

# KENDAL TOWN COUNCIL

## Notice of Meeting

### CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

**Monday 24<sup>th</sup> June 2019 at 7.00 p.m.  
in The Mayor's Parlour, Kendal Town Hall**

#### **Committee Membership (5 Members)**

Shirley Evans (Chair)  
Chris Hogg

Vacancy (Vice Chair)  
Adam Edwards

Tina Becker  
Helen Ladhams

## **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. PRESENTATION BY KENDAL WINDOWS ON ART – NICOLA SMITH**

### **5. MINUTES OF MEETING HELD ON 15<sup>TH</sup> APRIL 2019 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

### **6. ANNUAL REVIEW OF TERMS OF REFERENCE (SEE ATTACHED)**

### **7. SWITCH-ON EVENT UPDATE (SEE ATTACHED)**

### **8. CHRISTMAS LIGHTS CONTRACT EXTENSION**

### **9. KENDAL RUGBY CLUB GRANT REQUEST (SEE ATTACHED)**

### **10. APPROVAL OF BANNER POLICIES (SEE ATTACHED)**

### **11. WILDMAN STREET CHRISTMAS LIGHTS**

### **12. ITEMS FOR THE NEWSLETTER**

- Autumn/Winter 2019 Edition – deadline 20<sup>th</sup> September, publication 28<sup>th</sup> October
- Spring 2020 Edition – deadline 24<sup>th</sup> January, publication 2<sup>nd</sup> March (TBC)

## KENDAL TOWN COUNCIL

- 13. REVIEW OF SPEND AGAINST BUDGET 2019/20 (SEE ATTACHED – TO FOLLOW)**
- 14. ANY OTHER BUSINESS**
- 15. DATE OF NEXT MEETING – MONDAY 9<sup>TH</sup> SEPTEMBER 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.***

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

## KENDAL TOWN COUNCIL

### Christmas Lights & Festivals Committee

**Monday 15<sup>th</sup> April 2019 at 7.00 pm  
in The Mayor's Parlour, Town Hall, Kendal**

**PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams and Adam Edwards

Brian Harrison, Kendal BID, joined the meeting at 8pm.

**APOLOGIES** Councillors Rachael Hogg (Vice Chair) and Chris Hogg

**OFFICERS** Janine Holt (Assistant to the Town Clerk)

Note: there were some changes to the order of business of the meeting in order to accommodate attendance by Dr Stephen Green from Kendal Rugby Union Football Club and Brian Harrison from Kendal BID.

**1050/18/19                    PUBLIC PARTICIPATION**

None.

**1051/18/19                    DECLARATIONS OF INTEREST**

None.

**1052/18/19                    ROCK ON KENDAL FESTIVAL**

Dr Stephen Green, Chairman of Kendal Rugby Union Football Club, attended the meeting to talk about the Rock on Kendal festival. KRUFC are proposing to host a two day event over the August Bank Holiday weekend. All profits are split between various charities, including CancerCare and St Johns Hospice. They were seeking support for a grant application of £2,500 which would fund improved accessibility for disabled people attending the event, including a raised viewing platform and toilet facilities. Dr Green gave further details of the event and how the grant monies would be spent if awarded.

**1053/18/19                    PRESENTATION BY KENDAL WINDOWS ON ART**

Nicola Smith was unable to attend the meeting due to illness. Janine Holt will invite her to attend the next meeting in June.

**RESOLVED** Janine Holt to invite Nicola Smith to the next meeting in June.

**1054/18/19                    MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> JANUARY 2019**

Members were asked to accept the minutes of the meeting held on 15<sup>th</sup> January 2019 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 4<sup>th</sup> March 2019.

**RESOLVED** That the minutes of the meeting of the Committee held on 15<sup>th</sup> January 2019 be accepted as a correct record.

**MATTERS ARISING (Not on Agenda)**

**1055/18/19** **Minute 790/18/19 - Food Festival**  
Janine Holt had followed up the possibility of Cumbria Life co-ordinating a food festival in Kendal, however they are not wishing to pursue this at the current time. Janine Holt to speak to Stacy Hurley, Project Manager.

**1056/18/19** **Minute 798/18/19 – Artfest**  
Janine Holt advised she had contacted ArtFest to check banking details but it would appear it is no longer in existence.

**1057/18/19** **Minute 798/18/19 – Brewery Freerange Comedy Festival**  
Janine Holt had previously been asked to confirm the amount that has been funded to the Festival in previous years. She advised that the last grant was in March 2018 for £1,500. There is no current application.

**1058/18/19** **Minute 799/18/19 – Tree Holders**  
Councillor Evans had raised Councillor Edwards' suggestion of using the high street tree holders for an Easter arts project with the BID but it was too short notice.

**RESOLVED** That Janine Holt speak to Stacy Hurley regarding the possibility of a food festival in Kendal.

**1059/18/19** **GRANT APPLICATIONS**

(a) AWAZ (Cumbria)

Members considered an application from AWAZ Cumbria for £3,000 to partially cover costs involved in organising and managing the Kendal Unity Festival. The current Mayor had organised the first Unity Festival last year when £2,500 had been awarded. Committee agreed they were happy to award grants to help get new projects up and running, however they would like to see a greater proportion of funds being raised by the organisation themselves in subsequent years. It was agreed to recommend a grant of £2,000.

(b) Kendal Mountain Festival

An application had been received for £10,000 and it was highlighted that the applicant wished to expand the event. Members noted that a figure of £5,000 had been requested in the past and the Grants Criteria states that "grants are usually up to £5,000". A sum of £5,000 had previously been set aside in the budget pending an application and it was agreed to recommend this amount.

(c) Kendal Windows on Art

Members considered an application for £750 to enable KWoA to organise a series of Kendal based workshops and art displays in

community spaces in Kendal. It was agreed to recommend a grant of £750.

(d) KRUFC

Members considered an application from KRUFC for £10,000 towards the annual firework display. It was noted that an amount had previously been set aside in the budget and this was thought to be £3,500, although confirmation was required. Following a general discussion Committee agreed to recommend a grant of £1,500 to the fireworks display and £1,500 to the Rock on Kendal event discussed earlier in the meeting, subject to clarification of the amount set aside in the budget. It was also agreed that a more detailed application was required from KRUFC. Janine Holt advised that Alison Scott from KRUFC was keen to meet to discuss matters further. It was agreed that Janine would request a more detailed application, arrange a date for a meeting and clarify the amount set aside in the budget. An official decision would be made once this had been received.

(e) Kendal Torchlight Funding Application

An application for £10,000 was considered. Committee agreed that this was an important community event and a Kendal tradition which they were keen to support. It was agreed to recommend a grant of £5,000.

Other matters:

Councillor Evans informed Members that the organisers of Woolfest had advised they may have insufficient funding. It was noted that no further monies had been requested. It was agreed to respond with a request to be kept informed.

It was noted that there was capacity in the budget to award a grant to the Mary Wakefield Festival should an application be received.

**RECOMMENDATION** That the following grants be approved:

1. AWAZ Cumbria - £2,000.
2. Kendal Mountain Festival - £5,000
3. Kendal Windows on Art - £750
4. KRUFC – fireworks display £1,500 and Rock on Kendal £1,500 (subject to clarification of the amount set aside in the budget and a more detailed application being received).
5. Kendal Torchlight - £5,000.

**RESOLVED**

1. Janine Holt to request a more detailed application from KRUFC, arrange a date for a meeting and clarify the amount previously set aside in the budget.
2. That Committee respond to the organisers of Woolfest with a request to be kept informed on the level of funding achieved.

**1060/18/19****GRANTS CRITERIA**

Committee considered the Grants Criteria drawn up by the Audit, Grants & Charities Committee. Following a general discussion Committee noted the Criteria.

**1061/18/19****SWITCH ON EVENT 2019 AND SPONSORSHIP**

Janine Holt updated the Committee and advised that she had attended a meeting with Christmas Plus, along with the Chair. The following matters were highlighted:

Kendal Museum

Lights have been ordered for trees outside Kendal Museum. There will be 20 x 10m strings installed (subject to permission from the museum). Members agreed these should be white lights.

Finkle Street

Christmas Plus had made some good suggestions for Finkle Street including new street motifs, large lanterns and additional strings. The cost would be approximately £3,500.

Wildman Street

Four wall mounted motifs have been ordered, along with additional festoons. Ways to enhance the strings of lights had also been discussed. It was agreed to consider the positioning of motifs etc at the next meeting in June, prior to approaching businesses for signed consent to install the decorations.

Sponsorship

Thomson Hayton Winkley have confirmed their support again and given positive feedback. Castle Green Hotel have money put aside in their budget but are still to confirm. Janine Holt remarked that sponsorship is currently short and more will be required.

Venue for start

The Director at Abbot Hall has been approached but not responded. Alternative venues being considered are New Road, the Brewery and Abbot Hall Park. A road closure would be required for New Road and there could be difficulties getting the reindeer up Lowther Street. It was noted that the Brewery would be involved with the Film Festival that same weekend which would not make this a good venue. Following a general discussion it was decided that Janine Holt would make enquiries with Deb Clarke, SLDC regarding the possibility of using Abbot Hall Park. If this was not possible further consideration would be given to New Road.

Janine Holt advised that she had a meeting scheduled with Cath Dutton regarding the market stalls.

It was noted that a Father Christmas is required. There was a suggestion that the Lions be approached as it was thought the current

Town Crier was involved with the Lions and carried out the role of Father Christmas for their events.

A gazebo for Kendal Concert Band has now been purchased. .

Brian Harrison, Kendal BID, arrived at this point in the meeting (8pm). The Chair thanked him for attending the meeting and updated him on discussions regarding the Christmas Lights switch on event. She asked whether BID had any Christmas events in hand, to which he replied that BID currently had no plans. He suggested that Committee submit an application form to BID for sponsorship. Janine Holt agreed to action this.

**RESOLVED**

1. That the positioning of new motifs etc for Wildman Street be discussed at the next Committee meeting in June.
2. That Janine Holt contact Deb Clarke, SLDC, regarding the possibility of using Abbot Hall Park for the start venue.
3. That Janine Holt submit an application form to Kendal BID for sponsorship.

**1062/18/19**

**BANNERS UPDATE**

Janine Holt had met with Officers from SLDC Economic Development Department regarding the co-ordination of lamppost banners. It appeared there was no service level agreement in existence. There had been discussions regarding a suggestion that the Committee take over the management of lamppost banners on Highgate and manage bookings. There would be a time constraint on the office, but this should be manageable. Committee agreed to make a recommendation to Council that Committee take over the management.

With regard to KTC's own banners, Committee were asked to consider granting approval for the Christmas lights contractor to install and take down banners in future. This was deemed necessary for health and safety reasons following a banner which snapped last year. Committee agreed a recommendation should be made to Council for this work to be undertaken by Christmas Plus.

**RECOMMENDATION**

1. That the Christmas Lights & Festivals Committee take over the management and bookings of lamppost banners on Highgate.
2. That Council hand over the installation and taking down of KTC banners to the Christmas lights contractor, Christmas Plus, on the grounds of health and safety.

**1063/18/19**

**PARTNERSHIP WORKING WITH THE BID**

The Chair thanked Brian Harrison, Kendal BID, for attending the meeting. She had requested he join the meeting to discuss opportunities for partnership work and commented that it would be good for KTC and BID to work together for the benefit of the people of Kendal.

The first matter raised was a suggestion by Christmas Plus to place artificial trees with lights in the tree holders along the high street. The

cost would be approximately £60 per tree. Committee were keen to trial the suggestion this year and have budget for 50 trees. The Chair asked whether BID would assist by speaking to businesses. Brian Harrison suggested a “first come, first served” approach. He said that details could be included in the BID newsletter. It was agreed to add the matter to the agenda of the next meeting in June for further discussion.

The Chair updated Brian Harrison on plans for Wildman Street, as discussed earlier in the meeting.

Brian Harrison informed Members that BID are keen to see a Christmas equivalent of the Unity Festival and talked about the idea of a Winter Light Festival. This would be an event which would enhance the Christmas Lights.

A suggestion was put forward by Brian Harrison that Committee request the Environment Agency build a power supply into the flood defence wall which could be used to light up Christmas trees etc. The idea of including features into the wall was also discussed. BID would be able to obtain match funding in this respect. It was agreed that the Chair would speak informally to the Environment Agency.

Brian Harrison agreed to attend the next Committee meeting scheduled for 24<sup>th</sup> June.

#### **RESOLVED**

1. That the idea of artificial Christmas trees along the high street be included as an agenda item for the next Committee meeting in June.
2. That the Chair speak to the Environment Agency regarding the possibility of a power supply being built into the flood defence wall.

#### **1064/18/19**

#### **ITEMS FOR THE NEWSLETTER**

##### Summer Edition

- Lakes Alive & Torchlight festivals
- Sponsorship

##### Autumn/Winter Edition

- Christmas Lights switch on
- Mountain Film Festival
- Fireworks

#### **1065/18/19**

#### **REVIEW OF SPEND AGAINST BUDGET**

Members considered the Budgetary Control Statement showing expenditure to the end of March 2019. It was noted that £61 remained in budget at the end of the financial year.

#### **1066/18/19**

#### **ANY OTHER BUSINESS**

None.

**1067/18/19**

**DATE OF NEXT MEETING – MONDAY 24<sup>TH</sup> JUNE 2019 AT 7PM**

The meeting closed at 8.30pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>1053</b>	Kendal Windows on Art	<b>RES</b>	Janine Holt to invite Nicola Smith to the next meeting in June.
<b>1055</b>	Food Festival	<b>RES</b>	That Janine Holt speak to Stacy Hurley regarding the possibility of a food festival in Kendal.
<b>1059</b>	Grant Applications	<b>REC</b>	<p>That the following grants be approved:</p> <ol style="list-style-type: none"> <li>1. AWAZ Cumbria - £2,000.</li> <li>2. Kendal Mountain Festival - £5,000</li> <li>3. Kendal Windows on Art - £750</li> <li>4. KRUFC – fireworks display £1,500 and Rock on Kendal £1,500 (subject to clarification of the amount set aside in the budget and a more detailed application being received).</li> <li>5. Kendal Torchlight - £5,000.</li> </ol> <b>RES</b> <ol style="list-style-type: none"> <li>1. Janine Holt to request a more detailed application from KRUFC, arrange a date for a meeting and clarify the amount previously set aside in the budget.</li> <li>2. That Committee respond to the organisers of Woolfest with a request to be kept informed on the level of funding achieved.</li> </ol>
<b>1061</b>	Switch On Event 2019 and Sponsorship	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That the positioning of new motifs etc for Wildman Street be discussed at the next Committee meeting in June.</li> <li>2. That Janine Holt contact Deb Clarke, SLDC, regarding the possibility of using Abbot Hall Park for the start venue.</li> <li>3. That Janine Holt submit an application form to Kendal BID for sponsorship.</li> </ol>
<b>1062</b>	Banners Update	<b>REC</b>	<ol style="list-style-type: none"> <li>1. That the Christmas Lights &amp; Festivals Committee take over the management and bookings of lamppost banners on Highgate.</li> <li>2. That Council hand over the installation and taking down of KTC banners to the Christmas lights contractor, Christmas Plus, on the grounds of health and safety.</li> </ol>

<b>1063</b>	Partnership Working with the BID	<b>RES</b>	<ol style="list-style-type: none"><li>1. That the idea of artificial Christmas trees along the high street be included as an agenda item for the next Committee meeting in June.</li><li>2. That the Chair speak to the Environment Agency regarding the possibility of a power supply being built into the flood defence wall.</li></ol>
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## **Terms of Reference for Christmas Lights & Festivals Committee**

### **The Committee**

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

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

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

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

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

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

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

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

## The KENDAL TOWN COUNCIL REPORT

To: Christmas Lights & Festivals Committee	24 <sup>th</sup> June 2019
From: Assistant to the Town Clerk	Agenda Item No. 7

### **Switch On Event**

#### **Background**

For a number of years, Kendal Town Council has worked in partnership with other organisations and sponsors to deliver a switch on event in Kendal. Historically the role of Kendal Town Council has been to provide financial support and a small amount of organisation assistance to the Event Organiser. The Event Organiser has taken a lead role in co-ordinating the event.

#### **2018 was a year of considerable change:**

- The Manager of Elephant Yard Shopping Centre resigned as Event Organiser (they had until that point always been the organisers).
- A number of sponsors were lost and a new one found. Kendal Town Council had to put more money into the event.
- Lakeland Radio was taken over by Global and the level of previous support, which was considerable, was withdrawn. They did, however, provide a host on the podium in Market Place.

In 2018 Kendal Town Council took on the lead role in the organisation of the event. However, due to all the above factors and in particular the demise of Lakeland Radio support, the event was a much smaller affair. Despite this the amount of officer time required to organise it was in excess of that usually committed.

#### **2019 Event**

The Christmas Lights and Festivals Committee agreed early in the year to organise the event in the same format, with a recommendation to undertake a complete review of the delivery of the event in the future.

#### **Update on organisation of the 2019 event:**

- **Currently we have no sponsorship. This is of considerable concern as we cannot meet the cost of the event from the current budget.**
- We will/have made an application for BID funding but expectation of success is low as we don't meet many of the funding criteria.
- Global Radio no longer have a local base and will not be able to provide any input into the event.
- It is not certain that Matt (Kendal College) will be able to provide the staging and sound as in 2018.

- Kendal Concert Band are not available to perform.
- Cath Dutton is happy to arrange the food stalls in Market Place.
- The reindeers are booked. A 50% deposit of £1450 has been paid. If we cancel this is refundable if another booking arises but if not, it is forfeit. The reindeer are quite hopeful that they could find a replacement booking.
- Abbot Hall Park is available as a replacement for Abbot Hall Museum frontage.
- We have a volunteer to be Santa.

### **Challenges**

- Funding
- Officer time
- Hosting of the event in Market Place
- Identify band/choir to perform
- Identify another podium/stage provider
- Identify a Health and Safety professional to review the event plan
- Concerns over crowd control in the Market Place

### **Options for Consideration**

- 1. To cancel the 2019 switch on event and to undertake a thorough review of the event.**  
This is the default position within the current budget.
- 2. To continue with the 2019 switch on event in the same format.** Additional financial and possible officer support/working group would need to be identified/sought.
- 3. To streamline the event, focusing activity in the Market Place.** Additional funding would still be required.
- 4. To hand over the organisation of the event to a specialised event management company.** Additional funding would be required.

Report prepared by Assistant to the Town Clerk – 3<sup>rd</sup> June 2019.

## 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](mailto: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: <a href="mailto:events@kendalrugby.co.uk">events@kendalrugby.co.uk</a>

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

To offer a free firework display replicating those of 2017 and 2018. This a free gate open to all, in particular the families and children of Kendal and the surrounding local areas. We hope to offer a family celebration with food stalls, kiddies rides and novelties culminating in a professional musical display.

In 17 & 18 we received a grant of £3500 and with the help of local sponsors and the Rotary collection we were able to cover the costs. The 'bucket shake' collection has diminished greatly over the last 2 years.

We really want to continue to offer a free display for the town and would prefer not to charge. If we had to investigate charging as an option would it be possible to receive funding and top up with charges?

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**

The fireworks display, fairground rides and stalls are all aimed at giving our community a fantastic traditional Guy Fawkes celebration.

In 2017 we had around 3000 locals through the gate for the display, last year in 2018 that number rose to nearer 5000. We hope to be able to maintain this level of attendance and build on the success by securing grant funding to keep this a free gate and open to all families

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

We had a shortfall for last years event of around £3000.00 we approached our sponsors for help and managed to raise £2000.00, whilst we are happy to approach the businesses again, this is a sponsorship renewal year and as a club we are approaching the sponsors for continued support of our community rugby offer. I am not confident that the money made available to us last year will be available this year and we are hitting the same pockets year after year.

I have looked at reducing the cost of the display, it is inevitable that by reducing the cost, the quality or length of the display will be reduced.

The associated costs are:

Display £8000.00+ VAT

Technical support £750

Additional labour £850

Banners and advertising £750.00

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

Source	Total
KENDAL ROTARY – 2018 COLLECTIONS APPROX	£2,000.00
	£
	£
	£
	£
<b>Total Funds Raised</b>	<b>£</b>

## 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](mailto:treasurer@kendaltowncouncil.gov.uk)

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



## KENDAL TOWN COUNCIL BANNER POLICY relating to KIRKLAND, FINKLE STREET & STRAMONGATE

### Purpose

The purpose of Banners is to provide effective publicity for local festivals. Promotion of these festivals should be both appropriate and of benefit to Kendal and the surrounding area with minimal environmental impact. The festivals should serve both the local population and visitors to the area without prejudice.

### Application Criteria

1. Applications will be considered from organisations promoting local festivals that will benefit the town as a whole. Applications of a commercial nature will not be eligible.
2. The Festival should be accessible and open to all and not discriminate on the grounds of age, gender, race, religion, colour, nationality, ethnic origin or disability. Organisations should not have restricted membership.
3. The Festival should be situated within Kendal or elsewhere at the discretion of Kendal Town Council.
4. Banners may only be erected for a period of up to 7 days inclusive of erection and taking down, between 1 February and 5 November. Applications outside this period or, for a period longer than 7 days, will require special consideration by the Christmas Lights and Festivals Committee.
5. The content and style of the banner must be approved by the Assistant to the Town Clerk, Kendal Town Council. The banner should include the Town Council crest.

#### 6. Banner Sizes

Banners must be double sided and must also have wind vents cut into the face of the banner with anti-rip finishing to the end of each vent. The banner sizes are :

Kirkland 10mts or longer x 930mm

Stramongate 6 mts x 1220mm

Finkle Street 6mts x 930mm

Each banner should have eyelets 10mm holes set at approximately 812mm along the length of the banner.

7. Banners are to be erected and taken down by the Town Council approved contractor only. All installation and de-installation costs are to be met by the individual organisations. The banner can only be erected outside of working hours and the contractor has to be mindful at all times of the local residents.
8. The contractor is fully responsible for all public safety issues, including the secure fastening of the banner, and is liable for any accident or other incident causing damage to persons, buildings, vehicles or other property.

9. Applications are accepted on a first come first served basis or at the discretion of the Assistant to the Town Clerk.
10. Applications will be dealt with through Kendal Town Council, Kendal, Cumbria LA9 4DL.
11. Kendal Town Council reserves the right to refuse an application.

Applications are normally processed within 5 working days from receipt of your letter, although if there is a need for a report to go to Committee this will cause an extension to this time. If this is the case, we will be pleased to keep you informed of progress and you will be kept informed if a delay is experienced. You are advised to apply early.

Please note that your application is provisional. Completion of the form does not mean that your application is confirmed until confirmation is provided from this office.



## KENDAL TOWN COUNCIL

### BOUNDARY BOARDS POLICY

#### Purpose

The purpose of the Boundary Boards Policy is to provide effective publicity for local festivals. Promotion of these festivals should be both appropriate and of benefit to Kendal and the surrounding area with minimal environmental impact. The festivals should serve both the local population and visitors to the area without prejudice.

#### Application Criteria

1. Applications will be considered from organisations promoting local festivals that will benefit the town as a whole. Applications of a commercial nature will not be eligible.
2. The Festival should be accessible and open to all and not discriminate on the grounds of age, gender, race, religion, colour, nationality, ethnic origin or disability. Organisations should not have restricted membership.
3. The Festival should be situated within Kendal or elsewhere at the discretion of Kendal Town Council.
4. The Boards should be erected for a minimum period of 2 weeks inclusive of erection and taking down.
5. The Boards can only be supplied by the approved Kendal Town Council contractor and all artwork needs prior approval.
6. The Boards are to be installed and taken down by the Townscape Manager at Kendal Town Council.
7. Applications are accepted on a first come first served basis or at the discretion of the Assistant to the Town Clerk.
8. Kendal Town Council are fully responsible for all public safety issues, including the secure installation of the board and is liable for any accident or other incident causing damage to persons, buildings, vehicles or other property.
9. Kendal Town Council reserves the right to refuse an application.

Applications will be dealt with through Kendal Town Council, Kendal, Cumbria LA9 4DL.

Applications are normally processed within 5 working days from receipt of your letter, although if there is a need for a report to go to Committee this will cause an extension to this time. If this is the case, we will be pleased to keep you informed of progress. You will be kept informed if a delay is experienced.

Please note that your application is provisional. Completion of the form does not mean that your application is confirmed until confirmation is provided from this office.



## KENDAL TOWN COUNCIL LAMP POST BANNER POLICY relating to HIGHGATE

### Purpose

The purpose of Lamp Post Banners is to provide effective publicity for local festivals. Promotion of these festivals should be both appropriate and of benefit to Kendal and the surrounding area with minimal environmental impact. The festivals should serve both the local population and visitors to the area without prejudice.

### Application Criteria

1. Applications will be considered from organisations promoting local festivals that will benefit the town as a whole. Applications of a commercial nature will not be eligible.
2. The Festival should be accessible and open to all and not discriminate on the grounds of age, gender, race, religion, colour, nationality, ethnic origin or disability. Organisations should not have restricted membership.
3. The Festival should be situated within Kendal or elsewhere at the discretion of Kendal Town Council.
4. Banners should be erected for a minimum period of 2 weeks inclusive of erection and taking down. Any special requirements will be considered by the Christmas Lights and Festivals Committee.
5. The content and style of the banners must be approved by the Assistant to the Town Clerk, Kendal Town Council.
6. Banners are to be erected and taken down by the Town Council approved contractor only. All supply, installation and de-installation costs are to be met by the individual organisations. The banners should be erected outside of working hours and the contractor has to be mindful at all times of the local residents and businesses.
7. The applying organisation has to use the approved Kendal Town Council contractor who is fully responsible for all public safety issues, including the secure fastening of the banners, and is liable for any accident or other incident causing damage to persons, buildings, vehicles or other property.
8. Kendal Town Council reserves the right to refuse an application.
9. Applications are accepted on a first come first served basis and at the discretion of the Assistant to the Town Clerk.
  
10. Applications will be dealt with through Kendal Town Council, Town Hall, Kendal, Cumbria LA9 4DL.

Applications are normally processed within 5 working days from receipt of your application, although if there is a need for a report to go to Committee this may cause an extension to this time. If this is the case, we will be pleased to keep you informed of progress. You will be kept informed if a delay is experienced.

Please note that your application is provisional. Completion of the form does not mean that your application is confirmed. Written confirmation will be issued from this office.