

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 4 March 2024, at 7.50 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Also present: Cllr G Archibald as substitute for Cllr A Finch. Cllrs J Cornthwaite and L Hendry were also in attendance at the meeting, however, whilst taking part in debate, did not vote on any of the items, as not a Member of the Committee.

Officers in attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

M64/2023 Apologies

Resolved: To receive and accept apologies for absence from Cllr A Finch.

M65/2023 Declarations of Interest

No declarations of interest were raised under this item.

M66/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

Resolved: Prior to consideration, to vote on moving into Part Two for consideration of Agenda Items Nos.8 (Property and Office Accommodation) and 9 (Employment and Staffing Matters).

M67/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 8 January 2024 and to authorise the Chairman to sign them as a true record.

M68/2023 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

The Town Clerk referred to Item Ref.10 regarding Property and Office Accommodation and explained that whilst he was not yet in a position to provide a full report on the matter as indicated under Agenda Item No.8, he still wished to gauge Members' opinion.

With regard to Item Ref.35, the Town Clerk explained that the Newsletter had been on hold due to a lack in staffing resources, however, that he planned to get this out before May. In response to a query, he informed Members that there was more anecdotal evidence that Royal Mail was not delivering the publication as appropriate. Members were, therefore, keen for a letter to be sent to Royal Mail to state that the Town Council as a customer was dissatisfied at the service and may have to consider alternative options for delivery if there was no improvement.

Resolved: To write to Royal Mail regarding delivery of the Town Council's Newsletter, as outlined above.

Attention was drawn to Item Ref.50 regarding the Community Infrastructure Levy (CIL) and to forthcoming discussions in relation to the Market. This raised the potential for Members of the Management Committee to attend the meeting on 7 March and the Chair undertook to find out whether this may be possible. All Members of the Culture and Communities Committee had already been invited. The Chair asked for notes of the meeting to be provided to the Management Committee.

Resolved: To provide Management Team with notes of the 7 March meeting.

Talk turned to the Town Team and it was pointed out that there would be both a Member Group and an Officer Group. Westmorland and Furness Council awaited confirmation from the Government with regard to the grant from the Levelling Up Fund. The Town Clerk added that more details would soon emerge in relation to Finkle Street and the Bird Cage.

Resolved: To note the report.

M69/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in. He referred in particular to the successful partnership work between Cumbria Wildlife, Westmorland and Furness Council and Kendal Town Council in relation to pollinator planting and the development of long-lasting sites. In response to a query, the Town Clerk informed Members that up to date guidance in relation to the installation of solar panels was available on Westmorland and Furness Council's Website. He undertook, however, to ensure that any information kept by the Town Council in relation to solar panels was also up to date.

Resolved: To check that any information kept by the Town Council's in relation to the installation of solar panels is up to date.

Resolved: To note the report.

M70/2023 Budget 2023-24

The Town Clerk presented a report detailing expenditure against budget in the current year, also circulating hard copies of a copy of the 2023/24 Reserve Statement.

Members noted the lack of progress on project work as a result of the current lack in staffing resources. In response to a query, the Town Clerk undertook to email to all Members a copy of the 2023/24 Reserve Statement which, it was felt, would be useful for Committees to have sight of so that they could see the status of their projects.

Resolved: To email to all Members a copy of the 2023/24 Reserve Statement.

Resolved: To note the report.

Part Two

Members voted to exclude the Press and Public for the following two items of business, due to the confidential nature of the discussion.

M71/2023 Property and Office Accommodation

The Town Clerk reported verbally on matters relating to the Town Council's property and office accommodation. Members acknowledged that more work was required on this matter and were keen for a detailed report to be brought to the next meeting of the Committee.

Resolved: To bring a detailed report on property and office accommodation to the next meeting of the Management Committee.

M72/2023 Employment and Staffing Matters

(a) The Town Clerk reported verbally on progress in recruiting a new Deputy Town Clerk. He was pleased to advise that, following the recruitment process, the post had been offered to and accepted by an individual with good experience in this field of work.

Resolved: To note the verbal update.

(b) The Town Clerk reported that there were currently no staffing matters requiring the Committee's further consideration and guidance. He referred, however, to the recruitment process for the new role of Administrative Assistant, and the need to attract good applicants for the role. He was proposing, therefore, to call a meeting of the Staffing Sub-Committee to give this matter consideration. In response to a suggestion, the Town Clerk undertook to ask the Staffing Sub-Committee, following confirmation of funding, to also look at the role of the new Community Emergency Plan Co-ordinator.

Resolved: To arrange a meeting of the Staffing Sub-Committee to consider the roles and recruitment process for both the Administrative Assistant and, once funding has been confirmed, the Community Emergency Plan Co-ordinator.

Resolved: To note the verbal update.

Part One

Members voted to move back into Part 1 for the remainder of the meeting.

M73/2023 Newsletter and Publicity

The Town Clerk was thanked for his earlier update regarding the Newsletter and were keen to ensure that the content was as had been requested by Members. With regard to publicity in general, it was felt that more could be done through social media, for example details regarding forthcoming litter picks. Through this type of publicity, together with photographs, the Town Council could demonstrate to the public the good work being carried out in Kendal. Further suggested was the need to publicise forthcoming meeting, also reminding members of the public that they were welcome to attend. Whilst Members acknowledged the difficulties which had been experienced as a result in a lack of staffing resources, the importance of improved publicity moving forward was stressed.

The Town Clerk suggested that any items for the Newsletter should be submitted to him by the end of week commencing 25 March and advised that he would be including items relating to the Unity Festival, Kendal in Bloom, Resilience and Nature Recovery.

Resolved: Items for the forthcoming Newsletter to be submitted the Town Clerk by the end of week commencing 25 March 2024.

The meeting closed at 8.40 p.m.