

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 20<sup>th</sup> July 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

**APOLOGIES** None.

**OFFICERS** Judith Lomax (Treasurer) and Nicky King (Council Secretary)

**151/20/21 PUBLIC PARTICIPATION**

None.

**152/20/21 DECLARATIONS OF INTEREST**

None.

**153/20/21 MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> JUNE 2020**

The Chairman presented the minutes of the meeting held on 15<sup>th</sup> June 2020, which had been approved by full Council on 5th July 2020. Members agreed the minutes were a correct record of the meeting.

**RESOLVED** That the minutes of the meeting of the Committee held on 15<sup>th</sup> June 2020 be accepted as a correct record.

**MATTERS ARISING** (Not on Agenda)

**154/20/21** It was noted that an article in respect of 'Black Lives Matter' and the preparation of a KTC Statement had been included in the latest digital KTC newsletter.

**155/20/21 URGENT ITEMS OF BUSINESS**

None.

**156/20/21 REVIEW OF TERMS OF REFERENCE**

Members reviewed the Terms of Reference for the Committee. This was accepted without amendment.

**157/20/21 REPORT ON WORK PROGRAMME**

The Treasurer presented the Work Programme for June 2020 and highlighted the following additional updates from the Assistant to the Town Clerk and the Project Manager on their areas of work:

Project Manager – tree tub installation, Citizen's Jury, IT upgrade, office move and newsletter.

Assistant to the Town Clerk

- **Christmas Lights & Festivals** – repairs on lights now completed. There will be new additional lights for the display this year. Working on upgrading infrastructure at McDonalds and Gees Clothing shop. The projector is still in Italy awaiting repair. A decision regarding the Christmas Lights Switch-on will be made at the next committee meeting.
- **Allotments** – ongoing issue with rats and rabbits. Waiting list for sites is increasing. Site visits were carried out on 15<sup>th</sup> June, with follow up visits scheduled for 22<sup>nd</sup> July. Overall sites are very well kept. Work underway on an Allotment handbook.
- **Kendal in Bloom** – repair work to boundary beds has been completed and planted by Horticare. Progress has been made on the fern project. Facebook training took place on 15<sup>th</sup> July. Monthly update meetings scheduled with the Townscape Manager for the next three months. Currently looking at lease on the workshop.

Councillor Rathbone advised that a consultation response to the current SLDC Local Plan review has been submitted by the Planning Committee recommending a holistic approach be taken.

Councillor Rathbone further advised that responses have been submitted by the Planning Committee and Management Committee in respect of the Burneside Neighbourhood Plan application. The responses recommend agreement of the application.

Councillor Tirvengadam commented on the problem with rats and rabbits on allotments and advised that there have been numerous reports of rat sightings in Oxenholme. Councillor Rathbone has received similar reports from Oxenholme residents and along the canal path. He advised that SLDC Locality Officers have been dealing with individual instances. Members discussed whether a Kendal wide approach was an option. Councillor Long commented that it is a common problem around the country, not just in Kendal. It was agreed to write to the Environmental Health Department at SLDC expressing Committee's concern and requesting their input in the first instance.

Councillor Blackman commented that both the tree planter cladding and civic planting is looking good.

Councillor Coleman referred to the proposed Facebook page, noting that the style would be a community page. He commented that this should be Members driven and requested feedback on the Facebook training attended by Officers before moving forward.

**RESOLVED**

1. To write to the Environmental Health Department at SLDC expressing Committee's concern in respect of rats and requesting their input.
2. Feedback required on the Facebook training attended by Officers before moving forward.

**158/20/21****KENDAL MUSEUM UPDATE**

The Treasurer updated Members on the current situation with the Kendal Museum Lease. The issue has been ongoing for at least two years and was previously being dealt with by the Town Clerk, who has now left KTC.

Members were advised that the other parties to the lease were now wanting a quick resolution, with a timescale of the beginning of September being given. Failure to resolve the matter in this time will result in Kendal College ceasing to run the Museum.

The Trust does not have any funds available to it and so will not be able to pay for its legal costs. Having requested confirmation from SLDC that they will cover legal costs for the Trustees, the Treasurer was advised that SLDC would pay "reasonable legal fees for solicitor support, but this cannot be open ended". Costs incurred to date are £1,650, SLDC had expected total costs to be in the region of £1,500.

The Lease is between 3 parties, the Trustees (who own the museum building), Kendal College (who run the building as a museum) and SLDC who own the museum collection. The other 2 parties have approved the draft lease, however the Trustees' solicitor is not satisfied with one clause.

Following a general discussion it was agreed a meeting of the Trustees of the Allen Institute will be called on the rising of Full Council on Monday 3<sup>rd</sup> August 2020. The Treasurer will inform Kendal College of this decision. Councillor Cook questioned whether the Trustees' solicitor should be invited to attend the meeting. In order to avoid further legal fees it was agreed to take this course of action only in the event of the majority of Trustees being against proceeding with the lease.

Councillor Long referred to concern she had previously expressed to Full Council regarding the liability placed on KTC Councillors by the requirement to become a Trustee of the Allen Institute upon election. This was something she had not been aware of at the time. Councillor Coleman acknowledged the concern and agreed Councillors should be made fully aware they will become a Trustee if selected as a KTC Councillor. It was agreed to address this matter once the issue of the lease has been resolved.

A copy of the proposed lease and solicitor's comments in respect of the outstanding clause will be circulated with the agenda. A further item for the agenda will be discussion in respect of alternative options for the future.

**RESOLVED**

A meeting of the Trustees of the Allen Institute to be called on the rising of Full Council on Monday 3<sup>rd</sup> August 2020. Treasurer to inform Kendal College. Further agenda item to be alternative options for the future.

**159/20/21****REFURBISHMENT OF THE TOWN HALL**

Members were informed that Risk Assessments have been completed so staff can work from the temporary office at SLDC if they wished. A booking system is in place to control the numbers of staff in the office at any one time. Staff who are happy to continue working from home are able to do so.

**160/20/21****ITEMS FOR THE NEWSLETTER**

The latest edition of the KTC newsletter was an electronic version. There was a discussion regarding mailing lists and circulation beyond Councillors. Various suggestions were put forward for circulation options including utilising the allotments database. It was noted there may be GDPR issues to consider and a need to ensure people are happy to receive communication from KTC. The Chair commented it would be useful to know whether the Project Manager is circulating the newsletter more widely and how it is being publicised.

It was agreed the Autumn/Winter edition should return to printed format, but people to be directed to the website for the latest situation in respect of dates for events etc in the case of cancellation being necessary.

**RESOLVED**

Autumn/Winter edition of the newsletter to return to printed format.

**161/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budgetary Control Statement to 30<sup>th</sup> June 2020. The Treasurer highlighted that budget within Relocation of KTC Offices (IT Support & Furniture) can be used for the IT upgrade.

The Chair commented on uncertainty in respect of the continued trading of Fantastic Kendal and advised caution before making payments.

Councillor Cook referred to Action Plan items, noting a significant underspend. The Treasurer replied that a lot of work has stalled, probably due to Covid-19. She will speak to the Project Manager for further clarification.

The Chair requested that Action Plan items be incorporated into the Work Programme.

**RESOLVED**

1. Treasurer to obtain clarification from the Project Manager in respect of Action Plan items.
2. Action Plan items to be incorporated into the Work Programme.

**162/20/21****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Evans 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]**163/20/21**

Councillor Blackman advised that interviews have been held for the position of Town Clerk. A conditional offer of the position has been made and accepted, subject to satisfactory references being received. The selected candidate has been Town Clerk at Workington Town Council since 2013. Due to a notice period of 12 weeks there will be a period of time before he is able to take up the role.

The Chair thanked Councillors Blackman, R Hogg and Rathbone for their time and effort in dealing with the recruitment process. Councillor Blackman commented that the interview panel have taken the matter seriously and put a lot of effort into selecting the best candidate possible for KTC. He also extended thanks to the Office Administrator who has offered tremendous support and a welcoming face for the interviewees.

The Chair commented that further updates in respect of the KTC staffing structure project will be put on hold until the new Town Clerk has taken up position.

**164/20/21****READMISSION OF PRESS AND PUBLIC**

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

**RESOLVED**

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

**165/20/21****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>157</b>	Report on Work Programme	<b>RES</b>	<ol style="list-style-type: none"> <li>1. To write to the Environmental Health Department at SLDC expressing Committee's concern in respect of rats and requesting their input.</li> <li>2. Feedback required on the Facebook training attended by Officers before moving forward.</li> </ol>
<b>158</b>	Kendal Museum Update	<b>RES</b>	A meeting of the Trustees of the Allen Institute to be called on the rising of Full Council on Monday 3 <sup>rd</sup> August 2020. Treasurer to inform Kendal College. Further agenda item to be alternative options for the future.
<b>160</b>	Items for the Newsletter	<b>RES</b>	Autumn/Winter edition of the newsletter to return to printed format.
<b>161</b>	Review of Spend Against Budget	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Treasurer to obtain clarification from the Project Manager in respect of Action Plan items.</li> <li>2. Action Plan items to be incorporated into the Work Programme.</li> </ol>