

KENDAL TOWN COUNCIL

Notice of Meeting

MANAGEMENT COMMITTEE

**Monday 15th February 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 18th January 2021 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 (*see attached*).
- 8. WAINWRIGHT AWARD**
To consider a report on the Wainwright Award for 2020 and make any necessary recommendations (*see attached*).
- 9. LOCAL GOVERNMENT REORGANISATION**
To receive a report on the latest development in the Government's plans to deliver Local Government Reorganisation in Cumbria.
- 10. REFURBISHMENT OF THE TOWN HALL**
To receive a report on the refurbishment of the Town Hall and make any necessary decisions (*see attached*).
- 11. STAFFING**
To receive an update on Kendal Town Council's Staffing Structure Project and to make any necessary decisions (*see attached*).
- 12. BUDGET EVALUATION**
To review an evaluation of the budget priorities for 2021-22 and make any necessary decisions or recommendations (*report to follow*).
- 13. ITEMS FOR THE NEWSLETTER**
To consider items for inclusion in the following newsletters:
 - Summer 2021 Edition – deadline 11th June, publication 19th July
 - Autumn/Winter 2021 Edition – deadline 17th September, publication 25th October

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 18th January 2021 at 7.30 pm
(Via Zoom)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- Also in attendance: Graham Harrison
- APOLOGIES** Councillor Douglas Rathbone (Deputy Mayor)
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 546/20/21 PUBLIC PARTICIPATION**
- None.
- 547/20/21 DECLARATIONS OF INTEREST**
- None.
- 548/20/21 MINUTES OF THE MEETING HELD ON 21ST DECEMBER 2020**
- The Chairman presented the minutes of the meeting held on 21st December 2020, which had been approved by full Council on 4th January 2021.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Finch and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 21st December 2020 be accepted as a correct record.
- 549/20/21 MATTERS ARISING (Not on Agenda)**
- Minute 506/20/21 – Standing Orders and Financial Regulations
Councillor Blackman queried progress on this item. The Town Clerk advised it would be on the agenda for the next meeting. It was agreed ‘political diversion’ should be changed to ‘political change’ in the final paragraph and resolution of this minute.
- Minute 502/20/21 – Annual Town Assembly
At the last meeting it was resolved the Town Clerk would review last year’s Annual Town Assembly and update as a two year report if appropriate. The Town Clerk advised he is still awaiting guidance from Government in this respect. He will email the Chair once this has been received.
- RESOLVED** Town Clerk to email the Chair once Government guidance has been received in respect of the Annual Town Assembly.

550/20/21 URGENT ITEMS OF BUSINESS

None.

551/20/21 REPORT ON WORK PROGRAMME

The Town Clerk presented a report on the Action Plan and Work Programme. The following matters were highlighted:

Promote walking – there is no further development of the walking leaflet at the moment, however it is planned this will incorporate a green spaces leaflet.

Riverside cycling – the Project Officer will be attending a LCWIP workshop on 1st Feb.

Kendal Market – tenders have drawn a blank. SLDC will review.

Kendal Futures – funding of over £20k is for a whole range of Kendal Futures projects.

Improve Kendal Castle - access walkway repairs are complete.

Increase Biodiversity - biodiversity grants agreed include £500 for composting scheme, £1,000 for Nobles Rest, £700 for Appleby Road community garden, £1,000 for Belmont and £1,500 for Sommervell garden.

Boundary signs - work completed.

Councillor Tirvengadam asked whether SLDC/CCC are being proactive in respect of support for low income households. Councillor Cook assured him SLDC/CCC are working collaboratively to provide a number of support packages and referred Members to the respective websites for details. The Town Clerk advised this item of work had been lifted from the Action Plan in January 2020. No current KTC projects had been identified.

It was noted the Kendal Walking Festival is now being supported by the Sandylands Residents' Association, not the CLF Committee. Report to be amended accordingly. Members were informed that Kendal Walking Festival volunteers have decided to plan for a festival sometime in 2021.

The report indicated phase two of the Christmas Lights Display was completed in 2019/20. Councillor Evans clarified that money was rolled over and work is ongoing. She added that infrastructure upgrade on Stricklandgate was not restricted to Stricklandgate and not to draw a line under it.

Councillor Long provided an update on various Kendal Futures projects in her capacity as KTC representative on the Kendal Futures Board. She was asked to prepare an Outside Bodies report for Full Council.

The Town Clerk was thanked for preparing the report and asked to undertake further review of projects and attach deadlines.

RESOLVED

1. Councillor Long to prepare an Outside Bodies report for Full Council in respect of Kendal Futures.
2. Town Clerk to undertake further review of projects and attach deadlines.

552/20/21**REFURBISHMENT OF THE TOWN HALL**

The Town Clerk has received reassurances from SLDC in respect of reviewing fire exits. Further confirmation is still awaited regarding where the KTC office will be relocated at the end of February. He will follow up and update Committee via email. Members were informed that the matter of Council's User Rights is ongoing.

It was suggested the Town Clerk arrange a meeting between himself, KTC Councillors and SLDC Officers (Sion Thomas) to discuss matters further.

RESOLVED

Town Clerk to arrange a meeting between relevant parties to discuss matters further.

553/20/21**ITEMS FOR THE NEWSLETTER**

It was noted the next edition of the newsletter would be a hard copy version. Councillor Coleman encouraged proof reading in respect of dates of events etc. The Town Clerk reassured him this would be undertaken and advised that Simon Unsworth is now responsible for production of the newsletter.

554/20/21**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Owen 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]*
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph*

555/20/21**STAFFING MATTERS [Paragraph 1]**

Committee considered a report presented by the Town Clerk which made recommendations to fill the vacancy of Treasurer and updated on the staffing structure project. The report suggested creating a new role of Finance and Administration Officer, as opposed to a Treasurer, with the managerial duties previously undertaken by the Treasurer being undertaken by the Town Clerk. There would be a modest saving which could be added to a proposed increase in the hours of the Project Officer to improve Council's capacity to deliver on its Action Plan, particularly with regards to climate change. Suggested changes to job title and pay scale for the Assistant to the Town Clerk were also considered.

The report suggested making budget provision to increase Council's capacity in financial management by moving finances to a system designed for use in the Local Council sector. Limitations of the current software in use (Sage) were discussed.

Likely additional training for the Project Officer was noted in order for this post to act as a deputy to the Town Clerk. The Town Clerk was also keen for other members of staff to undertake additional training.

There was general support for the recommendations put forward. Members agreed an increase of Officer support would assist KTC achieving its aims.

It was proposed by Councillor Coleman that the Town Clerk proceed with the recruitment of a Finance and Administration Officer. This was seconded by Councillor Blackman and carried unanimously.

Councillor Coleman further proposed moving Council's finances to an alternative system designed for the Local Council sector. This was seconded by Councillor Owen and carried unanimously.

The recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk were agreed with effect from 1st April. Town Clerk to update staff contracts accordingly. It was requested that all staff contracts be aligned with the start of the financial year.

- RECOMMENDATION**
1. Town Clerk to proceed with the recruitment of a Finance and Administration Officer.
 2. Town Clerk to proceed with moving Council's finances to an alternative system designed for the Local Council sector
 3. Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1st April. Town Clerk to update staff contracts accordingly and ensure contracts are aligned with the start of the financial year.

556/20/21**BUDGET 2021-22**

The Town Clerk presented a report on the Budget Plan for 2021/22. At its budget meeting in November 2020 Council considered a base budget and indicative development budget. Since then a number of factors have arisen which may cause Council to review these and implement slight variations.

Council is required to agree its Precept demand at its meeting on 1st February 2021. Committee were requested to review the proposed budget and make recommendations to Council.

A general discussion ensued during which several members raised queries in respect of elements of various committees' budgets. The Town Clerk will investigate the matters raised and update by email to enable a recommendation for a budget and Precept to be presented to Full Council on 1st February. It was noted that papers will be required for distribution with the agenda, ideally by Monday 25th January.

The provision of a Tourist Information Service was raised, for which budget has previously been put aside. It was agreed further discussion is required in this respect.

The Town Clerk was asked to thank the Treasurer for all her hard work. Committee were particularly grateful to her for undertaking the role of Clerk whilst KTC was without a member of staff in this post for several months.

RESOLVED

Town Clerk to investigate the matters raised and update by email to enable a recommendation for a budget and Precept to be presented to Full Council on 1st February.

557/20/21**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

that the press and public be re-admitted for the remainder of the meeting.

The meeting closed at 9.15pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
549	Annual Town Assembly	RES	Town Clerk to email the Chair once Government guidance has been received in respect of the Annual Town Assembly.
551	Report on Work Programme	RES	<ol style="list-style-type: none"> 1. Councillor Long to prepare an Outside Bodies report for Full Council in respect of Kendal Futures. 2. Town Clerk to undertake further review of projects and attach deadlines.
552	Refurbishment of the Town Hall	RES	Town Clerk to arrange a meeting between relevant parties to discuss matters further.
555	Staffing	REC	<ol style="list-style-type: none"> 1. Town Clerk to proceed with the recruitment of a Finance and Administration Officer. 2. Town Clerk to proceed with moving Council's finances to an alternative system designed for the Local Council sector 3. Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1st April. Town Clerk to update staff contracts accordingly and ensure contracts are aligned with the start of the financial year.
556	Budget 2021-22	RES	Town Clerk to investigate the matters raised and update by email to enable a recommendation for a budget and Precept to be presented to Full Council on 1 st February.

Work Programme – February 2021

Items completed in 2020 have been removed from the table

Committee	Project title	Progress	Partners	Est date of completion	Completed
Management Clerk	Staffing	Recruiting Finance and Admin officer to replace Treasurer Covid19 Risk Assessment maintained and actioned		Early March 2021 ongoing	
	Budget 2021	Review of budget process for 2021 including analysis of commitments		Feb 2021	
	Finance system	Preparing report on comparative systems for decision in March		Feb 2021	
	Town Hall accommodation	Liaising with SLDC over temporary move to Mintworks	SLDC	Feb 2021	
	Kendal Museum	Steering final lease signing for Museum lease through solicitors	SLDC, Museum, Trustees	Feb 2021	
	Charities	Reviewing all charity issues for risk and clarity	Various	Mar 2021	
	Standing orders	Review of standing orders to allow financial decisions to be taken in a timely fashion		Feb-Mar 2021	
	Gooseholme CCTV	Next steps awaited from PCC contractor	Cumbria Police	Mar 2021	
E&H Project Manager	Infrastructure projects	Green wall/ ivy screening –site visit with contractor to be arranged following site visit with CCC to secure permission both tbc post lockdown. Woolpack yard signage – License amended and currently with owner’s solicitor to be			

		reviewed. Climate Change Jury – Initial stage now completed. Report and video now being shared with all partner organisations. KTC Action Plan in preparation.			
Mayoralty & Arts Clerk, Mayor's Attendant	Offices & council meeting	Correspondence on heritage assets during refurbishment and lockdown.	SLDC	Throughout 2021	
	Heritage	Heritage catalogue being updated and separate list of missing items compiled. Silver valuations being added to asset register. New charter boxes to be sourced. Katherine parr prayer book custom storage box received. Possible Autumn exhibition planned		Tbc	
Christmas lights & festivals Assistant to Clerk	Christmas lights	New contract for lighting installation and management being specified, following end of existing contract with Christmas Plus in 2020-21 Awaiting Covid19 review for summer programme		Feb 2021	
	Switch-on event	The event was replaced by a video, due to the Covid19 pandemic. Reviewing whether this will become a regular thing.			
Allotments Assistant to Clerk		New fencing projects at Castle Hags and Crow Trees being specified. Opening up additional space at Canal Head for new plots being specified All renewal notices now out, but some slow replies due to Covid.		Spring 2021	
KiB Assistant to Clerk	KiB	Currently awaiting first meeting of new season	Continental SLDC	Ongoing	

	CiB	Waiting to see how Covid will affect 2021			
Action plan for Kendal Project Manager	Green space enhancement	<p>Hallgarth entrance gate – still no date for installation of the gate.</p> <p>Fletcher park enhancements – friends of fp looking to have a topographical survey carried out to determine flooding causes.</p> <p>Beck trim trail – latest update is that the outdoor gym equipment has gone out to tender. Tender process will take approx. 4 months, with the aim for installation april 2020.</p>	SLDC	Tbc Tbc	
	Misc	<p>Spring newsletter – likely to be a full issue.</p> <p>KTC assets – Investigating replacement SIDs</p>		Feb 2021 February/ March2021	

Kendal Town Council Report

To: Management Committee	15 February 2021
From: Town Clerk	Agenda Item No. 8

Wainwright Award

The Town Council was given a fund by Alfred Wainwright in 1989 to allow it to reward people or organisations who have 'done the most during the previous twelve months to promote the prestige of Kendal or contributed significantly to the betterment of its inhabitants'.

The Fund is held in Trust by the Council, and the 'Wainwright Achievement Award' should be paid from the income generated by the original sum (£10,000). The award should not exceed £500 in any one year.

In normal years there has been a publicity campaign in the Autumn, followed by the Council as a whole voting on nominations at the January meeting. This last year there was no publicity seeking nominations, and no likely candidates have been presented.

Past winners of the award are listed in the table below.

1989	Anne Pierson
1990	Mike Mason, Maureen Mason
1991	Derrick Ward
1992	Kendal Cricket Club
1993	Kelly Mason
1994	Mary Powney
1995	Ann Nelson
1995	Jack Symons
1996	Christine Cook
1997	Marilyn Waiting
1998	Donald Shepherd
1999	Brian Coulter
2000	Peter Richardson
2001	Bridget Guest
2002	Ron Clancy
2003	Tom Fothergill
2004	Amabile Girls Choir
2005	Sheralyn Clements
2006	Gillian Howard
2007	John Porter, Brian Hall
2008	Wyn Newman
2009	Tim Keegan
2010	Trevor Hughes

2011	Margaret Belk, Mike Liptrot
2012	Bryan Harper, Patricia Hovey
2013	Kendal Sea Cadets
2014	Darren Ashton & Jump into Kendal
2015	Cheryl Berry
2016	Shirley Gilpin
2017	Diane Horner
2018	People's Café
2019	Growing Well

Decision Required

The Deed of Trust from Alfred Wainwright makes it clear that the Administrators of the Trust may choose not to make the award in any given year. However, it should be an active decision to do so, not an omission. The 'Administrators' are specified in the Deed as the Mayor, Deputy Mayor, Clerk, Treasurer and two senior councillors. Convention seems to have given the full council the opportunity to make any final decision on the award. On this basis it seems logical that the Management Committee, in conjunction with senior staff, be treated as the Administrators, but that their decision should take the form of a recommendation to Full Council, and the Full Council should remain as the final arbiters, both of the award itself and of the process leading to the award, if one is to be made for 2020.

The Committee must therefore a) decide if they would recommend that an award be made for 2020.

b) If an award is to be made, make arrangements for appropriate publicity or seek nominations in some other way.

Kendal Town Council Report

To: Management Committee	15 February 2021
From: Town Clerk	Agenda Item No. 10

Town Hall office accommodation

The Town Council vacated its administration offices in the Town Hall in June 2020, while the building is comprehensively refurbished. The administration is currently in a side office from the main entrance atrium in South Lakeland House. There are four filing cupboards and five desks, the main safe, the key safe and a few other items of office furniture including the photocopier. Other Council records and the entire contents of the Mayor's Parlour and picture store, remain in the Town Hall.

Whereas initially it seemed that the plan was that we would be able to move back into offices in the Town Hall at this stage, it now seems that that is no longer an option open to us. Eventually it is planned that we move into an enhanced version of the space we currently occupy, squared off by the moving of the internal wall between our office and the current SLDC Customer Services section.

However for the necessary work to effect that renovation (which will include the wholesale remodelling of the entrance atrium), the Town Council administration must move again. After discussing a number of issues with staff, the Town Clerk has met with the Operational Lead for Delivery at SLDC (Sion Thomas), and reviewed options.

The most favourable option would be to move the administration to the Conference Room in the Mintworks until the refurbishment works are complete. The Mintworks is the name given to the offices at 124 Highgate, which were redeveloped by SLDC as a business centre in 2015. Bookings of the conference facility were very restricted by the Covid pandemic, and apart from moving furniture it requires little else to make it suitable for temporary office use. Staff and councillors will have access to kitchen and toilets, as well as the opportunity to use break out interview rooms when privacy is required.

Decision Required

The Committee is asked to accept this proposal, and report it to the Full Council. Scheduling of the move may require work to begin immediately, and a timetable should be available by the next meeting of the Full Council.

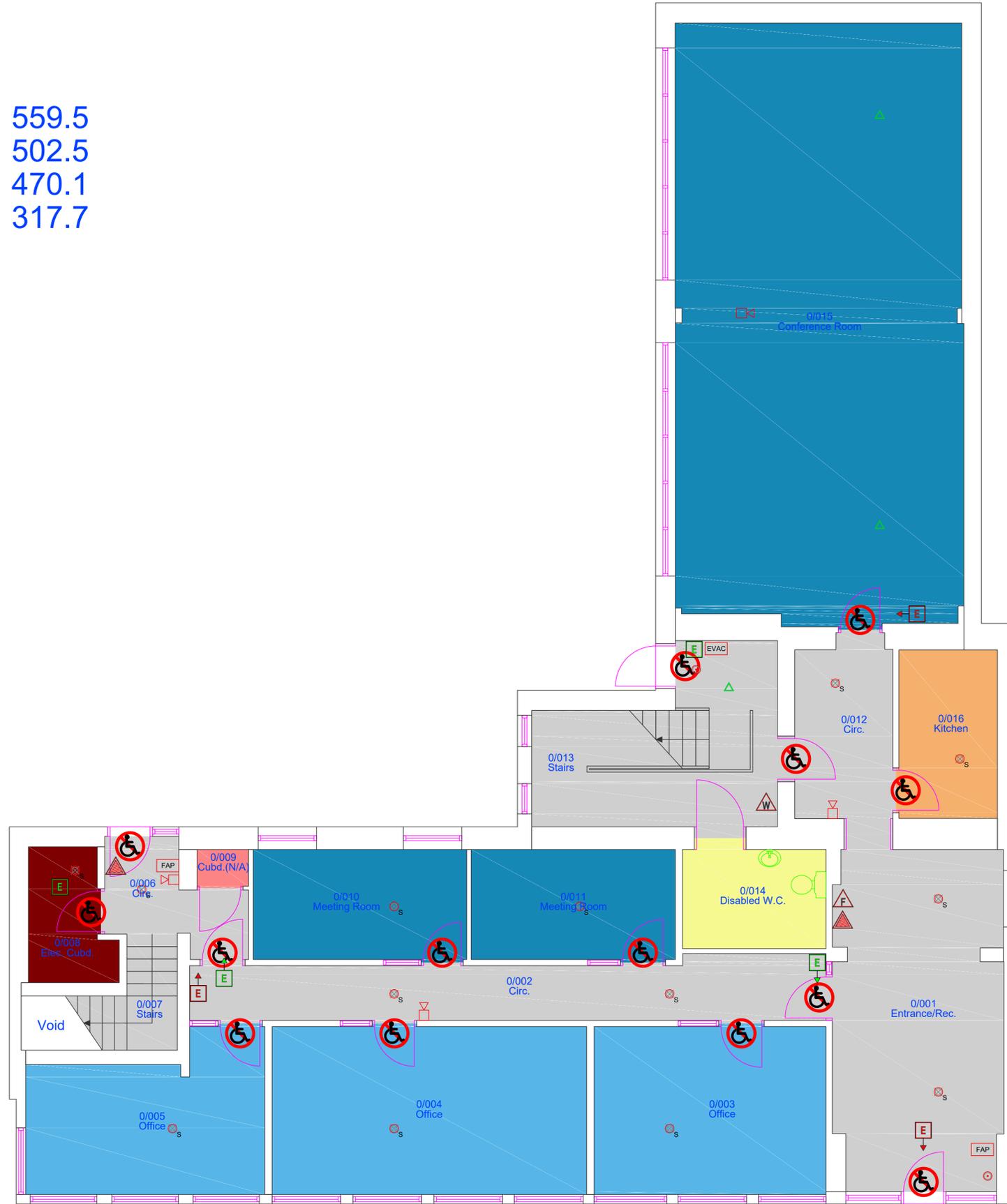
At present it is anticipated that all removal costs will be at the expense of SLDC, who remain our landlords in the Town Hall, and to whom we continue to pay rent and service fees.

The redevelopment work in South Lakeland House is scheduled, so no alternative to stay as we are is available. If the proposal is not endorsed, other accommodation will need to be sought, which may incur cost to the Council.

The Mintworks

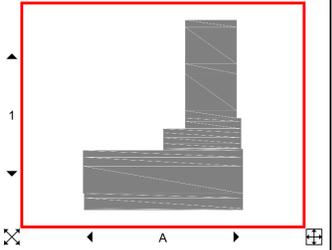
The Mintworks

Site Area:
 Gross External Area: 559.5
 Gross Internal Area: 502.5
 Total Room Area: 470.1
 Net Internal Area: 317.7



No Access to this Floor

Main Building Ground Floor



- | | |
|----------------------------|----------------------------|
| Fire Blanket | Fire Door |
| Smoke Detector | Heat Detector |
| Extinguisher (Water) | Extinguisher (CO2) |
| Extinguisher (Powder) | Extinguisher (Foam) |
| Extinguisher (WC) | Sprinkler |
| Hose Reel | Control Panel |
| Dry Riser | Wet Riser |
| Fire Alarm Bell | Bell Strobe |
| Break Glass Call Point | Elec. Sounder |
| Comb. Smoke/Sounder | Comb. Smoke/Beacon/Sounder |
| Strobe w. Sounder | Wall Mounted Beacon |
| Fire Exit Sign | Emergency Lighting |
| Directional Fire Exit Sign | Door w Push Bar |
| Illuminated Fire Exit Sign | |

- | | |
|-----------------|-------------------|
| Accommodation | Sanitary |
| Changing/Cloaks | Training/Teaching |
| Child Care | Unclassified |
| Circulation | Utility |
| Dining | Vehicle Storage |
| Kitchen | Workshop |
| Medical | Worship |
| Office | Activity |
| Plant | Funeral |
| Recreation | Justice |
| Resource | Meeting |
| Retail | Public |
| Sport/Fitness | Services |
| Store | |

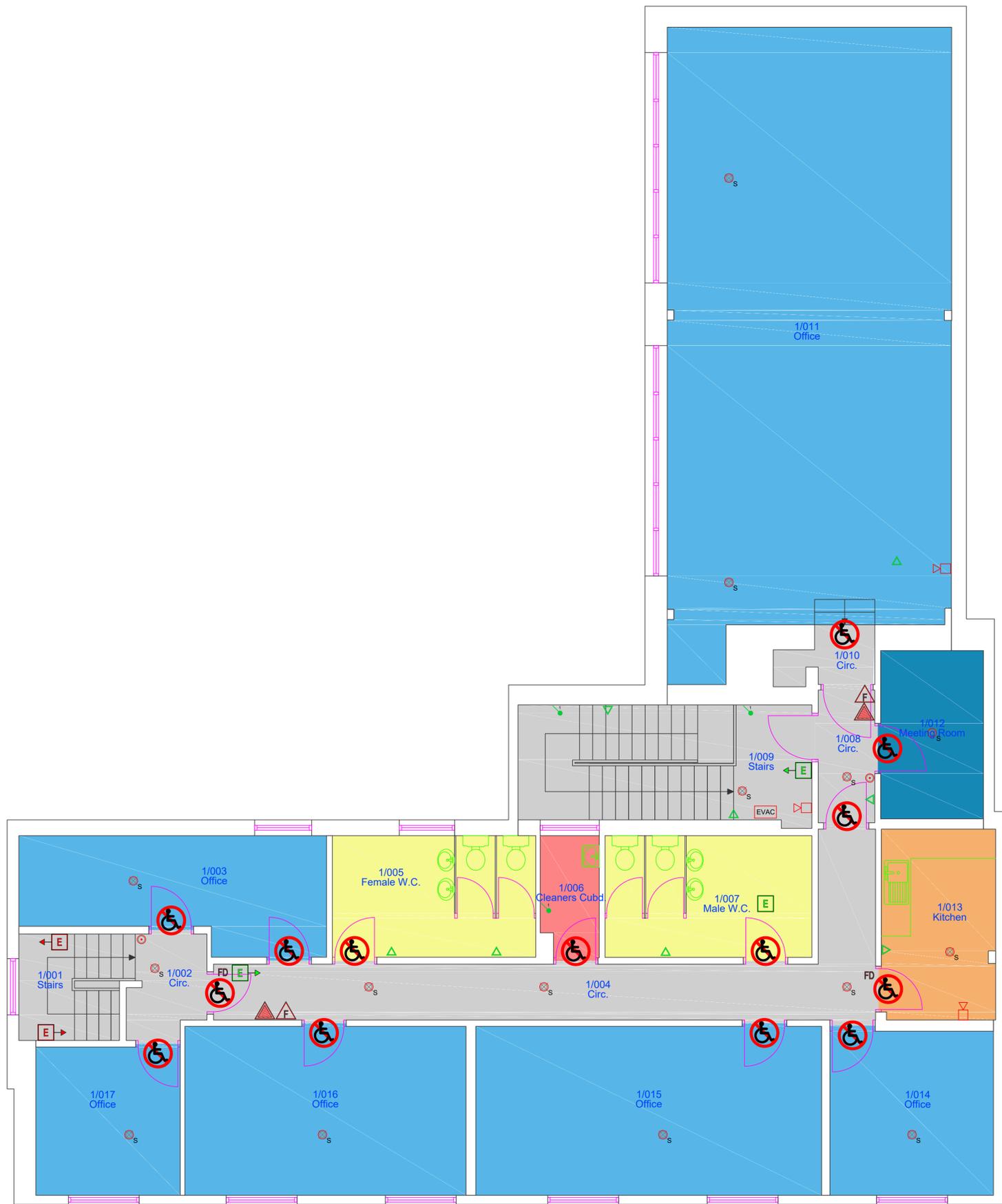
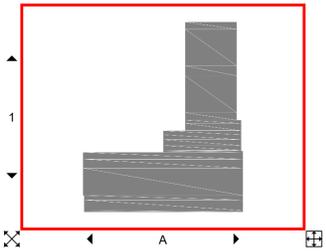
Rev	Description	Drm	Chk	Date
00	Initial Supply	CC	ARB	25/08/2017

CAD-CAPTURE
 AssetCapture™ www.assetcapture.net Tel: 01254 504450

Property: The Mintworks
 Title: Ground Floor Plan

Area Information	Job: S6466
Total Site Area:	Scale: 1:50@A1 1:100@A3
Gross External Area: 559.5	Date: 25/08/17
Gross Internal Area: 502.5	Survey: 16/08/17
Total Room Area: 470.1	Drawn: CAD-CAPTURE
Net Internal Area: 317.7	Checked: ARB
Filename: The Mintworks.dwg	
Drawing No: The Mintworks	

DO NOT SCALE FROM DRAWING. ALL DIMENSIONS MUST BE TAKEN ON SITE.



No Access to this Floor

Main Building
First Floor

<850 & / OR STEP

Fire Blanket	Fire Door
Smoke Detector	Heat Detector
Extinguisher (Water)	Extinguisher (CO2)
Extinguisher (Powder)	Extinguisher (Foam)
Extinguisher (WC)	Sprinkler
Hose Reel	Control Panel
Dry Riser	Wet Riser
Fire Alarm Bell	Bell Strobe
Break Glass Call Point	Elec. Sounder
Comb. Smoke/Sounder	Comb. Smoke/Beacon/Sounder
Strobe w. Sounder	Wall Mounted Beacon
Fire Exit Sign	Emergency Lighting
Directional Fire Exit Sign	Door w Push Bar
Illuminated Fire Exit Sign	

Accommodation	Sanitary
Changing/Cloaks	Training/Teaching
Child Care	Unclassified
Circulation	Utility
Dining	Vehicle Storage
Kitchen	Workshop
Medical	Worship
Office	Activity
Plant	Funeral
Recreation	Justice
Resource	Meeting
Retail	Public
Sport/Fitness	Services
Store	

Rev	Description	Drm	Chk	Date
00	Initial Supply	CC	ARB	25/08/2017

CAD-CAPTURE

Property: The Mintworks
Title: First Floor Plan

Area Information	Job: S6466
Total Site Area:	Scale: 1:50@A1 1:100@A3
Gross External Area: 559.5	Date: 25/08/17
Gross Internal Area: 502.5	Survey: 16/08/17
Total Room Area: 470.1	Drawn: CAD-CAPTURE
Net Internal Area: 317.7	Checked: ARB
Filename: The Mintworks.dwg	
Drawing No: The Mintworks	

Kendal Town Council Report

To: Management Committee	15 February 2021
From: Town Clerk	Agenda Item No. 11

Staffing

Following the resignation of the Treasurer last month, the Town Clerk is now actively recruiting a replacement along the lines agreed by this committee and accepted by the Full Council. This sees the role expanded in hours, but reduced in responsibility. For information, a job description is appended to this report.

The timetable for recruitment is as follows:

Advertising: w/c 8 February 2021
 Deadline for applications: 12 noon 1 March 2021
 Interviews: w/c 8 March 2021

The Town Clerk requires 2-3 councillors to be appointed to an interview panel to assist in the interview, plus an additional councillor to be available for appeals/review as required.

It is anticipated that interviewing will be possible face to face with adequate social distancing. As with the interviews for the Town Clerk, this would be in the Mintworks, though specific accommodation would be subject to the progress of the Town Council's own move to the site.

Interim Arrangements

The former Treasurer will continue to work one day per week, until the new officer is appointed. Arrangements are being made for the transfer of banking and other matters to the wider administration team as appropriate.