

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 18<sup>th</sup> February 2019 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Shirley Evans, Susanne Long and Paul Bramham
- APOLOGIES** Guy Tirvengadam (Mayor), Alvin Finch (Deputy Mayor), Jonathan Owen, Andy Blackman, Douglas Rathbone and Liz Richardson (Town Clerk)
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 881/18/19 PUBLIC PARTICIPATION**
- None.
- 882/18/19 DECLARATIONS OF INTEREST**
- None.
- 883/18/19 MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> JANUARY 2019**
- The Chairman presented the minutes of the meeting held on Thursday 21<sup>st</sup> January 2019, which had been approved by full Council on 4<sup>th</sup> February 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 21<sup>st</sup> January 2019 be accepted as a correct record.
- 884/18/19 MATTERS ARISING (Not on Agenda)**
- Janine Holt updated Members on the following matters:
- Minute ref 812/18/19 – Presentation on Re-Modelling and reconfiguration of South Lakeland House and Sympathetic Refurbishment of Kendal Town Hall.**  
The Town Clerk was arranging for a further presentation to be made in either May or June. This would present an opportunity to raise points discussed at the last meeting, such as suitable office space for the Administrative Assistant and temporary accommodation arrangements for KTC staff during construction works.
- Minute ref 813/18/19 – Townscape Manager Annual Appraisal**  
The Townscape Manager had been awarded a one spinal point increase following Committee's recommendation to Council.
- Minute ref 815/18/19 – Kendal Post Office Relocation to WHSmiths**  
The Town Clerk had presented a draft letter in response to the Post Office relocation consultation at the February Council meeting. This had been approved and issued to Post Office Limited.

**Minute ref 816/18/19 – Report on Work Programme**

Committee had previously made a recommendation to Council that the £4,000 unspent funds from Environment & Highways Committee be used to pay for new planter trees and the £4,000 currently earmarked in the 2019/20 Development Fund for trees be used to pay for wood cladding thereafter. The recommendation had received Full Council approval and funds had been approved.

**Ref Minute 818/18/19 – Review of Spend Against Budget**

The Town Clerk had reported that matters had been passed on to the Treasurer.

Committee had previously resolved 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. It was noted that the Project Manager would be managing that process and would make a start prior to commencing maternity leave.

**Ref Minute 819/18/19 – Any Other Business**

It was noted that the Town Clerk was still to invite Stewart Game, Force CCTV Officer for Cumbria Police, and Kendal BID to attend a future Committee meeting to discuss the expansion of the CCTV system in Kendal.

Councillor Cook referred to minute ref 810/18/19 (Stumbling Stones project) which noted that KTC support for this project was still to be brought before Council. He pointed out that this was still the case.

**RESOLVED**

1. That Stewart Game, Force CCTV Officer for Cumbria Police, and Kendal BID were still to be invited to attend a future Committee meeting to discuss the expansion of the CCTV system in Kendal.
2. That KTC support for the Stumbling Stones project was still to be brought before Council.

**885/18/19****URGENT ITEMS OF BUSINESS**

None.

**886/18/19****REPORT ON WORK PROGRAMME**

Members considered the Work Programme for February 2019 from the Town Clerk which had been previously circulated.

Councillor Evans informed Janine Holt that she required some information from her relating to the purchase of a marquee for the Christmas Lights switch-on event. Janine Holt to re-send.

Councillor Coleman commented that the Council meeting venue was a project which required to be resolved. He requested that the matter be revisited by the Town Clerk in order to draw the issue to a close.

**RESOLVED**

1. That Janine Holt forward the required information to Councillor Evans on the purchase of a marquee.

2. That the Town Clerk revisit the Council meeting venue project in order to draw the matter to a close.

**887/18/19****CONSIDERATION OF WHICH PROJECTS TO ASSIGN TO CIL FUNDING**

Members considered a report regarding CIL funding. Janine Holt reported that CIL payments currently stood at £12,167. The period in which these monies have to be spent is time limited with approximately 18 months remaining. The Town Clerk was seeking Committee's view as to whether they would be considering which projects to assign to CIL funding, or whether they would prefer a subgroup to undertake this task. She had also expressed a preference for centralised projects as opposed to Ward specific ones.

A general discussion then ensued. The Chair queried whether CIL funds could be spent on administration/officer time necessary to carry out projects. Members agreed this was something that required consideration when agreeing projects to be assigned. It was resolved that a subgroup should be formed with the remit to consider CIL funding and report back with recommendations. An email would be sent seeking 3 volunteers, with a request that Councillor Owen be a member of the sub-group if possible. It was noted that the Town Clerk suggested projects should be something physical and had suggested that cladding of tree tubs, yard signage enhancements, Christmas tree holders in brackets and castle directional signage might be good possible starting points. Councillor Cook agreed that the projects should be tangible.

**RESOLVED**

That a subgroup be formed with the remit to consider CIL funding and report back with recommendations.

**888/18/19****UPDATE ON ANNUAL REPORT AND ANNUAL TOWN ASSEMBLY**

Janine Holt reported that a draft copy of the Annual Report had been circulated. She would seek clarification from the Town Clerk as to whether this had gone to print.

The Annual Town Assembly would be held at 7.30pm on Monday 1<sup>st</sup> April 2019 in the Bindloss Room. It was highlighted that Committee Chairs would be required to give an overview of the work of their respective Committee.

**RESOLVED**

Janine Holt to ascertain from the Town Clerk whether the draft Annual Report has gone to print.

**889/18/19****ITEMS FOR THE NEWSLETTER**

The following suggestions were put forward, subject to space:

Summer edition:

- Eden South Lakeland Credit Union
- Grant applications

- Update from Allotments Committee
- Current ongoing projects (green wall etc)
- Wainwright Award 2018
- Kendal People's Cafe

**890/18/19****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Evans and seconded by Councillor Cook 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]**891/18/19**

Members were advised that interviews had taken place for a Project Officer (Mat Leave cover). An appointment had been made and the successful applicant was due to start week commencing Monday 25<sup>th</sup> February 2019.

**892/18/19****READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**893/18/19****ANY OTHER BUSINESS**

Councillor Evans advised that she had contacted Lynne Mayho (widow of Chris Mayho, former KTC Councillor) regarding the possibility of a donation to Sandgate School. Lynne Mayho had made a donation to the Schools of Science and Art Charity following the passing of her husband. She had expressed her consent for KTC to make a decision on whether monies should be passed onto Sandgate School. Councillor Evans suggested that she liaise with the Town Clerk and arrange to visit Sandgate School to ask their suggestions on the best way forward, eg. a regular annual prize or a specific project. Councillor Bramham commented that it would be nice to have a specific project to donate to, rather than monies being dissipated into general funds. Committee endorsed the suggestion and agreed Councillor Evans should approach Sandgate School.

**RESOLVED**

That Councillor Evans approach Sandgate School regarding a possible donation from the Schools of Science and Art Charity.

The meeting closed at 8.08pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>884</b>	Matters Arising	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That Stewart Game, Force CCTV Officer for Cumbria Police, and Kendal BID were still to be invited to attend a future Committee meeting to discuss the expansion of the CCTV system in Kendal.</li> <li>2. That KTC support for the Stumbling Stones project was still to be brought before Council.</li> </ol>
<b>886</b>	Report on work programme	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That Janine Holt forward the required information to Councillor Evans on the purchase of a marquee.</li> <li>2. That the Town Clerk revisit the Council meeting venue project in order to draw the matter to a close.</li> </ol>
<b>887</b>	Consideration of which projects to assign to CIL funding	<b>RES</b>	That a subgroup be formed with the remit to consider CIL funding and report back with recommendations.
<b>888</b>	Update on annual report and annual town assembly	<b>RES</b>	Janine Holt to ascertain from the Town Clerk whether the draft Annual Report has gone to print.
<b>893</b>	AOB	<b>RES</b>	That Councillor Evans approach Sandgate School regarding a possible donation from the Schools of Science and Art Charity.