

KENDAL TOWN COUNCIL

Notice of Meeting

CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

**Monday 15th April 2019 at 7.00 p.m.
in The Mayor's Parlour, Kendal Town Hall**

Committee Membership (5 Members)

Shirley Evans (Chair)
Helen Ladhams

Rachael Hogg (Vice Chair)
Adam Edwards

Chris Hogg

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 - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-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. ROCK ON KENDAL FESTIVAL – CRAIG ROSS

5. PRESENTATION BY KENDAL WINDOWS ON ART

6. MINUTES OF MEETING HELD ON 15TH JANUARY 2019 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

7. GRANT APPLICATIONS

- (a) AWAZ (Cumbria) (see attached)
- (b) Kendal Mountain Festival (see attached)
- (c) Kendal Windows on Art (see attached)
- (d) KRUFCA (see attached)
- (e) Kendal Torchlight Funding Application (see attached)

8. GRANTS CRITERIA (SEE ATTACHED)

9. SWITCH ON EVENT 2019 AND SPONSORSHIP

10. BANNERS UPDATE

KENDAL TOWN COUNCIL

11. PARTNERSHIP WORKING WITH THE BID
12. ITEMS FOR THE NEWSLETTER
 - Summer 2019 Edition – deadline 14th June 2019, publication 22nd July
 - Autumn/Winter 2019 Edition – deadline 20th September, publication 28th October
13. REVIEW OF SPEND AGAINST BUDGET 2018/19 (*SEE ATTACHED*)
14. ANY OTHER BUSINESS
15. DATE OF NEXT MEETING – MONDAY 24TH JUNE 2019 AT 7PM

Liz Richardson
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

**Tuesday 15th January 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors Shirley Evans (Chair), Rachael Hogg (Vice Chair), Chris Hogg, Helen Ladhams and Adam Edwards.
Councillor Blackman was also present.

APOLOGIES None

OFFICERS Janine Holt (Assistant to the Town Clerk) Amy Robinson (Cover Council Secretary)

786/18/19 PUBLIC PARTICIPATION

None

787/18/19 DECLARATIONS OF INTEREST

None declared

788/18/19 MINUTES OF THE MEETING HELD ON 22ND OCTOBER 2018

Members were asked to accept the minutes of the meeting held on 22nd October 2018 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 3rd December 2018.

RESOLVED That the minutes of the meeting of the Committee held on 22nd October 2018 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)

789/18/19 Banners

Councillor C Hogg asked Janine Holt if there were any update on banners. Janine confirmed that there was nothing yet to report.

790/18/19 Cumbria Life / Ideas for festivals

Janine Holt confirmed that she had left a message with Cumbria Life to explore the possibility of them co-ordinating a food festival in Kendal (Minute Ref: 299/18/19). Janine will follow this up again.

791/18/19 Kendal Wool gathering

Councillor R Hogg confirmed that the Kendal Wool Gathering accounts had been requested but had not yet been received.

792/18/19**Windows on Art**

Committee noted that a representative from Windows on Art had been invited to a meeting but that this had not yet been taken up. Janine Holt confirmed that she would follow this up.

793/18/19**Lakes Alive**

Janine Holt has sent a contact link and will follow this up.

Janine Holt confirmed that the management of Torchlight had returned to Craig Russell and along with Kendal Mountain Film Festival and Artfest. New grant applications had yet to be received. Members commented that Full Council would need the applications in order to approve a sum of money and it was suggested that the organisers be reminded of this.

RESOLVED

That Janine Holt will follow up with Cumbria Life re coordination of a food festival in Kendal.

That Janine Holt will follow up with Torchlight, Kendal Mountain Film Festival, Artfest, and Lakes Alive in relation to making grant applications.

That Janine Holt will follow up with Windows on Art regards an invitation to Committee.

794/18/19**WALKING FESTIVAL – PRESENTATION BY COUNCILLOR BLACKMAN**

Councillor Blackman presented a short report on the current funding and organisational structure of Kendal Walking Festival. He noted that the festival is a few years old and that organisers are a group of volunteers from all the local walking clubs. Councillor Blackman confirmed that the festival's finances are currently handled through the Town Council. He acknowledged the concern, expressed by Councillor C Hogg, relating to this arrangement and reported that festival organisers had been exploring other ways of managing this.

He noted that they were not a constituted group and as such, could not hold a bank account nor hold the appropriate public liability insurance which is currently covered under Kendal Town Council's insurance. He noted that Kendal Mountain Film Festival had been approached as an umbrella organisation but that this had not proved to be an option.

Councillor Blackman explained that he had had discussions with Sarah Williams, Manager of Fantastic Kendal and member of BID, to discuss the possibility that the Walking Festival could fall under their umbrella and that this looked to be the most promising solution which they are continuing to explore. He mentioned that Brian Harrison of BID was also party to the conversation.

In the meantime, Councillor Blackman explained the Walking Festival were asking to retain the existing arrangement. He noted that the

festival had been valuable in getting people visiting the town and that they had secured the involvement and support of Cumbria Wildlife Trust, The Wainwright Society, and Cicerone Press.

Councillor C Hogg acknowledged that the Walking Festival was a fantastic festival but nevertheless had concerns about the current management of its finances, particularly in relation to other festivals supported by the council. He noted that officer time would be required for the writing of cheques and that it was much easier when a grant is given without the need for future management of payments.

There was some discussions as to whether an administrative fee could be charged or whether the festival be taken as a Town Council Festival.

Councillor C Hogg proposed that as the Walking Festival were working towards a resolution that the existing arrangement continue until the end of the financial year and for the 2019 festival which will take place in May after which future festivals will seek to be under the umbrella of another organisation.

The Chair noted that £1,062 remains in the Kendal Walking Festival account.

RESOLVED

That Kendal Walking Festival will remain as a Town Council festival for the 2019 festival following which it will seek to be under the umbrella of another organisation.

795/18/19

REPORT FROM INSTITUTE OF LIGHTING PROFESSIONALS RE WILDMAN STREET

The Chair ensured that Committee had seen the report and noted the findings; that Wildman Street does not offer the necessary height or frontage capacity to accommodate a motifs across the street. The Chair advised that Committee accept the professionals report and Members acknowledged that other options would be explored for the Wildman Street area.

Janine Holt noted that she would forward a copy of the report to Sarah Williams of Kendal BID and ensure that Mr Byrom has sight of a copy.

RESOLVED

Janine Holt to forward a copy of the Institute of Lighting Professionals report re Wildman Street to Kendal BID and ensure that a copy is also shared with Mr Bryom.

796/18/19

CHRISTMAS LIGHTS – REVIEW OF THIS YEAR AND IDEAS FOR NEXT YEAR

Review of Christmas Lights 2018

The Chair noted that the Christmas tree and some of its lights had been damaged although not enough to warrant repairs.

It was also reported that the tree lights for Kendal Museum had been placed in a tree at Abbot Hall Museum by mistake. It was also noted that a number of the motifs that had been used were not Kendal Town Council motifs and that there had been some problems with the sequencing and placement of motifs, as well as the images used on the projector.

Janine Holt noted that the lighting contractor had undergone some staffing changes and that this appeared to have resulted in a few communication problems. She noted that this would be discussed with the contractor when they meet in February.

Janine Holt reported that only positive feedback had been received from the public on the Christmas lights.

Councillor Edwards noted that a film crew had chosen to film in front of the tree for an upcoming television series.

Switch On event

Councillor Edwards reported some concern that the merry-go-round at the Christmas Lights switch on was operating with no barriers around it. It was agreed that this was the responsibility of Taylors, the firm managing the merry-go-round and that this was usual.

Councillor R Hogg noted that there could have been more of an atmosphere in the area of the reindeers. It was agreed that had the Kendal Concert Band been able to perform then this would likely have been different. Members discussed the option of inviting school choirs to sing at the event and considerations around having a larger stage for next year.

Janine Holt reported that she was exploring an alternative site for 2019 due to expected renovations at Abbot Hall. She also reported that the event had lost a few sponsors and asked Members what direction they wanted to go with the event.

Councillor C Hogg noted that typically when a town has a BID, the BID would manage the Christmas lights. Members discussed various approaches to a partnership with BID or BID taking on the lights all together. It was noted that Officers are struggling for time and the latter might be beneficial. It was agreed that a switch on event and lighting is primarily of benefit to the businesses of Kendal and as BID have agreed a four-year term, some form of partnership would be worth exploring.

The Chair agreed to have an introductory conversation with BID and to invite BID to the next Committee meeting. It was also noted to include Councillor Dunlop, as the Town Council BID representative, in the conversation.

Councillor Ladhams agreed to look for new sponsors.

Councillor Blackman noted that Penrith BID also manage Bloom and suggested this could also be approached with Kendal BID.

Reindeers for 2019

Janine Holt noted that a decision relating to the booking of the reindeers would need to be made by the end of January, the Members were made aware that once the reindeers are booked there is a cost implication, Members agreed to book the reindeers for the 17th November 2019. The group also discussed the venue for the reindeers as Abbot Hall may not be an option. Janine Holt suggested New Road as a possibility to site the Christmas stalls and the reindeer but was not sure whether it would be feasible. She noted that road closures would be in place so access to Branthwaite Brow would be possible.

It was mentioned that Sion Thomas would be a helpful person to speak to about New Road and also that BID had expressed an interest in having an ice rink in the town. The Chair noted that New Road was a little outside of the town centre and this might affect its appeal and the support that businesses were prepared to offer.

Abbot Hall Park and The Brewery were suggested as other alternative spaces for the reindeer.

The Chair noted a wish to extend a 'thanks' to Abbot Hall, the Castle Green Hotel, and Thomson Hayton Winkley for their support in 2018.

The Chair noted that £3,000 had been agreed by Council for the Christmas trees and holders and that BID should be approached to confirm that this has been agreed and that their help organising this with businesses would be welcome.

Janine Holt reported that she wasn't clear whether funding from the Castle Green Hotel would continue and also noted a current dispute with Lancastrian Estates relating to funding.

It was agreed to add an Agenda item to the next meeting to discuss possible funders. Janine Holt confirmed that Global Radio are on board for Christmas 2019.

RESOLVED

That the Town Council will explore a partnership or other approach with Kendal BID taking on the Christmas lights. The Chair and Janine Holt will approach BID for an initial conversation and extend an invitation to next Committee.

That a 'thank you' is extended to Abbot Hall, the Castle Green Hotel, and Thomson Hayton Winkley for their support in 2018.

That Janine Holt will confirm the Christmas trees and holders with BID and discuss their support.

That sponsorship will be added as an agenda item to the next Committee meeting.

797/18/19**ITEMS FOR THE NEWSLETTER****Spring Edition:**

- A list of festivals to include signposting to Kendal Walking Festival (date and website) with reference to the Canal's 200-year celebration.
- A list of festival sponsors and thanks including mention of seeking new sponsors for Christmas 2019.

RESOLVED

To include the above in the Spring Newsletter

798/18/19**REVIEW OF SPEND AGAINST BUDGET 2018/19**

Janine Holt updated Committee on the contents of the Budgetary Control Statement to December 2018.

It was noted that a small budget remains in the Switch On event budget but that there may be a number of outstanding invoices. It was noted that SLDC installation had been provided out of good will and no charges were expected.

Janine Holt reported that there has been an issue with bank details relating to ArtFest meaning payment has not yet gone through. Janine will contact ArtFest to resolve this.

Members noted that Kendal Poetry Festival and Brewery Freerange Comedy Festival had not applied for funding this year and that they would like to encourage applications from both festivals in the future. Janine Holt agreed to confirm with committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.

It was also noted that some budget (£7,264) remains in the Festivals budget and that the Town Clerk had suggested any under spend could be spent on improving Christmas lights.

Members discussed whether or not the under spend should be used to enhance the Christmas display. It was noted that lights needed to be purchased for Kendal Museum and two motifs. Janine Holt reported that second-hand motifs are usually £500-600 and new approximately £1,300.

Janine Holt confirmed she had identified a gazebo, measuring 6 X 3 metres at a cost of £249 and that this was an adequate size for Kendal Concert Band to fit within. Councillor Ladhams noted that she may have identified a cheaper gazebo and agreed to pass details to Janine Holt for comparison.

Janine Holt confirmed that there was a separate budget line for Wildman Street lighting.

Members discussed the merits of investing in lighting in different areas with some discussion of offering tree lighting to all of Kendal's museums, including the Quaker Tapestry and Brewery Arts Centre.

Councillor C Hogg noted Kendal Train Station had been discussed previously for lighting and there was some discussion that lighting on the County Hotel would benefit that area however Members noted concern that sponsorship from other hotels (for example, The Castle Green Hotel) could not be used for providing lighting to other hotels.

It was agreed to prioritise Kendal Museum and that any remaining budget would be offered to other museums for lighting.

RESOLVED

That Janine Holt will contact ArtFest to check banking details.

That Janine Holt will confirm to Committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.

That Councillor Ladhams will pass details of the gazebo she has identified to Janine Holt for comparison.

That lighting for Kendal Museum is prioritised with any remaining budget with any further surplus offered to other museums.

799/18/19**ANY OTHER BUSINESS**

Councillor Edwards reported that the town of Carnforth were using their Christmas tree holders to display Easter eggs as part of an arts project between local schools and a local artist. He asked whether Kendal BID might be willing to emulate this approach. The Chair agreed that this could be raised alongside discussions with BID about Christmas lights.

RESOLVED

That using tree holders for an Easter arts project would be raised as part of discussions with BID about Christmas lights.

800/18/19**DATE OF NEXT MEETING 15th April 2019**

The meeting closed at 20:17pm.

Summary of Information, Resolutions and Recommendations to Council

| Min | Subject | Information/Resolution/Recommendation to Council | |
|------------|---|---|---|
| 790 | MATTERS ARISING | RES | That Janine Holt will follow up with Cumbria Life re coordination of a food festival in Kendal. |
| 793 | | | That Janine Holt will follow up with Torchlight, Kendal Mountain Film Festival, Artfest, and Lakes Alive in relation to making grant applications. |
| | | | That Janine Holt will follow up with Windows on Art regards an invitation to Committee. |
| 794 | WALKING FESTIVAL – PRESENTATION BY COUNCILLOR BLACKMAN | RES | That Kendal Walking Festival will remain as a Town Council festival for the 2019 festival following which it will seek to be under the umbrella of another organisation. |
| 795 | REPORT FROM INSTITUTE OF LIGHTING PROFESSIONALS RE WILDMAN STREET | RES | Janine Holt to forward a copy of the Institute of Lighting Professionals report re Wildman Street to Kendal BID and ensure that a copy is also shared with Mr Bryom. |
| 796 | CHRISTMAS LIGHTS – REVIEW OF THIS YEAR AND IDEAS FOR NEXT YEAR | RES | <p>That the Town Council will explore a partnership or other approach with Kendal BID taking on the Christmas lights. The Chair and Janine Holt will approach BID for an initial conversation and extend an invitation to next Committee.</p> <p>That ‘thanks’ is extended to Abbot Hall, the Castle Green Hotel, and Thomson Hayton Winkley for their support in 2018.</p> <p>That Janine Holt will confirm the Christmas trees and holders with BID and discuss their support.</p> <p>That sponsorship will be added as an agenda item to the next Committee meeting.</p> |
| 797 | ITEMS FOR THE NEWSLETTER | RES | <p>To include the following in the Spring Newsletter:</p> <ul style="list-style-type: none"> • A list of festivals to include signposting to Kendal Walking Festival (date and website) with reference to the Canal’s 200-year celebration. |

| | | | |
|------------|--|------------|--|
| | | | <ul style="list-style-type: none"> A list of festival sponsors and thanks including mention of seeking new sponsors for Christmas 2019. |
| 798 | REVIEW OF SPEND AGAINST BUDGET 2018/19 | RES | <p>That Janine Holt will contact ArtFest to check banking details.</p> <p>Janine Holt agreed to confirm with committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.</p> <p>That Councillor Ladhams will pass details noted of the gazebo she has identified to Janine Holt for comparison.</p> <p>That lighting for Kendal Museum is prioritised with any remaining budget with any further surplus offered to other museums.</p> |
| 799 | AOB (Carnforth Tree Holders) | RES | That using tree holders for an Easter arts project would be raised as part of discussions with BID about Christmas lights. |

KENDAL TOWN COUNCIL

Festival Grant Application Form

Please check before sending:

Is your festival based in Kendal? Yes

Have you read the grants criteria? Yes

Have you attached a copy of your latest audited accounts? Yes

(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@kendaltowncouncil.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: AWAZ Cumbria | |
| Correspondent (and position): Aftab Khan, Development Manager | |
| Address: Unit 20, Carlisle Enterprise Centre, Jamed Street, Carlisle, CA2 5BB | |
| Daytime Telephone: 01228-511115 | E-mail: Aftab@awaz.info |

| |
|--|
| <p>1. Please tell us about your organisation:</p> <p>AWAZ Cumbria is a countywide community development organisation established in 2007. We empowers the voices of Black and Minority Ethnic (BME) people and underrepresented communities by developing strong and vibrant communities fully engaged in the decisions which affect their growth and development.</p> <p>We are actively working in partnership with a range of local community groups and organisations such as South Lakeland Equality and Diveristy Partnership, SL Housing and voluntary and community sector organisations.</p> <p>We have successfully organised first Kendal Unity Festival in June 2018 and currently delivering Cumbria Community Intergration project on behalf of Cumbria County Council in partnership with Cumbria CVS and Cumbria Development Education Centre (CDEC).</p> |
| <p>2. Briefly describe the festival you want funding for:</p> <p>After successfully organising the first Kendal Unity Festival held on 23rd June 2018 in Kendal Town Centre. We are organising the 2nd Kendal Unity Festival on 22nd June 2019. The Kendal Unity Festival celebrates the strengths and diversity of the people of Kendal by building community cohesion, celebrating diversity and fostering good relations that is tackling prejudice and promoting understanding between and within its diverse communities.</p> <p>The festival is aimed at advancing equality of opportunity and building community cohesion through voluntary action and active citizenships and providing opportunities for formal and informal community groups, organisations and networks to showcase a range of activities on offer within the community, that local people can get involved in to raise awareness of issues affecting their lives and livelihoods, sharing and learning new skills and opportunities and tasting foods from around the world.</p> <p>Further details are available on our website www.cumbriaunity.org</p> |

| | | | |
|------------------------|---------|-------------------------|---------------|
| Total cost of festival | £ 12500 | Amount requested | £ 3000 |
| Funds received to date | £ | Funds pledged to date | £ |

3. Why do you need this grant and how will the people of Kendal benefit?

We are seeking a grant of £3000 from the Kendal Town Council to partially cover some of the costs involved in organising and managing the Kendal Unity Festival project.

The grant will go towards the costs of the day such as venue hire, workshops, materials and volunteer costs as well as the co-ordination of the event itself over the preceding 8 months.

Building on the success of the 1st Kendal Unity Festival 2018; We have been working in partnership with local organisations and groups in Kendal and organised 3 team building workshops to establish a shared understanding of our concepts of equality, diversity and unity in the community and developing Kendal Unity Festival as a key community lead Festival for many years for building community cohesion and celebrating diversity.

In the Kendal Unity Festival, groups representing activities in the community, cultural or national groups and statutory organisations will have information stand under gazebos, with workshops taking place in a marquee, in the Town centre. Members of the public will be invited to attend short taster 'feel good' workshops and they will also have a chance to learn more about some of the groups taking part, listen to poetry and music and learn a new language or skill. There will also be a Global Coffee Morning and all day International Food Tasting sessions in the Kendal Town Hall, with performances from local drumming groups, folk and musicians and dancers from diverse communities and cultures.

The Kendal Unity Festival will be a free of charge public event appealing to all ages and abilities. It will produce banners and badges and use social media to promote the message of Unity during these times of uncertainty about the future of our country following the Brexit and other recent events.

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

Last year's Kendal Unity Festival was a grass roots favourite when fabulous weather helped the dozens of local performers, stall holders and family activities enjoy a united day of togetherness throughout the town. Kendal Town Mayor, Guy Tirvengadam, whose energy and enthusiasm has made the Unity Festival idea into reality, said "Increasingly we are aware of how important equality, diversity, and unity are. South Lakes is a perfect place to celebrate these as it is a close-knit community and much more diverse than most people believe. It is my hope that the Unity Festival becomes an annual event to be anticipated and its themes played out positively throughout the year." There is a place where everyone is welcome; there is a place where everyone is accepted for who they are and not afraid to be themselves; there is a place where everyone is included and treated equally with trust and respect. Where is this place? Kendal, at The Kendal Unity Festival 22 June 2019. Our first planning meeting on Tuesday 12th February 10am – 12pm at Kendal Town Hall.

The key benefit from the event would support the work towards building community cohesion and fostering good relations that is tackling prejudice and promoting understanding by celebrating diversity of people and cultures in Kendal. The festival will encourage active citizenship and greater participation and inclusion through community action and engagement in a wide range of activities. There will be a particular focus on empowering the voices of Black and Minority Ethnic (BME) and other marginalised groups living in Kendal and some of their activities will be highlighted through information stalls, food, workshops and performances. The outcomes will include the following:

- Increased confidence and trust within participant groups to work more collaboratively for achievement of shared objectives;
- Greater awareness and understanding about the issues affecting minority or marginalised groups;
- Strengthening unity in communities through building sustainable voluntary and community

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

| Source | Total |
|--|--------|
| Cumbria Community Foundation | £ 1000 |
| South Lakeland District Council | £ 1000 |
| Cumbria County Council | £1500 |
| Income generation and community fund raising | £ 300 |
| South Lakes Housing | £ 500 |
| Total Funds Raised | £ |

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

We will evaluate our success by the number of volunteers involved in organising the Festival, number of participating community groups and public and private sector organisations and an estimated number of general public attended the festival. Furthermore, how the key messages of Unity Festival, Community Cohesion, Equality and Diversity have been promoted through social and conventional media networks. As well any key issues opportunities identified for follow up work.

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

Signed: Aftab Khan

Date: 01/02/2019

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

Organisation's Account Name.....AWAZ (Cumbria)

.....

Sort Code:...089299.....

Account Number: 65190214.....

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL

AWAZ (CUMBRIA) COMMUNITY INTEREST
COMPANY

UNAUDITED
FINANCIAL STATEMENTS

31 MAY 2017

(A company limited by guarantee)

AWAZ (CUMBRIA) COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

COMPANY INFORMATION

| | |
|--------------------------|---|
| Directors | Mr M O Ali Mrs B Fleary Mr P A Foley Mrs J M Haslam Mr G Tirvengadam |
| Company secretary | Mr M Dhalech |
| Registered number | 06252338 |
| Registered office | Unit 29 Carlisle Enterprise Centre James Street Carlisle Cumbria CA2 5BB |
| Accountants | Armstrong Watson LLP Chartered Accountants Bute House Montgomery Way Rosehill Carlisle Cumbria CA1 2RW |
| Bankers | Cooperative Bank PO Box 101 1 Balloon Street Manchester M60 4EP |

AWAZ (CUMBRIA) COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

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AWAZ (CUMBRIA) COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF
THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF AWAZ (CUMBRIA) COMMUNITY
INTEREST COMPANY
FOR THE YEAR ENDED 31 MAY 2017**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of AWAZ (Cumbria) Community Interest Company for the year ended 31 May 2017 which comprise the Profit and loss account and the Balance sheet from the Company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the Board of directors of AWAZ (Cumbria) Community Interest Company, as a body, in accordance with the terms of our engagement letter dated 21 February 2017. Our work has been undertaken solely to prepare for your approval the financial statements of AWAZ (Cumbria) Community Interest Company and state those matters that we have agreed to state to the Board of directors of AWAZ (Cumbria) Community Interest Company, as a body, in this report in accordance with ICAEW Technical Release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than AWAZ (Cumbria) Community Interest Company and its Board of directors, as a body, for our work or for this report.

It is your duty to ensure that AWAZ (Cumbria) Community Interest Company has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit or loss of AWAZ (Cumbria) Community Interest Company. You consider that AWAZ (Cumbria) Community Interest Company is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of AWAZ (Cumbria) Community Interest Company. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Armstrong Watson LLP

Chartered Accountants

Carlisle

26 February 2018

AWAZ (CUMBRIA) COMMUNITY INTEREST COMPANY
(A company limited by guarantee)

PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MAY 2017

| | Note | 2017 £ | 2016 £ |
|---|------|---------------------|------------------------|
| Turnover | | 86,792 | 71,177 |
| Other income | | 153 | 297 |
| Staff costs | | (59,844) | (60,472) |
| Depreciation and other amounts written off assets | | (929) | (777) |
| Other charges | | (21,710) | (22,568) |
| Tax | | (30) | (59) |
| Profit/(loss) | | <u>4,432</u> | <u>(12,402)</u> |

AWAZ (CUMBRIA) COMMUNITY INTEREST COMPANY
(A company limited by guarantee)
REGISTERED NUMBER: 06252338

BALANCE SHEET
AS AT 31 MAY 2017

| | Note | 2017 £ | 2016 £ |
|--|----------|-----------------------|-----------------------|
| Fixed assets | | 2,391 | 3,320 |
| Current assets | 156,473 | 178,923 | |
| Creditors: amounts falling due within one year | (11,186) | (38,995) | |
| Net current assets | | <u>145,287</u> | 139,928 |
| Total assets less current liabilities | | <u>147,678</u> | <u>143,248</u> |
| Net assets | | <u><u>147,678</u></u> | <u><u>143,248</u></u> |
| Capital and reserves | | <u><u>147,678</u></u> | <u><u>143,248</u></u> |

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to entities subject to the micro-entities' regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

Mr P A Foley
 Director

Date: 21 February 2018

AWAZ (CUMBRIA) COMMUNITY INTEREST COMPANY
(A company limited by guarantee)
REGISTERED NUMBER: 06252338

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: Kendal Mountain Festival | |
| Correspondent (and position): Jacqui Scott | |
| Address: Riverside Centre Yard 39 Highgate Kendal LA7 7NW | |
| Daytime Telephone: 01539 732567 | E-mail: jacqui@mountainfest.co.uk |

1. Please tell us about your organisation:

Kendal Mountain Festival is one of the world's largest mountain film festivals and THE annual gathering for UK mountain enthusiasts, taking place each year over the third weekend in November. The festival dates back to 1980 with a continuous run of annual festivals since 1999. The event revolves around a 3.5 day festival over the third weekend in Nov (14-17th Nov 2019) – at a traditional low point in the tourist season – and typically screens over 100 films (UK and international), host over 40 lectures, with athletes, filmmakers and media present. We use up to 11 venues across Kendal.

In 2017 we launched our new Literature Festival, that saw over 2000 tickets sold and brought a new audience to the main festival, this was further developed in 2018 with an added Children's Literature section.

At the 2018 festival we had 18,500+ visitors to the Festival and sold over 20,000 tickets, contributing over an estimated £3m+ to the local economy.

2. Briefly describe the festival you want funding for:

We would like funding for the 2019 Kendal Mountain Festival to help with costs for

- i) Increasing participation and events for children and young people (providing additional and larger venues for schools and family friendly events; increase in tech costs; additional advertising). In 2018 we delivered a free programme of events to over 1600 school children.
- ii) Improved signage and promotion of the event throughout the town and approaches (banners, building dressing)
- iii) Marketing – to increase our reach out to potential visitors from the North specifically.

| | | | |
|------------------------|----------|-------------------------|----------------|
| Total cost of festival | £600,000 | Amount requested | £10,000 |
| Funds received to date | £nil | Funds pledged to date | £nil |

3. Why do you need this grant and how will the people of Kendal benefit?

The Festival is a huge boost for the local economy, generating approximately £3+ million in what would be a relatively flat revenue period in November. Ticket sales of the Festival's events make up only approximately one third of all income, so sponsorship and public funding is a necessity for the Festival to be able to deliver.

Kendal Mountain Festival is a major international flagship event for the town and the world's leading showcase for adventure film (which ties in well with South Lakeland's cultural landscape).

Since the launch of our free public opening event 5 years ago, there has been nothing but praise for it and our aim to involve locals more. We are continuously working to improve the Festival content so that local townspeople can see the wealth, breadth and variety of events on offer, as well as be inspired to use the environment on their doorsteps for their own adventures and outdoor experiences. The opening event is free and gives people the opportunity to see first hand what the rest of the weekend has to offer. It draws people into the centre of town and has scope to develop further as a town event potentially involving late night shop opening.

In 2018 we delivered a full day of free events for local schools and we had the best ever family film sessions – once again free with over 1600 people enjoying adventure films on the big screen. We will continue to increase the provision for school children to be involved with the festival, and for 'family friendly' events, including the expansion of the Children's Literature sessions, free talks by local people to inspire people from this area and increasing our reach through out the year to deliver more off shoot events from the main Festival.

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

The Festival (and, therefore, Kendal as a destination) is seeing a massive increase in publicity and exposure. With the continued support of Channel 4, coverage by Border TV, BBC Radio Cumbria, Sidetracked TV, the Guardian & Telegraph newspaper and a dedicated PR team the Festival is prominent across all media in the run up to and during the event. Twitter impressions alone for November were well over 150,000. Once again the PR that the Festival can generate is immense and will feed into the year-round promotion of Kendal as a dynamic place to visit.

We are also building the Kendal brand outside the town throughout the year with our 22 date 2019 UK live tour starting in February which shows a short film of Kendal to promote the town. We are also working with our Kendal twin town Killarney in delivering an adventure festival in March and we co-partner with the city of Durham to deliver the Durham Adventure Festival in April. We are also continuing and expanding our tours and festivals in China and Mexico. This expansion has seen the creation of new jobs with 3 new members of staff joining us – all local people.

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

| Source | Total |
|--|-------|
| At this stage of the year nothing has been 100% confirmed from sponsors and other funders. | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total Funds Raised | £0.00 |

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

We measure ticket sales, audience reaction, sponsor feedback, venue census, local area feedback. We are often told by businesses in Kendal that it is their busiest weekend in the year and we are continuing to use local bars/cafes as venues with guaranteed income.

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

Our year end is January 2019 but our accounts won't be finalised until March. Would you like last year's or we also have management accounts from the last 6 months if that is preferable?

Signed: Jacqui Scott

Date: 21/01/19

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

Organisation's Account Name...**Kendal Mountain Events Limited**.....

Sort Code:.. **16-22-23**.....Account Number: **9400147**.....

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL
Tel: 01539 793490

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: Kendal Windows on Art | |
| Correspondent (and position): Nicola Smith, Trustee Secretary KWoA | |
| Address: : 1 Halhead Green Burneside Kendal Cumbria, LA9 6QY | |
| Daytime Telephone: 07769 185057 | E-mail: nsmith@kingkingv.co.uk |

1. Please tell us about your organisation:

Kendal Windows on Art (KWoA) began as a not for profit organisation but achieved charity status in 2003 and is run by its Trustees and Management Committee. One of its main aims is “ to provide educational and cultural opportunities in the sphere of the visual arts.” Since 1997 KWoA has successfully run an annual programme of art activities and events in Kendal. Initially scheduled every autumn, KWoA has now developed a rolling programme of events throughout the year. KWoA collaborates with a wide range of local communities, organisations, schools, venues, public spaces etc to create and exhibit new and exciting artwork in Kendal.

2. Briefly describe the festival you want funding for:

The ‘Circles in Time’ intergenerational community art project plans to run a series of creative workshops, community events and exhibitions working across the generations in Hallgarth and nearby area. KWoA develops projects in response to community needs - there is interest from community members and groups based in the Hallgarth area of Kendal to get to know their younger and older neighbours better and KWoA is keen to help support this. Many of the older residents on Hallgarth including members of the Hallgarth Senior Citizens group who meet at the Hallgarth Community Centre remember the estate being built and the early days of Hallgarth. Sharing these memories with their younger neighbours - children and their young families based at St Thomas’s Primary School community room, would enable older people to be valued by their community and these intergeneration discussions would inspire the creation of artworks by participants of all ages.

KWoA is very keen to encourage engagement with older people and parents of young families as both groups can feel socially isolated even in busy communities. KWoA would also like to support participants and community volunteers as they explore how partnerships developed in this Kendal community project can be developed sustainably in the future.

| | | | |
|------------------------|--------|-------------------------|--------------|
| Total cost of festival | £ 1500 | Amount requested | £ 750 |
| Funds received to date | £ 750 | Funds pledged to date | £ |

3. Why do you need this grant and how will the people of Kendal benefit?

A grant from Kendal Town Council would enable KWoA to organise a series of Kendal based workshops and art displays in community spaces in Kendal. This would benefit workshop participants and the wide range of people in Kendal who view the exhibitions.

A grant would support 'Circles in Time' activities at Hallgarth Community Centre and St Thomas's Primary School community room which would enable KWoA to invite residents young and old to engage with the project.

The 'Circles in Time' activities will be run by KWoA for children, young families and older people supported by community volunteers. An important part of the project is to encourage participants and volunteers to take active roles in decision making – planning activities inspired by 'finding common ground', sharing creative interests and skills across the generations.

Participants of all ages in the KWoA 'Circles in Time' workshops will be given the valuable opportunity to experience their work displayed in busy public spaces. In previous projects, KWoA we have received very positive feedback from participants and their families noting their pride in sharing their work across the Kendal community.

Supportive coverage in the Westmorland Gazette and linked websites ensures that information about KWoA project activities and exhibitions reaches a extensive range of local residents.

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

We can send further budget breakdown info, in kind contributions etc on request.

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

| Source | Total |
|---------------------------|-------|
| Kendal Windows on Art | £ 750 |
| | £ |
| | £ |
| | £ |
| | £ |
| Total Funds Raised | £ 750 |

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

KWoA understand the importance of review and evaluation in effective project delivery and encourage all collaborators and artists to incorporate ongoing review into their project plans. KWoA artists will report back to KWoA on a regular basis throughout the project. The KWoA management committee will be monitoring the project progress and will review processes and outcomes as part of their evaluation activities when preparing funders report.

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

Attached is a copy of KWoA audited accounts for year end 2017. Audited accounts for year end 2018 are expected in October and can be forwarded on request.

Signed: Nicola Smith

Date: 9th September 2018

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

Organisation's Account Name.....Kendal Windows on Art

Sort Code:.. 40-26-02 Account Number: ...71265326

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL

The Kendal Windows on Art Trust
Financial Statements
31 January 2017

Charity Number 1097912

The Kendal Windows on Art Trust

Financial Statements

Year Ended 31 January 2017

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| Independent Examiner's Report | 4 |
| Receipts and Payments | 5 |
| Balance Sheet | 6 |
| Notes to the Financial Statements | 7 - 8 |

The Kendal Windows on Art Trust

Member of the Board and Professional Advisers

The Board of Trustees

Nicki Smith
Pam Williamson
Billy Coxon

Registered Office

1 Halhead Green
Burneside
Kendal
Cumbria
LA9 6QY

Independent Examiner

Reckon It Books
168 Vicarage Drive
Kendal
Cumbria
LA9 5BX

Bankers

HSBC
64 Highgate
Kendal
Cumbria
LA9 4TO

The Kendal Windows on Art Trust

Trustees Annual Report

Year Ended 31 January 2017

The trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 January 2017

Introduction

The Kendal Windows on Art Trust became a registered charity on 10 June 2003. The Governing document is a Declaration of trust dated 07 May 2003

Objectives

To promote, maintain, improve and advance the education of the public in the appreciation of the visual arts in particular but without the generality of the foregoing by provision of lectures, workshops and exhibitions.

Financial Activities and Achievements

The charity recorded a loss of £909 (2016: profit of £1,840) during the year. It is anticipated that the current year will see a break-even position.

The charity generates funds through monies received from grants, donations and commission on art sales.

Future Strategy

The charity aims to continue the good work in promoting the visual arts to the local community. The continuing support of the local community in both financial terms and via volunteers is always needed and providing that this can be sustained there are no reasons to suggest that our charitable aims cannot continue in the future.

Transactions with members

During the year payments were made to trustees & volunteers in respect of travelling costs incurred in the course of the charities activities.

During the year the charity paid Nicki Smith £8,700 (2016: £7,900). Pam Williamson £300 (2016: £700) for artist fees and paid Billy Coxon £150 (2016: £nil) for bookkeeping.

Reserves Policy

The trustees consider it prudent that unrestricted reserves should be sufficient to cover between 1 to 6 months expenditure relating to £1,475 to £8,852. Unrestricted reserves are currently £2,668.

The Kendal Windows on Art Trust

Trustees Annual Report (continued)

Year Ended 31 January 2017

The Trustees

The trustees who served the charity during the period were as follows:

Pam Williamson
Billy Coxon
Nicki Smith

Signed on behalf of the trustees

Pam Williamson
Chair Trustee

Approved by the trustees on

The Kendal Windows on Art Trust

Independent Examiner's Report to the Trustees of The Kendal Windows on Art Trust

Year ended 31 January 2017

I report on the unaudited accounts of the charity for the year ended 31 January 2016 set out on pages 5 to 8

Respective Responsibilities of the Trustees and the Independent Examiner

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commission under section 43(7)(b) of the Act, whether particular matters have come to our attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charities Commissioners. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the .
Accounts

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with section 41 of the Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr William Coxon
Reckon It Books
168 Vicarage Drive
Kendal
Cumbria
LA9 5BX

The Kendal Windows on Art Trust

Receipts and payments

Year ended 31 January 2017

| | | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2017 £ | 2016 £ |
|---|---|----------------------------|--------------------------|--------------------------|---------------|
| Incoming Resources | | | | | |
| Donations | 1 | 100 | - | 100 | 100 |
| Income from charitable trading activities: | | | | | |
| Grants receivable | 2 | 16,696 | - | 16,696 | 14,847 |
| Charitable trading income | 3 | - | - | - | - |
| Interest receivable | 4 | - | - | - | - |
| Total Incoming Resources | | <u>16,796</u> | <u>-</u> | <u>16,796</u> | <u>14,947</u> |
| Resource Expended | | | | | |
| Charitable expenditure | | | | | |
| Costs in furtherance of charitable objects | 5 | 15,496 | - | 15,496 | 11,541 |
| Management and administration | 6 | 2,209 | - | 2,209 | 1,566 |
| Total Resources Expended | | <u>17,705</u> | <u>-</u> | <u>17,705</u> | <u>13,107</u> |
| Balances brought forward | | 3,577 | - | 3,577 | 1,737 |
| Net Incoming Resources for the Year | | (909) | - | (909) | 1,840 |
| Balances carried forward | | <u>2,668</u> | <u>-</u> | <u>2,668</u> | <u>3,577</u> |

The Kendal Windows on Art Trust

Balance Sheet

31 January 2017

| | 2017 £ | 2016 £ |
|--|---------------------|---------------------|
| Current Assets | | |
| Cash at bank | 1,978 | 3,337 |
| Petty Cash | 691 | 240 |
| Net Current Assets | <u>2,668</u> | <u>3,577</u> |
| Total Assets Less Current Liabilities | <u><u>2,668</u></u> | <u><u>3,577</u></u> |
| Funds | | |
| Unrestricted | 2,668 | 3,577 |
| Total Funds | <u><u>2,668</u></u> | <u><u>3,577</u></u> |

These financial statements were approved by the members of the committee on and are signed on their behalf by:

Pam Williamson
Chair Trustee

The Kendal Windows on Art Trust

Notes to the Financial Statements

Year Ended 31 January 2017

| 1. Donations | Unrestricted | Restricted | Total Funds | |
|--------------|--------------|------------|-------------|------------|
| | Funds | Funds | 2017 | 2016 |
| | £ | £ | £ | £ |
| Donations | 100 | - | 100 | 100 |
| | <u>100</u> | <u>-</u> | <u>100</u> | <u>100</u> |

| 2. Grants Receivable | Unrestricted | Restricted | Total Funds | Total Funds |
|----------------------------------|---------------|------------|---------------|---------------|
| | Funds | Funds | 2017 | 2016 |
| | £ | £ | £ | £ |
| Big Lottery | 5,000 | - | 5,000 | - |
| Yorkshire Dales Millennium Trust | 1,350 | - | 1,350 | - |
| Cumbria Community Foundation | 3,700 | - | 3,700 | 1,000 |
| CCF Kipling Fund | - | - | - | - |
| Kendal Town Council | 750 | - | 750 | 750 |
| Peoples Health Trust | 3,896 | - | 3,896 | 9,352 |
| Dean Gibson PTFA | - | - | - | 453 |
| Milinthorpe Memorial Hall Trust | - | - | - | - |
| Heron Hill school | - | - | - | 92 |
| Stramongate School | - | - | - | - |
| Cumbria County Council | 2,000 | - | 2,000 | 1,440 |
| Hadfield Trust | - | - | - | - |
| Eden Borough Council | - | - | - | 150 |
| Lupton Tower Trust | - | - | - | 800 |
| Cumbria CVS | - | - | - | 1,500 |
| Santander Charitable Giving | - | - | - | 750 |
| | <u>16,696</u> | <u>-</u> | <u>16,696</u> | <u>14,847</u> |

| 3. Charitable Trading Income | 2017 | 2016 |
|------------------------------|----------|----------|
| | £ | £ |
| Advertising Income | - | - |
| Commission on sale of work | - | - |
| Artist applications | - | - |
| Sale of work | - | - |
| Artist Fees & Materials | - | - |
| | <u>-</u> | <u>-</u> |

| 4. Interest Receivable | 2017 | 2016 |
|------------------------|----------|----------|
| | £ | £ |
| Interest | - | - |
| | <u>-</u> | <u>-</u> |

The Kendal Windows on Art Trust

Notes to the Financial Statements

Year Ended 31 January 2017

5. Costs in Furtherance of Charitable Objects

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2017 £ | 2016 £ |
|---|----------------------------|--------------------------|--------------------------|---------------|
| Provision of charitable services | | | | |
| Artist Fees | 11,700 | - | 11,700 | 10,400 |
| Resource Materials | 3,796 | - | 3,796 | 981 |
| Equipment | - | - | - | - |
| Room Hire | - | - | - | 160 |
| | <u>15,496</u> | <u>--</u> | <u>15,496</u> | <u>11,541</u> |

6. Management and Administration

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2017 £ | Total Funds 2016 £ |
|----------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Insurance | 292 | - | 292 | 199 |
| Telephone | 629 | - | 629 | 657 |
| Postage & Stationery | 113 | - | 113 | 155 |
| Miscellaneous | 1,175 | - | 1,175 | 555 |
| | <u>2,209</u> | <u>-</u> | <u>2,209</u> | <u>1,566</u> |

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: KENDAL RUGBY CLUB | |
| Correspondent (and position): ALISON SCOTT | |
| Address: MINTBRIDGE SHAP ROAD KENDAL LA9 6NY | |
| Daytime Telephone: 01539 734039 | E-mail: events@kendalrugby.co.uk |

1. Please tell us about your organisation:

KENDAL RUGBY CLUB – COMMUNITY SPORTS VENUE

2. Briefly describe the festival you want funding for:

ANNUAL FIREWORKS SHOW

| | | | |
|------------------------|------------|-------------------------|-------------------|
| Total cost of festival | £12,000.00 | Amount requested | £10,000.00 |
| Funds received to date | £0.00 | Funds pledged to date | £0.00 |

3. Why do you need this grant and how will the people of Kendal benefit?

WE ARE OFFERING TO HOLD A LARGE FIREWORK DISPLAY WITH MUSIC, CATERING AND RIDES ON A FREE GATE BASIS OPEN TO THE WHOLE TOWN AND WIDER COMMUNITY

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

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

| Source | Total |
|---|-----------|
| KENDAL ROTARY – 2018 COLLECTIONS APPROX | £2,000.00 |
| | £ |
| | £ |
| | £ |
| | £ |
| Total Funds Raised | £ |

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

ATTENDANCE, SOCIAL MEDIA

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

Signed: Alison Scott

Date:

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

Organisation's Account Name; KENDAL RUGBY TRADIN

Sort Code: 20-45-28 Account Number: 13681904

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL
Tel: 01539 793490

Charity Registration Number 1160980
Company Registration Number 04740154

Kendal Rugby Union Football Club Limited

Unaudited Financial Statements

For the year ended 30 April 2017



Kendal

RUGBY UNION FOOTBALL CLUB

**T R Clarke, on behalf of Clarke Jefferies
Chartered Accountants**

Company Information

| | |
|----------------------|---|
| Constitution | Kendal Rugby Union Football Club Limited is a company limited by Guarantee and a registered charity governed by its memorandum and articles of association. |
| Directors | Dr S Green - Chairman S Keast M Miller R Burrows R Wilson |
| Secretary | K Robinson |
| Company number | 04740154 |
| Charity number | 1160980 |
| Registered Office | Mint Bridge Shap Road Kendal LA9 6DL |
| Independent Examiner | T R Clarke, on behalf of Clarke Jefferies 9 Moss End Business Village Crooklands LA7 7NU |
| Bankers | Barclays Bank plc, Leicester, LE87 2BB. |
| Solicitors | Thompson Hayton Winkley 114-116 Stricklandgate Kendal LA9 4QA |

Kendal Rugby Union Football Club Limited

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Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

Chairman's Report 2017.

As I write this report in early August, we should have been in our new premises for over a month. Unfortunately that is not the case and our predicted moving date is now mid-September. There have been delays in completion of the building and the supply of services and we have been faced with a frequently advancing completion date. I hasten to add that KRUFC are in no way responsible for the delay and have managed to carry out our part of the fit-out programme on time. We are now three months later than planned for completion of the project and this makes it extremely difficult to plan for the start of the season. The contract was due for completion in late May, with our move three weeks later, which would mean that we were able to start trading and booking events from July.

The delay has consequences for our plans and creates issues for our cash flow as we have no prospect of income until we can start trading and we have had to cancel or postpone bookings. Additionally, we have had to gear up for the new venture by recruiting staff and, of course, fitting-out the new building. Anyone who has visited the Club in the off season will see that we have started to remove memorabilia and important fittings for transfer to the new premises.

We are still working extremely hard behind the scenes and my thanks go to all involved in all aspects of the development. The Project Team of Steve and Amanda Whitehead, myself, Robin Oram, Colin Boothman and Reg Burrow meet at least weekly to monitor progress and plan for the move.

We had hoped to be ready to start the new rugby season at the new site and had prepared the ground by asking that our first two matches were played away. We have now had to extend the away run so that our first home game will be v Preston Grasshoppers on September 30th. Obviously it is not ideal to start the season with a run of away fixtures, but we have no alternative and there will be a lot of home fixtures later in the season.

If all this sounds downbeat we must remember that we do have a fantastic new facility with excellent changing, sporting and social spaces. The pitches are looking impressive (the grass pitch had a poor start and many predicted it would not be ready, but it is) and the whole site stands proudly on Shap Road with huge promise for the future of rugby in Kendal. The accounts are somewhat difficult to interpret this year as we are in unusual times and there is little consistency to allow comparison with previous years. We have a 'draw down' arrangement with the developer, Morbaine, that allows us to secure money in advance of the completion date to fund the fit-out. This was a better and more prudent alternative to funding the fit-out by bank borrowing. This is set out in the accounts and at the end of our accounting year was £410,000. This money was used to fund suppliers of kitchen and servery equipment, gym equipment and the bars.

It has been a difficult trading year with a reduction in our sources of funding while we have additional costs in several areas: travel, management and increased overheads. The Board continues to monitor financial matters closely and our new business plan provides the foundation for developing existing and new income streams as we move to the new site. On the field, our teams performed well and stepped up to the challenge of the National League. The 1st team finished mid-table and had many close games. The development team won both the League and the Cup and are duly promoted, while the Wasps continued to be competitive and finished 4th in their League. Our Mini and Youth section continues to grow and has been a huge success in the last few years. Paul Keast, who with his wife, Sarah, was instrumental in setting up the Mini section, is stepping down at the end of the season and I wish to record our grateful thanks to him for his commitment and effort.

There is much to distract us at the moment, but we must also focus on maintaining our position in an increasingly competitive League. More details will be in the rugby report at the AGM. We have delayed the AGM past the usual late July date because of the difficulties and delays in the move. A tentative date is Thursday September 28th. Please watch the website for confirmation.

I, and the rest of the Board, look forward to welcoming you, at long last, to our new premises in the very near future.

Kind regards, Stephen Green.
Chairman Kendal RUFC

Kendal Rugby Union Football Club Limited

Trustees' Annual Report For the year ended 30th April 2017

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 30th April 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

S Green – Chairman
R Burrow
W Coxon
S Keast
M Miller
R Oram
A R Sanderson
R R Sanderson
S J Whitehead
R Wilson

STRUCTURE, GOVERNANCE AND MANAGEMENT

Legal Status

The charity is a company limited by guarantee and as such, does not have a share capital. Every member undertakes to contribute such amounts as may be required (not exceeding £1) to the company's assets if it should be wound up whilst he or she is a member, or within one year after he or she ceases to be a member, for payment of the company's debts and liabilities contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

Governing document

Kendal Rugby Union Football Club Limited is an independent registered charity governed by its memorandum and articles of association dated 22 April 2003 as amended by special resolution dated 17th March 2015.

Organisational Structure

The Charity Trustees are all volunteers and are responsible for general control and management of the Charity. Regular meetings are held by Trustees and also by Team members to discuss finance, training and other relevant issues.

Method adopted for the recruitment and appointment of new trustees

New trustees are invited to stand for election by reference to their skills and experience and to the needs of the charity. Candidates are then voted on by the charity's members at the Annual General Meeting (AGM). If elected each trustee agrees to serve for a three year term after which they either resign or hold themselves up for re-election.

Kendal Rugby Union Football Club Limited

Trustees' Annual Report For the year ended 30th April 2017

Trustee induction and training

New Trustees are shown a copy of the Charity's Articles of Association and advised on the policy, procedure and responsibilities of the Charity under the Charities Act.

Major risks to which the charity is exposed

The trustees have examined the major strategic, business and operational risks which the charity faces and confirms that systems have been established to enable regular reports to be produced so that necessary steps can be taken to lessen these risks.

OBJECTIVES AND ACTIVITIES

Summary of the objects set out in the governing document

The charity's objects are as follows:

- 1) To promote community participation in healthy recreation by providing for playing rugby union football and other sports.
- 2) To provide and assist in providing facilities for sport, recreation or other leisure time occupation of such persons who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life
- 3) To advance the education of children and young people through such means as the directors think fit in accordance with the laws of the charity.

Summary of the main activities on relation to these objects

Senior Rugby – Coaching and training of senior rugby teams for both men and ladies and the playing of matches in various leagues.

Youth Rugby – Coaching and training of several age related teams of rugby players from the age of 13 to 18 and playing in matches and tournaments.

Mini Rugby – Coaching and training of several age related teams for boys and girls from the ages of 5 to 12 and playing in matches and tournaments

General – Through schools and specific courses open to the public, the club offers rugby playing opportunities to the wider community

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commissioner's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

The trustees are satisfied that the charity continues to meet the required public benefit test through its objectives and activities.

Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

ACHIEVEMENTS AND PERFORMANCE

Review of achievements and performance in the year

The club's senior development team has continued to provide a rich source of players who have been selected to play in the Kendal First Team. This season the team moved to NW Raging Bull leagues, winning the Div. 2 North League and also won the Trophy Final against Northwich.

The senior ladies team had another good season in their league and are improving year on year. They have encouraged and recruited additional younger female players to the sport some of which we hope will go on to play in the seniors.

The colts team completed their season with tremendous improvement throughout the year. This was achieved with an increasing number of players.

The Mini and Youth section has continued to grow with over 200 players now turning out to practice and play on Sundays and in other tournaments. Many of these we hope will continue to develop and continue on into the senior teams.

We are proud of the club's achievements, none of which would not be possible of course without the army of volunteer help at all levels, and our thanks goes to each and every person involved with the club.

Kendal Rugby Union Football Club Limited

Trustees' Annual Report For the year ended 30th April 2017

FINANCIAL REVIEW

Reserves policy

It is the desired policy of the board to create and retain sufficient reserves to enable the club to maintain and enhance its facilities and provide rugby opportunities to the communities in the Kendal area.

Review of the financial position of the charity

The club's directors are also directors of this trading company (Kendal Rugby Trading Ltd) which manages the first team rugby and also the operation of shop, bar and catering facilities in the clubhouse. The club charges a rent to the company for the use of these facilities and any available profits are remitted to the club by charitable donations. No such donations have been made in this year as the company has traded at a loss of £64,423 for the year. The results of the trading company are attached in the notes of these statements.

The charity's activities produced a deficit of £35,821 but with the addition of the Morbaine contract money and interest charged on the loan to Kendal Rugby Trading Ltd, this was reduced to a deficit of £20,067 which has depleted the charity's general reserves. There was also a capital spend totalling £275,573 on the new site. The charity made an additional loan to Kendal Rugby Trading Ltd of a further £71,532 in the form of monies and expenditure paid on its behalf. This capital expenditure and funding has been made possible by the draw down of £410,000 from Morbaine in advance of the completion. Interest is being charged at 4.7 % pa.

Principal funding sources.

During the year under review, the club has been principally supported by member's subscriptions, donations and sponsorship. The club has continued to be in receipt of money from Morbaine, the building development company who have negotiated the sale of the Mint Bridge site to Sainsbury's. The deal to exchange sites has been enacted and it is calculated that on completion and after deducting monies for alterations and fit out costs, a total of approximately £2m will be left as liquid funds .

Investment policy and objectives

The board of trustees have the power to invest in the club's assets as they see fit.

Any available funds are held on deposit with the club's bankers and any interest is governed by the market rates available.

Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Kendal Rugby Union Football Club Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report, the Chairman's statement and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (effective 1st January 2015);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
Mint Bridge
Shap Road
Kendal
LA9 6DL

Signed by order of the trustees
K Robinson - Secretary

Date

Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

Year ended 30th April 2017

**Independent Accountant's Report on the Unaudited Financial Statements to the Trustees of
Kendal Rugby Union Football Club Limited**

The Charity's trustees, who are the directors of Kendal Rugby Union Football Club Limited for the purposes of Company Law, are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011), and that an independent examination is required.

It is my responsibility to:

- : examine the accounts under section 145 of the Charities Act
- : to follow procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- : to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts give a 'true and fair view' and the report is limited to those matters set out in the statement below.

In connection with my examination no matter has come to my attention:

which gives me reasonable cause that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act and section 386 of the Companies Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act and section 396 of the Companies Act
- and with methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities and which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

T R Clarke FCCA, on behalf of Clarke Jefferies

Chartered Accountants

9 Moss End Business Village

Crooklands

Milnthorpe

LA7 7NU

Date:

Kendal Rugby Union Football Club Limited

Trustees' Annual Report
For the year ended 30th April 2017

Statement of Financial Activities
For the year ended 30th April 2017

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2017 £ | 2016 £ |
|---|----------|----------------------------|--------------------------|-----------------|-----------------|
| Incoming Resources | 1 | | | | |
| Incoming resources from generated funds: | | | | | |
| Voluntary income | | 8,589 | - | 8,589 | 8,264 |
| Activities for generating funds | | 31,197 | - | 31,197 | 40,095 |
| Grant income | | 5,642 | - | 5,642 | 3,341 |
| Incoming resources from charitable activities: | | | | | |
| Rugby Membership | | 31,259 | - | 31,259 | 27,812 |
| Total incoming resources | | 76,687 | - | 76,687 | 79,512 |
| Resources expended | 2 | | | | |
| Cost of generating funds: | | | | | |
| Cost of generating voluntary income | | 29,715 | - | 29,715 | 32,383 |
| Fundraising trading costs | | 12,963 | - | 12,963 | 10,093 |
| Charitable activities | | 59,033 | - | 59,033 | 56,190 |
| Governance costs | | 5,458 | - | 5,458 | 1,781 |
| Other resources expended | | 5,339 | - | 5,339 | 3,068 |
| Total resources expended | | 112,508 | - | 112,508 | 103,515 |
| Net incoming (expended) resources before other losses or gains | | (35,821) | - | (35,821) | (24,003) |
| Other recognised losses or gains | | | | | |
| Contract Income | | 15,000 | - | 15,000 | 30,000 |
| Interest receivable on KRTL loan | | 754 | - | 754 | - |
| Net movement in funds | | 20,067 | - | 20,067 | 5,997 |
| Total funds brought forward | | 147,890 | - | 14,890 | 141,893 |
| Transfer | | - | - | - | - |
| Total funds carried forward | | 127,823 | - | 127,823 | 147,890 |

There are no recognised gains or losses other than the surplus or deficit for the above two financial years.
All the above amounts relate to continuing activities.

Kendal Rugby Union Football Club Limited

Trustees' Annual Report
For the year ended 30th April 2017Balance Sheet
As at 30th April 2017

| | | Unrestricted Funds | Restricted Funds | 2017 | 2016 |
|---|-------|-----------------------|---------------------|------------------|----------------|
| | Notes | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 8 | 428,149 | - | 428,149 | 155,300 |
| | | <u>428,149</u> | <u>-</u> | <u>428,149</u> | <u>155,300</u> |
| Current assets | | | | | |
| Stocks | | - | - | - | - |
| Debtors | 10 | 169,304 | - | 169,304 | 24,561 |
| Bank and cash | | <u>24,653</u> | - | <u>24,653</u> | <u>2,236</u> |
| | | 193,957 | - | 193,957 | 26,797 |
| Creditors: amounts falling Due within one year | 11 | 494,283 | - | 494,283 | 34,207 |
| Net current assets | | <u>(300,326)</u> | <u>-</u> | <u>(300,326)</u> | <u>(7,410)</u> |
| Total assets less current Liabilities | | 127,823 | - | 127,823 | 147,890 |
| Net assets | | <u>127,823</u> | <u>-</u> | <u>127,823</u> | <u>147,890</u> |
| Funds | | | | | |
| Unrestricted funds | 13 | 127,823 | - | 127,823 | 147,890 |
| Total Funds | | <u>127,823</u> | <u>-</u> | <u>127,823</u> | <u>147,890</u> |

Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

Balance Sheet (continued)

**Directors' statements required by Section 477
For the year ended 30th April 2017**

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- (a) that for the year stated above the company was entitled to the exemption conferred by Section 476 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 30th April 2016 and
- (c) that we acknowledge our responsibilities for:
 - (1) ensuring that the company keeps accounting records which comply with Section 386, and
 - (2) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the charity.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102.

The financial statements were approved by the committee on _____ and signed on its behalf by

.....
Dr S Green
Chairman

.....
K Robinson
Secretary

Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

A Accounting policies

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom. A summary of the more important accounting policies is set out below.

A.1 Accounting convention

The financial statements are prepared under the historical cost convention, except for fixed asset investments which are shown at market value, and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities, and the Financial Reporting Standard 102.

The charity has consistently applied the accounting policies and no changes have been made to accounts for previous years.

A.2 Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations

Grants and donations are only included in SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax claims are included in the SOFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SOFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Kendal Rugby Union Football Club Limited

Trustees' Annual Report For the year ended 30th April 2017

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of voluntary help is not included in the accounts but is referred to in the Trustees' annual report.

Investment income

This is included in the accounts when receivable

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from the revaluing of investments to market value at the year-end.

A.3 Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out of resources.

Governance costs

Include the cost of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by time spent and other costs by their usage.

Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

A.4 Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at costs or a reasonable value on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year-end. Other investment assets are included at trustees' best estimates of market value.

Stocks and work in progress

These are valued at the lower of cost or market value.

| 1 Analysis of incoming resources | 2017 | 2016 |
|--|---------------|---------------|
| | £ | £ |
| Voluntary income | | |
| Donations, raffles etc | 8,589 | 8,264 |
| | <u>8,589</u> | <u>8,264</u> |
| Activities for generating funds | | |
| Clubhouse Income | 18,206 | 13,360 |
| International Ticket Sales | 7,819 | 6,723 |
| Rugby training, development and coaching | 5,172 | 20,012 |
| | <u>31,197</u> | <u>40,095</u> |
| Grant Income | | |
| RFU Grant | 365 | 1,278 |
| Development Team Grant | 3,623 | 330 |
| Ladies Team Grant | 1,653 | 1,733 |
| | <u>5,641</u> | <u>3,341</u> |

Kendal Rugby Union Football Club Limited

Trustees' Annual Report
For the year ended 30th April 2017

| 2. Analysis of resources expended | | 2017 | 2016 | |
|---|---------------|---------------|---------------|---------------|
| | | £ | £ | |
| Costs of generating voluntary income | | | | |
| Annual report | | 519 | 616 | |
| Grant Application Costs | | 775 | 9,612 | |
| Support Costs – note 3 | | 28,421 | 22,155 | |
| | | <u>29,715</u> | <u>32,383</u> | |
| Fundraising trading costs | | | | |
| Cost of sales | | 12,963 | 10,093 | |
| | | <u>12,963</u> | <u>10,093</u> | |
| Charitable activities | | | | |
| Provision of rugby facilities | | 30,612 | 34,035 | |
| Support costs – note 3 | | 28,421 | 22,155 | |
| | | <u>59,033</u> | <u>56,190</u> | |
| Governance costs | | | | |
| Accountancy and consultancy | | 4,868 | 1,781 | |
| Membership and Pension administration costs | | 590 | - | |
| | | <u>5,458</u> | <u>1,781</u> | |
| 3. Support costs | | | | |
| Support cost type | £ | £ | 2017 | 2016 |
| | Fundraising | Charitable | £ | £ |
| Wages | 1,830 | 1,830 | 3,660 | 14,837 |
| General Manager | 5,729 | 5,729 | 11,458 | - |
| Rates and Water | 1,711 | 1,711 | 3,422 | 3,934 |
| Light & Heat | 7,330 | 7,330 | 14,660 | 7,386 |
| Insurance | 507 | 507 | 1,014 | 772 |
| Telephone | 932 | 932 | 1,864 | 2,145 |
| Bank Charges | 1,751 | 1,751 | 3,502 | 1,093 |
| Repairs | 2,407 | 2,407 | 4,814 | 5,291 |
| Cleaning | 2,722 | 2,722 | 5,444 | 5,895 |
| Sundries | 3,502 | 3,502 | 7,004 | 2,957 |
| Total | <u>28,421</u> | <u>28,421</u> | <u>56,840</u> | <u>44,310</u> |

Kendal Rugby Union Football Club Limited

**Trustees' Annual Report
For the year ended 30th April 2017**

4. Trustee expenses

There were no trustee's expenses paid for either the year ended 30th April 2017 or the preceding year

5. Employee information

There were 4 employees during the year.

6. Depreciation

| | 2017 | 2016 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Amounts written off in the year | <u>2,714</u> | <u>3,068</u> |

7. Fees for examination of the accounts

| | 2017 | 2016 |
|--|---------------------|---------------------|
| | £ | £ |
| Independent examiners fees for reporting on the accounts | 1,000 | 750 |
| Other fees: advice, consultancy, accountancy services paid to the Independent examiner | <u>3,868</u> | <u>1,031</u> |
| | <u>4,868</u> | <u>1,781</u> |

Kendal Rugby Union Football Club Limited

Trustees' Annual Report
For the year ended 30th April 2017

8. Tangible fixed assets

| | Land and Buildings Freehold | Plant and machinery and fixtures | Mill Field Project | Total |
|----------------------------------|-----------------------------------|--|-----------------------|-----------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 30 April 2015 | 119,937 | 72,904 | 21,792 | 214,633 |
| Additions | - | - | 275,561 | 275,563 |
| Disposals | - | - | - | - |
| At 30 April 2017 | <u>119,937</u> | <u>72,904</u> | <u>297,353</u> | <u>490,196</u> |
| Depreciation | | | | |
| At 30 April 2016 | - | (59,333) | - | (59,333) |
| On disposals | - | - | - | - |
| Charge for the year | - | (2,714) | - | (2,714) |
| At 30 April 2017 | <u>-</u> | <u>(62,047)</u> | <u>-</u> | <u>(62,047)</u> |
| Net book values | | | | |
| At 30 April 2017 | <u>119,937</u> | <u>10,857</u> | <u>297,353</u> | <u>428,149</u> |
| At 30 April 2016 | <u>119,937</u> | <u>13,571</u> | <u>21,792</u> | <u>155,300</u> |
| Depreciation charge: | | | | |
| Plant and machinery and fixtures | | 20% reducing balance | | |

9. Fixed asset investments

The Club currently holds no Fixed asset investments

10. Debtors

| | 2017 £ | 2016 £ |
|--------------------------|----------------|---------------|
| Trade Debtors | 28,172 | 4,215 |
| Kendal Rugby Trading Ltd | 91,878 | 20,346 |
| Prepayments | 1,309 | - |
| VAT Refund | 47,945 | - |
| | <u>169,304</u> | <u>24,561</u> |

Kendal Rugby Union Football Club Limited

Trustees' Annual Report
For the year ended 30th April 2017

| | | | | |
|---|-------------------|-----------------------|-----------------------|-----------------------|
| 11. Creditors: amounts falling due Within one year | | 2017 | 2016 | |
| | | £ | £ | |
| Bank Overdraft | | 26,226 | 25,158 | |
| Loans (Morbaine drawdown) | | 410,000 | - | |
| Trade creditors | | 24,474 | 4,378 | |
| Taxes etc | | 514 | 2,871 | |
| Accruals and deferred income | | 33,069 | 1,800 | |
| | | <u>494,283</u> | <u>34,207</u> | |
| | | <u><u>494,283</u></u> | <u><u>34,207</u></u> | |
| | | | | |
| 12. Accruals and deferred income | | 2017 | 2016 | |
| | | £ | £ | |
| Accrued Expenditure | | 13,872 | 1,800 | |
| Deferred Phase 2 Grant income (net) | | 19,197 | - | |
| At 30th April 2017 | | <u>33,069</u> | <u>1,800</u> | |
| | | <u><u>33,069</u></u> | <u><u>1,800</u></u> | |
| | | | | |
| 13. Funds | Restricted | Maintenance | General | Total |
| Balance as at 30 th April 2016 | - | - | 147,890 | 141,892 |
| Incoming resources | - | - | 76,687 | 79,513 |
| Outgoing resources | - | - | (112,508) | (103,515) |
| Gains or losses | - | - | 15,754 | 30,000 |
| Transfer | - | - | - | - |
| Balance as at 30th April 2017 | <u>-</u> | <u>-</u> | <u>127,812</u> | <u>147,890</u> |
| | <u><u>-</u></u> | <u><u>-</u></u> | <u><u>127,812</u></u> | <u><u>147,890</u></u> |

The following types of fund are held by the charity:

Unrestricted: Without specified purpose, available as general funds.

14. Related party transactions

Project management and general management was performed by Quoinstone Homes Ltd, of which a Director (Mr S Whitehead) is a director and shareholder. All transactions were concluded at arm's length. The total amount paid to that company in this financial year was £55,366. Mr Whitehead resigned as a Director of the Charity on 31st July 2016

As of 30th April 2017, a balance of £91,878 is owed to the club by Kendal Rugby Trading Ltd a company limited by guarantee. The Directors of the charity are also directors of the trading company. No Donations were made to the club during the financial year.

Kendal Rugby Trading Limited
Detailed profit and loss account
for the year ended 30th April 2017

| | 2017 £ | 2,016 £ |
|---|-----------------|-----------------|
| Sales | | |
| Club House Income | 18,062 | 27,221 |
| First Team Income | 26,398 | 24,727 |
| Bar Income | 107,472 | 110,101 |
| Sponsorship & Catering | 43,322 | 34,559 |
| | <u>195,254</u> | <u>196,608</u> |
| Cost of sales | | |
| Purchases | 84,232 | 81,437 |
| Decrease in stocks | -203 | 2,963 |
| | <u>84,029</u> | <u>84,400</u> |
| Administrative expenses | | |
| Employee costs: | | |
| Wages and salaries and players training and welfare | 107,988 | 72,526 |
| | <u>107,988</u> | <u>72,526</u> |
| Premises costs: | | |
| Rent | 8,415 | 13,184 |
| | <u>8,415</u> | <u>13,184</u> |
| General administrative expenses: | | |
| Telephone | 423 | 429 |
| Stationery and printing | 3,916 | 4,004 |
| Bank charges | 2,018 | 565 |
| Insurance | 862 | 835 |
| Equipment hire | 455 | 910 |
| Repairs and maintenance | 9,056 | 7,286 |
| Travel and subsistence | 35,107 | 18,479 |
| Bad debts | 500 | 1,187 |
| Sundry expenses | 2,620 | 1,573 |
| | <u>54,957</u> | <u>35,268</u> |
| Legal and professional costs: | | |
| Accountancy | 1,618 | 1,500 |
| Advertising | 1,816 | 1,318 |
| Legal and professional | 854 | 468 |
| | <u>4,288</u> | <u>3,286</u> |
| Total Admin Expenses | <u>175,648</u> | <u>124,264</u> |
| Net Loss | <u>(64,423)</u> | <u>(12,056)</u> |

Kendal Rugby Trading Limited
1st Team Rugby Account
Detailed profit and loss account
for the year ended 30th April 2017

| | 2017 | 2016 |
|---|----------|----------|
| | £ | £ |
| Sales | | |
| Match gates | 9585 | 12,358 |
| Raffle match day | 5908 | 4,726 |
| RFU Travel grant | 4375 | 2,310 |
| Supporters travel donation | 780 | 960 |
| Shirt & Shorts sponsor | 2750 | 1,750 |
| Dress shirt sponsor | 500 | 348 |
| Program advertising | 2500 | 2,200 |
| Physiotherapy income | | 75 |
| | <hr/> | <hr/> |
| | 26398 | 24,727 |
| | | |
| Administrative expenses | | |
| Employee costs: | | |
| Wages 1st team | 400 | 10,135 |
| Coaching Staff wages and expenses | 29460 | 1,715 |
| Recruitment and players travel expenses | 21388 | 12,415 |
| Physiotherapy | 4795 | 4,375 |
| Physiotherapy material | 1710 | 1,211 |
| Dallam QKS Training | 1916 | 1,625 |
| | <hr/> | <hr/> |
| | 59669 | 31,476 |
| General administrative expenses: | | |
| Program printing | 3916 | 4,004 |
| First team kit | 4651 | 2,290 |
| 1st team dress costs | 548 | 384 |
| 1st kit wash cost | 1224 | 1,389 |
| 1st team meal cost | 1207 | 997 |
| Overseas visa cost | 799 | 4,174 |
| Players accommodation | 762 | 5,128 |
| Players overseas travel | 2025 | 2,668 |
| 1st team travel | 7558 | 5,512 |
| Equip | | |
| Travel and subsistence | 144 | - |
| | <hr/> | <hr/> |
| | 22834 | 26,546 |
| | | |
| Net Loss | <hr/> | <hr/> |
| | (56,105) | (33,295) |

Kendal Rugby Trading Limited
Club House Account
Detailed profit and loss account
for the year ended 30th April 2017

| | 2017 | 2,016 |
|------------------------------------|---------------|---------------|
| | £ | £ |
| Sales | | |
| Senior Players | | 65 |
| Function room hire | 7,565 | 7,284 |
| Raffle other | | 764 |
| Childrens parties | | 154 |
| Club house entertainment | | 1,377 |
| Donations | | 4,535 |
| Shop sales | 9,947 | 11,790 |
| Car wash | 550 | 1,250 |
| | <u>18,062</u> | <u>27,219</u> |
| Cost of sales | | |
| Shop Purchases | 7,552 | 10,158 |
| Club House Entertainment | 426 | 1,600 |
| Club House Consumables | 1,191 | 2,302 |
| Club House Accessories | 345 | 441 |
| Kids Parties Costs | | 65 |
| Marquee Hire | | 270 |
| Moonfest Costs | | 2,913 |
| Decrease in stocks | 1,477 | 937 |
| | <u>10,991</u> | <u>18,686</u> |
| Administrative expenses | | |
| Employee costs: | | |
| General Manager | 11,458 | |
| Admin wages | 2,400 | |
| Shop Wages | 85 | 150 |
| Cleaning Wages | 3,591 | 756 |
| | <u>17,534</u> | <u>906</u> |
| Premises costs: | | |
| Facilities Hire KRUF C | 8,415 | 13,184 |
| | <u>8,415</u> | <u>13,184</u> |
| General administrative expenses: | | |
| Shop Fittings | | 134 |
| Computer programs | 382 | 900 |
| Computer support | 418 | 505 |
| New rugby material | 1,255 | 574 |
| Premises ins | 862 | 835 |
| Advertising | 196 | 318 |
| Internet | 330 | 308 |
| Mobile phone | 93 | 121 |
| Go Cardless | | 10 |
| Bank and Card charges | 2,018 | 555 |
| Misc costs | 330 | 338 |
| Presidents hospitality | 845 | 625 |
| Interest | 753 | |

| | | |
|-------------------------------|------------------------|------------------------|
| Subscriptions | <u>55</u> | <u>55</u> |
| | 7,537 | 5,278 |
| Legal and professional costs: | | |
| Accountancy | <u>1,618</u> | <u>1,500</u> |
| | 1,618 | 1,500 |
| Net Loss | <u>(28,033)</u> | <u>(12,335)</u> |

Kendal Rugby Trading Limited
Bar Account
Detailed profit and loss account
for the year ended 30th April 2017

| | 2017 | 2016 |
|----------------------------------|---------------------|----------------------|
| | £ | £ |
| Sales | | |
| Bar Sales | <u>107472</u> | <u>110,101</u> |
| Cost of sales | | |
| Bar sundries | 1131 | 1,342 |
| Bar purchases | 52524 | 46,483 |
| Cost of snacks etc | 1089 | 1,244 |
| outside bar hire | 1000 | 893 |
| Decrease in stocks | <u>-1680</u> | <u>2,027</u> |
| | <u>54064</u> | <u>51,989</u> |
| | | |
| Gross Profit 50% (2016 52%) | 53408 | 58,112 |
| Administrative expenses | | |
| Employee costs: | | |
| Wages bar manager | 27768 | 18,489 |
| Wages bar staff | <u>16393</u> | <u>15,699</u> |
| | 44161 | 34,188 |
| General administrative expenses: | | |
| Bar staff dress code | | 107 |
| Bar repairs | <u>1802</u> | <u>913</u> |
| | 1802 | 1,020 |
| Legal and professional costs: | | |
| Stocktaking fees | <u>854</u> | <u>468</u> |
| | 854 | 468 |
| | | |
| Net Profit | <u>6,591</u> | <u>22,436</u> |

Kendal Rugby Trading Limited
Sponsorship & Catering Account
Detailed profit and loss account
for the year ended 30th April 2017

| | 2017 | 2016 |
|----------------------------------|----------------------|----------------------|
| | £ | £ |
| Sales | | |
| Position sponsor | 3923 | 2,700 |
| Match sponsor | 1467 | 2,844 |
| Sponsors package | 617 | - |
| Advertising boards | 8500 | 6,830 |
| Ladies day income | | 1,110 |
| Teas and coffees | 135 | 1,787 |
| Tea hut income | 1152 | 507 |
| Tuck shop | 878 | 55 |
| Pre match meals | 10782 | 6,451 |
| Other food income | 14544 | 9,351 |
| Mini festival food | - | 698 |
| Mini festival confectionery | - | 216 |
| Coffee machine income | 6 | 624 |
| Training meals | 120 | 185 |
| Development meals | 358 | 540 |
| Ladies team meals | 360 | 375 |
| Junior team meals | 480 | 287 |
| | <u>43322</u> | <u>34,560</u> |
| Cost of sales | | |
| Food purchases etc | 15959 | 12,764 |
| Cleaning materials | 746 | 533 |
| Kitchen utilities | 349 | 355 |
| Buffet expenditure | 900 | - |
| Linen hire | 1020 | - |
| Mini fest confectionery | - | 74 |
| | <u>18974</u> | <u>13,726</u> |
| Administrative expenses | | |
| Employee costs: | | |
| Wages catering | 2480 | 1,820 |
| Chef costs | 3382 | 2,505 |
| Wages sponsorship admin | 2150 | 1,632 |
| | <u>8012</u> | <u>5,957</u> |
| General administrative expenses: | | |
| Coffee machine rental | 455 | 910 |
| Kitchen repairs | - | 90 |
| Ladies day costs | 637 | |
| Sponsors exp | - | 74 |
| Ground advert costs | 1620 | 1,000 |
| Bad debts | 500 | 1,187 |
| | <u>3212</u> | <u>3,261</u> |
| Net Profit | <u>13,124</u> | <u>11,616</u> |

KENDAL TOWN COUNCIL

Festival Grant Application Form

Please check before sending:

Is your festival based in Kendal? YES

Have you read the grants criteria? YES

Have you attached a copy of your latest audited accounts? Yes

(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@kendaltowncouncil.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: Kendal Torchlight Carnival | |
| Correspondent (and position): Craig Russell Creative Director and Team Leader | |
| Address: Merlewood, 60 Kendal Green, Kendal Cumbria LA9 5PT | |
| Daytime Telephone: 07725 817745 | E-mail: craig.russell@kendal-torchlight-carnival.co.uk |

| |
|--|
| <p>1. Please tell us about your organisation:</p> <p>Kendal Torchlight Carnival showcases local creativity and innovation and ensures a sense of place, belonging and inclusion.</p> <p>The Kendal Torchlight Carnival is run by the company Kendal Torchlight Procession Limited, it is a not for profit organisation run solely by a group of volunteers. It has two constitutional objectives:</p> <ol style="list-style-type: none"> 1.To promote Kendal and its surrounding districts for the benefit of local residents, tourists, businesses, and industry by organising events, shows, exhibitions and carnivals including and in particular the Kendal Torchlight Procession; 2.To encourage participation in such events, making them accessible to all members of the community without exception. <p>The Kendal Torchlight Carnival is a well-established and very well supported event which has existed for more than 48 years. This year we anticipate it will take place 27th and 28th September. In 2018 attracted 2,000 participants and an estimated 32,000 visitors. The Carnival has expanded its activity by adding the Torchlight Carnival Street Party on the Saturday following the Procession. This application is for funding for both of our major activities.</p> |
| <p>2. Briefly describe the festival you want funding for:</p> <p>Action Plan:</p> <ul style="list-style-type: none"> • Continue to focus on bringing diverse groups communities together and running a great carnival, through the Procession and Street Party; • Increase cooperation and collaboration between civic leaders, businesses, schools, the college, community groups and volunteers around Carnival: • Create an outreach programme especially for hard to reach groups across Kendal and South Lakeland; • Consolidate a Creative Leaders Programme and Carnival Hub for the District; • Raise the locally produced cultural content of carnival and partner festivals; • Build a strong institutional foundation for Torchlight |

| | | | |
|------------------------|---------|-------------------------|----------------|
| Total cost of festival | £42,000 | Amount requested | £10,000 |
| Funds received to date | £0 | Funds pledged to date | £0 |

3. Why do you need this grant and how will the people of Kendal benefit?

ECONOMIC BENEFITS

- Highlights innovation, entrepreneurship, confidence and vision within the business community
- Builds workforce moral, team building and workplace community
- Creates collaboration and depends on partnerships with councils, businesses and local groups.
- Draws in and turns round money in local economy
- Kendal, District and County on the map as a great place to be.

EDUCATIONAL/CULTURAL BENEFITS

- Invaluable life experience develops skills and confidence, especially of young and often less involved people.
- Torchlight show people that they can do it themselves and gives them something to share and show off
- Showcases creativity – shows what Kendal and South Lakeland can imagine and build themselves.
- Makes and becomes the area's own culture and sense of belonging
- Gives us reasons to be cheerful and celebrate.

SOCIAL BENEFITS

- Brings the town and district together
- Connects communities and celebrates diversity
- Reaches out to less involved groups and individuals
- Encourages and recognises community service and the importance of cooperation
- It is about that sense of place and welcome, wellbeing, self and group expression, creativity
- It is made of shared dreams and creates positive collaborative memories

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

The people of Kendal themselves put in the creativity, energy and effort to keep Kendal Torchlight Carnival alive. If Torchlight is to hold together as a united community festival for the Town, District and County, it is essential that it has concentrated support from the civic, business, cultural, educational and leadership of the area. If the sustained moral and financial leadership is not there in a focussed way the effort and energy will soon be dissipated and all the local creativity and energy will be frustrated.

Torchlight is the 'Made in the Lakes' Carnival. It is the main opportunity for the civic leadership, local people, businesses, voluntary organisations and cultural producers to celebrate and showcase to the rest of the world what makes Kendal and the Lake District the great place it is. The Carnival is producing its own creative leadership and makers, organisers, performers, enablers/producers. It is encouraging a spirit of volunteering and creativity, especially amongst the young, to build self-sustaining community. The true value of Torchlight is in the benefits above. The financial costs are minimal compared to these benefits, the costs in terms of voluntary time are in around 25,000 voluntary hours given.

£10,000 given by the Town Council we anticipate become £42,000 with the business contribution and other fundraising. The voluntary time give and the in kind support amount to approximately £250,000. The economic impact of this investment of time and resources as estimated at around £150,000,000 (RED Research 2016)

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

| Source | Total |
|---------------------------|-------|
| None to date | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| Total Funds Raised | £ |

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

- Run a Procession and Street Party that is overwhelming viewed as a success in terms of creativity, safety, enjoyment and a good reflection of life in Kendal and the Lake District;
- Provide the Town and District with a passion to run the 50th Carnival in 2020;
- Increase the engagement of local businesses, community groups and individuals; and,
- Recruit the people of appropriate calibre for core team, marshalling and volunteer role for 2019 and 2020.

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

Attached

Signed: *Craig Russell*

Date: 3rd December 2018

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

Organisation's Account Name Kendal Torchlight Procession Limited

Sort Code: 16-52-21 Account Number: 53376119

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Jack Jones, Town Treasurer
Kendal Town Council
Town Hall
KENDAL

Company Registration Number 04583995 (England and Wales)

KENDAL TORCHLIGHT PROCESSION LIMITED

COMPANY LIMITED BY GUARANTEE

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2018

**KENDAL TORCHLIGHT PROCESSION LIMITED
COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION**

| | |
|--------------------------|--|
| Directors | Mr G E M Holmes Mr M E Conway Mr M Kinley Mr C D Russell |
| Secretary | I Clark |
| Company number | 04583995 |
| Registered office | Kendal House Murley Moss Business Village Oxenholme Road Kendal LA9 7RL |
| Accountants | MHA Moore and Smalley Kendal House Murley Moss Business Village Oxenholme Road Kendal LA9 7RL |

**KENDAL TORCHLIGHT PROCESSION LIMITED
COMPANY LIMITED BY GUARANTEE
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| Income and expenditure account | 2 |
| Balance sheet | 3 |

**KENDAL TORCHLIGHT PROCESSION LIMITED
COMPANY LIMITED BY GUARANTEE
ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE
UNAUDITED STATUTORY FINANCIAL STATEMENTS OF KENDAL TORCHLIGHT PROCESSION LIMITED
FOR THE YEAR ENDED 31 JANUARY 2018**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Kendal Torchlight Procession Limited for the year ended 31 January 2018 set out on pages 2 to 3 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the Board of Directors of Kendal Torchlight Procession Limited, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Kendal Torchlight Procession Limited and state those matters that we have agreed to state to the Board of Directors of Kendal Torchlight Procession Limited, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Kendal Torchlight Procession Limited and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that Kendal Torchlight Procession Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Kendal Torchlight Procession Limited. You consider that Kendal Torchlight Procession Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Kendal Torchlight Procession Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

MHA Moore and Smalley

**MHA Moore and Smalley
Chartered Accountants**

Kendal House
Murley Moss Business Village
Oxenholme Road
Kendal
LA9 7RL

31 October 2018

**KENDAL TORCHLIGHT PROCESSION LIMITED
COMPANY LIMITED BY GUARANTEE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JANUARY 2018**

| | 2018 £ | 2017 £ |
|---------------------------------------|------------------|------------------|
| Turnover | 40,164 | 30,792 |
| Direct costs | (32,502) | (21,624) |
| Other costs | (3,809) | (5,679) |
| Surplus for the financial year | <u>3,853</u> | <u>3,489</u> |

**KENDAL TORCHLIGHT PROCESSION LIMITED
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET**

AS AT 31 JANUARY 2018

| | 2018 | | 2017 | |
|--|----------------|---------------|----------------|--------------|
| | £ | £ | £ | £ |
| Current assets | 14,540 | | 12,143 | |
| Prepayments and accrued income | 333 | | 422 | |
| Creditors: amounts falling due within one year | <u>(1,544)</u> | | <u>(3,089)</u> | |
| Net current assets | | 13,329 | | 9,476 |
| Net assets | | <u>13,329</u> | | <u>9,476</u> |
| Capital and reserves | | <u>13,329</u> | | <u>9,476</u> |

Notes to the financial statements

1 Average employees

The average number of persons (including directors) employed by the company during the year was 4 (2017 - 4).

Kendal Torchlight Procession Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Kendal House, Murley Moss Business Village, Oxenholme Road, Kendal, LA9 7RL.

For the year ended 31 January 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the micro-entity provisions and in accordance with FRS 105 'The Financial Reporting Standard applicable to the Micro-entities Regime' and the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors and authorised for issue on 16/10/18 and are signed on its behalf by:



Mr M Kinley
Director



Mr C-B Russell
Director

Company Registration Number 04583995

KENDAL TOWN COUNCIL

Grants Criteria: General and Festival Grants

Notes for Organisations applying for Grant Funding

1. Introduction

Every year, Kendal Town Council aims to make funding available to organisations which support its work for the benefit of the residents of Kendal. General grants are administered through the Audit, Grants & Charities Committee and festival grants through the Christmas Lights & Festivals Committee.

2. Statutory Framework

Although Town Councils have a wide range of powers and duties, they are only able to make grants within these statutory restrictions. The Cumbria Association of Local Councils maintains a useful summary of these limits - see the document "Powers and Duties of Local Councils" on its website.

3. Funding priorities

Within this Framework, the Council makes grants available for both *core funding* and for *project work* (see 5. *Funding Provision* for how the Council defines these terms).

Grants are awarded within two priority areas:

3.1 Festivals - The Council believes that festivals - particularly those recurring annually - play an important part in the social life of the Town, help create a positive image of the Town, and attract tourism income for local businesses and the economic benefit that naturally follows.

Within this category, priority will be given to festivals which involve significant numbers of local residents, particularly young people, in their preparation and delivery, and which attract large numbers of local residents to their events.

Requests under this category may be either for core funding or for project work, and will be considered by the Council's Christmas Lights & Festivals Committee.

3.2 Community Development - The Council wishes to encourage community activities in the town, and recognises the role that arts, cultural, sports, and voluntary charitable activities play in developing community spirit and a sense of place.

Priority will be given to locally based organisations which serve marginalised, disadvantaged or isolated people in Kendal, and which demonstrate an effective use of local volunteers, especially young people.

Requests under this heading will normally be for project work.

In all cases, *organisations must be able to prove that the primary beneficiaries of the funding will be the residents of Kendal.*

Additionally, the Town Council is the sole trustee of the Schools of Science & Art Charity, which awards grants for the promotion of education in Kendal – further details are on the Town Council's web-site.

4. Types of organisations

The Council is especially interested in helping smaller organisations based in Kendal that offer direct services to Kendal residents.

4.1 Structure - Organisations should have, or should be in the process of acquiring, registered charity or similar not-for-profit status (small bona-fide community groups are exempt from this requirement). Organisations must work directly with beneficiaries (i.e. excluding grant-giving charities, endowment funds, etc).

The Council will not fund commercial organisations, such as registered companies, partnerships, or sole traders. Not-for-profit limited by guarantee and community interest companies are eligible to apply.

4.2 Size of organisation - Grants are relatively modest; to make sure grants of this size have an impact, the Council will prioritise the funding of smaller organisations. For organisations based exclusively in Kendal, this means having an income of less than about £100,000, or those working across the UK, an income of not more than about £250,000.

4.3 Capability - Applicants must demonstrate they are able to deliver the activities supported by funding.

4.4 Sustainability - Applicants must show that they have investigated other sources of funding and made plans for the future, which should include replacement funding if appropriate.

5. Funding Provision

5.1 Funding Limit - Grants are usually up to £5,000. Organisations are expected to raise a significant proportion of funding from their own activities.

5.2 Duration of funding - Grants are awarded on an annual basis. *Organisations receiving a grant will not normally be eligible for a further grant in the same financial year.*

5.3 Core funding - The majority of the grants awarded by the Council relate to core funding, to cover running costs such as general administration,

premises costs and services. Usually the Council will have an ongoing partnership with the requesting organisation, whose success is judged to be essential to the life and reputation of the town. Organisations should not anticipate or rely on ongoing support from the Council and are expected to raise an increasing proportion of its income; the Council will monitor this as appropriate.

5.4 Project funding - The Council welcomes applications for projects where the grant will be used for an identified purpose. Applications for project funding should make sure they can fund the cost of any overheads associated with the work, such as office/secretarial support, so that the project is not under-funded. It is in the organisation's best interest to ensure that they have realistically assessed the total cost of the project.

- a) **Innovative or pioneering work.** The Council likes to encourage new ideas and to fund projects that could inspire similar work in other areas, and so enhance the reputation of the town.
- b) **Pump-priming.** The Council particularly welcome applications for pump-priming grants from small community-based organisations.
- c) **Continuation funding.** The Council does appreciate the importance of providing ongoing funding for successful projects which have proved their worth; however, the Council will look for evidence that the organisation is generating an increasing proportion of its income from its own fundraising activities.

5.5 Emergency or deficit funding - *in exceptional circumstances*, the Council may provide emergency or deficit funding for an established organisation. Applicants most likely to be granted emergency funding are organisations which the Council knows or has previously supported.

6. What will the Committee not recommend?

6.1 General appeals - sponsorship, marketing or other fundraising activities.

6.2 Retrospective funding - grants for work that has been completed, or will be completed while the application is being considered.

6.3 Personal appeals - grants or sponsorship etc. to individuals either directly or indirectly.

6.4 Organisations

- with available surplus reserves well above the cost of the project or funding requested.
- whose membership is closed and not open to residents as a whole
- with sectarian, political, or purely lobbying objectives.

7. Applying for Funding

7.1 The Council receives many appeals each year, and the most common reasons for it not being able to make a grant are:

- applications not falling within the guidelines;
- organisations considered to have excessive financial reserves; or
- application forms not being filled in correctly and/or completely, or arriving after the deadline for submission.

Applications received usually exceed the funds available, so even if your application meets the Council's criteria, it may not be possible to award a grant in full, or at all.

7.2 Read these guidelines carefully and only apply if your work falls within the Council's priorities. You are recommended to seek the support of a Town Councillor (eg your Ward Member, or the Council's representative on your governing body, if you have one). Organisations seeking funding for festivals should discuss their requests with the Council's Christmas Lights & Festivals Committee.

7.3 Download the application form from the Council's website. It is also available by post or on request at the Town Hall.

7.4 Other sources of funding may be available through the Dowker Bindloss Charity via the Cumbria Community Foundation and the Cumbria County Council's Neighbourhood Forum.

7.5 Read these guidelines carefully before completing the form. It helps to have your application supported by one or more Councillors, who can answer questions about the application if the need arises. The Town Treasurer will be glad to answer specific questions on process, but *the Council cannot accept draft applications*.

7.6 Once the Council has received your application form the process is as follows:

- a) The Town Treasurer will acknowledge receipt of your application and will contact you to deal with any queries, if necessary. **Your application cannot go to the relevant Committee if there are any outstanding issues.**
- b) Town Council staff will contact you within two weeks of the final Council decision, to let you know the outcome of your application.
- c) If your application has been successful, the Town Treasurer will arrange payment via a bank transfer; annual grants are normally paid during July.
- d) Organisations receiving project funding must submit a project completion report for review by the Audit, Grants, & Charities or Christmas Lights and Festivals Committee.

7.7 When to Apply. The two Committees meet according to a published timetable (available on the Council's website). The Committees conduct their main review of funding applications at their October meetings. Your application is most likely to be successful if it is received in time for this meeting. **Applications can only go on the Committee agenda if they have been received - and have had any issues resolved - fourteen days before the Committee meeting.**

The Committee will do its best to process your application as quickly as possible. If the Committee needs further information about your application, it may have to postpone a decision until the next Committee meeting.

Any applications that arrive too late for consideration at one meeting are automatically carried forward to the next. Once the Committee has exhausted its annual budget, no further grants will be available until the next financial year.

The decisions of the Committee go forward as recommendations to the next full Council meeting for a final decision. The Council may accept or reject the Committee's recommendations, approve a different amount of funding, or refer an application back for further consideration by the Committee.

7.8 Emergency procedure. In exceptional circumstances, and only with the support of the Mayor, a funding request may be heard by full Council without going through the relevant Committee. The applicant must be able to show why this is a genuine emergency, with a significant impact on Kendal residents. The criteria in Sections 5 and 6 still apply and the organisation must complete the standard paperwork for audit purposes and meet the timetable for the Council Agenda.

8. Grant Conditions

8.1 The Council will apply certain conditions to the grants it awards:

- a)** The grant must be used for the purpose state in the organisation's application; the Council reserves the right to require a refund of any grant which is not used appropriately.
- b)** Organisations must acknowledge the assistance granted by the Town Council, eg by displaying its crest in documentation, webpages or project signage.
- c)** The Council may require the organisation to achieve specified outcome or output measures connected with the grant funding.
- d)** For awards over £2,000, the Council requires the organisation to submit a brief report on the use of the grant and the organisation's activities. In the case of core funding, this will relate to a full financial year and, for regularly funded organisations, can accompany the following year's grant application. For project funding, the report is required on completion of the project.

9. Further advice and information

For further advice and information about the Council's Audit, Grants, & Charities or Christmas Lights and Festivals Committee, please contact any Town Councillor. The Town Treasurer at Kendal Town Council will be happy to answer any technical queries.

Contact details: Kendal Town Council, Town Hall, Kendal, LA9 4DL
<http://www.kendaltowncouncil.gov.uk>

KENDAL TOWN COUNCIL - CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 28 MARCH 2019

| 2018/19 Approved Budget | Heading | Actual to date | Commitments | Total to date | Budget Remaining |
|-------------------------------|--|-------------------|-------------|------------------|---------------------|
| £ | | £ | £ | £ | £ |
| | Christmas Lights: | | | | |
| 6,740 | Staffing | 6,740 | 0 | 6,740 | 0 |
| 10,750 | Tender | 9,418 | 1,577 | 10,995 | (245) |
| 3,500 | Improvements & Maintenance (no Anchor Testing) incl New Displays | 2,952 | 8,124 | 11,076 | (7,576) |
| 1,200 | Installation & Removal of Bunting | 156 | | 156 | 1,044 |
| 150 | Christmas Tree (incl. decorations) | 140 | | 140 | 10 |
| 430 | Power | | | 0 | 430 |
| 2,590 | Switch-on Event | 3,992 | | 3,992 | (1,402) |
| 25,360 | Total: | 23,399 | 9,701 | 33,099 | (7,739) |
| | Festival Grants: | | | | |
| 5,000 | Kendal Torchlight Procession | 5,000 | | 5,000 | 0 |
| 5,000 | Lakes Arts Festivals - Comic Arts Festival | 5,000 | | 5,000 | 0 |
| 0 | Kendal Mountain Festival (£5,000 paid in 2017/18) | | | 0 | 0 |
| 0 | Kendal Windows on Art (£750 paid in 2017/18) | | | 0 | 0 |
| 0 | Mary Wakefield Festival (£500 paid in 2017/18) | | | 0 | 0 |
| 5,000 | Kendal Wool Gathering | 5,000 | | 5,000 | 0 |
| 200 | Artfest North | 0 | | 0 | 200 |
| 500 | Christmas Tree Festival | 500 | | 500 | 0 |
| 5,000 | LDNPA - Lakes Alive | 5,000 | | 5,000 | 0 |
| 4,000 | Moon Fest | | | 0 | 4,000 |
| 3,500 | Kendal RUFC - Winter Festival | 3,500 | | 3,500 | 0 |
| 940 | Walking Festival | 604 | | 604 | 336 |
| 2,500 | AWAZ - Unity Festival | 2,500 | | 2,500 | 0 |
| 3,360 | Unallocated Budget | 96 | | 96 | 3,264 |
| 35,000 | Total: | 27,199 | 0 | 27,199 | 7,801 |
| | Action Plan Projects: | | | | |
| 2,000 | Christmas Lights, Stramongate | | | 0 | 2,000 |
| 1,084 | Building Flag & Tree holder maintenance and replacement | | | 0 | 1,084 |
| 3,084 | | 0 | 0 | 0 | 3,084 |
| | Total | | | | |