

KENDAL TOWN COUNCIL

Notice of Meeting

MAYORALTY AND ARTS COMMITTEE

Tuesday, 1st September 2020 at 7.00 p.m.
(Via Teleconferencing)

Committee Membership (9 Members)

Alvin Finch (Chair & Mayor)	Chris Hogg (Vice Chair)	Doug Rathbone (Deputy Mayor)
Jonathan Brook	Pat Gibson	Geoff Cook
Richard Sutton	Julia Dunlop	Guy Tirvengadam

AGENDA

1. APOLOGIES

2. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

3. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

4. MINUTES OF MEETING HELD ON 10TH FEBRUARY 2020 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

5. ANNUAL REVIEW OF THE TERMS OF REFERENCE (see attached)

6. ITEMS FOR THE NEWSLETTER

- Autumn/Winter 2020 Edition – deadline 18th September, publication 26th October
- Spring 2021 Edition – deadline 22nd January, publication 1st March (provisional)

7. REVIEW OF SPEND AGAINST BUDGET 2020/21 (SEE ATTACHED)

8. ANY OTHER BUSINESS

9. DATE OF NEXT MEETING – MONDAY 9TH NOVEMBER 2020 AT 7PM

Judith Lomax
Treasurer

KENDAL TOWN COUNCIL

By e-mail/post to: Members of the Committee
 All other Councillors (agenda only, for information)

Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

Members of the Press and Public are welcome to attend the meeting.

KENDAL TOWN COUNCIL

Mayoralty & Arts Committee

**Monday 10th February 2020 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Alvin Finch (Chair & Mayor), Geoff Cook, Jonathan Brook and Richard Sutton.
- APOLOGIES** Councillors Pat Gibson, Chris Hogg, Julia Dunlop and Guy Tirvengadam.
- OFFICERS** Liz Richardson (Town Clerk), Simon Unsworth (Mayor's Attendant & Project Officer) and Nicky King (Council Secretary)
- Also present were, Brian Harrison from Kendal BID and Clive Sumpter from the Royal British Legion.
- 818/19/20 WELCOME AND ELECTION OF VICE CHAIR**
- The Chair welcomed Councillor Cook as a new Member of the Committee.
- He advised that Councillor C Hogg had indicated his willingness to take up the position of Vice Chair and proposed he be elected. This was seconded by Councillor Brook and carried unanimously.
- RESOLVED** That Councillor C Hogg be elected as Vice Chair of the Mayoralty & Arts Committee.
- 819/19/20 PUBLIC PARTICIPATION**
- None.
- 820/19/20 DECLARATIONS OF INTEREST**
- None.
- 821/19/20 MINUTES OF THE MEETING HELD ON 11TH NOVEMBER 2019**
- The Chairman presented the minutes of the meeting held on 11th November 2019, which had been approved by full Council on 2nd December 2019.
- The Chair proposed that the minutes be accepted as a correct record. This was seconded by Councillor Brook and carried with 1 abstention.
- RESOLVED** That the minutes of the meeting of the Committee held on 11th November 2019 be accepted as a correct record.
- 822/19/20 MATTERS ARISING (Not on Agenda)**
- None.

823/19/20**INFORMATION ON ARMED FORCES EVENTS 2020 – VE, VJ, BATTLE OF BRITAIN 80TH CELEBRATIONS AND ARMED FORCES DAY BY BRIAN HARRISON, CHAIR OF BID AND CLIVE SUMPTER, ROYAL BRITISH LEGION**

Brian Harrison updated Members on the BID's plans for anniversary celebrations. Since September, BID have been organising another Armed Forces Day with elements to celebrate VE Day, VJ Day etc. He referred to a brief outlining the content of the event, which had been circulated previously. BID have permission to show an International Air Tattoo DVD which includes a Battle of Britain tribute. It is proposed to show this on Armed Forces Day at the Fleece Inn cinema.

The Town Clerk noted that KTC currently have no event diarised for VJ Day. Brian Harrison felt this anniversary should be acknowledged and celebrated in some way.

Members were referred to a letter received from Jeremy Lawton, Officer Commanding Base Support Squadron from Royal Air Force Spadeadam, in respect of the Royal Air Force Battle of Britain 80th Anniversary. The Town Clerk asked Brian Harrison to incorporate elements of the Battle of Britain 80th anniversary into the BID's proposals. Brian Harrison responded that the Air Tattoo would form part of this plus involvement of the Cadets and displays

Clive Sumpter provided an update in respect of the Royal British Legion's plans for VE Day celebrations. Previously on Friday 8th May it had been proposed to hold a small War Memorial service and erect a marquee in the Market Place for a celebration event in the evening. The Fellside Forum were also planning and holding an afternoon event of their own on Fellside. However, he explained that there had recently been a new development. He had been contacted by the manageress of the Cricket Club in Kendal who wished to be involved. She had put forward a suggestion for a celebratory event at the Cricket Club on the 8th May to include a cricket match, entertainment, pie and peas etc. This event would be open to everyone to attend and would also be in the afternoon. Clive Sumpter explained this would enable the Royal British Legion to concentrate on the War Memorial evening event rather than erecting a marquee in the Market Place and the event could be expanded to include children reading roles of honour, additional wreath laying from schools etc. There was also the proposed Church Service on Sunday 10th May with an associated parade. He asked whether there was any way of temporarily erecting a flag pole at the War Memorial for the 8th May event in order to lower the Union flag. He advised that the Sea Cadets have a small one which could be used but this would need scaffolding up. Another option was to use the hole where the Christmas tree is placed at the other end of Market Place. These and other options were discussed and Clive Sumpter will research this further.

The Town Clerk remarked that a road closure order would be necessary for the War Memorial evening event and the Church service parade. Clive Sumpter advised the proposal was to start and

form up the drum head ready for the event to commence at 6.55pm with the Town Crier's Cry. It is expected to last around an hour. The Town Clerk will arrange the road closure earlier in order to allow for any set up and carry out preparations for the event. It was noted that the road closure would need to be advertised in the Westmorland Gazette. She will try to get a joint road closure for the two events so as to minimise costs.

On Friday 8th May there will also be a Nations Toast held at The Rifleman's Arms at 3pm (part of the Fellside event) to which the Mayor and Town Crier have been invited. Veterans are more likely to be at the Cricket Club.

On Sunday 10th May at around 10am there will be a march from the Market Place to the Parish Church for a 10.30am service (time to be confirmed). This will be much the same as the one for Remembrance Sunday. There will then be a march returning to the Market Place with a salute at the Town Hall. It is hoped children will attend to represent the schools. It was agreed to open the Mayor's Parlour for drinks afterwards for VIP's, Lord Lieutenant and Councillors etc.

Clive Sumpter referred to funding of £1,500 which had been granted by KTC. As it is not now intended to erect a marquee there will be a cost saving and he asked whether Members would be agreeable to the remaining funds being used to provide entertainment at both the Fellside and Cricket Club events. The Town Clerk advised that assuming only one road closure notice was required at a cost in the region of £500, this would leave approximately £1,000. Members were in agreement and a general discussion ensued regarding options for bands including Kendal Concert Band, K Shoes Male Voice Choir etc. It was noted that Kendal Concert Band have a requirement to perform undercover and Clive Sumpter was offered use of the KTC gazebo if required.

The Town Clerk advised that the police would need to be involved. She informed Members that Inspector Latham has now moved to a new position with the force and Inspector J Fawcett has taken up his role. She will contact the new Inspector and arrange a meeting.

Members discussed who should be invited to the Parade and it was agreed the Town Clerk will invite the High Sherriff, Chair of CCC and SLDC. Clive Sumpter will invite the Lord Lieutenant. Councillors will receive an invite from KTC.

The Town Clerk agreed to pass on details of the SLDC contact who would deal with providing turf for the war memorial crosses.

The Town Clerk will reply to Jeremy Lawton from Royal Air Force Spadeadam informing him of the plans to promote the Battle of Britain 80th anniversary in Kendal.

RESOLVED

1. Town Clerk to organise a road closure order for both events and contact Inspector Fawcett to arrange a meeting.

2. Town Clerk to invite the High Sherriff, Chair of CCC and SLDC to the May 10th Parade and Church service. Clive Sumpter to invite the Lord Lieutenant.
3. Town Clerk to reply to Jeremy Lawton from Royal Air Force Spadeadam informing him of the plans to promote the Battle of Britain 80th anniversary in Kendal.

824/19/20**ORDER OF BUSINESS**

The Chair suggested that item 9 on the agenda (Update on War Memorial Works) be taken as the next item whilst Brian Harrison and Clive Sumpter were still present and this was agreed.

825/19/20**UPDATE ON WAR MEMORIAL WORKS**

The Town Clerk provided an update on discussions she had had with a benevolent funder. She had provided details of possible condition survey providers. A Kendal based company had been asked to quote by the funder to include a works specification. Assuming this goes ahead, once received this will be brought to Committee for consideration. Cleaning works will focus on the marble plinth and the plaques. The Tommy Statue will remain as is. Timescale was discussed and Clive Sumpter advised the 100th anniversary of the Royal British Legion is in 2021 and Members agreed it would be good to tie these elements in together.

826/19/20**KTC EXHIBITION 2020**

Simon Unsworth presented an update on the KTC exhibition 2020. To take account of difficulties likely to be caused by the closure of the Town Hall for refurbishment, it was proposed that the exhibition be postponed until 2021. Provisional title to be "Portraiture and Poetry: Celebrating a Kendal Polymath" focusing on the work of William Bowness, artist and poet of Kendal, some of whose paintings are in the KTC collection. Restoration work will be required on various paintings and there will be some expenditure in this respect. Members approved the proposals unanimously.

The Chair proposed that Simon Unsworth and Councillor C Hogg proceed with proposals for a KTC Exhibition to be held in 2021. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That Simon Unsworth and Councillor C Hogg proceed with proposals for a KTC Exhibition to be held in 2021.

827/19/20**PROPOSAL FOR NEW STORAGE BOXES FOR THE CHARTERS**

Members considered a paper prepared by Simon Unsworth which outlined a number of proposals for new storage boxes for the Charters. A number of charters are held in the Mayor's Parlour, three of which are currently held in protective cardboard boxes. The boxes, custom made a number of years ago, are showing signs of wear and require replacing. An initial quote for a new type of storage box (along the lines of the box recently commissioned to house Katherine Parr's Book of Devotions) is estimated at £400 per box. It was not clear

whether this is just labour/materials/or both. Another possible provider has quoted £700 per charter box. Simon agreed to seek clarification.

It was suggested that the Elizabeth I charter (which is the most commonly moved and shown) be housed in a new box but the other two be left as is for now and their storage upgraded at a future date.

Following a general discussion Councillor Cook proposed that the box for the Elizabeth I charter be replaced first. This was seconded by Councillor Sutton and carried unanimously. Simon Unsworth agreed to email Members once confirmed costs are known (estimated to be between £400-£700). It was noted that the work will need to be completed prior to the closure of the Town Hall in June.

RESOLVED

That the Elizabeth I Charter be housed in a new box. Simon Unsworth to email Members once confirmed costs are known.

828/19/20**K SHOES HERITAGE COLLECTION**

The Town Clerk advised that Councillor Long, as KTC rep to Kendal Futures, has raised the issue of the K Shoes Heritage Collection. The collection is owned by a trust and is currently being stored by Clarks at Street, Somerset since the closure of K Village. Someone from KTC is needed to work with other interested parties led by SLDC to determine next steps and contribute to decisions on where the collection should be stored etc.

KTC have allocated £5k in the FY 2020/21 Development Fund towards consultancy work on cataloguing the collection and storage.

Councillor C Hogg has offered to be involved giving advice and it was suggested that Simon Unsworth would be the best person to act as KTC's interface with SLDC. The Town Clerk will put him in touch with SLDC.

Councillor Cook understood that the Museum of Lakeland Life had been approached to house the collection but they were unable to do so at the present time due to their closure for refurbishment which is expected to take around two years.

RESOLVED

That Simon Unsworth act as KTC's interface with SLDC to determine next steps in respect of the K Shoes Heritage Collection. Town Clerk to put him in touch with SLDC.

829/19/20**REQUEST FROM KENDAL MUSEUM FOR USE OF GRANT MONEY**

KTC have awarded the usual £2,000 grant to Kendal Museum which they intended to use to purchase a display horse. The Museum has since negotiated the loan of a horse from the Leeds Armouries which means some of the grant money remains unspent. Permission has been requested to use the remaining monies to purchase a secure archive case for the William Pearson archive. Councillor Brook

proposed that permission be granted. This was seconded by Councillor Cook and carried unanimously.

RESOLVED

That permission be granted to Kendal Museum to use remaining grant monies to purchase a secure archive case for the William Pearson archive.

830/19/20**UPDATE ON THE MAYOR OF KENDAL'S FUND FOR THE AGED AND INFIRM NAME CHANGE**

The charity Secretary has informed us that the new name has been confirmed by the Charity Commission as the Kendal Charity for the Aged and Infirm.

The Town Clerk has been advised that, in order to collect rents, the new name needs to be registered with the Land Registry. This should be the final item of work required. The charity will operate using the names in tandem in the interim.

831/19/20**KENDAL-RINTELN GRANT APPLICATION FINANCIAL YEAR 2020/21**

At the previous meeting, KTC had encouraged the Kendal-Rinteln Association to apply for a grant so they could specifically utilise the money to promote themselves and obtain more members. The Association had submitted an application which had been circulated. However, Councillor Brook had pointed out that this referred to another use for the grant. The Town Clerk had raised this with KRA and a revised application had been submitted and confirmed the use of the funds. The request was for £500 for the financial year 2020/21 which had been budgeted.

The Town Clerk advised that if Members were in favour of supporting the application, she would like to offer to pay the grant from the current financial year as funds remain in the Twinning budget. All Members were in favour.

Committee were advised that the Rinteln Twinning group have elected a new Chair, Jurgen Watermann. The Town Clerk will write a welcome letter to the new Chair. This will also be reported to the forthcoming Kendal-Rinteln Association meeting on 19th February and likely they will also write to him. The Mayor requested details of the KRA meeting time and location.

RESOLVED

That the Kendal-Rinteln Association be awarded a grant of £500 for the financial year 2020/21, to be paid if possible this financial year from the remaining Twinning budget. The Town Clerk to write a welcome letter to the new Chair of the Rinteln Twinning group and to request further details from the Kendal-Rinteln Association of their meeting on 19th February.

832/19/20**ITEMS FOR THE NEWSLETTER**

Summer edition - VJ Day and proposed work to the Charter storage boxes.

Autumn edition –KTC Exhibition 2021 on William Bowness.

833/19/20

REVIEW OF SPEND AGAINST BUDGET 2019/20

The Town Clerk presented the review of budget against spend for FY 2019/20 which had been previously circulated. She highlighted an overspend in the Civic Functions budget line due to late invoices for the Regimental Parade and the road closure for Mayor's Sunday which had not been budgeted for. There is budget remaining in Mayor's Travel and in Twinning. She commented that there always needs to be a sum of money in the Twinning budget line in case the Mayor of Rinteln should visit requiring hospitality.

Members noted and received the report.

ANY OTHER BUSINESS

834/19/20

Wooden Shields

The Town Clerk mentioned the wooden shields held by KTC and advised that there is only one left. She suggested more be ordered and talked about how these could be improved, including incorporating a brass plaque to enable bespoke engraving. She suggested one could be presented to the winner of the Wainwright Award each year and they could also be presented to people nominated for a special award from the Mayor. The cost is approximately £35 each (including the proposed improvements) and there is a minimum order of 10. The Chair proposed that the improved shields be ordered. This was seconded by Councillor Sutton and carried unanimously.

RESOLVED

That an order for 10 wooden shields be placed at an approximate cost of £35 each to include the improvements discussed.

835/19/20

Town Hall Refurbishment – Heritage Storage Arrangements

The Management Committee had asked the Town Clerk to contact Abbott Hall to enquire what arrangements they had made for storage during their refurbishment works and whether they might be able to store certain items on our behalf. She advised that she had contacted them but remains unclear about their timescales. They had requested an idea of what KTC would wish to be stored and Simon Unsworth has drawn up a list of items with measurements. In case timescales do not work out, she has spoken with Sion Thomas at SLDC who will take on board our needs with the works contractor eg sealing the access doors to prevent dust ingress.

Councillor Brook suggested pursuing Abbott Hall as a contingency option, but continue to liaise with Sion over protection options to be provided by the work contractor. He commented that moving items off site carries a potential risk of damage etc.

The Management Committee had also raised the risk of fire caused by electrical tools used during the refurbishment works. The possibility of storing smaller items on display in the Mayor's Parlour in the safe had also been considered, however it has been confirmed that the safe is not fire proof. However, we will still use the safe as it

at least offers another layer of protection from dust. The Town Clerk advised that the alarm company and insurers will need to be informed of the works. She has also requested an emergency 24 hour contact number for the contractors.

836/19/20

DATE OF NEXT MEETING

Tuesday 12th May 2020 at 7pm.

The meeting closed at 8.20pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
818	Election of Vice Chair	RES	That Councillor C Hogg be elected as Vice Chair of the Mayoralty & Arts Committee.
823	Armed Forces Events 2020	RES	<ol style="list-style-type: none"> 1. Town Clerk to organise a road closure order for both events and contact Inspector Fawcett to arrange a meeting. 2. Town Clerk to invite the High Sherriff, Chair of CCC and SLDC to the May 10th Parade and Church service. Clive Sumpter to invite the Lord Lieutenant. 3. Town Clerk to reply to Jeremy Lawton from Royal Air Force Spadeadam informing him of the plans to promote the Battle of Britain 80th anniversary in Kendal.
826	KTC Exhibition 2020	RES	That Simon Unsworth and Councillor C Hogg proceed with proposals for a KTC Exhibition to be held in 2021.
827	New Storage Boxes for Charters	RES	That the Elizabeth I Charter be housed in a new box. Simon Unsworth to email Members once confirmed costs are known.
828	K Shoes Heritage Collection	RES	That Simon Unsworth act as KTC's interface with SLDC to determine next steps in respect of the K Shoes Heritage Collection. Town Clerk to put him in touch with SLDC.
829	Kendal Museum Use of Grant Money	RES	That permission be granted to Kendal Museum to use remaining grant monies to purchase a secure archive case for the William Pearson archive.
831	Kendal-Rinteln Grant Application	RES	That the Kendal-Rinteln Association be awarded a grant of £500 for the financial year 2020/21, to be paid if possible this financial year from the remaining Twinning budget. The Town Clerk to write a welcome letter to the new Chair of the Rinteln Twinning group and to request further details from the Kendal-Rinteln Association of their meeting on 19 th February.

834	Wooden Shields	RES	That an order for 10 wooden shields be placed at an approximate cost of £35 each to include the improvements discussed.
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Terms of Reference for Mayoralty and Arts Committee

The Committee

It is the Mayoralty and Arts Committee's remit to:

1. Review civil ceremonies-

- A Mayor Making
- B Mayors Sunday
- C Partnership with Torchlight procession event
- D Mayors Christmas coffee morning
- E Mayors Charity Dinner
- F Any input to other civil ceremonies.

2. Review roles and duties of Mayor and Deputy Mayor (including expenses and role of Mayors attendant).

3. Consider the management, conservation and interpretation of Kendal Town Council's picture collection and the collection of objects in the Mayor's Parlour.

4. Consider requests for the use of the Town Crest and make recommendations to Council.

5. Consider reports from representatives on relevant outside bodies and updates from arts organisations.

6. Twinning

- A- Communication between Town's twinning committees and Town Council
- B- Review body of The Town Councils involvement in Twin Towns
- C- A driver and co-ordinator of Twinning if necessary

The Mayoralty & Arts Committee shall be held quarterly, further meetings may be called if necessary. The Committee may also, as needed, comprise of co-opted members from organisations connected with the arts. If present, items on the arts are taken first with the co-opted members free to leave before Mayoralty items are discussed.

The Chairman

The role of the Chairman of Mayoralty & Arts is to provide direction and ensure Committee members work together. The Chairman's duty is to ensure this end is achieved with consensus.

The Chairman will need to ensure:

all points of view are given a fair hearing,

all relevant information is available at the meeting,

that Councillors are clear about the reasons for a decision and/or recommendations,

that irrelevant matters are not brought to Committee,

the Council is protected from outside interference,

that a friendly atmosphere is created and

that business is conducted with reasonable speed.

The Chairman will liaise with the Clerk in drawing up agendas, approve draft Minutes and support the Clerk, as appropriate, in the implementation of Mayoralty & Arts Committee decisions.

KENDAL TOWN COUNCIL - MAYORALTY & ARTS COMMITTEE

BUDGETARY CONTROL STATEMENT: FOUR MONTHS ENDED 31 JULY 2020

2020/21 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
16,340	Mayoralty: Staffing	5,447	10,893	16,340	0
5,150	Mayor & Deputy Mayor's Allowance	5,000		5,000	150
800	Mayor's Travel			0	800
6,700	Civic Functions	625	0	625	6,075
2,500	Twinning			0	2,500
31,490	Sub-Total	11,072	10,893	21,965	9,525
1,500	Arts: Exhibitions & Restoration			0	1,500
2,000	Kendal Museum		2,000	2,000	0
3,500	Sub-Total	0	2,000	2,000	1,500
34,990	Total:	11,072	12,893	23,965	11,025
12,888	Reserve: Arts & Heritage - restoration of heritage items and valuations	0		0	12,888

31,840	Checks	11,025
3,150	Codes 5300 - 5450	0

Details of Civic Functions

Budget		Actual	Commitments	Total	Remaining
£		£	£	£	£
200	Regalia & Uniforms			0	200
2,780	Mayor Making			0	2,780
830	Mayor's Sunday			0	830
400	Remembrance Sunday			0	400
0	Duke of Lancs Freedom Parade			0	0
1,600	Torchlight Reception	625		625	975
890	Miscellaneous Functions			0	890
6,700		625	0	625	6,075