

KENDAL TOWN COUNCIL

Management Committee

**Monday 21st September 2020 at 7.30 pm
(Via Teleconferencing)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Shirley Evans, Andy Blackman and Susanne Long
- APOLOGIES** Guy Tirvengadum and Douglas Rathbone (Deputy Mayor)
- OFFICERS** Nicky King (Council Secretary)
- 256/20/21 PUBLIC PARTICIPATION**
- None.
- 257/20/21 DECLARATIONS OF INTEREST**
- None.
- 258/20/21 MINUTES OF THE MEETING HELD ON 20TH JULY 2020**
- The Chairman presented the minutes of the meeting held on 20th July 2020, which had been approved by full Council on 3rd August 2020 and these were noted.
- 259/20/21 MATTERS ARISING (Not on Agenda)**
- Christmas Lights & Festivals Committee
Councillor Evans advised that the projector has now been returned from Italy following repair.
- Committee are researching the idea of a virtual Christmas Lights switch on with a short film possibly containing Christmas messages from local businesses.
- There was a discussion regarding Armed Forces Day. It was noted that the BID would not be leading on this event. The Christmas Lights & Festivals Committee had resolved at their last meeting to request that the Mayoralty & Arts Committee consider the matter at their next meeting on 9th November. It would be for the Town Clerk to consider whether a further civic event should be added to the calendar and supported on a yearly basis. Councillor Cook suggested that Sarah Williams be invited to give a presentation at a future meeting to clarify the BID's future aspirations. It was agreed to ensure Councillor Dunlop is aware of the situation as KTC representative for BID and seek her guidance.
- Allotments Committee
Councillor Coleman referred to Minute 157/20/21 and the problem with rats. It had previously been resolved to write to the Environmental Health Department at SLDC. The Treasurer advised

that due to volume of work this item had not yet been actioned and she would follow up.

Facebook

Councillor Coleman asked whether feedback on the Facebook training attended by Officers was available. The Treasurer will follow this up with the Project Manager.

Kendal Museum Lease

The Treasurer advised that the Lease had still not been received for signing and will maintain pressure on the solicitors in this respect.

RESOLVED

1. Councillor Dunlop to be made aware of the situation regarding Armed Forces Day as KTC representative for BID and seek her guidance on BID's future aspirations.
2. Treasurer to follow up action item in respect of the rat problem.
3. Treasurer to follow up with the Project Manager in respect of Facebook training feedback.
4. Treasurer to follow up in respect of Kendal Museum Lease.

260/20/21

URGENT ITEMS OF BUSINESS

None.

261/20/21

REPORT ON WORK PROGRAMME

Members considered the report for September 2020 and the following items were highlighted:

Oxenholme defibrillator - Councillor Coleman noted that this project is now complete and requested that thanks be passed on. Treasurer to arrange a Press Release.

Bench plaques - Councillor Cook noted that a plaque was in situ on Aynam Road.

Visit Kendal Website – Councillor Coleman advised that a request had been received from the Directors of BID for funds for the Visit Kendal website. Paula Scott is leading. He advised that there is a potential risk of KTC being required to cover £6k/year for the ongoing running costs of the website. It was agreed to request feedback from the Project Manager on the Visit Kendal website and comments raised by BID.

20mph

Councillor Evans commented that the catch up meeting held on 27th August had been very informative.

Councillor Cook advised that Kirkland, Highgate and Lowther Street will become 20mph imminently for a period of 18 months.

It was agreed the Project Manager will be asked to attend the next Management Meeting for the report on work programme section. The new Town Clerk will have taken up post by then and will attend also.

RESOLVED

1. Thanks to be passed on in respect of the Oxenholme Defibrillator project. Treasurer to arrange a press release.
2. Feedback to be requested from the Project Manager on the Visit Kendal website.
3. Project Manager to be requested to attend the next Management Committee meeting.

262/20/21**BUDGET PRIORITIES AND SCORING SYSTEM REVIEW 2021/22**

Members were asked to consider the annual budget for the next financial year. It was noted that it would be part of the new Town Clerk's remit to drive this forward.

The Treasurer asked whether future structural reorganisation might affect the process. Councillor Coleman commented that any such changes would likely be for the new financial year 2021/22. Councillor Blackman suggested it would be useful for the Treasurer and new Town Clerk to liaise. It was agreed this would be useful as the new Clerk may have ideas on how to streamline the process.

The matter of Torchlight was raised and whether a financial contribution should be considered for this year's virtual event. Councillor Evans mentioned that Craig Russell had made a presentation at the last Christmas Lights & Festivals Committee meeting. No mention had been made as to financial problems or additional costs. It was noted that the full £5k grant had been awarded and agreed no further contribution was necessary.

Following a general discussion Councillor Coleman proposed that the budget process remain as is for the time being. Treasurer and new Town Clerk to liaise to discuss streamlining the process for the next financial year. This was seconded by Councillor Finch and carried unanimously.

RESOLVED

That the budget process remain as is for the time being. Treasurer and new Town Clerk to liaise to discuss streamlining the process for the next financial year.

263/20/21**REFURBISHMENT OF THE TOWN HALL**

There was no update in respect of the refurbishment work, however the Treasurer commented that the temporary office accommodation was working well. A shared calendar system is in place to control the number of staff in the office at any time. Members discussed the possibility of a calendar to inform Councillors when Officers are working/in the office. Treasurer will look into this.

There was a discussion regarding DocuSign, an electronic system used for the signing of invoices. The system was reported to be working well and Members felt this should continue.

Councillor Finch commented that he has asked for allotment sites be stated on invoices.

The Treasurer will circulate the signing of invoices responsibility amongst Councillors.

RESOLVED

1. Treasurer to look into a calendar informing Councillors of Officers' working days/hours.
2. Use of Docusign to continue.
3. Treasurer to circulate the signing of invoices amongst Councillors.

264/20/21**ITEMS FOR THE NEWSLETTER**

It was agreed that the next edition (Spring 2021) would be a hard copy.

265/20/21**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Finch 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*]

266/20/21**STAFFING MATTERS [Paragraph 1]**Update on KTC Staffing Structure Project

The New Clerk is due to commence employment on 1st October. Councillor Blackman is attempting to set up a face to face meeting with staff, taking into account current Covid guidelines.

There was a discussion regarding the current Treasurer's workload. The Treasurer will look at the possibility of delegating certain tasks to other Officers.

RESOLVED

Treasurer to look at delegating elements of her workload to other Officers.

267/20/21**TOURIST INFORMATION SERVICES FOR KENDAL**

Councillors Cook and Evans declared an interest in this matter as they work in the tourist industry.

Councillor Coleman advised that the Fantastic Kendal facility has been closed and commented that KTC need to consider what their provision is for information services. Members agreed a manned

office would not be a viable option due to costs. Ideas discussed included the possibility of a provision within the library and leaflet availability within the new shared KTC/SLDC reception area. It was also suggested that the Visit Kendal website could be a good option in the current Covid situation.

Members were disappointed that Fantastic Kendal had closed its doors but would explore possibilities moving forward. Councillor Coleman will engage with Kendal Futures to obtain their views

RESOLVED

Committee to explore possibilities for future tourist information provision. Councillor Coleman will engage with Kendal Futures to obtain their views.

268/20/21**READMISSION OF PRESS AND PUBLIC**

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

RESOLVED

that the press and public be re-admitted for the remainder of the meeting.

269/20/21**ANY OTHER BUSINESS**

The secretary advised that she had received a request from Jason Rushworth, Local Democracy Reporter for Newsquest, to record meetings for view back. It was agreed to ask the Administrative Assistant to take appropriate advice from CALC.

RESOLVED

Administrative Assistant to be asked to take advice from CALC in respect of the recording of KTC meetings by reporters.

The meeting closed at 8.50pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
259	Matters Arising	RES	<ol style="list-style-type: none"> 1. Councillor Dunlop to be made aware of the situation regarding Armed Forces Day as KTC representative for BID and seek her guidance on BID's future aspirations. 2. Treasurer to follow up action item in respect of the rat problem. 3. Treasurer to follow up with the Project Manager in respect of Facebook training feedback. 4. Treasurer to follow up in respect of Kendal Museum Lease.
261	Report on Work Programme	RES	<ol style="list-style-type: none"> 1. Thanks to be passed on in respect of the Oxenholme Defibrillator project. Treasurer to arrange a press release. 2. Feedback to be requested from the Project Manager on the Visit Kendal website. 3. Project Manager to be requested to attend the next Management Committee meeting.
262	Budget Priorities and Scoring System Review 2021/22	RES	That the budget process remain as is for the time being. Treasurer and new Town Clerk to liaise to discuss streamlining the process for the next financial year.
263	Refurbishment of the Town Hall	RES	<ol style="list-style-type: none"> 1. Treasurer to look into a calendar informing Councillors of Officers' working days/hours. 2. Use of DocuSign to continue. 3. Treasurer to circulate the signing of invoices amongst Councillors.
262	Staffing Matters	RES	Treasurer to look at delegating elements of her workload to other Officers.
267	Tourist Information Services for Kendal	RES	Committee to explore possibilities for future tourist information provision. Councillor Coleman will engage with Kendal Futures to obtain their views.
269	AOB	RES	Administrative Assistant to be asked to take advice from CALC in respect of the recording of KTC meetings by reporters.