

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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**Minutes of a meeting of the Audit, Grants and Charities Committee on Monday, 19 December 2022, at 6.00 p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.**

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

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

## **AGC21/2022 Apologies**

Apologies for absence were received and accepted from Cllrs S Coleman and L Edwards.

## **AGC22/2022 Declarations of Interest**

Cllr C Russell declared an interest in Agenda Item No.6(a) (Grants Funding – Kendal Financial Resilience Network), as described at Minute AGC26.2022 below.

## **AGC23/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues were considered for exclusion.

## **AGC24/2022 Minutes of the Previous Meeting**

A member queried the wording of Minutes Nos.AGC15/2022 and AGC16/2022. The Town Clerk explained that the minutes were written in accordance with best practice and drew attention to the fact that normal practice would be for the contents of the minutes to be questioned and improved upon prior to the commencement of the meeting. He apologised for the lack of a projected payroll costs spreadsheet on the Agenda, which he had not noted as a requirement. It was suggested that acceptance of the minutes of the meeting of the Committee held on 13 October be deferred to the next meeting of the Committee pending further informal discussion on potential changes to the wording.

### **Resolved:**

- (1) To receive and accept the minutes of the meeting of the Audit, Grants and Charities Committee held on 28 September 2022 and to authorise the Chair to sign them as a true record.
- (2) Acceptance of the minutes of the meeting of the Audit, Grants and Charities Committee held on 13 October 2022 be deferred to the next meeting of the Committee pending informal discussion on potential changes to the wording.

## **AGC25/2022 Budget Monitoring**

The Committee considered a budget monitoring report on the second quarter's expenditure in 2022/23, a copy of which had been circulated to Members prior to the meeting. The Town Clerk explained that the Council was mid-transfer of the finance system from SAGE to Rialtas and a number of challenges arose as a result, for example, in relation to nominal coding. Totals within the spreadsheet matched up and what was shown within the document was a realistic representation of the Council's performance. He stressed the fact that although there were many improvements to be made, the numbers within the system were correct, and he commended the figures as shown.

In response to a query on the dates shown on the report, the Town Clerk believed that the figures shown were as at the end of November 2022, although he recognised that the end of December was the end of the quarter. To this end, he pointed out the need for the Council to examine its audit process and Members offered their support in doing this. In response to a further query relating to figures shown for the Audit, Grants and Charities Committee, the Town Clerk explained that the expenditure to date regarding Kendal and District Lions should read £2,500 and not £5,000 as shown. Remaining funds, therefore, were £7,200 and not £4,700 as shown.

**Resolved:** To note the report.

## **AGC26/2022 Grants Funding**

***Note - Cllr C Russell declared an interest in Agenda Item No.6(a) (Grants Funding – Kendal Financial Resilience Network) by virtue of the fact that he was a Trustee of Stricklandgate House, and left the Chamber during consideration and voting on this grant application only.***

The Committee considered five grant applications, as follows:-

- (a) Kendal Financial Resilience Network for a contribution of £3,000 towards publicity (£1,500) and venue hire and expenses for events, including Annual Lunch (£1,500).

Whilst Member expressed support for the organisation's ambition, there was concern with regard to the fact that this was not a formally-constituted body and nor did a Memorandum of Understanding exist. In addition, it was unclear as to whether the funding was to be in place for three years or not.

Grant offered - £1,500 over one year, with the organisation to be advised to apply again in a period of one year and providing clarification with regard to constitutional arrangements and terms for funding.

- (b) Lakeland Canoe Club for a contribution of £5,000 towards pool equipment.

Members raised the specialist nature of the Club.

Grant offered - £500.

- (c) North West Air Ambulance for a contribution of £5,000 for three years towards the cost of a consultant doctor who will provide support to Kendal.

Members discussed the fact that an application was awaited from the Great North Air Ambulance and the Town Clerk reminded them that air ambulance funding was treated as core funding.

Grant offered - £2,000.

- (d) South Lakes Action on Climate Change for a contribution of £500 towards hiring the Conference Room on nine occasions from November to March to open a warm space before the community food larder.

Members appreciated how specific the application was and recognised the massive need and how this was of benefit to people.

Grant offered - £500.

- (e) With Singing in Mind for a contribution of £500 towards rebuilding the Group to the successful organisation it was prior to Covid.

The Committee was keen to support the application, the work of the organisation being evident.

Grant offered - £500

It was pointed out that £2,200 remained for 2022/23 and so was suggested that the Great North Air Ambulance be recommended to apply for a grant of £2,000.

**Resolved:**

- (1) To offer the grants and/or appropriate feedback as listed above.
- (2) The Council to write to the Great North Air Ambulance to recommend that they submit an application for a grant of £2,000.

**AGC27/2022 Dowker Bindloss Charity**

To receive a report from Cumbria Community Foundation on the distribution of funds from the Dowker Bindloss Charity (see attached).

**Resolved:** To receive the report.

**AGC28/2022 Financial Regulations**

The Town Clerk reported that he had as yet received no feedback on his draft of the new regulations and suggested, therefore, that should Members wish to discuss the contents, then consideration of the matter be deferred to the next meeting of the Committee.

A desire for detailed consideration of the document was raised.

**Resolved:** To defer consideration of the new regulations to the next meeting of the Committee.

## **AGC29/2022 Budget 2023-24**

The Committee considered proposals for its Budget Allocation for 2023-24.

The Committee's only budget line covered the value of the Council's allocation to general/community grants. Last year, these had been split between the Core funding budget and the Discretionary Community grants budget. Core funding had been earmarked for Brewery Arts, Citizens' Advice, Abbot Hall and the Air Ambulances.

The proposals were as follows:-

	<b>2022-23</b>	<b>Est Outturn</b>	<b>Proposed 2023-24</b>	<b>Percentage of previous</b>
<b>Core Funding</b>	22,500	25,000	25,000	111%
<b>Discretionary Community Grants</b>	18,500	16,000	20,000	108%
<b>Total</b>	41,000	41,000	45,000	110%

It was noted that the system for grant administration was still being improved by officers and that variances were normally expressed as a percentage of the previous total.

**Resolved:** To approve the proposals for the Committee's Budget Allocation for 2023-24, as set out above.

## **AGC30/2022 Audit Matters**

The Town Clerk provided a brief verbal report on the progress made towards appointing Internal Auditors. He informed Members that the Town Council now had new external auditors, Moore, based in Peterborough, who had been appointed by Smaller Authorities' Audit Appointments for the next three years.

**Resolved:** To note the report.

The meeting closed at 7.00 p.m.