

KENDAL TOWN COUNCIL

Notice of Meeting

MANAGEMENT COMMITTEE

**Monday 18th January 2021 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 21st December 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 (*report to follow*).

8. REFURBISHMENT OF THE TOWN HALL

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

9. 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]*
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

10. STAFFING

(a) Staffing Structure Project

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

(b) Vacancy of Treasurer

To receive a report from the Town Clerk on proposals to fill the vacancy of Treasurer (*report to follow*).

11. BUDGET 2021-22

To make any adjustments to the proposed budget prior to making a recommendation to Full Council for the precept.

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 21st December 2020 at 7.30 pm
(Via Zoom)**

- 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
- Also in attendance:
Jason Rushworth - Newsquest
- APOLOGIES** None
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 496/20/21 PUBLIC PARTICIPATION**
- None.
- 497/20/21 DECLARATIONS OF INTEREST**
- None.
- 498/20/21 MINUTES OF THE MEETING HELD ON 16TH NOVEMBER 2020**
- The Chairman presented the minutes of the meeting held on 16th November 2020, which had been approved by full Council on 7th December 2020.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Blackman and carried.
- Councillor Owen highlighted a correction in Minute 422/20/21. This should read "Local Cycling and Walking Infrastructure Plan".
- RESOLVED** That the minutes of the meeting of the Committee held on 16th November 2020 be accepted as a correct record, subject to the amendment agreed.
- 499/20/21 URGENT ITEMS OF BUSINESS**
- None.
- 500/20/21 REPORT ON WORK PROGRAMME**
- The Town Clerk highlighted the following items of work:
- Woolpack Yard Signage – this has now been signed off and should be installed soon.

Visit Kendal Website – work is ongoing, however current changes at BID might have an effect on this item of work. The Town Clerk will catch up with progress in the New Year.

KTC Facebook Page – this has been live for 6 weeks and currently has 305 followers. Chris Bagshaw gave examples of the number of followers for other local towns and considered 305 to be a positive number at this early stage. The Christmas Lights film was well received and was translated into German for the twin town, Rinteln. The Chair asked that notice of meetings be posted on Facebook at the time agendas are issued. Committee wished to thank the Administrative Assistant for her work on the Facebook page.

Councillor Blackman mentioned that a Christmas message from the Mayor of Rinteln has been forwarded to the Administrative Assistant. The Town Clerk advised that translation is in progress and will be added to Facebook. This could still be done after Christmas if necessary.

The Chair requested that a report on the Work Programme be circulated with the papers for the next Committee meeting.

501/20/21

REFURBISHMENT OF THE TOWN HALL

The Town Clerk advised that refurbishment work is progressing as expected. One matter that has come to light is the need to update evacuation policies in the event of fire etc and the Town Clerk has this in hand. Confirmation is still awaited as to where the KTC office will be relocated to at the end of February.

Councillor Coleman advised he had gained confirmation that previous HSE issues had not been repeated and that the contractors were ensuring any works likely to affect the KTC office space were clearly communicated to our staff.

502/20/21

ITEMS FOR THE NEWSLETTER

It was noted that the Project Manager has sufficient content for the next edition of the KTC newsletter.

Councillor Tirvengadam requested that an article on the Kendal Unity Festival be included.

Committee discussed plans for the Annual Town Assembly and whether this would be held virtually. Arrangements, once agreed, should be included in the Spring edition of the newsletter. Members discussed the idea of a two year report rather than the usual annual report. Chris Bagshaw will check what was published last year and update as a two year report if appropriate.

RESOLVED

Town Clerk to review last year's Annual Town Assembly and update as a two year report if appropriate. Once agreed, arrangements for 2021 to be published in the Spring edition of the KTC newsletter.

503/20/21 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Coleman and seconded by Councillor Rathbone 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]**504/20/21 KTC Staffing Structure Project**

The Town Clerk advised that informal discussions are ongoing. A paper will be presented to Committee for consideration once a firm direction is known.

505/20/21 Human Resources and Health & Safety Advice

Currently KTC pays the commercial firm Moorepay £2,100 pa for advice on Human Resources and Health and Safety. Following a revised series of charges the Town Clerk advised the Council may be able to procure such information from other sources more cost-effectively. He confirmed that appropriate insurance cover is in place to mitigate the risk of the Council making wrong decisions and facing costs. He suggested any saving should be redirected towards staff training.

Councillor Rathbone declared an interest as his partner is employed by Bennetts which had been mentioned as a potential alternative source of advice.

Following a general discussion the Chair proposed that Council does not renew its subscription to Moorepay and any saving be redirected towards staff training. This was seconded by Councillor Blackman and carried with 1 abstention.

RECOMMENDATION That Council does not renew its subscription to Moorepay and any saving be redirected towards staff training

506/20/21 STANDING ORDERS AND FINANCIAL REGULATIONS

The Town Clerk has been investigating amending the Council's Standing Orders and Financial Regulations to accommodate KTC's desire to alter its schedule of meetings. The aim is to allow Full

Council to meet bi-monthly, with Management Committee meetings reduced to six per year, in the month without a Full Council meeting.

Members were informed that the Standing Orders and Financial Regulations are currently heavily intertwined, meaning that changing the frequency of meetings would have implications on the way KTC approves and makes payments to suppliers.

Councillor Cook welcomed the proposed amendments. He commented that it would be useful to have a link to the reason for expenditure when endorsing invoices for payment. The Town Clerk confirmed this is covered in the proposed amendments.

There was a general discussion regarding procedure and protocol in respect of the payment of invoices. Under the proposed new schedule of bi-monthly Council meetings there could be a period in excess of 60 days before larger invoices are paid. It was suggested that some power could be withdrawn from Full Council and given to Committees for larger payments in order to reduce the time it takes to receive approval to make such payments.

Councillor Blackman highlighted that whatever procedure is put in place needs to be future proof. It was agreed the Town Clerk will revisit the paper to ensure it is future proof in the case of political diversion etc.

RESOLVED

Town Clerk to revisit the paper to ensure it is future proof in the case of political diversion etc.

507/20/21

BUDGET 2021-22

Committee were asked to consider the process for the budget and precept setting for the next financial year. The Town Clerk advised he has informed SLDC that the Council are unlikely to present their precept demand until after the February Full Council meeting. The Council Tax Base had been received today and the Town Clerk will circulate to Members following the meeting. The Town Clerk will work on a medium term financial plan over Christmas and a recommendation for precept will be considered at the Management Committee meeting in January for presentation to Council.

Councillor Owen referred to the recent meeting of the Environment & Highways Committee. He informed Members of Councillor Archibald's opinion that the development fund bid in respect of the Citizen's Jury was insufficient and potentially could be utilised for other aspects. He felt some Officer capacity should be built into the proposal. The outcome may be a slightly increased financial request as a development fund bid.

Councillor Blackman requested the Town Clerk issues guidance on what the budget process will be.

The Chair welcomed refreshment of the budget process. He suggested considering a 5 year forward vision rather than 3 year,

however the general feeling was to proceed with 3 years for the time being to aid future planning.

RESOLVED

Town Clerk to work on a medium term financial plan. Recommendation for precept to be considered at the Management Committee meeting in January for presentation to Council.

508/20/21

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).

The meeting closed at 8.50pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
502	Items for the Newsletter	RES	Town Clerk to review last year's Annual Town Assembly and update as a two year report if appropriate. Once agreed, arrangements for 2021 to be published in the Spring edition of the KTC newsletter.
505	Human Resources and Health & Safety Advice	REC	That Council does not renew its subscription to Moorepay and any saving be redirected towards staff training
506	Standing Orders and Financial Regulations	RES	Town Clerk to revisit the paper to ensure it is future proof in the case of political diversion etc.
507	Budget 2021-22	RES	Town Clerk to work on a medium term financial plan. Recommendation for precept to be considered at the Management Committee meeting in January for presentation to Council.