

# Kendal Town Council

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



8 November 2021

To Members of the Christmas Lights and Festivals Committee

Cllr Shirley Evans (Chair)	Cllr Helen Ladhams (Vice Chair)
Cllr Tina Perkins	Cllr Richard Sutton
Cllr Adam Edwards	Cllr Kate Simpson

You are invited to attend a non-statutory working group of Kendal Town Council Christmas Lights & Festivals Committee on Monday 15 November at 7.00pm, via Zoom. Details of the meeting can be found on the Town Council's website at [www.kendaltowncouncil.gov.uk](http://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/> 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 9 August, and affirm them as a true record.

#### 5. Christmas Lights Display

To receive an update on the Christmas Lights Display.

#### 6. Christmas Film

To receive an update on the Christmas Film.

**7. Infrastructure Report**

To receive an update on the progress of infrastructure improvements.

**8. Switch On Event 2021**

To receive an update on the Switch On Event.

**9. Grant Applications**

To consider new grant applications, the current Grants budget and make any necessary decisions or recommendations. (*See attached*)

**10 Budget Monitor**

To consider the budget recommendations for 2022-23.

**11 Budget 2022-23****Background**

The Committee should review its estimated budget outturn for the current year and give consideration to its budget for the next financial year. Its recommendations will be reviewed by the Management Committee before being presented to Full Council in the new year, for setting the Precept.

Christmas Lights and Festivals	2021-22 Budget	Est out- turn	Proposed 2022-23	Variance	Notes
Christmas Lights installation and storage	17175	17,000	17,500	102%	
Infrastructure development & maintenance	11	10,000	10,000	0	
Christmas electricity	675	675	750	111%	
Christmas lights switch on	3000	3,000	3,500	117%	
Bunting	1200	1200	1250	104%	
Festival Grants	35000	29,000*	30,000	86%	*includes £5k for promotional video
Total	67050	60,875	63,000	94%	

To review the current year's budget and consider any issues or underspends.

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## Minutes of the meeting of the Christmas Lights and Festivals held on Monday, 9 August 2021 at 7.00pm via Zoom.

Cllr A Edwards	Present	Cllr T Perkins	Present
Cllr S Evans (chair)	Present	Cllr K Simpson	Present
Cllr H Ladhams	Apologies	Cllr R Sutton	Present

**In attendance:** Council Services Officer's (Janine Holt and Florence McMahon), Town Clerk (Chris Bagshaw), Democratic Services Assistant (Ian Gordon), Craig Russell (Kendal Torchlight)

**C13/21/22 Apologies** Councillor H Ladhams

**C14/21/22 Declarations of Interest**  
None

**C15/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

**Resolved:** No items to exclude

**C16/21/22 Minutes of the Previous Meeting**  
The Council received the minutes of the meeting held on 10 May 2021

**Resolved:** To accept them as a true record.

### C17/21/22 Presentation by Torchlight Festival Chair – Craig Russell

Work on this year's torchlight procession is going well. Mr Russell gave an overview of last year's limited torchlight and signposted councillors to a video that had been made of the 'tiny torchlight' using shoe boxes. There was also a series of workshops to encourage people in their networks and make their own carnival at home and celebrate. They also organised a convoy and took them on trailers round the estates of Kendal. Last year, the emphasis was on encouraging people not to meet in crowds but still take part in the festival whilst social distancing. The Torchlight Festival Committee were extremely grateful for the support from Kendal Town Council. In response, councillors felt the event had been a very positive experience and credit to Craig and the team bringing it all together and producing a high-profile event for Kendal.

Mr Russell reported that for this year they are responding to the challenge on how to reduce the carbon footprint. The Torchlight Committee decided this was the year not to have vehicles in the procession. As a result, a large part of the festival will be static. However, on Friday evening, there will be four 'fire chariots' converging on Abbott Hall from four areas – the Stag from Oxenholme/Kendal Parks, the Crayfish from Kendal College/Kirkbarrow, the Dragon from Hallgarth/Dockray and the Bee from Sandylands. There will be a lantern garden in Abbott Hall with a fire garden and lots of entertainment.

All day Saturday there will be a series of events around Abbott Hall including theatre performances presented by Kendal College. There is also a Fringe programme more aimed at adults. Green Door is also having an open day plus other events. Sunday is a quieter day

but allows for those still wishing to keep isolated to view the fire garden at Abbott Hall. There will be a tour of care homes and WGH with dance troupe and one of the fire chariots.

Mr Russel was delighted to be able to report that Kendal Torch Light has been recognised by the Arts Council. As a result, Kendal Torchlight Festival will make a five-year commitment to environmental sustainability and promoting the green agenda. Propose having a green week every year in September, The Green Gathering. Next year the focus will be on scrap, recycling, charities and upcycling. Following year propose focusing on the river and celebrating its contribution to the town.

Details of the plan will be in the public domain shortly pending agreements with various stakeholders.

Anyone can volunteer via the website to help as stewards or marshals for Friday night and/or Saturday. People can still make a float for the Garden of Delights. There will be a wheelbarrow parade. They can join one of many workshops in dance, fire management, and puppetry.

The chair thanked Craig for his update and felt it was an exciting programme of events.

### **C18/21/22 Christmas Lights Display**

Council Services Officer Janine Holt gave a verbal report on her meeting with Christmas Plus in May. Councillor Evans (Chair) was keen for extra baubles for the tree, probably ten. Councillors also discussed the New Shambles and their excellent Christmas display last year. Christmas Plus did discuss putting one of their lamps at the entrance but councillors felt if New Shambles were decorating there was no need for the additional lamp. Also discussed maybe doing something at the Library but as it is a listed building, this might be difficult. Another suggestion was battery operated lights in the trees in tubs. We have 12 trees. The cost would be £1,386. Lights in the trees in the birdcage need replacing and now awaiting a price. Considered replacing the festoons (lights across the street). New ones are like a cluster. KTC currently have 30 festoon strings which cost about £230 per festoon. It would be too much to change immediately but maybe trial. Happy with Market Place. Councillors thought Wildman Street would be a good idea to trial new coloured festoons. Councillors also felt they should be looking at carbon footprint and reducing energy consumption.

**Resolved:** Extra baubles on the trees, trial with battery powered lights for trees in tubs and trial festoons across Wildman Street. Agreed if new Shambles are decorating their street no need for Christmas Plus to add anything.

### **C19/21/22 Infrastructure Report**

The Committee considered the infrastructure report produced by Christmas Plus circulated by Janine Holt earlier today.

**Resolved:** To act immediately on all Grade 1 repairs listed in Christmas Plus's report (5) to ensure KTC complies with health and safety regulations. Agreed to contact previous contractor first then obtain two other quotes.

Depending on the cost, to also look if any of the Grade 2 repairs could be included, especially where they are in the same area.

### **C20/21/22 Switch on Event 2021**

Wanted to see a simple round the tree event this year as there may yet be covid related issues to deal with. Councillors wish to be cautious with creating a crowd. Councillors agreed with the report produced by officers identifying a simple process centred on Market Square. Kendal Youth Zone would be happy to use their solar powered PA system.

Councillors also discussed how we could produce another Christmas film this year. The clerk indicated that funding may be available from other committees towards this.

**Resolved:** Councillors endorsed the outline plan submitted and authorised officers to move forward with this and also look into producing a Christmas film.

**C21/21/22      Grant Applications**

There were no grant applications to consider. Councillors shared insights on grant funded activities especially Kendal Walking.

**C22/21/22      Budget Monitor**

Chair felt this was much easier to follow.

**Resolved:** To note the report.

**C23/21/22      Newsletter**

Clerk updated councillors on the current status of the newsletter. The June newsletter is due by end of August followed by the next one hopefully in time for the Christmas lights switch on event.

The meeting closed at 8.50pm

# KENDAL TOWN COUNCIL

## Festival Grant Application Form 2022/23

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](mailto: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 Walking Festival in association with Sandylands Residents Association	
Correspondent (and position): Andy Blackman	
Address: 30, Archers Meadow, Kendal.	
Daytime Telephone: 01539 724712	E-mail: <a href="mailto:andyblackman30@gmail.com">andyblackman30@gmail.com</a>
<p>1. Please tell us about your organisation:</p> <p>The organisers of KWF are an unconstituted group of volunteers including local walk leaders and volunteer drivers who have an enthusiasm for promoting Kendal as a 'hub' from which to access a variety of walking opportunities. Rather than promoting Kendal as a 'gateway' through which people pass through to reach the attractions of the Lake District and the Dales, KWF attempts to promote Kendal in its own right as a great destination for walkers. As well as offering access to the Lakes and Dales it also has its own range of wonderful walking opportunities along the Kent Valley and surrounding environs. In addition KWF strives to highlight Kendal's rich economic and social history as a further attraction for visitors.</p> <p>As an unconstituted group KWF works within the constitutional structures of Sandylands Residents Association who administer and account for the KWF finances.</p>	
<p>2. Briefly describe the festival you want funding for:</p> <p>Kendal Walking Festival 2022 hopes to build upon the foundations of the previous 4 Festivals. The impact of Covid 19 and the restrictions that came with it led us to organise a 'walks-only' festival in 2021. As a consequence we decided not to plan any evening events (Talks, Film night etc).</p> <p>However in order to maximise interest, especially locally, for KWF 2021 all the walks were free of charge. This seemed to be an encouragement with the resulting walk-bookings numbering 200+. Unfortunately the 'pingdemic' and the August Week-end weather reduced the numbers actually participating by 25%.</p> <p>In 2022, as we hopefully move out of more of the Covid restrictions, we hope to make the KWF more inclusive and accessible. In doing so we plan to work with other organisations to include, for example, walks for the visually and hearing impaired, and build on the links already made through Active Cumbria and their 'Walking for Health' initiatives.</p> <p>Events promoting Walking 'sports' such as Rugby and Football are also possible additions as well as Crown Green Bowling.</p> <p>As was our practice prior to the pandemic we hope to include evening social events. Hence the need for additional funding for hire of venues etc,</p>	

Total cost of festival	£1,500	Amount requested	£1,500
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Funds received to date	£0	Funds pledged to date	£500
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All funds received previously were exhausted on KWF 2021.

The detailed costs associated with this year's festival were as follows....

Publicity .....	Posters, fliers etc	£175
	Banner Updating	£75
	Banner installation	£360
	Website	£100
Minibus .....	Use/repair	£165:75
		Total....£875.50

KWF 2022 will be asking for donations from Walk participants at the end of each of the walks. Dialogue and discussion with regular Walking Festival attendees indicate that their experience suggests that this is successful means of offsetting costs without the costs and challenges of using a 'ticketing agency'.

We are also considering asking hospitality venues and sports clothing shops in Kendal to sponsor individual walks to some extent and in doing so promote their own business.

In taking this approach KWF can begin to become sustainable in its own right and less dependent on grant funding,

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

KWF has attracted visitors to Kendal from as far as Kent, Bournemouth, Cambridge as well as from places nearer to home such as Yorkshire and Lancashire.

It is not yet a Festival that is embedded in the minds of local residents although we are keen to promote Kendal as a walking town locally as well as nationally.

We are hopeful that the Mayor of Kendal will take part in a Charity Sponsored Walk for his nominated charities as part of the festival week-end and in doing so by his presence provide some additional interest locally.

Two examples of feedback received for KWF 2021.....

***Just like to say a big Thankyou to nig mark ham and sue who were completely lovely and Margaret and Alan who were also on the walk . Really enjoyed myself absolutely shattered but loved it. I will be signing up again. Thankyou so much for showing the beautiful surroundings of Kendal. Xx***

***I'm emailing to say a huge thank you to you and all your team for the time and effort that's been given for the Walking festival. I really enjoyed the Scars walk yesterday - I found some of the uphill sections challenging but the amazing views compensated for that!! A special thank you from me to Brian and Jill for their commitment to the events. I hope the whole programme has been a great success -a well deserved outcome!!***

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

Source	Total
Private donation – anonymous.	£500
	£
	£
	£
	£
<b>Total Funds Raised</b>	£500

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

Feedback from participants - verbal, written, social media.  
Amount raised through walkers donations.  
Booking numbers,  
Feedback from hospitality businesses who sponsor KWF.

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

SRA to provide.

**Signed:**

**Date:**

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

Organisation's Account Name. Trustees of Sandylands Residents Association

Sort Code: 16-52-21 Account Number: 50346784

Completed applications should be sent to:

[janine@kendaltowncouncil.gov.uk](mailto:janine@kendaltowncouncil.gov.uk)

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



# KENDAL TOWN COUNCIL

## Start Up Grant Application Form 2021/22

Please check before sending:

Is your festival/event based in Kendal? Yes

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 Cycling Festival	
Correspondent (and position):	
Address: Askew Cycles Ltd The Old Brewery Wildman Street Kendal LA9 6EN	
Daytime Telephone:	01539 728057 E-mail:info@giant-kendal.co.uk

1. Please tell us about your organisation:

It is a group of 6 like minded individuals who have an active interest in the cycling community in Kendal and the wider area of Cumbria. We see a niche for a cycling festival in Kendal.

2. Briefly describe the festival/event you want funding for:

We would like to arrange/co-ordinate a cycling event. We would like to co-ordinate varies cycling activities over a weekend, probably the Springbank holiday in May. Initial thoughts are to arrange :-

- BMX event
- Gravel track
- Disabled cycling
- Family event – possibly through Kendal centre.

We plan to create a central hub where all the activities will organised and commence from. This

Total cost of event/festival	£ Approx 750	<b>Amount requested £ 500.00</b>
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Funds received to date	£      none	Funds pledged to date	£
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### 3. Why do you need this grant and how will the people of Kendal benefit?

We have a lot of volunteer support and the Giant bikeshop will provide practical support for the event.

We would need funding to hire PA system and to provide first aid cover . All routes will be available digitally and the promotion of the event will be via social media and local community outlets.

We are considering a minimal entry fee and for that they will receive a t shirt to say they have taken part in the event. The cost of the t shirts will be covered by GIANT as they will be allowed to have their logo on the t shirts as sponsor of the event.

We want to encourage other stall holders with similar interest to be present on the day, this will promote their services, provide interest for the general public and possible revenue for the event as we anticipate renting the space.

It is the first year and we would like to see this event grow in the same way as the walking festival in Kendal.

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

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

Source	Total
Funding of T shirts - Giant	£100.00
Renting of stalls – up to 6 (rent 40 per stall)	£ 240.00
Ticket sales - £10 entry fee – we would like to see at least 40 participants	£ 400.00
	£
	£
<b>Total Funds Raised</b>	<b>£940.00</b>

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

Number of entrants and number of stalls. We will ask each entrant to complete a feedback form at the end of their event.

**Signed:** *C Dixon*

**Date:** 30.10.2021

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

Organisation's Account Name Askew Cycles Ltd

Sort Code: 204528

Account Number: 80361992

Completed applications should be sent to:

[janine@kendaltowncouncil.gov.uk](mailto:janine@kendaltowncouncil.gov.uk)

Janine Holt  
Kendal Town Council  
Town Hall  
KENDAL  
Cumbria LA9 4DL  
Tel: 01539 793495  
[www.kendaltowncouncil.gov.uk](http://www.kendaltowncouncil.gov.uk)

**Kendal Town Council 2021-22**  
**Christmas Lights & Festivals Budget**

	<u>Budget</u>	<u>Additional Funding/Inc B/Fwd Amts</u>	<u>Actual Exp April - Sep</u>	<u>Remaining Budget</u>	
<b><u>CHRISTMAS LIGHTS &amp; FESTIVALS</u></b>					
Christmas Lights & Installation/Storage	<b>£17,175</b>			£14,560	
Lamp Post Banner			£150		
Installation & Equip			£2,465		
Christmas Infrastructure Development & Maint	<b>£10,000</b>			£9,496	
Annual Update of Boundary Boards			£120		
Repairs/replacements			£354		
Electrical Survey			£384		
Christmas Electricity	<b>£675</b>			£675	
Christmas Lights Switch On	<b>£3,000</b>		£27	£2,973	
Bunting	<b>£1,200</b>		£982	£218	
Festival Grants	<b>£35,000</b>			£11,000	
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)					
<b>Totals</b>	<b>£67,050</b>		<b>£28,482</b>	<b>£38,922</b>	