

KENDAL TOWN COUNCIL

Management Committee

**Monday 17th September 2018 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors Guy Tirvengadam (Mayor), Alvin Finch (Deputy Mayor), Jonathan Owen, Andy Blackman, Douglas Rathbone and Susanne Long.

Brian Harrison was also in attendance representing Kendal BID.

APOLOGIES Councillors Stephen Coleman, Geoff Cook, Paul Bramham and Shirley Evans.

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

325/18/19 ELECTION OF CHAIR

In the absence of the Chair and Vice Chair, it was proposed by Councillor Owen that Councillor Blackman chair the meeting. This was seconded by Councillor Finch and carried unanimously.

326/18/19 PUBLIC PARTICIPATION

None.

327/18/19 DECLARATIONS OF INTEREST

There were no declarations of interest made at this point.

328/18/19 ORDER OF BUSINESS

The Chair suggested that item 16 on the Agenda (Presentation on Fantastic Kendal Information Centre) be brought forward and this was agreed.

329/18/19 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Rathbone and seconded by Councillor Owen 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]*

- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

PART II [Paragraph 3]

330/18/19

PRESENTATION ON FANTASTIC KENDAL INFORMATION CENTRE BY SARAH WILLIAMS

The Chair welcomed Sarah Williams to the meeting. She advised that the Fantastic Kendal Information Centre was now up and running on Finkle Street. It is run solely by volunteers. She provided some background information and talked about Fantastic Kendal's aims and objectives. These are linked to the objectives of Kendal BID and include the following:

- Making Kendal a destination not a gateway. Promote Kendal first and foremost.
- To provide information services for visitors and the community.
- Selling maps, books, Kendal items (postcards, fridge magnets, t-towels etc). Many of the Kendal items are designed by local artists. Kendal branding has been used and money from the retail offering is ploughed back in to make it a sustainable venture.
- Looking at ticket sales.
- Partnership with Lakeside taxis.
- Showcase for specific attractions. There will be 3 TV's showing videos 24/7 including information about the town, accommodation and different families welcoming people to Kendal.
- Hub for coaches – arrangement with Leisure Centre.
- Being disability friendly.
- Collect service for Kendal Farmers market – people can order items from the market on the last Friday of the month and collect on the 2nd Friday of the month from the Information Centre.
- Will be promoting Kendal branding.
- Collection point for Lake District pound.

There are 21 volunteers and more are coming forward every day. The Information Centre is open 7 days a week including Bank Holidays. Very good feedback has been received since opening.

Brian Harrison then explained that Fantastic Kendal and BID share similar aims and objectives and highlighted the reasons why BID support Fantastic Kendal as follows:

- To be Kendal focused and bring together all the differing offerings Kendal has.
- Provide a welcome and service specific to Kendal
- Want Kendal brand focusing.
- Want to complement services that are already in place.
- Want the Information Centre to be sustainable.
- Want the Information Centre to be open 7 days a week.
- Make sure visitors know where they can find information on Kendal.

- Want a base for Kendal BID (a base is needed if BID are going to continue).
- Reintroducing coaches – base for greeters
- Easy access for people with disability
- Need to promote Kendal as a destination for all types of tourism – cycling, walking, running etc. This is strongly in the BID strategic plan for next 5 years.

Councillor Blackman asked for clarification regarding ticket sales. Sarah explained this would be for certain events only and would complement and enhance services already provided.

Councillor Tirvengadam asked whether the premises were held on a lease. This was confirmed and details given. He queried whether there was space in the shop for local people to sell their arts and crafts. Sarah advised that space was limited.

There was a general discussion regarding Kendal BID and the likelihood of being re-voted. Members considered what would happen if this was not the case.

Fantastic Kendal were seeking support from Committee for a funding bid. This was originally submitted in March and would be resubmitted in September. Sarah talked about what the funding would be used for. The Town Clerk suggested this information be included in the funding bid submitted.

331/18/19

ASSESSMENT CRITERIA FOR TOURIST INFORMATION CENTRE FUNDING BIDS

The Town Clerk advised that £5k (per year) has been ring fenced over the next two years for a TIC facility. There is a possibility that two funding bids will be received and currently there is no assessment criteria in place.

The Chair suggested that a sub-group consider the assessment criteria. It was agreed that this would consist of Councillors Owen and Blackman and the Town Clerk.

RESOLVED

That a sub-group consisting of Councillors Owen and Blackman and the Town Clerk consider the assessment criteria.

STAFFING MATTERS [Paragraph 1]

332/18/19

Mayor's Attendant

The Town Clerk reported that the annual review for the Mayor's Attendant had been undertaken and informed members that, following satisfactory performance, he was entitled to move up one spinal point on the pay scale. Councillor Owen proposed that the pay award be approved. This was seconded by Councillor Tirvengadam and carried unanimously.

The Town Clerk further informed Members that she had discussed an increase in the hours of the Mayor's Attendant. She advised that there were many additional key projects that could be undertaken by the Mayor's Attendant should approval be recommended. Councillor Owen made an observation that since joining KTC he had noticed a lack of Officer time. Members agreed that this was a problem that needed addressing. There was a discussion regarding possible ways of funding the increased hours.

Councillor Blackman proposed that a recommendation be made to Council to uplift the Mayor's Attendant's minimum monthly contractual hours in order to support delivery of key projects. This was seconded by Councillor Owen and carried unanimously.

- RECOMMENDATION**
1. That the Mayor's Attendant move up one spinal point on the pay scale following satisfactory annual appraisal.
 2. That the Mayor's Attendant's minimum monthly contractual hours be uplifted in order to support delivery of key projects.

333/18/19

Treasurer

The Town Clerk advised Committee that the temporary Treasurer had expressed an interest in a permanent position with KTC. She explained that the Treasurer is currently working through an agency and the past 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.

Council Finch proposed that a recommendation be made to Council to make the current temporary Treasurer's contract permanent. This was seconded by Councillor Tirvengadum and carried unanimously.

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

334/18/19

Town Clerk

The Chair put forward the suggestion of a 6 month review of appraisal for the Town Clerk. This was agreed.

335/18/19

READMISSION OF PRESS AND PUBLIC

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

RESOLVED

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

Note; Councillor Finch left the meeting at this point.

336/18/19

MINUTES OF THE MEETING HELD ON 16TH JULY 2018

The Chairman presented the minutes of the meeting held on 16th July 2018, which had been approved by full Council on 6th August 2018.

Councillor Blackman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Rathbone and carried with 3 abstentions (it was noted that this was not quorate).

RESOLVED

That the minutes of the meeting of the Committee held on 16th July 2018 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)**337/18/19**

Councillor Long referred to the proposed new Gooseholme Bridge and advised that matters were on hold until the EA's proposals were known.

The Town Clerk confirmed that the Councillor and staff meet and greet event had been arranged for 9th October.

338/18/19**URGENT ITEMS OF BUSINESS**

None.

339/18/19**REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for September 2018 and this was noted by Members. The following main areas of work were highlighted:

Consultations

An accommodation review meeting had been attended with SLDC. In discussion phase.

Infrastructure Projects

Phase 2 of the Kendal Highways and Transport Improvement Study has commenced.

Heritage

The Town Clerk was in the process of preparing a press release for Remembrance Day arrangements.

Switch-on Event

Matters are progressing. There will be a change in format due to there being no Lakeland Radio stage this year. The switch on will be a smaller event in the Market Place by the Christmas tree.

Kendal in Bloom

A tender has been published for summer 2019 planting onwards. Deadline 27th September. The awards ceremony is on the evening of 20th September. The Chair asked the Town Clerk to email all Councillors inviting them to attend the ceremony.

Cumbria in Bloom

Awards Ceremony is on 20th September.

Green Space Enhancement

New interpretation at Kendal Castle now in place. Improvement work to a dip in the ground near the panorama panel which fills with water is going ahead.

RESOLVED

Town Clerk to invite all Councillors to the KIB Awards Ceremony on 20th September.

340/18/19**UPDATE ON LAKES LINE (REF MINUTE 173/18/19)**

The Town Clerk confirmed she had contacted neighbouring Parish Councils to investigate the possibility of joint action. A reply had been received from Windermere Town Council (circulated) and Burneside Parish Council (reported verbally).

Following a general discussion it was agreed that the Town Clerk would write a letter to Northern Rail expressing KTC's disappointment with regard to the withdrawal of the service. It was hoped that there would not be a repeat of the situation, or that the new timetable would result in a poor service.

Councillor Rathbone reported two major recurring complaints since the timetable had been restarted. These related to cancellations and there often being only 2 carriages per service. He commented that the service was not currently robust.

Councillor Owen proposed that the Town Clerk write to Northern Rail following correspondence with Windermere, Staveley and Burneside Parish Councils. This was seconded by Councillor Long and carried unanimously.

RESOLVED

That the Town Clerk write to Northern Rail following correspondence with Windermere, Staveley and Burneside Parish Councils.

341/18/19**CALC MEMBERSHIP SUBSCRIPTIONS REVIEW**

Members considered correspondence from CALC advising that the membership fee structure had been reviewed. The Town Clerk advised that the previous pricing band system would be replaced by a fee based on the electorate of each parish. This would result in an approximate increase of 64%. CALC had requested feedback on the new approach.

There was a general discussion regarding the benefit of membership and whether this was worthwhile. The Town Clerk advised that it provided a source of information and guidance, resource and training. Councillor Sutton is the KTC representative and attends quarterly CALC meetings.

It was proposed by Councillor Long that the Town Clerk write to CALC stating that KTC feel the increased membership fee is substantial and request a phased approach. This was seconded by Councillor Owen and carried unanimously.

RESOLVED That the Town Clerk write to CALC stating that KTC feel the increased membership fee is substantial and request a phased approach.

342/18/19 KTC ACTION PLAN REVIEW

Committee considered the draft Action Plan for Kendal.

The Chair requested that the Project Manager talks about the Action Plan at the meet and greet event organised for October.

RESOLVED That the Project Manager talks about the Action Plan at the meet and greet event organised for October.

343/18/19 BUDGET PRIORITIES AND SCORING SYSTEM REVIEW

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. Last year the evaluation was carried out by a sub-group from the Management Committee, however following an evaluation exercise it was agreed this should be carried out by the Management Committee at a separate meeting.

The Town Clerk explained that all Committees are invited to formulate budget proposals to feed into the Action Plan. The Management Committee will receive that report at its October meeting and meet early in November (date to be arranged) to review and evaluate. Recommendations will then be made to the Budget meeting of Council on 26th November.

It was proposed by Councillor Blackman that the draft Budget priorities and scoring system be approved. This was seconded by Councillor Owen and carried unanimously.

RECOMMENDATION That the draft Budget priorities and scoring system be approved.

RESOLVED That the Town Clerk arrange a meeting of the Management Committee in early November to review and evaluate budget proposals.

344/18/19 COMMUNITY GOVERNANCE REVIEW

The Town Clerk informed Members that SLDC are conducting a Community Governance Review. The review will include consideration of any proposals received for changes to the current electoral arrangements for parish councils, any requests to create new parish councils within the district council area, merge existing parish councils and any requests to change the name or area of parishes.

She explained that a request had been made previously in 2015 when the Hallgarth boundary had been raised as an issue. This had come about from the Local Plan. At the time SLDC had refused to

consider the request as they were about to address County Council and District Council boundaries.

SLDC had requested that any changes be submitted in writing by 9th November 2018 for consideration.

There was a general discussion regarding the implications of the review. It was suggested that a group be formed to assess the Local Plan and current boundaries and consider any changes to put forward.

It was agreed that the Town Clerk would email all Councillors explaining the process and requesting details of any anomalies within their respective wards (eg. where new developments fall within two parishes). She would also request further information from SLDC regarding what needs to be considered and report back to Committee at the October meeting.

It was proposed by Councillor Owen that the Town Clerk proceed as agreed and that the item be included on the agenda for the next meeting. This was seconded by Councillor Long and carried unanimously.

RESOLVED

That the Town Clerk (1) email all Councillors explaining the process and requesting details of any anomalies within their respective wards (2) request further information from SLDC regarding what needs to be considered. Also that the matter be included on the agenda for the next meeting.

345/18/19

FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING

The Town Clerk advised that there was an Environment Agency meeting scheduled for 26th September 2018, 1.30-2.30pm, in the Town Council Chamber. All Councillors had been informed.

346/18/19

ITEMS FOR THE NEWSLETTER

None.

347/18/19

ANY OTHER BUSINESS

The Town Clerk informed Committee of a proposal put forward by Councillor C Hogg (along with CCC) to place poppies on lamp posts. There would be 360 poppies (one for each person who died during the first world war, as listed on the war memorial). The poppies would be placed on lamp posts closest to the house each person lived on and would cost £1 each. The proposal also included producing a trail map which could be purchased by members of the public. Funding of £500 was being requested. The Town Clerk advised that Peter Ayre of CCC was researching whether there were residents of Oxenholme that had died and it was possible that the number of poppies may increase if that was found to be the case.

Members discussed the proposal and were in favour of the idea of placing poppies on lampposts. There was some uncertainty about producing the trail map leaflets. Members questions the likelihood of people doing the trial and where they would obtain the leaflets from. Thought would need to be given as to ways to advertise the leaflets.

Councillor Tirvengadam proposed that £500 be awarded from the Mayoralty & Arts budget to support the proposal. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED

That £500 from the Mayoralty & Arts budget be awarded to support the proposal.

The meeting closed at 9.55pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
331	Assessment criteria for Tourist Information Centre Funding Bids	RES	That a sub-group consisting of Councillors Owen and Blackman and the Town Clerk consider the assessment criteria.
332	Staffing Matters – Mayor’s Attendant	REC	1. That the Mayor’s Attendant move up one spinal point on the pay scale following satisfactory annual appraisal. 2. That the Mayor’s Attendant’s minimum monthly contractual hours be uplifted in order to support delivery of key projects.
333	Staffing Matters – Treasurer	REC	That the current temporary Treasurer’s contract be made permanent.
339	Report on Work Programme	RES	Town Clerk to invite all Councillors to the KIB Awards Ceremony on 20 th September.
340	Update on Lakes Line	RES	That the Town Clerk write to Northern Rail following correspondence with Windermere, Staveley and Burneside Parish Councils.
341	CALC Membership	RES	That the Town Clerk write to CALC stating that KTC feel the increased membership fee is substantial and request a phased approach.
342	KTC Action Plan Review	RES	That the Project Manager talks about the Action Plan at the meet and greet event organised for October.
343	Budget Priorities and Scoring System Review	REC RES	That the draft Budget priorities and scoring system be approved. That the Town Clerk arrange a meeting of the Management Committee in early November to review and evaluate budget proposals.
344	Community Governance Review	RES	That the Town Clerk (1) email all Councillors explaining the process and requesting details of any anomalies within their respective wards (2) request further information from SLDC regarding what needs to be considered. Also that the matter be included on the agenda for the next meeting.
347	AOB – Poppies on Lamp Posts	RES	That £500 from the Mayoralty & Arts budget be awarded to support the proposal.