

# Kendal Town Council

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



27 June 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, 4 July 2022, at 7.30 p.m., 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 30 May 2022, and to authorise the Chair to sign 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. Kendal Sports for All initiative**

To consider a proposal to develop a Kendal Sports for All programme in conjunction with local sports groups (see report, which will follow from the meeting of the Christmas Lights and Festivals Committee on Monday 27 June 2022).

**9. 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.

**10. Employment and Staffing Matters**

To receive a report from the meeting of the Staffing Sub-Committee (*see attached*).

**11. Council Structure**

To consider a report on the structure of the Council and its committees.

**12. Property Matters**

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

# Kendal Town Council

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



## Minutes of the meeting of the Management Committee held on Monday, 30 May 2022 at 7pm at the Town Hall, Highgate, Kendal.

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

\* arrived late due to other engagement

**In attendance:** Chris Bagshaw (Town Clerk)

**Also present:** Cllr M Helme

### **M1/2022 Public Participation**

Prior to the meeting, Cllr Helme gave a presentation on a couple of ideas for which she sought the Committee's opinion on development. Firstly, she introduced an idea for supporting young people to be involved in organised sport and art activities, especially targeted at those who might otherwise be excluded for financial or other social reasons. This was placed in the context of the current Cost of Living Crisis. Cllr Helme had spoken to a number of groups who would be willing to support the initiative through concessions and would be very happy to initiate further discussions and develop an appropriate Council action plan. Following discussion it was suggested that his activity could be focused through the Christmas Lights and Festivals Committee, initially.

Cllr Helme then introduced a 'Welcome' card for Ukrainian refugees, which aimed at filling an apparent void in the settlement plan for refugees arriving in the Kendal area. It was noted that this was perhaps an issue that should be done in conjunction with other agencies – housing (SLDC), CAB and Cumbria County Council etc. Cllr Helme was encouraged to liaise with the Clerk over ensuring that these agencies were involved initially, along with political contacts through the MP's office, to ensure that a 'Welcome' booklet contained the correct guidance.

The Chair thanked Cllr Helme for her initiatives. Cllr Helme left the meeting.

### **M2/2022 Apologies**

Apologies were submitted and accepted from Cllrs Finch and Hennessy.

### **M3/2022 Declarations of Interest**

None submitted.

### **M4/2022 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 was noted that these appeared later on the agenda and would be dealt with at that point.

#### **M5/2022 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 7 February 2022.

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

#### **M6/2022 Town Hall Refurbishment**

The Clerk reported that the Council was still unable to occupy the newly refurbished offices in South Lakeland House which were earmarked for their use. He understood that there had been delays in the finishing of the new offices, and these had run into scheduling issues with staff at SLDC who were available to carry out the necessary move, which was intended to be done at no additional expense to the Town Council. The issue of the Council's long-term occupancy had not been resolved, but the Clerk had been reassured that this was not germane to the issues preventing the current move from temporary accommodation in the Mintworks. The Committee stressed that political influence could be brought to bear if required, but the Clerk expressed the belief that the matter would resolve itself in the next couple of weeks.

**Resolved:** To note the report

#### **M7/2022 Report on the Work Programme**

The Committee considered a report on the current work programme which identified areas where actions were not currently progressing as straightforwardly as they might be. It was noted that Staffing and structure issues appeared later on the agenda for consideration. It was suggested that the Bowling Fell commitments in the E&H budget allocation ought to be reflected as a distinct activity in the plan. The development of Stricklandgate House as a Sustainability/Inspiration Hub was welcomed, though it was noted that the process had been somewhat circuitous.

**Resolved:** To ensure Bowling Fell projects are more clearly identified in future Work Programme reports.

**Resolved:** To note the report.

#### **M8/2022 Budget 2022-23**

The Committee considered a report on the current year spend to 30 April, for the Committee's area of budget.

**Resolved:** To note the report.

#### **M9/2022 Forward Planning**

The Committee considered a report from the Clerk on the setting of priorities and forward planning for the Council.

There was considerable debate about the order of priorities, and the question of whether a consideration of the Council's structure should reflect its immediate concerns, or anticipate and facilitate agility in the Council's planning and response to the challenges of the new unitary structure. It was noted that the Chair had initiated preliminary working groups to filter the opportunities and issues presented by Local Government Reorganisation (LGR). It was suggested that these Working Groups might act as an initial forum for the Council to develop expressions of its future aspirations, and give a steer to the Committee's own deliberations on the Council's priorities and plans.

It was noted that timescales for action in conjunction with the new Westmorland and Furness authority may be tight, if the desired outcome includes an immediate transfer of service delivery or the devolution of specific functions. However, there were mechanisms available which could resolve some of the immediate apparent threats to services and allow for an appropriate consideration of priorities in a longer timeframe. 'Special expenses' were suggested in this context, but it was noted that these would be matters for the Unitary to consider and existed parallel to the Town Council making judgements about its own priorities.

It was noted that it was some time since the Town Council made a comprehensive review of its action plans and it would be appropriate for it to develop a vision of the Council's role over a five year period. The Committee was reminded that the Council was a signatory to the Kendal 'Vision' and that it may not be necessary for it to 're-vision' matters already covered by this document. It was suggested that a Council Plan should reflect the priorities of the people of Kendal.

**Resolved:** To develop the themes identified in the report through the Chair's LGR Working Group, initially.

#### **M10/2022 Presentations to Council**

The Committee considered a report on proposed invitees to present to Full Council. It was noted that Lakeland Arts and Brewery Arts were currently mid-review of their forward plans, so they may need more time before presenting. Kendal Torchlight, Kendal ICC and CAFS were also suggested as appropriate.

**Resolved:** That the list be accepted with the additions noted above and that invites be prioritised as follows:

1. Citizens Advice Bureau
2. Kendal Futures
3. Kendal BID
4. Others as available.

#### **M11/2022 Newsletter**

The Committee considered appropriate items for next edition of the newsletter.

**Resolved:** The Committee suggested the following items may be appropriate:

- Unity Festival
- Ukraine response and support for refugees
- Allotment developments at Canal Head
- Somervell garden and Jubilee planting
- Kendal Rinteln event

#### **Part Two**

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

#### **M12/2022 Staffing**

The Committee considered a report from the Clerk on staffing issues. A fuller minute of this item is kept on file.

**Resolved:** That a staffing sub-committee of the Clerk and Cllrs Russell and Blackman be formed to work through the issues raised in the report.

**M13/2022 Property Matters**

The Clerk reported that the transfers of property were currently with solicitors. An issue of a leaking roof on the council shed had been resolved. SLDC had rejected the Council's offer to share the cost of repairing the wall at Noble's Rest. The Clerk suggested that this matter could be resolved by the Council fixing the wall in its entirety through its Green Spaces Improvement programme, administered by E&H, whilst not conceding that the wall was currently the Council's sole liability.

**Resolved:** To note the report.

The meeting closed at 9.22pm

## Agenda Item 6

## Work Programme – July 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. Proposals from Staffing Sub-Committee included in this agenda
		Appraisal Plan			
		Team meetings			
		Covid Plan			
		Staff handbook update			Just started
	IT	All staff adequately equipped			All staff now on working KTC laptops. Software updates require some new licensing. Telephony requires overhaul to update and ensure fit for purpose.

	Property	Acquisitions of strategic land			Legal process seems to require persistent encouragement.
		Office accommodation – return to Town Hall			Now more than 12mths overdue. The Clerk will update the Committee on the very latest position.
<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, but core training is mostly complete.
		Annual Return (AGAR)			Submitted on time
<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, but coalescing around Stricklandgate House.
		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, but new Projects Officer is delivering immediate results on ancillary works
		Visit Kendal leaflets and website			
<b>Mayoralty &amp; Arts</b> Clerk, Mayor's Attendant		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			
		Entry into Cumbria in Bloom			

Income/Exp

	22/23 Budget	Exp to Date	Forecast
<b>Staffing Budget</b>	<b>£242,000</b>		<b>241,343</b>
Staff Gross Pay		£22,311	
Employers Superannuation		£7,468	
HMRC Tax and NI		£6,364	
Travel		£2	£100
Staff Expenses		£22	£150
Staff Training/Course	<b>£3,000</b>	£85	£3,000
<b>Total Budget</b>	<b>£245,000</b>	<b>£36,252</b>	<b>£244,593</b>
<b>Premises/Equip Budget</b>	<b>£18,000</b>		<b>£18,000</b>
Rent of Old Unison Room (1 quarter)		£570	
Service Charge (Rent)/ Heating/Lighting/cleaning/Pa rlour/Picture Store/Use of Chamber			
Use of Telephones			
Other: Garage Rent (still awaiting Invoices from 20-22)			
<b>Premises Other</b>			
Alarms - Service & Maint (Payment from 4 & 6 mths)		£619	
Garage - Electricity		£60	
Garage - Other		£79	
General Equip ( Purchases & Repairs)		£191	
<b>Total Budget</b>	<b>£18,000</b>	<b>£1,519</b>	<b>£18,000</b>
<b>IT Budget</b>	<b>£17,500</b>		<b>£17,500</b>
Software	ITEK - Support (2 Mths)	£550	
	ITEK Annual Costs (License and Annual costs)	£1,000	
	Cloud Hosting ( 8 mths)	£509	
Support	Sage	£55	
Digital Meetings/Admin	Zoom ( 2 Mths Costs)	£96	
	Canva ( 2 mths costs)	£81	
Other IT Costs			
Website	Designworks	£601	
	DocuSign ( 8 mths)	£220	
New IT System/Comp/Equip	( New Laptops and set up)	£2,319	
<b>Sub Total</b>	<b>£17,500</b>	<b>£5,431</b>	<b>£17,500</b>
<b>Insurance &amp; Finance Costs Budget</b>	<b>£12,000</b>		<b>£12,000</b>
Public Liability		£5,732	
HR			
Finance Costs (Audit Fees)			
Other - Bk and Voucher fees		£70	
Payroll Services			
<b>Sub Total</b>	<b>£12,000</b>	<b>£5,802</b>	<b>£12,000</b>

Income/Exp

	22/23 Budget	Exp to Date	Forecast
<b>Stationery/Office General Budget</b>	<b>£7,500</b>		<b>£7,500</b>
PPE	£1,000		£1,000
Printing/Stationery/Postage			
Office Equip		£28	
Misc. Office Expenses			
Photocopier			
Subscriptions		£27	
<b>Sub Total</b>	<b>£8,500</b>	<b>£55</b>	<b>£8,500</b>
<b>Vehicle Budget</b>	<b>£2,500</b>		
Fuel		£85	£510
Tracking Fee		£14	£94
Repairs		£269	£800
Van Ins		£916	£1,221
Other		£252	£500
<b>Sub Total</b>	<b>£2,500</b>	<b>£1,536</b>	<b>£3,125</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	£250
Emergency Planning	£0		£0
Promoting Quality & Diversity	£150		£150
Kendal Futures & Vision Budget	£31,750	£9,500	£31,750
Visit Kendal/Promoting Kendal Budget	£0	£600	
Contribution to Levelling up ( Could be funded out of Contingency?)		£5,000	£5,000
<b>Total Management</b>	<b>£362,427</b>	<b>£66,170</b>	<b>£367,645</b>