

# Kendal Town Council

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



15 January 2024

To Members of the Mayoralty and Heritage Committee

Cllr J Brook	Cllr J Cornthwaite (Vice-Chair)
Cllr J Dunlop (Chair)	Cllr L Hendry
Cllr M Severn	Cllr D Rathbone
Cllr C Russell	Cllr G Tirvengadam
One vacancy	

You are summoned to a meeting of Kendal Town Council Mayoralty and Heritage Committee on **Monday, 22 January 2024, at 7.30 p.m.**, in the Council Chamber at the Town Hall, Highgate, Kendal.

**(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/> or by contacting the Town Clerk on 01539 793490.

#### 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 the Local Government Act 1972, s85.

#### 2. Declarations of Interest and Dispensation

To receive declarations by members and/or co-optees of interests in respect of items on this agenda and to consider any dispensations.

#### 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 from the Last Meeting (pages 3 to 6)

To receive the minutes of the meeting of the Mayoralty and Heritage Committee held on 9 October 2023 and to authorise the Chairman to sign them as a true record (see attached).

**5. Minute Action Sheet (pages 7 to 8)**

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

**6. Review of Spend against Budget 2023/24 (pages 9 to 10)**

To consider a report on budget spending (see attached).

**7. Slavery and Kendal Exhibition**

To receive a brief verbal report on progress of plans for the Slavery and Kendal Exhibition.

**8. Kendal Town Crier/Bellman**

To receive a brief verbal report on the return of the Town Crier/Bellman.

**9. Collection Management (pages 11 to 25)**

(a) To consider the acquisition of a medallion commemorating the re-building of the Town Hall in 1897 (see attached).

(b) To note the continued loan of 'King Lear in the Tempest' by George Romney to Lakeland Arts for display in the Abbot Hall Gallery (see attached)

(c) To receive an update on the progress made towards developing a priority list for acquisition, retention and discard in the collection (see attached).

**10. Museum Provision (pages 26 to 27)**

To consider the next steps in the development of a Museum for Kendal (see attached).

**11. Twinning**

(a) To consider a proposal from the Mayor that she formally attends the St Patrick's Day celebrations in Killarney in March 2024.

**Background**

The Mayor has been invited to the St Patrick's Day celebrations in Kendal's twin town Killarney. The trip may require a small virement from the underspent Mayoral events budget to the Mayoral Travel budget.

(b) To receive a brief verbal report on the other activities and affairs of the Town's two twinning relationships.

**12. Newsletter and Publicity**

To consider which items will be included in a press release and items for the next edition of the Council's Newsletter.

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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**Minutes of the meeting of the Mayoralty and Heritage Committee held on Monday, 9 October 2023, at 7.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.**

Cllr J Brook	Present	Cllr J Cornthwaite (Vice-Chair)	Present
Cllr J Dunlop (Chair)	Present	Cllr L Hendry	Present
Cllr M Severn	Present	Cllr D Rathbone	Present
Cllr C Russell	Present	Cllr G Tirvengadum	Present
One Vacancy			

**In attendance:** Chris Bagshaw (Town Clerk) and Simon Unsworth (Heritage Officer)

## **MH1/2023 Apologies**

All members were present.

## **MH2/2023 Declarations of Interest**

No declarations of interest were raised under this item.

## **MH3/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no excluded items on the agenda.

## **MH4/2023 Minutes from the Last Meeting**

**Resolved:** To receive the minutes of the meeting of the former Mayoralty and Arts Committee held on 19 June 2023 and to authorise the Chair to sign them as a true record.

## **MH5/2023 Minute Action Sheet**

The Committee considered a report on actions taken by officers on resolutions or recommendations made at previous meetings of the former Mayoralty and Arts Committee. The Heritage Officer reported that the plaque for the Parlour door was in abeyance because he had been off work, but was now in a position to action. A quote for £350 had been received for two signs, one at the foot of the stairs and one on the door. It had been suggested that Westmorland and Furness Council be approached to contribute to this, since it was the absence of the Parlour on the main sign that prompted the requirement in the first place.

The Heritage Officer confirmed that he had received 13 or 14 members of W&FC staff in the parlour to help familiarise them with the Town Hall collection and history. This was mostly frontline reception staff and he would now widen this offer to other staff in the Town Hall and W&FC offices.

**Resolved:** That the Town Clerk approach W&FC for a contribution to the door plaque and direction sign.

**Resolved:** To note the report.

#### **MH6/2023      New Terms of Reference**

The Committee reviewed its new Terms of Reference, which had been approved by Council on 31 July 2023, to come into effect on 2 October 2023. They noted that this now included oversight of the Visit Kendal budget, and this would require some consideration in due course of the content of the leaflets.

**Resolved:** To note the Committee's Terms of Reference.

#### **MH7/2023      Review of Spend against Budget 2023/24**

The Committee considered the budget monitoring report, which now included figures for Visit Kendal and Kirkland banners. Queries were raised about the management of banners generally, which the Clerk would investigate and report back to members as a point of information (they mostly appear under budget lines from other committees).

**Resolved:** To note the budget monitoring report as at 26 September 2023.

#### **MH8/2023      Budget Review 2024/25**

The Town Clerk asked Members to give consideration to proposed budget requirements for the next financial year. There was some discussion about the Torchlight reception and the value of this event, especially now that it had more of a community focus, which councillors felt was much more in keeping with the spirit of the festival. There was a debate about whether to uplift the Mayoral Travel element, but it was felt that this was sufficient currently. Noting a proposed uplift in the region of 5.9%, it was agreed to commend the following budget to the full council.

Item	2023-24	Proposed 24-25	Change
Mayoral Allowance	5,524	5,000	-9.5%
Mayoral Travel	800	800	0%
Mayor Making	2,200	2,500	13.6%
Torchlight	1,730	2,000	15.6%
Remembrance	300	350	16.7%
Pictures & others	100	250	150%
Misc Functions and expenditure	3,170	4,000	26.2%
Twinning	1,500	1,500	0%
Exhibitions	1,000	1,000	0%
Museum	2,000	2,000	0%
<b>Sub total</b>	<b>18,324</b>	<b>19,400</b>	<b>5.9%</b>
Kirkland Banners	1,500	1,600	6.7%

Visit Kendal Leaflets	8,280	9,000	8.7%
Visit Kendal website	2,500	3,000	20%
Visit Kendal content coordinator	6,770	7,250	7.1%
<b>Sub total</b>	19,050	<b>20,850</b>	<b>9.5%</b>
<b>Total</b>	37,374	<b>40,250</b>	<b>7.7%</b>

The Art and Heritage Reserve would continue to have interest paid from the general reserve, and it was noted that better rates may be available, currently. It was further suggested that the £1,000 currently allocated to the Exhibition be rolled in to next year's £1,000 allocation to bring the budget for the Exhibition back up to £2,000 in 2024-25.

**Resolved:** To recommend the proposed budget requirements for the next financial year, as attached to the report, for consideration by the Management Committee prior to presentation to Full Council.

### **MH9/2023      Slavery and Kendal Exhibition**

The Heritage Officer provided a brief verbal report on progress of plans for the Slavery and Kendal Exhibition. A new date would be required for the exhibition, now he was back at work. It was suggested that it be held to tie in with the next Unity Festival which would be in June 2024. It was noted that this had been an aspiration for the 2023 Exhibition but that insufficient preparation time had been available. It was suggested that connections were made with AWAZ and Multicultural Cumbria, as well as Anti-Racist Cumbria, who had been identified as useful points of reference previously. Various venues were discussed which the Heritage Officer confirmed could now be approached with a date in mind.

**Resolved:** To note the verbal report and to invite AWAZ and Multiracial Cumbria to join the discussion panel advising on the Exhibition, which will be held during the Unity Festival in June 2024 (perhaps the weeks either side, also).

### **MH10/2023      Acquisition, Retention and Discard**

The Heritage Officer provided a verbal update on progress made towards developing a priority list for acquisition, retention and discard in the collection. He explained that he was working through the catalogue to score entries, using the criteria in the policy. He stressed that this did not signal any indication of intent to dispose. There was discussion about what the criteria for retention might be if the collection reflected the ordinary lives of the working people of Kendal, rather than just the great and the good. The Committee also explored other possibilities for displaying the collection – in other parts of the Town Hall for instance. It was noted that this was the beginning of a process, that further conversations would be required with stakeholders such as the Civic Society and Westmorland and Furness Council.

**Resolved:** To note the verbal update. The Heritage Officer will circulate his preliminary results along with the low res version of the collection catalogue to members in due course.

### **MH11/2023      Museum Provision**

The Chair of the Committee reported verbally on the recent meeting between stakeholders in Museum provision for Kendal. She explained that representatives from Kendal College, Kendal Futures, Lakeland Arts and Westmorland and Furness Council and Kendal Town Council presented brief sketches of their current position and their organisation's aspirations. It was noted that 9-11 Church Walk was being put up for auction by Lakeland Arts, as it no longer fitted with their plans to re-

open the Museum of Lakeland and was threatening a considerable net drain on their resources. The Director of Kendal College explained how the Kendal Museum finances worked and their relationship with the funding of the College's educational programme. He had explained that no cross subsidy was possible. Cllr Virginia Taylor, whose portfolio at W&FC covers museums, had explained that the new council was just beginning to formulate policies for Arts and Heritage across their new unitary area. The Assistant Director for Community Assets had offered staffing time to look at museum provision in Kendal, and this had been welcomed by the meeting. It had also been noted that the Archive Service and Quaker Tapestry should be considered important stakeholders on the issue. Future finance for any project or proposal was a considerable impediment to progress.

Following the Chair's report, the Committee considered points raised about the future plans of Kendal Museum and threats to its continued existence. The Committee discussed the need to reinvigorate a historic working group which at one time liaised between the former district council and the museum, and also involve the necessary stakeholders in this task. It was suggested that the W&FC officer support offered at the stakeholder meeting should be the focus to pull the various threads together on this and that the timescale should be considered to be one of some urgency.

**Resolved:** To note the report.

**Resolved:** The Town Clerk to follow up actions with W&FC.

#### **MH12/2023    Twinning**

The Chair provided a brief account of her trip to Rinteln for the Altstadt Festival, which she described as very well organised and welcoming. Recent contact with the two town's rugby clubs has suggested that there may be a sporting link developing, which would be very exciting. Stronger interest has also been picked up from friends in Killarney, suggesting there may be some movement on this relationship imminently.

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

#### **MH13/2023    Newsletter and Publicity**

The Committee was asked to consider which items discussed at the meeting, if any, would be included in a press release and, in addition, items for the next edition of the Council's Newsletter. The newsletter deadline would be early November now, as staffing challenges had necessitated a brief delay in production. The Mayor noted that many of her recent activities had been reported on Facebook.

**Resolved:** To liaise with officers over further newsletter items in due course.

The meeting closed at 8.49pm.

Mayoralty and Heritage Committee - Minute Action Sheet - as at 15-01-24							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
24/10/2022	MA18/2022	Town Council Collection	Town Clerk to consider a suitable lease agreement regarding what is displayed by SLDC, together with an audit of what works are currently displayed by SLDC.	CB			Awaiting review now LGR is complete
23/01/2023	MA35/2022/	Twinning	Subject to reinvigoration of the twinning arrangement with Killarney proving to be impossible, a paper to be brought to Committee on options for twinning arrangements to be made with a town in Eastern Europe.	CB/SU			No action further taken to date
27/03/2023	MA41/2022	Minute Action Sheet	The Heritage Officer to purchase a small brass plaque for the door to the Mayor's Parlour at a cost of £50, to read "Mayor's Parlour".	SU		Costed and specified	
27/03/2023	MA41/2022	Minute Action Sheet	The Heritage Officer to meet with the relevant Officer at Westmorland & Furness to discuss appropriate signage for directions to the "Mayor's Parlour" at Town Hall ground floor level, in keeping with house style.	SU			
27/03/2023	MA44/2022	Slavery and Kendal Exhibition	The Heritage Officer to make enquiries with the Brewery Arts Centre with regard to display of the exhibition.	SU		To be reported	
27/03/2023	MA44/2022	Slavery and Kendal Exhibition	The Heritage Officer to prepare a leaflet to publicise the event during the Unity Festival, together with a trail aimed at primary school children.	SU		To be reported	
27/03/2023	MA48/2022	Twinning	To continue to look to foster relationships with Killarney, as well as looking at options for twinning in the future.	CB		In progress	
27/03/2023	MA48/2022	Twinning	To make arrangements for reports to be submitted to the Council from its twin towns.	CB		Not yet actioned	
19/06/2023	MA5/2023	Minute Action Sheet	To correspond with Westmorland and Furness in relation to use of the Town Hall building, copying in the relevant Portfolio Holder.	CB			In progress with W&F officers
19/06/2023	MA8/2023	Slavery and Kendal Exhibition	To contact Anti-racist Cumbria and draw attention to the forthcoming exhibition, seeking initial thoughts.	SU			To be completed

Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
19/06/2023	MA8/2023	Slavery and Kendal Exhibition	To share the slides, once drafted in mid-July, with Anti-racist Cumbria.	SU			To be incorporated
19/06/2023	MA8/2023	Slavery and Kendal Exhibition	To provide the Committee the opportunity to take on board any suggestions made by Anti-racist Cumbria.	SU			To be incorporated
19/06/2023	MA8/2023	Slavery and Kendal Exhibition	To include Anti-racist Cumbria's contact details on one of the panels, subject to the organisation's agreement.	SU			To be incorporated
19/06/2023	MA8/2023	Slavery and Kendal Exhibition	To make the changes proposed at the meeting in relation to replacing the word "dark" with "sad" and "secret" with "little known" within the draft flyer.	SU			To be incorporated
09/10/2023	MH5/2023	Minute Action Sheet	That the Town Clerk approach W&FC for a contribution to the door plaque and direction sign.	CB		16-Nov-23	
09/10/2023	MH9/2023	Slavery and Kendal Exhibition	To note the verbal report and to invite AWAZ and Multiracial Cumbria to join the discussion panel advising on the Exhibition, which will be held during the Unity Festival in June 2024 (perhaps the weeks either side, also).	SU		Nov-23	Discussion initiated. Meeting held
09/10/2023	MH10/2023	Acquisition, Retention and Discard	To note the verbal update. The Heritage Officer will circulate his preliminary results along with the low res version of the collection catalogue to members in due course.	SU			In progress
09/10/2023	MH11/2023	Museum Provision	The Town Clerk to follow up actions with W&FC.	CB			In progress
09/10/2023	MH13/2023	Newsletter and Publicity	To liaise with officers over further newsletter items in due course.	CB			In progress



12:09

**Kendal Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Full Budget Statement**

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>270</b>	<b><u>Mayoralty &amp; Arts</u></b>									
4700	Mayoral Allowance	5,250	5,524	5,524	5,000	5,000	0	5,000	0	0
4705	Mayoral Travel	800	281	800	515	600	0	800	0	0
4720	Mayor Making	0	1,838	2,200	2,273	2,273	0	2,500	0	0
4725	Torchlight	0	1,730	1,730	850	1,730	0	2,000	0	0
4730	Remembrance Sunday	0	279	300	97	300	0	350	0	0
4735	Pictures & Others	0	0	100	50	100	0	250	0	0
4745	Misc. Mayoral Functions & Exp	7,500	5,492	3,170	2,652	3,170	50	4,000	0	0
4750	Twinning	2,500	930	1,500	70	500	0	1,500	0	0
4755	Exhibitions	2,000	2,000	1,000	0	1,000	0	1,000	0	0
4760	Museum	2,000	2,000	2,000	0	2,000	0	2,000	0	0
	<b>Overhead Expenditure</b>	20,050	20,075	18,324	11,507	16,673	50	19,400	0	0
6000	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(20,050)</u>	<u>(15,766)</u>	<u>(18,324)</u>	<u>(11,507)</u>	<u>(16,673)</u>		<u>(19,400)</u>		
<b>280</b>	<b><u>Promoting Equality &amp; Diversity</u></b>									
4596	Promoting Equality & Diversity	150	79	150	79	150	0	0	0	0
	<b>Overhead Expenditure</b>	150	79	150	79	150	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(150)</u>	<u>(79)</u>	<u>(150)</u>	<u>(79)</u>	<u>(150)</u>		<u>0</u>		
	<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0
	<b>Expenditure</b>	20,200	20,154	18,474	11,585	16,823	50	19,400	0	0
	<b>Net Income over Expenditure</b>	<u>-20,200</u>	<u>-20,154</u>	<u>-18,474</u>	<u>-11,585</u>	<u>-16,823</u>	<u>-50</u>	<u>-19,400</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0

Continued on next page

## Kendal Town Council

**Annual Budget - By Centre (Actual YTD Month 9)**

**Note: Full Budget Statement**

	<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(20,200)	(15,845)	(18,474)	(11,585)	(16,823)		(19,400)		

## Kendal Town Council

### Agenda Report

Committee: Mayoralty and Heritage	Meeting Date 22 January 2023
From: Heritage Officer	Agenda No: 9a
Description: Proposal to acquire silver badge	

### Summary

The report proposes the Town Council purchases a silver badge commemorating the redevelopment of Kendal Town Hall in 1897. The Committee is asked to approve the purchase for £30 from the Art Reserve.

### Background

In mid-2023, Kendal Town Council adopted its first formal Acquisition, Retention and Discard policy to help current and future councils make appropriate decisions about its heritage collection. An item has recently been offered to the council, the Committee may now decide whether to purchase it.

### The Item

A silver badge, around an inch and a half (38mm) in diameter, depicting the Town Hall with the inscription 'Kendal's New Town Hall' in a presentation box with a small label stating that it was made in Birmingham in 1891.

The rear of the badge has an engraving of the Kendal Town Council Coat of Arms and motto on it. The hallmarks on the rear of the badge confirm the place and date of manufacture, which is curious as the depiction of the Town Hall is of the building in its current state – work which was not completed until 1897. This means the badge was either created to be sold and help raise funds to pay for the work or (probably less likely) as a celebration of the forthcoming improvements to the existing Town Hall. The badge is on sale for £30 from a local market trader.



**Recommendation:**

The Acquisition policy adopted by the council states that items should be considered for acquisition if they meet one of criteria 1, 2 or 3 as set out below:

1. Item has a direct link to the Mayoralty and/or Kendal Town Council. Acquisition should be strongly considered.
2. Item has a direct link to the town of Kendal's history and development. Acquisition should be strongly considered.
3. Item has a direct link to individuals or groups associated with the town **and** also has a direct link to the Mayoralty and/or Town Council. Acquisition should be strongly considered.
4. Item has a direct link to individuals or groups associated with the town **but** has no direct link to the Mayoralty or Town Council. Acquisition should only be considered under exceptional circumstances.
5. Item has no obvious link to the town, the Mayoralty or Town Council. Acquisition should not be considered.

Accordingly, the badge should be ranked as **1** as it is clearly linked to the council and the development of its base in the Town Hall.

It is recommended that the council purchases this item due to its ranking and the fact that the cost is not high.

**Simon Unsworth**

**Kendal Town Council Heritage Officer**

**26<sup>th</sup> October 2023**

## LOAN AGREEMENT FORM

EXHIBITION OR LOAN PURPOSE AND DATES	Long term display at Abbot Hall and for research, providing access to the item for the general public and scholars
VENUE	Abbot Hall, Kirkland, Kendal LA9 5AL  Tel. 01539 722464
APPROXIMATE DATES OF LOAN FOR INSURANCE* (INC. COLLECTION AND DELIVERY TIME)	1 <sup>st</sup> January 2024 – 31 <sup>st</sup> December 2025

\*Once delivery and collection programmes have been finalised, actual dates will be arranged in liaison with lenders.

CONTACT DETAILS			
OWNER'S NAME	Kendal Town Council	CONTACT NAME (IF OTHER THAN THE OWNER)	
ADDRESS	Town Hall, Kendal LA9 4DL	ADDRESS	
TELEPHONE		TELEPHONE	
EMAIL	office@kendaltowncouncil.gov.uk	EMAIL	
COLLECTION / RETURN INFORMATION			
ADDRESS FOR COLLECTION		ADDRESS FOR RETURN	
CONTACT NAME		CONTACT NAME	
TELEPHONE		TELEPHONE	
EMAIL		EMAIL	
THE ABOVE NAMED LENDER AGREES TO LOAN THE ITEMS LISTED IN SCHEDULE 1 SUBJECT TO THE TERMS AND CONDITIONS SET OUT BELOW			
SIGNED ON AND BEHALF OF OWNER			
NAME AND TITLE			
DATE			
SIGNED ON BEHALF OF LAKE LAND ARTS			
NAME AND TITLE			
DATE			

**Schedule 1 – Object List**

<b>Artist</b>	<b>Title and date</b>	<b>Media</b>	<b>Value</b>
George Romney (1734 – 1802)	King Lear in the Tempest	Oil on canvas	£80,000

PACKING & CONDITION				
HOW SHOULD THE OBJECT BE PACKED?	<input type="checkbox"/> SOFT <input type="checkbox"/> T-FRAME Wrapped	DETAILS		
IF THE OBJECT CANNOT BE SOFT WRAPPED IS THERE A CRATE OR T-FRAME AVAILABLE FOR THE OBJECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF 'YES', PLEASE SUPPLY DIMENSIONS (cm)	LENGTH	
			DEPTH	
			HEIGHT	
PLEASE NOTE HERE IF THERE ARE ANY PARTICULAR CONDITION OR CONSERVATION ISSUES THAT THE BORROWER SHOULD BE AWARE OF				
INSTALLATION AND DISPLAY				
DOES THE OBJECT REQUIRE A MOUNT OR HAVE ANY DISPLAY REQUIREMENTS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	PLEASE GIVE DETAILS HERE:		
LOAN CREDITS AND REPRODUCTION PERMISSIONS				
HOW DOES THE OWNER WISH TO BE CREDITED ON EXHIBITION LABELS AND IN LOAN-RELATED PUBLICITY?				
IS THE OWNER THE COPYRIGHT HOLDER OF THE OBJECT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF 'NO', PLEASE GIVE CONTACT DETAILS FOR THE COPYRIGHT HOLDER, IF KNOWN		
PLEASE INDICATE WHETHER THE OWNER GRANTS THE BORROWER PERMISSION TO REPRODUCE THE OBJECT AS FOLLOWS	<input type="checkbox"/> IN LOAN RELATED PUBLICITY & THE PRESS <input type="checkbox"/> IN THE EXHIBITION CATALOGUE (if applicable) <input type="checkbox"/> ON THE BORROWER'S WEBSITE <input type="checkbox"/> FOR EDUCATIONAL ACTIVITIES			
CAN THE LENDER SUPPLY A COLOUR TRANSPARENCY OR DIGITAL FILE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF 'YES', PLEASE GIVE THE CONTACT DETAILS OF THE PERSON RESPONSIBLE FOR SUPPLYING THE IMAGE		
HOW DOES THE LENDER WISH TO BE CREDITED IN RELATION TO THE IMAGE?				

By signing this agreement ("Loan Agreement"), the parties agree to the terms of the following conditions:

## **1. Loan**

In consideration of the Borrower entering into the obligations in this Loan Agreement, the Lender agrees to lend to the Borrower, and the Borrower agrees to borrow, the Object(s) for the Loan Period on the terms and conditions set out in this Loan Agreement.

## **2. Insurance**

Lakeland Arts has been approved by the National Museums Security Adviser and will apply for 'nail to nail' UK Government Indemnity, if applicable at Abbot Hall Art Gallery, or equivalent commercial insurance at Blackwell: The Arts and Crafts House, Windermere Jetty or Museum of Lakeland Life and Industry. The following condition of indemnity is stated in clause 2 of the Secretary of State's undertaking to indemnify (under section 16 of the National Heritage Act 1980). By signing this form you agree to these terms.

- 2.1 This indemnity is conditional upon it being a term of the loan agreement that:
- 2.2 no restoration or conservation Object(s) is carried out on the Object(s) object without the prior agreement of the owner;
- 2.3 the borrower is under no liability for the loss of, or damage to, the Object(s) arising or flowing from:
  - 2.3.1 war, hostilities or war-like operations, but excluding acts of terrorism, riot, civil commotion, piracy and hijacking;
  - 2.3.2 the negligence or other wrongful act of the owner, his servants or agents;
  - 2.3.3 the condition (including inherent vice or pre-existing flaw) of the Object(s) at the time of its loan;
  - 2.3.4 restoration or conservation work undertaken to the Object(s) by the borrower, his servants or agents with the agreement of the owner; or
  - 2.3.5 a third party claiming to be entitled to the Object(s); and
- 2.4 any liability which the borrower may incur to the lender arising out of the loan of the Object(s) shall not exceed the specified value.

## **3. Transport and Packing**

- 3.1 The Borrower will appoint an experienced Fine Art Agent, or other form of transport in agreement with the lender, once all Loan Agreements and subsequent Object(s) information and packing requirements have been submitted
- 3.2 The Borrower will inform the Lender which transport agent has been selected within one week of the appointment being made
- 3.3 The Borrower will ensure that the Fine Art Agent will adhere to the guidelines in Annex D (General Security Conditions and Environmental Conditions), Annex E (General Transport Conditions) and Annex F (Food & Drink Conditions) of the UK Government Indemnity Guidelines. There will be two drivers and the vehicle will not be left unsupervised at any time
- 3.4 The Borrower will ensure that the Fine Art Agent works with the lender to ensure that the Object(s) are collected in advance of the exhibition being installed

## **4. Couriers**

- 4.1 Lakeland Arts will accommodate one courier operating on behalf of the lender where required



- 4.2 The Borrower will be responsible for the cost of any transportation (including without limitation the cost of return transport) required by the courier, including, but not limited to, train and taxi, and including any taxes
- 4.3 The Borrower will book and pay for the courier's accommodation direct
- 4.4 The Borrower will provide the courier with a per diem

## **5. Condition Checking and Installation**

- 5.1 The Object(s) (including its frame, if applicable) will be inspected by the borrower in order to agree the condition on arrival and departure
- 5.2 Where there is a delay between arrival and installation, or deinstallation and transportation, the Object(s) will be stored in a climate controlled and secure store or Gallery at the Venue, with controlled access points to employees
- 5.3 The Borrower will be responsible for the installation/deinstallation of the Object(s), using staff experienced in packing, handling and installation of works of art/museum objects
- 5.4 The unpacked (i.e. empty) packing will be stored in a secure, waterproof and stable environment. Interior fittings will not be removed and all soft packing will be stored in the case.
- 5.5 The Borrower will check the condition of the Object(s) regularly during the Loan Period and immediately report any change in the condition of the Object(s) to Lender and, where appropriate, to the Borrower's insurers. Any damage or change in condition shall also be photographed and noted on the condition report.

## **6. Display**

- 6.1 The Borrower will ensure that the Object(s) is displayed at the Venue according to methods agreed in writing with the Lender.

## **7. Environmental Conditions – Relative Humidity, Light Levels and Temperature**

- 7.1 The Borrower undertakes to provide a stable environment for the Object(s). This will be a temperature range of 16-25 Degrees Celsius, and relative humidity in the range of 40-60%, with fluctuations of no more than 5% within an hour. All humidity and heating controls will operate for 24 hours a day during the period of the Loan Agreement.
- 7.2 The Borrower will ensure that all light level requirements requested by the Lender are met.

## **8 Security and Safety of the Object(s)**

- 8.1 The Borrower will provide an up-to-date Facilities Report and Security Supplement when required. Any changes to either document made prior to and during the Loan Period will be communicated to the Lender and Lakeland Arts immediately.
- 8.2 The security arrangements at the Venue will conform to those specified in the Government Indemnity Guidelines: Annex D General Security Conditions and Environmental Conditions, a copy of which is attached to this Loan Agreement.
- 8.3 A sufficient number of security trained staff in the employment of the Venue will be in attendance within the Exhibition when open to the public. During installation and deinstallation only those individuals directly involved in the preparation of the Exhibition should be admitted into the Exhibition space and preparation areas.
- 8.4 Once installation has taken place the Object(s) will not be removed after the courier has departed, except with the express permission of the Lender in the event of an emergency.
- 8.5 No conservation work, cleaning, framing, de-framing, re-mounting or other treatment will take place without the written permission of the Lender.

## Kendal Town Council

### Agenda Report

Committee: Mayoralty and Heritage	Meeting Date: 15 January 2023
From: Simon Unsworth, Heritage Officer	Agenda No: 9c
Description: <b>Heritage Collection categories</b>	

### Summary

To inform the committee of work undertaken to this point and to set out next steps

### Background

In 2023, the council agreed an Acquisition, Retention and Discard policy in relation to its current and potential Heritage Collection items. As part of the ongoing work to most effectively manage the Collection, all the existing Heritage items have been assessed against the following criteria:

1. Item has a direct link to the Mayoralty and/or Kendal Town Council. Not to be disposed of unless under point 6.
2. Item has a direct link to the town of Kendal's history and development. Not to be disposed of unless under point 6.
3. Item has a direct link to key individuals or groups associated with the town **and** also has a direct link to the Mayoralty and/or Town Council. Not to be disposed of unless under point 6.
4. Item has a direct link to key individuals or groups associated with the town **but** has no direct link to the Mayoralty and/or Town Council. Disposal can be considered.
5. Item has no obvious link to town, Mayoralty and/or Town Council. Disposal can be considered.
6. Item is irretrievably damaged. Disposal should be considered.

Once a better understanding of the makeup of the collection is understood further discussion can take place about those items placed into categories 4, 5 and 6. The assessment and categorisation was carried out in the first instance by KTC's Heritage Officer, and can be changed following discussion if required.

**Results:** the assessment showed that the Heritage collection breaks down as follows:

Category 1: 231 items (38%)

Category 2: 73 items (12%)

Category 3: 56 items (9%)

Category 4: 156 items (26%)

Category 5: 65 items (10%)

Category 6: 0 items (0%)

Unsure: 27 items (5%)

To note: that items categorised as 'Unsure' require further research, which is ongoing.

This means that almost 60% of the Heritage Collection collection is Categorised 1-3 and so can be considered to be in the correct hands, with only a small amount listed as 'Unsure' until further research can be undertaken. The items that can be considered for disposal should now be the subject of further discussion to make any decisions needed about their retention. It's important to state that an item falling into the categories 4 or 5 does not mean that they should be discarded, only that it is something that could be considered if the need arises (where 'need' should be assessed not merely on financial grounds but for reasons of (for example) space, storage requirements or other factors as laid out in the original policy).

**Decision Required:** how to progress this work.

## **Appendix One: Acquisition, Retention and Discard Policy (for info)**

### **Acquisition and Discard Policy**

Name of organisation: **Kendal Town Council**

Name of governing body: **Kendal Town Council Mayoralty and Arts Committee**

Date on which this policy was approved by governing body:

Policy review procedure: The Acquisitions and Discard policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

#### **1) Relationship to other relevant policies/plans of the organisation:**

- a) The Council's statement of purpose is: 'To collect, conserve and make available for study and display heritage items relating to the development and history of the town of Kendal, with particular reference to the town's Mayoralty and government'.
- b) The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- c) By definition, the council has a long-term purpose and holds the collection in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the Town's collection.
- d) Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- e) The council recognises its responsibility, when acquiring additions to its collections, to ensure that it takes into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- f) The council will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the town can acquire a valid title to the item in question.
- g) The town will not undertake disposal motivated principally by financial reasons.

## **2) History of the collection**

The collection (usually called The Mayor's Parlour Collection) is the result of many years of acquisition by Kendal Town Council (formerly Kendal Borough Council). It is housed in part in Kendal's Mayor's Parlour in the Town Hall where it can be viewed (by arrangement) by individuals or groups. More items are in the Picture Store, also in the Town Hall. Items in the collection represent significant moments in Kendal's history and illustrate the town's growth and development from the middle ages onwards. The majority of items in the collection are donations.

## **3) An overview of current collection**

The collection consists of around 900 items including paintings, silver plate, furniture, sketches, books and other artefacts which relate to the town and its history.

## **4) Archival holdings**

As the town holds archives, including council documents, photographs and printed ephemera, its governing body will be guided by any available good practice for the item's storage, conservation and display. The council recognises that other organisations and archives exist who have similar interests and aims and, where an item is being considered for acquisition or disposal and is categorised accordingly, will work with these partner organisations to ensure that the most appropriate host is found for it.

## **5) Acquisition**

Donations should only be accepted with the agreement of the governing body and using the categorisations set out in Appendix 1.

Authority to approve the acquisition of items with a value of up to £500 is delegated by the Council's Governing Body to the Town Clerk and heritage Officer. The acquisition of items over £500 will be subject to authorisation by the Governing Body. The ownership of the collections remains with Kendal Town Council. The town will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the town can acquire a valid title to the item in question.

The town will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the town will reject any items that have been illicitly traded.

## **6) Archaeological material**

- a) The town will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- b) In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

## **7) Exceptions**

Any exceptions to the above clauses will only be because the town is:

- a) acting as an externally approved repository of last resort for material of local (UK) origin
- b) acting with the permission of authorities with the requisite jurisdiction in the country of origin
  - i) In these cases the town will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

## **8) Disposal procedures**

- a) All disposals will be undertaken with specific reference to the guidance in Appendix 2.
- b) The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- c) When disposal of a town object is being considered, the town will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

- d) When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- e) The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the town's collection and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the town will also be sought.
- f) A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the town acting on the advice of professional curatorial staff, if any, and not of the officer or manager of the collection acting alone.
- g) Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Organisations likely to be interested in its acquisition.
- h) If the material is not acquired by any Accredited Organisation to which it was offered as a gift or for sale, then the wider community at large will be advised of the intention to dispose of the material normally usual council channels.
- i) Any monies received by the town from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the conservation of current and future items but may include the acquisition of items. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way.
- j) The proceeds of a sale must be restricted to the long-term sustainability, use and development of the collection.
  - i) Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned.

## **9) Disposal by exchange**

## **10) Disposal by destruction**

- a) If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

- b) It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- c) Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- d) Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- e) The destruction of objects should be witnessed by an appropriate member of the town workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.



## Appendix 1: Ranking of Items for Acquisition

1. Item has a direct link to the Mayoralty and/or Kendal Town Council. Acquisition should be strongly considered.
2. Item has a direct link to the town of Kendal's history and development. Acquisition should be strongly considered.
3. Item has a direct link to individuals or groups associated with the town **and** also has a direct link to the Mayoralty and/or Town Council. Acquisition should be strongly considered.
4. Item has a direct link to individuals or groups associated with the town **but** has no direct link to the Mayoralty or Town Council. Acquisition should only be considered under exceptional circumstances.
5. Item has no obvious link to the town, the Mayoralty or Town Council. Acquisition should not be considered.

## Appendix 2: ranking of Items for Retention/Discard

7. Item has a direct link to the Mayoralty and/or Kendal Town Council. Not to be disposed of unless under point 6.
8. Item has a direct link to the town of Kendal's history and development. Not to be disposed of unless under point 6.
9. Item has a direct link to key individuals or groups associated with the town **and** also has a direct link to the Mayoralty and/or Town Council. Not to be disposed of unless under point 6.
10. Item has a direct link to key individuals or groups associated with the town **but** has no direct link to the Mayoralty and/or Town Council. Disposal can be considered.
11. Item has no obvious link to town, Mayoralty and/or Town Council. Disposal can be considered.
12. Item is irretrievably damaged. Disposal should be considered.

## Kendal Town Council

### Agenda Report

Committee: Mayoralty and Heritage	Meeting Date 22 January 2023
From: Town Clerk	Agenda No: 10
Description: Museum for Kendal	

### Summary

The report summarises the progress made so far towards creating a new 'Museum for Kendal'.

### Background

Museum provision telling the story of Kendal is split over a number of collections held by a range of providers.

Kendal Museum, run by Kendal College, is an historic general museum with a relatively small collection specifically relating to the town – the rest of its collection relates to general Lakeland and regional history, and particularly natural history. Much of the collection at Kendal Museum is owned by Westmorland and Furness Council, the building is owned by a trust which, for which Kendal Town Council is the sole trustee.

Lakeland Arts have a currently mothballed museum on 'Lakeland Life and Industry' at their Abbot Hall site, which includes a number of Kendal-related sections, but is primarily aimed at telling the social history of the Lake District. The Abbot Hall site freehold is owned by Westmorland and Furness Council.

Kendal Town Council are keepers of the Kendal Town Hall Collection, which as well as a range of artworks, includes a wide range of items relating to the town's municipal history – its charters, police powers, fire brigade and governance. Most of these items are on display and available for public viewing in the Mayor's Parlour. The Town Council organises regular public visits to the parlour, which is a room in the Town Hall, itself owned by Westmorland and Furness Council.

The former Cumbria County Archive has a branch in Kendal at County Buildings, Busher Walk. The collection reflects Kendal's pre-eminent position in the old county of Westmorland, as well as its proximity to the rural hinterland of Lancashire and Yorkshire. Access to the general public is by appointment.

Kendal Library has an extensive local studies section which mirrors the focus of the collection in the archive, though also containing a general mountaineering section. The Local Studies section is open to the public when the library is open. The library and the archive are owned and managed by Westmorland and Furness Council.

The Quaker Tapestry in Kendal tells the story of the Quakers, and their important role in Kendal's history, through the medium of embroidery. There is also an extensive collection of related artefacts. The Tapestry is open to the public 4-5 days per week, for an admission fee. The building and collection are owned by charitable trusts related to the Society of Friends.

The K-Shoes Collection was formally displayed at the K-Village site. It includes artefacts relating to the Somervell family and the history of shoemaking in Kendal. Following the repurposing of the K-Village building, the collection was removed to the Clarks Archive in Street, Somerset, where it is in the care of the Alfred Gillett Trust and has been integrated into the Trust's collection management.

Other local archives and collections exist relating to the Kendal Civic Society (which has a small exhibition space in Stricklandgate House), the National Trust (at Sizergh Castle) the Regional Heritage Centre at Lancaster University and Cumberland and Westmorland Antiquarian and Archaeological Society and others, but these are not generally available to the casual viewing public.

### **A Museum for Kendal**

At recent meetings, and those held prior to the sale of the Old Kendal Grammar School by Lakeland Arts in November 2023, it was agreed that the Town Council would like to support an initiative to develop a public museum offer which specifically told Kendal's story. Because of the diversity of the town's historic collections, and the physical range of its historic sites – from Watercrock roman fort, through the two castle sites, the development of burgage plots and the yard system, mills, canal, railway etc, it was suggested a single physical site was unrealistic, and that attention should be given to developing innovative alternative ways of telling the town's story.

### **Next Steps**

At a meeting with stakeholders and Westmorland and Furness staff and councillors in November 2023, it was suggested that W&FC staff may be available to assist in developing the idea of an innovative Museum for Kendal. To date there has been little further movement in this regard. Assuming W&FC staff time becomes available in due course, the Committee is asked for its consideration of what the Town Council's role in a future initiative might be, and whether in due course, it would be an issue to which the council was prepared to allocate funding.