

# Kendal Town Council

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



26 August 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 H Ladhams (Chair of Christmas Lights and Festivals)
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 A Finch (Chair of Allotments)	Cllr G Tirvengadam (Vice-Chair)
Cllr E Hennessy (Chair of Environment & Highways)	

You are summoned to a meeting of Kendal Town Council's Management Committee on Monday, 5 September 2022, at 7.30 p.m., in the Council Chamber at 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 4 July 2022, and to authorise the Chair to sign them as a true record (*attached*).

**5. Flood Relief Scheme Working Group**

To consider a request from the Chair of the Planning Committee that its Flood Relief Scheme Working Group be authorised to organise a familiarisation trip to Pilkington's in St Helen's, where the glass screens for the Flood Scheme are being built.

**Background**

The Flood Relief Scheme Working Group is proposing to hire a self-drive minibus to visit Pilkingtons on 5 October. The Community Minibus for a party of 12 would cost in the region of £250 (including fuel). It is suggested this may come from the 'Other Expenses' budget line in the Management budget.

**6. Local Government Reorganisation Working Group**

To receive the notes of the meeting of the Local Government Reorganisation Working Group held on 5 July 2022 (*attached*).

**7. 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.

**8. Report on the Work Programme**

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

**9. Budget 2022-23**

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

**10. Council Forward Plan and Structure**

To consider the Council's position and necessary actions to develop a Forward Plan and any implications for the structure of the Council and its committees.

**11. 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.

**12. Employment and Staffing Matters**

a) To note a report on the changes to the Staffing Structure implemented since the last meeting.

b) To receive a report from the Clerk on any other staffing matters requiring the Committee's consideration and guidance.

# 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.

# Kendal Town Council

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



## Notes of the meeting of a Local Government Reorganisation Working Group held on Tuesday 5 July 2022 at 7pm in The Mintworks, Highgate, Kendal.

Cllr S Coleman (chair)	Present	Cllr G Archibald	Present
Cllr E Hennessy	Present	Cllr J Dunlop	Apologies
Cllr D Evans	Present	Cllr J Brook	Apologies
Cllr C Russell	Present	Cllr S Long	Apologies
Cllr A Blackman	Present	Cllr G Tirvengadam	Apologies
Cllr H Ladhams	Present		

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

### 1 Apologies

Apologies were received from Cllrs J Dunlop, J Brook, S Long and G Tirvengadam

### 2. Scope

The Chair described the scope of the meeting as being to consider what the Council's position should be with regard to the delivery of relevant services, following the abolition of South Lakeland District and Cumbria County councils on 1 April 2023, and their replacement by Westmorland and Furness Council.

### 3. Discussion

From discussions with members of the shadow W&F authority it was suggested that there was an opportunity to work with the new council to identify areas where services could be improved if their delivery was to be devolved, but there were no prescribed models for this yet.

There are areas that the town council has expressed historic interest in being involved with – play areas, parks, green spaces, footpaths – streetscene issues. These are reflected in the Council's last action plan. It was suggested that there may be areas in this that can be identified as falling short, and the town council can drive them forward.

The Natural Kendal initiative was a good example of where the Town Council could exert influence. There was some discussion about how to gauge the appropriate standards for parks and open spaces. Locality working initiatives from previous years had declined, but there are still some very strong local groups in the town with considerable expertise to harness.

A discussion of ownership identified some more solid areas for ongoing action.

Area	Ownership status preferred
Allotments	Town Council should own and operate all, to ensure security and ongoing investment
Cemeteries	In Kendal this should be a W&F matter
Litter bins	The Town Council should be able to offer additionality and uniformity

Seats	The Town Council already manages most of those outside parks
The Birdcage	The Town Council could manage this asset in the town centre
Kendal Markets	The Town Council has the power to be the Market authority, and could manage the markets

The need for the Town Council to prioritise its aspirations and recognise that its resources were limited was stressed by some members.

Two areas which had not yet been explored where the Council could do more were in the fields of cultural development and the voluntary sector. It was observed that CVS had no presence in Kendal and that Stricklandgate House would make a possible partner. Other councillors noted that KMF could deliver more events in the town, and that the BID were now increasing their presence again.

Young people were also a notable priority, if one looked at things thematically, instead of by object.

#### 4. Next Steps

There was still a lot of political discussion to be had around the process and timescale for any potential devolution of services, and it was clear that Town Councillor needed to spend more time in considering the issues and airing their thoughts and concerns.

The meeting closed at 9.20pm



# Kendal Town Council

## Agenda Item 6

### Work Programme – September 2022

Committee	Project title	Progress	Partners	Red Amber Green	Notes
Management Clerk	Council Plan	Review of Council Plan			Management Committee to review process for development of medium-term financial plan
	Governance	Review of Committee Structure			Management Committee review of structures required
		Resolution management system			New tracking system introduced
	Staffing	Review of Staffing structure			Staffing sub-committee recommendations only partially adopted.
		Appraisal Plan			
		Team meetings			
		Covid Plan			Covid tests still supplied by council as required.
		Staff handbook update			In progress
	IT	Laptops, monitors and peripherals			All staff now on working KTC laptops. Software updates require some new licensing. Telephony requires overhaul to update and ensure fit for purpose.
		Telephony			Temporary fix for WFH during

					lockdown becoming obsolete. Alternatives being costed.
		Software			Piecemeal software licensing now being standardized, but financial implications not yet clear.
		Maintenance			Support contract under review.
	Property	Acquisitions of strategic land			Legal process seems to require persistent encouragement. Target date for completion is end of September.
		Office accommodation – return to Town Hall			The main administration base has now moved into the refurbished accommodation in South Lakeland House. The Clerk will report further issues as a separate agenda item.
		Parlour Alarm			Review of arrangements for keyholding and requirement for separate system required. BT Redcare about to become obsolete.
<b>Audit, Grants and Charities</b>		New Standing Orders			Introduced May 2022
		New Financial Regulations			Being drafted
		New Finance System			Introduced May/June 2022. Core training

					complete, purchase ordering introduced. Budgeting operational.
		Annual Return (AGAR)			Submitted on time
<b>E&amp;H</b> Project Manager	New Infrastructure & Infrastructure Maintenance	Install new handrails and new signage. Update existing Visit Kendal signage.			Ongoing via Projects Officer gathering permissions and quotes and overseeing contractors.
		Pump Track			
		Speed Indicator Devices			Liaison with police and county council. Also issue with battery failure being investigated.
		Kirkbarrow Path Improvement Project			Land transfer slow, but new Projects Officer is delivering immediate results on ancillary survey and works
		Visit Kendal leaflets and website			
		20mph			Initial boundary and engagement plan presented and Cllrs response gathered to inform 2 <sup>nd</sup> boundary draft.
	Climate Jury Recommendations	Town wide Solar Audit			
	Climate Jury Recommendations	Solar Made Easy Kendal			Engagement ongoing, 60 residents registered to join Kendal cluster to

					date, deadline 5 <sup>th</sup> September. Links to BID in development to introduce businesses to co-operatives.
	Climate Jury Recommendations	Zero Carbon Kendal Inspiration Website			Issue of access through TH wifi ongoing
	Climate Jury Recommendations	Inspiration Hub			Location plan proving difficult, but coalescing around Stricklandgate House. HM joined SGH working group together with Waste into Wellbeing to progress.
	Climate Jury Recommendations	Recommendations Panel			New engagement model developed. Jury members invited to reunion during Great Big Green Week.
	Climate Jury Recommendations	Jury Supporter engagement			
	Climate Jury Recommendations	Festival Engagement			
	Climate Jury Recommendations	Somervell Wildflower Garden			
	Climate Jury Recommendations	Dark skies			Planning Switch off at Switch On event on 14 <sup>th</sup> November to raise awareness. Survey of Town Council lighting completed.
<b>Mayoralty &amp; Arts</b> Clerk, Mayor's Attendant		Audit of Items			Tracking records against existing items in estate time consuming.

		Town Crier and Mace Bearer roles and recruitment			Agreement of roles in progress
		Repairs to Mayoral Chain			Repairs booked for September
<b>Christmas lights &amp; festivals</b> Council Services Officer		Review of lighting displays			
		Promotional film			Needs direction and budget confirmation
<b>Allotments</b> Council Services Officer		Rabbits			
		Canal Head Extension			
		Pest Control			
		Asbestos removal			
		Cockerels			
<b>KiB</b> Council Services Officer		Planting			
	Flood Scheme Working Group	Entry into Cumbria in Bloom			Judging successful.
<b>Planning</b>	Planning Policy	Glass walls approved			
		Developing feedback on short term letting for consultation			

**Kendal Town Council 2022-23 Budget**  
**Income/Exp**

**4 Months Exp - April-July**

	22/23 Budget	Exp to Date	Forecast	
<b>Staffing Budget</b>	<b>£242,000</b>		<b>253,574</b>	See Projected Payroll Costs s/s
Gross Staff Costs		£71,289		
Travel		£36	£200	
Staff Expenses		£35	£150	
Staff Training/Course	£3,000	£529	£1,000	
<b>Total Budget</b>	<b>£245,000</b>	<b>£71,889</b>	<b>£254,924</b>	
<b>Premises/Equip Budget</b>	<b>£18,000</b>			
Rent of Old Unison Room (2 quarter)		£570	£2,280	
Service Charge (Rent)/Heating/Lighting/cleaning/Pa rlour/Picture Store/Use of Chamber (1 quarter)		£2,375	£9,500	
Use of Telephones			£200	
Other: Garage Rent (still awaiting Invoices from 20-22)			£2,000	
Premises Other		£1,749	£3,000	Includes Repairs to Garage Roof
Alarms - Service & Maint (Payment from 4 & 6 mths)		£619	£1,200	
Garage - Electricity		£87	£360	
<b>Total Budget</b>	<b>£18,000</b>	<b>£5,400</b>	<b>£18,540</b>	
<b>IT Budget</b>	<b>£17,500</b>			
Software ITEK - Support (4 Mths) ITEK Annual Costs (License and Annual costs		£1,550	£3,500	
Back-up and Email Service		£1,411	£1,411	
Cloud Hosting ( 8 mths)		£1,233	£1,233	
Allotments Software		£821	£821	
Support Sage		£126	£126	
Digital Meetings/Admin Zoom/canva		£83	£343	
Other IT Costs		£364	£364	
New IT System/Comp/Equip ( New Laptops and set up)		£1,830	£2,000	
		£9,515	£9,515	
<b>Sub Total</b>	<b>£17,500</b>	<b>£16,933</b>	<b>£19,313</b>	
<b>Insurance &amp; Finance Costs Budget</b>	<b>£12,000</b>			
Public Liability ( 12 mths Insurance)		£5,732	£5,732	
HR				
Finance Costs (Admin & Audit Fees)		£17	£4,500	
Other - Bk and Voucher fees		£82	£200	
Payroll Services		£103	£412	
<b>Sub Total</b>	<b>£12,000</b>	<b>£5,934</b>	<b>£10,844</b>	

Kendal Town Council 2022-23 Budget4 Months Exp - April-JulyIncome/Exp

	22/23 Budget	Exp to Date	Forecast
<b><u>Stationery/Office General Budget</u></b>	<b>£7,500</b>		
PPE	£1,000		£1,000
Printing/Stationery/Postage		£652	£1,800
Office Equip		£29	£1,500
Misc. Office Expenses		£28	£100
Photocopier		£348	£700
Subscriptions		£2,287	£3,000
<b><u>Sub Total</u></b>	<b>£8,500</b>	<b>£3,344</b>	<b>£8,100</b>
<b><u>Vehicle Budget</u></b>	<b>£2,500</b>		
Fuel		£178	£900
Tracking Fee		£28	£84
Repairs		£269	£800
Van Ins		£916	£1,221
Other		£266	£500
<b><u>Sub Total</u></b>	<b>£2,500</b>	<b>£1,656</b>	<b>£3,505</b>
Newsletter	£11,500	£225	£11,500
Elections	£2,777		£2,777
Election Fund	£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	£9,200	£31,750
Visit Kendal/Promoting Kendal Budget	£0	£0	
Contribution to Levelling up ( funded out of Contingency)		£5,000	£5,000
<b><u>Total Management</u></b>	<b>£357,427</b>	<b>£119,831</b>	<b>£374,153</b>