

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
www.kendaltowncouncil.gov.uk



**Minutes of a meeting of Kendal Town Council held in the Town Hall, Highgate, Kendal, on Monday, 31 July 2023, at 7.30 p.m.**

## Councillors

G Archibald	Present	A Blackman	Apologies
S Blunden	Present	J Brook	Apologies
D Brown	Apologies	A Campbell	Present
S Coleman	Present	J Cornthwaite	Present
J Dunlop	Present	L Edwards	Present
R Edwards	Apologies	D Evans	Present
A Finch	Present	C Hardy	Apologies
M Helme	Present	L Hendry	Present
E Hennessy	Present	H Ladhams	Present
S Long	Present	D Miles	Present
D Rathbone	Apologies	C Russell	Present
M Severn	Absent	K Simpson	Apologies
G Supka	Present	R Sutton	Present
P Thornton	Present	G Tirvengadam	Present

**In attendance:** Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant). Also present were Adam Edwards (Kendal Youth Zone) and Cllr Shirley Evans (Westmorland and Furness Council).

## Public Participation

No items were brought forward by the public.

Westmorland and Furness Councillor, Shirley Evans, addressed Council with regard to the Rail Delivery Group's proposal to close ticket offices in railway stations. This, she said, was a truly appalling proposal which would have a severely detrimental impact on vulnerable people, visually impaired people, tourists from abroad and on the Town's economic prosperity. Kendal's economy relied on tourism and the Town wished to be green and sustainable and to encourage the use of public transport. The proposal would lead to fewer visitors and to use of less sustainable transport. Cllr Evans believed that there were many organisations within the locality which shared disappointment in the proposal and she, therefore, asked Kendal Town Council to take on board a Kendal-wide response. The deadline for comments was 3 September 2023 and she urged the Town Council to make a case to keep Kendal's ticket offices open.

The Mayor thanked Cllr Evans for her contribution, saying that most Members were aware of the proposal and would have signed various online petitions. Members expressed strong support for the need to take action, also referring to the detrimental impact on the elderly and those who were not IT savvy, as well as on action against climate change. In response to a query as to what could be done by the Council, the Town Clerk suggested that, in light of the clear strength of feeling within the Chamber, the matter could be taken away by the Chair who could take legitimate action in a way that reflected this stance. Cllr H Ladhams, the Council's representative on Kendal BID, undertook to raise the matter with that organisation.

**Resolved:** The Chair to write to the Secretary of State for Transport along the lines outlined above, making a case to keep Kendal's railway station ticket offices open.

Adam Edwards, representing Kendal Youth Zone, delivered a detailed presentation on the work of the group which provided a safe space to improve young people's wellbeing. The group operated from the Castle Street Centre and offered ten two hour sessions each month, providing young people an opportunity to hang out with friends and meet others, get creative or learn something new. Young people could take part in activities such as outdoor discos and cinema experiences with other opportunities such as roller discos at Kendal Leisure Centre, indoor activities and trips to local outdoor centres. The group, which ran on grant funding, also invited organisations such as Kendal ICC and charity and Third Sector organisations, to give young people the opportunity to talk about a variety of different issues they may be facing. Mr Edwards referred to a recent grant made by Kendal Town Council to fund computer games equipment. He further referred to support from the excellent team at Keppleway. 340 spaces would be available over the summer, and all those who attended would be provided with a bag of food as well as the activity. Mr Edwards informed Members about how the activities provided assisted in building up the confidence of those who attended and he recommended that Members might wish to come and see for themselves how the group operated. Mr Edwards finally explained how the group was keen to expand and how volunteers were desperately needed; they would be DBS checked and given opportunities for training. The group also sought space within local communities and Mr Edwards urged Members to see if there was any available within their own wards.

Westmorland and Furness Cllr Shirley Evans, took the opportunity to voice her support for Kendal Youth Zone, drawing attention to the amazing work carried out by the group and reiterating the need for volunteers to come forward.

The Mayor thanked Mr Edwards for his contribution and for the very important work carried out by Kendal Youth Zone. In response to a query, Mr Edwards explained that the activities of the group were not bound by walls and that the group was able to work in an outside space where no central hub was available. Members welcomed Mr Edwards' presentation and expressed support for this excellent scheme.

### **32/2023 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllrs A Blackman, J Brook, D Brown, R Edwards, C Hardy, D Rathbone and K Simpson.

### **33/2023 Declarations of Interest**

No declarations of interest were raised under this item.

### **34/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items contained within the agenda.

### **35/2023 Minutes of Last Council Meeting**

**Resolved:** To receive the minutes of the meeting of the Council held on 5 June 2023 and to authorise the Chair to sign them as a true record.

### **36/2023 Minute Action Sheet**

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the Council.

The Town Clerk drew attention to Minute No.46/2022 and reported that there had, as yet, been no response from the Secretary of State with regard to the Town Council's letter in relation to Short Term Holiday Letting and Housing Supply. He undertook to pursue the matter.

**Resolved:** The Town Clerk to make further contact with the Secretary of State with regard to Short Term Holiday Letting and Housing Supply.

**Resolved:** To note the report.

### **37/2023 Mayor's Communications and Announcements**

A report on the Mayor's recent activities had been included within the agenda. The Mayor drew particular attention to the Art Show at Kirkbie Kendal School, the Prep and Cookalong event held by Waste into Wellbeing and the Westmorland Youth Orchestra's 75th Anniversary Performance.

The report was welcomed and the potential for the publication of a full diary of forthcoming events was raised to provide all Members with an opportunity to attend events should they so wish. The Town Clerk undertook to action this, although pointing out that there were likely to be gaps.

**Resolved:** The Town Clerk to make arrangements for the publication of a full diary of forthcoming events due to be attended by the Mayor.

**Resolved:** To note the latest report from the Mayor.

### **38/2023 Committee Structure and Terms of Reference**

The Council had been reviewing its Committee Structure and Terms of Reference for some time. It was reported that the Management Committee had established a working group to complete the task and to make appropriate recommendations. The Working Group had presented its recommendations on a proposed Structure and Terms of Reference to the last meeting of the Management Committee, details of which were appended to the Council agenda. Some consequential budgetary realignment would be required, and it was anticipated that this would be carried out to coincide with the meeting programme from October onwards. It was also being recommended that more Members were appointed to some committees, and this would be dealt with under the next agenda item.

Council was asked to consider the recommendation from the Management Committee that the Council adopted new Committee Terms of Reference, for operation from 1 October 2023.

Attention was drawn to an amended version of the Committee Terms of Reference which had been circulated prior to the commencement of the meeting.

Members welcomed the proposed Committee Structure and Terms of Reference, congratulating those involved in the production thereof and expressing enthusiasm for the renewed commitment for the Environment Committee to tack climate change.

**Resolved:** To adopt the new Committee Terms of Reference, as amended and attached as an Appendix to these minutes, for operation from 1 October 2023.

### 39/2023 Consequential Committee Membership Amendments

Further to Minute No.38/2023 above, Council was asked to consider if the membership of committees should be altered in any way to accommodate the changes, as detailed within the following table:-

Former Committee	Membership	New Committee	Membership	Required (including existing vacancies)
Allotments	6 + reps	Allotments	6 + 3 coopted reps	0
Audit, Grants & Charities	7	Audit	9	2
Christmas Lights & Festivals	7	Culture & Communities	9	2
Environment & Highways	9	Environment	9	0
Kendal in Bloom	4 + 4 co-optees	Kendal in Bloom	5 + up to 5 co-optees	1 + 1
Mayoralty & Arts	7 + 2 vacancies	Mayoralty & Heritage	9	2
Planning	9	Planning	9	0

There were no nominations for the two vacancies on the Audit Committee.

Cllr L Edwards was nominated to take up one of the two vacancies on the Culture and Communities Committee.

There were no nominations for the Member vacancy on the Kendal in Bloom Committee.

Cllr C Russell was nominated to take up one of the two vacancies on the Mayoralty and Heritage Committee.

**Resolved:** To appoint those Members nominated and highlighted above to take up vacancies on the new Committees as shown, from 1 October 2023.

### 40/2023 Civility and Respect Pledge

It was reported that the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) had been working on a project to promote Civility and Respect in local council business. The organisations were promoting the resolution shown below. Council was being asked to consider what steps it would need to take to meet the pre-conditions for signing the Pledge, and whether it would sign the pledge, once these pre-conditions had been met. The Chair informed Council that she had asked for this item to be included on the agenda.

## **Definition of Civility and Respect**

*Civility means politeness and courtesy in behaviour, speech, and in the written word.*

*Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.*

### **NALC/SLCC/OVW Civility and Respect Pledge Draft Resolution**

*The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.*

*By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.*

*Signing up is a simple process, which requires councils to register and agree to the following statements:*

<b>Statement</b>	<b>Tick to agree</b>
<i>Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.</i>	
<i>Our council has put in place a training programme for councillors and staff.</i>	
<i>Our council has signed up to Code of Conduct for councillors.</i>	
<i>Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.</i>	
<i>Our council will commit to seeking professional help in the early stages should civility and respect issues arise.</i>	
<i>Our council will commit to calling out bullying and harassment when it and when it happens.</i>	
<i>Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.</i>	
<i>Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.</i>	

Members expressed support for the promotion of civility and respect and for signing up to the general principle, however, the need to ensure that the Council was clear on what was meant by the individual statements and on the potential consequences was raised. It was suggested, therefore, that the Council sign up to the general principle but to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct. The need for input to be sought from all Members was stressed. Details were sought in relation to an appropriate training programme and the Town Clerk pointed out that this had already been raised at a number of other meetings. He suggested, therefore, that training was something that could also be addressed by the Management Committee, which could outline what the Council expected and aspired to from both Members and staff. In response to a query, the Town Clerk explained that he believed that the intention was for the Pledge to deal specifically with councillors.

**Resolved:** To sign up to the Pledge from the National Association of Local Councils, however, to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct, with input to be sought from all Members.

#### **41/2023 Policies for Adoption by Council**

Council was asked to consider adopting the following two policies:-

(a) Acquisition and Discard Policy

This draft Policy had been considered by the Mayoralty and Arts Committee on 19 June 2023 and had been recommended to Council for approval. Cllr J Dunlop who chaired the Mayoralty and Arts Committee explained that the draft Policy had been triggered due to the Picture Store being at capacity and items not being stored optimally. Some concern was raised with regard to the use of the words "destruction" and "destroy", and to the need to try to recycle instead. The Town Clerk explained that there were a number of time specific items in storage from past exhibitions which would need to be disposed of, however, acknowledged the need in the main not to refer to "destroy".

**Resolved:** To adopt the Acquisition and Discard Policy for implementation with immediate effect.

(b) Protocol for Officers being considered at Council Meetings

This draft Policy had been considered by the Management Committee on 3 July 2023 and had been recommended to Council for approval.

**Resolved:** To adopt the Protocol for Officers being considered at Council Meetings for implementation with immediate effect.

#### **42/2023 Subscriptions**

Council was asked to consider the following subscriptions, from the Subscriptions Budget:-

(a) Society of Local Council Clerks (SLCC)

The SLCC was the membership organisation for town and parish clerks. It provided advice and training, as well as a local support mechanism for communication with other councils at an officer level. Although the membership was vested in the Clerk, conventionally this was paid for by the Council. The cost of the subscription was £296.

**Resolved:** To subscribe to the Society of Local Council Clerks at a cost of £296.

(b) Lakes Line Rail User Group (LLRUG)

The LLRUG was the official rail user group for the Lakes Line and produced a widely read newsletter on matters relating to the line. The Council also appointed a representative to the group. The cost of the subscription was £13.

**Resolved:** To subscribe to the Lakes Line Rail User Group at a cost of £296.

## 43/2023 Reports and Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees:-

(a) Allotments Committee held on 12 June 2023

Cllr A Finch, Chair of the Committee, presented the minutes. In response to a query, he undertook to discuss with the Committee the matter of ensuring that a balance was maintained between honey bees and native bees and to promote to plot holders the idea of putting bee houses for solitary bees on Kendal Town Council's allotment sites. It was pointed out that Asian hornets were now in the UK and that these threatened all other pollinators and, to this end, a suggestion was raised for the Council to join the Kendal and South Westmorland Association of Beekeepers who were experts in this field.

**Resolved:** The Allotments Committee to consider the matter of ensuring that a balance is maintained between honey bees and native bees and to promote to plot holders the idea of putting bee houses for solitary bees on Kendal Town Council's allotment sites.

(b) Audit, Grants and Charities Committee held on 10 July 2023

Cllr C Russell, Chair of the Committee, explained that the Committee would be handing over matters relating to charities and grants to the Culture and Communities Committee from 1 October 2023. At its last meeting, the Audit, Grants and Charities Committee had spent time looking at criteria and procedures for the awarding of grants and it was hoped that a lot more work would be carried out in this regard in order for the Council to spread benevolence more widely and strategically.

(c) Christmas Lights and Festivals Committee held on 26 June 2023

Cllr H Ladhams, Chair of the Committee, presented the minutes.

(d) Environment and Highways Committee held on 15 May 2023

Cllr E Hennessy, Chair of the Committee, presented the minutes.

(e) Management Committee held on 30 May and 3 July 2023

Cllr S Coleman, Chair of the Committee, presented the minutes.

(f) Mayoralty and Arts Committee held on 19 June 2023

Cllr J Dunlop, Chair of the Committee, presented the minutes, pointing out that that a number of the items which had been considered formed part of this evening's agenda. A question was raised as to how the Town Council could contribute to ensuring that Kendal had the best museum facilities possible. Cllr Dunlop pointed out that this matter had been considered under Part II of the meeting of the Mayoralty and Arts Committee. Attention was, however, drawn to the fact that the information was now in the public domain, with Lakeland Arts Trust in the process of considering selling the old Grammar School. The potential of saving the property from sale was raised. It was questioned as to whether Lakeland Arts had agreed to meet with stakeholders and also as to how this could happen prior to the imminent sale. Cllr Dunlop referred to a recent meeting between herself and Rhian Harris and

explained that no date had, as yet, been set for a meeting of stakeholders. The Town Clerk was actively pursuing the matter.

- (g) Planning Committee held on 5 June, 19 June, 3 July and 17 July 2023

In the absence of the Chair of the Committee, Cllr H Ladhams, Vice-Chair of the Committee, presented the minutes.

**Resolved:** To receive the minutes of recent meetings of the Council's standing committees shown above.

#### **44/2023 Reports from Representatives on Outside Bodies**

The Council considered the following reports from representatives on outside bodies:-

- (a) Integrated Care Community (ICC) Meeting (a written report from Cllr R Sutton)

Cllr Sutton referred to forthcoming changes which may impact on the ICC and which would be helpful in improved engagement with the local community. It was suggested that Members should have better access to information on the ICC and Cllr Sutton undertook to follow this up. It was also suggested that it may be useful to invite someone to address Council at a future meeting on the issue of Health and Social Care. Reference was made to the section within the report on Kendal Pride and to the fact that this had been an excellent event. Attention was further drawn to the suggestion made at the previous meeting of Council for Member training on terminology in relation to LGBTQIA+ issues. The Town Clerk felt that this could be dealt with under the Respect agenda.

**Resolved:** Cllr Sutton to follow up the matter of improved access for Members to ICC information.

**Resolved:** The Town Clerk to address the issue of training on LGBTQIA+ terminology within the Respect agenda.

- (b) Kendal Bid (a written report from Cllr H Ladhams)

In response to a query, Cllr Ladhams explained that assistance had only recently commenced in relation to the provision of small grants to help businesses with recycling. She undertook to seek information in relation to how business who were interested could navigate the various funding services on offer. Reference was made to the fact that the matter of the Town Council's relationship with Kendal Bid had recently been raised, the Mayor adding that she had not been invited to two recent events arranged by the organisation.

**Resolved:** The Town Clerk to pursue the matter of the Town Council's relationship with Kendal Bid.

**Resolved:** The Town Clerk to remind Kendal Bid of the importance of the community link and the Mayor's attendance at the organisation's events.

- (c) Kendal Community Theatre (a written report from Cllr R Sutton)

Cllr Sutton referred to a forthcoming event at Kendal Library at which fairy tales would be read out in order to raise funds for the organisation's Christmas production of the Snow Queen.



**Resolved:** To receive the reports from representatives on outside organisations.

#### **45/2023    Schedule of Payments**

The Council was presented with the schedules of payments for April, May and June 2023.

The Town Clerk responded to queries raised by Members. He undertook to look into the matter of a number of square symbols which appeared within the April document. During discussion on the item, reference was made to the need for publicity in relation to the improved footpath at Vicarage Drive and others, and it was suggested that this matter be included on the agenda for the next meeting of the Management Committee.

**Resolved:** To bring a report to the next meeting of the Management Committee on publicity around footpath improvements.

**Resolved:** To receive the schedules of payments for April, May and June 2023.

The meeting closed at 8.50 p.m.

## **Kendal Town Council**

### **Committee Terms of Reference**

#### **The Mayor of Kendal**

The Mayor is the First Citizen of Kendal. They are elected from the membership of the Council every year in May. Traditionally the Mayoralty changes every year, but there is nothing preventing a Mayor from serving more than one term. The Mayor is the Chairman of the Council, as defined by the Local Government Act 1972.

The Deputy Mayor's role is to stand in when the Mayor is unavailable. When standing in, the Deputy Mayor has all the powers of the Mayor.

#### **The Council**

Kendal Town Council has 28 members serving 10 wards. Meetings of the Full Council are chaired by the Mayor of Kendal, or by the Deputy Mayor in their absence. If neither the Mayor nor the Deputy Mayor are present at a meeting, then the first order of business must be to select a chair from the assembled councillors. The Council's meetings are ruled by its Standing Orders, periodically reviewed and adopted by the Council. The Council is working to implement the Kendal Town Council Plan and the recommendations of the Kendal Citizens' Jury on Climate Change.

#### **The Council:**

Elects the Mayor and Deputy Mayor

Approves the budget and precept

Approves the Council's Standing Orders, Financial Regulations, Code of Conduct and other such functions as are reserved to meetings of the full Council by law.

Approves expenditure beyond the limit expressed in the Financial Regulations

Exercising its powers under s101 of the Local Government Act 1972, the Council delegates most of its operations to Committees.

All Committees may appoint sub-committees and working groups, with such membership as they see fit (including co-option of non-councillors), to more effectively deliver any of the functions delegated to them by the Council. Such sub-committees and working groups may be delegated powers otherwise held by the parent Committee, but may not exceed them, and must report their actions to their parent committee, to whom they are accountable.

The **quorum** of the Council and any committee is one third or three, whichever is greater. Where a committee has a co-opted membership drawn from outside the Council, the quorum refers to the Councillor members of the Committee.

The Town Clerk and the Kendal Town Council Staff Team provide a public record of the Council's work and help implement decisions made by each of the Council's Committees.

#### **Committees**

The Council's Committees are as appointed as follows:

- Allotments Committee
- Audit Committee
- Culture and Communities Committee

- Environment Committee
- Kendal in Bloom Committee
- Mayoralty and Heritage Committee
- Planning Committee
- Management Committee

### **Allotments Committee**

Consists of 6 members of the Council and 3 co-opted representatives from the allotment tenants. Co-opted members may vote on any decision except those involving expenditure.

To manage the Town Council's duties under the Allotments Acts.

To manage the Town Council's allotment estate.

To liaise with allotment tenants, oversee the Council's tenancy agreements and act as a final arbiter in any dispute.

To manage the allotments budget, including the setting of appropriate charges and the deployment of any reserves.

To encourage biodiversity across the allotments.

To secure new plots and ensure a more even spread of allotments across the town.

### **Audit Committee**

Consists of 9 members.

To develop and maintain the Council's financial controls, including reviewing the Council's Financial Regulations.

To maintain the Council's compliance in all aspects of regulation, governance and statute and to make any necessary recommendations for policy where this affects the operation of other committees and the council.

To develop and maintain the appropriate management of the Council's Schedule of Assets.

To oversee the proper maintenance of Risk Management and other policies, including safe and healthy working practices and the review of the effectiveness of the Council's internal controls.

To appoint Internal Auditors and review their effectiveness.

To receive the budget control statements and monitor the financial performance of each committee.

### **Culture and Communities Committee**

Consists of 9 members.

To work and collaborate with others to develop a thriving town for our communities.

To manage and develop the Council's grants programmes for festivals and the community.

To develop the Council's relationship with cultural and community organisations, including maintaining appropriate funding schemes.

To develop the Council's support for Third sector and voluntary activities.

To develop the promotion of sport, the arts and other areas of community life.

To develop policies and projects which will promote the economic wellbeing and social cohesion of the town, including those that promote resilience and planning for emergencies.

To manage the town's Christmas lights display and work with partners to deliver a 'switch-on' event.

The Committee is delegated by the Council, acting as Sole Trustee, to manage the Schools of Science and Art (Sale Proceeds) Charity. To exercise this delegation, it must convene as a separate meeting and abide by Charity Law.

### **Environment Committee**

Consists of 9 members

To coordinate and manage the Council's response to the Climate Emergency in line with stated commitments to net zero by 2030.

To lead on and address the recommendations of the Citizens' Jury.

To develop and manage the Council's green spaces.

To develop and deliver with partners, active travel concepts.

To develop and manage policies which increase biodiversity.

To develop, manage and oversee council policies which increase and protect biodiversity.

To support initiatives relating to improved air and water quality

To develop and deliver with partners, active travel concepts to include footpaths and dedicated cycle routes.

To develop, manage and maintain physical ('street scene') assets in the town in conjunction with relevant partners.

To oversee the implementation of 20mph speed limits within the town.

To work with partners to identify further potential traffic management projects.

To introduce and support initiatives to reduce waste (in particular single-use plastics), encourage residents to recycle, repair and re-use.

### **Kendal in Bloom Committee**

Consists of 5 Council members and 5 co-optees. Co-opted members may vote on any decision except those involving expenditure.

To coordinate and manage the floral displays across the town.

To coordinate and manage other schemes which make the town a more attractive place to live, work and visit.

To coordinate and manage the town's entry into In Bloom events.

To liaise with other stakeholders over issues like sustainable gardening, biodiversity and conservation.

To encourage biodiversity, native planting and mitigation of the impact of climate change.

### **Mayoralty and Heritage Committee**

Consists of 9 members

To advise and oversee the Mayor of Kendal's role and their programme of events and functions.

To maintain and develop the Council's historic collection.

To oversee the management of the Mayor's Parlour and picture store.

To develop and maintain public access to the Collection and Parlour.

To oversee the Council's role in Civic life, including managing permissions for use of the town crest.

To develop policies and actions which will promote the heritage of the town, including through liaison with Kendal Museum and other dynamic links with partner organisations as the committee see as appropriate.

To oversee the Council's tourism promotion initiatives such as Visit Kendal.

To maintain and promote the town's Twinning relationships with Rinteln and Killarney, including through close liaison with the Kendal Rinteln Association and any other body which supports the aims of Town Twinning.

### **Planning Committee**

Consists of 9 members

To respond on behalf of the Council as Consultee to planning applications.

To respond on behalf of the Council to consultations on matters relating to Planning.

To develop policies on Planning matters.

To appoint and oversee a Flood Relief Scheme Working Group, with such terms of reference as it sees fit.

To manage the Council's budget relating to the Flood Relief Scheme.

### **Management Committee**

Consists of the Chairs of each Committee above (including the Mayor as Chair of the Council), plus a Chair and Vice Chair. Committee vice-chairs may deputise on occasions

when the Chair is unable to attend. May co-opt such other members as it sees fit up to a maximum of two further councillors.

To oversee the strategic roles and decision making of the Council.

To guide the Council in the formulation of its objectives.

To develop policies and direct the Council's Plan.

To maintain oversight of the Council's activities and budgets, including the deployment of CIL funding and the recommendation of an annual budget and medium term financial plan to Council for adoption.

To oversee effective relationships with Westmorland and Furness Council, Kendal Futures and Kendal BID.

To resolve issues of a cross-cutting nature between Committees.

To fulfil such other tasks as the Council may from time-to-time delegate to ensure the effective governance and operation of the Council.

To appoint an Employment Sub-Committee.

### **Standing Sub-Committees and Working Groups**

The council standing sub-committees are:

- Employment Sub-Committee (reports to Management Committee)
- Flood Relief Scheme Working Group (reports to Planning Committee)

### **Employment Sub-Committee**

Consists of three members, with the Town Clerk in attendance.

To coordinate the staffing arrangements of the council in conjunction with the Clerk.

To manage the Council's duties as an employer.

To line manage the Clerk and to oversee staff welfare, appraisal and wellbeing.

To make recommendations on pay and performance in conjunction with the Clerk.

### **Flood Relief Scheme Working Group**

Consists of such members as required, including such Environment Agency staff and members of other Councils or the public as the Group considers necessary.

To consider the Planning and other aspects of the Kendal Flood Relief Scheme as they affect the council and the communities of Kendal.

To represent the Council's interests in liaison meetings with the EA and its suppliers.

To make recommendations to the Council and its Committees on matters relating to the Flood Relief Scheme.

### **Work with other Organisations**

The Council will appoint to other organisations who are seen as partners in achieving its aims and objectives and to help implement the Kendal Town Council Plan.