

Kendal Town Council

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



Minutes of the meeting of the Management Committee held on Monday, 4 July 2022, at 7.00 p.m., at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr E Hennessy	Present
Cllr S Coleman (Chair)	Present	Cllr S Long	Present
Cllr J Dunlop	Apologies	Cllr D Rathbone	Present
Cllr D Evans	Present	Cllr C Russell	Present
Cllr A Finch	Present	Cllr G Tirvengadam (Vice Chair)	Apologies
Cllr H Ladhams	Present		

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant)

M14/2022 Apologies

Apologies for absence were submitted and accepted from Councillors J Dunlop and G Tirvengadam.

M15/2022 Declarations of Interest

Cllr C Russell declared an Other Registrable Interests in relation to Minute No.19 below due to his involvement with Kendal Torchlight.

M16/2022 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: It be noted that these appear later on the agenda and will be dealt with at that point.

M17/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Management Committee held on 30 May 2022 and to authorise the Chairman to sign them as a true record.

M18/2022 Office Accommodation

The Town Clerk provided a verbal update on the refurbishment of Kendal Town Hall and South Lakeland House. He informed the Committee that the Town Council would be moving into the new office on Monday, 11 July 2022. The mechanism for this was by the Town Council becoming Tenants at Will pending a new Lease being entered into. The move would be at no cost to the Town Council by agreement with South Lakeland District Council who would provide the boxes and workforce required. The Town Council had only to make arrangements for moving of the photocopier by the relevant lease company.

The Town Clerk explained that there were likely to be teething problems initially with, for example, technical issues. Only time would tell if the accommodation provided was suitable.

Public access for casual visitors would be via the District Council's reception in the Town Hall and via appointment only through the public door downstairs.

Resolved: That the verbal update be noted.

M19/2022 Report on the Work Programme

The Town Clerk presented the current Work Programme to enable the Committee to consider progress made across the various actions in which the Council was involved.

It was pointed out that Staffing arrangements appeared as a separate item for consideration later in the agenda.

The Town Clerk explained that IT continued to cause issues and that he had sought quotes in order to address two imminent aspects: email addresses and telephony. Discussion took place on options for uniform email addresses to make it clear that the communication was from a Member elected to represent a specific ward within the Town. The Town Clerk suggested that he could draw up notes to bring to a future meeting at which protocols could be agreed. Also discussed was the issue of telephony. As a result of Covid and the Town Hall renovations, South Lakeland District Council were currently being paid to provide nominal services. This could not continue into the future and the Town Clerk informed Members of options to address the situation, explaining that VOIP (voice over internet protocol) technology had become more expensive. He suggested, however, that the Town Council continued with the current system for the time being and that, following the move into the new office, he would carry out an audit of what existed.

The Town Clerk was pleased to report that the new finance system was up and running and that a training session had taken place with staff. He expected everything to be running through the system by September.

The Police had given no reason as to why the Town Council's proposed recommendations regarding speed indicator devices were unhelpful and the Town Clerk said that he would ask the Kendal Town Council Project Manager to provide an update to the Environment and Highways Committee at its next meeting.

The Town Clerk informed the Committee that the Kirkbarrow Path Improvement Project was progressing well.

Members discussed the Town Council's speed gun and whether it was operational and calibrated. It was suggested that Members should be offered training in its use and the Town Clerk undertook to investigate its whereabouts. The Town Clerk also informed the committee that the new Projects Officer was delivering immediate results with regard to obtaining permission for handrails although the design had yet to be approved by the Civic Society.

There was nothing yet to report with regard to the Town Crier and Mace Bearer roles. The Town Clerk undertook to respond to an individual who had been offering his services as Mace Bearer. Members were informed that the previous Town Crier had expressed an interest in briefing the Town Clerk on the role, which currently had no job description. It was acknowledged that the previous post holder had carried out the job well and that this had been recognised by the people of Kendal.

Resolved:

(1) to note the report;

- (2) the Town Clerk to draw together notes on options for uniform email addresses for Town Council Members to bring to a future meeting in order for protocols to be agreed;
- (3) the Kendal Town Council Project Manager to provide an update on the Town Council's proposed recommendations to the Police regarding speed indicator devices to the next meeting of the Environment and Highways Committee;
- (3) the Town Clerk to look into the matter of the Town Council's speed gun; and
- (3) the Town Clerk to contact the individual who has expressed an interest in the Mace Bearer role.

M20/2022 Budget 2022-23

The Committee considered a report on the current year spend to May 2022, for the Committee's area of budget.

Resolved: To note the report.

M21/2022 Kendal Sports for All Initiative

The Town Clerk referred to Cllr M Helme's presentation to the Committee at its last meeting (Minute No.1/2022 refers) when she had introduced an idea for supporting young people to become involved in organised sport and art activities, especially targeted at those who might otherwise be excluded for financial or other social reasons.

He informed the Committee that this had since been considered by the Christmas Lights and Festivals Committee which had expressed its support to the Management Committee.

Cllr Helme had since submitted an Expression of Interest to the District Council for Shared Prosperity Funding as the closing date had been 29 June 2022.

The Chair asked the Town Clerk to keep Members posted.

Resolved: To retrospectively approve the submission of the Expression of Interest following agreement by the Christmas Lights and Festivals Committee (Minute No.CLF9/2022).

M22/2022 Items for the Next Newsletter

The Town Clerk advised that the items raised at the previous meeting had been included within the draft Newsletter. The need for inclusion of the move of the Town Council back to the Town Hall was raised, particularly so that the public knew to approach the District Council reception to make contact.

Resolved: The Town Clerk to ensure inclusion within the Newsletter of the Town Council's move back to the Town Hall.

Part Two

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

M23/2022 Employment and Staffing Matters

Further to M12/2022, the Committee gave lengthy consideration to a further report from the Clerk on staffing issues. Councillors A Blackman and C Russell had been appointed at the meeting on 30 May to assist the Clerk in developing proposals. The structure as proposed was to strengthen the Council's resilience and its capacity to deliver the Council's priorities.

By regularising the pay scales in the manner proposed, there would be greater flexibility, should new roles be required.

Whilst Members expressed strong support in relation to the aspirations of the proposals, it was felt that further detail, mainly regarding the long term financial implications and funding into future years, was required. Also raised as first needing further consideration was Local Government Reorganisation and how this developed and the need for a Council Plan in order to assess what had to be delivered, as well as a Medium Term Financial Plan.

It was, however, recognised that the current situation with regard to two postholders required addressing with immediate effect.

Resolved:

- (1) to note the report and express support for the aspirations contained therein;
- (2) the proposals contained within the report in respect of the following two posts be approved for implementation with immediate effect:-
 - (a) Admin Services Assistant to become Events Officer; and
 - (b) Mayor's Attendant to become Heritage Officer; and
- (3) the Town Clerk carries out the work necessary to address the issues raised above relating to the need for further consideration on Local Government Reorganisation, Council Plan and Medium Term Financial Plan, prior to reporting back further to the Committee.

M24/2022 Council Structure

Members were of the opinion that the proposed structure was a good idea, however, further to Minute No.M23/2022 above, felt that this required further, detailed discussion.

Resolved: The Town Clerk to bring the report back to a future meeting.

M25/2022 Property Matters

This item was withdrawn from the Agenda.

The meeting closed at 9.40 p.m.