

# KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 1<sup>st</sup> October 2018 at 7.30 p.m.  
in the SLDC Council Chamber, the Town Hall, Kendal**

**PRESENT** The Mayor (Councillor G Tirvengadam) in the Chair;  
Councillors G Cook, P Bramham, J Brook, G Archibald, S Coleman, A  
Finch (Deputy Mayor), M Severn, A Blackman, C Hardy, C Hogg, R  
Sutton, J Owen, D Rathbone, J Cornthwaite, J Dunlop, A Edwards, P  
Gibson, E Hennessy, H Ladhams, S Long and C Rowley

**APOLOGIES** Councillors Vincent, Evans, R Hogg, D Miles and M Miles

**OFFICERS** L Richardson (Town Clerk), J Lomax (temporary Treasurer) and N King  
(Council Secretary)

**373/18/19 PUBLIC PARTICIPATION**

None.

**374/18/19 DECLARATIONS OF INTEREST**

Councillor C Hogg declared an other registrable interest in item 5 on the  
Agenda (Presentation on the Lake District Pound) as he is involved via  
the LDNPA.

**375/18/19 ORDER OF BUSINESS**

It was proposed by the Chair that the order of business of the Agenda be  
amended to bring forward item 5 (Presentation on the Lake District  
Pound). This was seconded by Councillor Brook and carried with 1  
abstention.

**376/18/19 PRESENTATION ON THE LAKE DISTRICT POUND BY KATY  
WHENRAY, BUSINESS RELATIONSHIP MANAGER, THE LAKES  
CURRENCY PROJECT LTD**

Katy Whenray explained that the purpose of the Lake District Pound was  
for use in local independent businesses to encourage and drive greater  
footfall to those businesses. Its secondary purpose is to support two  
local charities; Cumbria Community Foundation and the Lake District  
Foundation. She explained how the scheme works and talked about  
expiry dates of the notes.

Councillor Bramham asked whether the notes would be accepted by  
banks as legal tender. Katy replied they would not. People can swap  
sterling for lake district pounds in businesses and post offices.  
Businesses can also bank lake district pounds at post offices.

The cost to businesses was queried by Councillor Brook. It was advised  
that there is no cost. The project has funding initially to support inception  
of the scheme.

Councillor Cook asked what would happen to expired notes. Katy advised there would be an approximate period of 6 weeks where people can exchange 2018 notes for 2019. A small amount of notes would also be kept in reserve. Councillor Cook noted that the scheme had launched in the central Lakes and queried how much interest there had been in Kendal. Members were advised that the scheme launched in the central Lakes initially because a good saturation of businesses was required to get the scheme off the ground. To be a success local residents of Kendal need to use the notes and support local businesses.

Councillor Coleman asked for more information regarding the Lake District Pound Passport Trial. This is seen as a bit of fun and added value for families. Certain business will hold a 'passport' stamp and people can collect all the stamps on the card. It's a way of getting people to look for a certain shop within a town.

Councillor Long asked how the success of the scheme would be measured. Katy explained there is no hard and fast calculation other than the general feeling of businesses in the area.

The percentage target for charity giving was queried by Councillor Rowley. Katy replied that running costs would need to be deducted, but there would be nothing kept in the business as profit. Councillor Rowley added that the percentage given to charity donation should be made public knowledge. Katy confirmed this was the intention.

Councillor Edwards enquired how it was planned to tap into tourism. Katy explained this is ongoing. Local holiday cottage companies are advertising to guests prior to arrival and notes can be ordered in advance. There has been some translation work into Asian languages and promotion in the Japanese market. They are trying to get as much awareness as possible to visitors.

The question of counterfeit concerns was raised. Katy advised that the notes contain lots of security features.

The Mayor said he was very supportive of the scheme and thanked Katy for a very informative presentation.

### **377/18/19 MINUTES OF COUNCIL MEETING HELD ON 3<sup>RD</sup> SEPTEMBER 2018**

Members considered the minutes of the meeting of full Council held on 3<sup>rd</sup> September 2018.

Councillor Bramham proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Blackman and carried with one against and two abstentions.

**RESOLVED** that the minutes of the Council meeting held on 3<sup>rd</sup> September 2018 be approved as a correct record and signed by the Chairman.

### **378/18/19 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor presented his engagements that had been previously circulated.

He thanked the Deputy Mayor for covering engagements during his absence in September.

Members were advised that the Town Clerk was due to meet with representatives of the organisers of Remembrance Sunday on Thursday. She would be pursuing the idea of a parade between the Town Hall and the War Memorial to include Councillors, veterans and the Mayor.

**379/18/19****APPROVAL OF BUDGET PRIORITIES AND SCORING SYSTEM BASED ON DRAFT ACTION PLAN (REF MANAGEMENT COMMITTEE RECOMMENDATION AND MINUTE REF 343/18/19)**

The Town Clerk advised that the budget timetable for 2019/20 requires the Management Committee to consider draft budget priorities and a scoring system for the evaluation and prioritisation of budget bids. Bids are currently being gathered together and will be evaluated at a special meeting of the Management Committee on 9<sup>th</sup> November.

The Management Committee recommended that Council approve the draft Budget Priorities and Scoring System at its last meeting on 17<sup>th</sup> September.

Councillor Blackman proposed approval. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED**

That Council approve the Budget Priorities and Scoring System.

**380/18/19****MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 17<sup>th</sup> September 2018 were presented by Councillor Blackman who proposed that they be approved as a correct record. This was seconded by Councillor Owen and carried unanimously.

Councillor C Hogg referred to budget priorities and the Action Plan. He observed that there is more ask than funding available and said a lack of funding may prevent certain projects happening. There is a need to be realistic.

Councillor Long asked how KTC ensure they are networking with partners such as Kendal Futures Board, Fantastic Kendal etc. Councillor Archibald explained that the idea is to indicate the primary lead in the Action Plan and identify partners.

There was a general discussion regarding the Action Plan and the need for this to be a living document moving forward. Councillor Coleman suggested it would be useful to break the Action Plan down into individual committees. Councillor Blackman agreed it would be a good idea to "slice it up" into each Committee so they can consider the progress of projects put forward. It was suggested that the date the project was added to the Action Plan be included in the document.

Councillor Severn stated that the Audit, Grants & Charities Committee had noted slippage on staffing costs due to unforeseen staffing matters. They would continue to monitor the situation but there is a need to ensure staff are working on priorities.

Councillor Severn asked the Town Clerk whether a reply had been received from Northern Rail. She advised that a reply was still awaited.

The Town Clerk was asked whether the Community Governance Review had progressed. She was due to meet on Tuesday with Councillor Rathbone to consider responses from Councillors.

**RESOLVED** That the minutes of the Management Committee meeting held on 17<sup>th</sup> September 2018 be approved as a correct record of the meeting.

**381/18/19 PLANNING COMMITTEE**

The minutes of the Planning Committee meeting held on 20<sup>th</sup> August, 3<sup>rd</sup> September and 17<sup>th</sup> September 2018 were presented by Councillor Rathbone who asked Council to receive these minutes.

Councillor Coleman asked for an update in respect of the effectiveness of the Committee's relationship with SLDC. Councillor Rathbone advised that the latest contact at SLDC Planning was no longer employed there. He was proceeding with new avenues of contact.

Councillor Rowley referred to the minutes of the meeting held on 17<sup>th</sup> September 2018 whereby it was noted that he had passed comment regarding one bedroom flats and his opinion that there should be a mix of flats. He felt the minutes implied he was against low cost housing and remarked this was not the case. His intention was to say that, to create a community, there should be more than one bedroom flats included. Councillor Rathbone replied that 'affordable housing' was a generic term used in the minutes and offered to note Councillor Rowley's comments in the minutes of the next meeting.

**RESOLVED** That the minutes of the Planning Committee meeting held on 20<sup>th</sup> August, 3<sup>rd</sup> September and 17<sup>th</sup> September 2018 be received.

**382/18/19 CHRISTMAS LIGHTS & FESTIVALS COMMITTEE**

The minutes of the Christmas Lights & Festivals Committee meeting held on 4<sup>th</sup> September 2018 were presented by Councillor C Hogg who proposed that they be approved as a correct record. This was seconded and carried unanimously.

Councillor Severn asked whether there was a sponsorship gap for the Christmas Lights switch on event. Councillor C Hogg said the event will be different this year due to there being no Lakeland Radio stage.

Councillor Cook referred to an issue previously raised relating to enhancing lighting in the Wildman Street area and asked for an update. The Town Clerk had spoken to the member of the public who had brought this issue forward. An independent contractor will check building heights so that options can be considered for next year.

Councillor Ladhams referred to her comment that she had possibly secured sponsorship from two businesses. She advised that one has now confirmed they will contribute.

**RESOLVED** That the minutes of the Christmas Lights & Festivals Committee meeting held on 4<sup>th</sup> September 2018 be approved as a correct record of the meeting.

**383/18/19 MAYORALTY & ARTS COMMITTEE**

The minutes of the Mayoralty & Arts Committee meeting held on 10<sup>th</sup> September 2018 were presented by Councillor Tirvengadum who proposed that they be approved as a correct record. This was seconded by Councillor Bramham and carried unanimously.

Kendal Museum grant – Councillor C Hogg commented that this grant seems to be considered separately from other grants.

Councillor Rowley referred to Minute 313/18/19 regarding the freedom of Kendal proposal for the 1127 (Kendal) Squadron, Air Training Corps. He asked whether Council felt it appropriate for anyone to have the right to march through the town with fixed bayonets. The Town Clerk advised she was researching what granting the freedom really means to enable further consideration to be given to the matter.

**RESOLVED** That the minutes of the Mayoralty & Arts Committee meeting held on 10<sup>th</sup> September 2018 be approved as a correct record of the meeting.

**384/18/19 OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

Councillor Sutton presented a report from the meeting of the Kendal Brewery Arts Centre Trust board meeting on 11<sup>th</sup> September.

He highlighted that Arts Council funding is being looked at by the Brewery at the moment. They are interested in the public's view on their programme of events. It was also felt that more needed to be done to engage with people in Kendal who don't normally come to the Brewery.

Councillor Rathbone referred to a comment regarding the catering at the Brewery and asked for more details. It was agreed to discuss this under Part II of the meeting.

**385/18/19 FINANCIAL MATTERS**

**386/18/19 (a) Bank Payments Schedule: August 2018**

The temporary Town Treasurer presented the Bank Payments Schedule for August 2018. It was proposed that the Bank Payments Schedule for August 2018 be approved. This was seconded and carried unanimously.

Councillor Brook queried Barclaycard expenditure and commented this was not as transparent as it could be from a reporting point of view. It was noted that details of expenditure are normally broken down but appeared not to have been included this time. Judith Lomax said she would ensure this is done in future. There was a general discussion regarding safeguarding the use of the Barclaycard. The Town Clerk confirmed that the card is only used when absolutely necessary and that any expenditure required her approval and signatures are obtained on invoices/receipts. The card is kept in a safe and only the Town Clerk and Treasurer have access to the key.

Councillor C Hogg recommended that the procedure for purchases using the Barclaycard needed to be recorded with clarity. He proposed that the Audit, Grants & Charities Committee consider this at their next meeting. This was seconded by Councillor Severn and carried unanimously.

**RESOLVED**

1. That the Bank Payments Schedule for August 2018 be approved.
2. That the Audit, Grants & Charities Committee consider procedure for the use of the Barclaycard at their next meeting

**387/18/19****(b) Petty Cash Payments: July – September 2018**

Members considered the petty cash payments for July-September 2018. Councillor Brook proposed that the payments be approved. This was seconded by Councillor Finch and carried unanimously.

**RESOLVED**

That the petty cash payments for July-September 2018 be approved.

**388/18/19****(c) Invoices over £3,000**

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

- SLDC – return of monies held on behalf of SLDC reference the Market Place project which was not required - £22k (no VAT).
- Eden & South Lakeland Credit Union - 3rd grant instalment of £3k (no VAT)

Councillor Cornthwaite proposed payment of the two invoices. This was seconded by Councillor Sutton and carried. SLDC Councillors abstained from voting on this item.

**RESOLVED**

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

**389/18/19****(d) Cumberland Building Society Investment**

The temporary Treasurer advised Members that Council have funds invested in a 90 day notice account with the Cumberland Building Society. Due to receipt of the second precept instalment from SLDC she was seeking approval to withdraw £75,000 from Barclays and reinvesting it with the Cumberland for a period of 90 days. Notice for the 90 days would be given immediately upon investment.

Councillor C Hogg proposed approval. This was seconded by Councillor Severn and carried unanimously.

**RESOLVED**

That £75k be withdrawn from the Barclays account and transferred to the Cumberland account in order to get more interest.

**390/18/19****EXCLUSION OF PRESS AND PUBLIC**

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

**391/18/19****Brewery Arts Centre**

Councillor Rathbone repeated his question asked earlier in the meeting regarding the catering at the Brewery. Councillor Cook, as CCC rep on the Board, explained the background history. Following a general discussion it was considered inappropriate to discuss the issue further without representatives from the Brewery present at the meeting.

**392/18/19****STAFFING MATTERS [Paragraph 1]****393/18/19****Mayor's Attendant Annual Appraisal (Ref Management Recommendation and Minute No. 332/18/19)**

The Town Clerk reported that following a satisfactory annual review the Mayor's Attendant was entitled to move up one spinal point on the pay scale.

Councillor Owen proposed the increase be approved. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED**

That the Mayor's Attendant move up one spinal point on the pay scale following satisfactory annual review.

**394/18/19****Mayor's Attendant Working Hours (Ref Management Recommendation and Minute No. 332/18/19)**

The Town Clerk advised that the Management Committee had discussed an increase in the hours of the Mayor's Attendant at their last meeting. There were many additional key projects that could be undertaken by the Mayor's Attendant including looking at ways to promote parlour talks, progressing projects using the recently purchased GPS system, support for the Project Manager and other ideas suggested by the Mayoralty & Arts Committee.

The additional money involved and where it could come from was discussed. The Mayor's Attendant is currently on a minimum hours contract and this would need to be increased.

A general discussion ensued. The general consensus of opinion was that KTC require more officer time in order to pursue projects. There are many projects that are not progressing due to there being a small number of part time staff who are already at capacity. Several Councillors expressed their support and endorsed the proposal. Councillor Owen was supportive of increasing the workforce. He commented that the Environment & Highways Committee are feeling constraint on projects due to lack of officer capacity. He added that

being able to increase project work would benefit the residents of Kendal.

Councillor C Hogg said NALC recognises Kendal as a large Council. He suggested a mapping exercise against other comparable councils to look at the number of staff, type of projects etc.

It was noted that the Project Manager had taken over responsibility for the KTC newsletter which reduced her capacity for other project work. Councillor Archibald queried whether this was good use of her time and asked Members whether they wished to consider if the newsletter should continue. Councillor Hennessy offered to look at the newsletter and possibly assist with its production.

Councillor Brook suggested a review of the contract for the Mayor's Attendant for the next financial year, moving this to a standard contract rather than minimum hours.

Councillor Owen proposed that the Mayor's Attendant's minimum monthly contractual hours be uplifted in order to support delivery of key projects. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That the Mayor's Attendant's minimum monthly contractual hours be uplifted in order to support delivery of key projects

**395/18/19** **Town Treasurer (Ref Management Recommendation and Minute No. 333/18/19)**

The Town Clerk advised that the temporary Treasurer had expressed an interest in a permanent position with KTC. This had been discussed at Management Committee. She explained that the Treasurer is currently working through an agency and the previous Treasurer is assisting with the handover, which has a financial implication. It was noted that there would be a severance fee payable to the agency should the position be made permanent (a reduced fee had been negotiated).

Following a general discussion Councillor C Hogg proposed that the recommendation be approved. This was seconded by Councillor Finch and carried unanimously.

**RESOLVED** That the current temporary Treasurer's contract be made permanent.

**396/18/19** **READMISSION OF PRESS & PUBLIC**

It was proposed by Councillor Coleman to move out of Part II and re-admit the press and public (none were present). This was seconded by Councillor Brook 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 9.44 p.m.



Signature .....

Date .....