

# Kendal Town Council

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



2 April 2024

Dear Councillor

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 8 April 2024**, for the purpose of transacting the business specified in the following agenda. This is a rescheduled meeting of that which was due to take place on 4 December, but which was postponed. 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 read '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.

### Clean River Kent Group

To receive a presentation from the **Clean River Kent Group**.

#### 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 (pages 4 to 13)**

To receive the minutes of the meeting held on 5 February 2024 and to authorise the Chair to sign them as a true record (see attached).

## **5. Minute Action Sheet (pages 14 to 15)**

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 (page 16)**

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

## **7. Internal and External Audit (pages 17 to 19)**

- (a) To receive and note the report from the External Auditor in relation to the Annual Governance and Accountability Return (AGAR) 2022-23 (see attached).
- (b) To consider the recommendation from the Audit Committee on the appointment of the Council's Internal Auditor (Minute A27/2023).

## **8. Reports and Minutes from Committees (pages 20 to 84)**

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

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

- (a) Allotments Committee on 26 February 2024 **(pages 20 to 25)**
- (b) Audit Committee on 29 January and 22 March 2024 **(pages 26 to 34)**
- (c) Culture and Communities Committee on 19 February 2024 **(pages 35 to 42)**
- (d) Environment Committee on 11 March 2024 **(pages 43 to 46)**
- (e) Kendal in Bloom on 13 February and 19 March 2024 **(pages 47 to 52)**
- (f) Management Committee on 4 March 2024 **(pages 53 to 56)**
- (g) Planning Committee on 5 February, 19 February, 4 March and 18 March 2024 **(pages 57 to 84)**

## **9. Reports from Representatives on Outside Bodies (page 85)**

To receive a report from the Council representative on the following outside organisation:-

- Integrated Care Community (ICC) Delivery Group Meeting (a written report from Cllr R Sutton) (see attached) **(page 85)**

**10. Schedule of Payments (pages 86 to 87)**

To receive the schedules of payments for January and February 2024 (see attached).

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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**Minutes of a meeting of Kendal Town Council held in the Town Hall, Highgate, Kendal, on Monday, 5 February 2024, at 7.30 p.m.**

## Councillors

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

**In attendance:** Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant). In addition, eight members of the public were present at the meeting.

## Public Participation

No items were brought forward by the public at this stage in the meeting.

Laura Fitzgerald (Assistant Head of Brathay Trust), May Biddle (Youth Presence) and Vicky Haley (Police) were all present at the meeting on behalf of **Kendal Youth Work Partnership**. Laura Fitzgerald and May Biddle addressed Council on the current work of the Partnership which aimed to bring together organisations in the Town which worked with young people. They informed Members about two current projects, Party in the Park and YouthFest, and explained that they would be seeking support and funding from Kendal Town Council.

The representatives responded to questions raised by Members, who expressed strong support for the scheme. The Mayor thanked the representatives for their contribution to the meeting, recommended that they contact the Town Clerk with regard to applying for funding and wished the Partnership every success for the future.

## 67/2023 Apologies

Resolved: To receive and accept apologies for absence from Cllrs J Brook, C Hardy, L Hendry, K Simpson and G Tirvengadam.

**68/2023      Declarations of Interest**

Cllr G Archibald, E Hennessy, D Rathbone, M Severn and P Thornton all declared interests in Agenda Item No.11 (Notice of Motion – Divestment Policy of Cumbria Pension Fund), Minute No.70 below, for the reasons indicated within that Minute.

**69/2023      Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

**70/2023      Notice of Motion – Divestment Policy of Cumbria Pension Fund**

***Note – Cllrs D Rathbone, G Archibald and P Thornton declared interests in this item of business by virtue of being Chair, Vice-Chair and Member of the Cumbria Pension Fund Committee respectively. Cllrs E Hennessy and M Severn declared interests by virtue of the fact that their partners paid into the Cumbria Pensions Scheme. They all left the Council Chamber during discussion and voting on the item.***

The following written motion, proposed by Cllr S Blunden and seconded by Cllr L Hendry presented had been included within the agenda.

*“Kendal Town Council:*

*i) has taken action to address climate change. The Kendal Citizens’ Jury has made recommendations to help combat the effects of climate change, and the council’s committees have also discussed the role of Cumbria Pension Fund’s current investments, with regard to fossil fuel.*

*ii) recognises that*

- *The transition to renewable sources of energy is happening very quickly. With little or no warning, at some point soon, investors will decide they don’t want to invest in fossil fuels anymore as they are a dying technology. When that happens there will be a severe market revaluation (or crash) as investors withdraw their shares with accelerating urgency. If Cumbria Pension Fund still holds assets in fossil fuel companies, they will be stranded and worthless.*
- *despite the Cumbria Pension Fund's current belief that it is better to remain as a shareholder in these companies in order to influence things through 'engagement', there is no evidence that this has made any difference to the way that fossil fuel companies operate. By remaining as shareholders, the Pension Fund is legitimising fossil fuel companies' climate-damaging operations.*
- *Cumbria Pension Fund's investment in fossil fuel companies funds the extraction of ever more oil, coal and gas, which climate scientists are absolutely clear must stay in the ground if we are to avoid the worst effects of the building climate breakdown. Kendal Town Council has declared Climate Emergency, and asking Cumbria Pension Fund to divest from fossil fuels is in alignment with, and support of, that declaration. Time is fast running out in which we can prevent runaway climate catastrophe, and we all need to do what we can now, and use our voices, however small they seem.*

*iii) accordingly resolves to write to Cumbria Pension Fund, through Westmorland and Furness Council, asking it to divest its fossil fuel holdings.*

*iv) further resolves to*

- *inform the local media of this decision*
- *write to Tim Farron MP (who is believed to be in support of divestment from fossil fuels) to indicate Kendal Town Council's support for Cumbria Pension Fund to divest from fossil fuel companies."*

At the meeting, Cllr Blunden read out and moved an amended motion, with bullet point iii) now reading, "*accordingly resolves to write to Cumbria Pension Fund asking it to divest its fossil fuel holdings*". Cllr Blunden referred to the links to additional information which had been included within the agenda to help Members in their consideration of the issue and which had provided a useful insight as to why this motion had been proposed. Cllr M Helme seconded the amended motion, thanking Cllr Blunden for raising this important issue, whilst she also recognised the need for security of those who paid into the Fund.

Anne-Marie Williams, representing Cumbria Divest, addressed Council on the subject of Divestment, drawing attention to the Council's commitment to taking action to support its declaration on climate emergency. She stressed the speed at which it was becoming a risk to invest in fossil fuels which could suddenly lose value at any stage and the need to instead invest in sectors such as renewable energy and low carbon infrastructure. She referred to other local authorities which had now committed to phase out fossil fuels from their pension funds.

It was stressed that the Council needed to ensure that those paying into the fund were not disadvantaged in the long term and. Clarification was sought with regard to whether the Pension Fund stood alone or whether other partners were involved. The Town Clerk responded, explaining that the risk was on the employers, which would have to make up any difference for any actuarial loss. The need for appropriate information to be provided to the local media was raised. Members acknowledge the fact that those with responsibility for running the Pension Fund would ensure that the matter was deal with correctly.

Members were content to vote on the amendment as the substantive motion and it was, subsequently,

**Resolved:** To carry the motion as amended at the meeting.

### **71/2023      Minutes of Last Meeting**

Cllr D Miles pointed out that he was marked as being absent within the minutes of the meeting of the Council held on 11 December 2023, however, he believed that he had tendered his apologies for the meeting. The Clerk undertook to look into the matter and he took the opportunity to remind Members that they should provide their apologies to either the Chair or himself by no later than 5.00 p.m. on the day of the relevant meeting.

**Resolved:** To receive the minutes of the meeting of the Council held on 11 December 2023 and to authorise the Chair to sign them as a true record.

**72/2023 Minute Action Sheet**

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the Council. The Town Clerk reported on the current recruitment process for a Deputy Town Clerk and an Administrative Officer. He hoped that the new postholders would ease workload within the Team which would assist in the ability to move forward on the actions contained within the minute action sheet.

**Resolved:** To note the report.

**73/2023 Mayor's Communications and Announcements**

The agenda included a report from the Mayor on her recent activities. The Mayor drew particular attention to a number of events contained within the report, highlighting the Life Steps and Friends' Carol Service at the Unitarian Chapel, which had been a joyous occasion; the Kendal South Choir's performance of Handel's Messiah, which had been superb; and a visit to Bendrigg Trust Lodge at Old Hutton, which had given the Mayor an insight into this superb facility which provided a lot of employment in the immediate area and brought joy to many children and adults who visited the centre from across the country.

Members thanked the Mayor for all her hard work and she responded that it had been a privilege to have the opportunity to carry out her work.

**Resolved:** To note the report.

**74/2023 Committee Memberships**

Attention was drawn to the fact that two vacancies remained on the membership of the Mayoralty and Heritage Committee. Cllr S Coleman volunteered to take up one of the vacancies.

**Resolved:** To include Cllr S Coleman in the membership of the Mayoralty and Heritage Committee, with immediate effect.

**75/2023 Budget and Precept 2024/25**

It was reported that the Council had agreed a Draft Budget at its meeting in December 2023. This had now been set alongside the Council Tax Base figure published on 22 December 2023 to calculate the actual Band D rates from which bills were calculated.

Following the meeting of the Management Committee held on 8 January 2024, the Budget Working Group had been asked to accommodate a 10.5% rise in the Council Tax, alongside adjustments to the Council's staffing structure, which included provision for a Full time (37 hours) position to replace the 30 hours previously undertaken by the Development Manager. This was to be supplemented by an additional administrative post, from within the budget proposed.

The resulting budget was shown within the report, along with a table showing how the Council Tax base of 10933.36 affected bills. The previous year's (2023/24) Tax Base had been 10785.7 (10730.14 in 2022/23). Because the Council Tax Base has grown, a 10.5 per cent increase in the Council Tax resulted in a 12 per cent increase in the Precept.

The Council was asked to approve the Revenue Budget detailed within the report and to submit a Precept demand of £636,157 to the collecting authority.

Attention was drawn to the vast amount of new houses being built in Kendal, to the fact that these may not be used as principal homes and to forthcoming legislation with regard to a potential increase in Council Tax on second homes. It was pointed, however, whilst it was an ambition of Westmorland and Furness Council to make the increase, that this could not be done in this financial year and so would not affect the 2024/25 Budget.

Members welcomed the revised draft Budget for 2024/25, expressing strong support for the inclusion of funding for additional staff which would enable the Council to deliver its commitments, thereby adding value to the community. This was an ambitious Budget for an ambitious Council, and attention was drawn to the ongoing work around, for example, footpaths, play areas and Christmas lights. Also noted was the incorporation of Kendal Vision within the Budget. The Chair of the Flood Relief Scheme Working Group requested that the short heading 'Flood' be changed on future budgets to something more meaningful. Those involved in putting together the Budget were thanked for their work.

It was unanimously

**Resolved:** To approve the Revenue Budget detailed within the report and appended to these minutes and to submit a Precept demand of £636,157 to the collecting authority.

### **76/2023 Reports and Minutes from Committees**

The Council was presented with the following minutes from recent meetings of the Council's standing committees:-

- (a) Environment Committee on 15 January 2024.
- (b) Management Committee on 8 January 2024.
- (c) Mayoralty and Heritage Committee on 22 January 2024.
- (d) Planning Committee on 18 December 2023, 8 January and 22 January 2024.

Attention was drawn to Minute No.E64/2023 (Environment Budget 2023/24) of the minutes of the meeting of the Environment Committee held on 15 January 2024 and to the resolution which stated "If unspent, to authorise the Responsible Finance Officer to carry forward the sum of £4,200 into next year's Budget for improvements to Footway Lighting." It was pointed out that individual committees could not take forward their own budget lines. The Town Clerk explained that this was to do with the news that Westmorland and Furness Council would not be collecting the sum of money set aside for footway lighting until further notice. Clarification was provided, Members being advised that Westmorland and Furness Council was indeed carrying out a review of the inconsistencies in relation to footway lighting as a result of four authorities being brought together and that it was likely that a new policy requiring contributions would be in place by the following year. Nevertheless, it was acknowledged that the matter of the carry forward of £4,200 would need to be brought to the Management Committee for consideration should this be necessary.

The Mayor referred to Minute No.MH23/2023 of the minutes of the meeting of the Mayoralty and Heritage Committee held on 22 January 2024 and her forthcoming trip to the St. Patrick's Day celebrations in Killarney at which there would be an organisational video promoting Kendal on display.

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



**77/2023 Reports from Representatives on Outside Bodies**

The Council considered the following reports from representatives on outside bodies:

- (a) Integrated Care Community (ICC) Delivery Group Meeting (a written report from Cllr R Sutton).
- (b) Kendal Community Theatre (a written report from Cllr R Sutton).
- (c) Kendal Unity Festival (a written report from Cllr G Tirvengadam).
- (d) Lancaster Canal Regeneration Partnership Executive Meeting (a written report from Cllr L Hendry).

In response to a query regarding Kendal Community Theatre, Cllr R Sutton confirmed that the street festival was due to take place on 26 May.

The Mayor informed Members that the organisational video due to be taken to Killarney in March would include the footage on Kendal Unity Festival.

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

**78/2023 Schedule of Payments**

The Council was presented with the schedules of payments for November and December 2023. The Town Clerk referred to the two payments made in December in relation to the Eddington Centre, highlighting the huge potential of the project. It was raised that this fantastic achievement had been as a result of the recommendations of the Citizen's Jury on Climate Change and that Kendal Town Council was proud to be able to back the project. Also raised was the need for volunteers moving forward.

The Town Clerk answered questions raised on the schedules. Attention was drawn to the need the inclusion of an improved level of information in relation to payments made

**Resolved:** The Town Clerk to arrange for inclusion of improved details within the schedules in relation to payments made.

**Resolved:** To receive the schedules of payments for November and December 2023.

The meeting closed at 8.50 p.m.

**Kendal Town Council**  
**Appendix to the minutes of the meeting of Full Council held on 5 February 2024**

**Revenue Budget 2024-2025**

<b>Committee</b>	<b>Item</b>	<b>23-24 Budget</b>	<b>Forecast spend</b>	<b>From other sources</b>	<b>24-25</b>
<b>Allotments</b>	<b>Water</b>	1,800	1,800		1,950
	<b>Rent</b>	950	960		1,050
	<b>Pest Control</b>	3,000	3,000		3,200
	<b>Maintenance</b>	8,800	8,800		9,000
<b>Bloom</b>	<b>Displays</b>	26,500	26,500		30,000
	<b>Projects and Grants</b>	8,500	6,000		6,000
<b>Culture &amp; Community</b>	<b>Community Grants</b>	43,000	43,000		43,000
	<b>Festival Grants</b>	25,000	25,000		23,000
	<b>Christmas Lighting</b>	18,000	18,000		30,000
	<b>Lights infrastructure</b>	4,726	4,726		5,000
	<b>Electricity</b>	850	850		1,100
	<b>Switch on</b>	6,742	8,470		10,000
	<b>Bunting</b>	1,250	1,250		1,500
	<b>Coronation</b>	6,032	6,032		-
	<b>Cultural initiatives</b>	-	-		5,000
<b>Environment</b>	<b>Infrastructure Maintenance</b>	3,700	3,700		5,000
	<b>Footway lighting</b>	4,200	4,200		5,000
	<b>Waste Bin servicing</b>	3,000	2,650		3,250
	<b>Project Birdcage</b>	-	-		5,000
	<b>Project Biodiversity Grants</b>	-	-	-	10,000
	<b>Project Wildflower planting</b>				6,400
	<b>Footpath enhancements</b>	-	-	50,000	

<b>Committee</b>	<b>Item</b>	<b>23-24 Budget</b>	<b>Forecast spend</b>	<b>From other sources</b>	<b>24-25</b>
	<b>Project Easy Travel</b>	-	-	50,000	
	<b>Project Pumptrack</b>	-	-	35,000	
<b>Management</b>	<b>Premises Rent and services</b>	16,872	16,872		17,000
	<b>Premises Equipment</b>	2,678	2,678		2,778
	<b>Premises Alarms</b>	1,850	1,850		1,850
	<b>Premises PPE</b>	100	100		1,000
	<b>IT Support</b>	6,854	6,854		7,050
	<b>IT Website</b>	1,250	1,250		1,500
	<b>IT Equipment/ software</b>	5,879	5,879		7,400
	<b>IT other</b>	17	605		750
	<b>Newsletter</b>	12,500	12,500		13,000
	<b>Insurance</b>	5,386	5,387		5,400
	<b>HR</b>	4,000	4,000		4,500
	<b>Audit</b>	2,800	2,800		3,800
	<b>Vouchers and Payroll</b>	884	720		720
	<b>Other</b>	530	100		100
	<b>Printing &amp; Stationery</b>	2,100	2,100		2,100
	<b>Equipment</b>	1,000	1,000		1,000
	<b>Photocopier</b>	1,398	1,398		1,500
	<b>General inc repairs</b>	2,402	500		500
	<b>Subscriptions</b>	3,000	2,896		3,000
	<b>Vehicle fuel</b>	1,200	1,000		1,200
	<b>Vehicle Repairs</b>	2,500	2,100		2,600
	<b>Insurance/tax/MO T</b>	1,300	1,300		1,300
	<b>Staffing</b>	278,000	280,000		319,000
	<b>Staffing Training</b>	2,000	2,000		3,000
	<b>Elections Ward</b>	-	-		-
	<b>Elections Fund</b>	30,000	30,000		10,000
	<b>Futures Manager</b>	10,000	10,000		10,800
	<b>Futures Vision</b>	5,500	5,500		5,000
	<b>Kendal Vision support</b>	-	-	30,000	
	<b>Diversity</b>	150	150		

Committee	Item	23-24 Budget	Forecast spend	From other sources	24-25
<b>Mayoralty &amp; Heritage</b>	<b>Mayoral Allowance</b>	5,524	5,000		5,000
	<b>Mayoral Travel</b>	800	500		800
	<b>Mayor Making</b>	2,200	2,200		2,500
	<b>Torchlight</b>	1,730	1,730		2,000
	<b>Remembrance</b>	300	300		350
	<b>Pictures and others</b>	100	100		250
	<b>Functions</b>	3,170	3,170		4,000
	<b>Twinning</b>	1,500	1,500		1,500
	<b>Exhibition</b>	1,000	1,000		1,000
	<b>Museum</b>	2,000	2,000		2,000
	<b>Visit Kendal</b>	16,600			
	<b>Kirkland Banners</b>		1,500		1,600
	<b>VK leaflets</b>		8,280		9,000
	<b>VK Website</b>		2,500		3,000
	<b>VK Content Coordinator</b>		6,770		7,250
<b>Planning</b>	<b>Flood</b>	20,000	20,000		20,000
	<b>Neighbourhood Planning</b>	-	-		2,500
	<b>Training</b>	-	-		2,500
<b>Total</b>		623,624	623,027	170,000	<b>697,548</b>
<b>Income</b>	<b>W&amp;F Support Grant</b>	33,046			<b>33,000</b>
	<b>Allotment Rents</b>	23,500			24,200
	<b>Bank interest</b>	0	4,000		<b>4,500</b>
	<b>23/24 Precept</b>	<b>567,997</b>		<b>Proposed precept</b>	<b>636,157</b>
	<b>Revenue total</b>	624,543			697,857

**How this affects Council Tax Payers in Kendal civil parish.**

Numbers refer to the parish element of Council Tax bills.

<b>Council Tax Band</b>	<b>Council Tax in 22-23</b>	<b>Proposed Council Tax 23-24</b>	<b>Percentage increase</b>	<b>Equivalent in pence per week</b>
Band A	35.11	38.79	10.5%	7
Band B	40.96	45.25	10.5%	8
Band C	46.81	51.72	10.5%	9
Band D	52.66	58.18	10.5%	11
Band E	64.36	71.11	10.5%	13
Band F	70.22	77.58	10.5%	14

Full Council - Minute Action Sheet - as at 2 April 2024								
Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
1	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
3	31/07/2023	26/2023	Minute Action Sheet	The Town Clerk to make further contact with the Secretary of State with regard to Short Term Holiday Letting and Housing Supply.	CB		Email September 2023	
4	31/07/2023	37/2023	Mayor's Communications and Announcements	The Town Clerk to make arrangements for the publication of a full diary of forthcoming events due to be attended by the Mayor.	CB		in progress	
5	31/07/2023	40/2023	Civility and Respect Pledge	To sign up to the Pledge from the National Association of Local Councils, however, to pass on to the Management Committee consideration of the statements and any steps required, including any changes that may be required to the Council's Code of Conduct, with input to be sought from all Members.	CB			Being considered through Management Committee
9	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	Cllr Sutton to follow up the matter of improved access for Members to ICC information	CB			

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
10	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to address the issue of training on LGBTQIA+ terminology within the Respect agenda.	CB		In progress	
11	31/07/2023	44/2023	Reports from Representatives on Outside Bodies	The Town Clerk to pursue the matter of the Town Council's relationship with Kendal Bid.	CB		in progress	
15	11/12/2023	65/2023	Notice of Motion – Israel-Hamas War	To carry the motion as amended prior to and at the meeting. I.e. to submit the motion as passed to Westmorland and Furness Council in order that it may pass it, or something like it, and enact it at the first opportunity.	CB		14-Dec-23	Reply from FCDO copied to all members 18 Dec 2023
16	05/02/2024	70/2023	Notice of Motion – Divestment Policy of Cumbria Pension Fund	To action the motion as outlined within the minutes, i.e. to write to W&F Council, local media and Tim Farron.				
17	05/02/2024	75/2023	Budget and Precept 2024/25	To submit a Precept demand of £636,157 to the collecting authority.				
18	05/02/2024	78/2023	Schedules of Payments	to arrange for inclusion of improved details within the schedules in relation to payments made				

**Kendal Town Council**  
**Full Council – 8<sup>th</sup> April 2024**  
**Mayoral Engagements to March 2024**

**Engagements from February to March 2024**

<b>Event Date</b>	<b>Time</b>	<b>Mayor or DM</b>	<b>Organisation</b>	<b>Event</b>	<b>Venue</b>
30/01/24	2.30pm	M	Friends of Nobles Rest	Cheque Presentation	Nobles Rest
02/02/24	2.00pm	M	Interfaith Group	World Interfaith Harmony Week	Mayor's Parlour
06/02/24	2.00pm	M	KTC - Charity Dinner	Planning Meeting	Carus Green
19/02/24	9.00am	M	Wave Forward	Mayor's Charity Meeting	Mayor's Parlour
22/02/24	6.30pm	M	Girlguides Association	Thinking Day Ceremony	Town Hall
28/02/24	1.45pm	M	Nutricare	Site visit	Nutricare Factory
28/02/24	6.30pm	M	Space2Create	Quiz and Pizza Night	Marra
29/02/24	9.30am	M	Westmorland and Furness Council	Tree Planting	Kendal Castle
29/02/24	2.00pm	M	Lakes Line User Group	40th Anniversary	Stonecross Manor
02/03/24	9.30am	M	Kendal British Legion	Veteran's Breakfast	The Miles Thompson
02/03/24	10.30am	M	Waste into Wellbeing	Photoshoot	The Eddington
02/03/24	12 noon	M	Clean River Kent	Workshop	Kendal Parish Hall
04/03/24	12 noon	M	Kendal Rotary Club	Lunch and presentation	Stonecross Manor
07/03/24	7.00pm	M	Carer Support	Wine Tasting	Kendal Museum
08/03/24	1.00pm	M	Knotted Project	Charity Dinner Preparations	Mayor's Parlour
12/03/24	11.00am	M	Kendal Concert Band	Meeting	Mayor's Parlour
13/03/23	6.30pm	M	Kendal Rinteln Association	KRA Meeting	Mayor's Parlour
15/03/24	12 noon	DM	Rotary	Technology Tournament	Kendal Leisure Centre
15/03/24	10.00am	M	Killarney Twin Town	4 day visit celebrating St Patrick's Day	Killarney
19/03/24	10.00am	M	KTC Staff Meeting	Attending staff meeting	Mayor's Parlour
20/03/24	10.00am	M	Life Steps and Friends	Presentation	Lads and Lasses Club
23/03/24	7.00pm	M	Westmorland Orchestra	Performance and Grant Photo	Kendal Leisure Centre
27/03/24	7.00pm	M	Civic Society	AGM	Castle Street Centre
29/03/24	11.00am	M	Kendal Climbing Wall	Official Opening	Kendal Climbing Wall Venue



In respect of **Kendal Town Council**

## 1 Respective responsibilities of the body and the auditor

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 report 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 the 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.

It was noted on review that the announcement of the Period for Public Rights was made prior to the approval of Section 2 of the Annual Governance and Accountability Return. Regulation 12 – 15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The regulations require that the Return be approved prior to the Notice being published.

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

The comparative column of the AGAR Section 2 Statement of Accounts does not arithmetically add down to Box 7 by £1 when summed. When rounding the numbers for the Return care should be taken to ensure the Return sums correctly as well as ensuring that box 7 of the comparative year equals box 1 of the current year.

Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later requested but still insufficient. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

The Internal Auditor has commented that they were unable to confirm that the council met its annual publishing requirements and marked the relevant point as 'Not Covered' in their report. The council is certain it has met its responsibilities and therefore responded 'Yes' to the relevant assertions. As these are requirements based on specific points of time, we are also unable to independently confirm this. The internal auditor is intending to timetable this into their checks during the 2023-24 year.

The Internal Auditor has answered 'Yes' to question K on the Annual Internal Audit Report that are stated to relate to authorities that were exempt in the current or prior year. We would expect this to be answered 'Not covered' as they were not exempt.

## 3 External auditor certificate 2022/23

We 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.

External Auditor Name



External Auditor Signature

Date

17/01/2024



Our ref: 979/1469150

18 January 2024

Mr C Bagshaw  
Kendal Town Council  
Town Hall  
Kendal  
Cumbria  
LA9 4DL

Moore East Midlands  
Oakley House  
Headway Business Park  
3 Saxon Way West  
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Peterborough  
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Dear Mr Bagshaw

### **Annual Governance and Accountability Return for the Year ended 31 March 2023**

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

#### **Authorities who have not claimed exemption**

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

#### **We draw your attention to the following point(s).**

- During our review of points raised to the auditor, it was noted that certain internal review policies and procedures were out of date due to changes in systems. Explanations provided lead us to conclude it is unlikely any matters have been improperly concluded by the council although there may have been practical difficulties in the ease and speed of the council's decision-making processes resulting from the need use 'hybrid' information.

As a result of the above and so we can be satisfied that the systems are now in place and working as intended we require the following:

- To be provided with a copy of the updated policies and procedures in relation to the financial management during the year and internal controls to be provided with the 2024 AGAR together with a copy of the minutes adopting those practices; and
- We would also like to see specific confirmation from the Internal Auditor that they have reviewed these policies as part of their work and are satisfied that they are being followed.

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.



The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

A handwritten signature in cursive script that reads 'Moore'.

**Moore**

Encs.

# Kendal Town Council

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



Minutes of a meeting of the Allotments Committee held on Monday, 26 February 2024, in the Council Chamber at the Town Hall, Highgate, Kendal, at 7.00 p.m.

## Kendal Town Council Members

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

## Co-optees

Jon Cox	Present	Chris Rowley	Present
Ros Taylor	Apologies		

## Site Representatives present

Canal Head	Deborah Allison
Castle Drive	Liz Kelly
Castle Haggs	Gwen Tordoff
Castle Haggs Ext	Jon Cox
Crow Tree	Bryan Williams
Underley Road	Chris Rowley

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

### A25/2023 Apologies

Apologies for absence were received and accepted from Kendal Town Cllr C Hardy, from Co-optee Ros Taylor, and from Site Representatives Ali Paddle (Greenside) and Ros Taylor (Wattsfield).

### A26/2023 Declarations of Interest

No declarations of interest were raised under this item.

### A27/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no confidential items included within the agenda.

**A28/2023 Minutes of the Previous Meeting**

A query was raised on Minute No.A15/2023 (Co-option of Members) and on co-optees' entitlement to vote in relation to financial decisions. The Town Clerk explained that he was currently seeking clarification on this matter.

**Resolved:** To report once clarification received regarding co-optees' entitlement to vote in relation to financial decisions.

**Resolved:** To receive the minutes of the previous meeting of the Allotments Committee held on 25 September 2023 and to authorise the Chair to sign them as a true record.

**A29/2023 Minute Action Sheet**

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Further details were sought in relation to Item Ref. No.7 relating to Minute No.A43/2022 (Town Council Allotments) of the meeting held on 27 February 2023. The Town Clerk explained that this item had been considered within Part II and suggested that, should Members wish to discuss the matter, a vote be now taken to exclude the press and public.

**Part Two**

*At this stage in the proceedings, Members voted to exclude the Press and Public, due to the confidential nature of the discussion.*

The Town Clerk reported that, under Minute No.A43/2022 (Town Council Allotments), the Committee had considered an issue relating to the management of the Town Council's allotment estate when it had been resolved to approach a suitable solicitor to seek to progress the proposal. He explained now how involvement of the Secretary of State would be required to move forward on the matter and how this issue was not deemed to be a priority, there being more pressing needs in terms of the Council's allotments estate. It was, therefore, suggested that this matter should be parked for the time being.

**Part One**

*Members voted to move back into Part 1 for the remainder of the meeting.*

Discussion continued on the format of the minute action sheet and the potential to change the "deadline, if any" column to "target date". Also discussed was the potential to retitle the "officer responsible" column, with this being a public document, although the need to allocate tasks to individuals being acknowledged. To this end, the need to review the document in its entirety was raised.

**Resolved:** To remove Item No.7 from the Minute Action Sheet.

**Resolved:** To carry out a review of the format of the minute action sheet.

**Resolved:** To note the report.

**A30/2023 Review of Spend against 2023/24 Budget**

The Council Services Officer presented a report reviewing spend against budget as at 16 February 2024, pointing out that approximately £5,000 remained, with around £1,500 earmarked for maintenance work.

Attention was drawn to an item on the action sheet regarding the installation of safe and uniform signage throughout the Council's allotments sites and the potential to allocate the remaining sum to this project. Some concern was raised with regard to the potential need for this money to be instead set aside for pest control, however, the Council Services Officer explained that this was an ongoing cost and could not be carried forward into the next year. It was pointed out, however, that the Committee had already resolved to move forward on the signage at a previous meeting and it was suggested, therefore, that the remaining 2023/24 funding be used to pay for this. Attention was further drawn to an item later in the agenda on the purchase of water troughs, for which the remaining funding could also be used. Further raised was the potential for a training programme of workshops for allotment holders and implementation of policies, which had been suggested by the Kendal in Bloom judges; the Chair suggested that this proposal should be put in writing to the Committee for discussion at its next meeting.

It was proposed that the Committee might agree with the Council Services Officer's suggestion, on the proviso that, with the Chair or Vice-Chair's agreement, officers use some of the money for other enhancements, such as water troughs. Attention was drawn to a number of other enhancements and repairs required on various sites, it being suggested that a list of outstanding jobs should be created for consideration by the Committee.

The Town Clerk proposed that the Council Services Officer circulate a list of planned work for site representatives to look at and add to. Officers could then calculate costs and make sensible use of what money remained, for example on troughs or signage. Moving forward, he felt that it would be a good idea to bring the list of planned renovations and maintenance schedule to the next meeting of the Committee in order to prioritise of works and to be able to budget effectively.

Members were keen to ensure that ongoing work was not delayed and the need was, therefore, repeated for the Chair or Vice-Chair to give agreement regarding the potential use of the money for troughs and signage. Also suggested was the potential for a press release regarding the water taps at Greenside, which had been very successful. The Townscape Officer, however, explained that the plan now was to move forward with water troughs.

**Resolved:** A list of planned renovations and maintenance schedule to be circulated to site representatives for inclusion of any additional items prior to presentation to the next meeting of the Committee.

**Resolved:** With the agreement of the Chair or Vice-Chair, officers to allocate the remainder of the 2023/24 allotments budget to signage throughout the Council's allotments estate and to the purchase of two water troughs, as outlined at Minute No.A31/2023 below.

**Resolved:** To note the report.

### **A31/2023      Townscape Officer Update**

The Townscape Officer presented his report, hard copies of which had been circulated at the start of the meeting.

- Water Troughs - These had proved to be successful at Canal Head and officers were keen to extend the scheme to other sites, for example, Castle Hags, using different and less expensive containers. The troughs were effective at reducing hosepipe use. The Townscape Officer suggested that two troughs could be placed on Castle Hags using the existing water pipe. The cost would be £130 for two troughs plus plumbing

connection. The Council Services Officer informed the Committee that the troughs would need to be purchased and installed by Easter 2024.

The Townscape Officer answered questions, saying that the troughs would not take long to set up and explaining that once it could be established whether they were successful, the scheme could be extended so people did not have as far to walk. He pointed out, however, that water troughs would not be appropriate on all sites. He stressed the fact that the intention of the scheme was to change the manner in which things were done and, whilst not saving the Council money, would hopefully save water.

During conversation, the Chair suggested that there was a need for the Allotments Committee to meet more frequently during the growing season, potentially in April, June and August and then back to every three months. The Town Clerk explained how it would be difficult to include any additional meetings within the Council's Calendar of Meetings, however, undertook to try to factor these within the 2024/25 Calendar.

**Resolved:** To try to factor in additional meetings of the Allotments Committee within the 2024/25 Calendar, in April, June and November.

- Compost Bins at Canal Head – The Townscape Officer reported that he would be moving the compost bins from Sedbergh Road to Canal Head due to the track being more accessible for the transfer of green waste and the bagging of the compost. The site at Canal Head had more space and did not require access from a busy road.
- Community Allotment – Officers were proposing to experiment with a community allotment plot at Canal Head, where the drainage had initially been poor. The idea would be to bring people together and demonstrate how beneficial growing vegetables was. It would increase the number of residents on a plot providing help and support for each other. There was space on the plot for a shed for communal tools. The initiative would be developed through an open day in April.

A suggestion was raised for classes to be provided at the site. Also suggested was the potential to use instead the triangular section of the site as opposed to a plot which could be paid for, especially with the waiting list at Canal Head being so large. The Town Clerk pointed out that there was £68,000 in the Allotments Reserve and that it would be appropriate to use some of this money to expand and fence off the triangle, also referring to the possibility of using one of the plots which had been written off due to poor drainage for a polytunnel for the community allotment. It was suggested that the feasibility of doing this be investigated and that the Chair and Vice-Chair be authorised to make a decision on the amount required. Attention was drawn to the successful community garden opposite Queen Katherine School and the need to liaise with that group and others looking for community gardening opportunities. Stressed was the importance of appropriate management in the longer-term. The Council Services Officer, however, explained that the Council's aspiration was more around raising the profile of allotments and to provide a space for those people who remained on the waiting list for a plot. She also stressed the need for current allotment holders and site representatives to be on board with the scheme.

**Resolved:** To note the updates.



### **A32/2023 Allotment Statistics Report**

The Council Services Officer presented a report which showed that the waiting list currently stood at 123 individuals. The list had increased by 12 individuals since the last meeting. 43 plots were vacant, details of which were provided within the report. Nine plots had been let since the last meeting. The Council Services Officer added that the deadline for annual payments had passed. Further, she said that she had offered out sites again on the previous Monday, when only four had been taken up. She felt the current situation to be of some concern and that there was a need to look at the process of allocation of allotments, with a need to be proactive and to develop a vibrant allotments community.

In response to queries, the Council Services Officer explained in detail the current process with regard to allocation of plots, individuals being emailed with a two week deadline to take up the offer. Whilst some felt that this was too short a timeframe, others felt that a quicker process was required.

The Town Clerk informed the Committee that the waiting list normally worked very effectively, however, drew attention to current challenges, particularly around the cost of living crisis. He suggested that a better view could be taken when considering the state of the list at the next meeting. He pointed out that the biggest concern with unlet plots was the time taken to bring them back into production and that plots not let by April would become a problem.

A suggestion was raised for the Council to make better use of its site representatives who were more able to use a personal approach. In addition, the need for a transparent method of selection of site representatives was stressed.

**Resolved:** To take a better informed view on the process of allocation of plots following presentation of the allotments statistics report at the next meeting.

**Resolved:** To consider the process of selection of site representatives at a future meeting.

**Resolved:** To note the report.

### **A33/2023 Site Representatives**

Chris Rowley, Underley Road Representative, was pleased to see that a number of plots had been let on the site.

Jon Cox, Castle Hags Ext Representative, sought progress in relation to the fence lines on this estate. In response, the Town Clerk reported that he had visited the site and drew attention to the outstanding question of whether the Town Council should commit to fencing a site which was not in its ownership, also explaining that allotments holders had no security of tenure on any site. He pointed out the work which had been carried out by Westmorland and Furness Council, with some new fencing on the top side and the planting of a mini woodland. A lengthy discussion ensued, during which the Town Clerk suggested that costs for fencing should be sought, although explaining how this would make a huge dent in the Allotments Reserve of £68,000. Jon Cox further drew attention to encroachment of nettles from without the site and the problems with rabbits, also stressing the fact that current allotment holders would leave, with some already having done so. The Committee recognised how this was an untenable situation, with these allotment holders renting plots of no value, and it was suggested, therefore, that Westmorland and Furness Council's view should be sought in writing. The Town Clerk raised the potential of the fall back position of the Town Council installing post and wire fencing. Also raised was the potential for the installation of new gates with a rabbit proofing layer and asking Westmorland and Furness Council to look at mowing its own boundary which, it was felt, would make a difference.



**Resolved:** The Town Clerk to approach Westmorland and Furness Council seeking their position in relation to the Castle Haggs Ext and to report back to Committee.

Brian Williams, Crow Tree Representative, reported that a mess had been left behind following work on the new gas main to Ford Terrace. The Council Services Officer undertook to look into the matter.

In response to a query from the representative regarding access to leaf mould at the cemetery, the Council Services Officer explained that, following problems which arose in the previous year, this was possible by arrangement with the cemetery to self collect. She undertook to provide contact details.

**Resolved:** To look into the matter of the mess left behind at Crow Tree following work on the new gas main to Ford Terrace.

**Resolved:** To pass on details regarding the relevant person to contact regarding collection of leaf mould at the cemetery.

The Council Services Officer further undertook to address the issue of the internal path within the Crow Tree site.

**Resolved:** To address the issue of the internal path within the Crow Tree site.

Deborah Allison, Canal Head representative, expressed thanks for the clear up next to the rubbish tip at Canal Head. In response to a query, the Council Services Officer explained that the compost area would be sited on the last bit of the Canal Head site. The representative expressed concerns regarding rabbits and raised the potential for the replacement of a number of wooden gates on the older allotments. The Council Services Officer explained that this was a matter for allotment holders themselves, although suggested that the Council would help if it could.

**Resolved:** To check on the old wooden gates at Canal Head.

**Resolved:** To note the verbal reports from Site Representatives.

The meeting closed at 8.52 p.m.

## Kendal Town Council

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



### Minutes of a meeting of the Audit Committee held on Monday, 29 January 2024, at 7.30 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

**In attendance:** Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant), and one member of the public.

#### A13/2023 Apologies

**Resolved:** To receive and accept apologies for absence Cllrs S Coleman and D Rathbone.

#### A14/2023 Declarations of Interest

No declarations of interest were raised under this item.

#### A15/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda, however, the Town Clerk drew attention to Agenda Item No.9 (Internal Audit) and explained that it may be necessary to move into Part II during consideration of that item.

#### A16/2023 Minutes of the Last Meeting

It was pointed out that Cllr D Evans had tendered an apology prior to the last meeting, but to a member of staff who had been on leave at the time, and so this had not been raised at the meeting. It was suggested that all Members be informed in future to email their apologies for meetings to the Kendal Town Council "office" address in order to ensure receipt prior to meetings.

**Resolved:** To retrospectively receive and accept Cllr D Evans' apologies for the meeting held on 16 October 2024.

**Resolved:** To advise all Members in future to email apologies for meetings to the Kendal Town Council "office" address.

**Resolved:** To receive the minutes of the Audit Committee held on 16 October 2024 and to authorise the Chair to sign them as a true record.

**A17/2023 Minute Action Sheet**

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk drew particular attention to items reference numbers 4 (improvements to nominal codes) and 8 (making the finance system available to Members) and advised that work continued in these areas. Item reference number 17 (Internal Audit engagement), the Town Clerk explained, appeared later on the agenda.

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

**A18/2023 2023/24 Budget Monitoring**

The Committee considered a report on the Council's budget and expenditure for the third quarter of 2023/24. The Town Clerk was pleased to inform Members that the Budget for 2024/25 due to be brought before Council the following week demonstrated that the Council was budgeting correctly, although drew attention to the fact that in respect of nomenclature, the 2024/25 column remained draft.

Discussion took place in relation to the Development Budget, the Town Clerk explaining that not all aims would be met. This raised the suggestion that the Environment Committee may need to be asked to reconsider its projects and how they tied in with the Plan for Kendal so that the Council could be clear on what its reserves were and how they were being used.

**Resolved:** To ask the Environment Committee to carry out a review of its projects and to report back to the Audit Committee.

**Resolved:** To note the report, including its statements of earmarked reserves.

**A19/2023 Bank Reconciliation**

The Committee considered the bank reconciliation statements to 31 December 2023. The Town Clerk explained the Docusign process, adding that officers were keen for councillors to have informal oversight of the statements.

It was suggested that financial procedures would need to be altered to incorporate this extra step and that the amended document should be brought before the Committee for approval. In addition, confirmation was sought with regard to the status of Cashbooks 2, 3 and 4. In response to a query, the Town Clerk explained that the Council did not use petty cash where this could be avoided.

**Resolved:** To include the additional step of oversight of the Council's bank reconciliation statements within the Council's financial procedures and to bring the amended document before the Audit Committee for approval.

**Resolved:** The Town Clerk to provide confirmation with regard to the status of Cashbooks 2, 3 and 4.

**Resolved:** To receive and note the bank reconciliation statements to 31 December 2023.

**A20/2023 External Audit**

Further to Minute No.A9/2023 (2023/24), the Town Clerk presented the report from the Council's External Auditor for the year 2022-23. The report stated that, except for those matters detailed within the document, on the basis of External Audit's review of Sections 1 and 2 of the Annual Governance and Accountability Return, in their opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) was in accordance with the Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Those matters referred to within the report related to the fact that the announcement of the Period for Public Rights had been made prior to the approval of Section 2 of the AGAR when the Regulations required that the Return should be approved prior to the Notice being published. In addition, the report referred to other matters not affecting External Audit's opinion. Firstly, the comparative column of the AGAR Section 2 Statement of Accounts did not arithmetically add down to Box 7 by £1 when summed. When rounding the number for the Return, care should be taken to ensure the Return summed correctly as well as ensuring that Box 7 of the comparative year equalled Box 1 of the current year. Incomplete information had been provided with the initial supporting data submitted for review with regard to significant variances, which had been later requested but had remained insufficient. Attention was drawn to the fact that the Council should, in future, ensure that all the necessary supporting information was provided. Also pointed out was the fact that the Internal Auditor had commented that they had been unable to confirm that the Council had met its annual publishing responsibilities. The Council had, however, been certain that it had met its responsibilities and had, therefore, responded in the affirmative to the relevant assertions. External Audit had been unable to independently confirm this, however, the Internal Auditor had indicated their intention to timetable this into their checks during 2023/24. The Internal Auditor had answered in the affirmative to question K on the Annual Internal Audit Report regarding authorities that were exempt in the current or prior year, however, this had been incorrect.

The letter from External Audit also referred to the fact that it had been noted that certain internal review policies and procedures were out of date due to changes in systems. Explanations had, however, led External Audit to state that it was unlikely that any matters had been improperly concluded by the Council. They were now, however, satisfied that systems were now in place and working as intended. External Audit now asked to be provided with a copy of the updated policies and procedures in relation to financial management during the year and for internal controls to be provided with the 2024 AGAR, together with a copy of the minutes adopting those practices. They also wished to see confirmation from the Internal Auditor that they had reviewed these policies and were satisfied that they were being followed.

The Town Clerk referred to the length of time taken in receiving the report which had only arrived on 18 January, also referring to the interim statement that had been received in October 2023. He provided details in relation to how this had happened and drew attention to the fact that External Audit had since apologised for the delay.

The Town Clerk went on to provide an explanation in relation to the one exception raised by External Audit. He informed Members that, with regard to early publication of the Notice prior to approval of the Return, he had been due to be away on leave when this was due to be done, and so carried out this task in advance. The control for this was to timetable in future for the Notice to be published after the relevant Council meeting. Members were, on the whole, content with this control, however, it was pointed out that this action had led to receipt of a qualified set of accounts and that there was a need to ensure that processes

were correct and that the Council was fully compliant. Attention was, however, drawn to far greater concerns raised within relation to other councils' External Audit reports and it was felt by most that this small error could be considered as acceptable. It was stressed though that the comments raised within the report would be taken on board and that procedures would now be reviewed, applied and kept consistently under review as the Council adapted to a changing world.

The Town Clerk next referred to those other matters not affecting External Audit's Opinion. He apologised for the matter of having rounded up the figure of 47p to £1. It was suggested, therefore, that these figures should be checked manually moving forward, with two to three individuals also looking.

The Town Clerk said that he disagreed with the comment regarding provision of insufficient supporting information on significant variances, explaining that this had been provided as requested, as in previous years. He suggested that moving forward efforts would need to be made to complete the questionnaire in more detail, perhaps also scheduling additional meetings of the Audit Committee in order to agree the content. It was also raised that there was a lack of clarity by External Audit as to what information was actually required. Members supported the need for additional meetings moving forward in order to consider all the material to be submitted to External Audit and suggested that the Town Clerk should go back to External Audit to find out specifically what had been insufficient and what was required in future.

The Town Clerk next referred to the comment which had been raised in relation to Internal Audit not being able to confirm that the Council had met its annual publishing requirements. He suggested that Internal Audit had not looked at the Council's Website to check as per information contained within the relevant Practitioners' Guide. This raised the suggestion for an authorisation process in this regard in order to record information on who carried out the publication and confirmation that it had happened. The Town Clerk, however, pointed out that the Website's back system could demonstrate details around publication, and so a system was already in place. Members acknowledged, therefore, that the External Auditor's comments should simply have stated that the Council had evidence that it had done as required but that it was Internal Audit that had failed in this matter.

Discussion turned to the covering letter submitted by External Audit and it was acknowledged that, despite certain internal review policies and procedures being out of date due to changes in systems, it had been concluded that it was unlikely that any matters had been improperly concluded by the Council. Members acknowledged that they understood the AGAR Statement for 2022/23 and the explanations provided with regard to the exemption and other matters, as well as how these matters would be dealt with in future.

The Town Clerk re-capped on what needed to be done moving forward with regard to Internal Audit confirming that they had carried out their work as required and the need for updated policies and procedures and copies of minutes in relation to adoption thereof. He suggested that an additional meeting should be organised to be held in March in order for formal adoption. He further reiterated the fact that the Audit Committee needed to meet more often throughout the year.

Attention was drawn to the matter in relation to External Audit's fee and the cost to the Council of an additional £532.50 in relation to additional time spent requesting and reviewing information required after questions had been raised to the Auditor by an elector/electors. Whilst it was not known who had raised these questions, it led to a suggestion for any Member who had concerns to bring these direct to the Audit Committee in the first instance.

Members expressed thanks and support to those staff who had been involved in this work, namely the Town Clerk and the Finance and Administration Officer.

**Resolved:** The Town Clerk to schedule additional meetings of the Audit Committee during 2024/25 and to approach External Audit to find out exactly what information had lacked in the 2022/23 Audit and what is required for 2023/24 and future years.

**Resolved:** The Town Clerk to organise an additional meeting of the Committee during March 2023 for consideration and adoption of Internal Audit and other policies and procedures.

**Resolved:** To receive the report from the Council's External Auditor for the year 2022-23.

## **Part Two**

The next items were considered following a resolution to exclude the Press and Public, due to the confidential or commercial sensitivity.

### **A21/2023 Internal Audit**

The Town Clerk provided a verbal update on progress made towards the appointment of an Internal Auditor for 2023-24. He stressed the importance of appointing an internal auditor with experience in governance audits. He suggested that an additional meeting of the Committee would need to take place during March 2024 (see Minute No.A20/2023 (External Audit) above) in order to make a formal appointment.

Raised was the need to carefully consider dates for meetings moving forward to ensure that audit deadlines could be comfortably met.

**Resolved:** To put out to tender the appointment of an Internal Auditor for 2023/24, as discussed at the meeting and to give consideration to the formal appointment at the additional meeting of the Committee due to be organised for March 2024.

**Resolved:** To give careful consideration to appropriate dates for meetings moving forward to ensure that audit deadlines can be comfortably met.

**Resolved:** To note the verbal update.

## **Part One**

The remainder of the meeting was re-opened to the Press and Public.

### **A22/2023 Risk Assessment**

The Town Clerk reported that the Council's audit and governance regime required that it reviewed its risk management procedures on a yearly basis and that this assessment was now due to be carried out.

The format of the assessment followed a matrix developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm Members with the minutiae of individual process-based risk assessments, it took a much broader view of the concept of risk, and challenged the Council to demonstrate that it was identifying and mitigating risk through its policies and procedures. It included a list of areas where the Council was assisted in this challenge by its internal auditor. In this context the internal auditor played the vital role of a critical friend. Full details of the assessment were contained within the report.

In presenting the report, the Town Clerk drew attention to the fact that risk to the Council's pension fund was not currently included within the document, and he pointed out that a motion in this respect was due to be debated at the Council the following week. He pointed out that this additional risk should be included within the document.

During discussion, the fact that this was such a wide area of work was raised and suggested was the potential to compare the list with those of other similar councils. In response to a query as to a means of ensuring that the risks were being mitigated, the Town Clerk explained that this would be examined by the Internal Auditor.

The Town Clerk took the opportunity to refer to the outstanding issue of employment by the Council of a Health and Safety Officer, explaining that a gap had been left following the departure of the previous postholder. He advised Members that he already had a shortlist of candidates and that this would be circulated to the Committee, prior to a full discussion at the next meeting.

Discussion continued and reference was made to Internal Controls and to the new Council Plan, new distribution of services and the staffing review. It was felt that this should be shown in more detail within the matrix. The matter of events was raised and the need for maintenance of records. The Town Clerk referred to the recent HR audit and the Council's new "Breathe" system which would be the receptacle for staff and training records. He hoped soon to be able to put the Council's Health and Safety information into a similar system. He explained that the matter of events required a lot of consideration and suggested that it may be necessary for the Council to subscribe to the the "Purple Book" which covered the rules and regulations behinds events organisation and which the Police often made reference to. He also referred to the potential for the Council to contract out events moving forward and furthermore drew attention to the Council already having brought in IOSHH, COSHH and PPE – Members were keen for this to be referred to within the matrix.

A query was raised as to how officer workload was monitored and the Town Clerk explained that the recent HR review had gone some way to address this issue. The Management Committee now had a Staffing Sub-Committee which had identified a number of workload issues. As a result, approval had recently been given by the Management Committee for the recruitment of a Deputy Town Clerk and a Support Officer. It was believed that the role of the Support Officer would be to support current officers which, it was hoped, would take away some of the stress which had recently been experienced within the Team. The Town Clerk further reported on further measures which were being introduced, such as annual appraisals and opportunities for dialogue.

It was suggested that, for future ease of reference, the boxes within the matrix might be numbered.

**Resolved:** To include risk to the Council's pension fund within the list of risks.

**Resolved:** To compare Kendal Town Council's list of risks with those of similar councils.

**Resolved:** To circulate a list of Health and Safety Officer candidates to Audit Committee Members prior to inclusion for consideration at the next meeting..

**Resolved:** To make reference within the matrix to the new Council Plan and distribution of services, as well as the staffing review.

**Resolved:** To include reference to IOSHH, COSHH and PPE within the matrix.

**Resolved:** To number each of the items contained within the matrix.

**Resolved:** To note the report.

### **A23/2023      Financial Procedures**

The Town Clerk presented a report asking the Committee to review the Council's list of financial procedures and to suggest others for development, as appropriate. Not all procedures were currently formalised, but it was the intention to create a single manual of procedures over the next six to nine months. The report referred to a list of a total of 63 financial procedures, and the Town Clerk explained that whilst the Council already followed some of these procedures, some would still require formal adoption. The Town Clerk, at the meeting, further raised the need to add to the list the following to the list:-

- 64.      Allocations to Reserves; and
- 65.      Interest Calculations.

Attention was drawn to the short descriptions of each of the processes and as to how to deal with issues that fell between two headings. Also suggested was the potential need for contextual diagrams. The Town Clerk, whilst in agreement, stressed the need first to fine tune this list and to identify what may be missing. Of further importance, it was felt, was the inclusion of a timeline in order to ensure that the Committee discussed relevant matters at appropriate meetings. In addition, stressed was the importance of effective reporting of detailed financial implications in relation to any new initiative.

**Resolved:** The Town Clerk to fine tune the list of financial procedures with a view to bringing it back to a future meeting for adoption and to give consideration to the matters raised at the meeting and outlined above.

The meeting closed at 8.45 p.m.



## Kendal Town Council

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### Minutes of a meeting of the Audit Committee held on Friday, 22 March 2024, at 3.00 p.m. in the Mayor's Parlour at the Town Hall, Highgate, Kendal.

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

**In attendance:** Chris Bagshaw (Town Clerk).

#### **A24/2023 Apologies**

**Resolved:** To receive and accept apologies for absence Cllr Coleman

#### **A25/2023 Declarations of Interest**

No declarations of interest were raised under this item.

#### **A26/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no items marked as being excluded on the agenda, however, the Town Clerk drew attention to Agenda Item No.4 (Internal Auditor) and explained that it may be necessary to move into Part II during consideration of that item.

#### **A27/2023 Internal Auditor**

##### **Part Two**

*Members voted to exclude the Press and Public for the following item of business, due to the confidential nature of the discussion.*

The Town Clerk reported that he had invited suitably qualified candidates to submit a fee proposal for the Internal Audit role. Members expressed dissatisfaction that they were not being presented with a wide choice of potential candidates, noting that the existing Internal Auditor had not managed to submit a fee proposal in time for the meeting. The Clerk apologised for the shortage, explaining that he had been in touch with the wider network of Cumbrian parishes, but had not identified any suitable candidates. There was a period of debate about the importance of the role and whether sufficient information had been considered by members, but on a vote on whether to proceed or adjourn, the Committee decided to proceed, albeit with safeguards to ensure that the Council was not leaving itself open to criticism. The Clerk explained that although the candidate was known to him, this was only in the role of clerk and Internal Auditor to other Cumbrian councils, and didn't amount to a personal relationship.

**Resolved:** To recommend the appointment of Julie Hartley as the Council's Internal Auditor, in initially for a year, and then in three year blocks as required, subject to appropriate review.

**Resolved:** That the Clerk circulate a draft letter of engagement to members, for comment by Wednesday 27 March.

The meeting closed at 5pm.

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED

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## Minutes of a meeting of the Culture and Communities Committee held on Monday, 18 February 2024, at 7.40 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr L Edwards	Present	Cllr M Helme (Vice-Chair)	Present
Cllr H Ladhams (Chair)	Present	Cllr S Long	Present
Cllr C Russell	Present	Cllr K Simpson	Present
Cllr R Sutton	Present	Cllr P Thornton	Present

**In attendance:** Town Clerk (Chris Bagshaw) and Democratic Services Assistant (Inge Booth) and two members of the public.

### Public Participation

In relation to Agenda Item No.10(d) (Community Grant Applications – Stricklandgate House) Jill Salmon, the Centre Manager, joined by David Sykes, Trustee, provided a short presentation on their project, **‘Stricklandgate House 4 sustainable heritage – where heritage meets the day-to-day’**. The project was to ensure a long-term sustainable future for Stricklandgate House which had been established in 1993 and which was home to 16 tenant charities, a workplace for circa 115 employees and 26 volunteers and, in addition, 15 Independent Counsellors and 15 from other charities providing counselling services. Stricklandgate House provided offices, conference and meeting rooms for charity and community use, with circa 15,000 per year people accessing the services provided. Stricklandgate House was a Grade II listed Georgian Town House, a former home, Kendal's first bank, museum and former council offices.

The project was being developed in order to provide resilience for services provided by and through Stricklandgate House, to address accommodation needs, engage community in understanding and valuing heritage, engage community in delivering net zero, to demonstrate a sustainably managed listed heritage building and to enable asset based community development. There were two main parts to the project. Firstly, Stricklandgate House had been working with architects to develop a concept design for revealing and conserving the heritage features of the house and to re model the modern annexe. Secondly, the project was to engage the broadest range of people with the heritage of Stricklandgate House and its influence in Kendal and Westmorland.

Details of how the project would be funded were provided, the whole project cost estimated to be in the region of £4.75m, with the development phase costing around £300,000, for which the National Lottery Heritage Fund had invited Stricklandgate House to make an application for funding. Westmorland and Furness Council had approved a £25,000 contribution towards the Development Phase and the Town Council's support for £5,000 towards the Development Phase was now being sought. Together, this £30,000 would provide the required match for Development Phase Lottery Funding. It was felt that the Town Council's support would be invaluable, not just in finance, but in the purpose, influence and connections the Council had to see improvements in the social, economic and environmental wellbeing of the town and residents.

**CC13/2023 Apologies**

The Town Clerk drew attention to the fact that, whilst Cllr R Edwards' name appeared on the Membership of the Committee on the front sheet of the agenda, she had previously resigned and was no longer a Member of the Committee. One vacancy, therefore, remained.

There were no apologies for absence, all Members being present.

**CC14/2023 Declarations of Interest**

Cllr L Edwards declared an interest in Agenda Item No.9(c) (Festival Grant Applications – Kendal Pride) and Cllr C Russell declared an interest in Agenda Item No.10(d) (Community Grant Applications – Stricklandgate House) as outlined below at Minutes Nos.CC22/2023 and CC23/2023 respectively.

**CC15/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

**CC16/2023 Community Grant Applications – (d) Stricklandgate House**

***Note – Cllr C Russell declared an interest in this item of business by virtue of the fact that he was a Trustee of Stricklandgate House and left the Council Chamber during the discussion.***

The Chair moved discussion on this item up the agenda in order to provide the representatives from Stricklandgate House the opportunity to answer questions raised by Members. The Town Clerk referred to Agenda Item No.6(b) (Budget Monitoring – Grants Awarded to Date 2023-24), drawing attention to the current over subscription on grants.

The representatives provided responses to Members' queries, explaining that there would be an approximate increase in conference space of 70%, elaborating on the role of the Project Officer which the Town Council's funding would support in financing and reiterating the need for match-funding.

The Chair suggested at this point that the Committee return to the agenda and, under the items relating to applications for funding, for all the grants to be looked at en bloc prior to decisions to being made in relation to individual awards.

**CC17/2023 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the meeting of the Culture and Communities Committee held on 30 October 2023 and to authorise the Chair to sign them as a true record.

**CC18/2023 Minute Action Sheet**

**Resolved:** To note the actions taken by officers on resolutions or recommendations made at previous meetings of the Culture and Communities Committee.

**CC19/2023 Budget Monitoring 2023/24**

(a) The Committee considered its budget monitoring report for 2023/24 as at 31 January 2024. The Town Clerk drew attention to a slight overspend on Christmas Lights and to the fact that the Christmas Electricity Bill, expected to be in the region of £850, had not yet been received or paid.

**Resolved:** To receive and note the report.

(b) The report included details on the allocations to grant recipients to date. £3,204 remained in the current Community Grants budget and £6,953 in the current Festival Grants budget. Attention was drawn to the fact that, if the total amount of money applied for exceeded the in-year budget, then grants could be awarded from the following year's budget. This allocation would then be reported to the next meeting of the Committee at which grants were considered as expenditure in that financial year. The Budget allocations for 2024-25 were £43,000 (Community Grants) and £23,000 (Festivals).

**Resolved:** To receive and note the report.

**CC20/2023 Christmas Lighting 2024**

(a) The Committee considered a report on the preparations for the Christmas lighting display and switch-on in 2024.

The electrical infrastructure had been showing signs of aged wear and tear recently. The vast majority of the equipment had been in use for over 20 years, since Kendal Town Council had first taken over the management of the Christmas lights. In addition, there had been some storm damage which was compromising the safety of some of the equipment. Details of these issues together with what was required to address them were contained within the report, around power supply points and timers, problematic power supplies and storm damage.

In short, the following were considered to be essential:

- To supply 11 power supply points and replace timers - £1,990.
- Test and certify 11 power supply points - £1,265.
- Specific location anchor point testing, to include replacement of catenary wires - £995.
- Replace defective catenary wires - £95 per wire.

Those items considered to be optional were:

- Move supply from Town Hall - £1,260.
- Lower supply from height and replace with new weatherproof supply box - £1,080.

All work was to be carried out by a NAPIT, HERS registered electrical contractor with full insurance cover.

The Committee was being asked to consider the infrastructure repairs/upgrades and to make a decision on whether to undertake the work. The Town Clerk drew attention to the Christmas Lights Budget, pointing out that no money remained in the current year. In addition, he explained that the £5,000 remaining in the current Christmas Lights and Festivals Infrastructure and Maintenance Budget was not sufficient to cover the costs outlined within the report. He drew attention, however, to the 2024/25 Christmas Lights Budget of £30,000 from which, he said, money could be borrowed.

Member supported moving forward with the essential repairs, with the optional items being re-visited at a later date.

**Resolved:** To approve moving forward with the essential repairs outlined within the report and, if necessary, to vire any additional sum required from elsewhere in due course.

(b) The Committee was further informed that the Christmas Lights contract with the current supplier would come to an end in July 2024. This provides the Council with the opportunity to review the scheme.

Details of the current position were provided. Kendal currently owned all the equipment and this model had been in place for approximately 20 years. Although owning the equipment might save with ongoing annual costs, it did present some problems around responsibility for all the ongoing repair costs and call-out charges for failed equipment throughout the season, the ad hoc purchasing of additional motifs, etc., resulting in an uncoordinated display and, due to the high cost of replacing equipment, the display becoming rather quickly dated.

The Council Services Officer had met with three different suppliers to discuss how to improve the scheme in Kendal.

It was, therefore, being proposed to phase out the equipment owned by the Council, resulting in the hiring of the complete scheme by the end of the contract period. The benefit of hiring a scheme was that it could be changed/updated regularly, it eradicated repair and call-out costs and it kept the scheme looking fresh and coordinated.

Due to the expanse of the scheme, it was felt wise to have a three-year plan concentrating on specific areas, with the first year to concentrate on the main area through the centre of Town (Kirkland through to Stricklandgate).

Details around Years 1, 2 and 3 suggestions were provided within the report.

The Town Clerk sought the Committee's endorsement of the approach outlined.

The Committee discussed the matter at some length, drawing particular attention to how well appreciated the Christmas Lights were by residents and to the need for an ambitious project. The Town Clerk answered a number of queries raised by Members, also suggesting that a lot more work needed to be carried out in relation to the suggestions. It was pointed out that next Christmas was not far off and that there was an urgent need for a total project costing over three years for the various options, prior to April 2024. The Town Clerk suggested, therefore, that a small working group be established to examine the costs and to seek the most appropriate model for recommendation to the Committee. Also suggested was the need to involve Kendal BID.

**Resolved:** To establish a working group made up of Cllrs M Helme, H Ladhams and P Thornton, to examine the costs of the proposals outlined within the report and to seek the most appropriate model for recommendation to the Committee.

### **CC21/2023 Grants and Funding Criteria**

The Committee was asked to review the current Grants and Funding Criteria. The Council currently offered grants under four headings, two of which were budget lines under the Culture and Communities Committee.

Currently the criteria for awarding a grant were fairly simple. Applicants had to be:

- Not for profit.
- Serving Kendal and its people.
- Able to show how they are combating discrimination (they should have an equalities policy).
- Able to show how they are contributing to Net Zero and combatting the causes of Climate Change or supporting nature recovery.
- Able to show that they have governance arrangements in place (by showing they have a constitution), and that the safeguarding of children and vulnerable adults has been a consideration.
- Able to show they have a bank account.

For smaller grants, particularly Festivals, the Council had exercised a modicum of discretion in order to assist start-ups which struggled with capacity. This had included, without prejudice and on a case by case basis, waiving the requirement for a constitution or three signatories. Currently, all grants over £5,000 had to be approved by Full Council. Grant forms had last been last overhauled in 2022.

Attention was drawn to the fact that any changes proposed to the funding criteria at this meeting would apply to subsequent meetings, providing all applicants had been made aware of the changes. Those applications to be presented to this meeting would be considered under the current criteria.

It was pointed out that, with the Culture and Communities Committee being a new committee, there was need to seriously review the criteria, particularly bearing in mind the priorities of the new Plan for Kendal. Attention was, though, drawn to the fact that this was not a large grant awarding body and that the current criteria were simple and perfectly suitable for a diverse range of people within the community. It was also acknowledged, however, that a refresh of the criteria was required, especially in relation to applications for small sums from individuals. Also to be borne in mind was the need to re-consider regular applicants who had come to expect funding from the Town Council but who may not necessarily meet the criteria. The need to ensure that those organisations serving the community of Kendal were supported was felt to be of paramount importance. To this end, it was suggested that a working group be formed to give full consideration to the criteria and to report back to the Committee prior to the outcome being reported within the minutes to and being received by Full Council prior to implementation. The Town Clerk also drew attention to those recipients of funding which the Council had powers to support, for example the Citizens' Advice Bureau and Kendal Museum. He suggested that these types of organisations should be removed from the lottery of grant applications and provided instead with a dedicated budget heading.

**Resolved:** To form a working group of Cllrs L Edwards, H Ladhams, C Russell and K Simpson, to give full consideration to the Town Council's Grants Criteria and to report back to Committee prior to the outcome being reported within the minutes and being received by Full Council prior to implementation.

### **CC22/2023 Festival Grant Applications**

***Note – Cllr L Edwards, having previously declared an interest under Minute No.CC14/2023 above by virtue of her involvement in Kendal Pride, left the Council Chamber during voting on the amounts to be awarded to each organisation. Cllr R Sutton, under this item, declared interests by virtue of his involvement in relation to Kendal Community Theatre, Kendal Walking Festival and Kendal Unity Festival, and also left the Council Chamber during voting on the amounts to be awarded to each organisation.***

The Committee first gave full consideration to each of the applications prior to making decisions on figures in relation to festival grant funding, as follows:

(a) *Lakes International Comic Art Festival - £2,000*

The grant, if approved, would be used to support provision of full day outreach workshops in four primary schools in Kendal.

**Resolved:** Not to offer a grant.

(b) *Kendal Community Theatre - £250*

The grant, if approved, would be used to support in covering publicity with regard to raising awareness of May Fest across Kendal.

**Resolved:** To offer a grant of £250.

(c) *Kendal Pride - £4,500*

The grant, if approved, would be put towards Kendal Pride 2024.

**Resolved:** To offer a grant of £3,500.

(d) *Kendal Walking Festival - £3,226*

The grant, if approved, would be put towards Kendal Walking Festival 2024.

**Resolved:** To offer a grant of £1,200.

(e) *Kendal Unity Festival - £3,000*

The grant, if approved, would be put towards costs, including venue hire, volunteer training, etc.

**Resolved:** To offer a grant of £2,000 over a two year period, subject to receipt of further information and fuller dialogue.

### **CC23/2023 Community Grant Applications**

**Note – Cllr C Russell, having previously declared an interest under Minute No.CC14/2023 above by virtue of being a Trustee of Stricklandgate House, left the Council Chamber during discussion and voting on this item.**

The Committee first gave full consideration to each of the applications prior to making decisions on figures in relation to community grant funding, as follows:

(a) *Kendal Choral Society - £500*

The grant, if approved, would be put towards the purchase of purpose-built staging.

**Resolved:** To offer a grant of £500.



(b) *Kendal Schools cycle maintenance and skills workshop - £2,160*

The grant, if approved, would be used to fund trial workshops in partnership with four Kendal schools.

**Resolved:** To offer a grant of £1,900.

(c) *North West Air Ambulance - £5,000*

The grant, if approved, would be put towards the ongoing costs of the Charity's consultant doctors.

**Resolved:** To offer a grant of £2,056.

(d) *Stricklandgate House - £5,000*

The grant, if approved, would contribute to financing the role of Project Development Officer.

**Resolved:** To offer a grant of £5,000.

(e) *Westmorland Orchestra - £2,740*

The grant, if approved, would be used to pay professional fees for conductor and leader, and soloist's fees, for its first concert on 24 March 2024.

**Resolved:** To offer a grant of £2,740.

**CC24/2023 Community Resilience**

The Town Clerk provided a brief verbal report on the Community Resilience Planning project being run by Action with Communities in Cumbria (ACT). He referred mainly to the Town Council's bid to the Cumbria Community Foundation for £2,000 to £3,000 and explained how the Town Council would employ a Community Resilience Officer.

Raised was the need to continue to develop voluntary work, it being pointed out that those volunteers who had come forward in relation to emergency work were keen also to become involved in festival work, thus creating an essential community network along the lines of a council for voluntary services. It was also suggested that this role should be office based in order for the postholder to be able to more easily network and so that the Town Council could also learn from the postholder.

**Resolved:** To note the verbal report.

**Note – At 9.30 p.m., in accordance with the Council's Standing Orders No.3 Meetings Generally x, a meeting shall not exceed a period of 2 hours, the Committee voted to continue the meeting.**

**CC25/2023 Town Partnerships**

The Committee was presented with an update on the activities of Kendal Business Improvement District (BID) and Kendal Futures with regards to the development of a Calendar of Events and other matters relating to the promotion of the Town. Details of those events of which the Council had been notified so far this year were provided.

**Resolved:** To note the report and Calendar of Events.

Also raised under this item was the issue of the repairs required to the Birdcage, potential involvement by Kendal BID and Kendal Futures, and the need for community engagement through a partner organisation, for example, Kendal Civic Society. The Town Clerk pointed out that this issue fell within the remit of the Environment Committee. It was, however, suggested that the Culture and Communities Committee's role should be realigned, with the Birdcage and Markets potentially being more suitable to its thriving communities and business aspirations. The Town Clerk suggested that this proposal should be put before the Management Committee.

**Resolved:** To ask the Management Committee to consider moving both the issue of the Birdcage and Markets into the remit of the Culture and Communities Committee.

This led to discussion on Kendal Market and the potential for the Town Council to take on lead position on this aspect, with it having a more direct focus on the Town. Proposed was the potential for Cllrs S Long and C Russell to represent the Town Council in relation to the Market. The need for the Committee to focus its attention on the best way forward for both the indoor and outdoor markets was stressed, particularly with Cllrs H Ladhams and P Thornton being part of the Town Team. The need for this to be included as an item on a future agenda was also raised. The Town Clerk explained that membership of the Town Team was a decision for the Management Committee to decide on. Attention was drawn to the fact that a meeting was due to be held by the Town Team with regard to the Market and Westmorland and Furness Council's new vision for the Market. Following this, that vision could be brought before the Culture and Communities Committee for discussion. Members, were, however, keen for involvement by the entire Committee at that meeting.

**Resolved:** To seek for all Members of the Culture and Communities Committee to be invited to the Town Team meeting relating to Westmorland and Furness' vision for the Market.

The meeting closed at 9.50 p.m.

## Kendal Town Council

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### Minutes of a meeting of the Environment Committee held on Monday, 11 March 2024, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

**In attendance:** Town Clerk (Chris Bagshaw), Inge Booth (Democratic Services Assistant), and Anne-Marie Sanderson (Projects Officer).

#### **E70/2023 Apologies**

**Resolved:** To receive and accept an apology for absence from Cllr G Archibald.

**Note – Cllr Archibald, however, joined the meeting later in the proceedings.**

#### **E71/2023 Declarations of Interest**

Cllr C Russell declared an interest in Agenda Item No.8 (Natural Kendal), as outlined within Minute No.E77/2023 below.

#### **E72/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

#### **E73/2023 Minutes of the Previous Meeting**

**Resolved:** To receive the minutes of the meeting of the Committee held on 15 January 2024 and to authorise the Chair to sign them as a true record.

#### **E74/2023 Minute Action Sheet**

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk confirmed that all the actions were up to date, as identified within the report.

**Resolved:** To note the Minute Action Sheet.

#### **E75/2023 Project Update Report**

The Committee was presented with a report including an update of ongoing projects.

The Projects Officer reported that repairs to the Bench at Burneside Road were now complete.

Members discussed The Eddington Climate Hub and Café and the question of how the Town Council could be represented on the organisation.

**Resolved:** The Chair to write to enquire whether Kendal Town Council should become formally involved in The Eddington Climate Hub and Café.

In response to a query, the Projects Officer explained that Men in Sheds were constructing the bee boxes in relation to Cumbria Plan Bee and that they had been assured that all of the units would be used, either for schools or in relation to Kendal in Bloom.

Discussion took place on Vicarage Drive Land and Natural Kendal and the need to pursue this matter, liaising with Adam Smith who had been appointed by Natural Kendal to lead on conservation and educational work.

Reference was made to progress in relation to the Mintsfeet Footpath and riverside connectivity. The Town Clerk explained that work on this had been delayed by the recent lack in staffing resources. He informed the Committee that both he and Cllr J Cornthwaite were due shortly to visit the site with the contractor to identify and prioritise work which could be met within the Council's small budget. The need to ensure that the footpath was durable and resilient was stressed. Cllr C Russell expressed a wish to join in on the site visit and to contribute his expertise.

The Projects Officer drew attention to the fact that the improvements to the footpath from Collinfield Lane to Vicarage Drive were due to be carried out during the Easter school holidays. It was suggested that this should be followed by a grand opening.

**Resolved:** To note the Project Update Report.

#### **E76/2023      Environment Budget 2023/24**

The Town Clerk presented a report on the Environment Budget 2023/24. He was pleased to announce that the new bin had been installed at Helmside Road in Oxenholme earlier in the day and that the intention was to hold an opening ceremony; the bin would be charged for in the new financial year. He further made reference to the projected charge of £4,200 for footway lighting which, due to a review currently being carried out by Westmorland and Furness Council of footway lighting, would not now be charged for; this money would, therefore, go back into the General Fund. This would be the same for 2024/25, as the Town Council had been reassured by Westmorland and Furness Council that there would be no charge for footway lighting in either this year or the following year. The Town Clerk next referred to the Development Fund Budget, explaining that if the Council was to be successful in spending all money earmarked for projects this year, it would have to spend approximately £176,000 in the next three weeks. He explained the reasons behind this and suggested that the Committee would at some stage need to reconsider its projects in order to curtail this budget and return money to the general reserve. He also suggested the need in future to earmark funding only when expenditure was due.

Reference was made to the need to change a number of the budget headings, for example Green Mintsfeet Development which no longer required "green" in its title. In addition, in relation to projects for biodiversity, it was pointed out that The Birdcage should not lie here but within Projects – Public Realm Enhance.

**Resolved:** To ensure that budget titles are correct within future budget reports.

Members acknowledged the need to carry out a full review of projects and the need to return money to the general reserve and the Town Clerk undertook to report back to the next meeting with a full list of projects, including details on progress and what money had been spent.

**Resolved:** A report to be brought to the next meeting of the Committee to enable a full review of projects to be carried out.

Discussion took place on river corridor connectivity and the need for clearer details within the budget report. Also raised was the need to change the word “green” to “sustainable” or “natural”. The need to ensure that terminology was clear to members of the public was also stressed.

**Resolved:** To ensure that suitable terminology is used within future budget reports.

**Resolved:** To note the report.

### **E77/2023      Natural Kendal**

***Note – Cllr C Russell declared an interest in this item as Chair of Natural Kendal.***

Cllr C Russell presented a report on Natural Kendal, which had agreed that it would like to invite Kendal Town Council and Westmorland and Furness Council to be part of a Local Nature Recovery Partnership for Kendal. Details of Natural Kendal as a Partnership were provided within the report.

The report drew attention to the Nature Recovery Network, which was a crucial initiative led by DEFRA and Natural England, spanning from our cities to the countryside, mountains to the coast. It aimed to create a national network of wildlife-rich places supported by green and blue spaces. Details of what it sought to achieve were provided.

The Natural Kendal Partnership would be launched via a conference later in the year. This event was also part of the Westmorland and Furness Nature Conversation that would start to devise the Local Nature Recovery Strategy for Cumbria.

The report provided details of a collaborative conference between Natural Kendal, Kendal Town Council and Westmorland and Furness Council, due to be held on 18 May 2024. The conference was for all who were passionate about nature recovery in Kendal and was being organised by Natural Kendal to encourage people to join with the local community and interest groups who were promoting and developing biodiversity within and around Kendal. It would establish Natural Kendal as the Nature Recovery Partnership and Network bringing together local groups concerned about and delivering nature recovery in Kendal.

Whilst Members expressed support for the Town Council being part of a Local Nature Recovery Partnership for Kendal, some concern was raised with regard to additional pressure which may be put on the Council’s officers. It was, however, pointed out that Natural Kendal would seek to source its own funding and employ individuals as necessary, although, with the organisation assisting in the delivery of some of the Town Council’s priorities, it was also felt that assistance would need to be provided in the medium term. Also raised was the potential for Adam Smith from Natural Kendal to provide assistance to the Town Council in relation to education around biodiversity. The Town Clerk drew attention to the two most important recommendations of the Climate Change Jury around Active Travel and Nature Recovery and the need for the Town Council to work in partnership with others in their delivery.

**Resolved:** To note the report and to express support for the Local Nature Recovery Partnership for Kendal.

### **E78/2023      Items for Press Coverage and the Newsletter**

Consideration was given to which items from the meeting should be the subject of items for inclusion in the Newsletter or for press coverage this week. The Town Clerk explained that he hoped to commence work on the Newsletter by the end of this month. The Chair indicated that he would be willing to provide assistance in writing or proof-reading any items.

**Resolved:** To publicise the following:

- (1) plans to complete the improvements to the footpath from Collinfield Lane to Vicarage Drive during the Easter school holiday as one of many paths which Kendal Town Council will work on in the near future, including quotes from interested parties such as parents of children at Dean Gibson School and Vicarage Park School;
- (2) details regarding footpath delivery at Mintsfeet;
- (3) information on the work being carried out at Bowling Fell by Kendal Town Council;
- (4) a short article on Kendal Town Council's no use policy in relation to herbicides and pesticides; and
- (5) the Kendal Natural Recovery Conference.

The meeting closed at 8.10 p.m.

## Kendal Town Council

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



**Minutes of a meeting of the Kendal in Bloom Committee held on Tuesday, 13 February 2024, at 6.00pm in the Council Chamber at the Town Hall, Highgate, Kendal.**

### Kendal Town Council Members

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

### Co-optees

J Cottam	No present	C Stuart-Smith (Horticulture)	Present
A Yates (Kendal Civic Society)	Present		

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

### **B20/2023 Apologies**

No apologies were received.

### **B21/2023 Declarations of Interest**

No declarations of interest were raised under this item.

### **B22/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

### **B23/2023 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 17 October 2023 and to authorise the Chair to sign them as a true record.

### **B24/2023 Minute Action Sheet**

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. Under item 4, the Townscape Officer reported that he had looked at some potential designs for Finkle Street/New Police Yard. It was noted that these would require various consents from property owners and Planning, so had a way to go yet. Finance would be considered later in the meeting.

Under item 5, the plug plants were still with KCV and EA were hoping to 'soft' open the new area this spring.

Under item 6, the Probation Service had replied that the work discussed was not ideally suited to their practices, but they might consider doing other tasks such as renovating bus shelters.

Under item 7 the Clerk confirmed that he was still awaiting news of the management arrangements for the 'Heart of Kendal' scheme.

**Resolved:** To note the report.

### **B25/2023      Review of Spend against Budget 2023/24**

The Council Services Officer presented a review of spend against budget 2023/24 as at 29 January 2024. It was noted that there was around £14,000 yet to be spent, but a number of items which would require expenditure coming up.

**Resolved:** To note the Committee's spend against budget at 29 January 2024.

### **B26/2023      Kendal in Bloom 2024**

The Council Services Officer introduced the item, asking the Committee to consider ideas for the Kendal in Bloom initiative 2024. It was noted that the Environment Committee had struggled to gain engagement with schools over a bee house project, and perhaps the Kendal in Bloom committee could use its historically more successful access to achieve this aim – and use the bee house project as a starter for a theme.

A variety of possible other themes were proposed: the river, biodiversity, unity etc. The Chair suggested the matter would best be sorted out by a sub group. Cllr Sutton, Brown and Hendry agreed to join him in this deliberation.

**Resolved:** That a working advisory group meets at 9.30am on Thu 22<sup>nd</sup> Feb at the Town Council offices.

### **B27/2023      Civic Planting**

- (a) The Committee considered a report on the current maintenance schedule and the extent of the Townscape Officer's capacity. It was noted that in high season, the council had found it necessary to supplement the workforce to get ensure the watering was completed. The Committee asked about the success of the various wildflowers planting initiatives. The Townscape Officer reported that the location of the planting seemed to be critical. Somervell Garden now looked a little ragged, whereas Aynam and Kendal Green looked more promising. This was related to the relative quality of the soil and their aspect. Slugs were reported as a problem on the delphiniums on the Coronation beds. The ivy screens had proved very difficult to maintain at the right moisture level, and were looking very distressed.

It was noted that Projects passed down from elsewhere in the Council or by the principal authority often lacked cohesive or realistic maintenance plans. The Clerk explained that it was not sufficient for others to assume that Kendal in Bloom could pick up the ongoing maintenance of geographically and horticulturally diverse sites around town without any contribution to their long term upkeep. Several examples were cited, where the presence of a Town Council crest implied an expectation from the public that was not matched with funding from the Project originators.



**Resolved:** Future projects would require a great deal more thought prior to any adoption. Memoranda of Understanding would be required from third parties, explaining the terms under which any future management would be taken by the Town Council, and the likely ongoing cost.

- (b) The Council Services Officer reported that she had received costs from suppliers for a review of the Council's Planting and Maintenance Strategy, with a view to creating a more sustainable model of civic planting.

The Townscape Officer reported that a new display structure on Finkle Street could be built and installed for around £1,600. It was noted that this would be subject to legal and planning permissions, which may also incur costs.

The Townscape Officer requested £180 to improve the promenade planter by the station.

**Resolved:** To allocate around £6,000 to generate the report and management plan

**Resolved:** To allocate £1,600 plus reasonable legal costs for an installation on Finkle Street/ Police Yard.

**Resolved:** To allocate £180 for promenade planters.

#### **B28/2023      Date of Next Meeting**

Consideration was given the date of the next meeting of the Committee which was currently scheduled to take place 19 March 2024.

**Resolved:** To hold the next meeting of the Committee as scheduled.

The meeting closed at 19.24.

## Kendal Town Council

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



**Minutes of a meeting of the Kendal in Bloom Committee held on Tuesday, 19 March 2024, at 6.00pm in the Council Chamber at the Town Hall, Highgate, Kendal.**

### Kendal Town Council Members

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

### Co-optees

J Cottam	Absent	C Stuart-Smith (Horticulture)	Present
A Yates (Kendal Civic Society)	Present		

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

### B29/2023 Apologies

There were no apologies for absence.

### B30/2023 Declarations of Interest

No declarations of interest were raised under this item.

### B31/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### B32/2023 Minutes of the Previous Meeting

**Resolved:** To receive and accept the minutes of the previous meeting of the Kendal in Bloom Committee held on 13 February 2024 and to authorise the Chair to sign them as a true record.

### B33/2023 Minute Action Sheet

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

Ref. No.3 – Development of Civic Planting Strategy – The Council Services Officer reported that she had been in contact with Lakeland Gardens who hoped to start work with immediate effect.

Ref. No.4 – Police Yard Installation – The Council Services Officer reported that she would initially be seeking permission, followed by an application for planning consent, from Westmorland and Furness Council with regard to the installation of a metal display arch.

Ref. No.5 – Civic Planting Maintenance – The Town Clerk reported that he had had sight of the drawings for the sculpture. He understood that there were some issues with regard to the installation thereof and health and safety. The matter would be discussed at the next meeting of the Flood Group.

Ref. No.7 – Civic Planting Maintenance – The Town Clerk referred to the Levelling-Up Fund money that was due to be spent on the indoor and outdoor markets, Kent Street and connectivity to Miller Bridge. He referred to the concordat with Kendal Futures with regard to the planting scheme.

Ref. No.8 – Civic Planting – The Council Services Officer advised that she would start soon to look at capacity and finance with regard to future projects.

**Resolved:** To note the report.

### **B34/2023      Review of Spend against Budget 2023/24**

The Council Services Officer presented a review of spend against budget 2023/24 as at 11 March 2024. The Committee discussed the need to try to spend the remaining money before the end of this financial year. The Council Services Officer explained that she hoped that her recent contact with Lakeland Gardens would result in making a start on this and, in addition, drew attention to plants for the Jubilee Bed for which Toni Yates was seeking funding. The Council Services Officer was of the opinion that the 2023/24 budget would be fully spent.

The Town Clerk further drew attention to planting by the Town Council in 2000 of daffodils at the corner of Miller Bridge and Aynam Road and the need for these bulbs to be replaced following work which had been carried out there by the Environment Agency; whilst bluebells were being planted there, these would take some time to come to anything. It was, however, pointed out that daffodil bulbs could not realistically be purchased until August/September, and so could not come out of the 2023/24 budget.

**Resolved:** To note the report.

### **B35/2023      Kendal in Bloom 2024**

The Council Services Officer presented the draft Kendal in Bloom 2024 initiative which had been developed by the working group. The Chair explained how the contents were aimed at inspiring the community to join in and contribute. The 2023 Bloom Portfolio would be included within the documentation as an example. The Council Services Officer confirmed that the event would be publicised through schools, businesses and community groups, and through Facebook, and that a link to the 2023 Portfolio would be included. Also suggested was the potential to include a link to the Royal Horticultural Society's "Community Sewing Seeds" scheme, which provided many good ideas for these types of community events.

The Chair referred to his recent walks through the Town during which time he had, on two consecutive Mondays, seen Toni Yates weeding the Jubilee Bed and the Coronation Garden. This had led him to consider whether the Committee might wish to promote a Bloom Gardening Group; a group of volunteers who could work together with Toni. The Council Services Officer undertook to post a call out for volunteers on Facebook.

**Resolved:** To post a call out for volunteer for a Bloom Gardening Group on Facebook.

Further discussed was the need for visuals within the Kendal in Bloom 2024 documentation, and the Town Clerk explained that this work would be carried out within the office. Attention was also drawn to inclusion within the document of information on the availability of Bee Houses made by Men in Sheds. The Town Clerk took the opportunity to refer to the Mayor's recent visit to Kendal's Twin Town of Killarney at which she had been presented with a wooden pen made by their Men in Sheds; she had also come back with a number of ideas passed on to her on community gardens.

Discussion led to the topic of companion planting and the need to find someone to lead a workshop on the subject. To this end, it was suggested that Lakeland Gardens may be able to assist.

**Resolved:** To approve the Kendal in Bloom 2024 initiative, subject to the inclusion of appropriate visuals, as outlined at the meeting.

The meeting closed at 6.25 p.m.

## Kendal Town Council

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



### Minutes of a meeting of the Management Committee held on Monday, 4 March 2024, at 7.50 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

**Also present:** Cllr G Archibald as substitute for Cllr A Finch. Cllrs J Cornthwaite and L Hendry were also in attendance at the meeting, however, whilst taking part in debate, did not vote on any of the items, as not a Member of the Committee.

**Officers in attendance:** Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

#### **M64/2023 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllr A Finch.

#### **M65/2023 Declarations of Interest**

No declarations of interest were raised under this item.

#### **M66/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

**Resolved:** Prior to consideration, to vote on moving into Part Two for consideration of Agenda Items Nos.8 (Property and Office Accommodation) and 9 (Employment and Staffing Matters).

#### **M67/2023 Minutes of the Previous Meeting**

**Resolved:** To receive the minutes of the previous meeting of the Management Committee held on 8 January 2024 and to authorise the Chairman to sign them as a true record.

#### **M68/2023 Minute Action Sheet**

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

The Town Clerk referred to Item Ref.10 regarding Property and Office Accommodation and explained that whilst he was not yet in a position to provide a full report on the matter as indicated under Agenda Item No.8, he still wished to gauge Members' opinion.

With regard to Item Ref.35, the Town Clerk explained that the Newsletter had been on hold due to a lack in staffing resources, however, that he planned to get this out before May. In response to a query, he informed Members that there was more anecdotal evidence that Royal Mail was not delivering the publication as appropriate. Members were, therefore, keen for a letter to be sent to Royal Mail to state that the Town Council as a customer was dissatisfied at the service and may have to consider alternative options for delivery if there was no improvement.

**Resolved:** To write to Royal Mail regarding delivery of the Town Council's Newsletter, as outlined above.

Attention was drawn to Item Ref.50 regarding the Community Infrastructure Levy (CIL) and to forthcoming discussions in relation to the Market. This raised the potential for Members of the Management Committee to attend the meeting on 7 March and the Chair undertook to find out whether this may be possible. All Members of the Culture and Communities Committee had already been invited. The Chair asked for notes of the meeting to be provided to the Management Committee.

**Resolved:** To provide Management Team with notes of the 7 March meeting.

Talk turned to the Town Team and it was pointed out that there would be both a Member Group and an Officer Group. Westmorland and Furness Council awaited confirmation from the Government with regard to the grant from the Levelling Up Fund. The Town Clerk added that more details would soon emerge in relation to Finkle Street and the Bird Cage.

**Resolved:** To note the report.

#### **M69/2023 Council Activity Report**

The Town Clerk presented a report on progress made across the various actions the Council was involved in. He referred in particular to the successful partnership work between Cumbria Wildlife, Westmorland and Furness Council and Kendal Town Council in relation to pollinator planting and the development of long-lasting sites. In response to a query, the Town Clerk informed Members that up to date guidance in relation to the installation of solar panels was available on Westmorland and Furness Council's Website. He undertook, however, to ensure that any information kept by the Town Council in relation to solar panels was also up to date.

**Resolved:** To check that any information kept by the Town Council's in relation to the installation of solar panels is up to date.

**Resolved:** To note the report.

#### **M70/2023 Budget 2023-24**

The Town Clerk presented a report detailing expenditure against budget in the current year, also circulating hard copies of a copy of the 2023/24 Reserve Statement.

Members noted the lack of progress on project work as a result of the current lack in staffing resources. In response to a query, the Town Clerk undertook to email to all Members a copy of the 2023/24 Reserve Statement which, it was felt, would be useful for Committees to have sight of so that they could see the status of their projects.

**Resolved:** To email to all Members a copy of the 2023/24 Reserve Statement.

**Resolved:** To note the report.

## **Part Two**

*Members voted to exclude the Press and Public for the following two items of business, due to the confidential nature of the discussion.*

### **M71/2023 Property and Office Accommodation**

The Town Clerk reported verbally on matters relating to the Town Council's property and office accommodation. Members acknowledged that more work was required on this matter and were keen for a detailed report to be brought to the next meeting of the Committee.

**Resolved:** To bring a detailed report on property and office accommodation to the next meeting of the Management Committee.

### **M72/2023 Employment and Staffing Matters**

(a) The Town Clerk reported verbally on progress in recruiting a new Deputy Town Clerk. He was pleased to advise that, following the recruitment process, the post had been offered to and accepted by an individual with good experience in this field of work.

**Resolved:** To note the verbal update.

(b) The Town Clerk reported that there were currently no staffing matters requiring the Committee's further consideration and guidance. He referred, however, to the recruitment process for the new role of Administrative Assistant, and the need to attract good applicants for the role. He was proposing, therefore, to call a meeting of the Staffing Sub-Committee to give this matter consideration. In response to a suggestion, the Town Clerk undertook to ask the Staffing Sub-Committee, following confirmation of funding, to also look at the role of the new Community Emergency Plan Co-ordinator.

**Resolved:** To arrange a meeting of the Staffing Sub-Committee to consider the roles and recruitment process for both the Administrative Assistant and, once funding has been confirmed, the Community Emergency Plan Co-ordinator.

Resolved: To note the verbal update.

## **Part One**

*Members voted to move back into Part 1 for the remainder of the meeting.*

### **M73/2023 Newsletter and Publicity**

The Town Clerk was thanked for his earlier update regarding the Newsletter and were keen to ensure that the content was as had been requested by Members. With regard to publicity in general, it was felt that more could be done through social media, for example details regarding forthcoming litter picks. Through this type of publicity, together with photographs, the Town Council could demonstrate to the public the good work being carried out in Kendal. Further suggested was the need to publicise forthcoming meeting, also reminding members of the public that they were welcome to attend. Whilst Members acknowledged the difficulties which had been experienced as a result in a lack of staffing resources, the importance of improved publicity moving forward was stressed.

The Town Clerk suggested that any items for the Newsletter should be submitted to him by the end of week commencing 25 March and advised that he would be including items relating to the Unity Festival, Kendal in Bloom, Resilience and Nature Recovery.

**Resolved:** Items for the forthcoming Newsletter to be submitted the Town Clerk by the end of week commencing 25 March 2024.

The meeting closed at 8.40 p.m.



# Kendal Town Council

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



## Minutes of a meeting of the Planning Committee held on Monday, 5 February 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

### P137/2023 Apologies

There were no apologies for absence, all Members being present at the meeting.

### P138/2023 Declarations of Interest

No declarations of interest were raised under this item.

### P139/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### P140/2023 Minutes of the Previous Meeting

Attention was drawn to an error in date within the minutes and to the fact that this had been corrected within the hard copy due to be signed by the Chair.

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 22 January 2024 and to authorise the Chair to sign them as a true record.

### P141/2023 Minute Action Sheet

The agenda included a report on actions taken by officers on resolutions or recommendations made at previous meetings. Attention was drawn to item reference 1 regarding Planning training for Members. Members were reminded that individual sessions were available through CALC and to contact the Town Clerk should they be interested in attending.

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

### P142/2023 Planning Process and Issues

The Chair and Town Clerk drew Members' attention to a recent advert relating to commercial development land east of Burton Road, Kendal, seeking offers in excess of £1. The

Committee was reminded that the Town Council had, last year, made a submission in relation to the current Land Allocation consultation, and that this had included an indication of the Council's opposition to development on this particular land. The Town Council had made it clear that it wished for this land to remain a green belt between Oxenholme and Kendal, alongside the railway line, and for it to remain a green space with, for example, parkland or low-level sport activity.

**Resolved:** To note the verbal update.

#### **P143/2023 Kendal Town Council Flood Relief Scheme Working Group**

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, reported that the Group had met on 23 January 2024 in the new Flood Hub at Beezon Road Industrial Estate. Discussed had been a couple of recent near miss high river levels. The Environment Agency were due to discuss with Housing Association residents who owned their properties how to assess their own property level. Also discussed had been the fountain on Aynam Road and its relocation to Abbot Hall. The Environment Agency was also now actively seeking new or additional flood storage areas. Cllr Cornthwaite lastly referred to the opening of the new glass panels at Gooseholme, at which the Area Flood Manager for Cumbria and Lancashire, Richard Knight, who was in charge of the scheme, had been present. Notes of the meeting would be included within the agenda for the next meeting of the Planning Committee. The next meeting of the Group would be due to take place on 21 March 2024.

In response to a query, the Town Clerk advised Members that the Environment Agency, who owned and controlled the floodgates, had explained that those gates which had already been installed could not be used until the scheme was complete in its entirety, as closing them at this stage could have a negative impact on other areas.

**Resolved:** To note the verbal update.

#### **P144/2023 Planning Applications**

The Committee considered the Planning Applications as detailed 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 7.15 p.m.

Kendal Town Council  
 Responses from Planning Committee: 5 February 2024  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	<a href="#">2024/0015/FPA</a>	<b>2 Brookdale Oxenholme Road Kendal LA9 7NJ</b>  Garage conversion and replacement porch	Oxenholme	5 February	<b>No Material Objections</b> provided that the proposal is not deemed to be overlooking in accordance with the neighbour comments from 6 Carrock Close.
2	<a href="#">2024/0022/FPA</a>	<b>Riverside Hotel Beezon Road Kendal LA9 6FS</b>  Proposed entrance canopy and alterations to pavement	Mintsfeet	5 February	<b>Recommend Refusal.</b> Whilst the Council would look favourably on the canopy in theory, subject to the comments of the Conservation Officer being taken into account, it is opposed to the proposal to appropriate the pavement outside of the entrance and the erection of a barrier at the edge of the pavement. The Council would seek constructive redesign options in this respect. This objection is based on an apparent proposed private alteration to the highway by reducing the footway, and building a new restriction into the public realm. It would restrict an access that is used to enable foot passage along the river, which is not otherwise possible by the river bank.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
3	<a href="#">2024/0025/ADV</a>	<b>Pizza Express 6 Wainwrights Yard Kendal LA9 4DP</b> Installation of 1 set of halo illuminated fascia text & 1 externally illuminated projection sign	Fell	5 February	<b>No Material Objections</b> subject to the lighting being in line with Kendal Town Council's Dark Skies Policy and that the lights are lit during business opening times only. The Town Council commends proposed use of downlighting.
4	<a href="#">2024/0044/FPA</a>	<b>Radiology CT &amp; MRI Westmorland General Hospital Burton Road Kendal LA9 7RG</b> 6 x 360L bins, Bin Store 3.5m x 2.7m with security mesh fencing and SHS post & a new timber fence around knockout panel to MRI	Oxenholme	6 February	<b>No Material Objections</b>
5	<a href="#">2024/0092/FPA</a>	<b>39 Empsom Road Kendal LA9 5PR</b> Two storey side extension & single storey front & rear extensions	Strickland	14 February	<b>No Material Objections</b> subject to the net biodiversity gain items listed within the application being a condition of approval.

# Kendal Town Council

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



## Minutes of a meeting of the Planning Committee held on Monday, 19 February 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

### **P145/2023 Apologies**

**Resolved:** To receive and accept an apology for absence from Cllr R Edwards.

### **P146/2023 Declarations of Interest**

Cllr G Supka declared an interest in relation to Agenda Item No.8, Planning Applications Nos.6 (2024/0137/LBC) and 7 (2024/0138/FPA), as stated within Appendix 1 to these minutes

### **P147/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

### **P148/2023 Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 5 February 2024 and to authorise the Chair to sign them as a true record.

### **P149/2023 Minute Action Sheet**

The agenda included a report on actions taken by officers on resolutions or recommendations made at previous meetings. Attention was drawn to Item Ref. No.20 and to the fact that the officer from Westmorland and Furness Council would be attending the meeting scheduled to be held on 18 March and not 19 March as stated.

The Town Clerk referred to Item Ref. No.8 and the enquiries made to Westmorland and Furness Council with regard to consideration by the Town Council of significant planning applications for large developments to which a response had not yet been received. He suggested that this item should be removed from the Minute Action Sheet and undertook to elaborate under the next item (Minute No.P150 below refers).

**Resolved:** To remove Item Ref. No.8 from the Minute Action Sheet.

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

### **P150/2023 Planning Process and Issues**

The Town Clerk, referring to Minute No.P149 above, highlighted the fact that there had been an improvement in dialogue with planning officers at Westmorland and Furness Council and pointed out that an officer would be attending the meeting of the Planning Committee scheduled to be held on 18 March, when Members of the Committee would have an opportunity to raise questions as appropriate. The need was raised for a review of ongoing dialogue between the Planning Committee and Westmorland and Furness Council planning officers moving forward, with a view to maximising the impact of the Town Council's comments on planning applications.

Attention was further drawn to the McDonalds' recent pre-application presentation and to how the Committee might deal with any other forthcoming applications for fast food outlets outside of the town centre. The need for a statement to be produced in relation to these types of applications was stressed and the Town Clerk and the Chair undertook to draft the document and to circulate this to all Members of the Planning Committee, also encouraging Members to submit comments for inclusion should they so wish.

The Chair, as a Member of the Westmorland and Furness South Lakeland Area Planning Committee, drew attention to the success of comments raised by the Town Council and parishes in relation to planning applications, which were now being taken on board and creating a positive dialogue.

The Chair further drew attention to the new Local Plan which was currently under development and to applications being made for land allocation sites under the current Plan. He drew attention to the risk of developers seeking to push through applications for development under the current Plan and for the need for Members and residents to be aware and to make comments as necessary, both within a foreshortened timescale compared with what people had been used to in the past consultations.

**Resolved:** To review ongoing dialogue between the Planning Committee and Westmorland and Furness Council planning officers with a view to maximising the impact of the Town Council's comments on planning applications.

**Resolved:** To produce a draft statement in relation to out of town food outlets, and to circulate to all Members of the Planning Committee, with Members to submit comments for inclusions should they so wish.

**Resolved:** To make Members and residents aware of the need to be aware and to make comments in relation to applications for land allocation sites under the current Local Plan.

**Resolved:** To note the verbal update.

### **P151/2023 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 Group which had been held on 23 January 2024.

**Resolved:** To receive the notes of the meeting of the Kendal Town Council Flood Relief Scheme Working Group held on 23 January 2024.

### **P152/2023 Planning Applications**

The Committee considered the Planning Applications as detailed 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 7.30 p.m.

Kendal Town Council  
 Responses from Planning Committee: 19 February 2024  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	<a href="#">2024/0119/FPA</a>	<b>48 Greenside KENDAL LA9 5DT</b> Replacement garage	Fell	20 February	<b>No Material Objections</b> subject to the comments contained within the Conservation Officer's report.
2	<a href="#">2024/0112/FPA</a>	<b>40 Burneside Road KENDAL LA9 4RL</b> Single storey rear extension & replacement sash windows	Strickland	20 February	<b>No Material Objections</b> subject to the to the specific query raised within the Conservation Officer's report.
3	<a href="#">2024/0105/FPA</a>	<b>26 Empsom Road KENDAL LA9 5PS</b> Proposed front vestibule alterations	Strickland	20 February	<b>No Material Objections</b>
4	<a href="#">2024/0107/FPA</a>	<b>178 Burneside Road KENDAL LA9 6EB</b> Single storey side extension and rear balcony	Strickland	20 February	<b>No Material Objections</b>



No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
5	<a href="#">2024/0116/FPA</a>	<p><b>158 Windermere Road KENDAL LA9 5EZ</b></p> <p>Proposed dropped kerb and off-street parking area</p>	Fell	26 February	<p><b>Recommend Refusal</b> on the basis of over development of the property, the detrimental impact on the visual amenity in a sensitive part of the town, potential significant problems in relation to water run off, and over development of the area as a whole.</p> <p>The Committee acknowledges the potential precedent which has been set in the area and wishes to raise with Westmorland and Furness Council the question of the cumulative impact of such applications on the character of the area and when or whether a line should be drawn under this.</p> <p><b><i>Note – Cllr D Rathbone, Chair, abstained from voting on this application.</i></b></p>
6	<a href="#">2024/0137/LBC</a>	<p><b>Flat 4 150 Highgate KENDAL LA9 5AH</b></p> <p>Replacement of single glazed front facing windows with double glazed hardwood sash windows</p>	Highgate	27 February	<p><b>No Material Objections</b> subject to the outcome of the Conservation Officer's report.</p> <p><b><i>Note – Cllr G Supka declared a personal interest in this application and left the Council Chamber during the discussion and voting thereon.</i></b></p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
7	<a href="#">2024/0138/FPA</a>	<b>Flat 4 150 Highgate KENDAL LA9 5AH</b> Replacement of single glazed front facing windows with double glazed hardwood sash windows	Highgate	27 February	<b>No Material Objections</b> subject to the outcome of the Conservation Officer's report.  <b>Note – Cllr G Supka declared a personal interest in this application and left the Council Chamber during the discussion and voting thereon.</b>
8	<a href="#">2024/0051/FPA</a>	<b>1 Queens Place KENDAL LA9 4PJ</b> Internal alterations, addition of new openings and replacement of windows, landscaping works	Fell	29 February	<b>No Material Objections</b> subject to the comments raised within the Arboriculturist's Report and within the Conservation Officer's report, and in particular with regard to the work required in relation to Point 3 of that particular report.
9	<a href="#">2024/0151/FPA</a>	<b>86 Vicarage Drive KENDAL LA9 5BA</b> Alterations and extensions to existing dwelling house and drive.	Kirkland	29 February	<b>No Material Objections</b>

### Request to Reconsider Response

The following item had been considered at the meeting on 8 January 2024. The Planning Officer had sought clarification from the Committee on the issue of scale and dominance, as he observed there were similar extensions at the surrounding properties: 2, 5, 7, 19 and 21 and he did not consider the application to be greatly different from them. It was assumed the reference to a development brief was an error, as it related to the application which had followed this item on 8 January.

3	<a href="#">2023/1044/FPA</a>	<b>15 Underley Avenue Kendal LA9 5EU</b> Two storey side extension, single storey rear extension, front porch & proposed vehicular access (parking area) to front garden.	Strickland	9 January	<b>8th January Response</b> <i>Recommend Refusal primarily on the grounds of scale and dominance and the proposal is out of keeping with the size of the plot. No opposition is to the principle of building on this site and the Committee's comments are made in line with the land allocation and original development brief. Notwithstanding this comment, the Committee backs the request for swift bricks in responses.</i>
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**19 February 2024 Response**

The Town Council's Planning Committee has re-considered the application, as requested, and wishes to confirm its original decision to **Recommend Refusal** on the basis of scale and dominance in relation to the location. Furthermore, it is felt that continued development will result in the loss of visual amenity. loss of green footings and of net biodiversity. The Committee also questions the appropriateness of the outcome of previous, potentially retrospective, applications in this area.

**Note – Cllr D Rathbone, Chair, abstained from voting on this application.**

# Kendal Town Council

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



## Minutes of a meeting of the Planning Committee held on Monday, 4 March 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

**In Attendance:** Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant), and one member of the public.

### Public Participation

Graham Harrison would speak under Minute No.P160/2023 (Planning Applications) (Planning Application No.2024/0216/FPA) below and detailed within Appendix 1 to these minutes.

### P153/2023 Apologies

**Resolved:** To receive and accept apologies for absence from Cllrs L Edwards and R Edwards.

### P154/2023 Declarations of Interest

Cllr J Cornthwaite declared interests under Agenda Item No.8 (Planning Applications), Planning Applications Nos.2024/0216/FPA (Land adjacent to River Kent at New Road Common (Reach F3), Kendal) and 2024/0268/FPA (55 Shap Road, Kendal), as outlined at Minute No.P160/2023 (Planning Applications) below and within Appendix 1 to these minutes.

### P155/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

### P156/2023 Minutes of the Previous Meeting

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 19 February 2024 and to authorise the Chair to sign them as a true record.

### P157/2023 Minute Action Sheet

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

With reference to Ref. No.21 on Planning Process and Issues, Members were reminded that an officer from Westmorland and Furness Council would be attending the meeting of the Committee scheduled to be held on 18 March 2024 to address Members on planning issues. Members were, therefore, urged to prepare questions to raise at that meeting.

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

### **P158/2023 Planning Process and Issues**

The Town Clerk referred to a revised Planning Application No.2024/0022/FPA, Riverside Hotel Beezon Road, Kendal (proposed entrance canopy and alterations to pavement), details of which had only recently been received. The deadline for receipt of comments by the Planning Authority was 15 March 2024, which was prior to the next meeting of the Committee. An extension to the deadline was currently being sought, however, the Town Clerk was seeking authorisation to make a response under delegated powers, if necessary.

**Resolved:** If necessary, to authorise the Town Clerk to arrange a response under delegated powers, after discussion with the Committee Chair.

**Resolved:** To note the verbal update.

### **P159/2023 Kendal Town Council Flood Relief Scheme Working Group**

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, advised that there had been no further meetings of the group since that held on 23 January 2024, details of which had already been reported. The next meeting of the Group was currently scheduled to be held on 21 March 2024, however, a new date was being sought due to a number of Members having to attend other meetings on that date.

**Resolved:** To note the verbal report.

### **P160/2023 Planning Applications**

***Note - Cllr J Cornthwaite declared interests under Planning Applications Nos.2024/0216/FPA (Land adjacent to River Kent at New Road Common (Reach F3), Kendal) and 2024/0268/FPA (55 Shap Road, Kendal), as outlined within Appendix 1 to these minutes.***

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

Graham Harrison addressed the Committee with regard to Planning Application No.2024/0216/FPA (Land adjacent to River Kent at New Road Common (Reach F3) Kendal. Mr Harrison expressed concern in relation to the newly proposed height of the wall along the common, which was very high at six feet, although varying in height and dropping down towards the end, after the floodgates. He further expressed concern with regard to the proposal of large, black floodgates along the roadside, which were to be 30 feet in length. These were due to remain closed at all times, and Mr Harrison believed that this would create an unsightly, industrial look to New Road. Whilst he appreciated that this may cause additional work for the Environment Agency in the event of flooding, Mr Harrison suggested that the Committee may wish to seek a condition requiring the gates to remain open at all other times, pointing out that it would be possible for them to be folded back against the walls.

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

The meeting closed at 7.41 p.m.

Kendal Town Council  
Responses from Planning Committee: 4 March 2024

**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
1	<a href="#">2024/0216/FPA</a>	<p><b>Land adjacent to River Kent at New Road Common (Reach F3) KENDAL</b></p> <p>Full Application for design changes to approved Phase 1 Kendal Linear Defences Scheme Ref: SL/2018/0925 comprising amendments to the approved linear defences, flood gates, surface water drainage, reprofiling and reinstating the slipway to the River Kent and landscaping at Reach F3/New Road Common.</p>	Mintsfeet	6 March	<p><b><i>Note – Cllr J Cornthwaite declared an interest in this application by virtue of the fact of being Chair of the Kendal Town Council Flood Relief Scheme Working Group, however, drew attention to the fact that he was not pre-determined. He remained in the Council Chamber and took part in the discussion and voting on the application.</i></b></p> <p>The Committee, whilst recognising the need for the application and the significant benefit to Kendal of the flood relief barrier, feels strongly that the proposal for such a high wall and large, black floodgates, will have a significant, detrimental effect on the visual amenity and character of the Town in this location within a Conservation Area.</p> <p><b>No Material Objections</b> subject to a condition that the floodgates remain in the open position during times of non-flooding and closed only when necessary (it is noted that it is feasible).</p> <p><b><i>Note – Cllr D Rathbone, Chair, abstained from voting on this application.</i></b></p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
2	<a href="#">2024/0008/ADV</a>	<b>Nationwide Building Society 29-33 Finkle Street KENDAL LA9 4AB</b> Advertisement consent for the replacement of illuminated and non-illuminate signs	Fell	6 March	<b>No Material Objections</b> subject the application conforming with the May 2004 shopfront design guidance and to any lighting conforming with Kendal Town Council's Dark Skies Policy, with times of lighting to be within one hour either side of opening hours.
3	<a href="#">2024/0095/FPA</a>	<b>Unit 1A Kendal Motor Village Queen Katherines Avenue KENDAL LA9 6DU</b> Change of Use of car showroom (Use class sui-generis) to restaurant (Greggs Bakery) with indoor & outdoor seating (Use Class E(b))	Mintsfeet	6 March	<b>No Material Objections</b> subject to biodiversity net gain of at least 10%, conditions on a suitable extraction system as agreed for odours and noise abatement on condensers and ventilation, any internal/external, signage lighting to conform with Kendal Town Council's Dark Skies Policy and times of lighting to be within one hour either side of opening hours. Design of any signage to be submitted under a separate application, given that this design is not outline in the application as seen.
4	<a href="#">2024/0223/FPA</a>	<b>35a Horncop Lane KENDAL LA9 4SR</b> Proposed side extensions	Strickland	7 March	<b>No Material Objections</b> provided that neighbour privacy is maintained, that there is no overlooking and subject to biodiversity net gain of at least 10%.
5	<a href="#">2024/0235/FPA</a>	<b>21 Wordsworth Drive KENDAL LA9 7JW</b> Single storey side extension	Heron Hil	7 March	<b>No Material Objections</b> subject to the proposed biodiversity being required to be permanent.



No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
6	<a href="#">2024/0135/LBC</a>	<b>11 Church Walk KENDAL LA9 5AG</b> Reinstate window opening and insertion of sash window on east elevation	Highgate	11 March	<b>No Material Objections</b> provided that the Conservation Officer's report is positive and the materials used and style are as stated.
7	<a href="#">2024/0191/DISC</a>	<b>The Ice Cream Parlour Natland Mill Beck Lane KENDAL LA9 7LH</b> Discharge of condition 3 (Surface water drainage) attached to planning permission SL/2023/0053 (Erection of new ice cream parlour annex)	Natland	6 March	<b>No Material Objections</b> to the plan as submitted, however, the condition cannot be discharged without that plan being implemented and then signed off as per the original Condition 3 of SL/2023/0053.
8	<a href="#">2024/0244/DISC</a>	<b>Moraine Business Park Land North of Meadowbank Business Park Shap Road KENDAL LA9 6NY</b> Discharge of conditions 7 (Soft Landscaping), 8 (Ecological Strategy), 9 (Tree Protection) & 39 (CEMP) attached to planning permission SL/2019/0743	Mintsfeet	6 March	<b>Recommend Refusal</b> on the basis of the detrimental effect to soft landscaping of the area and incomplete information in the application. Furthermore, it should be noted that Kendal Town Council requested this information when the plans were originally submitted.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
9	<a href="#">2024/0268/FPA</a>	<b>55 Shap Road KENDAL LA9 6DL</b> Change of use of a dwelling house (Use Class C3) as a home for up to 2 young people (no older than 18 years of age). They will have care provided 24 hours a day by up to 2 care staff and a manager during the day with 2 staff overnight (Use Class C2 - Residential institution)	Mintsfeet	12 March	<b>Note – Cllr J Cornthwaite declared an interest in this application by virtue of the fact that he was the local Town Councillor and Westmorland and Furness Councillor in this area. with the property being close to his own residence and having had residents approaching him on the matter. He, however, drew attention to the fact that he was not pre-determined and took part in the discussion and voting on the application.</b>  <b>No Material Objections</b> provided that the Highways Report addresses the questions regarding increase in traffic volume and the ability for parking.
10	<a href="#">2024/0277/FPA</a>	<b>Curlew Cottage 5 High Tenterfell KENDAL LA9 4PG</b> Replacement single storey rear extension, installation of a double height bay window to the front facade and a cantilevered bay window to rear bedroom, replacement doors and windows and erection of a detached studio-workshop at rear of property	Fell	18 March	<b>No Material Objections</b> provided that the Conservation Officer's report is in favour and subject to biodiversity net gain of at least 10%.
11	<a href="#">2024/0289/FPA</a>	<b>8 Serpentine Road KENDAL LA9 4PE</b> Replacement of 6 single glazed wooden sash windows with uPVC sash windows	Fell	18 March	<b>No Material Objections</b>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
12	<a href="#">2024/0311/FPA</a>	<b>3 Undercliff Road KENDAL LA9 4PS</b> Internal & external alterations including replacement porch & covered raised glazed terrace to back garden	Fell	18 March	<b>No Material Objections</b> subject to, given the significant loss of green space, biodiversity net gain of at least 10%.
13	<a href="#">2023/1044/FPA</a>	<b>15 Underley Avenue KENDAL LA9 5EU</b> Two storey side extension, single storey rear extension, front porch & proposed vehicular access (parking area) to front garden	Strickland	11 March	<b>No Material Objections</b> , however, given the significant loss of green space, subject to biodiversity net gain of at least 10%.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to SLDC	Observations/Recommendations
14	<a href="#">SL/2023/0163</a>	<p><b>Kendal Nutricare Ltd Farley Health Products Ltd Lake District Business Park Mint Bridge Road KENDAL LA9 6NL</b></p> <p>New building on existing car park to house a spray dryer, existing covered walkway to be enclosed to create new access corridor, car park spaces to be reconfigured to suit building position (MAJOR APPLICATION)</p> <p><b><i>(Further information)</i></b></p>	Mintsfeet	11 March	<p><b>No Material Objections</b> subject to non-negotiable conditions to ameliorate the design and soften the view, as follows:-</p> <ul style="list-style-type: none"> <li>• Tapering of the roof.</li> <li>• Greening of the roof with, for example, sedum and a hanging garden effect to contribute to biodiversity net gain, together with an appropriate management plan for upkeep of these conditions for a period of 30 years.</li> </ul> <p>If not forthcoming, then the plans as shown would not be acceptable.</p> <p>It is with reluctance that Kendal Town Council offers this recommendation, because it considers that the impact on the townscape will be detrimental. However, it recognises the company's and the site's contribution to the local economy of the area, the employment benefits and the need for the application, for the future of the business.</p> <p><b><i>Note – Cllr D Rathbone, Chair, abstained from voting on this application.</i></b></p>

## Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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### Minutes of a meeting of the Planning Committee held on Monday, 18 March 2024, at 6.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Other Members in attendance were Cllrs G Archibald, S Long and C Russell.

**In Attendance:** Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant), Nick Howard Interim Head of Development Management, Westmorland and Furness Council) and one member of the public.

#### Public Participation

No items were brought forward by the public.

Nick Howard, Interim Head of Development Manager at Westmorland and Furness Council, provided the Committee with a presentation on planning process and Issues, entitled **Westmorland and Furness - The new Local Planning Authority One Year On.**

Mr Howard first referred to recent town planning changes and those relating to the National Planning Policy Framework (NPPF). December 2023:

- Plan Making – It emphasised that preparing and maintaining up-to-date locally prepared plans (Local Plans, Neighbourhood Plans etc.) was a priority and providing for sufficient housing and other development in a sustainable manner was a main objective of this.
- Affordable Housing/Community-led Development – All references to entry-level housing exception sites or similar had been replaced with community-led developments or similar,
- Density of Development – Significant uplifts in the average density of residential development were inappropriate where it would be wholly out of character with the existing area.
- Design and Local Design Codes – Emphasised the use of local design codes prepared in line with the National Model Design Code as well as beautiful and well-designed places.

He next referred to the changes relevant to the Levelling up and Regeneration Act 2023:

- Making it easier to put local plans in place and requiring design codes that set out where homes would be built and how they would look.
- The Government anticipated that these would enable local planning authorities to develop a Local Plan within 30 months and to review it every five years.
- Five-year land supply test would not apply for five years after a local plan was adopted.

- Modified the time limit for enforcing breaches of planning control in England to ten years for enforcement of building operations and unauthorised change of use of a building to a dwelling.

Mr Howard went on to talk about Biodiversity Net Gain (BNG):

- Developers had to deliver a BNG of 10%.
- This meant a development would result in more or better quality natural habitat than there was before development.
- Majors submitted after 12 February 2024 - BNG applied.
- All applications (householders exempt) after 2 April 2024.
- They could create biodiversity on-site.
- If developers could not achieve all of their BNG on-site, they could deliver through a mixture of on-site and off-site.
- If developers could not achieve on-site or off-site BNG, they had to buy statutory biodiversity credits from the Government.

Mr Howard talked about Government consultation:

- The introduction of a new accelerated planning service which would offer a new application route with accelerated decision dates for major commercial applications and fee refunds wherever these were not met.
- Changes in relation to extensions of time agreements, including a new performance measure for speed of decision-making against statutory time limits, and an end to the use of extension of time agreements for householder applications and repeat agreements for the same application for other types of application.
- An expansion of the current simplified householder and minor commercial appeal service to more written representation appeals.

Mr Howard provided information around design codes, which had to have a vision and focus, drawing attention to the ten characteristics of successful places from the National Design Guide and National Model Design Code which provided a basis. He further drew attention to the Westmorland and Furness Design Code Stage Summary:

Stage 1: Design Code Inception, Baseline, Scoping and Engagement (10 weeks).

Stage 2: Develop and Draft the Design Code (32 weeks).

Stage 3: Engagement (45 weeks).

Stage 4: Final Design Code and Training (9 weeks).

Stage 3 overlapped Stage 2 and informed Stages 2 and 4. Stages 2 to 4 all occurred within the same 52-week period.

The presentation was followed by a question and answer session, during which the need for a further presentation by a representative from Westmorland and Furness Council's Local Plans Team was raised. Further discussed was the need for Kendal Town Council's Planning Committee to provide improved clarity around whether it wished to support or object to individual planning applications. In addition, Mr Howard suggested that, where it was felt that information was missing or lacking, then Westmorland and Furness Council officers should simply be approached for assistance.

Members thanked Mr Howard for his contribution.

**Note – The Committee adjourned for a break at 7.30 p.m. and reconvened at 7.40 p.m.**

**P161/2023 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllrs A Campbell and A Finch.

### **P162/2023    Declarations of Interest**

Cllr J Cornthwaite declared an interest in Agenda Item No.8, Planning Application No. SL/2023/0622, as detailed within Minute No.P168 below.

Cllr G Supka declared an interest in Agenda Item No.8, Planning Application No.SL/2023/0163, as detailed within Minute No.P168/2023 below.

### **P163/2023    Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

### **P164/2023    Minutes of the Previous Meeting**

**Resolved:** To receive and accept the minutes of the previous meeting of the Planning Committee held on 4 March 2024 and to authorise the Chair to sign them as a true record.

### **P165/2023    Minute Action Sheet**

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

### **P166/2023    Planning Process and Issues**

The Town Clerk drew attention to Planning Application No.2024/0216/FPA (Land adjacent to River Kent at New Road Common (Reach F3), Kendal - Full Application for design changes to approved Phase 1 Kendal Linear Defences Scheme Ref: SL/2018/0925 comprising amendments to the approved linear defences, flood gates, surface water drainage, reprofiling and reinstating the slipway to the River Kent and landscaping at Reach F3/New Road Common. This application had been considered by the Committee at its last meeting on 4 March 2024 when it had been recommended that there were no material objections subject to a condition that the floodgates remain in the open position during times of non-flooding and closed only when necessary. Additional, contextual information had, however, since become available which, had it been considered at the time, may have led to a different recommendation. The Town Clerk pointed out that there had previously been no easily accessible information regarding the comparative heights of the wall or in relation to the wall on the other side of the river. The Town Clerk further drew attention to process and procedure at that meeting and questioned whether more time should have been set aside for that meeting and whether it should have commenced at an earlier time.

It was noted that details of the application had not been included within this meeting's agenda. However, Members, acknowledging that new information had come to light and of the opinion that consideration had been too rushed on 4 March, felt that the application should be reconsidered herewith.

***Note – Cllr J Cornthwaite, at this stage in the meeting, declared an interest the following application by virtue of the fact of being Chair of the Kendal Town Council Flood Relief Scheme Working Group, however, drew attention to the fact that he was not pre-determined. He remained in the Council Chamber and took part in the discussion and voting on the application.***

**Planning Application No.2024/0216/FPA (Land adjacent to River Kent at New**

### **Road Common (Reach F3), Kendal**

Full Application for design changes to approved Phase 1 Kendal Linear Defences Scheme Ref: SL/2018/0925 comprising amendments to the approved linear defences, flood gates, surface water drainage, reprofiling and reinstating the slipway to the River Kent and landscaping at Reach F3/New Road Common.

New information has come to light and, on the basis of examination of the Town Council's processes, had the Committee been aware of all of these facts on 4 March 2024, it would have provided a different response, as follows:

**Recommend refusal** on the grounds of the significant, detrimental effect on the visual amenity and character of the Town in this location within a Conservation Area, and beside the Common Land and river. The Committee was further concerned with the impact on anti-social behaviour, with the wall acting as a potential shield from public oversight.

The higher wall also impacted on the setting of the nearby listed buildings, particularly Miller Bridge.

The Committee wished these comments to be added to their existing comment about the closure of the flood gates.

The Committee acknowledged that the feasibility of alternatives had been explored previously, but suggested a number of alternatives which would potentially overcome their objections. These included building the wall at the edge of the river, with a glass panel finish above 1.2m in the same style as Aynam Road; lowering the proposed wall back to the original consented height; finishing the higher sections of the proposed wall on its proposed alignment, but in glass panel above 1.2m; setting the proposed wall back from the road, so as to allow for a pavement, and completing in glass panel above 1.2m.

None of the comments mean that the Town Council is not in favour of the wall and flood scheme per se. It simply does not feel that the proposed amendments contained in this specific application satisfy the concerns they have raised. The original consent can be seen to have been on the margins of acceptability in this context and the new proposals cross that margin into the unacceptable.

**Note – Cllr D Rathbone, Chair, abstained from voting on the application.**

**Resolved:** To note the verbal update, and to relay the views of the Committee to the Planning Authority on this matter.

### **P167/2023 Kendal Town Council Flood Relief Scheme Working Group**

Cllr J Cornthwaite, Chair of the Kendal Town Council Flood Relief Scheme Working Group, informed the Committee that the next meeting would be held via Microsoft Teams on Thursday, 21 March 2024, at 4.45 p.m.

**Resolved:** To note the verbal report.

### **P168/2023 Planning Applications**

**Notes -**



***Cllr J Cornthwaite declared an interest in Planning Application No. SL/2023/0622, as detailed within Appendix 1 to these minutes. Cllr G Supka declared an interest in Planning Application No.SL/2023/0163, as detailed within Appendix 1 to these minutes.***

***During consideration of this item, at 8.30 p.m., in accordance with the Council's Standing Orders No.3 Meetings Generally x, a meeting shall not exceed a period of 2 hours, the Committee voted to continue the meeting.***

The Committee considered the Planning Applications as detailed 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 8.50 p.m.

Kendal Town Council  
 Responses from Planning Committee: 18 March 2024  
**Appendix 1**

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
1	<a href="#">SL/2023/0163</a>	<p><b>Kendal Nutricare Ltd Farley Health Products Ltd Lake District Business Park Mint Bridge Road KENDAL LA9 6NL</b></p> <p>New building on existing car park to house a spray dryer, existing covered walkway to be enclosed to create new access corridor, car park spaces to be reconfigured to suit building position (MAJOR APPLICATION)</p> <p><i>(To consider subsequent information concerning suggestions made by the Town Council.)</i></p>	Mintsfeet	11 March	<p><b><i>Note – Cllr G Supka declared an interest in this planning application by virtue of the fact that he knew one of the neighbours who had submitted a comment. He advised, however, that he was not predetermined and remained in the Council Chamber and took part in the discussion and voting thereon.</i></b></p> <p><b>No material objections</b>, however, greening of the roof would be a preferable outcome, if feasible and, if not, then a suitable biodiversity gain would be required in the immediate locality. Attention was drawn to the increased noise that would result from the application and this is outlined in the response from 2a Kentrigg.</p> <p><b><i>Note – Cllr D Rathbone, Chair, abstained from voting on this application.</i></b></p>
2	<a href="#">2024/0313/FPA</a>	<p><b>The Beeches 7b Sedbergh Road KENDAL LA9 6AD</b></p> <p>Replacement porch</p>	Nether	20 March	<p><b>No material objections</b> provided that the porch is completed in suitably matching materials.</p>

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
3	<a href="#">2024/0022/FPA</a>	<b>Riverside Hotel Beezon Road KENDAL LA9 6FS</b> Proposed entrance canopy and alterations to pavement <i>(further information)</i>	Mintsfeet	20 March	<b>No material objections</b> to the canopy as amended and as indicated in the Conservation Officer's report, there is now no need to alter the pavement outside the hotel and the Committee would still oppose any alterations to that pavement. In addition, the sign needs to be agreed on the basis of a design which is still to be submitted and in accordance with the Conservation Officer's report.
4	<a href="#">2024/0318/FPA</a>	<b>Parklands Parkside Road KENDAL LA9 7LG</b> Replacement detached double garage	Nether	26 March	<b>No material objections</b> subject to the Arboriculturist's Report.
5	<a href="#">2024/0319/LBC</a>	<b>Parklands Parkside Road KENDAL LA9 7LG</b> Replacement detached double garage	Nether	26 March	<b>No material objections</b> subject to the Arboriculturist's Report.
6	<a href="#">2024/0253/FPA</a>	<b>13 Market Place KENDAL LA9 4TN</b> First floor rear extension to building fronting Market Place to facilitate reconfiguration of music venue (Bootleggers) at back of property (Part Retrospective)	Fell	26 March	<b>No material objections</b> subject to the Conservation Officer's report. The Committee expresses disappointment in the fact that this is a part retrospective application.
7	<a href="#">2024/0380/FPA</a>	<b>25 Silver Howe Close KENDAL LA9 7NW</b> Proposed glazed rear balcony extension	Heron Hill	27 March	<b>No material objections</b> provided that the proposal is not deemed to be overlooking.

No.	App No./Type	Address/Proposed Development	Parish Ward	Comments to W&F	Observations/Recommendations
8	<a href="#">SL/2023/0622</a>	<p><b>Millennium Playing Fields Association Shap Road KENDAL LA9 6DL</b></p> <p>Erection of a 2.4 meter fence around the perimeter of the playing fields</p>	Mintsfeet	27 March	<p><b><i>Note – Cllr J Cornthwaite declared an interest in this planning application by virtue of the fact that he was a Trustee of the Millennium Playing Fields. He left the Council Chamber during the discussion and voting thereon.</i></b></p> <p><b>Recommend refusal</b> on the basis of the height of the fence; its style and materials to be used; and restrictions to public access. Should permission be granted then the Committee would look for a reduction in the height of the fence and for public access to be safeguarded. A Public Space Protection Order to exclude dogs; and the provision of litter bins might offer mitigation against dog fouling, as it does elsewhere..</p>

**Kendal Town Council  
Full Council – 8 April 2024  
Reports from Representatives on Outside Bodies**

**Integrated Care Community (ICC) Delivery Group meeting held virtually on 21 February 2024  
"A conversation around mental health, learning difficulties and autism in the community."**

There was a presentation by the LSCFT - "Refreshing our long-term plan-a conversation with communities and partners" by Laura Fletcher.

This was part of a listening event with stakeholders across South Cumbria and Lancashire, aimed at updating LSCFT's strategies and frameworks while obtaining feedback and ideas. LSCFT was established in 2019, serving a population of 1.8 million with a focus on mental health, learning disabilities, autism and physical health services. The trust seeks to align clear, measurable priorities and goals that support the population and service users.

Initial feedback from the group –

Manna House suggested that their clients face inequalities in service delivery and have mental health and addictive issues. Manna House were considering the possibility of being formally identified as a mental health organisation, considering their extensive involvement in mental health support.

Wave Forward recently launched its counselling service, working with placement student and youth workers to provide additional support for young people.

I Matter's focus was now expanding their collaboration with service providers and emphasizing relationship health for both adults and young people.

Gateway Church said that the Green Doctor is coming to the Community Hub in Kendal Town Hall to give support and funding for energy debt. An organisation called Cosy Homes can also give energy bills assistance and can provide support with energy-efficient light bulbs and de-humidifiers.

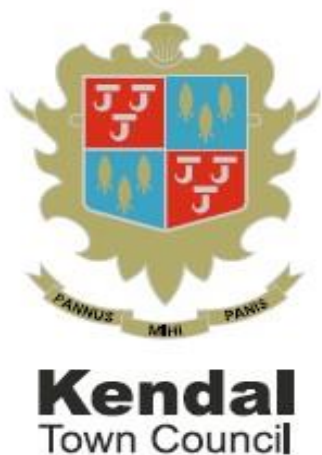
Space to Create has expanded its weekly art and craft groups from 9-11, including collaboration with Kendal College. They have noticed an increase in autistic adults, often without adequate support.

Carer Support South Lakes have provided additional peer support groups, including out-of-hours parent carer group.

Health Watch has launched a new project called adult Autism Pathways that aims to identify areas for improvement and support needed throughout the assessment process.

In general, many charities were having to spend significantly more time applying for funding.

**Cllr Richard Sutton**



## Kendal Town Council

### Jan 2024 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>	
01/01/2024	Sage Uk Ltd	Sage Support Jan 24	£36.00
01/01/2024	Waterplus	Allotment Water	£235.83
05/01/2024	Emma C Brown Ltd	HR/Recruitment	£1,440.00
05/01/2024	Emma C Brown Ltd	HR Fees	£258.00
09/01/2024	Barclays Bank	Bk Charges	£8.50
10/01/2024	J.Cornthwaite	Cllr Mileage	£41.85
10/01/2024	Staff Reimb	Staff Expenses	£53.62
10/01/2024	Ben Unsworth	Coffee Morning Staff	£49.50
10/01/2024	iTek Computer Solutions Ltd	IT Support Jan	£387.71
10/01/2024	RFM Ulverston Ltd	Payroll Services	£128.40
10/01/2024	Christmas Plus Ltd	Mountain Banner	£58.40
10/01/2024	Vanguarder Ltd	Tracking Fee	£9.60
10/01/2024	Adobe Systems Software	Jan Adobe	£30.34
15/01/2024	Kendal college	Museum	£2,000.00
15/01/2024	Westmorland & Furness Council	Bin Emptying	£690.00
15/01/2024	Ten Insurance Services	Tens Licence	£689.12
15/01/2024	Community Grants	Lakeland Arts Grant	£5,000.00
15/01/2024	E-ON Next	Electricity	£31.00
19/01/2024	Salaries	January Payroll	£12,069.63
24/01/2024	HMRC	January Payroll	£3,039.18
24/01/2024	Cumbria LG Pension	January Payroll	£4,118.55
22/01/2024	Cinnamon Ltd Stacy Hurley	Christmas Switch On	£1,540.00
29/01/2024	Oceans 12 Ltd	Van Repairs	£410.41
29/01/2024	Moore	Audit Fees	£2,277.00
29/01/2024	Tech 4 Office Equip	Photocopies	£10.73
		<b><u>TOTAL</u></b>	<b><u>£34,613.37</u></b>



**Kendal**  
Town Council

## Kendal Town Council

### Feb 2024 - Payment Schedule

<u>Date Paid</u>	<u>Details</u>	<u>Amount Paid</u>
01/02/2024	Vanguard Ltd	Tracking Fee Feb 24 £9.60
01/02/2024	Sage Uk Ltd	Sage Support Feb 24 £36.00
01/02/2024	Adobe Systems Software	Adobe Feb 24 £30.34
02/02/2024	Westmorland & Furness Council	Meeting Costs £45.16
02/02/2024	Westmorland & Furness Council	Phoenix Bench £600.00
02/02/2024	Stramongate Printers	Serpentine Trail Leaflets £280.00
02/02/2024	Ormrod Signs	Nature Trail Names £216.00
02/02/2024	Westmorland & Furness Council	Premises Rent £683.70
02/02/2024	Ormrod Signs	Signs £108.00
05/02/2024	Emma C Brown Ltd	HR Fees £258.00
05/02/2024	Designworks	Website Host £360.00
05/02/2024	JT Atkinson & Sons Ltd	Materials £6.05
05/02/2024	Barclays Bank	Bank Fees £8.50
06/02/2024	B & Q	Coat Hooks Office £19.38
06/02/2024	iTek Computer Solutions Ltd	Monthly Support Feb 24 £403.21
07/02/2024	E-ON Next	Garage Elec £31.00
20/02/2024	E-ON Next	Garage Elec Credit -£54.98
08/02/2024	Rymans	Stationary £8.98
12/02/2024	Waterplus	Allotment Water £128.02
13/02/2024	Ragtag Arts CIC	Christmas Switch On £2,050.00
13/02/2024	H Wicks ( Lindal) Ltd	Waste £166.32
13/02/2024	Westmorland and Furness	Footpaths £6,200.00
13/02/2024	CT Hayton Ltd	Materials £33.84
13/02/2024	Anna Bailey	Visit Kendal Website/BID £2,103.97
13/02/2024	Emma C Brown Ltd	HR Costs £2,757.60
13/02/2024	DVLA	Van Tax £320.00
20/02/2024	Salaries	Feb 24 Payroll £12,079.03
23/02/2024	Cumbria LG Pension	Feb 24 Payroll £4,118.55
23/02/2024	HMRC	Feb 24 Payroll £3,029.78
20/02/2024	MD Hanafin and Sons Ltd	Fenceposts Allotments £126.82
20/02/2024	Zurich Municipal	Public Liability Insurance £6,143.13
20/02/2024	B & Q	Allotment Materials £15.38
20/02/2024	Christmas Plus Ltd	Dismantle Christmas Lights £4,063.20
20/02/2024	North West Pest Control Service	Pest Control £586.80
20/02/2024	Cumbria Association of Local Councils	Subscription fee £115.00
22/02/2024	Health Assured Ltd	Quarter Subscription £189.00
22/02/2024	Tech 4 Office Equip	Photocopies £84.93
22/02/2024	Cumbria Action for Sustainability	Climate Training Course £139.00
22/02/2024	North West Pest Control Service	Pest Control £108.00
22/02/2024	North West Pest Control Service	Pest Control £586.80
28/02/2024	Travis Perkins Ltd	Equip Hire £36.25
28/02/2024	Richard Mathews	Mayoral Repairs £91.10
29/02/2024	Staff Reimb	Staff Expenses £21.01
29/02/2024	Amazon Services	IT Equip £20.14
29/02/2024	MD Hanafin and Sons Ltd	Allotment Repairs £356.48
29/02/2024	CT Hayton Ltd	Padlock £34.30
29/02/2024	Light Library	Heritage Lantern £5,000.40
29/02/2024	Westmorland & Furness Council	Meeting Costs £63.02
	<b><u>TOTAL</u></b>	<b><u>£53,816.81</u></b>