

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 20<sup>th</sup> January 2020 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

<b>PRESENT</b>	Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman and Susanne Long
<b>APOLOGIES</b>	Councillors Alvin Finch and Guy Tirvengadum
<b>OFFICERS</b>	Liz Richardson (Town Clerk), Nicky King (Council Secretary)
<b>745/19/20</b>	<b>PUBLIC PARTICIPATION</b>  None.
<b>746/19/20</b>	<b>DECLARATIONS OF INTEREST</b>  None.
<b>747/19/20</b>	<b>MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> DECEMBER 2019</b>  The Chairman presented the minutes of the meeting held on 16 <sup>th</sup> December 2019.  Councillor Cook proposed that the minutes be accepted as a correct record. This was seconded by Councillor Long and carried with one abstention.  <b>RESOLVED</b> That the minutes of the meeting of the Committee held on 16 <sup>th</sup> December 2019 be accepted as a correct record.
<b>748/19/20</b>	<b>MATTERS ARISING</b> (Not on Agenda)  <u>Minute 672/19/20 - Kendal Museum Lease</u> Councillor Cook requested an update. The Town Clerk advised there had been no further progress. She had issued a further email today and will continue to chase up.  <u>Minute 678/19/20 – Kendal WW1 Remembrance Trail Memorial</u> Councillor Blackman highlighted reference to “the map with dots on” and asked for clarification. The Town Clerk explained that this referred to the map of the WW1 Remembrance Trail. It was suggested that the minutes be amended to reflect this clarification.  At the previous meeting Councillor Rathbone had asked the Town Clerk to ascertain whether the list of names on the plaque would include those from Oxenholme. She advised this was not the intention at the moment because they are commemorated on the Natland war memorial and also because doing so would require reducing the size of the Kendal map in order to make space for an insert for the additional names. A general discussion ensued. Councillor Rathbone commented that Oxenholme is part of KTC

remit and whilst it might not look as good aesthetically to include the names on the plaque, these people should not be forgotten. Councillor Cook pointed out that Oxenholme was not part of Kendal at the time of the war but that it was now. Councillor Rathbone commented that there had been positive feedback from Oxenholme residents to the Remembrance Trail leaflet (which had inspired this project) which had included the five names. It was agreed that the Town Clerk would feedback the comments and desire to include the names.

Minute 679/19/20 – New Inn Public House - Asset of Community Value

Councillor Cook asked if there had been any feedback. The Town Clerk reported that she is due to meet with the owner of the New Inn tomorrow.

**RESOLVED**

Kendal WW1 Remembrance Trail Memorial - Town Clerk to feedback comments made and the desire to include the names of those from Oxenholme on the memorial.

**749/19/20**

**URGENT ITEMS OF BUSINESS**

None.

**750/19/20**

**REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for January 2020 and this was noted by Members. The following items were highlighted:

Staffing

The Project Manager has had several Keeping in Touch days and will return from maternity leave on 3<sup>rd</sup> February.

VE Day Commemorations

The Town Clerk advised that a community group from Fellside are organising an event and are interested in joining up with any town event. The Mayor is due to attend a meeting of the Royal British Legion tomorrow evening. Councillor Evans stated that the Christmas Lights & Festivals Committee agreed to put aside £1.5k at their recent meeting. The Town Clerk advised this was a contribution towards costs. It was noted that Kendal BID were possibly organising an event the same weekend. The VE Day Commemorations would be held on Friday 8<sup>th</sup> May and would complement any event organised by the BID. She will contact BID for an update.

Heritage

Work has started on the Knights to Town Council booklet revision and reprint.

Allotments

Currently processing 2020 rent payments and related queries. Preparatory work for a large fencing project at Rinkfield has been undertaken by the Townscape Manager.

Kendal-in-Bloom – Biodiversity Nature Trail

Councillor Blackman informed Members that the trial walk had been held. It was approximately 7 miles in length and the feeling was that there was potential to develop a biodiversity nature trail.

KTC Newsletter & Kendal Trail Leaflets

The spring edition of the newsletter is full. The new walking leaflet is now in distribution. The Welcome and Culture guides are currently being amalgamated into one leaflet.

**RESOLVED**

The Town Clerk will request an update from BID regarding their plans for an event during the May Bank Holiday weekend.

**751/19/20****POLICY FOR CO-OPTION OF A COUNCILLOR**

KTC currently has a casual vacancy for a Councillor in Strickland Ward. Public notice of the vacancy has been given by posting a Parish/Town Council Vacancy notice, however no by-election was called. KTC is now required to fill the vacancy by co-option as soon as practicable. In the last 12 years KTC have not co-opted therefore there is currently no policy in place.

Members considered a paper previously circulated by The Town Clerk, along with the co-option procedure followed by Penrith Town Council as supplied by the Chair. It was suggested that this could be adapted to suit the needs of KTC. Councillor Coleman believed the process should be similar to that for the election of Councillors. The following main points were discussed:

- Whether there was a legal obligation to co-opt to fill a vacancy. It was agreed clarification was required and the Town Clerk will follow this up.
- The co-option procedure of Penrith Town Council included a requirement for a proposer and seconder for a candidate from the Ward. The Town Clerk pointed out that this is not a legal requirement. Councillor Cook referred to his earlier comment re following a similar process to that for election of Councillors and suggested this requirement should be included.
- Whether to include a person specification. Councillor Evans commented that it was important people were made aware before they apply that they would be expected to attend evening meetings. Councillor Long considered it could provide useful details for prospective candidates. It was suggested by Councillor Cook that the information be issued with the application form as guidance notes.
- Whether Members should have opportunity to raise questions to candidates when they are presented to Council. It was agreed this opportunity would not be given.

- Penrith Town Council's application form includes a page requesting details of any relevant experience. Members were asked whether they would prefer for further breakdown questions to be presented to candidates. It was agreed to leave the question open, but add guidance along the lines of for example, "why would you like to become a Councillor?" etc.
- The successful candidate will be chosen by a majority vote (Members voting on a ballot paper listing all candidates names plus a 'none of the above' option).

The Town Clerk advised that the co-option would be advertised on the KTC noticeboard outside the Town Hall, on the website and via a press release. Councillors would be sent notice and all the information and were welcome to pass this on to any interested parties.

It was agreed to include the matter on the agenda for the February Council meeting. Two items are required, (1) Adoption of Councillor Co-Option Policy and (2) Agreement to proceed to co-option of a Councillor to fill the Strickland Ward vacancy.

The Chair proposed that the KTC policy for co-option of a town Councillor be based on the Penrith Town Council policy with the amendments discussed and presented to February Council. This was seconded by Councillor Rathbone and carried unanimously.

**RESOLVED**

That the KTC policy for co-option of a town Councillor be based on the Penrith Town Council policy with the amendments discussed. Proposed policy to be presented to Council in February and approval sought to commence the co-option process for Strickland Ward.

**752/19/20**

**UPDATE ON CCTV CAMERA FOR GOOSEHOLME**

A letter has been received from the Police and Crime Commissioner (PCC) confirming the grant of £3k towards an additional CCTV camera at Gooseholme. The Town Clerk advised that the next step is to contact the company that have the contract with the police to start the sales process and arrange engineer attendance. She will enquire whether any work can be undertaken prior to our funds becoming available on 1<sup>st</sup> April. A Funding Agreement requires to be signed and the Town Clerk proposed that she sign and return this.

The Town Clerk is also making enquiries with SLDC regarding the possibility of claiming further monies towards the total cost. The PCC have issued a press release and media opportunities have been arranged with three towns. KTC have not been involved and it was agreed to consider our own press release further down the line.

The Chair proposed that the Town Clerk be authorised to sign the Funding Agreement. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED**

That the Town Clerk be authorised to sign the Funding Agreement for the PCC grant towards an additional CCTV camera at Gooseholme.

**753/19/20****HIGH STREETS TASK FORCE**

At their meeting in January, Council had requested that the Management Committee give further consideration to the High Streets Task Force following Kendal's selection as a pilot location. The Town Clerk had obtained further information which had been circulated. She highlighted that the key consideration was the implication on Officer time. Councillor Long commented that there would also be a time implication on the Management Committee and individual Councillors. It was pointed out by Councillor Cook that it was an opportunity for advice and training from experts, not for a large pot of money. One likely reason for Kendal's selection is the fact that a town centre strategy and vision are already in formation. The need for collaboration with partners such as Kendal Futures and BID was highlighted.

The general consensus amongst Members was that KTC wished to be involved. The Town Clerk will advise Matt Williams, Senior Specialist (Economy & Culture) at SLDC. It was agreed to add the matter to the agenda for the next meeting.

The Chair proposed that KTC be actively involved in the process. This was seconded by Councillor Evans and carried unanimously.

There was a desire for a Press Release which should make it clear that the High Streets Task Force is about advice and training. The Town Clerk agreed to contact Matt Williams to discuss as any release needed to be complimentary.

**RESOLVED**

1. Town Clerk to contact SLDC to confirm KTC's wish to be involved in the High Streets Task Force.
2. Matter to be added to the agenda of the next meeting.

**754/19/20****SOCIAL MEDIA UPDATE**

It was agreed to defer this matter to the next meeting.

**755/19/20****REFURBISHMENT OF TOWN HALL**

The Town Clerk has requested a meeting with Sion Thomas of SLDC and will update at the next meeting.

**RESOLVED**

Town Clerk to update at the next meeting.

**756/19/20****ITEMS FOR THE NEWSLETTER**

Spring edition – full.  
Summer edition – Town Hall refurbishment.

**757/19/20****REVIEW OF SPEND AGAINST BUDGET 2019/20**

Members considered the Budgetary Control Statement showing expenditure to 31<sup>st</sup> December 2019. At the previous request by the Chair this was presented in a new format with the addition of a 'Planned Expenditure' column.

The Town Clerk highlighted the following points:

- Committee may overspend on day to day expenditure total for the first time.
- Action Plan item - budget remaining of £10k for the Community Emergency Planning Group will roll on for next year.
- Action Plan item - £15k of unspent staffing budget has been reallocated to FY 2020/21 flooding scheme work. It was agreed this should be reflected in the Planned Expenditure column. There remained £3k available for additional staff support this FY.

**758/19/20****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman 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]**759/19/20**Townscape Manager

The Townscape Manager is awaiting a date for an operation on his shoulder and will be off work for approximately 6 weeks. The main impact of his absence will be on Environment & Highways projects, including yearly audit work, in particular the maintenance of benches. The Environment & Highways Committee have allocated funding for a contractor to carry out this aspect of work. The Town Clerk advised that where possible projects will be put on hold until the Townscape Manager's return to work, however alternative funding may have to be sought to engage contractors where necessary.

**760/19/20**Additional Officer Support

The Town Clerk advised that a figure of £3k remains under the Development Fund additional staffing budget line. She proposed this be utilised to engage the temporary Project Manager to undertake additional projects. Her contract is due to end upon the Project Manager's imminent return from Maternity Leave. A list of potential projects which could be undertaken was considered. The Chair proposed that the temporary Project Manager be engaged to carry out additional projects with a budget of £3k up to the end of the current financial year. Further work in the new FY to be reviewed in light of the outcome of the staffing review. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED**

That the Temporary Project Manager be engaged to carry out additional projects with a budget of £3k up to the end of the current financial year.

**761/19/20**Update on KTC Staffing Structure Project

It was agreed to present an update to Full Council at the February meeting.

**RESOLVED**

That an update on the KTC Staffing Structure Project be presented to Full Council at the February meeting.

**762/19/20****READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**763/19/20****ANY OTHER BUSINESS**

Members were advised that Councillor Edwards wishes to nominate a young person in the community for a 'reward' of some kind for an exemplary act of behaviour. It was agreed that an informal meeting with the Mayor would be appropriate on this occasion and for any future nominations of this kind.

The meeting closed at 8.50pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>748</b>	WW1 Remembrance Trail Memorial	<b>RES</b>	Town Clerk to feedback comments made and the desire to include the names of those from Oxenholme on the memorial.
<b>750</b>	VE Day Commemorations	<b>RES</b>	The Town Clerk will request an update from BID regarding their plans for an event during the May Bank Holiday weekend.
<b>751</b>	Policy for Co-option of a Councillor	<b>RES</b>	That the KTC policy for co-option of a town Councillor be based on the Penrith Town Council policy with the amendments discussed. Proposed policy to be presented to Council in February and approval sought to commence the co-option process for Strickland Ward.
<b>752</b>	Update on CCTV Camera for Gooseholme	<b>RES</b>	That the Town Clerk be authorised to sign the Funding Agreement for the PCC grant towards an additional CCTV camera at Gooseholme.
<b>753</b>	High Streets Task Force	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Town Clerk to contact SLDC to confirm KTC's wish to be involved in the High Streets Task Force.</li> <li>2. Matter to be added to the agenda of the next meeting.</li> </ol>
<b>755</b>	Refurbishment of the Town Hall	<b>RES</b>	Town Clerk to update at the next meeting.
<b>760</b>	Additional Officer Support	<b>RES</b>	That the Temporary Project Manager be engaged to carry out additional projects with a budget of £3k up to the end of the current financial year.
<b>761</b>	Update on KTC Staffing Structure Project	<b>RES</b>	That an update on the KTC Staffing Structure Project be presented to Full Council at the February meeting.