

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 16<sup>th</sup> September 2019 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Shirley Evans, Andy Blackman and Guy Tirvengadam
- APOLOGIES** Councillors Geoff Cook (Vice Chair), Alvin Finch (Mayor), Susanne Long and Douglas Rathbone (Deputy Mayor)
- OFFICERS** Liz Richardson (Town Clerk) and Nicky King (Council Secretary)
- 357/19/20 PUBLIC PARTICIPATION**
- None.
- 358/19/20 DECLARATIONS OF INTEREST**
- None.
- 359/19/20 MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> JULY 2019**
- The Chairman presented the minutes of the meeting held on 15<sup>th</sup> July 2019, which had been approved by full Council on 5<sup>th</sup> August 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 15<sup>th</sup> July 2019 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 360/19/20 Tour of Britain (Minute 218/19/20)**
- The Town Clerk confirmed that KTC had granted £2k to CCC towards the event. The Mayor, Deputy Mayor and Councillor C Hogg had attended as KTC representatives. A thank you email had been received from CCC for the monetary contribution and feedback indicated that the event had gone well.
- 361/19/20 Kendal Museum Lease (Minute 219/19/20)**
- The Town Clerk advised that KTC would be responsible for the surveyor's fee. She informed Members that she had approached the Museum regarding a possible PR event to publicise the additional opening days. The contact she had spoken to was new in role but indicated a willingness to consider the suggestion. It was agreed the Town Clerk would follow this up and liaise with the Mayor regarding availability.
- The lease had been signed by the Town Clerk and Mayor and returned to the College solicitor. However, there now seemed to be a delay with SLDC. The Chair requested the Town Clerk contact Lawrence Conway, Chief Executive of SLDC, regarding Committee's concern at the delay and request his assistance in finalising matters.

**RESOLVED**

Town Clerk to liaise with Kendal Museum and the Mayor re availability for a publicity event at the Museum. Also contact SLDC Chief Executive to request his assistance in finalising the lease.

**362/19/20**Items for the Newsletter (Minute 223/19/20)

Town Clerk to liaise with Councillor Owen regarding a publicity piece for Sandgate School following their grant award for music therapy for the Spring edition.

It was noted that the New Heritage Farm at Ings is outside the remit of Kendal Town Council and there would be no article in this respect.

**RESOLVED**

Town Clerk to liaise with Councillor Owen regarding a publicity piece for Sandgate School.

**363/19/20****URGENT ITEMS OF BUSINESS**

The Town Clerk explained that the Christmas lights switch-on event had been a long and difficult process this year. The event suffered last year with the demise of Lakeland Radio and the loss of some sponsors. There had been negative feedback regarding the PA system in the Market Place last year. This year the remaining sponsors have withdrawn and Abbot Hall cannot be used as a venue due to the redevelopment work. With concerns over lack of funds, the decision had already been made to cancel the reindeer and not have a parade this year.

In July, Council made the decision to proceed with organising a Christmas lights switch-on event for 2019 and to increase the Project Manager's contract to support with coordinating the event. A small working group met to formulate a plan that was deliverable within the budget and resources available. The initial plan was to organise a family fun zone on New Road Common with the official switch-on in the Market Place. A funding application was made to BID to support the cost of having a stage on New Road Common for the entertainment programme.

The current position is that BID have indicated they will not be supporting the funding application. In addition, we have now found out that the use of New Road Common for the sale of goods is forbidden.

The Christmas Lights & Festivals Committee discussed the situation at their meeting on 9<sup>th</sup> September. They took the decision not to pursue the use of New Road Common but consider changing the event plan to host all activities in Market Place. The focus to be on delivering a similar style event as last year, minus key components in the reindeer, parade and second location.

The Town Clerk advised that there was insufficient money or space to do anything more than a few stalls in the Market Place and use the same staging and acoustics as last year. Without the reindeer and Father Christmas parade, the draw to bring people into town would

be much less. Space restrictions in the Market Place also raise health and safety concerns.

A decision needed to be made at this meeting as the content for the Newsletter was being finalised and any road closure application would have to be submitted within the next few days.

There then followed an in-depth discussion. Committee did not want KTC to deliver a sub-standard event and felt that, due to lack of third-party support and loss of existing and proposed venues, it was not feasible for KTC to organise the event without the involvement of other partners, especially with only 2 months left. Committee were bitterly disappointed. It was stressed that we were open to partners approaching us to discuss working together for an event in 2020 and that the Christmas Lights & Festivals Committee are continuing to enhance the Christmas Lights display around the town.

It was suggested that instead the Mayor, Town Crier and Father Christmas could gather by the Christmas Tree and switch on the lights. This would be better done on the Saturday (16<sup>th</sup> November) when there would be more Christmas shoppers in town. The Town Clerk confirmed that our contractor Christmas Plus were able to do this date. The Town Clerk will investigate what time the market finishes, as the switch-on would not want to coincide with traders packing up stalls.

The Chair proposed that KTC do not hold a dedicated Christmas Lights switch-on event this year. This was seconded by Councillor Evans and carried unanimously.

Town Clerk to prepare an appropriate press release and inform those involved. Town Clerk to investigate a small-scale alternative switch-on on Saturday 16<sup>th</sup> November.

## **RESOLVED**

That KTC will not hold a dedicated Christmas lights switch-on event in 2019.

## **364/19/20**

### **REPORT ON WORK PROGRAMME**

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

#### Tree tub enhancements

A joiner had submitted a quote for approx. £1k per tub for cladding. Project Manager is endeavouring to obtain two further quotes. Ensure FSC certified if hard wood is to be used.

#### Asset plotting

Maps are expected to be added to the KTC website by the end of the month.

#### Heritage furniture

Furniture has been moved to J36 auction house and will be auctioned on 8<sup>th</sup> October.

CIB/BIB

The KIB awards ceremony will be held on Thursday 19<sup>th</sup> September. Councillor Blackman informed Members that Kendal had been awarded a gold award in the Cumbria in Bloom competition. Thanks were extended to the Assistant to the Town Clerk and the Townscape Manager in particular for all their efforts in this respect.

It was noted that Nobles Rest is looking particularly good and should be included on the route for next year. Councillor Blackman hoped the gold award may result in an invitation to enter Britain in Bloom next year. He advised that awards had been given to Castle Park School for edible planting, Heron Hill School for their wild flower garden and Castle Green Hotel for their hospitality garden.

**365/19/20****USE OF SOCIAL MEDIA FOR THE MAYOR**

As neither the mayor nor Deputy Mayor were present, this matter was deferred until the next meeting.

**RESOLVED**

That this item be deferred until the next meeting.

**366/19/20****UPDATE ON CCTV PROJECT**

At the Council meeting held on 2<sup>nd</sup> September Members were asked to discuss whether they wished to bid for zero, one or two additional CCTV cameras. Following lengthy discussion it was resolved that Council did not wish to submit a bid for part funding to the Police & Crime Commissioner.

The Town Clerk advised the meeting that Inspector Latham would be attending the October Council meeting to give the quarterly report and there was a possibility that the matter would be raised again. It was agreed the Town Clerk would check the Standing Orders regarding the 6 month rule and liaise with Inspector Latham in this respect.

**RESOLVED**

Town Clerk to check the Standing Orders regarding the 6 month rule and liaise with Inspector Latham in this respect.

**367/19/20****SLDC COMMUNITY GOVERNANCE REVIEW**

The Town Clerk updated Members with regard to the Community Governance Review being undertaken by SLDC. KTC had previously put forward some suggestions of areas for boundary changes to be considered under the review. Having heard nothing further, she contacted SLDC who advised objections had been raised by Burneside and Natland Parish Councils. SLDC had therefore only put forward one boundary amendment for an area in Oxenholme to the Local Government Boundary Commission.

**368/19/20****KTC ACTION PLAN AND BUDGET PRIORITIES AND SCORING SYSTEM REVIEW**

The budget timetable for 2020/21 requires the Management Committee to consider draft budget priorities and a scoring system for the evaluation and prioritisation of budget bids.

The Town Clerk explained that all Committees are invited to formulate budget proposals both for Development Fund one-off projects and day to day running expenditure to feed into the Budget process. The Management Committee will receive that report at its October meeting. There needs to be a special budget Management Committee meeting in early in November to review and evaluate the Development Fund bids element of the Budget process. Recommendations will then be made to the Budget meeting of Council on 25<sup>th</sup> November.

It was agreed to hold a separate Management Committee meeting on Tuesday 12<sup>th</sup> November 2019 at 7pm to carry out the evaluation.

It was noted that the Draft Action Plan referred to relocation costs associated with KTC's move from the Town Hall. The Town Clerk will speak to SLDC regarding plans for desk furniture etc and removal of existing furniture and where the costs will lie for this.

**RESOLVED**

1. Management Committee will meet on Tuesday 12<sup>th</sup> November 2019 at 7pm to evaluate the Development Fund bids.
2. Town Clerk to speak to SLDC regarding plans for desk furniture etc and removal of existing furniture.

**369/19/20**

**COUNCIL MEETINGS IN AUGUST**

Councillor Archibald had requested that Committee consider whether an August meeting of full Council should continue to be held. He felt that attendance was sometimes poor and it might not be necessary. The Town Clerk reported that attendance was no lower than other Council meetings. It was decided to keep the August meeting for the time being and re-consider when decisions on future Committee structure etc have been made.

**RESOLVED**

That the August Council meeting be retained for the time being and to re-consider when decisions on future Committee structure etc have been made.

**370/19/20**

**BIODIVERSITY & ECOLOGY SUPPORT**

Councillor Archibald had requested the Management Committee to consider how KTC could support biodiversity and ecology and whether it had sufficient officer resources etc. It was agreed to wait for a decision on future Committee structure and staffing before discussing this matter further.

**RESOLVED**

That this matter be deferred until a decision on future Committee structure and staffing has been made.

**371/19/20 REFURBISHMENT OF THE TOWN HALL**

The Town Clerk had no further progress to report and would be following up by requesting a meeting with the project manager in SLDC.

**372/19/20 ITEMS FOR THE NEWSLETTER**

The autumn/winter edition is full and currently being compiled.

Items for the Spring edition:

- Possibly Britain in Bloom if we are invited to participate.
- CCC South Lakes Local Committee – subsidised travel card for young people out of school hours (Councillor Evans).

**373/19/20 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Evans 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]**374/19/20 Annual Appraisals for Admin Assistant, Project Officer/Mayor's Attendant and Town Clerk**Admin Assistant

The Town Clerk reported a satisfactory annual appraisal following the first year in post. The Admin Assistant is entitled to an increase in salary of one spinal point. Councillor Coleman proposed that the increase in spinal point be awarded. This was seconded by Councillor Tirvengadam and carried unanimously.

Project Officer/Mayor's Attendant

The Town Clerk reported a satisfactory annual appraisal following an increase in hours to include the Project Officer role. The Project Officer/Mayor's Attendant is entitled to an increase in salary of one spinal point. Councillor Tirvengadam proposed that the increase in spinal point be awarded. This was seconded by Councillor Coleman and carried unanimously.

Town Clerk

Councillor Blackman reported on the Town Clerk's appraisal he had undertaken recently. He indicated his perception that it had been a successful year, demonstrated by the satisfaction she had taken from a number of achievements including the greater sense of staff stability and consequent team ethic that exists amongst the officers. However, through the process, the Clerk also shared some of her frustrations of the role and indicated an openness to a fresh challenge within the Town Council.

**RECOMENDATION** That the Admin Assistant and Project Officer/Mayor's Attendant be awarded an increase in salary of one spinal point following satisfactory annual appraisals.

**375/19/20 Update on KTC Staffing Structure Project**

Councillor Coleman reported that this was ongoing. The next step would be to meet with staff to discuss ideas and request their input/comments.

**376/19/20 READMISSION OF PRESS AND PUBLIC**

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

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

**377/19/20 ANY OTHER BUSINESS**

None.

The meeting closed at 9.20pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>361</b>	Kendal Museum Lease	<b>RES</b>	Town Clerk to liaise with Kendal Museum and the Mayor re availability for a publicity event at the Museum. Also contact SLDC Chief Executive to request his assistance in finalising the lease.
<b>362</b>	Sandgate School – Newsletter	<b>RES</b>	Town Clerk to liaise with Councillor Owen regarding a publicity piece for Sandgate School.
<b>363</b>	Christmas Lights Switch-on Event	<b>RES</b>	That KTC will not hold a dedicated Christmas lights switch-on event in 2019.
<b>364</b>	Use of Social Media for the Mayor	<b>RES</b>	That this item be deferred until the next meeting.
<b>365</b>	Update on CCTV Project	<b>RES</b>	Town Clerk to check the Standing Orders regarding the 6 month rule and liaise with Inspector Latham in this respect.
<b>368</b>	KTC Action Plan and Budget Priorities and Scoring System Review	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Management Committee will meet on Tuesday 12<sup>th</sup> November 2019 at 7pm to evaluate the Development Fund bids.</li> <li>2. Town Clerk to speak to SLDC regarding plans for desk furniture etc and removal of existing furniture.</li> </ol>
<b>369</b>	Council Meetings in August	<b>RES</b>	That the August Council meeting be retained for the time being and to re-consider when decisions on future Committee structure etc have been made.
<b>370</b>	Biodiversity & Ecology Support	<b>RES</b>	That this matter be deferred until a decision on future Committee structure and staffing has been made.
<b>374</b>	Staffing Matters	<b>REC</b>	That the Admin Assistant and Project Officer/Mayor's Attendant be awarded an increase in salary of one spinal point following satisfactory annual appraisals.