

KENDAL TOWN COUNCIL

Notice of Meeting

MANAGEMENT COMMITTEE

Monday 20th April 2020 at 7.30 p.m.
(Via teleconferencing)

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 16th March 2020 (*see attached*)

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

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

7. IMPACT OF CORONAVIRUS ON WORKING ARRANGEMENTS, PROJECTS AND EVENTS

8. WW1 SCULPTURE PROJECT (*see attached*)

9. SOCIAL MEDIA UPDATE – CLLR RATHBONE

10. REFURBISHMENT OF THE TOWN HALL

11. ITEMS FOR THE NEWSLETTER

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

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12. REVIEW OF SPEND AGAINST BUDGET 2019/20 *(see attached)*

13. 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]*
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

14. STAFFING

- Update on KTC Staffing Structure Project
- Proposal regarding Coronavirus Work by Kendal Community Emergency Planning Group *(see attached – by separate email)*
- Impact of Coronavirus on Staffing and Support Work Contract
- Annual Appraisal for Secretary

15. BUSINESS AFFAIRS

- Evaluation of Fantastic Kendal Funding *(see attached – by separate email)*

16. READMISSION OF PRESS AND PUBLIC

17. 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.

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

KENDAL TOWN COUNCIL

Management Committee

**Monday 16th March 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), Shirley Evans, Andy Blackman and Guy Tirvengadam
- APOLOGIES** Councillor Alvin Finch (Mayor), Jonathan Owen and Susanne Long
- OFFICERS** Liz Richardson (Town Clerk) and Nicky King (Council Secretary)
- 920/19/20 PUBLIC PARTICIPATION**
- None.
- 921/19/20 DECLARATIONS OF INTEREST**
- The Chair declared an interest in respect of Item 11 on the agenda (Update on Town Hall Refurbishment) as a SLDC Councillor and Chairman of SLDC.
- 922/19/20 MINUTES OF THE MEETING HELD ON 17TH FEBRUARY 2020**
- The Chairman presented the minutes of the meeting held on 17th February 2020, which had been approved by full Council on 2nd March 2020.
- RESOLVED** That the minutes of the meeting of the Committee held on 17th February 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 923/19/20** Minute 849/19/20 – New Inn Public House Asset of Community Value
The Town Clerk had met with the owner of the New Inn and conveyed the Committee's decision that it would not lead on applications to become an Asset of Community Value.
- 924/19/20** Minute 855/19/20 – Tree Tub Enhancements
The Chair commented that he was pleased to see the tree tub enhancements project progressing and asked the Town Clerk to congratulate staff involved.
- 925/19/20** Minute 855/19/20 – Christmas Lights
A meeting with Christmas Plus is scheduled for tomorrow to discuss infrastructure issues.
- 926/19/20** Minute 855/19/20 – Oxenholme Defib
Councillor Rathbone advised that the defib has now been taken into safe storage until it can be installed in the disused BT phone box. KTC has received an invoice for the purchase of the phone box in the sum of £1. BT will pay for electricity to operate the defib for the next

7 years. The Chair requested that the press release go ahead in order to keep the public informed.

927/19/20

Minute 860/19/20 – SLDC Overview & Scrutiny Request

The Town Clerk confirmed she had proposed the issue of air quality management as a topic for consideration by the SLDC Overview & Scrutiny Committee.

928/19/20

Minute 861/19/20 – The Castle Inn – Asset of Community Value

The Town Clerk had passed on Committee's agreement to support the nomination, provided a timescale of 6 months be attached.

929/19/20

URGENT ITEMS OF BUSINESS

Coronavirus

In light of latest advice from Government to avoid non-essential social contact, Members discussed the impact of this on the functioning of KTC. The Town Clerk asked Committee to consider civic events, forthcoming festivals, Mayor Making Ceremony etc along with staffing implications.

Following a general discussion the following was agreed about future working:

- To close the general office to general walk-ins. Notice to be posted on the door with phone numbers/email for first contact about any issues.
- Committee and Council meetings to be suspended.
- Town Clerk to explore conferencing facilities for certain meetings so that these may be held in a virtual manner.
- Town Clerk to seek advice from CALC and NALC.
- Annual Town Assembly to be suspended. Town Clerk to seek further guidance in this respect as it is currently a legal requirement that the event be held by the end of May.
- Mayor Making Ceremony to be cancelled. Town Clerk to explore options and discuss the situation with the current Mayor.

VE Day planned events were also discussed especially as expenditure was about to be incurred for road closure notices. Councillor Rathbone proposed that this event should be suspended for the time being. He suspected the same decision would be made nationally. The proposal was seconded by Councillor Cook and carried unanimously.

Councillor Blackman informed Members that the decision had been taken to cancel the Walking Festival. He commented that it is an unrealistic expectation with approximately 50% of leaders being in the 'at risk' group. Money remaining in budget will be required for cancellation costs.

Councillor Tirvengadam advised that the Unity Festival had also been cancelled.

RESOLVED

That VE Day celebrations be suspended for the time being, along with Full Council and Committee meetings and other festivals and events as agreed.

930/19/20**REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for March 2020 and this was noted by Members. The following items were highlighted:

Local Plan Review

Councillor Rathbone had attended the Stakeholder Launch. He advised that he had fed back to the Planning Committee who would like full involvement in the process. The intention was to publicise the matter at the next Full Council meeting to gauge whether other Committees wished to feed into the process. He commented that a way of feeding back to SLDC was required and the Chair suggested a working group might be the way forward. This may now be affected by Coronavirus.

Flooding Group

The KTC working group had met recently. The plan was to agree the minutes of that meeting at the next Planning Committee meeting and present at the Full Council meeting scheduled to follow on straight after. This may now be affected by Coronavirus.

Gooseholme CCTV

A site survey has been commissioned.

Tree Tub Enhancements

The prototype has been installed and has been well received. An order has now been placed for all planters.

Ivy Screening

Councillor Evans advised that she had raised concerns at a recent meeting of the Environment & Highways Committee regarding visibility issues that might be caused by the ivy screening. This was being considered further by that Committee.

Christmas Lights Switch On Event

The Assistant to the Town Clerk to speak with Councillor C Hogg to ascertain whether the Mountain Festival would like the switch on to form part of their event this year.

Citizens' Jury

Under current circumstances, this may have to be postponed.

Biodiversity Open Meeting

This too is likely to be cancelled given the current Coronavirus situation.

931/19/20**INDEPENDENT REMUNERATION PANEL REPORT –
COUNCILLOR ALLOWANCES**

The Town Clerk asked Members to consider the SLDC Parish Remuneration Panel Report 2020/21 which had been previously circulated. She advised that there were no major changes.

Following a general discussion Councillor Rathbone proposed that Committee make a recommendation to Full Council that as in previous years Councillors would not accept the Parish Basic Allowance of £30 per annum. This was seconded by Councillor Cook and carried unanimously.

RECOMMENDATION That KTC Councillors do not accept the Parish Basic Allowance of £30 per annum.

932/19/20

CAMPAIGN FOR THE LOCAL ELECTRICITY BILL

Members considered a request forwarded by CALC to support the Local Electricity Bill. The Bill is being put forward by an organisation called Power for People. If made law it would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply.

The Chair proposed that KTC support the Bill. This was seconded by Councillor Tirvengadam and carried unanimously.

RECOMMENDATION That KTC support the Local Electricity Bill.

933/19/20

UPDATE ON WW1 SCULPTURE PROJECT

The Town Clerk advised that there had been no further progress. Funding is the main issue and support needed to be sought from the public/businesses which was not now appropriate due to the current situation with Coronavirus. Further meetings of the group are now unlikely and the project will probably be in abeyance for a time.

934/19/20

UPDATE ON VE DAY EVENTS

The Town Clerk informed Members that the Royal British Legion had proposed that VE Day events do not go ahead in light of the current Coronavirus situation. The Committee reluctantly agreed to suspend the event agreeing people's health was the first priority. It is expected that VE Day events will be cancelled nationally and in which case we would follow suit. It is possible the focus may move to VJ Day in August.

The Chair proposed that the event suspended, bearing in mind latest Government advice to avoid large social gatherings. This was seconded by Councillor Rathbone and carried unanimously. Town Clerk to arrange a press release.

RESOLVED

That VE Day events be suspended due to Coronavirus. Town Clerk to arrange a press release.

935/19/20**UPDATE ON TOWN HALL REFURBISHMENT**

The Town Clerk updated Members on the current situation following her recent meeting with Sion Thomas from SLDC. Tender bids had been received and several companies were being taken forward for interview. She reported changes to where KTC staff will be located within SLDC offices. During the refurbishment works Full Council meetings will be held at the Mint Works, along with Planning meetings scheduled beforehand. All other Committee meetings will be held in the meeting room in the South Lakeland House foyer.

936/19/20**SOCIAL MEDIA UPDATE – CLLR RATHBONE**

Councillor Rathbone reported that progress is being made, although more slowly than he had hoped. He requested that it be added to the agenda for the next meeting.

RESOLVED

That Social Media be added to the agenda for the next meeting.

937/19/20**CYCLE TO WORK SCHEME UPDATE**

Committee had previously agreed to increase the purchase limit for cycles under the Cycle to Work Scheme, with the restriction of only one application in a 12 month period. The Town Clerk advised that, having contacted the providers of the scheme, they had advised that rules state the scheme should be open to everyone at any time. The decision has already been passed through Full Council so this cannot be amended for 6 months. It was agreed that Committee note the situation and should a further application be received within the next 6 months it will be taken as a special item.

938/19/20**ITEMS FOR THE NEWSLETTER**

Members agreed to consider items for the newsletter at the next meeting. Councillor Cook suggested that the Town Clerk check whether there are any items that would routinely be included in the summer edition, such as grants.

RESOLVED

That this item be considered at the next meeting. Town Clerk to consider any items routinely included in the summer edition of the newsletter.

939/19/20**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Tirvengadam 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]

940/19/20

(i) Update on KTC Staffing Structure Project

The Town Clerk advised that she has started considering the job specification for a part-time job share Town Clerk. The Chair requested that she prepare an Action Plan demonstrating how the key points from the working group are being progressed. The Standing Orders will require amending to reflect the specific action points, as well as general updating. This is a large amount of work which the Town Clerk currently does not have capacity to undertake. It was suggested that if officer time is available tasks should be delegated to other members of staff. Cllr Rathbone requested an electronic version of the current Standing Orders.

941/19/20

(ii) Proposal to recruit a part-time job share Town Clerk

This will be a recommendation to Council at the appropriate time.

942/19/20

(iii) Proposal to continue with contract support until (ii) fulfilled

The Chair proposed that contract support be agreed for the further period of one month (April). This was seconded by Councillor Rathbone and carried unanimously.

RESOLVED

That contract support be approved for one further month (April).

There was a general discussion regarding Coronavirus and related staffing issues. It was agreed that staff should be given the flexibility to work from home where appropriate. The general office will be closed to the general public who will be asked to make contact by telephone or email.

The Town Clerk will speak to the Treasurer about setting up a recurring function for payroll. This would ensure staff receive salaries in the event that the Treasurer is off sick. Any variances can be corrected at a later date.

943/19/20

READMISSION OF PRESS AND PUBLIC

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

RESOLVED

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

944/19/20

ANY OTHER BUSINESS

None.

The meeting closed at 8.54pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
929	Coronavirus – VE Day Celebrations	RES	That VE Day celebrations be suspended for the time being, along with Full Council and Committee meetings and other festivals and events as agreed.
931	Independent Remuneration Panel Report	REC	That KTC Councillors do not accept the Parish Basic Allowance of £30 per annum.
932	Campaign for the Local Electricity Bill	REC	That KTC support the Local Electricity Bill.
934	Update on VE Day Events	RES	That VE Day events be suspended due to Coronavirus. Town Clerk to arrange a press release.
936	Social Media Update	RES	That Social Media be added to the agenda for the next meeting.
938	Items for the Newsletter	RES	That this item be considered at the next meeting. Town Clerk to consider any items routinely included in the summer edition of the newsletter.
942	Proposal to continue with contract support until recruitment of part-time job share Town Clerk fulfilled	RES	That contract support be approved for one further month (April).

KENDAL TOWN COUNCIL WORK PROGRAMME – APRIL 2020

COMMITTEE	PROJECT TITLE	PROGRESS	PARTNERS	EST DATE OF COMPLETION	COMPLETED
MANAGEMENT Liz Richardson	Staffing	No progress on recruitment of job share Town Clerk due to Coronavirus (needs approval by Council). Additional contractual support until new post in place (on agenda). Townscape Manager returned to work following operation. Secretary annual appraisal (on agenda).			
	Consultations	South Lakeland Local Plan Review –Cllr Rathbone leading for KTC. Other Cmttee Chairs contacted for input.			
	CIL governance	Working on Woolpack Yard signage and tree planter cladding projects. On the latter, prototype approved and order placed for remaining planters but work at contractor now ceased due to Coronavirus.	SLDC		
	Dec 2015 Floods	KTC working group meeting regularly (under Planning Cmttee remit). Revised funding requirement to go to Council following Planning Cmttee recommendation.	EA		
	Miscellaneous	Majority of time spent dealing with new working arrangements and impacts resulting from Coronavirus. Started on review of Standing Orders and work programme produced.	Police		
E&H Helen Moriarty	Infrastructure Projects	Asset enhancements – Priority benches identified for repainting and quote secured. Chasing update from contractor. Tree Tub Enhancements – Prototype installed and		May 2020 TBC	

		<p>additional planters ordered. On hold post lockdown.</p> <p>Ivy Screening – On hold post lockdown.</p> <p>Woolpack Yard Signage – Awaiting response from Landlords solicitor regarding signage license.</p> <p>Ski Club Access to Kendal Castle – Work completed.</p> <p>Wattsfield Bus Stop Bench – New bench received. Installation on hold. New permits will be required.</p> <p>Burton Road Bus Shelter Paving – CCC approval. Installation on hold. New permits will be required.</p> <p>Oxenholme Defib – BT consultation results confirmed adoption is possible and relevant paperwork completed and sent. Correct defib case identified. Awaiting BT confirmation before purchase. Installation on hold.</p>		TBC TBC TBC TBC TBC	March 2020
MAYORALTY & ARTS Liz Richardson	Offices & Council Meeting	Alternative accommodation for Council meetings, Cmttee meetings, Mayor's Sunday and Torchlight booked. Correspondence with Sion Thomas ref impact of Coronavirus on work programme for TH refurbishment.	SLDC	Throughout 2020	
	Heritage	Annual internal heritage items audit held – one item not found. Main work is on 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	The meeting on the 30 th March was cancelled. A project update has been prepared and circulated to members, a meeting will take place in May, date tbc. A successful review meeting was held with			

		<p>Christmas Plus on 17th March, this was attended by Janine Holt and Cllr Evans.</p> <p>The load testing and installation of the bunting was scheduled for the last weekend in March, this could not take place due to the current situation with Covid 19.</p>			
	Switch-On Event	A provisional date of 21 st of November has been set, this is to be approved by the Committee when they next meet.			
ALLOTMENTS Janine Holt	Site Management	<p>The allotments are currently open and guidance in relation to Covid 19 has been issued to all allotment holders and is visible on all sites.</p> <p>Since the outbreak of Covid 19, allotments are in high demand. I am currently dealing with a large number of requests for allotments and queries from current tenants.</p> <p>A huge rat infestation on Coley Barn allotments is proving difficult to manage for a number of reasons. A new contractor has been assigned.</p>			
KiB Janine Holt	KiB	<p>The KIB Committee meeting has been rescheduled to 7.00pm on 28th April.</p> <p>The KIB competition has unfortunately been cancelled this year due to the uncertainty around the current situation. It is hoped a social media page can be developed and members of the community encouraged to post pictures of their horticultural achievements during lockdown.</p> <p>The civic planting is scheduled to go ahead as normal, this situation is being constantly monitored.</p>	Continental		
	CiB/BiB	BIB and CIB competitions have been cancelled for 2020.			

ACTION PLAN FOR KENDAL Helen Moriarty	Green Space Enhancement	Radial Beds – Ongoing communication for re-design of radial beds. Site visit to agree. Final plan pending.	SLDC	TBC	
	Misc	<p>Welcome to Kendal Leaflet – Partner feedback secured and final proof signed off. Printing and distribution contracts on hold.</p> <p>Citizen’s Jury – Attended planning mtg via Zoom. Organised first Oversight Panel meeting via Mailchimp and Zoom for the 1st May.</p> <p>Biodiversity open meeting – postponed.</p> <p>Website – News page items.</p> <p>Standing Orders – Comparison underway to include updated NALC model and include members suggestions.</p> <p>Council & Cmttee Teleconferencing - Guidance document for Councillors drafted.</p>		<p>TBC</p> <p>Ongoing</p> <p>TBC</p> <p>Ongoing</p> <p>April 2020</p> <p>April 2020</p>	

KENDAL TOWN COUNCIL REPORT

To: Management Committee	20 th April 2020
From: The Town Clerk	Agenda Item No. 8

WW1 Sculpture Project

Please note the comment below from Rob David:

“Regarding the Kendal Remembrance Trail idea and KTC's setting aside a grant for 2021-22, for obvious reasons no progress is being made. However my feeling is to bring the idea to an end as KTC are going to need all the money you have got to support people in our community and getting Kendal back on its feet, and the businesses we were going to approach will equally not have funds to spare. This is probably not the best time to spend money commemorating the past. If you would agree, then I shall contact the Remembrance team and suggest that we bring the idea to an end and allow you to relocate the money where it will be most needed”.

KENDAL TOWN COUNCIL - MANAGEMENT COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 MARCH 2020

2019/20 Approved Budget	Heading	Actual to date	Planned Expenditure	Total to date	Budget Remaining
£		£	£	£	£
	Management:				
172,220	Staff Salaries	174,948	0	174,948	(2,728)
(83,250)	Staff Recharges to Services	(83,250)	0	(83,250)	0
1,000	Travel & Training	289		289	711
(2,100)	Pension Fund Adjustment	(2,100)		(2,100)	0
16,140	Premises	14,059	1,787	15,846	294
6,060	Supplies & Services	4,344	761	5,105	955
11,360	Audit, Subscriptions & Insurances	8,724	1,800	10,524	836
16,322	Elections	16,322		16,322	0
10,147	Newsletter	9,003		9,003	1,144
4,700	IT & Website	6,862	288	7,150	(2,450)
2,020	Miscellaneous	3,480	50	3,530	(1,510)
154,619	Total:	152,681	4,686	157,367	(2,748)
	Action Plan Items:				
8,500	Support for Kendal Futures Role	7,750		7,750	750
5,000	Support for Kendal TIC	5,000		5,000	0
4,000	Kendal Futures - visit-kendal.co.uk development and promotion	4,000		4,000	0
1,000	Kendal Futures - Kendal Destination promotion and advertising	1,000		1,000	0
1,000	Kendal Futures - Footfall counts years 3 and 4	1,000		1,000	0
1,500	Kendal Futures - replacement Kirkland banners	1,500		1,500	0
250	Lancaster Canal Regeneration Partnership			0	250
10,000	Community Emergency Planning Group			0	10,000
20,000	Increase in staffing budget	1,845	18,155	20,000	0
				0	
51,250	Total:	22,095	18,155	40,250	11,000