

# KENDAL TOWN COUNCIL

## Christmas Lights & Festivals Committee

**Tuesday 1<sup>st</sup> December 2015 at 10.00am  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Clare Feeney-Johnson (Chair), Alvin Finch (Vice Chair), Shirley Evans, Sylvia Emmott and Kath Teasdale
- APOLOGIES** None received
- OFFICERS** Janine Holt (Assistant to the Town Clerk)
- 659/15/16 PUBLIC PARTICIPATION**  
None
- 660/15/16 DECLARATIONS OF INTEREST**  
None
- 661/15/16 MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> SEPTEMBER 2015**  
Members were asked to accept the minutes of the meeting held on 22<sup>nd</sup> September 2015 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 5<sup>th</sup> October 2015.
- RESOLVED** That the minutes of the meeting of the Committee held on 22<sup>nd</sup> September 2015 be accepted as a correct record.
- 662/15/16 MATTERS ARISING (Not on Agenda)**  
**Wool Festival (388/15/16)**  
Janine Holt reported that she had emailed the Mayor's attendant on the 10<sup>th</sup> November 2015 to ask him to contact Councillor Clare Feeney-Johnson. Councillor Feeney-Johnson would like to discuss a possible schools project in relation to 'wool' and would like to utilise the information available through the Mayors attendant.  
**Wildman Street (174/15/16)**  
Councillor Finch reported that he had contacted the proprietor of the furniture shop on Wildman Street. Councillor Finch confirmed that under no circumstances would he allow the infrastructure for the strings to be attached to his building.  
**Torchlight Update (390/15/16)**  
Councillor Feeney-Johnson and Janine Holt will meet with two members of the Torchlight Committee at 6.30pm on 9<sup>th</sup> December 2015. The purpose of the meeting is for the new chair of the committee to provide a general update and opportunity to discuss the role of the Town Council and how they support the festivals.

**Lamp Post Banners**

Janine Holt reported the cost of purchase and installation of the banners would be £1800.00 with an annual cost of £200. The committee asked Janine Holt to seek clarity on the procedure for using different suppliers, it would seem that Ormrod Signs is commissioned for the work and unless SLDC have secured a contract with them, the committee agreed it seems unfair not to be able to seek alternative quotes.

**Infrastructure Work**

Janine Holt reported that an electrician had been out to view the electrical infrastructure at the lighting shop in Kendal. The recommendation was to keep the infrastructure as it is because it cannot be significantly improved.

**RESOLVED**

Janine Holt will contact the Mayors Attendant again to make the request for him to contact Councillor Feeney-Johnson

**RESOLVED**

That the situation in Wildman Street is noted.

**RESOLVED**

Councillor Feeney-Johnson and Janine Holt are scheduled to meet with two members of the torchlight committee.

**RESOLVED**

Janine Holt will contact SLDC to seek clarity on the use of suppliers for the production of the banners on new road.

**663/15/16****GRANT APPLICATIONS**

The members discussed the grant applications that had been received to date. Most grant applications were approved with the following exceptions:

- **Mary Wakefield Festival** – Confirm how often the festival takes place and how much they require.
- **Kendal Windows on Art** – The members are happy to support this festival with the amount requested. It was acknowledged that an update on this festival had not been received for some time. The members would like to invite a representative to attend the next meeting.
- **Rotary Club** – Fireworks Display – The members approved a grant of £3500 but are happy for the Rotary Club to approach them again if the insurance increases following on from the incident at the last display.
- **Kendal Wool Gathering** – The members recommended that a grant of £1500 is approved.
- **Moonfest** – No application has been received. Janine Holt has emailed Craig Hine but has received no response. The members asked Janine Holt to call into his place of work and speak with him to confirm the position with this festival.
- **Christmas Tree Festival** – The full amount requested was approved. Janine Holt has been asked to contact the church to see if they have any photographs of the event which can be included in the Cumbria in Bloom portfolio.
- **LDNPA** – The members of the committee would like to meet with a representative before a decision is made about the grant approval.

**RECOMMENDED**

The committee recommended that the grant applications were approved by full Council.

**RESOLVED**

Janine Holt will contact the organiser of Moonfest again to seek clarification on whether they require a grant in 2016/2017.

Janine Holt will arrange for the organisers of Kendal Windows on Art and LDNPA to attend the next committee meeting.

664/15/16

**CHRISTMAS SWITCH ON EVENT 2015**

Janine Holt reported that due to the very poor weather conditions the turnout for the Switch On Event was down on last year. From an organisational point of view the event did run smoothly. The following feedback was reported:

- Improved co-ordination and communication with Made in Cumbria. Some negative feedback from stall holders was received about the additional food stall.
- The siting of additional food stalls should be carefully considered and not to be placed near the war memorial.
- Inclusion of the Brewery Arts in the parade.
- Need to seek clarity with regard to street pedlars and traders just turning up and positioning themselves in key places (ice-cream van at Abbot Hall)
- The leaflet developed and distributed was very impressive.

Councillor Feeney-Johnson felt it was important that either she or Councillor Emmott attended the review meeting. Janine Holt was asked to liaise with Peter Boyd to rearrange the meeting scheduled for 8<sup>th</sup> December 2015.

**RESOLVED**

Janine Holt will liaise with Peter Boyd to rearrange the Switch On review meeting.

665/15/16

**CHRISTMAS LIGHTS DISPLAY 2015**

Janine Holt reported that the display had encountered problems already this year. Two motifs were currently out and there was problems with the Christmas tree.

Janine Holt has had a lengthy discussion with Christmas Plus, the current supplier. The motif sited at Kirkland could not be repaired again and would have to be replaced this year. The motifs are approximately eight years old and Christmas Plus advice is that we start to replace the motifs. The members agreed to develop a strategic approach to replacing the display. Janine Holt was asked to undertake some research on Christmas lights and to have the findings available (including pictures) for next meeting for the members to consider.

**RESOLVED**

Janine Holt will undertake some research on Christmas displays and provided feedback next meeting.

666/15/16

**CHRISTMAS LIGHTS TENDER**

The members considered the specification for the Christmas Lights tender. If it is possible, they would like some flexibility around the suppliers for any additional work that may arise during the contract period. They would prefer to be able to seek quotes

1.12.15

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from other suppliers. Janine Holt agreed to check this with the Treasurer.

**RESOLVED**

Janine Holt will seek advice from the Treasurer and amend the specification accordingly.

**667/15/16**

**ITEMS FOR THE NEWSLETTER**

The members would like to see a small piece highlighting the Festival of Food in the next newsletter. The members would like to keep the public updated about any changes to the lights display via the newsletter.

**RESOLVED**

Janine Holt will include a small piece on the Festival of Food in the next newsletter.

**668/15/16**

**REVIEW OF SPEND AGAINST BUDGET**

The members considered the financial statement ending 31 October 2015. The members recommended that any unallocated spend is used to purchase replacement motifs for the lights display.

**RECOMMENDATION**

That any unallocated spend is used to purchase replacement lights.

**669/15/16**

**ANY OTHER BUSINESS**

None

**670/15/16**

**DATE OF NEXT MEETING**

12<sup>th</sup> January 2016

The meeting closed at 11.30am

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
662	Mayors Attendant	RES	Janine Holt will contact the Mayors Attendant again to make the request for him to contact Councillor Feeney-Johnson.
662	Lights on Wildman Street	RES	That the situation in Wildman Street is noted.
662	Meeting with Torchlight Committee	RES	Councillor Feeney-Johnson and Janine Holt are scheduled to meet with two members of the torchlight committee.
662	Banners on New Road	RES	Janine Holt will contact SLDC to seek clarity on the use of suppliers for the production of the banners on new road.
663	Grant Applications	REC	The committee recommended that the grant applications were approved by full Council.
663	Grant Applications	RES	Janine Holt will contact the organiser of Moonfest again to seek clarification on whether they require a grant in 2016/2017. Janine Holt will arrange for the organisers of Kendal Windows on Art and LDNPA to attend the next committee meeting.
663	Festival Grant Applications	RES	The grant applications were considered by the committee with some action points to follow up before a final decision can be made on a small number of applications.
664	Switch On Review Meeting	RES	Janine Holt will liaise with Peter Boyd to rearrange the Switch On review meeting.
665	Christmas Lights Display	RES	Janine Holt will undertake some research on Christmas displays and provided feedback next meeting.
666	Christmas Lights Tender Specification	RES	Janine Holt will seek advice from the Treasurer and amend the specification accordingly.
667	Newsletter	RES	Janine Holt will include a small piece on the Festival of Food in the next newsletter.
668	Financial Statement	REC	That any unallocated spend is used to purchase replacement lights.
670	Date of Next Meeting	INFO	12 <sup>th</sup> January 2016