

KENDAL TOWN COUNCIL

Notice of Meeting

CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

**Tuesday 18th July at 10am
in The Mayor's Parlour, Kendal Town Hall**

Committee Membership (5 Members)

Clare Feeney-Johnson (Chair)	Chris Hogg (Vice Chair)	Sylvia Emmott
Shirley Evans	Kath Teasdale	

AGENDA

1. APOLOGIES

2. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - [www.kendaltowncouncil.gov.uk/Statutory Information/General/ Guidance on Public Participation](http://www.kendaltowncouncil.gov.uk/Statutory%20Information/General/Guidance%20on%20Public%20Participation) at Kendal Town Council Meetings or by contacting the Town Clerk on 01539 793490.

3. DECLARATIONS OF INTEREST

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda

[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]

4. MINUTES OF MEETING HELD ON 25TH APRIL (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

5. REVIEW OF TERMS OF REFERENCE (see attached)

6. MEETING DATES 2018

- 9th January
- 24th April
- 17th July
- 23rd October

7. CHRISTMAS LIGHTS SWITCH ON EVENT 2017 UPDATE

8. CHRISTMAS LIGHTS DISPLAY

9. CAMRA GRANT APPLICATION (see attached)

KENDAL TOWN COUNCIL

10. ITEMS FOR THE NEWSLETTER

- Autumn Edition - Deadline 22nd September, publication 30th October
- Spring Edition – Deadline 26th January, publication 5th March

11. REVIEW OF SPEND AGAINST BUDGET 2017/18 (*see attached*)

12. ANY OTHER BUSINESS

13. DATE OF NEXT MEETING – 17TH OCTOBER

Janine Holt

Assistant to the Town Clerk

By e-mail/post to: Members of the Committee
 All other Councillors (agenda only, for information)

Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.

Members of the Press and Public are welcome to attend the meeting.

KENDAL TOWN COUNCIL

Christmas Lights & Festivals Committee

25th April 2017

in The Mayor's Parlour, Town Hall, Kendal

- PRESENT** Councillors Clare Feeney-Johnson (Chair), Chris Hogg (Vice Chair), Shirley Evans, Sylvia Emmott and Kath Teasdale
- OFFICERS** Janine Holt (Assistant to the Town Clerk)
- IN ATTENDANCE** Councillor Andy Blackman (Deputy Mayor)
- 1095/16/17 PUBLIC PARTICIPATION**
None
- 1096/16/17 DECLARATIONS OF INTEREST**
None
- 1097/16/17 MINUTES OF THE MEETING HELD ON 10th JANUARY 2017**
- Members were asked to accept the minutes of the meeting held on 10th January as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 6th February 2017.
- RESOLVED** That the minutes of the meeting of the Committee held on 10th January 2017 be accepted as a correct record.
- 1098/16/17 MATTERS ARISING** (Not on Agenda)
None
- 1099/16/17 PRESENTATION BY KERRY POWELL – LAKES ALIVE FESTIVAL**
- Councillor Feeney-Johnson welcomed Kerry Powell to the meeting. Ms Powell circulated a presentation and thanked the Committee for their continued support. Ms Powell outlined the achievements of the 2016 event and also acknowledged the areas that needed further development. The main areas to be developed this year were the marketing and the early development of the programme. Ms Powell invited a Member of the Committee to be part of the steering group for the event. The Committee agreed that this can be decided at June Council where the Members of each Committee and Outside Bodies are agreed for the year. The programme for the event is currently only in outline draft format but it is hoped to be finalised soon, as a festival director has recently been appointed.
- Councillor Feeney-Johnson highlighted that the event is being held at the same time as the 25th Anniversary celebrations with our twinned town of Rinteln. Councillor Feeney-Johnson made the request that the Town Council receive information on the event as they received no notifications or invites last year. Ms Powell reassured the group that the marketing structure and dissemination of information would be improved greatly this year, lessons had been learnt from the first year and rectified.

Councillor Teasdale highlighted that schools would be back for the Autumn term and asked if there was any plans to engage with them? Ms Powell reported that they had no firm plans to engage with schools but hoped to have future discussions and hopefully some collaborative working.

Councillor Emmott suggested that Ms Powell contact Helen Moriarty as Project Manager for the Kendal website and the Town Council newsletter.

RESOLVED

That who will represent Kendal Town Council on the Lakes Alive Steering group will be decided at the June Council meeting.

1100/16/17**PRESENTATION BY JULIE TAIT – COMIC ARTS FESTIVAL**

Julie Tait provided a concise review of last year's event and the proposed 2017 event. The international interest in the festival is growing year on year. Julie Tait reported that the interest in Kendal is overwhelming and very beneficial to the economic community of Kendal. A delegation from China have agreed to come over this year with the view to participating next year. Julie Tait asked if the Town Council could provide any support with hosting the guests and any advice on etiquette would be most appreciated. Julie Tait thanked the Town Council for their ongoing support as a key partner.

RESOLVED

The Members agreed in principal to support Julie Tait with the delegates from China, subject to discussion with the Town Clerk.

1101/16/17**KENDAL POETRY FESTIVAL**

Janine Holt reported that the second is festival scheduled to take place on 16-18 June. All funding for the festival is in place for 2017 but the festival organiser thought it would be useful to highlight the festival to Members. Although local Council funding is not being sought this year, there is a possibility it may be sought in future years.

RESOLVED

The Members noted the date of the Poetry Festival for 2017 and that application for funding may be submitted for a future festival.

1102/16/17**MAYORS CHARITY STALL**

Councillor Feeney-Johnson provided some background information on the Mayors Charity stall. The Members agreed that the current format was no longer working and that they would think of alternative funding ideas. This item would be placed on the Agenda for the next meeting.

Councillor Emmott will inform that organisers of the market stalls for the Switch on Event that there is now a gap in the market for a hot drinks stall.

RESOLVED

That the Mayor's Charity Stall will no longer take place at the Switch on Event.

1103/16/17**FIREWORKS DISPLAY**

Janine Holt reported that two proposals had been received to host a fireworks event on the Castle. As South Lakeland District Council are

the landowners it was agreed that these requests be forwarded to Deborah Clarke to progress.

RESOLVED

Janine Holt is to forward the two event proposals to Deborah Clarke, SLDC, to progress further.

1104/16/17**CHRISTMAS LIGHTS SWITCH ON EVENT & DISPLAY**

Councillor Emmott reported that the funding for the event had been confirmed but there is a possibility that it might have a shortfall of £500. The partners group are not concerned with the shortfall as they have the flexibility to charge for the roundabout, face painting and balloons. Janine Holt reported that a number of new motifs and lights had been purchased with the funds available at the end of the financial year. The new motifs are to be sited predominantly in the Market Place.

RESOLVED

The report on the switch on event display was noted.

1105/16/17**ITEMS FOR THE NEWSLETTER**

It was agreed to include a piece on the Lakes Alive Festival in the newsletter. Janine Holt will pass on the LDNPA contact details to the Project Manager.

RESOLVED

Janine Holt will pass on the contact details of LDNPA to the Project Manager with regard to inclusion of the Lakes Alive Festivals within the newsletter.

1106/16/17**REVIEW OF SPEND AGAINST BUDGET**

The Members considered the outturn budget statement for 31st March 2017 and the contents were noted.

RESOLVED

The Committee agreed in principle to support the hosting of the China delegates up to £400, subject to discussion with the Town Clerk.

ANY OTHER BUSINESS**1107/16/17****KENDAL WALKING FESTIVAL**

The Committee agreed to support the purchase of boundary boards for the Walking Festival.

RESOLVED

Janine Holt will arrange for the Walking Festival boundary boards to be purchased.

1108/16/17**PETER BOYD – ELEPHANT YARD SHOPPING CENTRE**

Councillor Emmott informed the group that Peter Boyd is retiring at the end of June and that he had been a very active part of the Christmas Lights Switch On event. The Members agreed that Councillor Emmott purchase a card on behalf of the Committee.

RESOLVED

Councillor Emmott will purchase a retirement card for Peter Boyd.

1109/16/17**DATE OF NEXT MEETING**

18th July 2017

The meeting closed at 12.00pm

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
1099/16/17	Presentation by Kerry Powell – Lakes Alive Festival	RES	That who will represent Kendal Town Council on the Lakes Alive Steering group will be decided at the June Council meeting.
1100/16/17	Presentation by Julie Tait – Comic Arts Festival	RES	The Members agreed in principal to support Julie Tait with the delegates from China, subject to discussion with the Town Clerk.
1101/16/17	Kendal Poetry Festival	RES	The Members noted the date of the Poetry Festival for 2017 and that application for funding may be submitted for a future festival.
1102/16/17	Mayor's Charity Stall	RES	That the Mayor's Charity Stall will no longer take place at the Switch on Event.
1103/16/17	Fireworks Display	RES	Janine Holt is to forward the two event proposals to Deborah Clarke, SLDC, to progress further.
1104/16/17	Christmas Lights Switch On Event and Display	RES	The report on the switch on event display was noted.
1105/16/17	Items for the newsletter	RES	Janine Holt will pass on the contact details of LDNPA to the Project Manager with regard to inclusion of the Lakes Alive Festivals within the newsletter.
1106/16/17	Review of Spend Against Budget	RES	The Committee agreed in principle to support the hosting of the China delegates up to £400, subject to discussion with the Town Clerk.
1107/16/17	Kendal Walking Festival	RES	Janine Holt will arrange for the Walking Festival boundary boards to be purchased.
1108/16/17	Peter Boyd – Elephant Yard Shopping Centre	RES	Councillor Emmott will purchase a retirement card for Peter Boyd.



Terms of Reference for Christmas Lights & Festivals Committee

The Committee

It is the Christmas Lights & Festivals Committee's remit to plan and organise, via a contractor, the town's Christmas Lights display. Particular attention will have to be given to the letting of the contract, which is usually on a three year cycle, and how the display is developed and kept up to date.

The committee will also determine the best date for the 'switch-on' of the lights and, in conjunction with other bodies or organizations, a 'Christmas Lights Switch-On' event.

The committee will meet with representatives and discuss ways of supporting and developing the festivals held in the town. The committee will make recommendations to full Council of grants that support festivals which enhance its economic vibrancy of the town.

In respect of specific tasks that the committee identify that require work to be undertaken by the Council, it will also request approval and funding, plan and oversee the operational management of such tasks, either through the Council's own staff, through contractors, or by funding work carried out by other statutory organisations.

The committee shall agree an estimate of costs of works that it would like the full Council to fund, to tie in with the Council's budget cycle, in time for the Council's budget round. The committee will oversee the costs of any agreed task, for example requesting financial statements on work in progress or on completion.

All members of the committee can put forward agenda items for meetings. All Councillors not on the committee can also request an item to be considered by the committee either by asking for the Chair, or by resolution of the full Council. As per Standing Orders, any motion to be considered by the committee has to be received and logged by the Clerk within seven days of the committee meeting.

The Christmas Lights and Festivals Committee shall meet quarterly each year. Further meetings may be called if necessary.

The Chairman will liaise with the Assistant to the Town Clerk in drawing up agendas, approve draft Minutes and supporting the Assistant to the Town Clerk in the implementation of the Christmas Lights & Festivals Committee decisions.

KENDAL TOWN COUNCIL

Festival Grant Application Form

Please check before sending:

Is your festival based in Kendal?

Have you read the grants criteria?

Have you attached a copy of your latest audited accounts?

(No application will be considered without a copy of your latest audited accounts)

If you have any queries then please contact us on: 01539 793490 or e-mail:office@kendatowncouncil.gov.uk.

Please note: Information which you provide in this application will be considered in an open meeting of the Christmas Lights and Festivals Committee and is therefore in the public domain.

Name of your organisation: Westmorland CAMRA
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Correspondent (and position): James Colin Ashton (Acting Treasurer)

Address: 2, Honister Drive, Kendal, LA9 7PD.
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Daytime Telephone: 01539 726617	E-mail: j.ashton154@btinternet.com
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1. Please tell us about your organisation:

We are a branch of the National CAMRA organisation (one of four in Cumbria) and follow the guidelines set nationally for the promotion of real ale mainly but also other campaigning aims.

2. Briefly describe the festival you want funding for:

Retrospectively for our 2016 annual beer festival which was held in the Town Hall from the 9th to the 12th November. The festival is our major source of funding which enables us to carry out our main aims as stated above.

Total cost of festival	£11623	Amount requested	£175
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Funds received to date	£13475	Funds pledged to date	£13475
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3. Why do you need this grant and how will the people of Kendal benefit?

The grant applied for is specifically for the erection of the banner across the main street in front of the Town Hall which is our main advertising for residents and visitors.

The festival supports local breweries and food suppliers directly through our sales at the festival itself. It also attracts other "CAMRA and real ale drinkers" to the town.

4. Please provide any other information in support of your application.

5. What is the structure of your organisation including salaried staff and volunteers (also please list by name members of your Trustee / Management Committee)?

There are no salaried staff, like all CAMRA branches, we are run by volunteers. We have the usual official posts like any voluntary organisation but do not have a set committee as any of our members are entitled to attend committee meetings.

6. Have local people been involved in the planning of this service/project?

All involved are local volunteers.

7. Do you have a child protection policy? NO

Because of the nature of the event children are not involved and cannot attend.

8. Do you have an equal opportunities policy? YES

CAMRA nationally does and we have to comply with their criteria.

5. What other sources of funding have already been raised or promised?

Source	Total
Sponsorship	£2450
Takings from bar/food/glasses etc	£11025
	£
	£
	£
Total Funds Raised	£13475

6. How do you propose to evaluate that the festival has been a success?

Comparison with previous years and feedback from those attending.

7. Please provide a copy of your latest audited accounts with your application.

Signed: James Colin Ashton
Date 10/1/17

Grants are paid, net of VAT, directly to organisations' bank accounts, so we will need the following details from you:

Organisation's Account Name...CAMRA-Westmorland Beer Festival

Sort Code:...20-45-28.....

Account Number:10658723

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer

Westmorland Branch of CAMRA.

2016 Beer Festival Accounts

<u>Receipts</u>	£	<u>Payments</u>	£
Sponsorship	2450 .00	Insurance	300 .00
Bar Takings	8605 .79	Printing	493 .20
Food Sales	1616 .30	Transport	150 .00
Glasses Sales	740 .00	First Aid	441 .60
Miscellaneous	62 .90	Hire of Town Hall	2194 .80
		Beer/Cider	5564 .23
		Food	1214 .79
		Entertainment	370 .00
		Staff Food	157 .08
		Charity Donation	300 .00
		Trade Session	145 .00
		Wash-Up	120 .00
		Sundries/Accommodation	172 .20
		Surplus	1852 .09
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	£13474 .99		£13474 .99
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KENDAL TOWN COUNCIL - CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

BUDGETARY CONTROL STATEMENT: THREE MONTHS ENDED 30 JUNE 2017

2017/18 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Christmas Lights:				
6,410	Staffing	1,603	4,807	6,410	0
10,750	Tender			0	10,750
3,000	Improvements & Maintenance (no Anchor Testing)			0	3,000
500	New Displays			0	500
1,200	Installation & Removal of Bunting			0	1,200
150	Christmas Tree (incl. decorations)			0	150
470	Power	(67)		(67)	537
2,590	Switch-on Event			0	2,590
25,070	Total:	1,536	4,807	6,343	18,727
	Festival Grants: (<i>italics = provisional</i>)				
5,000	Kendal Torchlight Procession		5,000	5,000	0
5,000	Lakes Arts Festivals		5,000	5,000	0
5,000	Kendal Mountain Festival		5,000	5,000	0
750	Kendal Windows on Art		750	750	0
1,500	Kendal Wool Gathering (£3,500 paid in 2016/17)		1,500	1,500	0
200	Artfest North		200	200	0
5,000	Kendal Festival of Food		0	0	5,000
500	Christmas Tree Festival		500	500	0
5,000	LDNPA - Lakes Alive		5,000	5,000	0
0	Moonfest (£4,100 paid in 2016/17)		0	0	0
500	Mary Wakefield Festival		0	0	500
1,000	Walking Festival		1,000	1,000	0
3,500	Kendal RUFC - Winter Festival		3,500	3,500	0
2,050	Unallocated Balance			0	2,050
35,000	Total:	0	27,450	27,450	7,550
	Development Fund Items:				
1,000	Christmas Lights, Market Place	0		0	1,000
2,000	Building Flag & Tree holder maintenance and replacement	0		0	2,000