Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED

www.kendaltowncouncil.gov.uk

**Minutes of the meeting of the Management Committee held on Monday, 2 August 2021 at 7.30 at the Town Hall, Highgate, Kendal.**

|  |  |  |  |
| --- | --- | --- | --- |
| Cllr A Blackman | Apologies | Cllr A Finch | Absent |
| Cllr S Coleman | Present | Cllr S Long | Present |
| Cllr G Cook | Present | Cllr E Hennessy | Apologies |
| Cllr J Dunlop | Present | Cllr D Rathbone | Apologies |
| Cllr S Evans | Present | Cllr G Tirvengadum | Present |
| Cllr H Ladhams | Present |  |  |

**In attendance:** Town Clerk and Democratic Services Assistant

**M11/21/22 Apologies**

Apologies were received and accepted from Cllrs A Blackman, E Hennessy and D Rathbone

**M12/21/22 Declarations of Interest**

None

**M13/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

The Committee considered whether to exclude the press and the public from item10 and 12, as it related to a commercially confidential matter.

**Resolved**: To exclude the press and public from item 10 and 12.

**M14/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 7 June 2021.

**Resolved:** To accept them as a true record.

**M15/21/22 Matters delegated to the Committee**

The Committee considered the items which were delegated for its consideration at the meeting of the Full Council on 4 May.

The committee considered the recommendations of the following committees

Planning 5 July and 19 July 2021

Environment and Highways 12 July 2021

**Resolved:** To accept the recommendations within the scope of the Committee’s delegated powers.

**M16/21/22 Report on the Work Programme**

The Committee considered a report from the Town Clerk on the Council’s work programme.

1. Staffing. The clerk reported that staffing levels are now at full capacity. A councillor asked for a copy of the staff structure. The clerk reported this was available on the website and promised to circulate a copy of the organisational chart directly to councillors.
2. Website. The clerk reported on a planned upgrade to the council website. Councillors requested the calendar of meetings be extended to cover the whole year with the opportunity to directly feed to councillor’s outlook calendars.
3. Budget. The clerk updated councillors on the budget report (agenda item 8c) which provided additional information to aid clarity but stressed this was a work in progress statement. Subject to the approval and installation of new software, it is anticipated that greater clarity will be possible when the new software system is installed and the Finance Officer suitably trained. The Chair suggested submitting final approval for the new financial accounting package to the next full council meeting. It was suggested that budget headings be repeated at the top of each page. The clerk agreed to review this report and bring forward further improvements for the next meeting.
4. Town Hall Accommodation. The Clerk reported that informal conversations with colleagues at SLDC suggested that the new accommodation would not be finished in October. A date in in December might be more realistic. Temporary storage space can be available immediately which would allow the Mayor’s Parlour to be reopened. The chair suggested plans for a move from Mintworks should be postponed until January 2022.
5. Audit, Grants & Charities. With the closure announced of the Clarks shoe distribution site in Kendal, councillors sought clarity on the historical artefacts currently stored at Clarks in Street. The Clerk reported he was contacting the Gillett Trust who are currently the keepers of these items. Other points were noted.
6. Environment & Highways.
   1. A councillor commented on Cllr Edwards initiative with the Music for Youths programme and their recent visit to the skate park. This was received positively and the people using the skate park spoke positively about the idea of a pump track coming to Kendal. The Clerk reported that he and the Vice Chair of E&H were currently reviewing two possible sites between Kendal United’s ground and Netherfield, and in a long meadow adjacent to the Castle.
   2. It was asked if Speed Indicator Devices (SIDs) were mobile. The clerk reported that the new installation is movable and currently the council was in discussion with CCC on possible new sites.
   3. Provision of Toilets. Councillors noted the community toilet scheme had been a success but with covid and resultant closures it had not been possible to continue with the scheme. The chair felt there was a benefit in looking at automatic and self-cleaning toilets. It was suggested that officers speak to neighbouring councils who have installed such devices.
   4. Allotments. Clarity was sought on the precise location of potential new allotment sites adjacent to the tow path next to the Civic Amenity Site. The chair reported that SLDC had removed some of the trees and suggested a press release relating to the provision of new allotments and that the website should be updated.

**Resolved:** To note the report.

**M18/21/22 Budget 2021-22**

1. Shredder. Councillors considered the proposed purchase of a new office shredder and agreed to delegate the task of procuring a new shredder for less than £500.
2. Subscriptions. The Clerk updated councillors on the existing membership of the Rural Market Town Group. Councillors were not persuaded that ongoing membership represented good value for money. It was proposed that membership be cancelled subject to any mitigating information being received from the Rural Market Town Group.
3. Spend against Budget. The Chair felt the current report format still does not work but welcomed the potential benefits from the new software being installed later in the year. The Clerk was asked why the Wainwright Award was posted at £320, when the working group delegated to making the award had assumed a £500 allocation was available. The Clerk apologised for apparently misleading the Working Group on the year’s allocation but felt that the Working Group’s idea to split the award this year would not seem so generous if the principal sum was only £320. A number of solutions were considered in the context of the Council protecting the original £10,000 donation from A Wainwright to fund the award. In the circumstances, the Committee felt a subsidy of £180 from the Council’s contingency fund would ensure the award fund remained properly intact.

**Resolved:** To authorise the Clerk to purchase a new office shredder for less than £500.

**Resolved**: To authorise the Clerk to cancel the subscription to the Rural Market Town Group but revert to the Management Committee if new information on the benefits of membership is made.

**Resolved**: To make a once only transfer of £180 to upgrade the Wainwright Award for 2020 to a total of £500.

**M19/21/22 Refurbishment of the Town Hall**

This item was addressed in M16/21/22 (d) above. Councillors asked when the council chamber would be ready. The Clerk reported that it was planned for September.

**Resolved**: To note the report.

It was proposed and agreed unanimously to move into Part 2 for the items 10 and 12.

**M20/21/22 Employment and Staffing Matters**

**Resolved:**

**M21/21/22 Property Matters**

**Resolved:**

The meeting closed at 9.13pm