

KENDAL TOWN COUNCIL

Management Committee

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

PRESENT

Councillors Geoff Cook (Vice Chair), Shirley Evans, Andy Blackman, Douglas Rathbone, and Paul Bramham.

Councillor Giles Archibald and Sion Thomas, Property Services Contract Manager, SLDC were also present for the presentation on the Town Hall/SLDC refurbishment project.

APOLOGIES

Councillors Coleman, Finch, Long, Tirvengadam.

OFFICERS

Liz Richardson (Town Clerk), Amy Robinson (Temporary Council Secretary)

807/18/19

PUBLIC PARTICIPATION

None

808/18/19

DECLARATIONS OF INTEREST

None declared

809/18/19

MINUTES OF THE MEETING HELD ON 17TH DECEMBER 2018

The Chairman presented the minutes of the meeting held on 17th December 2018, which had been approved by full Council on 7th January 2019.

Councillor Cook 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 17th December be accepted as a correct record.

810/18/19

MATTERS ARISING (Not on Agenda)

Stumbling Stones project

Councillor Bramham reported that there had been a feature on the Stumbling Stones project in the Gazette (Ref Minute 713/18/19). It was noted that KTC support for this project was still to be brought before Council.

Events

Ref Minute 714/18/19 Councillor Evans confirmed that Janine Holt has identified a suitable gazebo and reported that there is room to store one in the KTC garage.

Annual Report

Ref Minute 714/18/19 Councillor Cook asked the Clerk if she had received all Councillor submissions for the Annual Report. The Town Clerk confirmed she had received all but Councillor Owen's. Councillor Rathbone asked whether there could be a word count for contributions as he had been unsure on the expected length.

The Town Clerk noted that usually Councillor submissions have been about one A4-page but that any length is acceptable.

Christmas Lights

Ref Minute 716/18/19 Councillor Evans noted that she had had a very informal conversation with members of the BID about the Christmas tree holders and lights. The BID have been invited to the next Christmas Lights and Festivals Committee on 15th April to discuss further.

At this point, Councillor Cook proposed moving the Part II agenda item to accommodate the invited speakers.

811/18/19

EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Cook and seconded by Councillor Evans 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]*

812/18/19

PARAGRAPH 3 – Presentation on Re-Modelling & Reconfiguration of South Lakeland House and Sympathetic Refurbishment of Kendal Town Hall by Sion Thomas, Property Services Contract Manager, SLDC.

Sion Thomas, SLDC, presented an overview of re-modelling & refurbishment plans for South Lakeland House and Kendal Town Hall. He noted that feasibility work had been undertaken to look at both making efficiencies across the two spaces and creating a vibrant public sector hub.

Sion Thomas noted that he would like KTC to support in principle the design, and would be seeking approval from SLDC Cabinet in February to move to the more detailed design stage. He explained that SLDC would work with KTC to determine exact requirements.

Councillor Cook commented that in general he recognised the need for changes and welcomed what had been said although noted there may be additional details to consider, including a review of the space KTC currently use. He also noted there would be financial aspects to bear in mind.

The Town Clerk noted that at times officers struggle for space and acknowledged the problems with staff working on different levels of the building. She confirmed in principle she would welcome the proposed changes.

The importance of recognising the history of the Town Hall, for example, the flooring, was noted and Sion Thomas assured Members that this was being taken seriously and that they were working with a heritage architect as well as an interior designer.

Councillor Evans queried how much talking had been done with user groups. Sion Thomas noted that a public user group had been set up to discuss new systems and they will engage further with them on the next technical stage of the design.

The Town Clerk asked what sort of time scale was proposed for the redevelopment. Councillor Archibald said it was hoped that it would be two years from this point to completion.

There was brief discussion as to the challenges for officers, events and users of the Town Hall during any construction process.

Councillor Cook proposed that Committee welcome the refurbishment plans and look forward to further re-engagement as partners in the project. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED

That the Committee welcome the refurbishment plans and look forward to further re-engagement as partners in the project.

813/18/19**PARAGRAPH 1 – STAFFING**

Townscape Manager Annual Appraisal

Councillor Blackman reported on the Townscape Manager's appraisal undertaken with himself and Janine Holt (line manager).

There was discussion on the outcomes. Councillor Blackman proposed a one spinal point pay increase. This was seconded by Councillor Evans and carried unanimously.

RECOMMENDATION

That the Townscape Manager be awarded a one spinal point increase following his annual appraisal.

814/18/19**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

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

815/18/19**URGENT ITEMS OF BUSINESS**

Kendal Post Office Re-location to WHSmiths

The Committee discussed the current consultation on the proposed move of Kendal Stricklandgate Post Office to WHSmiths. The deadline for responses was 27th February.

Councillor Cook noted that the criteria of the consultation did not include seeking comments on this move although he suggested comment could still be made. He noted that the Post Office were welcoming comments on:

- *How easy is it to get to the proposed new location?*
- *Are the new premises easy for you to get into and are they easily accessible once inside?*
- *Are there any other local community issues which you believe could be affected by or affect the proposed move?*
- *If the move were to proceed is there anything we could do to make it easier for customers?*

The Town Clerk reported that a Customer Forum is expected to take place on 12th February.

The Town Clerk noted that she had invited a representative of the Post Office to February Council but that this may not be possible due to a prior engagement. The representative had noted that they were meeting with Tim Farron on 25th January and that a time either side of this meeting would be possible to meet with Councillors. It had also been noted that Councillors were welcome to come along to the public forum on the 12th February.

Members discussed the details provided by the Post Office and whether there should be a formal response from the Town Council.

Councillors agreed the proposals raised additional issues of space, access with prams and wheelchairs, long queues and speed of service.

Councillor Bramham noted that in losing the Crown Post Office, only four sub-Post Offices would remain in the town, registering concern that these may become overwhelmed.

It was agreed that the Town Clerk would draft a letter in response to the consultation for consideration at February Council.

RESOLVED

That the Town Clerk draft a letter in response to the Post Office relocation consultation for consideration at February Council.

816/18/19

REPORT ON WORK PROGRAMME

The Town Clerk presented her report on project progress for December 2019, during which time many officers had been on leave, and this was noted by Members.

The Town Clerk reported there were a number of consultations including the on-going Environment Agency Flood Scheme and New Road. She is increasingly occupied with planning for the Regimental Freedom Parade on 16th March. The Clerk confirmed that the parade would take place from mid-morning to mid-afternoon and include a lunch. She noted that Councillors would be

invited to attend shortly. The Administrative Assistant has been working with her on this and also the Mayors Charity Dinner.

The Assistant to the Town Clerk has been working with Councillor Evans on new Christmas lighting and sourcing a gazebo for the switch-on event. Discussion have been held with the new planting contractor on this year's planting. There is no specific theme this year but more trailing and structural plants were being prioritised.

The Town Clerk reported that there was a large amount of content for the Spring Newsletter, including relating to the Regimental Parade, and that this was too much to fit within the four-page format usual for the Spring edition. She explained that the budget was for one four-page and two six-page newsletters each year. Councillor Bramham asked whether the newsletter could be printed as a six-pager, rather than a four to accommodate the content. The Clerk confirmed that the remaining newsletter budget only allowed for a four-page edition and that to make it six-page would be an estimated £1,000 extra. It was agreed to discuss further under item 8 – Review of Spend against Budget 2018/19.

The Clerk reported that the Project Officer is continuing to map local infrastructure onto a Google mapping system. He needed a better PC for this work but she explained that a recent quote had been higher than the budget remaining. Therefore, this was a priority for purchase in the next financial year.

The Clerk noted that a meeting had been held with staff to discuss improvements needed to the website and a quote for about £700 had been received for this work. She noted that it would be helpful to progress this before the Project Manager goes on Maternity leave. It was agreed to discuss further under item 8 – Review of Spend against Budget 2018/19.

The Clerk reported on the KTC Facebook page. The Administrative Assistant had offered to help but she noted that it would require the training of some staff and possibly Councillors first. A quote had been received for bespoke training but the training budget was already overspent. Councillor Rathbone commented that the Facebook page could just be simple and that they are often best when photographs rather than text are the focus. Councillor Blackman noted that a Facebook page could be helpful for events such as litter picks. It was agreed to re-consider in the new financial year.

The Town Clerk reminded Committee that Development Fund funding of £4,000 had been agreed to replace the trees in the planters in FY 2019/20. She reported that Environment and Highways Committee were concerned that the trees that are removed are replanted elsewhere, rather than being chipped. They had at their recent meeting agreed that they could use a £4,000 underspend in their budget to cover the cost of replanting these trees, with anything left over going towards the wood cladding of the planters. The Clerk reported that subsequently, SLDC had expressed a wish for the trees and would pay the additional cost for them to be removed, transported and planted in Nobles Rest. Therefore, this meant that there was now £4,000 from E&H

Committee towards the cladding of the planters. She noted that Janine Holt is going to look at cladding options and discuss with Kendal College a possible community project.

The Clerk explained to Committee that she was seeking permission to have a logistical change of the budget to enable the trees to be planted at the optimum time in March, the offer from SLDC to be taken up and then when the work is complete for the planters to be clad to avoid any damage. This would involve using the unspent funds from Environment and Highways to pay for the new trees and the £4,000, currently earmarked in the 2019/20 Development Fund for trees, being used to cover the cost of cladding.

Councillor Blackman recommended that this re-ordering of priorities and the associated funding be agreed. This was seconded by Councillor Rathbone and carried unanimously.

RECOMMENDATION That the £4,000 unspent funds from Environment and Highways be used to pay for the new planter trees in March and the £4,000, currently earmarked in the 2019/20 Development Fund for trees, be used to pay for wood cladding thereafter.

817/18/19 ITEMS FOR THE NEWSLETTER

There were no items raised.

818/18/19 REVIEW OF SPEND AGAINST BUDGET 2018/19

The Town Clerk reported on the spend against budget for 2018/19 highlighting the following key points:

The Clerk noted that staff salaries were projecting an overspend. This was due to staff changes and the need to bring in temps. She noted that there were reserves to manage this.

The Clerk noted an overspend due to training undertaken by the Townscape Manager and CALC training that had been provided to new Councillors. It was suggested that more money is budgeted for training in the future.

The Clerk noted a likely underspend in the Supplies and Services budget and whilst some further invoices were expected against the Audits, Subscriptions and Insurances budget, some surplus was expected to remain

Regarding the Newsletter, the Clerk noted that there is budget remaining for a four-page edition but not for six-pages at approx. £1,000 extra. Members discussed using the surplus in the supplies and services budget to cover the cost of a six-page edition.

Councillor Cook asked that the front cover of the newsletter be something that is engaging. Members discussed that the Freedom Parade would be timely given the newsletter will come out shortly before the event. Councillor Rathbone suggested that if there were space a small section be added asking for feedback and Councillors be encouraged to ask the public their views when knocking on doors.

Councillor Evans proposed that any necessary funds be transferred from the Supplies & Services budget to the Newsletter budget to cover the cost of two additional pages in the Spring edition of the newsletter. This was seconded by Councillor Blackman and carried unanimously.

The Clerk noted that the remaining IT and Website funds would be accounted for by the website development if that work is to go ahead. Councillor Cook proposed that Committee agree the plans for improvements to the website to go ahead immediately and the necessary budget for the Project Officer's computer to be made available in the new financial year. This was seconded by Councillor Rathbone and carried unanimously.

Under the Action Plan, the Town Clerk confirmed that she needed to discuss the remaining budget for Support to Kendal Futures Projects with Paula Scott and under Community Emergency planning this needed claiming by KCEPG.

RESOLVED

1. That necessary funds be transferred from the Supplies & Services budget to the Newsletter budget to cover the cost of two additional pages in the Spring newsletter.

2. That the remaining IT and Website budget be spent on website improvements with agreement for the Project Officer's computer to go ahead in the new financial year.

819/18/19

ANY OTHER BUSINESS

The Town Clerk reported that Stewart Game, Force CCTV Officer for Cumbria Police had been in touch about the expansion of the CCTV system in Kendal. The Clerk noted that this was not something the Town Council had been involved in before but suggested an invitation to Stewart Game to explain more to the Committee might be appropriate.

Members discussed their knowledge of existing CCTV in the town and the likely budget required to support any expansion. Councillor Cook suggested that Committee invite Stewart Game to a meeting and that BID could be invited too.

RESOLVED

That the Town Clerk invite Stewart Game from Cumbria Police, as well as BID, to Committee to discuss Cumbria Police's plans.

The meeting closed at 9.46pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
812	Part II - Presentation on Re-Modelling & Reconfiguration of South Lakeland House and Sympathetic Refurbishment of Kendal Town Hall by Sion Thomas, Property Services Contract Manager, SLDC.	RES	That the Committee welcome the refurbishment plans and look forward to further re-engagement as partners in the project.
813	Part II - Staffing	REC	That the Townscape Manager be awarded a one spinal point increase following his annual appraisal.
815	Urgent Items of Business	RES	That the Town Clerk draft a letter in response to the Post Office relocation consultation for consideration at February Council.
816	Report on Work Programme	REC	That the £4,000 unspent funds from Environment and Highways be used to pay for the new planter trees in March and the £4,000, currently earmarked in the 2019/20 Development Fund for trees, be used to pay for wood cladding thereafter.
818	Review of Spend Against Budget	RES	<p>1. That necessary funds be transferred from the Supplies & Services budget to the Newsletter budget to cover the cost of two additional pages in the Spring newsletter.</p> <p>2. That the remaining IT and Website budget be spent on website improvements with agreement for the Project Officer's computer to go ahead in the new financial year.</p>
819	AOB	RES	That the Town Clerk invite Stewart Game from Cumbria Police, as well as BID, to Committee to discuss Cumbria Police's plans.