

Kendal Town Council

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



22 May 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 **Tuesday, 30 May 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

To receive the minutes of the meeting on 6 March 2023, and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet

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

6. Council Activity Report

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

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

8. Committee Terms of Reference

To consider a report on the process for revising Committee Terms of Reference.

9. Employment Support

To consider a report on re-establishing external Human Resources support.

10. Property, Accommodation and Building Use

To consider a report on the Council's tenancy in Kendal Business Hub and related issues and to consider the next appropriate steps.

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.

Kendal Town Council

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



Minutes of the meeting of the Management Committee held on Monday, 6 March 2023, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Also present: Cllr G Archibald (arrived at 7.40 p.m. during consideration of Agenda Item No.6 (Council Activity Report) acting as substitute for Cllr A Finch.

In attendance: Chris Bagshaw (Town Clerk) Helen Watson-Moriarty (Development Manager)

M67/2022 Apologies

An apology for absence was received and accepted from Cllr A Finch.

M68/2022 Declarations of Interest

No declarations of interest were raised.

M69/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

M70/2022 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 9 January 2023 and to authorise the Chairman to sign them as a true record.

M71/2022 Minute Action Sheet

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

The Town Clerk referred to M45/2022 (Outside Bodies) and the third action regarding seeking clarification on the Town Council's representation on Brewery Arts, advising the Committee that this was an ongoing conversation. He further drew attention to M46/2022 (Land at Mintsfeet and Vicarage Drive), and pointed out that Land at Vicarage Drive formed an item later in the agenda for the meeting.

Resolved: To note the report.

M72/2022 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in. He referred to the section of the report which sat outwith the proposed thematic headings and to the action relating to Committee Structure, explaining that the Christmas Lights and Festivals Committee had, at its last meeting, discussed the issue of community resilience and the need for the Council to address the issue through an appropriate committee structure. Management Committee was being asked to examine the matter in order to share suggestions with the wider Council.

It was raised that this was an opportunity to formalise informal discussions and to bring the matter into the public domain, as well as to put things in place for the Council's annual meeting in May, at the same time as the Council Plan for Kendal.

A lengthy discussion followed, and whilst some Members were of the opinion that the matter should move apace, others felt that there was a need for more careful planning and a step by step approach in order to achieve the correct focus. Also raised was the question as to whether an entirely new committee structure was actually necessary, attention being drawn to the fact that the Council delivered effectively in its current format. It was suggested that the contents of the new Plan could be appropriately divided amongst the current committees. Attention was drawn, however, to frustrations as a result of the current committee structure being unable to deal effectively with social issues, with a recent example provided. To this end, it was suggested that only one committee may need renaming in order to encompass the issue of community resilience. The majority of Members remained keen for approval of the proposed Council Plan to take place at the Annual Meeting of the Council in early May, prior to consideration of an appropriate committee structure to deliver that Plan being considered by the Management Committee in late May. Also raised was the fact that, whilst the existing budget supported the work currently carried out by the Council, any future changes to what was delivered may result in other work having to be ceased. The need, therefore, to discuss any changes prior to the commencement of the 2024/25 budget cycle was stressed.

The Town Clerk sought direction from the Committee in relation to formal consideration of the Council Plan prior to presentation of the document at the Annual Meeting of the Council in May, potentially by a group of Members of the Management Committee.

Once have the Plan for Kendal, discussions could then take place with the Town Clerk and officers on how the contents could be delivered.

Discussion turned to the strategic land purchase at Mintsfeet and the Town Clerk informed Members of the current situation regarding the four ponies that remained on the site. He was encouraged to have heard that there had been some work carried out recently in tidying the land and he informed Members that, whilst this had been a long process, he felt that an end was in sight.

Reference was made to the challenges with regard to In Bloom and the watering regime and the Town Clerk explained the situation in this regard and the need to reconsider how to manage this aspect moving forward. Continental were unable to continue carrying out watering for the Town Council and the question was whether to put this out to tender again or to deal with watering in-house. Attention was drawn to the fact that hot, dry weather could be imminent and to the need to act quickly. Also raised was the potential for the Council to consider products which helped to retain water which, it was suggested, may help from a manpower perspective.

Resolved: The Management Committee to make a decision with regard to a proposed new Committee Structure at its meeting in late May.

Resolved: A group of Members of the Management Committee be established to examine the draft Council Plan prior to presentation of the document at the Annual Meeting of the Council in May.

Resolved: To note the report.

M73/2022 Land at Vicarage Drive

The Town Clerk sought authorisation for the necessary sealing of the contract for the acquisition of the land at Vicarage Drive. He explained that this was a piece of land which had been acquired by the Town Council in the previous year, the owners having gifted it on the condition that the Town Council paid the solicitor's fees and placed a bench on the land in their name.

Resolved: To authorise the Town Clerk to seal the contract for the acquisition of the land at Vicarage Drive.

M74/2022 Office Telephony

The Town Clerk presented a plan to deliver telephony for the Council's administrative team. The report provided the background for the need to seek a new solution to the existing temporary provision which was no longer sustainable.

Modern telephony was now voice over internet protocol (VOIP) as standard, with calls being directed over the internet and handled by software rather than dedicated telephones. This could be installed on a laptop, smartphone, tablet or any other smart, internet-connected device.

The report outlined a number of solutions, the preferred option being to use both VOIP and supplied work smart phones. This was more expensive (each phone had to have a SIM card and a phone contract), but all members of staff would then be contactable when required, over a system controlled by the Council, and have access to a work phone when working away from their desks, which was a provision of the Town Council's lone-working policy, among other things. The report provided a breakdown of the costs involved; the Committee was being asked 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. After this point it was anticipated that costings and renewals would be reviewed. The Committee is being asked to agree to spend up to £4,500 from the 2023-24 IT and telephony budget in April 2023, and to allow approx. £4,000 in the budgets for 2024-25 and 25-26. After this point it is anticipated that costings and renewals will be reviewed.

Discussion ensued during which the Town Clerk responded to questions and concerns raised by Members. Acknowledged, however, was the importance of ensuring that telephone calls to the Council were answered in a timely manner and by the correct personnel.

Resolved: 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.

M75/2022 Town Assembly and Annual Report

The Town Clerk drew attention to the 1972 Local Government Act which obliged the Civil Parish of Kendal to hold a parish meeting, at least once per year, between 1 March and 1 June 'for the purpose of discussing parish affairs'. The report provided the finer details of the requirements of the legislative requirements.

The Town Clerk explained that, traditionally, Kendal Town Council had convened the “Town Assembly” meeting prior to a meeting of the Full Council in April. These meetings had been poorly attended by the general public, and appeared mostly to have been a vehicle for dialogue between councillors about their various committees and activities. One feature of the meeting had been the presentation of an ‘annual report’ on the Council’s activities.

The Town Clerk reported that, following discussion with the Mayor, it was now proposed to change the format of both the Annual Report and the Parish Meeting. It was being suggested that the Annual Report consisted of fewer pages and fewer words, with some simple graphics and pictures explaining what the Council had done in the last year, and what it intended to do in the next. The Mayor had suggested that the venue of the Parish meeting be changed to a neighbourhood meeting room. It was further being suggested that this could change every year, perhaps visiting the various community halls in the Town. The format could be less formal and more engaging, with presentations on specific aspects of community interest, and an opportunity for Members to engage with the public. As a starting position, the Mayor was proposing that the first meeting be held at the Beck Community Centre in Heron Hill, on a day and date to be agreed. A starting presentation theme might be on the need for biodiversity in the context of climate change. Other themes could be taken from the Council’s Plan for Kendal.

As the Council’s Management Committee, the date, time and format of the annual Parish Meeting could be reasonably seen as being within its remit. The legislation did not preclude its facilitation being delegated to a Committee and did say that the meeting may be convened by the Mayor (as Chairman), or any two councillors. It was being recommended, therefore, that the Committee endorse this change of approach, and delegate the exact date, venue and format to the Mayor and the committee chairs, in conjunction with officers and such others as they saw fit.

During discussion, raised was the potential to bring on board the Council’s principal partners, Kendal BID and Kendal Futures and, in addition, to launch the Council’s Plan for Kendal at the event. Further raised was the opportunity to turn the event into a celebration about what the Council had done in the past year. Other ideas were for the provision of food and a guest speaker, all suggestions creating reasons for the public to attend. Also proposed was the possibility of holding the event on the same day as Mayor Making, although it was acknowledged that the Assembly Room may not be a large enough venue and that Mayor Making was by invitation only. The possibility of carrying out research into what other similar-sized councils did in relation to the legislation.

The Town Clerk suggested that he should work up an appropriate plan, without the involvement of the Beck Community Centre, but possibly involving Mayor Making.

Resolved: To work up an appropriate plan for the Town Assembly, without the involvement of a community centre, but possibly involving Mayor Making.

M76/2022 Budget 2022-23

The Committee reviewed the expenditure against budget in the current year. The Town Council drew attention to an overspend on IT and a number of underspends.

Resolved: To note the report.

M77/2022 Budget Processes

The Chair, Cllr J Dunlop, presented a report with regard to a review of the Council's Budget setting process. This review could be seen as a launchpad for continuing efficient budget monitoring and evaluation leading to effective budget planning in future years.

In order to start the review process, all Councillors, together with the Town Clerk and Finance Administrator had been contacted. They had been asked to suggest ways in which the process could become more effective and efficient. A number of contributions had been received and the Chair thanked those involved. The points made and questions raised could be summarised and grouped under key headings, as follows:-

(1) Timelines

- Consideration should be given to tightening timelines, with work towards the next year's Budget beginning once the previous year's accounts have been completed in the summer.
- Throughout the year data will be made available to each Committee via budget statements.
- Committees will need to review spending plans in the Autumn. Then, ideally, the bulk of Budget planning will be in November with a provisional Budget discussed at Management that month.
- The Budget can't be finalised until the Collecting Authority has confirmed the level of Council Tax Support Grant and the Council Tax Base. This information may not be available until the end of the year.
- The Clerk circulates all necessary information to Management for the January meeting, then the Budget can be confirmed at Full Council in February.

(2) Roles and Responsibilities

- The roles of Management and Audit Committees in the Budget-setting and monitoring process may need clarification.
- Is there a need for a small, focused Budget-monitoring group?
- Should Chairs of Management and Audit Committees meet regularly with Town Clerk and Finance Administrator?
- What is the best way to monitor Reserves/Development Fund?

(3) Communication

- It might be helpful if Budget data was supported by explanatory reports to 'flesh out' the story behind the figures.
- Budgetary reporting should be in a standardised format – which should be made easier by using the Rialtas software programme.
- Do enough Councillors have sufficient understanding of and involvement in the process of Budget-setting?
- Are timelines and deadlines sufficiently clear to all those involved?

(4) Other points

- Budget planning should be set within the context of the Town Council Plan and should support key, agreed priorities.

Having considered the points raised in the consultation, it was now for the Management Committee to decide on how to move forward with the review process and to make recommendations on any necessary changes to systems and procedures to Full Council.

The Chair pointed out that this was by no means a finished piece of work and further stressed the need now to look forward rather than back and find ways to improve the process so that roles, responsibilities and communications channels were clear.

A lengthy discussion ensued during which the Chair was thanked for her efforts in this regard.

The Town Clerk expressed the need to set out procedures, as well as an appropriate timeline for information, also ensuring that the information tallied across committees. He stressed the need for a system whereby the information provided could be trusted to clearly reflect the Council's finances, also pointing out that the recent introduction of the Council's new financial system would assist in making the required improvements.

A strong opinion was voiced with regard to the importance of learning lessons from the past in order to address the weaknesses which had been identified, as well as the need to consider carefully the Annual Governance and Accountability Return (AGAR) in June.

Other comments related to the importance of training for councillors on finance and ensuring that information was presented in a manner that was easy for both Members and the public to understand, including narrative in order to explain all of the elements to ensure that all were able to see how the money was being spent on delivery of the Council Plan; consistency in the presentation of figures; ensuring that a suitable process was place prior to AGAR; the need for the Audit Committee to examine risk management. It was raised that the fact that the Council was now moving away from spreadsheets and extracting data directly from the new accounting system, without the need for transposing of information, would provide more accuracy. Attention was drawn to the point within the report with regard to roles and responsibilities and that of clarification being required regarding the roles of the Management and Audit Committees in Budget-setting and the monitoring process. It was highlighted that it was certainly a key task of the Audit Committee to monitor the Council's budget on a quarterly basis. Pointed out was the need to bear in mind the fact that suggestions relating to the role of the Audit Committee could result in the need to reconsider its Terms of Reference, and also its meeting dates, to ensure that data could be seen before being presented to the Management Committee.

The opinion with regard the need to look back and learn lessons of what had happened in the past was again stressed, however, a majority of Members felt that more important was the need to look forward and to agree now some of the recommendations contained within the report. It was, therefore, proposed to set a date in November for the Budget and Precept Setting Meeting; for Management Committee to appoint a small sub-group of Members to develop a budget and bring to Management late October early November; and for a quarterly report to be presented to the Audit Committee on spend against budget, with an update to all committees at each of their meetings on their own spend. These proposals, it was felt, would provide a framework on how to prepare the budget for 2024/25.

The Town Clerk further raised the need for meetings to take place in swift order and suggested, therefore, the potential for a sub group to be formed with Members of the Audit, Grants and Charities Committee to examine the issue of risk management, as well as health and safety aspects. He was keen for Audit to get on top of the situation and to develop an appropriate timetable for meeting deadlines. He further drew attention to the fact that it was year end this month and for the need for the process to move on, and he again stressed the need for Audit to set out the process. He further raised the need for this work to be carried out in short order and suggested that a small group of Audit, Grants and Charities Committee Members could make timely recommendations to the Committee and Council on the budget process and on risk assessment. He recommended, however,

an addendum that the work proposed earlier in the discussion with regard to looking back, if this was the Committee's wish, be carried out straight away. The majority of Members, however, still felt that there was nothing to be gained from going back over what had happened in the past and felt that now was the time to set out a new direction and move on. They were also content to take on the Town Clerk's suggestion for a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management.

The Town Clerk finally warned Members against setting a precept in November, as the appropriate information would not be available at that time. Members accepted this caution.

Resolved: To set a date in November for the Budget Setting meetings.

Resolved: 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.

Resolved: To bring a quarterly report to Audit Committee on spend against budget, with an update to all committees at each of their meetings on their own spend.

Resolved: 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.

M78/2022 Employment and Staffing Matters

There were currently no employment and staffing matters that required reporting to the Committee.

M79/2022 Items for the Next Newsletter

The Development and Delivery Manager reported that the April edition of the Newsletter was almost ready to be printed and published.

Resolved: To note the verbal update.

The meeting closed at 9.10 p.m.

Management Committee - Minute Action Sheet - as at 22-05-23							
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 develop a new Work Programme, to include timeframes and deadlines, with a breakdown of the level of granularity.	CB	09/01/2023	03/01/2023	On agenda.
07/11/2022			Visit Kendal draft leaflets be sent in future to Members for comment prior to publication.	HM	n/a	n/a	Noted for next publication, date tbc based on distribution stats.
07/11/2022			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	
09/01/2023			Complete actions in order to improve Council's Website	CB		Under review	
09/01/2023			Prepare Royal Event overview for approval by Full Council (proposal to include transformational Coronation Garden and associated opening event at Kirkland and street party grants for interested resident groups)	CB		completed	
09/01/2023	M66/2022	Items for Next Newsletter	To include details of Coronation Events and Britain in Bloom information	HWM		Completed	
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			A group of Members of the Management Committee be established to examine the draft Council Plan prior to presentation of the document at the Annual Meeting of the Council in May.	CB		Plan published and delivered at Town Assembly	
06/03/2023	M73/2022	Land at Vicarage Drive	To authorise the Town Clerk to seal the contract for the acquisition of the land at Vicarage Drive.	CB		Completed	
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	
06/03/2023	M75/2022	Town Assembly and Annual Report	To work up an appropriate plan for the Town Assembly, without the involvement of a community centre, but possibly involving Mayor Making.	CB		Completed	
06/03/2023	M77/2022	Budget Processes	To set a date in November for the Budget Setting meetings.	CB		Completed	
06/03/2023			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			To bring a quarterly report to Audit Committee on spend against budget, with an update to all committees at each of their meetings on their own spend.	CB		Completed	
06/03/2023			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	

Kendal Town Council

Action Plan 23 May 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.
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	2023

Parlour and collection	Parlour visits and exhibitions scheduled	M&A	Kendal Museum/W&FC	Visit cycle now scheduled and promoted. Exhibition on Slavery planned
------------------------	--	-----	--------------------	---

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, Stricklandgate House et al	Negotiations ongoing

Getting Around

Current Actions		Committee	Partner	Timeframe
Kendal Connections project	Footpath improvements scheduled. Wider programme subject to ongoing negotiation with highway authority	E&H	W&FC	Spring 2023 with partners

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 Beezon planting. Grazing license on Mintsfeet terminated.
Signage	Improved signage in Oxenholme. Other opportunities identified	E&H	W&FC/Kendal BID	As funds allow

Communities

Current Actions		Committee	Partner	Timeframe/Comments
Newsletter	Three times per year. Royal Mail delivery formalised	Management/all		Scheduling needs longer lead
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
Active Kendal	Pump track plan stalled on site selection. Active Kendal initiative in budget	E&H/CLF	W&FC/various groups	Pump track needs concluding. Active Kendal not in budget for 2023.

	planning stage. Development of Sports Hub at Mintsfeet in embryonic stages			Sports and Nature Hub subject to ongoing internal and external discussion
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	Worked with KMF for lights switch on	CLF/E&H	KMF	Current initiative
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
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
IT	Agile working platform developed. Telephony is next challenge	Management	ITEK/W&FC	Budget allocated, delivery projected to Summer 2023
HR systems	Contracts, appraisal process and staff handbook	Management	Staff	Paper considered at this meeting
Financial Regulations and procedures	Fin regs update awaiting adoption. Procedure list created	AGC		To be 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

13:25

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 2)

Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
200	<u>Staffing Costs</u>									
4000	Staff Gross Pay	242,000	254,868	280,000	21,585	0	0	0	0	0
4001	Staff GP Childcare V	0	1,235	0	10	0	0	0	0	0
4055	Travel	0	480	0	0	0	0	0	0	0
4060	Staff Mobile Phone	0	131	0	0	0	0	0	0	0
4065	Staff Expenses	0	156	0	0	0	0	0	0	0
4070	Staff Training	3,000	1,377	0	0	0	0	0	0	0
	Overhead Expenditure	245,000	258,248	280,000	21,595	0	0	0	0	0
	Movement to/(from) Gen Reserve	(245,000)	(258,248)	(280,000)	(21,595)	0		0		
210	<u>Premises & Accommodation</u>									
4100	Premises - Budget	18,000	13,639	21,500	0	0	0	0	0	0
4110	Premises Telephones	0	100	0	0	0	0	0	0	0
4115	Premises Garage Rent	0	1,083	0	0	0	0	0	0	0
4120	Premises Garage Electricity	0	376	0	0	0	0	0	0	0
4130	Premises Other & Gen Equip	0	1,822	0	0	0	0	0	0	0
4135	Premises Alarms - Service & Maint	0	1,569	0	0	0	0	0	0	0
4140	Premises PPE	1,000	0	0	0	0	0	0	0	0
4150	Premises Misc	0	333	0	0	0	0	0	0	0
	Overhead Expenditure	19,000	18,922	21,500	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(19,000)	(18,922)	(21,500)	0	0		0		
220	<u>IT & Communications</u>									

Continued on next page

13:25

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 2)

Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200	IT Rialtas Costs	0	4,224	0	0	0	0	0	0	0
4205	IT Domain/Web (Designworks)	0	1,206	0	0	0	0	0	0	0
4210	IT Support (ITEK/Sage)	0	4,256	0	353	0	0	0	0	0
4215	IT Digital Meetings/Admin	0	859	0	25	0	0	0	0	0
4220	IT ITEK Other Costs	0	4,578	0	0	0	0	0	0	0
4225	New IT /Comp/Equip (Assets)	0	4,780	0	0	0	0	0	0	0
4230	IT Budget	17,500	0	14,000	0	0	0	0	0	0
4235	Newsletter	11,500	11,276	12,500	0	0	0	0	0	0
	Overhead Expenditure	29,000	31,178	26,500	378	0	0	0	0	0
	Movement to/(from) Gen Reserve	(29,000)	(31,178)	(26,500)	(378)	0		0		
230	<u>Insurance & Finance Costs</u>									
4300	Insurance Public Liability	0	5,732	0	5,746	0	0	0	0	0
4305	Insurance & Finance Budget	12,000	0	12,000	0	0	0	0	0	0
4310	Finance Costs (Audit Fees)	0	2,900	0	-2,700	0	0	0	0	0
4315	Finance - BK & Voucher Fees	0	261	0	0	0	0	0	0	0
4320	Finance Payroll Costs	0	412	0	0	0	0	0	0	0
	Overhead Expenditure	12,000	9,306	12,000	3,046	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,000)	(9,306)	(12,000)	(3,046)	0		0		
240	<u>Stationery/Office General</u>									
4400	Admin Printing/Stationery/Post	0	1,889	0	0	0	0	0	0	0
4405	Admin Office Equip/Consumables	0	326	0	0	0	0	0	0	0
4420	Photocopier (Lease & Service)	0	1,329	0	0	0	0	0	0	0

Continued on next page

13:25

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4425	Admin Budget	10,000	283	12,000	0	0	0	0	0	0
4430	Admin Subscriptions	0	2,787	0	0	0	0	0	0	0
4595	Levelling Up Contribution	5,000	5,000	0	0	0	0	0	0	0
4910	Other Expenses	0	100	0	0	0	0	0	0	0
	Overhead Expenditure	15,000	11,715	12,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(15,000)	(11,715)	(12,000)	0	0		0		
250	<u>Vehicle Costs</u>									
4500	Vehicle Fuel	0	1,186	0	0	0	0	0	0	0
4505	Vehicle Tracking Fee	0	92	0	8	0	0	0	0	0
4510	Vehicle Repairs	0	770	0	0	0	0	0	0	0
4515	Vehicle Van INS/TAX/MOT	0	1,673	0	0	0	0	0	0	0
4520	Vehicle Budget	2,500	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	2,500	3,720	5,000	8	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,500)	(3,720)	(5,000)	(8)	0		0		
260	<u>Elections</u>									
4580	Elections - Wards	2,777	2,777	0	0	0	0	0	0	0
4590	Election Fund	5,000	0	30,000	0	0	0	0	0	0
	Overhead Expenditure	7,777	2,777	30,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(7,777)	(2,777)	(30,000)	0	0		0		
270	<u>Mayoralty & Arts</u>									
4700	Mayoral Allowance	5,250	5,524	5,524	0	0	0	0	0	0

Continued on next page

13:25

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 2)

Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4705	Mayoral Travel	800	281	800	0	0	0	0	0	0
4720	Mayor Making	0	1,838	0	0	0	0	0	0	0
4725	Torchlight	0	1,730	0	0	0	0	0	0	0
4730	Remembrance Sunday	0	279	0	0	0	0	0	0	0
4735	Pictures & Others	0	0	0	0	0	50	0	0	0
4740	Regalia & Uniforms	0	0	2,000	0	0	0	0	0	0
4745	Misc. Mayoral Functions & Exp	7,500	5,492	7,500	0	0	0	0	0	0
4746	Mayor's Charit Exp	0	0	0	1,363	0	0	0	0	0
4750	Twinning	2,500	930	1,500	0	0	0	0	0	0
4755	Exhibitions	2,000	2,000	1,000	-2,000	0	0	0	0	0
4760	Museum	2,000	2,000	0	0	0	0	0	0	0
	Overhead Expenditure	20,050	20,075	18,324	-637	0	50	0	0	0
6000	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,050)	(15,766)	(18,324)	637	0		0		
280	<u>Promoting Equality & Diversity</u>									
4596	Promoting Equality & Diversity	150	79	150	0	0	0	0	0	0
	Overhead Expenditure	150	79	150	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(150)	(79)	(150)	0	0		0		
300	<u>Kendal Futures & Visit Kendal</u>									
4600	Support Co-Ordinator	0	5,000	0	0	0	0	0	0	0
4601	Kendal Futures/Vision Budget	31,750	0	15,500	0	0	0	0	0	0
4605	Kendal Vision Next Steps	0	0	19,050	0	0	0	0	0	0

Continued on next page

13:25

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4610	Banners Kendal	0	1,500	0	0	0	0	0	0	0
	Overhead Expenditure	31,750	6,500	34,550	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(31,750)</u>	<u>(6,500)</u>	<u>(34,550)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
310	<u>Visit Kendal/Promoting Kendal</u>									
4655	Visit Kendal Website Cont.	0	4,580	0	0	0	0	0	0	0
4660	Visit Kendal Content Co-ord.	5,000	7,470	0	0	0	0	0	0	0
	Overhead Expenditure	5,000	12,050	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(12,050)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	387,227	374,569	440,024	24,391	0	50	0	0	0
	Net Income over Expenditure	<u>-387,227</u>	<u>-374,569</u>	<u>-440,024</u>	<u>-24,391</u>	<u>0</u>	<u>-50</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(387,227)</u>	<u>(370,260)</u>	<u>(440,024)</u>	<u>(24,391)</u>	<u>0</u>		<u>0</u>		

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 30 th May 2023
From: Town Clerk	Agenda No: 8
Description: Committee Reform and Terms of Reference	

Background

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

Recommendation

It is recommended that the Committee convenes 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 are in place by the mid-point of the year

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 30 th May 2023
From: Town Clerk and Development Manager	Agenda No: 9
Description: HR contract renewal	

Background

Kendal Town Council decided to cancel its Human Resources contract with Moorepay in 2021. The decision was informed by best practice from elsewhere and a value for money analysis. Additionally, at the time, the Cumbria Association of Local Councils (CALC) provided HR services which provided adequate HR coverage.

CALC have now removed HR case support from its membership benefits. They continue to offer generic advice.

As a result, Kendal Town Council has no external HR case support to inform best practice and/or policies and procedures. In practice this means that:

- Council Officers are not supported should any grievances be raised
- The Council's staff handbook is not updated in a methodical and systematic way
- Council Officers are only aware of updated HR policies on an ad hoc basis leaving possible gaps in compliance.

Strong HR policies and procedures strengthen teams and help to create a harmonious working environment. This boosts productivity and creates an insurance against possible costly and damaging grievance procedures.

Proposal

A proposed solution is to engage a local HR firm which has the capacity and time to engage with the Council's staff and management.

These services include:

- In depth HR Health check – review of all current HR policies and procedures
- Workshops for line managers to improve HR knowledge and confidence to manage and motivate their teams
- An HR service similar to an inhouse HR Officer
- A 360 degree staffing review, creating individual staffing assessments and tailored HR needs
- Additional pay as you go options to employ an HR director and or HR business partner create tailored contracts and or employment employee handbooks.
- Employment contract templates
- Key policy templates

Indicative cost: up to £3560 pa.

Alternatives

There are several suppliers in the remote servicing model across the North of England. Generally, the cheaper they are, the less personal and bespoke the service, meaning that like for like comparisons are difficult.

Sample One £1,600 per year provides:

Online and on-demand HR and employment law advisors and advice

- Complete employee life cycle support
- Document drafting service and templates
- A review, edit and redraft of staff contracts
- A staff employment handbooks
- Initial HR audit of current policies to inform data protections, custom and practice issues, recruitment practices, equal opportunities and EDI assessments and onboarding procedure reviews.

Sample Two £2,300 per year provides

- HR 'Hub' access to document templates, toolkits, webinars and legislation updates
- HR online hub guidance and support
- HR Support and law services via an advice line support, customised policies and procedures and an account manager to provide support issue resolutions

However, these are services akin to the version we had in place up to 2021. The level of service, attention to detail and resource support are of the same generic category, and there is little scope for face-to-face interaction with the advisors. The proposed service 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 is Kendal-based, enabling easy access for staff when required. The face-to-face service enables relationship building and the recruitment of HR management as part of the team, rather than a faceless online service.

Recommendation

That the Committee allocates a budget of £3,600 to the appointment of an HR support service, and supports the proposal to seek a Kendal-based provider. The allocation would be funded from the subscriptions budget and by anticipated underspends elsewhere. In the overall budget.

Alternatives

The Committee may not support the proposal, but this will leave the Council exposed to a variety of potentially costly HR issues. Cheaper versions of the service will leave the Council in the same position it was in with Moorepay, that led to the cancellation of this service.

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 30 th May 2023
From: Town Clerk	Agenda No: 10
Description: Tenancy in Kendal Business Hub and related issues	

Background

The Council currently has a Tenancy at Will on its office in the Kendal Business Hub. It has tenancy agreements on other parts of the Town Hall, which are no longer serviceable and has 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 were described as 'archaic', but attempts to extinguish them appear to have stalled in 2019 and not been renewed.

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

Recommendation

That the Committee authorises 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 will include establishing what legal advice will be required, what the aspirations of the new authority may be, what the ongoing cost implications will be and any other issues that require consideration.

Alternative

If no action is taken on this matter the Council's tenure in the Business Hub may be at risk, additional relocation and legal expenses may be incurred and effective service delivery will be compromised.