

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 20<sup>th</sup> April 2020 at 7.30 pm  
(Via Teleconferencing)**

**PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam

Also in attendance was Councillor Jonathan Cornthwaite

**APOLOGIES** Councillor Alvin Finch and Liz Richardson (Town Clerk)

**OFFICERS** Nicky King (Council Secretary)

**960/19/20 PUBLIC PARTICIPATION**

None.

**961/19/20 DECLARATIONS OF INTEREST**

None.

**962/19/20 MINUTES OF THE MEETING HELD ON 16TH MARCH 2020**

The Chairman presented the minutes of the meeting held on 16<sup>th</sup> March 2020.

Councillor Blackman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Cook and carried with 2 abstentions.

**RESOLVED** That the minutes of the meeting of the Committee held on 16<sup>th</sup> March 2020 be accepted as a correct record.

**MATTERS ARISING** (Not on Agenda)

**963/19/20** None.

**964/19/20 URGENT ITEMS OF BUSINESS**

None.

**965/19/20 REPORT ON WORK PROGRAMME**

Members considered the report on project progress for April 2020 prepared by the Town Clerk and this was noted by Members. The following items were highlighted:

South Lakeland Local Plan Review

Councillor Rathbone had attended the South Lakeland Local Plan Review Stakeholder Launch. At the Planning Committee meeting held on 6<sup>th</sup> April 2020 Members had agreed to request input from all

Committee Chairs. The work for the next month will involve firming up the baseline and questions to be addressed.

#### Heritage

Councillor Evans referred to an item of Heritage not found during the annual internal audit and asked what it was. Town Clerk to be asked to confirm.

#### Christmas Lights

A meeting had been held with the contractor on 17<sup>th</sup> March, however due to the current situation with Coronavirus nothing can be progressed. It is hoped to arrange a further meeting at the end of May. One complaint received was that the Christmas tree looked bare and ways of enhancing this are being considered.

#### Oxenholme Defib

No update was available. The Chair had requested the Town Clerk progress this matter as soon as possible. Update to be provided once the Town Clerk returns from sick leave.

#### Allotments

The Chair commented that he was pleased to see guidance notices in place on allotment sites advising that allotments are an allowed activity during the Coronavirus pandemic and remain open.

#### Kendal in Bloom

Kendal in Bloom and Cumbria in Bloom competitions are cancelled due to Coronavirus. Councillor Blackman said this could push the invitation to enter Britain in Bloom back a year into 2022.

### **RESOLVED**

Town Clerk to update on the following items of work on her return to work from sick leave:

- Details of the item of Heritage not found during the annual audit.
- Oxenholme defib.

### **966/19/20**

#### **IMPACT OF CORONAVIRUS ON WORKING ARRANGEMENTS, PROJECTS AND EVENTS**

The Chair noted that the full impact was difficult to assess in the absence of the Town Clerk who is currently signed off work due to illness. The obvious impact on events such as Mayor Making were highlighted. The Secretary commented that, whilst challenging, the decision to continue with Committee meetings via video conferencing was proving manageable to date.

Councillor Evans raised the Torchlight Festival. Under normal circumstances preparation would already be underway, including school involvement. None of this is currently possible and even if lockdown was lifted by the end of August, any kind of preparation is going to be difficult. Councillor Tirvengadam mentioned that he had spoken to Craig Russell, Torchlight Director and Team Leader, who had commented that the event will go ahead in some form, with the possibility of a virtual event being considered. The organisers are meeting regularly and actively researching possibilities. Councillor

Evans requested Councillor Tirvengadam to ask Craig Russell to keep KTC informed.

The position regarding event funding and what would happen when an event had to be cancelled was raised. The Chair commented that he presumed the funds would go back into the Development Fund and a decision would be taken later in the year as to the allocation of those funds.

Councillor Tirvengadam asked whether a backup virtual event had been considered for the Christmas Lights switch-on should it be necessary. Councillor Evans replied this had not been considered at this stage.

The Chair requested that the Town Clerk prepare a paper regarding the impact Coronavirus has had on events, to include a list of forthcoming events and their status ie. cancelled, postponed etc.

**RESOLVED**

That the Town Clerk prepare a paper regarding the impact Coronavirus has had on events, to include a list of forthcoming events and their status.

**967/19/20**

**WW1 SCULPTURE PROJECT**

Members considered a paper circulated prior to the meeting in which Rob David (organiser of the proposed Kendal Remembrance Trail) put forward his suggestion that the idea be brought to an end due to the Coronavirus situation.

Following a general discussion Councillor Tirvengadam expressed his preference for the idea to be postponed rather than cancelled as it would be more difficult to resurrect at a later date. Councillor Cook felt it was too early to cancel altogether, as did Councillor Evans.

The Chair suggested contacting Rob David advising that KTC remain very supportive of the proposal and would prefer they consider postponing the project until later in the year.

**RESOLVED**

Rob David to be informed of Committee's continued support for the proposal and their preference for it to be postponed rather than cancelled.

**968/19/20**

**SOCIAL MEDIA UPDATE**

Due to the situation with Coronavirus no further progress had been made. Councillor Rathbone requested that the item be diarised forward.

**RESOLVED**

That the item be diarised forward.

**969/19/20**

**REFURBISHMENT OF THE TOWN HALL**

The Chair asked that the Town Clerk update on the current situation by email upon her return to work.

**RESOLVED** That the Town Clerk update on the current situation regarding refurbishment of the Town Hall by email upon her return to work.

**970/19/20 ITEMS FOR THE NEWSLETTER**

Summer 2020 Edition:

There was a general discussion regarding whether the newsletter should go ahead. The consensus of opinion amongst Members was that it should, even if it was a means of informing people of the current situation with forthcoming events.

The following suggestions were put forward:

- A brief announcement from the Mayor regarding Coronavirus, to include how people are working together in the community and the great job being carried out by the NHS etc.
- Contact details for support groups and organisations where people can get help. The Chair stressed the need to ensure any information published is robust.
- Allotments guidance – confirmation that allotments are an allowed activity during Coronavirus and an update on the number of plots available etc.

Councillor Blackman highlighted the deadline of 12<sup>th</sup> June for the summer edition and warned that information could well be out of date by the time the newsletter is published.

**971/19/20 REVIEW OF SPEND AGAINST BUDGET 2019/20**

Members considered the Budgetary Control Statement for expenditure to the end of March 2020. It was noted that there was overspend of approximately £2,700 under the Management Heading. Under the Action Plan Items heading there was underspend of £11,000. This is made up of £10,000 for the Lancaster Canal Regeneration Partnership, £250 for Kendal Futures replacement Kirkland banners and £750 for support for Kendal Futures role.

**972/19/20 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*]
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) [Paragraph 3]*

#### **STAFFING MATTERS** [Paragraph 1]

**973/19/20**

##### Update on KTC Staffing Structure Project

This was not discussed due to the absence of the Town Clerk.

**974/19/20**

##### Proposal Regarding Coronavirus Work by Kendal Community Emergency Planning Group

Members considered a request from the Group for KTC to administer funding being sought by them to employ additional administrative support on a temporary basis due to increasing demands on current staff.

Following a general discussion Members agreed unanimously that they were happy to offer support and advice to the Group and administer any funding received.

**RESOLVED**

That Committee are happy to offer support and advice to the Group and administer any funding received for additional staffing.

**975/19/20**

##### Impact of Coronavirus on Staffing and Support Work Contract

This was not discussed due to the absence of the Town Clerk.

**976/19/20**

##### Annual Appraisal for Secretary

This was not discussed due to the absence of the Town Clerk.

#### **BUSINESS AFFAIRS** [Paragraph 3]

**977/19/20**

##### Evaluation of Fantastic Kendal Funding

Members discussed a report submitted by Fantastic Kendal on the provision of tourist information services, covering the period November 2018 to March 2020.

Committee agreed the report was useful but felt some forward projection would be helpful. The general feeling was of continued support for the service and a wish to continue financial assistance of £5,000 per year. However it was agreed some discussion surrounding alternative sources of support/grants would be useful, along with dialogue concerning the need for greater transparency. Members agreed full audited accounts should be requested.

A vote to continue financially supporting Fantastic Kendal for tourist information services in the sum of £5,000 per year was carried with one abstention.

**RECOMMENDATION** That KTC continue to financially support Fantastic Kendal for tourist information services in the sum of £5,000 per year. Discussions to be had regarding alternative sources of support/grants and the need for greater transparency. Full audited accounts to be requested.

**978/19/20**

**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).

**979/19/20**

**ANY OTHER BUSINESS**

None.

The meeting closed at 8.33pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>965</b>	Report on Work Programme	<b>RES</b>	Town Clerk to update on the following items of work on her return to work from sick leave: <ul style="list-style-type: none"> <li>• Details of the item of Heritage not found during the annual audit.</li> <li>• Oxenholme defib.</li> </ul>
<b>966</b>	Impact of Coronavirus	<b>RES</b>	That the Town Clerk prepare a paper regarding the impact Coronavirus has had on events, to include a list of forthcoming events and their status.
<b>967</b>	WW1 Sculpture Project	<b>RES</b>	Rob David to be informed of Committee's continued support for the proposal and their preference for it to be postponed rather than cancelled.
<b>968</b>	Social Media Update	<b>RES</b>	That the item be diarised forward.
<b>969</b>	Refurbishment of the Town Hall	<b>RES</b>	That the Town Clerk update on the current situation regarding refurbishment of the Town Hall by email upon her return to work.
<b>974</b>	Proposal Regarding Coronavirus Work by Kendal Community Emergency Planning Group	<b>RES</b>	That Committee are happy to offer support and advice to the Group and administer any funding received for additional staffing.
<b>977</b>	Evaluation of Fantastic Kendal Funding	<b>REC</b>	That KTC continue to financially support Fantastic Kendal for tourist information services in the sum of £5,000 per year. Discussions to be had regarding alternative sources of support/grants and the need for greater transparency. Full audited accounts to be requested.