

KENDAL TOWN COUNCIL

Management Committee

Monday 15th February 2021 at 7.30 pm
(Via Zoom)

- PRESENT** Councillors Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- APOLOGIES** Councillors Stephen Coleman (Chair) and Alvin Finch
- OFFICERS** Chris Bagshaw (Town Clerk), Nicky King (Council Secretary)
- 608/20/21 PUBLIC PARTICIPATION**
- None.
- 609/20/21 DECLARATIONS OF INTEREST**
- None.
- 610/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**
- Members agreed there were no items on the agenda that required the exclusion of press and public.
- 611/20/21 MINUTES OF THE MEETING HELD ON 18TH JANUARY 2021**
- The Chairman presented the minutes of the meeting held on 18th January 2021. These were accepted as a correct record.
- RESOLVED** That the minutes of the meeting of the Committee held on 18th January 2021 be accepted as a correct record.
- 612/20/21 URGENT ITEMS OF BUSINESS**
- None.
- 613/20/21 REPORT ON WORK PROGRAMME**
- The Town Clerk presented the report on project progress for February 2021 and this was noted by Members. The following items were highlighted:
- Finance System – the Town Clerk has received quotes for comparative finance systems for consideration in March.
- Kendal Museum – there were no issues arising from the surveyor's report. The Town Clerk has informed the Museum and SLDC that the conditions of the contract have been met and solicitors have been instructed to proceed.

Gooseholme CCTV – the camera has been installed and feedback from the police is awaited regarding its initial operation. The location of the camera has been chosen for the line of sight of Gooseholme. It is anticipated approximately 90% of filming will be on Gooseholme and a small amount on Wildman Street.

Green wall – the project Manager is talking to contractors, CCC and the land owner. The green wall is to be sited on Blackhall Road outside the CAB overlooking the bus station.

Mayoralty & Arts – it is hoped to hold an autumn exhibition at Space2Create, subject to Covid restrictions.

Christmas Lights & Festivals Committee – Committee are due to meet next week. The specification for a new Christmas lights tender is in draft for consideration at that meeting.

Allotments Committee – new plot development at Canal Head should be possible earlier than thought due to tree work being undertaken by SLDC. This will allow the opening up of Canal Head up to the recycling area. The situation in respect of the rodent problem was raised. The Town Clerk advised controlling the problem was likely to be an ongoing cost.

Councillor Evans highlighted a recommendation arising from the Citizens' Jury that developers of new developments contribute to the cost of establishing additional allotment sites. She asked whether it would be worth liaising with SLDC in this respect. The Town Clerk pointed out that CIL money could be used for this purpose. He added that Council should also be requesting Section 106 money from SLDC for allotments, however unfortunately there is a large drain on these monies. The cost of work at Canal Head should not be too bad as it is existing land that requires clearance work.

Kendal in Bloom Committee – the Committee meeting recently cancelled will be rearranged shortly.

Action Plan for Kendal – it was noted that the Beck trim trail has been installed and this item can be removed from the report.

614/20/21

WAINWRIGHT AWARD

At a recent meeting of the Mayoralty & Arts Committee it had been resolved that the Town Clerk prepare a paper for discussion by the Management Committee in respect of the Wainwright Award for 2020.

In normal years there has been a publicity campaign in the autumn, following by Full Council voting on nominations at the January meeting. This last year there was no publicity seeking nominations and no likely candidates have been presented.

Members were asked to consider the report and decide if they would recommend that an award be made for 2020.

There was a general discussion during which differing opinions were expressed. A suggestion to present two awards next year, or several small awards, was put forward. It was noted that the Deed of Trust from Alfred Wainwright states the award should not exceed £500 in any one year.

It was agreed to recommend deferring the award for 2020. The Town Clerk will investigate the legality of different options for 2021 and prepare a paper for recommendation to Council in March. Following Council's decision consideration will be given to informing the general public.

RECOMMENDATION To defer the presentation of a Wainwright Award for 2020. Town Clerk to investigate the legality of different options for 2021, including doubling up the Award.

615/20/21

LOCAL GOVERNMENT REORGANISATION

It was noted that a Government announcement is expected imminently. Members agreed to defer the item to a future meeting.

RESOLVED

To defer the item to a future meeting following a Government announcement expected imminently.

616/20/21

REFURBISHMENT OF THE TOWN HALL

The Town Clerk presented a paper on Town Hall office accommodation. Initially it was envisaged the administration office would move back into the Town Hall at this stage. That is no longer possible and the Town Clerk has been reviewing options with SLDC. The most favourable option is to move the administration to the Conference Room in the Mintworks until the refurbishment works are complete. Committee were asked to accept the proposal and recommend it to Full Council.

The Town Clerk was asked to confirm SLDC's agreement to be responsible for removal costs.

It was noted that post will be redirected. The Town Clerk commented this would be an improvement to the current situation whilst administration is housed at South Lakeland House.

The Town Clerk will check WiFi access and advised it may be necessary to set up a new router.

Councillor Cook proposed accepting the proposal to move administration to the Mintworks, subject to SLDC being responsible for removal costs. This was seconded by Councillor Blackman and carried.

RECOMMENDATION That the administration office be moved to the Mintworks, subject to SLDC being responsible for removal costs

617/20/21**STAFFING**

The Town Clerk reported that he is actively recruiting for the position of Finance Administrator following the resignation of the Treasurer, as previously agreed by Committee. The job description is on the KTC website and a good response has been received. The closing date is 12 noon on 1st March 2021.

Members discussed the need to consider increasing the notice period for this position from 4 weeks to 12 weeks.

The Town Clerk advised he requires 2-3 Councillors to be appointed to an interview panel. Councillors Blackman and Rathbone volunteered. Request for further Councillors to be made at full Council meeting in March. The Town Clerk will update Council at that meeting and confirm the delegation of power to the interview panel to make a decision on the appointment.

RESOLVED

Town Clerk to update Council at the March meeting in respect of recruitment for a Finance Administrator and request members for an interview panel.

618/20/21**BUDGET EVALUATION**

The Town Clerk expressed his view that there is work to be undertaken in respect of how the budget is prepared. He felt the current process is overcomplicated and improvements can be made for 2022/23.

Committee discussed the current process of scoring against an evaluation sheet and the limitations this presents. There was discussion about the Action Plan and how this fits into the budget setting process.

The Town Clerk asked Members how they want to progress and suggested different approaches. Following a general discussion the Town Clerk was asked to consider a more streamlined system and improvements to the timetable.

There was a suggestion that the Management Committee should monitor the progression of the budget every 3 or 4 months.

The Town Clerk also recommended reviewing the Terms of Reference which are currently set by Committees themselves. He suggested these should be set by Council.

It was agreed to continue the discussion at the next Committee meeting when the Chair, Councillor Coleman, would be present.

RESOLVED

Town Clerk to consider a more streamlined system and improvements to the budget setting timetable. This item to be added to the agenda of the next meeting for further discussion.

619/20/21

ITEMS FOR THE NEWSLETTER

Suggestions for the summer edition of the KTC newsletter included an update on the Wainwright Award and staff profiles.

The meeting closed at 8.40pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
614	Wainwright Award	REC	To defer the presentation of a Wainwright Award for 2020. Town Clerk to investigate the legality of different options for 2021, including doubling up the Award.
615	Local Government Reorganisation	RES	To defer the item to a future meeting following a Government announcement expected imminently.
616	Refurbishment of the Town Hall	REC	That the administration office be moved to the Mintworks, subject to SLDC being responsible for removal costs
617	Staffing	RES	Town Clerk to update Council at the March meeting in respect of recruitment for a Finance Administrator and request members for an interview panel.
618	Budget Evaluation	RES	Town Clerk to consider a more streamlined system and improvements to the budget setting timetable. This item to be added to the agenda of the next meeting for further discussion.