

# Kendal Town Council

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



31 January 2022

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 E Hennessy (Chair of Environment & Highways)
Cllr S Coleman (Chair)	Cllr H Ladhams (Vice Chair of Planning)
Cllr G Cook (Vice chair)	Cllr S Long (Rep on Kendal Futures)
Cllr J Dunlop (Deputy Mayor and Chair of AGC)	Cllr Doug Rathbone (Mayor and Chair of Planning)
Cllr S Evans (Chair of Christmas Lights and Festivals)	Cllr G Tirvengadam (Ordinary member)
Cllr A Finch (Chair of Allotments)	

You are summoned to a meeting of Kendal Town Council's Management Committee on Monday 7 February 2022 at 7.30pm, in 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 10 January 2022, and affirm them as a true record.

**5. Town Hall Refurbishment Update**

To receive an update on the refurbishment of Kendal Town Hall. The Clerk will make a verbal report on the most up-to-date position, following correspondence with relevant officers at South Lakeland District Council

**6. Report on the Work Programme**

To consider the progress made across the various actions the Council is involved in (*see attached*)

**7. Budget 2021-22**

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

**8. Visit Kendal**

To receive a report on the Visit Kendal initiative (*see attached*)

**9. Supporting South Lakeland Equality and Diversity Partnership**

To consider how the Council should continue to support South Lakeland Equality and Diversity Partnership (*see report*)

**10. Arrangements for Meeting Cycle for the upcoming Municipal Year (2022-23).**

To review arrangements for the meeting cycle for the upcoming Municipal Year (2022-23) (*See report*)

**11. Queens Platinum Jubilee 2022**

To consider plans for the celebration of the Queen's Platinum Jubilee in 2022 (*see report*).

**12. Newsletter**

To consider the schedule for the Newsletter in the coming year.

**Background**

The Council has established a good cycle for the production of newsletters to distribute to every household in Kendal. However, the distribution mechanism remains ad hoc, with Royal Mail taking each order for delivery as if it were a one-off. To obviate the requirement for this, and to ease the pressure on the staff who produce the newsletter, it would be sensible to book the slots with Royal Mail in bulk for all three editions. The schedule would then be:

- Schedule - 3 editions per year to be delivered in early April, early August and end of November
- The April edition can highlight summer festivals, August can feature Torchlight and KMF and November Christmas event promotion.
- Payment - create an advance account with Royal Mail door to door service for a smoother payment and booking process. This will require an upfront payment of £5500 to cover the three scheduled deliveries.

**13. Items for the next Newsletter**

To consider items for the next edition of the Council's newsletter.

**Part Two**

It is likely that the following two items proceed following a resolution to exclude the press and the public, due to the content being of a confidential nature, disclosure of which would be prejudicial to the public interest, or another special reason stated in the resolution.

**14. Employment and Staffing Matters**

To receive a report from the Clerk on Staffing matters requiring the Committee's consideration.

**15. Property Matters**

To receive a report on a property issue affecting the council and to make any necessary recommendations.

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## Minutes of the meeting of the Management Committee held on Monday, 10 January 2022 at 7.00pm at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr G Archibald Deputising for Cllr A Finch	Present
Cllr S Coleman (Chair)	Apologies	Cllr S Long	Present
Cllr G Cook (Vice Chair)	Present	Cllr E Hennessy	Present
Cllr J Dunlop	Present	Cllr D Rathbone	Present
Cllr S Evans	Present	Cllr G Tirvengadam	Present
Cllr H Ladhams	Present		

**In attendance:** Chris Bagshaw (Town Clerk) and Ian Gordon (Democratic Services Assistant), Cllr Cornthwaite

### **M50/21/22 Apologies**

Apologies were submitted and accepted from Councillor Coleman and Finch.

### **M51/21/22 Declarations of Interest**

None

### **M52/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

The Committee considered whether to exclude the press and the public from any items related to a commercially confidential matter.

**Resolved:** Resolved to move into part 2 for agenda items 12 and 13

### **M53/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 6 December 2021.

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

### **M54/21/22 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 and extended on 6 September 2021.

The committee considered the recommendations of the following committees

- Planning Committee 6 & 20 December 2021
- Allotments Committee 29 November 2021

A question was raised seeking clarity on a Planning meeting minute of 20 December relating to a public participation item at the start of the meeting regarding the Kendal Flood Relief Scheme. Noting that this was a draft minute, it was agreed to clarify the wording to more accurately describe the circumstances being minuted.

A councillor noted the minutes of the Allotments Committee related to the problem with rabbits and felt this is a wider issue for a number of areas in Kendal. It was suggested the Council may wish to draw their concerns on this matter to the District Council as a principal landowner in the town.

**Resolved:** To amend the minutes of the Planning Committee 20 December as noted, and to accept the recommendations within the scope of the Committee's delegated powers.

#### **M55/21/22 Town Hall Refurbishment**

The Clerk provided an update on the refurbishment of Kendal Town Hall. Councillors noted it was a welcome move back into the refurbished Council Chamber. However, other work is moving more slowly and it is unlikely the Town Council will be able to access their offices until March 2022 at the earliest.

**Resolved:** To note the report.

#### **M56/21/22 Report on the Work Programme**

The Committee considered the report on the current work programme identifying a number of key areas from the report.

Covid 19 Risk Assessment. The Clerk reported covid concerns related to the Mayor's Charity Dinner, scheduled for 18 February 2022, which could be a significant risk. Given the likelihood that there may not be full attendance, the Clerk was concerned that over and above a covid risk there could be a financial risk to the Council. Councillors explored the idea of moving the event to later in the year, possibly even outside of the current Mayoral year. In addition councillors explored the notion of insurance and compulsory testing. Councillors predominantly felt it should be postponed to late April, with a decision on viability made at full council in March.

Website. A new template has been prepared but not yet implemented as it is awaiting councillor photographs. Councillors were concerned that the website was not fully fit for purpose and were keen to explore sourcing professional support from website developers.

Charities. All statutory information is now fully up to date.

E&H Kirkbarrow Path Improvement Project. A councillor wanted more information on the reasons why the Vicarage Drive project 'can't go ahead'. The Clerk reported that colleagues at SLDC cited pressure of work in the context of local government reorganisation (LGR). It was suggested that Town Councillors who were also District Councillors might raise this issue at SLDC and exert influence.

E&H Pump Track. A councillor was concerned that SLDC had reported they would not support this initiative at this time. The Clerk suggested this was a further reflection of the work challenges faced by SLDC because of LGR.

Planning – Flood Relief Scheme. Councillors recognised the complexity of what is a major project with multiple interest groups. However, it was felt that better communications of the status of the scheme and the timeline of future activity would be helpful with the possibility of a presentation to full council to better inform members.

**Resolved:** To postpone the event in February and to investigate the costs and operational work flow for the Mayor's Charity Dinner. A further decision on covid related viability could be made at full council in March.

**Resolved:** The future of the website should be an agenda item for the next meeting with information provided on the cost implications for various solutions.

**Resolved:** To amend the note in the report regarding Kirkbarrow Path Improvement Project removing the statement that Vicarage Drive 'can't go ahead' to more accurately reflect that there is a delay pending SLDC workflow easing. To continue pressing forward with this initiative.

**Resolved:** To request EA make a members' briefing presentation on the current status and aspirations of the flood relief scheme. To request Councillors to submit any written questions in advance.

#### **M57/21/22 Budget 2021-22**

The Clerk tabled an updated report.

**Resolved:** To note the report.

#### **M58/21/22 Budget and Precept 2022-23**

The Committee considered the full budget and precept for 2022-23 with the Clerk explaining the calculation of the council tax precept which was the only change from the figures considered by the committee since the last meeting. The Chair's personal view was that the long list of existing projects should be finished before starting new projects. The Chair asked that the committee did not make any recommendation to full council at this meeting pending a series of meetings to further discuss objectives. A councillor asked if all project aspirations that have been approved by committees are funded in this budget. The Clerk confirmed that this was the case. Councillors noted and welcomed the new format and thanked the Clerk and staff for their work preparing this budget.

**Resolved:** To note the budget and precept for 2022-23

#### **59/21/22 Items for Newsletter**

The Chair of E&H was keen to see the 20mph updated. Other suggestions included Cumbria music festival and the New Mayor

#### **Part Two**

The next items were considered following a resolution to exclude the Press and Public

#### **60/21/22 Staffing**

The Clerk reported there was nothing new to report.

#### **61/21/22 Property Matters – Mayor's Parlour**

Mayor's Parlour Alarm. The Clerk updated members on the failings of the alarm that serves the Mayor's Parlour and the number of system failures or trips and resultant call-outs for SLDC staff over Christmas. At the moment the Mayor's Parlour is independent of the Town Hall security alarm.

**Resolved:** To change the alarm system so that the Mayor's Parlour aligns with SLDC subject to ensuring the same level of security and insurance cover is maintained. A report with costs should be brought to the next meeting.

#### **62/21/22 Property Matters - land by the River Kent**

A separate confidential minute relating to this item is kept on the file.

The meeting closed at 9.45 pm

## Agenda Item 6

### Work Programme – February 2022

Items completed in 2021 have been removed from the table

Committee	Project title	Progress	Partners	Est date of completion	Completed
Management Clerk	Staffing	Recruiting Democratic Services Assistant  Recruiting Project Officer  Covid19 Risk Assessment maintained and actioned  Leave charts and contracts standardized		Now ongoing – End Feb 2022  Initiated – March 2022  Ongoing  Ongoing	
	Website	Overhauled with new page structure  Awaiting new grants pages		Soft launched w/c 31 Jan  Feb 2022	
	Budget 2022	Budget process transferring to new system		Feb-March 2022	
	Finance system			Ordered Jan 2022 for install Feb-March	
	Town Hall accommodation	Liaising with SLDC over return to TH and SLH	SLDC	License for Mintworks expires 7 March	
	Standing orders	Review to update all orders and regs	AGC	Feb-Mar 2022	

Kendal Town Council Management Committee			AGC	Aiming for adoption by Council in April 2022	
<b>Audit, Grants and Charities</b>	Grants	Review of the Grants Programme (including grants from other committees)	CLF, KiB, E&H	Review complete. Paperwork now being assembled. February 2022	
	Charities	Reviewing all charity issues for risk and clarity	Various	Mostly complete	
<b>E&amp;H</b> Project Manager	Infrastructure projects	<p><b>Climate Change Jury Recommendations</b></p> <p><b><i>Town wide Solar Audit</i></b></p> <p>Working group planned for 22<sup>nd</sup> of April.</p> <p><b><i>Zero Carbon Kendal Inspiration Website</i></b> – Site completed, promotion via partners in progress.</p> <p><b><i>Inspiration Hub</i></b> – Supporting applications from Waste into Wellbeing and Repair Café for linked hub activity, to be reviewed by E&amp;H in March.</p> <p><b><i>Festival Engagement</i></b> – Torchlight meeting to discuss options for integrating Jury recommendations into festival theme.</p> <p><b><i>Recommendations Panel</i></b> – Recommendations Panel completed and minutes / actions circulated. Approach adapted to encourage progress reports from partners prior to meeting. Agreed to move several recommendations into national overview list to create streamlined actions moving forwards.</p>		<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>In progress</p> <p>September 2022</p>	



**Somervell Wildflower Garden**

License reasserted with CCC however supplier difficulties have meant that this project will now take place in April 2022.

**Pump Track**

SLDC have confirmed they will not support investigating casle option. E&H to progress Shadow Authority influence by creating artistic impressions of new pumptrack.

**Speed Indicator Devices**

Milnthorpe Road SID – completed

New sites identified, additional SID to be purchased. CCC have requested additional site information.

**Kirkbarrow Path Improvement Project**

KTC to adopt Vicarage Drive path and arrange Cllr site visit to confirm priorities.

**Gooseholme ASB**

Site visit and working group meeting completed. Agreed actions include signage for CCTV, putting green boundary improvements and further research regarding marshal support and Public Safety Protection Orders.

Ongoing

April 2022

Ongoing

In progress

Ongoing

Ongoing

		<b>Visit Kendal</b>  Latest reprint in circulation. New films commissioned to create additional content for Visit Kendal website and social.		Ongoing	
<b>Mayoralty &amp; Arts</b> Clerk, Mayor's Attendant	Offices & council meeting rooms	Correspondence on heritage assets during refurbishment and lockdown.	SLDC	New audit initiated Feb 2022	
	Heritage	Heritage catalogue being updated and separate list of missing items compiled. Silver valuations being added to asset register. New charter boxes to be sourced. Katherine Parr prayer book custom storage box received.  Review of security arrangements for collection		New audit initiated Feb 2022  Commenced Jan 2022	
<b>Christmas lights &amp; festivals</b> Council Services Officer	Christmas lights	Take down		Feb 2022	Completed
<b>Allotments</b> Council Services Officer		New fencing project at Crow Trees  Fencing at Castle Haggs  Opening up additional space at Canal Head for new plots being specified		Specification confirmed  Design feedback given	Completed  Autumn

		<p>Solution to rabbit issue at Wattsfield</p> <p>New small site identified at Town View</p>		<p>Temporary Grazers solution proposed. Other solutions initiated including new fencing</p> <p>Plan being drawn up</p>	<p>Spring 22</p> <p>Spring 22</p>
KiB Council Services Officer	KiB	Projects now being identified with partners	Continental SLDC KCV	Ongoing	
	Misc	<b>Spring newsletter</b>		April	
Planning	Flood Relief Scheme	<p><b>Working Group</b> established to develop closer scrutiny of scheme.</p> <p>Glass wall specification and budget</p> <p>Other tasks to identify</p>	EA, SLDC, CCC others	Planning consent process ongoing for glass wall following completion of consultation and agreement of design	

EXPENDITURE	Budget	Additional Funding	Actual Exp April - Nov	Remaining Budget (incl)	Projected Yr. Exp
<b>Salaries:</b>					
Staff Gross Pay			£109,380		£166,378
Employers Superannuation			£21,745		£32,617
Employers National Insurance			£8,709		£12,901
Travel			£51		£200
Staff Expenses			£74		£100
Mobile - Townscape Manager			£93		£144
<b>Sub Total</b>	<b>£213,000</b>		<b>£140,051</b>	<b>£72,949</b>	<b>£212,341</b>
<b>Accommodation</b>					
Rent of Old Unison Room			£1,709		£2,279
Service Charge (Rent)/ Heating/Lighting/cleaning/Parlour/Picture Store/Use of Chamber			£4,750		£9,500
Use of Telephones			£100		£200
Other: Garage Rent			£903		£2,167
<b>Premises Other</b>			£0		£0
Alarms - Service & Maint			£1,381		£1,700
Signs - Garage			£80		£80
Elect - Garage			£208		£400
Other			£41		£150
<b>Sub Total</b>	<b>£16,965</b>		<b>£9,172</b>	<b>£7,793</b>	<b>£16,476</b>
<b>IT</b>					
Software		ITEK - Support	£1,960		£2,940
		ITEK Annual Contract	£990		£1,320
		Cloud Hosting	£314		£314
Support		Sage	£195		£295
Digital Meetings/Admin		Zoom	£366		£549
Other IT Costs			£285		£350
Website		Designworks	£882		£1,037
		DocuSign	£175		£300
New IT System/Comp/Equip					£4,895
<b>Sub Total</b>	<b>£12,000</b>		<b>£5,166</b>	<b>£6,834</b>	<b>£12,000</b>
<b>Insurance &amp; Finance Costs</b>					
Public Liability			£5,902		£5,902
HR			£1,230		£1,230
Finance Costs (Audit Fees)			£300		£2,400
Finance Costs Other - BK, Admin Chgs			£124		£200
Payroll Services			£294		£400
<b>Sub Total</b>	<b>£13,300</b>		<b>£7,850</b>	<b>£5,450</b>	<b>£10,132</b>
<b>Stationery/Office General</b>					
Printing/Stationery/Postage			£1,135		£1,513
Office Equip/Consumables			£28		£100
Asset - New Shredder			£493		£493
Misc. Office Expenses			£11		£100
Repairs to Office Equip			£0		£0
Photocopy Rental and Photocopies			£1,119		£1,535
Subscriptions		Open Spaces	£45		£45
		Allotments	£56		£56
		Town Crier Subs	£26		£35
		NALC/CALC	£2,218		£2,218
		Data Protection	£35		£35
		Lakes Line	£13		£13
		SLCC Membership	£289		£289
<b>Sub Total</b>	<b>£6,900</b>		<b>£5,468</b>	<b>£1,432</b>	<b>£6,432</b>

Over 2 Years Rent now owed

Includes additional costs for Amendments

To Purchase in 21/22

HR Contract ended Nov 2021 - no replacement in place £300 unaccrued additional Audit Fees from 2021/21

<b>EXPENDITURE</b>	<b>Budget</b>	<b>Additional Funding</b>	<b>Actual Exp April - Nov</b>	<b>Remaining Budget (incl B/F)</b>	<b>Projected Yr. Exp</b>	
<b>Staff Training</b>	£2,000		£1,119	£881	£2,000	
<b>PPE</b>	£500		£42	£458	£500	
<b>Vehicle</b>						
Fuel			£626		£1,073	
Tracking Fee			£49		£84	
Repairs			£560		£600	
Van Ins			£778		£934	
Other			£7		£100	
<b>Sub Total</b>	<b>£2,300</b>		<b>£2,020</b>	<b>£280</b>	<b>£2,791</b>	
<b>Newsletter</b>	£10,211		£7,629	£2,582	£11,500	Based on 3 Newsletters
<b>Election Fund</b>	£5,000		£0	£5,000	£5,000	£3500 Trans to Reserves
<b>Contingency</b>	£5,000		£606	£4,394	£3,000	Repairs to Garage
<b>Misc.</b>	£2,500		£622	£1,878	£750	Leaving Gift, VAT Adj Includes Award
<b>Wainwright Fund</b>	£320		£367	-£47	£367	£250, Award Design and Picture £117.25
<b>Emergency Planning</b>	£10,000		£0	£10,000	£10,000	This will be spent
<b>Kendal Futures &amp; Vision</b>						
Support Co-ordinator	£7,750		£8,434	-£684	£8,434	
Kendal Vision Next Steps	£5,000		£5,000	£0	£5,000	
Banners Kendal	£1,500		£1,500	£0	£1,500	
<b>Visit Kendal /Promoting Kendal</b>						
Visit Kendal leaflet	£5,000	£4,344	£2,388	£6,956	£9,344	
Visit Kendal Website Contribution ( Kendal Futures)	£2,400		£2,400	£0	£2,400	
Visit Kendal Content Co-ordinator	£3,600		£3,000	£600	£3,600	
<b>Sub Total</b>	<b>£25,250</b>	<b>£4,344</b>	<b>£22,722</b>	<b>£6,872</b>	<b>£30,278</b>	
<b>Total Management</b>	<b>£325,246</b>	<b>£4,344</b>	<b>£202,836</b>	<b>£126,754</b>	<b>£323,567</b>	

## Report

<b>Management Committee</b>	<b>Meeting Date: 7 February 2022</b>
<b>From: Helen Moriarty, Project Manager</b>	<b>Agenda No: 8</b>
<b>Description: Visit Kendal Update</b>	

**Summary:** To provide an update of Visit Kendal activity.

### Visit Kendal Website

- Anna Bailey continues to deliver a great co-ordination and content service
- Three new promotional films (food & drink, arts & culture, general welcome to Kendal) have been commissioned. Land & Sky media (producers of the Kendal Climate Change Jury short film) will be utilising existing footage and creating new content.
- The films will feature on the website and shorter versions will be provided for the Visit Kendal social media (mainly instagram, @visitkendal)

### Visit Kendal Leaflets

- The content of both the Walking leaflet and Welcome to Kendal leaflets has been updated
- 30,000 of each have been printed and are on route to Aha for distribution

### Visit Kendal Promotion

- Visit Kendal will feature in Aha's Cumbria Pocket Guide. 70,000 copies will be printed and a short film showing the layout of the guide can be viewed here <https://www.aha-distribution.co.uk/our-services/published-products/>
- A new #yourwelcomekendal promotional campaign (which will include film snippets with local businesses) will run from Feb to March, generating content for Visit Kendal and instagram.

## Report

<b>Management Committee</b>	<b>Meeting Date: 7 February 2022</b>
<b>From: Town Clerk</b>	<b>Agenda No 9</b>
<b>Description: Funding South Lakeland Equality and Diversity Partnership</b>	

**Summary:** To consider how best to support South Lakeland Equality and Diversity Partnership

### Background

South Lakeland Equality and Diversity Partnership (SLEDP) applies for funding from the Town Council every year. The funding is not a large amount – not in excess of £150 and is intended to cover incidental expenses associated with the Partnership's activities.

SLEDP is composed of interested representatives from the private, public and third sectors. All the equality strands are represented on a Steering Group. Kendal Town Council's rep on the Steering Group is Cllr Tirvengadam

### Aims of the partnership

The aims of the SLEDP are:

- seek to reduce inequality on the grounds of gender, race, disability, age, sexual orientation, rurality and religion/belief
- celebrate diversity and reduce discrimination
- improve the life chances and opportunities for people who live, work and visit South Lakeland

Our shared vision is to make South Lakeland a place where:

- everyone is welcome to live, learn, work, visit and conduct business
- all member organisations and communities work together to advance equality, celebrate diversity and promote active citizenship for building community cohesion

Previous projects have included:

- initiatives to tackle hate crime and increase interfaith dialogue
- Celebrating migration in Cumbria through the project Hidden Stories
- supporting the Police and Crime Commissioner and AWAZ Cumbria to deliver a production in schools called 'Feel the Hate'.
- poetry, short story and art project for primary schools on the subject of diversity
- [Religion, Belief and Culture in our Community](#). A guide produced by the group on religions, beliefs and culture in South Lakeland

### What is the issue?

SLEDP do not have a functioning bank account, being an ad hoc partnership of interest groups. This means they are not eligible for a grant from Kendal Town Council, under the Town Council's grant rules. In previous years the Audit, Grants and Charities committee has

worked around this by paying the groups invoices direct, to the amount of the grant allocated. However, this is not a sustainable position – putting the Audit, Grants and Charities Committee in the position of contravening the rules it is also charged with maintain.

### **Alternative Means of Support**

Assuming that the Council continues to believe that SLEDP is a cause it wishes to support financially, it must find an alternative way of doing this than through its grants system. The most obvious way to fulfil the Council's wishes in this respect would be to allocate a specific budget line to SLEDP, from which expenditure on approved items could be made, Such a budget line would require a Committee overview, and it is suggested that it sits with either Mayoralty and Arts, or Management Committee. The SLEDP rep already makes report to the Council on the Partnership's activities, so oversight may be delegated to an officer within the scope of the budget, or some other arrangement might be made.

### **Decision Required**

Currently the Audit Grants and Charities Committee is unable to support SLEDP through its own mechanisms. The Committee should decide on an alternative support system to maintain the Council's financial support of SLEDP. If required it could vire funds from the AGC Grants budget to a new budget line in either the Management Budget or the M&A budget (or in another area).



## Report

<b>Management Committee</b>	<b>Meeting Date: 7 February 2022</b>
<b>From: Town Clerk</b>	<b>Agenda No: 10</b>
<b>Description: The Annual Meeting and Mayor Making 2022</b>	

**Summary:** To consider arrangements for the Annual Meeting and Mayor Making 2022 and other ancillary issues

### Background

The Town Council's Standing Orders, and the traditions of the Town, allocate the Mayor Making Ceremony to the third Thursday in May – this year 19 May 2022.

There are all-out elections on Thursday 5 May, with the newly elected Councillors formally taking up their posts on the following Monday, 9 May.

The first meeting of the Council following an election should be the annual meeting. This must be within 14 days of the election (Local Government Act 1972, Schedule 12, s7 (2)). The Mayor, as the Chair of the Council, remains in office until the first item of business at the Annual Meeting replaces them. This is the case, even if the Mayor is not re-elected as a Councillor.

In 2020, the Annual Meeting of the Council was suspended by the Coronavirus Act, and the Mayor Making Ceremony did not take place. In 2021, the Annual Meeting was held on the first Monday in May as an on-line meeting – the last time the Council could legally hold an online meeting as a full council meeting. The Mayor Making Ceremony was held as a Civic endorsement of that meeting, in September, when gathering in the Assembly Room was once more allowed. The signing of the Declaration of Acceptance of Office at these events was symbolic, as both the Mayor and the Deputy Mayor had already signed the necessary paperwork in front of the proper officer, following the Annual Meeting in May.

At a meeting of the Full Council, either very soon after Mayor Making, or at that meeting itself, the Council usually makes its Committee nominations for consideration. Kendal Town Council's current Standing Orders suggest that this takes place at the meeting after Mayor Making. In 2022, this would normally be Monday 6 June, 18 days after the election of Mayor and Deputy Mayor and over 30 days after the new Council was elected.

### Alternative Proposal

In previous years when this gap has been apparent, there appears to have been circumstances when Councillors serving on Committees elected the previous year continued to meet, prior to the new Committees being formed. Notwithstanding the dubious legality of this arrangement, the very practical risk that there may be no Councillors elected who served on previous Committees suggests that it is not a policy that can be relied on to deliver continuity of service.

A more robust solution would be for the Council to hold its Annual Meeting prior to Mayor Making (Monday 16 May would be the obvious choice for 2022), for the Council to dispatch its necessary business and political decisions with regards to the membership and chairship

of Committees at this meeting, and for Mayor Making to remain the symbolic celebration of Civic continuity celebrated in 2021.

**Decision Required**

Ultimately this is an issue for the Full Council to decide. For the Council to make an informed decision at its next meeting, the Management Committee's views and advice are sought, and a recommendation to the Full Council on this issue would be appropriate.

## Report

<b>Management Committee</b>	<b>Meeting Date: 7 February 2022</b>
<b>From: Town Clerk</b>	<b>Agenda No: 11</b>
<b>Description: Queen's Platinum Jubilee</b>	

Summary: To consider the Council's actions to celebrate the Queen's Platinum Jubilee.

### Background

This year sees the 70<sup>th</sup> anniversary of Queen Elizabeth's accession to the throne, which has been named the Platinum Jubilee. There is an additional Bank Holiday on Friday 3 June, and the traditional Spring Bank Holiday has been moved from the Monday to Thursday 2 June, giving UK residents a long weekend at the end of the Spring half-term holiday.

### Beacon Lighting

On the evening of Thursday 2 June there will be a Beacon lighting across the UK and the Crown Dependencies, following a special Trooping the Colour parade in London. The following day there will be a Service of Thanksgiving at St Paul's Cathedral. The Town Council has been encouraged to take part in the Beacon lighting, and may make other displays as it sees fit.

There is a Beacon on the Castle Hill, which was installed for the 1992 creation of the Single Market. Unfortunately, it has subsequently corroded quite badly, and inspection by the Clerk and SLDC officers in 2021 led to the suggestion that it is removed from the site at some stage. Its ownership is not clear, as it was raised by public subscription, but it is thought that it may have reverted to the landowner (SLDC), as it does not appear on any Town Council register of assets.

Following consultation with the Chair of Christmas Lights and Festivals, a new gas beacon has been ordered, of the type recommended by the Queen's Pageant Master. This will be portable, easy to light, and can be installed temporarily on any site the Council feels is appropriate, subject to landowner consent. The cost will be in the region of £550.

No further arrangements have been made at this stage, other than theoretical discussion about what could be done and how. It is noted that the Council does not have the resources to manage a 'big' show alongside a beacon lighting – especially since it will be quite late at night – but some consideration is required as to what spectacle is being created and how it might be marked appropriately. One suggestion was that a singer might sing the National Anthem, or a group of singers, or a brass band might play. Permissions and management plans will have to be put in place, whatever the council decides.

### Celebratory Displays

It has been suggested that the Town Hall might be decorated appropriately for the weekend. This would require work with the owners of the building to ensure that permissions and legalities are in place, and a budget would be required. Jubilee bunting and other display materials are available. A banner might also be installed with an appropriate message.

**Next Action**

The Committee is asked to consider the Council's required actions, and to identify an appropriate budget and oversight mechanism for developing the celebration.