

KENDAL TOWN COUNCIL

Management Committee

Monday 19th April 2021 at 7.30 pm
(Via Zoom)

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman, Susanne Long, Guy Tirvengadam and Matt Severn
- APOLOGIES** Councillor Alvin Finch (Mayor)
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 754/20/21 PUBLIC PARTICIPATION**
- None.
- 755/20/21 APOLOGIES**
- None.
- 756/20/21 DECLARATIONS OF INTEREST**
- None.
- 757/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**
- Committee agreed there were no matters on the agenda that required the exclusion of press and public.
- 758/20/21 MINUTES OF THE MEETING HELD ON 15TH MARCH 2021**
- The Chairman presented the minutes of the meeting held on 15th March 2021.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Evans and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 15th March 2021 be accepted as a correct record.
- 759/20/21 URGENT ITEMS OF BUSINESS**
- The Town Clerk referred to correspondence received from a resident in respect of funding for repairs to the war memorial. He requested background information from Committee in order that he could respond to the individual concerned. Members recalled KTC had previously been of the opinion that repairs were not required at the current time. The British Legion were investigating the availability of national funding for renewing war memorials over 100 years old.

It was agreed the Town Clerk will take further advice from the British Legion and the Civic Society. He will also refer to minutes of the Mayoralty & Arts Committee who previously considered the matter. The Town Clerk will write to the individual advising that the matter has been researched extensively and, whilst there are no works planned currently, the British Legion are investigating the availability of national funding for repairs to war memorials.

Members were informed that the Environment & Highways Committee will be considering a fund for town centre improvements following information received from Lawrence Conway, SLDC Chief Executive.

RESOLVED

Town Clerk to take further advice in respect of repairs to the War memorial and contact the resident who has approached KTC regarding funding for repair works.

760/20/21

REPORT ON WORK PROGRAMME

The Town Clerk presented the report on project progress for April 2021 and highlighted the following matters:

Management Committee

- The start date for the new Finance and Admin Officer is 10th May.
- The departing Treasurer has been working one day a week to finalise end of year accounts. The paperwork will be ready to issue with the Audit, Grants & Charities Committee agenda on Wednesday.
- Future meeting dates was mentioned and the need to publish forward dates of meetings. Meeting dates for three committees also require re-scheduling by the Town Clerk for some time during May.
- Changes to the finance system will be put on hold until around September to allow the new Finance Officer to settle in.
- The Kendal Museum lease is yet to be signed. The Town Clerk is continuing to steer this matter.
- The review of standing orders to allow financial decision to be taken in a timely fashion will be undertaken by the Audit, Grants & Charities Committee.
- The Town Clerk is reviewing all charity issues for risk and clarity. He will report to the Audit, Grants & Charities Committee at their meeting next Monday.
- Gooseholme CCTV is now operation. Town Clerk to request feedback from the police.

Environment & Highways Committee

The Town Clerk reported good progress on the green wall/ivy screening project. Woolpack Yard signage is complete and just needs to be signed off.

Mayoralty & Arts Committee

- The possible autumn exhibition has been postponed due to venue restrictions.
- The Town Clerk suggested the review of the asset register take place once it is possible to move back into the Town Hall.

Christmas Lights & Festivals

- Tender bids have been received for lighting installation and management. A meeting has been arranged to review the tenders with a view to making a recommendation to Council at the meeting scheduled for 4th May.
- Options are being reviewed for a switch-on event in light of budget and Covid.

Allotments Committee

- An idea for a Kendal wide tree project is being explored. The Council Services Officer is liaising with landscape designers to produce drawings to show what Canal Head will look like when the new plots are established. This can then be utilised to obtain quotations for fencing etc.
- The Town Clerk indicated that we were looking to plot where all trees were located in Kendal and who was responsible for them. Concern was expressed about the resources needed to do this. It was also highlighted that very few trees are the responsibility of KTC and that our role under the Kendal Citizens Jury was to monitor progress, rather than to be responsible for each recommendation.
- Question was asked as to whether planning consent had been requested for the recent works at Canal Head. The Town Clerk advised that the SLDC Tree Officer had given the required notice to Forestry England. He had communicated to SLDC the need to improve communication with KTC in respect of planned future works.

Kendal in Bloom Committee

- The Kendal in Bloom competition will go ahead with a reduced programme of activities. A meeting has been arranged for Wednesday to discuss how businesses can be encouraged to get involved.
- There is a proposal to plant a wildflower meadow at Somervell Gardens.

Miscellaneous – KTC Assets

Replacement speed indicator devices are being investigated. The Project Manager has prepared a paper for consideration at the next Environment & Highways Committee meeting.

761/20/21**REFURBISHMENT OF THE TOWN HALL**

The Town Clerk reported that the temporary move of the KTC office to the Mintworks has gone well. He is currently liaising with SLDC in respect of the return to the Town Hall.

The Mayor's Attendant will liaise with SLDC in respect of the removal of paintings in the Assembly Room and provide advice on required locations etc.

762/20/21**KENDAL LEAFLETS**

Committee were asked to consider a paper from the Project Manager which contained a proposal to spend £4,228 for the production of an additional 30,000 Welcome to Kendal leaflets.

A general discussion ensued during which Members considered the value of hard copy leaflets and whether their distribution proved effective. There was a suggestion that consideration should be given to alternative means of accessing the leaflet via mobile devices/QR codes etc. Councillor Evans referred to previous discussion regarding capacity being made available in the new Town Hall reception to display KTC leaflets.

Councillor Coleman proposed half the quantity (15,000) one year's distribution in order to assess the value of the hard copy leaflets and allow opportunity to assess the demand. The Town Clerk and Project Manager to research associated costs. This was seconded by Councillor Rathbone and carried.

RESOLVED

That Committee approve production of 15,000 Welcome to Kendal leaflets and one year's distribution. The Town Clerk and Project Manager to research associated costs.

763/20/21**PRESENTATIONS TO THE FULL COUNCIL**

With the decision to move to bi-monthly Full Council and Management Committee meetings, it was suggested consideration should be given to future presentations. There was a general discussion during which Members agreed they would welcome a presentation from Kendal Vision and Kendal BID.

It was agreed the Town Clerk will prepare a list of organisations KTC would like to present to full Council and consider future Council meeting dates for the remainder of the year.

First priority would be a presentation from Kendal Vision which was launched last year to include an opportunity for questions to be raised. The Town Clerk will endeavour to arrange for the May Council meeting.

RESOLVED

Town Clerk to prepare a list of organisations KTC would like to present to full Council and consider future Council meeting dates for the remainder of the year. He will endeavour to arrange a presentation from Kendal Futures at the Council meeting in May.

764/20/21**ITEMS FOR THE NEWSLETTER**

The Town Clerk reported that the KTC newsletter is well received with positive feedback.

An article for a future edition of the newsletter is a First Responders project which the Project Manager is undertaking.

The meeting closed at 8.36pm.

Summary of Information, Resolutions and Recommendations to Council

| Min | Subject | Information/Resolution/Recommendation to Council | |
|------------|--|---|---|
| 759 | Urgent items of business – repairs to war memorial | RES | Town Clerk to take further advice in respect of repairs to the War memorial and contact the resident who has approached KTC regarding funding for repair works. |
| 762 | Kendal Leaflets | RES | That Committee approve production of 15,000 Welcome to Kendal leaflets and one year's distribution. The Town Clerk and Project Manager to research associated costs. |
| 763 | Presentations to Full Council | RES | Town Clerk to prepare a list of organisations KTC would like to present to full Council and consider future Council meeting dates for the remainder of the year. He will endeavour to arrange a presentation from Kendal Futures at the Council meeting in May. |