

KENDAL TOWN COUNCIL

Audit, Grants and Charities Committee

**Monday 28th October 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Councillors Julia Dunlop (Vice Chair), Rachael Hogg and Geoff Cook
- APOLOGIES** Councillors Severn, Gibson and Rathbone
- OFFICERS** Judith Lomax (Town Treasurer) and Nicky King (Council Secretary)
- 482/19/20 PUBLIC PARTICIPATION**
- None.
- 483/19/20 DECLARATIONS OF INTEREST**
- None.
- 484/19/20 MINUTES OF THE MEETING HELD ON 22ND JULY 2019**
- The Chairman presented the minutes of the meeting held on 22nd July 2019, which had been approved by full Council on 2nd September 2019.
- Councillors Cook and Dunlop had been present at that meeting and approved the minutes as a correct record.
- RESOLVED** That the minutes of the meeting of the Committee held on 22nd July 2019 be accepted as a correct record.
- 485/19/20 MATTERS ARISING (Not on Agenda)**
- None.
- 486/19/20 EXTERNAL AUDITOR'S REPORT**
- The Treasurer advised that the external auditor's report confirmed that KTC have complied with Proper Practices.
- A note raised in respect of non-compliance with Regulation 15 of the Accounts and Audit Regulations 2015 was highlighted. The Treasurer explained that the regulation had been complied with and the note referred to the way in which it had been reported. She has spoken to the external auditors in this respect and a note will be made for next year.
- The report was received and accepted by Committee.
- RESOLVED** That the external auditor's report be received and accepted.
- 487/19/20 BUDGETARY CONTROL STATEMENT – SIX MONTHS ENDED 30TH SEPTEMBER 2019**

The Treasurer presented the Budgetary Control Statement for the first half of the financial year.

A further instalment of CIL (Community Infrastructure Levy) income has been received from SLDC, amounting to £1,188. The Treasurer advised that the amount of CIL income received this financial year will be less than last year. It is not budgeted for as the amount is unknown.

Expenditure to 30th September is within the profiled budget for the year to date. There has been no use of the contingency provision to date.

488/19/20

2020/21 BUDGET

(a) Budget Proposals

Committee considered the budget requirements for 2020/21. Councillor Cook proposed this be accepted without change. Councillor R Hogg seconded the proposal and it was carried unanimously.

RESOLVED

That the Budget Proposals for 2020/21 be accepted without change.

(b) Draft Reserves Policy 2020/21

The Treasurer advised that one change is suggested to the existing policy relating to the election reserve. The proposal is to increase the range from £10,000 to £16,000 in line with latest costs. Councillor R Hogg proposed that Council be recommended to approve the increase. This was seconded by Councillor Cook and carried unanimously.

RECOMMENDATION

That Council approve the increase of the election reserve range from £10,000 to £16,000.

(c) Draft Investment Policy 2020/21

Committee were asked to consider this policy. Councillor Cook proposed that it be accepted without change. This was seconded by Councillor R Hogg and carried unanimously.

RESOLVED

That the Draft Investment Policy 2020/21 be approved without change.

489/19/20

GRANT APPLICATIONS 2019/20

The Treasurer advised that a balance of £11,760 remained in the grants budget of £41,000 for the current year. The grant applications were considered and the following recommendations were made:

10th Kendal Scouts

Request of £500 towards camping equipment. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant for the full amount requested of £500 be awarded.

The Bryce Institute, Burneside

Request of £5,000 to help fund replacement windows at Burneside Village Hall. Committee recommended that no grant be awarded as the Institute is outside Kendal. Treasurer to make contact and forward a list of other possible funders.

RECOMMENDATION That no grant be awarded.

South Cumbria Breastfeeding Support

Request for £5,000 towards room rent, costs of volunteer training and fees relating to the Kendal Mums group. Committee recommended that a grant of £1,000 be awarded.

RECOMMENDATION That a grant of £1,000 be awarded.

The Birchall Trust

Request for £8,750 towards core costs towards providing one to one counselling and therapy sessions for adults and children in Kendal affected by sexual abuse. Committee recommended that a grant of £750 be awarded. The decision was made based on the large size of the organisation.

RECOMMENDATION That a grant of £750 be awarded.

490/19/20

GRANT APPLICATIONS 2020/21

The Treasurer advised that £21,500 has already been allocated for the 3-year grants awarded in 2019/20. Further applications received to date total £27,250. If all the grants were awarded this would exceed the budget of £41,000. The grant applications were considered and the following recommendations were made:

Growing Well

Request for £750. Committee recommended that a grant of £500 be awarded.

RECOMMENDATION That a grant of £500 be awarded.

Manna House

Request for £2,250. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £2,250 be awarded.

Kendal Community First Responders

Request for £1,000. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £1,000 be awarded.

North West Air Ambulance Charity

Request for £1,000. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £1,000 be awarded.

SLEDP

Request for £100. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £100 be awarded.

Great North Air Ambulance Service

Request for £1,000. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £1,000 be awarded.

Springfield

Request for £5,000. Committee recommended that no grant be awarded due to the fact that funding is requested towards a salary.

RECOMMENDATION That no grant be awarded.

Kendal Community Theatre

Request for £750. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £750 be awarded.

Carer Support South Lakes

Request for £7,000. Committee recommended that no grant be awarded due to the fact that funding is requested towards a salary.

RECOMMENDATION That no grant be awarded.

1127 (Kendal) Squadron

Request for £1,000. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £1,000 be awarded.

Kendal Windows on Art

Request for £750. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £750 be awarded.

Cumbria Alcohol and Drug Advisory Service

Request for £5,000. Committee recommended that a grant of £2,250 be awarded.

RECOMMENDATION That a grant of £2,250 be awarded.

Hallgarth Senior Citizens

Request for £500. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £500 be awarded.

Abbot Hall Bowling Club

Request for £50. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £50 be awarded.

With Singing in Mind

Request for £1,000. Committee recommended that a grant of £500 be awarded.

The Treasurer presented a photograph to Committee which had been sent in by Singing in Mind showing a group session in practice.

RECOMMENDATION That a grant of £500 be awarded.

Dance Ability

Request for £100. Committee recommended that a grant for the full amount be awarded.

RECOMMENDATION That a grant of £100 be awarded.

It was noted that following the award of the grants agreed, a budget of £7,750 was left for the remainder of year. Members agreed to keep the budget request the same for the next financial year.

491/19/20

REVIEW OF RISK ASSESSMENTS

The Treasurer had been advised by the auditors that it was not evident in the Council minutes that the Risk Assessments had been reviewed. Committee were asked to authorise the Treasurer to sign the risk assessments which were reviewed in April 2019 and forward these to Council for approval.

This was proposed by Councillor R Hogg, seconded by Councillor Cook and carried unanimously.

RECOMMENDATION That the Treasurer sign the risk assessments reviewed in April 2019 and forward these to Council for approval.

492/19/20

HR AND HEALTH AND SAFETY CONTRACT

Committee were informed that the 3 year contract with Moorepay has recently expired. There will be a price increase from £1,700 to £2,100 per year, however there is the opportunity to re-tender next year. The Treasurer advised that KTC do utilise the service and it has been satisfactory.

Following discussion it was agreed that the Treasurer will identify 3/4 alternative companies which can be invited to tender for next year.

RESOLVED That the Treasurer identify 3/4 alternative companies which can be invited to tender for next year

493/19/20 REPORT FROM DOWKER BINDLOSS

The Treasurer presented a report. Councillor Cook provided background information and explained that Cumbria Community Foundation handle the matter on behalf of KTC, with the proviso that monies are ring-fenced for applications which benefit the people of Kendal. He summarised the report as follows:

- 9 projects have been supported by Dowker Bindloss.
- £1,000 was granted to Manna House.
- A total of £5,134 has been granted.

It was noted that only the interest on the capital sum held can be granted.

Committee noted the report.

494/19/20 SCHOOLS OF SCIENCE AND ART CHARITY

(a) Application for Assistance – Sarah Neill

Members were asked to consider an application received from Sarah Neill for £3,000. The applicant, a lecturer at Kendal College and marine biologist, has been selected to join a team of talented sea-women from around the globe on a Sedna Epic Expedition to the High Arctic in November 2020. She is the only woman from the UK chosen to attend the 2020 expedition. The total cost of the project is £6,500, with funds received to date of £830.

The Treasurer advised that the Charity currently holds accumulated funds of approximately £16,000. It was previously agreed that capital is to remain at £13,360 and money has been earmarked for the Artsmark initiative. This leaves an available sum left to spend of £1,230.

In her application Sarah Neill stated that the skills and experience she gains from this opportunity would enable her to deliver more enriching lessons to students on both BTEC and degree classes.

Following a general discussion Councillor Dunlop proposed that funding of £500 be awarded. This was seconded by Councillor R Hogg and carried unanimously. Members agreed that the applicant should be requested to submit a report following completion of the expedition.

RECOMMENDATION That funding of £500 be awarded to Sarah Neill from the Schools of Science and Art Charity. Applicant to be requested to submit a report following completion of the expedition.

(b) Cumbria Building Society Investment

The Treasurer advised that the interest rate for the 30 day notice account would be increasing from 0.9% to 1%. This was noted by Committee.

495/19/20

ITEMS FOR THE NEWSLETTER

It was suggested that the photograph of the Singing in Mind session presented earlier in the meeting be published in the newsletter with details of the grant awarded. Treasurer to obtain permission to publish.

RESOLVED

Treasurer to obtain permission to publish the photograph from Singing in Mind in the newsletter.

496/19/20

ANY OTHER BUSINESS

None.

497/19/20

DATE OF NEXT MEETING

Monday 27th January 2020 at 7pm.

The meeting closed at 8.23pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
486	External Auditor's Report	RES	That the external auditor's report be received and accepted.
488	2020/21 Budget: (a) Budget Proposals (b) Draft Reserves Policy 2020/21 (c) Draft Investment Policy 2020/21	RES REC RES	That the Budget Proposals for 2020/21 be accepted without change. That Council approve the increase of the election reserve range from £10,000 to £16,000. That the Draft Investment Policy 2020/21 be approved without change.
489	Grant Applications 2019/20: 10 th Kendal Scouts The Bryce Institute, Burneside South Cumbria Breastfeeding Support The Birchall Trust	REC REC REC REC	That a grant for the full amount requested of £500 be awarded. That no grant be awarded. That a grant of £1,000 be awarded. That a grant of £750 be awarded.
489	Grant Applications 2020/21: Growing Well Manna House Kendal Community First Responders North West Air Ambulance Charity SLEDP Great North Air Ambulance Service Springfield Kendal Community Theatre Carer Support South Lakes	REC REC REC REC REC REC REC REC	That a grant of £500 be awarded. That a grant of £2,250 be awarded. That a grant of £1,000 be awarded. That a grant of £1,000 be awarded. That a grant of £100 be awarded. That a grant of £1,000 be awarded. That no grant be awarded. That a grant of £750 be awarded. That no grant be awarded.

	1127 (Kendal) Squadron	REC	That a grant of £1,000 be awarded.
	Kendal Windows on Art	REC	That a grant of £750 be awarded.
	Cumbria Alcohol and Drug Advisory Service	REC	That a grant of £2,250 be awarded.
	Hallgarth Senior Citizens	REC	That a grant of £500 be awarded.
	Abbot Hall Bowling Club	REC	That a grant of £50 be awarded.
	With Singing in Mind	REC	That a grant of £500 be awarded.
	Dance Ability	REC	That a grant of £100 be awarded.
491	Review of Risk Assessments	REC	That the Treasurer sign the risk assessments reviewed in April 2019 and forward these to Council for approval.
492	HR and Health and Safety Contract	RES	That the Treasurer identify 3/4 alternative companies which can be invited to tender for next year
494	Schools of Science and Art Charity: (a) Application for Assistance	REC	That funding of £500 be awarded to Sarah Neill from the Schools of Science and Art Charity. Applicant to be requested to submit a report following completion of the expedition.
495	Items for the Newsletter	RES	Treasurer to obtain permission to publish the photograph from Singing in Mind in the newsletter.