teasdale and J Owen.

APOLOGIES Councillors T Clare, P Bramham, S Coleman, S Emmott, D Evans, M
Severn, G Tirvengadam, L Oldham and R Hogg. Liz Richardson (Town
Clerk) was also absent from the meeting.

OFFICERS Jack Jones (Town Treasurer) and Nicky King (Council Secretary)

796/17/18 PUBLIC PARTICIPATION

None.

797/17/18 DECLARATIONS OF INTEREST

None.

798/17/18 ORDER OF BUSINESS

It was proposed by the Mayor that the order of business of the Agenda be amended to bring forward item 5 (Presentation on the South Lakes Credit Union by Eve Martin, Vice Chair) to allow her to leave the meeting following the presentation. This was agreed by all.

799/17/18 PRESENTATION ON THE SOUTH LAKES CREDIT UNION BY EVE MARTIN, VICE CHAIR

The Mayor welcomed Eve Martin, Vice Chair of South Lakes Credit Union to the meeting. She briefed Council on the key objectives of the Credit Union, the purpose of which was to provide residents of Eden and South Lakeland with access to an affordable range of financial services and advice. The Credit Union had been in operation for 4 years at the end of September 2017 and had 640 members. The current loan book stood at £144k and there were more than 100 current borrowers. There had been a total lending of more than £400k to members since start-up and an unaudited operating loss year ending 30th September forecast of £15k. Eve Martin explained that further grant funding would be required before reaching break-even point, which was forecast by the end of 2020. A 3 day a week service from Kendal Town Hall had been launched in November 2017 and this was proving successful. Around 45 volunteer members staffed the Credit Union.

Councillor Vincent asked how the split operated between Eden and South Lakeland in terms of the overspend of £15k. Eve Martin said that much of the overspend was attributable to setting up and publicity costs.

Councillor J Robinson asked what would be the profile of a typical member and what sort of amounts were being saved. Eve Martin did not have this information to hand but would endeavour to obtain some kind of breakdown. She explained that the target market tended to be people who struggle to obtain borrowing from mainstream financial organisations. Further basic data would be available after the first 6 months of operating at Kendal Town Hall.

Councillor Brook welcomed the presence of the Credit Union in Kendal. He requested some idea of the level of grant funding likely to be required until break-even was achieved in 2020. He also raised the issue of publicity and asked what plans the Credit Union had and how Kendal Town Council might help. Eve Martin said she would be happy to circulate details of previous grant funding to the Town Clerk. The Credit Union were continually discussing options for funding. Whilst operation could continue with volunteers, support to employ some full/part time people would be preferable and help to achieve self-sufficiency more quickly. They were looking at who they might approach for a greater level of grant funding in order to achieve objectives at a faster rate.

Regarding publicity, Eve Martin remarked that the Union have to keep being creative. There were many plans, including trying to reach families through schools. She observed that leaflet drops don't really work and word of mouth is the most effective form of publicity. Continuation of funding from Kendal Town Council would certainly help.

Councillor Veevers requested details of the interest rate and default rate. Eve Martin informed Council that interest is not paid on savings. People that put money in are Members of the Credit Union and a dividend is paid at the end of each financial year. Whether to pay the dividend and how much was decided at the AGM. In terms of loans written off, the Union did not report on defaulting because loans are not written off until they are no longer enforceable, which can be several years. Such loans remain on the balance sheet for 6 years and the Credit Union had not been in operation for that long. Eve Martin said that once audited accounts were available and had been to the AGM, she would happily make them available to Kendal Town Council.

Councillor A Robinson commented that the Credit Union provided a far better means of borrowing small amounts of money than approaching other institutions charging very large interest rates.

The Mayor suggested that Kendal Town Council support the publicity of the Credit Union by including a feature in a future edition of the Kendal Town Council newsletter.

RESOLVED

That a feature on the Credit Union be placed in a future edition of the KTC newsletter.

800/17/18

MINUTES OF COUNCIL MEETINGS HELD ON 27TH NOVEMBER (BUDGET) AND 4TH DECEMBER 2017

Members considered the minutes of the meeting of full Council held on 27th November 2017 (Budget). Councillor Brook proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Veevers and carried with 1 abstention.

Members then considered the minutes of the meeting of full Council held on 4th December 2017. Councillor J Robinson proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Feeney-Johnson and carried with 2 abstentions.

Councillor Archibald referred to Minute 721/17/18 regarding the proposed Green Wall and asked whether an update was available. The Treasurer replied that he had checked the Town Clerk's email correspondence but no reply had been received from Network Rail. He was unable to update any further. Councillor Archibald requested that the Town Clerk continue to chase the matter up with Network Rail.

RESOLVED that the minutes of the Council meetings held on 27th November (Budget) and 4th December 2017 be approved as a correct record and signed by the Chairman. The Town Clerk to continue to chase Network Rail following her letter asking them to reconsider the use of the wall on Longpool for the green wall.

801/17/18 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor presented his engagements that had been previously circulated.

He welcomed the Council Secretary, Nicky King, who had returned from Maternity Leave.

The Mayor informed Members that he would be absent from the next Council meeting in February. The Deputy Mayor would chair the meeting in his absence.

The Mayor's Charity Dinner will take place on Wednesday 28th February 2018.

802/17/18 DECLARATION OF A VACANCY FOR A COUNCILLOR

The Treasurer announced that there was a vacancy for a Councillor due to Councillor Hurst-Jones not having attended a meeting of the Council for a period of 6 months. He explained that there would not be a bi-election due to the proximity of the Parish elections in May, but Council may choose to fill the vacancy by co-option for the period until the election. Names of candidates needed to be submitted to the Town Clerk prior to the Council meeting on 5th February 2018 and there would be an agenda item to elect a co-optee.

Councillor Brook proposed the co-option of a suitable person for a period of 3 months. This was seconded by Councillor Archibald and carried unanimously.

RESOLVED That Council fill the vacancy for a Councillor by co-option for the period until the Parish elections in May 2018.

803/17/18 VACANCY FOR COUNCIL REPRESENTATIVE ON MANAGEMENT COMMITTEE (following resignation of Cllr T Clare)

Councillor Brook declared that there was a vacancy for a Council

Representative on the Management Committee following the resignation of Councillor T Clare. He proposed that Councillor Owen become a representative on that Committee. This was seconded by Councillor A Robinson and carried unanimously.

RESOLVED That Councillor Owen join the Management Committee as a representative of KTC following the resignation of Councillor T Clare.

804/17/18 APPROVAL OF THE FREEDOM OF INFORMATION SCHEDULE (Ref Management Committee 18.12.17 Minute 777/17/18)

The Treasurer presented the Freedom of Information Schedule previously circulated. He noted that it was a model scheme produced for all local Councils. Some areas of the schedule did not apply to KTC and these had been struck through. There had been no major changes and Members were asked to consider the Schedule for annual approval.

Councillor Veevers proposed approval of the Freedom of Information Schedule. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED That the Freedom of Information Schedule be approved.

805/17/18 MANAGEMENT COMMITTEE

The minutes of the Management Committee meeting held on 18th December 2017 were presented by Councillor Brook who proposed that they be approved as a correct record. This was seconded by Councillor Cook and carried with 2 abstentions.

RESOLVED That the minutes of the Management Committee meeting held on 18th December 2017 be approved as a correct record of the meeting.

Councillor Brook then presented recommendations of the Committee and proposed approval as follows:

806/17/18 Funding Request for the Brewery Comedy Festival from the Festivals Grant Budget (ref minute 776/17/18)

That a grant of £1,500 from the Festivals grant budget be made this Financial Year for the 2018 Comedy Festival.

This was seconded by Councillor Feeney-Johnson and carried with 2 abstentions.

RESOLVED That a grant of £1,500 from the Festivals grant budget be made this Financial Year for the 2018 Comedy Festival.

807/17/18 Outside Bodies – Request to Add Kendal Dementia Action Alliance to the Appointments List (ref minute 778/17/18)

That Kendal Dementia Action Alliance be included in the list of outside bodies and that Council appoint a representative.

This was seconded by Councillor Archibald and carried with 1 abstention. Town Clerk to notify Kendal Dementia Action Alliance in writing.

08.01.2018

Council

RESOLVED That Kendal Dementia Action Alliance be included in the list of outside bodies and that Council appoint a representative. Town Clerk to notify Kendal Dementia Action Alliance in writing.

808/17/18 **3 Year Loan Agreement with Abbot Hall** (ref minute 782/17/18) That a further 3 year loan period for the George Romney *King Lear in the Tempest* painting be agreed with Abbot Hall.

This was seconded by Councillor Veevers and carried with 1 abstention.

RESOLVED That a further 3 year loan period for the George Romney *King Lear in the Tempest* painting be agreed with Abbot Hall.

809/17/18 **Townscape Manager** (ref minute 784/17/18)
That a reversing camera be installed on the Town Council van.

Councillor Brook explained that, due to its size, the Town Council van was difficult to reverse, especially into the garage. A reversing camera had been requested by the Townscape Manager for health and safety purposes. Councillor A Robinson asked whether there had been any discussion about using sensors. Councillor Veevers commented that from past experience sensors were not as reliable as reversing cameras. Councillor J Robinson noted that reversing cameras are available with an infra-red option. Councillor Brook agreed that the Management Committee would be happy to consider this option so long as there was no significant additional cost. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED That a reversing camera with infra-red option (provided no significant additional cost) be installed on the Town Council van.

810/17/18 **PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 4th and 18th December 2017 were presented by Councillor J Robinson who asked Council to receive these minutes.

The Mayor thanked the Planning Committee for their work.

RESOLVED That the minutes of the Planning Committee meetings held on 4th and 18th December 2017 be received.

811/17/18 **ALLOTMENTS COMMITTEE**

The minutes of the Allotments Committee meeting held on 11th December 2017 were presented by Councillor Veevers who proposed that they be approved as a correct record. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED That the minutes of the Allotments Committee meeting held on 11th December 2017 be approved as a correct record of the meeting.

812/17/18 **OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

CALC District Association Meeting – Cllr Sutton

Members considered the paper prepared by Councillor Sutton following the CALC District Association meeting held on 30th November 2017. No questions were raised.

FINANCIAL MATTERS

813/17/18 (a) Proposed Budget 2018/19

The Town Treasurer presented his report on the Proposed Budget 2018/19 which was based on the draft budget agreed by Council at the meeting held on 27th November 2017. At this meeting it had been agreed to add growth items totalling £72,750 into the 2018/19 budget. The report highlighted that analysis of this amount showed that £67,550 of this sum would be accounted for in the Action Plan and £5,200 in the day to day budget. The Action Plan expenditure is partly funded from a contribution of £20,900 from the accumulated Development Fund; the balance, and the revenue growth, are affordable without an increase in Council Tax. The November meeting also proposed an increase of £1.00 (2.84%) in Council Tax, in order to fund further projects in the town.

The Town Treasurer highlighted the following points from the circulated report:

- SLDC had calculated the 2018/19 Council Taxbase as £10,381.69, a 1.7% increase from the 2017/18 figure of £10,208.78. Increases are normally around 1% and the higher Taxbase would provide an extra £6,310 income before any increase in Council Tax.
- The proposed £1.00 tax increase would provide an extra £10,382 income; together with the improved Council Taxbase and some minor adjustments, the proposed budget contained £17,830 of unallocated resources.
- Forecasts of future years' budgets suggested that the Council would not be able to enjoy similar levels of unallocated resources to fund new projects. Officers therefore considered that the Council should plan for regular modest annual increases in Council Tax to help meet future aspirations.
- The Forecast Outturn for 2017/18 shows a working balance of £41,396 at 31 March 2018; £11,296 of this amount will be used to support the 2018/19 Proposed Budget. This will result in a working balance of £30,000 at the end of 2018/19, representing the planned minimum of £25,000 plus a prudent allowance of £5,000 for possible unforeseen costs.

The Treasurer requested Council to adopt the 11 recommendations put forward in the Proposed Budget 2018/19 Report. He highlighted recommendations (b) and (j) as being the most important.

Councillor Brook proposed acceptance of all 11 recommendations. With reference to recommendation (j) he suggested that decision about which projects to allocate available budget resources to should be deferred until after the end of March and the unallocated budget be transferred to the Development Fund. This was seconded by Councillor A Robinson.

Councillor Archibald observed that the sum of money available to fund other projects was about the same as the proposed increase in Council Tax. He felt that monies should be allocated to projects at this stage in order to justify the increase in Council Tax. A general discussion ensued on this matter. The Treasurer clarified that putting the remaining unallocated budget into the Development Fund would earmark it for use on other projects. He suggested adding some words committing the monies to other projects which would be allocated early in the next financial year. Councillor Brook agreed to this course of action.

Approval of all recommendations contained within the report was carried unanimously.

RESOLVED

That Council;

- a) approve the 2017/18 Forecast Outturn (Appendix A);
- b) approve the 2018/19 Proposed Budget, representing a £1.00 increase in the Band D Council Tax (Appendices A - C);
- c) agree the budgeted transfers to and from reserves (Appendix C);
- d) approve the revised Reserves Policy (Appendix D);
- e) have regard to the advice of the Town Treasurer in relation to the robustness of estimates and the adequacy of balances;
- f) confirm that its ongoing investment with the Cumberland Building Society is consistent with its Investment Policy and that, in view of the size of the Society's asset base, the Council accepts the potential risk in investing the majority of its medium-term resources with that one organisation;
- g) note the prospects for future years (Appendix E) and Officers' advice that the Council should consider planning for modest annual Council tax increases in order to assist in meeting future aspirations;
- h) confirm that Financial Regulation 4.6 be applied strictly in the closure of the 2017/18 Accounts so that all underspendings at year-end (apart from those already specifically identified within one of the Town Council's earmarked Funds) will automatically be transferred to the General Fund working balance;
- i) agree in principle that unspent 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, with the detailed payments being subject to approval at the February meeting of Council;
- j) allocates the available budget resources totalling £17,830 at its March meeting; and
- k) request South Lakeland District Council to pay the sum of £376,232.64 to Kendal Town Council as its precept for the year 2018/19.

814/17/18 (b) Bank Payments Schedule: November 2017

The Town Treasurer presented the Bank Payments Schedule for November 2017. It was proposed by Councillor Owen that the Bank Payments Schedule for November 2017 be approved. This was seconded by Councillor Vincent and carried unanimously.

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

815/17/18 (c) Invoices over £3,000

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

An amount of £9,920 from Cumbria Community Foundation which was due to Kendal Community Emergency Planning Group had been received in KTC's account in error. Permission was required from Council to transfer the monies to the Group. Councillor J Robinson proposed that the transfer be made. This was seconded by Councillor Brook and carried unanimously.

RESOLVED That the transfer of £9,920 to Kendal Community Emergency Planning Group be approved.

816/17/18 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor C Hogg and seconded by Councillor Finch to move into 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]*

817/17/18 STAFFING MATTERS [Paragraph 1]**Project Manager** (*ref Management Committee minute 786/17/18*)

Councillor Brook reported that the Project Manager had requested a reduction in working hours of 2.5 hours per week for period of one year. He proposed that the reduction be approved. This was seconded by Councillor C Hogg and carried unanimously.

RESOLVED That the working hours of the Project Manager be reduced by 2.5 hours per week for a period of one year.

818/17/18 READMISSION OF PRESS & PUBLIC

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

RESOLVED that the press and public be re-admitted for the remainder of the meeting.

The meeting ended at 8.51 p.m.

Signature

Date