

KENDAL TOWN COUNCIL

Management Committee

**Monday 19th February 2018 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Jonathan Brook (Chair), Austen Robinson (Vice Chair), Andy Blackman (Mayor), Guy Tirvengadam (Deputy Mayor), Graham Vincent, Jon Robinson, John Veevers, Geoff Cook and Jonathan Owen
- APOLOGIES** Councillor Clare Feeney-Johnson
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 949/17/18 PUBLIC PARTICIPATION**
- None.
- 950/17/18 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 951/17/18 MINUTES OF THE MEETING HELD ON 22ND JANUARY 2018**
- The Chairman presented the minutes of the meeting held on 22nd January 2018, which had been approved by full Council on 5th February 2018. The minutes were accepted as a correct record of the meeting.
- RESOLVED** That the minutes of the meeting of the Committee held on 22nd January 2018 be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 952/17/18** None.
- 953/17/18 URGENT ITEMS OF BUSINESS**
- None.
- 954/17/18 REPORT ON WORK PROGRAMME**
- As the Town Clerk had been away on annual leave she had not prepared a written report. She informed Members that she was concentrating on ongoing projects.
- The Project Manager's main projects included:
- Proposal submitted to CCC Local Area Committee for £1,200 to support the final stage of removal of former electrical posts.
 - Visit Kendal website – achieved initial aim of appearing in the top three google searches for 'Kendal'.

- Kendal Leaflet Series – popularity of the leaflets continues with the Walking Trials leaflet proving the most popular. A bid has been made to Kendal BID to support a reprint in April.
- Kendal Castle Project – the ‘Medieval Kendal’ panel has been sent to the Civic Society for comment. Lakeland Radio have recorded the audio trail. LIP application to improve Kendal Castle signage submitted. Result expected mid-February.
- Green Wall – Network Rail will not give permission for a Green Wall at Longpool but keen to see improvements in the area. Discussions being held with SLDC regarding alternative sites.
- Environment & Highways – project to plot locations of all KTC assets on a GPS system continues.

955/17/18**KENDAL PARK RUN**

Following a presentation at the last Management Committee meeting by Brian Harrison, Vice Chair of Kendal BID, Committee had resolved to add the item to the next Agenda for further discussion.

After a general discussion the consensus of opinion was that several logistical problems existed that would make it very difficult to accommodate a Park Run in Kendal. Councillor Owen mentioned Brian Harrison had arranged a meeting with the Park Run ambassador and said that it would be useful to know when this had been scheduled for. Town Clerk to request feedback from Brian Harrison following his meeting with the ambassador.

RESOLVED

That the Town Clerk requested feedback from Brian Harrison following his meeting with the Park Run ambassador.

956/17/18**PRINTING OF AGENDA PAPERS**

Members considered a paper which had been circulated prior to the meeting regarding the printing of Agenda papers. It had been suggested that, in view of the volume of printing, Council should consider a trial of ‘paperless’ meetings and use a projector and screen for Members’ papers.

Committee discussed the advantages and disadvantages of paperless meetings. The Town Clerk raised some concern regarding Officers’ time at meetings navigating through the agenda and papers. Councillor A Robinson noted that Castle Park governors meetings operated on a paperless basis and it worked well. Councillor Blackman said that Heron Hill School also worked in a similar way.

Due to the forthcoming elections Members decided that it was not the best time for a trial of paperless meetings, however it was an aspiration for the future. In the meantime it was agreed that Councillors would inform the Town Clerk if they did not require printed copies of agendas. The Town Clerk would also check the legal position on the production of agenda papers.

RESOLVED That a trial of paperless meetings would not proceed at the current time. Councillors would be asked to inform the Town Clerk if they did not require printed papers. Town Clerk to check the legal position on the production of agenda papers.

957/17/18

UK HEALTHY CITIES NETWORK

Councillor Tirvengadam asked Committee to consider whether Council should apply for membership of the UK Healthy Cities Network. Full details had been circulated prior to the meeting. He had been approached by Cherrie Trelogan from Cumbria County Council who are keen to join the network and were seeking support from KTC.

Healthy Cities is a global movement that engages local authorities and their partners in health development through a process of political commitment, institutional change, capacity-building, partnership-based planning and innovative projects.

It was noted that Ulverston had recently worked towards Network status. It was suggested that they might be able to advise KTC on the process and the commitment that would be expected from Council.

After a general discussion about the initiative and the level of commitment that would be expected from KTC, Members agreed to indicate a level of support and adopt a 'wait and see' approach. They also agreed that they would like to receive further information. Councillor Cook said he would feed back the comments to CCC.

RESOLVED

That Committee indicate a level of support for joining the UK Healthy Cities Network and wait and see how matters progressed. Further information to be requested.

958/17/18

FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING

Councillor J Robinson advised Members that, following a meeting of the sub-group in early February, a paper was being put together for consideration by the Management Committee. As this document was still to be reviewed by Councillor J Robinson it was agreed to consider at the next meeting. Councillor A Robinson commented that the group had tried to be as positive as possible when compiling the document, which would present 5/6 recommendations. He added that KTC needed to raise its profile in matters relating to flooding. The recommendations would need to be discussed by the new Council following the elections in May.

Councillor A Robinson also briefed Members on a briefing attended with the Environment Agency. No definite proposals had been put forward by the EA but they were looking at the possibility of a 1.3 million cubic holding unit at Mintsfeet. The first phase would be to submit a bid for European funding. Further information was available on the EA website and there would be a consultation period which would allow Members an opportunity to comment. Councillor A

Robinson added that he had spoken to the EA and suggested that they contact the Town Clerk to arrange to give a presentation on the proposals at a meeting of the new Council. Councillor Cook had also attended the meeting and observed that it could mean significant changes to parts of Kendal.

It was agreed that links to the EA website would be circulated with the minutes – the link is www.cumbriastrategicfloodpartnership.org

RESOLVED

That the relevant links to the EA website be circulated with the minutes.

959/17/18**ITEMS FOR THE NEWSLETTER**

There were no items put forward.

Councillor A Robinson advised the Town Clerk that he would be happy to continue proof reading articles for the KTC newsletter following his departure.

960/17/18**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Vincent and seconded by Councillor A Robinson 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]**961/17/18**

The Town Clerk advised that the Admin Assistant had now formally applied for early retirement. The Treasurer was dealing with the relevant paperwork.

The Town Clerk also reported that the Assistant to the Town Clerk had been on the receiving end of some unpleasant verbal abuse in the office from allotment holders. Some of the incidences had been quite threatening and the Assistant to the Town Clerk was made to feel very uncomfortable.

Members were concerned to learn about the incidences and agreed that it was important staff were protected. It was agreed that a full report of the incidences was required from the members of staff involved. Councillor Veevers would also raise the matter at the next Allotments Committee meeting and consider the addition of a clause

to tenancy agreements relating to action that will be taken in the case of verbal abuse to members of staff. It was also agreed that the Police would be consulted.

It was also noted that there was a wider issue relating to office accommodation and the safety of staff within it. Members agreed that the office needed to be assessed. Several suggestions for additional improvements were made including an intercom system and video camera.

It was agreed that the Town Clerk would meet with the SLDC Property Manager.

RESOLVED

That a report of the incidences of verbal abuse by allotment holders be prepared by the members of staff involved. Town Clerk to meet with the SLDC Property Manager.

962/17/18

READMISSION OF PRESS AND PUBLIC

It was proposed by Councillor J Robinson to re-admit the press and public. This was seconded by Councillor Vincent and carried unanimously.

RESOLVED

that the press and public be re-admitted for the remainder of the meeting (none were present).

ANY OTHER BUSINESS

963/17/18

Annual Report

The Town Clerk advised that she still awaited submissions from some Chairs of Committees for the Annual Report.

964/17/18

Presentations to Council

The Town Clerk said she had been asked to arrange several presentations to Council. It had previously been agreed that there would be no more than one presentation per Council meeting as they could be very time consuming. She sought guidance from Members in prioritising the presentations that were required. The following was agreed:

Healthy Towns – April meeting if possible.

Kendal Museum – March meeting.

Floods (Environment Agency) – June meeting (new Council)

Dementia Buddies – May meeting if possible.

Courts – no further action.

965/17/18

Kendal Futures Board

Councillor A Robinson advised that he had received a letter from Paula Scott, Project Co-ordinator at Kendal Futures. The contracted weekly rate of the Project Co-ordinator position had remained the same since Paula Scott took the post in January 2011. It was proposed to reduce her working hours from 20 to 16 per week, whilst maintaining the same weekly cost. As funders, KTC would be asked for a raised contribution for 2018/19. Paula had asked for any

objections to be made known before the next Board meeting on 7th March.

Members expressed some concern, in particular that they had not been asked first if they wished to increase their funding to maintain the hours. There was also concern that time was already limited, but Members felt that there was not enough information to be able to discuss the proposal fully. It was agreed that the Town Clerk would forward these concerns and request further clarification.

RESOLVED

That the Town Clerk respond noting the concern and request further clarification in respect of changes to the hours and funding of the Project Co-ordinator role at Kendal Futures Board.

966/17/18

Parish Poll

Councillor J Robinson asked what the situation was regarding the possible request by members of the public for a Parish Poll in respect of New Road. Councillor Brook explained the process to Members and observed that any cost of such a Poll would have to be borne by KTC and passed on to the electorate. The Town Clerk commented that if it was to go ahead it would have serious impact on other areas of work currently ongoing. It was agreed that the Treasurer would circulate a summary of the procedure to all Councillors and discuss the matter further with those requesting the Poll.

RESOLVED

That the Treasurer circulate a summary of the procedure for a Parish Poll to all Councillors and discuss the matter further with those requesting the Poll.

The meeting closed at 9.19pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
955	Kendal Park Run	RES	That the Town Clerk requested feedback from Brian Harrison following his meeting with the Park Run ambassador.
956	Printing of Agenda Papers	RES	That a trial of paperless meetings would not proceed at the current time. Councillors would be asked to inform the Town Clerk if they did not require printed papers. Town Clerk to check the legal position on the production of agenda papers.
957	UK Healthy Cities Network	RES	That Committee indicate a level of support for joining the UK Healthy Cities Network and wait and see how matters progressed. Further information to be requested.
958	Flooding December 2015	RES	That the relevant links to the EA website be circulated with the minutes.
961	Staffing Matters	RES	That a report of the incidences of verbal abuse by allotment holders be prepared by the members of staff involved. Town Clerk to meet with the SLDC Property Manager.
965	AOB – Kendal Futures Board	RES	That the Town Clerk respond noting the concern and request further clarification in respect of changes to the hours and funding of the Project Co-ordinator role at Kendal Futures Board.
966	AOB – Parish Poll	RES	That the Treasurer circulate a summary of the procedure for a Parish Poll to all Councillors and discuss the matter further with those requesting the Poll.