

# KENDAL TOWN COUNCIL

## Management Committee

Monday 27<sup>th</sup> April 2015 at 7.30 p.m.

in The Mayor's Parlour, the Town Hall, Kendal

PRESENT Councillors Sylvia Emmott (Chairman), Austen Robinson (Vice Chairman), Tom Clare (The Mayor), Chris Hogg (Deputy Mayor), Clare Feeney-Johnson, John McCreesh, Lynne Oldham, John Veevers, Geoff Cook and Giles Archibald.

APOLOGIES None

OFFICERS Liz Richardson (Town Clerk) and Nicky Blackwood (Council Secretary)

### 887/14/15 PUBLIC PARTICIPATION

None

### 888/14/15 DECLARATIONS OF INTEREST

No interests were declared at this point.

### 889/14/15 MINUTES OF MEETING HELD ON 23<sup>RD</sup> MARCH 2015 AND MATTERS ARISING

Councillor Emmott reminded members that the minutes of the last meeting had not been accepted at Council due to a number of inaccuracies, but advised that these had now been corrected by the Town Clerk.

Councillor Emmott referred to the second paragraph on page 2 and suggested that the rating categories on the Action Plan spreadsheet be numbered '1 - easy, 2 - moderate and 3 - difficult' and this was agreed.

It was pointed out that *primary* should read *priority* in the sentence beginning '*Discussions took place as to the layout.....*' in the second paragraph on page 2.

Councillor Emmott referred to minute 793/14/15 on page 6 and suggested that the words '*ie. an hourly rate*' be added at the end of the recommendation. Discussion ensued and members decided against the suggested amendment.

Councillor A Robinson proposed that the minutes, subject to the amendments discussed, be accepted as a correct record. This was seconded by Councillor Clare and was carried. Councillors Veevers, Feeney-Johnson and McCreesh abstained as they had not been at the meeting.

RESOLVED that the minutes of the meeting held on 23<sup>rd</sup> March 2015 be accepted as a correct record subject to the amendments discussed.

**MATTERS ARISING****890/14/15 Dementia Action Alliance (Minute 788/14/15)**

Councillor Clare gave an update on the Dementia Action Alliance. It had been decided not to include the activities planner as a separate flyer in the KTC newsletter due to costings and problems inserting this into the newsletter. Instead a directory was now planned.

**891/14/15 Review of Draft Action Plan for Kendal (Minute 780/14/15)**

Councillor Emmott reported that SLDC Chief Executive, Lawrence Conway, had previously been invited to attend May Council following on from a walk around the town with The Mayor and the leader of SLDC, Councillor Peter Thomson, but could not attend. Councillor Feeney-Johnson suggested liaising with Lawrence Conway and inviting him to advise when he is in a position to attend. It was decided that the Town Clerk would contact Lawrence Conway along these lines and also suggest a provisional date.

**RESOLVED** That the Town Clerk contact Lawrence Conway inviting him to advise when he is in a position to attend Council and also suggest a provisional date.

**892/14/15 Kendal Youth Council (Minute 782/14/15)**

Councillor Feeney-Johnson reported that she had recently met with Tracy Ellis, Queen Katherine School. She was in discussion with the Youth Council leaders and will report back on meeting dates and issues via Councillor Feeney-Johnson.

**893/14/15 NW Ambulance Service # Team 999 Campaign (Minute 787/14/15)**

The Town Clerk reported that the NW Ambulance Service will give a presentation at July Council.

**894/14/15 RINTELN DIGNITARIES VISIT UPDATE**

Councillor Clare gave an update on the Rinteln Dignitaries visit. He briefed members on the planned programme for Wednesday 20<sup>th</sup> and Thursday 21<sup>st</sup> May and advised that the visit to the Parish Church, which had previously been planned for 21<sup>st</sup> May (following the presentation and lunch), had now been removed from the programme.

Councillor Clare advised that the Mayor of Killarney would be attending Mayor Making. He had been asked whether he wished to give a short speech at Mayor Making and invited to the opening of the Peace Garden. Councillor Feeney-Johnson said that she had been lucky enough to visit Killarney and considered this relationship worthy of the Committee's attention and time. For it to work though community involvement was needed.

Councillor Archibald queried the source of funding for the events planned for the visit. Councillor Clare advised the costs are mainly associated with accommodation and hosting the guests.

Councillor Archibald proposed that KTC pays for the Town Clerk to attend the dinner with the Mayors of Rinteln. This was seconded by Councillor A Robinson and carried. Councillor Veevers abstained.

**RESOLVED** That KTC pays for the Town Clerk to attend the dinner with the Mayors of Rinteln.

#### **895/14/15      NEWSLETTER UPDATE**

Councillor Clare reported that the newsletter was more or less ready for printing. There would be 6 pages in total - 4 pages of Council news and 2 for the 20mph project.

The possibility of extending the newsletter to allow a questionnaire to be incorporated on a 'flap' inside the newsletter had been explored. This raised questions regarding the additional cost involved and the source of funds for such costs (either from the General Fund or the allocated 20mph budget).

Councillor Clare also explained that there was the need to ensure people only completed one questionnaire. A solution was to ask for a postcode plus house number on the questionnaire. This was agreed by the Committee.

Councillor Clare informed members that the additional cost involved would be approximately £400 for the newsletter and less than £200 for 1,000 questionnaires (plus maybe a little additional expense for postage). Councillor Archibald stated that in his opinion the additional cost should come out of the 20mph budget and proposed that any additional cost to the newsletter and questionnaire (plus any postage) be funded from the £3k allocated to the project. This was seconded by Councillor McCreesh and carried. Councillors C Hogg and Cook abstained.

Councillor Archibald confirmed that all previous issues of concern that had been raised had now been addressed.

Councillor Clare reported that the working group had raised a question regarding the process by which completed questionnaires would be entered into a database for analysis. The questionnaire is comprehensive but how the results are scored at the end is being reviewed and the suggestion of some sort of computer programme had been made. Councillor Archibald confirmed that data would be inputted into a programme and the results would then be analysed for subsequent discussion with relevant parties. Councillor McCreesh queried whether budget was available for data inputting and Councillor Archibald confirmed that no additional budget was required.

It was noted that the deadline for return of completed questionnaires was 30 June.

- RESOLVED**
1. That a postcode plus house number be requested on the questionnaire so that multiple responses were prevented.
  2. That any additional cost to the newsletter and questionnaire (plus any postage) be funded from the £3k allocated to the project

**896/14/15 PROPOSED SLDC WORKSHOPS**

A report from Simon Blyth, Partnerships and Communities Officer at SLDC, had been circulated to members by the Town Clerk regarding two free workshops being offered by SLDC. The Town Clerk gave an overview of the proposals and requested feedback from Councillors.

Two topics were being proposed for the workshops; Planning and Parish Communications. There was a general discussion regarding the topics on offer and who should attend. The general feeling was that whilst the subject of Planning had previously been covered quite extensively, Parish Communications would be a topic of interest and members considered it essential for staff (as opposed to Councillors) to attend. It was agreed that the Town Clerk would feed this back to SLDC.

- RESOLVED** That the Town Clerk feed back the Committee's views on the proposed workshops to SLDC.

**897/14/15 REPORT ON PROJECT PROGRESS**

The Town Clerk reported on the project progress report for April 2015 and commented that staffing issues in particular were currently a major item.

Councillor Emmott queried reference to '*further applications*' under Allotments Committee/Cockerels. The Town Clerk advised that there were one or two applications to keep cockerels which would have to be considered by the Allotments Committee.

Councillor Cook commented that reference was made under KiB Competition to a launch event planned for April. Councillor Oldham confirmed that details were going to be in the next newsletter. The Town Clerk said that she would check with Janine Holt regarding the situation with the Westmorland Gazette.

Councillor Clare stated for information that the newsletter would be distributed from 14<sup>th</sup> May onwards.

Councillor Veevers commented that the meeting at Sandylands allotments was in fact due to be held on 28<sup>th</sup> April.

- RESOLVED** That the Project Progress report be noted.

**898/14/15 EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Hogg and seconded by Councillor Feeney-Johnson 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]**899/14/15 TOWN TREASURER**

The Town Clerk informed members that the Town Treasurer, Jack Jones, is at the end of his probationary period. The Town Clerk remarked that she was very happy with the Town Treasurer's work and would like a recommendation for Jack Jones to be made a permanent employee of KTC. This was proposed by Councillor Feeney-Johnson, seconded by Councillor Cook and carried unanimously.

Councillor Veevers commented that it can sometimes be difficult to hear the Town Treasurer speaking in Council meetings and suggested the Committee consider the purchase of microphones. Councillor Emmott commented that hopefully the move into the SLDC Chamber would address the issue as microphones were already in situ, but would agree that the purchase of microphones should be considered if meetings are moved back into the Town Council Chamber.

**RECOMMENDATION**

That the Town Treasurer be made a permanent employee of KTC.

**900/14/15 ASSISTANT TO THE TOWN CLERK**

The Assistant to the Town Clerk had previously requested a move to working a three day week. The Town Clerk advised that a trial period of had been completed without any problems and she was happy for that arrangement to continue. She confirmed that the Assistant to the Town Clerk would continue to provide cover for the Administrative Assistant as and when required in the usual manner.

**RESOLVED** that the situation be noted.

**901/14/15 TOWN HANDYMAN**

The Town Clerk confirmed that the working group had met and a timetable for the recruitment process, together with an advert, had been put together. The advert for the post will be going in the newsletter. Various options for additional advertising were discussed. The wording of the advert was circulated. Councillor Feeney-Johnson proposed that the advert be placed in the Employment Pages. This was seconded by Councillor Hogg and carried unanimously.

The Town Clerk stated for information that the advert would be included in the newsletter due to be distributed around the middle of May. The closing date for submission of applications was 9<sup>th</sup> June. Councillor Clare commented that he would check the closing date was included in the newsletter advert.

**RESOLVED** That the Town Clerk places the advert for the Town Handyman position in the Employment Pages.

**902/14/15 MAYOR'S ATTENDANT**

Councillor Hogg declared an interest in this item and did not participate in the discussions.

The Town Clerk advised that the role of Mayor's Attendant had been discussed at Council and it had been agreed to split the current role into two parts – the driving role and the civic role. The Town Clerk referred members to a report that had been circulated and reiterated that the current Mayor's Attendant, Peter Cannon, is leaving on 6<sup>th</sup> July. Given that the driving role was not due to be considered until the next Mayoralty & Arts Committee meeting on 22<sup>nd</sup> June and that any decision would have to be approved at Council, the Town Clerk required some agreement for interim measures for driving requirements and was suggesting that KTC pay for any taxis/car use needed for events outside Kendal (and within Kendal if needed) until a decision was made at Council.

A general discussion ensued concerning the driving role, transport arrangements and the suggestion that the monthly allowance currently paid to the Mayor's Attendant to cover transport costs be paid to the Mayor. Councillor Archibald proposed an interim measure that KTC pay the Mayor and Deputy Mayor for taxi fares/car use for events outside of Kendal (and within Kendal if needed). This was seconded by Councillor A Robinson. The Committee voted on the proposed interim measure and the results were 6 members in favour, 1 against and 1 abstention.

Councillor Feeney-Johnson declared that she would like to see the Mayor and Deputy Mayor keep a record of all expenditure from the new mayoral year. The Town Clerk replied that this would be a matter for the Mayoralty & Arts Committee.

Members discussed the issue of mayoral allowances. Councillor Feeney-Johnson made a proposal that the allowance be reviewed by the Mayoralty & Arts Committee. This was seconded by Councillor A Robinson and carried.

The Town Clerk briefed members on the civic role of the Mayor's Attendant and advised that as the working hours are variable and very difficult to predict, it was proposed that the post be paid on an hourly basis for work undertaken rather than as a salaried position. The Town Clerk advised that a decision needed to be made on the hourly rate to be offered and there was also a need to appoint a working group to oversee the recruitment.

Members discussed the issue of the hourly rate to be offered. Councillor Archibald proposed that there be a minimum number of hours per month. There was discussion on the minimum number of hours and Councillor Archibald proposed a minimum 10 hours per month to be reviewed after 12 months. This was seconded by Councillor Veevers and carried unanimously.

Councillor Emmott made a suggestion that each of the specific responsibilities listed in the job description for the Mayor's Attendant be reviewed and marked essential/desirable. Members reviewed the responsibilities listed and agreed some amendments and that all except responsibility 9 were essential. It was agreed that responsibility 1 be split into 2 to reflect that cleaning the silver and regalia was a specialist task.

Councillor A Robinson proposed the amendments to the job description and this was seconded by Councillor Feeney-Johnson and carried. Councillors Clare and McCreesh abstained.

Councillor A Robinson proposed £8.75 per hour increasing by 25p per year to £9.75 and this was seconded by Councillor Hogg. Councillor Veevers proposed an amendment to £8.50 per hour (as the starting rate) and this was seconded by Councillor McCreesh. Members agreed the hourly rate should reflect the Spinal Column Point Salary Scales. The Town Clerk pointed out that she would choose the rate closest to the £8.50-£9.75 range. The Amendment was carried with 6 members in agreement and 4 against.

The issue of the formation of a working group to oversee the recruitment process was discussed. Councillors Clare, C Hogg and either Councillors Feeney-Johnson or Emmott volunteered to form the group.

There was a general discussion regarding the post and members agreed that a formal recruitment process was required. Councillor Emmott proposed a recruitment process be followed involving advertising, shortlisting and interview. Councillor A Robinson suggested that applicants' skills be tested by requiring applicants to give a short talk. After further discussion it was agreed that the talk could be on any heritage topic of their choice for approximately 5 minutes duration.

## **RECOMMENDATION**

1. That KTC pay for The Mayor and Deputy Mayor's taxi fares/car use for events outside of Kendal (and within Kendal if needed) as an interim measure until a decision was reached at Council.
2. That the issue of Mayoral allowances be reviewed by the Mayoralty & Arts Committee.

3. That the Mayor's Attendant (civic role) be a minimum 10 hours per month (to be reviewed after 12 months).
4. That the Mayor's Attendant (civic role) be paid an hourly rate of around £8.50 increasing to £9.75 in accordance with the Spinal Column Point Scale rates.

- RESOLVED**
1. That the amendments to the Job Description be implemented.
  2. That Councillors Clare, C Hogg and either Councillors Feeney-Johnson or Emmott form a working group to oversee the recruitment process for the civic role.
  3. That applicants for the civic role be required to give a short talk at their interview on any heritage topic of their choice for approximately 5 minutes duration.

**903/14/15 READMISSION OF PRESS AND PUBLIC**

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

**ANY OTHER BUSINESS**

**904/14/15 TREES AT THE BIRDCAGE**

Councillor Feeney-Johnson reported that she had seen a group collecting money by the birdcage at the weekend. The point she wished to raise was that banners etc had been strapped with pins and tape to the trees which was not acceptable. She asked Councillors what action should be taken and it was suggested that Councillor Feeney-Johnson should email the District Council highlighting KTC's disappointment.

**RESOLVED** that Councillor Feeney-Johnson email the District Council highlighting KTC's disappointment that hirers of the Bird Cage were pinning events to the trees.

The meeting ended at 10.00 p.m.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information / Resolution / Recommendation to Council</b>	
891	Review of Draft Action Plan for Kendal	<b>RES</b>	That the Town Clerk contact Lawrence Conway inviting him to advise when he is in a position to attend Council and also suggest a provisional date.
894	Rinteln Dignitaries Visit Update	<b>RES</b>	That KTC pays for the Town Clerk to attend the dinner with the Mayors of Rinteln.
895	Newsletter Update	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That a postcode plus house number be requested on the questionnaire so that multiple responses were prevented.</li> <li>2. That any additional cost to the newsletter and questionnaire (plus any postage) be funded from the £3k allocated to the project</li> </ol>
896	Proposed SLDC Workshops	<b>RES</b>	That the Town Clerk feed back the Committee's views on the proposed workshops to SLDC.
899	Town Treasurer	<b>REC</b>	That the Town Treasurer be made a permanent employee of KTC.
901	Town Handyman	<b>RES</b>	That the Town Clerk places the advert for the Town Handyman position in the Employment Pages.
902	Mayor's Attendant	<b>REC</b>	<ol style="list-style-type: none"> <li>1. That KTC pay for The Mayor and Deputy Mayor's taxi fares/car use for events outside of Kendal (and within Kendal if needed) as an interim measure until a decision was reached at Council.</li> <li>2. That the issue of Mayoral allowances be reviewed by the Mayoralty &amp; Arts Committee.</li> <li>3. That the Mayor's Attendant (civic role) be a minimum 10 hours per month (to be reviewed after 12 months).</li> <li>4. That the Mayor's Attendant (civic role) be paid an hourly rate of around £8.50 increasing to £9.75 in accordance with the Spinal Column Point Scale rates.</li> </ol>

		<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the amendments to the Job Description be implemented.</li> <li>2. That Councillors Clare, C Hogg and either Councillors Feeney-Johnson or Emmott form a working group to oversee the recruitment process for the civic role.</li> <li>3. That applicants for the civic role be required to give a short talk at their interview on any heritage topic of their choice for approximately 5 minutes duration.</li> </ol>
904	AOB - Trees at the Birdcage	<b>RES</b>	That Councillor Feeney-Johnson email the District Council highlighting KTC's disappointment that hirers of the Bird Cage were pinning events to the trees.