

# KENDAL TOWN COUNCIL

## Management Committee

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

**PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans, Andy Blackman and Guy Tirvengadam

**APOLOGIES** Councillors Susanne Long and Alvin Finch (Mayor)

**OFFICERS** Liz Richardson (Town Clerk) and Nicky King (Council Secretary)

**566/19/20 PUBLIC PARTICIPATION**

None.

**567/19/20 DECLARATIONS OF INTEREST**

None.

**568/19/20 MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> OCTOBER 2019**

The Chairman presented the minutes of the meeting held on 21<sup>st</sup> October 2019.

Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Evans and carried with one abstention.

**RESOLVED** That the minutes of the meeting of the Committee held on 21<sup>st</sup> October 2019 be accepted as a correct record.

**MATTERS ARISING** (Not on Agenda)

**569/19/20** Britain in Bloom 2020 (Minute 471/19/20)  
Councillor Blackman reported that KTC had been asked to withdraw their entry in the Britain in Bloom 2020 competition. This was so Cumbria in Bloom could support another town in the same category who having won Gold this year could be category winners in 2020. Reassurance had been given that KTC would be invited to enter again in 2021. Whilst this was disappointing, it would give more preparation time and increase KTC's chances of success in the 2021 competition.

**570/19/20** Cessation of Bus Routes 552 and 530 (Minute 472/19/20)  
Councillor Cook advised that these bus routes ceased as notified by Stagecoach. However, Kirkby Lonsdale Coaches will be running a limited replacement 552 service (Arnsdale to Kendal) starting on Wednesday. Service 530 (Cartmel to Kendal) is expected to be replaced by a Travellers Choice service but this is not expected to start before mid-December.

The Town Clerk briefed Members on the reply received from Stagecoach, following the letter sent to them expressing KTC's disappointment at the loss of these services.

It was noted that a new Sunday bus service in Kendal started yesterday.

**571/19/20 URGENT ITEMS OF BUSINESS**

None.

**572/19/20 REPORT ON WORK PROGRAMME**

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

The Mayor of Kendal's Fund for the Aged & Infirm

Approval has now been received from the Charity Commission for the change of name. It is proposed that the changes become effective from 1<sup>st</sup> December. The Town Clerk has asked for confirmation when this has taken place.

Christmas Lights Switch-on Event

The event went very well. Thanks were given to Phil Walker for donating the mulled wine and Morrisons for the mince pies. The Town Clerk will write letters of thanks to them, along with The Lions for their sleigh and Santa.

**RESOLVED** Town Clerk to write letters of thanks to Phil Walker, Morrisons and The Lions.

**573/19/20 FREEDOM OF INFORMATION PUBLICATION SCHEDULE**

The Town Clerk explained that this is an annual document published on the KTC website indicating where information is held and how the public can get hold of it. She noted that there had been no changes from last year.

Councillor Coleman proposed that the Freedom of Information Publication Schedule be recommended for approval to Council. This was seconded by Councillor Tirvengadam and carried unanimously.

**RECOMMENDATION** That the Freedom of Information Publication Schedule be recommended for approval to Council.

**574/19/20 SOCIAL MEDIA UPDATE**

Councillor Rathbone explained that due to the forthcoming election, no further progress had been made. It was agreed to defer the matter until the next meeting.

Councillor Blackman requested Members' view on setting up a Kendal in Bloom social media page. The idea was discussed and the Chair confirmed support in principle from the Committee. It was

agreed to make best value of the work being undertaken on the social media site for the Mayor and it was suggested that the KIB Committee move the matter forward at their next meeting. Councillor Rathbone pointed out that consideration would need to be given as to who will undertake the work in respect of both sites.

**RESOLVED**

1. That a social media site for the Mayor be discussed further at the next meeting.
2. That the setting up of a similar site for Kendal in Bloom be discussed by that Committee at their next meeting.

**575/19/20****UPDATE ON TOWN HALL REFURBISHMENT AND KTC OFFICES**

The Town Clerk referred to the paper that had previously been circulated. She explained the likely arrangements for temporary accommodation for KTC staff during the refurbishment work from June 2020.

Alternative arrangements will need to be made for Full Council meetings in July, August and September. There is the possibility of holding these meetings at the County Hall or LDNPA, however there may be a potential problem with evening opening. Clarification is required as to who will pay for alternative room hire. The Town Clerk will enquire with SLDC as to what arrangements they are making for their meetings.

Two civic functions, Mayor's Sunday and the Torchlight Festival reception, will also be affected. Use of the Brewery is being investigated for the Torchlight Festival. Mayor's Sunday will need to be changed and either the Parish Church itself or Abbot Hall Social Club may provide alternative venues for the buffet lunch. It was suggested that the Shakespeare Centre could also be considered. Timings of the procession would have to be adapted.

Councillor G Cook declared an interest at this point as the President of the Abbot Hall Social Club.

There was a general discussion regarding use of the Mayor's Parlour during the refurbishment work. The Town Clerk advised that the room would be sealed off and there would be no access. Arrangements will need to be made for the safe storage of the robes and Mayor's chain. The sword and maces would not be available. It was agreed the Town Clerk would make enquiries into whether any alternative secure storage off site was available. Storage of pictures in the Mayor's Parlour was also discussed. The Town Clerk advised that the Parlour was the most secure room as the alarm was routed to the police in the event of an intrusion.

Councillor Rathbone advised that the Planning Committee had considered the application for the refurbishment works at their last meeting and would be requesting feedback from SLDC as to how the works would be approached.

**RESOLVED**

That the Town Clerk will make enquiries into alternative secure storage for items in the Mayor's Parlour during the refurbishment works at the Town Hall.

**576/19/20****KENDAL MUSEUM LEASE**

The Town Clerk referred to a paper previously circulated and explained that the new head of legal at SLDC required amendments to the Lease which had previously been sealed at Full Council. The work became more involved than originally envisaged, therefore she instructed the solicitor not to spend any further time at present as she did not have authority for additional legal costs. The Town Clerk had asked SLDC whether they would be prepared to pay our additional solicitor costs and advised that they have now agreed to cover the costs for the additional element of work. SLDC require an estimate of those costs, but hopefully an amended Lease will be received for sealing at a Trustees meeting following a future Council meeting.

**577/19/20****PAVEMENT GRITTING**

KTC own 4 grit spreaders and 8 shovels for use by SLDC and the Townscape Manager. These are stored at Canal Head depot along with the grit. Whilst revisiting the priority list for gritting pavements at a recent meeting, the Town Clerk discovered there is no grit left (the last grit was purchased around 8 years ago). She advised that a quote of £685 for 10 tonnes (minimum order) has been obtained and requested approval to place the order. It was proposed to use the Environment & Highways Committee Infrastructure Maintenance budget which is currently underspent.

Councillor Owen proposed that the order for grit be placed. This was seconded by Councillor Coleman and carried unanimously.

Councillor Cook understood that CCC will be undertaking an exercise to update and revise their gritting routes. The Town Clerk said she would send a copy of the KTC priority route list to Peter Hosking at CCC.

**RESOLVED**

1. Town Clerk to place an order for 10 tonnes of grit.
2. Town Clerk to send a copy of the KTC priority route list for gritting to Peter Hosking at CCC.

**578/19/20****ITEMS FOR THE NEWSLETTER**

Depending on the decision made by the Christmas Lights and Festivals Committee at their next meeting in January, Councillor Evans said the Easter Egg Trail could be included in the Spring edition. The Town Clerk said this would also depend on the decision made at the Council Budget meeting later this month as this was a Development Fund proposal.

**579/19/20****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Owen 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]

**580/19/20 Update on KTC Staffing Structure Project**

Councillor Coleman reported that the next meeting is scheduled for 6<sup>th</sup> December to move matters forward. Councillor Blackman had met with staff at their team meeting to brief them on the project and progress so far.

**581/19/20 Annual Appraisals for Townscape Manager and Project Manager (Maternity Leave)**

Townscape Manager

A report from the Assistant to the Town Clerk on the satisfactory annual appraisal for the Townscape Manager was noted. The Townscape Manager is eligible for one spinal point increase in salary as a result. Councillor Coleman proposed that the increase be approved. This was seconded by Councillor Blackman and carried unanimously.

**RECOMMENDATION** That the Townscape Manager be awarded one spinal point increase in salary following a satisfactory annual appraisal.

Project Manager (Maternity Leave)

The Town Clerk advised that the Project Manager had recently undertaken a 'Keep in Touch' day and reported a satisfactory appraisal, although she had been on maternity leave for a portion of the reporting year. She was expected to return from Maternity Leave in March 2020 and it had been agreed to hold a review meeting on her return in order to set new targets etc. The Project Manager is eligible for one spinal point increase in salary. Councillor Owen proposed that the increase be approved. This was seconded by Councillor Coleman and carried unanimously.

**RECOMMENDATION** That the Project Manager (Maternity Leave) be awarded a spinal point increase in salary following a satisfactory annual appraisal.

**582/19/20 Cycle to Work Scheme**

The Town Clerk expressed her interest in purchasing an electric bike and therefore an interest in the following discussion. The Cycle to

Work Scheme had indicated a £1k limit, however electric bikes are considerably more than this. She advised that during her research she had discovered that Government guidance says there is no requirement for a £1k limit and this is an employer's decision. The Town Clerk commented that there are alternatives to the Cycle to Work Scheme such as the Green Commute Initiative. The Chair commented that in principle Committee were very supportive.

**583/19/20****READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**584/19/20****ANY OTHER BUSINESS**

None.

The meeting closed at 8.25pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>572</b>	Xmas Lights Switch-on Event	<b>RES</b>	Town Clerk to write letters of thanks to Phil Walker, Morrisons and The Lions.
<b>573</b>	Freedom of Information Publication Schedule	<b>REC</b>	That the Freedom of Information Publication Schedule be recommended for approval to Council.
<b>574</b>	Social Media Update	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That a social media site for the Mayor be discussed further at the next meeting.</li> <li>2. That the setting up of a similar site for Kendal in Bloom be discussed by that Committee at their next meeting.</li> </ol>
<b>575</b>	Town Hall Refurbishment	<b>RES</b>	That the Town Clerk will make enquiries into alternative secure storage for items in the Mayor's Parlour during the refurbishment works at the Town Hall.
<b>577</b>	Pavement Gritting	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Town Clerk to place an order for 10 tonnes of grit.</li> <li>2. Town Clerk to send a copy of the KTC priority route list for gritting to Peter Hosking at CCC.</li> </ol>
<b>581</b>	Staffing Matters – Annual Appraisals	<b>REC</b>	<p>That the Townscape Manager be awarded one spinal point increase in salary following a satisfactory annual appraisal.</p> <p>That the Project Manager (Maternity Leave) be awarded a spinal point increase in salary following a satisfactory annual appraisal.</p>