

# KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 23<sup>rd</sup> November 2015 at 7.00 p.m.  
in the SLDC Council Chamber, the Town Hall, Kendal**

**PRESENT** The Mayor (Councillor C Hogg) in the Chair;  
Councillors A Robinson, T Clare, G Cook, P Bramham, J Brook, C Feeney-Johnson, G Archibald, S Coleman, S Emmott, D Evans, S Evans, J McCreesh, M Severn, G Tirvengadam, L Oldham, A Blackman, K Bracey, C Hardy, K Hurst-Jones, J Robinson, R Sutton and K Teasdale.

**APOLOGIES** Councillors G Vincent, J Veevers, , A Finch and R Hogg

**OFFICERS** Liz Richardson (Town Clerk), Jack Jones (Town Treasurer) and Nicky King (Council Secretary)

**624/15/16 PUBLIC PARTICIPATION**

None.

**625/15/16 DECLARATIONS OF INTEREST**

The following Councillors declared an Other Registerable Interest:

- Councillor A Robinson in respect of Kendal Lions Club.
- Councillor Severn in respect of Kendal Community Theatre and Step by Step; his wife worked at Manna House which was connected to both organisations.
- Councillor McCreesh in respect of Cumbria Festival Chorus and Kendal Choral Society as a member of both organisations.

**626/15/16 INVOICES OVER £2,000**

The Treasurer presented invoices over £2,000 for Council approval as follows:

1. Christmas Plus for the installation of Christmas lights – £9,201.60 (inc VAT).

It was proposed by Councillor Feeney-Johnson and seconded by Councillor D Evans that payment of the invoice be approved. This was carried unanimously.

2. Christmas Plus for additional display lights - £2,547.60. The Treasurer explained that this invoice was for work carried out by the contractor but would be funded by Christmas BID.

It was proposed by Councillor Feeney-Johnson and seconded by Councillor McCreesh that payment of the invoice be approved. This was carried unanimously.

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Council

**RESOLVED** That payment of the two invoices over £2,000 be approved.

**627/15/16 EXTERNAL AUDITOR'S REPORT TO COUNCIL**

The Treasurer presented Members with the External Auditor's Report for the year ended 31 March 2015.

**RESOLVED** That the External Auditor's Report be received.

**628/15/16 BUDGETARY CONTROL STATEMENT – SIX MONTHS ENDED 30<sup>TH</sup> SEPTEMBER 2015**

The Treasurer presented the Budgetary Control Statement for six months ended 30<sup>th</sup> September 2015, being half way through the financial year. He reported an underspending across all Committees which was normal at this time of year and commented that the financial position of the Town Council was favourable.

Councillor Emmott said that she had found the summary to be extremely helpful and thanked the Treasurer for his work.

**RESOLVED** That the Budgetary Control Statement for six months ended 30<sup>th</sup> September 2015 be noted.

**629/15/16 AUDIT, GRANTS & CHARITIES COMMITTEE**

Councillor Severn presented the minutes of the meeting held on 26<sup>th</sup> October 2015 and proposed that they be approved as a correct record. This was seconded by Councillor McCreesh and carried unanimously.

**RESOLVED** That the minutes of the meeting of the Audit, Grants & Charities Committee held on 26<sup>th</sup> October 2015 be approved as a correct record.

**630/15/16 General Grant Applications 2016/17 (Minutes 521/15/16 - 545/15/16)**

Councillor Severn presented the following recommendation of the Committee:

*“Recommendations from the Committee for grants to organisations in 2016/17”*

Councillor Severn reported that the Committee had received upwards of £70,000 worth of applications, with budget available of approximately £27,000.

Councillor Severn proposed that the recommendations made by the Committee be approved with one amendment. The amendment proposed was to increase the grant awarded to Kendal Brewery Arts Centre from the agreed £5,000 to £8,000 as previously awarded.

Councillor Emmott expressed her view that the Brewery Arts Centre is a fantastic facility and hoped that the additional £3,000 could be found.

She felt that KTC should support the Brewery Arts Centre to the best of its ability and seconded the proposal made by Councillor Severn.

Councillor McCreesh explained the Audit, Grants & Charities Committee's decision making process in awarding £5,000 to the Brewery Arts Centre. The money awarded helps the Brewery to match fund from other supporters of the Centre. The original request was for £10,000; the Committee had agreed to grant £5,000. He commented that whilst £5,000 would be considered a small sum by the Brewery, it would be regarded as significant by other organisations requesting funding.

Councillor Feeney-Johnson referred to applications received from the Brewery Arts Centre for the "Yarn in the Yards" project (Minute 530/15/16) and Cumbria Festival Chorus (Minute 539/15/16) and considered that these should be referred to the Christmas Lights and Festivals Committee. She did not, however, agree that the application by Kendal Community Theatre for funding of £10,000 for the "Kendal Yarns" festival should be considered by the Christmas Lights and Festivals Committee (Minute 527/15/16).

The Treasurer reminded Members that all recommendations approved would be subject to the budget later in the agenda.

Members voted on the proposal by Councillor Severn to amend the grant awarded to Kendal Brewery Arts Centre from £5,000 to £8,000. This was carried with 3 Members against.

Members subsequently voted on the full amended recommendations for grants which was proposed by Councillor Severn and seconded by Councillor Archibald. This was carried with 1 Member against.

## **RESOLVED**

1. That the recommendations made by the Audit, Grants & Charities Committee at its meeting on 26<sup>th</sup> October 2015 for grants to be awarded to organisations in 2016/17 (Minutes 521/15/16 to 545/15/16) be approved.
2. That the grant awarded to Kendal Brewery Arts Centre be increased from £5,000 to £8,000.

## **631/15/16**

### **Investment Policy (Minute 547/15/16)**

The Treasurer had produced an Investment Policy report and Draft Investment Policy for consideration by Members.

Councillor Severn presented the following recommendation of the Committee and proposed approval by Council:

*"That Council approve the draft Policy and, having assessed the attendant risk, approve the continued investment with the Cumberland Society".*

Councillor Archibald referred to the draft Investment Policy which stated as follows:

*“The following counterparties are approved for the investment of surplus funds by the Council, **with a duration of no longer than twelve months**”*

He did not feel that KTC should be limiting itself to investments lasting less than 12 months and should not restrict itself in this way. The Treasurer explained that these were standard terms and it was usual for there to be a 12 month limit on investments. He considered that KTC were unlikely to find better investment rates due to the small amounts invested by the Council. In his opinion the terms were appropriate, but commented that it was necessary to be mindful of the situation and continue to monitor.

Councillor D Evans proposed that the Draft Investment Policy be approved but that the Treasurer advise the Audit, Grants & Charities Committee further in respect of the 12 months restriction on invested funds. This was seconded by Councillor McCreesh and carried unanimously.

**RESOLVED** That Council approve the Draft Investment Policy, but the Treasurer to advise the Audit, Grants & Charities Committee further in respect of the 12 months restriction on invested funds.

**632/15/16** **Size of the Audit, Grants and Charities Committee** (Minute 548/15/16)

Councillor Severn presented the following recommendation of the Committee:

*“That Council be requested to appoint up to three additional Councillors to the Committee, to take effect as soon as practicable”.*

Members discussed the recommendation and it was agreed that Councillors Bramham, Hurst-Jones and Blackman would be appointed to the Committee.

**RESOLVED** That Council appoint Councillors Bramham, Hurst-Jones and Blackman to the Audit, Grants and Charities Committee, to take effect as soon as possible.

**633/15/16** **Human Resources and Health and Safety Advice Contract** (Minute 549/15/16)

Councillor Severn presented the following recommendation of the Committee:

*“That the current contract with Moorepay for Human Resources and Health and Safety advice be extended for one year only, at the same rates, and that the service be subjected to tender in 2016”.*

Members considered the recommendation and Councillor Severn proposed that it be approved. This was seconded by Councillor Tirvengadam and carried unanimously.

**RESOLVED** That the contract with Moorepay for Human Resources and Health and Safety advice be extended for one year only, at the same rates, and that the service be subjected to tender in 2016.

**634/15/16 DRAFT BUDGET 2016/17**

The Treasurer presented the draft budget for 2016/17 which had been circulated to Members prior to the meeting. He explained that the budget could not be finalised until key information, principally the Council Taxbase and related grant, were notified by SLDC in late December. The draft budget assumed current committed levels of service, known or expected inflation and a precept based on nil increase in Council Tax. A separate summary showed proposals for new revenue items ("growth bids") and Development Fund bids.

A separate document entitled "2016/17 Budget Proposals – Financing Summary" had been produced by the Treasurer based on information provided by Councillor Brook and this was circulated at the meeting (copy attached).

The Treasurer referred Members to the General Fund working balance. In 2014 the Council reserved an amount of £5,000 in the working balance to enable any request for support from South Lakeland MIND to be considered. The draft budget for 2016/17 assumed that this reservation should continue however the Treasurer asked Members to consider whether this was still appropriate.

By way as a guide for Councillors the Treasurer advised that a 1% increase in Council Tax would raise approximately £3,100 in extra income. Alternatively a £1.00 increase would raise an additional £10,000 income. These amounts were calculated on the current Taxbase and would alter once the 2016/17 figure was known.

Councillor Clare thanked the Treasurer for very clear presentation and this was seconded by the Mayor.

Members discussed the Growth Bids and Development Fund Bids (Appendix D in the Draft Budget 2016/17), in conjunction with the Budget Proposals document. The Treasurer advised that submitted bids for 2016/17 totalled £74,750, with an amount of £37,350 available in base budget. It was noted that the £37,350 included a transfer of £22,700 from the working balance, which would not necessarily be available in subsequent years.

Councillor A Robinson referred to item 5 in Appendix D (Marketing Kendal's attractions). He advised that this would need to be delivered this year and proposed that the sum of £2,500 be found. The Treasurer

considered that this could be accommodated and suggested that, depending on Members' decision regarding the £5,000 set aside for MIND, Members consider utilising these monies.

Councillor Archibald proposed that the sum of £5,000 set aside for MIND be released and £2,500 be taken from this for item 5 in Appendix D. This was seconded by Councillor A Robinson and carried with 1 Member against.

Councillor McCreesh referred to the 20's Plenty for Kendal Scoping Study. A response received from Cumbria Highways advised on a suitable budgetary figure for a minimal scoping study of £7,000-£10,000. Cumbria Highways had also recommended that the scope of the work be extended to carry out a traffic survey within residential areas to see where additional measures might be required. They had advised that it would be cheaper to do this now rather than as a separate exercise at a later date. Councillor McCreesh advised that the budgetary figure for the larger survey was £15,000-£20,000.

Councillor Cook referred to item 17 in Appendix D (Kendal Community Theatre) and felt that it was inappropriate for this item to be a Development Fund Bid. He proposed that £1,000 be added to the Grants budget and that the request by Kendal Community Theatre be reconsidered. This was seconded by Councillor Archibald. Councillor Brook accepted this as an amendment and proposed that item 16 in Appendix D (General Grants) be amended to £8,500 and item 17 (Kendal Community Theatre grant) be deleted as a separate item but that the grant application be reconsidered by the Audit, Grants and Charities Committee. This was carried with 1 abstention. **Note: Councillor R Sutton declared an interest in this matter.**

Councillor Brook proposed approval of the Draft Budget 2016/17. This was seconded by Councillor Archibald and carried unanimously.

The Mayor confirmed what had been agreed by Members which was for a £1 increase in Council Tax (3% rise) in order to deliver the Action Plan for Kendal.

It was made clear that it was not cast in stone and there would be further opportunity in January/February to amend the decisions made once the Taxbase figure had been confirmed by SLDC.

## RESOLVED

1. That the 2015/16 Forecast and 2016/17 Draft Base Budget be approved.
2. That the proposals summarised in the "2016/17 Budget Proposals – Financing Summary" document be agreed, with the following amendments:
  - a) That the sum of £5,000 set aside for MIND be released from the General Fund working balance and £2,500 be taken from this to fund item 5 in Appendix D (Marketing Kendal's Attractions) of the 2016/17 Draft Budget report.
  - b) That item 16 in Appendix D (General Grants) be amended to

- £8,500 and item 17 (Kendal Community Theatre) be deleted.
3. That the Audit, Grants and Charities Committee be asked to reconsider the grant application from Kendal Community Theatre.
  4. That the Council Tax for 2016/17 be increased by approximately £1.00 (3.0%) in order to deliver the Action Plan for Kendal.

The meeting ended at 8.40 p.m.

Signature .....

Date .....

<b>KENDAL TOWN COUNCIL</b>
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<b>2016/17 BUDGET PROPOSALS: FINANCING SUMMARY</b>
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	£
Available Monies in Base Budget	37,350
Add:	
Reduction in existing Development Fund Allocations	18,595
Increase in Precept equivalent to £1 increase in Band D Council Tax	10,070
Reduction in General Fund Balance	1,785
Growth Bids	<u>67,800</u>

**KENDAL TOWN COUNCIL**

**2016/17 BUDGET  
GROWTH BIDS & DEVELOPMENT FUND BIDS**

<b>Ref</b>	<b>Proposal</b>	<b>Description</b>	<b>Submitted 2016/17 £</b>	<b>Proposed 2016/17 £</b>
1	Kendal TIC	Assistance to Cumbria Chamber of Commerce to operate their TIC facility following ending of SLDC funding. Relocation grant £5,000 paid in 2015/16.	5,000	5,000
2	Bolefoot Play Area, Oxenholme	Contribution to Oxenholme Play Area Development Group towards the cost of improving the Play Area.	5,000	5,000
3	Market Place - improvements to Christmas Lights	Upgrading of lights display.	2,000	-
4	Signage, Interpretation and Public Realm Improvements	Three year project - £15,000 pa to improve: Signage £11,000, Interpretation £26,500 and Public Realm £7,500.	15,000	15,000
4a	Action Plan	Delivering the Action Plan (including support to Kendal Futures)	0	10,000
5	Marketing Kendal's attractions	Creation of a Kendal activity package to promote attractions, offer incentivised tickets, with web-based and physical advertising.	2,500	0
6	Mandatory 20mph Speed Limit on Residential Roads	Provision of a robust estimated cost of implementing the speed limit; KTC funding to be required if SLDC are unable to accommodate the cost in the Kendal Master Plan.	Estimate requested for this meeting	10,000
7	Rinkfield Residents Association	Contribution towards the cost of a new Playground	5,000	-
8	Kendal Futures	Support for Co-ordinator Role	7,500	7,500
9	Kendal Futures	Kendal Branding: Digital/social media marketing £3,000 Photography for branding/website £1,500 Sense of Place Leaflet redesign & print £3,000 Group Travel Guide redesign & print £1,500; Town Centre footfall counts £1,000; Evening economy research £2,000.	12,000	included in 4a
10	Lancaster Canal	<i>Possible</i> request from Lancaster Canal Restoration Trust.	?	0
11	Britain in Bloom Competition	Increase in the planting budget in order to provide enhanced displays for the 2016 Britain in Bloom competition.	2,500	2,500
12	Council Newsletter	The base budget of £5,850 allows for two issues per annum. The latest costs per issue are £1,000 to produce and £1,350 to distribute. Three issues would require a budget of £7,050, an increase of £1,200.	1,200	1,200
13	Kendal Dementia Action Alliance	Design and creation of a "Directory" of services available in the area, production of fliers and web-based facility, inclusion as a page in the KTC Newsletter. This proposal is consistent with the objectives of the Action Plan.	1,100	1,100
14	Abbot Hall Planting	Contribution to SLDC scheme to enhance Abbot Hall gardens, costs of £5,500 to be funded from the Environment Fund.	5,500 <del>(5,500)</del> nil	5,500 <del>(5,500)</del> nil
15	World War One Commemoration	Production of appropriate commemorative material, eg a booklet or downloadable document to commemorate the Battle of the Somme; repeat of QKS Kendal Pals play.	3,000	2,000

Ref	Proposal	Description	Submitted 2016/17 £	Proposed 2016/17 £
16	General Grants	Increase as the current budget of £27,500 is under pressure from the level of requests from organisations for funding. Already requests totalling over £73,000 have been received for next year.	2,500	7,500
17	Kendal Community Theatre	This organisation has requested a grant of £10,000 towards the cost of its Yarns in the Yards plays in 2016. The Audit, Grants and Charities Committee has been unable to accommodate this request. The production has been described as a festival; the Chair of the Christmas Lights and Festivals Committee has asked that it be considered as a growth bid rather than from the Festival Grants budget.	10,000	1,000
18	Allotment Management Software	Purchase, set up and annual support and maintenance fees for a dedicated allotments system, to improve the efficiency of the recording and letting of allotments and the invoicing of rents. First year cost £450, subsequent years £300 pa.	450	0
		<b>Totals</b>	<b>74,750</b>	<b>67,800</b>

# KENDAL TOWN COUNCIL

## DEVELOPMENT FUND

Allocations:	Approved Allocation	Proposed Reduction	Proposed Allocation
	£	£	£
<b>Reserved Allocations:</b>			
Lancaster Canal Northern Reaches	700		700
Kendal Athletics Facility	3,746	3,746	0
<b>Schemes :</b>			
<b>General</b>			
Gritting Supplies	1,141	500	641
Kendal Futures - Police Yard, Civic Society	2,000		2,000
Kendal Futures - Extra Banners	1,200	1,200	0
Toilets - improved facilities for disabled	5,000 *	5,000 *	0
<b>Tourism Support in Kendal</b>			
'Dressing the Town'	3,210		3,210
Visit Kendal Destination Website	6,000		6,000
Kendal Sense of Place Guide	2,250		2,250
Group Travel Guide	2,000		2,000
Support for Festivals	2,000	2,000	0
Kendal TIC	5,000		5,000
<b>Environmental Improvements</b>			
Repainting Railings	6,580	2,000	4,580
Enhance Market Place (incls £10,000 LIP and £12,000 from SLDC)	37,000		37,000
Christmas Lights, Market Place	2,000	1,000	1,000
Maude's Meadow	15,000		15,000
K Village Riverside Interpretation Panels	800	800	0
Heron Hill School Wildlife Area	2,000		2,000
<b>Kendal Futures</b>			
Support for Co-ordinator	7,500		7,500
<b>Other Schemes</b>			
Hallgarth Community Centre - Play Area	5,000		5,000
Sandylands Residents' Association - Play Area	6,000		6,000
Building Flag & Tree holder maintenance and replacement	2,000		2,000
South Lakeland Credit Union <i>(over a 3 year period)</i>	9,000		9,000
20 mph Consultation	3,000	2,349	651
Bus Shelter, Burneside Road, Kentrigg Hill	4,000		4,000
Footpath, Birk Hagg to Parkside Road, project costings	500		500
Handrail, Woodland Trust, Sedbergh Road	500		500
Asbestos Removal, Allotments	4,000		4,000
	<b>139,127</b>	<b>18,595</b>	<b>120,532</b>