

KENDAL TOWN COUNCIL

Management Committee

**Monday 21st October 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 Susanne Long
- Councillor Cornthwaite was also in attendance for item 15 on the agenda regarding the flood relief scheme.
- APOLOGIES** Councillor Tirvengadam and Liz Richardson (Town Clerk)
- OFFICERS** Judith Lomax (Treasurer), Nicky King (Council Secretary)
- 463/19/20 PUBLIC PARTICIPATION**
- None.
- 464/19/20 DECLARATIONS OF INTEREST**
- Councillors Cook and Evans declared an interest in item 10 on the agenda (Notification of Cessation of Bus Routes 552 and 530) as Cumbria County Councillors.
- 465/19/20 MINUTES OF THE MEETING HELD ON 16TH SEPTEMBER 2019**
- The Chairman presented the minutes of the meeting held on 16th September 2019, which had been approved by full Council on 7th October 2019.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Blackman and carried with 2 abstentions.
- RESOLVED** That the minutes of the meeting of the Committee held on 16th September 2019 be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 466/19/20** None.
- 467/19/20 URGENT ITEMS OF BUSINESS**
- Councillor Long raised the matter of the K Shoes Heritage Collection which is a collection of artefacts held by Clarks. It was thought that this would be stored at Clarks for a further two years, but this is no longer the case. Whilst Abbot Hall are keen to house it, this would only be once their refurbishment work is complete. An interim home is therefore required and consideration needs to be given as to whether KTC should take on ownership of the collection. Councillor Long explained that there will be a meeting of all stakeholders during

the first week of November to discuss how to proceed. There will be a likely funding requirement to support the storage of the collection.

A general discussion ensued. Councillor Cook observed that storage space was limited and managing KTC's current collection was already time consuming. He urged caution in respect of taking on the K Shoes Heritage Collection, commenting that, although it is historic, it should be taken on by Abbot Hall or Kendal Museum. Councillor Long mentioned that Robin Ashcroft of SLDC is of the opinion that the collection should be owned by KTC.

Councillor Rathbone informed Members that he had been contacted by various residents approximately 9 months ago when the matter first arose and advised that Committee should note the strength of feeling expressed.

The Chair summarised the discussion, noting the desire for KTC's involvement to be to encourage the housing of the collection at Kendal Museum or Abbot Hall. Committee would like a roaming brief and for ownership to be discussed further. A financial donation for storage to be considered. It was agreed the Treasurer would report back to the Town Clerk.

RESOLVED

Treasurer to feedback Committee's comments on the K Shoes Heritage Collection.

468/19/20

REPORT ON WORK PROGRAMME

The report on project progress for October 2019 was presented by the Treasurer in the absence of the Town Clerk. The following items were highlighted:

Christmas Lights & Festivals Committee

The contractor has advised that the power supply for the 30 artificial trees is not suitable for purpose. The wiring needs updating which will not be possible this year. Budget for updating the infrastructure will need to be considered.

A press release regarding the switch-on event will be issued after the half term.

469/19/20

KTC ANNUAL REPORT 2019/20

It was noted that the Town Clerk will shortly be commencing work on the Annual Report and will be contacting individual Committee Chairs.

470/19/20

USE OF SOCIAL MEDIA FOR THE MAYOR (DEFERRED FROM LAST MEETING REF 365/19/20)

The Mayor and Deputy Mayor updated Members. The matter is progressing and advice is being sought in respect of previous concerns raised regarding the potential for abuse of a social media site. Councillor Rathbone (Deputy Mayor) encouraged Members to look at the Facebook page for Maryport, commenting that it was a

good example of how social media could be used to portray a positive view of both the town and Town Council.

It was agreed that a paper would be presented at the next Committee meeting for further discussion. Item to be added to the agenda for that meeting.

RESOLVED

A paper will be presented at the next Committee meeting for further discussion. Item to be added to the agenda for that meeting.

471/19/20

BRITAIN IN BLOOM FINALS 2020

Councillor Blackman informed Members that, following the recent success in the Cumbria in Bloom competition, Kendal has been invited to represent Cumbria in the Large Town Category in the Britain in Bloom 2020 competition. He felt it was important to raise our profile through this opportunity. Councillor Blackman commented that the fern initiative and the clean streets of the town had caught the attention of Cumbria in Bloom judges and there had been good community involvement. He added that there was opportunity to feed off that to further our chances in Britain in Bloom. Entry to the competition would necessitate a funding requirement.

Members discussed whether to accept the invitation. Councillor Cook commented that it was an opportunity to promote the locality and visibility of Kendal as a destination to visit. A suggestion was made that entry signage stating "Cumbria in Bloom Winner" should be considered.

Councillor Coleman proposed that the invitation to enter the Britain in Bloom competition be accepted. Also that a press release be issued announcing the award of a gold in the Cumbria in Bloom competition. This was seconded by Councillor Blackman and carried unanimously.

RESOLVED

That the invitation to represent Cumbria in the Large Town Category of Britain in Bloom 2020 be accepted. Also that a press release be issued announcing the award of a gold in the Cumbria in Bloom competition.

472/19/20

NOTIFICATION OF CESSATION OF BUS ROUTES 552 AND 530

Members were asked to consider the paper circulated prior to the meeting regarding the cessation of two bus routes. All journeys on service 530 from Cartmel to Kendal via Levens and service 552 from Arnside to Kendal via Milnthorpe and Hincaster will be withdrawn from 27th October. Committee were asked to discuss whether to write to CCC highlighting the impact on Kendal.

Councillor Cook clarified that this was not a Cumbria County Council decision, but one taken by Stagecoach. He suggested that any correspondence should be with Stagecoach.

Councillor Rathbone explained that these routes had been school services and during down time the buses could be used for 2 journeys

per day. Following the contract being awarded to another provider, their coach was not suitable for local bus services and therefore could not be used for any purpose other than school routes. To operate local bus services, under the Public Service Vehicle Accessibility Regulations 2000, vehicles need to be able to carry wheelchairs and often vehicles used on school services cannot do this.

Councillor Long queried who is responsible for letting school service contracts. Councillor Cook explained that this is the responsibility of Cumbria County Council who re-let the contracts every 2/3 years. Stagecoach lost the contract for these services due to non-competitive costs.

Following a general discussion Councillor Coleman proposed that a letter be sent to Stagecoach expressing KTC's disappointment as to the loss of these services and the impact it will have on those communities. They should be implored to look at the services and links with Kendal for these communities and consider all options of frequency and routes. Copy of the letter to be sent to Cumbria County Council and the local MP. The proposal was seconded by Councillor Rathbone and carried with two abstentions.

RESOLVED

Letter to be issued to Stagecoach expressing KTC's disappointment as to the loss of these services and the impact it will have on those communities.

473/19/20

UPDATE ON TOWN HALL REFURBISHMENT AND KTC OFFICE MOVE

The Town Clerk had produced a paper updating Members on the Town Hall refurbishment and KTC office move. The Treasurer highlighted the main points as follows:

Work will start on the Town Hall mid to end of June 2020. The whole Town Hall will be closed until October and the Mayor's Parlour will not be accessible for this period.

All KTC staff will need to move temporarily. For main office staff the initial proposal was to move into the Town Hall Manager's current office (following its refurbishment), but due to staff concerns over security, facilities and disturbance this is now likely to be the two current meeting rooms off the South Lakes House foyer.

Committee meetings usually held in the Mayor's Parlour will move to SLDC Conference Room. Council meetings will be either at County Hall or LDNPA Chambers at Murley Moss.

The main events affected are Mayor's Sunday, Heritage Open Day, KIB Awards Ceremony and Torchlight reception. Options for these events are being considered by Sion Thomas of SLDC.

SLDC will meet costs of the actual moves and IT/phones but budget will need to be considered for IT and the purchase of new furniture. The Town Clerk had suggested budgeting £5k for financial year 2020/21.

It was noted that there are paintings around the building which belong to KTC. The Town Clerk will need to consider this and ensure they are taken down prior to works commencing.

Councillor Blackman suggested that the KIB Awards Ceremony could be delayed until later in the year, possibly the end of October. Councillor Cook added that it would be sensible to consider arrangements for Remembrance Day also as this could be affected if the works are delayed.

A suggestion was also put forward that the Shakespeare Centre could possibly be an alternative hosting venue.

The Treasurer will feedback the comments made to the Town Clerk.

RESOLVED

That the Treasurer feedback Committee's comments to the Town Clerk.

474/19/20

ITEMS FOR THE NEWSLETTER

Spring Edition:

- Town Hall Refurbishment
- Britain in Bloom competition

475/19/20

REVIEW OF SPEND AGAINST BUDGET 2019/20

The Treasurer presented the Budgetary Control Statement to 30th September 2019. The following items were highlighted:

Staff Salaries

It was noted that there had been a couple of spinal point pay increases awarded recently.

IT and Website

This is over budget for the second year running. The Treasurer suggested that Committee may wish to consider increasing this.

Miscellaneous

The overspend shown is in respect of the Tour of Britain funding which had not been budgeted for.

Support for Kendal Futures Role

An underspend of £750 was noted.

There was a general discussion regarding the presentation of the budgetary control statement. Some members felt it did not clearly show the budget remaining and committed monies were not represented. It was suggested that a column be added showing committed monies to make it easier for Chairs to see what is left to spend.

Members also felt that the Staff Recharges to Services heading was confusing and should be removed. Instead the percentage of salaries to be recharged should be included.

The Treasurer agreed to take these comments on board.

RESOLVED

Treasurer to consider the comments made by Committee regarding the presentation of the budgetary control statement.

476/19/20

2020/21 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS

(a) Financial Year 2020/21 Funding Request from Fantastic Kendal for TIC

Committee considered a grant application from Fantastic Kendal for the Tourist Information Centre. The amount of £10k had been requested and it was noted that £5k had been awarded for the last two financial years. The extra funding was required for staffing purposes.

Members discussed the predicted costs for 2018-19 against actual costs and felt further details were needed, along with a projected 3 year forecast.

The requirement for the service to be open 7 days a week was also questioned.

Councillor Cook proposed that a grant of £5k be awarded. This was seconded by Councillor Coleman and carried unanimously.

RESOLVED

That a grant of £5k to Fantastic Kendal for the Tourist Information Centre be put forward.

(b) Financial Year 2020/21 Funding Request from Kendal Futures Board

Members considered a funding request from Kendal Futures Board. Councillor Cook explained that this was something that had been set up 10-12 years ago and involved joint funding with various parties. He noted that Kendal Futures Board organise events which would otherwise fall to KTC to consider.

The funding requested was as follows:

- Project Manager Role - £7,750
- Kendal promotion, marketing and website support - £4,000
- Photography – seasonal changes - £1,500
- Kirkland semi permanent banners - £1,000-£2,000
- Continue town centre footfall counts - £1,000

The Chair proposed that KTC continue to support Kendal Futures Board as they have done in previous years. This was seconded by Councillor Long and carried unanimously.

RESOLVED

That KTC continue to support Kendal Futures Board and the funding proposed be put forward.

(c) Financial Year 2020/21 Funding Request for WW1 Commemoration Sculpture

Councillor Finch declared an interest in this item as he is a member of the project group.

A request for £4k had been received for a WW1 Commemoration Sculpture. The proposal was to erect a single structure which will include the town map on one side showing where those who died during WW1 lived, and the listing of those who died (by street) on the other side.

It was noted that KTC were being asked to take on the ongoing maintenance and insurance if the project went ahead.

Councillor Coleman proposed a sum of £2,500 be awarded in order that the group could seek match funding. Ongoing insurance and maintenance costs to be considered. This was seconded by Councillor Blackman and carried with one abstention.

RESOLVED

That £2,500 towards a WW1 commemoration sculpture be put forward.

Others Budget Requirements:

- K Shoes Heritage Collection – funding required to support the storage of the collection.
- KTC office move (IT support and new furniture) - £5k

477/19/20

FLOOD RELIEF SCHEME UPDATE AND AYNAM ROAD GLASS PANEL FUNDING

Councillor Cornthwaite had attended the meeting to update Members on the work of the group set up earlier in the year to liaise with the Environment Agency on the Flood Relief Scheme. He explained the aspirations of the group, the key point being the desire to increase the sections of glass panelling rather than solid wall. Various images were shown depicting options for glass walling. An agreement has been made with the Environment Agency to split their reaches into upper, central and lower.

The group have met with glass wall providers to look at the various options available, including possibilities for alternative stainless steel support posts which would offer a visual improvement but not compromise strength. The group are in the process of compiling a specifications document and will seek costings on that basis. The group have advised the Environment Agency of their aspirations and negotiations are ongoing. Costings on the revised specifications will also be requested from the Environment Agency.

There was a general discussion amongst Members regarding the various options and costings. The possibility of increasing the Council Tax was raised and the Treasurer was asked to consider what a 1% rise would mean in monetary terms.

Councillor Long highlighted previous discussions regarding other ways of improving the river corridor (walkways, cycleways and biodiversity etc). She asked Members to keep in mind that there will be a further request for funding in this respect, although not necessarily in year one. The wall has taken prominence because this will be an identifiable amount, as opposed to other areas of work.

The Chair summarised the discussions, noting that Committee are supportive but need further information on costings etc and guidance from the Town Clerk in respect of budget timescales and the need to present the matter to Full Council.

RESOLVED

That Committee are supportive, but need further information on costings etc and guidance from the Town Clerk in respect of budget timescales and the need to present the matter to Full Council.

478/19/20**EXCLUSION OF PRESS AND PUBLIC**

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

479/19/20**STAFFING MATTERS** [Paragraph 1]**Assistant to the Town Clerk Annual Appraisal**

A satisfactory annual appraisal for the Assistant to the Town Clerk was noted. There will be no spinal point increase as the top of the pay scale has been reached.

Project Manager

The Treasurer advised that the Project Manager, who is currently on maternity leave, will be working on 7th November as a 'keep in touch day'.

KTC Staffing Structure Project

It was noted that the next meeting of the group working on the KTC staffing structure project would be at the beginning of December. Councillor Blackman will attend a forthcoming staff team meeting to brief staff.

480/19/20**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

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

481/19/20

ANY OTHER BUSINESS

None.

The meeting closed at 9.38pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
467	K Shoes Heritage Collection	RES	Treasurer to feedback Committee's comments on the K Shoes Heritage Collection.
470	Use of Social Media for the Mayor	RES	A paper will be presented at the next Committee meeting for further discussion. Item to be added to the agenda for that meeting.
471	Britain in Bloom Finals 2020	RES	That the invitation to represent Cumbria in the Large Town Category of Britain in Bloom 2020 be accepted. Also that a press release be issued announcing the award of a gold in the Cumbria in Bloom competition.
472	Cessation of Bus Routes	RES	Letter to be issued to Stagecoach expressing KTC's disappointment as to the loss of these services and the impact it will have on those communities.
473	Town Hall Refurbishment	RES	That the Treasurer feedback Committee's comments to the Town Clerk.
475	Review of Spend Against Budget 2019/20	RES	Treasurer to consider the comments made by Committee regarding the presentation of the budgetary control statement.
476	2020/21 Budget – Funding Request from Fantastic Kendal for TIC	RES	That a grant of £5k to Fantastic Kendal for the Tourist Information Centre be put forward.
	2020/21 Budget – Funding Request from Kendal Futures Board	RES	That KTC continue to support Kendal Futures Board and the funding proposed be put forward.
	2020/21 Budget – Funding Request from WW1 Commemoration Sculpture	RES	That £2,500 towards a WW1 commemoration sculpture be put forward.
477	Flood Relief Scheme Update	RES	That Committee are supportive, but need further information on costings etc and guidance from the Town Clerk in respect of budget timescales and the need to present the matter to Full Council.