

# KENDAL TOWN COUNCIL

Notice of Meeting

## MANAGEMENT COMMITTEE

**Monday 16<sup>th</sup> March 2020 at 7.30 p.m.  
in The Mayor's Parlour, Kendal Town Hall**

### Committee Membership (9 Members)

Stephen Coleman (Chair)	Geoff Cook (Vice Chair)	Alvin Finch (Mayor)
Douglas Rathbone (Deputy Mayor)	Jonathan Owen	Shirley Evans
Andy Blackman	Susanne Long	Guy Tirvengadam

## AGENDA

**1. APOLOGIES**

**2. PUBLIC PARTICIPATION**

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/> or by contacting the Town Clerk on 01539 793490.

**3. DECLARATIONS OF INTEREST**

**To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda**

*[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]*

**4. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING** (not otherwise on the agenda). Minutes of meeting held on 17<sup>th</sup> February 2020 (*see attached*)

**5. URGENT ITEMS OF BUSINESS (CONTACT THE CHAIR PRIOR)**

**6. REPORT ON WORK PROGRAMME** (*see attached*)

**7. INDEPENDENT REMUNERATION PANEL REPORT – COUNCILLOR ALLOWANCES** (*see attached*)

**8. CAMPAIGN FOR THE LOCAL ELECTRICITY BILL** (*see attached*)

**9. UPDATE ON WW1 SCULPTURE PROJECT** (*Ref Minute 850/19/20*)

**10. UPDATE ON VE DAY EVENTS** (*Ref Minute 851/19/20*)

**11. UPDATE ON TOWN HALL REFURBISHMENT** (*Ref Minute 858/19/20*)

**12. SOCIAL MEDIA UPDATE – CLLR RATHBONE**

**13. CYCLE TO WORK SCHEME UPDATE**

# KENDAL TOWN COUNCIL

## 14. ITEMS FOR THE NEWSLETTER

- Summer 2020 Edition – deadline 12<sup>th</sup> June, publication 20<sup>th</sup> July
- Autumn/Winter 2020 Edition – deadline 18<sup>th</sup> September, publication 26<sup>th</sup> October

## 15. EXCLUSION OF PRESS AND PUBLIC

*To consider whether members of the press and public should be excluded from the next item, which contains exempt information as described in Schedule 12A of the Local Government Act 1972*

### **Part II (Excluded Items)**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following report is excluded from inspection by members of the press and public as it contains exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:

- *Information relating to any individual [Paragraph 1]*

## 16. PART II STAFFING

- (i) Update on KTC Staffing Structure Project
- (ii) Proposal to recruit a part-time job share Town Clerk
- (ii) Proposal to continue with contractor support until (ii) fulfilled

## 17. READMISSION OF PRESS AND PUBLIC

## 18. ANY OTHER BUSINESS

**Liz Richardson**

*Town Clerk*

By e-mail/post to: Members of the Committee  
All other Councillors (agenda only, for information)

***Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.***

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**Members of the Press and Public are welcome to attend the meeting.**

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 17<sup>th</sup> February 2020 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), , Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans, and Guy Tirvengadam
- APOLOGIES** Councillors Alvin Finch (Mayor), Andy Blackman and Susanne Long and Liz Richardson (Town Clerk)
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 846/19/20 PUBLIC PARTICIPATION**
- None.
- 847/19/20 DECLARATIONS OF INTEREST**
- None.
- 848/19/20 MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> JANUARY 2020**
- The Chairman presented the minutes of the meeting held on 20<sup>th</sup> January 2020, which had been approved by full Council on 3<sup>rd</sup> February 2020. He approved them as a correct record.
- RESOLVED** That the minutes of the meeting of the Committee held on 20<sup>th</sup> January 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 849/19/20** Minute 748/19/20 – New Inn Public House Asset of Community Value  
Members requested an update from the Town Clerk following her meeting with the owner of the New Inn.
- RESOLVED** Town Clerk to update in respect of the New Inn Public House (Asset of Community Value).
- 850/19/20** Minute 748/19/20 – Kendal WW1 Remembrance Trail Memorial  
Members agreed to discuss this at the next meeting.
- RESOLVED** Kendal WW1 Remembrance Trail Memorial to be discussed at the next meeting.
- 851/19/20** Minute 750/19 – Armed Forces Events  
Brian Harrison from BID had attended a recent meeting of the Mayoralty & Arts Committee to update on plans for Armed Forces events. Clive Sumpter from the Royal British Legion had also attended. BID will be holding another Armed Forces Day similar to last year with elements to celebrate VE Day, VJ Day etc. Clive Sumpter is working on arrangements for VE Day celebrations in May.

There will be a War Memorial evening event on Friday 8<sup>th</sup> and a Church service parade on Sunday 10<sup>th</sup> May. In addition there will be two community events taking place; The Fellside Forum are organising a celebration on Fellside and there will be an event at the Cricket Club.

Whilst KTC are not directly involved in VE Day events, the Town Clerk will organise a road closure order for the War Memorial evening event and Church service parade. The Chair commented that KTC insurers would need to be informed. Update to be requested from the Town Clerk for the next meeting.

VJ Day is in August and plans are yet to be finalised in this respect.

**RESOLVED**

Town Clerk to update on arrangements for Armed Forces events.

**852/19/20**

Minute 751/19/20 – Policy for Co-option of a Councillor

Councillor Owen queried the timeframe for co-option. The Chair advised that the Co-option policy had been approved by Full Council at the meeting held on 3<sup>rd</sup> February. Approval had also been granted to commence the co-option process for Strickland Ward and the window is now open for applications.

**853/19/20**

Minute 752/19/20 – CCTV Camera for Gooseholme

The Town Clerk has signed the Funding Agreement and KTC have now received the grant from SLDC. The grant from the PCC is still awaited.

**854/19/20**

**URGENT ITEMS OF BUSINESS**

None.

**855/19/20**

**REPORT ON WORK PROGRAMME**

Janine Holt presented the report on project progress for February 2020 prepared by the Town Clerk. The following items were highlighted:

Staffing – the Project Manager has now returned to work from Maternity Leave.

Tree Tub Enhancements – a prototype planter has been created and is to be installed in situ prior to project being commissioned.

Ivy Screening – Councillor Owen commented that it was good to see this project progressing.

Ski Club Access to Kendal Castle – Councillor Cook raised the need for work to the pathway at the bottom of the Castle by the cemetery. This path is very muddy (even during dry spells) and needs flagging up for improvement works. Ownership of the path needs to be established. Councillor Owen asked that this be raised with SLDC on his behalf and he will highlight the issue.

Christmas Lights – there is a problem with the infrastructure and a date is awaited for a review meeting with the contractor. The junction box near McDonalds is an immediate priority. There will be some investment required to rectify the problems identified.

Oxenholme Defib – Councillor Rathbone updated Members on progress. KTC will take on ownership of the phone box in which the defib will be housed following the imminent closure of the Post Office. BT will pay for electricity for the next 7 years. The timescale will not meet the closure of the Post Office as KTC are not yet in a position to take on ownership. The defib will be put into storage in the meantime. Members noted that the provision of a defib will continue, however it is likely there will be a gap in service. The need to ensure emergency services are aware that the Oxenholme defib will be out of action was highlighted. The Chair suggested that the Town Clerk action a press release.

It was pointed out that Oxenholme and Natland first responders approached the Environment & Highways Committee initially and further requests to house defibs in unused phone boxes may be received.

Allotments – the ongoing issue of anti-social behaviour on Castle Hags Ext has been discussed with the police. A dedicated officer is to assess the area and produce a report with recommendations to help alleviate current issues.

Citizens Jury – it was noted that funding raised currently stands at around 60% of the target. The Citizens Jury will run until 3<sup>rd</sup> March. All money raised will be retained (regardless of whether the target is met).

**RESOLVED**

That the Town Clerk action a Press Release in respect of the Oxenholme defib. Emergency services to be made aware that it will be out of action.

**856/19/20**

**SOCIAL MEDIA UPDATE**

Councillor Rathbone agreed to take the lead on this project and will update Members at the next meeting.

**RESOLVED**

That Councillor Rathbone take the lead on this project and update Members at the next meeting.

**857/19/20**

**HIGH STREETS TASK FORCE UPDATE**

The first session of the High Streets Task Force is scheduled to be held on 19<sup>th</sup> March. The Project Manager will attend as KTC representative. The Town Clerk has discussed the Committee's desire for a press release with Matt Williams, Senior Specialist (Economy & Culture) at SLDC. He will draft a press release and liaise with the Town Clerk prior to its release.

**858/19/20****REFURBISHMENT OF THE TOWN HALL UPDATE**

The Town Clerk has met with Sion Thomas of SLDC. The final decision as to whether or not to proceed with the refurbishment work will be made by SLDC by the end of March. Work is scheduled to take place from the beginning of June until October. KTC Officers will pack up the KTC office w/c 25<sup>th</sup> May and move into interim office accommodation the week after (location to be confirmed). Storage of Mayor's Parlour and Heritage items are still being considered. The Town Clerk is meeting with Sion Thomas on a monthly basis and will provide updates. Permanent office accommodation should be available in April 2021.

It was noted that Community Groups would not be able to use the Town Hall during the refurbishment period.

The Chair asked that the Town Clerk provide an update in respect of arrangements for Torchlight and location of Council and Committee meetings during the works.

**RESOLVED**

Town Clerk to provide an update at the next meeting.

**859/19/20****UPDATE ON ANNUAL REPORT AND ANNUAL TOWN ASSEMBLY**

Members considered the draft Agenda which had been circulated prior to the meeting. It was noted that the Town Treasurer will stand in for the Town Clerk during the Annual Town Assembly. The agenda will be finalised next week and go to print at the end of February.

**860/19/20****ANNUAL SLDC OVERVIEW & SCRUTINY REQUEST**

Each year the SLDC Overview and Scrutiny Committee sets an annual work programme to ensure Committee is able to focus on those areas likely to add the most value to the work of the Council. KTC have been invited to propose topics for the following year's work programme based upon strategic issues faced by the Council or the South Lakeland area.

Councillor Owen suggested that the issue of air quality be proposed in respect of concerns over air quality in Kendal town and whether the air quality management area needs to be extended geographically. He also raised the issue of particulate matter and asked whether SLDC could monitor PM2.5 readings.

Committee agreed this topic should be proposed to the Overview & Scrutiny Committee. It was noted that the deadline is Friday 21<sup>st</sup> March 2020.

**RESOLVED**

That the issue of air quality management be proposed as a topic for consideration by the SLDC Overview & Scrutiny Committee.

**861/19/20 REQUEST FOR COMMENT ON ASSET OF COMMUNITY VALUE NOMINATION – THE CASTLE INN**

Members were asked to comment on a nomination by a recently formed unincorporated body, named Castle Inn Kendal Open for the Future (CIKOFF), for the Castle Inn to be registered as an asset of community value. It was noted that the Town Clerk had requested a copy of the application form but SLDC advised they are not able to share it whilst the assessment is underway.

A general discussion ensued. Whilst members were inclined to support the Castle Inn being a community asset, there was a general concern that an eyesore might be created by an empty building and it was suggested that a timescale should be attached.

The Chair proposed that Committee support the nomination provided a timescale of 6 months be attached. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED** That Committee support the nomination for the Castle Inn to be registered as an asset of community value, provided a timescale of 6 months be attached.

**862/19/20 ITEMS FOR THE NEWSLETTER**

Summer edition:

- Town Hall refurbishment – arrangements for events and location of meetings etc.
- Citizen's Jury update.

**863/19/20 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Evans to move to Part II, this was carried unanimously.

**RESOLVED** That the press and public be excluded for the following items of business.

**Part II**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [*Paragraph 1*]

**STAFFING MATTERS** [*Paragraph 1*]

**864/19/20 Update on KTC Staffing Structure Project**

The Chair reported on initial recommendations from the working group as follows:

1. That Management Committee composition be amended to include Vice Chairs of Committees as substitute members in the absence of the Chair for a particular meeting.
2. That financial reporting, delegated authorities and sign-offs be reviewed with the aim of reducing bureaucracy.
3. That Committees be given greater delegated powers, such as approval of their own minutes and specific authority for action. Identify delegation from Full Council to each Committee and delegation to Council Officers.
4. Take Committee Minutes and questions arising therefrom en-block at Full Council.
5. Consider making Full Council and Management Committee bi monthly (alternating each month).
6. Consider ways of reducing Committee workloads. Consult Committee chairs and officers. Promote Task & Finish groups to reduce workload of each Committee.
7. Align grants policy with the Council's strategic objectives, including climate change and biodiversity.
8. Clarify the role of senior councillors including the Mayor, Deputy Mayor and Chair of Management Committee in directing the affairs of the Council.
9. Need to encourage all Committee Chairs and Vice Chairs to undertake Chairs training as essential training for the role. Encourage aspiring chairs to undertake Chairs training.
10. Make standing to speak at Council optional. But ensure that the Chair makes it clear who is speaking whenever members of the public are present.

The key points have been discussed with the Town Clerk who is considering practicalities. The Chair reiterated that the aim is to ensure greater efficiency and effectiveness of KTC in order to free up Officer time and have capacity to support task and finish groups and external projects.

**865/19/20**

**READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman to re-admit the press and public. This was seconded by Councillor Rathbone and carried unanimously.

**RESOLVED**

that the press and public be re-admitted for the remainder of the meeting (none were present).

**866/19/20**

**ANY OTHER BUSINESS**

None.

The meeting closed at 8.25pm.



**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>849</b>	New Inn Public House - Asset of Community Value	<b>RES</b>	Town Clerk to update in respect of the New Inn Public House (Asset of Community Value).
<b>850</b>	Kendal WW1 Remembrance Trail Memorial	<b>RES</b>	Kendal WW1 Remembrance Trail Memorial to be discussed at the next meeting.
<b>851</b>	Armed Forces Events	<b>RES</b>	Town Clerk to update on arrangements for Armed Forces events.
<b>855</b>	Oxenholme Defib	<b>RES</b>	That the Town Clerk action a Press Release in respect of the Oxenholme defib. Emergency services to be made aware that it will be out of action.
<b>856</b>	Social Media	<b>RES</b>	That Councillor Rathbone take the lead on this project and update Members at the next meeting.
<b>858</b>	Refurbishment of the Town Hall	<b>RES</b>	Town Clerk to provide an update at the next meeting.
<b>860</b>	SLDC Overview & Scrutiny Request	<b>RES</b>	That the issue of air quality management be proposed as a topic for consideration by the SLDC Overview & Scrutiny Committee.
<b>861</b>	The Castle Inn – Asset of Community Value	<b>RES</b>	That Committee support the nomination for the Castle Inn to be registered as an asset of community value, provided a timescale of 6 months be attached.

## KENDAL TOWN COUNCIL WORK PROGRAMME – MARCH 2020

COMMITTEE	PROJECT TITLE	PROGRESS	PARTNERS	EST DATE OF COMPLETION	COMPLETED
MANAGEMENT Liz Richardson	Staffing	New role of job share Town Clerk (on agenda). Additional contractual support continuation until new post in place (on agenda). Townscape Manager convalescing following operation.			
	Consultations	Kendal Vision and SLDC Town Centre Strategy launched. South Lakeland Local Plan Review – Stakeholder Launch (Cllr Rathbone attended for KTC).			
	CIL governance	Kendal Castle directional signage project complete. Working on Woolpack Yard signage and tree planter cladding projects (prototype installed for comment).	SLDC		
	Dec 2015 Floods	KTC working group meeting regularly (under Planning Cmttee remit). Revised funding requirement to come via Cmttee to Council.	EA		
	Miscellaneous	Gooseholme CCTV progressing – site survey commissioned. Time spent on Museum lease, Mayor’s events, VE Day commemorations, Councillor Co-Option and Annual Report.	Police		
E&H Helen Moriarty	Infrastructure Projects	<b>Asset enhancements</b> – Priority benches identified and quote secured.  <b>Tree Tub Enhancements</b> – Prototype installed and additional planters ordered.  <b>Ivy Screening</b> – No additional progress. Received in-principle agreement from CCC for installation on		March 2020  May 2020  TBC	

		<p>Longpool, pending official application for consent. To follow up with contractors to agree like-for-like quotations prior to awarding contract and initiating site visit. Installation planned for after highways work on Longpool. Communication ongoing with SLDC to ensure no conflict with their 106 plans. Helen looking to source some equipment to measure the air quality improvement of the project via some KiB funding. SLDC have been engaged regarding measuring the air quality impact of the project.</p> <p><b>Woolpack Yard Signage</b> – Awaiting response from Landlords solicitor regarding signage license.</p> <p><b>Ski Club Access to Kendal Castle</b> – LHS permit secured. Work scheduled to be complete by end of March.</p> <p><b>Boundary Signs</b> – Enhancement quote received, to be complete next financial year.</p> <p><b>Wattsfield Bus Stop Bench</b> – New bench received. CCC approval and permits secured. Work scheduled to be complete by the end of March.</p> <p><b>Burton Road Bus Shelter Paving</b> – CCC approval and permits secured. Contractor sourced and awaiting start date.</p> <p><b>Oxenholme Defib</b> – BT phone box adoption application submitted. Consultation results to be confirmed. Correct housing case sourced but order on hold.</p>		<p>April 2020</p> <p>March 2020</p> <p>May 2020</p> <p>March 2020</p> <p>April 2020</p> <p>March 2020</p>	
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MAYORALTY & ARTS Liz Richardson	Offices & Council Meeting	Alternative accommodation for Council meetings, Mayor's Sunday and Torchlight booked. Cmttee meetings also being booked/booked – awaiting confirmation. Meeting held with Sion Thomas beginning March (on agenda). Will work with appointed contractor to address Mayor's Parlour.	SLDC	Throughout 2020	
	Heritage	Heritage catalogue updated and separate list of missing items compiled. New Charter box quotes being sought. Work ongoing with Knights to Town Council revision and re-print.		TBC	
	The Mayor of Kendal's Fund for the Aged & Infirm	Awaiting final confirmation – at present operating using both names.		Spring 2020	
CHRISTMAS LIGHTS & FESTIVALS Janine Holt	Christmas Lights	Review meeting with contractor is scheduled for Tuesday 17 <sup>th</sup> March.		March 2020	
	Switch-On Event	Cllr C Hogg is going to confirm by next meeting whether Mountain Festival would like the switch on to form part of their event this year. If they do not want to incorporate it, the Committee have agreed to organize an event with the same format as the 2019 one.		March 2020	
ALLOTMENTS Janine Holt	Letting Plots Site Management	<p>17 termination notices have been sent out for non-payment of rent. We have been letting plots and dealing with day to day queries.</p> <p>The rabbits in Maudes Meadow are still active and trying to penetrate the rabbit proof fencing. The fencing is being checked on a weekly basis and a rabbit has been seen in the allotments but there are no visible signs of where it has entered.</p> <p>Pest Control have visited Coley Barn allotments</p>		March 2020	

		<p>which has a rat infestation which is proving troublesome to bring under control. Progress is being closely monitored.</p> <p>The installation of the fence at Rinkfield has greatly improved the site. The tenants are happy with it and the security it is providing.</p>			
KiB Janine Holt	KiB	Scheduled to meet with Cllr Blackman (date tbc) to draft the outline for the school's competition. Aim to circulate the competition details no later than end of March.	Continental	Ongoing	
	CiB/BiB	We will be entering Cumbria in Bloom 2020.			
ACTION PLAN FOR KENDAL Helen Moriarty	Green Space Enhancement	<b>Radial Beds</b> – Ongoing communication for re-design of radial beds. Site visit to agree final plan pending.	SLDC	TBC	
	Misc	<p><b>Spring Newsletter</b> – Now distributed.</p> <p><b>Welcome to Kendal Leaflet</b> – Content of welcome and culture guide have been combined. Awaiting partner feedback before going to print.</p> <p><b>Citizen's Jury</b> – Oversight Panel recruitment, mailchimp organised, draft contract and budget admin. Website banner updated.</p> <p><b>Biodiversity open meeting</b> - organized for 21<sup>st</sup> April, room booked and poster created.</p>		<p>April 2020</p> <p>TBC</p> <p>April 2020</p>	March 2020



To:

All Parish and Town Councils

**South Lakeland District Council**  
South Lakeland House  
Lowther Street  
Kendal  
Cumbria  
LA9 4DQ

Tel: 01539 733333  
[www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)

Our Ref: PRP 20/21

Your Ref:

Date: 6 March 2020

Dear Sir/Madam

### **South Lakeland District Council Parish Remuneration Panel Report 2020/21**

Please find attached the South Lakeland District Council Parish Remuneration Panel report and recommendations for the year from 1 April 2020 until 31 March 2021.

It is a requirement under regulation 30(1) of the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations") for a Parish/Town Council that is in receipt of a report from a Parish Remuneration Panel to, as soon as reasonably practicable:

- (a) ensure that copies of that report are available for inspection by members of the public on reasonable notice; and
- (b) arrange for the publication in a conspicuous place or places in the area of the parish council, for a period of at least 14 days, of a notice which:
  - (i) states that it has received recommendations from a Parish Remuneration Panel in respect of allowances;
  - (ii) describes the main features of the Parish Remuneration Panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that parish council; and
  - (iii) states that copies of the Parish Remuneration Panel report are available for inspection on reasonable notice and gives details of the manner in which notice should be given of an intention to inspect the report.

**The Parish/Town Council is also required to formally consider the PRP's recommendations when setting the level of allowances.**

Furthermore, under regulation 30(2) of the Regulations you are required to supply a copy of a report made by a PRP to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine. It is a matter for you but I would suggest that £2 per report would be a reasonable charge.

Continued/.....



I enclose a suggested notice that I consider fulfils the requirement of regulation 30(1) of the Regulations for you to consider adapting for your council's purposes.

If you have any questions, please do not hesitate to get in touch.

Yours sincerely

Linda Fisher  
**Legal, Governance and Democracy Lead Specialist**  
**(Monitoring Officer)**

# **FOREWORD**

**To the Clerks to the Parish and Town Councils within South Lakeland District**

On behalf of the Parish Remuneration Panel, I present the report and recommendations for the year from 1 April 2020 until 31 March 2021.

SALLY PARNABY  
Chairman

7 February 2020



# REPORT TO PARISH AND TOWN COUNCILS WITHIN THE SOUTH LAKELAND DISTRICT BY THE PARISH REMUNERATION PANEL

## RECOMMENDATIONS FOR THE FINANCIAL YEAR 2020/2021

### Recommendations

- The Parish Remuneration Panel (PRP) recommends that there be no change to the existing Parish Basic Allowance of £30.00 per annum and the Chairman's allowance of £60.00 per annum for Parish and Town Councils which choose to pay allowances.
- For all Parish and Town Councils within South Lakeland District it is recommended that Travel and Subsistence Expenses be in accordance with the Schedule attached to this report.

### Background

1. The membership of the PRP consists of:-

**Michael Duff** Former senior manager in high tech and communications companies and former Parish Councillor. Appointed to the PRP with effect from 1 August 2013 until 31 March 2020;

**Colin Jones** Retired Financial Director and Chief Executive of various PLC Companies. Former County, District and Town Councillor. Appointed to the PRP with effect from 3 July 2017 until 2 July 2021;

**Sally Parnaby (Chairman)** Former NHS Board Director. Appointed to the PRP with effect from 1 July 2015 until 3 July 2023; and

**Alex Rocke** Former Senior Local Government Officer and consultant to local authorities and housing associations. Appointed to the IRP with effect from 11 July 2019 to 10 July 2023.

The above members also comprise the South Lakeland District Council Independent Remuneration Panel.

2. This report is made in respect of the period from 1 April 2020 to 31 March 2021 and has been produced in relation to the Members of the Parish and Town Councils within the District of South Lakeland. The PRP is to make recommendations in accordance with The Local Authorities (Members Allowances) (England) Regulations 2003 ("the Regulations"):-
  - (a) As to the amount of Parish Basic Allowances payable to members of Parish and Town Councils;
  - (b) Whether Parish Basic Allowance should be payable only to the Chairman of any such authority or to all of its members;

- (c) Whether, if Parish Basic Allowance is payable to both the Chairman and the other members of any such authority, the allowance payable to the Chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and
- (d) The responsibilities or duties in respect of which members should receive Travelling and Subsistence Allowance.

## **Scope of Report**

- 3. The PRP sought the views of Parish and Town Councils on the issue of remuneration and requested information on any current payments.
- 4. No Parish Council or Town Council made a request for a recommendation in relation to Parish Basic Allowances or Chairman's Allowance or Travel and Subsistence Allowances.

## **Review**

### **The Parish Basic Allowance**

- 5. The PRP remains of the view that the work of a Parish Councillor is largely voluntary and that any payment which is made by way of a Parish Basic Allowance should be nominal.
- 6. The Regulations provide that where a Parish or Town Council proposes to pay a Parish Basic Allowance it must have regard to the recommendations made in respect of it by the PRP.
- 7. The PRP is aware that the majority of members of Town and Parish Councils are not in favour of receiving an allowance and in many cases would not wish to draw legitimate out of pocket expenses. However the PRP is aware that from time to time Members may wish, and the right, to be reimbursed for such expenses. A travel and subsistence allowance may be paid without the need to make payment of a basic allowance. It should be noted that whilst the Regulations do permit reimbursement of Travel and Subsistence costs they do not permit reimbursement of Child Care or Carer costs.
- 8. As part of this year's review the PRP contacted every Parish Council to ascertain the level and extent of any current payments and to seek submissions for the level of current allowance. The response, despite a further reminder, was low. 33 out of 70 Parish Councils responded. This was cause for concern as the PRP felt unable to have any meaningful discussions in the light of this response level. This is an area which the PRP will continue to review in the coming year.
- 9. It should be noted that those Parish and Town Councils who already make payment to their Chairs under the provisions of section 15(5) of the Local Government Act 1972 may continue to do so. That section provides that:  
  

‘A parish council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the Council think reasonable’

## **Recommended Parish Basic Allowances and Chairman's Allowances**

10. In the absence of any representations the PRP recommends the following allowances for the year 2020/21 only for those Parish and Town Councils who choose to pay a Parish Basic Allowance;
  - a. The Parish Basic Allowance for Parish and Town Councils remains the same as the previous year;
  - b. The allowance for the Chairmen of Parish and Town Councils be set at £60.00 per annum. The PRP considers that this allowance should be payable in addition to any existing payment of expenses to the Chairman that the Parish or Town Council may wish to make under the continuing provisions of the Local Government Act.
  - c. The PRP did not consider that there was a case for varying the current scheme.
  - d. The Parish Basic Allowance for a Parish or Town Council and the Chairman's allowance would be 0.71% and 1.43% respectively of the Basic Allowance recommended for South Lakeland District Councillors.

## **Travel and Subsistence**

11. For all Parishes within the District of South Lakeland, the PRP's recommendations regarding Travel and Subsistence Expenses are that they should be in accordance with the attached Schedule.
12. The PRP recommends that a Parish or Town Council may pay to its members allowances in respect of travel and subsistence (Parish Travel and Subsistence Allowance), including an allowance in respect of travel by bicycle or by other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within one or more of the following categories:
  - (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority or of any other body to which the authority makes appointments or nominations or of any committee or sub-committee of such a body;
  - (b) the attendance at a meeting of any association of authorities of which the authority is a member;
  - (c) the performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
  - (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
  - (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees;

- (f) duties undertaken in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority, or of any of its committees or sub-committees.

## **Acknowledgements**

14. The PRP would like to express its gratitude to Linda Fisher (Legal, Governance and Democracy Lead Specialist), Josie Smith (Solicitor – Legal, Governance and Democracy Specialist), Una Bell (Case Management Team Leader), Cat Brumwell (Case Management Officer) and Adam Moffatt (Case Management Officer) for their assistance in providing guidance regarding the relevant regulations, the collection of comparative data, collection of associated information regarding Council services, operational issues and arrangement of accommodation and hospitality for meetings.

**SALLY PARNABY**  
**CHAIRMAN PARISH REMUNERATION PANEL**

7 February 2020

## **Schedule - Travel and Subsistence for Parishes within the South Lakeland District**

Public Transport will be paid at ordinary fare, Standard Class or cheapest fare for the journey whichever is the least amount.

The mileage rate for travel by car within a 50 mile radius of the Parish will be the maximum permissible by HMRC without giving rise to an element of profit (currently 45p per mile). Travel by car outside of this area will be reimbursed at the cheapest rail fare available for the journey or at a public transport rate of 50% of the car mileage allowance, giving a current rate of 22.5p per mile, whichever is the least amount.

Where the use of a taxi is unavoidable, the Parish or Town Council will reimburse the actual cost.

If because of a disability Members are driven to a meeting by their spouse/partner it is appropriate for them to claim for double journeys in cases of long meetings. This will avoid the need for their spouse/partner to wait for the duration of the meeting.

HMRC permit an increase to the mileage allowance of 5p per mile per person (maximum of 4 passengers) where members and officers 'car share' to an approved duty. The PRP recommends that this increased allowance be incorporated into the Travel Allowances

The mileage rate for travel by bicycle and motorcycle to be in accordance with the maximum rates set by HMRC without attracting a tax charge (currently 20p and 24p per mile respectively).

Appropriate incidental expenses, e.g. car parking charges, will be reimbursed on the production of receipts.

### **Subsistence**

The Parish Council will reimburse actual expenses incurred by Members on subsistence on the production of receipts, subject to a maximum of:

Period of Absence	Maximum Allowance
4 to 8 Hours	£9.91
Over 8 but less than 12 Hours	£14.17
Over 12 but less than 24 Hours	£26.70
Overnight Stay	Reasonable Actual Expenses
Bed & Breakfast	Reasonable Actual Expenses

Note – the rates for travel expenses may be reviewed and amended by the Parish Council from 1 April 2020, in accordance with the rates issued by HMRC and subsistence in line with the increase in the Retail Price Index for the period from April 2020 to March 2021.

# KENDAL TOWN COUNCIL REPORT

To: Management Committee	16 <sup>th</sup> March 2020
From: The Town Clerk	Agenda Item No. 8

## **CAMPAIGN FOR THE LOCAL ELECTRICITY BILL**

I am writing to ask you to please ask the Local Councils in the Cumbria Association of Local Councils to support the Local Electricity Bill. 124 Local Councils have already done this.

The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This is currently impossible because of the huge setup and running costs involved in doing so.

The benefits of this would be:

1. Local communities and businesses could buy their electricity from a local energy company.
2. Building more local renewable energy would be financially viable.
3. Communities would benefit from the revenues that new local energy companies would generate, such as more local skilled jobs, energy efficiency schemes and investment in local facilities.

My organisation, Power for People, drafted the Bill and is co-ordinating the campaign for it to become law. I can provide more detailed information on the Bill and our campaign.

Could you please help by asking the Councils in the Cumbria Association of Local Councils to support the Local Electricity Bill? A suggested resolution is further below.

Kind regards  
Steve Shaw  
Director  
Power for People  
[www.powerforpeople.org.uk](http://www.powerforpeople.org.uk)

See a copy of the Bill here:  
<https://powerforpeople.org.uk/wp-content/uploads/2019/03/Local-Electricity-Bill.pdf>

See a list of the cross-party group of 115 MPs that supported the Bill in the 2017-2019 Parliament here:  
<https://powerforpeople.org.uk/local-electricity-bill-supportive-mps/>

The Local Councils supporting the Bill already are:

Abbas and Templecombe Parish Council  
Anstey Parish Council  
Ashton Keynes Parish Council  
Barnwell Parish Council  
Barrow Gurney Parish Council  
Barwell Parish Council  
Benson Parish Council  
Bideford Town Council  
Bishton Community Council

Blackawton Parish Council  
Boddington Parish Council  
Boughton Monchelsea Parish Council  
Braemar Community Council  
Breadsall Parish Council  
Breaston Parish Council  
Brewood and Coven Parish Council  
Brimscombe and Thrupp Parish Council  
Brinkburn & Hesleyhurst Parish Council  
Brompton Regis Parish Council  
Buckland Brewer Parish  
Cainscross Town Council  
Carmarthen Town Council  
Chalgrave Parish Council  
Chesham Town Council  
Chidham and Hambrook Parish Council  
Claughton on Brock Parish Council  
Corsham Town Council  
Crosthwaite and Lyth Parish Council  
Cruden Community Council  
Culgaith Parish Council  
Dittisham Parish Council  
Draycott and Church Wilne Parish Council  
Earl Shilton Town Council  
East Donyland Parish Council  
Egerton Parish Council  
Embleton Parish Council  
Eynsford Parish Council  
Fillongley Parish Council  
Frome Town Council  
Graig Community Council  
Great Boughton Parish Council  
Great Gonerby Parish Council  
Grimstead Parish Council  
Grimstead Parish Council  
Hales & Heckingham Parish Council  
Hednesford Town Council  
Hingham Town Council  
Hingham Town Council  
Hope with Aston Parish Council  
Hovingham and Scackleton Parish Council  
Humberston Parish Council  
Kettlethulme Parish Council  
Kielder Parish Council  
Langford & Ulting Parish Council  
Langton Matravers Parish Council  
Ledbury Town Council  
Little Hale Parish Council  
Little Wenlock Parish Council  
Littlethorpe Parish Council  
Litton Cheney Parish Council  
Llanfairfechan Town Council  
Lode Parish Council  
Longhorsely Parish Council  
Longstone Community Council  
Maiden Newton Parish Council  
Manorbier Community Council  
Maresfield Parish Council  
Medstead Parish Council

Milson and Neen Sollars Parish Council  
Milton Abbas Parish Council  
Milton of Campsie Community Council  
Milton Parish Council  
Morchard Bishop Parish Council  
Moulton Parish Council  
Mungrisdale Parish Council  
Nelson Community Council  
Newbald Parish Council  
Newchurch Parish Council  
Newport Pagnell Town Council  
Newton and Noss Parish Council  
North Kincardine Rural Community Council  
North Ronaldsay Community Council  
Odd Rode Parish Council  
Presteigne & Norton Town Council  
Presteigne and Norton Town Council  
Royal Burgh of Wigtown & District Community Council  
Sandford on Thames Parish  
Sandwick Community Council  
Scrooby Parish Council  
Shieldhill & California Community Council  
Shrewsbury Town Council  
Skelton-cum-Newby Parish Council  
South Killingholme Parish Council  
South Tawton Parish Council  
St Cuthbert (Out) Parish Council  
St Davids City Council  
St Dennis Parish Council  
Staverton Parish Council  
Stroud Town Council  
Studley Parish Council  
Sutton St. James Parish Council  
Taffs Well Community Council  
Taplow Parish Council  
Tattenhall & District Parish Council  
Thirlwall Parish Council  
Thurleigh Parish Council  
Tiffield Parish Council  
Tockwith with Wilstrop Parish Council  
Tormarton Parish Council  
Trotton with Chithurst Parish Council  
Trudoxhill Parish Council  
Up Hatherley Parish Council  
Usk Town Council  
Wareham St Martin Parish Council  
Wem Town Council  
Wembury Parish Council  
West Mersea Town Council  
Weybourne Parish Council  
Wheelton Parish Council  
Whitton and Tosson Parish Council  
Wigginton Parish Council  
Wimblington Parish Council  
Winkleigh Parish Council  
Worlingworth Parish Council



## Council Draft Resolution

That [*insert council's name*]

- (i) notes that the Local Electricity Bill
  - aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
  - if made law, would make these financial costs proportionate to the scale of a renewable electricity supplier's operation which empower local businesses, local communities and councils to sell locally generated renewable electricity directly to local people, businesses and organisations, and
  - would result in revenues received by councils or community organisations that set up local renewable electricity companies could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
- (ii) accordingly resolves to support the Local Electricity Bill, supported by a cross-party group of 115 MPs during the 2017-19 Parliamentary session; and
- (iii) further resolves to write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing its support.