

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 17<sup>th</sup> June 2019 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans and Andy Blackman
- APOLOGIES** Councillors Geoff Cook (Vice Chair), Susanne Long, Alvin Finch (Mayor) and Guy Tirvengadam
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 101/19/20 PUBLIC PARTICIPATION**
- None.
- 102/19/20 DECLARATIONS OF INTEREST**
- Councillor Coleman declared an interest in item 8 on the Agenda (Kendal Market – Response from SLDC) as Chairman of SLDC.
- 103/19/20 MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> MAY 2019**
- The Chairman presented the minutes of the meeting held on 20<sup>th</sup> May 2019, which had been approved by full Council on 3<sup>rd</sup> June 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 20<sup>th</sup> May 2019 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 104/19/20 Minute 033/19/20 – Oxenholme Station Car Parking**
- Councillor Blackman mentioned that he had raised car parking issues at Oxenholme Station at the June Council meeting. It had been noted at that meeting that a system of 20 minutes free parking is in operation, but it is not well publicised. Councillor Coleman confirmed the draft letter previously considered by Committee had been sent to Virgin Trains. As requested at June Council, a Media Release had been issued and a resulting article was now online on the Westmorland Gazette website. He had also held an interview with Smooth Radio on the topic. The Town Clerk advised that there had only been a holding response to date from Virgin Trains. It was agreed that the Town Clerk should forward the link to the Westmorland Gazette article to them. Councillor Coleman will contact MP Tim Farron's office and urge him to write to the Chief Executive at Virgin Trains.
- RESOLVED** Town Clerk to forward the link to the Westmorland Gazette article to Virgin Trains. Councillor Coleman to contact MP Tim Farron's office and urge him to write to the Chief Executive at Virgin Trains

**105/19/20**Minute 030/19/20 – KTC Council Chamber Furniture

The Town Clerk confirmed that the recommendation to sell the old KTC Council Chamber furniture was agreed by Full Council at the June meeting. She is in discussion with the Auction Mart at Junction 36 regarding valuations, available sales dates etc. Members discussed the need to publicise the sale and it was agreed the Town Clerk would arrange a Media Release once the date of the auction is known.

**RESOLVED**

Town Clerk to arrange a Media Release once the date of the auction is known.

**106/19/20**Minute 031/19/20 – Kendal CCTV

Committee had previously considered the installation of further CCTV cameras in town and resolved that KTC would not be involved in purchasing additional cameras. Following a subsequent presentation by the Police at the June Council meeting, Committee had agreed to reconsider the matter. The Town Clerk advised that she had requested further information relating to maintenance costs, siting of the cameras and purchase costs etc and will report back once this has been received.

**RESOLVED**

Town Clerk to report back to Committee once further information on additional CCTV cameras has been received.

**107/19/20****URGENT ITEMS OF BUSINESS**

None.

**108/19/20****ANNUAL REVIEW OF THE TERMS OF REFERENCE**

Members considered the Terms of Reference for the Management Committee. Councillor Owen proposed that they be accepted as presented. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED**

That the Terms of Reference be accepted as presented.

**109/19/20****REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for June 2019 and this was noted by Members. The following matters were highlighted:

- The new Town Crier, John Bateson, has now commenced in his role and has full regalia.
- Infrastructure projects - asset plotting is still ongoing with a view to completion end of June. Councillor Evans queried reference to BT Assets Investigation. She did not recall the issue with Openreach boxes. The Town Clerk agreed to query this with the Project Manager.

- Councillor Evans reported that the EA's Flood Risk Management Scheme had been passed unanimously by SLDC following procedural resubmission.
- There has been no movement on the KTC office lease.
- Dates have now been arranged with the silversmith to undertake asset valuations on silverware and a conservator for assessment of the repairs needed to the Katherine Parr Prayer Book.
- The Christmas Lights Switch On Event is facing a number of challenges this year. Options will be considered by the Christmas Lights & Festivals Committee at their next meeting.
- Civic planting for KIB has been completed, this was delayed due to the weather. The CiB judging date has been confirmed as 15<sup>th</sup> July. Councillor Blackman advised there has been a positive response to the KiB schools competition with 6 or 7 entries. The schools judging dates are confirmed as 10<sup>th</sup> and 11<sup>th</sup> July. He mentioned he will be emailing all Councillors requesting nominations for a front garden with wow factor for the Community Entries category of the competition.
- The Green Wall project is on hold and alternatives are being discussed. The Town Clerk advised SLDC LIP have confirmed they are open to the funding agreed being used for other ideas in the same vein.
- Councillor Coleman mentioned that the Peace Garden at Abbot Hall is in need of an interpretation panel. It was agreed that this be added to the agenda of a future Environment & Highways Committee Meeting. Councillor Blackman will forward original information from ex-Mayor Tom Clare to the Town Clerk.
- The Project Manager is collating articles for the KTC newsletter and reported large content for the forthcoming edition.
- The revamped version of the KTC website has now gone live. A new calendar has been populated and there are new Mayor and Town Crier pages.

**RESOLVED**

Suggestion for an interpretation panel at Abbot Hall Peace Garden to be added to the agenda of a future Environment & Highways meeting. Councillor Blackman to forward original information from ex-Mayor Tom Clare to the Town Clerk.

**110/19/20****KENDAL MARKET – RESPONSE FROM SLDC**

Members considered a response received from SLDC following the Town Clerk's letter regarding a free stall for local producers at Kendal Market. It was highlighted that SLDC's definition of a "traditional user of the market" is "someone who is there on a regular basis on set

*days, not on an ad hoc basis*". Following a general discussion it was agreed that the Town Clerk would write to Mr Holmes regarding his request to sell produce at Kendal Market Hall advising that KTC have pursued the matter as far as they are able, unfortunately without success.

**RESOLVED**

Town Clerk to write to Mr Holmes advising that KTC have pursued the matter as far as they are able, unfortunately without success.

111/19/20

**TOUR OF BRITAIN FUNDING REQUEST**

Members considered a request from CCC seeking support and financial contribution/sponsorship for stage 4 of the Tour of Britain which will finish on Beast Banks on 10<sup>th</sup> September. The Town Clerk reported that a very short window had been given in which to make a decision and she had replied advising that there was insufficient time to consider the matter prior to the deadline of 7<sup>th</sup> June. She had indicated KTC's willingness to support the event by way of promotion on the KTC website, newsletter, attendance by the Mayor etc.

A general discussion then ensued. Members agreed budget constraints would mean KTC were unable to make a financial contribution, but were pleased to have the presence of the Tour of Britain in Kendal.

Councillor Coleman suggested offering use of the Mayor's Parlour for key officials either prior to or after the event.

Councillor Evans made the point that if Kendal was to host the start of a stage it would have greater economic benefit to businesses and suggested this be fed back to CCC. With advance notice KTC could consider financial as well as promotional support.

It was agreed that the Town Clerk would respond to CCC accordingly.

**RESOLVED**

Town Clerk to reply to CCC advising that KTC were unable to sponsor the event, but would offer support by way of promotion and to feed back the suggestion of a stage start in Kendal in future.

112/19/20

**REFURBISHMENT OF THE TOWN HALL**

This is a standing item on the agenda. The Town Clerk had nothing further to report since the presentation on this topic to June Council by Sion Thomas, SLDC. The Town Clerk agreed to check on progress in early July.

113/19/20

**ITEMS FOR THE NEWSLETTER**Autumn/Winter Edition:

- Christmas Lights Switch on Event
- Unity Festival
- Kendal Walking Festival
- Citizens Jury

Spring Edition:

- Community speed watch (radar gun)

It was noted that the speed radar gun is being held at Oxenholme Post Office and was being used every 6 or so weeks by the community. The Chair commented that it would be good to get as much use out of it as possible.

114/19/20

**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Owen to move to Part II, this was carried unanimously.

**RESOLVED**

That the press and public be excluded for the following items of business.

**Part II**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [*Paragraph 1*]

**STAFFING MATTERS** [Paragraph 1]

115/19/20

**Update on KTC Staffing Structure**

Councillor Coleman reported that the consensus of the working group was that it is important to have a full time Town Clerk. The possibility of a job share is being considered and CALC are advising in this respect.

The working group are considering ideas for the whole structure of KTC, including the number of Committees, frequency of meetings etc. Councillor R Hogg is undertaking analysis of both Councillors' and Officers' time.

The Town Clerk highlighted the potential need for additional staffing support in the interim. Councillor Coleman replied that there was a budget to pay for any support since any likely recruitment would now be next year.

Councillor Owen, a member of the working group, said the group were keen to see an increase in project delivery as a result of the potential reduction of time expended on the running of Committees. Councillor Coleman added that it was not the intention to reduce staff hours, but with less meetings to become more effective in the use of these hours.

116/19/20

**Approval of Cycle to Work Application from Townscape Manager**

Members were asked to consider an application from the Townscape Manager to purchase a bicycle under the Cycle to Work Scheme. Councillor Coleman proposed that the application be approved. This was seconded by Councillor Owen and carried unanimously.

Councillor Owen requested that a local supplier be considered to ensure support for the local economy. The Town Clerk will seek advice from the Town Treasurer as scheme participants may be limited.

**RESOLVED**

1. That the Cycle to Work application from the Townscape Manager be approved.
2. Town Clerk to seek advice from the Town Treasurer on options for suppliers of the Cycle to Work Scheme to ensure support for the local economy.

**117/19/20****Consideration of Training Request from Townscape Manager**

The Town Clerk advised that the Townscape Manager was seeking to undertake a RHS Level 2 Certificate in Practical Horticulture. The course runs for one day a week for 30 weeks.

Members were keen to support advanced learning but had some concerns regarding the frequency of attendance and course content. Travel costs were a further matter for consideration. It was also noted that the training budget was not sufficient to meet the cost of the course.

Following a general discussion Councillor Coleman asked the Town Clerk to thank the Townscape Manager for approaching Committee with his request. It was agreed that it could not be supported during the current financial year due to insufficient training budget. Any future application should have an accompanying business case detailing the benefits to KTC. It was suggested that research be undertaken into a course more pertinent to the skills KTC require of the Townscape Manager.

It was noted that the Townscape Manager's appraisal had taken place approximately 6 months ago. The Town Clerk will speak to his Line Manager regarding the offer of a 6 month review.

Councillor Coleman commented that Committee should consider increasing the training budget for future years. He also suggested a pro-forma for the business case could be developed for future use by staff wishing to justify attendance on a course.

**RESOLVED**

That the training request from the Townscape Manager be declined.

**118/19/20****READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman to re-admit the press and public. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED**

that the press and public be re-admitted for the remainder of the meeting (none were present).

**119/19/20**

**ANY OTHER BUSINESS**

None.

The meeting closed at 8.36pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>104</b>	Oxenholme Station Car Parking	<b>RES</b>	Town Clerk to forward the link to the Westmorland Gazette article to Virgin Trains. Councillor Coleman to contact MP Tim Farron's office and urge him to write to the Chief Executive at Virgin Trains
<b>105</b>	KTC Council Chamber Furniture	<b>RES</b>	Town Clerk to arrange a Media Release once the date of the auction is known.
<b>106</b>	Kendal CCTV	<b>RES</b>	Town Clerk to report back to Committee once further information on additional CCTV cameras has been received.
<b>108</b>	Terms of Reference	<b>RES</b>	That the Terms of Reference be accepted as presented.
<b>109</b>	Report on Work Programme	<b>RES</b>	Suggestion for an interpretation panel at Abbot Hall Peace Garden to be added to the agenda of a future Environment & Highways meeting. Councillor Blackman to forward original information from ex-Mayor Tom Clare to the Town Clerk.
<b>110</b>	Kendal Market	<b>RES</b>	Town Clerk to write to Mr Holmes advising that KTC have pursued the matter as far as they are able, unfortunately without success.
<b>111</b>	Tour of Britain Funding Request	<b>RES</b>	Town Clerk to reply to CCC advising that KTC were unable to sponsor the event, but would offer support by way of promotion and to feed back the suggestion of a stage start in Kendal in future.
<b>116</b>	Cycle to Work Application	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the Cycle to Work application from the Townscape Manager be approved.</li> <li>2. Town Clerk to seek advice from the Town Treasurer on options for suppliers of the Cycle to Work Scheme to ensure support for the local economy.</li> </ol>
<b>117</b>	Training Request from Townscape Manager	<b>RES</b>	That the training request from the Townscape Manager be declined.