

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 30th October 2017 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Rachael Hogg (Chair), Geoff Cook (Vice Chair), Andy Blackman, Paul Bramham, David Evans, Sylvia Emmott and Austen Robinson
- APOLOGIES** None
- OFFICERS** Jack Jones (Town Treasurer) and Hazel Belshaw (Temporary Council Secretary)
- 549/17/18 PUBLIC PARTICIPATION**
None
- 550/17/18 DECLARATIONS OF INTEREST**
None
- 551/17/18 MINUTES OF THE MEETING HELD ON 31ST JULY 2017**
- The Chairman presented the minutes of the meeting held on 31st July, which had been approved by full Council on 4th September.
- Councillor Bramham proposed that the minutes be accepted as a correct record. This was seconded by Councillor D Evans and carried with two abstentions.
- RESOLVED** That the minutes of the meeting of the Committee held on 31st July be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 552/17/18 Meeting Dates 2018 (ref minute 259/17/18)**
The Treasurer advised Members that it is normal practice to have the April meeting close to the elections. He also advised that it is possible to move the October meeting although this may be more appropriate to do with the new Committee.
- 553/17/18 EXTERNAL AUDITOR'S REPORT**
The Committee reviewed the External Auditor's Report on the audit of the Council's Accounts for the year ended 31st March 2017. There were no matters arising to report to Councillors.
- Councillor A Robinson proposed that the report be accepted and forwarded to Council for approval. This was seconded by Councillor R Hogg and carried unanimously.
- RECOMMENDATION** That the External Auditor's report be accepted and forwarded to Council for approval.

554/17/18**BUDGETARY CONTROL STATEMENT – SIX MONTHS ENDED 30 SEPTEMBER 2017**

The Treasurer presented a report on the Council's financial position as at 30th September 2017, providing figures showing actual income and expenditure against the expected portion of the budget for the period, together with a commentary on variances. The overall position was favourable, with a substantial net underspending of approximately £36,000.

The Treasurer highlighted the following points from the report:

Grants

The current total underspend on grants is £15,000, this figure does include the unspent Festival and General grants budgets.

Staff Salaries

Sickness and maternity cover has cost an extra £3,323. The staff member on long term sickness has now passed their entitlement to full and half pay. We were also able to recover statutory maternity pay from HMRC, which was not anticipated. There was an under spend on the Town Handyperson's budget, resulting from the post being vacant in September, this was offset by contractor costs to cover the post. The current under spend is £4,110.

Supplies and Services

This shows an under spend of £1,398, which is typical for the time of year. Management Committee have offset this to use for an over spend on the newsletter budget.

Allotments

There is an under spend on general expenses and water charges, this is due to activity elsewhere and the current Town Handyperson vacancy.

Highways and Infrastructure

There is a typical under spend for this time of £1,282 on infrastructure maintenance and £1,750 on new infrastructure.

Members agreed to endorse the Budgetary Control Statement and recommend that it be approved by Council.

RECOMMENDATION

That the Budgetary Control Statement for the six months ending 30th September 2017 be endorsed and forwarded to Council for approval.

2018/19 BUDGET:**555/17/18****(a) Budget Proposals**

The Treasurer presented the 2018/19 Budget Proposals report which included the Budget Timetable with key dates to consider. Members were asked to consider the budget for the Committee and any proposals for growth or reduction.

Councillor A Robinson asked if we know how much is normally given out during the course of a year. The Treasurer advised that £32,000 has been approved in 2017/18, most of which was at this stage in the preceding year.

Councillor D Evans asked if we are now receiving more applications. The Treasurer confirmed that it was static and that the amount requested per year is around £50,000.

Members noted the contents of the report and recommend maintaining the budget at £36,000.

RECOMMENDATION That the Committee maintain its Grants budget of £36,000 for 2018/19.

556/17/18

(b) Reserves Policy 2018/19

The Treasurer presented the draft Reserves Policy 2018/19 for Committee's consideration prior to submission to Council. He explained that there had been some alterations made to the wording at the beginning of the policy and he had changed two of the definitions on the table.

Councillor Emmott proposed that the Policy be noted and referred to Council in January 2018 for budget setting. This was seconded by Councillor A Robinson and carried unanimously.

RESOLVED

That the draft Reserves Policy 2018/19 be noted and referred to Council in January 2018 for budget setting.

557/17/18

(c) Draft Investment Policy 2018/19

The Town Council invests surplus funds which are not immediately required to meet expenditure. The Investment Policy provides a framework for the secure and prudent investment of those monies and adopts the relevant principles of statutory guidance issued under the Local Government Act 2003 and of CIPFA codes of practice.

The Treasurer presented the draft Investment Policy 2018/19.

Councillor Cook suggested including a footnote on the investment that has been agreed with the Cumberland Building Society. The Treasurer advised that he would be happy to include that in the budget report to the Council meeting in January.

Members then discussed the investment with the Cumberland Building Society. The Treasurer explained the investment was benefitting from a 1.5% interest rate, which he felt was very competitive. Currently the Cumberland do not offer this rate to new investments so it would be a risk to move the investment elsewhere as if it was decided to go back to the Cumberland then the same rate could not be achieved.

Councillor Emmott asked that as a local authority are we entitled to the protection on the investment should anything happen to the building society, as private investors are. The Treasurer advised that Kendal Town Council's budget is too large to fit into the criteria.

Councillor Bramham proposed that the Policy be noted and referred to the Budget meeting of Council in November. This was seconded by Councillor A Robinson and carried unanimously.

RESOLVED That the draft Investment Policy 2018/19 be noted and referred to the Budget meeting of Council.

GENERAL GRANTS 2017/18

558/17/18

(a) Application from Kirkbie Kendal School

The Treasurer advised Members that he had asked for further information for this grant and presented the email he had received. The Committee wanted more information on how much the facility would be used by the community. The email referred to it being essential to the wider community and the school. Members also noted this was a joint email from Westmorland FA and KKS.

Members discussed the application and it was highlighted that there are not many facilities at the south end of Kendal although it was felt that £5,000 is a lot of money, more than the Committee would normally give. As the money in the first instance was to help with the cost of the design and planning permission then the Committee would give £1,000 and ask that they come back when the work is underway.

Councillor Blackman proposed to award £1,000. This was seconded by Councillor Bramham and carried unanimously.

RECOMMENDATION That a grant of £1,000 be awarded to Kirkbie Kendal School.

559/17/18

(b) Grant to Children's Dyslexia Project

The Treasurer advised Members that the organisation was awarded a grant of £875, subject to confirmation that the money is used in Kendal's seven primary schools. The organisation has advised that the Project is beginning in West Cumbria, before it is rolled out on a larger scale. They have therefore requested that it be carried over in to 2018/19.

It was proposed by Councillor R Hogg to carry the grant of £875 over into 2018/19. This was seconded by Councillor D Evans and carried unanimously.

RESOLVED That the grant of £875 for the Children's Dyslexia Project be carried over to 2018/19.

GENERAL GRANTS 2018/19

560/17/18

(a) Links to Budget Priorities

Council in October considered the grants budget and linking it to budget priorities. They have asked this Committee to consider taking those priorities into account in the allocation of the budget.

Members agreed to go forward using the budget priorities when considering grants.

RESOLVED That the Committee will take account of the budget priorities when considering grants.

561/17/18

(b) Grants to Educational Establishments

The Treasurer advised that Council in September had asked Management Committee to consider an approach to grant applications

from schools. Management Committee discussed the issue at their meeting in October and it was agreed that each application be considered on its merits, taking a measured approach to the establishment's financial accounts.

It was noted by Members.

RESOLVED

That Members noted the approach to be taken with respect to grants to educational establishments.

562/17/18

GRANT APPLICATIONS 2018/19

The Treasurer presented a summary of the general grant applications received for assistance in 2018/19.

As a reference point, the summary recorded all grants made in previous years, whether an application had been received or not, together with historical data and a "snapshot" of the financial position of each applicant. Although the report suggested possible grant levels, these were simply a starting point for a discussion in which each application would be considered on its merits in accordance with the grants criteria.

The Treasurer advised that the applications for 2018/19 totalled just under £55,000, which was significantly above the grants budget of £36,000 for the financial year.

A separate report pack contained the full applications together with the relevant financial information provided by each organisation. Members considered each application in detail and discussed its merits before recommending a grant for 2018/19, which would be subject to the availability of budgeted funds.

563/17/18

Kendal Brewery Arts Centre

The Treasurer advised this was a grant for £10,000 for a second year of funding, which had already been approved by Council, subject to confirmation by the Centre in March 2018.

RESOLVED

That the previously agreed grant of £10,000 be noted.

564/17/18

Abbot Hall – Lakeland Arts Trust

Members considered a request for a contribution of £3,000 towards learning and community engagement activities. Traditionally the Trust had received £1,000 of funding from this Committee.

RECOMMENDATION

That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.

565/17/18

1127 Squadron (Kendal) Air Training Corp

Members considered a request for a contribution of £1,700 for the replacement of the display frames to promote recruitment. The Treasurer advised these had been flood damaged. It was suggested that they should approach Cumbria Community Foundation for further funding following flood damage.

RECOMMENDATION

That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.

566/17/18**Great North Air Ambulance**

Members considered a request for a contribution towards general running costs. The Treasurer had suggested £250 and confirmed that no request had been received from North West Air Ambulance.

Members discussed the great work that is done by the air ambulance and felt they would like to contribute more. It was proposed by Councillor Emmott that a grant of £1,000 be awarded. This was seconded by Councillor D Evans and carried unanimously.

Members suggested that the Treasurer approach North West Air Ambulance.

RECOMMENDATION

That a grant of £1,000 be awarded.

567/17/18**“One Voice” – Kendal and South Lakes Centre for Independent Living**

Members considered a request for a contribution of £5,000 towards general running costs.

RECOMMENDATION

That, in view of the demands on the Council's grants budget, a grant of £1,500 be awarded.

568/17/18**The Quaker Tapestry at Kendal**

Members considered a request for a contribution of £3,000 for their Tapestry Roadshows.

RECOMMENDATION

That a grant of £3,000 be awarded.

569/17/18**Kendal Community Theatre**

Members considered a request for a contribution of £1,500 towards a play celebrating the 1918 Act enabling women to become MPs.

RECOMMENDATION

That, in view of the demands on the Council's grants budget, a grant of £750 be awarded.

570/17/18**South Lakes Citizen Advice**

Members considered a request for a contribution of £5,000 for their general running costs.

RECOMMENDATION

That a grant of £5,000 be awarded.

571/17/18**Sandgate Hydrotherapy Pool**

Members considered a request for a contribution of £3,000 for their general running costs.

RECOMMENDATION

That a grant of £3,000 be awarded.

572/17/18**Fairoak Housing Association**

Members considered a request for a contribution of £500 for a one-off events project for tenants living in social isolation and mental health issues.

RECOMMENDATION

That a grant of £500 be awarded.

573/17/18	Growing Well Members considered a request for a contribution of £3,500 for replacement equipment and planting supplies.
RECOMMENDATION	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
574/17/18	Kendal College Members considered a request for a contribution of £2,500 for craft markets at the Arts Campus.
RECOMMENDATION	That, in view of the demands on the Council's grants budget, no grant be awarded.
575/17/18	South Lakeland Equality & Diversity Partnership Members considered a request for a contribution of £100 for their Interfaith Week Event in November 2018.
RECOMMENDATION	That a grant of £100 be awarded.
576/17/18	Chestnut Community Events Members considered a request for a contribution of £5,000 for a gardening project provided for disadvantaged volunteers/adults.
RECOMMENDATION	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
577/17/18	Abbot Hall Public Bowling Club Members considered a request for a contribution of £50 for their annual competition prize.
RECOMMENDATION	That a grant of £50 be awarded.
578/17/18	Kendal Lads and Girls Club Members considered a request for a contribution of £920 to replace kitchen equipment and re-paint the area.
RECOMMENDATION	That, in view of the demands on the Council's grants budget, a grant of £750 be awarded.
579/17/18	Cumbria Festival Chorus Members considered a request for a contribution of £1,000 for a Brahms/Parry concert at the Parish Church.
RECOMMENDATION	That, in view of the demands on the Council's grants budget, a grant of £200 be awarded.
580/17/18	With Singing in Mind Members considered a request for a contribution of £1,000 for general running costs.
RECOMMENDATION	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.

- 581/17/18** **Kendal-Rinteln Association**
Members considered a request for a contribution of £1,000 for grants for young people and expenses re visitors.
- RECOMMENDATION** That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
- 582/17/18** **Dance Ability**
Members considered a request for a contribution of £100 for the Brewery Arts Centre performance fee.
- RECOMMENDATION** That a grant of £100 be awarded.
- 583/17/18** **Kendal County Football Club**
Members considered a request for a contribution of £1,000 for new equipment, uniforms and a 50th anniversary celebration.
- RECOMMENDATION** That, in view of the demands on the Council's grants budget, a grant of £250 be awarded.
- 584/17/18** **Kendal Millennium Playing Fields**
Members considered a request for a contribution of £1,000 for the maintenance and running costs. Members suggested directing them for funding to Cumbria Community Foundation, as they had been flooded. Also Active Cumbria may be able to help.
- RECOMMENDATION** That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
- 585/17/18** **Riversiders Trust**
Members considered a request for a contribution of £5,000 for promotion of healthy eating, exercise and well-being for members.
- RECOMMENDATION** That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.
- The Treasurer advised that the grants agreed by the Committee totalled £31,700. This would leave a balance of £4,300 in the 2018/19 budget if it is maintained at its current level of £36,000.**
- 586/17/8** **CUMBERLAND BUILDING SOCIETY INVESTMENT**
Members noted that the Treasurer planned to request Council to invest a further amount temporarily with the society until required to meet expenditure.
- 587/17/18** **ITEMS FOR THE NEWSLETTER**
Members discussed highlighting who has received grants in the Summer edition of the newsletter.
- 588/17/18** **SCHOOLS OF SCIENCE AND ART CHARITY**

The Treasurer asked the Committee to consider a request for assistance from the Kendal & District Engineering Society, which was seeking £120pa to support its website costs. The Society arranges talks for its

members and non-members; the annual subscription is £10 per year, with a fee of £3 per meeting for non-members.

Following a discussion Members considered that because of the Charity's limited income and the Society's ability to raise subscription income from its members, no grant be awarded.

RECOMMENDATION

That, in view of the Charity's limited resources and the Society's ability to raise income from subscriptions, no grant be awarded.

589/17/18

The Treasurer provided Members with feedback from Lauren Pender who had been assisted by the Charity to attend her Gap Medics work experience.

Members noted her letter, which they found uplifting, and suggested that something regarding her experience could be included in the newsletter and website but that it is highlighted the grant was awarded due to special circumstances due to Lauren's age and not being able to gain this experience in the UK. The Treasurer will write back to Lauren.

RESOLVED

That the Treasurer write to Lauren Pender regarding an article on her experience appearing in an edition of the Town Council newsletter and on the Council website.

590/17/18**ANY OTHER BUSINESS**

None

591/17/18**DATE OF NEXT MEETING**

29th January 2018

The meeting closed at 8.54pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
553/17/18	External Auditor's Report	REC	That the External Auditor's report be accepted and forwarded to Council for approval.
554/17/18	Budgetary Control Statement	REC	That the Budgetary Control Statement for the six months ending 30 th September 2017 be endorsed and forwarded to Council for approval.
555/17/18	Budget Proposals	REC	That the Committee maintain its Grants budget of £36,000 for 2018/19.
556/17/18	Reserves Policy 2018/19	RES	That the draft Reserves Policy 2018/19 be noted and referred to Council in January 2018 for budget setting.
557/17/18	Draft Investment Policy 2018/19	RES	That the draft Investment Policy 2018/19 be noted and referred to the Budget meeting of Council.
558/17/18	Application from Kirkbie Kendal School	REC	That a grant of £1,000 be awarded to Kirkbie Kendal School.
559/17/18	Grant to Children's Dyslexia Project	RES	That the grant of £875 for the Children's Dyslexia Project be carried over to 2018/19.
560/17/18	Links to Budget Priorities	RES	That the Committee will take account of the budget priorities when considering grants.
561/17/18	Grants to Educational Establishments	RES	That Members noted the approach to be taken with respect to grants to educational establishments.
563/17/18	Kendal Brewery Arts Centre	RES	That the previously agreed grant of £10,000 be noted.
564/17/18	Abbott Hall – Lakeland Arts Trust	REC	That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.
565/17/18	1127 Squadron (Kendal) Air Training Corp	REC	That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.
566/17/18	Great North Air Ambulance	REC	That a grant of £1,000 be awarded.
567/17/18	"One Voice" – Kendal and South Lakes Centre for Independent Living	REC	That, in view of the demands on the Council's grants budget, a grant of £1,500 be awarded.
568/17/18	The Quaker Tapestry at Kendal	REC	That a grant of £3,000 be awarded.

569/17/18	Kendal Community Theatre	REC	That, in view of the demands on the Council's grants budget, a grant of £750 be awarded.
570/17/18	South Lakes Citizen Advice	REC	That a grant of £5,000 be awarded.
571/17/18	Sandgate Hydrotherapy Pool	REC	That a grant of £3,000 be awarded.
572/17/18	Fairoak Housing Association	REC	That a grant of £500 be awarded.
573/17/18	Growing Well	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
574/17/18	Kendal College	REC	That, in view of the demands on the Council's grants budget, no grant be awarded.
575/17/18	South Lakeland Equality & Diversity Partnership	REC	That a grant of £100 be awarded.
576/17/18	Chestnut Community Events	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
577/17/18	Abbott Hall Public Bowling Club	REC	That a grant of £50 be awarded.
578/17/18	Kendal Lads and Girls Club	REC	That, in view of the demands on the Council's grants budget, a grant of £750 be awarded.
579/17/18	Cumbria Festival Chorus	REC	That, in view of the demands on the Council's grants budget, a grant of £200 be awarded.
580/17/18	With Singing in Mind	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
581/17/18	Kendal-Rinteln Association	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
582/17/18	Dance Ability	REC	That a grant of £100 be awarded.
583/17/18	Kendal County Football Club	REC	That, in view of the demands on the Council's grants budget, a grant of £250 be awarded.
584/17/18	Kendal Millennium Playing Fields	REC	That, in view of the demands on the Council's grants budget, a grant of £500 be awarded.
585/17/18	Riversiders Trust	REC	That, in view of the demands on the Council's grants budget, a grant of £1,000 be awarded.

588/17/18	Schools of Science and Art Charity	REC	That, in view of the Charity's limited resources and the Society's ability to raise income from subscriptions, no grant be awarded.
589/17/18	Schools of Science and Art Charity	RES	That the Treasurer write to Lauren regarding an article on her experience appearing in an edition of the Town Council newsletter.