

Kendal Town Council

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



20 September 2022

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, 26 September 2022, at 7.00 p.m., in the Town Council Chamber at the Town Hall, Highgate, Kendal.

Distributed to other members of the Council for information only.

Yours faithfully

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 25 July 2022 and to authorise the Chairman to sign them as a true record (*see attached*).

5. Budget Monitoring 2022-23

To consider the current year budget and make any necessary recommendations (*see attached*).

6. Christmas 2022 and Future Years

(a) Christmas Lights Switch-on Event - November 2022 – Event Schedule

Further to CLF17/2022, to consider a proposed event schedule (*see attached*). Also to consider a proposal that the Switch-on event be moved to Thursday 17 November, to coincide with the opening of the Kendal Mountain Festival.

(b) Statistics in Relation to a Reduction in Hours of the Lighting of the Town's Christmas Lights

Further to CLF17/2022, to consider a verbal update.

7. Cycling and Walking Festival Coordination 2023

To consider ways in which the Cycling and Walking Infrastructure Plan (LCWIP) could be promoted through the Council's support for the Cycling and Walking Festivals.

Background

The Town Council currently supports plans for a Kendal Cycling Festival in 2023, and for the Kendal Walking Festival. It has been suggested by members that the Council could link this support to the County Council's Cycling and Walking Infrastructure Plan, perhaps with additional input from Kendal Vision through the promotion of their initiatives in these areas. The Committee doesn't have an appropriate allocation of funding to cover this in the current financial year, but could consider allocating a suitable budget line in the coming year, if the project was sufficiently within the Committee's brief. This cross-cutting issue may require coordination with the Town Council's Environment and Highways Committee, who would normally see promotion of Cycling and Walking as one of their spheres of operation.

Action required

The Committee makes its 2023-24 budget proposals at its next meeting, so members should develop ideas for expenditure in the coming financial year in time to present them in an appropriate format for consideration at that meeting.

8. Event Funding – Kendal Torchlight Festival

Further to Minute CLF18(b)/2022, to consider a festival grant application for £3,000 to contribute towards engaging community groups, logistics, marketing budget, with some used as seed funding for the community development work Torchlight does across the town and enhancing the creative content with the work of local people (*see attached*).

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Minutes of a meeting of the Christmas Lights and Festivals Committee held on Monday, 25 July 2022, at 6.00 p.m. at the Town Hall, Highgate, Kendal.

Cllr M Helme (Vice-Chair in the Chair)	Present	Cllr H Ladhams (Chair)	Present *
Cllr C Russell	Present	Cllr K Simpson	Absent
Cllr R Sutton	Present	Cllr P Thornton	Present **

* Took part in discussion via video link, however, took no part in the voting on any of the items.

** Joined part way through consideration of Agenda Item No. 5 (Minute No. CLF16/2022 below).

Also present for Agenda Item No.5 (Minute No. CLF16/2022) below was Paula Pearson, Kendal Torchlight Production Director.

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

CLF12/2022 Apologies

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

CLF13/2022 Declarations of Interest

Cllr C Russell declared an Other Registrable Interest in relation to Agenda Item No. 7(a) (Minute No. CLF18(b)/2022 below) by virtue of the fact that he was a Member of the Torchlight Board.

CLF14/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

CLF15/2022 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 27 June 2022 and to authorise the Vice-Chair in the Chair to sign them as a true record.

CLF16/2022 Kendal Torchlight

Paula Pearson, Kendal Torchlight Production Director, first suggested that Member may wish to have a look at a video on the Kendal Torchlight Website which provided a good picture of what was involved in the Festival.

M/s Pearson went on to provide Members with detailed information on the Festival, explaining about the developments which had been made in the previous year, particularly with regard to the success of the lantern garden at Abbot Hall. This was to be repeated this year, with parades coming in from four corners of Kendal and conjoining at Abbot Hall for a lantern and fire show on the Friday evening. This year's theme was Scrapheap Legends, with props being made from re-purposed and recycled materials. Each of the four processions would be headed up by a giant sculpture made by local artists. The festival would continue on the Saturday, with street performances throughout Kendal, including students from Kendal College, as well as the street party, bands, buskers, groups, workshops and artwork. The event was to include three main stages, with a dance stage at Kendal Town Hall.

Attention was drawn to the fact that the Rinteln Association was bringing over a 45 member carnival group. Also raised was the fact that funding had been secured from the Arts Council for the second year running which would allow for more investment in the community. Help provided by Kendal Town Council in previous years regarding stewards was mentioned and Cllr K Blamire would shortly be seeking volunteers for this year. The importance of ensuring that the Ukrainian and Syrian refugees were involved was raised.

The Administrative Assistant informed the Committee about the reception which was being organised for 110 dignitaries and representatives of the community on the Saturday and, following the lunch, plans to get them out and into the heart of the Festival.

Amongst other things discussed were plans for light projections on the Parish Church, outreach and engagement of Kendal children in workshops, making local press and media aware and lantern making in schools.

On behalf of the Committee, the Vice-Chair in the Chair thanked M/s Pearson for her presentation.

Resolved: To note the verbal update on developments for the Kendal Torchlight Festival.

CLF17/2022 Christmas 2022 and Future Years

The Vice-Chair in the Chair informed the Committee about Jack Ellerby of Friends of the Lake District who's role was to raise awareness of Dark Skies across Cumbria. He wished to repeat his success of the Big Switch Off in Ambleside, with the idea of a switch off for five minutes at the start of the Christmas Lights Switch on in Kendal, during which he would promote the Dark Skies initiative. Members expressed support for this proposal.

Cllr Helme also raised the potential for a reduction in the hours that the Christmas Lights were on in Kendal. The lights were currently lit from 8.00 a.m. until 12.00 midnight and she was instead suggesting 3.00 p.m. to 12.00 midnight. Members were keen to know the likely impact of this in terms of cost and on carbon footprint, although some reluctance was expressed at switching the lights off during the daytime, particularly when it had originally been this Committee's decision to have them lit from 3.00 p.m. to 12.00 midnight.

The Council Services Officer informed Members that, if the lights were switched off for an additional four hours, and instead turned on daily at 12.00 noon, this would save £150 only. She pointed out, however, that the main thing was to make a statement in relation to the climate crisis. She suggested that the matter be brought back to the September meeting of the Committee at which time detailed statistics could be provided. In addition, she explained that a risk assessment would also need to be carried out, and that this may impact on any decision. Also raised was the need in the meantime to discuss the matter with businesses, it being pointed out that the market would need to be taken down at that time.

The Council Services Officer went on to inform the Committee on progress since the last meeting when she had been charged with carrying out research. She reported that the Markets Officer was fully on board and would find space in a dry area in the Market Hall. He was actively looking for appropriate market stalls and wished to lead in this area. She had also spoken with the Shopping Centre about available space. The Kendal Lions had undertaken to loan their sleigh, however, insurance would be required and the Council Services Officer indicated that she could deal with this. Cllr A Blackman was going to run a Rintlen stall, serving produce such as gluhwein and german sausage; a temporary events licence would be required in this regard. Discussion had taken place with Kendal BID who were running their own Christmas Market on 10 and 11 December. The Council Services Officer questioned whether the Town Council's date of 19 and 20 November may be too early and whether this should be changed. It was suggested that Kendal BID might be invited to run a stall at the Switch On event and advertise their forthcoming event. The Council Services Officer presumed that the Committee were content with the same format as in the previous year, with a stage and choir, and she undertook to come back to the Committee in September with a draft events programme. She added that Taylors Funfair were happy to bring along a small roundabout to the event.

Resolved:

- (1) to note the verbal update; and
- (2) the Council Services Officer to bring to the September meeting of the Committee:-
 - (a) a further report detailing statistics in relation to a reduction in hours of the lighting of the Town's Christmas Lights; and
 - (b) a draft events programme.

CLF18/2022 Event Funding

The Committee agreed to consider funding for Kendal Mountain Festival prior to Kendal Torchlight Festival due to Cllr C Russell's interest in the Kendal Torchlight Festival.

(a) Kendal Mountain Festival

Kendal Mountain Festival had submitted an application for a grant of £5,000 to contribute towards increasing participation and events for children and young people, improved signage and promotion of the event throughout the town and approaches and marketing.

Whilst Members recognised that this festival was very good for the Town, concern was expressed in relation to those who were unable to afford to attend the sessions on offer.

Resolved: To make a grant of £5,000 to Kendal Mountain Festival, also asking the organisation to consider a system whereby any spare tickets could be offered to local residents who were unable to afford to take part.

(b) Kendal Torchlight Festival

Note - Cllr C Russell declared an Other Registrable Interest in this item of business by virtue of the fact that he was a Member of the Torchlight Board. Cllr Russell, therefore, left the room for the remainder of the meeting and so took no part in the discussion or voting on the item.

Kendal Torchlight Festival had submitted an application for a grant of £10,000 to contribute towards engaging community groups, logistics, marketing budget, with some to be used as seed funding for the community development work Torchlight carried out across the town and enhancing the creative content with the work of local people.

Members discussed the fact that Kendal Torchlight Festival reached out to different people to those attending the Mountain Festival. Members acknowledged that this was a multi-faceted festival for all of the people of Kendal and that it also brought others into the Town. It was pointed out that any grant made could be revisited at a later date, if necessary.

The need for consistency and fairness in the allocation of grant funding was raised and attention drawn to the need to re-examine the Council's grants criteria.

Resolved: To offer a grant of £8,000 to Kendal Torchlight Festival, subject to verification of the current grant limit. If this is confirmed to be £5,000 then the Committee will offer £5,000 initially and consider the application again at a subsequent meeting, to assess whether the additional funding can be added.

The meeting closed at 7.07 p.m.

Kendal Town Council 2022-23 Budget5 Months Exp - April-AugIncome/Exp

		22/23 Budget	Exp to Date	Forecast
CHRISTMAS LIGHTS & FESTIVALS				
Christmas Lights & Installation/Storage		£17,500		
Infrastructure Development & Maint		£10,000		
Christmas Electricity		£750		
Christmas Switch On		£3,500		
Bunting		£1,250	£662	
Platinum Jubilee		£5,000	£2,773	
<u>Festival Grants paid</u>	<u>Unity Festival</u>		£1,700	
<u>from 21/22 Budget</u>	<u>Brewery Poets</u>		£3,700	
	<u>Kendal Community Theatre</u>		£1,000	
<u>Festival Grants</u>	22/23 Budget	£30,000		
	Torchlight		£5,000	
	Mountain Festival		£5,000	
	Cumbria Opera Festival		£1,500	
	Comic Arts		£2,500	
	Kendal Wool Gathering		£2,500	
	Kendal Micro Fest		£1,500	
	Kendal Rugby Club			
	Fellside Forum (From Jubilee Budget)		£250	
<u>Total Christmas & Festivals</u>		£38,000	£21,685	£68,000

Further £400 already committed.

£2500 awarded. The Firework Display has been cancelled, Garnt no longer required this year

Christmas Lights Switch on Event - 19th November 2022**Event Schedule**

- 8.30 Erect gazebo in Market Place
 Taylors fun fair set up small roundabout - opening time to public to be confirmed
- 8.30 be confirmed
- 1.00pm - 16.30 Inside area outside Market Hall available for us to utilise
- 15.30 Officers and contributors to meet in Market Place
- 15.30 Rinteln Association to arrive and set up guhwein and bratwurst stall
- 15.45 Arrival of Lions sleigh and Father Christmas
- 16.00 Refreshment stall open to general public
- 16.15 - 16.35 Entertainment around the tree - to be discussed
- 16.40 Arrival of the Mayoral procession
- 16.45 Lights in Market Place switched on
- 16.50 Event brought to a close by soloist/choir singing Christmas songs
- 17.00 Dismantle gazebo and refreshment stall
- 17.15 Event closed
- Simon Unsworth will act as the MC for the event.

Officer	Task
JH	Liaise with Andy Blackman re: refreshment stall - arrival time to be confirmed
JH	Liaise with Lions re: sleigh and father Christmas - verbal confirmation given, JH to chase timings
JH	Liaise with Taylors - verbal confirmation - JH to chase timings
JH/FMc	Identify a choir to open the event
JH	Liaise with Markets Officer on a regular basis - ongoing
JH/FMc	Identify a walking band - I have a contact at Drum Nation, any others?
FMc	Liaise with the Mayor of Kendal
JH/FMc	Identify a solo performer to close the event - Try Kendal college or Hannah Fleming who is a local singing teacher and provided the student for last year.
PL	On the day of the event ensure gazebo is in the Market Place and erected
FMc	Source a contractor who will provide a small elevated area
FMc	Seek advice on PA system required
FMc	Undertake a risk assessment

KENDAL TOWN COUNCIL

Festival Grant Application Form 2021/22

Please check before sending:

Is your festival 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 793495 or e-mail: janine@kendatowncouncil.gov.uk.

Please note: Information which you provide in this application will be considered in an open meeting of the Christmas Lights and Festivals Committee and is therefore in the public domain.

Name of your organisation: Kendal Torchlight Procession Ltd	
Correspondent (and position): Craig Pearson, Director and Chairperson of Organising Group	
Address: 7, Dugg Hill, Heversham LA7 7EF	
Daytime Telephone: [REDACTED]	[REDACTED]

1. Please tell us about your organisation:

Kendal Torchlight Procession Ltd is the company that runs Kendal Torchlight processions and street Parties, engaging residents, local businesses and community groups from Kendal and surrounding districts to celebrate our community life.

Our objectives are:

To promote Kendal and its surrounding districts for the benefit of local residents, tourists, businesses, and industry by organising events, shows, exhibitions and carnivals including and in particular the Kendal Torchlight Procession and Saturday Street Party :

To encourage participation in such events, making them accessible to all members of the community without exception.

2. Briefly describe the festival you want funding for:

Most of the money provided by the Town Council is put towards the engaging community groups, logistics, marketing budget.

Some is used as seed funding for the community development work Torchlight does across the town and enhancing the creative content with the work of local people.

Total cost of festival	£150,000	Amount requested	£3,000
Funds received to date	£10,000	Funds pledged to date	£ 90,000

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

Torchlight is all about the people of Kendal. 'For the people of the people', has been a key phrase to describe what we create through torchlight. Torchlight will work with the civic leaders, local businesses and communities of the town to help the social life and economic life of the town and district flourish.

We will continue our aim to think globally and act locally and address issues around the climate emergency and species extinction. We will do it in 2022 with a theme of 'Scrapheap Legends'. Torchlight will encourage people to think about the importance recycling, refurbishment, reducing and recreating.

Our primary objective is to encourage local creativity and bring together local businesses and community groups with the opportunity to present their innovative ideas and activities to the local population.

The Creative Leaders Programme was a great success in partnership with Kendal College.

Funding from Kendal Town Council will enable Torchlight to continue to present many opportunities to local people to join in and make this a special celebration for the benefit of ourselves and others - local businesses, community groups, schools and any other organisation that wishes to participate will have the opportunity to make their contribution.

4. Please provide any other information in support of your application.

TORCHLIGHT IS IMPORTANT FOR ENVIRONMENTAL, ECONOMIC, EDUCATIONAL/CULTURAL AND SOCIAL REASONS:

- Kendal on the map as a great place to be.
- Draws in and turns round money in local economy
- Torchlight is supporting and promoting the agenda set by the Kendal Citizens Jury on Climate Change
- Creates and depends on collaboration and partnerships with councils, businesses and local groups.
- Invaluable life experience develops skills and confidence, especially of young and more isolated people.
- Showcases creativity – shows what Kendal and South Lakeland can imagine and build.
- Makes and becomes the area's own culture and sense of belonging
- Brings the town and district together -connects communities and celebrates diversity.
- Reaches out to less involved groups and individuals
- It is about that sense of place and welcome to others
- Gives us reasons to be cheerful especially on our way to 'recovery' following covid-19

5. What other sources of funding have already been raised or promised?

Source	Total
Reserves from previous years	£13,000
Arts Council England	£90,000
	£
	£
	£
Total Funds Raised	£103,000

6. How do you propose to evaluate that the festival has been a success?

- Numbers of entrants, volunteers, and audience attracted over social media
- Feedback from Sponsors and Partners
- Evaluation Forms from Creative Leaders Programme Creative Team and Organising Group

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

Attached

Signed: *Craig Pearson*

Date: 3rd July 2022

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 Torchlight Procession Limited



Completed applications should be sent to:

janine@kendaltowncouncil.gov.uk

Janine Holt
Kendal Town Council
Town Hall
KENDAL
Cumbria LA9 4DL
Tel: 01539 793495