

Kendal Town Council

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



25 January 2022

To Members of the Audit Grants and Charities Committee

Cllr G Cook	Cllr D Rathbone
Cllr J Dunlop (Chair)	Cllr M Severn
Cllr P Gibson	Cllr G Vincent
Cllr R Hogg (Vice Chair)	

You are summoned to a meeting of Kendal Town Council Audit, Grants and Charities Committee on Monday 31 January 2022 at 7.00pm, at the Town Hall, Highgate, Kendal. Details of the meeting can be found on the Town Council's website at www.kendaltowncouncil.gov.uk.

Distributed to other members of the Council for information only.

Yours faithfully

A handwritten signature in black ink, appearing to be '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/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the council under the terms of Local Government Act 1972, s85.

2. Declarations of Interest

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

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded. It is likely that item 12 will be considered on this basis.

4. Minutes of the Last Meeting

To receive the minutes of the meeting on 25 October 2021, and affirm them as a true record.

5. Budget Monitoring

To receive a report on the second quarter's budget and expenditure. (See attached)

6. Grants Funding

To consider any grant applications and the appropriate process for their payment.

Notes

There are no outstanding applications for the current financial year, however there is a request for funding from the Rotary Club for their Technology Tournament. This could be funded through a grant from remaining funds – subject to receipt of a grant form and appropriate supporting documentation, or it could be considered through the School of Science and Art (see item 11).

There is an application for 2022-23 Funding which the Committee may give advance consideration for. This is in support of a proposal from Kendal Community Theatre (funding form attached).

7. Future Grant Funding

To receive an update on the updating of the Grant Application process.

8. Finance System

To receive an update on the purchase of a new Finance Management system for the council.

9. Standing Orders and Financial Regulations

To receive a brief verbal report on the progress made towards updating the Council's Standing Orders and Financial Regulations.

10 Audit of Assets

To receive a brief report on the current auditing of Council Assets and to make any necessary related decisions.

11. Risk Assessment

To consider the Council's general Risk Assessment and commend it to the Full Council (see report).

12 School of Science and Art

To review the annual year end return for the School of Science and Art and to consider a proposal that it sponsors the Rotary Technology Tournament.

Background

The School of Science and Art is a charitable fund for which the Town Council is Sole Trustee. It has an income based on the sale of previous assets, and makes contributions to appropriate causes. The Committee considered how this process might be improved last year, and the proposal that it sponsors the Rotary Technology Tournament emerged in recent weeks.

The Committee must review the Charity's annual return, and consider whether the proceeds of the fund could be used to sponsor the tournament.

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Notes from the Audit, Grants and Charities non-statutory Working Group meeting held on Monday 25 October 2021 via Zoom.

Cllr G Cook	Present	Cllr R Hogg (Vice Chair)	Present
Cllr J Cornthwaite	Present	Cllr D Rathbone	Present
Cllr J Dunlop (Chair)	Present	Cllr M Severn	Absent
Cllr P Gibson	Apologies	Cllr G Vincent	Present

In attendance: Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant).

AGC 13/21/22 Apologies

Apologies were received and accepted from Cllr Gibson

AGC 14/21/22 Declarations of Interest

None

AGC 15/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

None

AGC 16/21/22 Minutes of the Previous Meeting

The Council received the minutes of the Audit, Grants and Charities meeting held on 26 July 2021. The Chair asked if the slides from the last meeting could be circulated.

Resolved: To accept them as a true record.

AGC 17/21/22 Budget Monitoring

The Clerk presented the budget monitoring report which is on track and not expected to overrun.

Resolved: To receive the budget monitoring report.

AGC 18/21/22 Annual Governance and Accountability Return (AGAR) External Auditor's Report.

The committee received the report from the external auditor for 2020-21. The committee noted the historical reasons for non-material inaccuracies and the reassurances given by the Clerk for future action.

Resolved: To note the report

AGC 19/21/22 Dowker Bindloss Charity

The committee received the report from Cumbria Community Foundation on the disbursements from the Dowker-Bindloss Charity.

Resolved: To note the report.

AGC 20/21/22 Grants Funding

The committee noted there were no grant applications for this cycle.

AGC 21/21/22 Future Grants Funding 2022

The Clerk spoke to his report emphasising the need for change in the way grant applications are dealt with. Of special consideration is that grant applications are only dealt with once. A councillor asked for clarification on awarding grants to those applicants who do not have a bank account. The Clerk confirmed that this would be included in the final policy documentation.

Resolved: The committee proposed to accept the report as submitted by the Clerk with an annual review and requirement that any recipient has a bank account.

AGC 22/21/22 Finance Systems

The Clerk updated the committee that any new financial system would more realistically be operational in the spring of 2022. Additional systems have become available and the Clerk believes it is beholding on the council to evaluate these before making a final decision.

Resolved: To note the update report.

AGC 23/21/22 Standing Orders and Financial Regulations

The committee received the report noting it is still work in progress

Resolved: To accept the report.

AGC 24/21/22 Budget 2022-23

The Clerk proposed the budget as detailed in the report

Resolved: The Committee agreed the following budget allocation.

	2021-22	Est outturn	Proposed 2022-23	Variance
Core funding	22,500*	22,500	22,500	0
Discretionary Community Gr (small and larger)	18,500*	18,000	18,500	0
Total	41,000	40,500	41,000	0

* Figures disaggregated from total budget

The meeting closed at 7.40pm

EXPENDITURE	Budget	Additional Funding	Actual Exp April - Nov	Remaining Budget (incl Budget)	Projected Yr. Exp
Salaries:					
Staff Gross Pay			£109,380		£166,378
Employers Superannuation			£21,745		£32,617
Employers National Insurance			£8,709		£12,901
Travel			£51		£200
Staff Expenses			£74		£100
Mobile - Townscape Manager			£93		£144
Sub Total	£213,000		£140,051	£72,949	£212,341
Accommodation					
Rent of Old Unison Room			£1,709		£2,279
Service Charge (Rent)/ Heating/Lighting/cleaning/Parlour/Picture Store/Use of Chamber			£4,750		£9,500
Use of Telephones			£100		£200
Other: Garage Rent			£903		£2,167
Premises Other			£0		£0
Alarms - Service & Maint			£1,381		£1,700
Signs - Garage			£80		£80
Elect - Garage			£208		£400
Other			£41		£150
Sub Total	£16,965		£9,172	£7,793	£16,476
IT					
Software					
ITEK - Support			£1,960		£2,940
ITEK Annual Contract			£990		£1,320
Cloud Hosting			£314		£314
Support					
Sage			£195		£295
Digital Meetings/Admin					
Zoom			£366		£549
Other IT Costs			£285		£350
Website					
Designworks			£882		£1,037
DocuSign			£175		£300
New IT System/Comp/Equip					£4,895
Sub Total	£12,000		£5,166	£6,834	£12,000
Insurance & Finance Costs					
Public Liability			£5,902		£5,902
HR			£1,230		£1,230
Finance Costs (Audit Fees)			£300		£2,400
Finance Costs Other - BK, Admin Chgs			£124		£200
Payroll Services			£294		£400
Sub Total	£13,300		£7,850	£5,450	£10,132
Stationery/Office General					
Printing/Stationery/Postage			£1,135		£1,513
Office Equip/Consumables			£28		£100
Asset - New Shredder			£493		£493
Misc. Office Expenses			£11		£100
Repairs to Office Equip			£0		£0
Photocopy Rental and Photocopies			£1,119		£1,535
Subscriptions					
Open Spaces			£45		£45
Allotments			£56		£56
Town Crier Subs			£26		£35
NALC/CALC			£2,218		£2,218
Data Protection			£35		£35
Lakes Line			£13		£13
SLCC Membership			£289		£289
Sub Total	£6,900		£5,468	£1,432	£6,432

Over 2 Years Rent now owed

Includes additional costs for Amendments

To Purchase in 21/22

HR Contract ended Nov 2021 - no replacement in place £300 unaccrued additional Audit Fees from 2021/21

EXPENDITURE	Budget	Additional Funding	Actual Exp April - Nov	Remaining Budget (incl B/F)	Projected Yr. Exp	
Staff Training	£2,000		£1,119	£881	£2,000	
PPE	£500		£42	£458	£500	
Vehicle						
Fuel			£626		£1,073	
Tracking Fee			£49		£84	
Repairs			£560		£600	
Van Ins			£778		£934	
Other			£7		£100	
Sub Total	£2,300		£2,020	£280	£2,791	
Newsletter	£10,211		£7,629	£2,582	£11,500	Based on 3 Newsletters
Election Fund	£5,000		£0	£5,000	£5,000	£3500 Trans to Reserves
Contingency	£5,000		£606	£4,394	£3,000	Repairs to Garage
Misc.	£2,500		£622	£1,878	£750	Leaving Gift, VAT Adj Includes Award
Wainwright Fund	£320		£367	-£47	£367	£250, Award Design and Picture £117.25
Emergency Planning	£10,000		£0	£10,000	£10,000	This will be spent
Kendal Futures & Vision						
Support Co-ordinator	£7,750		£8,434	-£684	£8,434	
Kendal Vision Next Steps	£5,000		£5,000	£0	£5,000	
Banners Kendal	£1,500		£1,500	£0	£1,500	
Visit Kendal /Promoting Kendal						
Visit Kendal leaflet	£5,000	£4,344	£2,388	£6,956	£9,344	
Visit Kendal Website Contribution (Kendal Futures)	£2,400		£2,400	£0	£2,400	
Visit Kendal Content Co-ordinator	£3,600		£3,000	£600	£3,600	
Sub Total	£25,250	£4,344	£22,722	£6,872	£30,278	
Total Management	£325,246	£4,344	£202,836	£126,754	£323,567	
AUDIT, GRANTS & CHARITIES:						
Community Grants	£41,000		£39,249	£1,751	£39,500	£250 already allocated leaving £1500 available
MAYORALTY & ARTS						
Mayoral (Mayor & Deputy Mayor) Allowance	£5,150		£5,000	£150	£5,150	
Mayoral Travel	£800		£38	£762	£800	
Mayoral Functions	£6,700			£2,048	£6,700	
Mayor Making			£481			
Donations from Mayor Making			-£40			
Torchlight			£5,336			
50% Refund			-£2,040			
Remembrance Sunday			£384			
Donations From Torchlight			-£169			
Regalia & Uniforms			£84			
Misc. Functions & Exp			£66			
Twinning	£2,500			£2,500	£2,500	
Exhibitions	£1,500			£1,500	£1,500	
Museum	£2,000			£2,000	£2,000	
Sub Total	£18,650	£0	£9,690	£8,960	£18,650	

EXPENDITURE	Budget	Additional Funding	Actual Exp April - Nov	Remaining Budget (incl B/F)	Projected Yr. Exp
CHRISTMAS LIGHTS & FESTIVALS					
Christmas Lights & Installation/Storage	£17,175				
Ormrod - Christmas Banner			£150		
Christmas Plus - Installation & Equip			£11,471		
				£5,554	£17,175
Infrastructure Development & Maint	£10,000			£7,163	£10,000
The Sign Man - Boundary Boards			£120		
Christmas Plus - Repairs/replacements			£354		
C Plus - Electrical Survey			£384		
Call Out Charge Banner			£132		
C.Plus Repairs to Lights (Storm Damage)			£1,847		
Christmas Electricity	£675			£675	£675
Christmas Switch On	£3,000		£1,552	£1,448	£3,000
Bunting - Christmas Plus	£1,200		£982	£218	£1,200
Festival Grants	£35,000			£11,000	£24,000
Kendal Torchlight			£5,000		
Comic Art			£5,000		
Kendal Mountain Festival			£5,000		
Mary Wakefield Festival			£500		
Kendal Wool Gathering			£1,500		
Unity Festival			£1,500		
Christmas Tree Festival			£500		
Cumbria Festival Chorus			£1,000		
Cumbria Opera Festival			£1,000		
Kendal Poetry Festival			£1,500		
Whisky Festival			£500		
Walking Festival			£500		
Eskfest			£500		
(note this was the agreed FG from 2020/21)					
Total Christmas & Festivals	£67,050		£40,992	£26,058	£56,050

EXPENDITURE	Budget	Additional Funding	Actual Exp April - Nov	Remaining Budget (incl B/F)	Projected Yr. Exp
KENDAL in BLOOM					
Floral Displays	£21,500		£17,115	£3,191	21500
Installation & Maint	£0		£1,194		
Vouchers	£0		£0		
Projects & Grants	£8,700		£618	£8,070	8700
Expenses: Green Waste			£12		
Total KIB	£30,200	£0	£18,939	£11,261	£30,200
ALLOTMENTS					
Capital Spending (Asbestos Removal)	£5,000		£2,535	£2,465	£5,000
Allotment Exp From Reserves		£7,203			
Landscape Design & Site			£311		
Canal Head Landscape Design			£1,000		
Crow Tree Allotment Fencing			£5,892		
Revenue Spending/Main	£7,806		£4,483	£3,323	£7,806
Water	£1,792		£1,639	£153	£2,000
Rent	£900		£840	£60	£900
Pest Control	£2,500		£1,730	£770	£2,500
Total Allotments	£17,998		£11,227	£6,771	£18,206

ENVIRONMENT & HIGHWAYS		2021-22	Funding B/Fwd	Exp To Date	Remaining	Projected	
		Budget	From 20/21	(Apr-Nov)	Budget (incl B/F)	Yr. Exp	
New Infrastructure	Enviroground - Wattsfield, install bench	£3,500		£567			
	Enviroground - Burton Rd Bus Shelter - dig out, lay concrete			£674			
	SID			£2,775	-£516	£4,016	New inf Budget £3500, exp £4016 to date
	Defib	£800			£800	£800	
	Ivy Screening Project		£3,266	£8,834	£4,432		
	Ivy Screening Grant from SLDC		£10,000			£13,266	Full Budget forecast to be spent
	Sub Total	£4,300	£13,266	£12,850	£4,716	£18,082	
	Infrastructure Maintenance	£1,000					
	Infrastructure Maint Fund		£4,499	£426	£4,073	£4,499	Full Budget forecast to be spent £1000
	SID Maint			£323	£677	£1,000	(infrastructure Main less £323) Full Budget forecast to be spent
SLDC Service Charges	Wool pack Yard		£3,242	£3,242	£0	£3,242	Full Budget forecast to be spent
	CCTV Maint	£1,500			£1,500	£1,500	We wont spend this - added to Reserves
	Defib Maint	£800			£800	£0	
	Sub Total	£3,300	£7,741	£3,991	£7,050	£10,241	
	Footway Lighting	£4,917		£3,731	£1,186	£4,917	Full Budget forecast to be spent
	Somervell Annual Maint	£500			£500	£500	Full Budget forecast to be spent
	Bins	£2,500		£1,593	£907	£2,500	Full Budget forecast to be spent
	Total E&H	£15,517	£21,007	£22,165	£14,359	£36,240	

**** Note: Any unspent Funds from the 21/22 Budget and the Allocated Reserves will remain in the Reserves until the respective Project is completed.

ONGOING ACTION PLANS / PROJECTS		2021-22	Funding B/Fwd	Exp To Date	Remaining	Projected	
		Budget	From 20/21	(Apr-Nov)	Budget (incl B/F)	Yr. Exp	
1	Climate Change	£10,000	£2,019		£12,019	£0	****
	SLDC Community Climate Change Grant		£2,000				
	Kendal Map Zero Carbon			£375		£375	
	Website			£1,200		£1,200	
	Kendal Composting		£5,000			£1,000	As per Helen's Projections
	Sub Total	£10,000	£9,019	£1,575	£17,444	£2,575	****
2	Biodiversity Schemes & Grants	£11,000	£2,400		£13,400	£2,131	As per Helen's Projections
	Somervell Wildflower Grant Project		£1,500	£869	£631	£869	
	Fletcher Park		£1,500		£1,500	£0	****
	Natural Kendal Research Contribution		£3,000	£1,500	£1,500	£3,000	
	Nobles Rest		£5,000		£5,000	£0	****
	Sub Total	£11,000	£13,400	£2,369	£22,031	£6,000	
3	20mph	£10,000	£4,297	£0	£14,297	£0	****
4	Cycling & Walking	£12,500			£12,500	£0	
	LCWIP		£5,000		£5,000	£0	
	Pump Track		£2,000		£2,000	£0	
	LGRP		£5,500		£5,500	£5,500	As per Helen's Projections
	Sub Total	£12,500	£12,500	£0	£25,000	£5,500	
***	FRSWG Connectivity Scheme	£15,000		£0	£15,000	£15,000	
Total Action Plans		£58,500	£39,216	£3,944	£93,772	£29,075	

	<u>2021-22</u>	<u>Funding B/Fwd.</u>	<u>Exp To Date</u>	<u>Remaining</u>	<u>Projected</u>
	<u>Budget</u>	<u>From 20/21</u>	<u>(Apr- Nov)</u>	<u>Budget (incl B/F)</u>	<u>Yr. Exp</u>
Action Plan (£500 Grant SLDC) Convex Mirror		£500	£252	£248	£252
Citizens Jury					
Shared Future		£9,142	£4,940	£4,202	£9,142
Donation from Westmoreland & Lonsdale Labour Party			-£50		-£50
Planning					
FRSWG Scheme (Reserve Pot)	£35,000			£35,000	£35,000
GRAND TOTALS:	£609,161	£74,209	£354,184	£329,136	£595,832

KENDAL TOWN COUNCIL

Grant Application Form 2021/22

Please check before sending:

Is your project or service based in Kendal?

Have you read the grants criteria?

Have you attached a copy of your latest audited accounts?

(No application will be considered without a copy of your latest audited accounts)

If you have any queries then please contact us on: 01539 793490 or e-mail: office@kendaltowncouncil.gov.uk.

Please note: Information which you provide in this application will be considered in an open meeting of the Audit, Grants and Charities Committee and is therefore in the public domain.

Name of your organisation: Kendal Community Theatre Charity No: 1156585
Correspondent (and position): Caroline Taylor, Trustee Treasurer
Address: Castle Street Centre Castle Street Kendal LA9 7AD
Daytime Telephone: 07906067767 E-mail: treasurer@kendalcommunitytheatre.com
<p>1. Please tell us about your organisation:</p> <p>Kendal Community Theatre was set up in 2011 to mount <i>A Passion for Kendal</i> in 2012. We worked both with professional musicians as composers and local groups e.g. the Riversiders, and Ghyllside Steel Band; and with a professional costume designer and other organisations amongst them Manna House. Our charity states our aim as providing high quality theatre for the people of Kendal and its surroundings, and through being involved in any of the roles necessary for production, an education in theatricality. We are completely inclusive and do not audition. Since then, we have put on plays of local interest <i>Lady Anne Clifford ~ a woman cast out</i>, which toured to Kirby Stephen and Appleby. We were commissioned by Councillor Chris Hogg, then Mayor of Kendal, to do street theatre commemorating the Jacobite Uprising in 1715 and KCT marched through the streets, and delivered speeches written by local writers, in locations around Kendal. In 2016 we mounted the week long <i>Kendal Yarns Festival of New Plays</i>. The fifty-eight plays played in locations around the town were written by local schools, individual pupils who have since gone on to study theatre, local groups such as and people from across the UK. The following year we toured some of the plays to local care homes. In 2018 we put on a festival of plays <i>The Trouble with Women</i> and <i>Strong Women Street Theatre</i> commemorating women gaining the vote. Throughout Covid KCT did not close. Through rehearsing first on Zoom and then in - socially distanced - person KCT put on an outside show <i>Tales in Lockdown</i> which played at Castle Street Centre and The Studio, Morland. During the second lockdown in November KCT rehearsed and released on YouTube their Advent Calendar which reached audiences across the UK and internationally. Then in the third lockdown KCT put on a winter season of play readings on Zoom. The audiences for the readings who were isolated by Covid said that they were the high spot of their weeks. In 2021 under the direction of Jayne Davies and Kate Reid costume designer KCT is involved as <i>Curious Botanicals</i> in Kendal Torchlight and the end of October sees their much delayed-by-Covid production of <i>The Threepenny Opera</i> directed by Emma Rucastle. In all since 2012 KCT has produced seventeen different shows either on the street or on the stage, and commissioned numerous plays both full length and short, and other pieces of writing from local writers.</p>

2. Briefly describe the project or service you want funding for:

In summer 2022 we intend to do a post-Covid celebration of street theatre written by school pupils. This may entail paying for writing workshops and travel costs for our experienced member directors who are already in place.

In late autumn/early winter 2022 we are doing a family show – play or pantomime – The Kendal Christmas Show – to appeal alike to adults and children and which will entail getting a licence and a costume designer's and director's fees.

We would like funding towards these costs.

3. Why do you need this grant and how will the people of Kendal benefit?

We are an organisation entirely staffed by volunteers. As you will realise, in 2020 we were not able to raise funds from ticket sales, so the whole of our costs had to come from Friends Members fees and donations, and our reserve, because we ring-fenced the funds we received for mounting *The Threepenny Opera* until it could go into final production.

In the last nine years, in addition to the educational quality of our work and capacity to bring the community together, we have provided high quality entertainment for the people of Kendal and tourists, and attracted business to the town.

In our tenth anniversary year we need this money to continue to provide the entertainment, the education, and the support for the community that we have demonstrated in the past.

Total cost of project or service	£7,000.00	Amount requested	£1000.00
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Funds received to date	£0.00	Funds pledged to date*	£0.00
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5. What other sources of funding have already been raised or promised?

Source	Total
Friends Members fees – estimated	£500.00
Friends Members donations – estimated	£250.00
Workshop fees x 2 - estimated	£600.00
Actors production fees - estimated	£300.000
Ticket sales – estimated	£650.00
(Estimate of)Total Funds Raised	
	£2,300.00

6. How do you propose to evaluate that the service or project has been a success?

Theatre is an ephemeral art.

We can only evaluate the success of our stage shows by the desire of the community to get involved and ticket sales. Our casts range from twenty to forty and the majority of the plays have had 70% attendance or sell-outs.

Similarly, in the case of street theatre we can only evaluate our success by the numbers of people wanting to be involved and watching – which whenever we have performed in the streets (some eight times) has been considerable. *A Passion for Kendal* drew a 1000 people to Kendal on the Good Friday and 800 to Kendal Castle on the Saturday. Donations were in the region of £1000.00

Strong Women Street Theatre involved sixty women, including women from the WI, marching through the streets, of whom a minor proportion were members of KCT.

7. Please provide a copy of your latest audited accounts with your application.

As we are a small charity with an income of under £25,000.00 audited accounts are not required. Our final accounts for the year 2019-2020 are attached.

Signed: *Caroline Taylor*

Date: 24.09.21

Grants are paid, net of VAT, directly to organisations' bank accounts, so we will need the following details from you:

Organisation's Account Name: Kendal Community Theatre

Sort Code: 05 -05 -40.....

Account Number: 34178190.....

Completed applications should be sent to:

treasurer@kendaltowncouncil.gov.uk

Judith Lomax, Town Treasurer
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL

Kendal Town Council

Risk Assessment Review 2022

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis. This assessment is to be next reviewed by the Audit, Grants and Charities Committee at its meeting in January 2022.

The format below follows a matrix developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm councillors with the minutiae of individual process-based risk assessments, it takes a much broader view of the concept of risk, and challenges the council to demonstrate that it is identifying and mitigating risk through its policies and procedures. It includes a list of areas where the Council is assisted in this challenge by its internal auditor. In this context the internal auditor plays the vital role of a critical friend.

Areas where we use insurance to help us manage risks

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by Kendal Town Council
Maintaining an up-to-date asset register	Asset register being continuously reviewed and updated. A report on this process appears elsewhere in the agenda.
Fidelity guarantee	Insurance reviewed annually to ensure adequate provision
Regular maintenance arrangements for physical assets	Officers' workload monitored. Programme of work scheduled. Christmas lighting procedures under review. Allotment inspection and maintenance procedures monitored. Register and review of other physical assets ongoing.
Annual review of risk and adequacy of insurance cover by RFO and AGC Committee	Ensure risk is continually monitored by officers, and the process is overseen by the appropriate committee.
Ensure robustness of insurance provider	Monitor and take advice from CALC
Vehicle maintenance and insurance	Reviewed annually with regular inspections. Policy to be reviewed again Autumn 2022.
Internal Audit Assurance	
Review internal controls by internal auditor and Audit, Grants and Charities Committee	Internal Auditor to cover
Review management arrangements for insurance	Internal Auditor to cover
Spot test specific internal controls	Internal Auditor to cover

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable buildings, amenities or equipment
- Maintenance of vulnerable buildings, amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by Kendal Town Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital equipment	Standing Orders and Financial Regulations adopted specifying process. New Financial regulations under review 2021-22 in line with latest model. Keep under review.
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Appropriate committee to schedule in meetings where required
Clear statements of management responsibility for each service	Clerk to ensure. Policies to be reviewed in 2022.
Regular scrutiny of performance against targets	Some existing processes in place, however whole process to be reviewed once coronavirus pandemic is past
Adoption of and adherence to codes of practice for procurement and investment	Financial regulations adopted. To be reviewed to ensure they match current best practice and statutory requirements.
Arrangements to detect and deter fraud and corruption	Review of payment, authorisation and reporting arrangements carried out 2021. IA to comment on process and additional reviews
Regular bank reconciliation, independently viewed	Appropriate committee oversees. Consider additional reconciliation observer 2022. IA to comment on process.
Internal audit assurance	
Review of internal controls in place and their documentation	IA to report to appropriate committee

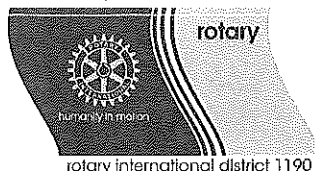
Areas where we can self-manage risk

Internal Controls	Action by Kendal Town Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Systems altered during pandemic. System reviewed 2021, and additional review required.

Recording in minutes the precise powers under which expenditure is being approved.	System to be reviewed 2022 with new staffing arrangements
Regular returns to HMRC	Salary system subject to periodic checks with payroll supplier
Contracts for all staff, annually reviewed by the council	To be reviewed annually for changes from 2021. Report to appropriate committee.
Systems for recording any relevant changes in legislation	Clerk reviews and reports to appropriate committee
Regular VAT analysis	Finance Officer oversees this. To be reviewed in 2022
Training of RFO and finance staff in VAT and taxation issues	Some carried out in 2021. To be reviewed in 2022
Regular budget monitoring statements	Ongoing improvements in 2022
Procedures for monitoring grants or loans made or received	Whole system to be reviewed in 2021. Ongoing improvements require implementation
Minutes properly numbered and paginated with a master copy in safe keeping.	Master copy to be kept in locked metal cupboard. To be reviewed 2022.
Documented procedures to deal with enquiries from the public.	To be reviewed in 2021-22.
Documented procedures to deal with responses to consultation requests.	To be reviewed in 2021-22
Monitoring arrangements for Local Councils Award scheme.	To be reviewed in 2022-23
Documented procedures for document receipt, circulation handling and filing.	GDPR and document storage to be reviewed in 2022-23, after move to new offices.
Procedures for recording and monitoring members' interests and gifts and hospitality.	To be reviewed 2021-22
Adoption of code of conduct for members	Council reviewed and adopted revised Code in 2014. New Code and legislation to be reviewed 2021/22- 2022/23 as a required.
Safe operating practices of staff/volunteers and participants in Events	Clerk to ensure proper risk management and training for all staff. Training to be reviewed continuously, at least annually. Records to be kept. Operational staff to be IOSH trained as appropriate by 2022.
Safe operating of events	Risk management policies to be implemented at outset. Officers to be trained to appropriate IOSH level.
Safe operating and maintenance of public spaces, including aspects of tree management and building management.	Staff to be trained to appropriate level. Regular inspection regime with records of

	inspections logged. Policy reviewed 2021. Continuous improvement culture adopted.
Safeguarding of young people and adults at risk who interact with the council	Safeguarding policies reviewed 2021 Appropriate training where required. Continuous review.
Safe working practices for staff inside and outside.	Regular assessments of working environment, fire and other risks, COSHH, effective PPE, lone working, work station safety, vehicle use, building safety. Risk assessment system in place for most activities. Dynamic risk assessment where appropriate.
Safe working in the context of Coronavirus or other pandemics	Regular and thorough review of government, PHE specialist sector and NHS guidelines for all activities. Adopt and adapt as required.
Internal Audit Assurance	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied.	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc including petty cash transactions	IA to note and include in report to council
Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management.	IA to note and include in report to council

25 January 2022



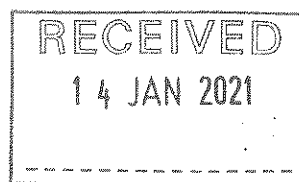
TECHNOLOGY TOURNAMENT
Friday MARCH 11th 2022
organised by
Rotary Clubs in District 1190
'Service above Self'



Tanglewood
Parkside Road
Kendal
Cumbria
LA9 7LG

Councillor Douglas Rathbone— Mayor of Kendal
Kendal Town Council
Town Hall
Kendal
LA9 4DL

10th January 2022



Dear Councillor Rathbone

RE: 2022 ROTARY TECHNOLOGY TOURNAMENT

Westmorland Hall

Kendal Leisure Centre,

After a break of two years caused by the Covid-19 and Omicron pandemic we are excited to announce the resumption of this tournament. The purpose of this tournament is to encourage and excite interest in STEM subjects by setting a physical task that has three distinct stages.

- To identify and design a solution to a set problem.
- From the materials supplied build a model of this solution.
- Demonstrate the model built can physically achieve the objective.

Marks are given for the team approach and effectiveness of each stage with participants divided into three age categories.

Foundation (12 > 13 year olds)

Intermediate (14 > 15 year olds)

Advanced (16 years and above)

Nine senior schools from across South Lakeland have committed to take part with an intent to enter a cumulative total of 24 teams across the three categories.

We are working to a budget of £800 with three quarters of this being the hire of the premises. All manpower requirements are being carried out by volunteers at zero cost.

Would you in your capacity of Mayor be able to offer support by way of sponsorship towards the cost of this event? Please be assured Kendal Rotary Club would be very prudent in the spending of any money received and a financial statement will be subsequently available if required.

Yours sincerely

Digby Gunson
For and on behalf of Kendal Rotary club
digby.gunson@btinternet.com

TRUSTEES OF THE SCHOOLS OF SCIENCE & ART CHARITY**Receipts & Payments Account and Schedule of Assets****01 April 2020 to 31 March 2021**

		2020/21		2019/20	
		£	£	£	£
Opening Balance at 1 April			15,514.50		20,623.49
Add:	Receipts:				
	Interest - Charibond	251.96		235.16	
	Interest - Cumberland Building Society	40.69		55.85	
	Legacy -	0.00		0.00	
	Total		292.65		291.01
Less:	Payments:				
	School/College Prizes	0.00		150.00	
	Grants	0.00		5,250.00	
	Other	0.00		0.00	
	Total		0.00		(5,400.00)
Closing Balance at 31 March			<u>15,807.15</u>		<u>15,514.50</u>
Represented by:-					
Long Term Investments at cost:		Note 1		Note 1	
	Charibond Fixed Interest Common Investment Fund	8,992.00		8,992.00	
	Cumberland Building Society	6,035.38		5,994.69	
	Cash at Bank	779.77		527.81	
Total at 31 March			<u>15,807.15</u>		<u>15,514.50</u>

Notes:

- 1 The market value of the Charity's 8,399 Charibond shares at 31 March 2020 was £10,441.76 (31 March 2020 £10,346.73).

The above statement represents a true & fair view of the financial position of the Charity's Accounts at 31 March 2021 and its receipts and payments during the year.

Approved by the Trustees on

.....

Mayor of Kendal

.....

Town Clerk

TRUSTEES OF THE SCHOOLS OF SCIENCE & ART CHARITY

2020/21 ACCOUNTS

RECEIPTS		Investment	Interest	Other	Opening Balance	TOTAL
Date		£	£	£	£	£
2020						
1 April	Opening Balance				15,514.40	15,514.40
29 May	M & G (Charibond)		58.79			58.79
28 August	M & G (Charibond)		58.79			58.79
15 Dec	M & G (Charibond)		75.59			75.59
28 Feb	M & G (Charibond)		58.79			58.79
31 Mar	Cumberland Building Society	40.69				40.69
						0.00
		40.69	251.96	0.00	15,514.40	15,807.05

PAYMENTS		Investment	Prizes	Grants	Closing Balance	TOTAL
Date	Chq No.	£	£	£	£	£
2020						
						0.00
2021						
31 Mar	Closing Balance				15,807.05	15,807.05
		0.00	0.00	0.00	15,807.05	15,807.05

Closing balance at 31 March 2021 represented by:	£	Note
Barclays Bank - Current Account	779.77	1
Cumberland Building Society	6,035.38	
M & G Investments at cost	8,992.00	2
	<u>£15,807.15</u>	

Notes:

1	Bank Reconciliation 31 March 2021:	£		
	Balance per Cash Book	779.77		
	Unpresented Cheques	0.00		
	Outstanding lodgements	0.00		
	Balance per Bank Statement	<u>£779.77</u>		
2	M & G Investments:			
		Units	Price	Value
	Common Investment Fund, Fixed Interest - Charibond	8,399.000	124.00	10,414.76
	Value at 31 March 2021			<u>£10,414.76</u>