

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 17<sup>th</sup> October 2016 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

**PRESENT** Councillors Tom Clare (Chair), Andy Blackman (Deputy Mayor), Stephen Coleman (Mayor), Lynne Oldham, Jon Robinson, John Veevers, Jonathan Brook and Sylvia Emmott

Councillor S Evans was also in attendance.

**APOLOGIES** Councillors Geoff Cook, Austen Robinson and Clare Feeney-Johnson

**OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)

### **476/16/17                    PUBLIC PARTICIPATION**

None.

### **477/16/17                    DECLARATIONS OF INTEREST**

There were no declarations of interest made at this point.

### **478/16/17                    MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> SEPTEMBER 2016**

The Chairman presented the minutes of the meeting held on 19<sup>th</sup> September 2016.

Councillor Blackman referred to Minute 381/16/17 and pointed out that he had received an email with dates of a meeting with the MP and Police & Crime Commissioner, but had not reported the dates as stated by the minutes.

Councillor J Robinson proposed that the minutes be accepted as a correct record. This was seconded by Councillor Emmott and carried with 1 abstention.

**RESOLVED** That the minutes of the meeting of the Committee held on 19<sup>th</sup> September 2016 be accepted as a correct record, subject to the amendment above.

### **479/16/17                    MATTERS ARISING (Not on Agenda)**

None.

### **480/16/17                    URGENT ITEMS OF BUSINESS**

The Mayor informed Members that a delegation of 17 Chinese visitors would be attending the Mountain Film Festival this year. He had received a request from Lawrence Conway, Chief Executive of SLDC, to contribute towards a reception dinner at Kendal College. The total cost would be £1,600 which Lawrence Conway hoped would be split equally between SLDC, KTC, CCC and LDNPA. The

Mayor said that it would be an ideal opportunity to form new links and asked the Committee to consider the request.

The Chair observed that the total cost of £1,600 was for 50 people, not just the Chinese party of 17 visitors. He expressed his reservation about contributing towards funding the other 33 people. A general discussion ensued. A question was raised regarding where the funds would come from. The Town Clerk advised that the Mayoralty & Arts Committee would be the correct budget. It was pointed out that a contribution of a quarter of the total cost, could be said to cover the cost for the Chinese party alone.

The Mayor proposed that Committee agreed to contribute the sum of £400. This was seconded by Councillor Emmott and carried with 2 against.

**RECOMMENDATION** That KTC contribute the sum of £400 for a reception/dinner for a delegation of Chinese visitors attending the Mountain Film Festival to come from the Mayoralty & Arts budget.

#### 481/16/17

#### KENDAL COMMUNITY PLANNING – REQUEST FOR FUNDING

Councillor J Robinson presented a paper from the Chair of Kendal Community Emergency Plan Group (KCEPG) requesting support from KTC for the development and initial maintenance of a Community Emergency Plan for the people of Kendal. KCEPG required support for the cost of a part-time support worker post, initially for a two year period, to help develop the Plan. The Group were hopeful that Cumbria Community Foundation would also support helping to fund the proposal.

KCEPG was formed in 2015 to launch a directory of offers of help from local groups in case of an emergency affecting the town. The Group agreed to produce a community emergency plan for Kendal and had been meeting regularly to develop the plan. Councillor J Robinson had attended all the meetings and reported that the Group now had an outline plan for community level response to any emergency.

Councillor J Robinson advised that Keswick Town Council were more advanced than Kendal and already had an Officer in place, although their remit was wider than that anticipated for Kendal. KCEPG were looking to learn from Keswick Town Council in order to clarify the scope and detail of the Kendal post. A meeting had been arranged with Keswick Town Council and it was hoped that representatives from Kendal Town Council would also attend.

Members discussed the request in detail. Questions were raised regarding the likely sum of money involved and the specification of the role etc. Councillor J Robinson explained that detailed costings were still to be calculated, although he anticipated costs of around £10,000 per year for the post. He said that, at this stage, KCEPG were looking to gauge KTC's support of their proposal. They intended to return to KTC with a more detailed request, which was

likely to involve part funding the post and possibly hosting the Officer appointed.

The Chair declared that he was minded to support the proposal in principle at this stage, but stated that more detailed information regarding costs and other potential contributors was required. Councillor Emmott also expressed her support in principle. All Members were in agreement.

**RESOLVED**

That Committee were minded to support the request to contribute towards the cost of a part-time support worker post for the Kendal Community Emergency Plan in principle, but would require more detailed information regarding costs and other potential contributors.

**482/16/17****KENDAL STRATEGIC TRANSPORT INFRASTRUCTURE STUDY UPDATE & REQUEST FOR FUNDING**

The Chair advised that he had attended a meeting that morning run by consultants working on the Kendal Strategic Transport Infrastructure Study. He reported that consultants were now moving to a stage where they would start to look at possible scenarios, with a view to preparing a document which would comply with Government criteria by March 2017. The report was likely to conclude that Kendal requires additional highway infrastructure support and would make recommendations in that respect. He considered that KTC was likely to be asked to make a further financial contribution in March 2017 for follow on studies and suggested that Committee should consider at this stage whether it would be willing to contribute further monies. A sum of £10,000 was put forward as an amount to consider.

An in depth discussion followed. Councillor Brook added that the ultimate aim of the consultants was to prepare a strategic options business case which was required by Government. This would be the subject of a public consultation. Councillor S Evans felt that it was very important to keep up momentum and said further monies should be set aside if possible. The Chair proposed that £10,000 be allocated in principle for a further contribution to the scheme. This was seconded by Councillor Veevers and carried unanimously.

**RESOLVED**

That a further £10,000 be allocated in principle for a further contribution to the Kendal Strategic Transport Infrastructure Study.

**483/16/17****REVIEW OF SPEND AGAINST BUDGET 2016/17**

The Town Clerk presented the budgetary control statement for six months ended 30<sup>th</sup> September 2016.

The Mayor commented that he found the format of the statement for staff salaries confusing. He suggested that the 'Budget Remaining' column should show what was available to spend, which was likely to be zero, and proposed that the Treasurer be asked to present this differently. This was seconded by Councillor Emmott and carried unanimously.

**RESOLVED**

That the Treasurer be asked to present the information differently for staff salaries so that the Budget Remaining column showed what was available to spend.

**484/16/17****BUDGET 2017/18**

The Town Clerk presented the 2017/18 Budget Proposals from the Treasurer which included the Budget Timetable with key dates to consider. Members were asked to consider the budget for the Committee and bids for projects to be financed by the Development Fund.

It was agreed all budget headings were to remain the same except for staff salaries, which would be adjusted to account for salary rises etc. Also the newsletter had already had an increase proposed at the September meeting to cover the cost of 6 page editions.

Following consideration the following Development Fund projects were agreed:

Strategic Transport Infrastructure Study - £10,000  
 Kendal Community Emergency Planning - £5,000 (ballpark figure)

The Town Clerk reported that a budget estimate had been received from Paula Scott, Kendal Futures Board. The support for the co-ordinator remained at £7.5k and the delivering of the Action Plan for support of various projects increased from £10k to £12k. The general consensus was that £10k would likely be the maximum support funding.

Councillor Veevers referred to the Cumbria Chamber of Commerce item under the Tourism Support in Kendal heading of the Development Fund Programme and queried whether they had supplied any feedback as he thought this was a requirement. Town Clerk to ask the Treasurer to check and report back.

Councillor Brook asked about the position with the SL Credit Union funding. Town Clerk to ask the Treasurer to check and report back.

Councillor Brook proposed that the Treasurer be advised of the budget proposals for 2017/18 from the Committee. This was seconded by the Chair and carried unanimously.

**RESOLVED**

1. That the Town Clerk ask the Treasurer to check whether feedback had been received from Cumbria Chamber of Commerce and on the progress with the SL Credit Union project.
2. That the Town Treasurer be advised of the budget proposals for 2017/18 from the Committee.

**485/16/17****ACTION PLAN FOR KENDAL PROGRESS UPDATE**

Councillor Emmott advised that the latest meeting in respect of plans for the Market Place had been extremely positive. There had been previous problems in respect of wayleaves for the attaching of lights to buildings. The latest scheme had addressed this issue by

proposing two central lighting columns with multiple lights which could be removed. Revised plans were currently being drawn up.

**486/16/17**

### **REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for September 2016 and this was noted by Members.

Councillor Oldham announced the results of the Britain in Bloom competition. Kendal had been awarded Silver Gilt in the Large Town Category and Silver Gilt in the Overcoming Adversity category for community work following on from the floods in December 2015. The Chair thanked Councillor Oldham and the Kendal in Bloom Committee for all their work in this respect.

The Mayor added that feedback had been received from the competition organisers which needed to be given consideration. He observed that there were conservations needed between the Environment & Highways and Kendal in Bloom Committees concerning infrastructure and suggested that the two Committees needed to liaise. Councillor Clare (Chair of the Environment & Highways Committee) suggested that he meet with Councillor Oldham (Chair of the Kendal in Bloom Committee).

The Chair asked Councillor Oldham to request that the Kendal in Bloom Committee advised on any implication on budget in respect of future competition entries and the Britain in Bloom feedback.

Councillor Veevers highlighted short term constraints as a result of competition organisers changing their criteria at short notice.

Councillor Emmott pointed out that KTC's aim was to enhance the environment for the benefit of Kendal residents regardless of whether the town was selected for future competition entries or not.

**RESOLVED**

1. That the Chair of the Environment & Highways Committee meet with the Chair of the Kendal in Bloom Committee to discuss feedback following the Britain in Bloom competition.
2. That Councillor Oldham request the Kendal in Bloom Committee to advise on any implication on budget in respect of future competition entries and the Britain in Bloom feedback.

**487/16/17**

### **KENDAL FLOOD INVESTIGATION REPORT – RESPONSE FROM AGENCIES TO KTC LETTER**

Councillor Brook declared an interest at this point as a SLDC Cabinet member.

The Town Clerk referred to papers circulated prior to the meeting in respect of the Kendal flood letter of response from the Agencies involved and initial comments which had been prepared by Councillor A Robinson. She asked Committee to consider these and advise how they wished to proceed.

The Chair thanked Councillor A Robinson for his comments and suggested that more time was required to consider the response further. It was agreed to defer the matter to the next meeting and also add it to the agenda of the November Council meeting.

**RESOLVED**

That the matter be deferred to the next Committee Meeting and also added to the agenda of the November Council meeting.

**488/16/17****COUNCIL TAX REFERENDUM PRINCIPLES FOR PARISH AND TOWN COUNCILS - GOVT CONSULTAION**

The Town Clerk referred to a paper which had been circulated to Members with the agenda of the meeting, along with a draft response prepared by the Treasurer. The paper contained information from the Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) on the Council Tax Referendum Principles consultation and presented key questions for consideration.

The Department for Communities and Local Government (DCLG) had recently published the Local Government Finance Settlement Technical Consultation which includes proposals regarding council tax referendum principles for local parish and town councils.

The term referendum principles refers to the requirement to hold a local referendum if the proposed council tax increase exceeds a set threshold; the consultation is considering extending this to Parish and Town Councils and setting the threshold at which the referendum principles would take effect for a rise in precept of 2% or £5 per year, whichever is higher, as currently applied to principal councils. These will apply to town and parish councils for which the Band D charge is higher than £75.46 and the total precept is over £500,000.

Following an in depth discussion regarding the consultation and the draft response, Councillor Veevers proposed that the draft letter be adopted and issued. This was seconded by Councillor J Robinson and carried unanimously.

Councillor J Robinson stressed the importance of the implication of devolved services and asked that the Town Clerk ensure this is covered in the response.

Councillor Brook commented that our precept is a small percentage of the overall Council Tax bill.

Councillor Emmott commented that the draft response was excellent. She suggested one minor alteration – that the percentage increase be shown as an amount following by the percentage.

**RESOLVED**

That the draft letter in response to the Government Council Tax Referendum Principles consultation be adopted and issued.

**489/16/17****KTC ANNUAL REPORT 2016**

The Town Clerk informed Members that she would shortly be contacting Chairs of Committees for reports for inclusion in the KTC Annual Report.

**490/16/17****FLOODING DECEMBER 2015 - SPENDING IDEAS RELATING TO RESPONSE TO THE FLOODING**

Councillor Veevers suggested that the contribution towards the cost of a support worker post for the Kendal Community Emergency Planning Group be considered. Town Clerk to check with the Treasurer.

**RESOLVED**

That the Town Clerk check with the Treasurer in respect of a contribution towards the cost of a support worker post for the Kendal Community Emergency Planning Group coming from the flood fund.

**491/16/17****ITEMS FOR THE NEWSLETTER**

It was noted that the next edition of the KTC newsletter would be issued in the Spring. The Mayor suggested that an article be included on the Britain in Bloom competition results and any projects resulting from the feedback received.

**492/16/17****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Brook and seconded by Councillor Coleman to move to Part II, this was carried unanimously.

**RESOLVED**

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

**Part II**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [Paragraph 1]

**STAFFING MATTERS** [Paragraph 1]**493/16/17****Staff Annual Appraisals**

Members were asked to note satisfactory appraisals for three staff, the Admin Assistant, Project Manager and Assistant to the Town Clerk.

The Town Clerk advised that the Project Manager was entitled to move up one spinal point on the pay scale (31 to 32). Councillor Brook proposed that the pay award be approved. This was seconded by Councillor Emmott and carried unanimously.

The Town Clerk advised that the Assistant to the Town Clerk was also entitled to move up one spinal point on the pay scale (25 to 26). Councillor Blackman proposed that the pay award be approved. This was seconded by Councillor Brook and carried unanimously.

**RECOMMENDATION** That the Project Manager and Assistant to the Town Clerk be awarded a pay increase of one spinal point on their respective pay scale.

**494/16/17      Town Handyperson**

It had been agreed at the last Committee meeting that the Town Clerk would draw up a new job description for the Town Handyperson for further discussion. The Town Handyperson was at the top of his pay scale but it had been agreed that there would be possibilities to progress further if additional responsibilities were taken on. The new job description took into account the extra responsibilities agreed.

Members discussed the revised job specification and further salary increase. Councillor Veevers proposed a further increase of one spinal point be awarded. This was seconded by Councillor Brook and agreed unanimously.

**RECOMMENDATION** That a further salary increase of one spinal point be awarded to the Town Handyperson.

**495/16/17      Council Secretary**

The Secretary informed the meeting that she was expecting a baby in March 2017. The Town Clerk asked the Committee to consider options for maternity leave cover for the Council Secretary next year. It was proposed by the Mayor that the Town Clerk undertake low key advertising initially. This was seconded by the Chair and carried unanimously.

**RESOLVED** That the Town Clerk undertake low key advertising initially for maternity leave cover for the Council Secretary.

**496/16/17      READMISSION OF PRESS AND PUBLIC**

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

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

**497/16/17      ANY OTHER BUSINESS**

Councillor J Robinson invited members to purchase a copy of a book by the Civic Society. It was a compilation of Civic Society publications. The Town Clerk suggested that KTC purchase a copy and this was agreed.

The Mayor drew Members' attention to new artwork in the Mayor's Parlour.

Councillor Blackman mentioned the missing organ donor plaque on Riverside and asked whether a new location should be considered for the plaque. Councillor Emmott suggested that this should be added to a future agenda for further discussion once the present position had been clarified with the Organ Donor Group.

The meeting closed at 9.18pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>480</b>	Delegation of Chinese Visitors to Mountain Film Festival	<b>REC</b>	That KTC contribute the sum of £400 for a reception/dinner for a delegation of Chinese visitors attending the Mountain Film Festival to come from the Mayoralty & Arts budget.
<b>481</b>	Kendal Community Planning – Request for Funding	<b>RES</b>	That Committee were minded to support the request to contribute towards the cost of a part-time support worker post for the Kendal Community Emergency Plan in principle, but would require more detailed information regarding costs and other potential contributors.
<b>482</b>	Kendal Strategic Transport Infrastructure Study Update & Request for Funding	<b>RES</b>	That a further £10,000 be allocated in principle for a further contribution to the Kendal Strategic Transport Infrastructure Study.
<b>483</b>	Review of Spend Against Budget 2016/17	<b>RES</b>	That the Treasurer be asked to present the information differently for staff salaries so that the Budget Remaining column showed what was available to spend.
<b>484</b>	Budget 2017/18	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Town Clerk ask the Treasurer to check whether feedback had been received from Cumbria Chamber of Commerce and on the progress with the SL Credit Union project.</li> <li>2. That the Town Treasurer be advised of the budget proposals for 2017/18 from the Committee.</li> </ol>
<b>486</b>	Report on Work Programme	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Chair of the Environment &amp; Highways Committee meet with the Chair of the Kendal in Bloom Committee to discuss feedback following the Britain in Bloom competition.</li> <li>2. That Councillor Oldham request the Kendal in Bloom Committee to advise on any implication on budget in respect of future competition entries and the Britain in Bloom feedback.</li> </ol>
<b>487</b>	Kendal Flood Investigation Report – Response from Agencies to KTC Letter	<b>RES</b>	That the matter be deferred to the next Committee Meeting and also added to the agenda of the November Council meeting.

<b>488</b>	Council Tax Referendum Principles for Parish and Town Councils	<b>RES</b>	That the draft letter in response to the Government Council Tax Referendum Principles consultation be adopted and issued.
<b>490</b>	Flooding December 2015 – Spending Ideas Relating to Response to the Flooding	<b>RES</b>	That the Town Clerk check with the Treasurer in respect of a contribution towards the cost of a support worker post for the Kendal Community Emergency Planning Group coming from the flood fund.
<b>493</b>	Staff Annual Appraisals	<b>REC</b>	That the Project Manager and Assistant to the Town Clerk be awarded a pay increase of one spinal point on their respective pay scale.
<b>494</b>	Town Handyperson	<b>REC</b>	That a further salary increase of one spinal point be awarded to the Town Handyperson.
<b>495</b>	Council Secretary	<b>RES</b>	That the Town Clerk undertake low key advertising initially for maternity leave cover for the Council Secretary.