

KENDAL TOWN COUNCIL

Notice of Meeting

CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

**Monday 9th September 2019 at 7.00 p.m.
in The Mayor's Parlour, Kendal Town Hall**

Committee Membership (5 Members)

Shirley Evans (Chair)
Chris Hogg

Helen Ladhams (Vice Chair)
Adam Edwards

Tina Becker

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. MINUTES OF MEETING HELD ON 24TH JUNE 2019 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)

5. 2020/21 BUDGET – REVIEW OF BUDGET REQUIREMENTS AND PROPOSALS FOR ONE-OFF DEVELOPMENT FUND BIDS (SEE ATTACHED)

6. CHRISTMAS LIGHTS DISPLAY

7. SWITCH ON EVENT 2019

8. FESTIVAL GRANT APPLICATIONS

9. ITEMS FOR THE NEWSLETTER

- Autumn/Winter 2019 Edition – deadline 20th September, publication 28th October
- Spring 2020 Edition – deadline 24th January, publication 2nd March

10. REVIEW OF SPEND AGAINST BUDGET 2019/20 (SEE ATTACHED)

11. ANY OTHER BUSINESS

12. DATE OF NEXT MEETING

KENDAL TOWN COUNCIL

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

**Monday 24th June 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Shirley Evans (Chair), Tina Becker, Chris Hogg, Adam Edwards and Helen Ladhams
- APOLOGIES** None.
- OFFICERS** Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 120/19/20 PUBLIC PARTICIPATION**
- None.
- 121/19/20 DECLARATIONS OF INTEREST**
- None.
- 122/19/20 ELECTION OF VICE CHAIR**
- Councillor Edwards nominated Councillor Ladhams. This was seconded by Councillor Becker and carried unanimously. Councillor Ladhams accepted the position.
- RESOLVED** That Councillor Ladhams be appointed Vice Chair of the Committee.
- 123/19/20 PRESENTATION BY KENDAL WINDOWS ON ART**
- The Chair welcomed Nicola Smith from Kendal Windows on Art to the meeting. Nicola gave examples of projects undertaken by the Charity. In particular she updated Committee on the 2018/19 'VIP's – A Story to Tell' project and explained the 2019/20 'Circles in Time' project. KTC has contributed grant funding to both these projects.
- It was confirmed that further grant applications would need to be submitted to the Audit, Grants & Charities Committee because the projects undertaken by Kendal Windows on Art are not a festival.
- The Chair thanked Nicola for attending the meeting and said her presentation had been inspiring.
- 124/19/20 MINUTES OF THE MEETING HELD ON 15TH APRIL 2019**
- Members were asked to accept the minutes of the meeting held on 15th April 2019 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 7th May 2019.
- RESOLVED** That the minutes of the meeting of the Committee held on 15th April 2019 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)**125/19/20**Minute 1059 – Grant Applications

Janine Holt had not heard any further from the organisers of Woolfest regarding the level of funding achieved. She will follow this up.

RESOLVED

Janine Holt to contact the organisers of Woolfest regarding funding achieved.

126/19/20Minute 1063 – Partnership Working with the BID

The Chair had spoken informally to the Environment Agency. She is due to attend a meeting and will put forward the suggestions made by Brian Harrison at the last Committee meeting for possible ways to enhance the flood defences.

RESOLVED

Councillor Evans to put forward suggestions made by Brian Harrison regarding flood defences at the forthcoming meeting with the EA.

127/19/20**ANNUAL REVIEW OF TERMS OF REFERENCE**

Members considered the Terms of Reference for the Committee. These were accepted, with the correction of the following typos:

Third paragraph, last line.....*festivals which enhance **the** economic vibrancy **and wellbeing** of the town*".

Fourth paragraph, third line....."*management **of** such tasks*".

Sixth paragraph, third Line....."*asking **for** the Chair*" (*delete for*). Last line... "*days **of** the committee meeting*".

RESOLVED

That the Terms of Reference be accepted, subject to the corrections highlighted.

128/19/20**SWITCH-ON EVENT UPDATE**

Janine Holt presented a paper which had been circulated prior to the meeting. She explained that for a number of years KTC has worked in partnership with other organisations in a supporting role, but has not taken a lead role in the co-ordination of the event.

2018 was a year of considerable change, including the withdrawal of support by Lakeland Radio following its demise, the loss of a number of sponsors and the resignation of Elephant Yard Shopping Centre as Event Organiser. This resulted in additional challenges being faced last year.

Members were updated on the organisation of the 2019 event. The main concern was sponsorship; there is currently no sponsorship and KTC cannot meet the cost of the event from the current budget. An application for BID funding will have to be made and the chance of success is unknown. The successors of Lakeland Radio, Global Radio, no longer have a local base and will have no input into the event. The provision of staging and sound is uncertain and Kendal Concert Band are not available to perform. It was reported that Abbot

Hall Park is available as a replacement for Abbot Hall Museum frontage and a volunteer Santa has been found.

A general discussion then ensued and Members considered the challenges being faced and options for 2019. The Chair said she had looked at the BID application for funding and felt an application could be made. Janine Holt advised that Castle Green have budgeted £1k sponsorship, however they require further details of how they would benefit from a promotional point of view before committing. Councillor Hogg made the point that it is local businesses that benefit from the event, not KTC, and partnership working with the BID should be explored. It was suggested that Lake District Radio may be able to assist, Councillor Hogg also mentioned Bay Hospital Radio.

Members discussed the issue of reindeer welfare. Concerns had been raised by members of the public following last year's event and Committee had raised the matter with the company who supply the reindeer. The Chair advised that a reply had been received and consideration was given as to whether or not to proceed with the inclusion of reindeer.

Members agreed they would like to continue with the 2019 switch on event, but officer support would need to be identified. One suggestion put forward was to utilise Development Fund money to appoint the Project Manager to oversee the co-ordination of the event (via her company, Cinnamon Events). The Project Manager would review the current position and set up a small working group to progress matters, to include a representative from the Christmas Lights & Festivals Committee. Members were supportive of this suggestion and agreed to make a recommendation to Council on this basis. It was further agreed to recommend that reindeer not be included in the event. Committee agreed they wished to use this opportunity to review the event as a whole. Councillor Hogg proposed the recommendation be made to Council. This was seconded by Councillor Edwards and carried unanimously.

Councillor Becker said she would be interested in working with the Project Manager/working group. The Chair requested that any ideas for the event be fed through to Councillor Becker.

The Chair raised the matter of artificial trees which was discussed at the last Committee meeting. A quotation of £50 per tree had been obtained and Committee had a budget of £3k. The Chair will approach BID to discuss the best way of progressing this.

- RECOMMENDATION**
1. That Committee continue with the 2019 switch on event and that Development Fund money be utilised to appoint the Project Manager to oversee the co-ordination (via her company, Cinnamon Events).
 2. That reindeer are not included in the event.

RESOLVED That the Chair approach BID regarding the best way to progress the idea of placing artificial trees with lights along the High Street.

129/19/20**CHRISTMAS LIGHTS CONTRACT EXTENSION**

Janine Holt advised that she was happy with the service provided by Christmas Plus and asked Members whether they were happy to extend the Christmas lights contract for a further two years. This was agreed unanimously.

RESOLVED

That the Christmas Lights contract be extended for a further two years.

130/19/20**KENDAL RUGBY CLUB GRANT REQUEST**

At the previous meeting Members had considered two applications from KRUFCC, one for the annual firework display and one in respect of the Rock on Kendal event. Committee had recommended to Council that £1,500 for each event be set aside in the budget. It was also agreed that Janine Holt would request a more detailed application in respect of the fireworks and arrange a date for a meeting. The Chair explained that the meeting had now been held and a more detailed application received. She also advised that the Rock on Kendal event was not now happening.

A general discussion then ensued. Councillor Hogg raised concerns about the potential for commercial gain, Councillor Edwards expressed his concern regarding environmental impact issues. The level of funding to be granted was discussed and it was pointed out that Committee had previously agreed £5k for large festivals and £1.5k for smaller events. Alternatives to a firework display were also considered, including the suggestion of a light show on the Town Hall. Janine Holt advised that a Gobo would need to be purchased and planning consent obtained. She agreed to look into this.

Members agreed to award a grant of £1.5k towards the fireworks display as this was what had previously been budgeted.

RECOMMENDATION

That £1.5k be awarded to KRUFCC for the fireworks display.

RESOLVED

That Janine Holt investigate the suggestion of a light show on the Town Hall for Bonfire night.

131/19/20**APPROVAL OF BANNER POLICIES**

Members considered the following banner policies:

- Banner policy relating to Kirkland, Finkle Street and Stramongate
- Boundary Boards Policy
- Lamp Post Banner Policy relating to Highgate

The Chair queried responsibility for public safety issues. Janine Holt confirmed that KTC is fully responsible and holds the appropriate public liability insurance in this respect.

Members noted and agreed the policies.

RESOLVED

That Members noted and agreed the banner policies.

132/19/20**WILDMAN STREET CHRISTMAS LIGHTS**

Janine Holt advised that the sites for the four wall mounted motifs at Wildman Street had been chosen by Christmas Plus. Businesses now need to be approached for signed consent. It was agreed that Janine Holt would draft a letter to Wildman Street businesses outlining the proposals and explaining the enhancements that had been agreed and requesting signed consent for the works. It was noted that four businesses would need to consent to the installation of brackets on their premises for the new motifs. Deadline for reply to be included in the letter. Draft letter to be sent to the Chair for comment.

Councillor Edwards suggested approaching the new owners of the hotel on Wildman Street regarding their plans for Christmas lights etc.

RESOLVED

That Janine Holt draft a letter to Wildman Street businesses and forward to the Chair for comment.

133/19/20**ITEMS FOR THE NEWSLETTER**

Autumn/Winter Edition:

- Switch-on event
- Mountain film festival

134/19/20**REVIEW OF SPEND AGAINST BUDGET 2019/20**

Janine Holt advised that she has a number of queries with the budget statement which she will raise with the Treasurer. A revised statement will be circulated once the matters have been resolved.

RESOLVED

Janine Holt to query the budget statement with the Treasurer and circulate a revised copy.

135/19/20**ANY OTHER BUSINESS**

Councillor Hogg referred to previous discussions, instigated by Councillor Edwards, relating to an Easter egg trail and asked what had happened to the suggestion. The Chair advised she had spoken to the BID but it was unfortunately too late to action this year. Councillor Hogg suggested some form of Easter trail be considered and commented that Kendal Windows on Art could be invited to be involved, along with Space2Create and TAG. It was agreed to include this on the agenda for the next meeting.

RESOLVED

Consideration of an Easter trail to be included on the agenda of the next meeting.

136/19/20**DATE OF NEXT MEETING – MONDAY 9TH SEPTEMBER 2019 AT 7PM**

The meeting closed at 8.37pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
122	Election of Vice Chair	RES	That Councillor Ladhams be appointed as Vice Chair of the Committee.
125	Grant Applications	RES	Janine Holt to contact the organisers of Woolfest regarding funding achieved.
126	Partnership Working with the BID	RES	Councillor Evans to put forward suggestions made by Brian Harrison regarding flood defences at the forthcoming meeting with the EA.
127	Terms of Reference	RES	That the Terms of Reference be accepted, subject to the corrections highlighted.
128	Switch-on Event	REC	1. That Committee continue with the 2019 switch on event and that Development Fund money be utilised to appoint the Project Manager to oversee the co-ordination (via her company, Cinnamon Events). 2. That reindeer are not included in the event.
		RES	That the Chair approach BID regarding the best way to progress the idea of placing artificial trees with lights along the High Street.
129	Christmas Lights Contract Extension	RES	That the Christmas Lights contract be extended for a further two years.
130	Kendal Rugby Club Grant Request	REC	That £1.5k be awarded to KRUFCC for the fireworks display.
		RES	That Janine Holt investigate the suggestion of a light show on the Town Hall for Bonfire night.
131	Approval of Banner Policies	RES	That Members noted and agreed the banner policies.
132	Wildman Street Christmas Lights	RES	That Janine Holt draft a letter to Wildman Street businesses and forward to the Chair for comment.
134	Review of Spend Against Budget 2019/20	RES	Janine Holt to query the budget statement with the Treasurer and circulate a revised copy.
135	AOB	RES	Consideration of an Easter trail to be included on the agenda of the next meeting.

KENDAL TOWN COUNCIL

Committee:	Date:
CHRISTMAS LIGHTS & FESTIVALS	Monday 9 September 2019
MAYORALTY & ARTS	Tuesday 10 September 2019
ALLOTMENTS	Monday 23 September 2019
ENVIRONMENT & HIGHWAYS	Monday 30 September 2019
KENDAL IN BLOOM	Monday 14 October 2019
MANAGEMENT	Monday 21 October 2019
AUDIT, GRANTS & CHARITIES	Monday 28 October 2019

2020/21 Budget Proposals

1. Budget Timetable

The Town Council has agreed a timetable for the preparation and approval of its 2020/21 Budget. This follows the process adopted for the current year's budget, including provision for Council to approve its priorities for the budget and devise a scoring system for evaluating growth proposals against those priorities. The identification of priorities is the first step towards developing a clear statement of corporate objectives and aligning the Council's Action Plan, Development Fund, CIL programme and revenue budget.

Key dates in the 2020/21 budget process are as follows:

September/October 2019	<ul style="list-style-type: none"> • Committees to consider proposals for: <ul style="list-style-type: none"> ○ Budget variations (additions, reductions, new items) ○ One-off Action Plan schemes • Allotments Committee to consider recommended rent levels
16 September 2019	<ul style="list-style-type: none"> • Management Committee to consider: <ul style="list-style-type: none"> ○ Restated Action Plan ○ Budget priorities and scoring system
7 October 2019	<ul style="list-style-type: none"> • Council to approve priorities and scoring system
Early November 2019	<ul style="list-style-type: none"> • Management Committee to review budget proposals and recommend prioritised bids
25 November 2019	<ul style="list-style-type: none"> • Special Council to set allotment rents, consider proposals, prioritise bids and agree a draft indicative budget
6 January 2020	<ul style="list-style-type: none"> • Council to approve budget and set precept

Four Committees meet before the Action Plan and budget priorities are established by Council on 7 October. Whilst this is not ideal as it does not guide Committees fully, Councillors should be aware of the Council's main aims when considering the formulation of budget proposals.

2. Budget Process

The budget process identifies areas of uncommitted budget proposals ("growth items/proposals") separately from the standstill costs of maintaining existing levels of service ("commitments"). The draft standstill budget will be drawn up by Officers for submission to Council, taking into account current service levels, committed expenditure and inflationary increases.

Growth proposals can be for one-off schemes or recurring expenditure in service budgets. Because the available monies can be used for either of these, all growth proposals will be grouped together in the prioritisation exercise.

3. Priority Areas

The September meeting of Management Committee will consider a draft Action Plan (see attached) setting out the key priorities for development. The priorities established in that exercise will guide the budget process and shape the variations to resource allocation. The draft priorities are:

- Sustainable Connectivity
- Town Centre Vibrancy
- Green Space Enhancement
- Health & Wellbeing
- Internal KTC Projects (eg efficiency, business needs).

These should be adopted for the 2020/21 Budget, with the addition of two further headings:

- Statutory Requirement
- Unavoidable Health & Safety or Business Continuity Issue.

These priorities will form the basis of the scoring system to assess budget proposals.

4. Budget Variations

a) Reductions or Re-allocations

Committees are invited to review their current budget and to formulate proposals for budget reductions in "day to day" services, which may be available for re-allocation to higher priority expenditure. Proposals for reductions in current budgets should identify the implications for services and the community. It is suggested that Committees use the routine budgetary control and year-end accounts information to identify budgets which regularly underspend and consider whether the current level of budget provision is appropriate.

b) One-off (non-recurring) Schemes

Committees are invited to suggest bids for schemes or projects, within their remit. These should be non-recurring (ie one-off) items, which do not create a significant ongoing commitment in the form of maintenance, energy or other costs.

The main source of funding for such schemes will be the Development Fund, which is currently fully committed and requires the allocation of further monies to deliver the Council's indicative schemes for the next two years. This does not preclude the introduction of any new projects as the availability of funds next year will depend on the overall budget set by Council.

Ideally each bid should identify:

- the benefit to the Council/community
- its alignment with the Council's Action Plan and budget priorities (as outlined above)
- estimated one-off cost
- ongoing annual costs
- contributions (if any) from other organisations
- planned timing of expenditure
- length of scheme (if a multi-year project)
- any permissions needed to deliver the scheme
- whether the scheme can be progressed with current staff resources.

Given that resources are likely to be limited for next year, Committees are also asked to review their existing schemes within the latest approved Action Plan to confirm that they are still valid and supported by the Committee. These schemes are shown in the **Appendix** to this report.

c) Growth Proposals - Recurring Expenditure

Growth proposals can be an extension or expansion of an existing service or a new area of service. In order to enable each growth proposal to be considered objectively, Committees should consider:

- its benefit to the Council and the community
- its alignment with the Council's Action Plan and budget priorities
- the deliverability
- the initial cost
- whether it creates an ongoing commitment
- whether the proposal would promote efficiencies.

5. Next Steps

After Committees have considered this report during the current cycle of meetings, all proposals will be collated for consideration by the Management Committee in early November. This will prioritise budget proposals, using the identified priorities, and make recommendations to the Budget meeting of Council on 25 November. Before

that date, individual Councillors will be contacted to ensure that all budget proposals have been identified.

6. Recommendations

Each Committee is recommended to accept this report and:

- a) identify proposals for reductions or re-allocations in service budgets;
- b) confirm whether it continues to support its existing indicative Development Fund schemes (as set out in the Appendix); and
- c) identify proposals for recurring growth in service budgets.

KENDAL TOWN COUNCIL				
DEVELOPMENT FUND (ACTION PLAN) MONITORING: EXPENDITURE TO 31 JULY 2019				
		Latest Programme	Actual 31 July 2019	
		£	£	
RESOURCES:				
Development Fund:				
Opening Balance 1 April 2019		62,366	62,366	
Contributions from/(to) Revenue:				
Budgeted Contribution		77,143	77,143	
External Income:				
Kendal BID - Contribution to Leaflet Reprint		4,000	0	
LIP Funding - Green Wall Project		10,000	0	
Resources for Year		<u>153,509</u>	<u>139,509</u>	
LESS: EXPENDITURE ON PROJECTS:				
		As at 1 April 2019	Latest Programme	Actual 31 July 2019
		£	£	£
Action Plan for Kendal:				
1	EH1a Green Wall Project	1,134	19,866	0
2	EH1b Leaflet Reprint	0	3,041	0
3	EH1c Signage Improvements	3,334	870	0
4	EH3 Strategic Transport Infrastructure Study	20,000	0	0
5	EH Yard Signage Enhancements (incl Woolpack Signage)		5,000	308
Kendal Futures Funding:				
6	MG2 Support for Co-ordinator	0	8,500	7,750
7	MG4 Delivering the Action Plan	0	3,500	2,000
8	MG16 Kendal Destination Website (funded by Kendal Futures)	0	4,000	1,300
Tourism Support in Kendal:				
9	MG6 Support for Kendal TIC	5,000	5,000	0
Green Spaces Improvement Projects:				
10	EH9 Kendal Castle Environmental Improvements	23,767	233	0
11	EH9 Kendal Castle Directional Signage		5,000	0
12	KB1 SLACC Pollinator Project	7,100	1,900	1,900
13	EH Fletcher Park Fencing Enhancements (SLDC led)		2,000	0
14	EH Nobles Rest Entrance Improvement (Kendal Civic Societ led)		5,000	0
15	EH Beck Community Centre Trim Trail (SLDC led)		5,000	0
Public Realm Improvement Projects:				
16	CL2 Christmas Lights, Wildman Street		2,000	1,518
17	CL3 Building Flag & Tree holder maintenance and replacement (Christmas Plus)	916	1,084	0
18	EH Tree Planter Cladding		4,000	0
19	CL Annual Christmas Trees in Holders		3,000	0
20	KiB Increase Kendal in Bloom Community Budget by £2K		2,000	0
Other Schemes:				
21	MG9 Lancaster Canal Regeneration Partnership	500	250	0
22	MG12 Community Emergency Planning Group	5,000	10,000	0
23	AL1 Improve Boundary Wall/Fences, Greenside/Rinkfield Allotments		10,000	0
24	EH17 Blackhall Road Bus Shelters KADBUS scheme	20,437	1,063	0
25	MG Increase in Staffing Budget		20,000	0
26	AGC Increase Audit Committee Budget from £36K to £41K		5,000	0
27	EH New gates to Hallgarth Play Area (SLDC led)		3,000	0
28	EH Youth Activity Equipment (Community Group/SLDC led)		6,993	0
29	EH Scoping working towards Kendal becoming Carbon Neutral		5,000	0
30	EH Right of way wall, Stonecross		750	0
		<u>87,188</u>	<u>143,050</u>	<u>14,776</u>
Resources: Balance carried forward			<u>10,459</u>	<u>124,733</u>

KENDAL TOWN COUNCIL - CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 JULY 2019

2019/20 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	Christmas Lights:				
8,010	Staffing	2,670	5,340	8,010	0
10,750	Tender			0	10,750
6,500	Improvements & Maintenance (incl Anchor Testing)	550	463	1,013	5,487
1,200	Installation & Removal of Bunting			0	1,200
150	Christmas Tree (incl. decorations)			0	150
430	Power			0	430
3,000	Switch-on Event			0	3,000
30,040	Total:	3,220	5,803	9,023	21,017
	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
5,000	Kendal Mountain Festival		5,000	5,000	0
750	Kendal Windows on Art		750	750	0
500	Mary Wakefield Festival		500	500	0
2,500	Kendal Wool Gathering		2,500	2,500	0
500	Christmas Tree Festival		500	500	0
5,000	LDNPA - Lakes Alive		5,000	5,000	0
1,500	Kenda RUFC - Rock on Kendal			0	1,500
1,500	Kendal RUFC - Winter Festival		1,500	1,500	0
2,000	AWAZ - Unity Festival		2,000	2,000	0
5,750	Unallocated Budget			0	5,750
35,000	Total:	0	27,750	27,750	7,250
0	Walking Festival	243	(473)	(230)	230
	Action Plan Projects:				
2,000	Christmas Lights, Wildman Street	1,518		1,518	482
1,084	Building Flag & Tree holder maintenance and replacement			0	1,084
3,000	Annual Christmas Trees in holders				3,000
6,084		1,518	0	1,518	4,566