

KENDAL TOWN COUNCIL

Notice of Meeting

MANAGEMENT COMMITTEE

**Monday 16th November 2020 at 7.30 p.m.
(Via Zoom)**

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. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair. Please follow the specific guidelines for Zoom meetings distributed separately.

2. APOLOGIES

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of the Local Government Act, 1972, s85.

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. EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

5. MINUTES OF PREVIOUS MEETING

To receive the minutes from the meeting on 19th October 2020 and affirm them as a true record (*see attached*).

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

To consider any urgent items of business not appearing on the agenda, but which require the Committee's timely intervention.

KENDAL TOWN COUNCIL

7. REPORT ON WORK PROGRAMME

To receive a report on the Work Programme and make any necessary decisions.

8. REFURBISHMENT OF THE TOWN HALL

To receive a report on the refurbishment of the Town Hall and make any necessary decisions.

9. CHANGES TO COUNCIL PRACTICES

To receive an update from the Clerk on the constitutional changes needed to enable changes to be made to the number and frequency of meetings.

Background:

The Council has been considering making changes to the way in which it organises its Committees and meetings. There is a proposal for holding bi-monthly Full Council and Management Committee meetings and for the way in which Committee minutes are considered by Full Council, for instance by considering them en bloc.

10. ITEMS FOR THE NEWSLETTER

To consider items for inclusion in the following newsletters:

- Spring 2021 Edition – deadline 22nd January, publication 1st March (provisional)
- Summer 2021 Edition – deadline 11th June, publication 19th July (provisional)

PART II (EXCLUDED ITEMS)

The following item is likely to proceed following a resolution from the Committee to exclude the Press and the Public in accordance with Section 100(B)(2) of the Local Government Act 1972, 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]

11. STAFFING

To receive an update on Kendal Town Council's Staffing Structure Project and to make any necessary decisions.

Chris Bagshaw
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 19th October 2020 at 7.30 pm
(Via Teleconferencing)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- Alvin Finch (Mayor) was present for part of the meeting due to technical issues.
- APOLOGIES** None
- OFFICERS** Chris Bagshaw (Town Clerk), Hazel Belshaw (Temporary Council Secretary)
- 348/20/21 PUBLIC PARTICIPATION**
None
- 349/20/21 DECLARATIONS OF INTEREST**
None
- 350/20/21 MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER**
- The Chairman presented the minutes of the meeting held on 21st September, which had been approved by full Council on 5th October.
- RESOLVED** That the minutes of the meeting of the Committee held on 21st September be accepted as a correct record.
- 351/20/21 MATTERS ARISING (Not on Agenda)**
The Town Clerk advised that the minutes should be taken as read and any objections should be on the accuracy of the minutes. No comments were made.
- 352/20/21 URGENT ITEMS OF BUSINESS**
None
- 353/20/21 REPORT ON WORK PROGRAMME**
- The Town Clerk presented the report on project progress for September 2020, which had been prepared by the Project Manager. He highlighted the following:
- Infrastructure projects: The Project Manager is sourcing contractors and waiting on suppliers.
- Citizens' Jury: Stacy is continuing to support the group and has secured funds for her to stay in post for a further 12 weeks. The Project Manager has also secured a grant for the design of the final report.

Ivy screening: Going ahead on Blackhall Road.

KTC Newsletter: Almost ready to print.

Kendal Town Council website: There had been an issue with the URL, which has now been resolved.

Allotments: There is a lot of development to do, the Town Clerk plans to sit down with the Assistant to the Town Clerk and the Townscape Manager to discuss.

Christmas Lights: There is an issue with the cable on Stricklandgate and the Assistant to the Town Clerk is looking into costs.

Cllr Owen gave an update on 20 MPH: Following the receipt of the report there had been a change of direction. The report suggests that it is poor practice to try and reduce speeds with only signage in areas where the limit is over 24mph. Following a discussion by Members Cllr Owen advised he would share the report.

354/20/21

VISIT KENDAL WEBSITE

For the last two years the Visit Kendal website has been funded by KTC and Kendal Futures. In the early days the BID were also involved and recently some feedback was sought from the BID who made some suggestions. The Project Manager is looking at the suggestions to see if any can be implemented. The Town Clerk felt the website still serves a purpose and is updated regularly with approximately 11,000 users per month. Cllr Long suggested that Members should go onto the website and use it as a guest and give any feedback to the Project Manager that might be useful. Cllr Cook suggested that this be put on to the agenda for the next meeting with a further update from the Project Manager along with some more stats.

355/20/21

LANCASTER UNIVERSITY PLACEMENT

Cllr Owen updated Members on the Lancaster University student placement who will be working with the Citizens' Jury group. The MSc student, Marcia Lucien, is researching local democracy and climate change policy. She will spend 7 weeks looking at how the Jury was established, how it has worked and what happens at the end. KTC may be asked to contribute to some travel costs although most meetings will be held via Zoom.

It was proposed by Cllr Owen to accept the 7 week placement from Lancaster University and any associated costs as mentioned. This was seconded by Cllr Coleman and carried unanimously.

RESOLVED

That the Committee agree to the 7 week placement from Lancaster University to work with the Citizens' Jury group and pay any associated travel costs.

356/20/21

FACEBOOK PAGE FOR KENDAL TOWN COUNCIL

The Town Clerk advised Members that the KTC Facebook page is ready to launch. The Admin Assistant is keen to get started and she will be helped by the Town Clerk, the Project Manager and the

Assistant to the Town Clerk in keeping the page updated and responding to comments. The Town Clerk also talked about using other platforms for KTC including YouTube. It was proposed by Cllr Blackman that the launch of the KTC Facebook page should go ahead. This was seconded by Cllr Cook and carried unanimously.

RESOLVED That the Committee agreed to launch the KTC Facebook page.

357/20/21

KENDAL LEAFLETS

The Town Clerk presented the paper, which has been previously circulated. The cost for another print run of 30,000 Welcome to Kendal and Kendal Culture leaflets is £4,628. It is suggested that the underspend in the castle signage budget would cover the £284 overspend for this. There was a discussion by Members as to whether this was a good use of funds bearing in mind that people are not picking up leaflets at the moment. Cllr Evans was keen to highlight the amount of work that has already gone into this and suggested that they can be shared online as an alternative to printing. There was also a discussion as to which Committee this decision sits with. It was proposed by Cllr Cook to put a stop on the printing until it was clear there is a need for these. This was seconded by Cllr Evans with the exception of the Cactus costs and it was carried unanimously. It was proposed by Cllr Owen to move the printing of the leaflets decision to the Management Committee. This was seconded by Cllr Blackman and carried unanimously.

RESOLVED That the Committee will put a stop to the print run until there is evidence there is a need for them. They also agreed the decision for this should sit with the Management Committee.

358/20/21

REMEMBRANCE TRAIL

Cllr Coleman presented the paper on the Remembrance Trail, which had been previously circulated. He advised Members that mainly due to Covid-19 the project would not be going ahead. Cllr Evans suggested that it was important to look at this again in the future so all the hard work that had already gone into the project was not lost. The Mayoralty & Arts Committee may be interested in being involved.

359/20/21

REFURBISHMENT OF THE TOWN HALL

The Town Clerk advised Members that he has a meeting with Sion Thomas on Wednesday and will report back after that meeting. He advised that KTC staff are currently working from the SLDC offices and with a few tweaks this is going well. There was a discussion about members of the public not being able to access the office until after 11am which the Town Clerk will pick up at his meeting.

360/20/21

ITEMS FOR THE NEWSLETTER

Members suggested a feature on the new Town Clerk.

361/20/21

REVIEW OF SPEND AGAINST BUDGET 2020/21

The Town Clerk presented the Budgetary Control Statement to 30th September 2020. The following items were highlighted:

There was £10,000 in the budget for Kendal Community Emergency Planning Group (KCEPG) which had not been requested.

There was a discussion about the £5,000 allocated to K Shoes Heritage Collection. Cllr Long suggested there was some urgency to this. The Town Clerk advised this would be picked up by Mayoralty & Arts Committee on the 9th November.

362/20/21**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Blackman 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*]

363/20/21**STAFFING MATTERS** [Paragraph 1]

Members discussed the appointment of the new Town Clerk and expressed their gratitude for all the work he has done in the few weeks he has been in post. He gave a brief update on what he had been doing to date. Cllr Coleman reminded Members of the previous discussions on a change to bi-monthly meetings. There was a further discussion around Part II and how this is managed using Zoom. Cllr Evans would like to thank all KTC Officers for their work during this difficult period.

364/20/21**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

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

365/20/21**ANY OTHER BUSINESS**

None

The meeting closed at 9.05pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
355	Lancaster University Placement	RES	That the Committee agree to the 7 week placement from Lancaster University to work with the Citizens' Jury group and pay any associated travel costs.
356	Facebook Page for KTC	RES	That the Committee agreed to launch the KTC Facebook page.
357	Kendal Leaflets	RES	That the Committee will put a stop to the print run until there is evidence there is a need for them. They also agreed the decision for this should sit with the Management Committee.