

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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## Minutes of the meeting of the Management Committee held on Monday, 7 November 2022, at 7.40 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Apologies	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	Apologies	Cllr G Tirvengadum (Vice-Chair)	Present
Cllr H Ladhams	Present		

**Also present:** Cllr G Archibald acting as substitute for Cllr A Finch and Cllr M Helme in relation to Agenda Item No.10 (Young People's Activity Scheme).

**In attendance:** Chris Bagshaw (Town Clerk), Helen Moriarty (Development and Delivery Manager) and Inge Booth (Democratic Services Assistant).

### **M39/2022 Apologies**

Apologies for absence were submitted and accepted from Cllrs A Blackman, J Dunlop and A Finch.

### **M40/2022 Declarations of Interest**

No declarations of interest were raised.

### **M41/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues were considered for exclusion.

### **M42/2022 Minutes of the Previous Meeting**

**Resolved:** To receive the minutes of the previous meeting of the Management Committee held on 5 September 2022 and to authorise the Chairman to sign them as a true record.

### **M43/2022 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.

#### *Management Committee*

*Council Plan (Review of Council Plan) and Governance (Review of Committee Structure) - still marked as red as still required resolving.*

*IT (Telephony)* – This remained an issue, and the Town Clerk explained that he continued to try to pin down exactly what was required. Raised was the need to ensure that callers leaving voicemails did not have to wait too long for a response.

*Governance (Resolution Management Plan)* – The Town Clerk explained that this matter simply remained amber due to attempts to find a method to help rather than hinder and that appropriate procedures were being developed.

A suggestion was raised for the need for target dates to be included within the Work Programme report, however, the Town Clerk explained that this column had been removed, with many issues remaining ongoing for some time. He explained how and why amber did not necessarily indicate concern but could also mean that work was ongoing. It was suggested that where an item remained amber and required support, this should be discussed with the Chair to see what could be done. It was further suggested that only those items shown in red required discussion by the Committee. The Town Clerk, therefore, provided further details in relation to the two such items.

*Council Plan and Governance (Review of Council Plan and Review of Committee Structure)* – These items, the Town Clerk explained, remained red due to the fact that they informed the whole process for management of the Council. He said that if the Council wanted a living, vibrant culture, then these issues required addressing. It was pointed out, however, that the Council was not entirely without policies and that these issues were being Member-led.

Discussion continued with regard to the need for target dates within the document and it was suggested that it would be useful for Committee Chairs to have an opportunity to sign off before anything moved to green. The need for a more detailed spreadsheet was raised, to include notes on why a matter was shown in amber. The Town Clerk explained that he had inherited this document when taking up employment with the Council during Covid and lockdown and suggested that a more collaborative process should be developed, with ownership of projects being taken on board by the relevant Chairs and with a mechanism for them to discuss items prior to them being brought to committee. Also suggested was the need for action sheets to enable Members to ensure that work was being carried out. It was suggested that this type of thing could be dealt with through a SharePoint page, with Chairs being given read-only access to check up on it and a link being sent prior to meetings. Attention was drawn to the fact that the Dark Skies project was shown as green yet was an ongoing project and also to the fact that a number of additional items needed adding to the document. It was, therefore, proposed that a new list should be developed, including timeframes and deadlines, with a breakdown of the level of granularity, in order to provide a focus for committees.

**Resolved:**

- (1) To note the contents of the report on the Work Programme.
- (2) The Town Clerk to develop a new Work Programme, to include timeframes and deadlines, with a breakdown of the level of granularity.

**M44/2022 Visit Kendal Update**

The Development and Delivery Manager provided a verbal update about the Kendal Visit website. She explained that there were three components to Visit Kendal Leaflets; Website and Social Media; and Signage.

The Development and Delivery Manager reported that leaflets were doing as well as always and were distributed by A-Ha Media, with 29,500 copies of each leaflet having been supplied in February and around 2,000 per month of each having been picked up in Kendal; the figures were similar for both the Kendal Walking Trails leaflet and the Kendal Welcome to Our Town leaflet. Six months' stock remained and, if the trend continued, more leaflets would be reprinted. In response to a query having been raised for the possibility for inclusion of more information on the riverside and the new Beezon Fields site, the Development and Delivery Manager said that any additional suggestions would be welcomed.

The Development and Delivery Manager next referred to the Visit Kendal Website, and was pleased to report that this was the first thing that came up on typing "Kendal" into Google. This was a vibrant and fresh website, receiving around 10,000 hits each month, with the content performing evenly across each theme of shopping, dining and events. There had been 2,100 subscribers to email marketing and there was a 52% click rate. The Town Council paid the fees for a content co-ordinator, as well as hosting and maintenance fees, and was partnered in this by Kendal Futures. Kendal Bid had now also been asked to join in, having dropped out a few years previously. They had offered a professional photography package, promotion, social media, a marketing feature and blog posts.

The Development and Delivery Manager informed the Committee that the Visit Kendal Instagram page had 2,300 followers and that a recent competition to win a night at the Castle Green Hotel had generated 700 new followers; this was to be repeated. This had helped to bring Kendal Bid on board.

With regard to signage, the Development and Delivery Manager explained that refreshment was required, with changes of name and various things requiring updating. She suggested that it may be possible to cover this from the Environment and Highways maintenance budget. In addition, she reported that Avanti had indicated a willingness to explore Visit Kendal signage at Oxenholme Station.

Attention was drawn by a Member to a problem on one of the Visit Kendal Website pages and also to the need to highlight toilets within the site. In response to a further query, the Development and Delivery Manager suggested that she was able to provide a list of where the Visit Kendal leaflets were displayed. It was pointed out that the leaflets used to be sent to Members prior to distribution and the Chair asked if, in future, they could be sent to Members prior to print to see if anything required updating.

**Resolved:**

- (1) To receive the verbal update.
- (2) The error on one of the Visit Kendal Website pages to be fixed.
- (3) Consideration be given to the inclusion of toilets within the Visit Kendal Website.
- (4) A list of where Visit Kendal leaflets are displayed be sent to Members.
- (5) Visit Kendal draft leaflets be sent in future to Members for comment prior to publication.

## **M45/2022      Outside Bodies**

The Committee was asked to consider a proposal for Kendal Community Theatre to be added to the Council's List of Outside Bodies and for Cllr R Sutton to be appointed as interim representative. Members were advised that the Council supported the Theatre through its community grants budget. Cllr Sutton currently attended its governing body as a volunteer, but the Theatre was keen for the Council's presence to be formalised. Councillor Sutton would submit outside an Outside Body report to Full Council.

Additional discussion took place regarding the Town Council's representative to Brewery Arts. Cllr Craig Russell explained that although this was his role, Brewery Arts did not find this acceptable due to his position within the Organisation and a potential conflict of interest. It was suggested, therefore, that there was a need for the Town Clerk to look into the matter and seek to clarify the liaison.

### **Resolved:**

- (1) To appoint Cllr R Sutton as interim representative to the Kendal Community Theatre.
- (2) Cllr R Sutton to submit an Outside Body report on the work of the organisation to Full Council.
- (3) The Town Clerk to seek clarification on the Town Council's representation on Brewery Arts.

## **M46/2022      Land at Mintsfeet and Vicarage Drive**

The Town Clerk provided a verbal update on the acquisition of land at Mintsfeet Riverside and Vicarage Drive.

With regard to the land at Mintsfeet Riverside, the Town Clerk advised that a deposit had been made to the vendor and that the Town Council had signed and sealed its part of the Contract. He hoped shortly to exchange contracts.

With regard to the land at Vicarage Drive, the Town Clerk explained that he had been in contact with the Council's solicitor in order to press to move forward on the matter.

Members raised the need for consideration as to which Council committee would take on board responsibility for the land at Mintsfeet and for consideration to be given to plans for the area in the short, medium and long term. Also raised was the need for good communications on the matter following exchange of contracts, including a quote from the Chair of the Environment and Highways Committee.

### **Resolved:**

- (1) To note the verbal update.
- (2) Following exchange of contracts, to make arrangements for appropriate communications with regard to the land at Mintsfeet Riverside, to include a quote from the Chair of the Environment and Highways Committee.

## **M47/2022      Levelling Up Funding Inquiry**

The Town Clerk reported that the National Association of Local Councils had requested feedback to inform their reply to the parliamentary Levelling Up, Housing and Communities (LUHC) Committee inquiry on Levelling Up funding. Comments were being sought on the process and effectiveness of the Government's Levelling Up policies. The Town Clerk suggested that a small working group be established to look into these policies, comprising of himself, Cllr Rathbone and two other Members.

It was suggested that meetings of the working group should be held virtually via Microsoft Teams.

**Resolved:** To establish a working group to meet virtually and to form comments on the process and effectiveness of the Government's Levelling Up policies, comprising Cllrs Stephen Coleman, Suzanne Long, Doug Rathbone and Craig Russell, and the Town Clerk, and to submit the response on behalf of the Council.

## **M48/2022      Young People's Activity Scheme**

The Committee was being asked to consider how the Council might support a scheme trialled over the recent half-term holiday, which gave pupil-premium young people and the children of refugee families housed in Kendal an opportunity to experience sport and recreational activities, including a residential visit to the YMCA centre on Windermere. The Council could support such a scheme in a number of ways, through direct activity, grant funding, support in kind or a blend of these things.

Prior to the meeting, Members had been provided with a further scoping document for information.

Cllr Mhairi Helme referred to the October half-term event, for which funding from the Scott Trust had been secured to enable a range of families to attend. This had shown that the level of interest was considerable and that partners and co-funders were readily available. She explained that the aim would be to facilitate the engagement with activity for at least 25% of the Town's current pupil-premium children and their families in the first couple of years. The current term statistics suggested that 509 children in Kendal's school population of 3,556 were currently in this group (14%). The intention for the first year of operation would also be to achieve at least half the scheme's running costs from external funders. In due course, it would be anticipated that the Council's contribution to running costs reduced in line with the facilitator's success in attracting external funding to support the activities.

There were a number of ways the council could support such a scheme. The Council could employ someone directly, it could engage a facilitator, or it could engage another organisation to deliver the scheme.

The scheme proposers envisaged the Council commissioning a facilitator to engage with schools, young people and their families and sports and activity providers in the Town. The scheme would be overseen by a steering group appointed by the Christmas Lights and Festivals Committee (assuming the wider Cultural role that Committee was seeking). The Council's appropriate budget allocation would be delegated to that Committee to manage.

The Scheme proposers further envisaged that the Council funded the initial stages – engaging a facilitator and providing a working budget to purchase the necessary membership access to the activity providers. This would see the Council allocate around £25,000 in year one, to be divided fairly evenly between the facilitator and the activity providers. It would also allow for some transport provision, probably necessary, particularly in winter months.

The Council had a power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 to provide 'assistance of any kind' for 'such recreational facilities as it sees fit'.

Cllr Helme, in response to a query, said that Council staff would not be required to run the scheme and that this would be carried out through engagement with a partner, Active Cumbria. In addition, she herself intended to take a very active role in setting up the scheme. Further details were sought on who was to be the responsible body and what would be the measures of success, and Cllr Helme explained that, with regard to responsibility for funding, some could be received directly by the Town Council and distributed through PTAs. She was keen for overall responsibility as a Council, however, pointed out that some funding could not be accepted by the Council and so this would need to be defined within a document. As for measures of success, this would be seen by how many children engaged with sport and how many families were able to go on holiday. Some discussion took place on the Council's allocation of funding of the scheme and although it was noted that the recommendation was initially for £25,00 in year one, this could increase in years to come as the project grew and lessons were learnt. The need to ensure that the scheme was housed in a Kendal based organisation and that it was professionally constituted and had an appropriate management structure was stressed. Some concern was raised with regard to the potential for the Town Council to lose other projects as a result of taking this one on board. Cllr Helme explained that the scheme would follow the same concept as Visit Kendal, with a concept co-ordinator reports to the Council who would manage the scheme to some extent. Cllr Helme stressed the need for the Town Council to demonstrate that it cared for families in Kendal. Members, on the whole, expressed support for the proposal and for it to be recommended to the Christmas Lights and Festivals Committee.

**Resolved:** To recommend the Young People's Activity Scheme for approval by the Christmas Lights and Festivals Committee.

#### **M49/2022      Budget 2022-23**

The Committee reviewed expenditure against budget in the current year.

The Town Clerk drew particular attention to the projected costs relating to salary and hours uplifts and provided details in relation to the current National Joint Council Employers' offer on pay, resulting in a current underspend of approximately £14,000. He further drew attention to the underspend shown in relation to premises costs and work due to be carried out on the garage roof.

The fact that the figures showed a projected total overspend of approximately £17,000 was raised and, in response to a query, the Town Clerk confirmed that there were sufficient reserves to cover this.

**Resolved:** To note the report.

#### **M50/2022      Community Infrastructure Levy**

The Town Council received payments from the local planning authority to offset the impact of local development. This amounted to 15% of the total Community Infrastructure Levy charged by the local planning authority. The collecting authority (in this case the local planning authority) had to pay the appropriate portion of receipts to the Town Council every six months. The Town Council was free to spend the money as it saw fit, but it had to support the development of the town. The money could be spent on services, infrastructure or anything else that the Town Council deemed appropriate. The expenditure had to be reported on the Town Council's website. Currently, the Town Council had

spent only a small portion of the money it had received. It could use this money to fund its existing plans, or devise other spending plans. The current balance in the account stood at £83,110.

The Committee was being asked to consider how to apportion the Community Infrastructure Levy in the current and future budgets, and the Town Clerk suggested that it would be of benefit for a couple of Members to look into this.

Attention was drawn to two Environment and Highways Committee projects – 20mph speed limit and the footpath audit, each for which £30,000 was being sought from this funding in order to avoid an increase in the Council's precept. Whilst Members wished to ensure that these projects met Community Infrastructure Levy requirements, they expressed support for the suggestions. In response to a query, Members were advised that the Environment and Highways Committee was due the following week to give consideration to 20's Plenty and that the minutes of that meeting would subsequently be forward to Full Council. One Member stressed the fact that, in his opinion, the money should be used only for new projects.

A number of Members having volunteered, it was

**Resolved:** To form a group made up of Cllrs David Evans, Eammon Hennessy and Craig Russell to give consideration as to how to apportion the Community Infrastructure Levy in the current and future budgets and to report back to Management Committee.

#### **M51/2022 Council Forward Plan and Structure**

Members were being asked to consider the Council's current position and necessary actions to develop a Forward Plan and any implications for the structure of the Council and its committees.

The Chair reported that various political discussions were taking place with the aim of ensuring the Council had clear policies in place for the future, with the aim of having an outline plan in place for 1 April 2023.

**Resolved:** To receive the verbal report.

#### **M52/2022 Budget 2023/24**

Highlighting the need, due to unforeseen circumstances, for this meeting to come to a prompt end at 9.00 p.m., and the importance of Members being able to give full consideration to the item, the Town Clerk explained that the Management Committee was able to consider its draft Budget up until January 2023. In addition, the Committee would have the opportunity to consider the entire Council Budget in January, prior to making recommendations thereon to Full Council.

**Resolved:**

- (1) To note the report verbal update.
- (2) To give full consideration to the Management Committee budget at a future meeting.

#### **M53/2022 Employment and Staffing Matters**

There were currently no employment and staffing matters that required reporting to the Committee.

**M54/2022      Items for the Next Newsletter**

The Town Clerk informed the Committee that the Winter edition of the Newsletter was due shortly to be published and delivered to Kendal residents. The next edition would be due out in February/March 2023.

**Resolved:** To note the verbal update.

The meeting closed at 9.07 p.m.