

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 16<sup>th</sup> March 2020 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman and Guy Tirvengadam
- APOLOGIES** Councillor Alvin Finch (Mayor), Jonathan Owen and Susanne Long
- OFFICERS** Liz Richardson (Town Clerk) and Nicky King (Council Secretary)
- 920/19/20 PUBLIC PARTICIPATION**  
None.
- 921/19/20 DECLARATIONS OF INTEREST**  
The Chair declared an interest in respect of Item 11 on the agenda (Update on Town Hall Refurbishment) as a SLDC Councillor and Chairman of SLDC.
- 922/19/20 MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> FEBRUARY 2020**  
The Chairman presented the minutes of the meeting held on 17<sup>th</sup> February 2020, which had been approved by full Council on 2<sup>nd</sup> March 2020.
- RESOLVED** That the minutes of the meeting of the Committee held on 17<sup>th</sup> February 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 923/19/20 Minute 849/19/20 – New Inn Public House Asset of Community Value**  
The Town Clerk had met with the owner of the New Inn and conveyed the Committee's decision that it would not lead on applications to become an Asset of Community Value.
- 924/19/20 Minute 855/19/20 – Tree Tub Enhancements**  
The Chair commented that he was pleased to see the tree tub enhancements project progressing and asked the Town Clerk to congratulate staff involved.
- 925/19/20 Minute 855/19/20 – Christmas Lights**  
A meeting with Christmas Plus is scheduled for tomorrow to discuss infrastructure issues.
- 926/19/20 Minute 855/19/20 – Oxenholme Defib**  
Councillor Rathbone advised that the defib has now been taken into safe storage until it can be installed in the disused BT phone box. KTC has received an invoice for the purchase of the phone box in the sum of £1. BT will pay for electricity to operate the defib for the next

7 years. The Chair requested that the press release go ahead in order to keep the public informed.

**927/19/20**

Minute 860/19/20 – SLDC Overview & Scrutiny Request

The Town Clerk confirmed she had proposed the issue of air quality management as a topic for consideration by the SLDC Overview & Scrutiny Committee.

**928/19/20**

Minute 861/19/20 – The Castle Inn – Asset of Community Value

The Town Clerk had passed on Committee's agreement to support the nomination, provided a timescale of 6 months be attached.

**929/19/20**

**URGENT ITEMS OF BUSINESS**

Coronavirus

In light of latest advice from Government to avoid non-essential social contact, Members discussed the impact of this on the functioning of KTC. The Town Clerk asked Committee to consider civic events, forthcoming festivals, Mayor Making Ceremony etc along with staffing implications.

Following a general discussion the following was agreed about future working:

- To close the general office to general walk-ins. Notice to be posted on the door with phone numbers/email for first contact about any issues.
- Committee and Council meetings to be suspended.
- Town Clerk to explore conferencing facilities for certain meetings so that these may be held in a virtual manner.
- Town Clerk to seek advice from CALC and NALC.
- Annual Town Assembly to be suspended. Town Clerk to seek further guidance in this respect as it is currently a legal requirement that the event be held by the end of May.
- Mayor Making Ceremony to be cancelled. Town Clerk to explore options and discuss the situation with the current Mayor.

VE Day planned events were also discussed especially as expenditure was about to be incurred for road closure notices. Councillor Rathbone proposed that this event should be suspended for the time being. He suspected the same decision would be made nationally. The proposal was seconded by Councillor Cook and carried unanimously.

Councillor Blackman informed Members that the decision had been taken to cancel the Walking Festival. He commented that it is an unrealistic expectation with approximately 50% of leaders being in the 'at risk' group. Money remaining in budget will be required for cancellation costs.

Councillor Tirvengadam advised that the Unity Festival had also been cancelled.

**RESOLVED**

That VE Day celebrations be suspended for the time being, along with Full Council and Committee meetings and other festivals and events as agreed.

930/19/20

**REPORT ON WORK PROGRAMME**

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

Local Plan Review

Councillor Rathbone had attended the Stakeholder Launch. He advised that he had fed back to the Planning Committee who would like full involvement in the process. The intention was to publicise the matter at the next Full Council meeting to gauge whether other Committees wished to feed into the process. He commented that a way of feeding back to SLDC was required and the Chair suggested a working group might be the way forward. This may now be affected by Coronavirus.

Flooding Group

The KTC working group had met recently. The plan was to agree the minutes of that meeting at the next Planning Committee meeting and present at the Full Council meeting scheduled to follow on straight after. This may now be affected by Coronavirus.

Gooseholme CCTV

A site survey has been commissioned.

Tree Tub Enhancements

The prototype has been installed and has been well received. An order has now been placed for all planters.

Ivy Screening

Councillor Evans advised that she had raised concerns at a recent meeting of the Environment & Highways Committee regarding visibility issues that might be caused by the ivy screening. This was being considered further by that Committee.

Christmas Lights Switch On Event

The Assistant to the Town Clerk to speak with Councillor C Hogg to ascertain whether the Mountain Festival would like the switch on to form part of their event this year.

Citizens' Jury

Under current circumstances, this may have to be postponed.

Biodiversity Open Meeting

This too is likely to be cancelled given the current Coronavirus situation.

931/19/20

**INDEPENDENT REMUNERATION PANEL REPORT –  
COUNCILLOR ALLOWANCES**

The Town Clerk asked Members to consider the SLDC Parish Remuneration Panel Report 2020/21 which had been previously circulated. She advised that there were no major changes.

Following a general discussion Councillor Rathbone proposed that Committee make a recommendation to Full Council that as in previous years Councillors would not accept the Parish Basic Allowance of £30 per annum. This was seconded by Councillor Cook and carried unanimously.

**RECOMMENDATION** That KTC Councillors do not accept the Parish Basic Allowance of £30 per annum.

**932/19/20**

### **CAMPAIGN FOR THE LOCAL ELECTRICITY BILL**

Members considered a request forwarded by CALC to support the Local Electricity Bill. The Bill is being put forward by an organisation called Power for People. If made law it would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply.

The Chair proposed that KTC support the Bill. This was seconded by Councillor Tirvengadam and carried unanimously.

**RECOMMENDATION** That KTC support the Local Electricity Bill.

**933/19/20**

### **UPDATE ON WW1 SCULPTURE PROJECT**

The Town Clerk advised that there had been no further progress. Funding is the main issue and support needed to be sought from the public/businesses which was not now appropriate due to the current situation with Coronavirus. Further meetings of the group are now unlikely and the project will probably be in abeyance for a time.

**934/19/20**

### **UPDATE ON VE DAY EVENTS**

The Town Clerk informed Members that the Royal British Legion had proposed that VE Day events do not go ahead in light of the current Coronavirus situation. The Committee reluctantly agreed to suspend the event agreeing people's health was the first priority. It is expected that VE Day events will be cancelled nationally and in which case we would follow suit. It is possible the focus may move to VJ Day in August.

The Chair proposed that the event suspended, bearing in mind latest Government advice to avoid large social gatherings. This was seconded by Councillor Rathbone and carried unanimously. Town Clerk to arrange a press release.

**RESOLVED**

That VE Day events be suspended due to Coronavirus. Town Clerk to arrange a press release.

**935/19/20****UPDATE ON TOWN HALL REFURBISHMENT**

The Town Clerk updated Members on the current situation following her recent meeting with Sion Thomas from SLDC. Tender bids had been received and several companies were being taken forward for interview. She reported changes to where KTC staff will be located within SLDC offices. During the refurbishment works Full Council meetings will be held at the Mint Works, along with Planning meetings scheduled beforehand. All other Committee meetings will be held in the meeting room in the South Lakeland House foyer.

**936/19/20****SOCIAL MEDIA UPDATE – CLLR RATHBONE**

Councillor Rathbone reported that progress is being made, although more slowly than he had hoped. He requested that it be added to the agenda for the next meeting.

**RESOLVED**

That Social Media be added to the agenda for the next meeting.

**937/19/20****CYCLE TO WORK SCHEME UPDATE**

Committee had previously agreed to increase the purchase limit for cycles under the Cycle to Work Scheme, with the restriction of only one application in a 12 month period. The Town Clerk advised that, having contacted the providers of the scheme, they had advised that rules state the scheme should be open to everyone at any time. The decision has already been passed through Full Council so this cannot be amended for 6 months. It was agreed that Committee note the situation and should a further application be received within the next 6 months it will be taken as a special item.

**938/19/20****ITEMS FOR THE NEWSLETTER**

Members agreed to consider items for the newsletter at the next meeting. Councillor Cook suggested that the Town Clerk check whether there are any items that would routinely be included in the summer edition, such as grants.

**RESOLVED**

That this item be considered at the next meeting. Town Clerk to consider any items routinely included in the summer edition of the newsletter.

**939/19/20****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*]

**STAFFING MATTERS** [Paragraph 1]

**940/19/20**

(i) Update on KTC Staffing Structure Project

The Town Clerk advised that she has started considering the job specification for a part-time job share Town Clerk. The Chair requested that she prepare an Action Plan demonstrating how the key points from the working group are being progressed. The Standing Orders will require amending to reflect the specific action points, as well as general updating. This is a large amount of work which the Town Clerk currently does not have capacity to undertake. It was suggested that if officer time is available tasks should be delegated to other members of staff. Cllr Rathbone requested an electronic version of the current Standing Orders.

**941/19/20**

(ii) Proposal to recruit a part-time job share Town Clerk

This will be a recommendation to Council at the appropriate time.

**942/19/20**

(iii) Proposal to continue with contract support until (ii) fulfilled

The Chair proposed that contract support be agreed for the further period of one month (April). This was seconded by Councillor Rathbone and carried unanimously.

**RESOLVED**

That contract support be approved for one further month (April).

There was a general discussion regarding Coronavirus and related staffing issues. It was agreed that staff should be given the flexibility to work from home where appropriate. The general office will be closed to the general public who will be asked to make contact by telephone or email.

The Town Clerk will speak to the Treasurer about setting up a recurring function for payroll. This would ensure staff receive salaries in the event that the Treasurer is off sick. Any variances can be corrected at a later date.

**943/19/20**

**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).

**944/19/20**

**ANY OTHER BUSINESS**

None.

The meeting closed at 8.54pm.

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

| <b>Min</b> | <b>Subject</b>   | <b>Information/Resolution/Recommendation to Council</b> |  |
|------------|--|---|--|
| <b>929</b> | Coronavirus – VE Day Celebrations  | <b>RES</b>  | That VE Day celebrations be suspended for the time being, along with Full Council and Committee meetings and other festivals and events as agreed. |
| <b>931</b> | Independent Remuneration Panel Report  | <b>REC</b>  | That KTC Councillors do not accept the Parish Basic Allowance of £30 per annum.  |
| <b>932</b> | Campaign for the Local Electricity Bill  | <b>REC</b>  | That KTC support the Local Electricity Bill.   |
| <b>934</b> | Update on VE Day Events  | <b>RES</b>  | That VE Day events be suspended due to Coronavirus. Town Clerk to arrange a press release.   |
| <b>936</b> | Social Media Update  | <b>RES</b>  | That Social Media be added to the agenda for the next meeting.   |
| <b>938</b> | Items for the Newsletter   | <b>RES</b>  | That this item be considered at the next meeting. Town Clerk to consider any items routinely included in the summer edition of the newsletter.     |
| <b>942</b> | Proposal to continue with contract support until recruitment of part-time job share Town Clerk fulfilled | <b>RES</b>  | That contract support be approved for one further month (April).   |