

Kendal Town Council

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



26 June 2023

To Members of the Management Committee

*Members representing committees may substitute Vice Chairs if unable to attend.
Please notify the Chair and the Town Clerk before the meeting. This agenda is
copied to all councillors for information.*

Cllr A Blackman (Chair of Kendal in Bloom)	Cllr H Ladhams (Chair of Christmas Lights and Festivals)
Cllr S Coleman (Chair)	Cllr S Long (Rep on Kendal Futures)
Cllr J Dunlop (Mayor)	Cllr Doug Rathbone (Chair of Planning) (Vice-Chair)
Cllr A Finch (Chair of Allotments)	Cllr C Russell (Chair of Audit, Grants and Charities)
Cllr E Hennessy (Chair of Environment and Highways)	

You are summoned to a meeting of Kendal Town Council's Management Committee on **Monday, 3 July 2023, at 7.30 p.m.**, in the Council Chamber at the Town Hall, Highgate, Kendal.

Yours faithfully

Chris Bagshaw
Town Clerk

AGENDA

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/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the council under the terms of Local Government Act 1972, s85.

2. Declarations of Interest

To receive any declarations of interest relating to matters which appear on this agenda, but which have not been previously declared on members' declarations of pecuniary interest and other interests.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

4. Minutes of the Last Meeting (Pages 3 to 8)

To receive the minutes of the meeting on 30 May 2023, and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (Pages 9 to 11)

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

6. Council Activity Report (Pages 12 to 18)

To consider the progress made across the various actions the Council is involved in and make any necessary decisions (see attached).

7. Budget 2023-24 (Pages 19 to 23)

To review the expenditure against budget in the current year (see attached).

8. Committee Terms of Reference (Pages 24 to 29)

To consider a report on the process for revising Committee Terms of Reference (see attached).

9. Representatives on Outside Bodies (Page 30 to 31)

To consider a report on Council Representatives on Outside Bodies (see attached).

10. Protocol for Officers being considered at Council Meetings (Page 32)

To consider a draft protocol for Officers and Councillors when an officer's conduct, appraisal, or other aspect of their work is being considered (see attached).

11. Employment and Staffing Matters

To receive a report from the Clerk on any other staffing matters requiring the Committee's consideration and guidance.

12. Newsletter and Publicity

To consider which items will be included in a press release and items for the next edition of the Council's Newsletter.

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Item No.4



Minutes of the meeting of the Management Committee held on Tuesday, 30 May 2023, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr H Ladhams	Present
Cllr S Coleman (Chair)	Apologies	Cllr S Long	Present
Cllr J Dunlop	Present	Cllr D Rathbone (Vice-Chair)	Present
Cllr A Finch	Apologies	Cllr C Russell	Present
Cllr E Hennessy	Apologies		

Also present: Cllr G Archibald acting as substitute for both Cllrs A Finch and E Hennessy.

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Helen Watson-Moriarty (Development Manager) and Cllr J Cornthwaite, who took no part in the debate, nor in voting on any of the items, as not a Member of the Committee.

M1/2023 Apologies

Apologies for absence were received and accepted from Cllrs S Coleman (Chair), A Finch and E Hennessy.

M2/2023 Declarations of Interest

No declarations of interest were raised.

M3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Committee considered whether to exclude the press and the public from any items related to a confidential matter and attention was drawn to Agenda Item No.11 (Employment and Staffing Matters), copies of the report for which had been circulated to Members of the Committee on 26 May 2023.

Resolved: To vote on moving into Part Two for consideration of Agenda Item No.11 (Employment and Staffing Matters).

M4/2023 Minutes of the Previous Meeting

Attention was drawn to M77/2022 (Budget Processes) and to a proposal which had been made for a Full Council budget meeting to take place in late November/early December. This process had happened in previous years, the purpose being to provisionally set the precept which would be confirmed at the January meeting. It was raised that this discussion had not been reflected within the minutes. Whilst the Town Clerk explained that Full Council had already agreed to the timetable for meetings, which included such a meeting, Members still felt it of importance to amend the minutes of the Management Committee and, in addition, for it to be made clear on the Council's Website that this would be a budget meeting.

Resolved: Subject to the changes outlined above being made, to receive the minutes of the previous meeting of the Management Committee held on 6 March 2023 and to authorise the Chairman to sign them as a true record.

M5/2023 Minute Action Sheet

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

M43/2022 (Report on the Work Programme)

The Town Clerk informed the Committee that, with regard to seeking clarification on the Town Council's representation on Brewery Arts, a conversation had yet to take place and that he hoped that this would take place soon.

In response to a query, the Development and Delivery Manager explained that tenders were expected from four different designers in relation to the Visit Kendal leaflets and that, once the contract was awarded, the aim would be for a first draft to be produced before the summer holidays.

M74/2022 (Office Telephony) –

In response to a query, the Town Clerk advised that this was a priority issue and one which related to Agenda Item No.10 (Property, Accommodation and Building Use). The Town Council's telephony system, currently hosted by the former District Council's platform, would have to be taken out of the landlord's hands and become fully virtual and remote.

Resolved: To note the report.

M6/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in.

Members welcomed the new format of the document.

A query was raised in relation to Kendal Futures and the action regarding the Vision process requiring ongoing engagement. This, it was felt, needed to be outcome focussed and it was questioned as to what was being proposed in relation to ongoing engagement on this very important issue. The Town Clerk explained that clarification was required with regard to how to move forward, as well as a need for re-affirmation of the relationship in terms of the direction in which Kendal Futures was heading and where Kendal Vision fitted in, particularly bearing in mind the fact that the Town Council funded both areas. It was, however, recognised that Kendal Futures' role was not as deliverer, but rather enabler. A lengthy discussion ensued during which it was acknowledged that this matter required addressing, that there was a clear need to establish a better strategic partnership and that it was time for Kendal Town Council to become a strategic player with Kendal Futures as its partner. The need to ensure that the work being carried out was consistent with the Plan for Kendal was stressed. It was felt that all Members should become involved, potentially through a Member briefing session. However, it was suggested that initial, informal discussion should take place between Members of the Management Committee, committee chairs and other Members with significant responsibility together with Town Council and Kendal Futures officers, in order to gain an understanding of the current situation and to set out expectations. Also to be invited to this meeting would be Westmorland and Furness Members Jonathan Brook and Doug Rathbone. It was proposed that the Chair and Town Clerk be authorised to establish an appropriate date and to make the necessary arrangements. It was further proposed that, moving forward, Kendal Futures be included on all agendas of the Management Committee as a standing item.

Resolved: The Chair and Town Clerk be authorised to establish and appropriate date and to make the necessary arrangements for an initial informal meeting of Members and officers, as outlined above, for discussion in relation to Kendal Futures, to be followed up in due course by a Briefing Session for all Members.

Resolved: To note the report.

M7/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk drew attention to an inconsistency within the report, explaining why details in relation to the Mayoralty and Arts budget appeared part way through. This was down to an irregularity in relation to coding and would be dealt with moving forward.

It was raised that the Committee had asked for the Reserve Statement to be included within future budget reports due to the importance of ensuring that reserves were maintained at an appropriate level. The Town Clerk explained that he had thought that this had been a request from the Audit, Grants and Charities Committee, however, undertook to include this information within future agendas.

Resolved: To include the Reserve Statement within future budget reports to the Management Committee.

Resolved: To note the report.

M8/2023 Committee Terms of Reference

The Council had been considering differing approaches to delivering its services now that it has published an overarching plan. Some committees had drawn attention to their Terms of Reference and had suggested that reforming these to match the Council's aspirations more clearly may be the correct approach. Previous proposals had included wholesale reform of the Committee system, but this has not been supported by the Committee in the past. Officers had re-drafted existing Terms of Reference as a starting point, but these proposals had not yet been widely distributed, and may require further work before bringing them into the public domain.

It was recommended that the Committee convened a Task and Finish Group to complete the review of the Committee structure, Terms of Reference and appropriate staffing support levels, with a view to ensuring any new structures were in place by the mid-point of the year.

The Vice-Chair in the Chair drew attention to the importance of this matter being addressed in time for the next budget. The Town Clerk also raised the need to carry out the work during June so that consideration could be given to the matter at the next meeting of the Management Committee in July. Concern was expressed regarding the need to ensure that the Membership of the Task and Finish Group was all-party. The necessity to move forward apace was acknowledged, as well as the need for a small group of Members to give consideration to the matter, prior to opening up discussion more widely.

Resolved: A Task and Finish Group to be convened by the Town Clerk and the Chair of the Committee to complete the review of the Committee Structure, Terms of Reference and appropriate staffing support levels, with a view to ensuring that any new structures are in place by the mid-point of the year, the Membership to comprise Cllrs S Coleman, J Cornthwaite, J Dunlop, H Ladhams, C Russell and R Sutton and either Cllrs S Blunden or L Hendry.

M9/2023 Employment Support

Kendal Town Council had decided to cancel its Human Resources (HR) contract with Moorepay in 2021. The decision had been informed by best practice from elsewhere and a value for money analysis. Additionally, at the time, the Cumbria Association of Local Councils (CALC) had provided HR services which provided adequate HR coverage. CALC had now removed HR case support from its membership benefits. They continued to offer generic advice.

As a result, Kendal Town Council had no external HR case support to inform best practice and/or policies and procedures. In practice, this meant that Council officers were not supported should any grievances be raised, the Council's staff handbook was not updated in a methodical and systematic way and Council officers were only aware of updated HR policies on an ad hoc basis, leaving possible gaps in compliance. Strong HR policies and procedures strengthened teams and helped to create a harmonious working environment. This boosted productivity and created an insurance against possible costly and damaging grievance procedures.

A proposed solution was to engage a local HR firm which had the capacity and time to engage with the Council's staff and management. Details of services provided were included within the report. The indicative cost was up to £3,560 per annum.

There were several suppliers in the remote servicing model across the North of England. Generally, the cheaper they were, the less personal and bespoke the service, meaning that like for like comparisons were difficult. Details and costings in relation to two sample services were provided within the report. However, these were services akin to the version the Council had in place up to 2021. The level of service, attention to detail and resource support were of the same generic category, and there was little scope for face-to-face interaction with the advisors.

The service being proposed would enable Kendal Town Council to effectively employ an in-house HR service, instead of requiring significant staff time to ask the right questions, review the current documents and write new policies. The service provided would be bespoke and detailed, taking time to understand the Council's needs and tailor accordingly rather than providing templates for officers to interpret and implement. The proposed service was Kendal-based, enabling easy access for staff when required. The face-to-face service enabled relationship building and the recruitment of HR management as part of the team, rather than a faceless online service.

Members welcomed the proposal.

Resolved: To allocate a budget of £3,600 to the appointment of an HR support service and to support the proposal to seek a Kendal-based provider, the allocation to be funded from the subscriptions budget and by anticipated underspends elsewhere in the overall budget.

M10/2023 Property, Accommodation and Building Use

Note – At this stage in the proceedings, Cllrs G Archibald, H Ladhams and D Rathbone declared an interest in this item of business by virtue of the fact that they were Members of the Westmorland and Furness Council, the landlord. Cllr Archibald took no part in the discussion or voting on the item, being a Cabinet Member of that Authority.

The Council currently had a Tenancy at Will on its office in the Kendal Business Hub. It had tenancy agreements on other parts of the Town Hall, which were no longer serviceable, and

had User Rights to the Mayor's Parlour and meeting rooms through the Local Authorities (England) (Property etc) Order 1973, SI 1973/1861.

Previously these User Rights had been described as 'archaic', but attempts to extinguish them appeared to have stalled in 2019 and had not been renewed.

The Tenancy at Will in the Business Hub had been a convenient vehicle for avoiding the need for complex lease negotiations while the principal authorities were going through Local Government Reorganisation, and had allowed the Town Council to re-establish the offices it formerly occupied in the Town Hall, prior to renovation. However, it did not provide security of tenure for the Council, nor security of continuity for the landlord (now Westmorland and Furness Council).

The Committee was being recommended to authorise the Clerk to open discussions with the new principal authority, with the long-term aim of establishing a secure base for the Town Council's administration, its historic rights to use of the Town Hall and its facilities and other related matters, including the safe and secure home of the Town Hall Collection. This would include establishing what legal advice would be required, what the aspirations of the new Authority may be, what the ongoing cost implications would be and any other issues that required consideration.

Members expressed support for the proposal.

Resolved: To authorise the Town Clerk to open discussions with the new principal authority, as outlined above.

Part Two

The next item was considered following a resolution to exclude the Press and Public, due to the confidential or commercial sensitivity.

M11/2023 Employment and Staffing Matters

Copies of the confidential report had been circulated to Members of the Committee on 26 May 2023.

The Committee considered a number of alterations to the establishment level hours, details of which were contained within the report. There was a small financial implication for this change, because the officers are on different increments in their salary scale, however, the variance was within the budget window set.

In addition, the report contained details relating to staff who had met the criteria for their increments to be increased in line with their contracted salary scales. The report further referred to staff where increments should be accepted subject to completion of appraisals.

During discussion, Members raised the need for suitable protocol to be developed in relation to consideration about individual employees at Committee meetings, attention being drawn to the fact that the relevant individuals should not be present during discussion. Also raised was the question of the Town Clerk's appraisal, which was overdue, and the need to identify two people with the relevant knowledge to undertake this. It was suggested that a report be brought to the next meeting of the Committee so that an appropriate decision could be made. Members, however, supported the proposals contained within this report.

Resolved: A report to be brought to the next meeting with regard to suitable protocol in relation to consideration about individual employees at Committee meetings.

Resolved: A report to be brought to the next meeting on the process for the Town Clerk's appraisal.

Resolved: To approve the recommendations contained within the report.

Part One

The next item was considered following a resolution to re-admit the Press and Public.

M12/2023 Newsletter and Publicity

The Development and Delivery Manager reported that the deadline for submission of items for the next Newsletter was mid-July.

Raised was the need to introduce the Plan for Kendal within the next edition following its launch at the recent Town Assembly. However, the importance of ensuring that every residence within Kendal received a copy of the Plan in its current format was stressed, it being suggested that the leaflet be either included as a supplement to the Newsletter or distributed in place of the Newsletter. The Town Clerk believed that the additional cost would be in the region of £3,000 and that there may be potential to fund this through reserves. Also raised was the need for inclusion of an introduction within the leaflet by the Mayor, as well as promotion of the Plan via the Council's Website and through social media, and a suitable press release. It was reiterated that the Plan was a quality document which provided a clear and transparent view of the work carried out by the Town Council and that it was important that all people in the Town were given an opportunity to see it. The Development and Delivery Manager further suggested the potential to reformat the headings within the Newsletter to match those included within the Plan. The Town Clerk also made reference to the possibility of reformatting the Newsletter which was currently produced in A4.

Resolved: Arrangements be made for copies of the Plan for Kendal to be delivered to every residence in Kendal, included as a supplement to the Newsletter and with the addition of an introduction by the Mayor.

Resolved: The Plan to be promoted via the Council's Website and through social media, as well as through a press release.

Resolved: To reformat the headings within the Newsletter to match those included within the Plan.

Resolved: To look into the possibility of reformatting the Newsletter which is currently produced in A4.

The meeting closed at 9.04 p.m.

Item No.5 - Management Committee - Minute Action Sheet - as at 26-06-23							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
07/11/2022	M43/2022	Report on the Work Programme	The Town Clerk to seek clarification on the Town Council's representation on Brewery Arts.	CB		Under review	
07/11/2022	M46/2022	Land at Mintsfeet and Vicarage Drive	Following exchange of contracts, to make arrangements for appropriate communications with regard to the land at Mintsfeet Riverside, to include a quote from the Chair of the Environment and Highways Committee.	CB		Press after horses have gone	To update at meeting
09/01/2023	M60/2022	Council Activity Report	Complete actions in order to improve Council's Website	CB		Under review	
06/03/2023	M72/2022	Council Activity Report	The Management Committee to make a decision with regard to a proposed new Committee Structure at its meeting in late May.	CB		Under consideration at this meeting	
06/03/2023	M74/2022	Office Telephony	To agree to spend up to £4,500 from the 2023-24 IT and Telephony budget in April 2023, and to allow approximately £4,000 in the budgets for 2024-25 and 2025-26, costings and renewals to be reviewed after this point.	CB		Specification being finalised. Suppliers identified.	
06/03/2023	M77/2022	Budget Processes	To establish a small sub-group of Members appointed by Management Committee to develop a budget and to bring this to a meeting of the Management Committee in late October early November.	CB		Awaiting action by new committee	
06/03/2023	M77/2022	Budget Processes	To establish a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management, as well as health and safety aspects.	CB		Awaiting action by new committee	

30/05/2023	M6/2023	Council Activity Report	The Chair and Town Clerk be authorised to establish and appropriate date and to make the necessary arrangements for an initial informal meeting of Members and officers, as outlined above, for discussion in relation to Kendal Futures, to be followed up in due course by a Briefing Session for all Members.	CB		Process initiated	
30/05/2023	M7/2023	Budget 2023-24	To include the Reserve Statement within future budget reports to the Management Committee.	CB		Completed	
30/05/2023	M8/2023	Committee Terms of Reference	A Task and Finish Group to be convened by the Town Clerk and the Chair of the Committee to complete the review of the Committee Structure, Terms of Reference and appropriate staffing support levels, with a view to ensuring that any new structures are in place by the mid-point of the year, the Membership to comprise Cllrs S Coleman, J Cornthwaite, J Dunlop, H Ladhams, C Russell and R Sutton and either Cllrs S Blunden or L Hendry.	CB		Report attached	
30/05/2023	M9/2023	Employment Support	To allocate a budget of £3,600 to the appointment of an HR support service and to support the proposal to seek a Kendal-based provider, the allocation to be funded from the subscriptions budget and by anticipated underspends elsewhere in the overall budget.	CB		Meraki HR appointed	
30/05/2023	M10/2023	Property, Accommodation and Building Use	the Town Clerk to open discussions with the new principal authority, as outlined above.	CB		Process initiated	

30/05/2023	M11/2023	Employment and Staffing Matters	A report to be brought to the next meeting with regard to suitable protocol in relation to consideration about individual employees at Committee meetings.	CB		Attached to this agenda	
30/05/2023	M11/2023	Employment and Staffing Matters	A report to be brought to the next meeting on the process for the Town Clerk's appraisal.	CB		Appraisal held 29 June	
30/05/2023	M11/2023	Employment and Staffing Matters	To approve the recommendations contained within the report.	CB		Completed	
30/05/2023	M12/2023	Newsletter and Publicity	Arrangements be made for copies of the Plan for Kendal to be delivered to every residence in Kendal, included as a supplement to the Newsletter and with the addition of an introduction by the Mayor.	HWM	29/06/2023	29/06/2023	
30/05/2023	M12/2023	Newsletter and Publicity	The Plan to be promoted via the Council's Website and through social media, as well as through a press release.	HWM	n/a	Awaiting PDF copy to create web link	
30/05/2023	M12/2023	Newsletter and Publicity	To reformat the headings within the Newsletter to match those included within the Plan.	HWM	29/06/2023	29/06/2023	
30/05/2023	M12/2023	Newsletter and Publicity	To look into the possibility of reformatting the Newsletter which is currently produced in A4.	HWM	n/a	30/05/2023	Reviewed and A4 is the most suitable format.

Item No.6

Kendal Town Council**Action Plan 23 June 2023****Thematic Headings**

The following table is the Management Committee's Action Report, update redistributed and expanded into new Thematic headings. Several items could be 'cross-cutting' but these currently are listed only once.

Thriving Town Centre

Current Actions	Aims and actions	Current Committee	Partners	Timeframe/comments
In Bloom planting 2023	Following Gold in 2022, town is looking to emulate this and succeed in Britain in Bloom 2023	Kendal In Bloom	Continental Landscapes, W&FC, KCV, various local groups	New planting has taken place and watering issues have been solved.
Christmas lighting	Aim of Display being up to date and fit for purpose	CLF	Kendal BID	2023 is final year of current contract, so review due autumn 2023
Market Place initiatives	Several ongoing initiatives addressing issue of vitality	Management/E&H	W&FC, Kendal BID, Kendal Futures	Finkle Street seating adoption and renovation in progress
Proactive consultative roles	Themes constant in Futures agenda and issue with highways and BID requiring council involvement and engagement with community. Development of Local Plan, SHENA etc	Management/E&H/ Planning	W&FC, Kendal Futures, Kendal BID	Awaiting new relationships within W&FC to emerge. It is understood that the Local Plan has been put on hold. Following the last meeting, discussions with Kendal Futures have been initiated to

				resolve any misunderstandings between the roles of the two organisations.
Visit Kendal website	Site reviewed.	Management	Kendal Futures/ BID	Next site review autumn 2023
Leaflets	Cycle of updates needs budget and schedule	Management/E&H	Kendal BID	Updates in hand through design procurement process.
Parlour and collection	Parlour visits and exhibitions scheduled	M&A	Kendal Museum/W&FC	Visit cycle now scheduled and promoted. Exhibition on Slavery planned and partially written

Sustainability

Current Actions		Committee	Partner	Timeframe
Wildflower planting	Somervell Garden, Aynam Road , Kendal Green successful. New wetland initiative at Canal Head in progress. New initiatives at Beezon Fields and Underley underway.	KiB/E&H	Natural Kendal, Continental Landscapes, W&FC	New opportunities sought
Dark Skies	KTC assets reviewed. Townwide audit complete. Publicity with Christmas Lights	E&H	FOLD/highway authority/Kendal BID	Current funded initiative
River Kent	CRKC Group funded, but ongoing support needed	E&H	CRKC/EA/SCRT	Current funded initiative
Flood Relief Scheme	Opportunities throughout scheme identified	KiB/E&H/Planning	EA/W&FC/Natural Kendal	Ongoing
Townwide Solar audit	Completed	E&H	CAFS etc	Current
Solar Made Easy Kendal	Ongoing public initiative	E&H	CAFS etc	Current
Zero Carbon Kendal Website	Developing public initiative	E&H	CAFS etc	Current

Inspiration Hub	Development of hub in town centre to meet issue of information being distributed to community	E&H	SLACC, Waste into Wellbeing and other stakeholders	Negotiations ongoing for a sustainable location
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Getting Around

Current Actions		Committee	Partner	Timeframe
Kendal Connections project	Footpath improvements scheduled. Wider programme subject to ongoing negotiation with highway authority	E&H, Planning (KTCFRSWG)	W&FC	Spring 2023 with partners to scope.
LCWIP engagement	'Partner' to LCWIP	E&H	W&FC	Ongoing
20mph	Active planning with highway authority	E&H	W&FC	Ongoing
River corridor	Flood relief scheme engaged with. LCWIP. Strategic land purchase at Mintsfeet	E&H/Management	W&FC/EA/others	Ongoing. Network Rail liaison commenced. Feedback given to EA over Beeson planting. Grazing license on Mintsfeet terminated. Horses now removed and some debris also sorted.
Signage	Improved signage in Oxenholme. Other opportunities identified	E&H	W&FC/Kendal BID	As funds allow. Negotiations with Avanti West Coast promising
Better road system	Identifying actions and initiatives which will deliver outcomes	Planning, E&H, Management	W&FC/Kendal Futures	

Communities

Current Actions		Committee	Partner	Timeframe/Comments
Newsletter	Three times per year. Royal Mail delivery formalised	Management/all		Scheduling needs longer lead. Town Council Plan to be included in next edition
Social media presence	Success in Visit Kendal and Zero-Carbon, but further work required across other council activities	All		Comms strategy needs to be worked out across all council activities. Review currently in progress
Community consultation and engagement	Included in draft budget for CLF, but needs to relate to wider context of Council activity and Comms strategy	CLF/Management		Part of ongoing work on Plan for Kendal, as TOR review allows
Active Kendal	Pump track plan stalled on site selection. Active Kendal initiative in budget planning stage. Development of Sports Hub at Mintsfeet in embryonic stages	E&H/CLF	W&FC/various groups	Pump track site search needs concluding. Active Kendal not in budget for 2023. Sports and Nature Hub subject to ongoing internal and external discussion with W&F and other stakeholders
Grants and Funding	Process consolidated 2022. Further work required to formalise criteria and scheduling issues	AGC/E&H/CLF		Currently on track
Events Action		Committee	Partner	Timeframe

Events budgets formalised	Financial controls and purchasing improved	CLF/M&A	KTH/SLDC	Currently on track
Events officer	Appointed Sep 2022. Ongoing work on support through training and management	CLF/M&A	Various	Ongoing priority
Royal events	Coronation event in 2023.	CLF/M&A	W&F, community groups	Coronation event delivered
Comms Action		Committee	Partner	Timeframe
Festival engagement	Working with KMF for lights switch on	CLF/E&H	KMFand BID	Current initiative for 2023 switch-on. KMF continuing in prominent role
Social media and press presence	Social media working in some areas, but not others	All		Comms strategy required spring 2023, still work in progress
Website	Refreshed in 2021, but more work required	All		Subject to above

Public Realm

Local Plan Action		Committee	Partner	Timeframe/comments
Response matrix	Previous version revisited	Planning	W&FC	Drafted Spring 2023
Local Plan engagement	Ongoing, subject to Planning Authority timetable	Planning/ E&H	W&FC/Kendal Futures	Draft SHENA now published and commented on. LGR challenge appears to have stalled progress.
Kendal Futures	Vision process requires ongoing engagement	Management/Planning/E&H	Kendal Futures/W&FC	Needs outcome focus. See above
Proactive Consultation	Council has responded to consultations	Management/Planning/E&H		Horizon scanning required. Time allowed at

				Planning meetings to ensure adequate response.
Flood Relief Scheme	Working group under Planning Committee. Role needs redefining following success of glass wall initiative	Planning/Management/ E&H	EA/Natural Kendal/W&FC	Review as part of TOR review
Green Space Improvements	To be an active partner in the management and improvement of the town's green spaces	Planning/Allotments/KiB/E&H	W&FC/KCV/Friends groups/residents groups/Natural Kendal/stakeholders	Ongoing as budget allocated
Street furniture	Council-owned assets repaired and improved. Elsewhere, subject to ongoing relationships with owning authorities	E&H	W&FC, Kendal Futures, Kendal BID	Several plans need bringing together. Finkle Street seating now adopted but challenges with new structure remain. Windermere railings proving particularly challenging
'Highways Improvement'	Improvements to footway lighting and other issues outwith Kendal Connections project	E&H	W&F	Requires coordination and prioritisation outside ward concentrations
Aspirational capital projects	To be a partner in projects to improve Birdcage, Finkle St, Yards, etc	E&H, Management, CLF, KiB	W&FC, BID, Futures	Developing in 2023

Council Audit and Administration

The following section of the Action Report appears to sit outwith the proposed Thematic headings.

Action		Committee	Partner	Timeframe
Accommodation	Office move has created split site issues	Management	W&FC	Paper considered at this meeting. Consolidation of Council presence in TH and Hub being prepared
IT	Agile working platform developed. Telephony is next challenge	Management	ITEK/W&FC	Budget allocated, delivery projected to Summer 2023. Suppliers identified.
HR systems	Contracts, appraisal process and staff handbook	Management	Staff	Agreement to work with Meraki HR, of Kendal agreed.
Financial Regulations and procedures	Fin regs update awaiting adoption. Procedure list created	AGC		Adopted by FC at June meeting.
Internal auditors	IA job description to next AGC	AGC		Held over for IA 2023
Asset management reviews	External and parlour/picture store assets being reconciled.	M&A/E&H/AGC	W&FC	Now mostly complete, with problem areas identified.
Budget process	Ensure all councillors and staff are aware of process and timeframe	All		Summer 2023. Timetable agreed by FC
Committee structure	Ensure all committees are serving council plan.	All		Plan adopted. T&F group to consider delivery reports to this committee.

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Item No.7

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	502,285	283,999	567,997	283,999			50.0%	
1077 SLDC Grant	34,147	33,047	33,046	(1)			100.0%	
1080 Bank Interest	1,091	3,527	4,000	473			88.2%	
1090 CIL Receipts	68,176	84,138	85,000	862			99.0%	
1100 Allotment Rent	23,746	18,799	23,500	4,701			80.0%	
1999 Other Income	0	13	0	(13)			0.0%	
Income :- Income	629,446	423,523	713,543	290,020			59.4%	0
Net Income	629,446	423,523	713,543	290,020				
6001 less Transfer to EMR	68,176	0						
Movement to/(from) Gen Reserve	561,269	423,523						
<u>200 Staffing Costs</u>								
4000 Staff Gross Pay	254,868	62,142	276,730	214,588		214,588	22.5%	
4001 Staff GP Childcare V	1,235	30	120	90		90	25.0%	
4055 Travel	480	26	500	474		474	5.1%	
4060 Staff Mobile Phone	131	25	150	125		125	16.7%	
4065 Staff Expenses	156	23	500	477		477	4.6%	
4070 Staff Training	1,377	0	2,000	2,000	540	1,460	27.0%	
Staffing Costs :- Indirect Expenditure	258,248	62,246	280,000	217,754	540	217,214	22.4%	0
Net Expenditure	(258,248)	(62,246)	(280,000)	(217,754)				
<u>210 Premises & Accommodation</u>								
4100 Premises - Service&Rent Charge	13,639	0	13,700	13,700	2,945	10,755	21.5%	
4110 Premises Telephones	100	0	200	200		200	0.0%	
4115 Premises Garage Rent	1,083	0	2,600	2,600		2,600	0.0%	
4120 Premises Garage Electricity	376	0	372	372		372	0.0%	
4130 Premises Other & Gen Equip	1,822	0	2,678	2,678		2,678	0.0%	
4135 Premises Alarms - Service & Maint	1,569	676	1,850	1,174		1,174	36.5%	
4140 Premises PPE	0	0	100	100		100	0.0%	
4150 DNU	333	0	0	0		0	0.0%	
Premises & Accommodation :- Indirect Expenditure	18,922	676	21,500	20,824	2,945	17,879	16.8%	0
Net Expenditure	(18,922)	(676)	(21,500)	(20,824)				

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 IT & Communications</u>								
4200 IT Rialtas Costs	4,224	2,554	2,554	(0)		(0)	100.0%	
4205 IT Domain/Web (Designworks)	1,206	500	1,250	750	70	680	45.6%	
4210 IT Support (ITEK/Sage)	4,256	1,059	4,300	3,241		3,241	24.6%	
4215 IT Digital Meetings/Admin	859	415	1,000	585		585	41.5%	
4220 IT ITEK Other Costs	4,578	1,348	3,329	1,981		1,981	40.5%	
4225 New IT /Comp/Equip (Assets)	4,780	0	1,250	1,250		1,250	0.0%	
4230 IT Other Costs	0	605	317	(288)		(288)	190.8%	
4235 Newsletter	11,276	2,995	12,500	9,505		9,505	24.0%	
IT & Communications :- Indirect Expenditure	31,178	9,476	26,500	17,024	70	16,954	36.0%	0
Net Expenditure	(31,178)	(9,476)	(26,500)	(17,024)				
<u>230 Insurance & Finance Costs</u>								
4300 Insurance Public Liability	5,732	5,387	5,386	(1)		(1)	100.0%	
4305 HR Costs	0	0	4,000	4,000		4,000	0.0%	
4310 Finance Costs (Audit Fees)	2,900	(100)	2,800	2,900		2,900	(3.6%)	
4315 Finance - BK & Voucher Fees	261	36	364	328		328	9.9%	
4320 Finance Payroll Costs	412	0	520	520		520	0.0%	
4910 Other Expenses	0	0	530	530		530	0.0%	
Insurance & Finance Costs :- Indirect Expenditure	9,306	5,323	13,600	8,277	0	8,277	39.1%	0
Net Expenditure	(9,306)	(5,323)	(13,600)	(8,277)				
<u>240 Stationery/Office General</u>								
4400 Admin Printing/Stationery/Post	1,889	866	2,100	1,234	241	994	52.7%	
4405 Admin Office Equip/Consumables	326	0	1,000	1,000		1,000	0.0%	
4415 Admin Repairs to Office Equip	0	0	500	500		500	0.0%	
4420 Photocopier (Lease & Service)	1,329	0	1,398	1,398	312	1,086	22.3%	
4425 Admin General	283	0	2,402	2,402		2,402	0.0%	
4430 Admin Subscriptions	2,787	2,416	3,000	584		584	80.5%	
4595 Levelling Up Contribution	5,000	0	0	0		0	0.0%	
4910 Other Expenses	100	23	0	(23)		(23)	0.0%	
Stationery/Office General :- Indirect Expenditure	11,715	3,305	10,400	7,095	553	6,543	37.1%	0
Net Expenditure	(11,715)	(3,305)	(10,400)	(7,095)				
<u>250 Vehicle Costs</u>								
4500 Vehicle Fuel	1,186	174	1,200	1,026	0	1,026	14.5%	
4505 Vehicle Tracking Fee	92	24	96	72		72	25.0%	

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 Vehicle Repairs	770	0	2,000	2,000		2,000	0.0%	
4515 Vehicle Van INS/TAX/MOT	1,673	644	1,300	656		656	49.6%	
4520 Vehicle Other Costs	0	0	404	404		404	0.0%	
Vehicle Costs :- Indirect Expenditure	<u>3,720</u>	<u>842</u>	<u>5,000</u>	<u>4,158</u>	<u>0</u>	<u>4,158</u>	<u>16.8%</u>	<u>0</u>
Net Expenditure	<u>(3,720)</u>	<u>(842)</u>	<u>(5,000)</u>	<u>(4,158)</u>				
<u>260 Elections</u>								
4580 Elections - Wards	2,777	0	0	0		0	0.0%	
4590 Election Fund	0	0	30,000	30,000		30,000	0.0%	
Elections :- Indirect Expenditure	<u>2,777</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(2,777)</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
Grand Totals:- Income	629,446	423,523	713,543	290,020			59.4%	
Expenditure	335,865	81,867	387,000	305,133	4,108	301,025	22.2%	
Net Income over Expenditure	<u>293,580</u>	<u>341,655</u>	<u>326,543</u>	<u>(15,112)</u>				
less Transfer to EMR	68,176	0						
Movement to/(from) Gen Reserve	<u>225,404</u>	<u>341,655</u>						

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>280 Promoting Equality & Diversity</u>								
4596 Promoting Equality & Diversity	79	0	150	150		150	0.0%	
Promoting Equality & Diversity :- Indirect Expenditure	<u>79</u>	<u>0</u>	<u>150</u>	<u>150</u>	<u>0</u>	<u>150</u>		<u>0</u>
Net Expenditure	<u>(79)</u>	<u>0</u>	<u>(150)</u>	<u>(150)</u>				
<u>300 Kendal Futures & Visit Kendal</u>								
4600 Support Co-Ordinator	5,000	0	0	0		0	0.0%	
4601 Kendal Futures/Vision Budget	0	0	15,500	15,500		15,500	0.0%	
4605 Kendal Vision Next Steps	0	0	19,050	19,050		19,050	0.0%	
4610 Banners Kendal	1,500	0	0	0		0	0.0%	
Kendal Futures & Visit Kendal :- Indirect Expenditure	<u>6,500</u>	<u>0</u>	<u>34,550</u>	<u>34,550</u>	<u>0</u>	<u>34,550</u>		<u>0</u>
Net Expenditure	<u>(6,500)</u>	<u>0</u>	<u>(34,550)</u>	<u>(34,550)</u>				
<u>310 Visit Kendal/Promoting Kendal</u>								
4655 Visit Kendal Website Cont.	4,580	0	0	0		0	0.0%	
4660 Visit Kendal Content Co-ord.	7,470	0	0	0		0	0.0%	
Visit Kendal/Promoting Kendal :- Indirect Expenditure	<u>12,050</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(12,050)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>320 Wainwright Fund</u>								
9900 Wainwright Fund Exp	250	0	0	0		0	0.0%	
Wainwright Fund :- Indirect Expenditure	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(250)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
6000 plus Transfer from EMR	250	0						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>400 Audit, Grants & Charities</u>								
4690 AG&C Community Grants	37,300	0	43,000	43,000		43,000	0.0%	
Audit, Grants & Charities :- Indirect Expenditure	<u>37,300</u>	<u>0</u>	<u>43,000</u>	<u>43,000</u>	<u>0</u>	<u>43,000</u>		<u>0</u>
Net Expenditure	<u>(37,300)</u>	<u>0</u>	<u>(43,000)</u>	<u>(43,000)</u>				

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	56,179	0	77,700	77,700	0	77,700	0.0%	
Net Income over Expenditure	<u>(56,179)</u>	<u>0</u>	<u>(77,700)</u>	<u>(77,700)</u>				
plus Transfer from EMR	250	0						
Movement to/(from) Gen Reserve	<u>(55,929)</u>	<u>0</u>						

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 26 June 2023
From: Town Clerk	Agenda No: 8
Description: Committee Terms of Reference	

Background

Following the last meeting of the Management Committee, a Task and Finish group was established to consolidate the work done on the Council's Committee structure. The proposals below are the result of that T&F group.

Next Steps

It is proposed that the Management Committee review the Draft, and subject to whatever changes they may suggest, submit the Terms of Reference to the next meeting of the Full Council for adoption. The provisional timetable requires that the Council appoint members to the new committees, where required, in time for the second half of the financial year (ie with effect from 1 October 2023).

Second DRAFT 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 and ~~Property~~ Committee
- Culture and Communities Committee
- Environment and ~~Climate Change~~ 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, including policies and projects which address the recommendations of the Kendal Citizens' Jury.

To develop and manage the Council's street-scene assets.

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 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, 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 assets within 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.

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, 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. This may be seen as an Audit function]

Current Standing Sub-Committees and Working Groups

The current council standing sub-committees are:

- Employment Sub-Committee
- Flood Relief Scheme Working Group

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, as line management for the Clerk.

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

Flood Relief Scheme Working Group

Consists of 12 members, 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 is achieving its aims and objectives and to help implement the Kendal Town Council Plan.

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 26 June 2023
From: Town Clerk	Agenda No: 9
Description: Representatives on Outside Bodies	

Background

The Council appoints a number of members to 'Outside Bodies', a catch-all that covers everything from local government bodies and partnerships to community groups. Sometimes the member may be on a governing body, at other times they will attend on a report-back-to-council basis. For some organisations on the list, it is not immediately clear what the role of the councillor is intended to be. A full list of the appointments from the Council's Annual Meeting is shown below. Some of the bodies listed appear to meet sporadically, if at all. Some of the members appointed attend diligently and report back to Council frequently, others are less assiduous.

Presence on an Outside Body can be a very immediate way of the Council exerting influence over the activities of the Body. Occasionally it can lead to confusion and potential conflicts of interest, as a member may be uncertain what their brief is on the Outside Body, and to what extent they are merely a conduit for communication between the body and the Council.

Some members attend Outside Body meetings in a role which is not appointed (or delegated) by the Council. Some Outside Body meetings are attended by officers.

Proposal

That the Council initiates a review of the Outside Bodies it appoints members to attend, with a view to ensuring that the Council derives the maximum benefit from the process. The Committee may identify Outside Bodies it would like to be represented on, it may identify Outside Bodies on which members or officers already attend. The aim would be to report back to the Full Council with a list of Outside Bodies with agreed frameworks of reference for members, and agreed reporting back schedule, and notes on dealing with Conflicts of Interest as they may arise.

Although there is no immediate financial implication for this, officer time should be made available over the next six months to ensure that a report is made to Council in the Spring of 2024, prior to the Council's Annual Meeting in May.

Appointments to Outside Bodies 2023/24
Resolved: 2 May 2023

Organisation	No. of Rep(s)	Representative(s)	Reports to
Air Quality Working Group (SLDC)	1	Cllr G Archibald	Environment and Highways
BID Board	1	Cllr J Dunlop	Management; Council
Brewery Arts Centre	1	Cllr C Russell	Council
Cumbria Association of Local Councils	2	Cllr R Sutton Cllr M Severn	Council
Emergency Plan (Kendal Community Emergency Plan Group)	1	Cllr J Cornthwaite	Management; Council
Integrated Care Community/Healthy Towns Status (CCC)	1	Cllr R Sutton	Council
Lakes Line User Group	1	Cllr S Coleman	Council
Kendal Bus User Group	1	Cllr E Hennessy	Council
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council
Kendal Futures Board	1	Cllr S. Long	Management; Council
Kendal Lads and Girls Club	2	Cllr K Blamire Cllr L Edwards	Council
Kendal Mountain Festival	1	Cllr M Helme	Christmas Lights and Festivals
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council
Lancaster Canal (Northern Reaches)	2	Cllr A Blackman Cllr L Hendry	Council
One Voice	1	Cllr R Sutton	Council
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllrs J Brook and R Sutton	Mayoralty and Arts
South Lakeland Action on Climate Change and Transition South Lakes	2	Cllr G Archibald Cllr M Helme	Environment and Highways
South Lakes Equality and Diversity Partnership	1	Cllr G Tirvengadam	Council

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 26 June 2023
From: Town Clerk	Agenda No: 10
Description: Protocol for Officers being considered at Council Meetings	

Background

At the last meeting of the Management Committee, a query was raised during the consideration of the Minute Action Sheet, about the protocols in place for the occasions when a committee considers the behaviour, actions, appraisal or performance of an individual officer who is otherwise attending the meeting in their supporting role.

DRAFT Protocol

Occasionally, the Council, or one of its Committees, will have cause to consider aspects of an officer's role, behaviour, actions or appraisal. Such consideration should usually be held following a resolution by the Council or Committee to exclude the Press and Public under the terms of the Public Bodies Admission to Meetings Act 1960. This is because a Council meeting is a public meeting, but it is considered a breach of the council's duty of confidentiality under Data Protection regulations, to discuss matters relating to an individual that the individual might reasonably consider to be of a confidential nature.

The Council's current review of its Committee structure, recommends that employment matters are delegated to a Sub-Committee in line with best practice. The Sub-Committee must report to its parent committee, but can do so in such a way as to not conflict with the need for confidentiality. However, occasionally there may be instances when the Council needs to consider issues relating to officers who would normally be present at the meeting. On these occasions it is considered good practice to ensure at least one officer remains present to advise the Council and take such minutes as are required to ensure the public record is maintained. Issues of this nature must be clearly identifiable from the agenda. Councillors should resist the temptation to drop into debate, issues that might reasonably be considered to be confidential, if members and the public (including officers) have not been given proper notice in advance that such consideration might arise.

Note: a member, who is not a member of a committee, but is attending a committee meeting in their role as a councillor, must consider information received during confidential sessions, as confidential.