

KENDAL TOWN COUNCIL

Notice of Meeting

MAYORALTY AND ARTS COMMITTEE

Monday, 26th June 2017 at 7.00 p.m.
in the Mayor's Parlour, the Town Hall, Kendal

Committee Membership (9 Members)

Andy Blackman (Chair)	Paul Bramham (Vice Chair)	Guy Tirvengadam (Deputy Mayor)
Jonathan Brook	Tom Clare	Chris Hogg
Lynne Oldham	Richard Sutton	John Veevers

AGENDA

1. APOLOGIES

2. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - [www.kendaltowncouncil.gov.uk/Statutory Information/General/ Guidance on Public Participation](http://www.kendaltowncouncil.gov.uk/Statutory%20Information/General/Guidance%20on%20Public%20Participation) at Kendal Town Council Meetings or by contacting the Town Clerk on 01539 793490.

3. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

4. MINUTES OF MEETING HELD ON 6TH APRIL (see attached) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

5. REVIEW OF TERMS OF REFERENCE (see attached)

6. MEETING DATES 2018

- 26th February
- 25th June
- 10th September
- 12th November

7. REVIEW OF MAYOR MAKING 2017

8. MAYORAL EXPENDITURE LOG FOR MAYOR AND DEPUTY MAYOR 2018/19

9. REQUEST FOR FUNDING OF CHINESE VISITORS TO COMIC ARTS FESTIVAL 2017 – COUNCILLOR BLACKMAN (see attached)

10. KENDAL WAR MEMORIAL REFURBISHMENT (see attached)

KENDAL TOWN COUNCIL

11. **ARRANGEMENTS FOR RINTELN MALE VOICE CHOIR VISIT IN SEPTEMBER 2017**
12. **ITEMS FOR THE NEWSLETTER**
 - Summer Edition - Deadline passed, publication 23rd July
 - Autumn Edition - Deadline 22nd September, publication 30th October
13. **REVIEW OF SPEND AGAINST BUDGET 2017/18** (*see attached*)
14. **ANY OTHER BUSINESS**
15. **DATE OF NEXT MEETING – 11TH SEPTEMBER**

Liz Richardson
Town Clerk

By e-mail/post to: Members of the Committee
 All other Councillors (agenda only, for information)

Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

Members of the Press and Public are welcome to attend the meeting.

KENDAL TOWN COUNCIL

Mayoralty & Arts Committee

**Thursday 6th April at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Paul Bramham (Vice Chair) and Jonathan Brook.
- APOLOGIES** Councillors A. Blackman, A Robinson, T Clare, J Veevers and C Hogg.
- OFFICERS** Liz Richardson (Town Clerk) and Janine Holt (Assistant to the Town Clerk)
- 1014/16/17 PUBLIC PARTICIPATION**
None
- 1015/16/17 DECLARATIONS OF INTEREST**
None
- 1016/16/17 MINUTES OF THE MEETING HELD ON 27TH FEBRUARY**
- The Chairman presented the minutes of the meeting held on 27th February, which had been amended and approved by full Council on 3rd April.
- Councillor Coleman proposed that the amended minutes of the meeting of the Committee held on 27th February be accepted as a correct record. This was seconded by Councillor Bramham and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 27th February be accepted as a correct record.
- 1017/16/17 MATTERS ARISING (Not on Agenda)**
Review of Spend Against Budget (909/16/17)
The Town Clerk informed the members that she had received the annual comparison of costs for the Mayors travel arrangements. The report highlighted a significant cost saving since the new arrangements were in place. It was noted that this was a snapshot and that different Mayors can have different travel requirements.
- The members asked the Town Clerk to speak with Michael Duff and to confirm that he was happy to continue with the current arrangement.
- RESOLVED** The Town Clerk to enquire whether Michael Duff is content with the current arrangements and to report the outcome at the next meeting.
- 1018/16/17 REVIEW OF ADDITIONAL MAYORAL DUTIES - UPDATE**
The Town Clerk reported that the review of the Mayoral duties had been considered at April Full council. As agreed last meeting the Town Clerk confirmed that she had written to the 3 groups to withdraw the Mayor's association and to a further 2 groups to reaffirm

links. Unfortunately, the letters have crossed over in the post and an invite for the Mayor to attend the next meeting of the Mayor of Kendal's Fund for the Aged & Infirm had been received. The Mayor sought advice from members on the correct procedure now. Councillor Brook confirmed that the decision to withdraw support had been made at Full council and that the Mayor no longer had any obligation to attend. It was noted that the next meeting of the Mayor of Kendal's Fund for the Aged & Infirm would be considering our request.

1019/16/17**RINTELN 25TH TWINNING ANNIVERSARY EVENTS**

Councillor Brook reported that there was more clarity around the 25th Anniversary Events with Rinteln.

He confirmed that the band from Rinteln are due to arrive on 26th May and are to stay at the Kendal Hostel. The current Mayor of Rinteln would be attending. There is a concert planned for the evening of the 27th May and beforehand the Mayor would like to hold a reception in the Mayor's Parlour. It was suggested that the Town Clerk liaise with Councillor Blackman on the finer details of the reception. The band are attending the Tap Beer Festival on the 28th May and Councillor Brook asked the members to consider funding towards feeding the band with an upper limit of £300.00. Members agreed in principle but it was dependant on the requirements at the reception being hosted by the Mayor on 27th of May in the Mayor's Parlour.

Councillor Brook confirmed that a group would be visiting Rinteln between the 11th and 14th August for the festival. All former Mayors had been invited but only one positive response from Philip Ball had been received. The members suggested that the invitation is extended to Councillor Tirvengardum.

Mike Middleton is co-ordinating the visit of the Rinteln Male Voice Choir between the 8th and 10th September. It is anticipated that the original Mayor at the time of the twinning would be part of the group but at this present time no further details are available.

Councillor Brook circulated some images for the suggested 25th anniversary commemorative artwork. The response from members was overwhelmingly positive and the members liked both images. The members would like the inclusion of the crests from Rinteln and Kendal on the artwork. The members agreed that Councillor Brook could pursue this matter further and thanked him for all his hard work.

Councillor Coleman reported that he had been asked by Craig Russell, organiser of the Torchlight event to check the availability of the Pied Piper of Hamelin. It had been previously suggested that the Pied Piper may be willing to lead the Torchlight procession. Councillor Coleman agreed to liaise with Councillors Blackman and C Hogg who have further details on the Pied Piper.

RESOLVED

1. The Town Clerk will liaise with Councillor Blackman with regard to the reception in the Mayor's Parlour on 27th May.

2. That subject to confirmation on (i) above, that £300 is available to feed the Rinteln band on 28th May at the Tap Beer Festival.
3. Councillor Brook will continue to pursue the commission of the commemorative artwork.
4. Councillor Coleman will progress the possible visit by the Pied Piper of Hamelin for the Torchlight festival.

1020/16/17**ITEMS FOR THE NEWSLETTER**

It was suggested that a report on the 25th Anniversary event in May should be included, along with any proposed events for September. If the Pied Piper is attending the Torchlight festival, this should be included along with a more formal press release to local media.

1021/16/17**REVIEW OF SPEND AGAINST BUDGET**

The Town Clerk presented the review of spend against budget for the 12 months ending 31st March 2017. The following points were highlighted:

Members noted the report and asked that consideration be given to putting all the civic events together on one budget line rather than as separate lines.

RESOLVED

The Town Clerk to discuss with the Treasurer putting all the civic events together on one budget line rather than as separate lines.

1022/16/17**ANY OTHER BUSINESS**

None.

1023/16/17**DATE OF NEXT MEETING – PROPOSED 26TH JUNE**

The Town Clerk to check the proposed date of the next meeting with the incoming Chair, Councillor Blackman and confirm to members.

The meeting closed at 8.30pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
1017/16/17	Review of spend against budget (909/16/17)	RES	The Town Clerk to enquire whether Michael Duff is content with the current arrangements and to report the outcome at the next meeting.
1019/16/17	Rinteln 25 th Twinning Anniversary Events	RES	<ol style="list-style-type: none"> 1. The Town Clerk will liaise with Councillor Blackman with regard to the reception in the Mayors Parlour on 27th May. 2. That subject to confirmation on (i) above, that £300 is available to feed the Rinteln band on 28th May at the Tap Beer Festival. 3. Councillor Brook will continue to pursue the commission of the commemorative artwork. 4. Councillor Coleman will progress the possible visit by the Pied Piper of Hamelin for the Torchlight festival.
1021/16/17	Review of spend against budget	RES	The Town Clerk to discuss with the Treasurer putting all the civic events together on one budget line rather than as separate lines.



Terms of Reference for Mayoralty and Arts Committee

The Committee

It is the Mayoralty and Arts Committee's remit to:

1. Review civil ceremonies-

- A Mayor Making
- B Mayors Sunday
- C Partnership with Torchlight procession event
- D Mayors Christmas coffee morning
- E Any input to other civil ceremonies.

2. Review roles and duties of Mayor and Deputy Mayor (including expenses and role of Mayors attendant).

3. Consider the management, conservation and interpretation of Kendal Town Council's picture collection and the collection of objects in the Mayor's Parlour.

4. Consider requests for the use of the Town Crest and make recommendations to Council.

5. Consider reports from representatives on relevant outside bodies and updates from arts organisations.

6. Twinning

- A- Communication between Town's twinning committees and Town Council
- B- Review body of The Town Councils involvement in Twin Towns
- C- A driver and co-ordinator of Twinning if necessary

The Mayoralty & Arts Committee shall be held quarterly, further meetings may be called if necessary. The Committee may also, as needed, comprise of co-opted members from organisations connected with the arts. If present, items on the arts are taken first with the co-opted members free to leave before Mayoralty items are discussed.

The Chairman

The role of the Chairman of Mayoralty & Arts is to provide direction and ensure Committee members work together. The Chairman's duty is to ensure this end is achieved with consensus.

The Chairman will need to ensure:

all points of view are given a fair hearing,

all relevant information is available at the meeting,

that Councillors are clear about the reasons for a decision and/or recommendations,

that irrelevant matters are not brought to Committee,

the Council is protected from outside interference,

that a friendly atmosphere is created and

that business is conducted with reasonable speed.

The Chairman will liaise with the Clerk in drawing up agendas, approve draft Minutes and support the Clerk, as appropriate, in the implementation of Mayoralty & Arts Committee decisions.

KENDAL TOWN COUNCIL REPORT

To: Mayoralty & Arts Committee	26 th June 2017
From: Councillor Blackman	Agenda Item No. 9

Request for Funding of Chinese Visitors to Comic Arts Festival

Minutes from Christmas Lights & Festivals Committee – 25th April 2017

PRESENTATION BY JULIE TAIT – COMIC ARTS FESTIVAL (ref minute 1100/16/17)

Julie Tait asked if the Town Council could provide any support with hosting the Chinese guests and any advice on etiquette would be most appreciated. Julie Tait thanked the Town Council for their ongoing support as a key partner.

RESOLVED The Members agreed in principal to support Julie Tait with the delegates from China, subject to discussion with the Town Clerk.

REVIEW OF SPEND AGAINST BUDGET (ref minute 1106/16/17)

The Members considered the outturn budget statement for 31st March 2017 and the contents were noted.

RESOLVED The Committee agreed in principle to support the hosting of the China delegates up to £400, subject to discussion with the Town Clerk.

It was suggested that this may be more appropriate to be funded from the Mayoralty and Arts budget.

KENDAL TOWN COUNCIL REPORT

To: Mayoralty & Arts Committee	26 th June 2017
From: The Town Clerk	Agenda Item No. 10

Kendal War Memorial Refurbishment

I have spoken and received the following from Philip Blyth of the War Memorial Restoration Co.

“As discussed earlier today we have been approached by an anonymous benefactor who would like to see the Great War monument located at the entrance to Market Place refurbished i.e. bronze cleaned and re-lacquered, the stone cleaned (we steam clean), any necessary re-pointing of the steps around the monument and re-colouring/cutting (if necessary) the engraved lettering on the front of the monument.

To determine the exact work necessary we would need to organise a site visit, and as discussed earlier, to enable scaffolding to be erected around the monument we would need to seek permission from South Lakeland District Council as they are responsible for the paving in Market Place.

The benefactor said that if the refurbishment work costs around £5,000 then he will probably cover it himself, but that if the work costs closer to £10,000 he would do some fund raising from local businesses. I have advised the gentleman that it will certainly cost more than £5,000, but probably not more than £10,000, but the site visit will determine how accurate this estimate is.

You advised me that you have a relevant committee meeting planned for 26th June.

We would like to be involved in the refurbishment of this monument and when you do your research you will find that we are the pre-eminent contractors for war memorial refurbishments. Many Parish and Town Councils have used our services and the War Memorials Trust are well aware of the quality of the work we perform, but we also appreciate that we cannot be instructed by a member of the public, no matter how genuine and generous they are, to be paid for and perform this work. We need to work closely with Local Authorities to seek permissions and provide Method Statements and Risk Assessments wherever necessary.

I will explain to the gentleman that you will take it to committee on 26th June and that I will be in touch with him again once I have spoken with you after the committee meeting.

I trust this is acceptable to you.”



KENDAL TOWN COUNCIL - MAYORALTY & ARTS COMMITTEE

BUDGETARY CONTROL STATEMENT: PROVISIONAL OUTTURN: TWO MONTHS ENDED 31 MAY 2017

2017/18 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Mayorality:				
12,150	Staffing	2,025	10,125	12,150	0
5,150	Mayor & Deputy Mayor's Allowance	5,000		5,000	150
800	Mayor's Travel	0		0	800
5,690	Civic Functions	2,148	0	2,148	3,542
2,500	Twinning	0	300	300	2,200
26,290	Sub-Total	9,173	10,425	19,598	6,692
	Arts:				
1,000	Exhibitions & Restoration	(1,840)	1,840	0	1,000
2,000	Kendal Museum			0	2,000
3,000	Sub-Total	(1,840)	1,840	0	3,000
29,290	Total:	7,333	12,265	19,598	9,692
4,328	Reserve: Arts & Heritage - restoration of heritage items and valuations (commitment to part fund Condition Survey)	0	1,804	1,804	2,524