

# KENDAL TOWN COUNCIL

Notice of Meeting

## MANAGEMENT COMMITTEE

**Monday 19<sup>th</sup> April 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 15<sup>th</sup> March 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.
8. **REFURBISHMENT OF THE TOWN HALL**  
To receive a report on the refurbishment of the Town Hall and make any necessary decisions.
9. **KENDAL LEAFLETS**  
To consider a proposal from the Project Manager in respect of the production of Welcome to Kendal leaflets and make any necessary decisions (*see attached*).
10. **PRESENTATIONS TO THE FULL COUNCIL**  
To consider any proposals for presentations to subsequent meetings of the Full Council.
11. **ITEMS FOR THE NEWSLETTER**  
To consider items for inclusion in the following newsletters:
  - Summer 2021 Edition – deadline 11<sup>th</sup> June, publication 19<sup>th</sup> July
  - Autumn/Winter 2021 Edition – deadline 17<sup>th</sup> September, publication 25<sup>th</sup> 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.***

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

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 15<sup>th</sup> March 2021 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 and Andy Blackman
- Also in attendance:  
Hazel Belshaw (Kendal Community Emergency Planning Group)
- APOLOGIES** Councillors Guy Tirvengadam and Susanne Long
- OFFICERS** Chris Bagshaw (Town Clerk), Nicky King (Council Secretary)
- 677/20/21 PUBLIC PARTICIPATION**
- None.
- 678/20/21 DECLARATIONS OF INTEREST**
- None.
- 679/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**
- Committee agreed there were no matters on the agenda that required the exclusion of press and public.
- 680/20/21 MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2021**
- The Chairman presented the minutes of the meeting held on 15<sup>th</sup> February 2021.
- Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Rathbone and carried with three abstentions.
- RESOLVED** That the minutes of the meeting of the Committee held on 15<sup>th</sup> February 2021 be accepted as a correct record.
- 681/20/21 URGENT ITEMS OF BUSINESS**
- None.
- 682/20/21 REPORT ON WORK PROGRAMME**
- The Town Clerk presented the report on project progress for March 2021 and this was noted by Members. The following points were highlighted:
- Remote interviews are taking place tomorrow for the position of Finance and Admin Officer.

- The KTC office will temporarily move to the Mintworks on Thursday.
- Thanks were extended from the Trustees of Kendal Museum for the signing of the lease.
- It was noted that the Beck trim trail is complete and can be removed from the report.
- Councillor Coleman requested clarification in respect of the Hallgarth entrance gate project. The Town Clerk will seek further information and update at the next meeting.
- The postponed KIB meeting from January will take place on Wednesday 17<sup>th</sup> March.
- Police attendance at a forthcoming Council meeting has been requested.

**RESOLVED**

Town Clerk to seek further information in respect of the Hallgarth entrance gate project for the next meeting.

**683/20/21****OIYAA**

Members discussed the presentation by OIYAA at Full Council on 1<sup>st</sup> March. The general feeling was that KTC are not the right body and they should approach the Kendal BID.

It was suggested the Management Committee should decide which presentations are allowed at full Council in future, bearing in mind these are due to be held bi-monthly.

**684/20/21****REFURBISHMENT OF THE TOWN HALL**

The Town Clerk advised that the refurbishment work appears to be on schedule. The end date being given is 17<sup>th</sup> October. Removal of the atrium roof in South Lakeland House is a major piece of work which cannot be undertaken until some form of reception is in place in the Town Hall. The earliest date this could happen would be 12<sup>th</sup> April when lockdown restrictions allow.

There was a discussion regarding how to redirect people to the temporary office. The office remains officially closed to the general public currently due to Covid, but details will be publicised at the relevant time. Telephones will remain the same. Consideration is being given to the diversion of post.

**685/20/21****STAFFING**

Changes to the staffing structure is progressing and paperwork is being updated. Interviews for the position of Finance and Administration Officer are being held tomorrow.

**686/20/21****KENDAL COMMUNITY EMERGENCY PLANNING GROUP**

Committee were asked to consider a report on the Council's ongoing support of the Kendal Community Emergency Planning Group (KCEPG).

The Group was formed in 2017 in the aftermath of the Storm Desmond floods with the aim of assisting residents and businesses in the Kendal area to plan, prepare and recover from an emergency.

Initially it was assumed the main focus would be flooding, however the Covid 19 pandemic has shown the value of a third sector resilience infrastructure embedded in the community. The Group was established with support from KTC, among others.

It is now proposed that KCEPG become independent of KTC's finance systems and make their own management and finance decisions as a freestanding concern. Committee were asked to endorse this suggested policy.

Following a general discussion Councillor Coleman proposed that the proposal be approved. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED**

To make a recommendation to Council that KCEPG become independent of KTC's finance systems and make their own management and finance decisions as a freestanding concern.

**687/20/21****STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk presented a report on a series of proposed changes to Standing Orders and Financial Regulations, which had the aim of ensuring that the payments system would not be jeopardised when the Council altered its meeting schedule to bi-monthly. The issue had been initially raised in December 2020, and the present paper was aimed at overcoming some of the matters raised in that meeting. There was some discussion about the implications for this and how it would affect individual Councillor's ability to comment on Committee activity. It was noted that Councillors were always allowed to attend committee meetings, receive the paperwork, and at the discretion of the Chair, take a limited part in the discussion, though without a voting role. There was a query about the impact on the current Christmas lights tender, but the Clerk was of the view that there would be little or no impact on this process. The Clerk observed that there were other necessary changes to the Standing Orders which would require adopting over the coming months, but these would be the subject of further reports.

It was proposed by Councillor Coleman that Committee approves the recommended changes and commends them to the next available Council meeting. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED**

It was resolved to recommend the changes to Council's Standing Orders and Financial Regulations to the next meeting of the Council.

**688/20/21****MEETINGS DURING THE PANDEMIC**

Committee considered arrangements for meetings during the current pandemic. The Town Clerk noted that if a move to bi-monthly Full Council meetings is to be made this will have to be from May,

therefore a Council meeting needs to be scheduled for April to comply with Standing Orders. This was discussed further, along with arrangements for forthcoming Committee meetings, the Annual Town Assembly and Annual General Meeting/Mayor Making Ceremony.

It was noted that the Annual General Meeting/Mayor Making Ceremony must by law take place by 12<sup>th</sup> May. It was agreed to plan for a virtual event since no public event will be possible until 17<sup>th</sup> May at the earliest under current Covid restrictions. It was noted that Standing Orders state this must be held on the 3<sup>rd</sup> Thursday in May "*unless otherwise directed by Council*". There was a suggestion that, should the current Deputy Mayor become the newly elected Mayor, he may continue in that position for a term of two years, as has been the case with the current Mayor due to the pandemic situation. In this case Council may consider holding the public ceremony in 2022. There was a general discussion regarding the ceremony and the possibility of adopting a different format in the future.

Councillor Coleman proposed that a Full Council meeting be held on Tuesday 4<sup>th</sup> May 2021, followed by the Annual General Meeting and the election of the new Mayor/Deputy Mayor. This was seconded by Councillor Blackman and carried unanimously.

The new meeting dates were agreed as:

- Tuesday 6<sup>th</sup> April at 6.30pm – Planning Committee
- Monday 12<sup>th</sup> April at 7.00pm – Annual Town Assembly
- Monday 12<sup>th</sup> April at 7.30pm – Full Council (Kendal in Bloom Committee meeting to be rearranged)
- Tuesday 4<sup>th</sup> May – Full Council
- Tuesday 4<sup>th</sup> May – Annual General Meeting/Mayor Making Ceremony (Environment & Highways meeting to be rearranged).

The Town Clerk will prepare a paper for the April Council meeting with the new meeting dates, along with an order of service for the AGM/Mayor Making Ceremony.

## **RESOLVED**

That new meeting dates be agreed as:

- Tuesday 6<sup>th</sup> April at 6.30pm – Planning Committee
- Monday 12<sup>th</sup> April at 7.00pm – Annual Town Assembly
- Monday 12<sup>th</sup> April at 7.30pm – Full Council (Kendal in Bloom Committee meeting to be rearranged)
- Tuesday 4<sup>th</sup> May – Full Council
- Tuesday 4<sup>th</sup> May – Annual General Meeting/Mayor Making Ceremony (Environment & Highways meeting to be rearranged).

Town Clerk to prepare a paper for April Council and order of service for the AGM.

**689/20/21****BUDGET EVALUATION**

Councillor Owen commented that it would be useful for the Town Clerk to attend and support any political group meetings in the run up to budget setting.

At the last Committee meeting Members considered the way in which the Council's budget was evaluated by Council and how its priorities were established. It was resolved that the Clerk would bring proposals for consideration to a future meeting.

The Town Clerk presented a paper for discussion. Members considered the effectiveness of the current scoring grid system and possibilities for streamlining the budget process in the future.

The implication of moving to bi-monthly Council and Management meetings was raised and how the budget would be monitored under the new meeting schedule. It was suggested that Management Committee or Audit, Grants & Charities Committee could meet twice more per year. It was also noted that the Chair of the Audit, Grants & Charities Committee does not currently hold a seat on the Management Committee. Councillor Coleman proposed that it be recommended to Council that the Chair of the Audit, Grants & Charities Committee be appointed to attend future Management Committee meetings (or the Vice Chair if the Chair is unable to attend). This was seconded by Councillor Owen and carried.

**RECOMMENDATION**

That Council agree to appoint the Chair of the Audit, Grants & Charities Committee (or the Vice Chair if the Chair is unable to attend) to future Management Committee meetings.

**690/20/21****ITEMS FOR THE NEWSLETTER**

Councillor Owen suggested ensuring space is made available for the new Mayor to outline their plans and to mention engagement in Local Government Reforms.

The meeting closed at 9.08pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>682</b>	Report on work programme	<b>RES</b>	Town Clerk to seek further information in respect of the Hallgarth entrance gate project for the next meeting.
<b>686</b>	Kendal Community Emergency Planning Group (KCEPG)	<b>RES</b>	To make a recommendation to Council that KCEPG become independent of KTC's finance systems and make their own management and finance decisions as a freestanding concern.
<b>687</b>	Standing Orders and Financial Regulations	<b>RES</b>	It was resolved to recommend the changes to Council's Standing Orders and Financial Regulations to the next meeting of the Council.
<b>688</b>	Meetings during the pandemic	<b>RES</b>	<p>That new meeting dates be agreed as:</p> <ul style="list-style-type: none"> <li>• Tuesday 6<sup>th</sup> April at 6.30pm – Planning Committee</li> <li>• Monday 12<sup>th</sup> April at 7.00pm – Annual Town Assembly</li> <li>• Monday 12<sup>th</sup> April at 7.30pm – Full Council (Kendal in Bloom Committee meeting to be rearranged)</li> <li>• Tuesday 4<sup>th</sup> May – Full Council</li> <li>• Tuesday 4<sup>th</sup> May – Annual General Meeting/Mayor Making Ceremony (Environment &amp; Highways meeting to be rearranged).</li> </ul> <p>Town Clerk to prepare a paper for April Council and order of service for the AGM.</p>
<b>689</b>	Budget evaluation	<b>REC</b>	That Council agree to appoint the Chair of the Audit, Grants & Charities Committee (or the Vice Chair if the Chair is unable to attend) to future Management Committee meetings.

Priority Outcome	Identified Project	Jury recommendation	KTC's Sponsoring Committee	Lead Partner	Support Partners	Budget allocation			Budget status (Contribution to a wider project or fully funded by KTC)	Delivery Status (0 to be approved, 1 committed, 2 in development or delivery, 3 delivered)	KTC Role
						2021/22	2022/23	2023/24			
Provide support for enhanced green spaces	Nobles Rest - Entrance improvements		E&H	KCS	SLDC	5000 (carried over)	x	x	Contribution	1	Enabler
Provide excellent allotments	Extend the number of KTC allotments and make sharing plots easier to access.	1a,1c	Allotments & KIB	tbc	tbc	x	x	x	KTC Budget only	2	Doer
	Provide free food growing course to new allotment holders	1d	Allotments & KIB	Waste into wellbeing?		x	x	x	n/a	0	Commission
	Continue partnership with Kendal Peoples café to encourage allotment holders to donate excess produce and support them to develop their educational work	2	Allotments & KIB	KTC	Various	x	x	x	Contribution	2	Commission
Increase Biodiversity	Continue support for Cumbria Dark Skies project and Kendal pilot area.		E&H	FLD	Various	x	x	x	n/a	2	Enabler
	Support phase two of Kendal Composting Project		E&H	SLACC	Various	5,000	x	x	KTC Budget only	1	Champion
Kendal Community Forest	Identify areas for potential planting, create opportunities for sponsorship and adoption of trees to nurture. Create a positive narrative regarding planned new planting. Work toward creating an annual tree counting event.	22a,b,c,d,e	E&H	SLDC	Various	n/a	x	x	n/a	0	Champion
Areas are enhanced for young people	Research the feasibility and partnership buy in to create a pump track	19	E&H	SLDC	Various	2,000	x	x	KTC Budget only - at feasibility stage	1	Doer

Identified Project	Jury recommendation	KTC's Sponsoring Committee	Lead Partner	Support Partners	Budget allocation			Budget status (Contribution to a wider project or fully funded by KTC)	Delivery Status (0 to be approved, 1 committed, 2 in development or delivery, 3 delivered)	KTC Role
					2021/22	2022/23	2023/24			
Support the creation of the Kendal to Lancaster Towpath Trail (one aspect of improved cycle infrastructure in Kendal)	19a	E&H	LCRP	all	5,250	x	x	Contribution	1	Enabler
Continued membership of LCRP	19a	E&H	LCRP	n/a	250	x	x	Contribution	1	Doer
Support the Flood Relief Improved Connectivity Project	19a	E&H	EA	all	15,000	x	x	Contribution	1	Champion
Continue to lobby for town wide 20mph speed limits	19, 20	E&H	CCC	all	10,000	x	x	Contribution	1	Champion
Support LCWIP process via engagement and promotion of improvements (see E&H papers March 21)	19a,d,e	E&H	CCC	all	5,000	5,000	5,000	Contribution	1	Enabler
Ivy Screening Project	22	E&H	KTC	all	3,266 (£10,000 LIPs new application needed)	x	x	Fully Funded via KTC (with LIPs grant)	1	Doer
Report Jury recommendation progress via recommendation panel	12a	E&H	KTC	all	1176	1,176	1176	KTC budget only	1	Doer
Promote energy and carbon saving advice and awareness	8, 10e,g,h, 14a,b, 15	E&H	KTC	Various	4500 (tbc via existing £11K biodiversity commitment)	x	x	KTC budget only	0	Doer & Champion
Research the feasibility of a food mile awareness project to be delivered in partnership with Kendal BID.	5,8,24a,b	E&H	Kendal BID	Various	n/a	x	x	n/a	0	Champion
Train Councillors in Carbon Literacy utilising the Carbon Decision wheel and other relevant tools	13a,b,e,g	E&H	KTC	Various	n/a	x	x	n/a	0	Doer
Encourage and support businesses to reduce footprint, lobby SLDC to reward energy reductions via reduced business rates.	24a,b, 10f,	E&H	KTC	Various	n/a	x	x	n/a	0	Champion
Support and encourage the creation of a Kendal Community Renewable Energy Company via feasibility research with landowners. Audit current provision to highlight progress and opportunities in partnership with Lancaster University.	11a & b, 4.	E&H	KTC	Various	n/a	x	x	n/a	0	Enabler
Tree planting / scoping projects	See Green Spaces									n/a
Kendal Composting Project										n/a
Dark Skies Cumbria										n/a

Priority Outcome	Identified Project	Jury recommendation	KTC's Sponsoring Committee	Lead Partner	Support Partners	Budget allocation			Budget status (Contribution to a wider project or fully funded by KTC)	Delivery Status (0 to be approved, 1 committed, 2 in development or delivery, 3 delivered)	KTC Role
						2021/22	2022/23	2023/24			
Kendal is positively promoted to visitors and arrivals	Continue to co-ordinate the Kendal Leaflet Series	n/a	E&H	KTC	KF	2500 - check with Chris	x	x	KTC Budget only (potential for BID contribution)	2	Doer
	Continue to support Visit Kendal Website	(Promotion platform for awareness projects)	E&H	KF/KTC/BID	KF	Included in KF allocation	x	x	n/a	2	Doer & Commission
Improved Kendal Market	Increase the opportunities for local farmers/producers to sell their products by supporting SLDC's re tendering process and stressing the importance of showcasing local produce	3	E&H	SLDC	SLDC	x	x	x	n/a	2	Champion
Kendal organisations with similar Town Centre Vibrancy and wider Kendal regeneration goals are supported	Kendal Futures Contribution - Funding has been agreed on the condition of regular updates, inclusion in working groups and the intergration of the Jury recommendations where possible.	Multiple as per KTC funding agreement	Mgmt	KF	KTC	25,250	x	x	Contribution	2	Champion, Enable and Commission

<b>Previous Action Plan projects without budget allocation</b>	<b>Status</b>
Town centre wayfinding from Oxenholme and Kendal Station	In development via Kendal Futures Vision
Longpool Traffic Island (replace crazy pave with bonded gravel to prevent weeds, poor KTC 'advert')	Not developed
Urban Tree Planting (Reduce current planter clutter)	In development via Kendal Futures Vision
Birdcage Improvement Project	Not developed
Improve Kendal's Night Time Economy	Town Centre Vibrancy projects can complement this aspiration
Art and public realm along the riverbank corridor	KTC are meeting with EA, potential to link to flood relief scheme
Train Townscape manager as Master Composter, move KTC towards using own compost for town centre planting	Potential to link to the Kendal Composting project?
Kendal Walking Festival	Assume application will follow if needed
Improve visibility , gateway & environs of Kendal Railway Station	In development via Kendal Futures Vision
Support low income households	Mobile CAB can provide energy saving advice
Support excellent sports & activities provision	Not developed
Support Tour of Britain's return to Kendal	Not developed
Plaques on all KTC assets	Needs development due to logo issue
Improve WW1 Memorial	Not developed

# KENDAL TOWN COUNCIL REPORT

To: Management Committee	19 <sup>th</sup> April 2021
From: Project Manager	Agenda Item No. 9

## KENDAL LEAFLETS

### Background

The Welcome to Kendal and Kendal Culture leaflets have been combined to create a single Welcome to Kendal leaflet. Covid-19 has impacted the distribution of leaflets due to a reduction in pick up, therefore an application to Kendal BID has not been made as normal.

Current stock levels are:

- 12,000 Kendal Walking Trails Leaflet
- 4,160 Welcome to Kendal (previous version)
- 0 Kendal Culture leaflets

The current leaflet budget is £7,785

### Proposal

To spend £4,228 as follows:

- Print an additional 30,000 new Welcome to Kendal leaflets via MTP printers at a cost of £2,613
- Extend Aha distribution contract for another 2 years to distribute leaflets at a cost of £1,615
- Pay Cactus Creative for amends £400