

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



28 March 2023

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 3 April 2023**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Please note: On the rising of the Council, the Council will reconvene as the Sole Trustee of the School of Science and Art (Sale Proceeds) Charity, following which, Members are invited to join the Mayor in the Parlour for refreshments.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A.B.' followed by a long horizontal stroke.

Chris Bagshaw
Town Clerk

AGENDA

Roll Call

The Clerk will take a roll call of council members present.

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.

Lakeland Arts

To receive a presentation from Rhian Harris and Becca Muir from Lakeland Arts, on their current plans for Abbot Hall and the Lakeland Museum.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the Council under the terms of Local Government Act 1972, s85.

2. Declarations of Interest

To receive declarations by Members 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.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and the public should be excluded.

4. Minutes of Last Meeting

To receive the minutes of the meeting held on 6 February 2023 and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

6. Mayor's Communications and Announcements

To receive a report from the Mayor on his recent activities and to hear any announcements (see attached).

7. Committee Membership

To accept a proposed amendment to Committee Membership, namely the addition of Cllr A Finch on the Planning Committee, and to note other changes, if any.

8. Financial Regulations

To receive a report on the adoption of new Financial Regulations for the Council and to make any required decisions (see attached).

9. Risk Assessment

To adopt the Risk Assessment document proposed by the Audit Grants and Charities Committee (see attached)

10. Kendal Town Council Plan

To receive the draft Kendal Town Council Plan and make any necessary decisions relating to its adoption and publication (see attached).

11. Community Infrastructure Levy (CIL)

To receive a report on the use of the Community Infrastructure Levy to 2022-23 and make any necessary decisions (see attached).

12. Timetable for Council Meetings, Finance and Budgeting

To receive a report on the timetable for forthcoming Council meetings, audit, finance and budgeting requirements (see attached).

13. Reports and minutes from Committees

To receive verbal reports from the Council's Committees. Committee chairs are invited to give a brief account of their Committee's recent activities, if applicable.

To receive the draft minutes from the following Committees (may be received en-bloc, see attached):

- (a) Allotments Committee on 27 February 2023
- (b) Audit, Grants and Charities Committee on 20 March 2023
- (c) Christmas Lights and Festivals Committee on 20 February 2023
- (d) Environment and Highways Committee on 13 March 2023
- (e) Kendal in Bloom on 13 February 2023
- (f) Management Committee on 6 March 2023
- (g) Mayoralty and Arts on 23 January 2023
- (h) Planning Committee on 23 January, 6 February, 20 February, 6 March and 20 March 2023

14. Reports from Representatives on Outside Bodies

To receive reports from the Council representatives from the following Outside organisations:-

- (a) Integrated Care Community Meeting (a written report from Cllr R Sutton)
- (b) Kendal BID (a written report from Cllr H Ladhams)
- (c) Lancaster Canal Regeneration Project Meeting (a written report from Cllrs A Blackman and L Hendry)

15. Schedule of Payments

To receive the schedules of payments for January and February 2023 (see attached).

Kendal Town Council

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Minutes of a meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 6 February 2023, at 7.30 p.m.

Councillors

G Archibald	Present	A Blackman	Present
S Blunden	Apologies	J Brook	Present
D Brown	Apologies	A Campbell	Present
S Coleman	Apologies	J Cornthwaite	Present
J Dunlop (Deputy Mayor)	Present	L Edwards	Present
D Evans	Present	A Finch	Present
C Hardy	Apologies	M Helme	Present *
L Hendry	Present	E Hennessy	Present
H Ladhams	Present	S Long	Present
D Miles	Present	T Perkins	Absent
D Rathbone (Mayor)	Present	C Russell	Present
M Severn	Present	K Simpson	Present
R Sutton	Present	P Thornton	Present
G Tirvengadam	Present		

* Arrived at 7.40 p.m. during the presentation on the South Lakes Poverty Truth Commission.

In attendance: Chris Bagshaw, Town Clerk; Inge Booth, Democratic Services Assistant; and Helen Watson-Moriarty, Development and Delivery Manager.

Public Participation

No items were brought forward by the public.

There was a presentation by Lois Sparling from **South Lakes Poverty Truth Commission (PTC)** on the organisation's current activities. Ms Sparling informed Members that the Commission was run by herself, based in Kendal, and one colleague, Stella Sukram, based in Ulverston. The Commission was hosted by Cumbria CVS (South District) and was funded by South Lakeland District Council, the NHS Population Health, Cumbria County Council and the National Lottery Communities Fund. It was supported by a Support Group made up of funders and also Cumbria Association of Local Councils, Poverty Truth Network, Action with Communities in Cumbria, Citizens' Advice South Lakeland, Church of England, Manna House, Cumbria Community Foundation, South Lakes Housing, Department of Work and Pensions, ICCs and Inspira.

Ms Sparling explained why a PTC was being set up in South Lakeland, due to fallout from Covid (especially in hospitality), surging use of food groups, several wards with 14% children growing up in poverty, low average earnings and high property prices, and following a Poverty Emergency having been declared by South Lakeland District Council in October 2020.

Ms Sparling explained that Poverty Truth Commissions were an established model for amplifying the voices of people in poverty. They were made up of up of two groups – people living in poverty and people running/providing local services, coming together over a two-year period. The Commissions developed individuals and relationships, improving processes and policies and changing attitudes and behaviours.

Ms Sparling explained how Commissions worked, by recruiting around 12-15 'community commissioners', helping them develop the skills to work together, listen to one another well and tell their own stories. The Commissions further helped them plan a launch meeting and invite the people they would like to talk to attend, all working together to design changes in the system, report back and embed those changes.

Ms Sparling informed Members on progress made to date by the South Lakeland PTC, with the Launch Meeting due to be held early on in Summer 2023 and with publicity being arranged throughout the process.

Ms Sparling finally explained how Kendal Town Councillors could help, through introductions to groups, networks and gatekeepers who might be able to encourage individuals to come forward as commissioners or simply to tell their stories anonymously. Suggestions were sought for new ways to let people know so that no one missed their chance to contribute. In addition, cheap/free private venues for group meetings were being sought, together with volunteers to cater/provide food, as well as volunteer drivers to get people to meetings.

Ms Sparling answered a number of questions raised by Members, who also thanked those involved and commended the work being carried out by the South Lakes PTC.

The Mayor thanked Ms Sparling for her submission and encouraged Members to spread the message.

49/2022 Apologies

Resolved: To receive and accept apologies for absence from Cllrs S Blunden, D Brown, S Coleman and C Hardy.

50/2022 Declarations of Interest

No declarations of interest were raised.

51/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

52/2022 Minutes of Last Meeting

Cllr A Blackman referred to Minute No.44/2022 (Minutes from Committees) and the minutes of the meeting of the Kendal in Bloom Committee held on 17 October 2022. He had informed Members that it was hoped that Kendal would be asked to represent Cumbria in Britain in Bloom. He was pleased now to announce that it had, earlier in the day, been officially confirmed that Kendal had been asked to represent Cumbria in Britain in Bloom, and he asked that arrangements be made for a press release in this regard.

It was proposed by Cllr G Archibald seconded by Cllr E Hennessy and, a vote having been taken,

Resolved: To receive the minutes of the meeting of the Council held on 5 December 2022 and to authorise the Chairman to sign them as a true record.

Resolved: To arrange for a press release in relation to Kendal having been asked to represent Cumbria in Britain in Bloom.

53/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the Council.

The Town Clerk drew Members' attention to progress in relation to Minute No.47/2022 (Notice of Motion – Retained EU Law (Reform and Revocation Bill)). He informed Members that he had not yet sent a reply to Trudy Harrison, MP's, response and that he felt that a response was necessary, advising that he was making arrangements for a small group of Members to work on appropriate wording. The Mayor stressed the need to underline the Council's displeasure due to no progress having been made and despite the three page response from the Secretary of State.

Resolved: To note the report.

Resolved: Arrangements to be made for a small group of Members to work on appropriate wording in reply to the Secretary of State's response in relation to Minute No.47/2022 (Notice of Motion – Retained EU Law (Reform and Revocation Bill)).

54/2022 Mayor's Communications and Announcements

Members considered the latest report from the Mayor which was included within the Agenda.

The Mayor referred to two additional items, firstly informing Members about the current series of Mayor's Parlour talks which had had a good take up thanks to a recent article in the Westmorland Gazette. This month's scheduled dates were almost fully booked and the aim was to continue the talks in future months.

The Mayor secondly informed Council that the Mayor's Charity Dinner was scheduled to be held on 14 April 2023 at Carus Green. He asked Members to make a note in their diaries and also for donations of items for raffle prizes.

55/2022 Committee Membership

Council was asked to accept a proposed amendment to Committee memberships.

It was moved by Cllr G Archibald, seconded by Cllr A Finch, and unanimously

Resolved: To accept the proposal for the addition of Cllr L Hendry on the Allotments Committee.

56/2022 Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees, all of which were proposed for receiving by Cllr G Archibald and seconded by Cllr D Evans.

- (a) Allotments Committee on 12 December 2022 – In response to a query regarding A28/2022 (Minutes of Previous Meeting), the Town Clerk advised that there had been no further progress as yet with regard to the asbestos at Underley. The Development and Delivery Manager informed Members that Cumbria Wildlife Trust had been asked to assist with planting on the area.
- (b) Audit, Grants and Charities Committee on 19 December 2022.
- (c) Christmas Lights and Festivals Committee on 21 November 2022.
- (d) Environment and Highways Committee on 16 January 2023 – Whilst it was acknowledged that the project for water fountains would not be going forward this coming financial year, the importance of not losing sight of the project was stressed due to the need for the Council's visible embodiment of Climate Change. Cllr E Hennessy, Chair of the Environment and Highways Committee, explained that the Council was trying to reduce single use plastics and to encourage water refills. He recognised though that the fill up scheme had lost momentum and that there was a need to re-address this. The Town Clerk confirmed that the water fountains remained within the list of projected plans, however, as an aspiration only at this stage. Discussion took place regarding footpaths and the Development and Delivery Manager reported that quotes were being sought in relation to Vicarage Drive to Vicars Garth. The Chair explained that the adoption of the land further up Vicarage Drive required the installation of a seat and the Town Clerk advised that he would be discussing the matter with the solicitors on the following day and that the landowner was keen to move forward. In response to a query, the Chair suggested that he could provide all Members with a list of ongoing projects. Also raised was the potential for a question and answer session regarding the work being carried out by the Committee at a future meeting of Full Council. Reference was also made to the courtesy toilet scheme within Kendal, which was not well known about. It was suggested that those businesses which took part in that scheme may be asked to also agree to taking part in the water refill scheme.
- (e) Management Committee on 9 January 2023.
- (f) Planning Committee on 21 November, 5 and 19 December 2022 and 9 January 2023.

Resolved: To receive the minutes from the committees, with any suggested amendments outlined above to be made to the receiving committees.

57/2022 Reports from Representatives

The Council considered the following reports from representatives on outside bodies, all of which were proposed for receiving by Cllr M Severn and seconded by Cllr J Brook:-

- (a) Dementia Hub (a written report from Cllr R Sutton).

- (b) Integrated Care Community (a written report from Cllr R Sutton).
- (c) Kendal Bid (a written report from Cllr H Ladhams) – Whilst the idea of a food and drink and folk festival was welcomed, it was suggested that, in order to succeed, any folk festival needed to be organised by experienced folk people. Cllr E Hennessy advised that he would be able to suggest appropriate contacts.
- (d) Kendal Community Theatre (a written report from Cllr R Sutton).
- (e) South Lakes Action on Climate Change (a written report from Cllr M Helme).
- (f) South Lakeland Equality and Diversity Partnership (a written report from Cllr G Tirvengadam) – It was hoped that the Partnership might be able to expand its remit to the whole of the Westmorland and Furness area and Cllr Tirvengadam informed Members that it was his intention to propose this at the next meeting of the Partnership in April. He undertook to report back on the outcome.

Resolved: To receive the reports from representatives on outside organisations.

58/2022 Bank Account Signatories

Council was asked to appoint councillors as named signatories to the following Bank Accounts:-

- (a) School of Science and Art (for which the Council is sole Trustee);
- (b) Mayor of Kendal's Charity Account; and
- (c) Kendal Town Council (various accounts)

Resolved: To appoint Cllrs A Blackman, J Cornthwaite, J Dunlop, A Finch, H Ladhams, D Rathbone and C Russell as named signatories to the Bank Accounts as listed above.

59/2022 Schedule of Payments

The Council was presented with the schedules of payments for November and December 2022.

It was proposed by Cllr A Blackman, seconded by Cllr H Ladhams and

Resolved: To receive the schedules of payments for November and December 2022.

60/2022 Coronation Celebration Plans

The Development and Delivery Manager presented a report, informing Council that the Christmas Lights and Festivals Committee had proposed a sum of £15,000 to mark the Coronation of King Charles. The Management Committee had discussed utilising the funding to fund a series of street parties via community organisers rather than developing and delivering a heavily resourced, one-off event that might not be well attended. Officers had identified the Kirkland Bed as an area that needed attention ahead of Britain in Bloom and that could be improved as a sustainable legacy to the Coronation. In order to keep improvements within budget, corporate sponsorship had been secured from Lakeland Gardens who would design and plant the space at a reduced rate.

The Development and Delivery Manager firstly explained that it was being proposed to

support community led 'Coronation Big Lunch' events. These would take place on Sunday, 7 May, in Kirkbarrow, Heron Hill, Fellside, Hallgarth and Sandylands. Kendal Town Council would provide community grants of up to £750 to fund additional food, equipment and decorations and cross promote the events to ensure that all celebration options were available to all Kendal residents. Officers were currently liaising with community representatives to test appetite and raise awareness. The total cost for this would be £3,750.

Council was secondly being asked to support the 'Coronation Garden' at Kirkland. Working in partnership with Lakeland Gardens, Coronation themed garden would be designed and created, complete with the King Charles' favourite flowers, Delphiniums, and a commemorative stone to mark the occasion. Lakeland Gardens' professional design would be approved by the Kendal in Bloom Committee. The bed was owned by Kirkland Parish but managed by South Lakeland District Council who were happy to confirm permission on receipt of professional design. The total cost for this would be £5,000, with an additional £5,000 secured via corporate sponsorship.

The third proposal was for the support a Coronation Garden opening event. On Saturday, 6 May, the Mayor of Kendal Town Council would officially open the Coronation Garden. Residents, sponsors, and partners would be invited to the opening, where tea and cake would be served from the Town Council's gazebo. The cost for this would be £1,000.

The total budget required for these proposals was £10,000, with a contingency of £250.

The proposals were moved by Cllr G Archibald and seconded by Cllr M Helme.

Resolved: To approve the proposals contained within the report and outlined above to mark the Coronation of King Charles.

61/2022 Budget and Precept 2023-24

Council considered a report on the Budget for 2023/24 and setting a precept for the coming financial year.

Cllr G Tirvengadam, proposing the budget, wished to acknowledge the work of the Council's Management Committee Working Group. He felt that this was a balanced budget that safeguarded the Council's commitments to improving its town, meeting the challenges of climate change and supporting its communities. He asked Council to adopt the budget, setting the precept and its long-term commitments to allocated funding for the flood relief scheme glass wall, the project to reduce vehicle speeds around the town to 20mph and, wherever possible, the other schemes that the Council's committees had brought forward.

A number of Members spoke in support, also thanking all involved in the process, both Members and officers, with Cllr C Russell seconding the proposal.

Resolved: To adopt the budget and precept proposed and appended to this minute, along with the statement of reserve balances.

The meeting closed at 9.00 p.m.

**Kendal Town Council Full Council Meeting
6th February 2023**

Appendix

Proposed Budget 2023-24

	Budget 22-23 (with authorised changes)	estimated outturn	Proposed budget 2023-24
Committee Management			
Staffing	245,000	262,389	280,000
Premises	19,000	21,041	21,500
IT	17,500	21,292	14,000
Newsletter	11,500	11,500	12,500
Insurance and Finance	12,000	10,844	12,000
General office & Contingencies	15,000	13,550	12,000
Vehicle	2,500	3,468	5,000
Elections	7,777	7,777	30,000
Equality and Diversity	150	150	150
Kendal Futures	15,000	15,000	15,500
Visit Kendal	16,750	16,750	16,600
Total	362,177	383,761	419,250
Mayoralty & Arts			
Allowance	5,250	5,524	5,524

Travel	800	500	800	
Functions	7,500	7,500	7,500	
Twinning	2,500	1,800	1,500	
Exhibition	2,000	2,000	1,000	
Museum	2,000	2,000	2,000	
Regalia	-		-	From Reserves
Total	20,050	19,324	18,324	

Audit, Grants and Charities

Community Grants Core	22,500	22,500	24,000	
Community Grants Discretionary	18,500	18,500	19,000	
Total	41,000	41,000	43,000	

Christmas Lights and Festivals

Lights & Electricity	18,250	18,250	18,850	
Infrastructure & Maintenance	10,000	10,000	3,000	
Switch on	3,500	3,524	4,500	
Bunting	1,250	1,137	1,250	
Coronation	5,000	3,283	10,000	
Festival Grants	30,000	23,000	25,000	
Total	68,000	59,194	62,600	

Kendal in Bloom

Floral Displays	21,500	21,526	26,500	
Projects and Grants	8,700	6,500	8,500	
Total	30,200	28,026	35,000	

Allotments

Capital expenditure	*	*	*	From Reserves
Revenue Expenditure	8,000	8,000	8,800	
Water	1,800	1,800	1,800	
Rent	900	840	950	
Pest control	3,000	3,000	3,000	

Total		13,700	13,640	14,550	
Environment & Highways					
New infrastructure		8,156	1,307	-	From Reserves
Infrastructure maintenance		3,000	3,639	3,700	
Footway maintenance		-	-	-	From Reserves
Footway lighting		3,751	3,751	4,200	
Bins		2,650	2,650	3,000	
Town Centre		-	-	*	From Reserves
Climate Change	*	*	*	*	From Reserves
Footpath Development		-	-	*	From Reserves
20mph	*	*	*	*	From Reserves
Total		17,557	11,347	10,900	
Planning					
FRSWG		40,000	40,000	20,000	
Total		40,000	40,000	20,000	
Revenue Budget Total		592,684	596,292	623,624	

Kendal Town Council**Draft Proposed Reserves Budget 2023-24**

Version 5 27 January 2023

Reserve			Fund at 1 April 2022	Paid in	paid out	Estimated Fund at 1 April 2023	Paid in	paid out	Estimate Fund at 31 March 2024		"24/25 paid in
Wainwright Fund			11,600		250	11,350	-	250	11,100	250	
Allotments			68,119		30,000	38,119	-	25,000	13,119		
CIL			34,805	68,176	20,000	82,981	8,000	32,500	58,481		
Arts			17,888		6,800	11,088			11,088	-	
Development			155,016	22,000	86,817	90,199	20,000	87,495	22,704		
E&H			7,349	800	8,149	-	-		-	-	
FRSWG			70,000	40,000		110,000	20,000		130,000	-	20,000
River Connectivity			31,000		31,000	-		-	-		
Elections			12,037	5,000		17,037	30,000	36,327	10,710		
General Reserves			13,973	47,076	41,029	20,020	20,000		40,020		
Balance			421,787		224,045	380,794		181,572	297,222		

Kendal Town Council**Budget 2023-24****Council Tax and Precept Estimations**

Revenue Budget 2023 (from page 1) Total 623,624

	2022	2023
Council Tax Base	10730.14	10785.7

	2022-23 Budget	2022-23 Est Outturn		Proposed 23-24
Income				
Precept	502,285	502,285		567,997
SLDC Grant	34,147	34,147		33,046
Bank interest	1,320	320		1,500
CIL Receipts	30,000	68,176	Receipts to reserve	
Allotment Rent	22,000	22,000		22,500
Other income	10,000	100		1,000
		Total		626,043

How much will it cost Council Tax Payers?

	Council Tax in 22-23	Proposed Council Tax 23-24	Percentage increase	equivalent in pence per week
Band A	31.21	35.11	12.5%	8
Band B	36.41	40.96	12.5%	9
Band C	41.61	46.81	12.5%	10
Band D	46.81	52.66	12.5%	11
Band E	57.21	64.36	12.5%	14
Band F	62.41	70.22	12.5%	15

Full Council - Minute Action Sheet - as at 27-03-23							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
05/12/2022	44/2022	Minutes from Committees	Amendments outlined to be passed to receiving committees.	IJB		06/12/2022	
05/12/2022	44/2922	Minutes from Committees	Changes to be made to Committee Memberships	IJB		06/12/2022	Changes made and updated list of Committee Memberships to be sent to Members w/c 30 January 2023
05/12/2022	44/2022	Minutes from Committees	Members to be provided with a full copy of the up-to-date Committee Memberships List.	IJB			To be sent to Members w/c 30 January 2023
05/12/2022	46/2022	Notice of Motion – Short Term Holiday Letting and Housing Supply	Action as necessary	CB		Letter written to Secretary of State	No reply to date other than acknowledgement
05/12/2022	47/2022	Notice of Motion – Retained EU Law (Reform and Revocation Bill)	Action as necessary	CB		Letter written to Secretary of State	Reply from Trudy Harrison MP circulated to members

Event Date	Time	Mayor or DM	Organisation	Event	Venue
07/02/2023	10am	M	KTC	Mayors Parlour Talk	KTH
09/02/2023	2pm	M	KTC	Mayors Parlour Talk	KTH
14/02/2023	2pm	M	South Lakes Dementia Hub		Kirkland
24/02/2023	6.30pm	M	Kendal Parish Church	Prayes for Ukraine	Kendal Parish Church
01/03/2023	6.45am	M	BNI	Business Breakfast	KRUFC
10/03/2023	7pm	M	Cross Lane Project	Rosie Edwards Exhibition	Cross Lane Gallery
16/03/2023	7pm	M	Carlisle City Council	Annual Dinner	Carlisle
17/03/2023	12.30pm	M	Kendal Rotary Club	Schools Tech Tournament	Leisure Centre
	7pm	M	Mary Wakefield Society	Mary Wakefield Festival	KTH
18/03/2023	2pm	M	EA/Kendal College	Beezon Field artwork exhibition	Castle Dairy, Wildman St
20/03/2023	1.30pm	M	Heron Hill School	Mayoral talk	Heron Hill School
24/03/2023	9.30am	M	SL Pupil Parl	South Lakes Pupil Parliament	KRUFC
27/03/2023	8.30am	M	Kendal Community Land Trust	Community Land Trust	Busher Walk
	10am	M	KTC	Mayors Parlour Talk	KTH
	2pm	M	KTC	Mayors Parlour Talk	KTH
30/03/2023	7.45am	M	Lidl	Opening of new store	Beezon Road
	4pm	M	High Sherrif	Installation of High Sherrif	KTH
31/03/2023	9am	M	Heron Hill School	School awards	Heron Hill School
03/04/2023	9.30am	M	C&W Fed of WI	AGM	KTH

Kendal Town Council Report

To: Council	4 April 2023
From: Town Clerk	Agenda Item No. 8

Financial Regulations

Background

The Audit, Grants and Charities Committee has been reviewing the Council's Financial Regulations, as a part of its role in bringing the Council's audit and governance regime up to date. The Practitioners Guide from the Joint Panel on Accountability and Governance (JPAG) recommends that the Council's Regulations are reviewed regularly, fit for purpose and adhered to.

It was noted in 2022 that the variance between the Council's existing Financial Regulations, and those contained in the 'Model' promoted by JPAG and NALC was sufficient for the process of review to require a clean start. To this end, the Committee has reviewed the latest model Financial Regulations, made the necessary alterations to nomenclature for Kendal Town Council's purposes, and now submit them to the Full Council for adoption, along with a brief commentary from the Town Clerk, who for Financial Reporting purposes is also the Council's Responsible Financial Officer.

Action Required

The Council is asked to adopt the following Financial Regulations.

FINANCIAL REGULATIONS 2022

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	9
7. Payment of salaries	12
8. Loans and investments	13
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	15
12. Payments under contracts for building or other construction works	17
13. Stores and equipment]	17
14. Assets, properties and estates	17
15. Insurance	18
16. Charities	18
17. Risk management	19
18. Suspension and revision of Financial Regulations	19

These Financial Regulations are based on the NALC model Financial Regulations 2019. They were adopted by the council at its meeting held on [enter date]. They will be reviewed no later than September 2025.

Commented [CB1]: April 2023 full council

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly. The Clerk acts in conjunction with the Finance Officer.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the Clerk and Finance Officer shall be sufficient to show and explain the council's transactions and to enable the Clerk and Finance Officer to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the Clerk and Finance Officer shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the Clerk and Finance Officer shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and

Commented [CB2]: This would be within the scheme of delegation to committees. A grant of £10,000 or more would require approval of the Full Council. Below that sum, it would be a delegated decision.

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the Finance Officer. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

Commented [CB3]: This is a prudent introduction

Commented [CB4]: Audit Committee currently fulfils this function

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The Clerk shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The Clerk shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its one-to-three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The Clerk and Finance Officer must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's **three year** forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the first week in February each year. The Clerk shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over **£10,000**;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below **£500**.

Such authority is to be evidenced by a minute or by the notes with the Schedule of Payments presented to the next meeting.

Commented [CB5]: This is a sensible extension of the budgetary discipline reasserted this year.

Commented [CB6]: In effect this is the first Monday in February Full Council

Commented [CB7]: This scheme of delegation seems appropriate

Commented [CB8]: These values are cautious, but credible.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in line with **contracts** for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The Clerk will inform committees of any changes impacting on their budget requirement for the coming year in good time.

Commented [CB9]: This should be made in to a specific date, eg November

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£500**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Commented [CB10]: This should be adequate, except in the case of vehicle costs, perhaps. Other Councils have a wide range of values here, up to £5,000. Perhaps £2500 would be appropriate.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The Clerk shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of **£100** or **15%** of the **budget**.

Commented [CB11]: Happy with these? £100 is probably far too low, 15 per cent could be quite large. Several Councils have deleted this line.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. **[The council shall seek credit references in respect of members or employees who act as signatories.]**

Commented [CB12]: I'm suggesting we don't impose this on members, subject to review.

5.2. The Finance Officer shall prepare a schedule of payments made, forming part of the Agenda for the Meeting and present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall accept the report by a resolution of the council [or finance committee]. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the Clerk and Finance Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The Clerk shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk shall take all steps to pay all invoices submitted, and which are in order.

5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of [£30,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

Commented [CB13]: This is a bit obscure, but we have lots of bank accounts!

5.6. For each financial year the Clerk and Finance Officer shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

Commented [CB14]: I'm not sure this is required. It feels like a duplication to me.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.

Commented [CB15]: This is in line with the £10k approval ceiling elsewhere.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. ~~Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.~~

Commented [CB16]: This isn't relevant

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

Commented [CB17]: These are a little onerous, but valid (knowing the history of some council frauds.)

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk and the Finance Officer shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the Finance Officer [a member]]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the Finance Officer and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

~~6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~

OR

[6.22. The Clerk and Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk with a claim for reimbursement.

a) The Finance Officer shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

Commented [CB18]: Possibly even that is too much. The original suggested £250

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of

Commented [CB19]: This is a new one on me. It seems draconian, but we may satisfy it by having a third party payroll company who keep such records anyway.

tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or Finance Officer.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk and Finance Officer.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk and Finance Officer.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the Clerk and Finance Officer and the Clerk and Finance Officer shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the Clerk and Finance Officer. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Clerk and Finance Officer considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The Clerk and Finance Officer shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the Clerk and Finance Officer.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The Clerk and Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk and Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and Finance Officer shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18, and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or Finance Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or Finance Officer shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Commented [CB20]: These seem reasonable

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk and Finance Officer upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

12.2. Where contracts provide for payment by instalments the Clerk and Finance Officer shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The Clerk and Finance Officer shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk and Finance Officer shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed ~~£250~~ ~~£500~~.

Commented [CB21]: Assuming there is a supporting budget line and a demonstrable need.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The Clerk and Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the Clerk and Finance Officer shall effect all insurances and negotiate all claims on the council's insurers.

~~[15.2. The RFO will keep a record of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]~~

15.3. The Clerk and Finance Officer shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The Clerk and Finance Officer shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. [Charities]

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and Finance Officer shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk (with the Finance Officer) shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Kendal Town Council Report

To: Full Council	20 March 2023
From: Audit, Grants and Charities Committee	Agenda Item No 9

Risk Assessment Review 2023

The following report was adopted by the Audit Grants and Charities Committee at its meeting on 20 March.

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis. This assessment is to be next reviewed by the Audit, Grants and Charities Committee at its meeting in January 2024.

The format below follows a matrix developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm councillors with the minutiae of individual process-based risk assessments, it takes a much broader view of the concept of risk, and challenges the council to demonstrate that it is identifying and mitigating risk through its policies and procedures. It includes a list of areas where the Council is assisted in this challenge by its internal auditor. In this context the internal auditor plays the vital role of a critical friend.

Areas where we use insurance to help us manage risks

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by Kendal Town Council
Maintaining an up-to-date asset register	Asset register being continuously reviewed and updated.
Fidelity guarantee	Insurance reviewed annually to ensure adequate provision
Regular maintenance arrangements for physical assets	Officers' workload monitored. Programme of work scheduled. Christmas lighting procedures under review. Allotment inspection and maintenance procedures monitored and new software enabled. Register and review of other physical assets ongoing.
Annual review of risk and adequacy of insurance cover by RFO and AGC Committee	Ensure risk is continually monitored by officers, and the process is overseen by the appropriate committee.

Ensure robustness of insurance provider	Monitor and take advice from CALC
Vehicle maintenance and insurance	Reviewed annually with regular inspections. Policy to be reviewed again Summer 2023.
Internal Audit Assurance	
Review internal controls by internal auditor and Audit, Grants and Charities Committee	Internal Auditor to cover
Review management arrangements for insurance	Internal Auditor to cover
Spot test specific internal controls	Internal Auditor to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable buildings, amenities or equipment
- Maintenance of vulnerable buildings, amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by Kendal Town Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital equipment	Standing Orders and Financial Regulations adopted specifying process. New Financial regulations under reviewed in 2021-22 in line with latest model, now require adopting.
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Appropriate committee to schedule in meetings where required
Clear statements of management responsibility for each service	Clerk to ensure. Policies reviewed in 2022, now under review for new delivery plan in 2023.
Regular scrutiny of performance against targets	Some existing processes in place, however whole process now requires review against new plan
Adoption of and adherence to codes of practice for procurement and investment	Updated Financial regulations to be adopted. To be reviewed to ensure they match current best practice and statutory requirements.
Arrangements to detect and deter fraud and corruption	Review of payment, authorisation and reporting arrangements carried out 2021. IA to comment on process and additional reviews. Review again in Autumn 2023.
Regular bank reconciliation, independently viewed	Appropriate committee oversees. Consider additional reconciliation observer 2022. IA to comment on process. Include in review Autumn 2023

Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to appropriate committee

Areas where we can self-manage risk

Internal Controls	Action by Kendal Town Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Systems altered during pandemic. System reviewed 2021, and additional review required. This now requires attention in Spring 2023.
Recording in minutes the precise powers under which expenditure is being approved.	System reviewed 2022 with new staffing arrangements. Requires re-affirmation following new council implementation plan, Summer 2023
Regular returns to HMRC	Salary system subject to periodic checks with payroll supplier
Contracts for all staff, annually reviewed by the council	To be reviewed annually for changes from 2021. Report to appropriate committee.
Systems for recording any relevant changes in legislation	Clerk reviews and reports to appropriate committee
Regular VAT analysis	Finance Officer oversees this. Reviewed in 2022. To re-assess in Autumn 2023
Training of RFO and finance staff in VAT and taxation issues	Some carried out in 2021. Reviewed in 2022, with new Finance System. Wider training for councillors and staff proposed Spring 2023
Regular budget monitoring statements	Ongoing improvements in 2022, though more work to be done, following budget process for 23-24.
Procedures for monitoring grants or loans made or received	Whole system reviewed in 2021. Ongoing improvements require implementation
Minutes properly numbered and paginated with a master copy in safe keeping.	Master copy to be kept in locked metal cupboard. Reviewed 2022, with proper practices restored after premises changes and Covid. .
Documented procedures to deal with enquiries from the public.	To be reviewed in Autumn 2023.
Documented procedures to deal with responses to consultation requests.	To be reviewed in Autumn 2023
Monitoring arrangements for Local Councils Award scheme.	To be reviewed in 2023-24

Documented procedures for document receipt, circulation handling and filing.	GDPR and document storage reviewed in 2022-23, after move to new offices. Process now needs codifying
Procedures for recording and monitoring members' interests and gifts and hospitality.	Reviewed in 2021-22. To be reviewed again 2023-24
Adoption of code of conduct for members	New Code and legislation reviewed 2021/22- 2022/23 and adopted as required.
Safe operating practices of staff/volunteers and participants in Events	Clerk to ensure proper risk management and training for all staff. Training to be reviewed continuously, at least annually. Records to be kept. Operational staff IOSH trained as appropriate by 2022.
Safe operating of events	Risk management policies to be implemented at outset. Officers to be trained to appropriate IOSH level.
Safe operating and maintenance of public spaces, including aspects of tree management and building management.	Staff to be trained to appropriate level. Regular inspection regime with records of inspections logged. Policy reviewed 2021. Continuous improvement culture adopted, but system requires consistent reinforcement
Safeguarding of young people and adults at risk who interact with the council	Safeguarding policies reviewed 2021 Appropriate training where required. Continuous review.
Safe working practices for staff inside and outside.	Regular assessments of working environment, fire and other risks, COSHH, effective PPE, lone working, work station safety, vehicle use, building safety. Risk assessment system in place for most activities. Dynamic risk assessment where appropriate.
Safe working in the context of Coronavirus or other pandemics	Regular and thorough review of government, PHE specialist sector and NHS guidelines for all activities. Adopt and adapt as required.
Internal Audit Assurance	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied.	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc including petty cash transactions	IA to note and include in report to council

Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management.	IA to note and include in report to council

10 March 2023

Kendal Town Council Report

To: Council	4 April 2023
From: Chair of Management Committee	Agenda Item No. 10

Background

The Council's Management Committee flagged up the need for an updated Council Plan in 2022. Following the conclusion of the budget setting process for 2023-24, a proposed Council Plan has now been drafted, by a small working group of councillors.

The draft is presented below. It is intended, that subject to adoption, the Plan is presented to the general public at the Town Assembly on Monday 22 May.

Action Required

The Council is asked to consider the Plan, and resolve to adopt it.

DRAFT BEFORE PUBLICATION

KENDAL TOWN COUNCIL'S PLAN

Introduction

Our plan is a statement of what the Council intends to do along with our partners and people of Kendal.

The Town Council is a group of 28 Councillors, each one a volunteer and elected by local residents, plus a small staff team. We are committed to following our values and doing our best for the town. To deliver our Plan, the Council needs to work in partnership with other organisations and local people.

There are several challenges to face, such as the flood protection programmes which are still underway, and the lasting impact of covid on individuals, our community and the economy. Our civic pride is strong, and we are finding new ways of working together. Kendal's great strength is the compassion creativity and commitment of its people.

Kendal Town Council is harnessing the town's heritage, as it looks to Kendal's future. We are already working very closely with the unitary authority of Westmorland and Furness, our partners Kendal Futures and the Business Improvement District (BID), and key bodies such as the Police, Integrated Care Group, Lakeland Arts, Brewery Arts, Kendal College and schools, plus local businesses and the voluntary community and faith groups.

Our Council's Plan

Kendal is already a great town, one of the most desirable places in which to live, work, invest and visit. This council aims to ensure all is done to sustain this for the future, by addressing challenges and building on our strengths. Kendal Town Council is working with partners to deliver this plan, based on our five priorities.

Our priorities are based on our values:

- civic pride, heritage and sense of place,
- innovation, enterprise and creativity,
- **cohesion**, inclusion, equality and diversity,
- collaboration, engagement and participation,
- care and compassion,
- environmental, social and cultural responsibility,
- integrity, impartiality and transparency,
- effective governance and financial responsibility.
-

Kendal Town Council's Five Priorities

1. Climate Change and Biodiversity

The Town Council recognises that climate change and the depletion of biodiversity, are emergencies that challenge the planet's wellbeing. We will address these challenges and enact the recommendations of the Kendal Citizens' Jury on Climate Change.

Kendal Town Council will:

- protect and improve green spaces, so they provide a natural home for wildlife, as well as being a wonderful place for people.
- support awareness and actions that help us move toward zero carbon.
- enhance our connections to the natural spaces and the river Kent.
- reduce pollution, encourage the reduction of waste and the means for better recycling.
- work with partners to make all aspects of our lives more environmentally sustainable.

2. How Kendal Looks and Feels - the Public Realm

The Town Council believes we have a role to play in meeting the high expectations of our community and visitors. We will work with partners to ensure Kendal is an attractive place in which to live, work, visit and invest.

Kendal Town Council will:

- ensure the most is made of Kendal's natural beauty, fantastic location, great architecture, rich heritage, civic pride and strong community.
- collaborate with partners to increase the number of affordable and sustainable homes for local families, encouraging the highest standards.
- maintain and improve our open green spaces and allotments.
- drive for a high quality in the buildings and maintenance of the town centre and its public space.

3. Thriving Town

The economic vitality of the town requires partnerships of people and place to ensure its continued success. We will work with others to plan, finance and deliver a thriving town for everyone.

Kendal Town Council will:

- promote Kendal to visitors and new arrivals.
- engage with partners to deliver the Vision for Kendal and the Town Centre Strategy.
- champion Kendal as a market town, service hub, retail centre and tourist destination.
- promote the town's industries, culture and heritage.
- encourage and support local people in creating and delivering community festivals and events.

4. Supporting People and Community Wellbeing

The Town Council knows that it is the people of Kendal that make it a special place. We will support them through networks of groups and organisations, to build capacity, cohesiveness and resilience in our communities.

Kendal Town Council will:

- fight for the delivery of the local services people need,

- collaborate with local communities, young people, local schools and colleges to provide services and opportunities for all young people.
- support local community, voluntary, faith groups and businesses who together are addressing social issues and building our communities.
- work with local groups and community centres to address isolation, special needs and emergencies.
- encourage groups and institutions to come together, collaborate and develop efficient partnerships.

5. Getting Around

The Town Council believes that changing the way we move around the town is better for people and the planet. We will support initiatives to lower emissions, improve air quality and improve safety, creating a town that is cleaner, safer and friendlier.

Kendal Town Council, in conjunction with Westmorland and Furness Council, will:

- improve footpaths and cycle ways.
- lobby central government, and other partners to ensure the town has a better road system, that is maintained to the best standards, delivering better safety and shared use of our streets.
- push for the improvement of bus and train services.
- encourage active travel to access local services.

Conclusion - the plan for the town depends on the people of Kendal

All plans and priorities will rely on engaging communities and encouraging participation. Our town's success is dependent on all of us working together. In all we do as Kendal Town Council, we will work to encourage the involvement of local people in local projects, to improve neighbourhoods, in the development of our communities and the coming together of our town for the benefit of all.

Kendal Town Council Report

To: Council	4 April 2023
From: Town Clerk	Agenda Item No. 11

Community Infrastructure Levy (CIL) Funding

Background

When the Council set its precept and budget in February, it also agreed reserve allocations from the Community Infrastructure Levy (CIL), to support its ongoing priorities.

CIL funding requires a reporting schedule, both for the public, and the collecting authority, and this must also be agreed by the Council.

Action Required

The Council is asked to adopt the following CIL allocation report.

CIL Receipts to Date

Year	Income	Running Total	Expenditure	Running Total
2016-17	646.19	646.19	0	0
2017-18	3,311.85	3,958.04	0	0
2018-19	8,208.85	12,166.89	0	0
2019-20	2,437.09	14,603.99	3,149.24	3,149.24
2020-21	9,024.86	23,628.85	0	3,149.24
2021-22	14,324.97	37,953.82	0	3,149.24
2022-23	68,176.22	106,130.04	20,000	23,149.24
2023-24	None received to date			
Current total		106,130.04		23,149.24
Total remaining		82,980.80	*	

CIL Allocation spend to date

2019-20 £3,149

Street furniture as follows: Woolpack Yard signage, Kendal Castle Directional Signage, Round wooden planters

2022-23 £19,400

to support the Council's aim to reduce speed limits across Kendal to 20mph

£600

to support improvements to play provision in Serpentine Woods.

* A further allocation of £32,500 of CIL Reserves was approved at the February meeting, for the 2023-24 budget year, and this will be apportioned to qualifying project spending in due course by the Management Committee, and reported to the Council.

Subsequent CIL spending will be assessed by the Council's Management Committee at its meetings in September (for 2023-24) and November (for 24-25). Proposals for expenditure from Committees should be prepared in advance of those meetings.

Kendal Town Council Report

To: Council	4 April 2023
From: Town Clerk	Agenda Item No. 12

Timetable for Council Meetings, Finance and Budgeting

Background

Recent meetings to consider the budget process (of both Management Committee and Audit, Grants and Charities) have highlighted the need for greater transparency in timetabling decisions and actions relating to the budget, audit, and other statutory needs of the Council. Following consultation, the following outline timetable is proposed. The Council will confirm the Schedule of Meetings at its Annual Meeting on 2 May.

Action Required

The Council is asked to adopt the outline timetable. Subject to this ratification a copy will be distributed to all councillors and the Council's website will reflect any necessary changes.

Date	Meeting/Event	Comment
Monday 3 April 2023	Planning	
	Full Council	
Monday 10 April	Bank Holiday	
Tuesday 11 April	Kendal in Bloom	
Friday 14 April	Mayor's Civic Dinner	
Monday 17 April	Planning	
	Audit, Grants and Charities	Q4 and also proposed meeting after as School of Science and Art
Monday 24 April	Christmas Lights & Festivals	
Monday 1 May	Bank Holiday	
Tuesday 2 May	Planning	Last Meeting as Committee of 2022-23.
	Full Council	Annual Meeting of the Council. This is the statutory meeting of the council, which the law says must take place in May. It is the one at which chairs, vice chairs and committee members are appointed, outside reps are appointed, a number of statutory policies may be reviewed.

		The first item on the agenda must be the election of a chair for the new municipal year. This is the legal point at which we select our Mayor, to be celebrated a fortnight later.
Friday 5 May	Coronation	
Monday 8 May	Bank Holiday	
Monday 15 May	Planning	
	Environment & Highways	
Thursday 18 May	Mayor Making Ceremony	The Council will have already elected a Mayor at this point, so the meeting is symbolic and ceremonial – a celebration of the Mayoral year and an opportunity for the new Mayor to introduce themselves.
Monday 22 May	Town Assembly	This is the statutory 'parish meeting' of electors in the Civil Parish of Kendal. The law says it must be convened between 1 March and 1 June.
Monday 29 May	Bank Holiday	
Tuesday 30 May	Management	This is the first opportunity for the new Management Committee to set out its plans for the coming year.
Monday 5 June	Planning	
	Full Council	The Council must approve the statements in the AGAR, required by external auditor by end of June.
Monday 12 June	Allotments	
Monday 19 June	Planning	
	Mayoralty & Arts	
Monday 26 June	Christmas Lights and Festivals	
Monday 3 July	Planning	
	Management	
Monday 10 July	Audit, Grants and Charities	Q1
Monday 17 July	Planning	
	Environment & Highways	
Tuesday 25 July	Kendal in Bloom	
Monday 31 July	Planning	

	Full Council	This could be the following week, but this avoids the need for a Full Council meeting in August
Monday 7 August	NO MEETING	
Monday 14 August	Planning	
Monday 21 August	NO MEETING	
Monday 28 August	Bank Holiday	
Monday 4 September	Planning	
	Management	
Monday 11 September	Environment & Highways	
Monday 18 September	Planning	
Friday 23 September	Torchlight	
Monday 25 September	NO MEETING	
Monday 2 October	Planning	
	Full Council	
Monday 9 October	Mayoralty & Arts	Includes committee budget setting
Monday 16 October	Planning	
	Audit, Grants and Charities	Q2, includes committee budget setting
Tuesday 17 October	Kendal in Bloom	Includes committee budget setting
Monday 23 October	Christmas Lights and Festivals	Includes committee budget setting
Monday 30 October	NO MEETING	
Monday 6 November	Planning	
	Management	Includes committee budget setting
Saturday 11 November	Armistice Day	
Sunday 12 November	Remembrance Sunday	
Monday 13 November	Environment & Highways	Includes committee budget setting
Monday 20 November	Planning	
Monday 27 November	Allotments	Includes committee budget setting, including rent rate for Jan 2025
Monday 4 December	Planning	
	Full Council	DRAFT budget may be available without Council Tax base information.
Monday 11 December	NO MEETING	
Saturday 16 December	Mayor's Coffee morning	
Monday 18 December	Planning	
Tuesday 19 December	Council Tax Base published	

Monday 25 December	Bank Holiday	
Monday 1 January 2024	Bank Holiday	
Monday 8 January	Planning	
	Management	Includes review of whole council budget, following publication of Council Tax Base by W&F
Monday 15 January	Environment & Highways	
Monday 22 January	Planning	
	Mayoralty & Arts	
Monday 29 January	Audit	Q3 and Risk Assessment
Monday 5 February	Planning	
	Full Council	Budget, precept and risk assessment
Tuesday 13 February	Kendal in Bloom	
Monday 19 February	Planning	
	Christmas Lights and Festivals	
Monday 26 February	Allotments	
Monday 4 March	Planning	
	Management	
Monday 11 March	Environment & Highways	
Monday 18 March	Planning	
Tuesday 19 March	Kendal in Bloom	
Monday 25 March	Mayoralty & Arts	
Monday 1 April	Bank Holiday	
Monday 8 April	Planning	
	Full Council	
Monday 15 April	Christmas Lights and Festivals	
Monday 22 April	Planning	
	Audit	Q4
Monday 29 April	Allotments	
Monday 6 May	Bank Holiday	
Tuesday 7 May	Planning	
	Full Council	Annual meeting of the council
Monday 13 May	Environment & Highways	
Thursday 16 May	Mayor Making	
Monday 20 May	Planning	
	Management	
Monday 27 May	Bank Holiday	
Tuesday 28 May	Town Assembly	
Monday 3 June	Planning	
	Full Council	AGAR

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Allotments Committee held on Monday, 27 February 2023, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.00 p.m.

Cllr G Archibald (Vice Chair)	Present	Cllr J Cornthwaite	Present
Cllr L Edwards	Present	Cllr A Finch	Present
Cllr C Hardy	Apologies	Cllr L Hendry	Present

Site Representatives present

Castle Haggs	Gwen Tordoff
Castle Haggs Ext	Jon Cox
Crow Tree	Bryan Williams
Underley Road	Chris Rowley
Wattsfield	Ros Taylor

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Janine Holt (Council Services Officer) and Pierre Labat (Townscape Officer).

A33/2022 Apologies

Apologies for absence were received and accepted from Cllr C Hardy and from Site Representatives Deborah Allison (Canal Head), Elizabeth Kelly (Castle Drive) and John Youde (Underley Hill).

A34/2022 Declarations of Interest

Cllr Finch reminded members of his previously declared interest as an allotment holder.

A35/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Committee considered whether to exclude the press and the public from any items related to a confidential or commercially sensitive matter.

Resolved: To note that such an item appears later in the agenda and will be dealt with at that point.

A36/2022 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Allotments Committee held on 12 December 2022 and to authorise the Chair to sign them as a true record.

A37/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations

made at previous meetings.

A31/2022 – Waiting List - The Council Services Officer reported that Cllr M Helme having advertised the relevant Underley Road site as a community plot through her Refugee Network, a good response had been achieved, with around ten people having shown an interest. Members wished to ensure that an appropriate press release was put out. The Committee was also keen to ensure offers of assistance and tools where possible. The Council Services Officer indicated that a meeting needed to be held on site with those interested and informed the Committee that the Council would be cutting hedges and a number of trees which needed to come down. The Town Clerk responded to a concern in relation to the Waiting List and the potential for people to think that this group might be jumping the queue. He explained how this would be managed in the context of the plot being brought in for community use.

Resolved: To put out an appropriate press release with regard to the aforementioned community plot at the Underley Road site.

A32a/2022 – Site Representatives - The Council Services Officer reported that there had been no move as yet on the baseline survey in relation to development of a plan for the maximisation of biodiversity on allotment sites. A meeting had taken place with Cumbria Wildlife Trust and it had been acknowledge that the two plots at Canal Head would always remain wet. With regard to the Underley Road site and the asbestos plot, the organisation had said that this should be left to wild and that it should not be entered. As regards the plot with trees, the Trust was keen to work with people to bring the trees back to fruit. The Council would work with the Trust and try to engage volunteers through an open day in the hope of getting the community to take the plot on board as a long term solution. In response to a query, the Council Services Officer informed the Committee that the Council was developing a good relationship with Cumbria Wildlife Trust who were keen to assist with any biodiversity projects, with the Council attracting the necessary volunteers.

Resolved: To note the report.

A38/2022 Review of Spend against 2022/23 Budget

The Council Services Officer presented a report reviewing spend against budget which indicated that only £32 remained at the end of the year. The report included a Reserve Statement, as requested at the last meeting of the Committee.

Resolved: To note the report.

A39/2022 Canal Head Extension

The Town Clerk presented a report advising that the Canal Head extension was approaching completion, with nine plots ready to let by the end of February. A further 12-16 plots should be available by the middle of March, as the site of the proposed wetland/wildflower area was planted up and the three soakaways completed. The level of surface water flooding had been greater than anticipated, but it was predicted to diminish as the surface planting took hold. The addition of three large soakaways, interrupting the flow to the lowest part of the site, should also assist in preventing the build up of surface water. On the lowest part of the site, there would be a wild planting area, using plants which were water tolerant and good pollinators, such as yellow flag iris, meadowsweet, marsh marigold and great burnet. Planting advice had been given by Cumbria Wildlife Trust following a site visit. This allowed the Council to actively increase the biodiversity value of the whole site whilst addressing the issue of surface water drainage and turning it to an advantage. The new plots were smaller than the average (around 60 square metres), but had the capacity to be doubled to

accommodate demand for larger plots. A persistent issue of anti-social behaviour and criminal damage had been reported to the Police earlier in the year. Since the design of the rabbit proof fencing had been amended, there had been no further incidents, but the site was being monitored. Any further damage, or indication as to possible perpetrators, would be dealt with by the Police.

The Townscape Officer referred to the three soakaways and explained that, during digging works, a layer of clay had been found. This he said, together with compacted soil, had been the reason for build up of surface water. The Town Clerk suggested that if the soakaways proved to work well, then this could also be a solution for Castle Haggs, where surface water accumulated following heaving rainfall.

The Town Clerk further reported on anti-social behaviour which had been taking place since writing the report in the area along the canal path and informed the Committee that he had discussed the matter with the Police earlier in the day.

Resolved: To note the report.

A40/2022 Site Signage

The Town Clerk reported that a review of site signage was an action following a review of allotment risk assessments in 2021-22. Currently there was no uniform method of informing the general public that an allotment was managed or owned by the Town Council, where the allotment was (in a format recognisable by the emergency services), who should be contacted for issues relating to the site and what may or may not be allowed in terms of public access. In the event of an incident or emergency on a site, the information that the Council currently provided was not helpful. What was prominently displayed on each site was a warning about damage to the allotment, with a threat of a fine for offenders under the Allotment (sic) Act, 1922. The Allotments Act 1922 was still law. Section 19 of the act said:

Penalty for damage to an allotment garden

(1) Any person who by any act done without lawful authority or by negligence causes damage to any allotment garden or any crops or fences or buildings thereon shall be liable on summary conviction to a penalty not exceeding five pounds, but this provision shall not apply unless notice of this provision is conspicuously displayed on or near the allotment garden.

This section had been specifically repealed by the Statute Law (Repeals) Act 1993, presumably because it had been superseded by the Criminal Damage Act 1971, so the majority of the signs appeared now to be redundant. Additionally there were some ancillary notices at some sites relating to dog fouling, though it was not clear where these had come from, on whose authority, and how they might be enforced.

New signage would provide the name of the site, some geographical locators – postcode, grid ref or What3Words, a contact number, email and web address for the Town Council, and any other priority message felt to be important. It could be ‘Authorised access only’, ‘Access for allotment tenants only’, or more nuanced for some sites ‘Access to individual plots is restricted to authorised tenants only’. This might apply at sites where there was a tradition of public access through the site – Canal Head, Sandylands, Castle Haggs for instance. Inclusion of the location of the nearest defib device would also address an issue raised within the risk assessment.

It was being proposed to use Allotment Development Funding to invest in new, uniform signage across the allotment estate. Depending on the final size and what existing poles or mounting arrangements could be re-used, the estate required in the region of 30-35 signs,

which would cost between £80 and £120, assuming aluminium dibond. A budget of £5,000 would allow for some new poles to be installed on some sites.

Members fully supported the proposal, however, proposed instead for a sum of £8,000, wishing to ensure that sufficient funding was set aside and not wanting to skimp on the signs. A suggestion was made for inclusion within the signage of the importance of biodiversity and non-use of pesticides, however, the Town Clerk suggested that this was a noticeboard issue, also pointing out that noticeboards should be erected on all sites.

Resolved: To authorise the use of up to £8,000 from the Allotment Reserve to install safe and uniform signage across the allotment estate.

A41/2022 Allotment Statistics Report

The Council Services Officer reported that the waiting list currently stood at 139 individuals. It had reduced by one individuals since the last meeting. 32 plots were vacant, details of which were provided within the report. Ten plots had been let since the last meeting, details of which were also provided. Outstanding Rent as of 15 February 2023 was £3,379.38 and related to 64 plots.

During discussion, the Council Services Officer informed the Committee that she did not envisage any problems in letting vacant plots.

Resolved: To note the report.

A42/2022 Site Representatives

Gwen Tordoff, Castle Hags Site Representative, informed the Committee that a few tenants had been considering giving up their plots and suggested that she would be willing to meet and help with any new tenants. The Council Services Officer advised that she had recently let a number of sites at Castle Hags and was now in a position to share details with Gwen. Gwen further referred to a stiff lock at the Castle Hags Extension which she had treated with WD40. The Townscape Officer said that this was appropriate, however, undertook to have a look when passing.

Resolved: The Council Services Officer to share details with the Castle Hags Site Representative of new tenants at Castle Hags.

Resolved: The Townscape Officer to inspect the lock at the Castle Heads Extension.

Jon Cox, Castle Hags Extension Site Representative, informed the Committee that the rat problem remained ongoing. The Council Services Officer explained, however, that the local pest control operative was unable to take the work on.

Brian Williams, Crow Tree Site Representative, drew attention to a previous question regarding the issue of skip provision.

Cllr L Hendry took the opportunity to ask whether a policy existed in relation to the collection of rubbish, mainly with regard to large plastic and recyclable waste which remained on empty or neglected plots. She also referred to the fact that some new tenants inherited this type of waste when taking on neglected plots. The Council Services Officer explained that the Council's policy, when letting plots, was to clear away rubbish. She pointed out the benefit of meeting new tenants on site due to the fact that once let, the plot became their responsibility. She stressed the fact that the Council did carry out clearance and pointed out that a lot had been spent on clearance in 2022/23. The Townscape Officer referred to a

previous Committee decision to ensure that sites were handed over to the highest standards possible. To this end, when plots were vacated, a systematic clear up was carried out in order to ensure that they were handed over safely and free from glass, etc. The Council Services Officer, however, drew attention to the fact that there would always be some allotments with an accumulation of rubbish, with tenants holding on to items which they thought may be useful. She was of the opinion, however, that there had been a recent change in culture, with people becoming keen to recycle. Both the Council Services Officer and the Townscape Officer referred to problems as a result of lack of manpower and the potential was therefore raised with regard to the potential for Site Representatives to become involved. It was suggested that they might carry out site meetings on the departure of old and arrival of new tenants, checking out the state of the plot and explaining what was required before reporting back to the Council. Further suggested was the potential for active community groups to carry out litter picking on allotment sites.

Resolved: To look into the matter of involvement of Site Representatives with regard to newly-let allotments.

Resolved: To look into the potential for active community group to carry out litter picking on allotment sites.

Chris Rowley, Underley Road Site Representative, had nothing to report on this occasion.

Ros Taylor, Wattsfield Site Representative, reported that people were starting to attend their plots. On the subject of rubbish, she explained that she tried to be proactive in this regard, advising officers of any concerns. She pointed out, however, the need for officers to be able to respond quickly. The Townscape Officer was pleased to refer to the new fencing at Wattsfield where he had not noticed any rabbit damage recently.

The Chair wished Site Representatives a successful growing season and thanked them for their contribution, advising that arrangements would be made for the next meeting to be held in May.

Resolved: To ensure that the 2023/24 Calendar of Meetings includes a May meeting of the Allotments Committee.

Resolved: To note the reports.

Part Two

The next item was considered following a resolution to exclude the Press and Public, as well as those site representatives present at the meeting, due to the confidential or commercial sensitivity of the report.

A43/2022 Town Council Allotments

The Committee considered an issue relating to the management of the Town Council's allotment estate.

Resolved: To approach a suitable solicitor to seek to progress the proposal.

The meeting closed at 7.50 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Audit, Grants and Charities Committee on Monday, 20 March 2023, at 7.45p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr S Coleman	Apologies	Cllr J Dunlop (Chair)	Present
Cllr L Edwards	Present	Cllr D Evans	Present
Cllr M Helme	Apologies	Cllr T Perkins	Absent
Cllr D Rathbone (Vice-Chair)	Present	Cllr C Russell	Present

In attendance: Chris Bagshaw (Town Clerk)

AGC31/2022 Apologies

Apologies for absence were received and accepted from Cllrs S Coleman and M Helme.

AGC32/2022 Declarations of Interest

No declarations of interest were raised under this item.

AGC33/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

AGC34/2022 Minutes of the Last Meetings

Further to Minute No.AGC24/2022, Members were again asked to receive and accept the minutes of the meeting of the Audit, Grants and Charities Committee, in addition to those of the last meeting held on 19 December 2022. The Clerk reported that he had met with Cllr Evans and they had agreed to propose some wording which they felt which better described the resolutions agreed in Minutes AGC15 and AGC16/2022.

Resolved: That additional wording be added to Minutes AGC15 and 16/2022, and the electronic record be amended accordingly. On this basis the Committee received and accepted the minutes of the meetings of the Audit, Grants and Charities Committee held on 13 October and 19 December 2022.

AGC35/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Clerk reported that it was understood that the second air ambulance service would not be submitting an application before 1 April. It was noted that the process of earmarking commitments needed to be more transparent and robust, so that the Committee could identify which parts of their available budget were already committed through previous applications.

Resolved: To note the report.

AGC36/2022 Audit Grants and Charities Overview of Policies and Actions

The Town Clerk provided a verbal update on issues relating to the Council's audit procedures and policies. He explained that it was clear from the council's working over the previous two years, as it emerged from the turbulence of both Covid and the renovation of the Town Hall that there were several areas in which it needed to tighten up its performance. The recent debates surrounding the setting of the 23-24 budget resulted in the Chair of this committee undertaking a consultation with elected Members and Officers, and reporting to Management, restating the necessary timetable and format for budget-setting, served to emphasise the point. It was observed that the grant making policies of the Council reflected its wider policy aims, and were a visible expression of the Council's imperative to work in partnership with local organisations to deliver important outcomes for the people of Kendal.

Resolved: To note the report and to bring the attention of the full council to the necessary timetable for financial planning and monitoring.

AGC37/2022 2022/23 Budget Monitoring

The Committee considered a report on the Council's budget and expenditure as at February 2023. The Clerk drew the Committee's attention to the timing of the meeting, which now appeared out of sync with the Council's financial cycle. Ideally the meeting would be either reviewing the Council's year end statement next month, or the end of the third quarter (31 Dec). However, he confirmed that the Rialtas finance system was reporting transparently and accurately the transactions of the Council and its budgets in a manner that was unavailable before its introduction in the current financial year. He reported that the Council's various outturn predictions had been heavily debated in the process running up to the setting of the budget in the previous month, and there were no other issues he wished to draw to their attention presently.

The Committee welcomed the clarity of the report and drew attention to the need to ensure that all Councillors are familiar with the basic processes involved in budgeting and budget control.

Resolved: To note the report, and consider how familiarising Councillors with the Council's financial management processes might be best achieved.

AGC38/2022 Grants Funding

The Committee was presented with details in relation to the current grants budget.

Members then gave consideration to the following four grant applications in the light of the current grants budget:-

- (a) Carer Support South Lakes for a contribution of £4,000 towards rent for new premises.

The Committee observed that the grant was applied for the day-to-day running costs of the organisation, and that this did not usually qualify as the appropriate use of the Council's finance. In turning down the application for grant funding the Committee did not preclude the organisation from coming back to the Council with a grant application for an activity which did comply with the criteria.

Grant offered - £0

(b) Fair oak Housing Association for a contribution of £500 towards the cost of running a variety of activities to engage tenants in Kendal and provide much-needed structure to allow them to meet their contemporaries while learning new skills and developing social skills in a relaxed and friendly environment.

Grant offered - £500

(c) Growing Well for a contribution of £500 towards the ongoing costs of the organisation's core horticultural materials such as seeds, growing media, soils, composts, potting trays, etc.

Although the grant appeared to be for 'core' tasks, the Committee agreed that the output was represented a tangible investment, and could just as well be a project or an In Bloom grant.

Grant offered - £500

(d) Kendal College for a contribution of £1,500 towards an Amazon Wildlife and Ecology Field Trip.

The Committee noted that this application was for payment to a third party, and was also outwith the scope of the Community Grant scheme. Subject to alterations to the recipient, they felt it would be better suited to being an application to the School of Science and Art charity, which the Committee noted would meet on the rising of the next full council meeting.

Grant offered - £0

Resolved: To offer the grants listed above, or to engage with applicants where a grant was not to be offered at this time.

Resolved: To arrange a meeting of the Trustee body of the School of Science and art at the rising of the next meeting of the full Council.

AGC39/2022 Financial Regulations

Further to AGC28/2022 when the Committee held over reviewing the draft proposals, the Town Clerk reported on the progress made towards updating the Council's Financial Regulations, which were attached to the agenda.

The Committee reviewed the Clerk's amendments to the Model Financial Regulations, and noted their origins with NALC, and the Council's previous decision to begin the review process from the latest model.

Resolved: To submit the proposed new Regulations in the form of a report to the Full Council.

AGC40/2022 Internal Audit

The Town Clerk presented a report and specification for the role of the Internal Auditor. The report explained that internal audit reports had to be made available to support and inform Members in considering the Authority's approval of the Annual Governance Statement.

The Council currently engaged RFM of Ulverston as Internal Auditors, but following review in 2022, had agreed to respecify the role to ensure it was continuing to meet the Council's requirements. The report referred to the Practitioners' Guide which included detailed guidance for appointing an internal auditor. The two key principles were independence and competence. There was no requirement for a person providing the internal audit role to be professionally qualified, however, there were a number of essential competencies to be sought from any internal audit service, details of which were provided.

The Town Clerk suggested that the Committee may decide that the timetable for audit was tight for the appointment of a new internal auditor in 2023. However, at the very least, he suggested that a new letter of engagement should be prepared for the existing Internal Auditor, along with a timetable for appointment in good time for 2024.

Resolved: To prepare a new letter of engagement for the existing internal auditor for 2022-23, and to prepare for a revised appointment process in a timely manner in the new financial year.

AGC41/2022 External Audit

The Town Clerk presented the timetable for the Council's External Audit (AGAR) which had been set out by Moore for auditing councils like Kendal Town. The timetable would result in, before 1 October 2023, the authority publishing a notice of the conclusion of the audit, the Annual Governance Statement (including any amendments as a result of the limited assurance review), the Accounting Statements (also including any amendments as a result of the limited assurance review) and the External Auditor Report and Certificate.

Resolved: To note the timetable for the Council's AGAR.

AGC42/2022 Risk Assessment

The Council's audit and governance regime required that it reviewed its risk management procedures on a yearly basis and, to this end, the Town Clerk presented a report on the Council's Risk Management policies. The report provided a matrix which had been developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm councillors with the minutiae of individual process-based risk assessments, it took a much broader view of the concept of risk, and challenged the Council to demonstrate that it was identifying and mitigating risk through its policies and procedures. It included a list of areas where the Council was assisted in this challenge by its internal auditor. In this context, the internal auditor played the vital role of a critical friend.

The report demonstrated areas where the Council used insurance to help it manage risks, areas where the Council could work with others to manage risk and areas where risk could be self-managed by the Council.

Resolved: To accept the report and commend it to the Full Council.

The meeting closed at 9.20 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Christmas Lights and Festivals Committee held on Monday, 20 February 2023, at 7.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr M Helme (Vice-Chair)	Present	Cllr H Ladhams (Chair)	Present
Cllr C Russell	Present	Cllr K Simpson	Apologies
Cllr R Sutton	Present	Cllr P Thornton	Present

In attendance: Town Clerk (Chris Bagshaw), Council Services Officer (Janine Holt) and Democratic Services Assistant (Inge Booth).

CLF37/2022 Apologies

An apology for absence was received and accepted from Cllr K Simpson.

CLF38/2022 Declarations of Interest

Cllr C Russell raised the fact that, as a Trustee on the Organisation, he had an interest in matters relating to Stricklandgate House.

Cllr R Sutton raised the fact that he was a member of the Unity Festival Committee and, in addition, that he was an actor in the Kendal Community Theatre.

CLF39/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

CLF40/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Christmas Lights and Festivals Committee held on 21 November 2022 and to authorise the Chair to sign them as a true record.

CLF41/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

With regard to CLF31/2022 (Budget Monitoring 2022-23), the Council Services Officer had now received feedback and was able to report that the Kendal Rugby Club's Firework Display had not taken place due to a lack of staffing resources. The Club had, however, indicated that it was hoped that the event would take place this year and that they would return to Kendal Town Council with a completed grant application. The Council Services Officer confirmed that the funding in relation to the grant approved for the 2022 event had not been paid.

With reference to CLF32/2022, the Council Services Officer informed the Committee of the reason why the representative from Kendal Micro Fest had been unable to attend this evening's meeting due to sickness. A representative would, however, attend a future meeting of the Committee to provide feedback on the festival and plans for the future.

The Committee was informed that the Town Clerk had now written to the applicant with regard to the Anti-Racist Summit 2022, as requested at CLF33/2022.

With regard to CLF33/2022, the Council Services Officer advised that feedback remained outstanding in relation to a draft procedure on the processing of grant applications. It was, however, hoped to implement the streamlined procedure from 1 April 2023.

The Council Services Officer lastly referred to plans in relation to the King's Coronation. She informed Members of a task and finish group which sat under the Kendal in Bloom Committee and which was considering the event. She informed the Committee that plans were on schedule.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings, as well as the verbal update with regard to plans in relation to the King's Coronation.

CLF42/2022 Budget Monitoring 2022-23

The Committee considered a budget monitoring report for 2022/23.

The Council Services Officer informed the Committee that the Christmas Lights budget would be fully spent.

With regard to Infrastructure Development and Maintenance, the Council Services Officer informed Members that Christmas Plus did not anticipate the need for many replacement lights, and she suggested, therefore, that £1,000 be set aside for maintenance. She drew attention to a number of infrastructure issues, one being at Paul Holland photography, with a need to move the fuse box out of that building and to place it outside at an appropriate height. This would be at a cost of £3,923. The Council Services further referred to problems at the Wheatsheaf and to the need to move the fuse box lower down on the outside wall, at a cost of £1,200. The Committee discussed the need for quotes to be sought and a preference for using a Kendal contractor, although it was pointed out that there were no suitably qualified electricians in Kendal, with a highways ticket being required to carry out this type of work. Discussion took place on the need for a survey to be carried out on all of the fuse boxes, and the potential for electronic switches and remote switch on was raised. The Council Services Officer undertook to bring a report to the next meeting.

The Council Services Officer referred to the Christmas Electricity budget and informed Members that the unmetered supply bill had not yet been received. The Christmas Switch On budget had been overspent by £80. £246 remained in the Bunting budget and the Council Services Officer advised that the bunting would go back up at the beginning of Spring; she would be meeting with Christmas Plus to highlight the need to ensure that the new bunting should not snap and to question the quality of what had been provided. With regard to the Platinum Jubilee budget, £1,726 remained, and it was being suggested that this might be put towards something for the Coronation. The potential to ask Management Committee to allocate this figure to the Switch On for next year was, however, raised. The Council Services Officer turned lastly to the Festival Grants budget in which £7,000

remained, and she drew Members' attention to two grant applications which were due to be considered later on in the agenda.

Resolved: To approve a sum of £3,923 from the Infrastructure Development and Maintenance budget to remove the fuse box from Paul Holland Photography.

Resolved: To approve a sum of £1,200 from the Infrastructure Development and Maintenance Budget to rectify the fuse box problems at the Wheatsheaf.

Resolved: To request Management Committee to carry over a sum of £1,726 from the Jubilee Budget into the 2023/24 Budget to be used to bolster the 2023 Switch On Event.

Resolved: A report to be brought to the next meeting of the Committee on arrangements for a survey to be carried out on all of the fuse boxes and on the potential for electronic switches and remote switch on.

Resolved: To receive the report.

CLF43/2022 Christmas 2023

The Council Services Officer presented a brief report from the Events Officer and Development and Delivery Manager on the Christmas Lights switch-on event due to take place on Thursday, 16 November 2023.

The Christmas Switch On event 2022 had been a great success. Kendal Mountain Festival (KMF) were keen to continue the partnership with the Town Council to recreate last year's event in a similar way, on Thursday, 16 November 2023.

The report included a number of improvements/changes which had been agreed by KMF and Town Council officers, namely:-

- to provide a larger centralised stage with improved sound quality that extends to most of Market Place and therefore ensure all audience members can hear stage activity;
- to change the parade route to Highgate to benefit from a more direct route with good lighting. It will also accommodate the parade size of around 500 people or more;
- to include another high spectacle act via a Tightrope Walker provided by KMF;
- to have a marquee or sectioned off area specifically for an Event Management base and designated lost child space that is separate from the stage area;
- to improve communications with Radio Walkie Talkies and visibility with high visibility jackets;
- involving additional stakeholders such as Kendal BID to who may wish to run and manage a street food market on Finkle Street;
- to create a flag element whereby flag bearers would be part of the parade and flags would be installed and displayed throughout the KMF festival; and
- to create a fun positive atmosphere in the parade by retaining the stilt walkers and band and incorporating free cow bells.

The report also included a draft event delivery timetable and estimated Switch On Event Budget Proposal, and sought feedback from the Committee and suggestions on how to cover the additional costs to create the improved event.

The Council Services Officer drew attention to the total budget of £6,300 and a shortfall of £1,800, also suggesting the need for a decision on the purchase of cowbells at an estimated cost of £400.

Discussion took place during which it was suggested that arrangements might be made for a mini slack line for children. It was raised that applications for road closure orders, etc., were currently suspended pending the start of the new Westmorland and Furness Authority, and it was, therefore, suggested that the necessary applications be made in any case, with Cllr P Thornton being copied into any communication. It was further raised that “Lancaster on Ice” were keen to bring an ice rink and Christmas market to Abbot Hall. It was, however, pointed out that this may not be possible in 2023, partly due to Local Government Reorganisation and problems in relation to appropriate power supplies. Attention was also drawn to the need to ensure that the opening of an ice rink, if this went ahead, should not clash with the opening of the KMF event. It was stressed that discussions in relation to proposals for an ice rink and Christmas market should be held with KMF, pointing out that this would be complementary to the main event and not in competition. It was noted the parade route would be changing this year, due to the fact that it had previously been too dark and due to the influx at Branthwaite Brow in the previous year.

Resolved: To look into arrangements for inclusion of a mini slack line for children at the Switch On event.

Resolved: To approve the purchase of cowbells at an estimated cost of £400.

Resolved: For discussions to be held with KMF with regard to proposals for an ice rink and Christmas market.

Resolved: To note the report.

CLF44/2022 Grants Criteria

The Council Services Officer presented the current grants criteria, explaining to Members the need to adhere to the document when considering applications for grants. She highlighted the fact that £5,000 was the Committee’s funding limit per festival per year.

Resolved: To note Kendal Town Council’s Grants Criteria for General and Festival Grants.

CLF45/2022 Festival Grant Applications

Note – Cllr R Sutton had earlier raised an interest in the Kendal Unity Festival and in Kendal Community Theatre. Cllr Sutton did not take part in the voting on the decision on Kendal Unity Festival. During consideration of this item, it was noted that Cllr R Sutton also had an interest which was not pecuniary in the Kendal Walking Festival.

The Committee was asked to consider two applications for grant funding.

To consider the following applications for grant funding (see attached):-

- *Kendal Walking Festival - £1,200*

Attention was drawn to the fact that the Walking Festival would be amalgamating with the Cycling Festival in the following year.

- *Kendal Unity Festival - £2,000*

Whilst it was recognised that this was a fast-growing and popular event that brought in a lot of people, some discussion took place as regards to whether the funding would be used for the Kendal element of the Festival only or Cumbria-wide.

The opportunity was taken to commend Kendal Community Theatre for its recent production.

Resolved: To make the following grants:-

- (a) £1,000 to Kendal Walking Festival; and
- (b) £2,000 to Kendal Unity Festival, subject to the organisation demonstrating that this funding is being used to benefit Kendal only.

CLF46/2022 Active Kendal

Cllr M Helme informed the Committee that Kendal Town Council would no longer be progressing the Active Kendal Programme, with its budget being unable to accommodate the initiative. She further explained that it was felt that the work involved in pushing the programme through as a Council project was too great.

Cllr Helme reported, however, that it was her intention to set up a refugee community network. She felt that it may be more suitable to drive the Active Kendal Programme through this network and instead to apply to the Town Council for funding. The Town Clerk referred to the Council's concept for a sport and leisure club at Mintsfeet which, he felt, may be able to link to the initiative.

The potential for third sector projects to tie in with council structures and so provide more longevity was stressed. Also raised was the possibility of building an association in Kendal, with access to Council funding, to work with young people.

Resolved: To note the verbal update.

CLF47/2022 Community Resilience

Note - Cllr C Russell had earlier raised the fact that, as a Trustee on the Organisation, he had an interest in matters relating to Stricklandgate House.

Whilst the Chair pointed out that the subject did not fall within the remit of the Committee, Cllr C Russell suggested that his plan was to seek to change that remit.

Cllr Russell went on to make a detailed presentation on wellbeing and empowerment. Cllr Russell's presentation focussed on sustainable community hubs which were co-ordinated groups of agencies from the third sector who were involved in strategic and development within communities to address social, health, neighbourhood and environmental issues. He referred to a proposal to seek to set up such a hub for Westmorland and Furness, based in Kendal at Stricklandgate House. He suggested the need for the Christmas Lights and Festivals Committee to become a "Community and

Culture” group to carry forward this agenda and ensure Kendal Town Council’s partnership with third sector organisations.

Discussion took place and the Town Clerk explained that it was for Full Council to appoint its committees and their terms of reference. Members referred to the Council Plan which was currently being developed, from which a committee structure would be developed in order to deliver that Plan, followed by development of an appropriate budget and staffing structure. The Council Services Officer took the opportunity to raise the importance of this piece of work, with officers currently unsettled by a level of uncertainty. The Town Clerk stressed the need for approval of the Plan and structure by Full Council at its Annual Meeting in May, with proposals being passed through Management Committee at its meeting in two weeks’ time. It was, therefore, proposed that a working group should be established to address the matter urgently, and that this Committee make a recommendation to Management Committee for an appropriate structure to be brought into being.

Resolved: The Chair of the Committee be delegated to work with Cllr C Russell and a working group to bring a proposal to Management Committee for an appropriate structure to be brought into being in order to address the wellbeing and culture agenda.

The meeting closed at 8.35 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Environment and Highways Committee held on Monday, 13 March 2023, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr G Archibald (Vice-Chair)	Apologies	Cllr S Blunden	Apologies
Cllr D Brown	Present	Cllr J Cornthwaite	Present
Cllr M Helme	Present *	Cllr E Hennessy (Chair)	Present
Cllr S Long	Present	Cllr C Russell	Present
Cllr K Simpson	Present **		

* Arrived at 7.02 p.m. between consideration of Agendas Items Nos. 4 (Minutes of the Last Meeting) and 5 (Presentation from Clean River Kent Campaign).

** Arrived at 7.03 p.m. during consideration of Agenda Item No. 5 (Presentation from Clean River Kent Campaign).

In attendance: Democratic Services Assistant (Inge Booth), Projects Officer (Anne-Marie Sanderson), Development and Delivery Manager (Helen Watson-Moriarty), Cllr D Rathbone (in respect of Agenda Item no.6 (Oxenholme Signage), Sheila Adam and Carole Wood (Clean River Kent Campaign), and one member of the public (Duncan Pollard from South Lakes Action on Climate Change).

E59/2022 Apologies

Apologies for absence were received and accepted from Cllrs G Archibald and S Blunden.

E60/2022 Declarations of Interest

Cllr C Russell declared an interest in Agenda Item No.10 (Climate Hub) by virtue of the fact that he was a Trustee of Stricklandgate House.

E61/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

E62/2022 Minutes of the Previous Meeting

Resolved: To receive the minutes of the meeting of the Committee held on 16 January 2023 and to authorise the Chair to sign them as a true record.

E63/2022 Presentation from Clean River Kent Campaign

Carole Wood and Sheila Adam of the Clean River Kent Campaign addressed the Committee, explaining that the group was a coalition of communities living along the River Kent, in Staveley, Burneside and Kendal, established in Autumn 2021 (a copy of a powerpoint presentation had been circulated to Members for information prior to the

meeting). The aim of the group was to keep the River Kent clean for water-based recreation and to protect ecology and wildlife. The Campaign's objectives were to:-

- reduce the amount of effluent discharged into the River Kent from a variety of sources;
- ensure that wastewater treatment facilities met:-
 - current needs;
 - the needs of new housing development; and
 - the additional pressures which would result from climate change;
- work with people and organisations who used the river;
- work with local councils, organisations and potential funders; and
- protect the ecology and wildlife of the River Kent.

The Committee was informed on how the Campaign was established, how it engaged with the community and on recruitment of and working with volunteers.

Highlighted was work carried out by the Campaign during 2022, including a recent application to DEFRA for bathing status at Staveley Recreation Ground, which had sadly been unsuccessful. Also provided were details on surveys which had been carried out and on the outcome of river water quality monitoring. Results showed that at every location tested, the levels of both e-coli and enterococcus were unacceptably high, and would be rated by the Environment Agency as poor. Additional observations had been made, details of which were provided.

The Committee was informed of the Campaign's plans for 2023 around practical citizen science projects with its volunteer group, more visible and effective local campaigning and developing stronger networks of local organisations within Cumbria and beyond.

Reference was made to the Campaign's budget, including on funding received so far and on applications yet to be made to other organisations, including Kendal Town Council. Funding would be used for programme co-ordination, practical citizen science projects / volunteer activities, genetic testing and partnership working and campaigning.

Both Carole and Sheila responded to questions raised by Members, who thanked and commended them for both their presentation and their work. In response to a question by the Chair, the Committee was advised that the Campaign's application to Kendal Town Council for a grant was imminent. The Chair suggested that the group might first discuss the matter with Cllr G Archibald on an informal basis and find out if there was anything that the Council could do with regard to lobbying on the issue. The Chair further proposed, with the grant application being imminent and the next scheduled meeting of the Committee not being until May, that he and the Vice-Chair be authorised to sign off the application, up to a maximum of £1,000.

Resolved: The Chair and Vice-Chair be authorised to consider and sign off the forthcoming grant application from the Clean River Kent Campaign, up to a maximum of £1,000.

E64/2022 Oxenholme Signage

Cllr D Rathbone addressed the Committee on various issues at Oxenholme station including the lack of information regarding its proximity to Kendal and the lack of visibility regarding how to easily access Kendal. He explained that he was present at the meeting, partly due to a perception that Oxenholme had been forgotten and also due to the fact that Oxenholme Station belied the fact that this was the entrance to Kendal. He stressed the need to signpost Kendal to those coming to the Town.

Cllr Rathbone reported that since the papers for this meeting had been sent out and published, he had attended a Community Rail Partnership Meeting at which Avanti had been present. He was pleased to draw attention to the fact that he had been able to make arrangements for the installation of a water fountain at the station, with a £500 contribution from Avanti, together with a sum of £500 from his own South Lakeland District Council locality budget.

In response to a query, Cllr Rathbone indicated that Oxenholme residents were keen for changes to be made, with visitors often heading up the hill into Oxenholme in error and also with the main problem being issues with parking in the village by rail users.

The Development and Delivery Manager presented the report which explained that the current Visit Kendal advertisements were easily missed.

The Committee was informed that new infrastructure funding had previously been reserved for handrail installation, however, that following site visits and contractor advice, it had become apparent that those projects were beyond Kendal Town Council's remit and capacity creating surplus funding to support this initiative.

It was proposed that, using the skills of the Kendal brand designer, a vibrant display be created, similar to the Kirkland flags to promote Kendal and the walking, bus and train access options from Oxenholme in the entrance tunnel near the bus stop. The display would be created using vinyl wraps on the existing white surface, sealed with an ultra-hard wearing crystal matt laminate.

It was further proposed to utilise the existing University of Cumbria signs by installing new vinyl wraps highlighting the Kendal brand and the visit Kendal website via a simple brand design on a vibrant green background. Additional phases could be added to upgrade the Kendal College art work in the next financial year.

The Development and Delivery Manager informed the Committee on the costs of the proposals, with the total budget being £3,514 (remaining new infrastructure balance and Cllr Rathbone's contribution).

Timescales were dependent on Avanti partnership working, which was strong but not guaranteed. Therefore, it was being proposed that the Committee vire the sum of £3,514 from the new infrastructure budget to the Public Realm allocated budget within the Development Fund.

Suggestions raised from the floor were for the inclusion of maps, information on buses, mention of the Citizens' Jury and the fact that Kendal was an Anti-Racist Town.

Resolved: To vire the figure of £3,514 new Infrastructure to the Public Realm allocated budget within the Development Fund for the proposals for signage at Oxenholme Station.

E65/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Development and Delivery Manager elaborated on a number of the items contained within the document, explaining that any outstanding were covered within the agenda for this meeting.

E52/2022 (Project Update Report) – Neither Cllrs G Archibald or P Thornton were present to provide an update on discussion on the matter of the handrail at Fountain Brow with the County Council Highways Officer. The Development and Delivery Manager would take this up with them separately.

With regard to alternative greening options at Blackhall Road, the Development and Delivery Manager suggested that this be included within next year's budget and that she would work up details for presentation at the next meeting.

The Chair referred to the production of a set of criteria regarding footpath improvements and suggested that the relevant officers, Vice-Chair and himself should meet for discussion in the following week.

The Chair drew attention to the fact that the Committee had not yet seen the final draft of the Biodiversity Policy and asked for this to be presented to a future meeting. Reference was made to South Lakeland District Council's Biodiversity document which was felt to be a very useful tool and a question raised as to what would happen to this following the move to Westmorland & Furness Council. Whilst it was presumed that the document would be retained, possibly in an expanded form, the Development and Delivery Manager undertook to check with the author.

The Committee praised the work which had been carried out by the Projects Officer in relation to wildflowers at Kendal Green and Members were encouraged to attend the volunteer work parties on 22 and 29 March. Raised was the potential to invite Ukrainian and Syrian refugees and the options for ensuring that they were provided with tools, either by appeal or by seeking assistance from the Appleby Road Community Garden tool library. Further raised was the opportunity for photographs, press piece and use of social media. In response to a query regarding the possibility of wildflowers at Yeats Close where the swings had recently been removed, the Chair suggested that he be sent an email in this regard as he felt that he may be in a position to provide an answer having recently consulted with the District Council on this matter.

Resolved: The Development and Delivery Manager to take up the issue of the handrail at Fountain Brow with Cllrs G Archibald and P Thornton who were due to speak with the County Council Highways Officer on the matter.

Resolved: With regard to alternative greening options at Blackhall Road, the Development and Delivery Manager to work up details for presentation at the next meeting.

Resolved: The Chair, Vice-Chair and relevant officers to meet in the following week for discussion on the production of a set of criteria regarding footpath improvements.

Resolved: The Development and Delivery Manager to present the final draft of the Biodiversity Policy to the next meeting of the Committee and, in addition, to check with the author of South Lakeland District Council's Biodiversity document the future of that publication.

Resolved: With regard to the to the volunteer work parties for the wildflowers at Kendal Green, Cllr M Helme to invite the Ukrainian and Syrian refugees and officers to seek to publicise the event.

Resolved: The question of the possibility of wildflowers at Yeats Close to be brought to the attention of the Chair who may be in a position to provide an answer.

Resolved: To receive the report.

E66/2022 Environment and Highways Budget 2022/23

The Committee considered a report on the Environment and Highways budget for the current year.

The Development and Delivery Manager drew Members' attention to a number of spend requests, firstly with regard to Green Spaces for £1,000 to be put towards supporting Cumbria County Council's work at Jenkin Rise path. The Chair raised the fact that this matter was not time-sensitive and that it had not been indicated within the papers. Cllr J Cornthwaite also expressed that this had been raised at Allotments Committee. He proposed, therefore, that officers be requested to bring a formal report before a future meeting of the Committee to enable informed consideration of the matter.

The Development and Delivery Manager's second request was with regard to New Infrastructure and the installation of handrails at Sepulchre Lane, at a cost of £960 and, in addition, for £200 towards replacement "Happy to Chat" signs that could not be vandalised. The remaining balance in that budget related to the previous item discussed at E64/2022 above (Oxenholme Signage). Members expressed some concern at any further spend on "Happy to Chat" signs, the original ones having been vandalised, however, were advised that the new signs would be in the form of plaques screwed to the benches. It was acknowledged though that the signs had been successful, some people having raised that they had experienced pleasant conversation. It was suggested, therefore, that it may be worth trialling the new signs at a different time of the year when the evenings were lighter and that the matter should be brought back before the Committee in May.

Reference was made to dual-hatted Members' contributions to the Environment and Highways budget from their District Council locality budgets that did not seem to appear to within the figures shown within the report, and the Development and Delivery Manager was asked to ensure that sight of these was not lost.

The Development and Delivery Manager also sought a sum of £556 from Infrastructure Maintenance for repainting of the crest at Windermere Road, pointing out that the Kendal in Bloom Committee had agreed to the painting for the one at Kirkbarrow to mark the King's Coronation. Members welcomed this proposal.

The Development and Delivery Manager lastly referred to quotations which had been received for painting of the handrails at Rosemary Hill and to those in relation to the benches on Finkle Street. These quotations had come in too high and so these projects would need to be put on hold until the following year.

Resolved: To bring a report to a future meeting of the Committee with regard to a request for a figure of £1,000 to be put towards supporting Cumbria County Council's work at Jenkin Rise path.

Resolved: To bring a report on a request for £200 towards replacement "Happy to Chat" signs to the meeting of the Committee scheduled to be held in May.

Resolved: Officers to ensure that the contributions made by dual-hatted Members/ from their District Council locality budgets are clearly displayed within the Committee's budget figures.

Resolved: To approve the request for a sum of £556 from the Infrastructure and Maintenance budget for the repainting of the crest at Windermere Road.

Resolved: To note the report.

E67/2022 Project Update Report

The Committee was presented with an update of ongoing projects and offered the opportunity to ask questions.

The Development and Delivery Manager drew attention to the fact that various projects were already covered within separate items on the agenda. She referred to the wetland planting at Canal Head, explaining that the drainage works were now complete and it remained to be seen how well this was working. Kendal Conservation Volunteers were growing wildflowers and signs had been erected regarding the work and its importance.

With regard to the 20mph scheme, the Development and Delivery Manager was awaiting Cumbria County Council regarding additional data, however, this was taking time due to Local Government Reorganisation.

The Development and Delivery Manager referred to Cycling and Walking informed the Committee that an LCWIP meeting was taking place on the following day which she, the Chair and Town Clerk would be attending. The Chair was keen to ensure that the Town Council was appropriately represented on this body, and sought interest from Members, also pointing out that Cllr S Blunden had indicated a keenness to become involved. He asked those Members who were interested to contact him by email. Cllr M Helme indicated that she would be keen to join. In response to a query, the Chair informed the Committee that the Town Council had made its wishes for Kendal clear around the need for cycle paths to serve schools and some east/west pathways.

The Development and Delivery Manager reported, also in relation to footpath improvements, that the District Council had confirmed content regarding project management of adventure path improvements via Town Council funding. Information had been shared and she was now waiting for District officers to confirm. This matter would be brought back to Committee in May, with the likely cost being £17,000 of the £34,814 allocated. She expressed appreciation for having support from District Council/Westmorland & Furness officers.

The Development and Delivery Manager referred to Public Realm Improvements and the Kendal Yards project, advising that this was progressing. She also drew attention to the need to confirm District Council actions in relation to Nobles Rest.

With regard to Green Spaces, the Development and Delivery Manager provided an update in relation to Fellside and the collaborative working which was taking place.

The Development and Delivery Manager pointed out that the visits to Mintsfeet had been carried out, providing an opportunity to understand the site. This would now start to be progressed. Clarity was sought with regard to this project around the actual site and the depot, which, it was felt, needed to be separated.

The Chair referred to SIDs, pointing out that in future, under the new Unitary Authority, funding would be made available to individual Westmorland & Furness Councillors for specific highways projects.

He further suggested that the issue in relation to repainting of the Thornyhills barrier be brought back to the next meeting. Cllr J Cornthwaite as Chair of the Flood Relief Scheme Working Group suggested that he might approach the Environment Agency to look at carrying out this work.

Resolved: The Development and Delivery to continue to chase Cumbria County Council regarding additional data in relation to the 20mph scheme.

Resolved: In addition to Cllrs S Blunden and M Helme, any Members interested in representing the Town Council on LCWIP to contact the Chair by email.

Resolved: To bring the matter of adventure path improvements management back to Committee in May.

Resolved: The Development and Delivery Manager to follow up with the District Council the matter of Nobles Rest.

Resolved: The Development and Delivery Manager to separate out the matter of Mintsfeet and the depot.

Resolved: The issue of repainting of the Thornyhills barrier be brought back to the next meeting, with Cllr J Cornthwaite, as Chair of the Flood Relief Scheme Working Group, also to approach the Environment Agency to look at carrying out this work.

Resolved: To note the report.

E68/2022 Climate Hub

Note - Cllr C Russell declared an interest in this item of business by virtue of the fact that he was a Trustee of Stricklandgate House, and took no part in the voting thereon.

The Development and Delivery Manager presented a report which explained that, following the recommendation of the Kendal Climate Change Citizens' Jury, Kendal Town Council had been seeking opportunities to create a 'one stop shop' regarding Climate action to support residents in getting help and/or inspiration to reduce their carbon footprint.

Recognising the impact and benefits of the Waste into Wellbeing initiative, the Council had allocated a budget of £10,000 per year for three years to support its expansion within Stricklandgate House and for that expansion to include a climate hub focus, enabling residents to access both rescued food via the Kendal Peoples Café and information to support their own carbon reduction efforts regarding energy, transport and food.

A hub shaping event had taken place to check with residents and supporters that this initiative would be welcomed in Kendal. The event had confirmed both the need and potential for the project.

It was being proposed to support both the expansion and tenancy costs to enable Waste into Wellbeing to operate from one location within Stricklandgate House.

In order to expand, a café area complete with new professional training kitchen was required. The Town Council's contribution would create an opening between the new café area and the kitchen, enabling access between the two and creating a service area. Waste into Wellbeing had raised the funds to install a professional kitchen.

The hub shaping event had confirmed the need to ensure the look and feel of the space was welcoming to all, and not just those currently within the 'climate action bubble'. Plants, sofas and vibrant signage were needed to create a well-loved space.

Waste into Wellbeing would face increased rental costs as the space expanded beyond the current coach house space; this contribution would support the initial expansion phase. Waste into Wellbeing's strong business plan forecasted self-sufficiency as the café element increased thanks to the new location and the opportunity to increase opening hours.

Combining budget allocations from financial years 2022/23 and 2023/24, the total budget was £20,000, to be invoiced from 1 April 2023 and allocated as follows:-

- building expansion costs - £9,000 (to be paid directly to Stricklandgate House);
- increased rent contribution - £7,560 (to be paid directly to Waste into Wellbeing); and
- interior design to create welcoming space - £3,340 (to be managed by Kendal Town Council).

Members welcomed the proposals which fulfilled the Citizens' Jury recommendations and also the opportunity for collaboration between various organisations. The Development and Delivery Manager, in response to a query, explained how Kendal Town Council would be involved in the area of interior design of the welcoming space, by commissioning the work through, for example, Rag Tag Arts, and sourcing décor and furniture. This would form the Town Council's part of the contribution. The Committee would be kept informed on the process, with input being sought as necessary.

In response to a query regarding competition within the Town, Duncan Pollard, South Lakes Action on Climate Change, provided details with regard to the business model for the café, explaining that not only had the café had been extremely busy in recent weeks, but that recipe demonstrations were also being provided, as well as work experience opportunities being given to students from Kendal College. There had been a migration from giving away food to now actually preparing it. Whilst not directly self-funding, the scheme was now largely self-financing, although it was hoped to maintain the "pay as you can" aspect. He stressed the importance of Kendal Town Council maintaining its role in the Scheme.

Resolved: To release the total budget of £20,000 (combining budget allocations from financial years 2022/23 and 2023/24), to be invoiced from 1 April 2023 and allocated as outlined above.

E69/2022 Kendal Together Toward...

Further to E56/2022, the Development and Delivery Manager provided a verbal report, asking the Committee to discuss and endorse a revised approach to the former proposed accreditation scheme, which had been a response to a Climate Change Citizens' Jury recommendation. Since the last meeting, officers had explored alternative options that would engage businesses and support and encourage them to make carbon reductions.

The thinking behind the name of "Kendal Together Toward..." was that it generated and encouraged joint action, enabled businesses to join the dots and define what they were moving towards and met people where they were in terms of their reduction journey. Businesses could join if they had completed one or more of the following criteria:-

- signed up to the refill app and/or promoted their refill service;
- received a "Business Health Check" via Future Fixers, available at green business network drop in sessions;

- attended future training sessions at Stricklandgate Hub (i.e. Solar Made Easy, planning and co-operative options); and
- completed certified accreditation with Small Green Businesses or others.

Promotion would be carried out through the existing Zero Carbon Kendal platform. “Explore our Town” would be changed to “Kendal Together Toward...” and all members would be plotted on the maps accordingly. A logo and icons would be created for the four criteria points and members would be given the Kendal Together Toward... sticker with the icons relevant to their actions and more as and when they engaged further. Refill Members would be the first to be engaged. Multiple press releases would be put out and the scheme would be promoted via newsletter and social platforms.

The Development and Delivery Manager informed the Committee that £2,500 of next year's Climate Change funding would have to be allocated to cover design and health check costs.

Some concern was raised with regard to Town Council funding and officer commitment to the scheme and as to whether this work formed part of the Council's remit. The Development and Delivery Manager explained that, whilst this area of work had not traditionally been within the Council's remit, this was a recommendation which had been made by the Citizens' Jury and it was acknowledged that the Town Council had agreed to assist in putting the recommendations into practice. In addition, attention was drawn to the Council's own commitment to carbon neutrality. Members felt that the Council had a duty to assist through raising awareness, and encouraging and empowering businesses to successfully manage carbon reduction themselves, with the aim of the scheme becoming self-driven. A suggestion was raised for the need for the Council to seek grants in this regard and also for the potential to seek a subscription for the scheme.

Members were keen to see a solid paper brought before the Committee, including more information on officer hours and cost, together with a clear proposal.

Resolved: To endorse continuing research into the approach outlined above with a view to bringing a report including solid recommendations to the next meeting of the Committee.

The meeting closed at 8.45 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Kendal in Bloom Committee held on Monday, 13 February 2023, at 6.00 p.m. in the Romney Room at the Town Hall, Highgate, Kendal.

Kendal Town Council Members

Cllr A Blackman (Chair)	Present	Cllr D Brown	Present
Cllr L Hendry	Present	Cllr R Sutton (Vice-Chair)	Present

Co-optees

J Cottam	Present	M Nicholson	Apologies
C Stuart-Smith (Horticare)	Present	A Yates (Kendal Civic Society)	Present

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Janine Holt (Council Services Officer) and Pierre Labat (Townscape Officer). Terry Parr (Kendal Conservation Volunteers) was present as a member of the public.

B20/2022 Chair's Announcement

The Chair introduced and welcomed the Committee's new Co-optee, J Cottam.

B21/2022 Apologies

An apology for absence was received from M Nicholson (Co-optee).

B22/2022 Declarations of Interest

No declarations of interest were raised.

B23/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

B24/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 17 October 2022 and to authorise the Chair to sign them as a true record.

B25/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

B12/2022 – Minutes of the Previous Meeting

Resolved: To circulate to Members notes of the two meetings of the Working Group regarding Kendal in Bloom.

Cllr Hendry informed the Committee that the bulb planting at Hallgarth was going ahead without any further cost to the Council.

B18/2022 – Wildflower Planting

Members were informed that a response from Cumbria County Council regarding wildflower planting at Asda Roundabout remained outstanding.

With reference the position at which the Christmas tree was erected each Christmas and the recent proposal to place a hanging basket structure in its place, Members were informed that officers were currently trying to establish who owned the site. The Town Clerk stressed the importance of gaining permission from the owner of the site prior to purchasing the hanging basketry.

Reference was made to B12/2022 of the minutes of the meeting of the Committee held on 17 October 2022 and to a proposed visit to Heron Hill School in Spring 2023. J Cottam, Co-optee, suggested that this should take place one evening later in the Spring.

Resolved: To make arrangements for Members and those interested in engaging with the agenda to visit Heron Hill School one evening at the end of May 2023.

Resolved: To note the report

B26/2022 Review of Spend against Budget 2022/23

The Council Services Officer presented the report, informing Members that a figure of £5,802 remained available in the Committee's 2022/23 Budget. Reference was made to a figure of £1,468 which had been approved for the hanging basket structure at Kendal Market Place. The Council Services Officer further referred to the proposed planting of wildflowers and to £1,600 having been provisionally spent in this regard, although permission was awaited from the County Council. The situation with regard to the planters on Finkle Street at a cost of £495 was similar, with permission also awaited from the County Council. The Chair suggested, therefore, the potential for £6,000 to remain in the budget, and the Council Services Officer drew attention for funding towards the Kirkland Crest and Coronation Bed project.

The Chair, therefore, proposed a list of possible contingencies, firstly to include two planters to sit behind the railings at Stricklandgate House. The Town Council would only need to supply funding for soil, compost and plants. He suggested that the organisation be sent a grant application form and for the earmarking of £500.

Resolved: To earmark in principle a sum of £500 for the supply of soil, compost and plants for two planters at Stricklandgate House, the final decision to be delegated to the Chair in consultation with officers, with a report to be brought back to a future meeting.

A further suggestion was raised for the refreshing of the planters by Nobles Rest, at an estimated cost of £100.

Resolved: To earmark in principle a sum of £100 for the refreshing of the planters at Nobles Rest, the final decision to be delegated to the Chair in consultation with officers, with a report to be brought back to a future meeting.

The Council Services Officer referred to the need to make available funding for compost for the hanging basketry in Kendal Market Square, at a cost of £390. The Townscape Officer took the opportunity to inform Members of a reduction in the estimated cost of the metal ware of the basketry, due to the blacksmith having suggested converting an existing metal item.

Resolved: To earmark a sum of £390 for compost in relation to the hanging basketry in Kendal Market Square.

The Town Clerk provided clarification, pointing out that the proposals would bring expenditure to a total of £4,500 (from £5,802) and so allowing room for contingencies.

Resolved: To note the review of spend against budget at 5 February 2023.

B27/2022 Kirkland Crest – Coronation Garden

The Council Services Officer presented the report, explaining that the project was being led by the Development and Delivery Manager.

The report indicated that Full Council had agreed funding of £10,000 to mark the Coronation of King Charles. Officers had identified the Kirkland Bed as an area that needed attention ahead of Britain in Bloom and that could be improved as a sustainable legacy to the Coronation. In order to keep improvements within budget, corporate sponsorship had been secured from Lakeland Gardens who would design and plant the space at a reduced rate. Working in partnership with Lakeland Gardens, a Coronation themed garden would be designed and created, complete with the King Charles' favourite flowers, Delphiniums, and a commemorative stone to mark the occasion. Lakeland Gardens' professional design would be approved by the Kendal in Bloom Committee. The bed was owned by Kirkland Parish but managed by South Lakeland District Council who were happy to confirm permission on receipt of professional design. The total cost for this would be £5,000, with an additional £5,000 secured via corporate sponsorship. On Saturday, 6 May 2023, the Mayor would officially open the Coronation Garden, with residents, sponsors and partnership being invited to the opening. The sought funding for the preparatory work to the area at Kirkland Bed, at a cost of £1,506, plus £250 for the removal of garden waste. The cost of repainting of the Kirkland Crest was shown as £800.

The Council Services Officer explained that things had moved on since the report had been written, with the Environment Agency since having indicated that they had a scheme to plant up the area. She pointed out, however, that she was still asking the Committee for the funding, although she was unsure at this stage whether it would still be required. She explained the need for discussion with the Environment Agency as regards the Town Council's requirements for the planting. The painting of the Crest remained, however, in the Town Council's gift, and she informed Members that the Environment and Highways Committee had already approved this work. She stressed, however, the need for the Kendal in Bloom Budget to be spent.

Resolved: If required to provisionally, the funding of the preparatory work to the area at Kirkland Bed from the Kendal in Bloom budget, as outlined within the report, with the Chair, in consultation with the Town Clerk, being delegated authority to authorise the spend, as and when necessary.

B28/2022 Bishops Court Planting Scheme

The Council Services Officer informed the Committee that a small working group with representation from Kendal Town Council and South Lakes Housing had been looking at ways in which to visually improve the planters which were located on Bishops Court. The proposal was to clean up the exterior of the four concrete planters and to install new plants. This was a one-off request to improve the area. The planters would not form part of the civic planting regime and would be maintained by the residents of Bishops Court, with the residents being fully on board with the scheme.

The Council Services Officer undertook to circulate photographs of the area the following day.

Concern was expressed at the potential for this to become high maintenance for the Town Council and suggested, therefore, that the matter be brought to the next meeting of the Committee, following Members having had sight of the photographs. The Chair further encouraged Members to visit the site.

Members welcomed involvement of the community in the scheme and the opportunity for them to become involved.

Resolved: To circulate photographs of the area to Members of the Committee and to bring the matter back for a decision at the next meeting.

B29/2022 Kendal in Bloom 2023

Reference was made to the working group meetings which had taken place in relation to Kendal in Bloom 2023. The Chair proposed the need to include consideration of the Kendal Futures' project in relation to smartening Kendal's Yards.

The Council Services Officer reported that two meetings had been held to date and that whilst the group had struggled for ideas, a desire had been expressed for a link to Kendal wool, as well as including an element of horticulture, with a proposal having been suggested for a Crown and Throne themed competition. The aim was to open the competition up to business, schools and the community, to create a throne with a crown, using wool and flowers. To this end, she said that she would be contacting relevant organisations and the Wool Festival organisers, also engaging assistance from contacts at Kendal BID. The aim was to thus mark the Coronation, with King Charles being patron of the British Wool Society and taking into consideration his other interests in relation to organic gardening and biodiversity. Those taking part would be encouraged reflect King Charles' interests within their designs. Terry Parr (Kendal Conservation Volunteers) stressed the need to also emphasise links to Kendal Green Cloth which had been made in the Town and attention was further drawn to the motto on the Town's Crest – Wool is my Bread. The Council Services Officer reported that it was hoped to launch the project on 1 March 2023. Businesses would be invited to display the finished pieces in their windows.

The Council Services Officer undertook to speak to Cool Crafting with regard to the provision of wool. She informed the Committee that the Projects Officer would design and produce a flyer for circulation to the community, clubs and societies, and allotment holders. It was pointed out that the judging date could not be made to tie in with the Coronation and it was, therefore, suggested that this should wait for either Cumbria or Britain in Bloom. It was further suggested that King Charles might be invited, on behalf of the Committee, to view the chairs.

Resolved: To invite King Charles, on behalf of the Committee and the Mayor of Kendal, to view the chairs at some point during the summer.

Terry Parr next informed the Committee about the work of the Kendal Futures' Place Making Group in greening up Kendal. As a part of this, it was planned to do something about the state of the yards within the Town, with the yards forming an important part of the history of Kendal. The idea was for a pilot project for three yards using art, with the involvement of Rag Tag Arts, and the idea of including planting was of additional interest. It was felt to be too difficult to achieve during 2023 and Mr Parr pointed out the importance of encouraging local participation during a 15 to 20 month lead in time. Mr Parr felt that the project could be opened up as part of Kendal in Bloom. He referred to work already successfully being carried out in Yard 23. He undertook to report back should the Committee be interested in exploring options, stressing that engagement with local people was an important first step. The Chair welcomed the initiative and suggested to Mr Parr that any application for funding next year would need to be submitted by Christmas 2023. Mr Parr felt that the initiative, if it worked well, could also contribute to both Cumbria and Britain in Bloom.

Resolved: To note the verbal update in relation to Kendal in Bloom.

B30/2022 Cumbria in Bloom

The Council Services Officer reported that although nothing was currently happening in relation to Cumbria in Bloom, Kendal Town Council would certainly be entering the event. She pointed out, however, that the Town Council would again be hosting one of the three award ceremonies on 17 October 2023. She undertook to report further at the next meeting of the Committee.

Resolved: To note the verbal update in relation to Cumbria in Bloom.

B31/2022 Britain in Bloom

It was reported that it had now been officially confirmed that Kendal would represent Cumbria in the large town category of Britain in Bloom 2023.

The Council Services Officer informed the Committee that it would be necessary now to start looking at a route and portfolio, and she pointed out that the next meeting of the Committee was not until 11 April 2023. Reference was made to the excellent portfolio which had been put together by the Projects Officer for Cumbria in Bloom in 2022 and the Council Services Officer explained that there were strict criteria to be followed; what was not included on the route would need to be included within the portfolio. She further pointed out the need for strictness in relation to timings.

It was suggested that a Working Group be set up to meet prior to the Committee meeting scheduled to be held on 11 April. The Working Group could carefully examine the criteria and discuss plans for a route and portfolio. Terry Parr (Kendal Conservation Volunteers) asked if he might attend meetings of the Working Group in the capacity of observer.

Resolved: To note the verbal update in relation to Britain in Bloom and to make arrangements for the first meeting of a Britain in Bloom Working Group to be held on Tuesday, 14 February 2023, at 10.00 a.m., with Terry Parr (Kendal Conservation Volunteers) to be invited in the capacity of observer.

B32/2022 Planters on Finkle Street

An update had been made at Minute No.B26/2022 above where Members had been informed that the necessary permissions were awaited. The Townscape Officer further drew attention to the fact that the Town Council was going to maintain the benches in the same location, as well as improving some of the paving.

Resolved: To note the verbal update.

B33/2022 Wildflower Planting

An update with regard to wildflower planting at the Asda Roundabout had been made at Minute No.B25/2022 above where Members had been informed that a response from Cumbria County Council remained outstanding. It was hoped that a decision would have been received before the next meeting of the Committee.

Resolved: To note the verbal update.

B34/2022 Chair's Announcement

The Chair allowed J Cottam, Co-optee, an opportunity to inform the Committee of the hope to develop a community garden within Kendal.

Ms Cottam referred to the current project at Heron Hill School which was extremely successful and, she felt, too good not to share, with other schools having regularly visited over the last six years to learn about bees, pollinators and biodiversity. As a result of these visits, a large number of school children came back regularly to help out and, in addition, the project was also used in relation to the Duke of Edinburgh Awards and for disadvantaged children, and as a safe space and enabling ownership rather than "teachery". One of the project's straplines was, "If you can look through a hive of 60,000 bees then you can do anything."

Ms Cottam explained, however, that project was a victim of its own success and of the constraints with its situation within a primary school. She informed the Committee, therefore, of the desire to obtain a piece of garden for development within Kendal for similar use by other community groups.

C Stuart-Smith, the Co-optee representing Horticare, drew attention to a green space alongside that organisation's site which, she felt, was a promising space and, in addition, accessible. She explained that her supervisor at Cumbria County Council, Shelley Stokes, had indicated support and, in addition, engagement by the Horticare Team. Ms Cottam very much welcomed this offer and future discussion with Horticare. She also referred to a piece of land at the People Referral Unit at Canal Head and, in addition, to grants which might be available moving forward. Ms Cottam, in closing, stressed the need to be able to future-proof any future project which would come to be relied on by the people involved.

The meeting closed at 7.12 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of the meeting of the Management Committee held on Monday, 6 March 2023, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr E Hennessy	Present
Cllr S Coleman (Chair)	Present	Cllr S Long	Present
Cllr J Dunlop	Present	Cllr D Rathbone	Present
Cllr D Evans	Present	Cllr C Russell	Present
Cllr A Finch	Apologies	Cllr G Tirvengadam (Vice-Chair)	Present
Cllr H Ladhams	Present		

Also present: Cllr G Archibald (arrived at 7.40 p.m. during consideration of Agenda Item No.6 (Council Activity Report) acting as substitute for Cllr A Finch.

In attendance: Chris Bagshaw (Town Clerk) Helen Watson-Moriarty (Development Manager)

M67/2022 Apologies

An apology for absence was received and accepted from Cllr A Finch.

M68/2022 Declarations of Interest

No declarations of interest were raised.

M69/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

M70/2022 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 9 January 2023 and to authorise the Chairman to sign them as a true record.

M71/2022 Minute Action Sheet

Members considered a report on actions taken by Officers on resolutions or recommendations made at previous meetings.

The Town Clerk referred to M45/2022 (Outside Bodies) and the third action regarding seeking clarification on the Town Council's representation on Brewery Arts, advising the Committee that this was an ongoing conversation. He further drew attention to M46/2022 (Land at Mintsfeet and Vicarage Drive), and pointed out that Land at Vicarage Drive formed an item later in the agenda for the meeting.

Resolved: To note the report.

M72/2022 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in. He referred to the section of the report which sat outwith the proposed thematic headings and to the action relating to Committee Structure, explaining that the Christmas Lights and Festivals Committee had, at its last meeting, discussed the issue of community resilience and the need for the Council to address the issue through an appropriate committee structure. Management Committee was being asked to examine the matter in order to share suggestions with the wider Council.

It was raised that this was an opportunity to formalise informal discussions and to bring the matter into the public domain, as well as to put things in place for the Council's annual meeting in May, at the same time as the Council Plan for Kendal.

A lengthy discussion followed, and whilst some Members were of the opinion that the matter should move apace, others felt that there was a need for more careful planning and a step by step approach in order to achieve the correct focus. Also raised was the question as to whether an entirely new committee structure was actually necessary, attention being drawn to the fact that the Council delivered effectively in its current format. It was suggested that the contents of the new Plan could be appropriately divided amongst the current committees. Attention was drawn, however, to frustrations as a result of the current committee structure being unable to deal effectively with social issues, with a recent example provided. To this end, it was suggested that only one committee may need renaming in order to encompass the issue of community resilience. The majority of Members remained keen for approval of the proposed Council Plan to take place at the Annual Meeting of the Council in early May, prior to consideration of an appropriate committee structure to deliver that Plan being considered by the Management Committee in late May. Also raised was the fact that, whilst the existing budget supported the work currently carried out by the Council, any future changes to what was delivered may result in other work having to be ceased. The need, therefore, to discuss any changes prior to the commencement of the 2024/25 budget cycle was stressed.

The Town Clerk sought direction from the Committee in relation to formal consideration of the Council Plan prior to presentation of the document at the Annual Meeting of the Council in May, potentially by a group of Members of the Management Committee.

Once have the Plan for Kendal, discussions could then take place with the Town Clerk and officers on how the contents could be delivered.

Discussion turned to the strategic land purchase at Mintsfeet and the Town Clerk informed Members of the current situation regarding the four ponies that remained on the site. He was encouraged to have heard that there had been some work carried out recently in tidying the land and he informed Members that, whilst this had been a long process, he felt that an end was in sight.

Reference was made to the challenges with regard to In Bloom and the watering regime and the Town Clerk explained the situation in this regard and the need to reconsider how to manage this aspect moving forward. Continental were unable to continue carrying out watering for the Town Council and the question was whether to put this out to tender again or to deal with watering in-house. Attention was drawn to the fact that hot, dry weather could be imminent and to the need to act quickly. Also raised was the potential for the Council to consider products which helped to retain water which, it was suggested, may help from a manpower perspective.

Resolved: The Management Committee to make a decision with regard to a proposed new Committee Structure at its meeting in late May.

Resolved: A group of Members of the Management Committee be established to examine the draft Council Plan prior to presentation of the document at the Annual Meeting of the Council in May.

Resolved: To note the report.

M73/2022 Land at Vicarage Drive

The Town Clerk sought authorisation for the necessary sealing of the contract for the acquisition of the land at Vicarage Drive. He explained that this was a piece of land which had been acquired by the Town Council in the previous year, the owners having gifted it on the condition that the Town Council paid the solicitor's fees and placed a bench on the land in their name.

Resolved: To authorise the Town Clerk to seal the contract for the acquisition of the land at Vicarage Drive.

M74/2022 Office Telephony

The Town Clerk presented a plan to deliver telephony for the Council's administrative team. The report provided the background for the need to seek a new solution to the existing temporary provision which was no longer sustainable.

Modern telephony was now voice over internet protocol (VOIP) as standard, with calls being directed over the internet and handled by software rather than dedicated telephones. This could be installed on a laptop, smartphone, tablet or any other smart, internet-connected device.

The report outlined a number of solutions, the preferred option being to use both VOIP and supplied work smart phones. This was more expensive (each phone had to have a SIM card and a phone contract), but all members of staff would then be contactable when required, over a system controlled by the Council, and have access to a work phone when working away from their desks, which was a provision of the Town Council's lone-working policy, among other things. The report provided a breakdown of the costs involved; the Committee was being asked to agree to spend up to £4,500 from the 2023-24 IT and Telephony Budget in April 2023, and to allow approximately £4,000 in the budgets for 2024-25 and 2025-26. After this point it was anticipated that costings and renewals would be reviewed. The Committee is being asked to agree to spend up to £4,500 from the 2023-24 IT and telephony budget in April 2023, and to allow approx. £4,000 in the budgets for 2024-25 and 25-26. After this point it is anticipated that costings and renewals will be reviewed.

Discussion ensued during which the Town Clerk responded to questions and concerns raised by Members. Acknowledged, however, was the importance of ensuring that telephone calls to the Council were answered in a timely manner and by the correct personnel.

Resolved: To agree to spend up to £4,500 from the 2023-24 IT and Telephony budget in April 2023, and to allow approximately £4,000 in the budgets for 2024-25 and 2025-26, costings and renewals to be reviewed after this point.

M75/2022 Town Assembly and Annual Report

The Town Clerk drew attention to the 1972 Local Government Act which obliged the Civil Parish of Kendal to hold a parish meeting, at least once per year, between 1 March and 1 June 'for the purpose of discussing parish affairs'. The report provided the finer details of the requirements of the legislative requirements.

The Town Clerk explained that, traditionally, Kendal Town Council had convened the “Town Assembly” meeting prior to a meeting of the Full Council in April. These meetings had been poorly attended by the general public, and appeared mostly to have been a vehicle for dialogue between councillors about their various committees and activities. One feature of the meeting had been the presentation of an ‘annual report’ on the Council’s activities.

The Town Clerk reported that, following discussion with the Mayor, it was now proposed to change the format of both the Annual Report and the Parish Meeting. It was being suggested that the Annual Report consisted of fewer pages and fewer words, with some simple graphics and pictures explaining what the Council had done in the last year, and what it intended to do in the next. The Mayor had suggested that the venue of the Parish meeting be changed to a neighbourhood meeting room. It was further being suggested that this could change every year, perhaps visiting the various community halls in the Town. The format could be less formal and more engaging, with presentations on specific aspects of community interest, and an opportunity for Members to engage with the public. As a starting position, the Mayor was proposing that the first meeting be held at the Beck Community Centre in Heron Hill, on a day and date to be agreed. A starting presentation theme might be on the need for biodiversity in the context of climate change. Other themes could be taken from the Council’s Plan for Kendal.

As the Council’s Management Committee, the date, time and format of the annual Parish Meeting could be reasonably seen as being within its remit. The legislation did not preclude its facilitation being delegated to a Committee and did say that the meeting may be convened by the Mayor (as Chairman), or any two councillors. It was being recommended, therefore, that the Committee endorse this change of approach, and delegate the exact date, venue and format to the Mayor and the committee chairs, in conjunction with officers and such others as they saw fit.

During discussion, raised was the potential to bring on board the Council’s principal partners, Kendal BID and Kendal Futures and, in addition, to launch the Council’s Plan for Kendal at the event. Further raised was the opportunity to turn the event into a celebration about what the Council had done in the past year. Other ideas were for the provision of food and a guest speaker, all suggestions creating reasons for the public to attend. Also proposed was the possibility of holding the event on the same day as Mayor Making, although it was acknowledged that the Assembly Room may not be a large enough venue and that Mayor Making was by invitation only. The possibility of carrying out research into what other similar-sized councils did in relation to the legislation.

The Town Clerk suggested that he should work up an appropriate plan, without the involvement of the Beck Community Centre, but possibly involving Mayor Making.

Resolved: To work up an appropriate plan for the Town Assembly, without the involvement of a community centre, but possibly involving Mayor Making.

M76/2022 Budget 2022-23

The Committee reviewed the expenditure against budget in the current year. The Town Council drew attention to an overspend on IT and a number of underspends.

Resolved: To note the report.

M77/2022 Budget Processes

The Chair, Cllr J Dunlop, presented a report with regard to a review of the Council's Budget setting process. This review could be seen as a launchpad for continuing efficient budget monitoring and evaluation leading to effective budget planning in future years.

In order to start the review process, all Councillors, together with the Town Clerk and Finance Administrator had been contacted. They had been asked to suggest ways in which the process could become more effective and efficient. A number of contributions had been received and the Chair thanked those involved. The points made and questions raised could be summarised and grouped under key headings, as follows:-

(1) Timelines

- Consideration should be given to tightening timelines, with work towards the next year's Budget beginning once the previous year's accounts have been completed in the summer.
- Throughout the year data will be made available to each Committee via budget statements.
- Committees will need to review spending plans in the Autumn. Then, ideally, the bulk of Budget planning will be in November with a provisional Budget discussed at Management that month.
- The Budget can't be finalised until the Collecting Authority has confirmed the level of Council Tax Support Grant and the Council Tax Base. This information may not be available until the end of the year.
- The Clerk circulates all necessary information to Management for the January meeting, then the Budget can be confirmed at Full Council in February.

(2) Roles and Responsibilities

- The roles of Management and Audit Committees in the Budget-setting and monitoring process may need clarification.
- Is there a need for a small, focused Budget-monitoring group?
- Should Chairs of Management and Audit Committees meet regularly with Town Clerk and Finance Administrator?
- What is the best way to monitor Reserves/Development Fund?

(3) Communication

- It might be helpful if Budget data was supported by explanatory reports to 'flesh out' the story behind the figures.
- Budgetary reporting should be in a standardised format – which should be made easier by using the Rialtas software programme.
- Do enough Councillors have sufficient understanding of and involvement in the process of Budget-setting?
- Are timelines and deadlines sufficiently clear to all those involved?

(4) Other points

- Budget planning should be set within the context of the Town Council Plan and should support key, agreed priorities.

Having considered the points raised in the consultation, it was now for the Management Committee to decide on how to move forward with the review process and to make recommendations on any necessary changes to systems and procedures to Full Council.

The Chair pointed out that this was by no means a finished piece of work and further stressed the need now to look forward rather than back and find ways to improve the process so that roles, responsibilities and communications channels were clear.

A lengthy discussion ensued during which the Chair was thanked for her efforts in this regard.

The Town Clerk expressed the need to set out procedures, as well as an appropriate timeline for information, also ensuring that the information tallied across committees. He stressed the need for a system whereby the information provided could be trusted to clearly reflect the Council's finances, also pointing out that the recent introduction of the Council's new financial system would assist in making the required improvements.

A strong opinion was voiced with regard to the importance of learning lessons from the past in order to address the weaknesses which had been identified, as well as the need to consider carefully the Annual Governance and Accountability Return (AGAR) in June.

Other comments related to the importance of training for councillors on finance and ensuring that information was presented in a manner that was easy for both Members and the public to understand, including narrative in order to explain all of the elements to ensure that all were able to see how the money was being spent on delivery of the Council Plan; consistency in the presentation of figures; ensuring that a suitable process was place prior to AGAR; the need for the Audit Committee to examine risk management. It was raised that the fact that the Council was now moving away from spreadsheets and extracting data directly from the new accounting system, without the need for transposing of information, would provide more accuracy. Attention was drawn to the point within the report with regard to roles and responsibilities and that of clarification being required regarding the roles of the Management and Audit Committees in Budget-setting and the monitoring process. It was highlighted that it was certainly a key task of the Audit Committee to monitor the Council's budget on a quarterly basis. Pointed out was the need to bear in mind the fact that suggestions relating to the role of the Audit Committee could result in the need to reconsider its Terms of Reference, and also its meeting dates, to ensure that data could be seen before being presented to the Management Committee.

The opinion with regard the need to look back and learn lessons of what had happened in the past was again stressed, however, a majority of Members felt that more important was the need to look forward and to agree now some of the recommendations contained within the report. It was, therefore, proposed to set a date in November for the Budget and Precept Setting Meeting; for Management Committee to appoint a small sub-group of Members to develop a budget and bring to Management late October early November; and for a quarterly report to be presented to the Audit Committee on spend against budget, with an update to all committees at each of their meetings on their own spend. These proposals, it was felt, would provide a framework on how to prepare the budget for 2024/25.

The Town Clerk further raised the need for meetings to take place in swift order and suggested, therefore, the potential for a sub group to be formed with Members of the Audit, Grants and Charities Committee to examine the issue of risk management, as well as health and safety aspects. He was keen for Audit to get on top of the situation and to develop an appropriate timetable for meeting deadlines. He further drew attention to the fact that it was year end this month and for the need for the process to move on, and he again stressed the need for Audit to set out the process. He further raised the need for this work to be carried out in short order and suggested that a small group of Audit, Grants and Charities Committee Members could make timely recommendations to the Committee and Council on the budget process and on risk assessment. He recommended, however,

an addendum that the work proposed earlier in the discussion with regard to looking back, if this was the Committee's wish, be carried out straight away. The majority of Members, however, still felt that there was nothing to be gained from going back over what had happened in the past and felt that now was the time to set out a new direction and move on. They were also content to take on the Town Clerk's suggestion for a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management.

The Town Clerk finally warned Members against setting a precept in November, as the appropriate information would not be available at that time. Members accepted this caution.

Resolved: To set a date in November for the Budget Setting meetings.

Resolved: To establish a small sub-group of Members appointed by Management Committee to develop a budget and to bring this to a meeting of the Management Committee in late October early November.

Resolved: To bring a quarterly report to Audit Committee on spend against budget, with an update to all committees at each of their meetings on their own spend.

Resolved: To establish a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management, as well as health and safety aspects.

M78/2022 Employment and Staffing Matters

There were currently no employment and staffing matters that required reporting to the Committee.

M79/2022 Items for the Next Newsletter

The Development and Delivery Manager reported that the April edition of the Newsletter was almost ready to be printed and published.

Resolved: To note the verbal update.

The meeting closed at 9.10 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of the meeting of the Mayoralty and Arts Committee held on Monday, 23 January 2023, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr J Brook	Apologies	Cllr S Coleman	Absent
Cllr J Dunlop (Vice-Chair)	Present	Cllr L Hendry	Present
Cllr D Rathbone (Chair)	Present	Cllr M Severn	Absent
Cllr G Tirvengadam	Present		

In attendance: Chris Bagshaw (Town Clerk), Simon Unsworth (Heritage Officer) and Inge Booth (Democratic Services Assistant).

MA25/2022 Chair's Announcements

The Chair referred to the visit prior to the meeting by Members to the Kendal Town Council Picture Store, which, he felt, had been very useful.

The Heritage Officer took the opportunity to inform the Committee of three further tours of the Mayor's Parlour, due to take place on the evening of 1 February, the morning of 7 February and the afternoon of 9 February. He suggested that any Members wishing to attend should first contacting him by email to express their intention. These three dates would enable the Heritage officer to gauge popularity and how to move forward with further such events.

MA26/2022 Apologies

An apology for absence was received and accepted from Cllr J Brook.

MA27/2022 Declarations of Interest

No declarations of interest were raised under this item.

MA28/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No items were considered for exclusion.

MA29/2022 Minutes from the Last Meeting

Resolved: To receive the minutes of the meeting of the Mayoralty and Arts Committee held on 24 October 2022 and to authorise the Chairman to sign them as a true record.

MA30/2022 Minute Action Sheet

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

The Town Clerk referred to MA17/2022 (Twinning) and a response received from Kerry County Council who had advised that they took the matter of the twinning arrangement seriously and that the matter was being passed to someone who would respond.

In response to a query relating to MA16/2022 (Kendal Museum), the Town Clerk advised that he had, on 16 January, made an approach to Kendal Museum with regarding to arranging a familiarisation tour for Kendal Town Councillors.

The Heritage Officer referred to MA18/2022 (Town Council Collection) and reported that he had contacted the Town Hall Manager with regard to obtaining a sign to the Mayor's Parlour but had not yet heard back. The Town Clerk suggested that this matter should be put to one side pending the commencement of the new Westmorland & Furness Council and developments in relation to the image of that Council's buildings. He added that he had a number of other issues to address with regard to the Parlour with regard to, for example, keyholders.

In response to a further query, it was reported that the Mayor's Dinner would take place in February once dates and locations had been confirmed.

Resolved: To note the report.

MA31/2022 Review of Spend against Budget

The Town Clerk presented the Committee's budget monitoring report (April to December) for 2022/23.

The Town Clerk suggested that there should be a shift in emphasis and that the Committee should look to properly fund what it was currently doing as opposed to any additional matters.

With regard to Mayoral Travel and concern raised, the Town Clerk was of the opinion that the Finance Officer was suggesting that there may be additional costs in relation to the trip to Rinteln. Reference was made to the Town Council Collection and the potential of employing temporary staff to look through it, attention being drawn to the fact that there was enough material for several exhibitions.

Resolved: To note the budget monitoring report (April to December) for 2022/23.

MA32/2022 Council Collection – Storage, Retention and Discard Policy

Consideration was given to the production of a Policy with regard to the storage, retention and discarding of items in the Council Collection. The Council held over 500 items in its collection, including artworks, pictures and historic ephemera. Committee Members had been sent copies of a catalogue of the collection by email to assist them in their consideration of the item.

Members raised the importance of the collection in relation to the social and economic history of Kendal. Acknowledged was the need to consider practicalities and resources.

The Heritage Officer informed Members that there were 700 items shown within the catalogue of the collection and that additional items existed which were not included on the list. He raised the need to consider a framework by which to decide what to store, where to store it and what to get rid of. He suggested that he would seek example templates from other organisations and send them on to Members as a starting point. The Town Clerk felt it may be of value to see if there was an individual who could fulfil the role of sorting through

everything, potentially through external funding for two years. He raised the potential for the collection to be taken out to schools, expressed pride in the fact that the Town Council had made the decision to look at Kendal in relation to slavery and drew attention to the potential to look into a series of further similar themes, for example, Women in Kendal.

Members felt excited about the potential for a series of themes being developed around the Council's collection. They further raised the possibility of linking with the Civic Society and the Kendal Historical and Archaeological Society to find out how those organisations could contribute, whilst ensuring that the Council did not lose control of the situation, as custodian of the collection. Concern was expressed in relation to the budget for this work and the Town Clerk said that there was already £2,000 for the exhibition, adding that this funding could continue, with a proposal being made in the next budget setting round.

The Heritage Officer drew attention to the need for the Policy to include what to do in relation to requests to borrow or purchase items.

Resolved: To draft a suitable policy on the Storage, Retention and Discard of the Council's Collection.

MA33/2022 Slavery and Kendal Exhibition

The Committee considered a report on plans for the Slavery and Kendal Exhibition and was asked for proposals for the Exhibition which would use the Town Council's collection as a basis for exploring the role of slavery in the historic development of the Town. The report contained proposals in relation to venue, dates, format and content, and proposed actions moving forward. Members welcomed the proposed format for eight large display boards, each dealing with an element of Kendal and the slave trade. With regard to dates, a suggestion was raised with regard to the potential to launch the exhibition on 17 June 2023, on the same day as the Unity Festival.

Discussion took place, during which a suggestion was raised for inclusion of a map showing Kendal in the centre and links to all other Cumbrian areas, for example Whitehaven, Maryport and Carlisle, where Kendal's goods were being traded to. It was further suggested that the slave grave at Storrs Hall in Bowness-on-Windermere be included on the map. The Chair informed Members that he had made arrangements for a themed cookery demonstration on the Saturday. The Heritage Officer also drew Members' attention to history relating to Ecroye Claxton, a Kendal Surgeon who had helped to abolish the slave trade, providing evidence to Parliament and a suggestion was made to obtain the relevant hansard extract. Also raised was the need to bring on board the Anti-Racism in Cumbria group. The Heritage Officer undertook to provide Members with links to Cumbria County Council's School packs. Attention was drawn to work previously carried out by John Bateson and, in addition, Samantha Bagshaw who had made a television documentary on Slavery in Cumbria. The Heritage Officer would check with Kendal Museum to see if anything specific existed there.

The Chair stressed the need for Members to come up with as many ideas as possible, pointing out that the exhibition was about telling a story that people had not heard before and to start them on their own journey. He further informed Members of the need to come up with as many ideas as possible and the Heritage Officer, therefore, suggested that any ideas be sent to him, by 20 February 2023, in order to provide a framework for him to pull together.

Resolved: Members to provide ideas on the Exhibition to the Heritage Officer by 20 February 2023.

Resolved: The Heritage Officer to progress suggestions raised.

MA34/2022 Kendal Museum

Consideration was given to actions required to further the Town Council's relationship with Kendal Museum.

The Town Clerk first raised the need for Members to visit the Museum. The Town Clerk felt that there was then a conversation to be had with Kendal College as to what Kendal needed from a Museum, based on the need to reflect the Town. He raised the need for the Council to reimagine its relationship with the Museum, and reminded Members that the Town Council was Trustee of the building, with the District Council being Trustee of the collection. He also referred to the potential for funding, as well as the need to home the Town Council's own collection, ideally within Kendal Museum.

The Committee reflected on the recent presentation made to Council by the Development Manager of Kendal Museum, and commended his keenness to reinvigorate a consultative group. Members stressed the need to bring the Museum into the 21st Century, also suggesting the potential for a Museum of Lakeland Life which would bring people into Kendal.

The Town Clerk again recommended that the first thing to do was for Members to visit the Museum, to meet the staff and to see for themselves the current situation. Following the visit, the Town Clerk suggested that, on behalf of the Town Council, Trustee of the Kendal Museum building, he would approach the Principal of Kendal College with regard to looking at the possibilities for a new vision, a Museum for Kendal.

Resolved: A visit be arranged for the Committee, and any other interested Members, to visit Kendal Museum.

Resolved: Following Members' visit to Kendal Museum, an approach be made to the Principal of Kendal College with regard to looking at the possibilities for a new vision, a Museum for Kendal.

MA35/2022 Twinning

The Town Clerk provided a brief verbal report on the activities and affairs of the Town's two twinning relationships with Killarney and Rinteln. He informed the Committee that he had recently made contact with Kerry County Council and that it was possible now to move forward and establish how to progress and reimagine Kendal Town Council's relationship, given their new local council framework. The Town Clerk intended to try to persuade the Municipal Officer at Kerry to see if they were still interested in the twinning arrangement. The Chair indicated a keenness to reinvigorate, if at all possible.

Members discussed options should continuation of the twinning prove impossible, some keen to consider twinning with a town in Ukraine in order to demonstrate solidarity. The Chair drew attention to the purpose of twinning, to the theory, practicalities and feasibility. The Town Clerk suggested that he should bring a paper to Committee on this idea, pointing out the importance of officers being able to visit to see how local government worked in the twin towns, and the huge amount of learning that could be gained from any town in Eastern Europe. It was suggested, however, that this should only be actioned should it become apparent that Kendal's twinning with Killarney had definitely come to an end.

The Vice-Chair took the opportunity to inform the Committee that the Mayor of Rinteln was keen to attend the 2023 Mayor-making and Members referred to Kendal Town Council's

financial situation and the fact that the Town Council was not always able to reciprocate visits. The Town Clerk pointed out that it was usually the Kendal Rinteln Association that funded trips to Germany. He drew Members' attention to the twinning budget of £2,500 which, he believed, looked prone to be trimmed down in the following year, potentially by £1,000. It was, therefore, proposed that a sum of £750 be earmarked from the 2022/23 budget to continue the process of reinvigorating Kendal Town Council's links with its twin towns.

Resolved: To pursue with Kerry County Council the potential of reinvigorating the twinning arrangement with Killarney.

Resolved: Subject to reinvigoration of the twinning arrangement with Killarney proving to be impossible, a paper to be brought to Committee on options for twinning arrangements to be made with a town in Eastern Europe.

Resolved: A sum of £750 be earmarked from the 2022/23 budget to enable continuation of the process of reinvigorating Kendal Town Council's links with its twin towns.

MA36/2022 Newsletter and Publicity

Reference was made to a recent article in the Westmorland Gazette, to the need to minimise risk and to improve the Town Council's relationship with that Newspaper. The fact that a Local Democracy Reporter no longer attended meetings was raised and that the current reporter now simply reported on the Council's written reports and minutes.

The Town Clerk explained that he had now changed the manner in which Press Releases were written and sent within the body of an email rather than in an attachment. He proposed that he would be keen now for Members to discuss, at the end of each meeting, in addition to consideration of items for the Newsletter, what they would like to put forward for inclusion in a press release on the meeting, in the form of positive information. In response to a query, he explained that the Editor in Chief was based somewhere else and that they looked after a number of regional newspapers. He also drew existence to the existence of Cumbria Crack which was used by some reporters as material for inclusion within local newspapers.

The Town Clerk suggested a grab-bag approach, telling the story of what the Council wanted to do and why. The Chair, therefore, suggested that, in relation to this meeting, the Press Release should centre on Members consideration of the Town Council's collection and the potential for its broader use, including for future exhibitions, how it could be stored and how it could be made more accessible to the public and how Members were excited by the opportunities discussed.

Resolved: A press release to be written along the lines outlined above.

The meeting closed at 9.05 p.m.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Planning Committee held on Monday, 23 January 2023, at 6.01 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	Cllr A Finch	Present *
Cllr J Cornthwaite	Present	Cllr H Ladhams (Vice-Chair)	Present
Cllr L Edwards	Present	Cllr D Miles	Apologies
Cllr D Evans	Apologies	Cllr D Rathbone (Chair)	Present

* Arrived at 7.08 p.m. prior to consideration of Agenda Item No.5 (Minute Action Sheet).

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant)

P113/2022 Chair's Announcement

The Chair announced that, due to time constraints having arisen in recent months, all future meetings of the Planning Committee would commence at 6.00 p.m.

P114/2022 Apologies

Apologies for absence were received and accepted from Cllrs D Evans and D Miles.

P115/2022 Declarations of Interest

No declarations of interest were raised.

P116/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P117/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 9 January 2023 and to authorise the Chair to sign them as a true record.

P118/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

With regard to Minute No.P109/2022 , Members felt that, in retrospect, there had been no need for an additional column including within the Action Sheet and, therefore, requested that the new column labelled “Timeline for updates” be removed.

Resolved: To remove the column labelled “Timeline for updates” (P109/2022) from the Minute Action Sheet.

In response to a query in relation to Minute No.P110/2022, the Town Clerk advised that he awaited news from the printer with regard to the laminated versions of the Conservation Area map and that he would chase this up.

Resolved: The Town Clerk to chase up the printer with regard to laminated versions of the Conservation Area map (P110/2022).

A query was raised with regard to Minute No.P95/2022 (production of checklist containing relevant points for discussion during consideration of large housing developments), the entry for which had been removed from the Action Sheet as having been completed, Members asked for this to be put back onto the document pending completion of the final document. Also raised was the need to include a point regarding whether the application was acceptable to the Conservation/Heritage Officer.

Resolved: To reinstate the entry regarding the production of a checklist containing relevant points for discussion during consideration of large housing developments (P95/2022).

Resolved: To note the report.

P119/2022 Planning Process and Issues

The Town Clerk raised the issue of the planning application at Meadowbank Industrial Estate (Meadowbank 2), for a proposed car showroom. He referred to pieces of infrastructure at that location which were owned by the Town Council, and to trees belonging to the Rotary Club and funded by the District Council. All of this would appear to be obliterated by the proposed new junction and the Town Clerk explained that he had seen nothing within the application either acknowledging this fact or offering to replace. He questioned whether the Town Council should have been notified

Resolved: To raise the issue with the Planning Authority, copying in the relevant agent, and report back to the committee with a response.

P120/2022 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that there had been no further meetings of the Group, although the Environment Agency had recently put forward a date of Wednesday, 15 February 2023, at 7.00 p.m. in their Hub. He intended, however, to ask them to bring the start of the meeting forward to 6.00 p.m., following Member training for Westmorland and Furness Members on highways. Cllr Cornthwaite provided Members with an update on progress on the works being carried out on the section between Gooseholme and the Scout Hut and advised that preparations were being made for the wall along New Road. The rest of the works would fire up again in July when there would be access to the river.

Some concern was expressed regarding the fact that work was only possible for two to three months after July, before the river rose again. Cllr Cornthwaite explained that a lot of areas would be hit simultaneously at that time.

Resolved: To note the verbal update.

P121/2022 South Lakeland, Barrow and Eden Playing Pitch and Outdoor Sport Strategy Survey

The Committee considered the Town Council's response to the Playing Pitch and Outdoor Sport Strategy survey. The document considered the adequacy of provision for a variety of outdoor sports and included facilities owned by town and parish councils, as well as facilities on school, private and district council sites. It would help to protect existing sports facilities and would identify if any new facilities were required, as well as where improvements were needed to existing facilities. This was an important Strategy for the councils. As well as supporting the planning process, the Strategy would provide the evidence required to generate investment into sport, both through external funding and by maximising funding delivered through new development. This investment could be in facilities owned by town and parish councils.

The survey sought to confirm the facilities owned by the Town Council, which was currently nil, to understand any issues that arose with these facilities and to capture any aspirations for future development. It further sought to understand if the Council was aware of any unmet demand for outdoor sports facilities within Kendal. Inclusion in the Strategy document would ensure that the Town and any facilities it managed would be able to benefit from any investment opportunities that arose.

Members considered responses to the questions contained within the survey at some length, with a particular focus on the section relating to unmet demand. The Town Clerk made a note of the responses, with the general consensus of opinion being that Kendal did not have enough sports pitches or outdoor sports facilities, with those that existed being of poor quality and not up to date, having deteriorated with time. The need for all-weather pitches within the Town was stressed.

Also raised was concern regarding land availability and the need for assurance that the District Council would include land and pitches which it owned.

Resolved: The Town Clerk to draft a response along the lines discussed at the meeting and briefly outlined above and to circulate it to all Members of the Committee for comment prior to submission of the response to the Playing Pitch and Outdoor Sport Strategy survey by 1 February 2023.

P122/2022 Application under Section 38 of the Commons Act 2006

The Committee was asked to consider whether to make a representation with regard to the submission of an application by the Environment Agency under Section 38 of the Commons Act 2006 for common land consent for works on New Road Common in Kendal. The proposed works were for the construction of new linear flood defences along the edge of

New Road Common to increase the flood resilience for Kendal as part of the wider Kendal Flood Risk Management Scheme. Members expressed the view that the work on the Common Land would not negatively affect the residential amenity or commoners' rights and were in favour of the proposal.

Resolved: The Town Clerk to submit the response to the application by the Environment Agency under Section 38 of the Commons Act 2006 for common land consent for works on New Road Common in Kendal, as discussed at the meeting and outlined above, before 14 February 2023.

P123/2022 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 6.58 p.m.

Kendal Town Council

Responses from Planning Committee: 23 January 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2022/1170	<p>Land adjacent to Rivers Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills, Kendal</p> <p>Demolition and reconstruction of a grade II listed gate pier and two sections of stone walling, and permanent removal of another section of listed walling, all to facilitate access to, and safe construction of, the flood defences in Reaches F5 and F6 of the Kendal Flood Risk Management Scheme Phase 1 (originally approved under reference SL/2018/0925)</p>	Several	30 January	No Material Objections subject to the conditions of the original application.
2	SL/2022/1176	<p>Highgate Hotel, 128 Highgate, Kendal</p> <p>Replace one rotten window on the south elevation of the property, with a like for like timber hardwood sash window. Replace all windows the rear (west) and side (north) elevations of the property, with a like for like double glazed casement window using Sapele treated wood</p>	Highgate	30 January	No Material Objections provided that the Sapele treated wood is sustainably farmed and that the Conservation Officer is satisfied with the proposal.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
3	SL/2022/1178	<p>Land adjacent to Rivers Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills, Kendal, Little Aynam, Kendal</p> <p>Demolition and reconstruction of a section of stone walling to provide an alternative route for construction vehicles accessing Reaches F5 and F6 of the Kendal Flood Risk Management Scheme Phase 1 (originally approved under reference SL/2018/0925)</p>	Several	30 January	No Material Objections subject to the conditions of the original application.
4	SL/2022/1167	<p>38 Hillswood Avenue, Kendal</p> <p>Single storey rear extension</p>	Kirkland	30 January	No Material Objections provided that there is a contribution to net biodiversity gain as required by DM4.
5	SL/2023/0021	<p>18, 26, 28, 30 Hawthorn Way, Kendal</p> <p>Deed of variation to section 106 agreement dated 20 February 2017 to permit 18, 26, 28 and 30 Hawthorn Way, Kendal to be disposed of as affordable units for discounted sale</p>	Heron Hill	31 January	Members expressed concern with regard to the nature of the variation, concerned that the units may originally have been for rent. To this end, a response is delegated to the Chair of the Committee subject to sight of the paperwork which was not available at the meeting due to the Northgate system having been out of action at the time.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of a meeting of the Planning Committee held on Monday, 6 February 2023, at 6.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	Cllr A Finch	Apologies
Cllr J Cornthwaite	Present	Cllr H Ladhams (Vice-Chair)	Present
Cllr L Edwards	Present	Cllr D Miles	Present
Cllr D Evans	Present *	Cllr D Rathbone (Chair)	Present

* Arrived at 6.18 p.m. during to consideration of Agenda Item No.8 (Planning Applications) (Planning Application No.SL/2023/0017).

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant)

P124/2022 Apologies

An apology for absence was received and accepted from Cllr A Finch.

P125/2022 Declarations of Interest

No declarations of interest were raised.

P126/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P127/2022 Minutes of the Previous Meeting

The Chair drew attention to the fact that whilst the correct set of minutes relating to the 23 January 2023 meeting had been attached to the agenda, the document showed the incorrect date of 9 January, and this had been corrected in the version that he was due to sign.

Reference was made to Minute No.P120/2022 (Kendal Town Council Flood Relief Scheme Working Group) and a request made for the removal of the sentence, "He (Cllr J Cornthwaite) intended, however, to ask them to bring the start of the meeting forward to 6.00 p.m., following Member training for Westmorland and Furness Members on highways."

Resolved: Subject to the amendments outlined above being made, to receive and accept the minutes of the previous meeting of the Planning Committee held on 23 January 2023 and to authorise the Chair to sign them as a true record.

P128/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

With reference to P110/2022 (Planning Processes and Issues), the Town Clerk handed out plastic copies of the Conservation Area map to Members.

The Town Clerk referred to P95/2022 (Planning Process and Issues), and suggested that Planning training for Members be put on hold pending commencement of the new Westmorland and Furness Council. It was suggested that a date of 1 April 2023 be inserted into the “Deadline” column.

Resolved: To insert a date of 1 April 2023 into the “Deadline” column with regard to Minute No.P95/2022.

Resolved: To note the report.

P129/2022 Planning Process and Issues

In response to a query, the Town Clerk explained that statutory undertakers had permitted development rights to put cables across anyone’s land and to erect pylons.

In response to a further query regarding whether the Committee was given the opportunity to consider planning applications crossing the boundaries of Kendal, such as Burneside, the Town Clerk pointed out that such an application in relation to Natland appeared on this evening’s agenda. He explained that if an application was germane to Kendal Civil Parish, then the Town Council had a legitimate interest. He was of the opinion, however, that it would not be appropriate for the Committee to consider a planning application in Burneside Civil Parish, unless it was right against the civil parish boundary.

Resolved: To note the discussion.

P130/2022 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reiterated the fact that the next meeting of the Working Group was due to be held at 7.00 p.m. on Wednesday, 15 February 2023, at the Flood Hub.

Resolved: To note the verbal update.

P131/2022 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 7.45 p.m.

Kendal Town Council

Responses from Planning Committee: 6 February 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0017	Duke Of Cumberland Inn, 1 Appleby Road, Kendal Temporary permission for one year to retain enlarged beer garden incorporating covered outdoor seating, pergola and planters	Nether / Mintsfeet	7 February	No Material Objections subject to the noise assessment required by the Environmental Health Officer.
2	SL/2023/0031	4 Hawthorn Gardens, Kendal Demolition of conservatory & erection of a single storey rear flat roofed extension with sky lantern	Strickland	7 February	No Material Objections although the Committee felt that it would have been of help to have been provided with the dimensions of both the conservatory and the proposed new building.
3	SL/2023/0022	16 Burneside Road, Kendal Replacement UPVC double glazed windows to front	Strickland	9 February	Objection to use of UPVC within the Conservation area subject to the provision of suitable, quality photographs of the new windows proposed, at which point the Committee will be able to make a considered recommendation.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2022/1151	2 Beechnut Road, Kendal Demolition of existing detached garage, erection of a new two storey annexe extension incorporating garage, stores, utility, day room, shower and plant room	Natland	10 February	<p>The Committee welcomes the opportunity to comment on an application in another civil parish, which has an effect on Kendal civil parish.</p> <p>Objection on the grounds of scale and dominance of the proposed building in the context of the rest of the estate and particularly given its position at the entrance to the estate. The Committee also objects to the use of materials which are not in keeping with the rest of the estate and so would have an effect on the visual amenity.</p> <p><u>Recommend Refusal</u></p>
5	PN/2023/0003	Land to the North East of Jenkin Cragg Farm, Fowling Lane, Kendal Application to determine if prior approval (proposed) is required for a development by or on behalf of an electronic communications code operator for a 22.5m communications mast, antennas, ground based apparatus and landscaping	Nether	14 February	<p>No further comments to make on this application.</p>
6	SL/2023/0048	30 Crescent Green, Kendal Extension to front elevation to form new bay window	Mintsfeet	16 February	<p>No material objections provided that the scale of the window is in line with the drawings provided. The Committee is, however, disappointed that no figures were included within the application with regard to dimensions.</p>

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Planning Committee held on Monday, 20 February 2023, at 6.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	Cllr A Finch	See below
Cllr J Cornthwaite	Present	Cllr H Ladhams (Vice-Chair)	Present
Cllr L Edwards	Present	Cllr D Miles	Present
Cllr D Evans	Present	Cllr D Rathbone (Chair)	Present

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant)

P132 Chair's Announcement

The Chair informed Members of the recent resignation from the Committee of Cllr A Finch due to work commitments.

P133/2022 Apologies

There were no apologies for absence, all current Members of the Committee being present.

P134/2022 Declarations of Interest

No declarations of interest were raised.

P135/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P136/2022 Minutes of the Previous Meeting

Resolved: Subject to the amendments outlined above being made, to receive and accept the minutes of the previous meeting of the Planning Committee held on 6 February 2023 and to authorise the Chair to sign them as a true record.

P137/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

A query having been raised with regard to the contents in the "Date Actioned" column, the Town Clerk explained that the date that he entered was the date on which work on the action had commenced. It was, therefore, suggested that the heading should instead read "Date Action Commenced" and that once the action had been completed, then this should be clearly indicated.

The Town Clerk referred to Minute No.P119/2022 (Planning Process and Issues) and informed the Committee that he had spoken with the agents regarding Meadowbank Industrial Estate about the

trees and “Welcome to Kendal” and “Skelsmergh” signs. The agent had provided assurance that, although the development was unlikely to commence in the near future, the original owners had stipulated that these three issues must be transferred into the new design. Whilst this was not a guarantee, the current landowners were also keen for this to happen. The Chair asked for correspondence on the matter to be forwarded to South Lakeland District Council’s Development Management Team.

The Town Clerk referred to P95/2022 (Planning Process and Issues) and Planning Training and informed the Committee that he was in discussion with the local branch of the Campaign for the Preservation of Rural England with regard to partnership training. Attention was drawn to the fact that training on planning was being held later in the week for Westmorland and Furness Authority Members.

Resolved: To alter the “Date Actioned” column to read “Date Action Commenced”, with officers to clearly indicate once an action has been completed.

Resolved: To forward correspondence with the agent with regard to Meadowbank Industrial Estate to South Lakeland District Council’s Development Management Team.

Resolved: To note the report.

P138/2022 Planning Process and Issues

There were no issues to report in relation to planning process and issues.

P139/2022 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed Members that a group meeting had been held on 15 February 2023 at the Environment Agency Flood Hub at Little Aynam. There had been an opportunity to view the boarding, mapping and exhibition photographs and Cllr Cornthwaite urged Members to go and have a look if they had not already done so. At the meeting, the Environment Agency had provided an update on the scheme, and Cllr Cornthwaite advised that the slides would be available online; the Town Clerk further undertook to distribute a copy to all Members. Cllr Cornthwaite explained that there had not been a chance to provide an update from the Town Council’s perspective on this occasion but that he would look at hosting another meeting to do this. The Chair asked for the minutes of the 15 February meeting to be included on the agenda for the next meeting of the Planning Committee.

Resolved: To circulate copies of the slides of the Environment Agency’s presentation to all Members.

Resolved: To include the minutes of the meeting of the Working Group on the agenda for the next meeting of the Planning Committee.

Resolved: To note the verbal update.

P140/2022 Town and Country Planning Act 1990 – Appeal under S78 Against Refusal of a Householder Application – 25 Dunmail Drive, Kendal – Extension to existing front dormer to full width and rear first floor extension (SL/2022/0852)

It was reported that an appeal has been made to the Secretary of State (Planning Inspectorate) against the decision of South Lakeland District Council to refuse planning permission for the above-mentioned development. As this appeal was proceeding under the Householder Appeals Service, there was no opportunity to submit comments. However, all

of the representations made to South Lakeland District Council had been forwarded to the Planning Inspectorate. These would be considered by the Inspector when determining the appeal. Anyone wishing to withdraw any representations which they had made on the application could do so by submitting a request to the Planning Inspectorate by 2 March 2023. Once made, the decision would be published online by the Planning Inspectorate or, alternatively, a paper copy of the appeal decision could be requested from the District Council offices.

It was pointed out that the Town Council's recommendation had been similar to the decision made by the District Council.

Resolved: To note that an appeal has been made to the Secretary of State (Planning Inspectorate) against the decision of South Lakeland District Council to refuse planning permission for an extension to existing front dormer to full width and rear first floor extension at 25 Dunmail Drive, Kendal (SL/2022/0852).

P141/2022 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 6.46 p.m.

Kendal Town Council

Responses from Planning Committee: 20 February 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0053	The Ice Cream Parlour, Natland Mill Beck Lane, Kendal Erection of new Ice Cream Parlour annex	Natland	22 February	No Material Objections to the build provided that a plan indicating sufficient surface water drainage is submitted. Information on this subject has not been sufficiently submitted yet. In addition, the Tree Constraints Plan must be followed, with additional planting included in order to sufficiently satisfy DM4.
2	SL/2023/0058	Carus Green Farm, Burneside Road, Kendal Erection of home garage, workshop and gym, with associated change of land change of use from agricultural to domestic	Strickland	22 February	No Material Objections subject to no adverse neighbour comments and provided that there is sufficient contribution to net biodiversity gain as required by DM4. The Committee, however, questioned the proposed scale of the building on the boundary of the urban area of Kendal, given its current agricultural usage.
3	SL/2023/0066	9 Helsington Road, Kendal Single storey rear extension	Stonecross	23 February	No Material Objections , however, the Committee drew attention to the need for a suitable gap with the neighbouring property to allow access for maintenance and felt that there was not sufficient net biodiversity gain in the application as it stands.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0075 & SL/2023/0076	157 Stricklandgate, Kendal Replacement Windows	Strickland	28 February	No Material Objections provided that replacement windows are like for like and that the Conservation Officer is satisfied with the proposal.
5	SL/2023/0083	8 Fowl Ing Lane, Kendal Single story front porch extension	Nether	28 February	No Material Objections
6	SL/2023/0090	Land off Brigsteer Road, Brigsteer Road, Kendal Variation of condition 2 (approved plans) attached to planning permission SL/2020/0783 (Erection of 88 dwellings and associated works) to: (1) amend plots 60 to 69; and (2) amend tree planting proposals adjoining highway from plots 79 to 61 (MAJOR APPLICATION)	Highgate	8 March	The Committee positively noted the comments raised by the residents of No.4 Briarwood. The Committee further noted Natural England's inability to assess this application. Objection on the basis of loss of visual amenity and owing to insufficient plans outlined in the application, as well as impact through loss of vegetation and to the removal of planting adversely affecting flood water run off.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
7	SL/2023/0095	36 Kendal Green, Kendal Two storey extension, insulation and cladding, raised decking with glazed balustrade and solar panels to roof	Strickland	3 March	<p>The Committee commended the use of solar panels.</p> <p>Objection on the basis of loss of visual amenity and owing to insufficient plans outlined in the application, which it was felt did not fulfil the need to plan for water run-off. In addition, loss of vegetation was not mitigated by sufficient net biodiversity gain and the removal of planting also adversely affecting flood water run off with seemingly no attempt to justify or mitigate this in the application. No agreement is possible without such information, as stated by Natural England.</p>

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Planning Committee held on Monday, 6 March 2023, at 6.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Apologies	Cllr H Ladhams (Vice-Chair)	Present **
Cllr J Cornthwaite	Present *	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr D Evans	Apologies	Vacancy	

* Left prior to consideration of Item No.8 (Planning Applications), Minute No.P149/2022 below.

** Arrived during consideration of Item No.5 (Minute Action Sheet), Minute No.P147/2022 below.

In Attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant)

P142/2022 Apologies

Apologies for absence were received and accepted from Cllrs A Campbell and D Evans.

P143/2022 Declarations of Interest

No declarations of interest were raised.

P144/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P145/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 20 February 2023 and to authorise the Chair to sign them as a true record.

P146/2022 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, presented the notes of the meeting of the Working Group held on 15 February 2023. He informed the Committee that the next meeting of the meeting would be held virtually and that Members would be provided with details once known. He further reported that that he had recently visited the Mintsfeet area of the Flood Relief Scheme. The Environment Agency was now using the old County Council depot and work had commenced on the riverbank area in this location.

Resolved: To receive the notes of the meeting of the Kendal Town Council Flood Relief Scheme Working Group held on 15 February 2023.

Resolved: To note the verbal update.

P147/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

The Town Clerk referred to P95/2022 (Planning Process and Issues) and informed Members that the local branch of the Campaign for the Preservation of Rural England (Friends of the Lake District) with regard to partnership training had suggested that he should speak with the Royal Town Planning Institute with regard to Planning Training for Members. He hoped that this organisation would be able to make appropriate arrangements in this regard after the commencement of the new Council year. Attention was drawn to the fact that the training for Members held by Westmorland and Furness Authority referred to at Minute No.P138/2022 had been with regard to logistics rather than Development Control issues. Members had been informed that there would be three Planning Boards for each of the Barrow, Eden and South Lakeland areas. There would also be an over-arching Planning Committee to deal with other functions currently dealt with by the County and District Councils.

The Town Clerk drew Members' attention to the South Lakeland Strategic Housing and Economic Needs Assessment Study (SHENA) which was due to be included on the agenda for the next meeting of the Planning Committee. This information would inform the implementation of existing planning policies in the South Lakeland Local Plan, and the annual assessment of five year housing land supply, until a new Local Plan was in place.

Resolved: To note the report.

P148/2022 Planning Process and Issues

Raised was the issue of the recent change in the start time of Planning Committee meetings. It was pointed out that some Members found it difficult, due to work commitments, to arrive at the earlier time of 6.00 p.m. It was suggested, therefore, that the start time should revert to 6.30 p.m., unless it became evident that the list of planning applications due to be considered was becoming unwieldy, in which case the Chair's or Vice-Chair's opinion on whether to change the start time of an individual meeting should be sought. The potential for Cllr A Finch to re-join the Committee was raised.

Resolved: The start time for meetings of the Planning Committee to revert to 6.30 p.m. unless it becomes evident that the list of planning applications due to be considered is becoming unwieldy, in which case the Chair's or Vice-Chair's opinion on whether to change the start time of an individual meeting should be sought.

P149/2022 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 6.36 p.m.

Kendal Town Council

Responses from Planning Committee: 6 March 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2022/0718	Land off Underbarrow Road, Kendal Residential Development for 12 Dwellings with associated access, landscaping and drainage works (Major application)	Highgate	6 March	No Material Objections provided that note is taken of comments raised by the Fire Officer, Kendal Swifts and residents and the Council should be robust in adhering to policy with regard to affordable housing and encouraging green spaces in Kendal. The Committee felt that problems with the travel plan and connectivity by foot and cycle to the town had still not sufficiently been addressed.
2	SL/2023/0126	South View Cottage, South View Lane, Kendal New vehicular/pedestrian access and three storey extension to rear	Fell	13 March	Material Objection on the grounds of scale and dominance and due to the impact of the proposal on the character and appearance of an area within the Kendal Conservation Area. Notwithstanding this objection, the Committee agrees with the Arboriculturist's report with regard to a landscaping plan.
3	SL/2023/0137	Kendal Leisure Centre, Burton Road, Kendal Variation of Condition 3 (restricted use) attached to planning permission SL/2021/0256 (New modular building connected to mains power and drainage)	Kirkland	14 March	No Material Objection provided that permission for use is as the original planning permission which was for a temporary period of three years and subject to subsequent review.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0128	9 Ivy Garth, Sedbergh Road, Kendal Installation of an external door on eastern elevation of house	Castle	20 March	No Material Objections
5	SL/2023/0155 & SL/2023/1056	Stricklandgate House, 92 Stricklandgate, Kendal Renovate the interior of the Coach House to become a training kitchen serving the community café and community larder at the centre of a Community Hub. This will include the installation of an extract vent that will be routed to the roof level via existing, but redundant ducting	Fell	20 March	No Material Objections
6	SL/2023/0160	19 Parr Street, Kendal Replacement of existing uPVC and aluminium bay windows and first floor window at the front of the property with white wood effect heritage-style vertical sliding double glazed (argon) uPVC sliding sash windows, with plain panes of glass at the top and bottom	Mintsfeet	20 March	The Committee commended the use of wood effect and the style of window. No Material Objections

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Planning Committee held on Monday, 20 March 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Campbell	Present	Cllr H Ladhams (Vice-Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Miles	Present
Cllr L Edwards	Present	Cllr D Rathbone (Chair)	Present
Cllr D Evans	Present	Vacancy	

In Attendance: Chris Bagshaw (Town Clerk)

Also present Mr M Willacy, applicant for SL/2023/0126, South View Cottage.

Prior to the meeting, Mr Willacy gave a brief presentation on the difficulties his development was experiencing on South View Lane. The Chair explained that Committee had considered the application at its previous meeting, to meet the deadline for comments set by the Planning Authority, but would pass on the applicant's concerns to the Planning Officer.

P150/2022 Apologies

There were no apologies for absence, all Members of the Committee being present.

P151/2022 Declarations of Interest

No declarations of interest were raised.

P152/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P153/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 6 March 2023 and to authorise the Chair to sign them as a true record.

P154/2022 Minute Action Sheet and Planning process

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. It was noted that the start time of the meeting appeared confusing to some, but that the reversion to 6.30pm may allow former members to return to the Committee. The Chair explained that occasional 6pm starts may still be necessary to ensure sufficient time was made available to consider items of complexity. The current vacancy on the committee would be filled at the next meeting of the Full Council.

It was suggested Local Occupancy become a standard criterion on the Committee's checklist for application.

Resolved: To note the report.

Resolved: To add Local Occupancy to the application checklist.

P155/2022 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, provided a verbal update on the Scheme. A date was still awaited for the next meeting, but in the meantime a visit to the scheme for Flood Action Groups had been extended to Working Group and Committee members for the following evening at 5.30. It was noted that the Gooseholme Planning application was now completed and the submission to the Secretary of State for Common Land Consent had passed its first hurdle. The Council has been asked whether it wants to make further comments on the consent application in the light of the EA response to the initial application.

Resolved: To note the verbal update and to make no further comment on the Common Land consent application for New Road.

P156/2022 Westmorland and Furness Validation Checklist

Members' comments were sought on the proposed draft validation list from Westmorland and Furness Council (from 1 April 2023, the local Planning Authority). It was noted that there was an expectation that the document was 'live' (ie that it would be subject to amendment as statutory circumstance changed). It was hoped that it would be robustly adhered to, particularly in the context of the quality of submitted drawings, figures and contextual illustrations. It was adversely noted that there appeared to be no mention of 10% biodiversity net gain.

Resolved: To pass these comments on to the Planning Authority.

P158/2022 South Lakeland Strategic Housing and Economic Needs Assessment Study (SHENA)

The Committee was asked to consider any appropriate comments on the South Lakeland Strategic Housing and Economic Needs Assessment Study which provided an updated evidence-base assessment of the need for both housing and employment land to 2040, to inform Local Plan preparation.

The Committee noted that they still had insufficient time to consider this document effectively, but would complete the process at their next meeting.

Resolved: To request acceptance of a late submission of comments by the Planning Authority, and to add this to the agenda for the next meeting.

P159/2022 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1 to these minutes.

Resolved: To submit the recommendations in Appendix 1 to these minutes to the Planning Authority.

The meeting closed at 19.42 p.m.

Kendal Town Council

Responses from Planning Committee: 20 March 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0163	Kendal Nutricare Ltd, Lake District Business Park, Mint Bridge Road, Kendal New building on existing car park to house a spray dryer, existing covered walkway to be enclosed to create new access corridor, car park spaces to be reconfigured to suit building position (MAJOR APPLICATION)	Mintsfeet	27 March	<u>No material objections.</u> The council is supportive of this application.
2	SL/2023/0168	200 Burneside Road, Kendal Conversion of existing attic bedrooms with erection of a rear dormer	Strickland	21 March	The committee was concerned about the roofline being in harmony with others in the area, and wondered if provision could be made for nesting birds in the proposal, but otherwise had <u>No material objections.</u>
3	SL/2023/0171	27 Stonecross Road, Kendal Formation of a rear dormer, pitched roof to existing flat roof garage & general external alterations	Stonecross	21 March	The committee would like to see provision for some net biodiversity gain at a sufficient level, but otherwise had <u>No material objections.</u>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0051 & SL/2023/0052	5 Stramongate, Kendal Change of use & conversion hotel letting rooms & accommodation areas into four new one and two bed residential apartments (Use Class C3)	Fell	21 March	The Committee welcomed improvements to an otherwise partially derelict yard. It hoped that some provision could be made to ensure the new housing units are affordable. Subject to the Conservation Officer being satisfied that the development does not compromise the visual amenity of the Conservation Area, and that the accommodation is compliant with current minimum size regulations, the Council had <u>No Material Objections</u> .
5	SL/2023/0165	Carus Green Farm, Burneside Road, Kendal Demolition of existing garage & erection of garage, workshop and gym	Strickland	21 March	The Committee was unsure whether this application was meant in addition to a previous application for a similar purpose and location, or instead of. If the latter, then they had <u>No material objection</u> , but if it was in addition, then they felt there may be an issue of overdevelopment to address.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
6	SL/2023/0161	41 Broad Ing Crescent, Kendal Single storey front extension & 2 storey rear extension	Nether	22 March	The Committee had no objection to the single storey extension at the front, but felt that the development taken as a whole was of an inappropriate scale and dominance. They drew attention to neighbours' comments about privacy, and were sorry that a previous green roof proposal appeared to have been dropped. For a development of this size there seemed little attempt to contribute to net biodiversity. Discussion also highlighted that issues raised in the consideration of previous application plans had not been suitably addressed. <u>Recommend Refusal.</u>
7	SL/2022/0718	Land off Underbarrow Road, Kendal Residential Development for 12 Dwellings with associated access, landscaping and drainage works (Major application)	Highgate	24 March	No further comments on this application at this time.
8	SL/2023/0187	Unit 2, Beezon Road Trading Estate, Kendal Change of use of building from use class B2 (general industrial) to use class B8 (storage and distribution)	Mintsfeet	27 March	<u>No material objection</u> , subject to the traffic impact being assessed and having no negative impact.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
9	SL/2022/0921	<p>Land at Brigsteer Road (Phase 3), Kendal</p> <p>Erection of 24 dwellings with associated vehicular access, roads and footways, hard and soft landscaping, drainage and other associated works MAJOR</p>	Highgate	28 March	<p>The Committee is still minded to <u>recommend refusal</u> for this application. The contribution to net biodiversity is explicitly negative, the drainage plan remains unconvincing, the affordable element is not sufficient, the proximity to existing houses on Stainbank Green gives an inappropriate sense of overdevelopment, there is no allowance for solar generation, first mentioned in the outline application and the travel plan is insufficient, given the development's remote location from the town. The committee's comments have been consistent on these matters since its response to the initial consultation on the overall development and it still does not believe that these plans provide the 'sustained and integrated development' promised in that consultation. It feels that the above points have not been either sufficiently addressed or actively considered.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
10	SL/2023/0174	Land Adjacent to 17 Gillinggate, Kendal Detached dwelling	Highgate	3 April	The Committee considered this application at length, and eventually concluded that the negatives outweighed the positives and so <u>Recommend Refusal</u> . It acknowledged the propriety for developing the vacant plot, but did not think that the proposed dwelling met the design standards which should be expected from a sensitive site in the Conservation Area, adjacent to an important and protected watercourse. The attenuation scheme was unconvincing, there appeared little attempt to contribute to net biodiversity gain. The fenestration was disappointingly unimaginative, with asymmetrical sashes and frames in several places, and a lack of coordination. The scale of the building seemed inappropriate for such a conservative profile, making very little reference to the points of detail elsewhere on the street.
11	SL/2023/0176	74 Greenside, Kendal Erection of front and rear dormers, replacement windows and new rear garage/garden room	Fell	3 April	<u>No material objections</u> assuming the Conservation Officer is satisfied that it does not compromise the visual amenity of the Conservation area.
12	SL/2023/0191	Land at Rear of Kent Lea, Kentrigg, Kendal Variation of condition 1 (Approved plans) attached to approval of reserved matters SL/2017/1048 (Erection of two dwellings)	Strickland	3 April	<u>No material objections</u> , but request that some provision be made for swifts.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
13	SL/2023/0193	1 Red Tarn Road, Kendal Single storey side flat roof extension	Heron Hill	3 April	<u>No material objections</u> but would welcome a contribution to net biodiversity gain through nesting boxes or a green roof.

Kendal Town Council Full Council – 3 April 2023 Reports from Representatives on Outside Bodies

Integrated Care Community (ICC) Meeting held via Microsoft Teams on 25 January 2023

There was a statement from the Gateway Church about the temporary suspension of the Kendal and District Debt advice service due to the indisposition of the manager.

There were two presentations during the ICC meeting. One concerned the Changing Futures Initiative. The second concerned St. John's Hospice and its work.

Changing Futures is a national programme, initially lasting three years, at a cost of £64 million. It is aimed at improving outcomes for adults experiencing multiple disadvantage, including a combination of homelessness, substance abuse, mental health issues, domestic abuse and contact with the criminal justice system. Changing Futures looks at testing new ways of bringing together public and community sector partners to help people change their lives for the better. It involves people with lived experience of multiple disadvantage in the design, delivery and evaluation of services and in governance and decision-making.

Changing Futures is part of MEAM, a national programme about Making Every Adult Matter. Cumbria County Council (CCC) did not obtain funding, but will be striving to develop this initiative to introduce systemic change and evaluate good practice. It is the intention of CCC to roll out the scheme all over Cumbria. I will try to keep abreast of this initiative and report later on its development.

Lancashire did get funding. The Well is involved in Morecambe, and has a Lived Experience Team of six navigators and mentors who have increased their engagement with clients. The Team aims to walk alongside and encourage people to work with services and to advocate for them. A community nurse is available if people don't want to attend clinics, plus mental health services.

The Well in Kendal is providing Cost of Living Support on two days a week - Thursday and Saturday – 12.30 p.m. to 4.00 p.m. Anyone can attend. There is now funding for children to do out of school activities - up to eight sessions. There is also funding for a one night stay for anyone experiencing a housing crisis situation.

The Pod at Manna House is now operating after a short delay. Occupants can stay up to three nights. The interior has been made comfortable with sleeping bags, water, snacks - even a dog basket.

The second presentation came from St. John's Hospice and described a wide range of resources available to individuals and families. A large community team operates from Grasmere to Garstang. A course is held at the Hospice - Last Days Matter - once a month lasting three hours. The course can come to venues outside the Hospice for groups of six to eight people.

Growing Well provides a free minibuss service every Tuesday, collecting from Ambleside, Windermere, Kendal and Oxenholme. 50% of those who attend are self-referred.

A Health Fest will be held in Kendal on Saturday, 8 July. This will be a larger event than last year.

Cllr Richard Sutton

**Kendal Town Council
Full Council – 3 April 2023
Reports from Representatives on Outside Bodies**

Kendal BID

I attended the Kendal Bid meeting on 7 March 2023. They reported on the Annual General Meeting which was held on 1 March and received some good feedback from Bid members.

The Bid ballot of levy payers (on whether they can carry on as Kendal BID) will be on 29 November, with results the day after.

They wish to enlarge the BID zone to take in more businesses and will discuss this more at the next meeting.

Town trails are starting again in spring.

Five festivals are still being planned - Family, Food, Gaming, Christmas and Music - and they are receiving interest in them all.

They wish to start a green grant to encourage businesses to be more sustainable and environmentally friendly in the near future, this to be offered alongside the other grants for shop fronts and training.

Cllr Helen Ladhams

Kendal Town Council Full Council – 3 April 2023 Reports from Representatives on Outside Bodies

Lancaster Canal Regeneration Project: Report on the Executive Committee Meeting held on 31 January 2023 via Microsoft Teams

Key points

- Christopher May, Chair for 18 months, has had to resign for personal/health reasons. A new Chair to be recruited, with emphasis on the ambassadorial role, key to recruiting new partners. Next meeting to be chaired by one of the current directors.
- Chris has guided LCRP to its new status as a CIC (Community Interest Company). This can be finalised once all the voting directors are in place. A CIC limits the financial liability of directors to £1 and has more flexibility than a charitable status.
- The feasibility study is now complete and will be very useful in framing new funding applications. Very long (65 pages) - could benefit from a Executive Summary. NB Only 4/21 landowners responded to an invitation to discuss it which clearly indicates the difficulty of getting stakeholders to engage with LCRP.
- Land ownership issues, which have impeded progress for cycle access in the past have now been 'parked' for the time being and future efforts will be concentrated on the accessible stretches. There is a cycle route which can go round the closed section and re-join further down.
- It was agreed that a future Project Management role be created, one day a week, and it be offered to Helen Moriarty. Her previous involvement, along with her fund-raising success, makes her an ideal candidate. The role would encompass developing the website, admin and fund-raising. There are plenty of funds to cover it.
- The hoped-for increased partnership between Lancaster City Council and LCRP now looks unlikely. LCC is very focused on the development of the Canal Quarter. However, LCC has yet to finalise some decisions so there may still be a possibility for engagement by LCRP.
- The future role of the new Unitary Authority is as yet undefined but Ruth Leahy (SLDC) is confident it will remain as committed as SLDC and CCC have been. It may be May/June however before new representatives are appointed.
- Many opportunities exist to improve the stretch between Stainton and Crooklands. The Stainton to Sedgewick stretch is in the final stage with interpretation boards etc to be completed.

Recommendations

Given the current transitional status of LCRP (new Chair, new governance arrangement, local authority reorganisation, new Project Manager role) this gives the Town Council the opportunity to help reinvigorate the partnership by:

- Pushing ahead with the Canal Head interpretation/ signage process (currently on hold because of uncertainty about the Canal Head redevelopment). Funds have been allocated to this but as yet have not been drawn down.

- Suggesting inviting other groups or individuals, as yet unrepresented in the partnership, to join. These could include The Cumbria Wildlife Trust, the Butterfly Conservation Trust and/or other nature organisations as LCRP offers a wonderful opportunity to support (and, especially with expert advice, increase) bio-diversity along the corridor. Plus representatives from cycling organisations and walking groups. (I understand Sustrans has no infrastructure to support involvement on the committee but other local groups and individuals may be willing.)

Date of next meeting

Tuesday, 25 April. To be chaired by one of the Directors. It is hoped that the new Unitary Authority will be represented. Confirmation of new Project Manager role.

Cllrs Andy Blackman and Liz Hendry



Kendal Town Council

Jan 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
03/01/2023	BCARD COMMERCIAL - Canva (12 mths)[]	£107.88
03/01/2023	SCREWFIX DIRECT Allotment Equip	£72.99
03/01/2023	C P CATERING EQUIP - Christmas Switch On[]	£67.38
03/01/2023	EE LIMITED - Mobile Dec 22	£13.12
05/01/2023	MR C KILLILEA - Fencing Work Allotments[]	£1,120.00
06/01/2023	SLDC - KTC Premises Exp	£683.70
06/01/2023	ADT FIRE+SECURITY - Alarm Services[]	£482.41
06/01/2023	NET DEVELOPMENT LTD - Web Hosting[]	£108.00
09/01/2023	WATER PLUS - Allotments	£9.99
09/01/2023	BK CHARGES	£8.50
10/01/2023	WATER PLUS - Allotments	£39.12
10/01/2023	WATER PLUS - Allotments	£3.00
11/01/2023	ADOBE ACROBAT - Mthly Fee	£30.34
16/01/2023	SAGE SOFTWARE LTD - Mthly Fee	£33.00
16/01/2023	VANGUARDER LTD - Mthly Tracking Fee[]	£9.60
17/01/2023	TEN INSURANCE SERV - Van Insurance	£859.12
18/01/2023	WATER PLUS - Allotments	£67.04
20/01/2023	JAN 2023 Net Salaries	£13,199.02
20/01/2023	BRAVO BENEFITS LTD	£104.20
23/01/2023	SHAUN BAINBRIDGE - Dockray Bench[]	£630.00
23/01/2023	ITEK COMPUTER - Mthly Support	£387.71
23/01/2023	C.BAGSHAW - Office Exps	£176.13
23/01/2023	MD HANAFIN - Allotment Exp[]	£122.30
23/01/2023	J T ATKINSON - Allotment Exp[]	£88.20
23/01/2023	C.T. HAYTON LTD. - Allotment Exp[]	£86.29
23/01/2023	KIB - Daffodil Bulbs[]	£44.99
23/01/2023	WATER PLUS - Allotments	£44.42
23/01/2023	C P CATERING EQUIP - Kitchen Equip[]	£27.78
24/01/2023	THE KENDAL BREWERY KTC Grant	£10,000.00
24/01/2023	NORTH WEST AIR AMB KTC Grant	£2,000.00
24/01/2023	LAKELAND LAWNMOWER - Equip Repairs[]	£138.00
25/01/2023	NORTH WEST PEST CO - Pest Control	£586.80
25/01/2023	ORMROD SIGNS LIMIT Christmas Banners Installation[]	£300.00
25/01/2023	J T ATKINSON - Allotment Exp[]	£18.51
30/01/2023	WATER PLUS - Allotments	£25.57
31/01/2023	CUMBRIA LG PENSION - Jan Payroll	£4,519.04
31/01/2023	HMRC - Jan Payroll[]	£3,764.54
31/01/2023	WILDFLOWER TURF - Kendal Green[]	£946.20
31/01/2023	DESIGNWORKS LTD - Website	£360.00
31/01/2023	ANNA BAILEY - Visit Kendal Website[]	£360.00
31/01/2023	CUMBRIA ACTION - Training Course[]	£345.00
31/01/2023	AMBEROL LTD - Barrier Baskets[]	£239.88
31/01/2023	SLDC - Meeting Costs[]	£81.50
31/01/2023	CALC - Training Course	£60.00
31/01/2023	TECH 4 OFFICE EQPT - Photocopies[]	£54.26
31/01/2023	CALC - Training Course	£30.00
31/01/2023	C.T. HAYTON LTD. - Allotment Exp[]	£28.76
31/01/2023	EE LIMITED - Mobile Jan 22	£13.12

TOTAL £42,497.41



Kendal Town Council

Feb 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/02/2023	Vanguard Ltd - Van Tracking Fee	£9.60
01/02/2023	Sage UK Ltd - Mthly Subscription	£33.00
02/02/2023	Cumbria County Council - Contribution to Data Collection	£1,000.00
02/02/2023	Westmorland County Agriculture - Hire of Crowd Barriers	£54.00
02/02/2023	Kendal Office Equip Ltd - Stationary	£139.58
02/02/2023	Ormrod Signs - Banners	£60.00
06/02/2023	South Lakeland District Council - Garage Rent	£3,120.00
06/02/2023	B & Q - Allotment Exps	£30.25
06/02/2023	Staff Re-imb - Expenses	£37.75
06/02/2023	Bank Charges	£8.50
07/02/2023	Sun Signs Ltd - Signs	£204.36
07/02/2023	Pennington's Quarry Ltd - Allotment Materials	£26.40
07/02/2023	Carus Green Golf Ltd - Venue Hire Charity Dinner	£250.00
07/02/2023	Kendal Office Equip - Stationary	£152.68
07/02/2023	Bravo Benefits Ltd - Childcare Vouchers	£10.42
07/02/2023	Waterplus - Allotment Water	£142.75
13/02/2023	Festival Grants - Cycling Festival	£4,000.00
13/02/2023	Lound Road Garage - Van Fuel	£106.37
13/02/2023	South Lakeland District Council - Meeting Exps	£228.50
13/02/2023	DVLA - Van Tax	£290.00
13/02/2023	Adobe Systems Software - Mthly Fee	£30.34
14/02/2023	Christmas Plus Ltd - Call out Repair	£158.40
14/02/2023	Christmas Plus Ltd - Christmas Repairs	£267.00
18/02/2023	Parkin & Jackson Ltd - Rinteln Plaque	£240.00
20/02/2023	Feb Net Pay - Salaries	£13,252.22
20/02/2023	Feb - Payroll HMRC	£3,813.76
20/02/2023	Feb - Cumbria LG Pension	£4,519.04
21/02/2023	iTek Computer Solutions Ltd - Mthly Support	£387.71
21/02/2023	Curry's PC World - Office Equip	£279.00
21/02/2023	Waterplus	£44.43
22/02/2023	Community Grants - With Singing in Mind	£500.00
22/02/2023	Community Grants - Lakeland Canoe Club	£500.00
27/02/2023	Tech 4 Office Equip - Photocopies	£56.04
27/02/2023	Jack Ellerby - Walling	£125.00
27/02/2023	Oceans 12 Ltd - Van Repairs	£66.00
27/02/2023	Festival Grants - Walking Festival	£1,000.00
28/02/2023	Festival Grants - AWAZ Cumbria	£2,000.00
28/02/2023	Staff Re imb - Exps	£51.96
28/02/2023	N Power - Christmas Electricity	£538.81
28/02/2023	South Lakeland District Council - Meeting Exps	£71.00
28/02/2023	South Lakeland District Council - Meeting Exps	£56.50
<u>TOTAL</u>		<u>£37,861.37</u>