

KENDAL TOWN COUNCIL

Notice of Meeting

MAYORALTY AND ARTS COMMITTEE

Monday, 9th November 2020 at 7.00 p.m.
(Via Zoom)

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 1ST SEPTEMBER 2020 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

5. **ITEMS FOR THE NEWSLETTER**

- Spring 2021 Edition – deadline 22nd January, publication 1st March (provisional)
- Summer 2021 Edition – deadline 11th June, publication 19th July (provisional)

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

7. **BUDGET UNDERSPEND DUE TO COVID-19**

To discuss the potential underspend due to lack of events following Covid-19.

8. **DATE OF NEXT MEETING – FEBRUARY 2021 (TO BE ADVISED)**

Chris Bagshaw
Town Clerk

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

**Tuesday 1st September 2020 at 7.00 pm
(Via Teleconferencing)**

- PRESENT** Councillors Alvin Finch (Chair & Mayor), Jonathan Brook, Geoff Cook, Richard Sutton and Julia Dunlop
- APOLOGIES** Councillor Chris Hogg (Vice Chair)
- OFFICERS** Simon Unsworth (Mayor's Attendant) and Nicky King (Council Secretary)
- 208/20/21 PUBLIC PARTICIPATION**
- None.
- 209/20/21 DECLARATIONS OF INTEREST**
- None.
- 210/20/21 MINUTES OF THE MEETING HELD ON 10TH FEBRUARY 2020**
- The Chairman presented the minutes of the meeting held on 10th February 2020, which had been approved by full Council on 2nd March 2020.
- Councillor Finch proposed that the minutes be accepted as a correct record. This was seconded by Councillor Brook and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 10th February 2020 be accepted as a correct record.
- 211/20/21 MATTERS ARISING (Not on Agenda)**
- Councillor Brook asked what progress has been made on the action points since the last meeting.
- Simon Unsworth commented that the departure of the Town Clerk and the situation with Covid-19 has stalled progress on some action points. He provided an update as follows:
- KTC Exhibition 2020
He had met with Councillor C Hogg and it had been agreed the exhibition will be held in 2021.
- New Storage Boxes for Charters
It has proved difficult to find a company who are able to produce large enough storage boxes for the Charters. A company has hopefully now been found and will provide a quote once it is possible to access the Mayor's Parlour again. Members were in agreement with this course of action.

K-Shoes Heritage Collection

No further progress made since the last meeting. It was agreed Simon Unsworth will liaise with Councillor C Hogg and obtain a contact at SLDC in order to liaise with them in respect of next steps.

Kendal Museum Use of Grant Money

Permission had previously been granted for the Museum to use remaining grant monies to purchase a secure archive case for the William Pearson archive. Simon to request an update on the situation from the Museum.

Wooden Shields

Simon to check with the Administrative Assistant whether the 10 wooden shields have been ordered.

Simon advised that he is due to meet with the Administrative Assistant on Friday and will raise the above matters. He will feedback on progress at the next Committee meeting.

RESOLVED

Simon Unsworth to check progress of previous action points and report back at the next Committee meeting.

212/20/21**ANNUAL REVIEW OF THE TERMS OF REFERENCE**

Members considered the Terms of Reference for the Committee. Councillor Brook proposed these be approved without change. This was seconded by Councillor Cook and carried unanimously.

A small typo was noted in point 6A – there should be two n's in 'twinning'.

RESOLVED

That the Terms of Reference be approved without change.

213/20/21**ITEMS FOR THE NEWSLETTER**

Simon will ask the Project Manager whether she requires an article on an item from the Mayor's Parlour. The idea of highlighting items such as the maces or a sword had previously been discussed. He will also speak to the Project Manager and Administrative Assistant regarding the KTC Facebook page and whether it is appropriate to feature this in the newsletter.

Councillor Dunlop suggested a paragraph be included to reassure people that steps have been taken to protect items in the Mayor's Parlour during the renovation work.

214/20/21**REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budgetary Control Statement for the period ended 31st July 2020.

Councillor Brook commented that there is significant underspend due to a lack of events following Covid-19. This underspend is likely to continue to the end of the financial year and Councillor Brook suggested Committee consider what to do with any surplus. Options

include transferring into the reserve or handing back into the general budget. It was agreed to discuss this further at the next Committee meeting.

RESOLVED

That the likely underspend due to lack of events following Covid-19 be discussed at the next meeting.

215/20/21**ANY OTHER BUSINESS**Twin Towns

Councillor Sutton asked whether contact has been made with our twin Towns, Rinteln and Kilarney, offering a message of support/sympathy in respect of Covid-19. Councillor Finch confirmed this has been done. The Administrative Assistant is also liaising to ascertain whether the Christmas Markets will be going ahead in Rinteln and whether they would still like our Mayor to attend.

High Sheriff Visit

The High Sheriff is coming to Kendal on 30th September. Councillor Finch has asked the Town Crier and Mayor's Attendant to accompany on a tour of the town. There will be some expenditure associated with this visit.

Remembrance Sunday

Councillor Finch advised that the Remembrance Sunday church service will be going ahead. Exact arrangements are unknown and need to be organised. There needs to be liaison with the Legion regarding arrangements for the day, numbers etc. Wreaths will also require ordering. It was agreed Simon will assist with arrangements in the interim until the newly appointed Town Clerk takes up position. He will liaise with the Administrative Assistant and progress matters.

Mayor's Parlour

Simon updated Members on the status of the Mayor's Parlour during the renovation works. The closure provided opportunity to better organise some of the contents, for example pictures owned by KTC and loaned to SLDC are now all on racking. However, there are many items being temporarily stored in the Parlour which will require housing elsewhere in the future once the room is opened up again. The Parlour will soon become completely out of bounds and Simon will communicate with the alarm company at that point.

Mayor's Coffee Morning

Councillor Finch mentioned the Mayor's Coffee Morning scheduled to be held in December and asked Simon to check availability of the Town Hall with the Administrative Assistant. An alternative venue may need to be considered.

RESOLVED

1. Simon to assist with arrangements for Remembrance Sunday.
2. Simon to check availability of the Town Hall for the Mayor's Coffee Morning in December.

216/20/21**DATE OF NEXT MEETING – MONDAY 9TH NOVEMBER 2020 AT 7PM**

The meeting closed at 7.30pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
211	Previous minutes – matters arising	RES	Simon Unsworth to check progress of previous action points and report back at the next Committee meeting.
212	Terms of Reference	RES	That the Terms of Reference be approved without change.
214	Review of Spend Against Budget	RES	That the likely underspend due to lack of events following Covid-19 be discussed at the next meeting.
215	AOB	RES	<ol style="list-style-type: none"> 1. Simon to assist with arrangements for Remembrance Sunday. 2. Simon to check availability of the Town Hall for the Mayor's Coffee Morning in December.

KENDAL TOWN COUNCIL - MAYORALTY & ARTS COMMITTEE

BUDGETARY CONTROL STATEMENT: SEVEN MONTHS ENDED 31 OCTOBER 2020

2020/21 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
16,340	Mayoralty: Staffing	9,532	6,808	16,340	0
5,150	Mayor & Deputy Mayor's Allowance	5,000		5,000	150
800	Mayor's Travel	69		69	731
6,700	Civic Functions	379	0	379	6,322
2,500	Twinning			0	2,500
31,490	Sub-Total	14,979	6,808	21,787	9,703
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:	14,979	8,808	23,787	11,203
12,888	Reserve: Arts & Heritage - restoration of heritage items and valuations	0		0	12,888