

# KENDAL TOWN COUNCIL

## Mayoralty & Arts Committee

**Monday 12<sup>th</sup> September 2016 at 7.00 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (The Mayor) (Chair), Paul Bramham (Vice Chair), Andy Blackman, Jonathan Brook, Lynne Oldham, and John Veevers
- APOLOGIES** Councillors Austen Robinson and Tom Clare
- OFFICERS** Liz Richardson (Town Clerk) and Rose Tideswell (Temporary Council Secretary)
- 353/16/17 PUBLIC PARTICIPATION**
- None.
- 354/16/17 DECLARATIONS OF INTEREST**
- Councillors Jonathan Brook and Stephen Coleman declared an Other Registrable Interest for Item 15 Lease of Town Hall Accommodation relating to South Lakeland District Council because they are Members of that Authority.
- 355/16/17 MINUTES OF THE MEETING HELD ON 13<sup>th</sup> JUNE 2016**
- The Chairman presented the minutes of the meeting held on 13<sup>th</sup> June 2016, which had been approved by full Council on 4<sup>th</sup> July 2016.
- The minutes were noted as already having been approved by Council, however Councillor Andy Blackman pointed out that minute 090/16/17 (Commemoration of the 250<sup>th</sup> Anniversary of the Birth of John Dalton) was misleading in that it states John Dalton attended the Quaker school in Stramongate - he was in fact the Head Teacher. It was agreed that for clarity and correctness the minute be amended to reflect this.
- RESOLVED** That the minutes of the meeting of the Committee held on 13<sup>th</sup> June 2016 be noted and for clarity and correctness the minute is to be amended to reflect the fact that John Dalton was the Head Teacher at the Quaker School, Stramongate, Kendal.
- MATTERS ARISING** (Not on Agenda)
- None.
- 356/16/17 ANNUAL REVIEW OF TERMS OF REFERENCE**
- The Town Clerk presented the Terms of Reference that had previously been circulated to all the members. The Town Clerk suggested alteration to the wording regarding co-opted members to reflect that there were not always co-opted members and that there may be such members if needed. Councillor Coleman proposed acceptance of the Terms of Reference subject to the proposed

alterations in wording. This was seconded by Councillor Bramham and carried unanimously.

**RESOLVED**

That the Terms of Reference be adopted, with the minor changes to co-opted members wording.

**357/16/17****CULTURAL LEAFLET UPDATE**

The Project Manager Helen Moriarty presented the draft Cultural Leaflet (one of a series) for discussion. The contract to provide the leaflets and website is being undertaken by the same company so they will complement each other. The leaflet and website launch will probably be late Autumn.

A lengthy discussion ensued covering the draft cultural leaflet and ideas for areas to be covered eg. community toilet scheme and car parks. Helen advised members that the draft had been seen by Tourism For All.

The observations and ideas mentioned by the Councillors would be incorporated into this or subsequent leaflets. Councillor Brook suggested that the Mayor launched the leaflet and website. This was agreed and information about the leaflet and website is to be covered in the Newsletter. The Chair thanked the Project Manager for her work.

It was agreed that the Project Manager implements the suggested changes made by the Committee and progress the printing.

**RESOLVED**

that the Project Manager implements the suggested changes made by the Committee and progress the printing of the Cultural leaflet.

**358/16/17****HANDLING OF PARLOUR HERITAGE ITEMS – DRAFT POLICY DOCUMENT**

The Town Clerk presented the new policy document which following discussion was accepted with minor amendments to the wording of the Mayor's robes and chains.

**RESOLVED**

That the Handling of Parlour Heritage Items policy be adopted, with the minor changes as noted.

**359/16/17****HERITAGE CONDITION SURVEY**

The Town Clerk presented a proposal for a Heritage Condition Survey that had previously been circulated to members. The members discussed the merits of a survey and whether the Town Council required addition high quality photography and the inserting of photos. The Town Clerk reminded members that the survey is about the condition of the articles not the cataloguing of them as this has already been completed.

It was proposed by Councillor Brook and seconded by Councillor Bramham that the quote of £3,360 for a condition survey only (no photography) of all the Council's heritage assets currently at 679

numbered items and the cost of the Mayor's attendant to assist of approx. £850 be accepted. This was carried unanimously.

It was agreed that the underspend of £3,000 in the Exhibitions budget line be used first and the remainder come from the Reserve.

**RESOLVED**

That the Town Clerk corresponds with the Curator/Manager of Kendal Museum to proceed with the condition survey of the Town Councils heritage assets as set out in the quotation.

**360/16/17****REPAIRS TO MAYORAL CHAIN**

The Mayor presented a report on the options to repair the soft pins on the Mayor's chain. Two options were discussed - a repair in 18ct gold for £185 inc. VAT or a repair in 9ct gold for £125 inc. VAT.

Councillor Coleman proposed that the repair is done using 9ct gold. This was seconded by Councillor Brook and carried unanimously.

Councillor Veevers suggested that as the repairs would take 2 weeks that the most convenient time to have the repairs completed would be in the New Year.

**RESOLVED**

That the repairs to the soft pins on the Mayoral Chain be completed in 9ct gold at a convenient time.

**361/16/17****COLLECTIONS AND LOANS POLICY – REVISED DRAFT**

The Town Clerk presented the revised Collections and Loans Policy. It was suggested that under Loans No. 3 that evidence of insurance was required. It was proposed by Councillor Brook and seconded by Councillor Bramham that the Collection and Loans Policy be adopted, subject to the above amendment. This was carried unanimously.

**RESOLVED**

That the Collection and Loans Policy be adopted, subject to the addition of evidence being required of insurance for loan items.

**362/16/17****REVIEW OF KTC PUBLICATIONS SELLING PRICE & PERMISSION FOR REPRODUCTION CHARGE**

The Town Clerk gave a verbal report on the Town Council publications. An additional print run of 50 copies of The Pattern Book had been ordered however the cost of £3 per copy would not cover the new print costs. It was currently being sold at £5 per copy – the same price as the larger From Knights to Town Council publication.

Councillor Veevers proposed that the Pattern Book booklet be charged at £4 and From Knights to Town Council be increased to £6. This was seconded by Councillor Brook and carried unanimously.

The Town Clerk also informed Members that the administration fee for permission for reproduction for large commercial organisations had not changed from £50 for some time. It was agreed that this should stay at the same amount.

**RESOLVED**

That The Pattern Book be charged at £4, From Knights to Town Council be charged at £6 and the permission for reproduction charge is to remain the same.

**363/16/17****QUOTATION FOR NEW PARLOUR VISITORS BOOK**

The Town Clerk advised the Committee that the Admin Assistant had been researching options for a replacement Visitors Book. Titus Wilson supplied the current Visitors Book in 1974 but no longer held the artwork and were unable to assist. An alternative supplier had been found to produce a replica book in green leather with the gold emboss on the front cover for £522. James Cropper & Son were supplying the paper free of charge.

Councillor Brook suggested that a first page insert could comprise of the Kendal crest and gold lettering with the front remaining plain leather therefore reducing the cost. It was proposed that the Admin Assistant obtain a quote on this basis.

**RESOLVED**

That the Admin Assistant obtains a quote based on a plain leather bound book, with the first page printed with the Kendal crest and gold lettering.

**364/16/17****KENDAL MUSEUM GRANT REQUEST**

The Town Clerk presented a request from The Kendal Museum for a £2,000 grant for re-casing taxidermy specimens together with gallery information display boards.

Councillor Bramham proposed that grant request be approved. This was seconded by Councillor Coleman and carried unanimously.

Councillor Veevers asked that the Town Clerk raises the issue that as Kendal Town Council is a major benefactor to the Museum that its logo should be alongside other benefactors on the footer of their stationery.

**RESOLVED**

That The Kendal Museum grant request for £2,000 be approved.

**365/16/17****TWINNING – MAYOR’S VISIT TO KILLARNEY**

The Mayor gave an account of his recent civic visit to Killarney which had previously been circulated to members. In terms of bed space, Killarney is second only to Dublin. The Mayor had met with various dignitaries and discussed our Towns similarities and experienced some of their culture. A team from Killarney are planning to visit Kendal in November for the Kendal Mountain Festival.

**366/16/17****LEASE OF TOWN HALL ACCOMMODATION FROM SLDC**

The Town Clerk reported that officers were currently in discussions with SLDC’s legal staff over the agreement which will replace the existing user rights. Comments on the draft lease had been forwarded to SLDC and when these are clarified the document will be sent to the Town’s solicitor to review. Progress was taking longer

than The Town Clerk had envisaged but she felt the agreement was nearing completion.

Councillor Stephen Coleman asked if the chairs and tables could be sold now. The Town Clerk advised that she preferred to wait until the lease was in place.

**367/16/17**

**ITEMS FOR THE NEWSLETTER**

None.

**368/16/17**

**REVIEW OF SPEND AGAINST BUDGET**

The Town Clerk presented the review of spend against budget for the five months ended 31<sup>st</sup> August 2016.

The report was noted.

**369/16/17**

**BUDGET 2017/18**

The Town Clerk presented the 2017/18 budget proposals which included the Budget Timetable with the key dates to consider. The Town Clerk asked that members identify proposals for growth or reductions in service budgets and any projects to be financed by the Development Fund.

Councillor Coleman commented that if we were undertaking a heritage condition survey it was likely that there could be requirements arising from this for repairs/restoration. It was noted that after partly paying for this survey there would be little budget left in the Reserve for restoration. Councillor Veevers proposed changing the line item Exhibitions to Exhibitions and Restoration with a budget increase of £2,000 to make a total of £5,000. This was seconded by Councillor Coleman and carried unanimously.

The Town Clerk reminded Members that 2017 was the 25<sup>th</sup> anniversary of the twinning with Rinteln. She recommended that the Twinning budget line be increased. Cllr Blackman suggested an increase from £1,000 to £2,500. This was seconded by Councillor Coleman and carried with two Councillors against.

Councillor Coleman requested that an item be included on the next agenda on the 25 year Rinteln twinning event.

The Town Clerk recommended that the Torchlight reception budget of £1,515 be increased slightly. Councillor Coleman proposed an increase to £1,600. This was seconded by Councillor Blackman and carried unanimously.

The Town Clerk asked whether it was felt the Mayor & Deputy Mayor's Allowances were adequate. It was agreed that they were.

**RESOLVED**

That the Town Treasurer be advised of the budget proposals for 2017/18 from the Committee.

12.09.2016

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**370/16/17**

**ANY OTHER BUSINESS**

None.

**371/16/17**

**DATE OF NEXT MEETING**

The date of the next meeting was agreed as Monday 14<sup>th</sup> November 2016.

The meeting closed at 8.35pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>356</b>	Annual Review of Terms of Reference	<b>RES</b>	That the Terms of Reference be adopted, with the minor changes to co-opted members wording.
<b>357</b>	Cultural Leaflet	<b>RES</b>	that the Project Manager implements the suggested changes made by the Committee and progress the printing of the Cultural leaflet.
<b>358</b>	Handling of Parlour Heritage Items	<b>RES</b>	That the Handling of Parlour Heritage Items policy be adopted, with the minor changes as noted.
<b>359</b>	Heritage Condition Survey	<b>RES</b>	That the Town Clerk corresponds with the Curator/Manager of Kendal Museum to proceed with the condition survey of the Town Councils heritage assets as set out in the quotation.
<b>360</b>	Repairs to Mayoral Chain	<b>RES</b>	That the repairs to the soft pins on the Mayoral Chain be completed in 9ct gold at a convenient time.
<b>361</b>	Collections and Loans Policy	<b>RES</b>	That the Collection and Loans Policy be adopted, subject to the addition of evidence being required of insurance for loan items.
<b>362</b>	Review of KTC Publications Selling Price & Permission for Reproduction Charge	<b>RES</b>	That The Pattern Book be charged at £4, From Knights to Town Council be charged at £6 and the permission for reproduction charge is to remain the same.
<b>363</b>	Quotation for New Parlour Visitors Book	<b>RES</b>	That the Admin Assistant obtains a quote based on a plain leather bound book, with the first page printed with the Kendal crest and gold lettering.
<b>364</b>	Kendal Museum Grant Request	<b>RES</b>	That The Kendal Museum grant request for £2,000 be approved.
<b>369</b>	Budget 2017/18	<b>RES</b>	That the Town Treasurer be advised of the budget proposals for 2017/18 from the Committee.

# KENDAL TOWN COUNCIL



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## MAYORS PARLOUR HERITAGE ITEMS HANDLING POLICY

### **Introduction**

The parlour is not a museum and should not be treated as such. All its contents are owned ultimately by the people of Kendal, and as such should be available to them to view and, where appropriate, handle and examine. However, it is also important to protect those items that are of historical importance from wear and damage.

### **General Points**

To achieve this balance, the following points should be adhered to whilst in the Mayor's Parlour:

- When members of the public are in the parlour there should be two Kendal Town Council representatives in the room.
- No more than one item should be passed out into the audience for handling at any one time so that the Kendal Town Council representatives can keep track of where things are and how they are being treated.
- Items should be passed out at appropriate points in the talk and brought back in before continuing so that things run smoothly.
- The Kendal Town Council representatives should be prepared to 'read' the group and change rules as appropriate – e.g. deciding not to send out more delicate items if worried that the group is too large to keep track of them or if the attendees are young and boisterous. The final decision about what can be sent out during the meeting should ultimately be the responsibility of the Mayor's Attendant (when present and working to these agreed guidelines) or other Kendal Town Council representative.
- The Kendal Town Council representative leading the talk or meeting should stay close to any item that requires the wearing of white gloves to handle to ensure that they can step in and take the item back easily and before anything untoward occurs.

- Even if the item sent out is not obviously damageable or valuable, the Kendal Town Representatives should be in close control, keeping track of where the item is and being prepared and able to step in and take it back in case problems occur.

**The following are the agreed rules regarding the handling of items:**

**i. Items that should never be handled by the public (or handled only by prior appointment and in the presence of the Mayor's Attendant)**

- The Prayer Book
- The Pattern Book
- The Romney Violin
- All charters
- Mayor's robes
- Mayor's chains
- Mayor's and Mayoress' hats

**ii. Items that should be handled by the public only under close supervision whilst wearing white gloves (provided to attendees by MA).**

- Maces
- Sword
- Tip stave
- Seals
- Cups
- Snuff box

**iii. Items that can be handled by the public without gloves**

- Guns
- Tipstaff
- Handcuffs – do not lock if on a person's wrists.
- Reproduction books, maps, etc.
- Baling hooks
- Teasles

In addition to the above, the Parlour contains a range of items not usually referred to in the general delivery of Parlour talks - the various pieces of silverware and glass in the display cabinet and the items in the drawers, the medals and other memorabilia in the folders, the pictures (including the ones in the picture store), etc. These can and should be available for the public to see, and in most cases handle. Access to these should be dealt with on a request basis, and the appropriate handling guidelines applied to each request/item.