

KENDAL TOWN COUNCIL

Management Committee

**Monday 15th June 2020 at 7.30 pm
(Via Teleconferencing)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Douglas Rathbone (Deputy Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- APOLOGIES** None
- OFFICERS** Helen Moriarty (Project Manager), Nicky King (Council Secretary)
- 063/20/21 PUBLIC PARTICIPATION**
- None
- 064/20/21 DECLARATIONS OF INTEREST**
- None.
- 065/20/21 MINUTES OF THE MEETING HELD ON 18TH MAY 2020**
- The Chairman presented the minutes of the meeting held on 18th May 2020, which had been approved by full Council on 1st June 2020. Members agreed the minutes were a correct record of the meeting.
- RESOLVED** That the minutes of the meeting of the Committee held on 18th May 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 066/20/21** None.
- 067/20/21 URGENT ITEMS OF BUSINESS**
- None.
- 068/20/21 REPORT ON WORK PROGRAMME**
- The Project Manager presented the report on project progress for June 2020 and this was noted by Members. The main points were highlighted as follows:
- Oxenholme Defib
BT have confirmed that the defib has now been formally handed over to KTC. The defib case can now be purchased and installation arranged.
- Christmas Lights & Festivals
Awaiting guidance on which events can be held.

Councillor Evans provided a further update. The bunting should now have been installed in the town centre. A Christmas Tree has been installed which will be observed for testing. The load test for the Christmas Lights has also been completed.

Allotments

The rat problem is being brought under control by the contractor. There is a high demand for plots currently.

Citizens Jury

The Oversight Panel and Support Group have held several meetings. There was a good response to the invitations issued and matters are progressing well.

069/20/21

FACEBOOK PAGE FOR KENDAL TOWN COUNCIL

Members considered a paper which had been circulated prior to the meeting. They were asked to discuss the approval of spend for Officer training and to dedicate an hour per day of the Administrative Assistant's time for management of the Facebook page.

Following a general discussion Councillor Coleman proposed approval of spend for training and 1 hour per day Officer time. He suggested that the actual time spent by the Administrative Assistant on managing the page should be monitored. This was seconded by Councillor Blackman and carried with one abstention.

The Project Manager advised that she had received feedback from Windermere Town Council in respect of their Facebook page. They have chosen to approach it on a closed page basis. This is something that can be discussed with the training provider.

RESOLVED

That Committee approve spend for Officer training and 1 hour per day of the Administrative Assistant's time for management of the Facebook page.

070/20/21

BLACK LIVES MATTER

Councillor Tirvengadam referred to recent racial protests following the death of George Floyd who was killed by a police officer in America. He put forward a suggestion that KTC make a statement in support of racial equality.

A general discussion ensued and Councillors were generally supportive of Councillor's Tirvengadam's suggestion. It was agreed the statement would be released under the Mayor's name. Councillor Tirvengadam will draft the statement and forward to Councillor Hennessy for his input before being released.

RESOLVED

That KTC make a statement in support of racial equality. Councillor Tirvengadam to prepare a draft.

071/20/21 USE OF CIL MONEY FOR A MOUNTAIN BIKE PARK IN KENDAL

Members were notified of a request to utilise CIL funding to help fund a community mountain bike park. There was insufficient information available for Members to make a decision and it was agreed to defer until further detail is known. Councillor Coleman proposed that it should be directed to the Environment & Highways Committee with a detailed paper for further discussion.

Councillor Long advised that Councillor Cornthwaite had raised his concern that the request should not be considered in isolation, but in conjunction with the greater plans for cycle ways in Kendal.

RESOLVED That the matter be deferred until further detail is known and directed to the Environment & Highways Committee for further discussion.

072/20/21 REFURBISHMENT OF THE TOWN HALL

The Administrative Assistant is leading co-ordination of the office move. Both KTC offices housed in the Town Hall will be clear by the end of the week. The new temporary space will accommodate 5 desks.

The Project Manager made a request for expenditure to install an automatic door operating system, operated by a buzzer system. This would allow the Administrative Assistant to control the number of people in the small space at any one time. Funding for face masks, sanitiser and an information poster was also requested. The total amount required was £400.00. Councillor Coleman commented that, given current circumstances, staff should still be able to work from home if they still wished to do so, provided their job can be done effectively.

Councillor Evans asked whether the office move was into a permanent location or temporary. It was confirmed to be temporary but would be for a period of 6 months.

Councillor Coleman proposed that spend of £400 be authorised. This was seconded by Councillor Finch and carried unanimously.

RESOLVED That spend of £400 for an automatic door operating system, face masks, sanitiser and information poster be authorised.

073/19/20 ITEMS FOR THE NEWSLETTER

Members discussed the format of the next KTC newsletter and whether this should be a printed version or soft copy only. It was agreed it would be online only. It was noted this would result in longer lead-in times and could contain more pages. Councillor Coleman proposed it remain as 6 pages.

RESOLVED That the Autumn/Winter 2020 edition of the KTC newsletter be produced as a soft copy only.

074/19/20**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Finch 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]**075/20/21****Town Clerk Recruitment**

Members discussed the proposed job advert, job description and person specification for the position of Town Clerk. Councillor Blackman highlighted the following amendments to the draft:

- Closing date for receipt of applications – Friday 10th July 2020 at 9am.
- Interviews – Monday 20th July.
- Hours – 37 hours (in line with National Pay Scale)
- Salary band – points 37-41.

The proposed date for notifying people who will be invited for interview is Wednesday 15th July 2020.

Following a general discussion and various amendments being agreed, Councillor Coleman proposed that recruitment for a Town Clerk should proceed on the basis agreed. This was seconded by Councillor Finch and carried unanimously.

It was agreed that the notice period for the new recruit should be extended to 90 days.

RESOLVED

That recruitment for a Town Clerk proceed on the basis agreed.

076/20/21**Projects for Handover from Town Clerk**

Members discussed those projects requiring a steer/decision on future progress as follows:

Kendal Museum Lease

The Trustees of the Allen Institute need to make a decision on how to move forward. It was agreed the Treasurer and Town Clerk should speak to KTC's solicitor and prepare a paper for consideration by the

Trustees. A meeting will then be called for the Trustees to agree how to proceed. KTC solicitor to be invited to attend the meeting.

Staffing – Mace Bearers

The current Mace Bearers retire at the end of the year. Members discussed recruitment and agreed the Mayor's Attendant would be asked to lead on this. Current Mace Bearers to be asked when they wish to cease employment in light of their age and the situation with the pandemic. Matter to be dealt with by the Mayoralty & Arts Committee.

Council/Committee Attendance

Treasurer to be asked to oversee the recording and monitoring of Councillor attendance at meetings.

New CCTV Camera at Gooseholme

To be handed over to the Project Manager.

VJ Day

Administrative Assistant to monitor and feedback to Management Committee when more information is received.

Annual Staff Appraisals

Treasurer to manage the staff appraisals process.

Work Station Assessments

The Chair indicated that any staff with IT needs to support home working to approach himself to discuss.

2021 Meeting Schedule

Administrative Assistant to be asked to pull together a draft calendar for consideration.

Nominated Officer

It was decided the Mayor's Attendant would be asked to act as the nominated officer for the Mayoralty & Arts Committee. The Treasurer will be asked in respect of the Management Committee.

IT Update

The Project Manager informed Members of advice received from KTC's IT consultants. The current mail server platform is being retired on 1st August and it is necessary to migrate to a new host. A recommendation has also been made to upgrade to Windows 365 as this cloud system will enable seamless working either in the office or remotely. The current system is not adequate for extensive remote working. This would also make it possible to use Microsoft Teams rather than Zoom for remote meetings. It was agreed the Project Manager would obtain further information regarding the best upgrade package, along with costs and timescales, and prepare a paper for the next Committee meeting.

It was noted that some staff members have been using their own phones for work related calls. Councillor Cook commented that access to the normal office telephone line should be included as part of any upgrade and the Project Manager will confirm with the IT

Consultants in this respect. Councillor Coleman agreed that staff should be reimbursed for any work related expenditure incurred for personal telephone or broadband usage if an expenses claim is submitted.

077/20/21

Officers' Report

Members discussed a report prepared by Officers which gave an overview of individual staff roles. Four main questions arising from the report were highlighted for consideration. Councillor Coleman advised that he would be arranging a Zoom call with all staff members to discuss any questions or concerns with regard to the resignation of the Town Clerk. It was noted that there was a need to address the issue of a deputy once the new recruit was in position. In the meantime staff should contact either Councillors Coleman or Finch with any issues.

Project Manager to forward a copy of Officer's comments to Councillors Coleman and Finch.

078/20/21

READMISSION OF PRESS AND PUBLIC

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

RESOLVED

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

079/20/21

ANY OTHER BUSINESS

It was noted that a member of the public who attended the last Full Council meeting was contributing to chat. It was agreed this is not appropriate protocol and Chairs are to make it clear to participants that the chat feature should not be used other than to indicate a wish to speak or for voting purposes.

The meeting closed at 9.02pm.

Summary of Information, Resolutions and Recommendations to Council

| Min | Subject | Information/Resolution/Recommendation to Council | |
|------------|-------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 069 | Facebook Page for KTC | RES | That Committee approve spend for Officer training and 1 hour per day of the Administrative Assistant's time for management of the Facebook page. |
| 070 | Black Lives Matter | RES | That KTC make a statement in support of racial equality. Councillor Tirvengadam to prepare a draft. |
| 071 | Use of CIL Money for a Mountain Bike Park | RES | That the matter be deferred until further detail is known and directed to the Environment & Highways Committee for further discussion. |
| 072 | Refurbishment of the Town Hall | RES | That spend of £400 for an automatic door operating system, face masks, sanitiser and information poster be authorised. |
| 073 | KTC Newsletter | RES | That the Autumn/Winter 2020 edition of the KTC newsletter be produced as a soft copy only. |
| 075 | Town Clerk Recruitment | RES | That recruitment for a Town Clerk proceed on the basis agreed. |