KENDAL TOWN COUNCIL

Management Committee

Monday 20th March 2017 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal

PRESENT Councillors Austen Robinson (Vice Chair), Andy Blackman, Stephen Coleman (Mayor), Lynne Oldham, Jon Robinson, John Veevers and Geoff Cook

Councillors David and Shirley Evans for agenda item 7 - Flooding December 2015.

APOLOGIES Councillors Tom Clare, Jonathan Brook and Sylvia Emmott

OFFICERS Liz Richardson (Town Clerk), Hazel Belshaw (Temporary Council Secretary)

966/16/17 **PUBLIC PARTICIPATION**
None

967/16/17 **DECLARATIONS OF INTEREST**
None

968/16/17 **ORDER OF BUSINESS**
Councillor A Robinson suggested that the order of business of the agenda be amended to bring forward item 7 (Flooding December 2015 – Issues Relating to Response to the Flooding and this was agreed.

969/16/17 **FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING**
Councillor A Robinson welcomed Maggie Mason, Chair of North East Kendal Flood Action Group.

Maggie explained that The North East Kendal Flood Action Group has close links to Sandylands Methodist Church and their Flood Recovery Fund and has worked with Councillors Shirley and David Evans. The aim of the group is to help understand what caused the floods which involves doing lots of lobbying and investigation work.

She has previous experience from working in the planning field with CCC. Most recently Maggie has worked with Councillor A Robinson to gather information for the Section 19 report. This involved looking into the impact that some developments have had on flooding in Kendal.

On 26th May 2017 the Environment Agency will be holding an interested groups/bodies meeting from 10am-12pm with an afternoon public drop-in session from 3pm-8pm. Prior to this meeting Maggie is keen to gather together the many groups involved in flood work in the river Kent and Leven catchment to form a collective view point to feedback and getting our independent views and expertise used on official committees. Joe Murray, Chair of Kendal Community Emergency Plan Group (KCEPG) will be involved.

Contact needed to be made with Parish Clerks and Councillors who could also reach local volunteer groups. Councillor Cook suggested involving CALC and the Town Clerk confirmed this was the best way to approach the Parish Council Clerks.

Maggie suggested the meeting be held on 20th April and asked if it was possible to use a room in the Town Hall, as this was a central location. The Town Clerk would investigate availability and prices. She was also keen for Councillors to be involved. Councillor A Robinson offered to help.

RESOLVED The Town Clerk to approach CALC regarding assistance with contacting Parish Councils and source availability and prices for using the Town Hall as a venue for the flooding groups meeting on 20th April.

970/16/17 **MINUTES OF THE MEETING HELD ON 20TH FEBRUARY 2017**

The Chairman presented the minutes of the meeting held on 20th February 2017, which had been approved by full Council on 6th March.

Councillor A Robinson proposed that the minutes be accepted as a correct record. This was seconded by Councillor J Robinson and carried unanimously.

RESOLVED That the minutes of the meeting of the Committee held on 20th February be accepted as a correct record.

MATTERS ARISING (Not on Agenda)

971/16/17 Councillor A Blackman confirmed the Great British Litter Picking Event (ref minute 884/16/17) did not happen due to his being away prior but another one is organised in the next few weeks.

972/16/17 Councillor Veevers commented that a member of the public had alerted him to a report on Border TV regarding the Police and Crime Commissioner giving funding for radar speed guns (ref minute 886/16/17).

973/16/17 Councillor Veevers also raised the matter of the tree on Riverside (ref minute 886/16/17) and that the tree is not blocking the view of the castle. The Town Clerk confirmed the Environment and Highways Committee had agreed previously that the tree would be cut down but has since found out that various approvals were required prior and is not confident this would now happen before 31st March.

974/16/17 Councillor Coleman asked if the Committee could feedback to Environment & Highways about KTC taking over the responsibility for the Cumbria County Council benches in town. The Town Clerk confirmed she is still waiting for a definitive list of the benches from Cumbria County Council.

975/16/17 The Town Clerk confirmed there had been no response from Lakes Line Rail Users Group (ref minute 889/16/17) but they are attending the next Environment & Highways meeting.

976/16/17 **URGENT ITEMS OF BUSINESS**

The Town Clerk informed the Committee that the Chair, Councillor Tom Clare has resigned due to health reasons as Chair of the Committee. Councillor A Robinson (Vice Chair) has offered to Chair the meetings until June.

Councillor Veevers proposed that Councillor A Robinson will Chair the Management meetings until June. This was seconded by Councillor Cook and carried unanimously.

RESOLVED That Councillor A Robinson will Chair the Management Committee meetings until June 2017.

977/16/17 **REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for March 2017 and the following matters were highlighted:

Annual Report – The report has been printed and ready for the Town Assembly on 3rd April. All Chairs are aware they will be speaking. Please let the Town Clerk know in advance if any equipment e.g. projectors are needed.

Joint Projects – Kendal in Bloom and Environment & Highways Committees are busy working on their joint projects. Designs for the bed near the Bird Cage and the one on the corner of Dowker Lane have been commissioned and will go to the Committee for funding consideration. SLDC are looking at the flower beds at Kirkland.

Councillor A Blackman confirmed he was meeting with school Head Teachers this week to get them more involved in Kendal in Bloom.

Rinteln 25th Anniversary Twinning Events – A meeting for the events is happening on Wednesday 22nd March.

Data Projector on the Town Hall – The projector on the Town Hall at Christmas never really worked properly. The manufacturer has been to check it and give a demonstration of how it should work.

Councillor Coleman raised the issue of planning and licencing for the projector. The Town Clerk confirmed that it was in place for 8 weeks over Christmas but we would need to request another licence if we were to use it for other events.

Allotments – The tender for the replacement Town Council van went ahead and the contractor has been selected. Delivery is expected in the next 2 weeks.

Councillor J Robinson asked if the allotments software had been ordered. The Town Clerk confirmed that it had.

Kendal Castle – The project has started and is well under way. The Project Manager is working with the contractor on the interpretation boards.

Kendal Town Council website – The Town Clerk has asked the Project Manager to improve the Kendal Town Council website.

Councillor Coleman had been asked by a member of the public regarding the cost of the Pattern Book publication but could not find any reference on the website. The Town Clerk confirmed she would investigate.

RESOLVED That the report be noted

978/16/17 **UPDATE EQUALITY & DIVERSITY TRAINING FOR COUNCILLORS**

The Town Clerk confirmed the Treasurer had contacted all Councillors to ask if they required the training. 11 of 28 Councillors replied with 4 requesting the training. Councillor Coleman suggested liaising with SLDC to see if the 4 Councillors could join in their training session. The Town Clerk also thought it was worth checking if any Officers needed training.

RESOLVED The Town Clerk to liaise with SLDC regarding joint training and to check with Officers if they would like to be included.

979/16/17 **KENDAL WEBSITE SUPPORT ROLE PAYMENT PROPOSAL**

The Town Clerk presented a paper from the Project Manager on a proposal to keep the new website up to date. Kendal BID has agreed funding over 3 years for the role at 8 hours per month.

Councillor J Robinson asked if the role was to include all the content changes. The Town Clerk confirmed the work would be done alongside the Project Manager.

Councillor Cook highlighted that Kendal BID and Kendal Futures will also feed into the website.

Councillor Coleman proposed that Kendal Town Council ring-fence the Kendal BID grant and pay monthly itemised invoices supplied by the support role person. This was seconded by Councillor A Robinson and carried with 1 abstention.

RESOLVED That Kendal Town Council ring-fence the Kendal BID grant and pay monthly itemised invoices supplied by the support role person.

980/16/17 **ITEMS FOR THE NEWSLETTER AND FUTURE EDITORSHIP**

The Town Clerk confirmed Councillor Clare has stepped down as the editor of the Newsletter for health reasons and asked for volunteers to come forward to take over the editorship.

Councillor Veevers suggested using an Officer within Kendal Town Council. The Town Clerk said it was an option and the Project Manager was best placed to take over but this would reduce her time on projects.

Councillor Coleman wanted to express his thanks to Councillor Clare for all his work on the Newsletter and suggested it was worth approaching all Councillors in the first instance.

RESOLVED The Town Clerk to approach all Councillors to ask for a volunteer to be the editor for the Newsletter.

981/16/17 **EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor J Robinson and seconded by Councillor Veevers 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]

982/16/17 **Update on KCEPG Administrator recruitment**
The Town Clerk confirmed 20 applications were received for the Administrator role. Herself, Councillor A Robinson and Joe Murray, Chair of KCEPG were interviewing 5 people on Thursday 30th March.

983/16/17 **The Town Clerk appraisal**
The Town Clerk confirmed her appraisal was due. Normally this would have been undertaken by Councillor Clare but in view of his health issues it was agreed that it would be handed over to Councillor A Robinson.

984/16/17 **READMISSION OF PRESS AND PUBLIC**

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

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

ANY OTHER BUSINESS

985/16/17 Councillor A Blackman gave an update on the Walking Festival that is taking place from 2nd - 4th June 2017. The walks range from easy to hard. Various organisations are partnering the project. Ticketing information is due to be published in the next few days and will be linked up to the Visit Kendal and Kendal Town Council websites. The plan is also to use social media to help promotion.

Councillor Coleman commented that it was really good to see the festival coming together and asked if there is a plan in place if the event is over-subscribed. Councillor Blackman replied that there wasn't. Councillor Veevers suggested that popular walks could be held again on another weekend.

986/16/17 Councillor Veevers asked if the mysterious 'foot-prints' on the path by the Crow Tree allotments had been resolved. The Town Clerk confirmed that SLDC had been informed as the path was owned by them.

The meeting closed at 9.13pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
969/16/17	Flooding December 2015 – Issues Relating to Response to the Flooding	**RES**	The Town Clerk to approach CALC regarding assistance with contacting Parish Councils and source availability and prices for using the Town Hall as a venue for the flooding groups meeting on 20th April.
976/16/17	Urgent items of Business – Chair of the Management Committee	**RES**	That Councillor A Robinson will Chair the Management Committee meetings until June 2017.
978/16/17	Update Equality and Diversity Training for Councillors	**RES**	The Town Clerk to liaise with SLDC regarding joint training and to check with Officers if they would like to be included.
979/16/17	Kendal Website Support Role Payment Proposal	**RES**	That Kendal Town Council ring-fence the Kendal BID grant and pay monthly itemised invoices supplied by the support role person.
980/16/17	Items for the Newsletter and Future Editorship	**RES**	The Town Clerk to approach all Councillors to ask for a volunteer to be the editor for the Newsletter.