

KENDAL TOWN COUNCIL

Management Committee

**Monday 15th July 2019 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman and Guy Tirvengadam
- APOLOGIES** Councillor Susanne Long
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 206/19/20 PUBLIC PARTICIPATION**
- None.
- 207/19/20 DECLARATIONS OF INTEREST**
- Councillors Cook and Evans declared an interest in item 9 on the agenda (Tour of Britain) as Councillors of CCC.
- 208/19/20 MINUTES OF THE MEETING HELD ON 17TH JUNE 2019**
- The Chairman presented the minutes of the meeting held on 17th June 2019, which had been approved by full Council on 1st July 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 17th June 2019 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 209/19/20 Minute 104/19/20 – Oxenholme Station Car Parking**
- Members were advised that the Town Clerk had forwarded the link to the Westmorland Gazette article to Virgin Trains. It was agreed that further action was required and the matter should be added to the agenda of the next Full Council meeting for further discussion.
- RESOLVED** This issue to be added to the agenda of the next Full Council meeting for further discussion.
- 210/19/20 Minute 105/19/20 – KTC Council Chamber Furniture**
- It was noted that the auction of the old KTC Council Chamber furniture would take place during the beginning of October. The Town Clerk will draft a media release early September.
- 211/19/20 Minute 109/19/20 – Interpretation Panel at Abbot Hall Peace Garden**
- The suggestion for an interpretation panel at Abbot Hall Peace Garden had been passed to the Environment & Highways

Committee. They discussed the idea at their last meeting and are looking at possible funding sources.

212/19/20

Minute 110/19/20 – Kendal Market

It was confirmed that the Town Clerk had written to Mr Holmes advising that KTC had pursued the matter as far as possible, unfortunately without success.

213/19/20

Minute 116/19/20 – Cycle to Work Application

A cycle has now been purchased for the Townscape Manager under the Cycle to Work Scheme. It was noted that Halfords administer the scheme, however the cycle was purchased from a local supplier.

214/19/20

PRESENTATION BY DR ROB DAVID ON THE WW1 REMEMBRANCE PROJECT

Dr Rob David had attended the meeting to update Committee on the Kendal Remembrance Trail. He had previously attended a Committee meeting in December last year and explained how the project has developed since then.

The idea of replicating the personalised posters erected on lampposts as stones in the town's pavements had been abandoned for logistical and financial reasons. Instead a single structure, similar to the Wainwright plaques in Wainwright's Yard (although larger), was being considered. The structure would include the town map on one side showing where those who had died lived, and the listing of those who died (by street) on the other side (linked by a numbering system on the map). A feature on the structure would link viewers to the extra material available in the Local Studies collection of the Town Library. The intention is to place the structure on the pavement opposite the library outside Thomas Cook. Permission from the designer of the Wainwright plaque structures to replicate the design for the Remembrance plaque has been granted.

Dr Rob David talked about funding. Financial support is anticipated from the Civic Society and the British Legion. Local businesses will also be approached, along with the BID and KTC. The hope is that KTC will also provide insurance cover, take on maintenance and provide the facility for project money to be collected and paid out through the Town Council.

Councillor Tirvengadam queried the timescale for the project. It was advised that the Remembrance Trail Group are working towards July 2021. Dr David explained that the Kendal War Memorial was dedicated on 1 July 1921 (the fifth anniversary of the start of the Battle of the Somme). The centenary of the dedication on 1 July 2021 was considered an appropriate objective for the completion of the Kendal Remembrance Trail project.

In response to Councillor Evans' question regarding positioning of the structure, it was advised that this would be at right angles to the road.

Councillor Evans suggested that some note referring viewers to the other side of the plaque be included on the structure.

Councillor Coleman asked whether the use of QR codes had been considered. It was noted that these are being superseded, however Dr David acknowledged that there needs to be something to link the structure to the library and the group will consider the most appropriate way of doing this closer to the time.

Councillor Cook highlighted that the town map to be displayed is approximately 100 years old. He suggested a note be added to the plaque stating that it is not a current day map. He added that CCC Highways would need to be consulted with for permission to locate the structure in the desired place. Councillor Cook also suggested the group inform Sight Advice about the project to ensure the needs of the visually impaired are taken into account.

Councillor Coleman indicated that advice would need to be sought from the Town Clerk in respect of insurance cover and responsibility for maintenance. These matters would need to be considered by the Environment & Highways Committee and should be added to a future agenda for that Committee. He did not anticipate a problem with KTC collecting project money on behalf of the group, but said this too would have to be confirmed with the Town Clerk.

The projected cost of the structure was expected to be £5k-£6k plus installation.

Committee agreed that they supported the project in principle.

RESOLVED

1. That Committee supported the project in principle.
2. The matter of insurance cover, maintenance and collection of project money to be clarified with the Town Clerk.
3. Environment & Highways Committee to consider insurance cover and responsibility for maintenance at a future meeting.

215/19/20

URGENT ITEMS OF BUSINESS

None.

216/19/20

REPORT ON WORK PROGRAMME

The Assistant to the Town Clerk presented the report on project progress for July 2019 on behalf of the Town Clerk. The following matters were highlighted:

Staffing

- Additional hours have been finalised for the Project Manager to support the Christmas Switch-On event.

Infrastructure Projects

- Asset plotting has been completed. Sharing options are being looked into and ways of making 'read only' versions available.

- Tree tub enhancements – Kendal College cannot deliver the project due to the volume of work required. A meeting has been arranged with a local joiner.

Mayoralty & Arts

- Sale of furniture – action date is 7/8th October. Arrangements are being made to move the furniture at the beginning of September. Councillor Tirvengadam asked whether a reserve would be set. It was advised that the aim was to achieve the best price possible, but a reserve would probably not be set.
- The Mayor of Kendal's Fund for the Aged & Infirm – final approval is still awaited from the Charities Commission. The Town Clerk is chasing.

Miscellaneous

- The summer newsletter has been done and is currently with Royal Mail for delivery.

Councillor Blackman highlighted the Kendal in Bloom Committee and advised that judging of the Cumbria In Bloom competition had taken place today. A working party had cleaned the high street yesterday and judges had commented on its cleanliness. He felt positive about KTC's entry and extended thanks to the Assistant to the Town Clerk and all involved with preparation for the competition. He talked about the fern garden and the legendary landscape trail, which he considered to be quite significant. The Awards Ceremony will take place in September.

Councillor Evans mentioned that Sizergh Castle holds the national collection of ferns and asked whether the person organising the fern project had been in touch with them. Janine Holt agreed to mention it to him.

217/19/20

DRAFT 2020 MEETINGS CALENDAR

Members noted the draft meetings calendar for 2020. Janine Holt mentioned that the Environment & Highways Committee had made a recommendation to meet more often, which may have implications as there are no Monday evenings free for further meetings.

It was highlighted that the early May Bank Holiday has been moved from Monday 4th May to Friday 8th May to mark the 75th anniversary of VE Day. The date was correct on the meetings calendar.

218/19/20

TOUR OF BRITAIN

Members considered a paper prepared by the Town Clerk which provided a follow up to previous discussions held at the June Management Committee meeting.

CCC have struggled to get sponsorship due to short notice and members were asked to consider sponsoring the event by a couple of £k. This event has not been budgeted for, but the Town Clerk had

advised that funding could come from a combination of the Misc events budget line in Mayoralty & Arts Committee and KTC's general Misc budget or the General Fund.

A general discussion ensued and Councillor Cook explained the likely route which the tour would take through Kendal. The general consensus amongst Members was that the event would bring economic benefit for the town. Councillor Coleman proposed a recommendation to Full Council that sponsorship of £2k be granted. This was seconded by Councillor Finch and carried with 1 abstention.

CCC to be informed of Committee's recommendation, but the final decision will be made by Full Council in August.

RECOMMENDATION That sponsorship of £2k be granted to CCC for the Tour of Britain event. CCC to be informed of Committee's recommendation, but the final decision will be made by Full Council in August.

219/19/20

KENDAL MUSEUM LEASE

Janine Holt presented an update from the Town Clerk on Kendal Museum Lease, the main points highlighted were as follows:

- The solicitor is now happy with lease
- It will be similar to the Lease for the Allen Institute (120 years)
- A Surveyor report is expected at the end of July
- There will be a meeting of the Trustees of the Allen Institute and Kendal Museum on the rising of the Full Council meeting in August
- It will be a full repairing lease with no rent payable

It was noted that the matter was coming to fruition. A query was raised regarding who would be responsible for the Surveyor's fee. Janine Holt will query this with the Town Clerk.

Councillor Evans commented that she was pleased to see the Museum would be opening on Thursday, Friday and Saturdays, but disappointed to note the price increase. Councillor Coleman felt that the price was still acceptable. Members agreed it would be useful to receive feedback from the Museum regarding numbers of visitors etc following the additional opening times. It was suggested by Councillor Coleman that a PR event be organised to publicise the additional opening days, with the Mayor in attendance. Janine Holt will raise this suggestion with the Town Clerk.

RESOLVED

1. Janine Holt to query who will be responsible for the Surveyor's fee with the Town Clerk.
2. Janine Holt to raise the suggestion of a PR event to publicise the additional opening days with the Town Clerk.

220/19/20

UPDATE ON CCTV PROJECT

Committee were awaiting further information from the Police and Crime Commissioner. Janine Holt informed Members that Cumbria

Police have advised that a potential legal issue has since arisen which needs to be resolved before funding can be looked into. The item will be placed on the agenda of the next meeting.

RESOLVED

Item to be added to the agenda of the next Committee meeting.

221/19/20**USE OF SOCIAL MEDIA FOR THE MAYOR**

Committee were asked to consider the use of social media for the Mayor. During a general discussion Members agreed it would be a good way to publicise events such as the Mayor's parade, which had seen a low turnout. It was observed, however, that there are practicalities to consider and the danger of negative comments.

Janine Holt advised that that Town Clerk was supportive of the idea but had some reservations such as whether it would increase the volume of requests for attendance at events, Officer time, cost for training etc.

Members agreed that any Facebook page should be set up without the facility to leave comments if possible. It was felt that the uploading of photographs and information would be best done by a Member.

Councillor Coleman proposed that the idea of a Facebook page for the Mayor of Kendal be pursued, with the proviso that this be set up without allowing comments. The Mayor and Deputy Mayor to upload photos, details of events etc. This was seconded by Councillor Blackman and carried unanimously. It was agreed that the current Mayor and Deputy Mayor would discuss further and report back to the next Committee meeting.

RESOLVED

That the idea of a Facebook page for the Mayor of Kendal be pursued, with the proviso that this be set up without allowing comments. The Mayor and Deputy Mayor to upload photos, details of events etc. The Current Mayor and Deputy Mayor to discuss further and report back to the next Committee meeting.

222/19/20**REFURBISHMENT OF THE TOWN HALL**

Janine Holt reported that the Town Clerk had attended an open event and did not foresee any issues with the refurbishment plans in respect of events.

KTC have been allocated 6 desks in the refurbished accommodation which the Town Clerk thought sufficient. Members considered that a distinct Town Council presence would be maintained.

Work is to take place between April and September and the expected date for KTC to move office accommodation is April/May. It was noted that there could be a potential problem with Mayor Making.

The picture store is to remain in its current location adjacent to the Town Clerk's current office. It was suggested that it would be useful

to maintain some space here in order to ensure access to the picture store when required.

223/19/20 ITEMS FOR THE NEWSLETTER

Autumn/Winter 2019 Edition:

- Sandgate
- New Heritage Farm at Ings
- Refurbishment of Town Hall

224/19/20 REVIEW OF SPEND AGAINST BUDGET 2019/20

Members considered the Budgetary Control Statement for three months ending 30th June 2019. Councillor Coleman expressed his opinion that the statement as currently presently does not reflect budget still remaining after commitments. Members agreed that all Budgetary Control Statements in future should show commitments to the year end, so the budget remaining shows only that left after those commitments have been taken into account.

Janine Holt referred to the 'Premises' heading and mentioned that the garage on Dowker Lane is currently for sale. Councillor Coleman declared an interest as Chairman of SLDC.

RESOLVED That all Budgetary Control Statements in future should show commitments to the year end, so the budget remaining shows only that left after those commitments have been taken into account.

225/19/20 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Coleman and seconded by Councillor Tirvengadam 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*]

226/19/20 STAFFING MATTERS [Paragraph 1]

Townscape Manager Six Month Review

The Assistant to the Town Clerk advised she had carried out a six month review for the Townscape Manager in June and this was satisfactory.

227/19/20 READMISSION OF PRESS AND PUBLIC

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

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

228/19/20 ANY OTHER BUSINESSFantastic Kendal

Councillor Evans mentioned that Fantastic Kendal were short of volunteers, particularly during the holiday period. She advised that if there were any Councillors who would like to help out, training would be given. Members agreed a request for volunteers should be item in the next KTC newsletter.

Enhancements to Bus Services

Councillor Cook referred to funding from Sainsbury's for enhancements to bus services. He informed Members that CCC were seeking tenders for a limited Sunday bus service which would serve mainly Sainsbury's, Sandylands, Heron Hill and the Hospital.

RESOLVED That a request for volunteers to help Fantastic Kendal be an item for the next KTC newsletter.

The meeting closed at 8.56pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
209	Oxenholme Station Parking	RES	This issue to be added to the agenda of the next Full Council meeting for further discussion.
214	WW1 Remembrance Project	RES	<ol style="list-style-type: none"> 1. That Committee supported the project in principle. 2. The matter of insurance cover, maintenance and collection of project money to be clarified with the Town Clerk. 3. Environment & Highways Committee to consider insurance cover and responsibility for maintenance at a future meeting.
218	Tour of Britain	REC	That sponsorship of £2k be granted to CCC for the Tour of Britain event. CCC to be informed of Committee's recommendation, but the final decision will be made by Full Council in August.
219	Kendal Museum Lease	RES	<ol style="list-style-type: none"> 1. Janine Holt to query who will be responsible for the Surveyor's fee with the Town Clerk. 2. Janine Holt to raise the suggestion of a PR event to publicise the additional opening days with the Town Clerk.
220	CCTV Project	RES	Item to be added to the agenda of the next Committee meeting.
221	Use of Social Media for the Mayor	RES	That the idea of a Facebook page for the Mayor of Kendal be pursued, with the proviso that this be set up without allowing comments. The Mayor and Deputy Mayor to upload photos, details of events etc. The Current Mayor and Deputy Mayor to discuss further and report back to the next Committee meeting.
224	Review of Spend Against Budget	RES	That all Budgetary Control Statements in future should show commitments to the year end, so the budget remaining shows only that left after those commitments have been taken into account.
228	Fantastic Kendal	RES	That a request for volunteers to help Fantastic Kendal be an item for the next KTC newsletter.