

KENDAL TOWN COUNCIL

Notice of Meeting

MANAGEMENT COMMITTEE

**Monday 21st January 2019 at 7.30 p.m.
in The Mayor's Parlour, Kendal Town Hall**

Committee Membership (10 Members)

Stephen Coleman (Chair)	Geoff Cook (Vice Chair)	Guy Tirvengadam (Mayor)
Alvin Finch (Deputy Mayor)	Jonathan Owen	Shirley Evans
Andy Blackman	Douglas Rathbone	Susanne Long
Paul Bramham		

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 PREVIOUS MEETING AND MATTERS ARISING (not otherwise on the agenda). Minutes of meeting held on 17th December 2018 (*see attached*)

5. URGENT ITEMS OF BUSINESS (CONTACT THE CHAIR PRIOR)

6. REPORT ON WORK PROGRAMME (*verbal*)

7. ITEMS FOR THE NEWSLETTER

- Spring 2019 Edition – deadline 25th January, publication 4th March
- Summer 2019 Edition – deadline 14th June, publication 22nd July

8. REVIEW OF SPEND AGAINST BUDGET 2018/19 (*see attached*)

KENDAL TOWN COUNCIL

9. EXCLUSION OF PRESS AND PUBLIC

To consider whether members of the press and public should be excluded from the next item, which contains exempt information as described in Schedule 12A of the Local Government Act 1972

Part II (Excluded Items)

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following report is excluded from inspection by members of the press and public as it contains exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:

- *Information relating to any individual [Paragraph 1]*
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

10. PARAGRAPH 1 – STAFFING

Townscape Manager Annual Appraisal

11. PARAGRAPH 3 – PRESENTATION

Re-Modelling & Reconfiguration of South Lakeland House and Sympathetic Refurbishment of Kendal Town Hall by Sion Thomas, Property Services Contract Manager, SLDC

12. READMISSION OF PRESS AND PUBLIC

13. ANY OTHER BUSINESS

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
Management Committee**

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

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Guy Tirvengadam (Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Douglas Rathbone and Susanne Long.
- APOLOGIES** Councillor Finch
- OFFICERS** Liz Richardson (Town Clerk), Amy Robinson (Interim Council Secretary)
- 709/18/19 PUBLIC PARTICIPATION**
- None
- 710/18/19 DECLARATIONS OF INTEREST**
- None
- 711/18/19 MINUTES OF THE MEETING HELD ON 19TH NOVEMBER 2018 & MATTERS ARISING**
- The Chairman presented the minutes of the meeting held on 19th November 2018, which had been approved by full Council on 3rd December 2018.
- Councillor Evans noted that she was disappointed that 'Flooding' had been removed as a standing item on the agenda commenting that flooding would become an increasingly important issue over the coming years.
- The Chair noted that there had been a long period of time in which flooding had not been raised for discussion, however he assured Councillor Evans that it was an issue that could always be raised under AOB.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Tirvengadam and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 19th November be accepted as a correct record.
- 712/18/19 URGENT ITEMS OF BUSINESS**
- None
- 713/18/19 PRESENTATION BY DR ROB DAVID – STUMBLING STONES: KENDAL REMEMBRANCE TRAIL**
- Dr Rob David gave a short summary of an idea to build on the recent Kendal Remembrance Trail. He described the Remembrance Trail project as transformative in bringing individuals involved in the Great War to life. He hoped to build on

this to ensure its longevity and help in making it meaningful to future generations. He noted that he had a teaching background and was interested in helping children, in particular, make sense of the numbers involved in the wars. He described an initiative in Germany and other countries occupied by Germany, where memorial plaques were placed into pavements outside the homes of victims of the German regime (known as Stumbling Stones). He noted that there were some in Rinteln.

The Committee were very supportive of the idea and asked Rob David if he had thoughts on how such a scheme might be funded. Rob David felt that there would be scope for individual donations, particularly from families who had lost someone in the wars, but also local public funds, schools - that might adopt one and community funds. He also suggested a street community might be happy to pay for one on their street.

Councillor Tirvengadam described it as a great initiative and suggested the Royal British Legion may be a possible source of funding. He also suggested the use of slate for the plaques might be in keeping with the local area. It was noted that the Civic Society would have greater access to grants than KTC and Councillor Coleman, while supportive, asked Committee to consider the Officer costs in administrating and organising such an initiative.

Councillor Cook noted a similar project with recipients of the Victoria Cross which had seen the engraving of paving stones in towns in West Cumbria.

Councillor Owen described it as a great idea, which would add to the many different ways visitors are able to discover Kendal. He suggested that impact would not need to be large scale and could be taken forward initially with modest ambitions.

Councillor Evans asked if Rob David had discussed the idea with the Civic Society and suggested this might be something they would be a more natural lead on. Councillor Owen agreed, suggesting KTC could be an enabling partner rather than lead partner and Members agreed that perhaps a steering group, involving KTC, British Legion and Civic Society could be formed. Rob David noted that it would be helpful to be able to say that KTC were behind the idea. Councillor Blackman encouraged Rob David to speak to the Civic Society making clear KTCs interest in being involved in a Steering Group.

Councillor Coleman noted that Committee were supportive, suggesting the idea could be discussed further at Environment and Highways to scope out what would be involved.

Councillor Owen proposed the endorsement of the idea. This was seconded by Councillor Coleman and carried unanimously.

Councillor Blackman suggested that KTC may be able to fund a framed copy of the Remembrance Trail map to be hung in the Mayor's Parlour. The Mayor supported this.

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Management Committee

The Chair thanked Rob David for discussing his idea and for taking a creative look at this topic.

RESOLVED

That Committee endorse Dr Rob David's idea to build on the Remembrance Trail project by placing permanent remembrance plaques across the town.

714/18/19

REPORT ON WORK PROGRAMME

The Town Clerk had previously circulated a report on project progress for December 2018 and this was noted by Members.

Annual Report

The Town Clerk reminded members to submit their submissions for the Annual Report by the 7th January 2019.

Mayor of Kendal Fund for the Aged and Infirm

The Clerk provided an update on the Mayor of Kendal Fund for the Aged and Infirm, noting progress with the Charity Commission on the renaming of the charity to remove the link to the Mayor.

Events

The Clerk reported that work continues on the Regimental Freedom Parade on insurance, organising First Aid cover and road closures.

The Clerk noted that the Christmas snowflake display on the façade on the Town Hall had led to a number of informal positive comments from the public. Councillor Evans asked whether the projector could be made available for other events. The Clerk confirmed that it could but that licensing would need to be sought by any event wishing to use it.

The Town Clerk reported that the Christmas Lights Switch On event went well. Councillor Blackman asked about levels of attendance and it was noted that Market Place had been full although there had been a lower than usual turn out. Councillor Evans noted that the Concert Band had not attended due to there being no access to a covered area/marquee. She reported that there had been discussion on buying a KTC marquee to use for this and other events. The Assistant to the Town Clerk was exploring costs. Councillor Evans noted that funding for a marquee could be sought from the Christmas Lights and Festivals or Management budget. Councillor Coleman asked if the Concert Band would benefit from having their own marquee which might be of benefit for other events and suggested that KTC might contribute to this. Councillor Tirvengadam noted that he would be in favour of KTC purchasing one which would also be helpful for the Unity Festival. The Town Clerk noted that she would check that KTC had room to store a marquee.

Allotments

The Town Clerk noted the main focus had been invoicing and the Allotment Newsletter.

Kendal in Bloom

Kendal in Bloom had decided to make changes to their format, removing the competitive aspect and aiming to develop a more

17.12.2018

community orientated scheme, including more involvement with schools.

Action Plan work

The Town Clerk reported that the Project Manager had finished the Castle Project and written an article for the Westmorland Gazette. The Green Wall was currently with SLDC for planning permission.

RESOLVED

That the Town Clerk will check that KTC has appropriate space to store a marquee.

715/18/19

FREEDOM OF INFORMATION PUBLICATION SCHEDULE – DRAFT FOR APPROVAL

The Town Clerk noted that this is an annual document published on the KTC website indicating where information is held and how the public can get hold of it. She noted that there had been changes to the format but no changes made to content.

Councillor Coleman asked about Officer time in responding to requests for information. The Clerk confirmed that requests were very infrequent so little time had been spent.

Councillor Coleman proposed that the FOI Publication Schedule be recommended for approval to Council. This was seconded by Councillor Tirvengadam and carried unanimously.

RECOMMENDATION

That the draft annual FOI Publication Schedule be approved.

716/18/19

REVIEW OF DEVELOPMENT FUND PROJECT RANKING REF MINUTE 628/18/19

The Town Clerk reported that this had come back following December Council for further scrutiny and discussion by Management Committee. She noted that as agreed at Council, the Parish Poll and tree planter cladding had been removed from the ranking as too had the TiC funding following agreement that of the current ringfenced £10k, half would be paid now and the remainder in the 2019/20 financial year.

Committee noted the need for agreement of the ranking in order for Council to set the Budget at the January meeting.

The Town Clerk confirmed that CIL money did not come with restrictions but that there was an expectation that this fund is allocated to projects that have benefit for the whole town. She explained that the Tax Base is the number of people in Kendal expected to pay council tax and there is an expectation that this will rise each year due to house building.

Councillor Coleman noted it was unusual to see staffing as the largest budgetary request and suggested Members recognise that if it wasn't listed in the ranking it would likely result in a reduced Development Fund ask.

Councillor Cook noted that lots of projects were worthy and interesting but without staff to carry them out they couldn't be undertaken. Councillor Owen noted that a reduction in the staffing

increase from £30k to £20k would enable more Environment and Highways projects to be undertaken.

Councillor Coleman encouraged Committee to consider ranking in order of importance rather than focus too much on figures or budget, the finer detail of which could be discussed at a later date.

Councillors Long and Evans both noted no obvious need for changes and were positive about the Kendal Futures projects high on the ranking, noting KTC support enabled Kendal Futures to draw in wider support. Councillor Rathbone noted this also applied to other projects such as the Trim Trail and Hallgarth play area.

Councillor Evans noted that she wouldn't like to see an end to the Newsletter. Committee noted that certain items required the support of the Project Manager and it was discussed whether to postpone certain projects due to her Maternity Leave or have the expectation that the cover person will pick these up.

Members agreed to postponing work to improve visibility and environment around Kendal Railway Station to the following year given that work was tied into other projects in the locality.

Committee discussed Yard signage and it was hoped that with Officer capacity this could go ahead. It was noted that BID might want to be involved.

Councillor Blackman asked Committee to clarify whether the reason for a request for an increase in the grants budget was because more applications were being received. This was confirmed.

Members discussed plans to place Christmas trees in holders on the external walls off premises/businesses and referenced the appeal of them in other towns, particularly on older buildings. Councillor Coleman suggested that some engagement takes place through BID in order to get necessary support from business premises. Councillor Long suggested that this be done before any funding decisions are made.

Councillor Coleman proposed that the ranking of projects be agreed as presented with the exception of postponing the Kendal Railway Station project to 2020/21. This was seconded by Councillor Tirvengadam and carried unanimously.

Councillor Blackman asked if the CIL criteria could be brought to January Council to help with clarity.

RESOLVED

- (a) That the ranking of projects be agreed as presented with the exception of postponing the Kendal Railway Station project to 2020/21.
- (b) That the Town Clerk provide a copy of the CIL funding criteria to January Council.

Spring 2019 Edition

Councillor Coleman asked the Town Clerk how the Newsletter would be managed in the Project Managers absence. The Clerk reported that this would be part of the cover posts' Job Description and would start with the Summer Newsletter possibly with the help of Councillor Hennessey.

Councillor Coleman asked whether it was felt the Newsletter was being distributed at the right time. It was agreed that it was and noted that this had been reviewed previously when the Newsletter had reduced from four to three issues.

Councillor Blackman asked whether the Project Officer could pick up the Newsletter in conjunction with Councillor Hennessey. This would allow for some handover time with the Project Manager if he is happy to take this on.

RESOLVED

That the Project Officer is approached about taking on the Newsletter in the Project Managers absence.

718/18/19**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Evans and seconded by Councillor Blackman to move to Part II, this was carried unanimously.

RESOLVED

That the press and public be excluded for the following items of business.

Part II

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [*Paragraph 1*]

STAFFING MATTERS [*Paragraph 1*]**719/18/19****Town Council Secretary**

The Town Clerk noted that the former Town Secretary will be returning to her post in January 2019. She noted that the Town Secretary would no longer cover Planning Committee and would continue to work 55 hours/month. The additional 5 hours agreed by Council would be used in the interim for a cover secretary to attend and minute Planning Committee. The Clerk noted the longer term idea was to provide an Officer to Planning Committee, noting a more progressive approach from the new Members.

720/18/19**Maternity Cover for Project Manager**

Councillor Owen queried whether the terms of the maternity cover link with the Project Manager's rights to return. The Clerk agreed to check and ensure the post was advertised without a fixed term.

The Town Clerk reported that the Project Manager would be going on maternity leave in March and that it was hoped that her cover could begin prior to this to ensure some overlap. She noted that recruitment would be for the same number of hours (18.5 hours/week). It was agreed that salary would be in the same range as the current Project Manager. The deadline for applications would be 28th January 2019.

Councillors Cook and Evans agreed to be involved in the shortlisting and interviews. It was agreed this would take place on 28th January and 6th February respectively.

721/18/19

Review of Additional Officer Time – suggested Deputy Town Clerk Post

Councillor Coleman confirmed that a working group had been established to review the whole staffing structure of the Council. He reported that they were looking at the work of Committees to establish whether they are working effectively and the sorts of staffing needed to deliver the work of the Council. He noted that this meant discussion of a Deputy Town Clerk post would therefore need to wait until the working group is able to report back to Management Committee. He acknowledged that this would take longer but made clear that the Committee would be receptive to considering any additional support needed during this period.

He noted that a meeting with CALC had taken place and that they were looking at benchmarking and the generic roles that other Councils had. Councillor Owen asked about next steps. Councillor Coleman noted that once benchmarking information had been received from CALC, the working group would discuss what could be learnt from this and that this discussion would be fed back to Management Committee.

722/18/19

Townscape Manager

There was a discussion on recent events involving the Townscape Manager and how these could be resolved. It was noted that his annual appraisal was due and had been arranged for early January (with his line manager and Councillor Blackman) and that this would be the forum for discussion.

723/18/19

READMISSION OF PRESS AND PUBLIC

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

RESOLVED

That the press and public be re-admitted for the remainder of the meeting.

ANY OTHER BUSINESS

724/18/19

BID

Councillor Cook reported that BID has been re-elected and suggested that this was acknowledged and welcomed by KTC.

725/18/19**Kendal Futures**

Councillor Long commented that Paula Scott from Kendal Futures would be writing to advise the Town Clerk that they are in the process of changing their structure to become a Community Interest Company rather than a partnership board.

726/18/19**Unity Festival**

Councillor Tirvengadam asked where any budget for the next Kendal Unity Festival would come from. It was noted that an application would need to be submitted to the Christmas Lights & Festivals Committee. The Town Clerk agreed to ask the Assistant to the Town Clerk to provide an update to Councillor Tirvengadam.

727/18/19**UN Intergovernmental Panel on Climate Change (IPCC) Report**

Councillor Owen reported that himself and Councillors Archibald, Hennessey and Rowley had met to discuss KTC's response to the UN IPCC report. He noted a wish to explore a commitment towards a carbon neutral Kendal and that discussion had taken place around finding a consultant to look at the town's existing carbon footprint and what would be needed to reach a carbon neutral position.

728/18/19**Environment Agency Flood Defence Plans**

Councillor Rathbone provided a brief summary of the Planning Committee's earlier discussions relating to the Environment Agency's application for Kendal flood defences. He noted that four members of the public had had an opportunity to speak, as well as two representatives of the Environment Agency. He described an open and positive dialogue. He noted that the EA had offered assurance that all three phases would be carried out and that they were looking at a substantial reduction in the number of tree removals than originally proposed. He also noted the intention to replant with some more mature trees.

Councillor Rathbone emphasised that the public should be encouraged to contribute comments and confirmed that these should be directed to SLDC Planning Department with reference SL/2018/0925. He reported that the EA would be opening a pop up shop, Unit 16 in the Westmorland Shopping Centre, on a Wednesday for the public to discuss and comment on the plans. He reported that both he and the EA would ask the Westmorland Gazette to publicise this.

Councillor Coleman asked if Councillor Rathbone could provide an email with the above update to all Councillors.

RESOLVED

That Councillor Rathbone email an update to all Councillors on the Environment Agency Flood Defence Plans and ask the Westmorland Gazette to publicise public opportunities for making comments.

The meeting closed at 9.39pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
713/18/19	PRESENTATION BY DR ROB DAVID – STUMBLING STONES: KENDAL REMEMBRANCE TRAIL	RES	That Committee endorse Dr Rob David's idea to build on the Remembrance Trail project by placing permanent remembrance plaques across the town.
714/19/19	REPORT ON WORK PROGRAMME (Events)	RES	That the Town Clerk will check that KTC has appropriate space to store a marquee
715/18/19	FREEDOM OF INFORMATION PUBLICATION SCHEDULE – DRAFT FOR APPROVAL	REC	That the draft annual FOI Publication Schedule be approved.
716/18/19	REVIEW OF DEVELOPMENT FUND PROJECT RANKING REF MINUTE 628/18/19	RES	<p>(a) That the ranking of projects be agreed as presented with the exception of postponing the Kendal Railway Station project to 2020/21.</p> <p>(b) That the Town Clerk provide a copy of the CIL funding criteria to January Council.</p>
717/18/19	ITEMS FOR THE NEWSLETTER	RES	That the Project Officer is approached about taking on the Newsletter in the Project Managers absence.
728/18/19	ENVIRONMENT AGENCY FLOOD DEFENCE PLANS	RES	That Councillor Rathbone email an update to all Councillors on the Environment Agency Flood Defence Plans and ask the Westmorland Gazette to publicise public opportunities for making comments.

KENDAL TOWN COUNCIL - MANAGEMENT COMMITTEE

BUDGETARY CONTROL STATEMENT: NINE MONTHS ENDED 31 DECEMBER 2018

2018/19 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Management:				
163,500	Staff Salaries	130,646	41,285	171,931	(8,431)
(71,070)	Staff Recharges to Services	(53,303)	(17,768)	(71,070)	0
500	Travel & Training	1,648		1,648	(1,148)
(2,100)	Pension Fund Adjustment	(1,575)	(525)	(2,100)	0
16,040	Premises	13,074		13,074	2,966
6,060	Supplies & Services	2,984		2,984	3,076
10,130	Audit, Subscriptions & Insurances	7,807		7,807	2,323
0	Elections	0		0	0
8,860	Newsletter	6,224		6,224	2,636
6,160	IT & Website	5,461		5,461	699
2,020	Miscellaneous (includes £8,636 Parish Poll)	9,223		9,223	(7,203)
140,100	Total:	122,190	22,993	145,183	(5,083)
	Action Plan Items:				
4,800	Support for Kendal Futures Projects	0		0	4,800
7,750	Support for Co-ordinator	7,750		7,750	0
11,714	Delivering the Action Plan	11,300		11,300	414
10,000	Support for Kendal TIC	5,000		5,000	5,000
3,000	Eden & South Lakeland Credit Union	3,000		3,000	0
250	Lancaster Canal Regeneration Partnership	250		250	0
4,467	Kendal Destination Website (funded by Kendal Futures)	2,250	1,350	3,600	867
5,000	Community Emergency Planning	0		0	5,000
42,181	Total:	29,550	1,350	30,900	11,281