

# KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 25<sup>th</sup> November 2019 at 7.00 p.m.  
in the SLDC Council Chamber, the Town Hall, Kendal**

**PRESENT** The Mayor (Councillor A Finch) in the Chair;  
Councillors G Cook, J Brook, G Archibald, S Coleman, S Evans, M Severn, G Tirvengadum, A Blackman, R Sutton, J Owen, D Rathbone (Deputy Mayor), J Cornthwaite, J Dunlop, P Gibson, E Hennessy, D Miles, M Miles and C Rowley

**APOLOGIES** Councillors G Vincent, C Hogg, R Hogg, A Edwards, H Ladhams, S Long and T Becker

**OFFICERS** L Richardson (Town Clerk), J Lomax (Treasurer) and N King (Council Secretary)

A two minute silence was held in remembrance of Councillor Bramham who had recently passed away. A funeral service will be held on Tuesday 3<sup>rd</sup> December at 12.30pm at Beetham Crematorium. The Town Hall flag will be lowered to half-mast as a mark of respect.

**585/19/20 PUBLIC PARTICIPATION**

None.

**586/19/20 DECLARATIONS OF INTEREST**

None.

**587/19/20 INVOICES OVER £3,000**

The Treasurer presented one invoice over £3,000 for Council approval as follows:

Continental Landscapes for the supply of winter bedding - £4,363.50 plus VAT, total £5,236.20.

This was as per the contract. It was proposed by Councillor Cornthwaite that payment of the invoice be approved. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That payment of the invoice from Continental Landscapes be approved.

**588/19/20 EXTERNAL AUDITOR'S REPORT TO COUNCIL**

The Treasurer presented the External Auditor's Report and Certificate 2018/19. She informed Council that the Report had been presented and accepted at the Audit, Grants and Charities Committee meeting on 28<sup>th</sup> October 2019.

Councillor Coleman proposed that the report be accepted and approved. This was seconded by Councillor Cornthwaite and carried unanimously.

**RESOLVED** That the External Auditor's Report for year ended 31<sup>st</sup> March 2019 be

accepted and approved.

**589/19/20      BUDGETARY CONTROL STATEMENT – SIX MONTHS ENDED 30<sup>TH</sup> SEPTEMBER 2019**

The Treasurer presented the Budgetary Control Statement for the six months ended 30<sup>th</sup> September 2019. She informed Council that the statement had been presented and accepted at the Audit, Grants and Charities Committee meeting on 28<sup>th</sup> October 2019.

Councillor Coleman proposed that the Budgetary Control Statement for the six months ended 30<sup>th</sup> September 2019 be approved. This was seconded by Councillor Brook and carried unanimously.

**RESOLVED**      That the Budgetary Control Statement for the six months ended 30<sup>th</sup> September 2019 be approved.

**590/19/20      DRAFT INVESTMENT POLICY 2020-21**

The Treasurer presented the draft Investment Policy 2020/21 and informed Council that there were no changes proposed to the existing policy. She informed Council that the draft Investment Policy 2020/21 had been discussed and accepted with no changes proposed at the Audit, Grants and Charities Committee meeting on 28<sup>th</sup> October 2019.

Councillor Evans proposed that the policy be accepted and approved. This was seconded by Councillor Corrithwaite and carried unanimously.

**RESOLVED**      That the Draft Investment Policy 2020/21 be approved.

**591/19/20      AUDIT, GRANTS & CHARITIES COMMITTEE**

The minutes of the Audit, Grants & Charities Committee meeting held on 28<sup>th</sup> October 2019 were presented by Councillor Dunlop who proposed that they be approved as a correct record. This was seconded by Councillor Cook and carried unanimously.

Councillor Coleman referred to a number of small grants of £50 and £100 recommended in the minutes. He raised a question regarding whether Councillors felt the grant threshold (minimum to be applied for) should be amended as a lot of administration is involved for such small sums of money. Councillor Cook commented that this has been considered previously. Whilst he appreciated the issue, he said it was difficult to set a minimum level as applicants will be more likely to apply for a higher level of funding.

**RESOLVED**      That the minutes of the Audit, Grants & Charities Committee meeting held on 28<sup>th</sup> October 2019 be approved as a correct record of the meeting.

Councillor Dunlop then presented the following recommendations of the Committee:

**592/19/20      Draft Reserves Policy 2020/21 (Minute 488/19/20 (b))**  
That Council approve the increase of the election reserve range from £10,000 to £16,000.

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

**RESOLVED** That the election reserve range be increased from £10,000 to £16,000.

**593/19/20 Grant Applications 2019/20** (Minute 489/19/20)

To consider 4 grant applications.

Council considered the following 4 grant applications for 2019/20 as recommended by the Audit, Grants and Charities Committee meeting held on 28<sup>th</sup> October 2019.

**10<sup>th</sup> Kendal Scouts**

That a grant for the full amount requested of £500 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That a grant of £500 be awarded to 10<sup>th</sup> Kendal Scouts.

**The Bryce Institute, Burneside**

That no grant be awarded as the Institute is outside the boundary of Kendal and not used by Kendal residents. This was proposed by Councillor Dunlop, seconded by Councillor Evans and carried with 1 abstention.

Councillor Rowley commented that although some applicants might be outside the boundary, it may still benefit Kendal residents and asked whether this is clarified in the criteria. The Town Clerk advised that the usual distinction if it is outside the boundary is to look at how much it is used by the people of Kendal. She will ask the Treasurer to ensure clarity in the criteria. Applications will continue to be accepted, but must benefit Kendal people.

**RESOLVED** That no grant be awarded to The Bryce Institute, Burneside.

**South Cumbria Breastfeeding Support**

That a grant of £1,000 be awarded (£5,000 requested). This was proposed by Councillor Dunlop, seconded by Councillor Gibson and carried unanimously.

**RESOLVED** That a grant of £1,000 be awarded to South Cumbria Breastfeeding Support.

**The Birchall Trust**

That a grant of £750 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Sutton and carried unanimously.

It was noted that the amount requested was £8,750, however the award of £750 had been agreed by the Audit, Grants and Charities Committee due to the large size of the organisation

Councillor Archibald commented that The Birchall Trust provided counselling and therapy sessions for adults and children in Kendal affected by sexual abuse. He was concerned that this serious matter had not previously been discussed by Council and asked whether more

details of the organisation and a copy of the application could be circulated to Members. He suggested that Council consider whether there is a case for a greater contribution in the future.

Councillor Cook pointed out that, at the time the grant applications were considered, a balance of £11,760 had remained in the grants budget for the current year. For this reason the Audit, Grants and Charities Committee had not felt able to approve a greater award, bearing in mind there is still a few months remaining for other potential applications.

**RESOLVED** That a grant of £750 be awarded to The Birchall Trust.

**594/19/20** **Grant Applications 2020/21** (Minute 490/19/20)  
To consider 16 grant applications.

Council considered the following 16 grant applications for 2020/21 as recommended by the Audit, Grants and Charities Committee meeting held on 28<sup>th</sup> October 2019.

Councillor Severn declared an interest in respect of the application from Manna House.

**Growing Well**

That a grant of £500 be awarded (£750 requested). This was proposed by Councillor Dunlop, seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That a grant of £500 be awarded to Growing Well.

**Manna House**

That a grant for the full amount requested of £2,250 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Coleman and carried with 1 abstention.

**RESOLVED** That a grant of £2,250 be awarded to Manna House.

**Kendal Community First Responders**

That a grant for the full amount requested of £1,000 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That a grant of £1,000 be awarded to Kendal Community First Responders.

**North West Air Ambulance Charity**

That a grant for the full amount requested of £1,000 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Evans and carried unanimously.

**RESOLVED** That a grant of £1,000 be awarded to North West Air Ambulance Charity.

**SLEDP**

That a grant for the full amount requested of £100 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Hennessy and carried with 1 abstention.

**RESOLVED** That a grant of £100 be awarded to SLEDP.

**Great North Air Ambulance Service**

That a grant for the full amount requested of £1,000 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Evans and carried unanimously.

**RESOLVED** That a grant of £1,000 be awarded to Great North Air Ambulance Service.

**Springfield**

That no grant be awarded (£5,000 requested) as funding is requested towards a salary, which is outside KTC policy. This was proposed by Councillor Dunlop, seconded by Councillor Cook and carried with 8 Members in favour, 4 against and 5 abstentions.

Councillor Evans highlighted that Springfield work with victims of domestic abuse which is a very worthy cause. She asked whether KTC could provide them with some feedback and endeavour to find a project which could be supported. Councillor Brook was in agreement. Councillor Archibald shared the concern expressed by Councillors Evans and Brook, commenting that their activities may be restricted by KTC turning down the request for funding. He asked that this be taken into consideration later in the meeting when the budget was discussed.

Whilst in agreement with the comments made, Councillor Cook pointed out that there was a limited pot of money available.

The Town Clerk will provide feedback to the applicant and discuss a possible reapplication.

**RESOLVED** That no grant be awarded to Springfield. Town Clerk to provide feedback to applicant and inform them they can reapply.

**Kendal Community Theatre**

That a grant for the full amount requested of £750 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Hennessy and carried with 2 abstentions.

**RESOLVED** That a grant of £750 be awarded to Kendal Community Theatre.

**Carer Support South Lakes**

That no grant be awarded as funding is requested towards a salary, which is outside KTC policy. This was proposed by Councillor Dunlop, seconded by Councillor Cook and carried with 2 abstentions.

The Town Clerk will provide feedback to the applicant and discuss a possible reapplication. .

**RESOLVED** That no grant be awarded to Carer Support South Lakes. Town Clerk to provide feedback to applicant and inform them they can reapply.

**1127 (Kendal) Squadron**

That a grant for the full amount requested of £1,000 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Finch and carried with 1 abstention.

**RESOLVED** That a grant of £1,000 be awarded to 1127 (Kendal) Squadron

**Kendal Windows on Art**

That a grant for the full amount requested of £750 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Evans and carried unanimously.

**RESOLVED** That a grant of £750 be awarded to Kendal Windows on Art.

**Cumbria Alcohol and Drug Advisory Service**

That a grant of £2,250 be awarded (£5,000 requested). This was proposed by Councillor Dunlop, seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That a grant of £2,250 be awarded to Cumbria Alcohol and Drug Advisory Service.

**Hallgarth Senior Citizens**

That a grant for the full amount requested of £500 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Evans and carried unanimously.

**RESOLVED** That a grant of £500 be awarded to Hallgarth Senior Citizens.

**Abbot Hall Bowling Club**

That a grant for the full amount requested of £50 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Cornthwaite and carried with 1 against and 1 abstention.

**RESOLVED** That a grant of £50 be awarded to Abbot Hall Bowling Club.

**With Singing in Mind**

That a grant of £500 be awarded (£1,000 requested). This was proposed by Councillor Dunlop, seconded by Councillor Coleman and carried with 1 abstention.

**RESOLVED** That a grant of £500 be awarded to With Singing in Mind.

**Dance Ability**

That a grant for the full amount requested of £100 be awarded. This was proposed by Councillor Dunlop, seconded by Councillor Cornthwaite and carried unanimously.

**RESOLVED** That a grant of £100 be awarded to Dance Ability.

**595/19/20** **Review of Risk Assessments** (Minute 491/19/20)

That the Treasurer sign the risk assessments reviewed in April 2019 and forward these to Council for approval. These had been sent separately with the Council papers to Members.

Councillor Dunlop proposed that Council approve the risk assessments. This was seconded by Councillor Coleman and carried unanimously.

It was pointed out by Councillor Coleman that risk assessments are usually looked at on an annual basis. Due to the refurbishment of the

Town Hall there could be major disruption next year and he asked whether KTC should plan to undertake this work earlier. The Town Clerk advised that the Risk Assessments were due for review in January next year. The Project Manager is shortly due to commence additional work on risk assessments, as previously agreed by Council.

**RESOLVED** That the Risk Assessments be approved and signed by the Town Treasurer.

**596/19/20 MANAGEMENT COMMITTEE**

The minutes of the Management Committee budget meeting held on 12<sup>th</sup> November 2019 were presented by Councillor Coleman who proposed that they be approved as a correct record. The focus of the meeting had been to look at budget prioritisation of development fund proposals. The proposal was seconded by Councillor Blackman and carried unanimously.

**RESOLVED** That the minutes of the Management Committee budget meeting held on 12<sup>th</sup> November 2019 be approved as a correct record of the meeting.

**597/19/20 DRAFT BUDGET 2020/21**

**(a) Base Budget**

Members considered the Draft Base Budget 2020/21 paper that had previously been circulated. The Treasurer explained that this takes into account all the regular day to day items.

The Treasurer highlighted a number of areas where costs were expected to rise. Members were notified that the 3 yearly pension fund review determination had just been received and was not included in this report. The employer contribution rate will rise to 20.8% and the current overpayment refunds we have been receiving will cease. As a result the cost will rise by an additional £6,250 per annum and will therefore reduce the amount of monies available for Development Fund projects.

It was noted that the KTC precept still compares well to others in the area, being significantly lower than several compatriots.

The Budget Proposal recommendations were then considered in turn:

**a) consider and agree the base standstill estimates in the 2019/20 Forecast and 2020/21 Draft Budget (Appendices A to C).**

Councillor Coleman proposed that Council agree the base standstill estimates in the 2019/20 Forecast and 2020/21 Draft Budget. This was seconded by Councillor Cook and carried unanimously.

**RESOLVED** That the base standstill estimates in the 2019/20 Forecast and 2020/21 Draft Budget be agreed.

**b) agree the provisional transfers to and from reserves**

It was proposed by Councillor Severn that Council agree the provisional transfers to and from reserves. This was seconded by Councillor Owen

and carried unanimously.

**RESOLVED** That the provisional transfers to and from reserves be agreed.

**c) confirm that the General Fund working balance be maintained at a minimum of £40,000 for 2020/21**

It was proposed by Councillor Archibald that the General Fund working balance be maintained at a minimum of £40,000 for 2020/21. This was seconded by Councillor Sutton and carried unanimously.

**d) note the indicative amount of £25,369 available with the Draft Budget 2020/21, supplemented by £25,221 in the Development Fund, for allocation to growth bids**

The Town Clerk advised that the indicative amount will be reduced to £19,119 in light of the pension fund review.

It was proposed by Councillor Brook that the indicative amount of £19,119 available within the Draft Budget 2020/21, supplemented by £25,221 in the Development Fund be noted for allocation to growth bids. This was seconded by Councillor Blackman and carried unanimously.

**RESOLVED** That the indicative amount of £19,119 available within the Draft Budget 2020/21, supplemented by £25,221 in the Development Fund, for allocation to growth bids, be noted.

**(b) Budget Proposals 2020/21**

The Town Clerk asked Members to consider the Budget Proposals 2020/21 paper. The report deals with the evaluation and prioritisation of budget proposals for the use of available resources identified in the 2020/21 budget. The report complements the accompanying report on the Base Budget and the two are linked because the amount of available resources depends on the decision on the level of council tax and precept. A list of 24 potential projects had been compiled taking account of discussions and recommendations from Committees. The list had then been scored as per the evaluation method and ranked at a special budget Management Committee meeting held on 12<sup>th</sup> November. It was noted that some bids have tied scores and therefore have the same ranking.

The 24 submitted bids totalled £134,750 for 2020/21, with proposed expenditure of £127,250 in 2020/21. As expected, the bids exceed available resources, which the Town Clerk confirmed would now be £44,340 rather than £50,590 shown in the report due to the pension fund review.

It was pointed out that a 1% rise in Council Tax would provide around £4,090 of additional resources. In order to fund all 24 growth bids a precept rise of 20.3% would be required (£7.94 on a Band D). The current budget would allow funding of the first 6 bids on the list.

The Town Clerk highlighted the following proposals on the list:

No. 2 – Funding for Fantastic Kendal

The original bid was for £10,000 and the £5,000 included had been the recommendation from Management Committee.

No. 23 – Replacement speed indicator device

There may be a possibility that the vandalised speed indicator device can be repaired. The Environment & Highways Committee will make a decision in this respect at their next meeting.

No. 24 – Kendal Transport Infrastructure Study

It is unknown whether the project will proceed to stage 3 and required the funding in the 2020/21 year.

Councillor Archibald asked which items on the list could be funded by the Community Infrastructure Levy (CIL). He thought approximately £12,000 was available. The Town Clerk advised that this had been the case for the year 2019/20. Of the £12,000 all but around £1,500 now remained unspent but was allocated. The amount of CIL received in the year 2019/20 had been low. The Town Clerk advised that she had spoken with SLDC to get an indication of how much CIL might be expected in the year 2020/21. She had been advised it would similarly be low and therefore the CIL spending threshold of £5,000 may not be reached in the year 2020/21.

Councillor Archibald then asked whether KTC could consider a 2-year period and whether some projects on the list could be done over a two rather than one year or deferred until year 2. The Town Clerk advised that some projects could potentially be spread over a 2-year period. It was not clear for example whether money for the riverbank corridor will be needed for the next financial year so this could possibly be deferred and similarly biodiversity.

Councillor Archibald also requested clarification on timescale. The Town Clerk advised that the precept has been set at this meeting in the past but this does not have to be the case. Budget proposals could be reviewed further at January Council meeting once the Tax Base was known.

Councillor Evans referred to number 12 on the list relating to upgrade for the Christmas lights electrical connections. She stressed that this is a serious requirement as the infrastructure needs replacing and one that is likely to cost a significant amount of money over several years. This was just the first year of ask.

Councillor Hennessy queried the situation with the 20's Plenty Project. The Town Clerk clarified that in the past £10k had been allocated but reassigned to other projects by Council. It was agreed at that time to look favourably on any future ask.

Councillor Severn referred to the tied items which are all ranked 7 and asked what percentage precept increase would be required to cover all those items. An increase of 6.1% was advised by the Town Clerk.

Councillor Brook raised the matter of the additional glass wall panels along Aynam Road and advised that negotiations are ongoing to establish the additional cost necessary for the recommendations of the working group to be implemented. The EA have been party to those

discussions. He commented that the development fund proposal of £20k would be easily spent and any ask is likely to be higher.

Councillor Blackman referred to Councillor Archibald's suggestion to consider a 2 year period and advised that KTC would not now be entering the Britain in Bloom competition in 2020 at the request of Cumbria in Bloom, but would be entered in 2021. He was happy to proceed with the development fund proposal of £2k for the time being for the sustainable planting element.

Councillor Cook drew Members' attention to the K Shoes Heritage Collection (number 10) and advised this will be needed in the next financial year. He suggested that the request of £10k for the Kendal Transport Infrastructure Study (number 24) be omitted as he felt confident that this would not be required. Councillor Evans agreed. The Town Clerk commented that if this was omitted, along with £3k for the replacement speed indicator device, then the 6.1% precept rise alluded to above would now cover funding for items 1-15 on the list.

Councillor Archibald raised concern regarding the climate emergency declared by KTC. He was not sure appropriate prioritisation had been given to reflect the urgency of the matter and a number of connected projects were down the ranked list. He also noted that there were a number of unknown or unconfirmed items on the list. Councillor Archibald also referred to his earlier concern that KTC were not providing the support needed by Springfield to employ a member of staff and felt that more money could be allocated to them. The Town Clerk agreed that the ranking criteria did not specifically mention the climate emergency and that this could be reviewed for next time.

Councillor Brook stated that, in light of discussions held, more work is required before a decision and recommendations can be made. He proposed deferring a decision on these matters until the January 2020 Council meeting when more details/information will be known. This was seconded by Councillor Archibald and carried unanimously.

**RESOLVED** That the Budget Proposals be discussed further at January 2020 Council.

The meeting ended at 8.18 p.m.

Signature .....

Date .....