

KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of
Kendal Town Council
held on Monday, 1st June 2020 at 7.30 p.m.
(Via Videoconferencing)**

- PRESENT** The Mayor (Councillor A Finch) in the Chair;
Councillors G Cook, J Brook, G Archibald, S Coleman, S Evans, M Severn,
G Tirvengadam, A Blackman, C Hogg, R Hogg, R Sutton, J Owen, D
Rathbone (Deputy Mayor), J Cornthwaite, J Dunlop, A Edwards, E
Hennessy, H Ladhams, C Rowley, T Becker and K Simpson
- APOLOGIES** Councillors P Gibson, D Miles and M Miles. Liz Richardson, Town Clerk.
- OFFICERS** J Lomax (Treasurer) and H Belshaw (Temporary Council Secretary)
- 008/20/21 PUBLIC PARTICIPATION**
None
- 009/20/21 DECLARATIONS OF INTEREST**
Councillor Edwards declared an interest in item 12 on the Agenda
(Kendal Youth Zone).
- 010/20/21 MINUTES OF COUNCIL MEETING HELD ON 4TH MAY**

Members considered the minutes of the meeting of the full Council held on
4th May.

Councillor Coleman proposed that the minutes be approved as a correct
record and signed by the Chair. This was seconded by Councillor
Blackman and carried unanimously.
- RESOLVED** that the minutes of the Council meeting held on 4th May be approved as a
correct record and signed by the Chairman.
- 011/20/21 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor advised that he had received an email from the organisers of
Kendal Torchlight Procession today and they plan to hold an event, mostly
virtual. He will be attending the re-opening of Friday's Chip Shop and the
Cumbria Hen Rescue at Hallgarth Community Centre.
- 012/20/21 APPOINTMENTS TO KTC COMMITTEES AND OUTSIDE BODIES –
CLLR BROOK**

Councillor Brook proposed that the appointments to KTC Committees and
Outside Bodies remain the same. This was seconded by Councillor
Archibald and carried unanimously.
- RESOLVED** That the appointments to KTC Committees and Outside Bodies remain the
same

013/20/21 MANAGEMENT COMMITTEE

The minutes of the Management Committee meetings held on 20th April & 18th May were presented by Councillor Coleman who proposed that they be approved as a correct record. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED That the minutes of the Management Committee meetings held on 20th April & 18th May be approved as a correct record of the meeting.

Councillor Coleman then presented the following recommendation of the Committee:

014/20/21 Evaluation of Fantastic Kendal Funding (Minute 977/19/20)

That KTC continues to financially support Fantastic Kendal for tourist information services in the sum of £5,000 per year. Discussions to be had regarding alternative sources of support/grants and the need for greater transparency. Full audited accounts to be requested.

There was a general discussion by Councillors as to why the full accounts had not been received. The Town Treasurer will follow this up. Councillor Coleman proposed that KTC funding continues for FY 2020/21 at £5k to support Fantastic Kendal. This was seconded by Councillor Evans and carried with two abstentions.

RESOLVED That KTC funding is awarded for FY 2020/21 to support Fantastic Kendal.

015/20/21 CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

The minutes of the Christmas Lights and Festivals Committee meeting held on 27th April were presented by Councillor Evans who proposed that they be approved as a correct record. This was seconded by Councillor C Hogg and carried unanimously.

RESOLVED That the minutes of the Christmas Lights & Festivals Committee meeting held on 27th April be approved as a correct record of the meeting.

Councillor Evans then presented the following recommendation of the Committee:

016/20/21 Payment of Grants to Regularly Funded Organisations (Minute 982/19/20)

That any of the regularly funded organisations that receive a grant of £5k or £1.5k be paid that grant for this year, with a view to keeping them alive for next year.

Councillor C Hogg advised Members that Arts Council England have already funded some of these festivals and SLDC and CCC have promised their budget for these.

Councillor Tirvengardum advised that the Kendal Unity Festival will go ahead as a virtual event with activities everyday in the run up. Councillor Owen was very supportive.

Councillor Evans also commented that at the time of the meeting it was decided it was not appropriate to put up the town bunting (minute 985/19/20). She would ask Members to approve this now. It was proposed by Councillor Evans that the regularly funded festival organisations receive their grant and the town bunting be erected. This was seconded by Councillor C Hogg and carried unanimously.

RESOLVED That the regularly funded festival organisations receive their grant and the town bunting be erected.

017/20/21 KENDAL IN BLOOM COMMITTEE

The minutes of the Kendal in Bloom Committee meeting held on 28th April were presented by Councillor Blackman who proposed that they be approved as a correct record. This was seconded by Councillor Edwards and carried unanimously.

Councillor Blackman advised that the summer planting should be taking place this week.

RESOLVED That the minutes of the Kendal in Bloom Committee meeting held on 28th April be approved as a correct record of the meeting.

018/19/20 PLANNING COMMITTEE

The minutes of the Planning Committee meetings held on 4th & 18th May were presented by Councillor Rathbone who asked Council to receive these minutes.

RESOLVED That the minutes of the Planning Committee meetings held on 4th & 18th May be received.

There was a discussion by Members as to whether more planning applications were now being received since lockdown restrictions were being lifted. Councillor Rathbone advised that they are seeing more applications although this is still less than usual.

Councillor Cornthwaite then presented the following recommendation (item 9.1 on the agenda):

019/20/21 KTC Flood Relief Scheme Working Group - Adjustment of Funding (Clarification of KTC Total Commitment of £150k) (Minute 949/19/20 – Meeting held 6th April 2020)

That the Kendal Flood Relief Scheme Working Group's clarification of KTC's total commitment be recommended for approval by Full Council.

Councillor Brook advised Members that he has submitted a paper regarding funding clarification from the Flood Relief Scheme Working Group.

Councillor Coleman asked if there was any update on the amendment to the glass walls. Councillor Cornthwaite advised that not much had

happened since lockdown although the next meeting is scheduled for 17th June. They are looking at the end of 2020 before any major work starts.

Councillor Cook advised that CCC Highways and the EA are looking at starting the work on Victoria Bridge in the next couple of weeks.

It was proposed by Councillor Cornthwaite to adjust the funding commitment to a total of £150k, the funding profile being £35k for 2020/21 and 2021/22 and £40k for 2022/23 and 2023/24 (totalling £150k over a four year period). This was seconded by Councillor Rowley and carried unanimously.

RESOLVED That the funding commitment for the Kendal Flood Relief Scheme be adjusted to £150k, the funding profile being £35k for 2020/21 and 2021/22 and £40k for 2022/23 and 2023/24 (totalling £150k over a four year period).

020/20/21 ENVIRONMENT & HIGHWAYS COMMITTEE

The minutes of the Environment & Highways Committee meeting held on 11th May were presented by Councillor Owen who proposed that they be approved as a correct record. This was seconded by Councillor Dunlop and carried unanimously.

RESOLVED That the minutes of the Environment & Highways Committee meeting held on 11th May be approved as a correct record of the meeting.

Councillor Owen then presented the following recommendations:

021/20/21 Kendal's Climate Change Citizens Jury (Minute 1038/19/20)

1. That Council be requested to endorse the wording put forward to commit to the recommendations that arise from the Citizens' Jury.

2. That £3,500 (figure obtained from Project Manager post meeting) from the biodiversity budget be used to fund an additional 2 days per week of Officer time to assist with the Citizens' Jury.

Councillor Owen advised Members that they had 30 volunteers working in 4 sub-groups, including a creative group and IT support. There was a discussion around the final budget and Councillor Owen confirmed the £3.5k was in addition; bringing the proposed total for the project from £20k to £23.5k, and was to come from the biodiversity budget.

There was a general discussion around the Officer that would cover the role and the recruitment process. Councillor Owen advised that they did have someone who was willing to do the role for 2 days a week and that would be their only focus.

Councillor Severn stressed a general point that the Jury does not become a rival of the Council and they should not be given equal or superior power. Councillor Owen advised that it will be a differently constituted group and no power will be given.

It was proposed by Councillor Owen to endorse the wording put forward to commit to the recommendations that arise from the Citizens' Jury and that £3,500 from the biodiversity budget be used to fund an additional 2 days per week of Officer time to assist with the Citizens' Jury. This was seconded by Councillor Archibald and carried with three abstentions.

RESOLVED That the Council endorse the wording put forward to commit to the recommendations that arise from the Citizens' Jury and that £3,500 from the biodiversity budget be used to fund an additional 2 days per week of Officer time to assist with the Citizens' Jury.

Councillor Owen advised Members that he had asked for an extra Agenda item to be discussed:

022/20/21 1040/19/20 20MPH STUDY UPDATE

Councillor Owen advised Members that CCC have received a pledge of funding from central Government's Emergency Active Travel Fund to encourage cycling and walking. The first tranche of £233k of the funding is to be used by 15th June. He asked that Council give some thought to proposing that CCC use some of the funds to support the 20MPH project so they don't miss the deadline.

Councillor C Hogg declared an interest at this stage.

As this item was not on the Agenda and after a short discussion Councillor Finch asked for this to be added to the next Council agenda.

023/20/21 AUDIT, GRANTS & CHARITIES COMMITTEE

The minutes of the Arts, Grants & Charities Committee meeting held on 12th May were presented by Councillor Severn who proposed that they be approved as a correct record. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED That the minutes of the Audit, Grants & Charities Committee meeting held on 12th May be approved as a correct record of the meeting

024/19/20 OUTSIDE BODIES – REPORTS FROM COUNCILLORS

(a) Brewery Arts Centre

Councillor Sutton advised Members that the Brewery Arts Centre had been running lots of online courses since lockdown. The staff hope to return in June with a possible opening in July but they need to look at social distancing. They are looking at renting out parts of the building. The Mountain Film Festival is still hoping to go ahead in November and the Comic Arts Festival is going online this year. He stressed that the Brewery is very important to the town and a place where young people feel safe and KTC play a crucial role. Councillor Severn thought it would be advisable for a future meeting to look at getting support for key places in the town.

(b) Kendal Youth Zone

Councillor Edwards introduced the Kendal Youth Zone as a community project that will offer support and provide a youth space in communities such as Sandylands, Hallgarth etc. He advised that the Cumbria Youth Alliance have issued DBS checks and funding of £1,000 from the National Lottery has been awarded to buy equipment. Initially it would be a locally run resource but he has had communication with other groups in Barrow, Carlisle and Lancaster and also talked with the Deputy Youth Member of Parliament for South Lakes, CCC and Tim Farron MP to bring all these groups together. He is also in talks with Kendal Integrated Care Community to focus on mental health.

Members congratulated Councillor Edwards on his efforts. There was a general discussion on social media usage which Councillor Edwards is looking into and he will circulate some information that he already has on this.

FINANCIAL MATTERS**025/20/21****(a) Review of Effectiveness of Internal Audit**

The Treasurer asked Members to consider the review. Councillor Severn proposed the approval of the review of effectiveness of internal audit. This was seconded by Councillor Dunlop and carried unanimously.

RESOLVED

That the review of the effectiveness of the Council's internal audit arrangements be approved.

026/20/21**(b) Review of the System of Internal Control and Annual Governance Statement 2019/20**

The Treasurer presented the Annual Review of the System of Internal Control and Annual Governance Statement 2019/20.

Under the Accounts and Audit Regulations 2015 the Town Council must ensure it has a sound system of internal control which:

- Facilitates the effective exercise of its functions and the achievement of its aims and objectives.
- Ensures that the financial and operational management of the authority is effective; and
- Includes effective arrangements for the management of risk.

Each financial year the Council must also conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement (AGS), in accordance with proper practices. The AGS must be approved before the Council approves the annual accounts.

The Treasurer considered that KTC had a good internal control framework which worked effectively.

Councillor Severn proposed approval of the review. This was seconded by Councillor Coleman and carried unanimously.

That the Town Council:

- RESOLVED**
- A. formally adopts the NALC publication “Governance and Accountability for Smaller authorities 2020”, as representing best practice in these areas, with effect for 2020/21;
 - B. approves the review of the effectiveness of the council’s system of internal control for 2019/20;
 - C. approves the Annual Governance Statement for 2019/20; and
 - D. authorises the Mayor and Town Clerk to sign the Statement at Section 1 of the Annual Return.

027/20/21 (c) **Finance Outturn Report – Year Ended 31 March 2020**
The Treasurer presented the Finance Outturn Report for year ended 31st March 2020.

Councillor Severn proposed the approval of the report. This was seconded by Councillor Coleman and carried unanimously.

- RESOLVED** That Council approve:
- 1) the outturn statement for 2018/19; and
 - 2) the individual contributions to and from reserves as shown in the statement.

028/20/21 (d) **Annual Accounts 2019/20**
The Treasurer presented for Members’ approval a report in respect of the Council’s Annual Accounts 2019/20. These included an Income and Expenditure Account (showing comparative figures for the 2018/19 financial year), Balance Sheet, Reserves Statement and the Annual Governance and Accountability Return (AGAR): Section 2, Accounting Statements. The report seeks to explain the Accounts and, where appropriate, the reasons for significant variations from the 2018/19 figures. The Audit, Grants and Charities Committee had reviewed the Accounts and recommended their acceptance.

Councillor Severn proposed the approval of the accounts. This was seconded by Councillor Dunlop and carried with one abstention.

- RESOLVED** That Council:
- A. approve the Annual Accounts and the Accounting Statements 2019/20 (Section 2 of the AGAR); and
 - B. authorise the Mayor to sign the AGAR on behalf of the Council prior to its submission by the Treasurer to the External Auditor.

029/20/21 (e) **General Grants Payments 2020/21**
The Treasurer presented the General Grants Payments 2020/21. Councillor Severn proposed to receive the report and approve the accounts and the accounting statements. This was seconded by Councillor Sutton and carried unanimously.

- RESOLVED** That the General Grants Payments 2020/21 be approved.

030/20/21 (f) **Bank Payments Schedule: April 2020**
The Town Treasurer presented the Bank Payments Schedule for April 2020. It was proposed by Councillor Severn that the Bank Payments

Schedule for April 2020 be approved. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED That the Bank Payments Schedule for April 2020 be approved.

031/20/21 (g) Invoices over £3,000

The Treasurer reported that there were three invoices over £3,000 which required approval as follows:

1. Shared Future - £9,900 + VAT towards the Citizens Jury cost.
2. SLDC – contribution to support the Kendal Futures Co-ordinator role - £7,750.00 (no VAT).
3. £5,000 for the Mayoral allowance.

Councillor Dunlop proposed that these amounts be paid. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED That payment of the three invoices over £3,000 be approved.

032/20/21 (h) CALC Subscription

The Town Treasurer presented the annual CALC Subscription of £2,191.85. Councillor Ladhams proposed the amount be paid. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED That payment of the annual CALC Subscription be approved.

033/20/21 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Coleman and seconded by Councillor Hennessy to move into 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 an individual *[Paragraph 1]*

034/19/20 STAFFING MATTERS [Paragraph 1]

Councillor Coleman advised Members that the Town Clerk has resigned and will be leaving in 3 weeks time. The Management Committee is currently drawing up a job specification and reviewing pay scales. He also advised the role would become a full-time appointment. Councillor Severn asked if other Members, not on the Management Committee, could feed into the discussion. Councillor Blackman advised that from experience that an appointments committee would be best placed to make the decisions.

01.06.2020

Council

There was a general discussion on how they could thank the Town Clerk for all her years of service.

035/20/21 READMISSION OF PRESS & PUBLIC

It was proposed by Councillor Coleman to move out of Part II and re-admit the press and public (none were present). This was seconded by Councillor Archibald and agreed unanimously.

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

The meeting ended at 9.14 p.m.

Signature

Date