

KENDAL TOWN COUNCIL

Management Committee

**Monday 16th December 2019 at 7.30 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Andy Blackman and Susanne Long

APOLOGIES Councillors Stephen Coleman (Chair), Alvin Finch (Mayor), Shirley Evans and Guy Tirvengadam

OFFICERS Liz Richardson (Town Clerk), Nicky King (Council Secretary)

667/19/20 PUBLIC PARTICIPATION

None.

668/19/20 DECLARATIONS OF INTEREST

None.

669/19/20 ORDER OF BUSINESS

The Chair proposed that item 6 on the Agenda (Update on Town Hall Refurbishment and Venue for Council Meetings) be moved to the next item of business and this was carried.

670/19/20 UPDATE ON TOWN HALL REFURBISHMENT AND VENUE FOR COUNCIL MEETINGS

Sion Thomas from SLDC was in attendance to present an update on the Town Hall refurbishment. He referred to four matters of concern which had been raised by KTC Planning Committee, commenting on each as follows:

1. The Main Grand Entrance Staircases: the uniqueness of the existing staircases the sweep and non-linear uniqueness should not be lost.

Proposed work to the staircases will be an improvement to the existing and will not affect their uniqueness. It was noted that there is now a revised plan for the reception area. The Town Clerk commented that she would need to discuss with Sion how this would affect the Administrative Assistant. Councillor Rathbone expressed his satisfaction with the proposals from a Planning point of view.

2. The Bindloss Room: loss of character, despite the agreed aims of increasing public usage. Unnecessary modernisation, including the change of colour scheme.

Sion explained that the principal reason for the proposed layout of the Bindloss Room was the fact that people using it will be dealing with sensitive matters such as revenues/benefits

complications and people looking for a home etc. There needs to be a secure area with a panic alarm and it needs to be closely linked to reception to ensure the flow of people. It was noted that the doorway and screen initially being removed will now remain and have a hold open facility. Sion also highlighted that SLDC wish to increase use of the building for events, coffee mornings etc and there will be a new kitchen facility in the current Members Room/Town Council Chamber. Councillor Rathbone commented that this message needs to be communicated.

3. The SLDC Council Chamber: loss of historic and heritage value, for little gain.

Sion pointed out that the existing benching in the SLDC Council Chamber is not original. The Chamber is underused due to the current fixed seating. The proposed tables can be removed, thereby opening up the space for other uses and increasing its potential use.

It was noted that the current Romney Room (new reception area) will have secondary glazing installed to improve soundproofing.

Sion explained arrangements for temporary accommodation for KTC staff during the refurbishment works.

4. Disappointment at the lack of positive action on sustainability.

Due to the age of the Town Hall, increasing energy efficiency is difficult. SLDC as a whole have committed £149k to improve energy efficiency in their buildings.

Sion talked about stakeholder engagement and the Customer Connect programme. There have been various engagement sessions with SLDC staff, Councillors, Town Hall stakeholders, the Civic Society and KTC.

The benefits of the refurbishment works were highlighted and a letter of support from KTC for the works was requested by Sion.

A general discussion ensued. The Town Clerk had some concerns regarding where the Administrative Assistant would be seated. She commented that there would need to be differentiation between SLDC staff and the Administrative Assistant to avoid disturbance. Sion agreed to take this on board.

The contents of the Mayor's Parlour and paintings in the Bindloss Room and Council Chamber were discussed. It was agreed that paintings would need to be removed and stored in the picture store during the works. The Mayor's Parlour is alarmed via ADT and the need to ensure they hold 24 hour contact details was highlighted.

Councillor Long raised concern regarding electrical equipment being used and the potential fire risk this may present. Sion

advised that SLDC are looking into insurance but suggested KTC may need to advise their insurers. Members talked about the need for secure storage for certain paintings. Sion suggested investigating a link to the fire service and the possibility of building a fire enclosure for the most valuable items. It was agreed Sion will assess the feasibility of this suggestion. The Town Clerk will liaise with Abbot Hall regarding what arrangements they have put in place during their own redevelopment work.

During the redevelopment works three Council meetings will be affected, plus Mayor's Sunday. County Hall and LDNPA have been considered as alternative locations to hold these meetings, however evenings are not possible. It was suggested that the Mint Works might be a suitable alternative. The Town Clerk asked Members whether they would prefer day or evening Council meetings during this time. It was agreed to continue with evening meetings so the most likely venue will be the Mint Works. The Town Clerk will organise the booking with Sion. The Mayor's Sunday reception will be moved to the Shakespeare Centre.

671/19/20

MINUTES OF THE MEETING HELD ON 18TH NOVEMBER 2019

The Chairman presented the minutes of the meeting held on 18th November 2019, which had been approved by full Council on 2nd December 2019. These were accepted as a correct record of the meeting.

RESOLVED

That the minutes of the meeting of the Committee held on 18th November 2019 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)

672/19/20

Minute 576/19/20 – Kendal Museum Lease

The Town Clerk confirmed that SLDC have agreed to pay the solicitor costs for additional amendments to the Lease which had previously been sealed. She is in discussions with KTC's solicitor who will be providing a quotation for the work to SLDC. It is likely that the Lease will be ready to present to Full Council at the February meeting.

673/19/20

Minute 577/19/20 – Pavement Gritting

The order for 10 tonnes of grit has now arrived.

674/19/20

URGENT ITEMS OF BUSINESS

None.

675/19/20

REPORT ON WORK PROGRAMME

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

Gooseholme CCTV

This has been assessed and approval recommended. Awaiting formal letter from PCC's office.

Asset Plotting

All maps online have been updated and are now complete. The master spreadsheet will be held as an internal document to be continuously updated.

Tree Tub Enhancements

It was noted by the Chair that new plaques had been placed in some tree tubs along the high street. He questioned the method used to fix in place. The Town Clerk will make enquiries with the Townscape Manager.

Castle Signage

With the exception of one, all signs have now been installed.

Katherine Parr Prayer Book

The custom storage box has now been received.

The Mayor of Kendal's Fund for the Aged & Infirm

A further delay has been encountered before the change of name to the new Charity can be completed. On Accountant's advice, the occupant's contributions (rent) cannot be collected under the new name until all properties are registered with the Land Registry. This is likely to take some time.

Christmas Lights

There continues to be an issue with the projector and it would appear there is a fundamental problem.

Switch-on Event

The event was a success. Some minor adjustments could be considered for the next year and will be discussed at the next Christmas Lights & Festivals Committee meeting.

Allotments

The Allotments newsletter has now been circulated along with annual invoices.

Kendal in Bloom Committee

Work is underway on the development of a biodiversity nature trail which will form the basis of the KIB initiative next year. Councillor Blackman advised that the date of the trial walk has been rescheduled for 15th January.

Kendal Trail Leaflets

The walking trail leaflet has now been printed and distributed.

KTC Assets

The repaired Speed Indicator Device has been received back from Germany and is now situated on Milnthorpe Road.

RESOLVED Town Clerk to speak to the Townscape Manager regarding the new plaques placed in tree tubs.

676/19/20 **REQUEST TO SUPPORT SPRINGFIELD (DOMESTIC ABUSE) FROM DEVELOPMENT FUND (WITH REF TO GRANT APPLICATION)**

At the December Full Council meeting Councillor Archibald requested that the Management Committee consider supporting Springfield. A number of Councillors had expressed their opinion that it is a very worthwhile cause and should be included as a new Development Fund item. The grant application submitted by Springfield had been turned down previously by the Audit, Grants & Charities Committee as funding had been requested towards a salary, which is outside KTC grants policy.

The Town Clerk advised that she had received formal confirmation from SLDC that they would be funding £3k, leaving KTC to consider funding of £2k.

The application for Springfield was then evaluated using the same scoring system applied to Development Fund proposals considered at the Management Committee Budget Meeting. The total score was 67. The Town Clerk advised that this would see the proposal funded and explained where it would sit on the ranked spreadsheet of proposals.

It was proposed by the Chair that Council be recommended to add Springfield to the list of Development Fund proposals for £2k at the appropriate position based on scoring. This was seconded by Councillor Rathbone and carried unanimously.

RECOMMENDATION That Council be recommended to add Springfield to the list of Development Fund proposals for £2k at the appropriate position based on scoring.

677/19/20 **SOCIAL MEDIA UPDATE**

It was decided to defer this matter until the next meeting.

RESOLVED That the Social Media update be deferred until the next meeting.

678/19/20 **KENDAL WW1 REMEMBRANCE TRAIL MEMORIAL UPDATE**

Members considered a report which had been previously circulated. The report provided an update on the proposal to erect a single structure, similar to the Wainwright one in Wainwright's Yard, which will include the town map showing where those who died in the war lived on one side and the listing of those who died (by street) on the other side. The projected cost of the project is expected to be around £10k, plus an additional cost for two bollards recommended by CCC Highways.

KTC have recommended funding of £2,500 for the project. As the unveiling of the structure is not likely to be until 1st July 2021, it was

suggested that the money be held back until April 2021 and the project be made a priority bid at that point. It was noted that financial support was also anticipated from the Civic Society and the Royal British Legion. The steering group are also considering crowdfunding for the remainder of funds.

Following a general discussion Members noted and encouraged the proposal. They agreed to make it a priority bid if the decision was taken to defer payment of monies until April 2021.

Councillor Rathbone queried whether the list of names on the plaque would include people from Oxenholme who are currently listed on the Natland War Memorial. The Town Clerk will make enquiries.

Councillor Blackman referred to the map of the WW1 Remembrance Trail which had previously been prepared and asked whether this was available. The Town Clerk advised that Simon Unsworth holds a resource copy but she thought there may be an issue with enlarging it and will check.

RESOLVED

1. Town Clerk to ascertain whether the list of names on the plaque would include people from Oxenholme.
2. Town Clerk to check whether the map of the WW1 Remembrance Trail can be enlarged.

679/19/20

REQUEST TO NOMINATE THE NEW INN PUBLIC HOUSE AS AN ASSET OF COMMUNITY VALUE

The Town Clerk informed Committee that the owner of the New Inn has requested KTC make an application to SLDC for the public house to be listed as an Asset of Community Value. She explained that this is a scheme administered by SLDC. An asset can be listed if its principal use furthers their community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a chance to raise finance, develop a business and to make a bid to buy the asset on the open market. It was predominantly set up to save small village pubs, shops etc.

An in depth discussion ensued during which members considered the request. There was a general feeling that it was not the role of KTC to make such an application and concern that a precedent may be set. It was highlighted that an application had been made previously for the Bridge Hotel, however, in this case KTC had been approached by a community group who were looking for support for an application which they would submit. Members agreed they were willing to provide a letter of support if a community group was to be established but would not lead on an application.

RESOLVED

That Committee are willing to provide a letter of support if a community group was to be established but would not lead on an application.

680/19/20**ITEMS FOR THE NEWSLETTER**

It was agreed to include the Town Hall refurbishment in the Spring edition (deadline 24th Jan).

681/19/20**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Rathbone and seconded by Councillor Blackman 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]**682/19/20**Update on KTC Staffing Structure Project

A meeting of the working group is scheduled this week.

683/19/20Return of Project Manager from Maternity Leave

The Project Manager has indicated her wish to return to work on 3rd February 2020. She will be undertaking three 'keeping in touch' days in January. The Town Clerk recommended a week handover period during the first week of February. This was proposed by the Chair, seconded by Councillor Long and carried.

Members agreed they have been very impressed with the work of the temporary Project Manager. They requested the Town Clerk speak to her and consider projects she may be able to assist with following the Project Manager's return from maternity leave. The Town Clerk to report back to the January meeting.

RESOLVED

1. That there be a week handover period during the first week of February for the Project Manager's return from maternity leave.
2. That the Town Clerk speak to the temporary Project Manager and consider projects she may be able to assist with following the Project Manager's return from maternity leave. The Town Clerk to report back to the January meeting.

684/19/20Annual Appraisal for Town Treasurer

The Town Clerk reported a satisfactory annual appraisal for the Town Treasurer. She advised that she is eligible for one spinal point increase in salary as a result. Councillor Blackman proposed

that the increase be approved. This was seconded by the Chair and carried unanimously.

RECOMMENDATION That the Town Treasurer be awarded one spinal point increase in salary following a satisfactory annual appraisal.

685/19/20

Cycle to Work Scheme

The Town Clerk declared an interest in this item as she has previously expressed an interest in purchasing an electric bike under the Cycle to Work Scheme.

At a previous meeting Members were advised that the current limit for staff wishing to purchase a bike through the Cycle to Work Scheme is £1k. However, this has been revised by the Government as part of a drive to encourage the purchase of electric bikes which cost substantially more than £1k. It is now up to the employer to set a limit. It was suggested that KTC set an upper limit of £2.5k with a limit of one application at any one time. Councillor Blackman proposed that this be adopted. This was seconded by Councillor Rathbone and carried unanimously.

RESOLVED That KTC set an upper limit of £2.5k for the purchase of a bike through the Cycle to Work Scheme, with a limit of one application at any one time.

686/19/20

READMISSION OF PRESS AND PUBLIC

It was proposed by The Chair to re-admit the press and public. This was seconded by Councillor Rathbone and carried unanimously.

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

687/19/20

ANY OTHER BUSINESS

Councillor Long advised that the Kendal Vision will be published in late January/February and it is likely that KTC will be asked to consider making a financial contribution. She explained this would be for staffing purposes to provide funding for a Vision Manager.

The meeting closed at 9.25pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
675	Report on Work Programme – Tree Tub Enhancements	RES	Town Clerk to speak to the Townscape Manager regarding the new plaques placed in tree tubs.
676	Request to support Springfield	REC	That Council be recommended to add Springfield to the list of Development Fund proposals for £2k at the appropriate position based on scoring.
677	Social Media Update	RES	That the Social Media update be deferred until the next meeting.
678	Kendal WW1 Remembrance Trail Memorial Update	RES	<ol style="list-style-type: none"> 1. Town Clerk to ascertain whether the list of names on the plaque would include people from Oxenholme. 2. Town Clerk to check whether the map of the WW1 Remembrance Trail can be enlarged.
679	New Inn Public House – Asset of Community Value	RES	That Committee are willing to provide a letter of support if a community group was to be established but would not lead on an application.
683	Return of Project Manager from Maternity Leave	RES	<ol style="list-style-type: none"> 1. That there be a week handover period during the first week of February for the Project Manager's return from maternity leave. 2. That the Town Clerk speak to the temporary Project Manager and consider projects she may be able to assist with following the Project Manager's return from maternity leave. The Town Clerk to report back to the January meeting.
684	Annual Appraisal for Town Treasurer	REC	That the Town Treasurer be awarded one spinal point increase in salary following a satisfactory annual appraisal.
685	Cycle to Work Scheme	RES	That KTC set an upper limit of £2.5k for the purchase of a bike through the Cycle to Work Scheme, with a limit of one application at any one time.