

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 19<sup>th</sup> November 2018 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Guy Tirvengadum (Mayor), Alvin Finch (Deputy Mayor), Douglas Rathbone, and Paul Bramham. Councillor Cornthwaite was also present.
- APOLOGIES** Councillors Blackman, Evans, Long, and Owen.
- OFFICERS** Liz Richardson (Town Clerk), Amy Robinson (Interim Council Secretary)
- 573/18/19 PUBLIC PARTICIPATION**  
Councillor David Peters, Chairman of the South Lakeland District Association of Local Councils and Samantha Bagshaw, Chief Officer, Cumbria Association of Local Councils (CALC) were present for agenda item 6.
- 574/18/19 DECLARATIONS OF INTEREST**  
None
- 575/18/19 MINUTES OF THE MEETING HELD ON 15<sup>th</sup> OCTOBER 2018**  
  
The Chairman presented the minutes of the meeting held on 15<sup>th</sup> October 2018, which had been approved by full Council on 5<sup>th</sup> November 2018.  
  
Councillor Tirvengadum proposed that the minutes be accepted as a correct record. This was seconded by Councillor Bramham and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 15<sup>th</sup> October be accepted as a correct record.
- 576/18/19 MATTERS ARISING (Not on Agenda)**  
  
None
- 577/18/19 URGENT ITEMS OF BUSINESS**  
  
None
- 578/18/19 PRESENTATION BY COUNCILLOR DAVID PETERS, CHAIRMAN OF SOUTH LAKELAND DISTRICT ASSOCIATION OF LOCAL COUNCILS AND SAMANTHA BAGSHAW, CHIEF OFFICER, CUMBRIA ASSOCIATION OF LOCAL COUNCILS ON THE REVISED SUBSCRIPTION PROPOSALS AND SERVICES OFFERED.**  
The Town Clerk introduced Councillor David Peters and Samantha Bagshaw from Cumbria Association of Local Councils (CALC),

noting the background to their presentation and the proposed changes to membership subscription fees.

Councillor David Peters and Samantha Bagshaw provided details of the CALC Membership Subscription Review and the revised formula for CALC subscriptions which had now been approved by the CALC Executive. They explained that fees were split between the National Association of Local Councils (NALC) and CALC and while they recognised some substantial increases they wished to highlight the good value and benefits of the subscription. These included:

- CALC acting as an administrative organisation bringing together all Parish Councils in Cumbria to improve council performance; to offer guidance and training opportunities and provide advice.
- That CALC is supported by National Association of Local Councils (NALC) who produce policy, advice and guidance, host conferences, and lobby government for the benefit of local councils. Samantha Bagshaw gave examples of the Budget promise to remove business tax from public toilets and proposals to exempt Councillors from data registration fees, as successful outcomes of NALC lobbying.
- That NALC have produced various subsidised publications on issues relating to town and parish council functions and along with CALC offer access to many resources on their website.
- That membership provides direct access to solicitors for legal advice.

It was noted that Councillor Sutton regularly attends CALC meetings. Councillor David Peters encouraged any Councillors to attend these meetings.

Councillor Cook asked if it is possible to be a member of one association without the other. Councillor David Peters confirmed it was not.

The Chair thanked Councillor David Peters and Samantha Bagshaw for an informative presentation and suggested that in order for KTC to get best use out of our subscription that an update of the support and resources available from CALC and NALC is made available to all Councillors.

**RESOLVED**

That the Town Clerk will provide an update on the support and resources available from CALC and NALC to all Councillors including passwords to enable Councillors to access resources on the CALC and NALC websites.

**579/18/19**

**REPORT ON WORK PROGRAMME**

The Town Clerk gave a verbal presentation on project progress for November 2018 and this was noted by Members.

The Town Clerk noted it had been a busy month with the following main areas of work highlighted:

### **Events**

A lot of the Clerk's time had been spent on arrangements relating to the Mayor's Charity Concert, Mayor's Dinner, Mayor's Coffee Morning, Remembrance Sunday and the Switching on of the Christmas lights.

The Town Clerk had also been busy with staffing issues, submitting a response to the Community Governance Review and in preparation for the Regimental Freedom Parade.

### **Allotments**

The Assistant to the Town Clerk is in the process of transferring data relating to allotments into a new database following which the Allotment Newsletter and invoices will be sent to allotment holders.

### **Kendal in Bloom**

Kendal in Bloom had been reviewing next year's competition and the autumn/winter planting has been undertaken.

### **Castle and Green Wall projects**

The Town Clerk reported that this project was now complete. The Project Manager was now progressing the green wall on Lowther Street which has been submitted to SLDC for planning permission.

Councillor Tirvengadam asked for confirmation of whether the Treasurer and her predecessor would be present at Budget Council on Monday (26<sup>th</sup> November). The Town Clerk confirmed they would be.

The Chair asked if some good quality photographs of the Castle project could be added to the KTC Website. The Town Clerk agreed to organise this.

There was some discussion about the RAF 100 Parade now due to take place next year. The Town Clerk explained that there was another town in the northwest also vying to hold the parade. The Town Clerk will ask Tim Corry for an update.

## **RESOLVED**

That the Town Clerk will organise with the Project Manager to include photographs of the Castle project on the KTC website.

## **580/18/19**

### **FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING**

The Town Clerk noted that there were no updates. The Chair asked if this needed to remain as a standing item on the agenda. The

Committee agreed it could be taken off and reintroduced if future issues arose.

**RESOLVED**

The Council Secretary to remove this as a standing item.

581/18/19

**ITEMS FOR THE NEWSLETTER**

None

582/18/19

**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]*

**STAFFING MATTERS [Paragraph 1]**

583/18/19

**PART II - STAFFING UPDATE AND CONSIDERATION OF STAFFING LEVELS FOR 2019/20 BUDGET****Project Manager**

The Town Clerk reported that the Annual Appraisal for the Project Manager had been undertaken and following satisfactory performance, recommended that the Project Manager move one spinal point on the pay scale as per the terms of her contract.

The Chair proposed the increase. This was seconded by Councillor Bramham and carried unanimously.

**RECOMMENDATION**

That following a satisfactory annual appraisal, the Project Manager move up one spinal point on the pay scale.

584/18/19

**Council Secretary**

The Town Clerk reported the current cover arrangements since the resignation of the postholder. Feedback given on working hours especially with an increase in Environment and Highways

Committee meetings due from 2019 and increasing workload from Planning Committee.

Members agreed that recruitment was needed to fill the post. It was agreed that the hours be increased from 55 to 60 per month.

**RECOMMENDATION** That recruitment take place for the Council Secretary post at 60hrs/month.

**585/18/19**

**Project Manager Maternity Cover**

Members discussed the budgetary implications for seeking Maternity cover for the Project Manager and the impact on projects should this not be sought. This included discussion of the Kendal Town Council Newsletter and different views on its future. Councillor Tirvengadam questioned how we would reach the community without a newsletter. It was noted that Councillor Hennessey had expressed interest in volunteering time for the KTC Newsletter.

There was general agreement that some cover would be required although how many hours would depend on the funding for 2019/20 Action Plan projects. The Chair proposed that maternity cover be sought by advertising as a fixed-term contract. This was seconded by Councillor Cook and carried unanimously.

**RECOMMENDATION** That maternity cover for the Project Manager post be sought.

**586/18/19**

**Deputy Town Clerk Proposal**

Due to workload concerns, the Town Clerk proposed that a part-time Deputy Town Clerk, taking on the main public-facing role be considered for the new financial year. The Clerk described this as common practice across other larger parish councils. Members discussed how this new role might sit alongside other posts and were generally supportive of the Town Clerk's proposal.

Councillor Coleman proposed that the Committee endorse the proposal. This was seconded by Councillor Bramham and carried unanimously.

The Chair noted that it would be helpful to be able to quantify the use of Officers time over the course of a year and that it is important for Councillors to consider where time for project management will come from when considering new projects.

**RECOMMENDATION** That Council consider the Town Clerk's proposal for the addition of a part-time Deputy Town Clerk.

**587/18/19**

**PART II – TIC GRANT (REF 548/18/19) [Paragraph 3]**

Councillor Cook declared an interest in this item (item 12 on Agenda).

Management Committee consider whether the proposal from Council that Fantastic Kendal be awarded the full funding of £10k this year with provision in the budget for further funding for 2019/20. Members agreed it was great to see the new enterprise and hear lots of positive comment to which members wished to offer their full support. After discussion, members agreed that they were inclined to remain with the existing funding arrangement. Following a report from Fantastic Kendal on how funds have been spent, a further £5k would be awarded in the new financial year. This was proposed by the Chair and seconded by Councillor Bramham. The vote was carried with one abstention (Councillor Cook).

Members discussed the situation with the current Kendal Tourist Information Centre given that the hosts have decided not to continue acting as an Information Centre. Councillors discussed their hope that Fantastic Kendal could be designated as such as soon as possible. It was suggested that the District Council are approached about updating signage and that Fantastic Kendal be informed of KTC's full support for their becoming the Kendal Tourist Information Centre.

**RECOMMENDATION** That the existing funding arrangement for Fantastic Kendal remains.

**588/18/19**

**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).

**ANY OTHER BUSINESS**

**589/18/19**

**Project Officer's Laptop**

The Town Clerk asked Members for agreement to purchase a new laptop for the Project Officer, who is currently using a second hand laptop. The estimated cost of the device and set up of the machine was between £700 and £800. The Town Clerk confirmed there was £740 left in the IT budget.

Councillor Bramham proposed that Members agree this request. This was seconded by the Chair and carried unanimously.

**RESOLVED**

That the Town Clerk purchase a laptop for use by the Project Officer.

The meeting closed at 8.51pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>578</b>	<b>Presentation by David Peters, Chairman of South Lakeland District Association of Local Council and Samantha Bagshaw, Chief Officer of Cumbria Association of Local Councils on the revised subscriptions, proposals and services offered.</b>	<b>RES</b>	That the Town Clerk will provide an update on the support and resources available from CALC and NALC to all Councillors including passwords to enable Councillors to access resources on the CALC and NALC websites.
<b>579</b>	<b>Report on work programme</b>	<b>RES</b>	That the Town Clerk will organise with the Project Manager to include photographs of the Castle project on KTC website.
<b>580</b>	<b>Flooding December 2015 – Issues relating to response to the flooding.</b>	<b>RES</b>	The Council Secretary to remove this as a standing item.
<b>583</b>	<b>Staffing matters - Project Manager</b>	<b>REC</b>	That following a satisfactory annual appraisal, the Project Manager move up one spinal point on the pay scale.
<b>584</b>	<b>Staffing matters – Council Secretary</b>	<b>REC</b>	That recruitment take place for the Council Secretary post at 60hrs/month.
<b>585</b>	<b>Staffing matters – Project Manager Maternity Cover</b>	<b>REC</b>	That maternity cover for the Project Manager post be sought.
<b>586</b>	<b>Staffing matters – Deputy Town Clerk</b>	<b>REC</b>	That Council consider the Town Clerk's proposal for the addition of a part time Deputy Town Clerk.
<b>587</b>	<b>TIC GRANT (REF 548/18/19)</b>	<b>REC</b>	That the existing funding arrangement for Fantastic Kendal remains.
<b>589</b>	<b>AOB: Project Officer's Laptop</b>	<b>RES</b>	That the Town Clerk purchase a laptop for use by the Project Officer.