

# KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 14<sup>th</sup> May 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 G Vincent, G Cook, P Bramham, J Brook, S Evans, A Finch,  
G Tirvengadam, C Hardy, C Hogg, R Hogg, R Sutton, J Owen, D  
Rathbone, J Cornthwaite, R Crawford, J Dunlop, A Edwards, P Gibson, E  
Hennessy, H Ladhams, S Long and D Miles

**APOLOGIES** Councillors G Archibald, S Coleman, M Miles and C Rowley

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

**1207/17/18 ACCEPTANCE OF DECLARATIONS OF OFFICE FORMS**

Acceptance of Declarations of Office Forms were signed by all newly  
elected Councillors present.

**1208/17/18 PUBLIC PARTICIPATION**

None.

**1209/17/18 DECLARATIONS OF INTEREST**

Councillor C Hogg declared an other registrable interest in respect of  
Lakes Alive as he sits on the LDNPA Board.

**1210/17/18 MINUTES OF COUNCIL MEETING HELD ON 9<sup>TH</sup> APRIL 2018**

Members considered the minutes of the meeting of full Council held on  
9<sup>th</sup> April 2018.

The Mayor referred to Minute 1104/17/18, Mayor's Communications and  
Announcements. He confirmed that it was the second Kendal Walking  
Festival that was held on 11-13<sup>th</sup> May 2018, not the first as stated in the  
minutes. It was agreed that this be amended.

Councillor Evans commented that she had received feedback from  
participants of the Walking Festival. The comments were very positive  
and appreciative.

Councillor Brook 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 Evans and carried with nine abstentions.

**RESOLVED** that the minutes of the Council meeting held on 9<sup>th</sup> April 2018 be  
approved as a correct record (subject to the amendment agreed) and  
signed by the Chairman.

**1211/17/18 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor presented his engagements that had been previously circulated.

He highlighted that Mayor Making would be held at the Town Hall on 17<sup>th</sup> May, not at Carus Green Golf Club as indicated.

The Mayor welcomed new Councillors and congratulated them on their election to KTC. He also congratulated those Councillors that had been re-elected.

He referred to the second Parish Meeting which had recently been held and extended his thanks to Officers for their support. He also thanked them for their assistance during his time as Mayor.

The Mayor advised that the Mayor's Annual Charity Dinner had raised just short of £2,500. Barclays would match fund £1,000.

The Walking Festival had seen a 90% increase from last year on like for like bookings. Visitors had travelled to attend the event from as far as Bournemouth, Sheffield and Southport. He viewed the Festival as green shoots for the future and something which would grow over coming years.

Finally the Mayor extended his best wishes to the Mayor elect, Councillor Tirvengadam, and wished him success for his year as Mayor for 2018-19.

**1212/17/18 MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 23<sup>rd</sup> April 2018 were presented by Councillor Brook who proposed that they be approved as a correct record. This was seconded by Councillor Cook and carried with nine abstentions.

Councillor C Hogg referred to Minute 1154/17/18, Parish Polls Contingency Provision. He requested confirmation from the Treasurer that all avenues had been explored with regard to paying the costs of Parish Polls. The Treasurer advised that all options had been considered and the recommendations in Minute 1154/17/18 provided the best solution at the present time.

**RESOLVED** That the minutes of the Management Committee meeting held on 23<sup>rd</sup> April 2018 be approved as a correct record of the meeting.

Councillor Brook then presented the following recommendations of the Committee:

**1213/17/18 Parish Polls Contingency Provision (Ref Minute 1154/17/18)**

*That Committee recommend to Council that:*

- a) *the current practice of accumulating resources in the Election Reserve, by means of annual contributions, provides adequate provision for election costs;*
- b) *it agrees the Treasurer's advice that the Council's Reserves Policy*

- and the current level of its reserves are both appropriate;*
- c) *it increases its target General Fund working balance for 2018/19 by £10,000 to £40,000 to provide extra resources against the risk of Parish polls; and*
  - d) *it notes that the closing General Fund working balance at 31 March 2018 will provide £8,726 towards the target increase of £10,000 and that it reserves the full unallocated amount of £17,830 in the 2018/19 Budget for the expected forthcoming poll until the costs are known and the working balance achieves its target of £40,000, after which the use of any remainder can be considered.*

Councillor Brook proposed approval of the recommendations. This was seconded by Councillor Tirvengadam and carried unanimously.

**RESOLVED** That Council approve the recommendations for a contingency provision for future elections/polls, the increase in the target working balance and the treatment of the unallocated amount in the 2018/19 Budget.

#### **1214/17/18 PLANNING COMMITTEE**

The minutes of the Planning Committee meetings held on 9<sup>th</sup> and 23<sup>rd</sup> April 2018 were presented by Councillor Vincent who asked Council to receive these minutes.

**RESOLVED** That the minutes of the Planning Committee meetings held on 9<sup>th</sup> and 23<sup>rd</sup> April 2018 be received.

#### **1215/17/18 KENDAL IN BLOOM COMMITTEE**

The minutes of the Kendal in Bloom Committee meeting held on 16<sup>th</sup> April 2018 were presented by Councillor Blackman who proposed that they be approved as a correct record. This was seconded by Councillor Sutton and carried with nine abstentions.

Councillor Cook suggested that the Mayor provide a brief explanation of the various Kendal in Bloom competitions for the benefit of new Councillors. He also complimented the work done to the planters in the main street.

The Mayor gave a short summary of the competitions. He explained that KTC would be entering the Cumbria in Bloom competition this year. Due to issues with the planting contractor we were not being entered into Britain in Bloom for 2018, but re-entry may be possible for 2019.

**RESOLVED** That the minutes of the Kendal in Bloom Committee meeting held on 16<sup>th</sup> April 2018 be approved as a correct record of the meeting.

#### **1216/17/18 CHRISTMAS LIGHTS & FESTIVALS COMMITTEE**

The minutes of the Christmas Lights & Festivals Committee meeting held on 24<sup>th</sup> April 2018 were presented by Councillor C Hogg who proposed that they be approved as a correct record. This was seconded by Councillor Evans and carried with nine abstentions.

Councillor C Hogg highlighted the following matters:-

There had been a presentation from Adrian Thiedeman from Optiport Audio regarding audio equipment. There was a possibility this could connect into festivals. The idea of a noise trail through the town was also being considered. Both concepts were in early stages.

The Christmas lights switch on event for 2018 was in a vulnerable position following the takeover of Lakeland Radio. A meeting was scheduled with Global Radio to attempt to secure their involvement.

There was to be an article on the Lakes Alive Festival in the KTC newsletter.

It was noted that the Lancaster Canal is celebrating its 200 year anniversary and are organising a series of events.

Councillor C Hogg extended his thanks to Councillors Emmott and Feeney-Johnson for their hard work during their time on the Committee.

**RESOLVED** That the minutes of the Christmas Lights & Festivals Committee meeting held on 24<sup>th</sup> April 2018 be approved as a correct record of the meeting.

**1217/17/18      AUDIT, GRANTS & CHARITIES COMMITTEE**

The minutes of the Audit, Grants & Charities Committee meeting held on 30<sup>th</sup> April 2018 were presented by Councillor R Hogg who proposed that they be approved as a correct record. This was seconded by Councillor Rathbone and carried with nine abstentions.

**RESOLVED** That the minutes of the Audit, Grants & Charities Committee meeting held on 30<sup>th</sup> April 2018 be approved as a correct record of the meeting.

Councillor R Hogg then presented the following recommendations of the Committee:

**1218/17/18      General Grant Applications 2018/19 – North West Air Ambulance**  
(Ref Minute 1191/17/18)  
*That a grant of £1,000 be awarded to North West Air Ambulance.*

**General Grant Applications 2018/19 – Space2Create**  
(Ref Minute 1192/17/18)  
*That a grant of £1,500 be awarded to Space2Create, subject to receipt of audited accounts.*

Councillor R Hogg proposed approval of the recommendations. This was seconded by Councillor Bramham and carried unanimously.

**RESOLVED** That Council approve a grant of £1,000 to North West Air Ambulance and £1,500 to Space2Create.

**1219/17/18      OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

There were no reports presented.

## FINANCIAL MATTERS

### 1220/17/18 (a) Review of Effectiveness of Internal Audit

The Treasurer explained that the Accounts and Audit Regulations 2015 require the Council to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes. The internal audit for 2017/18 had been carried out by R F Miller & Co. The review of the internal audit service comprised two aspects, meeting standards and characteristics of effectiveness. The Treasurer considered that the performance of R F Miller & Co was satisfactory in all respects. He asked Council to consider the review.

Councillor R Hogg proposed the approval of the review of effectiveness of internal audit. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED** That the review of the effectiveness of the Council's internal audit arrangements be approved

### 1221/17/18 (b) Review of the System of Internal Control and Annual Governance Statement 2017/18

The Treasurer presented the Annual Review of the System of Internal Control and Annual Governance Statement 2017/18.

Under the Accounts and Audit Regulations 2015 the Town Council must ensure it has a sound system of internal control which:

- Facilitates the effective exercise of its functions and the achievement of its aims and objectives.
- Ensures that the financial and operational management of the authority is effective; and
- Includes effective arrangements for the management of risk.

Each financial year the Council must also conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement (AGS), in accordance with proper practices. The AGS must be approved before the Council approves the annual accounts.

The Treasurer advised that new advice this year from the external auditors states that the results of the internal audit review must be considered before the AGS can be approved by Council and signed by the Mayor and Town Clerk. Members were advised that the report from the internal auditors had been received and was satisfactory.

The Treasurer considered that KTC had a good internal control framework which worked effectively.

Councillor R Hogg proposed approval of the review. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED**

That the Town Council:

- 1) formally adopts the CALC publication "Governance and Accountability for Smaller Authorities 2018", as representing best practice in these areas, with effect for 2018/19;
- 2) confirms its policy on asset valuation, as follows: *The Council records individual assets in its Asset Register when obtained and values them at their acquisition cost. Their recorded value does not change from year to year until disposal. Assets gifted or transferred at nil cost are recorded at a nominal value of £1 as a proxy cost;*
- 3) notes the satisfactory internal audit review and approves the review of the effectiveness of the Council's system of internal control for 2017/18;
- 4) approves the Annual Governance Statement for 2017/18; and
- 5) authorises the Mayor and Town Clerk to sign the Statement at Section 1 of the Annual Governance and Accountability Return.

**1222/17/18****(c) Finance Outturn Report – Year Ended 31<sup>st</sup> March 2018**

The Treasurer presented the Finance Outturn Report for year ended 31<sup>st</sup> March 2018. The attached statement showed actual income and expenditure for 2017/18 compared to the Approved Budget for the year. The previous year's outturn was also shown, for information only.

The outturn statement confirms that net expenditure for 2017/18 was contained within budget. There was a trend for underspending throughout the year, with a total of approximately £21,000 at year end. This underspending has been retained in accumulated reserves, which remain at a healthy total level, currently £283,528.

The Reserves Statement shows earmarked reserves of £233,406. These are reserves set aside for specific purposes and are governed by policy set by KTC.

In summary the Council has contained expenditure against budget and is in a sound financial position.

It was proposed by Councillor R Hogg to approve the outturn statement for 2017/18 and the individual contributions to and from reserves as shown in the statement. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED**

That Council approve:

- 1) the outturn statement for 2017/18; and
- 2) the individual contributions to and from reserves as shown in the statement.

**1223/17/18****(d) Annual Accounts 2017/18**

The Treasurer presented for Members' approval a report in respect of the Council's Annual Accounts 2017/18. These included an Income and Expenditure Account (showing comparative figures for the 2016/17 financial year), Balance Sheet, Reserves Statement and the Annual Governance and Accountability Return (AGAR): Section 2, Accounting Statements.

The report seeks to explain the Accounts and, where appropriate, the reasons for significant variations from the 2016/17 figures. The Audit, Grants and Charities Committee had reviewed the Accounts and recommended their acceptance.

Councillor R Hogg proposed approval of the report and to authorise the Mayor to sign the AGAR. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED**

That Council:

- 1) approve the Annual Accounts and the Accounting Statements 2017/18 (Section 2 of the AGAR); and
- 2) authorise the Mayor to sign the AGAR on behalf of the Council prior to its submission by the Treasurer to the External Auditor.

**1224/17/18****(e) Bank Payments Schedule: March 2018**

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

Councillor Cook queried a payment to Welbeck Estates of £2,500. This was confirmed as payment for work agreed by the Environment & Highways Committee to tidy up bins in the Woolpack Yard area.

**RESOLVED**

That the Bank Payments Schedule for March 2018 be approved.

**1225/17/18****(f) Petty Cash Payments: January – March 2018**

The Treasurer presented the Petty Cash Payments for January to March 2018.

Councillor Brook proposed the approval of the Petty Cash Payments. This was seconded by Councillor Finch and carried unanimously.

Councillor C Hogg highlighted an item on litter picking. The Mayor explained the Keeping Kendal Mint Clean initiative for the benefit of new Councillors. One purpose of the group was to encourage community groups to get involved in litter picking. KTC provided the equipment for these events. The Mayor also advised that a litter picker and certificate had been presented to Tyrone Teasdale who works with a carer and litter picks all year round.

**RESOLVED**

That the Petty Cash Payments Schedule for January to March 2018 be approved.

**1226/17/18****(g) Invoices over £3,000**

The Treasurer reported that there was one payment over £3,000 which required approval. This was for the Mayor's allowance of £5,000 which would be paid following Mayor Making. The newly elected Mayor would make payment of £1,250 to the new Deputy Mayor once payment had been made.

Councillor Vincent proposed that the amount be paid. This was

seconded by Councillor Hennessy and carried unanimously.

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

**1227/17/18 (h) Bank Account Signatories**

It had been recommended by the Audit, Grants and Charities Committee that, for business continuity reasons, the Town Clerk be authorised as a signatory to the Council's bank and building society accounts.

Councillor Tirvengadam proposed approval. This was seconded by Councillor Long and carried unanimously.

**RESOLVED** That the Town Clerk be authorised as a signatory to the Council's bank and building society accounts.

**1228/17/18 (i) Festival Grants Payments**

The Treasurer presented payments schedules for May 2018 in respect of approved festival grants and general grants. The Treasurer sought approval to release monies in order to pay the grants before July 2018.

Two grants considered earlier in the meeting (Minute 1218/17/18) were to be added to the general grants schedule. These were:

- 1) £1,000 to the North West Air Ambulance
- 2) £1,500 to Space2Create

Councillor C Hogg declared an interest at this point in respect of a number of grants highlighted on the schedules. Councillor Tirvengadam declared an interest in respect of the Unity Festival. Councillor Hennessy declared an interest in respect of Sandgate School as his partner was an employee of the School.

Councillor Evans proposed approval to pay the approved grants. This was seconded by Councillor Dunlop and carried with three abstentions.

**RESOLVED** That Council approve payment of the approved general grants and approved festival grants as per the payments schedules May 2018.

**1229/17/18 (j) General Grants Payments**

This item was considered with the previous item (Minute 1228/17/18).

**1230/17/18 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Vincent and seconded by Councillor C Hogg 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*]

**1231/17/18 STAFFING MATTERS** [Paragraph 1]

The Town Clerk presented the following recommendations of the Management Committee:

**1232/17/18 Staffing Matters – Council Secretary Annual Appraisal** (Ref Minute 1160/17/18)

*That the Council Secretary move up one spinal point on the pay scale following a satisfactory annual appraisal.*

Approval was proposed by Councillor Brook. This was seconded by Councillor Bramham and carried unanimously.

**RESOLVED** That the Council Secretary move up one spinal point on the pay scale following a satisfactory annual appraisal.

**1233/17/18 Staffing Matters – Changes to Role of Project Manager** (Ref Minute 1161/17/18)

*That the job description and pay for the Project Manager post reflect additional responsibilities including increasing the scale range for the post by a spinal point and awarding a spinal point increase to the post holder effective 1<sup>st</sup> April 2018.*

Approval was proposed by Councillor Brook. This was seconded by Councillor Evans and carried unanimously.

**RESOLVED** That the job description and pay for the Project Manager post reflect additional responsibilities including increasing the scale range for the post by a spinal point and awarding a spinal point increase to the post holder effective 1<sup>st</sup> April 2018.

**1234/17/18 READMISSION OF PRESS & PUBLIC**

It was proposed by Councillor Tirvengadam to move out of Part II and re-admit the press and public (none were present). This was seconded by Councillor C Hogg 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 8.36 p.m.

Signature .....

Date .....