

Kendal Town Council

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



3 July 2023

To Members of the Audit Grants and Charities Committee

Cllr J Dunlop	Cllr L Edwards
Cllr D Evans	Cllr M Helme
Cllr C Russell (Chair)	Cllr D Rathbone (Vice-Chair)
Two vacancies	

You are summoned to a meeting of Kendal Town Council Audit, Grants and Charities Committee on Monday, 10 July 2023, at 7.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal. Please note that on the rising of the Committee, members will reconvene as the Management Committee of the School of Science and Art (Sale Proceeds) Charity.

(Distributed to other Members of the Council for information only.)

Yours faithfully

Chris Bagshaw
Town Clerk

AGENDA

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/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair.

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 and/or co-optees of interests in respect of items on this agenda.

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 public should be excluded.

4. Minutes of the Last Meeting (pages 4 to 7)

To receive the minutes of the meeting of the Audits, Grants and Charities Committee held on 17 April 2023 to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 8 to 9)

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

7. 2023/24 Budget Monitoring (pages 10 to 16)

To receive a report on the Council's budget and expenditure for the first quarter, to the end of June 2023 (see attached), and for the committee's budget to date.

8. Budget Planning

To review and confirm arrangements for the setting of the Council's budget for 2024-25.

9. Internal Audit (pages 17 to 18)

To note the report from the Internal Auditor and to make any necessary recommendations (see attached).

10. Financial Regulations and Governance Arrangements Next Steps

To consider the next steps in the Council's appraisal of its governance arrangements, following the adoption of new Financial Regulations.

11. Grant Applications (pages 19 to 49)

To consider applications for grants from the Council's Community Grants budget (see attached).

Background

Attached to this agenda you will see a report of all the grants paid in the last financial year. You will see the current budget allocation in the Budget Monitoring statement considered under Item 7. A simple statement of the Council's grants criteria can be seen on the webpage [Grants & Funding - Kendal Town Council](#).

Grants applied for in this year are as follows:

- (a) Drum Nation for a contribution of £4,978 towards offering ten free samba drumming gigs to groups and organisation within the Kendal area (**pages 20 to 25**).
- (b) Kendal Breastfeeding Drop-in Group for a contribution of £5,000 towards securing the future of the group for a whole year. The funding would be spent as follows:-
 - £690 Room Rent (£15 per week for 46 weeks)
 - £110 Refreshments (tea, coffee, cold drinks, snacks)
 - £200 Volunteer training
 - £4,000 Professional fee for Breastfeeding Counsellor (c£87 per session for 46 weeks) This fee is significantly below the 'going rate', which would be closer to £200 per session. The Counsellor offers much of her work on a voluntary basis / discounted rate, in order that the group can come close to meeting local need (**pages 26 to 31**).
- (c) Kendal Community Theatre for a contribution of £1,500 a year (**pages 32 to 37**).
- (d) Kendal Photography Club for a contribution of £500 towards buying new IT equipment to replace an aged laptop and projector which no longer meets the club's requirements (**pages 38 to 40**).

(e) Kendal Youth Zone for a contribution of £498.97 towards:-

- Xbox Game Pass 12 months - £70
- Bimawen 17.3 inch Portable Monitor £169
- Xbox Wireless Controller – 349.98
- Xbox Series - £209.99 (**pages 41 to 45**).

(f) South Lakeland Hydrotherapy Trust for a contribution of £3,000 towards enabling the Trust to cover the running costs of the pool (**pages 46 to 49**).

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Minutes of a meeting of the Audit, Grants and Charities Committee on Monday, 17 April 2023, at 7.35p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

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

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

AGC43/2022 Apologies

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

AGC44/2022 Declarations of Interest

No declarations of interest were raised under this item.

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

No issues were considered for exclusion.

AGC46/2022 Minutes of the Last Meeting

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

AGC47/2022 Minute Action Sheet

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

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

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

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

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

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

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

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

Resolved: To note the report.

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

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

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

Resolved: To note the report.

AGC49/2022 2022/23 Budget Monitoring

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

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

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

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

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

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

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

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

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

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

Resolved: To note the report.

AGC50/2022 Financial Regulations

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

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

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

The meeting closed at 8.32 p.m.

Audit, Grants and Charities Committee - Minute Action Sheet - as at 03-07-23							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
20/03/2023	AGC37/2022	2022/23 Budget Monitoring	To note the report, and consider how familiarising Councillors with the Council's financial management processes might be best achieved.	CB		May-23	This process is ongoing as a part of the council's review of policies and procedures.
20/03/2023	AGC40/2022	Internal Audit	To prepare a new letter of engagement for the existing internal auditor for 2022-23, and to prepare for a revised appointment process in a timely manner in the new financial year.	CB			w/c 10 Apr 23
17/04/2023	AGC47/2022	Minute Action Sheet	To seek to encourage all Members to undertake CALC's standard online training on budget and financial processes at a cost of around £35 per person, with all aspiring committee chairs and vice-chairs having to undertake the training.	CB		May-23	
17/04/2023	AGC47/2022	Minute Action Sheet	Consideration to be given to more specialist, bespoke training.	CB			Chair will report at this meeting
17/04/2023	AGC47/2022	Minute Action Sheet	The contents of the timetable in relation to the budgetary process to be reiterated by attaching the document to an email to all Members and through the chairs or vice-chairs of individual committees.	CB			Completed
17/04/2023	AGC47/2022	Minute Action Sheet	The due date in relation to AGC38/2022 be altered to 18 April 2023.	IJB		22/06/2023	Due date altered
17/04/2023	AGC48/2022	Audit Grants and Charities Overview of Policies and Actions	To look into methods by which to improve publicity and the process of applying for grant funding.	CB			Officer meeting in July to review methods and procedures. Awaiting outcome of Committee review.

17/04/2023	AGC49/2022	2022/23 Budget Monitoring	To look into the matter of nominal codes for Kendal Futures.	CB			Under review and awaiting outcome of committee changes.
17/04/2023	AGC49/2022	2022/23 Budget Monitoring	To consider ways in which to improve nominal codes.	CB			Under review
17/04/2023	AGC49/2022	2022/23 Budget Monitoring	To review the area of the larger and smaller elements relating to, for example, staffing costs, with a view to filling out detail.	CB			Under review
17/04/2023	AGC50/2022	Financial Regulations	To recommend the draft Financial Regulations to Full Council for adoption.	CB		Jun-23	Completed

28/06/2023

Kendal Town Council

Page 1

17:09

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Audit, Grants & Charities</u>								
4690 AG&C Community Grants	37,300	0	43,000	43,000		43,000	0.0%	
Audit, Grants & Charities :- Indirect Expenditure	<u>37,300</u>	<u>0</u>	<u>43,000</u>	<u>43,000</u>	<u>0</u>	<u>43,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(37,300)</u>	<u>0</u>	<u>(43,000)</u>	<u>(43,000)</u>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	37,300	0	43,000	43,000	0	43,000	0.0%	
Net Income over Expenditure	<u>(37,300)</u>	<u>0</u>	<u>(43,000)</u>	<u>(43,000)</u>				
Movement to/(from) Gen Reserve	<u>(37,300)</u>	<u>0</u>						

15:30

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	<u>Income</u>											
	Total Income	627,928	629,446	0	0	713,543	0	713,543	423,585	0	0	0
6001	less Transfer to EMR	0	68,176	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>627,928</u>	<u>561,269</u>			<u>713,543</u>		<u>713,543</u>	<u>423,585</u>	<u>0</u>		
200	<u>Staffing Costs</u>											
	Overhead Expenditure	245,000	258,248	0	0	280,000	0	280,000	66,588	0	0	0
	Movement to/(from) Gen Reserve	<u>(245,000)</u>	<u>(258,248)</u>			<u>(280,000)</u>		<u>(280,000)</u>	<u>(66,588)</u>	<u>0</u>		
210	<u>Premises & Accommodation</u>											
	Overhead Expenditure	19,000	18,922	0	0	21,500	0	21,500	3,621	0	0	0
	Movement to/(from) Gen Reserve	<u>(19,000)</u>	<u>(18,922)</u>			<u>(21,500)</u>		<u>(21,500)</u>	<u>(3,621)</u>	<u>0</u>		
220	<u>IT & Communications</u>											
	Overhead Expenditure	29,000	31,178	0	0	26,500	0	26,500	9,523	0	0	0
	Movement to/(from) Gen Reserve	<u>(29,000)</u>	<u>(31,178)</u>			<u>(26,500)</u>		<u>(26,500)</u>	<u>(9,523)</u>	<u>0</u>		
230	<u>Insurance & Finance Costs</u>											
	Overhead Expenditure	12,000	9,306	0	0	13,600	0	13,600	5,323	0	0	0
	Movement to/(from) Gen Reserve	<u>(12,000)</u>	<u>(9,306)</u>			<u>(13,600)</u>		<u>(13,600)</u>	<u>(5,323)</u>	<u>0</u>		
240	<u>Stationery/Office General</u>											
	Overhead Expenditure	15,000	11,715	0	0	10,400	0	10,400	3,651	0	0	0
	Movement to/(from) Gen Reserve	<u>(15,000)</u>	<u>(11,715)</u>			<u>(10,400)</u>		<u>(10,400)</u>	<u>(3,651)</u>	<u>0</u>		

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15:30

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
250	<u>Vehicle Costs</u>											
	Overhead Expenditure	2,500	3,720	0	0	5,000	0	5,000	842	0	0	0
	Movement to/(from) Gen Reserve	(2,500)	(3,720)			(5,000)		(5,000)	(842)	0		
260	<u>Elections</u>											
	Overhead Expenditure	7,777	2,777	0	0	30,000	0	30,000	0	0	0	0
	Movement to/(from) Gen Reserve	(7,777)	(2,777)			(30,000)		(30,000)	0	0		
270	<u>Mayoralty & Arts</u>											
	Overhead Expenditure	20,050	20,075	0	0	18,324	0	18,324	8,368	0	0	0
6000	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,050)	(15,766)			(18,324)		(18,324)	(8,368)	0		
280	<u>Promoting Equality & Diversity</u>											
	Overhead Expenditure	150	79	0	0	150	0	150	0	0	0	0
	Movement to/(from) Gen Reserve	(150)	(79)			(150)		(150)	0	0		
300	<u>Kendal Futures & Visit Kendal</u>											
	Overhead Expenditure	31,750	6,500	0	0	32,100	2,450	34,550	0	0	0	0
	Movement to/(from) Gen Reserve	(31,750)	(6,500)			(32,100)		(34,550)	0	0		
310	<u>Visit Kendal/Promoting Kendal</u>											
	Overhead Expenditure	5,000	12,050	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(12,050)			0		0	0	0		

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15:30

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
320	<u>Wainwright Fund</u>											
	Overhead Expenditure	250	250	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	250	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(250)	0			0		0	0	0		
400	<u>Audit, Grants & Charities</u>											
	Overhead Expenditure	41,000	37,300	0	0	43,000	0	43,000	0	0	0	0
	Movement to/(from) Gen Reserve	(41,000)	(37,300)			(43,000)		(43,000)	0	0		
430	<u>Christmas Lights & Festivals</u>											
	Overhead Expenditure	68,000	55,976	0	0	62,600	1,724	64,324	17,073	0	0	0
	Movement to/(from) Gen Reserve	(68,000)	(55,976)			(62,600)		(64,324)	(17,073)	0		
440	<u>Kendal In Bloom</u>											
	Overhead Expenditure	30,200	29,880	0	0	35,000	0	35,000	6,098	0	0	0
	Movement to/(from) Gen Reserve	(30,200)	(29,880)			(35,000)		(35,000)	(6,098)	0		
500	<u>Allotments</u>											
	Overhead Expenditure	53,700	38,395	0	0	14,550	0	14,550	1,991	0	0	0
6000	plus Transfer from EMR	0	25,233	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(53,700)	(13,163)			(14,550)		(14,550)	(1,991)	0		
600	<u>E&H New Infrastructure/Improve</u>											
	Total Income	0	800	0	0	0	0	0	0	0	0	0

Continued on next page

15:30

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	9,135	7,664	0	0	3,700	879	4,579	0	0	0	0
	600 Net Income over Expenditure	-9,135	-6,864	0	0	-3,700	-879	-4,579	0	0	0	0
6000	plus Transfer from EMR	0	2,955	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(9,135)</u>	<u>(3,909)</u>			<u>(3,700)</u>		<u>(4,579)</u>	<u>0</u>	<u>0</u>		
630	<u>E&H SLDC Charges</u>											
	Overhead Expenditure	6,901	5,004	0	0	7,200	0	7,200	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(6,901)</u>	<u>(5,004)</u>			<u>(7,200)</u>		<u>(7,200)</u>	<u>0</u>	<u>0</u>		
900	<u>Action Plans Climate Change</u>											
	Overhead Expenditure	17,084	1,989	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	1,989	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(17,084)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
910	<u>Action Plans - Biodiversity</u>											
	Overhead Expenditure	14,000	2,859	0	0	0	0	0	1,070	0	0	0
6000	plus Transfer from EMR	0	3,044	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(14,000)</u>	<u>185</u>			<u>0</u>		<u>0</u>	<u>(1,070)</u>	<u>0</u>		
920	<u>Action Plans - 20MPH</u>											
	Overhead Expenditure	19,400	1,000	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(19,400)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
930	<u>Action Plans-Cycling & Walking</u>											

Continued on next page

15:30

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 3)
Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	1,000	0	0	0	0	0	0	0	0	0
Overhead Expenditure		41,000	2,186	0	0	0	0	0	2,538	0	0	0
930 Net Income over Expenditure		-41,000	-1,186	0	0	0	0	0	-2,538	0	0	0
6000	plus Transfer from EMR	0	2,186	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	1,500	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(41,000)</u>	<u>(500)</u>			<u>0</u>		<u>0</u>	<u>(2,538)</u>	<u>0</u>		
935	<u>River Corridor Connectivity</u>											
Overhead Expenditure		31,000	28,292	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	28,292	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(31,000)</u>	<u>(0)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
940	<u>Green Spaces Improvements</u>											
Total Income		0	500	0	0	0	0	0	0	0	0	0
Overhead Expenditure		24,607	2,172	0	0	0	0	0	0	0	0	0
940 Net Income over Expenditure		-24,607	-1,672	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	2,172	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(24,607)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
950	<u>Public Realm Enhancements</u>											
Overhead Expenditure		17,014	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(17,014)</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		

Continued on next page

03/07/2023

Page 6

15:30

Kendal Town Council

Annual Budget - By Centre (Actual YTD Month 3)

Note: Full Budget Statement

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
960	<u>FRSWG</u>											
	Overhead Expenditure	40,000	0	0	0	20,000	0	20,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(40,000)</u>	<u>0</u>			<u>(20,000)</u>		<u>(20,000)</u>	<u>0</u>	<u>0</u>		
	Total Budget Income	627,928	631,746	0	0	713,543	0	713,543	423,585	0	0	0
	Expenditure	800,518	587,536	0	0	623,624	5,053	628,677	126,684	0	0	0
	Net Income over Expenditure	<u>-172,590</u>	<u>44,209</u>	<u>0</u>	<u>0</u>	<u>89,919</u>	<u>-5,053</u>	<u>84,866</u>	<u>296,901</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	71,430	0	0	0	0	0	0	0	0	0
	less Transfer to EMR	0	70,176	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(172,590)</u>	<u>45,463</u>			<u>89,919</u>		<u>84,866</u>	<u>296,901</u>	<u>0</u>		



Chartered Accountants +more

Kendal Town Council
Town Hall
Highgate
Kendal
LA9 4DL

19 May 2023

PCN/KMR/KLT01/GEa



Dear Sirs,

Report to Management

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

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

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

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

Yours faithfully

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

Annual Internal Audit Report 2022/23

ENTIRETY OF AUTHORITY

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

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

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

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/05/2023

DD/MM/YYYY

DD/MM/YYYY

KEITH MICHAEL ROBSON FCA

Signature of person who carried out the internal audit

Redacted

REQUIRED

Date

18/05/2023

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

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

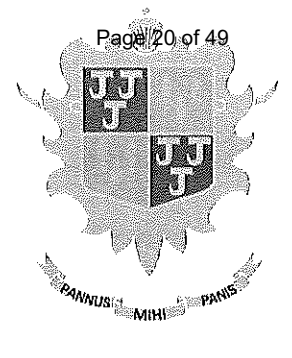
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Nominal Ledger Details

Nominal A/c 4690 AG&C Community Grants					Annual Budget	41,000.00
Centre 400 Audit, Grants & Charities					Committed Exp	0.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
5	16/08/2022	TRANSFER	Cashbook	Bro Room Grant	1,000.00	
5	16/08/2022	TRANSFER	Cashbook	Autus Grant	1,000.00	
5	16/08/2022	TRANSFER	Cashbook	Growing Well Grant	500.00	
5	16/08/2022	TRANSFER	Cashbook	Kendal Window on Art Grant	500.00	
5	16/08/2022	TRANSFER	Cashbook	Kendal Debt Centre Grant	3,000.00	
5	24/08/2022	TRANSFER	Cashbook	Kendal Youth Zone Grant	500.00	
5	24/08/2022	TRANSFER	Cashbook	Kendal South Choir Grant	500.00	
5	24/08/2022	TRANSFER	Cashbook	Abbot Hall Bowling Club Grant	50.00	
5	24/08/2022	TRANSFER	Cashbook	Wave Forward Community Grant	1,000.00	
6	05/09/2022	TRANSFER	Cashbook	Hallgarth Senior Citizens Gran	250.00	
6	05/09/2022	TRANSFER	Cashbook	Comm Grant	3,000.00	
6	23/09/2022	TRANSFER	Cashbook	Comm Grant S.Lakes CAB	5,000.00	
7	24/10/2022	TRANSFER	Cashbook	Lakeland Arts Grant - 0255	5,000.00	
10	24/01/2023	TRANS	Cashbook	Grant - The Brewery	10,000.00	
10	24/01/2023	TRANS	Cashbook	Grant - NWAA	2,000.00	
11	01/02/2023	64	Journal	Trans to Misc SoSA Grant	500.00	
11	01/02/2023	72	Journal	SOSA Debtor		500.00
11	22/02/2023	TRANSFER	Cashbook	With Singing in Mind	500.00	
11	22/02/2023	TRANSFER	Cashbook	With Singing in Mind	500.00	
12	01/03/2023	78	Journal	With Singing in Mind		500.00
12	01/03/2023	78	Journal	Lakeland Canoe Club	500.00	
12	06/03/2023	TRANS	Cashbook	SLACC Grant	500.00	
12	16/03/2023	TRANS	Cashbook	Kendal Financial Resilience	1,500.00	
12	31/03/2023	COMMG	Purchase Ledger	MARCH GRT 1/277/AG&C	4,000.00	
12	31/03/2023	COMMG	Purchase Ledger	MARCH GRT 1/278/AG&C	500.00	
12	31/03/2023	COMMG	Purchase Ledger	Credit Comm Grant		3,500.00
Account Totals					41,800.00	4,500.00
Net Balance Month 12					37,300.00	

Kendal Town Council

Community Funding Proposal 2022-2023



Please use this form to make a Community Funding Proposal for your organisation from Kendal Town Council. You must complete all the boxes on the form and submit it along with the required paperwork. On receipt of this form you will be given a date when your application will be considered by the relevant committee. You can use additional pages if you require.

Name of Project	Principal Contact
Community Samba Band-Bringing people together in Kendal to be part of the town's creative culture.	[REDACTED]
Address of organiser	Address of contact
[REDACTED]	[REDACTED]
Date of application	18/04/2023
Telephone	[REDACTED]
E-mail	[REDACTED]
Organisation website	www.drumnationfoundation.com

Description of proposal

We are looking for funding to perform at 10 annual Kendal based celebratory events, including community fundraisers.

Drum Nation is an established community samba drumming band based in Kendal. We have a membership of 58 drummers and we have a support network of flag wavers and dancers. Drum Nation are a powerhouse of excellence when it comes to performing. We have performed at local and national events including: Kendal Music Festival, Kendal Torchlight Carnival, Kendal Colour Dash, Darlington Drum Festival, Eskfest, COP26, Grizedale Rocks, FYA Festival, Lindisfarne Festival, Preston Caribbean Carnival, Great North Run, Hawkshead Lakeland Trails, Asics Windermere Marathon, Winter Drovers, Muncaster Castle, Lake District Trail Pursuit, Another Fine Fest and lots more.

We are looking for funding to play at 10 annual Kendal based celebratory events, including community fundraisers. These 'gigs' will take the form of Samba drumming street performances where the band will play up to 3 x static sets of 20 minutes and/or a walking parade throughout

the days events.

As a band we are often approached with enquires to play at a wide range of community events, from Christmas light switch ons to fun runs. We have been approached by PTA groups, local interest groups, Scouts and Brownies, Residential housing associations, running groups, Fitness trainers, people raising money for children's play areas etc. There is an expectation from event organisers that the band will play for free. However, there are substantial running costs involved in running the band and playing at gigs which mean we are unable to play for 'free' as the hidden cost is passed on to the band. As a CIC, we do not hold a surplus and do not have the funds to pick up the cost of 'free' gigs. Therefore, we are often unable to meet the needs of the local community that we seek to serve due to funding.

In order to address this issue that we are faced with, we are asking Kendal Town Council to fund 10 'free' community gigs. Local charities and organisations will then be able to apply to Drum Nation to play at their event with no cost to the event organisers and to the benefit of the organisations and the people of Kendal.

Possible gigs include:

Bank holiday celebrations, Galas, Unity Festivals, Pride Festival, Farmers Market days, Bonfire night celebrations, Christmas celebrations, Kendal Cycling festival, Kendal Colour Dash, Kendal Music Festival, Kendal Mountain Festival, Launch night openings for new businesses, Kendal BID events, Kendal College graduation celebrations, Care home gigs, School fetes.

This proposal is in line with our vision for the town as thriving creative community of independent practitioners.

Here are some links to our work.

Workshops:

<https://youtu.be/oq9UJF1lhCQ>

<https://youtu.be/lpD69mSGN4>

<https://youtu.be/TkPNXepoJec>

Performances

<https://www.youtube.com/watch?v=MLPVfKKQDcA>

<https://open.spotify.com/album/6VnliksZlaShB6hNi1RLvA?si=dNBzFF1wRACshuCGCHmcBg>

Spotify

<https://open.spotify.com/album/6anKkmuRaYtHSrzIVOKSnz?si=5H8buGIKQKG2ev5Jof0wsw>

<https://open.spotify.com/album/3J1WlphLLUKZH6P2Qmxs7Z?si=venNP-jURbGWvAPLDmaXKq>

https://open.spotify.com/album/3vfc26yFa7z7ksUV5BpiGK?si=2sncfetXRIOke_61WKQ0rg

Socials

<https://www.facebook.com/drumnationkendal>

<https://www.instagram.com/drumnationfoundation/>

How much funding do you require in total?	£9978
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How much funding are you requesting from the Town Council (maximum £5,000)	£4978
Over how many years would you like this funding to be in place? (max 3 years)	One year <input checked="" type="checkbox"/> Two years <input type="checkbox"/> Three years <input type="checkbox"/>
Have you approached other funding sources? If so, please list them and the amount you have applied for.	<p>This is our first funding application for Kendal.</p> <p>Bass Drum Nation CIC was awarded £9997 from the National Lottery in December 2022 for to fund time, resources and equipment to start a new Community led Samba band for the Harraby and Botcherby neighbourhoods in inner city Carlisle. This project is due to finish in November 2023. The allocated funds for the remainder of this project are held in the account.</p> <p>The additional cost of drums and equipment relating to this project proposal has already been paid for by Jenny Wroe in the initial start-up cost from her personal finances which has now been recovered.</p>
Tell us what you will do with funding from Kendal Town Council. Please include a breakdown of how it will be spent.	
Funding will be used to offer 10 free samba drumming gigs to groups and organisations within the Kendal area.	
Drumming equipment (Main core of drums funded by Drum Nation	£5000)
Drum beaters – various sizes	£638
Drum belts – various sizes	£590
Parade costumes	£450
Support role equipment: Dancers, flag wavers and puppeteers.	£200
Dresses, pantaloons, tops, headwear, make up/face paints, glitter.	
Flags and streamers in various sizes.	£100
Musical Director fee: Leading and managing the band, arranging and teaching new music, tuition, additional practice time. 20 x additional practices with 10 performances.	
Tuition rate: £50 p/h x 2 hours x 10 additional practices	£1000
Performance rate: £100 per gig x 10 gigs	£1000
Venue hire: For additional practices associated with the project. £20 p/h x 2 hours x 10 practices	£400
Project management and admin support:	

Self-employed project coordinator to manage enquiries, bookings, promotions, liaising with venues/partners, participant liaison and project evaluation. 2 hours per week x 20 weeks x £15 ph	£600
Sub total	£4978
Total	£4978

How will your proposal benefit the people of Kendal?

As an element of building Kendal's creative culture, this project will enable people of all ages and social/economic backgrounds to experience live Samba drumming and the colour, joy and release that it brings. These street performances enable community members to enjoy inspiring music whilst sharing the experience with friends, family and the wider public.

With the support of the council we are keen to involve people of Kendal in sharing the Samba band experience.

As well as providing a positive musical experience, we seek to provide economic benefit to charitable organisations who will be able to book a Drum Nation gig to further their fundraising aims and objectives e.g. Cancer Care's Colour Dash. A Drum Nation performance adds real value to a event which can be monetarised by the event organisers as part of their fundraising strategy.

Drum Nation is of huge benefit to the people of Kendal who are active members of the band and people who participate in short courses.

Please find attached two Example 1 and Example 2 in support of the benefits that Drum Nation offers.

How will your proposal address the challenges of Climate Change and help Kendal reduce its carbon footprint?

The local footprints of this project enable people to walk/cycle to performances with car sharing encouraged. Drum Nation band equipment is ordered, as far as possible, from companies using Fairtrade procurement routes. Costumes, flags and parade puppets are created with sustainable and repurposed supplies and face paints and glitters are Vegan, plant based and environmentally friendly.

How does your proposal address the needs for diversity and equality?

Street performance and Samba drumming have their roots in equality and have an established tradition of being accessible for all. We create music by the people, for the people. The emphasis of the project is on creating connection, community and a sense of belonging. Friends and family events and performances in community spaces widen the impact and the inclusivity of the project and instil a much-needed sense of collective pride in the Kendal area through creative culture.

How will you evaluate the success of your proposal?

Success will be measured in a number of ways:

- In the number of event/gig bookings and the number of new bookings across the year.
- Increased numbers of participants attending events as part of this project.
- The quality of experience as a direct result of Drum Nation's involvement at an event.




We will evaluate success by:

- Taking feedback from event organisers via email correspondence after the event.
- Encouraging people to share the impact of their experiences in personal stories in whichever way they choose.

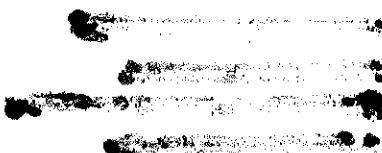
Bank Details – How does the name of your organisation appear on your bank account?

This is who we will transfer funds to, should your application be successful. You'll need to state the name, sort code and account number. Please note the Council cannot make payments to personal accounts.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

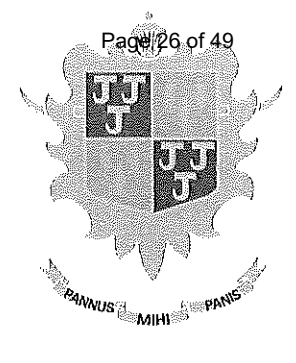
Please include the following documents with your application					
<ul style="list-style-type: none"> • Constitution of your organisation • Last accounts and most recent bank statements 					
Declaration					
<ul style="list-style-type: none"> • I/we understand that grant money from Kendal Town Council must be used for the agreed purpose. • I/we will abide by the conditions of funding. 					
Please note that we require three signatures in order to present your application to Committee.					
Signature		Name	Jenny Wroe	Position	Director
Signature		Name	Paul Macfarlane	Position	Musical Director
Signature		Name	Annie Allison	Position	Band member

Please return completed forms by e-mail or post: Kendal Town Council, Town Hall, Kendal, LA9 4ED. Email: office@kendaltowncouncil.gov.uk
Form ref KTC CFP2/22



Kendal Town Council

Community Funding Proposal 2022-2023



Please use this form to make a Community Funding Proposal for your organisation from Kendal Town Council. You must complete all the boxes on the form and submit it along with the required paperwork. On receipt of this form you will be given a date when your application will be considered by the relevant committee. You can use additional pages if you require.

Name of Project	Principal Contact
Kendal Breastfeeding Drop-in Group (run by South Cumbria Breastfeeding Support)	[REDACTED]
Address of organiser	Address of contact
[REDACTED]	[REDACTED]
Date of application	22.3.23
Telephone	[REDACTED]
E-mail	[REDACTED]
Organisation website	www.cumbriabreastfeeding.org.uk https://www.facebook.com/cumbriabreastfeeding

Description of proposal
<p>South Cumbria Breastfeeding Support (SCBS) is seeking funding to continue to provide a much-valued, and well-used service to mums in and around Kendal: our weekly breastfeeding support drop-in group at Ghyllside Neighbourhood Centre, Kendal LA9 4JB.</p> <p>This warm and welcoming group is facilitated by a dual-qualified Breastfeeding Counsellor / International Board Certified Lactation Consultant, plus a small team of fabulous volunteers. The group runs on Thursday mornings every week, including most school holidays. We also run groups in Windermere, Ulverston and online, though these are outside the scope of this funding application</p> <p>Mums come to Kendal Breastfeeding Group to meet other mums who are pregnant, breastfeeding, mixed feeding or expressing. Our groups are welcoming, social get-togethers, as well as places to find support and help. We have refreshments at all our groups, because new</p>

<p>mums often forget to eat breakfast. We firmly believe that it is essential that new mums feel cherished and looked after. By providing a relaxed social space, and skilled help and support we support and help each mum to reach her own breastfeeding goal.</p>	
How much funding do you require in total?	24,000 per annum
How much funding are you requesting from the Town Council (maximum £5,000)	5000
Over how many years would you like this funding to be in place? (max 3 years)	One year YES
Have you approached other funding sources? If so, please list them and the amount you have applied for.	<p>Awards for All, applied for £10,000. If successful, this would fund some of our work from June 2023-January 2024</p> <p>Orsted (Walney Extension Fund) £5K awarded for Oct 22- Oct 23 for our group in Ulverston</p> <p>Service users are invited to donate to us in cash and online: over £2000 has been raised in this way in the last year.</p>
<p>Tell us what you will do with funding from Kendal Town Council. Please include a breakdown of how it will be spent.</p>	

Funding from Kendal Town Council would secure the future of Kendal Breastfeeding Drop-in group for a whole year.

The funding would be spent as follows:

£690 Room rent (£15 per week for 46 weeks)

£110 Refreshments (tea, coffee, cold drinks, snacks)

£200 Volunteer training

£4000 Professional fee for Breastfeeding Counsellor (c£87 per session for 46 weeks) *This fee is significantly below the 'going rate', which would be closer to £200 per session. Our Breastfeeding Counsellor offers much of her work on a voluntary basis / discounted rate, in order that we can come close to meeting local need*

How will your proposal benefit the people of Kendal?

The many benefits of breastfeeding are well-established: there are health benefits both to the mother (e.g. reduced risk of osteoporosis, breast cancer, postnatal depression) and to the child (e.g. reduced risk of SIDS, respiratory tract infection, obesity, leukaemia).

In the UK, most women do not have the breastfeeding experience that they hope for. The vast majority of women (80%) stop breastfeeding before they want to, often because of a lack of help and support. Our Kendal drop-in group will enable more mums in Kendal to breastfeed for longer: reaching their own, self-defined breastfeeding goals. All our work aims to provide early and optimal support, so that more women can get what they want, whether that's to breastfeed for 6 weeks, six months, or several years.

The project will also benefit local mums' emotional well-being/mental health by:

- reducing isolation of new mums in Kendal
- increasing mums' sense of wellbeing and enjoyment in breastfeeding and motherhood more generally.

Becoming a mother can be a very isolating time: we lose our work-based community/support network; and often find ourselves alone with a baby. The effect of this can be very negative, and lead to isolation, anxiety and postnatal depression. Kendal Breastfeeding Drop-in Group enables mums to find each other and therefore to support each other. Often, mums make new friends

through this group, and those friendships then last for many years.

Enabling women to reach their own breastfeeding goals also has environmental and economic benefits: breastfeeding is vastly less costly than infant formula, in terms of both environmental cost and financial cost. Kendal families will be financially better off if they are empowered to reach their own breastfeeding goals.

This link provides more information about the financial cost of infant formula:

<https://www.unicef.org.uk/babyfriendly/cost-of-infant-formula-inquiry/>

As an independent, community-based charity, we work hard to build strong relationships with other local services e.g. local organisations and businesses whose objectives fit with ours. We also strive to connect with our local NHS community. Our work is very different to theirs, but we complement each other.

We are very confident that this project provides the benefits that we aim to offer, because we invite feedback on an ongoing basis. Recent quotes from local service-users include

- 'SCBS is a big reason why I'm "still" breastfeeding. It normalises feeding in public and beyond infancy. So important!'
- 'I used SCBS with my first daughter and had amazing support through difficult feeding issues. I always recommend "boobgroup" to my pregnant friends. It's exceptional.'
- 'With other mums it's a safe space to ask questions and breastfeed without being judged or having to be "discreet".'
- 'Without SCBS I couldn't have kept going this long.'

How will your proposal address the challenges of Climate Change and help Kendal reduce its carbon footprint?

Breastfeeding (or using artificial milk) is a major environmental issue.

Breastmilk is the ultimate locally produced source: no food miles at all, and no waste. It is a naturally renewable resource, made fresh, moment by moment, at the point of consumption.

Formula, on the other hand, produces large amounts of waste, and has a significant carbon footprint:

- the impact of the dairy cows required for the milk
- the energy required to process the cows' milk
- packaging – all those tins, and plastic bottles
- transport
- energy required to boil water to make up formula safely
- energy required to sterilise formula-feeding equipment

Summaries of research about breastfeeding and the environment:

<https://www.unicef.org.uk/babyfriendly/news-and-research/baby-friendly-research/research-supporting-breastfeeding/research-on-breastfeeding-and-climate-change/>

The higher the rates of breastfeeding in Kendal are, the lower Kendal's carbon footprint is.

How does your proposal address the needs for diversity and equality?

Diversity, equality and inclusivity are really important to us.

1. We work hard to ensure that our social media messaging appeals to, and is representative of, a wide demographic e.g. use of diverse range of images; careful use of language (e.g. mum, mother, parent, breastfeeding, chestfeeding)
2. All our services are free at the point of access, so that everyone can attend our groups, no matter what their financial status. We even ensure that drinks and snacks are 'free', so that no-one is 'left out'. Service users are invited to donate if they wish to, in order to keep our services free for everyone else e.g. 'Scan this QR code to allow another family to have a drink and a snack next week'. Many families have very limited financial means at the time that we see them (e.g. mum is on maternity leave with limited income), but those who do have spare funds are often generous in their donations in order to support other families.
3. The venue is accessible by people with limited mobility
4. For those who struggle to attend the group, due to social anxiety, or transport issues, we offer online support via videocall (both 1:1 and group). Some people benefit from having a couple of online 1:1 sessions, before they have the confidence to come to a group.
5. Staff and volunteers complete in-depth training in equality and inclusivity e.g. training provided by The Queer Birth Club

How will you evaluate the success of your proposal?

1. Monitor the numbers of families attending each week
2. Monitor the number of repeat visits to group
3. Record the postcode (1st half only) of attendees to monitor the areas that people are coming from
4. Gather service-user feedback through formal and informal routes, on an ongoing basis e.g. verbal feedback, questionnaires etc

Bank Details – How does the name of your organisation appear on your bank account?

This is who we will transfer funds to, should your application be successful. You'll need to state the name, sort code and account number. Please note the Council cannot make payments to personal accounts.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]




Please include the following documents with your application

- Constitution of your organisation
- Last accounts and most recent bank statements

Declaration



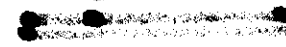
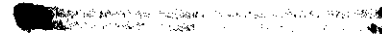
- I/we understand that grant money from Kendal Town Council must be used for the agreed purpose.
- I/we will abide by the conditions of funding.

Please note that we require three signatures in order to present your application to Committee.

Signature		Name	Ann Bruce	Position	trustee
Signature		Name	Helen Carlson	Position	Trustee
Signature		Name	Joanna Kapel	Position	Trustee

Please return completed forms by e-mail or post: Kendal Town Council, Town Hall, Kendal, LA9 4ED. Email: office@kendaltowncouncil.gov.uk

Form ref KTC CFP2/22

Kendal Town Council

Community Funding Proposal 2022-2023

Page 32 of 49

PINKIES MIMI PINKIES

Please use this form to make a Community Funding Proposal for your organisation from Kendal Town Council. You must complete all the boxes on the form and submit it along with the required paperwork. On receipt of this form you will be given a date when your application will be considered by the relevant committee. You can use additional pages if you require.

Name of Project	Principal Contact
Kendal Community Theatre Events	[REDACTED]
Address of organiser	Address of contact
Kendal Community Theatre, Castle Street Centre, Castle Street Kendal LA9 7AD	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
Date of application	30/3/2023
Telephone	[REDACTED]
E-mail	[REDACTED]
Organisation website	n/a Facebook Kendal Community Theatre twitter @KendalTheatre

Description of proposal

To create and perform street theatre performance and full theatre performances in Kendal. We are planning two exciting performances this year.

1. Midsummer Madness on the Streets of Kendal.

Professional Director Emma Rucastle will produce Street performance based on/around Midsummer Night's Dream and the Mechanicals, to be performed at locations in the town on Sat 24th June.

2. The Snow Queen in Kendal

Professional Director Ginny Moss will present this Christmas show to be performed in Kendal Town Hall from December 4th to 8th. Expect fast paced storytelling, ensemble, fun, physical theatre with audience participation,

music, puppets and an original script with a Kendalian/Cumbrian twist.

How much funding do you require in total?	approx £13,500 this year
How much funding are you requesting from the Town Council (maximum £5,000)	£1500 a year
Over how many years would you like this funding to be in place? (max 3 years)	Three years X
Have you approached other funding sources? If so, please list them and the amount you have applied for.	<p>As well as our own fundraising, we have approached Lakeland Limited.</p> <p>We will be approaching Cumbria Community Foundation, Frieda Scott Trust, Stephenson Trust and others</p> <p>We will also approach local businesses for support in kind.</p>
Tell us what you will do with funding from Kendal Town Council. Please include a breakdown of how it will be spent.	

How will your proposal benefit the people of Kendal?

We are a totally inclusive charity run by volunteers. Ours shows benefit the people of all ages taking part, including actors, backstage crew, designers and set builders, by developing their skills, improving their self esteem and creating an enjoyable experience for all. We have at least three autistic members, and our age range is from 6-90+

As times are still difficult for many, we will continue to offer audiences a 'Pay What You Can Afford' night, which was hugely successful last year and we would like to continue our Schools Offer to those families in receipt of free school meals. We have also maintained our ticket prices at the same level for the last five years.

In the streets of Kendal and with our show, we will provide an enjoyable experience for our audiences.

Kendal businesses benefit financially from room hire, buying materials for costumes, props and set, refreshments, printing and design. Last year we received active support from a range of businesses. We 'shop local' wherever possible. This year we will also be liaising with RagTag Arts .

Street theatre encourages people into the town to shop and enjoy the town centre.

How will your proposal address the challenges of Climate Change and help Kendal reduce its carbon footprint?

We use recyclable/reusable items wherever possible.

eg the wood for the set last year was returned to Men in Sheds for reuse.

We use reusable plastic glasses (as Health and Safety requires)

We pay a monthly fee to store all our costumes and props for re-use in the Parish Hall of Kendal Parish Church.

Our own lighting equipment uses LED lamps.

Where necessary we car share to get people to rehearsals and to performances.

A consistent pattern of outdoor performance – across Kendal and the former count of Cumbria enables large audiences - up to 1300 - to experience performances with no need for heating or lighting. Under certain circumstances, including during the summer months but also during lockdown, we rehearse out of doors, again reducing energy demands. We hope to continue this pattern of performance

How does your proposal address the needs for diversity and equality?

Anyone who wishes to join in with our productions can do so. There are no auditions. We welcome people of all ages, nationalities, genders, and abilities and the homeless. In the past we have had blind, autistic, deaf, people with mental health issues as actors. The ages of our actors range from 6 to 90 years old, sometimes even older or younger.

We actively seek to create links with organisations which help people with special needs. In 2022 for A Christmas Carol for Kendal, with funding from the D'Oyly Carte Trust, we ran parallel workshop rehearsals at Sandgate School prior to integrating the students in the full rehearsals and them participating in the show itself. This was hugely effective and we will continue that process consolidating those links and that the inclusion of young people from 3 Sedbergh Drive. Unsolicited feedback included

We are delighted the recent production of A Christmas Carol was a great success; congratulations one and all.

I am contacting you however, to thank you and the team for involving our son Leo in the production. Whilst his part was not huge, it meant a great deal to Leo and he thoroughly enjoyed it.

(parent)

We've never experienced such a wholesome, inclusive production before. We particularly liked how the performance came into the audience and the audience participation. Fantastic
(audience member, with a disabled family member)

I was especially moved by the way that people with additional needs were right at the centre of the production. Absolutely brilliant.

Thank you,

(audience member)

She had never been to a performance where there was such diversity with regard to Age, Ability, Disability which worked so well resulting in such a great show.

(audience member)

...the play was fantastic. You should be very proud

(deputy head, Sandgate School)

And from 3 Sedbergh Drive (this was requested)

Being part of the theatre group provided our YP with a structured activity that taught her the importance of completing commitments and working as part of a group. Being on stage taught our YP that being anxious is a normal part of life and provided an opportunity for her to work through anxieties within a controlled environment. We have watched our YP's confidence grow in leaps and bounds and it is doubtful this would have occurred without this experience.

The Theatre group has been an immensely positive experience and we are so grateful to Kendal Community

theatre for helping with the growth and development of the YP in our care.

Likewise we will continue involving Brewery Youth Dance and Act your Age in our productions.

In the past we have worked with Manna House, Space to Create, The Riversiders, Ghysllside Steel Band, Westmorland Youth Orchestra and have regularly toured our work to local care homes.

We actively seek new members by taking a stall, and providing an activity, in the Torchlight Festival.

We are very much aware that things are difficult for people at the moment, which is why we offer free membership to those in need and also the ticket offers detailed above.

How will you evaluate the success of your proposal?

Internally, for administration purposes, a Timeline is set up for all aspects of production to which we adhere in order to keep us on track.

We set Outcomes and Objectives for our productions which include indicators for level of achievement.

We encourage feedback by email from participants.

We include a request for audience feedback in the programme .

We use this information to assess which aspects of our productions are successful.

We hold a 'washup' meeting after each event at which there is rigorous evaluation of the Outcomes and Objectives (attached)

- of keeping to the Timeline
- of keeping to the budget
- of the success of the production from feedback
- of the success of the production of what percentage house we have – for example A Christmas Carol for Kendal was sold out two weeks before we opened.

Bank Details – How does the name of your organisation appear on your bank account?

This is who we will transfer funds to, should your application be successful. You'll need to state the name, sort code and account number. Please note the Council cannot make payments to personal accounts.

[REDACTED]




Please include the following documents with your application

- Constitution of your organisation *NB TO BE EMAILED SEPARATELY AS 22 PAGES*
- Last accounts and most recent bank statements

Declaration

- I/we understand that grant money from Kendal Town Council must be used for the agreed purpose.
- I/we will abide by the conditions of funding.

Please note that we require three signatures in order to present your application to Committee.

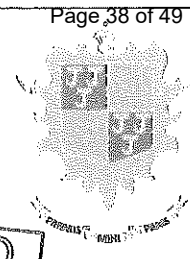
Signature		Name	ANNE BANKS	Position	Hon. Secretary
Signature		Name	Chris Taylor	Position	Trustee
Signature		Name	GINNY MOSS	Position	Trustee

Please return completed forms by e-mail or post: Kendal Town Council, Town Hall, Kendal, LA9 4ED. Email: office@kendaltowncouncil.gov.uk
Form ref KTC CFP2/22

Kendal Town Council

Community Support Grant

2022-2023



RECEIVED
25 APR 2023

Please use this form to apply for a Community Support Grant from Kendal Town Council. You must complete all the boxes on the form and submit it along with the required paperwork. On receipt of this form you will be given a date when your application will be considered by the relevant committee. You can use additional pages if you require.

Name of Organisation	Principal Contact
Kendal Photography Club	[REDACTED]
Address of organisation	Address of contact
Castle Street Community Centre Castle Street Kendal LA9 7AD	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
Date of application	18 th April 2023
Telephone	[REDACTED]
E-mail	[REDACTED]

Description of organisation

We are a small, friendly social photographic group for amateurs and enthusiasts in the Kendal and surrounding area. The club has existed in Kendal for over 100 years. We share our interest in photography through talks and practical and social photographic activities.

We currently meet as a hybrid club both in person at Castle Street Community Centre and via Zoom for members at home.

Club activities include speakers from around the UK who provide talks, image critique and teaching activities to all members via Zoom. We have some visiting speakers and image judges who attend the club in person. The club members also meet for social photography outings within the local area.

Our club is open to everyone for a small annual fee. We currently have 28 members. Our membership is equally divided between male and female members and we have a number of older and retired members.

The club encourages and welcomes new members who are wishing to learn or develop their photography. We regularly have beginners joining the club who are provided with support to participate and develop their awareness, knowledge and skills.

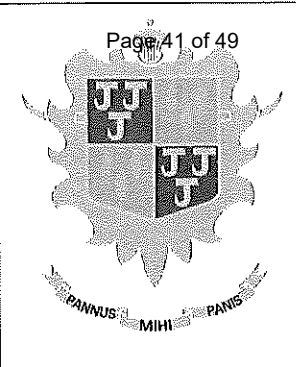
How much funding do you require in total?	£1000
How much funding are you requesting from the Town Council (maximum £500)	£500
Have you approached other funding sources? If so, please list them and the amount you have applied for.	NO
Tell us what you will do with a grant from Kendal Town Council?	
<p>It is our intention to buy new IT equipment to replace an aged laptop and projector which no longer meet our requirements.</p> <p>Currently the laptop is very slow and the graphics card frequently fails. This impacts upon the use of a web camera for Zoom, resulting in poor picture quality and sound delivered to the members participating at home.</p> <p>The quality of projected photographic images, and of Zoom meeting talks and presentations, delivered in the club room at Castle Street by the existing projector also requires improvement for the members attending in person.</p> <p>The replacement of the laptop and projector would improve experiences for all members.</p> <p>Obviously this is a substantive purchase for the club and we request a grant to help support the purchase.</p>	
How will your activity benefit the people of Kendal?	
<p>As a club we wish to continue as a viable and active social interest group, open to anyone in the Kendal community who is interested in creative arts, particularly photography.</p> <p>The new equipment will enable us to continue our club activities including the offer of Zoom to members who are unable to travel to the club.</p>	
How will your activity help to reduce Kendal's Carbon Footprint?	
<p>Currently a number of members do not travel to the club preferring to participate in weekly activities via Zoom and this contributes to a reduction in carbon emissions.</p> <p>A new laptop and projector would be more energy efficient than the existing older models. The older equipment will be recycled.</p> <p>The club is considering a preowned/reconditioned projector to reduce carbon footprint and costs.</p>	
Do you have a constitution?	Yes
Please send a copy with your application	
Bank Details – How does the name of your organisation appear on your bank account? Include your account number and sort code. This is who we will transfer funds to, should your application be successful.	

[Redacted]					
[Redacted] MS.					
Please include the following documents with your application					
<ul style="list-style-type: none"> • Most recent bank statements and last audited accounts • Constitution of group. This must include a statement on how you promote equality. 					
Declaration					
<ul style="list-style-type: none"> • I/we understand that grant money from Kendal Town Council must be used for the agreed purpose. • I/we will abide by the conditions of funding. 					
Please note that we do require 3 signatures in order to present your application to Committee.					
Signature	[Redacted]	Name	Maureen Smith	Position	Club Secretary
Signature	[Redacted]	Name	Dave Nelson	Position	Treasurer
Signature	[Redacted]	Name	Ann Dallaway	Position	Membership Secretary

Please return completed forms by e-mail or post: Kendal Town Council, Town Hall, Kendal, LA9 4DQ. Email: office@kendaltowncouncil.gov.uk
Form ref KTC CSG1 2022

Kendal Town Council

Community Funding Proposal 2022-2023



Please use this form to make a Community Funding Proposal for your organisation from Kendal Town Council. You must complete all the boxes on the form and submit it along with the required paperwork. On receipt of this form you will be given a date when your application will be considered by the relevant committee. You can use additional pages if you require.

Name of Project	Principal Contact
Kendal Youth Zone	[REDACTED]
Address of organiser	Address of contact
[REDACTED] [REDACTED] [REDACTED]	[REDACTED] Kendal [REDACTED]
Date of application	22/06/2023
Telephone	[REDACTED]
E-mail	[REDACTED]
Organisation website	https://www.facebook.com/groups/kendalyouthzone
Description of proposal	

Our request is to support in part the development of Kendal Gaming Suite and indeed support Kendal Youth Zone.

Kendal Youth Zone is a youth development project now entering it's third year and offering a range of activities for youths across Kendal for free. This includes our space at Castle Street and indeed a host of activities to soon include Kendal Gaming Suite.

From September as well as offering space for all youths we are about to start work with Sandgate School in offering a specialised SEND space alongside our normal Castle Street activities. So, we like to add a third console to our list and add a portable monitor to aid in using two consoles in the same space.

As it will come as no surprise gaming is a big thing with youths and we like to offer the chance to have access to this expensive equipment for all youths. With this mind we are developing a new

opportunity for Kendal and surrounding area. This project will become Kendal Gaming Suite which will take some funding but will provide access primarily for youths but adults as well to unique gaming suite for of the latest gaming tech.

We are currently working a charity to develop this but, in the meantime, we like to offer KTC a chance to play a part in it's development by adding some more equipment to our current list. This equipment will be available at our Castle Street venue, and we have had permission to use Kendal Library as we progress with the development of Kendal Gaming Suite.

There are also talks being had with Kendal BID over development of a Gaming Festival of which we will have the tech to support this very our Gaming Suite project.

It's also worth noting we already own the following already we are certainly on the right path to develop something unique for Kendal:

VR Headset

Nintendo Switch

PS 5

How much funding do you require in total?	£498.97
How much funding are you requesting from the Town Council (maximum £5,000)	£498.97
Over how many years would you like this funding to be in place? (max 3 years)	One year x Two years <input type="checkbox"/> Three years <input type="checkbox"/>

Have you approached other funding sources? If so, please list them and the amount you have applied for.

At this time no one as this matter is in development and will require us to have a charity status to be able to request more funds.

So again, this a chance for KTC to play its part in this scheme development and in the ongoing youth program with Kendal Youth Zone.

Tell us what you will do with funding from Kendal Town Council. Please include a breakdown of how it will be spent.

Xbox Game Pass 12 months – £70

Bimawen 17.3 inch Portable Monitor £169.00

Xbox Wireless Controller – 49.98

Xbox Series - £209.99

How will your proposal benefit the people of Kendal?

Our ethos is very simple keep it local we are also looking once we become a charity as it's work will cover several different areas including youth provision getting an EV van to transport our goods and equipment. Plus, we already own Solar power tech to aid without power needs plus we would request any we work with look at their Carbon footprint.

How will your proposal address the challenges of Climate Change and help Kendal reduce its carbon footprint?

See the above plus we have a range of ways in which we off set our carbon footprint.

How does your proposal address the needs for diversity and equality?

Look no further than working with youths this an area over the years has fallen and now we are engaging with them and adults alike to improve matters including SEND.

How will you evaluate the success of your proposal?

Our actions show our success and will be documented on Facebook for anyone to see.

Bank Details – How does the name of your organisation appear on your bank account?
 This is who we will transfer funds to, should your application be successful. You'll need to state the name, sort code and account number. Please note the Council cannot make payments to personal accounts.

[REDACTED]

[REDACTED]

[REDACTED]

Please include the following documents with your application

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- Last accounts and most recent bank statements

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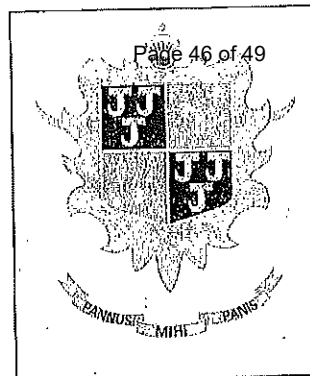
Please note that we require three signatures in order to present your application to Committee.

Signature	[REDACTED]	Name	Adam Edwards	Position	Chair
Signature	[REDACTED]	Name	Leone Edwards	Position	Trustee
Signature	[REDACTED]	Name	Miriam Baird	Position	Trustee

Please return completed forms by e-mail or post: Kendal Town Council, Town Hall, Kendal, LA9 4ED. Email: office@kendaltowncouncil.gov.uk
 Form ref KTC CFP2/22

Kendal Town Council

Community Funding Proposal 2023-24



Please use this form to make a Community Funding Proposal for your organisation from Kendal Town Council. You must complete all the boxes on the form and submit it along with the required paperwork. On receipt of this form you will be given a date when your application will be considered by the relevant committee. You can use additional pages if you require.

Name of Project	Principal Contact
South Lakeland Hydrotherapy Trust	[REDACTED]
Address of organiser	Address of contact
[REDACTED]	[REDACTED]
Date of application	June 2023
Telephone	[REDACTED]
E-mail	[REDACTED]
Organisation website	http://www.sandgatehydrotherapypool.org

Description of proposal

Since the challenges of Covid-19 and the organisational changes in the NHS and County Council locally, the pool needs recognition and support just as much as ever! We continue to build numbers back up after Covid-19 and hope to be back up to capacity this year. Currently the pool is receiving an uptick in new referrals with the pool manager dealing with over 80 applicants in March.

We thank Kendal Town Council for past support which has enabled the pool to continue to deliver for the vulnerable people of Kendal. Covid-19 caused a set back to the physical and mental health of many and we believe the pool has a lot to offer those people who have really struggled the past few years.

The funds Kendal Town Council provide enable us to cover the running costs of the pool, the kind of expenditure it is hard to get project led grant funding for.

This means we can keep the admission fees low and we will continue to strive for this despite inflationary pressures. Thankfully our last few years projects have been very helpful in this regard!

We have made investment in sustainability with heat loss reduction as well as PV and solar panels which have reduced the energy requirements of the pool, given the rise in electricity prices this has been a good move. However, in order to keep the charges down during this period of inflation and Cost of Living crisis, we are mindful of ensuring we obtain all the support funding we can.

How much funding do you require in total?	Approximately £60,000 per annum but this has been difficult to track recently due to energy costs
How much funding are you requesting from the Town Council (maximum £5,000)	£3000
Over how many years would you like this funding to be in place? (max 3 years)	One year <input checked="" type="checkbox"/> Two years <input type="checkbox"/> Three years <input type="checkbox"/>
Have you approached other funding sources? If so, please list them and the amount you have applied for.	SLDC as was - £2,500 Morecambe Bay Clinical Commissioning Group £15,000 Westmorland and Furness Council £40,000

Tell us what you will do with funding from Kendal Town Council. Please include a breakdown of how it will be spent:

Running costs remain a challenge for any organisation as grant funding tends to be focussed on capital projects. We are very grateful for our funding partners who support the ongoing costs of running the pool and keeping charges affordable for all.

We have kept admission fees low, despite inflationary pressures. Thankfully our sustainability project was finished in the nick of time before energy prices shot up. However, our energy bills have increased significantly especially gas, despite our efforts. It would have been even worse if we had not gone ahead and complete the project.

Currently our reserves are looking high, we are expecting to cover a shortfall of income to the pool from the drop in user numbers which has not yet recovered.

We have introduced a hardship fund due to rising pressures on individual finances. However, in order to keep the charges affordable during this period of inflation and Cost of Living crisis for this vulnerable group in our community we remain mindful of ensuring we obtain all the support funding we can.

How will your proposal benefit the people of Kendal?

Part of our mission is to educate the wider public and our funders about the difference between a Leisure Pool and a Hydrotherapy pool. Of course, Kendal Leisure Centre has an important part to play in the health and wellbeing of the town, however we serve a very different purpose. The room and water temperature as well as the facilities make it possible for very vulnerable people to access exercise and rehabilitation. The pool temperature is 94 F, 10 degrees warmer than a swimming pool! We are working on a shared project with the Leisure centre to enable disabled people to access the pool and continue water exercise after any course of hydrotherapy.

Many of our users live in the Kendal area and most of the user groups are Kendal based such as Arthritis Care, Breast Care, Cancer Care, Multiple Sclerosis, Sight Advice, Stroke Club, Whinfell Office Skills Project and Windmill.

The Sandgate pool is well known in Kendal and many people have happy memories or know somebody who has benefited.

How will your proposal address the challenges of Climate Change and help Kendal reduce its carbon footprint?

After working with CaFS we are seeing the benefits of our project to be more heat/energy efficient and produce solar energy. It is an energy intensive operation, but improvements to the heat loss of the building and our solar array have reduced our carbon footprint

How does your proposal address the needs for diversity and equality?

We believe that disabled people have a right to exercise and enjoyment no matter how severe their condition. We have pool users who require stretchers and wheelchairs to access the pool, we have the equipment, facilities and the environment to offer a safe and enjoyable experience to some of the most disadvantaged people in our community. For many the feeling of being in the warm water offers a welcome respite from pain and a chance to feel weightless and free with the water supporting them.

The social element and community of the pool provide mental health benefits for the users who are often isolated and reliant on carers.

Our users are from all sections of the local community and include a mix of genders and ages.

How will you evaluate the success of your proposal?

Our annual report for 21/22 is included- this year's is currently in draft form

Bank Details – How does the name of your organisation appear on your bank account?
 This is who we will transfer funds to, should your application be successful. You'll need to state the name, sort code and account number. Please note the Council cannot make payments to personal accounts.

[REDACTED]
 [REDACTED]
 [REDACTED]

Please include the following documents with your application:

- Constitution of your organisation
- Last accounts and most recent bank statements

Declaration

- I/we understand that grant money from Kendal Town Council must be used for the agreed purpose.
- I/we will abide by the conditions of funding.

Please note that we require three signatures in order to present your application to Committee.

Signature	[REDACTED]	Name	RUTH POWER	Position	TRUSTEE
Signature		Name		Position	
Signature		Name		Position	

Please return completed forms by e-mail or post: Kendal Town Council, Town Hall, Kendal, LA9 4ED. Email: office@kendaltowncouncil.gov.uk
 Form ref KTC CFP2/22