

Kendal Town Council

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



17 April 2023

To Members of the Christmas Lights and Festivals Committee

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

You are summoned to attend a meeting of Kendal Town Council Christmas Lights and Festivals Committee on Monday, 24 April 2023, at 7.00 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Distributed to other members of the Council for information only.

Yours faithfully

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

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 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 from the Last Meeting

To receive the minutes of the meeting on 20 February 2023 and to authorise the Chairman to sign them as a true record (see attached).

5. Minute Action Sheet

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

6. Budget Monitoring

To consider the Christmas Lights and Festivals Committee 2022/23 budget as at 1 March 2023 (see attached).

7. Mountain and Sky Christmas Lights Switch On 2023

To receive a report on the Christmas Lights switch-on event due to take place on Thursday, 16 November 2023 (see attached).

8. Update on Coronation Grants and Garden

To receive an update regarding the Coronation community grants and Coronation Garden (see attached).

9. Festival Grant Applications

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

- Gan Yam Brewery Co - £500
- Kendal Zine Fest - £488
- Kendal Torchlight Carnival - £10,000

10. Community Resilience

To receive a short verbal update, if any.

Kendal Town Council

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

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

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

CLF37/2022 Apologies

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

CLF38/2022 Declarations of Interest

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

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

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

No issues were considered for exclusion.

CLF40/2022 Minutes of the Previous Meeting

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

CLF41/2022 Minute Action Sheet

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

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

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

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

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

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

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

CLF42/2022 Budget Monitoring 2022-23

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

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

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

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

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

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

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

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

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

Resolved: To receive the report.

CLF43/2022 Christmas 2023

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

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

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

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

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

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

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

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

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

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

Resolved: To note the report.

CLF44/2022 Grants Criteria

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

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

CLF45/2022 Festival Grant Applications

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

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

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

- *Kendal Walking Festival - £1,200*

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

- *Kendal Unity Festival - £2,000*

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

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

Resolved: To make the following grants:-

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

CLF46/2022 Active Kendal

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

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

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

Resolved: To note the verbal update.

CLF47/2022 Community Resilience

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

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

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

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

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

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

The meeting closed at 8.35 p.m.

Christmas Lights and Festivals Committee - Minute Action Sheet - as at 17 April 2023							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
21/11/2022	CLF31/2022	Budget Monitoring 2022-23	Invite representative from Kendal Micro Fest to future meeting to provide feedback on festival and plans for the future	JH		12.4.2023	The Micro Fest representative is unable to attend the next Committee meeting but will try for the following meeting.
21/11/2022	CLF33/2022	Festival Grant Applications	Establish appropriate procedure and deadlines for processing of grant applications	JH/HWM		12.4.23	Awaiting feedback from relevant Chairs.
21/11/2022	CLF34/2022	Active Kendal	Establish working group re Active Kendal as outlined	Cllr Helme			
20/02/2022	CLF42/2022	Budget Monitoring 2022-23	To approve a sum of £3,923 from the Infrastructure Development and Maintenance budget to remove the fuse box from Paul Holland Photography.	JH		Completed	
20/02/2022	CLF42/2022	Budget Monitoring 2022-23	To approve a sum of £1,200 from the Infrastructure Development and Maintenance Budget to rectify the fuse box problems at the W heatsheaf.	JH		Completed	
20/02/2022	CLF42/2022	Budget Monitoring 2022-23	To request Management Committee to carry over a sum of £1,726 from the Jubilee Budget into the 2023/24 Budget to be used to bolster the 2023 Switch On Event.	CB		Noted	The budget line has been carried forward
20/02/2022	CLF42/2022	Budget Monitoring 2022-23	A report to be brought to the next meeting of the Committee on arrangements for a survey to be carried out on all of the fuse boxes and on the potential for electronic switches and remote switch on	JH		12.4.23	Approached UES (used previously) about undertaking a survey to ascertain what is required to bring the fuse boxes up to date. The switch on is performed using remote switches
20/02/2022	CLF43/2022	Christmas 2023	To look into arrangements for inclusion of a mini slack line for children at the Switch On event.	FMcM			Will depend on outcome of KMF regarding performer.

Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
20/02/2022	CLF43/2022	Christmas 2023	To approve the purchase of cowbells at an estimated cost of £400.	JH		Completed	
20/02/2022	CLF43/2022	Christmas 2023	For discussions to be held with KMF with regard to proposals for an ice rink and Christmas market.	HM		Completed	Helen has been in discussion with KMF.
20/02/2022	CLF45/2022	Festival Grant Applications	To make the following grants:-	JH		Completed	
20/02/2022	CLF45/2022	Festival Grant Applications	(a) £1,000 to Kendal Walking Festival; and	JH		Completed	
20/02/2022	CLF45/2022	Festival Grant Applications	(b) £2,000 to Kendal Unity Festival, subject to the organisation demonstrating that this funding is being used to benefit Kendal only.	JH		Completed	
20/02/2022	CLF47/2022	Community Resilience	The Chair of the Committee be delegated to work with Cllr C Russell and a working group to bring a proposal to Management Committee for an appropriate structure to be brought into being in order to address the wellbeing and culture agenda	HL/CR			

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Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

Cost Centre Report

	Actual Current	Actual Year To	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>430 Christmas Lights & Festivals</u>							
4800 Christmas Lights	0	8,051	17,500	9,449	3,386	6,063	65.4%
4805 CL&F nrastructure Dev & Maint	15	2,909	10,000	7,091		7,091	29.1%
4810 Christmas Electricity	1,387	1,387	750	(637)		(637)	185.0%
4815 Christmas Switch On	(212)	3,881	3,500	(381)		(381)	110.9%
4820 CL&F Bunting	0	1,004	1,250	246		246	80.4%
4825 CL&F Jubilee Platinum	0	3,273	5,000	1,727		1,727	65.5%
4830 CL&F Festival Grants	0	26,000	30,000	4,000		4,000	86.7%
Christmas Lights & Festivals :- Indirect Expenditure	<u>1,190</u>	<u>46,506</u>	<u>68,000</u>	<u>21,494</u>	<u>3,386</u>	<u>18,108</u>	<u>73.4%</u>
Net Expenditure	<u>(1,190)</u>	<u>(46,506)</u>	<u>(68,000)</u>	<u>(21,494)</u>			
Grand Totals:- Income	0	0	0	0			0.0%
Expenditure	1,190	46,506	68,000	21,494	3,386	18,108	73.4%
Net Income over Expenditure	<u>(1,190)</u>	<u>(46,506)</u>	<u>(68,000)</u>	<u>(21,494)</u>			
Movement to/(from) Gen Reserve	<u>(1,190)</u>	<u>(46,506)</u>					

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Annual Budget - By Centre (Actual YTD Month 12)

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
430	<u>Christmas Lights & Festivals</u>											
4800	Christmas Lights	0	0	0	0	17,500	0	17,500	8,051	18,850	0	0
4805	CL&F nrastructure Dev & Maint	0	0	0	0	10,000	0	10,000	2,909	3,000	0	0
4810	Christmas Electricity	0	0	0	0	750	0	750	1,387	0	0	0
4815	Christmas Switch On	0	0	0	0	3,500	0	3,500	3,881	4,500	0	0
4820	CL&F Bunting	0	0	0	0	1,250	0	1,250	1,004	1,250	0	0
4825	CL&F Jubilee Platinum	0	0	0	0	5,000	0	5,000	3,273	1,000	0	0
4830	CL&F Festival Grants	0	0	0	0	30,000	0	30,000	26,000	25,000	0	0
	Overhead Expenditure	0	0	0	0	68,000	0	68,000	46,506	53,600	0	0
	Movement to/(from) Gen Reserve	0	0			(68,000)		(68,000)	(46,506)	(53,600)		
	Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	0	68,000	0	68,000	46,506	53,600	0	0
	Movement to/(from) Gen Reserve	0	0			(68,000)		(68,000)	(46,506)	(53,600)		

Agenda Report

Committee: Christmas Lights and Festivals	Meeting Date: 24 th April 2023
From: Events Officer & Development Manager	Agenda No.: 7
Description: Planning for 'Mountain and Sky Christmas Lights Switch On 2023' on 16 th November 2023.	

Summary:

The Committee are asked to consider the elements to include in the 2023 Light Switch On Event and to approve a guideline budget and proposed event plan.

Update

Following the acceptance of the proposal for the format for the Switch On from 20th February Committee Meeting provisional work has started including;

- Kendal BID have agreed to recruit x4 food stalls to be set up along Highgate.
- Cow bells have been purchased and received

Initial event meeting with Kendal Mountain Festival complete, focused on:

- Ice Rink opportunities, including incorporating the ice rink into the festival format and it remaining on site for public use following the festival.
- Site meeting arranged for the 18th of April to explore opportunities with potential provider and Kendal Mountain Festival.
- Incorporating flags into the parade – follow up info sent regarding KMF flag costs, flag holder locations and Christmas Plus costs. If KMF approve, a landing area for the flags near the stage will need to be created.
- Performance ideas (commissioned by KMF) discussed including a type rope walker or repeat Bike Stunt performance. KMF to confirm. Officer preference is for something different to the previous year.
- Host options, KMF willing to provide MC for Market Place stage.

Flo will be starting work on the event application and road closure and will continue the work as outlined in the timetable below.

Draft Event Delivery Timetable:

- February: Consultation with Event Partners and feedback from Committee
- April: Draft Road Closure and Event Plan and Applications (to be updated for new Council paperwork).

- April: Submit applications to W&F Council. Review Budget/Event Plan at next CL&F meeting. Book participants/event elements.
- June: Approach Marshal volunteers
- July: Marshal engagement/meeting and event promotion preparation
- September: Launch event on social media and press (again, suggest promotion on a smaller scale as around 2000 attendees is ideal)
- October: Participant/Volunteer refresher meeting.
- November: Event preparations to be completed as early in the month as possible.

Agenda Report

Committee: Christmas Lights and Festivals	Meeting Date: 24 th April 2023
From: Development Manager	Agenda No.: 8
Description: Update of Coronation Grants and Garden	

Summary:

The Committee are to receive an update regarding the Coronation community grants and Coronation Garden.

Community Grant Update

The following Coronation grant applications have been received together with the relevant paperwork. The Committee is asked to note the grants which have been awarded by the Working Group.

1. Kirkbarrow Residents Association

- Sunday 7th May (times tbc)
- x3 Street parties at Greengate Lane, Echo Barn Hill and Brockbeck
- Funding requested - £662
- Funding to contribute towards food and bouncy castle hire

2. Heron Hill School

- Friday 5th May (from 11am)
- Parade from Leisure Centre to school for mock Coronation ceremony, outdoor picnics and children serving scones and sandwiches to families
- Funding Requested - £750
- Funding to contribute towards bunting, scones and jam for 700 people

3. Hallgarth Residents Association

- Saturday 6th May (from 10.30am)
- Big screen showing of Coronation at Community Centre with afternoon tea and children's craft activities
- Funding requested - £750
- Funding to contribute towards sandwiches, scones and craft activities

4. Fellside Forum

- Sunday 7th May (2-6pm)
- Street Party at Kendal Green to feature musicians, community stalls, competitions, picnic and treasure trail
- Funding Requested - £400
- Funding to contribute towards bunting, prizes, medals, sweets and insurance

3. 5. Sandylands Residents Association

- Sunday 7th May (1pm)
- Big screen showing of the Coronation concert at Sandylands Church also kids disco, make a crown activities, tombola and pebble painting.
- Funding requested - £750
- Funding to contribute towards crowns, tattoos, stickers, tea, cake and biscuits

Total approved via working group: £3,312

Total budgeted: £3,750

Coronation Garden Update

- EA contractors, Ashlea, are tasked with improving the beds on completion of the fence upgrades
- EA have reassured us that this will be complete in time for the opening event
- Lakeland Gardens will be completing the new central bed in time for the opening event
- The crest will be repainted before the opening event, contractor arranged.
- The Coronation Stone has been ordered and engraving design drafted
- Opening event invites have been sent
- Opening event venue and food booked

Next Steps

- Process grant applications
- Create poster to promote all community coronation events
- Share poster for comments & promote

Please use this form to apply for a Festival Support/Development 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.	
Name of Organisation	Principal Contact
Gan Yam Brewery Co	William Burgess
Address of organisation	Address of contact
Unit 3	23 Kendal Green Kendal Cumbria LA9 5PN
Date of application	15/03/2023
Telephone	01753 850000
E-mail	william.burgess@gan-yam.co.uk
Description of organisation	
We are a brewery based in Kendal	
How much funding do you require in total?	£2000
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>We will use the money to book the bands on the Friday night of the festival and contribute towards the PA hire.</p> <p>From the other funds that we're putting in ourselves we will pay for PR and digital/physical marketing to promote the festival and pay for the general running of it over the weekend (staff, equipment etc)</p>	
How will your festival benefit the people of Kendal?	

Landmarks festival launched in December 2022 as a bi-annual mini-festival celebrating music, art, culture and craft. The festival takes place at our brewery over three days, with live music on the Friday, craft stalls from local producers on the Saturday and talks (recorded live for our podcast) on the Sunday.

Across the whole weekend the resident artist from each festival exhibits their work in the brewery and also collaborates with us to create the artwork for a special beer that we brew for the festival.

Each festival will have a theme, the first festival last year had the theme of "home" and the Summer edition has the theme of "Wild". We have already booked Lee Schofield who wrote Wild Fell, Hayden Thorpe from Wild Beasts and Lavinia Haslam (a wild swimmer and artist) to be guest speakers on the Sunday.

For the first festival we funded it ourselves, but we would like to grow the festival, for which the £500 grant could really help us step up the cultural programming.

One of the purposes of the festival is to provide a space and opportunity for local creatives that might otherwise struggle to find one. The festival is trying to build momentum for local artists (music, art and craftspeople) every six months, and with this is the aim that a scene is nurtured alongside other like-minded venues and businesses.

How will your festival help to reduce Kendal's Carbon Footprint?

We are committed to reducing our carbon footprint at the brewery. We are offering a weekend of entertainment that people would usually have to travel outside of Kendal.

Do you have a constitution?
Please send a copy with your application

Yes

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.

Gan Yam Brewing Company Ltd


Please include the following documents with your application


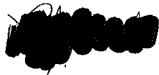
- Most recent bank statements and last audited accounts
- Constitution of group. This must include a statement on how you promote equality

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 do require 3 signatures in order to present your application to Committee.

Signature	Name	Position
	William Burgess	Director

Signature		Name	Jonathan Le Mare	Position	Director
Signature		Name	Chris Talbot	Position	Director

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 FDG1 2022

Please use this form to apply for a Festival Support/Development 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.

Name of Organisation	Principal Contact
Kendal Zine Fest	Jessica Aughton
Address of organisation	Address of contact
XXXXXXXXXXXXXXXXXXXX Kendal XXXXXXXXXXXXXXXXXXXX	As above ←
Date of application	12/3/23
Telephone	XXXXXXXXXXXX
E-mail	XXXXXXXXXXXX
Description of organisation	
A festival celebrating self publishing, local artists and zines	
How much funding do you require in total?	£807
How much funding are you requesting from the Town Council (maximum £500)	£488
Have you approached other funding sources? If so, please list them and the amount you have applied for.	Kendal BID £319
Tell us what you will do with a grant from Kendal Town Council?	
2x roller banners £99 1000x A5 (recycled paper) flyers £99 Instagram AD - promotion £90 Illustration fees/promo design £200 (HELP WITH ADVERTISING)	
How will your festival benefit the people of Kendal?	
I am prioritising young, local artists for stalls. I am going to approach Kendal college and see if they want a stall too. I want to strengthen the local creative community.	

How will your festival help to reduce Kendal's Carbon Footprint?

BY PROMOTING SMALL, LOCAL BUSINESSES
 BY PROVIDING RECYCLING BAGS IN THE VENUE
 BY USING ZINES TO PROMOTE CLIMATE-FRIENDLY/ECO IDEAS + KNOWLEDGE TO THE PEOPLE OF KENDAL

Do you have a constitution?

Please send a copy with your application

Yes/No

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.

[REDACTED]

Please include the following documents with your application

- Most recent bank statements and last audited accounts
- Constitution of group. This must include a statement on how you promote equality

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 do require 3 signatures in order to present your application to Committee.

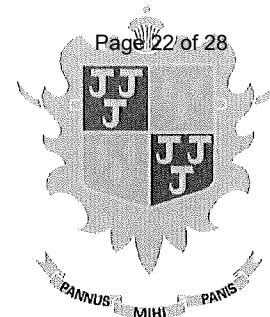
Signature e	[REDACTED]	Name J-AUGHTON	Position ORGANISER	
Signature e		Name	Position	
Signature e		Name	Position	

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 FDG1 2022

Kendal Town Council

Festival Funding Proposal 2022-2023



Please use this form to make a Festival 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 Festival	Principal Contact
Kendal Torchlight Carnival	Vicki Wright
Address of organiser	Address of contact
[Redacted]	[Redacted]
Date of application	9 th February 2023
Telephone	[Redacted]
E-mail	[Redacted]
Organisation website	2022 Front Page - Kendal Torchlight Carnival

Description of proposal

The Kendal Torchlight Carnival is run by the company Kendal Torchlight Procession Limited, it is a not for profit organisation run solely by a group of volunteers. For the benefit of Kendal by the people of Kendal. It has the following constitutional objectives

1. To promote Kendal and the wider area of South Lakeland, Westmorland and Furness for the benefit of the community, residents, businesses and visitors to the area.
2. To run an annual event in Kendal incorporating celebration of community and celebrating the arts and culture of the area, including supporting and fundraising events where possible.
3. To support the local economy by creating a town centre based event which will work alongside local businesses to create an interactive attraction for locals and visitors alike and bring people into the town and creating visitor spending as well as promoting the town.
4. To offer opportunities to young people to gain creative work experience

5. To help support the local creative economy
6. To provide an event which encourages participation making them accessible to all members of the community.
7. Continue to develop the Creative Torchlight programme that engages the community to participate in Torchlight
8. Run workshop activities each year in the build up to Torchlight
9. To continue to develop the event in an environmentally sustainable way. Looking to reduce its carbon footprint
10. To work with partners, local and other, to promote cultural events within the area
11. To collaborate and engage with local organisations to facilitate participation in the Torchlight events

Up until 2015 the only event that the company ran was the Kendal Torchlight Carnival, a vehicular procession that ran through the centre of Kendal. This was a well-established and supported event which has existed for more than 50 years. Following the Covid 19 pandemic and concerns for the environment and health and safety the Friday and Saturday events evolved in 2021 and will evolve again in 2023 to see the return of a walking procession.

This year on Saturday 23rd September the event will once again host a Street Party in the town centre. The first Street Party took place in 2015 and the event has been a feature of Kendal Torchlight ever since. The aim of this element of the event is to ensure the festivities stay within the town centre. The town centre will play host to at least two stages, one of which will be placed in the centre of town outside Kendal library. Throughout the afternoon various live bands, singers, dancers and other artists will grace the stage, many of these will be from within Kendal allowing local acts to showcase their talent. The other stage will be situated outside the Town Hall and will feature performances from local dance schools. A number of workshops for children will also take place. These are likely to include interactive creative activities from organisations such as Love Arts, Imagining Events and Preston Mela. Face painters and balloon modellers will also be invited. In addition to this programme, and new for 2023, will be a walking procession right through the centre of town ending at Abbot Hall and taking place in the evening of Saturday 23rd September. This procession will feature all that was loved about the traditional Kendal Torchlight Carnival including drumming bands, marching bands, community groups entries and much more just without the vehicles, and will bring crowds back to the town centre supporting the night time economy.

Throughout September Kendal Torchlight will work closely with Kendal College, providing workshops and masterclasses with professional artists and performers and costumes to develop street performance acts for the Street Party, and town centre procession. We are looking to develop a series of workshops this year which develop skills in the students which align with their curriculum and provide relevant work experience within carnival arts and festivals.

A procession of local creations will also carry visitors to local BID businesses. The main aim of the Street party element of the event is to ensure the festivities stay within the town centre inviting visitors to come and enjoy what the Auld Grey town has to offer. Kendal Torchlight Procession Ltd would use any funding from the town council to enhance the Street Party

element of the event and walking procession to in order to attract visitors to the centre of the town during the day and night.

How much funding do you require in total?

Approx £50,000

How much funding are you requesting from the Town Council (maximum £5,000)

£10,000

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

SLDC - £6,000 – in process of completing partnership agreement paperwork to secure this funding
Kendal BID - £10,000 – in process of applying
Hadfield Trust - £4,500 – applied 1st Feb 2023

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

Funding would be used to support all organisation events and logistics of the Kendal Torchlight carnival 2023. This includes the daytime street party and night time walking procession and all community workshops in the run up to the event. A breakdown of approximate costs is shown below

ACTIVITY	TOTAL COST (ESTIMATES)
Licensing including premises license	£750
Event insurance to cover all activities	£1,000
Fees including road closure fee	£750
Marketing and Advertising including website maintenance and print media	£4,000
Toilets and supporting infrastructure including lighting	£1,500
First Aid	£1,500
Security	£2,000
Road Closure chapter 8 qualified personnel and equipment	£1,500
Staging including sound and lighting equipment and personnel	£5,000
Live stage performances	£3,000
Kendal College creative programme and work experience	£5,000
public and community workshops	£5,000
Creative content - Procession	£3,000
Creative content - Street Party	£3,000
Street Party on the day workshops and activities	£4,000
venue hire	£1,500
marquees	£3,500
Video and Photography	£2,000
Recycling, health and safety barriers and gazebos	£2,000
Total	£50,000

How will your proposal benefit the people of Kendal?

In 2023 Kendal Torchlight aims to retain involvement from current local community groups and attract more participants from other groups in the area. It aims to provide workshops to more local groups including schools and local youth organisations. In previous years a number of community hubs allowed residents from all areas of Kendal the opportunity to build lanterns, build a puppet structure and learn a drumming routine, all for free. Also in previous years residents of Manna House have been given the opportunity to participate in the activities and learn new skills. There are plans for this kind of activity to continue in 2023. These workshops will be provided by professional artists to enable the groups' ideas to be brought to life. As the only remaining festival of its kind in Kendal the organisation feels its work is vital in allowing all residents of Kendal and surrounding areas an opportunity to participate in the run up to the event and during the event itself however the organisation is run by four unpaid committee members and needs funds to survive.

In 2023 Kendal Torchlight wishes to continue offering work experience to approximately 200 young people as part of collaboration with Kendal College. This is intended to take place across a variety of fields including performance art and event management. The organisation has a successful program in which students from Kendal College work with a local costume maker and group of volunteers to create costumes for their performances at the event. The students also work with a local performing artist to choreograph their performances. This gives local young people an opportunity to showcase their talents and work towards a large performance with an audience.

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

In previous years Kendal Torchlight has taken place in the form of a vehicular procession. Due to environmental and safety concerns the last carnival of this form took place in 2019. The local population has requested the return of a carnival, this funding will enable this to take place in a sustainable way. The focus will be on use of recycled materials and the procession will now be a walking one. In 2022 the event had a "green village" which showcased local environmental organisations including zero carbon Kendal and Waste into wellbeing. The plan is for this to continue in 2023.

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

In 2022 a number of local organisations participated in the event either by exhibiting, creating procession content or performing. These included

- Milnthorpe Steel Band
- Bronya Emily School of Dance
- Kendal Dance Academy
- Dance Attik
- Preston Mela
- Bryce Street Strummers
- Cumbria Police Cadets
- Kendal Unity Festival

- Kendal Rinteln Association
- Brewery Arts Centre Kendal
- Kendal Community Theatre
- Outside In
- Tokari School of Theatre arts
- Lakes International Comic arts Festival
- Waste into Wellbeing
- Representatives from four community hubs representing residents from Hallgarth, Kirkbarrow, Sandylands and Heron Hill
- Girl Guiding
- Kendal College
- Nursing home residents in association with a local artist
- Manna House
- Waste Into Wellbeing
- Zero Carbon Kendal

These groups represent a wide range of people living and working in the area. Throughout the year Kendal Torchlight aims to work with as many local groups as possible to enable the event to represent as many people as possible locally and welcomes new groups every year. It also gives these groups the opportunity to work together, network and attract new participants to their organisations. We are an inclusive event and want to make it accessible as possible to the whole community. Whether participating or enjoying the spectacle. The organising team is open to anyone wishing to apply and we welcome support from any members of the community who want to shape the event for the future.

Through work with local community groups, schools and Kendal College, Kendal Torchlight aims to give young people living in this area opportunities on par with and even better than those living in larger and more affluent parts of the country.

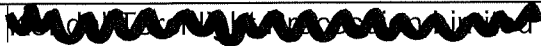

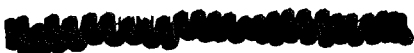



How will you evaluate the success of your proposal?

The project is subject to a thorough annual review every October. All funders, artists and participants are invited to complete an appraisal form and the project is reviewed by the team along with feedback from visitors. Visitor, entrants, volunteers and audience numbers will also be considered.

The project is also reviewed in conjunction with funders and interested parties at a debrief involving the local council, Police and other strategic organisations also annually in October.

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.

  					
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	Vicki Wright	Position	Street Party Coordinator 2023
Signature		Name	Craig Pearson	Position	Torchlight 2023 Co Chair
Signature		Name	Annette Ritson	Position	Torchlight 2023 Co Chair and director

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Form ref KTC FFP1 2022