

KENDAL TOWN COUNCIL

Mayoralty & Arts Committee

**Monday 25th June 2018 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors Guy Tirvengadam (Chair & Mayor), Jonathan Brook, Richard Sutton and Rachael Hogg

APOLOGIES Councillors Paul Bramham, Julia Dunlop, Chris Hogg and Alvin Finch

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

089/18/19 WELCOME AND INTRODUCTIONS

The Chair welcomed those present. General introductions then took place, this being the first meeting of the Mayoralty & Arts Committee following recent KTC elections.

090/18/19 PUBLIC PARTICIPATION

None.

091/18/19 DECLARATIONS OF INTEREST

There were no declarations of interest made at this point.

092/18/19 MINUTES OF THE MEETING HELD ON 26TH FEBRUARY 2018

The Chairman presented the minutes of the meeting held on 26th February 2018, which had been approved by full Council on 9th April 2018.

The Chair, being the only Member present, confirmed that he accepted the minutes as a correct record of the meeting.

RESOLVED That the minutes of the meeting of the Committee held on 26th February 2018 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)

093/18/19 Remembrance Day 2018 Update (Ref Minute 990/17/18)

The Town Clerk advised that arrangements for Remembrance Day were still moving forward. There would be some changes to the format this year due to Remembrance Day and Remembrance Sunday coinciding on the same day. The Vicar at the Parish Church was finalising the format of the service.

094/18/19 WW1 Armistice Exhibition Update (Ref Minute 991/17/18)

Councillor Bramham is working with the Mayor's Attendant to organise a small exhibition in the Romney Room to celebrate the 100

year anniversary of Armistice. The exhibition will run for approximately 5 days.

095/18/19 Regimental Parade Update (Ref Minute 992/17/18)

The Town Clerk informed Members that the Duke of Lancaster Freedom Parade had unfortunately had to be postponed due to training requirements of the Regiment. A new date of Saturday 16th March 2019 has been proposed but needs to be finalised and this would not be confirmed until September. A further meeting would be held in September once the rescheduled date had been agreed.

096/18/19 Condition Survey Work Update (Ref Minute 993/17/18)

The Mayor's Attendant was continuing to work on the various remedial actions to heritage items as outlined in the Heritage Condition Survey.

The wall clock was now in the process of being repaired. The Town Clerk had requested a progress update.

The Mayor's Attendant had successfully made contact with the correct point of contact at the V&A Museum in respect of the Katherine Parr's Book of Devotions. Photographs had been supplied and a response was awaited.

It was still proving difficult to find a local restorer for framing and re-mounting work. The Mayor's Attendant was following up leads from Morag Clement at Kendal Museum and would also make enquiries with the V&A Museum.

097/18/19 Twinning Update (Ref Minute 994/17/18)

The Mayor advised that he would be visiting Rinteln in November.

It was also noted that the Rinteln Choir would visit Kendal in October. The Lakes Gospel Choir would be visiting Rinteln in the same month.

098/18/19 Ceremonial Swords of Britain (Ref Minute 998/17/18)

The Town Clerk confirmed that the book entitled "Ceremonial Swords of Britain – State and Civic Swords" had been purchased. The book made reference to the sword held by KTC.

099/18/19 REVIEW OF TERMS OF REFERENCE

The Town Clerk presented the meeting with the Terms of Reference for Committee's consideration.

The Mayor suggested that the Mayor's Charity Dinner be added to the list of civil ceremonies. The Town Clerk commented that the event had been held as a fundraising event in the past rather than a civic event and the amount of work involved would need to be considered. The Mayor commented that the Charity Dinner had been held for approximately 10 years and a template now existed which

could be followed. It was the main source of raising money for the Mayor's charities and he felt that it would be good to include the event as part of the remit. He commented that this would also give Committee greater control over the organisation. He added that a provisional date of 27th February 2019 had been agreed with Kendal College for his Charity Dinner.

Councillor Brook remarked that the Dinner had become established in the calendar of events and suggested that volunteers could be sought to assist with the organisation in order to reduce costs, but that additional admin time if needed should be purchased.

Councillor Tirvengadam proposed that a recommendation to add the Mayor's Charity Dinner to the list of civil ceremonies be made to Full Council. This was seconded by Councillor Brook and carried unanimously.

Councillor Tirvengadam proposed that the Terms of Reference be accepted subject to the recommendation being considered by Council and a decision made. This was seconded by Councillor R Hogg and carried unanimously. It was agreed that the Terms of Reference would not be amended until a decision was reached.

RECOMMENDATION That Council consider adding the Mayor's Charity Dinner to the list of civil ceremonies.

RESOLVED That the Terms of Reference be accepted subject to the recommendation being considered by Council and a decision made.

100/18/19

HERITAGE AUDIT REPORT

The Town Clerk presented a paper which had been circulated prior to the meeting. She explained that reviewing the audit of the Town Council's heritage assets was something that lies with the Audit, Grants & Charities Committee. They had considered the recent audit at their last meeting and made recommendations for consideration by the Mayoralty & Arts Committee.

The recommendation was to write off items that had been highlighted as missing in the audit report. There were three items missing which were of low value and unlikely to be found. If they were subsequently found they could be written back in again. The Town Clerk commented that the exercise was a technicality.

A general discussion then ensued. Councillor Brook felt there should be a certain time period elapse before items are written off. Members were generally uncomfortable with the recommendation and felt that guidance was needed regarding normal practice in this respect. It was agreed that the Town Clerk would speak to the Treasurer for clarification as to normal practice and whether there was a specific reason for writing the items off.

RESOLVED That the Town Clerk would speak to the Treasurer for clarification as to normal practice and whether there was a specific reason for writing the items off.

101/18/19**DONATION OF THE MARY WAKEFIELD TROPHY**

The Town Clerk explained that from time to time requests were made for items to be donated to KTC. In the past the number of items accepted had to be restricted due to storage limitations and shortage of display areas.

A letter had been received from the Mary Wakefield Festival Committee enquiring whether KTC would consider taking back the Kendal Corporation Bowl, possibly for display in the Town Hall.

It was noted that Kendal Corporation had presented the trophy to the Festival in 1920 for choral competition. It had last been presented in 2003, after which time the former Choral class was made non-competitive.

Committee were asked to consider whether they wished to acquire the trophy. After a general discussion it was agreed to accept the trophy as it carried some history. Councillor Brook referred to reference in the letter of "perhaps on loan" and said clarification should be sought as to what basis KTC would be accepting the trophy, but that donation was preferable.

Councillor Tirvengadam proposed that Committee accept the donation of the trophy for display in the Mayor's Parlour, provided the item was not on loan. This was seconded by Councillor Brook and carried unanimously.

RESOLVED

That Committee accept the donation of the Kendal Corporation Bowl for display in the Mayor's Parlour provided the item was not on loan.

102/18/19**ITEMS FOR THE NEWSLETTER**

Autumn/Winter 2018 edition:
Remembrance Sunday.

Spring 2019 edition:
Rescheduled Duke of Lancaster Freedom Parade.

103/18/19**REVIEW OF SPEND AGAINST BUDGET**

The Town Clerk presented the review of spend against budget that had previously been circulated. This was for two months ended 31st May 2018.

It was noted that the Mayor and Deputy Mayor's allowance had been paid.

Councillor Brook queried the sum of £255 shown under Civic Functions. The Town Clerk clarified that this was in respect of the anticipated 50% contribution from SLDC for Torchlight which was split 50/50.

104/18/19 ANY OTHER BUSINESS

105/18/19 The Town Clerk mentioned that there was to be a RAF Parade on 19th August to celebrate 100 years of the RAF. She was unsure whether Councillors were to be involved and would seek clarification.

106/18/19 The Town Clerk informed Members that the Mayor's Attendant had been compiling a list of items in the Mayor's Parlour that were not currently on the database. The items tended to be small items of no or little value. She asked Committee to delegate the task of reviewing the list to the Town Clerk and Mayor's Attendant.

Councillor Tirvengadam proposed that the Town Clerk and Mayor's Attendant review the list of items and deal with each item as appropriate. This was seconded by Councillor Brook and carried unanimously.

Councillor Brook commented that items which may appear worthless may actually be valuable to certain collectors etc and asked that this be borne in mind. The Town Clerk said she would refer back to Committee with anything that might be considered to have value.

RESOLVED That the Town Clerk and Mayor's Attendant review the list of items in the Mayor's Parlour not currently on the database and deal with each item as appropriate. The Town Clerk to refer back to Committee with anything that might be considered to have value.

107/18/19 Councillor Tirvengadam remarked that he was keen to try and appeal to the young people of Kendal and asked whether a KTC Facebook page would be appropriate. The Town Clerk advised that it would be a matter for the Management Committee to consider. There was a general discussion regarding the administration required and controlling content. It was agreed that the Town Clerk would speak to the Project Manager. The matter would also be added to a future agenda of the Management Committee for discussion.

RESOLVED That the Town Clerk speak to the Project Manager regarding a KTC Facebook page. The matter to also be added to a future agenda of the Management Committee for discussion.

108/18/19 Councillor Tirvengadam informed Members that he had been involved with the South Lakeland Youth Council who were keen to be involved. He asked whether there was any way they could link with KTC. He noted that an Officer (Lynne Murray) at CCC co-ordinated the group. Councillor Brook suggested that Councillor Tirvengadam contact Lynne Murray and ask her for any thoughts/suggestions she may have as to how the Youth Council could become involved.

109/18/19 Councillor Tirvengadam highlighted that some Councillors had received harassment during the recent New Road issue. Around that time a KTC Councillor had circulated information on the Protection and Harassment Act and Councillor Tirvengadam asked whether this should be investigated further. Councillor Brook suggested that CALC/NALC may be able to advise further. Councillor Sutton offered to raise the matter at a forthcoming CALC meeting.

RESOLVED That CALC/NALC be approached for guidance on the Protection and Harassment Act. Councillor Sutton to raise the matter at the forthcoming CALC meeting.

110/18/19 Councillor Tirvengadam asked whether it would be possible to organise and display a photograph of the newly formed Town Council. The Town Clerk replied that a one-off photograph had been taken previously when the last KTC meeting was held in the old Chamber, but it was not normal practice to do this each time a new Council was formed. There was a general discussion and it was suggested that maybe a photograph could be taken and placed on the website. It was agreed that the Town Clerk would consider the idea further.

RESOLVED That the Town Clerk consider the suggestion of organising a photograph of the newly formed Council.

111/18/19 **DATE OF NEXT MEETING – 7PM, 10TH SEPT 2018**

The Town Clerk advised that she was unlikely to be present at the next meeting, however the Mayor's Attendant would hopefully be in attendance.

The meeting closed at 8.12pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
099	Review Terms of Reference	REC	That Council consider adding the Mayor's Charity Dinner to the list of civil ceremonies.
		RES	That the Terms of Reference be accepted subject to the recommendation being considered by Council and a decision made.
100	Heritage Audit Report	RES	That the Town Clerk would speak to the Treasurer for clarification as to normal practice and whether there was a specific reason for writing the items off.
101	Donation of The Mary Wakefield Trophy	RES	That Committee accept the donation of the Kendal Corporation Bowl for display in the Mayor's Parlour provided the item was not on loan.
106	AOB – Review of items in Mayor's Parlour not on database	RES	That the Town Clerk and Mayor's Attendant review the list of items in the Mayor's Parlour not currently on the database and deal with each item as appropriate. The Town Clerk to refer back to Committee with anything that might be considered to have value.
107	AOB – KTC Facebook page	RES	That the Town Clerk speak to the Project Manager regarding a KTC Facebook page. The matter to also be added to a future agenda of the Management Committee for discussion.
109	AOB – Protection and Harassment Act	RES	That CALC/NALC be approached for guidance on the Protection and Harassment Act. Councillor Sutton to raise the matter at the forthcoming CALC meeting.
110	AOB – New KTC Photograph	RES	That the Town Clerk consider the suggestion of organising a photograph of the newly formed Council.