

Kendal Town Council

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



30 May 2023

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 5 June 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.

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.

Kendal Community Land Trust

To receive a presentation from Kendal Community Land Trust on their latest projects and developments.

Kendal Pride

To receive a presentation from the organisers of Kendal Pride.

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 2 May 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 her recent activities and to hear any announcements (see attached).

7. Co-option to Casual Vacancy in Stonecross Ward

To consider the nominations for co-option to the casual vacancy in Stonecross Ward (candidate's details distributed to all councillors by separate email/cover).

8. Committee Membership

To note changes to the membership of the Council's committees, if any.

9. Financial Regulations

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

10. Biodiversity Policy

To consider the Biodiversity Policy recommended by the Environment and Highways Committee at its meeting on 15 May 2023 (see attached).

11. Annual Governance and Accountability Return (AGAR) 2022-23

- (a) To confirm the Council's arrangements for dealing with the 'Except for' issues highlighted in 2022 (see attached).
- (b) To note the report from the Internal Auditor for 2023 (see attached).
- (c) To complete relevant sections of the Council's AGAR 2023 as follows:
 - (i) The Annual Governance Statement (Section 1)
 - (ii) The Accounting Statements (Section 2)

12. CALC Membership

To consider the Council's subscription and membership of Cumbria Association of Local Councils (see attached).

Background

Cumbria Association of Local Councils (CALC) is the county-level association of NALC (the National Association of Local Councils). Kendal Town Council has been a member since its creation in 1974. The Council must join CALC to be in NALC. NALC is the national representative body of councils in our sector (where principal authorities such as W&FC are represented by the Local Government Association (LGA)).

13. Rural Market Town Group

To consider renewing membership of the Rural Market Towns Group.

Background

The Rural Market Towns Group is a branch of the Rural Services Network (RSN) specifically aimed at supporting and promoting the interests of market towns in England's more sparsely populated counties (see attached). The annual fee for 2023-24 is £133. Kendal Town Council hosted an RMTG conference in the Town Hall in 2018.

14. 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) Audit, Grants and Charities Committee on 17 April 2023
- (b) Christmas Lights and Festivals Committee on 24 April 2023
- (c) Planning Committee on 2 and 15 May 2023

15. 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 Community Theatre (a written report from Cllr R Sutton)

16. Schedule of Payments

To receive the schedule of payments for March 2023 (see attached).

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of the Annual Meeting of Kendal Town Council held in the Town Hall, Highgate, Kendal, on Tuesday, 2 May 2023, at 7.30 p.m.

Councillors

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

In attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant), four members of the public and Mary Biddle from Youth Presence.

Public Participation

No items were brought forward by the public.

Mary Biddle delivered a presentation on **Youth Presence** in Kendal. Mary explained how she had grown up in Kendal and was proud to call it home. She had been inspired when young to work with children and young people and had been doing so for around 20 years. Youth Presence, established in 2014, had been born from a desire to make a difference to the lives of children and young people in the Town and had become a registered charity in December 2020. The Charity had been built on strong foundations, the organisation having worked hard on a formal set of policies and procedures. Mary provided details in relation to the values and the work of the Charity, around the development of meaningful relationships; affirmation of the value of each child and young person through developing self-confidence, positive wellbeing and participation; exploring beliefs, values and authentic choices; encouraging young people to discover their potential; and challenging young people how to consider how their skills and aspirations and positive impact others and their communities. She drew attention to current projects, including work with Rag Tag Arts, a project with the Queen Katherine School and work with primary schools around school holiday provision. Mary stressed the need to understand the adversities and traumas faced by young people today and also the fact that Youth Presence had an important role to play in preventative work. She also drew attention to the hope that those young people benefitting from the work of the Charity today might become the volunteers of tomorrow. Mary drew attention to the fact that the organisation employed one member of staff and to a recent award from the High Sheriff of Cumbria for the Charity's contribution to the community. She further raised the Charity's aspirations to offer more, with the same level of professionalism and presence. She thanked the Council for listening and responded to questions raised by Members,

explaining in particular that the Town Council could provide help by raising awareness of Youth Presence.

The Chair thanked Mary for her presentation and the contribution made by Youth Presence to the community.

1/2023 Mayor and Deputy Mayor 2023

Cllr C Russell proposed, seconded by Cllr H Ladhams, that Cllr J Dunlop be elected Mayor of Kendal for the Municipal Year 2023/24. No other nominations were forthcoming.

Resolved: To elect Cllr J Dunlop Mayor of Kendal for the Municipal Year 2023/24.

Cllr D Evans proposed, seconded by Cllr H Ladhams, that Cllr J Cornthwaite be elected Deputy Mayor. No other nominations were forthcoming.

Resolved: To elect Cllr J Cornthwaite Deputy Mayor of Kendal for the Municipal Year 2023/24.

Note – Cllr H Ladhams having proposed, seconded by Cllr E Hennessy, and a vote having been taken, the meeting adjourned at 7.55 p.m. and reconvened at 7.58 p.m., during which time the exchange of the Mayoral Chain took place. Cllr Dunlop assumed the Chair for the remainder of the meeting and thanked Members for placing their faith in her. She further paid tribute to Cllr D Rathbone, outgoing Mayor, who had served the Town and the Council with diligence and dignity. Cllr Dunlop also welcomed Cllr Cornthwaite to his role as Deputy Mayor.

2/2023 Apologies

Apologies for absence were received and accepted from Cllrs G Archibald, J Brook, A Campbell, S Coleman, M Severn and G Tirvengadam.

3/2023 Declarations of Interest

Cllr H Ladhams raised an interest in relation to Agenda Item No.12 (Christmas Lights and Festivals Grant Limit), Minute No.12/2023 below, due to being involved in the management of the Torchlight Carnival.

4/2023 Exclusion of Press and Public

It was raised that an item relating to a confidential matter appeared later on the Agenda at which point a vote would be taken to exclude the press and public from the meeting.

5/2023 Minutes of Last Council Meeting

It was proposed by Cllr A Finch, seconded by Cllr E Hennessy, and subsequently

Resolved: To receive the minutes of the meeting of the Council held on 3 April 2023 and to authorise the Chair to sign them as a true record.

6/2023 Co-option to Town Council

Consideration was given to a nomination for co-option as a Member of Kendal Town Council to the casual vacancy in Nether Ward. One nomination only having been forthcoming,

Cllr L Edwards proposed, seconded by Cllr E Hennessy, that R Edwards be elected to the casual vacancy.

Resolved: To elect R Edwards for co-option as a Member of Kendal Town Council.

Note – Cllr R Edwards signed her Declaration of Acceptance of Office and took up her seat immediately, having been provided with a copy of the agenda within the appropriate timescales. The Town Clerk explained that whilst Cllr R Edwards had to sign her declaration at this stage, both the Mayor and Deputy Mayor could take office immediately, having agreed to sign their declarations of acceptance of office at the Mayor Making Ceremony on 18 May 2023, in accordance with the Local Government Act 1972 (Section 83(4)(c)).

7/2023 Chairs and Vice Chairs of Committees

The Council considered the offices of Chair and Vice-Chair of its various committees. Nominations had been received by the Town Clerk prior to the meeting as follows:

Allotments Committee

Chair: Cllr A Finch (proposed by Cllr P Thornton and seconded by Cllr E Hennessy)

Vice Chair: Cllr G Archibald (proposed by Cllr A Finch and seconded by Cllr E Hennessy)

Audit, Grants and Charities Committee

Chair: Cllr C Russell (proposed by Cllr J Dunlop and seconded by Cllr H Ladhams)

Vice Chair: Cllr D Rathbone (proposed by Cllr M Helme and seconded by Cllr J Dunlop)

Christmas Lights and Festivals Committee

Chair: Cllr H Ladhams (proposed by Cllr D Rathbone and seconded by Cllr J Cornthwaite)

Vice Chair: Cllr M Helme (proposed by Cllr H Ladhams and seconded by Cllr D Rathbone)

Environment and Highways Committee

Chair: Cllr E Hennessy (proposed by Cllr P Thornton and seconded by Cllr S Long)

Vice Chair: Cllr G Archibald (proposed by Cllr E Hennessy and seconded by Cllr D Rathbone)

Kendal in Bloom Committee

Chair: Cllr A Blackman (proposed by Cllr R Sutton and seconded by Cllr D Rathbone)

Vice Chair: Cllr R Sutton (proposed by Cllr A Blackman and seconded by Cllr D Rathbone)

Management Committee

Chair: Cllr S Coleman (proposed by Cllr D Rathbone and seconded by Cllr A Blackman)

Vice Chair: Cllr D Rathbone (proposed by Cllr H Ladhams and seconded by Cllr C Russell)

Mayoralty and Arts Committee

Chair: Cllr J Dunlop (proposed by Cllr P Thornton and seconded by Cllr H Ladhams)

Vice Chair: Cllr J Cornthwaite (proposed by Cllr P Thornton and seconded by Cllr H Ladhams)

Planning Committee

Chair: Cllr D Rathbone (proposed by Cllr J Cornthwaite and seconded by Cllr H Ladhams)

Vice Chair: Cllr H Ladhams (proposed by Cllr D Rathbone and seconded by Cllr J Cornthwaite)

Cllr A Finch proposed that those Members nominated as Chairs and Vice-Chairs of Committees as set out above be elected/re-elected en bloc and was seconded by Cllr J Cornthwaite.

Resolved: To elect/re-elect the Councillors shown above as Chairs and Vice Chairs of the Committees shown for the forthcoming year, and detailed within Appendix 1 to these minutes.

8/2023 Membership of Committees

The Council reviewed the membership of its committees. A list of nominations had been provided to the Town Clerk prior to the meeting.

It was proposed by Cllr D Rathbone and seconded by Cllr A Finch that the committee memberships for 2023/24 be as set out in Appendix 1 to these minutes.

Resolved: To approve the list of Committee Memberships for 2023/24, as attached at Appendix 1 to these minutes.

9/2023 Schedule of Meetings 2023/24

The Council considered the Schedule of Meetings for the forthcoming year.

The Town Clerk drew attention to the need to consider amending the 2024 dates for meetings of Kendal in Bloom and undertook to address this with the Chair of that Committee and to issue an updated version of the Schedule following the meeting.

Resolved: Subject to the amendment as outlined above, to approve the Schedule of Meetings for 2023/24.

10/2023 Representation on Outside Bodies

The Council reviewed its representation on Outside Bodies for 2023/24. A list of nominations had been provided to the Town Clerk prior to the meeting.

Clarification was sought with regard to the Council's representation on Lancaster Canal (Northern Reaches) and it was explained that it had been felt that two representatives were felt to be sufficient. Cllr A Blackman, however, indicated that personal commitments meant that he was no longer able to fulfil this role and Cllr D Rathbone, seconded by Cllr A Blackman, therefore, proposed that Cllr P Thornton take up this position.

It was pointed out that Cllr H Ladhams was the Council's representative on the BID Board, and not Cllr J Dunlop.

Attention having been drawn to the fact that former Cllr K Blamire was shown on the list as being the Council's representative on the Kendal Lads and Girls Club, Cllr A Finch volunteered to take up this role.

Subject to the changes raised, the nominations were moved by Cllr D Rathbone and seconded by Cllr H Ladhams.

Resolved: Subject to the changes raised at the meeting and outlined above, to approve the list of nominations to Outside Bodies for 2023/24, as attached at Appendix 2 to these minutes.

11/2023 Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees. Cllr D Rathbone proposed that the minutes be received en bloc and was seconded by Cllr A Finch.

- (1) Kendal in Bloom Committee meeting held on 11 April 2023 – Cllr A Blackman presented the minutes, drawing attention to the fact that this was an important year for Kendal in Bloom, Kendal having been entered into Britain in Bloom to represent Cumbria in the Large Towns category. Cllr Blackman drew Members' attention to details in relation to a competition being held in the Town under the Kendal in Bloom initiative and urged councillors to either take part themselves or to encourage groups of residents to help create a display of Coronation thrones echoing the King's green agenda and enthusiasm for sustainability, as well as the fact that he was Patron for the Campaign for Wool, which was part of Kendal's heritage. Cllr Blackman pointed out that Britain in Bloom was interested to hear more with regard to this competition. Cllr Blackman also referred to a weeding party scheduled to take place on the following Wednesday in an endeavour to smarten up the Town and show it off at its best. Those wishing to take part would meet at 6.00 p.m. at the gates to Abbot Hall Park, nearby the Social Club. In response to a query, Cllr Blackman informed Council that there would be other opportunities for weeding parties.
- (2) Mayoralty and Arts Committee meeting held on 27 March 2023 – Cllr D Rathbone presented the minutes and informed Council that work was apace with regard to the Slavery and Kendal Exhibition. In addition, work was being carried out in relation to the stored items that formed part of the Council's Collection.
- (3) Planning Committee meetings held on 3 and 17 April 2023 – Cllr D Rathbone presented the minutes, pointing out that a variety of applications had been considered by the Committee, with a mixture of recommendations.

Resolved: To receive the minutes of recent meetings of the Council's standing committees shown above.

12/2023 Christmas Lights and Festivals Grant Limit

Note - Cllr H Ladhams raised an interest in relation to this item of business due to being involved in the management of the Torchlight Carnival. She remained in the Chamber, however, took no part in the discussion or voting thereon.

Council considered a request from the Christmas Lights and Festivals Committee that it exceed its usual grant limit of £5,000 and offer a single grant of £10,000 to Kendal Torchlight. The Town Clerk reported that Kendal Torchlight had received grant funding of £10,000 in 2022, but divided into two halves. The Committee had considered the most recent application at its meeting on 24 April, and wished to grant the full sum in one payment in 2023. The amount was a within budget allocation from the Festivals budget.

Cllr P Thornton proposed that the request be approved, explaining that the Christmas Lights and Festivals Committee had given full consideration to the application and stressing the fact that Torchlight was an event enjoyed by the people of Kendal. Cllr R Sutton seconded the proposal.

Strong concern was raised by a Member in relation to the option of splitting of the grant, the last minute request, the lack of information supplied and as to whether the proposal was in accordance with the Council's financial policies and procedures. Cllr D Evans proposed an amendment to make a decision in principle to authorise the payment of a grant of £10,000 to Kendal Torchlight, subject to verification and demonstration that account had been taken in relation to the Council's policies and procedures, with a full report to be presented to all Members at the next meeting of Full Council.

Following further discussion, whilst some support was expressed in relation to Cllr Evans' proposed amendment, no seconder was forthcoming.

A Point of Order was raised, drawing attention to the Council's previously worked-up set of policies in relation to the awarding of grants and suggesting that these were still relevant today. Cllr Thornton, having proposed the substantive motion, again stressed the need to award the full grant of £10,000 without delay, reiterating the fact that both he and the Town Clerk were of the opinion that this was within the Council's lawful ability.

A vote having been taken on the substantive motion, it was

Resolved: To allow the Christmas Lights and Festivals Committee to exceed its usual grant limit of £5,000 and to offer a single grant of £10,000 to Kendal Torchlight.

Part Two

The next item was considered following a resolution to exclude the Press and Public due to the confidential or commercial sensitivity of the report.

13/2023 Wainwright Award

All Members having received the relevant documentation, the Council considered nominations for the Wainwright Award 2022-23.

Following a secret ballot, it was

Resolved: To present the Wainwright Award 2022-23 to Miriam Baird.

The meeting closed at 8.48 p.m.

Appendix 1

Committee Membership 2023/24

2 May 2023

Allotments Committee

A Finch (Chair)
G Archibald (Vice Chair)
S Cornthwaite
C Hardy
L Hendry
Vacancy
Plus three co-opted members

Audit, Grants and Charities Committee

C Russell (Chair)
D Rathbone (Vice Chair)
J Dunlop
L Edward
D Evans
M Helme
Vacancy
Vacancy

Christmas Lights and Festivals Committee

H Ladhams (Chair)
M Helme (Vice Chair)
R Edwards
C Russell
K Simpson
R Sutton
P Thornton

Environment and Highways Committee

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

Kendal in Bloom Committee

A Blackman (Chair)
R Sutton (Vice Chair)
D Brown
L Hendry
Vacancy
Plus five co-opted members

Management Committee

S Coleman (Chair)
D Rathbone (Vice Chair)
A Blackman (KiB)
J Dunlop (Mayor)
H Ladhams (CLF)
A Finch (Allotments)
E Hennessy (E&H)
S Long (ordinary member)
C Russell (AGC)

Mayoralty and Arts Committee

J Dunlop (Chair)
J Cornthwaite (Vice Chair)
J Brook
L Hendry
D Rathbone
M Severn
G Tirvengadum
Vacancy
Vacancy

Planning Committee

D Rathbone (Chair)
H Ladhams (Vice Chair)
A Campbell
J Cornthwaite
L Edwards
R Edwards
A Finch
D Miles

Appendix 2
Appointments to Outside Bodies 2023/24
2 May 2023

Organisation	No. of Rep(s)	Representative(s)	Reports to
Air Quality Working Group (SLDC)	1	Cllr G Archibald	Environment and Highways
BID Board	1	Cllr H Ladhams	Management; Council
Brewery Arts Centre	1	Cllr C Russell	Council
Cumbria Association of Local Councils	2	Cllr R Sutton Cllr M Severn	Council
Emergency Plan (Kendal Community Emergency Plan Group)	1	Cllr J Cornthwaite	Management; Council
Integrated Care Community/Healthy Towns Status (CCC)	1	Cllr R Sutton	Council
Lakes Line User Group	1	Cllr S Coleman	Council
Kendal Bus User Group	1	Cllr E Hennessy	Council
Kendal Dementia Action Alliance	1	Cllr R Sutton	Council
Kendal Futures Board	1	Cllr S. Long	Management; Council
Kendal Lads and Girls Club	2	Cllr L Edwards Cllr L A Finch	Council
Kendal Mountain Festival	1	Cllr M Helme	Christmas Lights and Festivals
Kendal Relief in Need Charity	2	Mayor and Deputy Mayor	Council
Lancaster Canal (Northern Reaches)	2	Cllr L Hendry Cllr P Thornton	Council
One Voice	1	Cllr R Sutton	Council
Rinteln Town Twinning Association	4	Mayor and Deputy Mayor Cllrs J Brook and R Sutton	Mayoralty and Arts
South Lakeland Action on Climate Change and Transition South Lakes	2	Cllr G Archibald Cllr M Helme	Environment and Highways
South Lakes Equality and Diversity Partnership	1	Cllr G Tirvengadam	Council

Full Council - Minute Action Sheet - as at 30-05-2023							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
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
03/04/2023	69/2022	Financial Regulations	To defer consideration of the draft Financial Regulations to the Audit, Grants and Charities Committee prior to resubmission to Council for adoption.	CB		Resubmitted to Council at this meeting	
02/05/2023	12/2023`	Christmas Lights and Festivals Grant Limit	To allow the Christmas Lights and Festivals Committee to exceed its usual grant limit of £5,000 and to offer a single grant of £10,000 to Kendal Torchlight.	CB		Completed	
02/05/2023	13/2023	Wainwright Award	To present the Wainwright Award 2022-23 to Miriam Baird.	CB		Completed	

Kendal Town Council
Full Council – 5 June 2023
Mayoral Engagements (9 January 2023 to 6 May 2023)

Event Date	Time	Mayor or Deputy Mayor	Organisation	Event	Venue
09/01/2023	7am	M	CAP	1 year of CAP Kendal. Head Office visit	HQ Bradford
19/01/2023	11am	M	Waste into Wellness	Winter Warmer Session and cooking demo	Stricklandgate House
28/01/2023		DM	Kendal Model Railway Club	Model Railway exhibition 60th anniversary	Kendal Leisure Centre
02/02/2023	10am	M	SILF	World Interfaith Harmony Week - Meeting	Parlour
07/02/2023	10am	M	KTC	Mayors Parlour Talk	Kendal Town Hall
09/02/2023	2pm	M	KTC	Mayors Parlour Talk	Kendal Town Hall
14/02/2023	2pm	M	South Lakes Dementia Hub	Gathering	Kirkland
24/02/2023	6.30pm	M	Kendal Parish Church	Prayers 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	Kendal Town Hall
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 Parliament	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	Kendal Town Hall
	2pm	M	KTC	Mayors Parlour Talk	Kendal Town Hall
30/03/2023	7.45am	M	Lidl	Opening of new store	Beezon Road
	10.00am	M	Heron Hill School	Cake judging baking competition	Heron Hill School
	4pm	M	High Sheriff	Installation of High Sheriff	Kendal Town Hall
31/03/2023	9am	M	Heron Hill School	School awards	Heron Hill School
	11am	M	WOSP	Coffee Morning	Kendal Day Centre

Event Date	Time	Mayor or Deputy Mayor	Organisation	Event	Venue
01/04/2023	12 noon	M	Life Steps and Friend Club	Easter fund raiser	Lads & Girls Club
03/04/2023	9.30am	M	C&W Fed of WI	AGM	Kendal Town Hall
09/04/2023	10.30am	M	Gateway Church	Judging Easter competition	Kendal Town Hall
11/04/2023	2pm	M	South Lakes Dementia Hub	Gathering	Kirkland
14/04/2023	6.00pm	M	KTC	Charity Dinner	Carus Green Golf Club
20/04/2023	6.00pm	M	Cumbrian Girl Guiding	Annual Gathering and Presentation Meeting	Abbey House Hotel - Barrow
26/04/2023	12:00 noon	DM	Clean River Kent	Grant photo shoot	Goose Holme Bridge
26/04/2023	6.30pm	M	Rotary Club of Kendal	Charter Dinner	Stonecross Manor
30/04/2023	10.00am	M	Kendal Cycling Festival	Opening Event	Market Place
02/05/2023	2.00pm	M	Age UK	Coronation Afternoon Tea	Kendal Town Hall
02/05/2023	<i>New Mayor Elected, Cllr Dunlop.</i>				
05/05/2023	7.00pm	M	Buddhist Group of Kendal	Vesak	Unitarian Chapel
06/05/2023	12.45pm	Cllr Rathbone	Heron Hill Primary School	Coronation Event	Kendal Leisure Centre

Kendal Town Council**Agenda Report**

Committee: Full Council	Meeting Date: 30 th May 2023
From: Town Clerk	Agenda No: 9
Description: Financial Regulations	

Financial Regulations

The Audit Grants and Charities Committee has been considering the Council's Financial regulations, in line with its role to periodically review them. At its last meeting it completed the process and resolved to commend the attached copy to the Council for adoption.

A Note on Nomenclature

At a previous meeting, members queried the references in the Regulations to the Clerk and Responsible Finance Officer (RFO). Under the Town Council's current staffing arrangements, these two roles are vested in the Town Clerk, assisted by the Council's Finance and Administration Officer. It is to this team of Clerk and Finance Officer that most of the regulations which stipulate 'Clerk and RFO' apply.

DRAFT FINANCIAL REGULATIONS 2023

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3. Annual estimates (budget) and forward planning	6
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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
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14. Assets, properties and estates	17
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These Financial Regulations are based on the NALC model Financial Regulations 2019. They were adopted by the council at its meeting held on [5 June 2023]. They will be reviewed no later than September 2025.

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.

1.2. 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

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

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, assisted by the Finance Officer, and these regulations will apply accordingly.

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 RFO shall be sufficient to show and explain the council's transactions and to enable the RFO 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 RFO 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 RFO 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
- 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 RFO 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 RFO. 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 Audit Committee.

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 RFO, 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 RFO 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 RFO 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 RFO 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 end of January each year. The RFO 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 £750; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £750.

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

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 RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

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 £750. The Clerk shall

report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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 RFO 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.

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.

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

5.5. The Clerk and RFO 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

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.

5.6. For each financial year the Clerk and RFO 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.

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 £15,000 shall before payment, be subject to ratification by resolution of the council.

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 Not in use

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.

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 [RFO] 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 RFO, or 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 (in conjunction with the Finance Officer) 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. Not in use

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

a) The RFO shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

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 (such as Hire Purchase or Leasing of 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 RFO.

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 RFO.

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 RFO.

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 RFO and the RFO 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 RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO 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 RFO 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 RFO.

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 RFO 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 RFO 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 RFO 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.

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)

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 RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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 RFO 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).

12.2. Where contracts provide for payment by instalments the RFO 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 RFO 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 RFO 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 £500.

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 RFO 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 RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO 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 RFO 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 RFO 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 RFO] 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

Agenda Report

Committee: Full Council	Meeting Date: 5 June 2023
From: Environment & Highways Committee/Development Manager	Agenda No: 10
Description: Biodiversity Policy	

Background

The Environment and Highways Committee has been developing a Biodiversity Policy to reflect awareness of biodiversity challenges and the Council's role in meeting those challenges.

Proposal

To consider the following Biodiversity Policy.

Kendal Town Council recognises that dramatic biodiversity loss is happening at scale. Globally, scientists report that we are facing a 'sixth mass extinction', with the rate of extinction for wildlife species at over 100 times the 'normal rate'. In the UK, more than half of the 4,000 species assessed between 1970 and 2013 have declined in number, largely as a result of habitat fragmentation and climate change, among other factors. This decline is illustrated by the following statistics:

- 50% of British butterflies are now included on the extinction red list
- 97% of UK meadows have been lost since the 1930s
- The UK is one of the most nature-depleted countries globally, with only 53% of its biodiversity left intact (against a global average of 75%)

Biodiversity underpins all healthy ecosystems and food systems and is integral to our health and wellbeing.

This Biodiversity Policy reflects the Town Council's recognition of the above and its ambition to conserve and enhance biodiversity where possible, and to contribute to a net gain in biodiversity. This will be achieved by completing a risk assessment of the impact on Biodiversity (alongside an assessment of carbon impact) when new projects are initiated and developed. The examples included here are not exhaustive but illustrate some positive actions. Further research would be encouraged at the risk assessment stage.

This Policy will be reviewed annually by the Environment and Highways Committee to ensure it remains an active and relevant policy.

Kendal Town Council will actively seek to mitigate habitat loss and make efforts to generate biodiversity net gain in all its activities across all green spaces, blues spaces (visible water) and dark skies.

The Town Council strives to reduce pollution and habitat loss and exploitation, and to increase biodiversity by:

- Exercising its planning function to influence new developments to minimise habitat loss and water course destruction, and to increase habitat connectivity and create a net biodiversity gain. The Council can achieve this by providing applicants with best practice examples and guidance on a case-by-case basis.
- Exercising its planning function to influence a reduction in waterways pollution where possible, for example, by encouraging green (permeable) rather than tarmac drives.
- Developing, funding and/or supporting projects that encourage habitat creation and/or tackle invasive species by linking to Natural Kendal's baseline report. Examples include creating wildflower meadows and supporting the Kendal Swift Group and the Clean River Kent group.
- Supporting and celebrating resident and local group efforts to maintain habitats, grow trees etc. For example, social media and newsletter promotion and use of facilities or other in kind offers.
- Promoting awareness of biodiversity issues and actions.
- Continuing to promote traffic reduction across the town and active travel opportunities together with partners such as Kendal Futures and other local authorities.
- Encouraging allotment holders to develop healthy soils by using natural fertilisers and pest management, using no-dig methods and growing cover crops ('green manures'). Healthy soils can store more carbon than the world's plants and forests combined; therefore, we recognise healthy soil as a positive approach to both habitat conservation and carbon reduction.
- Developing the 'Plant More Trees' recommendation of the Kendal Climate Change Citizens' Jury aiming to source and redistribute 500 trees or hedge plants per year.

Reporting against this Biodiversity Policy will be included in the Council's Annual Report process to highlight successes and demonstrate where aspects of the above could be better developed and/or integrated into Town Council activities.

Kendal Town Council

Agenda Report

Committee: Full Council	Meeting Date: 5 June 2023
From: Town Clerk	Agenda No. 11a
Description: AGAR 2023 Except for Issues	

Summary: *The Council are asked to accept the report.*

Except for Issues

As a part of its completion of the Annual Governance and Accountability Return 2023, the Council must explain how it responds to any 'Except for' issues cited by the External Auditor in the 2022 AGAR.

The External Auditor in 2022 commented under Except for:

The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights by answering 'yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to section 1, Assertion 7, which on the basis of the above is not correct.

The issue relates to a decision by the Council in 2021 to align the consideration of the AGAR with meetings the Council felt it was appropriate to hold in public during the changes in government regulations relating to the COVID pandemic. The Council decided that arranging a late submission of the AGAR that year was a lesser risk to the Council and the public, than holding a public meeting at the height of the pandemic. The external auditor noted that the Council had not completed the Governance questionnaire correctly in this regard, and subsequently not completed the corresponding questionnaire correctly the following year, in that this relates to the actions in that year, not the previous.

The control measure for this is to ensure that the Governance questionnaire is completed correctly, with any 'No' responses explained to the External Auditor in the covering letter with the 2022-23 AGAR submission. There are no 'No' responses proposed for the 2023 submission.



Chartered Accountants +more

Kendal Town Council
Town Hall
Highgate
Kendal
LA9 4DL

19 May 2023

PCN/KMR/KLT01/GEa



Dear Sirs,

Report to Management

We have recently completed our internal audit for the year ended 31 March 2023. Whilst there were no points that arose during the period with regard to the financial statements, there was an additional concern raised with regard to the cash funds held with Barclays Bank and Cumberland Building Society. Our advice would mirror that as highlighted previously in relation to the level of funds invested with both institutions and we would encourage the council to consider investment opportunities.

Our examination is based on a review of the system of internal and financial control and whether this is deemed to be adequate for the council. Our work is carried out with reference to the Public Sector Internal Audit Standards and the Practitioners Guide to Governance and Accountability for Local Councils.

In our opinion, the general control environment at the council is good and we do not consider the issues raised to be fundamental to the operation of the council. We have seen nothing to suggest the weaknesses, as raised, have created issues to the council.

Finally, we would like to take this opportunity to express our thanks to your staff, in particular Mrs Denney for the co-operation and assistance given to us during the course of your internal audit.

Yours faithfully

*RfM Ulverston Ltd***RfM Ulverston Ltd**

Annual Internal Audit Report 2022/23

ENTIRETY OF AUTHORITY

www.kendaltowncouncil.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/05/2023

DD/MM/YYYY

DD/MM/YYYY

KEITH MICHAEL ROBSON FCCA

Signature of person who carried out the internal audit

Redacted

REQUIRED

Date

18/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

ENT Kendal Town Council

www.kendaltowncouncil.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
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C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/05/2023

DD/MM/YYYY

DD/MM/YYYY

KEITH MICHAEL ROBSON FCCA

Signature of person who carried out the internal audit

Redacted

URED

Date

18/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENT Kendal Town Council RITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2022/23 for

ENTKendal Town CouncilRITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	382,089	421,789	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	460,812	502,285	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	90,643	129,461	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	214,379	256,103	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	297,377	331,434	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	421,789	465,998	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	448,898	503,824	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,695,942	1,700,477	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Redacted

Date

26/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

ENT Kendal Town Council RITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



Fire and Rescue Service Headquarters
Carleton Avenue
Penrith
Cumbria, CA10 2FA

01768 812663
office@calc.org.uk

April 2023

Mr Chris Bagshaw
Kendal TC
Town Hall
KENDAL
LA9 4ED



Dear Colleague,

ANNUAL SUBSCRIPTION 2023/24

I would like to thank your Council for its valued membership of the Cumbria Association of Local Councils over the past year. Annual subscriptions to the Association for 2023/24 are now due.

The subscription for your Council is made up of two payments, one to the Cumbria Association of Local Councils (CALC) and one to the National Association of Local Councils (NALC). Each portion of the subscription fee is itemised separately. The NALC portion of the fee for 2023/24 is calculated at 7.71p per elector and the CALC portion is calculated in proportion to the square root of your electorate.

For 2023/24 your CALC/NALC subscription fee is: £2388.69

This sum is made up of:
NALC subscription at £1776.85
CALC subscription at £611.84

Please note that a member council cannot be a member of CALC without being a member of NALC and vice versa.

Could you please put this membership subscription request before the next meeting of your Council so that continuation of membership can be authorised for payment? I enclose a note as a reminder of the benefits of CALC membership.

You may pay us by cheque at the address shown at the top of this letter or alternatively pay by BACS as follows: Cumbria Association of Local Councils, Unity Trust Bank, A/C: 20466598, Sort Code: 608301. **(Please note change of Bank details from HSBC to Unity Trust Bank).**

President:

Chairman: Cllr Mary Bradley

Chief Officer: Samantha Bagshaw

www.calc.org.uk

It would be very helpful if you would please amend as necessary and return the enclosed form giving contact details for your parish council.

I look forward to receiving your Council's subscription.

Kind regards,

Sonia Hutchinson

Chief Officer



Benefits of CALC Membership 2023/24

Purpose of the Association

Cumbria Association of Local Councils is a not for profit organisation which delivers a wide range of services and benefits to its members, made up of Parish Meetings and Parish/Town Councils.

CALC is a voice for local councils (parish and town) on Cumbrian decision-making and advisory bodies. Any councils who are CALC members can nominate their councillors to the Executive and be part of this process. CALC has three Parish Support Officers who organise District Associations. These associations work hard to ensure that every CALC member can hear from key local officers about issues that are relevant in their parish – both district and county council officers, as well as a range of other speakers attend these meetings held either 3 or 4 times a year. CALC is also represented at a national level at the National Association of Local Councils (NALC) so our views can be reflected in national policy making and lobbying Parliament.

Legal, Procedural and Financial Advisory Service

CALC Membership gives parish councils access to an extensive resource of important operational information, including legal, HR, financial and procedural advice. If your query is of a complex legal nature, membership also gives you access to the **National Association of Local Councils**, which in turn provides a range of essential services including solicitors specifically qualified in parish matters. NALC also has experts in parish finance and procedural matters to call on. However, NALC cannot act on behalf of parish or town councils in legal proceedings, local legal advice has to be obtained in these cases. Additional support has been included for members via a solicitor's firm that specialises in parish law, Wellers Law Group, and the Parkinson Partnership which gives CALC members advice on matters such as VAT and Tax as well as other financial issues.

Through our membership of NALC, we are able to provide regular updates in changes to legislation. CALC will break down more complex information so that it is easily understood and will answer any queries that clerks and councillors may have; for example, on the changes to the audit arrangements.

Communication via a newsletter, website, social media and telephone

Along with changes to legislation, the Association regularly emails clerks with useful information from a range of sources from both within and without the county. CALC also sends out a newsletter which contains news from the county and beyond from a variety of sources.

The CALC website is a useful tool which we update with relevant information. Members get access to the Members Only restricted area which is a crucial source of information for clerks and councillors. To this area, we have added a number of 'off the peg' policy templates to allow parishes to easily ensure that they have the necessary documents in place.

The Association also works with the principal authorities (Districts, Boroughs and County) to build good working relationships and improve communication and co-operation between them and the local councils.

Training and Development Programme

Members are kept up to date with training opportunities and are encouraged to attend training whenever possible. CALC provides training for both councillors and chairmen (of both councils and committees). For clerks, we offer a range of training from the very basics through to audit procedures and specific training for the Certificate in Local Council Administration (CiLCA). In addition, we offer a range of specialist courses, including managing trees, managing staff and business planning. Finally, many councils find our bespoke whole council training, tailored to the development needs of your council a very valuable resource.

Employment and Clerks Database

The Association provides a free opportunity to advertise parish vacancies across the county via its website which is well-used. We also advice and support on all aspects of employment issues. We provide a range of resources to assist in the process of appointing clerks, including up to date information on salaries, pensions, and payroll. CALC also maintains an up to date database of all clerks and chairmen in the county.

Local Council Awards Scheme

We run the Local Council Awards Scheme in conjunction with the National Association of Local Councils.

The Local Council Award Scheme was developed to celebrate the successes of the best local councils, and to provide a framework to support all local councils to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

Lake District National Park Authority

CALC has a statutory duty to organise the nomination of parish representatives on to the National Park Authority. It fulfils this duty by holding elections and making recommendations to the Secretary of State who makes the appointment. The Association is also a member of the LDNPA Partnership.

March 2023



RURAL MARKET TOWN GROUP



RSN working with **nalc** in support of Rural Market Towns

THE SERVICES WE WILL PROVIDE:

Information & Involvement

- **A Weekly Rural RSN Bulletin** which includes Rural News, Economic Profiling, Spotlights on Economy & Housing, Hinterland, Week in Parliament – Politics Roundup and more.
- **A Monthly RSN Funding Digest & Government Consultations** – with funding and grant opportunities, along with relevant Government Consultations related to rural areas.
- **A Rural/Market Town Group (RMTG) Newsletter** – specific newsletter every other month ('Market Town Round Up') highlighting latest relevant policy developments, showcasing useful member good practice examples, net zero information, and signposting members to relevant initiatives and funding opportunities.
- **Involvement in the RSN Consultation Programme** – this includes responding to Government Consultations, White Papers, Calls for Evidence and Select Committee Inquiries. In addition, the Group will help to develop the rural voice at a national level to ensure rural are properly represented. This would be in the form of our own surveys, calls for evidence and case studies. Some surveys will be on the most important topics that were highlighted by RMTG. (Various times throughout the year.)
- **Information will be provided to the RMTG about the RSN Fair Funding Campaign and the implications for rural service delivery.**
- **Engagement and involvement in RSN Campaigns.**
- **A group logo for the RMTG so that you can promote your RMTG membership on your own website.**

RMTG Meetings and Joint Working

- **RMTG Elected Councillor Meetings** – There will be a meeting for RMTG elected representatives twice a year, dedicated for best practice sharing, networking, and group discussions on most relevant rural topics. The Clerks Advisory Panel will also be invited to the Autumn meeting.
- **RMTG Clerks Advisory Panel Meeting** – once a year a meeting for RMTG clerks dedicated for best practice sharing, networking, and group discussions on most relevant rural topics. Meetings of the **RMTG Officer Steering Group** will occur as required or requested and we will aim to widen the geographical representation of this group.
- **Free Access to the full annual RSN Seminar Programme.** We run 8 seminars throughout the year and access is open to any Councillor Member - not just the nominated member. (There is a maximum of two bookings per Town or Parish Council)
- Members of the RMTG will be able to purchase discounted access to sessions at the **National Rural Conference** subject to places being available.
- **Information Exchange** – A dedicated RMTG Facebook group is available to facilitate information exchange between member organisations.

Town Promotion

- Promotion to relevant national organisations and policy makers of the importance of members Market and Rural Towns. Their history, their traditions, their markets, and their facilities are important features of the rural economies.
- Support an increased national profile of market towns.
- Work to persuade government that Market Towns are hub centres that provide key services to a wide rural hinterland area and therefore towns in rural areas should not be discounted from being eligible for specific funding pots because of their size.
- Link to your Town or Parish Council website through your logo on the RMTG area of the RSN website.

Services Focused on Vulnerable People

- We would like the organisations of the RMTG to nominate a Councillor or staff member with a particular interest in the following topics, ideally a different contact for both. We would contact this person to consult specifically on that subject matter to support national campaigning.
 - Young People
 - Older People

Economic Development

- **Facilitating Member Networking on a National Economic Level** – through more joint working, networking with the goal of tackling most relevant rural challenges, seeking solutions and improvement.
- **Working with the National Innovation Centre for Rural Enterprise (NICRE).** Annually the Centre will address Councillor Representatives about their work. This session will include exploring whether the RMTG can contribute to work and research of the National Centre.
- **Area Profiles** – an Area Profile of your Principal County/Unitary Council issued once a year setting out key statistics in relation to the rural area. This will help to give the overall picture of their local area to help plan services and understand local issues.
- Encourage Government to collect statistics at the most appropriate level so that rural disadvantage is not hidden.

Good Practice

- **RMTG Good Practice** – collecting, signposting, and informing members on good practice, relevant learning material on key policy areas, delivery challenges and opportunities for rural/market towns. We will operate an Information Exchange to allow members to do this across a series of areas.

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, 17 April 2023, at 7.35p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

AGC43/2022 Apologies

Apologies for absence were received and accepted from Cllrs S Coleman and J Dunlop.

AGC44/2022 Declarations of Interest

No declarations of interest were raised under this item.

AGC45/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

AGC46/2022 Minutes of the Last Meeting

Resolved: To receive the minutes of the Audit, Grants and Charities Committee held on 20 March 2023 and to authorise the Chair to sign them as a true record.

AGC47/2022 Minute Action Sheet

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

AGC37/2022 (2022/23 Budget Monitoring) – Under this minute had been raised the need to consider how familiarising councillors with the Council's financial management processes might best be achieved. Attention was now drawn to the need to be more precise with regard to training for councillors on the budget process, it being suggested that at least one Member of each of the other committees needed to receive training in this area. In response to a query, the Town Clerk advised that Steve Parkinson was available to carry out appropriate training through CALC. It was suggested that CALC's standard online training, which focussed on budget and financial processes at a cost of around £35 per person, would be useful for all Members in the first instance and that all councillors should be encouraged to do this. It was felt, however, that those Members wishing to become chairs or vice-chairs of committees should need to have undertaken this training. Consideration should then be given to more specialist, bespoke training.

AGC36/2022 (Audit, Grants and Charities Overview of Policies and Actions) – Reference was made to the timetable for financial planning and monitoring which had been recommended to Full Council on 3 April 2023 and the need for absolute clarity on timings in relation to the budgetary process. The Town Clerk reminded the Committee that Council had already voted on and approved the timetable, however, Members stressed the need for its contents to be reiterated, either by attaching the document to an email to all Members or through the chairs or vice-chairs of individual committees.

AGC38/2022 (Grants Funding) – It was questioned whether the grants offered under this minute had been accepted, and the Town Clerk responded, explaining the situation. Whilst some grants had been offered, others had not; he was due shortly to meet with the Events Officer in this regard. It was noted that the due date was w/c 10 April 2023 and suggested that this be altered instead to 18 April.

Resolved: To seek to encourage all Members to undertake CALC's standard online training on budget and financial processes at a cost of around £35 per person, with all aspiring committee chairs and vice-chairs having to undertake the training.

Resolved: Consideration to be given to more specialist, bespoke training.

Resolved: The contents of the timetable in relation to the budgetary process to be reiterated by attaching the document to an email to all Members and through the chairs or vice-chairs of individual committees.

Resolved: The due date in relation to AGC38/2022 be altered to 18 April 2023.

Resolved: To note the report.

AGC48/2022 Audit Grants and Charities Overview of Policies and Actions

It was raised that this item had been already been covered. Attention was drawn, however, to the need for greater knowledge of the charities which existed within Kendal, to provide an overview of all of those who may wish to apply for grants, as well as improved methods of publicising the Town Council's grants process. The Town Clerk acknowledged that a piece of work was required in this regard, although pointed out that the matter may not fall within the remit of the Audit, Grants and Charities Committee moving forward. Some concern was raised in relation to the amount of grant funding available and in relation to the potential increase in work. Strong support was expressed for the need to improve publicity and make it easier for organisations to apply for funding.

Resolved: To look into methods by which to improve publicity and the process of applying for grant funding.

Resolved: To note the report.

AGC49/2022 2022/23 Budget Monitoring

The Committee considered a report on the Council's budget and expenditure for the fourth quarter, to the end of March 2023.

The Town Clerk responded to a query regarding the two budget headings relating to Kendal Futures & Visit Kendal and Visit Kendal/Promoting Kendal, explaining that one paid for the website and the other for the inputter. He suggested that Nominal Code 300 should simply refer to Kendal Futures and undertook to look into this.

The Town Clerk further provided an explanation with regard to the inclusion of two sets of budget figures within the agenda and as to why the totals shown at the end of each were slightly different. The totals at the end of the second document were as close as possible to being the year end figures although not yet including any accruals. The first set showed figures in relation to the fourth quarter, with cost centres divided into groups.

Members considered the report at some length. Discussion took place with regard to nominal codes, some of which, the Town Clerk explained, were perhaps too specific. Raised was the need to consider ways in which to improve the nominal codes, including a method by which to include several projects under one individual code, attention being drawn, for example, to the vast amount of codes relating to public realm and enhancements.

The Town Clerk explained how officers were still trying to find their way around the new finance system. He stressed the need in future for attention to be paid to the bottom line and the important question of whether more money had been spent than should be. He stressed, however, that the system had delivered improvements in accounting and highlighted the importance of now ensuring that clear, concise and trustworthy information was provided to councillors moving forward, with regular reports being presented to individual committees. A query was raised regarding details in relation to, for example, staffing costs and the larger and smaller elements thereof, those smaller elements being of less interest to Members. The Town Clerk suggested that this needed further review. He drew attention as an example to figures in relation to national insurance contributions which had never been presented to Council and explained his intention to revisit these types of areas and fill out some detail. Development Fund headings were now treated as earmarked funds, as they were seldom spent within year.

Members welcomed the opportunity now to look at the budget in detail and to consider how the Council's priorities could be delivered.

The Committee discussed how to gain an idea of how staff time was spent across the five priorities. The Town Clerk cautioned against including recharges within the budget, drawing attention to the complications of the process of recharging. He stressed that it was a management function to decide on how work was divided amongst staff. It was the role of the Audit, Grants and Charities Committee to examine service delivery and check if there were enough staff to carry out the work. Members raised the need to consider the delivery of a whole range of different priorities and the need to ensure that the Council had the resources to manage staff appropriately. It was suggested that the Management Committee should be asked to consider the detail in relation to this matter.

Resolved: To look into the matter of nominal codes for Kendal Futures.

Resolved: To consider ways in which to improve nominal codes.

Resolved: To review the area of the larger and smaller elements relating to, for example, staffing costs, with a view to filling out detail.

Resolved: To note the report.

AGC50/2022 Financial Regulations

At AGC50/2022, the Committee had resolved to submit proposed new Financial Regulations to Full Council, including a commentary on the proposed amendments. It was now reported that Full Council had subsequently referred the document back to the Committee, with the intention that the Committee make a completed recommendation, without a running commentary, to the next meeting of Full Council.

Members welcomed the updated document which now included the proposed changes and felt that it provided a good training resources for those Members who wished to take further responsibility in their roles as councillors. It was suggested that the document might be included in the Members' Induction Pack and given to those Members aspiring to become committee chairs or vice-chairs.

Resolved: To recommend the draft Financial Regulations to Full Council for adoption.

The meeting closed at 8.32 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, 24 April 2023, at 7.03 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	Present
Cllr R Sutton	Present	Cllr P Thornton	Present

* Attended and took part via Microsoft Teams, joining part way through the meeting, however, did not vote on any of the items.

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

CLF48/2022 Apologies

An apology for absence was received and accepted from Cllr M Helme (please see * above).

CLF49/2022 Declarations of Interest

Cllr P Thornton declared an interest under this item in Agenda Item No.9(a) (Festival Grant Applications – Gan Yam Brewery Co.) due to the applicant being his nephew.

CLF50/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

CLF51/2022 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 20 February 2023 and to authorise the Chair to sign them as a true record.

CLF52/2022 Minute Action Sheet

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

CLF47/2022 (Community Resilience) – This item showed as not having yet been actioned and it was pointed out that the issue would be discussed as the last item on the agenda. The deadline for submission of the proposal for inclusion on the agenda for the Management Committee meeting scheduled to be held on 30 May would be 23 May 2023.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

CLF53/2022 Budget Monitoring 2022-23

The Committee considered its budget monitoring report for 2022/23 as at 1 March 2023.

In response to a query, the Town Clerk explained the reason for the Platinum Jubilee budget line appearing in both the 2022/23 Month 12 report and the budget for 2023/24, there being a carry-over of £1,000. In response to a further query suggesting that £1,726 remained in that budget line, the Town Clerk undertook to look into the matter. The Council Services Officer provided narrative in relation to a number of figures and answered questions raised by Members.

Resolved: To seek clarification regarding the carry-over figure in relation to the Platinum Jubilee.

Resolved: To receive the report.

CLF54/2022 Mountain and Sky Christmas Lights Switch On 2023

The Committee considered a report from the Events Officer and Development Manager. Following acceptance by the Committee on 20 February 2023 of the proposal for the format for the Switch On, provisional work has started, including Kendal BID having agreed to recruit four food stalls to be set up along Highgate and cow bells having been purchased and received. Details in relation to an initial meeting with Kendal Mountain Festival were provided, the focus having been on ice rink opportunities, a site meeting on 18 April to explore opportunities with potential providers and the Mountain Festival, incorporation of flags into the parade, performance ideas and host options, with the Mountain Festival willing to provide MC for the Market Place stage. The Events Officer would be starting work on the event application and road closure, and would continue work as outlined in the timetable included within the report.

It was suggested that clarification should be sought regarding the agreement by Kendal BID for four stalls to be set up along Highgate.

Members discussed the ice rink. It was pointed out that this would be built on a raised structure, so as not to damage grass. It would be situated on the lawn between Abbott Hall and the river, for a period of around six to seven weeks. Cllr M Helme had been tasked to explore the potential for the installation of a three phase electricity power source, terminating at building nearby the lawn and which could be used for all future festivals. It was suggested that the ice rink could be run off generators, however, pointed out that this was not desirable due to dirty power being against the Town Council's climate goals. It was raised that the installation of a three phase power source could be something that Westmorland & Furness Council may be willing to finance, and Cllr P Thornton asked for details to be sent to him so that he could look into the possibility. He suggested that if not possible this year, then there may be a good chance for the following year or the year after. He applauded the work being carried out in this regard.

Concern was expressed with regard to the incorporation of flags into the procession. It was, however, pointed out that it had been confirmed in the previous week that flag holders would not be used, due to the potential for conflicting flags and the Mountain Festival not wanting them. It had instead been suggested that people to make their own, non-controversial flags, possibly through a schools competition. Also suggested as an alternative was umbrellas, which would provide an excellent visual lift, with kits being available to light them up. In any

case, it was stressed that the road closure had been organised and that a procession must proceed.

Resolved: To seek clarification regarding the agreement by Kendal BID for four stalls to be set up along Highgate

Resolved: To provide Cllr P Thornton with details in relation to the outcome of research into the installation of a three phase power source to enable him to look into the potential of Westmorland & Furness Council providing finance for the project.

Resolved: To consider the potential for the incorporation of umbrellas as an alternative to flags into the procession.

Resolved: To approve the draft Event Delivery Timetable as set out within the report.

Resolved: To note the report.

CLF55/2022 Update on Coronation Grants and Garden

The Committee considered a report from the Development Manager which provided details in relation to Coronation grant applications which had been received and considered by the Working Group together with the relevant paperwork. The Committee was asked to note the grants which have been awarded by the Working Group, totalling £3,312, as follows:-

- Kirkbarrow Residents Association - £662;
- Heron Hill School - £750;
- Hallgarth Residents Association – £750;
- Fellside Forum - £400; and
- Sandylands Residents Association - £750.

In addition, an update was provided with regard progress on the Coronation Garden, including details in relation to the next steps which were to process grant applications, create a poster to promote all community coronation events and share the poster for comments and then promote. The Clerk provided further details in relation to issues around preparation work for the Garden, explaining that a meeting was due to take place on the site the following morning.

Resolved: To note the report.

CLF56/2022 Festival Grant Applications

The Committee was asked to consider three applications for grant funding:-

Gan Yam Brewery Co - £500

Note - Cllr P Thornton declared an interest in this application to the application being his nephew. He remained in the Chamber but took no part in the discussion or voting thereon.

The fact was raised that this was a commercial, profit-making organisation and not a community group, and thus did not meet the Town Council's grants criteria. The application provided no detail in relation to the date of the event and, in addition, insufficient information on what the benefits of the event to the community would be.

Resolved: Not to make a grant to Gan Yam Brewery Co, however, to point out that no event date is included within the application and to enquire what the benefits of the event to the community will be.

Kendal Zine Fest - £488

Whilst Members expressed support for this application and the fact that the festival was likely to be held in Kendal Town Hall, concerns were expressed in relation to the lack of a constitution. It was further felt that clarity in relation to the applicant's bank account details, it being pointed out that any grant offered could not be paid into a personal account. In addition, the need to question the applicant on whether or not this was a profit-making event was raised, as well to seek a date for the event. It was suggested that, if the festival was indeed to be held in the Town Hall, then the Town Council could potentially offer to pay the hire fee. The fact that the applicant was trying to do something for both the community and local artists was stressed.

During consideration of the application, the fact that a suitable and consistent mechanism was required for making grants to individuals applying for grants, it being pointed out that the Kendal in Bloom Committee was able to do this.

Resolved: To defer making a decision regarding a grant to Kendal Zine Fest pending receipt of further information in relation to the applicant's constitution, bank account details, the date and venue for the festival and whether or not this will be a profit-making event, following which a decision on the application to be delegated to the Chair of the Committee.

Resolved: To give consideration to a suitable and consistent mechanism for the Town Council to have regard to in making grants to individuals applying for grants.

Kendal Torchlight Carnival - £10,000

Note – At this point in the proceedings, Cllr R Sutton declared an interest in this application due to being a volunteer for Kendal Torchlight, although not in a managerial role. He remained in the Chamber and took part in the discussion and voting on the item. Cllr H Ladhams (Chair), also at this point, raised an interest in this application due to being involved in the management of the Torchlight Carnival. She remained in the Chamber during discussion on the item, however, took no part in the voting thereon. This being the case, the Committee took a vote and elected Cllr K Simpson to take the Chair during consideration of the application.

Attention was drawn to the fact that the application was for a grant of £10,000 but that the maximum that could be offered was £5,000. Whilst some felt that the maximum grant payable had recently been altered to £10,000, it was pointed out that the Grants Criteria, stating a maximum of £5,000, had been noted at the last meeting of the Committee, with no changes having been proposed at that time.

Members expressed full support for the application, of the opinion that this was an event which was expected and enjoyed by the community each year. Raised was the fact that two separate grants had been awarded for the 2022 event. However, it was acknowledged that, the criteria not having changed, the Christmas Lights and Festivals could currently only make an award of £5,000 at this stage. This being the case, it was suggested that the matter be brought to Full Council for consideration at its meeting on 2 May 2023.

Resolved: To request Full Council, at its meeting on 2 May 2023, to allow the Committee to exceed its usual grant limit of £5,000 and offer a single grant of £10,000 to Kendal Torchlight.

Resolved: To bring back the Committee's grants criteria for reconsideration at a future meeting of the committee.

Note – Cllr Ladhams resumed the Chair for the remainder of the meeting.

CLF57/2022 Community Resilience

Prior to providing a short verbal update, Cllrs Ladhams and Russell handed out copies of papers which they had written to those Members of the Committee present in the Chamber. Cllr Ladhams' paper explained how a Christmas Lights/Community Committee would uphold the Council's values on which its priorities were based and provided details on decisions which would be made by such a committee. Cllr Russell's paper outlined suggested changes in committee responsibilities, details of which were to be submitted for consideration by the Management Committee on 30 May 2023. The main changes proposed within Cllr Russell's paper were with regard to a reformed Christmas Lights and Festivals Committee in the form of a Community Committee.

In presenting the papers, Cllr Russell stressed the importance for the Council to have a committee through which to give consideration to community matters. He further highlighted the need to establish a Council for Voluntary Services for South Lakeland, based within Kendal at Stricklandgate House. In addition, he felt strongly that all Town Council grants should be dealt with by the proposed Community Committee.

The fact that this was a matter for the Management Committee to discuss at its meeting on 30 May 2023 was reiterated. In addition, it was pointed out that other committees also needed to be taken into consideration, as well as have the opportunity to comment on the proposals. Suggested was the potential to consider the role of Westmorland & Furness Council and how the Town Council could work with them on some aspects or lobby them on others. In addition, it was pointed out that Westmorland & Furness may be willing to provide funding in relation to some areas.

Resolved: To note the verbal update and express support in relation to the general direction set out within the papers.

The meeting closed at 8.30 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 Tuesday, 2 May 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

* Arrived at 6.32 p.m., prior to consideration of Agenda Item No.4 (Minutes of the Previous Meeting), Minute No.P181/2022 below.

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

P178/2022 Apologies

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

The Committee was furthermore advised that Cllr Evans had also regrettably resigned from the Committee with immediate effect due to work commitments.

P179/2022 Declarations of Interest

No declarations of interest were raised.

P180/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P181/2022 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 17 April 2023 and to authorise the Chair to sign them as a true record.

P182/2022 Minute Action Sheet

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

P175/2022 (Kendal Town Council Flood Relief Scheme Working Group) – The Town Clerk provided an update with regard to the field and horses which had been discussed under this item. He informed Members that, further to involvement from other organisations and following consultation with the Mayor and the Chair of the Management Committee, the Licensee had been advised that he could keep two horses on the land until the end of May 2023, at which point they would be removed together with other items.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P183/2022 Planning Process and Issues

There was nothing to report under this item.

P184/2022 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 4 April 2023. He also informed Members that the next meeting of the Group was scheduled to be held at 6.30 p.m. on Wednesday, 14 June 2023. In response to a query, he explained that it was possible to get by Mint Bridge around by Shap Road to Morrisons. In response to a question regarding progress regarding Gooseholme Bridge and access problems, Cllr Cornthwaite informed Members that a meeting was due shortly to take place involving Westmorland and Furness Cllr P Thornton, Local Members and residents. The need to consider input by the Town Council was raised.

Resolved: To receive the notes of the meeting of the Kendal Town Council Flood Relief Scheme Working Group held on 4 April 2023.

Resolved: To note the verbal update.

P185/2022 Responding to Planning Applications – Draft Notes for Guidance April 2023

The Committee considered a draft set of notes for guidance in considering planning applications.

The Chair pointed out that this remained a work in progress and that this was a living document which would change over time. Now, he felt, was the time for the Committee to consider the format and whether any improvements could be made. He drew attention to the need for the inclusion of numbers in relation to, for example, the National Planning Policy Framework and the Local Plan, and also suggested the need for a tick list in relation to large development around, for example, the amount of green space required. He pointed out the fact that the Committee would have two new Members in 2023/24 and that the document could be used as a training tool in this regard.

The Town Clerk explained that from this document, simplified checklists including finer details could be produced, from which relevant phrases could be picked during consideration of planning applications.

Also suggested was the need to attach to the guidance notes the existing document, "What are Material Planning Considerations." The importance of keeping the information as simple as possible was stressed.

The Chair encouraged Members to write to the Town Clerk with any other suggestions.

Resolved: To accept the draft set of notes for guidance in considering planning applications and to include the information raised during discussion and outlined above.

P186/2022 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 7.12 p.m.

Kendal Town Council

Responses from Planning Committee: 2 May 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0309	Unit 1 Lake District Business Park, Mint Bridge Road, Kendal Erection of ready to feed milk (RTF) building (Revised scheme SL/2022/0763)	Mintsfeet	12 May	No Material Objections provided that the Environment Agency's request for an acceptable Flood Risk Assessment is submitted and agreed and that the potential variation in the Environmental Permit is also agreed and new equipment is subject to Best Available Technique standards under the 2016 Regulations. The Committee welcomes this application as beneficial to the Town's economy and necessary for the expansion of the business.
2	SL/2023/0316	3 Longpool, Kendal Replacement front windows and door	Mintsfeet / Nether	8 May	No Material Objections provided that the materials used are sympathetic to the Conservation Area. The Committee also wishes to ensure that there is no loss of access to the public footpath whilst works are carried out.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
3	SL/2023/0283	32 Moore Field Close, Kendal New porch, rear extension & deck, solar panels, external wall insulation, external storage & shed (Part retrospective)	Strickland	9 May	Recommend Refusal on the basis of overlooking and loss of privacy on the neighbouring property as a result of the cantilevered decking and car port/balcony. In addition, the Committee feels that the external cladding is out of keeping in the immediate area. Also, it is felt that this application would result in overdevelopment of the site. The Committee also expresses disappointment that this is a part retrospective application.
4	SL/2023/0323	Land Off Brigsteer Road, Kendal New means of enclosure around approved SuDS pond and in respect of plots 1 to 3, 11, 12, 17, 20 to 24, 37, 51, 52, 65, 71 to 75; and (2) modifications to embankment and boundary treatment in respect of plot 10	Highgate	11 May	No Material Objections provided that the changes are not felt to be detrimental to the current agreement to build affordable homes.
5	SL/2023/0197	Pizzeria Italia, 9 Allhallows Lane, Kendal Variation of conditions 2 (opening hours) attached to planning permission SL/2008/0514 (Retrospective)	Fell	15 May	Recommend Refusal on the basis of unwarranted noise, increased instances of waste and anti-social behaviour in this area. Any positive decision should be dependent on comments from the Police and Licensing Authorities. The Committee also expresses disappointment that this is a retrospective application.

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Minutes of a meeting of the Planning Committee held on Monday, 15 May 2023, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

P1/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Campbell, A Finch and D Miles.

P2/2023 Declarations of Interest

No declarations of interest were raised.

P3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P4/2023 Minutes of the Previous Meeting

Resolved: To receive and accept the minutes of the previous meeting of the Planning Committee held on 2 May 2023 and to authorise the Chair to sign them as a true record.

P5/2023 Minute Action Sheet

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

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings.

P6/2023 Planning Process and Issues

The Chair drew Members' attention to the fact that Westmorland and Furness Council's Development Control Committee would now be considering all planning applications which were recommended for refusal by town and parish councils.

Resolved: To note the verbal update.

P7/2023 Kendal Town Council Flood Relief Scheme Working Group

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reminded Members that the next meeting of the Group would be held virtually, commencing at 6.30 p.m. on Wednesday, 14 June 2023. He referred to recent conservations which were being pursued with the Environment Agency with regard to the Beezon Fields gap and the potential additional floodgate at Little Aynam. Cllr Cornthwaite reported that current works were going well.

Resolved: To note the verbal update.

P8/2023 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 6.52 p.m.

Kendal Town Council

Responses from Planning Committee: 15 May 2023

Appendix 1

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	SL/2023/0334	Electricity North West Limited Depot, Parkside Road, Kendal Removal of existing asbestos cement pitched roof and replaced with new insulated metal pitched roof to the stores building and garage building, increasing the ridge heights approx. 350mm & removal of upper floor glazing on stores elevation facing Parkside Road (north elevation) and replaced with metal cladding	Castle / Kirkland	17 May	No Material Objections
2	SL/2023/0320	Ground, 4 A High Tenterfell, Kendal Replacement of 11 windows and 2 doors with UPVC	Fell	17 May	Recommend Refusal on the grounds that the proposal would have a detrimental impact on the visual amenity of the area, particularly on what is a very visible location on the corner of a main route. This is due to the design of the windows, as outlined in the application, not being in keeping with the area.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
3	SL/2023/0342	7 Castle Riggs, Kendal Single storey side extension & internal alterations to kitchen	Castle	17 May	No Material Objections based on the application as given, however, no agreement to be made without confirmation of provision for net biodiversity gain of at least 10% as required by DM4 and, ideally, the Committee would suggest the inclusion of, for example, a grassed roof.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
4	SL/2023/0349	35-55 Finkle Street, Kendal Change of use of part of 1st floor of former retail and retail storage & ancillary accommodation (Use class E) to 2 flats (Use class C3)	Fell	19 May	<p>No Material Objections in principle provided that:-</p> <ul style="list-style-type: none"> • The flats are within the nationally described space standards (gross internal areas) for minimum floor dimensions. • There is adequate separation distance in design. • The necessary details are provided in relation to the visual impact of windows and balconies to conform to quality of design and materials within the Kendal Conservation Area, as a non-designated heritage asset. • The design is sufficient for sustainable development and it provides a suitable standard of amenity for users with good design (policy and guidance based). <p>It is further felt that the combined impacts of this development, details of which this Committee is not aware, should be looked at as well as this individual application.</p>
5	SL/2023/0354	Bottom flat 5 Mint Street, Kendal Single storey rear extension	Mintsfeet	19 May	<p>No Material Objections subject to provision for net biodiversity gain of at least 10% as required by DM4.</p>

**Kendal Town Council
Full Council – 5 June 2023
Reports from Representatives on Outside Bodies**

Integrated Community Care (ICC) Meeting on 29 March 2023 in the County Hall

The theme was "Being Heard".

There was a presentation by Elaine Perry on Endometriosis Awareness. This is a condition where the lining of the womb grows outside the womb. There are four most severe stages. It causes adhesions and can result in organs sticking together. It may take on average eight years to diagnose, which is usually as a result of a laparoscopy. The condition can cause debilitating pain, especially in the lower tummy and back, usually worse during a period. There is a feeling of sickness, constipation, blood in pee or poo, difficulties in getting pregnant. There are various hormone treatments, and there are natural treatments available. Information can be obtained from endometriosis.uk.org. Facebook-EndoUKCumbria.

There is a meeting for those interested at the Fellside Centre on Friday, 14 April, at 6.00 p.m. to 8.00 p.m., with a myofascial release practitioner attending.

The age-friendly community co-ordinator, Carole Smith, told the group that South Lakeland became the first age-friendly community in Cumbria after delays due to Covid. Carole's role is to engage with the community, to raise awareness of what's available and to identify groups that might need help and to develop an action plan.

The Chair of the Gateway group, Phil Whiteley, spoke of how the group gathers third sector organisations in the South Lakes, and are hoping to represent South Cumbria on the integrated care board in regard to all ages and situations. It plans future events at three to six month intervals (held a successful launch event on 9 March at Castle Green Hotel).

The Health Fest will be held in Kendal at the Leisure Centre on 8 July from 10.00 a.m. to 3.00 p.m.

The vaccination roll-out for over-75s is expected to take place in mid-April onwards. There are currently 59 in-patients with Covid.

Several warm hubs have now concluded, including at the Well and at Johnny Gio's church, now a community hub.

The Live Longer Better in Cumbria project was launched last November by Kelly Arty. There is a regular on-line webinar, the next being on 27 April from 10.00 a.m. to 11.30 a.m. Still looking for gaps and needs.

A representative from Barnardos was new to the ICC group. There was a discussion around an increase in self-referrals as well as referrals from GPs. More news on this later.

Alzheimers Society mentioned their partnership with Dignity in Dementia. Information was provided about a short story/poem competition for sufferers and/or carers to be judged in May with cash prizes!

Cllr Richard Sutton

**Kendal Town Council
Full Council – 5 June 2023
Reports from Representatives on Outside Bodies**

Update on Kendal Community Theatre Events Later this Year

Outdoor theatre in Kendal will take place on 24 June, with a presentation of Midsummer Mechanicals Daydream. Loosely based on Shakespeare's play. There will be several performances around the town during the day.

Beginning in August there will be a 12 hour sponsored Fairy Story Telling at Kendal Library.

In December there will be performances in the Town Hall of The Snow Queen. This is being written and directed by young and old members of the Kendal Community Theatre. The writing of the script has already started using the Hans Christian Andersen story as a base, but incorporating our local Cumbrian setting and well-known characters. The aim is for a story-telling style with live music, puppets and audience participation.

Cllr Richard Sutton

Kendal Town Council Full Council – 5 June 2023 Reports from Representatives on Outside Bodies

Lancaster Canal Regeneration Project Report on the Executive Committee Meeting held on 25 April 2023 via Microsoft Teams

Key points

- Councillor Doug Rathbone attended as the representative for the new Westmorland & Furness Authority.
- Helen Moriarty attended and was appointed in a project management role, for one day a week. She has three main tasks: i) To merge the feasibility study and the access strategy documents to form a 'vision document' for LCRP ii) to use this as a basis for making new funding bids, including increasing volunteer engagement, and to enable progress to be achieved as far south as possible iii) to improve the communication and branding of LCRP. This to include a 'visitor facing' website.
- Activity on different stretches: (1) Stainton to Crooklands. Using money paid over before 1 April from SLDC the towpath surface on this stretch can now be improved. Natland Parish Council to be notified and their engagement invited. A site visit was proposed with a provisional date of 19/5/23. This would enable members to better understand the issues involved. (2) Sedgwick to Stainton. Planning permission has been granted regarding signage/interpretation boards. The unveiling of the first interpretation board, hopefully before the end of June, offers a good publicity opportunity.
- Governance: **Directors:** currently there are only two directors. It was agreed that a clearer definition of a director's role may help recruitment. Clarification was also needed regarding eligibility: are councillors eligible? Are officers? **Chair:** This role could be rotated if/when more directors are recruited. **Partners:** It was suggested that partner organisations and representatives become attached to specific projects, working in smaller sub-committees and reporting to the Exec Cttee as and when necessary. This would enable partners to know the specific projects for which funding is required and thus, it is hoped, encourage participation and ownership. Furthermore, directors could then head up a sub-committee-which it was felt might be a less daunting prospect and so aid recruitment.
- Financial position: There is currently £34,520 in the current account. Not all 2021/22 contributions are in. There has been no income as yet (as of 25/4/23) for 2022/23 apart from SLDC as noted above. It is feared we may lose LCC and CCC funding as those councils have changed/been disbanded. However, it was agreed that partners couldn't be approached for funds without a clearer way forward, a 'vision' for LCRP, being outlined, hence the importance and timeliness of the Project Officer's appointment. It was also felt that LCRP had paid over the odds for earlier work done by consultants. It is hoped that in future the Canal Rivers Trust's role can be expanded and engineers from CRT can give us advice regarding the towpath, thus removing the need to pay expensive consultants.
- Milestones: Two milestones will be installed in Kendal as part of CRT's ongoing work to celebrate the bicentennial of the Lancaster Canal.

Date of next meeting - Friday, 14 July 2023, at 10.00 a.m. via Microsoft Teams (The meeting was brought forward so as not to clash with the holiday season. **Please note that this is a morning meeting, not afternoon.**)

Cllr Liz Hendry



Kendal Town Council

March 2023 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/03/2023	PROVINO LIMITED - Mayoral Functions□	£678.00
01/03/2023	NPOWER LIMITED - Electricity 2021	£538.81
01/03/2023	ITEK - Monthly Support□	£387.71
01/03/2023	SLDC - Meeting Fees□	£143.75
01/03/2023	J T ATKINSON - Allotments	£61.28
03/03/2023	EE LIMITED - Mobile Feb 23	£13.12
06/03/2023	SLDC - Premises Rent □	£2,970.00
06/03/2023	CUMBRIA C. C. - Contribution to Footpath□	£1,000.00
06/03/2023	SLACC- KTC Grant	£500.00
06/03/2023	CONTINENTAL LANDSCAPES - Canal Head Labour	£222.00
06/03/2023	LOUND ROAD GARAGE - Fuel Van□	£100.41
06/03/2023	Bk Charges	£68.50
07/03/2023	THE GARDEN SUPERSTORE - Planters□	£99.98
07/03/2023	SP PVC SAFETY SIGN □	£30.76
08/03/2023	ROYAL MAIL GROUP - Spring Newsletter	£1,815.74
13/03/2023	B+Q CREDIT - Allotments□	£32.75
13/03/2023	ADOBE ACROBAT □	£30.34
13/03/2023	B+Q Allotments Exp	£12.75
14/03/2023	NPOWER COMMERCIAL Electricity 2022□	£917.88
14/03/2023	ITEK - Annual Charges□	£791.88
14/03/2023	Amazon□Cow Bells Christmas Switch On	£345.84
14/03/2023	CUMBRIA C. C. - Grounds Maint □	£84.00
15/03/2023	VANGUARDER LTD - Tracking Fee	£9.60
16/03/2023	ANNA BAILEY - Visit Kendal Website	£1,545.00
16/03/2023	GATEWAY CHURCH - Grant	£1,500.00
16/03/2023	42 CREATIVE THINK - Spring Newsletter □	£240.00
16/03/2023	J T ATKINSON - Allotments □	£201.43
16/03/2023	J T ATKINSON - Allotments □	£63.61
16/03/2023	CT HAYTON - Padlock □	£36.77
16/03/2023	SAGE SOFTWARE - Monthly Support	£36.00
20/03/2023	Payroll March	£13,252.12
20/03/2023	LAKELAND GARDENS - Plants □	£1,800.00
20/03/2023	KEITH SINGLETON - Planting Materials□	£431.04
20/03/2023	BRAVO BENEFITS LTD - Childcare Voucher	£10.42
21/03/2023	CUMBRIA LG PENSION - March Payroll	£4,519.04
21/03/2023	HMRC - March Payroll	£3,813.36
21/03/2023	JOHN RICHARDSON - Allotment Exp□	£114.91
27/03/2023	WATER PLUS - Allotments	£212.94
28/03/2023	WINDOW CLEANING WAREHOUSE - Hose Reel□	£183.54
29/03/2023	SIEMENS FIN SERV - Photocopier Lease□	£374.40
30/03/2023	ANNA BAILEY - Visit Kendal Website	£2,085.00
30/03/2023	CONTINENTAL LANDSCAPES - Spring Planting□	£1,209.96
30/03/2023	KENDAL CONSERVATION - Wildflowers Canal Head□	£800.00
30/03/2023	RURAL SERVICES PARTNERSHIP - Membership Fee□	£130.00
30/03/2023	CT HAYTON LTD - Gloves □	£40.90
31/03/2023	EE LIMITED - Mobile March 23	£13.12
	<u>TOTAL</u>	<u>£43,468.66</u>