

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
www.kendaltowncouncil.gov.uk



23 May 2022

To Members of the Management Committee

*Members representing committees may substitute Vice Chairs if unable to attend.  
Please notify the Chair and the Town Clerk before the meeting. This agenda is copied to all councillors for information.*

Cllr A Blackman (Chair of Kendal in Bloom)	Cllr E Hennessy (Chair of Environment & Highways)
Cllr S Coleman (Chair)	Cllr S Long (Rep on Kendal Futures)
Cllr J Dunlop (Deputy Mayor and Chair of AGC)	Cllr Doug Rathbone (Mayor and Chair of Planning)
Cllr D Evans (Ordinary member)	Cllr C Russell (Ordinary member)
Cllr H Ladhams (Chair of Christmas Lights and Festivals)	Cllr G Tirvengadam (Vice chair)
Cllr A Finch (Chair of Allotments)	

You are summoned to a meeting of Kendal Town Council's Management Committee on Monday 30 May 2022 at 7pm, in the Town Hall, Highgate, Kendal.

Yours faithfully

Chris Bagshaw  
Town Clerk

## AGENDA

### 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.

#### 1. 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 Local Government Act 1972, s85.

#### 2. Declarations of Interest

To receive any declarations of interest relating to matters which appear on this agenda, but which have not been previously declared on members' declarations of pecuniary interest and other interests.

#### 3. 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.

**4. Minutes of the Last Meeting**

To receive the minutes of the meeting on 7 February 2022, and affirm them as a true record.

**5. Office Accommodation**

To receive an update on the refurbishment of Kendal Town Hall and South Lakeland House. The Clerk will make a verbal report on the most up-to-date position, following correspondence with relevant officers at South Lakeland District Council.

**6. Report on the Work Programme**

To consider the progress made across the various actions the Council is involved in (*see attached*).

**7. Budget 2022-23**

To review the expenditure against budget in the current year (*see attached*).

**8. Forward Planning**

To review the Council's arrangements for Forward Planning for the next Municipal Cycle and to make any necessary decisions or recommendations (*see attached*).

**9. Full Council Presentations**

To review the proposed presentations to the Full Council and make any necessary changes or recommendations.

**10. Items for the next Newsletter**

To consider items for the next edition of the Council's newsletter.

**Part Two**

It is likely that the following two items proceed following a resolution to exclude the press and the public, due to the content being of a confidential nature, disclosure of which would be prejudicial to the public interest, or another special reason stated in the resolution.

**11. Employment and Staffing Matters**

To receive a report from the Clerk on Staffing matters requiring the Committee's consideration (*see attached*).

**12. Property Matters**

To receive a report on property issues affecting the council and to make any necessary recommendations.

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## Minutes of the meeting of the Management Committee held on Monday, 7 February 2022 at 7.30pm at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr G Archibald Deputising for Cllr A Finch	Present
Cllr S Coleman (Chair)	Present	Cllr S Long	Present
Cllr G Cook (Vice Chair)	Present	Cllr E Hennessy	Present
Cllr J Dunlop	Present	Cllr D Rathbone	Present
Cllr S Evans	Present	Cllr G Tirvengadam	Present
Cllr H Ladhams	Apologies*	Cllr A Finch	Apologies

\* Whilst submitting her apologies in accordance with the requirements of the Local Government Act, 1972, Cllr Ladhams attended the meeting via a Zoom link

**In attendance:** Chris Bagshaw (Town Clerk) and Helen Moriarty (Project Manager)

### **M63/21/22 Apologies**

Apologies were submitted and accepted from Cllrs Finch and Ladhams

### **M64/21/22 Declarations of Interest**

Cllr Tirvengadam drew the Committee's attention to his previously declared role in SLEDP (item 9).

### **M65/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

The Committee considered whether to exclude the press and the public from any items related to a commercially confidential matter.

**Resolved:** To exclude the press and the public from items 14 and 15 for reasons of personal and commercial confidentiality.

### **M65/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 6 December 2021.

**Resolved:** To accept them as a true record.

### **M66/21/22 Town Hall Refurbishment**

The Clerk provided an update on the refurbishment of Kendal Town Hall and shared pictures of progress. Considering the amount of work to be completed and in order to schedule a planned office move it was agreed to ask SLDC for a later completion date.

The Clerk confirmed desk configurations and supervision will be easier from a single site and that reorganisation of the store room was underway ahead of the move.

Councillors asked a range of questions. The Clerk confirmed the space appeared to be big enough assuming external storage is allocated. The additional break out spaces were also noted as being positive.

**Resolved:** To note the report and to confirm an appropriate later office move date with SLDC, to allow time for KTC to prepare for the move.

### **M67/21/22 Report on the Work Programme**

The Committee considered the report on the current work programme identifying a number of key areas from each committee.

#### **Management Committee**

A refreshed website has been shared with Councillors to review. A new finance system has been ordered and the possibility of integrating allotment data is under review. The Standing Orders are being redrafted which will have consequences to how the Council directs its committee business. A recommendation will follow from the Audit, Grants and Charities Committee to a full council in April to allow approval of Standing Orders and other new constitutional arrangements.

#### **Audit Grants and Charities Committee**

The Clerk reported that the grants programme paperwork is in development and the Flood Community Emergency Planning group is now independent of the Town Council to improve governance.

#### **E&H Committee**

The update report outlining E&H projects was shared and the Clerk and Project Manager answered Councillor questions to confirm that the Gooseholme Anti-Social Behaviour Group has been working in conjunction with the EA and Kendal Futures regarding proposed interventions. Councillors confirmed that both Anti-Social behaviour and biodiversity issues at Gooseholme need to be addressed and it was noted that Natural Kendal are researching ways to achieve greater biodiversity. Kendal in Bloom have also been approached by Terry Parr, a co-opted member, to improve planting at Gooseholme. Terry Parr is also part of Natural Kendal.

The solar audit working group meeting was noted and date confirmation will be sent.

Councillors noted the Kirkbarrow Network Improvement project and supported the adoption of land to Vicarage Drive to aid improvements.

#### **Mayoralty and Arts**

An audit of damaged regalia is underway and a review of the high value items listed in the catalogue. The alarm system is also under review and the Margret Duff photo collection. Twinning arrangements will be reviewed at the next meeting.

The Clerk confirmed a Town Assembly will take place.

#### **Christmas Lights**

The update was noted with no further questions

#### **Allotments**

The update was noted with no further questions.

#### **Kendal in Bloom**

The update was noted and it was added that the despite being a seasonal committee, a proposal will follow to Full Council to delegate the task of watering the hanging baskets to Continental via a £3,000 contract. The extra resource will enable Pierre to be redirected to other essential tasks in the town and when the Council Van needs to be replaced it won't need to include a water tank.

## **Planning**

It was reported that the Committee's lobbying efforts are close to securing glass panels for the flood defence walls.

A discussion followed regarding double glazing within conservation areas. It was noted that the planning legislation has not advanced as quickly as the design of double glazing which is now available in a heritage sash style. Meetings have taken place to try and change the planning process to enable people to do the right thing easily. A discussion regarding an alternative approach followed. Suggestions included creating a pro forma from SLDC to support applicants with support from the Portfolio holder. It was noted that legislation regarding electric car charge points also needs to be adapted.

**Resolved:** To continue cross sector partnership working to help improve Gooseholme.

**Resolved:** To confirm Solar working group date

**Resolved:** To check with Cumbria Archives re Margret Duff collection.

**Resolved:** To engage solicitors regarding the transfer of land from Fleetwood Ltd to Kendal Town Council.

**Resolved:** To engage SLDC's portfolio holder regarding improved planning processes for double glazing in conservation areas.

### **M68/21/22 Budget 2021-22**

The Clerk tabled an updated report.

**Resolved:** To note the report.

### **M69/21/22 Visit Kendal**

The Committee considered a report on the Visit Kendal programme.

**Resolved:** To note the report and share Visit Kendal statistics to demonstrate growth.

### **M70/21/22 Supporting South Lakeland Equality and Diversity Partnership**

Councillor Tirvengadam declared an interest as the Chair of the partnership.

The report was noted and the Clerk added that the Council is supportive of the partnership but highlighted that the grant application system does not benefit the partnership. The report requested an improved policy approach.

Councillors asked about other sources of funding and it was confirmed that in kind funding is received. The Clerk confirmed an allocation would sit within the budget which the Partnership would invoice the Council against directly. Management was also raised and it was confirmed that as part of the budget process it would be reviewed regularly.

**Resolved:** To accept the proposal and action accordingly.

### **M71/21/22 Mayor Making**

The report highlighted the difficulty of the current Mayor Making date regardless of election cycles. The report addressed the issue by allowing committee decisions to be made in advance of Mayor Making which in turn enables Mayor Making to become a celebration event. The Clerk confirmed in person attendance on 16 May was not a requirement to

ensure membership of a Committee, though it would be the first meeting of the new Council, and new members would be summoned appropriately.

**Resolved:** To accept the proposal and action accordingly.

**M72/21/22 Queens Jubilee**

Councillors considered a report regarding the Queen's Jubilee, a discussion followed regarding event ideas and options. It was agreed that Kendal should celebrate via a high-level event and the Town Council should lead such activity with support. Ideas included replicating the Mayor's Coffee Morning, Lakes Alive Jacobs Join event and a procession to the Beacon, supported street parties and/or a party in the park.

**Resolved:** To allocate £5,000 from reserves to support event organisation.

**Resolved:** All Councillors to be encourage to submit ideas.

**Resolved:** The Christmas Lights and Festival Committees to receive ideas and co-ordinate activity.

**M73/21/22 Newsletter**

The Clerk confirmed date changes should not affect the pre-election period (formerly known as 'Purdah') given the community nature of Newsletter items.

**Resolved:** To adopt the report and action accordingly.

**M74/21/22 Newsletter Items**

Councillors requested the Jubilee, Bloom initiatives, Grant application opportunities and updates on EA progress such as the glass panels and green spaces improvements.

**Part Two**

The next items were considered following a resolution to exclude the Press and Public, due to the confidential or commercial sensitivity.

**M75/21/22 Staffing**

A fuller minute of this item is kept on file.

**Resolved:** Councillors to conduct exit interviews leaving staff as appropriate.

**Resolved:** The Clerk to report on the appraisal schedule.

**M76/21/22 Property Matters - land by the River Kent**

A fuller minute of this item is kept on file.

The meeting closed at 9.14pm

## Agenda Item 7

## Work Programme – May 2022

Committee	Project title	Progress	Partners	Red Amber Green	Notes
Management Clerk	Staffing	Review of Staffing structure and recruitment			Recent appraisals, role changes and recruitment still being worked through
		Appraisal Plan			
		Team meetings			
		Covid Plan			
		Staff handbook update			Just started
	IT	All staff adequately equipped			New laptops ordered to replace staff using own machines. Software updates may require new licensing. Telephony will require overhaul, post Covid.
	Property	Acquisitions of strategic land			Legal process seems to require persistent encouragement

		Office accommodation – return to Town Hall			Now more than 12mths overdue.
<b>Audit, Grants and Charities</b>		New Standing Orders			Introduced May 2022
		New Financial Regulations			Being drafted
		New Finance System			Introduced May/June 2022. Will take some time to bed in.
<b>E&amp;H Project Manager</b>	Climate Jury Recommendations	Town wide Solar Audit			
		Zero Carbon Kendal Inspiration Website –			
		Inspiration Hub			Location plan proving difficult
		Recommendations Panel			Ongoing debate around direction. It may be that a different model is required.
		Jury Supporter engagement			
		Festival Engagement			
		Somervell Wildflower Garden			
		Pump Track			
		Speed Indicator Devices			Liaison with police and county council
		Kirkbarrow Path Improvement Project			Land transfer slow
		Visit Kendal leaflets and website			
<b>Mayoralty &amp; Arts Clerk, Mayor's Attendant</b>		Audit of Items			



		Town Crier and Mace Bearer roles and recruitment			Agreement of roles in progress
<b>Christmas lights &amp; festivals</b> Council Services Officer		Review of lighting			
		Christmas film			
		Jubilee			
<b>Allotments</b> Council Services Officer		Rabbits			
		Canal Head Extension			
		Pest Control			
<b>KiB</b> Council Services Officer		Planting			

Income/Exp

	Proposed 22/23	Exp to Date	Forecast
<b>Staffing Budget</b>	£242,000		244,140
Staff Gross Pay		£10,392	
Employers Superannuation		£3,542	
HMRC Tax and NI		£3,084	
Travel		£2	£100
Staff Expenses		£10	£150
Staff Training/Course	£3,000		£3,000
<b>Total Budget</b>	<b>£245,000</b>	<b>£17,031</b>	<b>£247,390</b>
<b>Premises Budget</b>	£18,000		£18,000
Rent of Old Unison Room Service Charge (Rent) / Heating/Lighting/cleaning/Par lour/Picture Store/Use of Chamber		£570	
Use of Telephones			
Other: Garage Rent			
<b>Premises Other</b>			
Alarms - Service & Maint			
Garage - Electricity			
Garage - Other		£79	
<b>Total Budget</b>	<b>£18,000</b>	<b>£649</b>	<b>£18,000</b>
<b>IT Budget</b>	£17,500		£17,500
Software	ITEK - Support	£245	
	ITEK Annual Contract		
	Cloud Hosting		
Support	Sage	£55	
Digital Meetings/Admin	Zoom		
	Canva		
Other IT Costs			
Website	Designworks		
	DocuSign		
New IT System/Comp/Equip			
<b>Sub Total</b>	<b>£17,500</b>	<b>£300</b>	<b>£17,500</b>
<b>Insurance &amp; Finance Costs Budget</b>	£12,000		£12,000
Public Liability			
HR			
Finance Costs (Audit Fees)			
Other - Bk and Voucher fees		£50	
Payroll Services			
<b>Sub Total</b>	<b>£12,000</b>	<b>£50</b>	<b>£12,000</b>

	Proposed 22/23	Exp to Date	Forecast
<b>Stationery/Office General Budget</b>	£7,500		£7,500
Printing/Stationery/Postage		£100	
Office Equip		£28	
Misc. Office Expenses			
Photocopier			
Subscriptions			
<b>Sub Total</b>	<b>£7,500</b>	<b>£128</b>	<b>£7,500</b>

	Proposed 22/23	Exp to Date	Forecast
<b>PPE</b>	£1,000		£1,000
<b>Vehicle Budget</b>	£2,500		£2,500
Fuel			
Tracking Fee		£14	
Repairs			
Van Ins			
Other			
<b>Sub Total</b>	<b>£2,500</b>	<b>£14</b>	<b>£2,500</b>
Newsletter	£11,500	£225	£11,500
Elections	£2,777		£2,777
Election Fund	£5,000		£5,000
Contingency	£5,000		£5,000
Misc.	£2,500		£2,500
Wainwright Fund	£250		£250
Emergency Planning	£0		£0
Promoting Quality & Diversity	£150		£150
Kendal Futures & Vision Budget	£31,750		£31,750
Visit Kendal/Promoting Kendal Budget	£0		
<b>Total Management</b>	<b>£362,427</b>	<b>£18,397</b>	<b>£364,817</b>