

KENDAL TOWN COUNCIL

Management Committee

**Monday 15th October 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), Douglas Rathbone and Susanne Long

APOLOGIES Councillors Alvin Finch (Deputy Mayor), Andy Blackman, Jonathan Owen, Shirley Evans and Paul Bramham

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

417/18/19 PUBLIC PARTICIPATION

David Peters, Chair of Natland Parish Council, had requested to speak in respect of item 7 on the Agenda (Community Governance Review).

He talked about the purpose of the Community Governance Review and the fact that there was likely to be some resistance from Natland Parish Council to KTC's proposals for boundary alterations. Two areas were highlighted in particular (1) development land south of Natland Mill Beck Farm (to include The Beeches development) and (2) industrial development land south of K Shoes, Natland Road. David Peters made the point that changes to the boundaries in these areas would affect already developed land and residents' opinions would need to be sought. In addition, referring to boundary alterations in Oxenholme, it was suggested that consideration should be given to the possibility of creating a new Parish Council for Oxenholme.

418/18/19 DECLARATIONS OF INTEREST

Councillor Cook declared an interest in item 19 on the Agenda as he works as a freelance tourist guide.

Councillor Rathbone declared an interest in item 7 on the Agenda (Community Governance Review) being a District Councillor for Natland.

419/18/19 MINUTES OF THE MEETING HELD ON 17TH SEPTEMBER 2018

The Chairman presented the minutes of the meeting held on 17th September 2018, which had been approved by full Council on 1st October 2018.

Councillor Tirvengadam proposed that the minutes be accepted as a correct record. This was seconded by Councillor Long and carried with 2 abstentions (it was noted that this was not quorate).

RESOLVED That the minutes of the meeting of the Committee held on 17th September 2018 be accepted as a correct record.

420/18/19 MATTERS ARISING (Not on Agenda)

The Town Clerk provided the following update:

Minute Ref 340/18/19 – Update on Lakes Line

A letter had been sent to Northern Rail approximately two weeks ago but no reply had been received. The Chair requested that the Town Clerk follow this up.

Minute Ref 341/18/19 – CALC Membership Subscriptions Review

Members were informed that CALC would be attending the Management meeting in November to discuss the revised fee structure.

Minute Ref 343/18/19 – Budget Priorities and Scoring System Review

A meeting had been arranged for Friday 9th November 2018 at 7pm to review and evaluate budget proposals.

421/18/19 URGENT ITEMS OF BUSINESS

None.

422/18/19 REPORT ON WORK PROGRAMME

The Town Clerk presented her report on project progress for October 2018 and this was noted by Members. The following main areas of work were highlighted:

- Remembrance Sunday.
A lot of the Clerk's time has been spent on arrangements.
- The Mayor of Kendal's Fund for the Aged & Infirm.
The Charity was still awaiting a response from the Charities Commission regarding the name change. Town Clerk to chase.
- Lease etc.
Still awaiting response from SLDC legal. Town Clerk to chase.
- Kendal in Bloom
The preferred contractor has been selected and references are being requested.

The Chair requested that details of the lead person for each project be included in the report.

RESOLVED

Town Clerk to follow up the items highlighted. Details of lead person for each work area to be included in the report.

423/18/19 COMMUNITY GOVERNANCE REVIEW

The Town Clerk advised that, following the last Management Committee meeting held on 17th September 2018, she had emailed all Councillors explaining the Community Governance Review process and requesting details of any anomalies within their

respective wards. She had subsequently met with Councillor Rathbone, Chair of the Planning Committee, to discuss a proposed submission to SLDC.

The Local Plan showed a number of developments that would clearly align to Kendal as the communities' hub, but that were not within the KTC boundary. There are also some boundaries that cut through developments/communities that should be considered.

The Town Clerk presented a paper that had previously been circulated and the following points were discussed:

NE Kendal

Communities at Gilthwaiterigg and Summerhow are split by the current boundary. There is a possibility of social cohesion if this boundary is moved. Councillor Cook commented that opinion would need to be sought from residents.

SE Kendal

Members agreed the development land south of Natland Mill Beck Farm (to include The Beeches development) should be flagged up as an area of concern. It was noted that this is a land allocation area. Again the communities involved would need to be consulted.

SW Kendal

Members discussed the alignment of the boundary along the A591 in the Brigsteer Road area and also alignment of boundary to include Kendal Fell quarry which is currently split in two. It was noted that these are National Park Areas and the implications of this were considered.

Oxenholme

Members agreed to consider matters as they currently stand, ie. not as a separate Parish Council. The Town Clerk commented that this was not something that had been raised or discussed and would probably need to be a separate exercise.

Councillor Cook highlighted an anomaly at Helsington Laithes where the stream runs. It was agreed to look into this further.

It was noted that the Boundary Commission have the final say on any amendments proposed.

It was proposed by the Chair that the Town Clerk make an initial submission to SLDC as per the recommendations in the paper. This was seconded by Councillor Tirvengadam and carried unanimously.

RESOLVED

That the Town Clerk make an initial submission to SLDC as per the recommendations in the paper.

424/18/19

RESPONSE FROM HM GOVERNMENT ON REGULATIONS FOR PARISH POLLS

Committee considered the reply received from HM Government following the Town Clerk's email of 21st August regarding parish poll

regulations. The letter stated that officials had started to make progress on revising the regulations to ensure they can be implemented as soon as Parliamentary time allows. Matters associated with EU Exit were currently taking precedent.

The Chair proposed that the Town Clerk send a reply thanking the Minister for Local Government for his consideration and that KTC look forward to hearing further on the matter going forward. Town Clerk to add the issue to be reviewed in six months' time. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That the Town Clerk send a reply thanking the Minister for Local Government for his consideration and that KTC look forward to hearing further on the matter going forward. Town Clerk to add the issue to be reviewed in six months' time.

425/18/19**KTC FACEBOOK ACCOUNT**

The Town Clerk reported that she had spoken to the Project Manager following previous discussions regarding the possibility of a KTC Facebook account. It was noted that it would need monitoring daily and there is currently no officer capacity to do so, therefore an external company would have to be engaged.

Members considered the benefits of having a KTC Facebook page. Councillor Tirvengadam said it would be a good way to keep people informed of events and raising awareness. He suggested considering a Mayor's Facebook page as an alternative. There was a general discussion regarding the pros and cons and ways to control the content of the page etc.

The chair suggested that the item be reviewed in a couple of months' time and this was agreed.

RESOLVED

That the matter of a KTC Facebook account be reviewed in a couple of months' time.

426/18/19**2019/20 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS**

Committee considered the 2019/20 Budget Proposals paper alongside the Budgetary Control Statement for six months ended 30th September 2018. The Town Clerk explained that the Statement is laid out in two parts, one being 'Management' which deals with day to day items and the other being 'Action Plan Items' which lie within the Management Committee for decision.

Projected overspends for staff salaries and travel and training were highlighted. It was also noted that the budget for the newsletter would be insufficient for 3 x 6 page editions if this was desired. It was agreed the status quo was sufficient.

Members discussed whether it would be prudent to set aside a contingency for elections and Parish Polls. Following a general discussion Councillor Coleman proposed that a contingency of £6k

be budgeted for. This was seconded by Councillor Rathbone and carried unanimously.

The following matters were also agreed to be budgeted for or proposed for funding:

Staff Salaries

To reflect current staffing, forthcoming situations and contingency.

Support for KFB Co-ordinator and Projects

It was agreed to increase the budget for the co-ordination to £8.5k. Projects agreed at £10k.

Eden & South Lakeland Credit Union

The Town Clerk brought to Members' attention the fact that this funding was in year 3 and ending. Councillor Cook requested the Town Clerk ensure they are aware of this.

Kendal Destination Website

The Project Manager had put forward a request for a bid of £3k to be considered to ensure the website, especially with the uncertainty around the Kendal BID re-election. Councillor Coleman proposed that a bid for up to £3k be approved. This was seconded by Councillor Cook and carried unanimously.

Community Emergency Planning

It was noted that this is in year 2 of 3 and funding did not appear to be allocated for year 3. The Town Clerk advised that she needs to clarify the set up but that £5k should be allocated at this stage.

Create Modern KTC Office Facilities & 20mph in residential areas

It was agreed that no bid be put forward this time.

All other bids to be as put forward in the Action Plan.

RESOLVED

1. That the Town Clerk contact Eden & South Lakeland Credit Union.
2. That an additional bid for up to £3k be put forward for Kendal Destination Website.
3. That a contingency of £6k for elections and Parish Polls be proposed.

427/18/19

REVIEW OF SPEND AGAINST BUDGET 2018/19

This had been discussed alongside the item above.

There was some discussion regarding the layout of the Budgetary Control Statement. Councillor Coleman commented that Committees need to be able to see how much money they have available to spend and felt the Statement could make this clearer.

It was suggested that alternative methods of training be considered, bearing in mind that this was an area that had a projected overspend. Councillor Long suggested a buddy system for new Councillors,

whereby longer standing Councillors provided training for incoming Councillors.

428/18/19

PROPOSAL FOR BUDGET ALLOCATION FOR THE USE OF WARD COUNCILLORS

Councillor Rowley had put forward a proposal that the current size and projected growth of Kendal is such that KTC should consider a small budget for 2020/21 specifically for the use of Ward Councillors. Committee were requested to consider the proposal.

The proposal would see each Ward awarded a sum of £250 per Councillor elected, to be used for local projects where it could be demonstrated that they had community support.

The Town Clerk commented that she would need to seek clarification that this is legal.

The Chair had concerns regarding how it would be administered with the current limited support staff. Councillor Cook added that set up, administration and accounting costs would also have to be taken into account.

Following a general discussion it was proposed by the Chair that the Town Clerk seek advice from CALC regarding legality, obtain rough costings of the full financial implications to the Council and consider the benefits. Paper to be presented at the Management Committee meeting in June 2019 for further consideration. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That the Town Clerk seek advice from CALC regarding legality, obtain rough costings of the full financial implications to the Council and consider the benefits. Paper to be presented at the Management Committee meeting in June 2019.

429/18/19

FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING

There had been a recent options presentation by the Environment Agency. Further information was available at the following websites:

Keeping up to date – www.cumbriastrategicfloodpartnership.org

Flood resilience – www.cumbriaaction.org.uk

Flood Warning Messaging - www.cumbriacommunitymessaging.co.uk

430/18/19

ITEMS FOR THE NEWSLETTER

- Councillor Tirvengadam informed Members that it looked likely Kendal would be accepted as a Town of Sanctuary and suggested this be announced in the Spring 2019 edition.
- Mayor's Parlour talks (including topical themes).

431/18/19 KTC ANNUAL REPORT 2018

The Town Clerk advised that she would soon be requesting contributions from Chairs of Committees for inclusion in the KTC Annual Report 2018. This is distributed around March and presented at the Annual Town Assembly.

There was a general discussion regarding attendance at the Annual Town Assembly and ways to increase attendance by the public.

432/18/19 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Coleman and seconded by Councillor Tirvengadam 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]*
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

[Paragraph 1]

433/18/19 STAFFING MATTERS**Assistant to the Town Clerk**

The Town Clerk reported that the annual review for the Assistant to the Town Clerk had been undertaken and informed members that, following satisfactory performance, she was entitled to move up one spinal point on the pay scale. Councillor Cook proposed that the pay award be approved. This was seconded by Councillor Coleman and carried unanimously.

RECOMMENDATION That the Assistant to the Town Clerk move up one spinal point on the pay scale following satisfactory annual review.

Treasurer

It was noted that the temporary Treasurer's contract had now been made permanent.

Mayor's Attendant

The Town Clerk advised that the Mayor's Attendant's hours had been uplifted in order to support delivery of key projects. She was looking into contract implications.

Project Manager

Members were informed that the Project Manager would be commencing maternity leave around March 2019 for one year. Options for covering the position were discussed.

Council Secretary

Members were informed that the Council Secretary has resigned. After discussion it was agreed that a temp could be employed.

There was then a general discussion in light of all the above, the workload of the Town Clerk and current budget deliberations, that there should be a review of KTC staffing at the special Management Committee meeting on 9th November. The Town Clerk agreed to send out job descriptions.

Townscape Manager

Members were informed of action following the correct protocol not being followed reference attending a training course.

434/18/19**BANNER PROPOSAL**

SLDC and KTC officers met in early October to discuss the current street and street lamp festival banner co-ordination, opportunities for improvements and new locations. Via a capital grants bid, SLDC have secured funding to test and apply for planning permission accordingly for new street dressing sites throughout Kendal town centre, principally on arrival routes. KTC were being asked to consider whether they wished to take the project on. It was noted that it is not currently within the Project Manager's remit therefore capacity to undertake the project would have to be considered. Given the current staffing situation it was agreed there is not KTC staff resource.

Following a general discussion Councillor Tirvengadam proposed that the Christmas Lights & Festivals Committee be asked whether they wished to undertake the project. Committee to be informed that staff resources would have to be found via an outside contractor. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That the Christmas Lights & Festivals Committee be asked whether they wished to undertake the project. Committee to be informed that staff resources would have to be found via an outside contractor.

[Paragraph 3]

435/18/19

TIC GRANT APPLICATION ASSESSMENT

Committee noted that one funding bid had been received for a TIC facility. Following discussion there was general support for awarding the funding, however Members wanted to specify guidelines on how this should be spent. There was a preference for certain services.

Councillor Long proposed that £5k be awarded this year with provisos on the areas of services this is to be spent on and a reporting system for reviewing progress. This was seconded by Councillor Coleman and carried unanimously.

RECOMMENDATION

That £5k be awarded this year with provisos on the areas of services this is to be spent on and a reporting system for reviewing progress.

436/18/19

KENDAL FUTURES BOARD VISION AND 2019/20 BUDGET AND PROJECTS

Kendal Futures Board had submitted project funding requests for 2018/19 and 2019/20. KFB were seeking approval to spend monies put aside on the projects proposed for 2018/19. For 2019/20 a budget had been proposed. Councillor Cook proposed that approval be granted for the 2018/19 spend and budget for 2019/20 be proposed for funding. This was seconded by Councillor Long and carried unanimously.

Councillor Long explained that Kendal Futures were requesting the support and involvement of KTC in the development of a new holistic Vision for Kendal. The Vision will be a high level, visual document which sets out an exciting and compelling future for Kendal based on a true sense of place. It will identify how to develop Kendal in the future while enhancing the town's unique and special characteristics. There was general support amongst Members for the project.

RESOLVED

That approval be granted to Kendal Futures Board to spend monies on the project funding requests submitted for 2018/19 and the budget proposed for 2019/20 be put forward for funding.

437/18/19

READMISSION OF PRESS AND PUBLIC

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

RESOLVED

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

438/18/19

ANY OTHER BUSINESS

It was noted that there had been a complaint by a member of the public at the Comic Arts Festival. Material had been stuck to an oil painting owned by KTC in the Council Chamber. A letter of apology had been received from the Comic Arts Festival with an offer to pay for any damage.

The meeting closed at 10.16pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
422	Report on work programme	RES	Town Clerk to follow up the items highlighted. Details of lead person for each work area to be included in the report.
423	Community Governance Review	RES	That the Town Clerk make an initial submission to SLDC as per the recommendations in the paper.
424	Response from HM Government on regulations for Parish Polls	RES	That the Town Clerk send a reply thanking the Minister for Local Government for his consideration and that KTC look forward to hearing further on the matter going forward. Town Clerk to add the issue to be reviewed in six months' time.
425	KTC Facebook Account	RES	That the matter of a KTC Facebook account be reviewed in a couple of months' time.
426	2019/20 Budget – Review of Budget Requirements and Proposals for One-off Development Fund Bids	RES	<ol style="list-style-type: none"> 1. That the Town Clerk contact Eden & South Lakeland Credit Union. 2. That an additional bid for up to £3k be put forward for Kendal Destination Website. 3. That a contingency of £6k for elections and Parish Polls be proposed.
428	Proposal for Budget Allocation for the use of Ward Councillors	RES	That the Town Clerk seek advice from CALC regarding legality, obtain rough costings of the full financial implications to the Council and consider the benefits. Paper to be presented at the Management Committee meeting in June 2019.
433	Staffing Matters – Assistant to the Town Clerk	REC	That the Assistant to the Town Clerk move up one spinal point on the pay scale following satisfactory annual review.
434	Banner Proposal	RES	That the Christmas Lights & Festivals Committee be asked whether they wished to undertake the project. Committee to be informed that staff resources would have to be found via an outside contractor.
435	TIC Grant Application Assessment	REC	That £5k be awarded this year with provisos on the areas of services this is to be spent on and a reporting system for reviewing progress.

436	Kendal Futures Board Vision and 2019/20 Budget and Projects	RES	That approval be granted to Kendal Futures Board to spend monies on the project funding requests submitted for 2018/19 and the budget proposed for 2019/20 be put forward for funding.
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