

# KENDAL TOWN COUNCIL

## Notice of Meeting

### MAYORALTY AND ARTS COMMITTEE

**Tuesday, 10<sup>th</sup> September 2019 at 7.00 p.m.  
in the Mayor's Parlour, the Town Hall, Kendal**

#### **Committee Membership (9 Members)**

Alvin Finch (Chair & Mayor)	Paul Bramham (Vice Chair)	Doug Rathbone (Deputy Mayor)
Jonathan Brook	Pat Gibson	Chris Hogg
Richard Sutton	Julia Dunlop	Guy Tirvengadam

#### **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 - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-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 28<sup>TH</sup> MAY 2019 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

**5. REVIEW OF THE TERMS OF REFERENCE (SEE ATTACHED)**

**6. KTC EXHIBITION 2020 (REF MINUTE 900/18/19)**

**7. CENTENARY OF NETHERFIELD/KENDAL FOOTBALL CLUB (REF MINUTE 048/19/20)**

**8. UPDATE ON SALE OF KTC HERITAGE FURNITURE**

**9. KENDAL MUSEUM GRANT REQUEST (SEE ATTACHED)**

**10. DUKE OF LANCS REGIMENT (SEE ATTACHED)**

**11. REPORT ON INSURANCE VALUATIONS AND KATHERINE PARR PRAYER BOOK RESTORATION (SEE ATTACHED)**

**12. UPDATED GUIDANCE ON THE ROLE OF THE MAYOR AND DEPUTY MAYOR (SEE ATTACHED)**

## KENDAL TOWN COUNCIL

13. ARTS & HERITAGE RESERVES SPEND (REF MINUTE 043/19/20)
14. REVIEW OF PAYMENTS TO TOWN CRIER AND MACE BEARERS
15. REVIEW OF THE MAYORAL ALLOWANCE
16. REVIEW OF SPEND AGAINST BUDGET 2019/20 (*SEE ATTACHED*)
17. 2020/21 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS (*SEE ATTACHED*)
18. ITEMS FOR THE NEWSLETTER
  - Autumn/Winter 2019 Edition – deadline 20<sup>th</sup> September, publication 28<sup>th</sup> October
  - Spring 2020 Edition – deadline 24<sup>th</sup> January, publication 2<sup>nd</sup> March
19. ANY OTHER BUSINESS
20. DATE OF NEXT MEETING – MONDAY 11<sup>TH</sup> NOVEMBER 2019 AT 7PM

**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.***

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

# KENDAL TOWN COUNCIL

## Mayoralty & Arts Committee

**Monday 28<sup>th</sup> May 2019 at 7.00 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Guy Tirvengadam (Chair), Paul Bramham (Vice Chair), Jonathan Brook and Richard Sutton
- APOLOGIES** Councillors Julia Dunlop, Pat Gibson, Chris Hogg and Rachael Hogg, plus Liz Richardson (Town Clerk)
- OFFICERS** Simon Unsworth (Mayor's Attendant) and Nicky King (Council Secretary)
- 040/19/20 PUBLIC PARTICIPATION**
- None.
- 041/19/20 DECLARATIONS OF INTEREST**
- None.
- 042/19/20 MINUTES OF THE MEETING HELD ON 25<sup>TH</sup> FEBRUARY 2019**
- The Chairman presented the minutes of the meeting held on 25<sup>th</sup> February 2019, which had been approved by full Council on 1<sup>st</sup> April 2019. Members accepted the minutes as a correct record.
- RESOLVED** That the minutes of the meeting of the Committee held on 25<sup>th</sup> February 2019 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 043/19/20** Minute Ref 907/18/19 – Review of Spend Against Budget 2018/19  
Councillor Brook raised the matter of reserves and asked whether any decision had been made regarding ideas for how money allocated to the reserve from picture sales could be spent. The minutes noted that this was for the restoration of heritage items and valuations. Simon Unsworth replied that this was part of ongoing discussions and agreed to request an update from the Town Clerk. This matter to be added to the agenda of the next meeting.
- RESOLVED** Simon Unsworth to request an update from the Town Clerk regarding ideas for expenditure of money allocated to the reserve from picture sales. This matter to be added to the agenda of the next Committee meeting.
- 044/19/20 TOUR OF THE PICTURE STORE**
- There was a tour of the picture store led by Simon Unsworth. Members were briefed on work which had taken place, and which is still ongoing, to better organise the storage space and ensure items can be located as easily as possible.

The Chair mentioned that the Mayor's Parlour in Barrow had a display of past mayors in chronological order and asked whether KTC could consider something similar. Simon Unsworth said there would be a cost implication in obtaining good quality digital images suitable for purpose. He will speak to Trevor Hughes and enquire whether he is in possession of the photos on the database. He will also start compiling a list of previous mayors and highlight any gaps where photos are missing. Members discussed putting the images on the KTC website and agreed it would be good use of heritage items. Councillor Bramham suggested this could also be a good subject for a future exhibition.

Councillor Sutton proposed that Simon Unsworth progress the idea of displaying previous Kendal Mayor's in chronological order on the KTC website. This was seconded by Councillor Brook and carried unanimously.

**RESOLVED**

That Simon Unsworth progress the idea of displaying previous Kendal Mayor's in chronological order on the KTC website

**045/19/20****KTC COLLECTION AUDIT APRIL 2019**

Simon Unsworth reported that the KTC Collection had recently been audited by Morag Clement, Archaeology Curator at Kendal Museum. Twenty eight collection numbers (equating to just under 5% of the total collection) were selected at random and checked against the collection database. A table was presented showing details of items checked and their locations.

Simon Unsworth highlighted one recommendation following the audit which was to remove items from the database currently shown as missing and set up a separate database of missing items.

The Chair referred to two items (321 and 562) which were currently missing and queried the next step to be taken. Simon Unsworth explained this was the reasoning behind the suggestion of a separate database. The items can then be more easily tracked and continue to be located.

Councillor Bramham queried items which are on loan to Abbot Hall. Simon Unsworth remarked that it is the responsibility of Abbot Hall as part of the loan agreement to keep such items in good condition. It was suggested that KTC should request an annual update from Abbot Hall. Members requested Simon Unsworth check with the Town Clerk whether this arrangement is currently in place.

Councillor Brook asked what the missing items would be as a percentage of the total collection and queried whether this would be considered normal for the size of the collection. Simon Unsworth said he would need to check this point with Morag and offered to calculate the percentage so Committee have a baseline figure.

The Chair proposed that the items currently missing be removed from the collection database and a separate database of missing items be

set up. This was seconded by Councillor Brook and carried unanimously.

**RESOLVED**

1. Simon Unsworth to check with the Town Clerk whether Abbot Hall submit an annual update on items on loan.
2. Simon Unsworth to calculate the missing items as a percentage of the total collection.
3. That items currently missing be removed from the collection database and a separate database of missing items be set up.

**046/19/20****UPDATE ON THE RESTORATION AND CONSERVATORY OF HERITAGE ITEMS FOLLOWING THE HERITAGE CONDITION SURVEY 2017**

Simon Unsworth advised that only a small number of items (4 or 5) were highlighted as requiring urgent attention following the Heritage Condition Survey 2017. He referred to the Katherine Parr Book of Devotions and reported that someone had hopefully been found to repair it. The work would be carried out on site, possibly in July. They would assess the work and prepare a quotation for agreement.

An example of the new display boxes for medals and buttons was presented. This was a suggestion which came out of the Condition Survey.

The Chair asked whether there would be any cost implication. At this point it was noted that the main cost would be for repair work to the Katherine Parr Book of Devotions.

Simon Unsworth commented that the bulk of items in the Mayor's Parlour is now in the KTC Collection Database. He added that this is an ongoing project which will see the Picture Store in particular become much more accessible and organised.

Councillor Brook referred to items noted as missing in the KTC Collection Database and asked whether SLDC have been notified of these items. Simon Unsworth suggested a printed list of names/pictures of missing items be prepared and SLDC be asked to look out for these items. He agreed to speak to Debbie McKee about the best way to co-ordinate this idea.

**RESOLVED**

Simon Unsworth to prepare a printed list of missing items and request SLDC look out for such items. Simon to speak to Debbie McKee about the best way to co-ordinate the idea.

**047/19/20****SILVER AND SILVER PLATE INSURANCE VALUATIONS**

KTC recently accepted a donation of the Mary Wakefield Cup for the Mayor's Parlour. Due to the estimated high value of the cup it was agreed that an insurance valuation would be advisable. As it is around ten years since KTC's last set of insurance valuations of Parlour items, it was suggested this may be a good time to update those to ensure insurance cover is up to date.

Simon Unsworth advised that a number of estimates have been obtained. The best value is a local auctioneers at approximately £800 plus VAT and travel. There are around 30 items to be valued. Members were asked to consider whether they wished to approve this work.

Councillor Brook queried the budget line. It was noted that the Town Clerk had suggested this come from the Exhibition and Restoration budget.

It was proposed by Councillor Brook that the auctioneers be asked to come and assess and then provide insurance valuations for the items highlighted. This was seconded by Councillor Bramham and carried unanimously.

**RESOLVED**

That Simon Unsworth ask the auctioneers to assess and then provide insurance valuations for the items highlighted.

**048/19/20****CENTENARY OF NETHERFIELD/KENDAL FOOTBALL CLUB – CONSIDER OPTIONS FOR PRESENTATION OF A PLAQUE**

Councillor Bramham clarified that Netherfield Football Club became Kendal Town.

Simon Unsworth advised that KTC did have a shield therefore a presentation could be made if Committee wished to do so.

The potential issue of setting a precedent was raised during a general discussion. It was agreed that Simon Unsworth would discuss the matter further with the Town Clerk and Members would consider options at the next Committee meeting.

**RESOLVED**

Simon Unsworth to discuss further with the Town Clerk. Members to consider options at the next meeting.

**049/19/20****DECISION ON WHETHER TO ACCEPT A BOOK DONATION BY MR ALMOND TO THE COLLECTION – ‘THE ART OF READING AND WRITING ENGLISH’ WHICH BELONGED TO THE DAUGHTER OF THE MAYOR OF KENDAL 1772-3**

Members agreed unanimously to accept the donation of a book which had belonged to the daughter of the Mayor of Kendal 1772-3. Councillor Brook proposed acceptance and this was seconded by Councillor Bramham.

**RESOLVED**

That the book donation be accepted.

**050/19/20****REVIEW OF MAYOR MAKING**

Councillor Brook considered the Mayor Making event had been a success. He mentioned that a Mayor from a local town had commented that it was better than their own! He said it is an event which sets Kendal apart, is appreciated by the community and is a good way of promoting the town. He noted that approximately 195

people attended and KTC always invite people from local charities and organisations.

The Chair mentioned a matter concerning the catering (vegetarian food had not been clearly labelled) and said this needed to be addressed next year. He added that it had been a good evening with a good turnout and positive feedback.

**051/19/20**

**ITEMS FOR THE NEWSLETTER**

Summer Edition (deadline 14<sup>th</sup> June)

- Kendal Unity Festival – Diversity Award. Chair to forward details to the Project Manager.
- Street theatre by Kendal Community Theatre. Councillor Sutton to forward details to the Project Manager.

Autumn/Winter Edition (deadline 20<sup>th</sup> Sept)

- K Village Male Voice Choir trip to Rinteln
- Unity Festival
- New Town Crier

**052/19/20**

**REVIEW OF SPEND AGAINST BUDGET**

Members noted the Budgetary Control Statement ended 30<sup>th</sup> April 2019.

**053/19/20**

**ANY OTHER BUSINESS**

The Chair mentioned that he is in possession of the trophy for the Kendal Unity Festival Diversity Award and asked whether this should be passed to KTC. Councillor Sutton proposed that it should become part of the collection database and displayed in the Mayor's Parlour. This was seconded by Councillor Bramham and carried unanimously.

Members agreed an agenda item for the next meeting – to consider whether AOB should be included on future agendas.

**RESOLVED**

1. That the trophy for the Kendal Unity Festival Diversity Award become part of the KTC collection database and displayed in the Mayor's Parlour.
2. Agenda item agreed for next meeting - to consider whether AOB should be included on future agendas.

**054/19/20**

**DATE OF NEXT MEETING – TUES 27<sup>TH</sup> AUGUST 2019 AT 7PM**

It was decided to reschedule this meeting for Tuesday 10<sup>th</sup> September 2019 at 7pm.

The meeting closed at 8.28pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>043</b>	Reserves	<b>RES</b>	Simon Unsworth to request an update from the Town Clerk regarding ideas for expenditure of money allocated to the reserve from picture sales. This matter to be added to the agenda of the next Committee meeting.
<b>044</b>	Picture Store	<b>RES</b>	That Simon Unsworth progress the idea of displaying previous Kendal Mayor's in chronological order on the KTC website
<b>045</b>	KTC Collection Audit April 2019	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Simon Unsworth to check with the Town Clerk whether Abbot Hall submit an annual update on items on loan.</li> <li>2. Simon Unsworth to calculate the missing items as a percentage of the total collection.</li> <li>3. That items currently missing be removed from the collection database and a separate database of missing items be set up.</li> </ol>
<b>046</b>	Update on Restoration and Conservatory of Heritage Items	<b>RES</b>	Simon Unsworth to prepare a printed list of missing items and request SLDC look out for such items. Simon to speak to Debbie McKee about the best way to co-ordinate the idea.
<b>047</b>	Silver and Silver Plate Insurance Valuations	<b>RES</b>	That Simon Unsworth ask the auctioneers to assess and then provide insurance valuations for the items highlighted.
<b>048</b>	Centenary of Netherfield/Kendal Football Club	<b>RES</b>	Simon Unsworth to discuss further with the Town Clerk. Members to consider options at the next meeting.
<b>049</b>	Book Donation	<b>RES</b>	That the book donation be accepted ('The Art of Reading and Writing English').
<b>053</b>	AOB	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the trophy for the Kendal Unity Festival Diversity Award become part of the KTC collection database and displayed in the Mayor's Parlour.</li> <li>2. Agenda item agreed for next meeting - to consider whether AOB should be included on future agendas.</li> </ol>
<b>054</b>	Date of Next Meeting	<b>INFO</b>	Rescheduled for Tuesday 10 <sup>th</sup> September 2019 at 7pm.



## 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 Mayors Charity Dinner
  - F 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	10 <sup>th</sup> September 2019
From: The Town Clerk	Agenda Item No. 9

## **KENDAL MUSEUM GRANT REQUEST**

Each year we allocate in our budget a £2k grant for Kendal Museum to support their collections. I have asked Carol Davies, Natural History Curator at Kendal Museum, what she would like the grant to be allocated towards this financial year. She has responded that she would like to buy a model horse, full size, on which to display the complete set of Cumberland and Westmorland Yeomanry Horse regalia. As far as she knows they have the only complete set in existence and it would make a magnificent display together with the Officers' uniforms that they have. The horse could be wire/fiberglass/any other material and she is open to suggestions.

Major (Retired) S Laidler MA, Area Secretary



RHQ/3.4

See Distribution

8<sup>th</sup> August 2019

CLOSURE OF AREA HEADQUARTERS  
CARLISLE CASTLE

This letter is to inform you that I will be retiring from the Civil Service with effect from 17 September 2019 and will not be replaced as Area Secretary. The post will be redesignated C2 Heritage and based at RHQ in Preston. As a consequence, this office will also be closed from 16 September 2019. You will be aware that this is the final step in the RHQ's 5-year planned reorganisation, which has been previously announced in both *The Kingsman* and our Newsletter. The plan has already seen RHQ posts functionalised and centralised in Preston, with the consequent closure of outstations in Manchester and Liverpool.

The Carlisle building will be handed back to Defence Estates by the end of September. However, please note, that as part of our preparation for closure, all property and chattels have already largely been removed and new homes found for all significant Regimental heritage items within the Regiment itself or in our Museums in Carlisle and Lancaster.

From 17 September my duties will be disaggregated and distributed between RHQ staff as follows:

- a. For events and other forms of public engagement please contact Ms Dawn Webster, C2 Community Engagement on 01772 260592 (Mil 94554 2592) [Dawn.Webster618@mod.gov.uk](mailto:Dawn.Webster618@mod.gov.uk)
- b. For Veteran matters please contact Ms Laura Horner, C2 Personnel Support on 01772 2593 (Mil 94554 2593) [Laura.Horner609@mod.gov.uk](mailto:Laura.Horner609@mod.gov.uk)
- c. Until the new C2 Heritage post has been filled issues concerning our heritage, eg: museums, chapels, memorials will be handled by Dawn Webster.

Shaun Laidler  
C2 MSF  
Area Secretary

Distribution:

External:

Lord Lieutenant of Cumbria  
Lord Lieutenant of Lancashire  
Mayor of Allerdale  
Mayor of Appleby  
Mayor of Barrow-in-Furness  
Mayor of Carlisle  
Mayor of Copeland  
Mayor of Kendal  
Mayor of Lancaster  
Mayor of Maryport  
Mayor of Ulverston  
Mayor of Whitehaven  
Regimental Secretary, The Yorkshire Regiment  
Commandant Cumbria ACF  
Commandant Lancashire ACF  
Dean of Carlisle Cathedral  
Vicar of Lancaster  
Chairman of Trustees of The King's Own Museum  
Chairman of Trustees of The King's Own Memorial Chapel  
Chairman of Trustees of Cumbria's Museum of Military Life  
Chairman of Trustees of The Border Regiment Chapel  
Chairman Lancaster Military Heritage Group

Internal:

Regimental Secretary  
Commanding Officer 1 LANCS  
Commanding Officer 2 LANCS  
Commanding Officer 4 LANCS  
Chairman Regimental Association Carlisle Branch  
Chairman Regimental Association Furness Branch  
Chairman Regimental Association Lancaster Branch  
Chairman Regimental Association West Cumberland Branch  
Graham Prince MBE

# KENDAL TOWN COUNCIL REPORT

To: Mayoralty & Arts Committee	10 <sup>th</sup> September 2019
From: The Town Clerk	Agenda Item No. 11

## Conservation Assessment and Estimate

Client: Kendal Town Council.

Contact: Simon Unsworth

**Date examined:** 20/06/19

**Number of Items:** 1

**Item Type:** Manuscript volume

**Item Format:** Bound

**Dimensions (mm):** (h) 61 x (w) 44 x (th)15



**Description (incl. date):** *Katherine Parr Book of Devotion*

### **Physical Description/make-up:**

Seventy five leaves of uterine calf parchment, 0.1mm thick, sewn with thin linen thread, on two thin linen cords, semi-recessed into two cuts, made across the backs of gatherings, the sewing cords being laced into pulpboards. The page edges have been cut all around, edge gilded and burnished. It is impossible to determine the number of leaves in each gathering, as the binding is too tight, but in those that are accessible, there are two bifolia per gathering and this is likely to be the pattern followed throughout the book. The binding has a tight back, and is covered in brown calfskin that extends onto the boards and under the silver board coverings. The silver covered boards are hinged to a silver spine piece, with thin steel rods running up the centre of the barrels. The boards have a central silver fore-edge clasp and hasp. The spine-piece has four horizontal raised bands, their spacing bearing no relationship to the positioning of the binding's sewing stations. The letters CE are stamped in the central panel of the silver spine-piece. The book's leather spine has been glued with gelatine to the silver spine-piece. There is a sewn parchment 'endpaper' at the front of the binding. The binding has no end-bands. The binding is housed in a velvet lined, dark-blue shagreen covered wooden box that has a brass hinged lid.

### **Condition:**

The parchment leaves are in good condition with only a few small losses or dog-ears at the corners. The parchment is soft and flexible with little distortion and only a few small wrinkles present. Overall, the surface of the parchment is relatively clean with some surface soiling

near leaf edges. The edge gilding is dull and worn, with the underlying parchment showing in most places.

Many leaves in the binding appear to have been re-secured by being glued in, sometime during the first half of the last century, as they appear to be partly loose in a postcard photograph printed in the 1920's. There is a small gelatine glue deposit, now very brittle, on the book edge, near the tail-cap, that may date from the time of this repair. The book opens very badly and it is impossible to see the pages without holding the book open. It was not possible to examine the sewing threads at the centre of every gathering due to the tightness of the binding, but the sewing of the fourth gathering from the back of the book is broken and the edges of some other gatherings protrude slightly at the fore-edge, suggesting loose if not broken sewing threads. The back end-paper is missing and the last leaf of the last gathering has been adhered to the inside of the back board. The front parchment 'endpaper' is creased and partly loose from the front board near the upper spine edge. A linen sewing thread bridges the inner spine fold of the endpaper near the top and exits to the underside of the pastedown, between parchment and board.

The back board is partially detached from the spine, as the result of the steel pin breaking in three places. The broken sections of the pin, which measures approximately 0.5mm in diameter, remain secured inside the knuckles of the hinge. The first and last gatherings of the book have become detached from the main book-block, having been lifted away from their adjacent gatherings by the levering action of the front and back boards.

### **Proposed treatment and treatment options:**

#### **Option 1**

##### **Full treatment and boxing:**

Detach first gathering and lift spine edge of the front endpaper.

Humidify the last leaf of the back gathering and remove from back board. (If this poses a risk to the pigments on that page, this may not be possible).

Remove silver spine strip from the binding, to gain access to the back of the spine, allowing the first and last gathering and any other loose gatherings to be re-sewn. This would have to be carried out without using moisture, by mechanically separating the silver spine strip, using a specially made curved blade or bent steel spatula. This would probably mean forfeiting the calf leather, which would be later replaced with new.

Provide new back endpaper and new parchment joints at the back and front. Although an addition to the binding, it would be done discretely, allow the boards to open freely, putting less strain on the first and last gatherings.

Re-attach the back board using a new steel pin.

Custom-made drop-back box built of laminated millboard covered with archival buckram to house the volume. The box would be lined with inert Plastazote foam, with a recess cut out of the foam to accommodate the book.

A box made of archival board would be provided to house the current shagreen-covered box.

Removal of the spine-piece may reveal that the book, when last repaired, had its loose pages glued in, in which case, it would be best to remove the adhesive and re-sew the book on new cords. Gaining access to the spine may reveal broken spine folds, which would entail additional work to repair this damage, which would have to be carried out to enable the book to be re-sewn.

Estimated cost:                    £1,775.00 - £2,090.00

## Option 2

### Boxing

Custom-made drop-back box built of laminated millboard covered with archival buckram to house the volume. The box would be lined with inert Plastazote foam, with a recess cut out of the foam to accommodate the book.

Box of archival board made for shagreen-covered box.

Estimated cost:           £830.00



## GUIDANCE ON THE ROLE OF MAYOR OF KENDAL

The role of the Mayor of Kendal combines the statutory role of chair of the Council and a civic role representing the Town of Kendal.

Along with the establishment of Kendal Town Council, the new office of Town Mayor was created by the 1972 Local Government Act. This laid down specific tasks for the chairing role, but in addition there are several roles arising from custom and practice since Kendal was granted the Charles I Charter in 1636 (prior to that the town had an Alderman from the granting of the Elizabeth I Charter in 1575). As such, the role continues to evolve and develop. We now generally use the term The Mayor of Kendal rather than Town Mayor of Kendal and the wife/husband/partner of the Mayor is now referred to as their consort (we do not use the term Mayoress anymore). If a Mayor does not have a spouse or partner, they may nominate a consort to accompany them to events eg a friend or other family member.

The Mayor is the First Citizen of Kendal and as such various responsibilities and expectations come with the role. The phrase 'first citizen' shows that the Mayor has the right to parade immediately after the Queen, but by custom and practice it has come to mean a leading ambassador for Kendal, and to have the leading role in civic functions. Usually a different member of the Council is elected to the office of Mayor each year at the Annual Meeting & Mayor Making Ceremony in May (or possibly June in an election year). At the same time a Deputy Mayor is also elected. The Mayor and DM are elected for one year. The Mayor has usually served a year prior as Deputy Mayor (DM).

The aim of this guidance is to explain these roles, as an aid to the Mayor and also for the information of potential candidates. The guidance also applies to the Deputy Mayor where s/he is representing the Mayor and where indicated in their own right.

### THE CHAIRING ROLE

The Mayor chairs meetings of the Town Council. In their absence the Deputy will chair Council and in their absence a Chair is elected. This role is created by statute and confers a casting vote (see Standing Order 5). The Chairman of a Town Council such as Kendal is entitled to use the title Town Mayor but this confers no additional powers. The Chairman's procedural authority is derived from the Council as a whole and therefore an individual Councillor must obey his/her ruling but the Chairman cannot overrule the Council.

The Mayor presides over meetings of the Council so that its business can be carried out efficiently in accordance with Standing Orders and with regard to the rights of Councillors and the interests of the community.

The duty of the Mayor as Chair is to ensure that Council convey instructions to officers of the Council by resolutions. To this end the Mayor must:

- Protect the Council against outside interference
- Ensure that everything to be discussed is lawful
- Ensure the Council is invited to deal with clear issues
- Ensure that as far as possible information is complete
- Permit every point of view to have a fair hearing
- Ensure that opinions expressed are relevant to the matter in hand

- Ensure that business is transacted with reasonable speed
- Ensure as far as possible that proceedings are friendly, civilized and on a professional basis to avoid domination by individuals and the potential for the Council to be brought into disrepute or require the involvement of the District Council (Code of Conduct complaints/referrals)
- Co-operate with the officers and Councillors.

There are some further specific roles for the Mayor and Deputy Mayor:

- A casting vote as Chair (see SO 8).
- The Mayor can decide if a matter is so urgent that it needs to be considered then by full council rather than referred to the relevant committee (SO 5)
- The Mayor and Deputy are members of the Management Committee ex-officio.
- The Mayor and Deputy are non-voting members of every Committee.
- The Mayor can summon a special meeting of any Committee.
- The Mayor chairs the Mayoralty and Arts Committee.
- The Mayor and Deputy may approve payments in excess of £1,500 (excluding VAT) but less than £3,000 (excluding VAT).

## THE CIVIC ROLE

The Civic role of the Mayor is to represent the people of Kendal and to support charitable work, good causes, and citizenship, and to promote Kendal. The Mayor is not acting as an individual and the role is non-political.

During their year of office therefore, they will:

- Represent the Town at Civic and ceremonial related events both within and outside the town.
- To the best of the Mayor's ability, attend functions, events and meetings to which s/he is formally invited, regardless of where these may be held and whether the cause/faith is that believed by the Mayor as an individual, within the overall requirement of representing all Kendalians and of impartiality. These events will include those connected with charities, good causes, education, sports and voluntary organisations. S/he will often be the principal guest.
- The attendance at any event does not require the Mayor to partake in rituals and ceremonies outside the beliefs of the Mayor. For example, the Mayor would not be expected to take Holy Communion if s/he did not wish to.
- Events outside of Kendal should have a direct link to Kendal or be other civic events eg local Mayor's charity events, inaugurations etc.
- To host visits in the Mayor's Parlour by any group requesting such a visit and to invite/actively encourage groups to visit.
- Maintain the dignity of the office.

When the Mayor cannot attend, the Deputy Mayor will be asked by the office to deputise. The DM may wear his chain to such functions but it should not be worn to events where the Mayor is also present. If neither the Mayor or DM can attend the office may ask a Councillor who has a relevant interest if the organisers so desire.

There are some specific KTC events which it is expected that the Mayor will attend:

- the Annual Meeting & Mayor Making Ceremony on the 3<sup>rd</sup> Thursday in May (in a non-election year). At this event the Mayor and Deputy Mayor are elected and sign the declaration of office. The Mayor receives the chain of office and outlines his/her aims for the Mayoral year ahead.
- Mayor's Sunday on the first Sunday in July. To lead the procession and service in the Parish Church (in conjunction with the Vicar).

- KiB Awards ceremony in September. Welcome and to hand out prizes.
- Jointly host the Torchlight reception with the Chair of SLDC in September.
- Be part of the procession and service at the Parish Church for Remembrance Sunday (2<sup>nd</sup> Sunday in November).
- Be part of the wreath laying services in Kendal on Armistice Day (11<sup>th</sup> November) as directed by the British Legion.
- Host a Mayor's Coffee Morning in the Town Hall (usually the last Saturday before Christmas) and a Mayor's Charity Dinner (usually in February at Kendal College) to raise money for the Mayor's chosen charities.
- The switch-on of Kendal's Christmas lights in November. To be on stage to turn on the lights.

The Deputy Mayor is also expected to attend these events but not in the capacity of host unless the Mayor is absent.

Partners are invited to all these civic events. Family members can also attend to the limits dictated by the individual event.

### **IMPARTIALITY OF THE MAYOR**

Above all, the Mayor must be **seen to be impartial** and thus able to represent all Kendalians. They should not do or say anything which might imply that they are favouring one group or section or individual within Kendal. Therefore the Mayor should:

- refrain from overt political activity during their Mayoral year
- support all charitable work, good works and citizenship
- support all sections of the community
- maintain and further links between organisations and bodies, both voluntary and commercial
- promote the town of Kendal generally
- be minded to represent the people and town at civic functions and events s/he is invited to regardless of whether the cause/faith is that believed by the Mayor as an individual
- support events relating to a commercial enterprise, such as officially opening a new shop, where these do not have a conflict of interest.

Notwithstanding the above, the Mayor is allowed to choose a **Mayor's Charity(s)** to support in their year of office. This should be a charity(s) operating within Kendal [note if the charity is not registered then accounts must be provided]. However, it is expected that the Mayor will treat this privilege with respect, bearing in mind that they must also support all charitable work in Kendal. Their support will include supporting fund-raising events run by that charity and attendance at their events and they can donate any funds received by the Mayor during their year to their charity(s). With the exception of the Mayor's annual Coffee Morning and Charity Dinner, Town Council staff time or resources must be used as a minimum in connection with the Mayor's Charity role.

The Mayor may continue their involvement with any organisation they are already involved in prior to being elected Mayor.

### **PAYMENT OF AN EXPENSES ALLOWANCE TO THE TOWN MAYOR**

The Mayor is reimbursed for the expenses of the office, by means of a set allowance in accordance with S. 15 of the 1972 Act. It is not a salary or payment for time spent. The sort of expenditure that this is intended to cover includes:

- Travel, subsistence and accommodation in attending local events
- Light refreshments for visitors to the Mayor's Parlour
- A clothing allowance
- Purchase of raffle tickets etc at events (winnings to be returned to event organisers)
- Cost of attending a function e.g. ticket price
- Any other costs with a proven relationship to the role

Expenses for long distance events are as follows. This is expected to be minimal in occurrence and in the main connected with the Twinning function. Travel and accommodation costs will be paid by the Council for ONLY the Mayor to attend. Partners are welcome to accompany but their costs will have to be paid privately. Travel costs include airfare, taxis, hire car rental, train and bus fares. Also included is airport or train station car parking. Accommodation costs are for a single room. If a partner accompanies the Mayor the difference in price for a double/twin room will need to be paid for privately. Expenses for food, drinks and event tickets are to be paid for privately (from the Mayoral allowance). It is unlikely the DM would be asked to deputise but if s/he were to attend then the rules would be the same. Any circumstances or expenditure out with that described should first be discussed with the Town Clerk.

The Mayor may be asked in advance to keep accounts of expenditure for the year in office for the purpose of setting the allowance, which is set by the Council and reviewed periodically. The Mayor will report on his/her year of office at the Mayor Making Ceremony. The Mayor can make any recommendations for changes or modifications to this guide and the way we operate the Mayoral function to the Mayoralty & Arts Committee.

## TRAINING

The Deputy Mayor will be expected to attend appropriate training in preparation for the role of Mayor, which will include both the Chair and Civic roles, if not already undertaken.

## ADDITIONAL POINTS

Over the passage of time various points have arisen which are given below and will be periodically added to:

- Partners of the Mayor and DM are invited to attend and participate in all civic events. There are seating protocols at some events – discuss with the Town Clerk prior.
- A ceremonial chain of office is available for the Mayor and DM and a smaller one for their partner.
- The **DM AND PARTNER MUST NOT** wear their chains when the Mayor is present.
- Chains of office may only be worn to events attended via KTC and not to events attended in a personal capacity.
- All invitations to events **MUST** go via the office so they can be properly logged. The office will always ask the Mayor first regarding attendance. Only if the Mayor cannot attend will the DM be asked. If the DM also cannot attend then it may be appropriate to ask another Councillor – the Town Clerk should be consulted in such cases. The Mayor and DM should not agree to attend events out with this process.
- It is expected most events attended will be in Kendal. Those outside should be in connection only with the promotion of Kendal and/or of a high status/dignitary level (eg. Inauguration of a Bishop, invitation from the Lord Lieutenant of Cumbria, invitation from the Duke of Lanc's Regiment etc).
- Protocol dictates that the Mayor is the official host of civic events and will meet and greet all guests. It is not the role of the DM or other Councillors to undertake this task.

- If applicable, the order or procession at civic events will be determined by the Town Clerk and direction will be given on the day.

DRAFT

2019/20 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	<b>Mayoralty:</b>				
15,820	Staffing	5,273	10,547	15,820	0
5,150	Mayor & Deputy Mayor's Allowance	5,000		5,000	150
800	Mayor's Travel	46		46	754
5,810	Civic Functions	4,311	210	4,521	1,289
2,500	Twinning	301		301	2,199
30,080	<b>Sub-Total</b>	14,931	10,757	25,688	4,392
	<b>Arts:</b>				
1,500	Exhibitions & Restoration			0	1,500
2,000	Kendal Museum		2,000	2,000	0
3,500	<b>Sub-Total</b>	0	2,000	2,000	1,500
<b>33,580</b>	<b>Total:</b>	<b>14,931</b>	<b>12,757</b>	<b>27,688</b>	<b>5,892</b>
	<b>Reserve:</b>				
5,645	Arts & Heritage - restoration of heritage items and valuations	0		0	5,645

5,892  
0**Details of Civic Functions**

Budget		Actual	Commitments	Total	Remaining
£		£	£	£	£
200	Regalia & Uniforms	104		104	96
2,780	Mayor Making	2,630		2,630	150
430	Mayor's Sunday	525		525	(95)
400	Remembrance Sunday			0	400
0	Duke of Lancs Freedom Parade	238		238	(238)
1,600	Torchlight Reception	625		625	975
400	Miscellaneous Functions	189	210	399	1
<b>5,810</b>		<b>4,311</b>	<b>210</b>	<b>4,521</b>	<b>1,289</b>

## KENDAL TOWN COUNCIL

<b>Committee:</b>	<b>Date:</b>
<b>CHRISTMAS LIGHTS &amp; FESTIVALS</b>	<b>Monday 9 September 2019</b>
<b>MAYORALTY &amp; ARTS</b>	<b>Tuesday 10 September 2019</b>
<b>ALLOTMENTS</b>	<b>Monday 23 September 2019</b>
<b>ENVIRONMENT &amp; HIGHWAYS</b>	<b>Monday 30 September 2019</b>
<b>KENDAL IN BLOOM</b>	<b>Monday 14 October 2019</b>
<b>MANAGEMENT</b>	<b>Monday 21 October 2019</b>
<b>AUDIT, GRANTS &amp; CHARITIES</b>	<b>Monday 28 October 2019</b>

### 2020/21 Budget Proposals

#### 1. Budget Timetable

The Town Council has agreed a timetable for the preparation and approval of its 2020/21 Budget. This follows the process adopted for the current year's budget, including provision for Council to approve its priorities for the budget and devise a scoring system for evaluating growth proposals against those priorities. The identification of priorities is the first step towards developing a clear statement of corporate objectives and aligning the Council's Action Plan, Development Fund, CIL programme and revenue budget.

Key dates in the 2020/21 budget process are as follows:

September/October 2019	<ul style="list-style-type: none"> <li>• Committees to consider proposals for:             <ul style="list-style-type: none"> <li>○ Budget variations (additions, reductions, new items)</li> <li>○ One-off Action Plan schemes</li> </ul> </li> <li>• Allotments Committee to consider recommended rent levels</li> </ul>
16 September 2019	<ul style="list-style-type: none"> <li>• Management Committee to consider:             <ul style="list-style-type: none"> <li>○ Restated Action Plan</li> <li>○ Budget priorities and scoring system</li> </ul> </li> </ul>
7 October 2019	<ul style="list-style-type: none"> <li>• Council to approve priorities and scoring system</li> </ul>
Early November 2019	<ul style="list-style-type: none"> <li>• Management Committee to review budget proposals and recommend prioritised bids</li> </ul>
25 November 2019	<ul style="list-style-type: none"> <li>• Special Council to set allotment rents, consider proposals, prioritise bids and agree a draft indicative budget</li> </ul>
6 January 2020	<ul style="list-style-type: none"> <li>• Council to approve budget and set precept</li> </ul>

Four Committees meet before the Action Plan and budget priorities are established by Council on 7 October. Whilst this is not ideal as it does not guide Committees fully, Councillors should be aware of the Council's main aims when considering the formulation of budget proposals.

## **2. Budget Process**

The budget process identifies areas of uncommitted budget proposals ("growth items/proposals") separately from the standstill costs of maintaining existing levels of service ("commitments"). The draft standstill budget will be drawn up by Officers for submission to Council, taking into account current service levels, committed expenditure and inflationary increases.

Growth proposals can be for one-off schemes or recurring expenditure in service budgets. Because the available monies can be used for either of these, all growth proposals will be grouped together in the prioritisation exercise.

## **3. Priority Areas**

The September meeting of Management Committee will consider a draft Action Plan (see attached) setting out the key priorities for development. The priorities established in that exercise will guide the budget process and shape the variations to resource allocation. The draft priorities are:

- Sustainable Connectivity
- Town Centre Vibrancy
- Green Space Enhancement
- Health & Wellbeing
- Internal KTC Projects (eg efficiency, business needs).

These should be adopted for the 2020/21 Budget, with the addition of two further headings:

- Statutory Requirement
- Unavoidable Health & Safety or Business Continuity Issue.

These priorities will form the basis of the scoring system to assess budget proposals.

## **4. Budget Variations**

### **a) Reductions or Re-allocations**

Committees are invited to review their current budget and to formulate proposals for budget reductions in "day to day" services, which may be available for re-allocation to higher priority expenditure. Proposals for reductions in current budgets should identify the implications for services and the community. It is suggested that Committees use the routine budgetary control and year-end accounts information to identify budgets which regularly underspend and consider whether the current level of budget provision is appropriate.

## b) One-off (non-recurring) Schemes

Committees are invited to suggest bids for schemes or projects, within their remit. These should be non-recurring (ie one-off) items, which do not create a significant ongoing commitment in the form of maintenance, energy or other costs.

The main source of funding for such schemes will be the Development Fund, which is currently fully committed and requires the allocation of further monies to deliver the Council's indicative schemes for the next two years. This does not preclude the introduction of any new projects as the availability of funds next year will depend on the overall budget set by Council.

Ideally each bid should identify:

- the benefit to the Council/community
- its alignment with the Council's Action Plan and budget priorities (as outlined above)
- estimated one-off cost
- ongoing annual costs
- contributions (if any) from other organisations
- planned timing of expenditure
- length of scheme (if a multi-year project)
- any permissions needed to deliver the scheme
- whether the scheme can be progressed with current staff resources.

Given that resources are likely to be limited for next year, Committees are also asked to review their existing schemes within the latest approved Action Plan to confirm that they are still valid and supported by the Committee. These schemes are shown in the **Appendix** to this report.

## c) Growth Proposals - Recurring Expenditure

Growth proposals can be an extension or expansion of an existing service or a new area of service. In order to enable each growth proposal to be considered objectively, Committees should consider:

- its benefit to the Council and the community
- its alignment with the Council's Action Plan and budget priorities
- the deliverability
- the initial cost
- whether it creates an ongoing commitment
- whether the proposal would promote efficiencies.

## 5. Next Steps

After Committees have considered this report during the current cycle of meetings, all proposals will be collated for consideration by the Management Committee in early November. This will prioritise budget proposals, using the identified priorities, and make recommendations to the Budget meeting of Council on 25 November. Before

that date, individual Councillors will be contacted to ensure that all budget proposals have been identified.

## **6. Recommendations**

Each Committee is recommended to accept this report and:

- a) identify proposals for reductions or re-allocations in service budgets;
- b) confirm whether it continues to support its existing indicative Development Fund schemes (as set out in the Appendix); and
- c) identify proposals for recurring growth in service budgets.

<b>KENDAL TOWN COUNCIL</b>				
<b>DEVELOPMENT FUND (ACTION PLAN) MONITORING: EXPENDITURE TO 31 JULY 2019</b>				
		Latest Programme	Actual 31 July 2019	
		£	£	
<b>RESOURCES:</b>				
<b>Development Fund:</b>				
<b>Opening Balance 1 April 2019</b>		62,366	62,366	
<b>Contributions from/(to) Revenue:</b>				
Budgeted Contribution		77,143	77,143	
<b>External Income:</b>				
Kendal BID - Contribution to Leaflet Reprint		4,000	0	
LIP Funding - Green Wall Project		10,000	0	
<b>Resources for Year</b>		<u>153,509</u>	<u>139,509</u>	
<b>LESS: EXPENDITURE ON PROJECTS:</b>				
		As at 1 April 2019	Latest Programme	Actual 31 July 2019
		£	£	£
<b>Action Plan for Kendal:</b>				
1	EH1a Green Wall Project	1,134	19,866	0
2	EH1b Leaflet Reprint	0	3,041	0
3	EH1c Signage Improvements	3,334	870	0
4	EH3 Strategic Transport Infrastructure Study	20,000	0	0
5	EH Yard Signage Enhancements (incl Woolpack Signage)		5,000	308
<b>Kendal Futures Funding:</b>				
6	MG2 Support for Co-ordinator	0	8,500	7,750
7	MG4 Delivering the Action Plan	0	3,500	2,000
8	MG16 Kendal Destination Website (funded by Kendal Futures)	0	4,000	1,300
<b>Tourism Support in Kendal:</b>				
9	MG6 Support for Kendal TIC	5,000	5,000	0
<b>Green Spaces Improvement Projects:</b>				
10	EH9 Kendal Castle Environmental Improvements	23,767	233	0
11	EH9 Kendal Castle Directional Signage		5,000	0
12	KB1 SLACC Pollinator Project	7,100	1,900	1,900
13	EH Fletcher Park Fencing Enhancements (SLDC led)		2,000	0
14	EH Nobles Rest Entrance Improvement (Kendal Civic Societ led)		5,000	0
15	EH Beck Community Centre Trim Trail (SLDC led)		5,000	0
<b>Public Realm Improvement Projects:</b>				
16	CL2 Christmas Lights, Wildman Street		2,000	1,518
17	CL3 Building Flag & Tree holder maintenance and replacement (Christmas Plus)	916	1,084	0
18	EH Tree Planter Cladding		4,000	0
19	CL Annual Christmas Trees in Holders		3,000	0
20	KiB Increase Kendal in Bloom Community Budget by £2K		2,000	0
<b>Other Schemes:</b>				
21	MG9 Lancaster Canal Regeneration Partnership	500	250	0
22	MG12 Community Emergency Planning Group	5,000	10,000	0
23	AL1 Improve Boundary Wall/Fences, Greenside/Rinkfield Allotments		10,000	0
24	EH17 Blackhall Road Bus Shelters KADBUS scheme	20,437	1,063	0
25	MG Increase in Staffing Budget		20,000	0
26	AGC Increase Audit Committee Budget from £36K to £41K		5,000	0
27	EH New gates to Hallgarth Play Area (SLDC led)		3,000	0
28	EH Youth Activity Equipment (Community Group/SLDC led)		6,993	0
29	EH Scoping working towards Kendal becoming Carbon Neutral		5,000	0
30	EH Right of way wall, Stonecross		750	0
		<u>87,188</u>	<u>143,050</u>	<u>14,776</u>
<b>Resources: Balance carried forward</b>			<u>10,459</u>	<u>124,733</u>