

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 20th May 2019 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Shirley Evans, Douglas Rathbone and Paul Bramham
- APOLOGIES** Councillors Guy Tirvengadam, Susanne Long, Andy Blackman and Jonathan Owen
- OFFICERS** Liz Richardson (Town Clerk), Hazel Belshaw (Temporary Council Secretary)
- 023/19/20 PUBLIC PARTICIPATION**
- None
- 024/19/20 DECLARATIONS OF INTEREST**
- None
- 025/19/20 MINUTES OF THE MEETING HELD ON 23RD APRIL 2019**
- The Chairman presented the minutes of the meeting held on 23rd April which had been approved by full Council on 13th May.
- Councillor Bramham proposed that the minutes be accepted as a correct record. This was seconded by Councillor Evans and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 23rd April be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 026/19/20 Minute Ref 1082/19/20 - Kendal Outdoor Market**
- Councillor Cook asked for an update on Kendal Outdoor Market. The Town Clerk advised that she has written to Sion Thomas at SLDC and followed up by email but has had no response. She will follow this up with another email. Cllr Coleman asked to be copied in.
- 027/19/20 Minute Ref 1091/19/20 - Review of Spend Against Budget 2018/19**
- Councillor Cook advised that he had raised this at the last full Council Meeting. He felt that Chairs of Committees need to be aware of cost implications when spending budget. Councillor Coleman highlighted that more information on staff time when taking on projects would be useful. The Town Clerk highlighted

that most of the overspend was down to the Parish Poll and staffing issues.

**028/19/20**

**URGENT ITEMS OF BUSINESS**

None

**029/19/20**

**REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for May 2019 and this was noted by Members. The following matters were highlighted:

- John Bateson has been appointed as the new Town Crier. Richard Mathews last event was at Mayor Making where a presentation was made. The Town Clerk had sent out a media release and the Westmorland Gazette had been in contact.
- Councillor Coleman asked for thanks to be passed to the Admin Assistant for all her help with Mayor Making.
- The infrastructure asset plotting is going well. Councillor Coleman asked that an assessment of the benches be done and repairs undertaken during the Winter so they are ready for Spring.
- The Town Clerk advised that there are some difficulties with the Christmas Lights Switch On event this year due to a lack of sponsors and Abbot Hall undertaking a refurbishment requiring an alternative venue to be sought.
- The Assistant to the Town Clerk ran a weekend open morning at Rinkfield allotments, which proved very useful, and a large fencing project is likely to result.
- The civic town planting is due to start soon with the eyeful towers, outside the Town Hall, already planted.
- The Green Wall project has been paused for the moment whilst Environment and Highways Committee do some more research.
- Woolpack Yard work is ongoing and the Project Manager has made a start on the Castle signage with an initial audit.
- It was noted that Nobles Rest park is now looking really good. Although there are still some issues with flooding during heavy rain.

**030/19/20****REFURBISHMENT OF THE TOWN HALL**

The Town Clerk advised Members that she had recently met with Sion Thomas and the contractor employed by SLDC to discuss KTC's office space. Sion is coming to June Council to update Members.

At this stage Councillor Coleman declared an interest.

The Town Clerk had discussed with the contractor the requirements for KTC staff and the space they currently had earmarked was not going to be large enough, so other options were being sought.

Councillor Bramham raised issues with disabled access to the main Council Chamber and men's toilets in the Town Hall. The Town Clerk confirmed that she had raised these already.

Councillor Evans highlighted that there had been a letter in the Westmorland Gazette last week about the loss of the Bindloss Room for Coffee Mornings at the Town Hall.

There was then a discussion by Members around the old KTC Council Chamber furniture that is currently stored in the South Lakes House. A lot of the furniture is no longer used and some of it is in poor condition. It was being stored until a lease was agreed between KTC and SLDC for use of the main Council Chamber. This had been ongoing for a long time and was probably now overtaken by the refurbishment plans. Councillor Cook proposed that we had no further use for this furniture and it should be sold. This was seconded by Councillor Coleman and carried unanimously.

There was then some discussion around keeping some of the pieces including the Mayor's chair. It was agreed that an overall recommendation be made to full Council and it could then be decided how much furniture was to be sold and by what means.

**RECOMMENDATION**

That the old KTC Council Chamber furniture be taken out of storage and sold.

**031/19/20****KENDAL CCTV**

The Town Clerk advised that she had been approached by Cumbria Constabulary to see if there was any interest from KTC to install more CCTV in the town. The town was already well covered but a couple of additional locations had been suggested. It had been mentioned that there would be discounts for bulk ordering although she now advised that this was not the case. Members felt this was an issue for SLDC and not KTC. Therefore, Councillor Cook proposed that KTC do not get involved in purchasing further CCTV for Kendal. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That KTC would not be involved in purchasing further CCTV for the town.

**032/19/20 UPDATE ON KENDAL MUSEUM LEASE**

The Town Clerk advised that as Trustees of the Kendal Museum she had been speaking with SLDC and Kendal College regarding a lease for the building. She has seen the final draft from the College's solicitor which has been sent to the KTC solicitor. There was a discussion by Members as to how much of the Town Clerk's time this uses up and the amount of solicitor costs involved. The Town Clerk advised that once the lease had been hopefully been approved by our solicitor, she would call a Trustee meeting for approval.

**033/19/20 OXENHOLME STATION CAR PARKING - DRAFT LETTER TO VIRGIN TRAINS**

Councillor Coleman presented a draft letter to Virgin Trains as owners of Oxenholme Station regarding the car parking issues there which had been raised at a meeting of the Lakes Line Rail User Group (LLRUG) which he had attended as Council rep.

At this stage Councillor Rathbone declared an interest.

Councillor Cook suggested that other Councillors be copied into the letter and suggested SLDC and CCC Councillors C Hogg, Rathbone, Brook and Gray. Councillor Rathbone also suggested a copy goes to Tim Farron MP.

Councillor Coleman proposed the letter be sent to Virgin Trains. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED** That the letter on parking issues at Oxenholme station be sent to Virgin Trains.

**034/19/20 ITEMS FOR THE NEWSLETTER**

The Town Clerk reported that there were enough items for the next newsletter. They included articles on the new Mayor, retiring Town Crier, Carbon Neutrality, allotments and a composting feature, grants beneficiaries and the Wainwright Award winner.

**035/19/20 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]

**036/19/20**

**Council Secretary's Annual Appraisal**

The Town Clerk reported that the annual review for the Council Secretary had been undertaken and was satisfactory. She informed Members that she was at the top of her pay scale.

**037/19/20**

**Update on KTC Staffing Structure Project**

Councillor Coleman advised that the group had been in discussion with CALC, who were helping with ideas, and the next stage would be to meet with staff. The work had been on hold recently due to the illness of Councillor Rachael Hogg.

**038/19/20**

**READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**039/19/20**

**ANY OTHER BUSINESS**

None.

The meeting closed at 8.31pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>030</b>	Refurbishment of the Town Hall	<b>REC</b>	That the old KTC Council Chamber furniture be taken out of storage and sold.
<b>031</b>	Kendal CCTV	<b>RES</b>	That KTC would not be involved in purchasing further CCTV for the town.
<b>033</b>	Oxenholme Train Station Car Parking - Draft letter to Virgin Trains	<b>RES</b>	That the letter on parking issues at Oxenholme station be sent to Virgin Trains.