

KENDAL TOWN COUNCIL

Management Committee

**Monday 18th January 2021 at 7.30 pm
(Via Zoom)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Alvin Finch (Mayor), Jonathan Owen, Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- Also in attendance: Graham Harrison
- APOLOGIES** Councillor Douglas Rathbone (Deputy Mayor)
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 546/20/21 PUBLIC PARTICIPATION**
- None.
- 547/20/21 DECLARATIONS OF INTEREST**
- None.
- 548/20/21 MINUTES OF THE MEETING HELD ON 21ST DECEMBER 2020**
- The Chairman presented the minutes of the meeting held on 21st December 2020, which had been approved by full Council on 4th January 2021.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Finch and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 21st December 2020 be accepted as a correct record.
- 549/20/21 MATTERS ARISING (Not on Agenda)**
- Minute 506/20/21 – Standing Orders and Financial Regulations
Councillor Blackman queried progress on this item. The Town Clerk advised it would be on the agenda for the next meeting. It was agreed ‘political diversion’ should be changed to ‘political change’ in the final paragraph and resolution of this minute.
- Minute 502/20/21 – Annual Town Assembly
At the last meeting it was resolved the Town Clerk would review last year’s Annual Town Assembly and update as a two year report if appropriate. The Town Clerk advised he is still awaiting guidance from Government in this respect. He will email the Chair once this has been received.
- RESOLVED** Town Clerk to email the Chair once Government guidance has been received in respect of the Annual Town Assembly.

550/20/21 URGENT ITEMS OF BUSINESS

None.

551/20/21 REPORT ON WORK PROGRAMME

The Town Clerk presented a report on the Action Plan and Work Programme. The following matters were highlighted:

Promote walking – there is no further development of the walking leaflet at the moment, however it is planned this will incorporate a green spaces leaflet.

Riverside cycling – the Project Officer will be attending a LCWIP workshop on 1st Feb.

Kendal Market – tenders have drawn a blank. SLDC will review.

Kendal Futures – funding of over £20k is for a whole range of Kendal Futures projects.

Improve Kendal Castle - access walkway repairs are complete.

Increase Biodiversity - biodiversity grants agreed include £500 for composting scheme, £1,000 for Nobles Rest, £700 for Appleby Road community garden, £1,000 for Belmont and £1,500 for Sommervell garden.

Boundary signs - work completed.

Councillor Tirvengadam asked whether SLDC/CCC are being proactive in respect of support for low income households. Councillor Cook assured him SLDC/CCC are working collaboratively to provide a number of support packages and referred Members to the respective websites for details. The Town Clerk advised this item of work had been lifted from the Action Plan in January 2020. No current KTC projects had been identified.

It was noted the Kendal Walking Festival is now being supported by the Sandylands Residents' Association, not the CLF Committee. Report to be amended accordingly. Members were informed that Kendal Walking Festival volunteers have decided to plan for a festival sometime in 2021.

The report indicated phase two of the Christmas Lights Display was completed in 2019/20. Councillor Evans clarified that money was rolled over and work is ongoing. She added that infrastructure upgrade on Stricklandgate was not restricted to Stricklandgate and not to draw a line under it.

Councillor Long provided an update on various Kendal Futures projects in her capacity as KTC representative on the Kendal Futures Board. She was asked to prepare an Outside Bodies report for Full Council.

The Town Clerk was thanked for preparing the report and asked to undertake further review of projects and attach deadlines.

RESOLVED

1. Councillor Long to prepare an Outside Bodies report for Full Council in respect of Kendal Futures.
2. Town Clerk to undertake further review of projects and attach deadlines.

552/20/21**REFURBISHMENT OF THE TOWN HALL**

The Town Clerk has received reassurances from SLDC in respect of reviewing fire exits. Further confirmation is still awaited regarding where the KTC office will be relocated at the end of February. He will follow up and update Committee via email. Members were informed that the matter of Council's User Rights is ongoing.

It was suggested the Town Clerk arrange a meeting between himself, KTC Councillors and SLDC Officers (Sion Thomas) to discuss matters further.

RESOLVED

Town Clerk to arrange a meeting between relevant parties to discuss matters further.

553/20/21**ITEMS FOR THE NEWSLETTER**

It was noted the next edition of the newsletter would be a hard copy version. Councillor Coleman encouraged proof reading in respect of dates of events etc. The Town Clerk reassured him this would be undertaken and advised that Simon Unsworth is now responsible for production of the newsletter.

554/20/21**EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Coleman and seconded by Councillor Owen 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*

555/20/21**STAFFING MATTERS [Paragraph 1]**

Committee considered a report presented by the Town Clerk which made recommendations to fill the vacancy of Treasurer and updated on the staffing structure project. The report suggested creating a new role of Finance and Administration Officer, as opposed to a Treasurer, with the managerial duties previously undertaken by the Treasurer being undertaken by the Town Clerk. There would be a modest saving which could be added to a proposed increase in the hours of the Project Officer to improve Council's capacity to deliver on its Action Plan, particularly with regards to climate change. Suggested changes to job title and pay scale for the Assistant to the Town Clerk were also considered.

The report suggested making budget provision to increase Council's capacity in financial management by moving finances to a system designed for use in the Local Council sector. Limitations of the current software in use (Sage) were discussed.

Likely additional training for the Project Officer was noted in order for this post to act as a deputy to the Town Clerk. The Town Clerk was also keen for other members of staff to undertake additional training.

There was general support for the recommendations put forward. Members agreed an increase of Officer support would assist KTC achieving its aims.

It was proposed by Councillor Coleman that the Town Clerk proceed with the recruitment of a Finance and Administration Officer. This was seconded by Councillor Blackman and carried unanimously.

Councillor Coleman further proposed moving Council's finances to an alternative system designed for the Local Council sector. This was seconded by Councillor Owen and carried unanimously.

The recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk were agreed with effect from 1st April. Town Clerk to update staff contracts accordingly. It was requested that all staff contracts be aligned with the start of the financial year.

- RECOMMENDATION**
1. Town Clerk to proceed with the recruitment of a Finance and Administration Officer.
 2. Town Clerk to proceed with moving Council's finances to an alternative system designed for the Local Council sector
 3. Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1st April. Town Clerk to update staff contracts accordingly and ensure contracts are aligned with the start of the financial year.

556/20/21**BUDGET 2021-22**

The Town Clerk presented a report on the Budget Plan for 2021/22. At its budget meeting in November 2020 Council considered a base budget and indicative development budget. Since then a number of factors have arisen which may cause Council to review these and implement slight variations.

Council is required to agree its Precept demand at its meeting on 1st February 2021. Committee were requested to review the proposed budget and make recommendations to Council.

A general discussion ensued during which several members raised queries in respect of elements of various committees' budgets. The Town Clerk will investigate the matters raised and update by email to enable a recommendation for a budget and Precept to be presented to Full Council on 1st February. It was noted that papers will be required for distribution with the agenda, ideally by Monday 25th January.

The provision of a Tourist Information Service was raised, for which budget has previously been put aside. It was agreed further discussion is required in this respect.

The Town Clerk was asked to thank the Treasurer for all her hard work. Committee were particularly grateful to her for undertaking the role of Clerk whilst KTC was without a member of staff in this post for several months.

RESOLVED

Town Clerk to investigate the matters raised and update by email to enable a recommendation for a budget and Precept to be presented to Full Council on 1st February.

557/20/21**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.

The meeting closed at 9.15pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
549	Annual Town Assembly	RES	Town Clerk to email the Chair once Government guidance has been received in respect of the Annual Town Assembly.
551	Report on Work Programme	RES	<ol style="list-style-type: none"> 1. Councillor Long to prepare an Outside Bodies report for Full Council in respect of Kendal Futures. 2. Town Clerk to undertake further review of projects and attach deadlines.
552	Refurbishment of the Town Hall	RES	Town Clerk to arrange a meeting between relevant parties to discuss matters further.
555	Staffing	REC	<ol style="list-style-type: none"> 1. Town Clerk to proceed with the recruitment of a Finance and Administration Officer. 2. Town Clerk to proceed with moving Council's finances to an alternative system designed for the Local Council sector 3. Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1st April. Town Clerk to update staff contracts accordingly and ensure contracts are aligned with the start of the financial year.
556	Budget 2021-22	RES	Town Clerk to investigate the matters raised and update by email to enable a recommendation for a budget and Precept to be presented to Full Council on 1 st February.