

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 9th April 2018 at 8.00 p.m.
in the SLDC Council Chamber, the Town Hall, Kendal**

PRESENT The Mayor (Councillor A Blackman) 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 Emmott, S
Evans, G Tirvengadam, L Oldham, K Bracey, C Hardy, C Hogg, R Hogg,
J Robinson, R Sutton, K Teasdale, J Owen and D Rathbone

APOLOGIES Councillor P Walker, D Evans, A Finch

OFFICERS Liz Richardson (Town Clerk), Jack Jones (Town Treasurer) and Nicky King
(Council Secretary)

1096/17/18 PUBLIC PARTICIPATION

Paul Holdsworth – Kendal Strategic Transport Infrastructure Study

Paul Holdsworth addressed Council regarding the Kendal Strategic Transport Infrastructure Study. In 2016 KTC agreed to spend £10,000 part funding the Study. At that time Councillor Cook commented that it should be an 'open' study. Mr Holdsworth commented that in his opinion it had been, and still remained, a secretive process and he had found it impossible to obtain a copy of the Study. After submitting a Freedom of Information request he finally received a redacted copy of the Outline Business Case in February 2018. He expressed his surprise at the level of consultation with KTC and raised the question "should KTC be asking CCC to provide them with a full copy of the Outline Business Case?".

1097/17/18 DECLARATIONS OF INTEREST

Councillor Tirvengadam declared an other registrable interest in item 6.1 (Unity Festival Grant Application).

1098/17/18 ORDER OF BUSINESS

The Chair suggested that the order of business of the agenda be amended to bring forward item 4 (Presentation on Kendal Integrated Care Community – Healthy Town Status for Kendal) and this was agreed.

1099/17/18 PRESENTATION ON KENDAL INTEGRATED CARE COMMUNITY – HEALTHY TOWN STATUS FOR KENDAL

The Mayor welcomed Michael Conefrey, Public Health Locality Manager – South Lakeland to the meeting. Mr Conefrey introduced two of his colleagues, Alison Nicholson and Cara Stride, who both worked for Kendal Integrated Care Community (KICC). Alison held the position of Lead Nurse and Cara was Project Manager.

Michael Conefrey reminded Members that following a previous presentation it was agreed he would come back and update KTC on progress. Another reason for the presentation was to ask KTC to consider working with KICC.

Cara reported good progress. A 'Healthy Happier Funday Sunday' event had been held at Kendal Leisure Centre. There had been 24 stalls all related to health promotion, physical activities and craft projects, aimed at bringing families together and promoting health and wellbeing. Information had been shared with the police and various agencies and they were working at building bridges with different partners. KICC had also been working with schools on the subject of emotional wellbeing, bringing together health and education. There had been a really good response and findings had been presented to GP's who were impressed with the results. KICC now wished to take all the projects together and apply for Healthy Town Status for Kendal. This has been done in Ulverston and KICC viewed it as a positive step and something to work towards.

Alison informed Members that there are 37,000 patients registered with 3 GP surgeries in Kendal. According to the frailty index there are 422 severely frail people in Kendal who are in their last year of life. KICC are working towards people remaining in care homes and receiving a better quality of care there, rather than utilising hospital beds. The frailty index also highlights the number of moderately unwell people. In such cases KICC were working towards keeping this group of people well by getting them into the outdoors and exercising etc.

Michael Conefrey summarised by saying that they would like to ask KTC to endorse their work on the Healthy Town Status and link with KICC.

Councillor Tirvengadam thought it was a great initiative. He asked where funding would be coming from. Michael Conefrey replied that CCC had made in the region of £9,500 available for the Kendal area therefore initially funding was available.

Councillor Emmott referred to the moderately frail and asked what proportion of that group of people were in their own homes, sheltered or residential accommodation. She also asked how KICC were working with the third sector to help these residents. The statistics were not immediately available but could be gathered if necessary. The majority of moderately frail people are in their own homes which is the model KICC are trying to promote. Age UK had proved to be fantastic support.

Councillor Archibald referred to the mental health of young people which was of major concern. He asked how that fit into the term 'healthy town'. Michael Conefrey replied that this was a key priority. The KICC programme was strongly aligned to mental health. Whilst the elderly and frail were a major area of KICC's work they were taking a life course approach and mental health of the young was seen as a key issue.

Councillor C Hogg commented that the cultural sector could have a role to play in the work of KICC and would be keen to be involved. He asked that this be considered.

Councillor Coleman noted that it would be useful to receive further information from Ulverston who had achieved Healthy Town Status to get a sense of what KTC would be backing. Michael Conefrey replied that he could arrange that.

Councillor Vincent highlighted that recent figures revealed Cumbria as the worst county for drugs, obesity and smoking. He queried how KTC could support Healthy Town Status with such intrinsic problems. He commented that achieving such status was part of a bigger picture and high level explanation was needed as to how better solutions would be arrived at. Michael Conefrey agreed that there was a limit to what could be done locally and KICC were acutely aware of the drugs problem. A recent healthy weight summit had brought together lots of partners. Michael Conefrey added that it was important to continue building bridges and good collaboration was the best way forward.

Councillor Clare referred to his position as a Trustee of the Dementia Alliance who had agreed to work more closely with the Gateway Centre. He commented that more information was required on what the third sector partners do as integration wasn't there yet. He pointed out that when looking back at initiatives there is no record of how successful they are and hoped this would be taken on board. Michael Conefrey said KICC try to evaluate success but funding streams are so volatile that it can prove difficult.

Councillor Tirvengadam proposed that KTC supported the initiative to achieve Healthy Town Status in principle. This was seconded by Councillor R Hogg and carried unanimously.

The Mayor reminded Members that following the previous presentation by KICC it had been agreed a small group of Councillors discuss the matter further. He suggested that, to take this forward, a KTC rep be appointed to the KICC board. It was agreed that the Town Clerk would arrange for a rep to be appointed at a future Council meeting.

- RESOLVED**
1. That KTC support the initiative to achieve Healthy Town Status in principle.
 2. That a representative from KTC join the KICC Board to discuss the Healthy Town Status initiative further. Town Clerk to arrange at a future Council meeting.

1100/17/18 MINUTES OF COUNCIL MEETING HELD ON 5TH MARCH 2018

Members considered the minutes of the meeting of full Council held on 5th March 2018.

1101/17/18 Management Committee (Ref Minute 1014/17/18)

The Mayor informed Members that Councillor Clare had requested an amendment to the preamble to Minute 1014/17/18 item 1 as follows:

1. Did discussions include reference to the proposed linear defences, and in particular the suggestion of 1.6m high walls which would radically alter some views of the river, such as that from Aynam Road? He suggested that Council needed to **write to** the Environment Agency urgently asking to be involved at the earliest opportunity in all stages of the location and design of linear defences through the town **including the possibility of having some glass walls as in Keswick.**

Councillor Veevers recalled a discussion regarding glass walls and proposed that the amendment be agreed. This was seconded by Councillor A Robinson and carried with 2 abstentions.

Councillor Coleman suggested that it might be worthwhile recording Council meetings to assist when there is uncertainty over the accuracy of minutes. The Town Clerk said she would investigate the idea.

Councillor J Robinson proposed that the minutes be approved as a correct record, subject to the amendment agreed, and signed by the Chair. This was seconded by Councillor S Evans and carried with one abstention.

- RESOLVED**
1. that the minutes of the Council meeting held on 5th March 2018 be approved as a correct record, subject to the amendment agreed, and signed by the Chairman.
 2. that the Town Clerk investigate the suggestion to record Council meetings.

1102/17/18 Public Participation – Helen Jones – New Road (Ref Minute 1008/17/18)

Councillor Archibald referred to the public participation item by Helen Jones regarding New Road and his comment that there were some inaccuracies in the information given. Following the Council meeting he had circulated an email to Members which clarified the points he considered to be inaccurate. He asked whether that information could form part of the minutes for record purposes. It was agreed that the information contained in the email would be made available to any member of the public that requested it, would be sent to all Councillors and included on the KTC website.

- RESOLVED**
- That the explanatory email sent by Councillor Archibald following the public participation item by Helen Jones be made available to any member of the public that requested it, be sent to all Councillors and included on the KTC website.

1103/17/18 Financial Matters – Advance Payment of 2018/19 Approved Grants (Ref Minute 1023/17/18)

The Treasurer informed Members that the accompanying report misquoted three of the organisations receiving Festival grants. The correct details were:

Mary Wakefield Festival - £500
 Kendal Windows on Art - £750
 Kendal Mountain Festival - £5,000
 Artfest North - £200

Councillor Feeney-Johnson proposed approval. This was seconded by Councillor Coleman and carried unanimously.

- RESOLVED**
- That Council approve the corrections to the misquoted organisations.

1104/17/18 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Mayor presented his engagements that had been previously circulated.

He referred to the Parish Meeting which had recently been held and extended his thanks to the Assistant to the Town Clerk, the Administrative Assistant, the Mayor's Attendant and the Townscape Manager for their support in managing the conduct of that meeting. He commented that their assistance had been very significant and helpful in chairing the meeting.

The Mayor and Deputy Mayor and their wives had recently spent a weekend in Killarney where they had received wonderful hospitality. It had been the first ever Killarney Mountain Film Festival and they came away with a sense of Killarney's gratitude for the twinning with Kendal.

The Mayor reminded Members that the second Kendal Walking Festival would be held 11-13th May. Bookings were slow and a request was made to publicise the event wherever possible.

The Mayor noted that it would be the last Council meeting for many Councillors due to the forthcoming elections. KTC would be losing the presence of at least 7 past mayors and many years of service. He commented that the town had been blessed to receive the service and commitment of all current Members and said there would be a significant challenge ahead for the new Council. He thanked all Councillors for their support, lead and friendship and wished everyone good fortune for the future.

1105/17/18 MANAGEMENT COMMITTEE

The minutes of the Management Committee meeting held on 19th March 2018 were presented by Councillor Brook who proposed that they be approved as a correct record.

Councillor Clare remarked that in his opinion the minutes were not accurate. He said he had requested to speak at the meeting on the topic of flooding but this was not reflected in the minutes (ref minute 1056/17/18) as there was no record of any public participation. Councillor Brook's recollection was that Councillor Clare wished to speak on a specific matter on the agenda, but not under public participation. The Town Clerk agreed that he had requested to speak, but it would not have been appropriate for him to do so under public participation. She had suggested that he speak under item 9 on the Agenda (Flooding December 2015 – Issues Relating to the Response to the Flooding). Councillor Brook said he had offered Councillor Clare the opportunity to speak at that point, but he had declined and left the meeting. Councillor Clare disagreed and requested that there be some reference to what he had wished to say in the minutes. The Town Clerk replied that it was not possible to record something that was not said at the meeting. Councillor A Robinson commented that the points Councillor Clare had wished to put forward should be made available to Council in some way. It was suggested that the Town Clerk circulate a Note for the Record by email to all Councillors and post this on the KTC website. This was seconded by Councillor Clare. Councillors voted on the

proposal and this was carried with 12 in favour, 2 against and 8 abstentions.

Councillor C Hogg made the point that minutes reflect what happens within a meeting, not outside it. It would not be correct procedure to amend the minutes in this instance. The Town Clerk confirmed that it was not intended to amend the minutes but circulate a separate document.

The proposal made by Councillor Brook to approve the minutes of the Management Meeting held on 19th March 2018 was then seconded by Councillor Tirvengadam and carried with 1 Member against and 2 abstentions.

1106/17/18 Councillor Vincent referred to minute 1054/17/18 (Kendal Futures Board – Funding and Hours) where there had been a debate about the contractor’s proposal to do less hours for the same money. The Town Clerk was to speak further with the contractor and he asked what the outcome had been. The Town Clerk advised that she had a meeting the next day with SLDC and the matter would be included on the agenda of the next Management Committee meeting.

1107/17/18 Councillor J Robinson referred to minute 1056/17/18 regarding a meeting with SLDC, CCC and the EA to discuss flood defence measures. It had been agreed that the Town Clerk would speak to Councillor Blackman to ascertain his availability to attend the meeting. Councillor J Robinson had said he would try to attend, but advised that he was unable to do so due to work commitments. Councillor Blackman confirmed that he was available.

RESOLVED

1. That the Town Clerk circulate a Note for the Record on points Councillor Clare wished to raise at the Management Committee meeting held on 19th March 2018. To be circulated by email to all Councillors and posted on the KTC website
2. That the minutes of the Management Committee meeting held on 19th March 2018 be approved as a correct record of the meeting.

Councillor Brook then presented the following recommendation of the Committee:

1108/17/18 **Unity Festival Grant Application** (Ref Minute 1055/17/18)
That an award of £2,500 be granted to AWAZ Cumbria towards the costs of holding a Unity Festival in Kendal in June 2018, subject to confirmation of formal accounts.

Due to time constraints Council were asked to approve the award of a grant of £2,500 to AWAZ Cumbria, rather than waiting for the next meeting of the Christmas Lights & Festivals Committee. Councillor Brook informed Members that the Chair of the Christmas Lights & Festivals Committee was supportive of the application. The Treasurer noted that the minutes referred to the availability of formal accounts. He confirmed that these had now been received and were acceptable. Although festival grants are usually paid in July it was proposed to pay the grant to AWAZ Cumbria as soon as approval was granted by Council as the Unity Festival was due to be held in June 2018.

Councillor Brook proposed that a grant of £2,500 be awarded to AWAZ Cumbria. This was seconded by Councillor J Robinson and carried with 1 Member against.

RESOLVED That Council approve the award of £2,500 to AWAZ Cumbria towards the costs of holding a Unity Festival in Kendal in June 2018.

1109/17/18 PLANNING COMMITTEE

The minutes of the Planning Committee meetings held on 5th and 19th March 2018 were presented by Councillor J Robinson who asked Council to receive these minutes.

Councillor Coleman gave a tribute to Councillor J Robinson who would not be standing in the forthcoming elections. He thanked him for his hard work during his time as Chair of the Planning Committee.

RESOLVED That the minutes of the Planning Committee meetings held on 5th and 19th March 2018 be received.

1110/17/18 KENDAL IN BLOOM COMMITTEE

The minutes of the Kendal in Bloom Committee meeting held on 20th February 2018 were presented by Councillor Oldham who proposed that they be approved as a correct record. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED That the minutes of the Kendal in Bloom Committee meeting held on 20th February 2018 be approved as a correct record of the meeting.

1111/17/18 MAYORALTY & ARTS COMMITTEE

The minutes of the Mayoralty & Arts Committee meeting held on 26th February 2018 were presented by Councillor Blackman who proposed that they be approved as a correct record. This was seconded by Councillor Bramham and carried unanimously.

RESOLVED That the minutes of the Mayoralty & Arts Committee meeting held on 26th February 2018 be approved as a correct record of the meeting.

1112/17/18 ALLOTMENTS COMMITTEE

The minutes of the Allotments Committee meeting held on 12th March 2018 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 12th March 2018 be approved as a correct record of the meeting.

1113/17/18 ENVIRONMENT & HIGHWAYS COMMITTEE

The minutes of the Environment & Highways Committee meeting held on 26th March 2018 were presented by Councillor Owen who proposed that they be approved as a correct record.

Councillor S Evans referred to minute 1083/17/18 (Castle Crescent Flood Action Group – Green Improvements Project). The minutes stated... ***“Members discussed who owned the green area in question. Councillor S Evans advised that she had tried to establish ownership for some time.....”***. Councillor S Evans advised that she had been trying to establish ownership of a culvert which runs next to the Church wall, not the green area itself. She proposed that the words ***“green area”*** be amended to read ***“culvert”***. This was seconded by Councillor Owen and carried unanimously.

Councillor Archibald seconded the proposal by Councillor Owen to approve the minutes as a correct record, subject to the amendment agreed, and this was carried unanimously.

RESOLVED That the minutes of the Environment & Highways Committee meeting held on 26th March 2018 be approved as a correct record of the meeting, subject to the amendment agreed.

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

1114/17/18 **Blackhall Bus Shelter Update** (Ref Minute 1076/17/18)
That the Blackhall Bus Shelter scheme be increased to a £21,500 project in the Development Fund budget, following the transfer of funding from KADBUS.

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

1115/17/18 Councillor Veevers referred to Minute 1086/17/18 where Councillor Owen had queried the £10,000 remaining in budget for the Strategic Transport Infrastructure Study. He commented that KTC had already paid £10,000 towards the study and yet only received a redacted version of the Outline Business Case. He considered that KTC should receive a full copy as they had contributed to the cost of producing it. He had raised this with the Project Manager and felt that any further monies should be held back. The Town Clerk clarified that the £10,000 referred to was for the possible next stage of the Study. The Project Manager had looked into the matter and spoken to Karen Johnson at CCC. The full version of the Study could not be shared due to commercially sensitive information it contained. The redacted version had been released following the Freedom of Information request from Paul Holdsworth who had addressed Council earlier in the meeting.

A general discussion then ensued. Councillor Owen proposed that KTC request the first study and future studies be more transparent, given KTC's investment. Councillor Cook made the point that CCC had not seen a full copy of the study either. Councillor Coleman suggested that the full version be received under Part II if it contained sensitive information. Councillor Owen accepted Councillor Coleman's addition to his proposal. It was seconded by Councillor Emmott and carried with 2 abstentions.

A vote on the substantive motion was unanimous.

RESOLVED That Council request the first study and future studies be more transparent, given KTC's investment, and that a request be made for a full copy of the first study to be received under Part II.

1116/17/18 Councillor A Robinson referred to Minute Ref 1074/17/18 (Sainsbury's 106 Agreement Development Proposals). He remarked that because it is in Kendal it should be the Town Council who are involved in any plans for projects arising from 106 Agreements. It was not appropriate for CCC to go ahead and implement projects. He proposed that KTC ensure that when 106 Agreements or the like are discussed it should not be a matter merely for CCC or SLDC. Proposals to spend money should not go ahead without KTC's involvement. Councillor Vincent was in agreement. He added that there was no clarity and seconded the proposal.

Councillor Cook commented that there was opportunity for KTC to have an input at the planning applications stage. Councillor Clare suggested that the proposals be flagged up with the new council by the retiring council and a report be prepared.

Councillor C Hogg noted that it was important to get communications right and work closely together with CCC and SLDC.

There was a vote on the proposal which was carried with 1 abstention.

Councillor Vincent (Chair of the Environment & Highways Committee) thanked the Vice Chair, Councillor Owen, for standing in during his recent absence and chairing the meetings.

RESOLVED That KTC ensure that when 106 Agreements or the like are discussed it should not be a matter merely for CCC or SLDC. Proposals to spend money should not go ahead without KTC's involvement.

1117/17/18 **OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

The Mayor thanked Councillor Sutton for the notes from the CALC meeting held 18th March 2018, which had been circulated prior to the meeting. Opportunity for questions was then given to Councillors. None were raised.

1118/17/18 **NOMINATIONS RECEIVED FOR MAYOR AND DEPUTY MAYOR 2018/19**

The Town Clerk advised that she had received a proposer and seconder for Councillor Tirvengadam as Mayor for 2018/19, subject to the results of the forthcoming elections. She had not received a nomination for Deputy Mayor 2018/19.

1119/17/18 **MEMORANDUM OF UNDERSTANDING WITH CCC FOR TOWN CENTRE BENCHES**

The Environment & Highways Committee had considered a Memorandum of Agreement between CCC and KTC in respect of the maintenance of eleven town centre benches at the meeting held on 26th March 2018. The Committee had asked for clarification of the existence of appropriate insurance cover for liability as a result of someone being injured. The Town Clerk advised that the Treasurer had confirmed public liability

insurance was in place. Where repairs to vandalised benches were concerned, this would normally be covered where the value was over £500. The Town Clerk would need to check the value of the benches and discuss this further with the Treasurer.

Councillor Brook commented that this had been a long running process, part of which initially had been to discuss divesting street lighting. He queried progress in this respect. The Town Clerk replied that this aspect had not proved straightforward, therefore the Council had concentrated firstly on the maintenance of benches.

Councillor Coleman proposed that approval be granted for the Town Clerk to sign the Memorandum of Agreement. This was seconded by Councillor J Robinson and carried with 1 abstention.

RESOLVED That the Town Clerk be granted approval to sign the Memorandum of Agreement for the maintenance of eleven town centre benches.

1120/17/18 REPAIR OF LANTERN CLOCK IN THE MAYOR'S PARLOUR

The Town Clerk referred to a paper which had been circulated prior to the meeting regarding the lantern clock in the Mayor's Parlour which was in need of repair and preservation work. It had been examined by a specialist repairer and restorer of antique clocks, who had provided a report and quotation in the sum of £1,400. Members were advised that budget was available.

The next meeting of the Mayoralty & Arts Committee was not until 25th June 2018 therefore, in view of the timescale, Council were asked to consider whether to proceed with the repair and restoration work.

The Town Clerk advised that Councillor Clare had raised a specific question regarding the repairs and she was checking on this item.

Councillor Clare noted that a horologist had examined the clock in 2015 and made recommendations for repairs. He asked whether the recommended repairs were the same. The Town Clerk said she would check.

Councillor A Robinson asked whether the clock was kept in a suitable environment and to ensure it was better displayed.

Councillor C Hogg proposed that Council approve the repair and restoration work. He commented that the humidity in the Mayor's Parlour had been monitored by Morag Clement, Archaeology Curator at Kendal Museum. Councillor Coleman seconded the proposal and it was carried unanimously.

RESOLVED That Council approve the repair and restoration work to the Lantern Clock in the Mayor's Parlour.

1121/17/18 PARISH POLL

The Treasurer presented a paper which put forward a suggestion by Councillor Bracey that KTC consider requesting SLDC reimburse KTC for the costs of the forthcoming Parish Poll, if it went ahead.

Councillor Archibald commented that SLDC had been very clear that they would be consulting the general public once the Environment Agency have made their plans clear. Such a consultation would incur an expense and he pointed out that it would be sensible for any consultation to be wrapped up with the costs of a Parish poll. Councillor Clare added that the electors calling for the poll should be asked whether they are prepared for approximately £13,000 to be spent (the estimated cost of the poll) when a more sensible option exists such as Councillor Archibald's suggestion.

Councillor A Robinson raised concern about the lack of publicity in respect of the recent Parish meeting. He said that it was important as wide an audience as possible attended.

Councillor C Hogg observed that there was no limit to the number of times a Parish Poll could be called. At an anticipated cost of £13,000 per poll, this could potentially bankrupt the Council.

Councillor Bracey proposed that Council request SLDC reimburse KTC for the costs of the likely poll. This was seconded by Councillor Owen and carried with 12 Members in favour, 1 against and 9 abstentions.

Councillors Coleman, S Emmott, Archibald, C Hogg, C Feeney-Johnson, Brook and Vincent declared an interest as SLDC Councillors.

RESOLVED That Council request SLDC reimburse KTC for the costs of the Parish Poll, if it goes ahead.

FINANCIAL MATTERS

1122/17/18 (a) Bank Payments Schedule: February 2018

The Town Treasurer presented the Bank Payments Schedule for February 2018. It was proposed by Councillor Tirvengadam that the Bank Payments Schedule for February 2018 be approved. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED That the Bank Payments Schedule for February 2018 be approved.

1123/17/18 (b) Invoices over £3,000

The Treasurer reported that there were 2 invoices over £3,000 which required approval as follows:

- Abound Design and Interpretation – £4,680.00 plus VAT of £936.00, total £5,616.00. Signage and interpretation project at Kendal Castle.
- Zurich Municipal – £4,649.47. Insurance premium. The Treasurer advised that this was an increase of £165.00 from the premium for the last financial year.

Councillor Coleman proposed that the two invoices be paid. This was seconded by Councillor C Hogg and carried unanimously.

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

1124/17/18 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Brook and seconded by Councillor Emmott 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*]

1125/17/18 STAFFING MATTERS [Paragraph 1]

The Town Clerk confirmed that the Administrative Assistant, Carolyn Moffat, had taken early retirement from 31st March 2018. Council wished to record their thanks to Carolyn for all her help over the last 6 years with mayoral and civic engagements and administrative support. The Town Clerk advised that she would be writing to Carolyn to thank her for her hard work.

Councillor Coleman suggested that she be invited to the Mayor Making ceremony where a presentation could be made.

RESOLVED That the Town Clerk write to the Administrative Assistant to thank her for all her hard work and support during her time with KTC. Also that she be invited to the Mayor Making ceremony.

1126/17/18 READMISSION OF PRESS & PUBLIC

It was proposed by Councillor Bramham 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 10.06 p.m.

Signature

Date