

KENDAL TOWN COUNCIL

Notice of Meeting

MANAGEMENT COMMITTEE

Monday 20th July 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 15th June 2020 (*see attached*)

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

6. REVIEW OF TERMS OF REFERENCE (*see attached*)

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

8. KENDAL MUSEUM UPDATE (*see attached*)

9. REFURBISHMENT OF THE TOWN HALL

10. ITEMS FOR THE NEWSLETTER

- Autumn/Winter 2020 Edition – deadline 18th September, publication 26th October
- Spring 2021 Edition – deadline 22nd January, publication 1st March (provisional)

11. REVIEW OF SPEND AGAINST BUDGET 2020/21 (*see attached*)

KENDAL TOWN COUNCIL

12. 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]*

13. PART II STAFFING

- Update on KTC Staffing Structure Project

14. READMISSION OF PRESS AND PUBLIC

15. ANY OTHER BUSINESS

Judith Lomax

Treasurer

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 15th June 2020 at 7.30 pm
(Via Teleconferencing)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- APOLOGIES** None
- OFFICERS** Helen Moriarty (Project Manager), Nicky King (Council Secretary)
- 063/20/21 PUBLIC PARTICIPATION**
- None
- 064/20/21 DECLARATIONS OF INTEREST**
- None.
- 065/20/21 MINUTES OF THE MEETING HELD ON 18TH MAY 2020**
- The Chairman presented the minutes of the meeting held on 18th May 2020, which had been approved by full Council on 1st June 2020. Members agreed the minutes were a correct record of the meeting.
- RESOLVED** That the minutes of the meeting of the Committee held on 18th May 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 066/20/21** None.
- 067/20/21 URGENT ITEMS OF BUSINESS**
- None.
- 068/20/21 REPORT ON WORK PROGRAMME**
- The Project Manager presented the report on project progress for June 2020 and this was noted by Members. The main points were highlighted as follows:
- Oxenholme Defib
BT have confirmed that the defib has now been formally handed over to KTC. The defib case can now be purchased and installation arranged.
- Christmas Lights & Festivals
Awaiting guidance on which events can be held.

Councillor Evans provided a further update. The bunting should now have been installed in the town centre. A Christmas Tree has been installed which will be observed for testing. The load test for the Christmas Lights has also been completed.

Allotments

The rat problem is being brought under control by the contractor. There is a high demand for plots currently.

Citizens Jury

The Oversight Panel and Support Group have held several meetings. There was a good response to the invitations issued and matters are progressing well.

069/20/21

FACEBOOK PAGE FOR KENDAL TOWN COUNCIL

Members considered a paper which had been circulated prior to the meeting. They were asked to discuss the approval of spend for Officer training and to dedicate an hour per day of the Administrative Assistant's time for management of the Facebook page.

Following a general discussion Councillor Coleman proposed approval of spend for training and 1 hour per day Officer time. He suggested that the actual time spent by the Administrative Assistant on managing the page should be monitored. This was seconded by Councillor Blackman and carried with one abstention.

The Project Manager advised that she had received feedback from Windermere Town Council in respect of their Facebook page. They have chosen to approach it on a closed page basis. This is something that can be discussed with the training provider.

RESOLVED

That Committee approve spend for Officer training and 1 hour per day of the Administrative Assistant's time for management of the Facebook page.

070/20/21

BLACK LIVES MATTER

Councillor Tirvengadam referred to recent racial protests following the death of George Floyd who was killed by a police officer in America. He put forward a suggestion that KTC make a statement in support of racial equality.

A general discussion ensued and Councillors were generally supportive of Councillor's Tirvengadam's suggestion. It was agreed the statement would be released under the Mayor's name. Councillor Tirvengadam will draft the statement and forward to Councillor Hennessy for his input before being released.

RESOLVED

That KTC make a statement in support of racial equality. Councillor Tirvengadam to prepare a draft.

071/20/21 USE OF CIL MONEY FOR A MOUNTAIN BIKE PARK IN KENDAL

Members were notified of a request to utilise CIL funding to help fund a community mountain bike park. There was insufficient information available for Members to make a decision and it was agreed to defer until further detail is known. Councillor Coleman proposed that it should be directed to the Environment & Highways Committee with a detailed paper for further discussion.

Councillor Long advised that Councillor Cornthwaite had raised his concern that the request should not be considered in isolation, but in conjunction with the greater plans for cycle ways in Kendal.

RESOLVED That the matter be deferred until further detail is known and directed to the Environment & Highways Committee for further discussion.

072/20/21 REFURBISHMENT OF THE TOWN HALL

The Administrative Assistant is leading co-ordination of the office move. Both KTC offices housed in the Town Hall will be clear by the end of the week. The new temporary space will accommodate 5 desks.

The Project Manager made a request for expenditure to install an automatic door operating system, operated by a buzzer system. This would allow the Administrative Assistant to control the number of people in the small space at any one time. Funding for face masks, sanitiser and an information poster was also requested. The total amount required was £400.00. Councillor Coleman commented that, given current circumstances, staff should still be able to work from home if they still wished to do so, provided their job can be done effectively.

Councillor Evans asked whether the office move was into a permanent location or temporary. It was confirmed to be temporary but would be for a period of 6 months.

Councillor Coleman proposed that spend of £400 be authorised. This was seconded by Councillor Finch and carried unanimously.

RESOLVED That spend of £400 for an automatic door operating system, face masks, sanitiser and information poster be authorised.

073/19/20 ITEMS FOR THE NEWSLETTER

Members discussed the format of the next KTC newsletter and whether this should be a printed version or soft copy only. It was agreed it would be online only. It was noted this would result in longer lead-in times and could contain more pages. Councillor Coleman proposed it remain as 6 pages.

RESOLVED That the Autumn/Winter 2020 edition of the KTC newsletter be produced as a soft copy only.

074/19/20 **EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Finch 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]**075/20/21** **Town Clerk Recruitment**

Members discussed the proposed job advert, job description and person specification for the position of Town Clerk. Councillor Blackman highlighted the following amendments to the draft:

- Closing date for receipt of applications – Friday 10th July 2020 at 9am.
- Interviews – Monday 20th July.
- Hours – 37 hours (in line with National Pay Scale)
- Salary band – points 37-41.

The proposed date for notifying people who will be invited for interview is Wednesday 15th July 2020.

Following a general discussion and various amendments being agreed, Councillor Coleman proposed that recruitment for a Town Clerk should proceed on the basis agreed. This was seconded by Councillor Finch and carried unanimously.

It was agreed that the notice period for the new recruit should be extended to 90 days.

RESOLVED That recruitment for a Town Clerk proceed on the basis agreed.

076/20/21 **Projects for Handover from Town Clerk**

Members discussed those projects requiring a steer/decision on future progress as follows:

Kendal Museum Lease

The Trustees of the Allen Institute need to make a decision on how to move forward. It was agreed the Treasurer and Town Clerk should speak to KTC's solicitor and prepare a paper for consideration by the

Trustees. A meeting will then be called for the Trustees to agree how to proceed. KTC solicitor to be invited to attend the meeting.

Staffing – Mace Bearers

The current Mace Bearers retire at the end of the year. Members discussed recruitment and agreed the Mayor's Attendant would be asked to lead on this. Current Mace Bearers to be asked when they wish to cease employment in light of their age and the situation with the pandemic. Matter to be dealt with by the Mayoralty & Arts Committee.

Council/Committee Attendance

Treasurer to be asked to oversee the recording and monitoring of Councillor attendance at meetings.

New CCTV Camera at Gooseholme

To be handed over to the Project Manager.

VJ Day

Administrative Assistant to monitor and feedback to Management Committee when more information is received.

Annual Staff Appraisals

Treasurer to manage the staff appraisals process.

Work Station Assessments

The Chair indicated that any staff with IT needs to support home working to approach himself to discuss.

2021 Meeting Schedule

Administrative Assistant to be asked to pull together a draft calendar for consideration.

Nominated Officer

It was decided the Mayor's Attendant would be asked to act as the nominated officer for the Mayoralty & Arts Committee. The Treasurer will be asked in respect of the Management Committee.

IT Update

The Project Manager informed Members of advice received from KTC's IT consultants. The current mail server platform is being retired on 1st August and it is necessary to migrate to a new host. A recommendation has also been made to upgrade to Windows 365 as this cloud system will enable seamless working either in the office or remotely. The current system is not adequate for extensive remote working. This would also make it possible to use Microsoft Teams rather than Zoom for remote meetings. It was agreed the Project Manager would obtain further information regarding the best upgrade package, along with costs and timescales, and prepare a paper for the next Committee meeting.

It was noted that some staff members have been using their own phones for work related calls. Councillor Cook commented that access to the normal office telephone line should be included as part of any upgrade and the Project Manager will confirm with the IT

Consultants in this respect. Councillor Coleman agreed that staff should be reimbursed for any work related expenditure incurred for personal telephone or broadband usage if an expenses claim is submitted.

077/20/21**Officers' Report**

Members discussed a report prepared by Officers which gave an overview of individual staff roles. Four main questions arising from the report were highlighted for consideration. Councillor Coleman advised that he would be arranging a Zoom call with all staff members to discuss any questions or concerns with regard to the resignation of the Town Clerk. It was noted that there was a need to address the issue of a deputy once the new recruit was in position. In the meantime staff should contact either Councillors Coleman or Finch with any issues.

Project Manager to forward a copy of Officer's comments to Councillors Coleman and Finch.

078/20/21**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

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

079/20/21**ANY OTHER BUSINESS**

It was noted that a member of the public who attended the last Full Council meeting was contributing to chat. It was agreed this is not appropriate protocol and Chairs are to make it clear to participants that the chat feature should not be used other than to indicate a wish to speak or for voting purposes.

The meeting closed at 9.02pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
069	Facebook Page for KTC	RES	That Committee approve spend for Officer training and 1 hour per day of the Administrative Assistant's time for management of the Facebook page.
070	Black Lives Matter	RES	That KTC make a statement in support of racial equality. Councillor Tirvengadam to prepare a draft.
071	Use of CIL Money for a Mountain Bike Park	RES	That the matter be deferred until further detail is known and directed to the Environment & Highways Committee for further discussion.
072	Refurbishment of the Town Hall	RES	That spend of £400 for an automatic door operating system, face masks, sanitiser and information poster be authorised.
073	KTC Newsletter	RES	That the Autumn/Winter 2020 edition of the KTC newsletter be produced as a soft copy only.
075	Town Clerk Recruitment	RES	That recruitment for a Town Clerk proceed on the basis agreed.



Terms of Reference for the Management Committee

The Committee

It is the Management Committee's remit to discuss matters of import and make recommendations to the full Town Council. It will offer the Town Council a degree of guidance, leadership and direction. It does not have delegated powers except to manage the Human Resources and performance management of the Town Council staff. The Committee will provide justification and comments regarding its decisions on each matter discussed.

The Management Committee will be held monthly on the 3rd Monday of the Month, with the exception of August, unless special circumstances arise. Further meetings may be called if necessary.

The Management Committee shall comprise the Chairs of all of the Council's Committees (save the Chair of Audit, Grants & Charities Committee) and, if not already present, the Mayor, the Deputy Mayor and the Kendal Futures Board Council representative. In addition, three representatives from Council elected by Council shall also attend. The Management Committee shall have an independent chair of its own.

If a Chair of a Council Committee is unable to attend a meeting s/he may nominate the Vice-Chair of that Committee to attend in his/her place.

The Chairman

The role of the Chairman of Management Committee is to provide direction and ensure Committee members work together. The Chairman's duty is to ensure this end is achieved with consensus.

The Chairman will need to ensure:

- all points of view are given a fair hearing,
- all relevant information is available at the meeting,
- that Councillors are clear about the reasons for a decision,
- that irrelevant matters are not brought to Committee,
- the Council is protected from outside interference,
- that a friendly atmosphere is created and
- that business is conducted with reasonable speed.

The Chairman will liaise with the Clerk in drawing up agendas, approve draft Minutes and supporting the Clerk, as appropriate, in the implementation of Management Committee decisions.

KENDAL TOWN COUNCIL WORK PROGRAMME – JUNE 2020

COMMITTEE	PROJECT TITLE	PROGRESS	PARTNERS	EST DATE OF COMPLETION	COMPLETED
MANAGEMENT Liz Richardson	Staffing	Recruitment of Town Clerk in progress. Interviews taking place on 20 th July.			
	Consultations	South Lakeland Local Plan Review – Cllr Rathbone leading for KTC. Other Cmttee Chairs contacted for input. Burneside PC Neighbourhood Plan – Submissions from Planning & Management Cmttee made.			
	CIL governance	Working on Woolpack Yard signage and tree planter cladding projects but on hold due to Coronavirus.	SLDC		
	Dec 2015 Floods	KTC working group meeting regularly (under Planning Cmttee remit). The revised funding requirement was agreed at June Council.	EA		
	Miscellaneous	Majority of time spent dealing with email backlog following sick leave, handover work and office move/sort. Annual report finalized and gone for printing.			
E&H Helen Moriarty	Infrastructure Projects	<p>Asset enhancements – Priority benches identified for repainting and completion expected this week. Taners Yard and Allhallows complete. Fellside Railings project complete. Boundary Signs complete.</p> <p>Tree Tub Enhancements – Prototype installed and additional planters ordered. On hold post lockdown.</p> <p>Ivy Screening – On hold post lockdown.</p> <p>Woolpack Yard Signage – Awaiting response from</p>		<p>June 2020</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>	

		<p>Landlords solicitor regarding signage license.</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 quotes. Installation on hold.</p> <p>20mph – Links made with CCC re emergency funding and potential uses for Kendal. Additional info provided to contractors keen to quote.</p>		TBC	
				TBC	
				TBC	
				Ongoing	
MAYORALTY & ARTS Liz Richardson	Offices & Council Meeting	TH closed for refurbishment and now managed by Contractors. Office move complete. Heritage items stored in Mayor’s Parlour. Simon dealing with alarm, insurance and arranging for Parlour to be sealed off.	SLDC	Throughout 2020	
	Heritage	Main work is on Knights to Town Council revision and re-print, TH refurbishment heritage storage and thorough sort and file of Mayor’s Parlour whilst still accessible.		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	As of 18.05.20 Christmas Plus is operating on a small scale. The repairs that were identified before the lockdown can now be undertaken. Consideration should be given to the installation of the bunting and this will be discussed at the next Committee meeting in June.			

	Switch-On Event	Provisional date set as 21.11.20. Awaiting further guidance from central government on current restrictions before this can be progressed any further.			
	Festival Grants	This was discussed at Full Council on 1 st June. The Committee acknowledges their continued support for the festivals during this challenging time and a decision is to be made as to whether the grants can still be transferred to festivals that are not going ahead.			
ALLOTMENTS Janine Holt	Letting Plots Site Management	Allotment management is progressing with demand for allotments currently high. Due to homeworking, Janine has not visited the allotments since February 20. She has scheduled to undertake allotment visits w/c 15 th June. The rat problem is being brought under control by the new contractor and the associated high costs will be discussed at the next Committee meeting. The Townscape Manager has been undertaking routine maintenance on the allotments throughout the season.			
KiB Janine Holt	KiB	Civic planting is due to start shortly and should be completed by the end of the second week in June. The action plan project work on the rings at Milnthorpe Road and Shap Road has commenced and this should be completed by 5 th June.	Continental		
	CiB/BiB	Cumbria in Bloom has requested that we send them any photos or information of horticultural achievements for their website.			
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	

	Tourism	Welcome to Kendal Leaflet – Partner feedback secured and final proof signed off. Printing and distribution contracts on hold.	BID	TBC	
	Citizen’s Jury	Oversight Panel and Support Meeting support and co-ordination. Recruitment support. Planning meetings attended. Stacy Hurly support organised and agreed.	Various	Ongoing	
	Misc	<p>Newsletter – Potential articles collated. Awaiting confirmation re print or online.</p> <p>Facebook – Staff training taking place on 15th July.</p> <p>Office Move –Complete.</p> <p>IT Upgrade – in progress.</p> <p>Website – News page items.</p> <p>Standing Orders – Comparison completed to include updated NALC model and include some Member suggestions.</p> <p>Council & Cmttee Teleconferencing - Guidance document for Councillors drafted.</p> <p>Kendal High Street Recovery Plan – Support requested.</p>	SLDC iTek SLDC	TBC Ongoing Ongoing Ongoing TBC	
COVID-19 Stacy Hurley	Risk Assessment	Covid-19 specific risk assessment has been completed and circulated around all staff. Master copy is with the Treasurer.			

KENDAL TOWN COUNCIL
MANAGEMENT COMMITTEE

Monday 20 July 2020

Kendal Museum Lease

Update

The museum lease issue was being dealt with by the Clerk, who has now left Kendal Town Council.

I have been asked to look to progress the issue – which I understand has been ongoing for at least 2 years - and I report back as follows:

1. The Museum Trust does not have any funds available to it, and so will not be able to pay for its legal costs.

I requested confirmation from SLDC that the Council will cover the solicitor costs for the Trustees and received the following response from Linda Fisher of SLDC:

“The Council agreed to pay KTC reasonable legal fees for the solicitor support. This cannot be open ended.”

2. I have subsequently read through the correspondence, draft lease and other paperwork in the file which was passed to me by the Clerk when she left. The legalese in the draft lease is difficult to understand for a lay person, and having read the file, I am left unclear as to the precise desired outcome from the parties to the lease. It would be helpful for me if I could have a discussion with the solicitor acting on behalf of the Trustees in order to get a summary of the issue in order to be able to give an accurate report of progress to the Trustees. Any such conversation would no doubt incur costs, which either need to be covered by SLDC or Kendal Town Council.
3. I have been asked by David Sykes of SLDC to have a telephone conversation with him on Monday regarding the draft lease, and I will hope to give update on what is covered during the conversation to the Committee at its meeting on 20 July.

Judith Lomax
Town Treasurer

Review of Effectiveness of Internal Audit 2019/20

Area 1: Meeting Standards

Standard	Evidence of achievement
1. Scope of internal audit	<p>The appointment of R F Miller and Co as internal auditors was confirmed by Council in April 2019. The terms of the firm's engagement are formally agreed and documented. The internal auditors follow proper practice and meet national auditing standards. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work considers the council's anti-fraud and corruption arrangements. The internal auditors have unfettered access to all areas of the Council's activities.</p>
2. Independence	<p>The audit service provided by R F Miller and Co is independent from the Council and has no involvement in its financial controls, procedures or decision making. The same company provides payroll services to the Council; this is not considered to represent a conflict of interests as the two functions are separate parts of the organisation. Internal audit has direct access to those charged with governance and can seek information or explanations from any officer or Member of the Council. Reports are made in the auditors' own name to management.</p>
3. Competence	<p>R F Miller and Co are a reputable local firm of accountants with substantial experience in auditing and knowledge of auditing standards. They work to strict procedures which include appropriate quality control. The Audit Manager for the Council assignment is a qualified accountant with considerable experience and occupies a senior position within the firm. There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>
4. Relationships	<p>The Responsible Finance Officer is consulted on the internal audit coverage. Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of Council members are understood, in particular the Audit, Grants and Charities Committee; training of Members is available as required.</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council. Internal audit will provide their opinion to the Council on by 31 July 2020.</p>

Review of Effectiveness of Internal Audit 2019/20

Area 2: Characteristics of Effectiveness

Characteristic	Evidence of achievement
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs and national auditing standards.
2. Understanding the whole organisation, its needs and objectives	The annual audit demonstrates how audit work provides assurance for the council's Annual Governance Statement.
3. Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services to the community.
4. Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audit's recommendations and follows up with action where this is called for.
5. Be forward looking	In formulating the annual audit coverage, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.
6. Be challenging	Internal audit focuses on the risks facing the Council. Internal Audit encourages managers/Members to develop their own responses to risk, rather than relying solely on audit recommendations.
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work; the auditor has the freedom to request additional fee work if he considers it necessary. Internal audit understands the Council and the legal and corporate framework in which it operates. The company has undertaken this role for several years; this continuity results in a good understanding of the Council, its internal control environment and the issues facing it.

KENDAL TOWN COUNCIL - MANAGEMENT COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 30 JUNE 2020

2020/21 Approved Budget	Heading	Actual to date	Planned Expenditure	Total to date	Budget Remaining
£		£	£	£	£
	Management:				
204,688	Staff Salaries	44,381	154,404	198,785	5,903
(90,060)	Staff Recharges to Services	(22,515)	(67,545)	(90,060)	0
1,000	Travel & Training	289		289	711
16,425	Premises	673	15,752	16,425	0
6,250	Supplies & Services	319	3,000	3,319	2,931
12,767	Audit, Subscriptions & Insurances	8,253	4,175	12,428	339
1,963	Elections	0	1,963	1,963	0
10,211	Newsletter	0	10,211	10,211	0
5,000	IT & Website	2,214	750	2,964	2,036
2,500	Miscellaneous	180		180	2,320
170,744	Total:	33,794	122,710	156,504	14,240
	Action Plan Items:				
5,000	Relocation of KTC Offices - IT Support & Furniture		5,000	5,000	0
7,750	Support for Kendal Futures Role	7,750		7,750	0
5,000	Support for Kendal TIC		5,000	5,000	0
4,000	Kendal Futures - visit-kendal.co.uk development and promotion	600	3,400	4,000	0
5,000	Kendal Futures - Kendal Vision next steps			0	5,000
5,000	Support for K Shoes Heritage collection			0	5,000
1,000	Kendal Futures - Kendal Destination footfall counts			0	1,000
1,500	Kendal Future - photography			0	1,500
2,000	Kendal Futures - replacement Kirkland banners			0	2,000
10,000	Community Emergency Planning Group			0	10,000
				0	
46,250	Total:	8,350	13,400	21,750	24,500