

KENDAL TOWN COUNCIL

Management Committee

**Monday 16th October 2017 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Jonathan Brook (Chair), Austen Robinson (Vice Chair), Graham Vincent, Clare Feeney-Johnson, Jon Robinson and Geoff Cook
- APOLOGIES** Councillors Tirvengadam, Clare, Veevers, Blackman and Liz Richardson (Town Clerk)
- OFFICERS** Jack Jones (Town Treasurer) and Hazel Belshaw (Temporary Council Secretary)
- 496/17/18 PUBLIC PARTICIPATION**
None
- 497/17/18 DECLARATIONS OF INTEREST**
None
- 498/17/18 MINUTES OF THE MEETING HELD ON 18TH SEPTEMBER**
- The Chairman presented the minutes of the meeting held on 18th September, which had been approved by full Council on 2nd October.
- Councillor Cook 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 18th September be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 499/17/18 Kendal Farmer's Market** (Ref minute 377/17/18)
Councillor Cook advised that it is being looked into by Officers from CCC.
- 500/17/18 Briefing Invitation, New Road, Kendal** (Ref minute 381/17/18)
There is to be a presentation at Full Council in November. Councillor Vincent advised that he has the information on the partners that are joining with the River Corridor Improvement Project. Councillor A Robinson felt there are many different interpretations about the use of common land and thought it would be useful for Officers to highlight the legal recommendations before decisions are made. Councillor Brook advised that it would be an idea to invite the SLDC solicitor to the meeting for clarity on the use of common land.

- RESOLVED** The SLDC solicitor to be asked to provide briefing notes on common land the Full Council Meeting on 6th November.
- 501/17/18** **Town Centre Benches** (Ref minute 382/17/18)
The Treasurer confirmed this was still ongoing and had been discussed by the Environment & Highways Committee. A bench in town had collapsed and it had been recognised as a flaw in the design. KTC will not consider the transfer until the benches are sorted. Once the problem is rectified CCC will come back and a site visit will be arranged.
- 502/17/18** **Natland Parish Council** (Ref minute 389/17/18)
Councillors Brook and Tirvengadam are attending a meeting on Wednesday with Natland Parish Council so will update at the next meeting.
- 503/17/18** **URGENT ITEMS OF BUSINESS**
Update on Kendal Transport Infrastructure Study (Ref minute 385/17/18)
The Treasurer advised that Councillor Clare has emailed to ask that KTC provide a quotation for the press release put together by CCC with regards to the Kendal Transport Infrastructure Study.
- It was discussed by Members and decided to reference the M6 closure, flood alleviation and that KTC are financially committed to the study. Councillors Brook and A Robinson will put this together and circulate to Members before sending.
- RESOLVED** That Councillors Brook and A Robinson will put together a quotation for the CCC press release regarding the Kendal Transport Infrastructure Study.
- 504/17/18** **REPORT ON WORK PROGRAMME**
- The Treasurer presented the report on project progress for October 2017 and this was noted by Members.
- He highlighted the following points:
- Staffing**
An advert had gone out for replacements for the Town Handyperson post and the closing date is 27th October.
- Council Meeting Venue**
The Treasurer advised that there are still gaps in the draft lease and the property agents have still not come back to SLDC.
- Enhance Market Place**
Councillor Cook advised the concrete seats are staying in place for the moment and the Christmas tree will be erected in the same place as previous years. He also advised that the moving of the disabled parking spaces is currently on hold. Councillor Feeney-Johnson suggested that the Assistant to the Town Clerk and Councillor Emmott should be involved in the discussions around the Christmas tree as they have an overview. Councillor Vincent

advised that SLDC are aware that the work needs completing before Remembrance Sunday. Councillor Feeney-Johnson proposed that she will ask for an update at the Christmas Lights and Festivals Committee meeting and report back to Council. This was seconded by Councillor Cook.

Green Wall

The Treasurer advised that it appears that Network Rail may not give permission for the green wall at the Longpool site therefore the Project Manager is looking for alternatives.

RESOLVED

That Councillor Feeney-Johnson will update Full Council on the Market Place after the Christmas Lights and Festivals Committee have met.

505/17/18

FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING

Councillor A Robinson advised that following a meeting with the South Lakes Flood Action Group it was decided to expand to cover the whole of South Lakeland rather than just concentrating on the Kent and Leven.

He also advised that once the Environment Agency have produced their report then he would like to invite them to attend Council to talk through the options.

506/17/18

REVIEW OF SPEND AGAINST BUDGET 2017/18

The Treasurer presented the review of spend against budget 2017/18 that had been previously circulated.

He advised that the report for the Management Committee is different as it includes salary predictions which currently are not easy to predict due to the vacancies and sick leave.

He highlighted the following points:

Premises

On target for the time of year

Audit, Subscriptions & Insurances

He would expect that to be spent

IT and website

There is a substantial amount of budget remaining but he is aware of some annual contracts that are coming up for renewal

Miscellaneous

There is considerable budget available but advised that there will be costs associated with new staff.

RESOLVED

That the Review of Spend Against Budget 2017/18 be noted.

507/17/18

2018/19 BUDGET PROPOSALS REPORT

The Treasurer presented the 2018/19 Budgets Proposals Report that had been previously circulated. Members were asked to

consider the budget for the Committee and bids for projects to be financed by the Development Fund.

Members reviewed the Action Plan and the items that are sponsored by the Management Committee.

Research 20mph speed limit in residential areas

Currently there is £10,000 allocated within the 2018/19 budget. Councillor Feeney-Johnson advised that she had previously done some work in this area as she was approached by residents who were keen to see the speed limit reduced in their area. To reduce areas to a formal 20mph speed limit includes a lot of legal work therefore areas have opted for 20's Plenty signs. It was generally felt that although not a legal speed requirement, seeing the signs does encourage people to slow down.

The £10,000 budget had been allocated in order to fund a scoping study into the cost and practical implications of introducing the 20mph limit, when it was intended to cover all of the residential areas in Kendal, excluding arterial roads. In discussion, it was recognised that it would not be appropriate to progress this project in 2018/19. Councillor Cook felt reluctant to commit the money for the coming year but if residents did decide they wanted this then it could be looked at again.

It was proposed by Councillor J Robinson that the £10,000 allocated for the 20mph speed limit is taken out of the budget. This was seconded by Councillor Brook and carried unanimously.

Kendal Leaflet Series

The leaflet series is very popular so that is to stay in the budget and may need increasing.

Visit Kendal website

The Treasurer advised that no money was allocated in 2018/19 but he was aware that it will need a refresh in 2019/20 therefore money had been allocated for then.

Kendal Futures role and projects

The Treasurer advised that Kendal Futures had been funded for several years now. Councillor A Robinson asked if the figure included a salary increase. The Treasurer confirmed that it did not but the final figure may be looked at. Councillor Brook advised that someone needs to raise the profile of Kendal Futures, possibly in the form of a press release.

Kendal Community Emergency Planning

The Treasurer advised that £5,000 was pledged last year and Council had agreed another £5,000 in 2018/19.

Install mini Christmas trees

Members felt that this line needed removing from the budget.

Eden and South Lakeland Credit Union

The Treasurer advised this was another pledge that had been agreed by Council.

Make Kendal Dementia Friendly

There are no identified projects at the moment but Councillors are keen to carry on with this. Councillor Brook suggested asking Councillor Clare to report back.

Create modern office facilities

Members discussed the idea of modernising the KTC office. Councillor Cook suggested that a wider discussion was needed on this matter. It was agreed that a holding bid be produced for modest improvements

Other Schemes

Members discussed other options that are not sponsored by this Committee. Councillor Cook suggested that no funding for new projects be sought due to it being the last year of the current Town Council but to concentrate on other projects that had already been identified. Councillor J Robinson thought it would be advisable to use some money for the River Corridor Improvement Project, as KTC would like to be involved. Councillor Brook would be keen to support that. Councillor A Robinson is also keen to support substantially to that. Councillor Cook is happy but would seek guidance on what KTC can afford. The Treasurer suggested that this would be the call on any remaining monies available in the budget.

Newsletter Funding Future Options Report

The Treasurer presented the newsletter budget which had been previously circulated. It was identified that the newsletter had overspent. In the past KTC had received refunds from Royal Mail, believed to be due to the weight being lower than initially charged, this had no longer continued. Also printing costs have increased. To print the Spring newsletter onto four pages would be an overspend of £487. To produce a six-page newsletter would increase the overspend to £960. He suggested that there is monies available in the Supplies and Services budget that could be used for the overspend.

The following options were suggested for the Spring 2018 edition:

1. Produce a four-page edition in Spring 2018 and meet the forecast overspending of around £487 by an in-year underspending on Supplies & Services; or
2. Produce a six-page edition in Spring 2018 and meet the forecast overspending of around £960 by an in-year underspending on Supplies & Services.

Looking ahead to the 2018/19 editions there is also a predicted overspend therefore Members were asked to consider the following options:

1. Produce one six-page and two four-page issues at a total cost of £8,400 and fund the additional costs by making a permanent transfer of around £480 between the two budgets; or
2. Produce three four-page issues at a total cost of £8,000, a marginal increase over the 2017/18 budget, retaining the Supplies and Services budget at £7,000; or
3. Propose a growth bid of £1,450 in the Newsletter budget for 2018/19 to fund three six-page issues at a total cost of approximately £9,370, retaining the Supplies and Services budget at £7,000.

There was some discussion by Members who agreed the newsletter was important and well received and felt the difference in the overspend on the 2018 Spring edition between four and six pages was minimal and that if possible then the newsletter should be printed over four pages but the quality should not be affected. The final decision should be decided by the Project Manager, who puts the newsletter together with suggestions from Committees. Going forward into 2018/19 Members proposed a growth bid to fund three six-page issues with the final decision by the Project Manager on the number of pages. They also felt that if the Supplies and Services budget was set too high then it should be reduced.

Data Protection Legislation

Members discussed the requirement of the Data Protection Legislation and the Treasurer suggested a bid of £2,000, which was agreed.

RECOMMENDATION

1. In respect of existing schemes, that the £10,000 allocated to the 20mph speed limit be removed and other changes identified are made.
2. If there are monies available then they should be allocated to the River Corridor Improvement Project.
3. Approve the estimated overspend of £960 to all six-page 2018 Spring edition newsletter using the Supplies and Services budget with the final decision on the number of pages being made by the Project Manager
4. Propose a growth bid of approximately £1,450 to fund three six-page issues of the 2018/19 newsletters
5. A budget bid for £2,000 for Data Protection Legislation

508/17/18

GUIDANCE ON GRANT GIVING TO SCHOOLS (REF FULL COUNCIL, 4TH SEPTEMBER MINUTE 333/17/18)

The Treasurer presented the guidance on grant giving to schools, which had been previously circulated. Currently the criteria does not refer to schools or educational establishments however it does identify that a priority area for general grants is Community Development and applications from educational establishments are assessed, on their merits, against this objective.

Councillor Vincent asked how much work it involved by Officers. The Treasurer advised that most of the applications are regular grants, which are quicker to deal with. Councillor Feeney-Johnson advised that there had also been a discussion as to whether this applies to religious organisations too but she felt that schools and religious organisations should be separated. She advised that the idea not to approve grants from schools goes back to a time when it was considered double funded. Local education authorities have not been around for a long time and schools are not funded in the same way. She feels very strongly that KTC should support grants from schools but treat each one on their own merit.

Councillor J Robinson agreed and suggested they tie them in to the criteria. If it is something that KTC want to support and is going to be good for the people of Kendal and meets the criteria then the application should be approved.

Councillor A Robinson advised that KTC need to bear in mind that there are 6 primary schools and 2 secondary schools in Kendal and that if they all applied for grants, especially if it was a large amount of money, like the recent one from Kirkbie Kendal School then was it worth considering setting a budget. Councillor Feeney-Johnson felt that would complicate things.

It was proposed by Councillor Feeney-Johnson that each application from educational establishments be considered on its own merits with the criteria that the Treasurer allows for the establishment's accounts being directly devoted to education. This was seconded by Councillor J Robinson and carried with one abstention.

RECOMMENDATION That each application from educational establishments be considered on its own merits, with a measured approach to their accounts.

509/17/18

EFFECTIVE COMMUNICATON WITH SLDC (REF FULL COUNCIL, 4TH SEPTEMBER MINUTE 337/17/18)

Councillor A Robinson advised Members that he felt that KTC are not always involved in various consultations and thought it would be useful to invite SLDC or CCC Officers to KTC Council meetings to help with discussions. He is aware of issues happening at the moment around the County Offices that KTC are not involved with and felt it is important that KTC are consulted as they will have some valuable input. Councillor Cook understands the issues but advised that the Town Council are tenants of the District Council. Although Councillor A Robinson felt that as the County Offices are in Kendal then KTC should be involved. Councillor Cook understood that KTC will be involved when decisions start to be made.

Councillor J Robinson felt it would be useful for our Officers to report back to Committee.

Councillor Feeney-Johnson felt that as a Town Council we need to look at our future and where we want to be. It is maybe time to

speak to the National Park or Stricklandgate House. As mentioned earlier the offices need modernising. She suggested that the Town Clerk and Treasurer invite themselves to the discussions.

Councillor Brook felt this was a discussion with other tiers and ask for KTC be involved at the earliest opportunity on any project that will impact the Town Council. He suggested that the Town Clerk write to the relevant Officers to remind them.

RESOLVED That the Town Clerk write to SLDC and CCC Officers on the basis discussed.

510/17/18 UPDATE ON KENDAL TOURIST INFORMATION CENTRE (REF FULL COUNCIL, 2ND OCTOBER MINUTE 434/17/18)

The Treasurer updated Members that £5,000 per year has been allocated for the Tourist Information Centre for the next 3 years in the Action Plan. He has been advised that the money will not be needed this year but will be required from the 2018/19 and 2019/20 budget. For further discussion he advised Members they would need to enter Part II. Members agreed to move this item to Part II.

511/17/18 EXCLUSION OF PRESS AND PUBLIC

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

512/17/18 Tourist Information Centre

Members discussed the Tourist information Centre in Kendal. Councillor J Robinson suggested he would like to make a suggestion out of Part II. Therefore Members agreed to move out of Part II.

513/17/18 READMISSION OF PRESS AND PUBLIC

It was proposed by Councillor Brook to re-admit the press and public. This was seconded by Councillor Cook and carried unanimously.

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

514/17/18 UPDATE ON KENDAL TOURIST INFORMATION CENTRE (REF FULL COUNCIL, 2ND OCTOBER MINUTE 434/17/18)

Councillor J Robinson suggested that KTC are prepared to continue supporting a Tourist Information function in Kendal and therefore it was suggested to leave the money in the budget for 2017/18.

RESOLVED That no amendment is proposed to the Action Plan and that the Council continues its support for the tourist information function.

515/17/18 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor J Robinson and seconded by Councillor Brook 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*]

516/17/18 STAFFING MATTERS [Paragraph 1]

The Treasurer reported that the annual review for the Project Manager had been undertaken and informed Members that, following satisfactory performance, she was entitled to move up one spinal point on the pay scale. Councillor Cook recommended that the pay award be approved. This was seconded by Councillor J Robinson and carried unanimously.

The Treasurer further informed Members that the annual review for the Assistant to the Town Clerk was due to happen today but due to the absence of the Town Clerk this has been postponed. She did report that she is very happy with her work, especially the invaluable help in covering the absence of the Admin Assistant. The appraisal will take place before Full Council meets in November and suggests that the recommendation could be presented to that meeting for annual increment so as not to delay further payment.

Councillor J Robinson recommended that the pay award be approved. This was seconded by Councillor Cook and carried unanimously.

RECOMMENDATION That the Project Manager and the Assistant to the Town Clerk be granted an increase of one spinal column point on their respective pay scale.

517/17/18 READMISSION OF PRESS AND PUBLIC

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

RESOLVED

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

ANY OTHER BUSINESS**518/17/18**

Councillor Cook advised Members that sadly Kevin White who organises the putting green and whose family recently attended a presentation in the Mayor's Parlour had passed away unexpectedly. His funeral was to take place on Wednesday. He felt that a letter from the Mayor to his family would be appropriate.

519/17/18

Councillor A Robinson advised Members that the Kendal Futures food festival was not taking place as there is no financial backing. In the past it was highly successful and brought a lot of people to Kendal and asked if we should look at supporting it together with the District Council. Councillor Vincent confirmed that a grant to the BID had come in too late and it was decided by SLDC that it was a nice to have but not an important event although if presented with the facts and figures it may be considered.

The meeting closed at 10.02pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
500/17/18	Briefing Invitation, New Road, Kendal	RES	The SLDC solicitor to be asked to provide briefing notes on common land the Full Council Meeting on 6 th November.
503/17/18	Update on Kendal Transport Infrastructure Study	RES	That Councillors Brook and A Robinson will put together a quotation for the CCC press release regarding the Kendal Transport Infrastructure Study.
504/17/18	Report on Work Programme	RES	That Councillor Feeney-Johnson will update Full Council on the Market Place after the Christmas Lights and Festivals Committee have met.
507/17/18	2018/19 Budget Proposals Report	REC	<ol style="list-style-type: none"> 1. In respect of existing schemes, that the £10,000 allocated to the 20mph speed limit be removed and other changes identified are made. 2. If there are monies available then they should be allocated to the River Corridor Improvement Project. 3. Approve the estimated overspend of £960 to all six-page 2018 Spring edition newsletter using the Supplies and Services budget with the final decision on the number of pages being made by the Project Manager 4. Propose a growth bid of approximately £1,450 to fund three six-page issues of the 2018/19 newsletters 5. A budget bid for £2,000 for Data Protection Legislation
508/17/18	Guidance on grant giving to schools	REC	That each application from educational establishments be considered on its own merits, with a measured approach to their accounts.
509/17/18	Effective communication with SLDC	RES	That the Town Clerk write to SLDC and CCC Officers on the basis discussed.
514/17/18	Update on Kendal Tourist Information Centre	RES	That no amendment is proposed to the Action Plan and that the Council continues its support for the tourist information function.
516/17/18	Staffing Matters	REC	That the Project Manager and the Assistant to the Town Clerk be granted an increase of one spinal column point on their respective pay scale.