

Kendal Town Council

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



2nd August 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 9 August 2021 at 7.00pm, via Zoom. Details of the meeting can be found on the Town Council's website at 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 10 May 2021, and affirm them as a true record.

5. Presentation by Torchlight Festival

To receive a presentation from the organisers of the Kendal Torchlight festival.

6. Christmas Lights Display

To receive an update on the Christmas Lights display following meetings with Christmas Plus.

7. Infrastructure Report

To receive a report on the progress of infrastructure improvements for the current year.

8. Switch On Event 2021

To consider a report on the proposed Christmas Lights Switch on event.

9. Grant Applications

To consider the current Grants budget and make any necessary decisions or recommendations. There are no outstanding grant applications at present.

10 Budget Monitor

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

10. Newsletter

To consider items for the Autumn/Winter newsletter.

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Minutes of the meeting of the Christmas Lights and Festivals held on Monday, 10 May 2021 at 7.30pm via Zoom.

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

* arrived 7.15pm

In attendance: Council Services Officer, Town Clerk

Also present: J Rushworth (Local Democracy Reporter)

C1/21/22 Apologies

None

C2/21/22 Declarations of Interest

Cllrs Edwards, Ladhams and Evans drew the Committee's attention to their membership of Sandylands Residents Association which was the accountable body for, though it played no part in the management of, the Walking Festival.

C3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

It was noted that item 6 on the agenda related to a contract, and that the bids were commercially confidential.

Resolved: To exclude the Press and the Public from item 6 on the agenda because the matter under discussion was commercially confidential.

C4/21/22 Minutes of the Previous Meeting

The Council received the minutes of the meeting held on 22 February 2021

Resolved: To accept them as a true record.

C5/21/22 Christmas Lights Contract

The following item was considered following the exclusion of the Press and the Public

Resolved: To accept the tender from Christmas Plus for the installation, takedown, and storage of the Christmas lights for the coming year, as well as a range of other services specified in the tender document.

The press and the public were readmitted to the meeting.

C8/21/22 Switch On Event

The Committee considered the range of possible events to mark the switch-on of the Christmas lights. The Council Services Officer confirmed that the provisional date of the switch-on would be Saturday 27 November 2021. A number of ideas were considered as to how the switch-on by the Mayor and Father Christmas could be supported – a youth zone,

local choirs and stall holders were all suggested. It was also noted that there was a degree of uncertainty due to the pandemic, but that it would be important to make links with other interested parties such as the Kendal Market officer, Kendal BID and Kendal Futures.

Some thought was also given to the creation of a video of the lights, following on from the successful 'virtual' switch-on in 2020. It was noted that the current budget for the event would not necessarily cover both a physical and a virtual event, but that perhaps some external funding could be sought to bring the video version to a wider audience. Further work was clearly required in this regard, and this might require a further meeting of the committee sooner than the one currently scheduled (August).

Resolved: That the switch-on takes place on Saturday 27 November, 2021.

Resolved: That officers draw up ideas and speak to other parties concerned as soon as possible, liaising with the chair over the requirement for an earlier meeting.

C9/21/22 Festival Grants

The Committee considered the following small festival grants:

a) Kendal Whisky Festival

Amount requested: £1,000

A small festival on 3-4 December, celebrating the craft of whisky making, featuring distillers from around the world as well as local makers.

The Committee welcomed this innovative idea to the Christmas sales period, but observed that its grant offer to new festivals was for £500, and that would be the limit of its support in this instance. A suggestion had been made that the banner site outside the Town Hall might also be made available, however the Council Services Officer pointed out that the catenary in question would be supporting the Christmas lights at that time, and that removing them for a short period would be both expensive and not in the interests of the Council.

Resolved: To offer a grant of £500

b) Kendal Walking Festival

Amount requested: £500

The Committee noted that this concept had been developed previously and this was a welcome iteration of a worthy festival idea.

Resolved: To offer a grant of £500.

c) Kendal Fringe Festival

Amount requested: £5,000

A small festival to be held in the Bowness Brewery Yard on 24-26 September showcasing comedy, theatre, arts and music. The festival is promoted by Eskfest, based in Kendal but with prior experience of running festivals in Eskdale.

The Committee noted that the application for funding was in response to its request for bids from small/new festivals and exceeding the £500 grant limit would be contrary to the Council's stated policy in this respect. However, it welcomed the new festival and hoped it would be successful in finding the remaining funding sought from elsewhere.

Resolved: To offer a grant of £500.

C10/21/22 Infrastructure Upgrade

The Council Services Officer reported that the issue on Stricklandgate had been successfully resolved in 2020, but that other areas of the scheme would require replacement and/or maintenance. A particular area of concern was Stramongate where access to the supply switch was inside a private property. The Chair requested that a schedule of improvements be developed, so the available budget can be allocated effectively.

The Council Services Officer confirmed that a pull-testing schedule was now in place, and all fixtures had been effectively tested prior to the 2020 install. The Clerk reported that an incident had occurred recently on Allhallows Lane, with a catenary wire currently carrying bunting, being reported to be unattached on the highway. A call out to Christmas Plus had taken place within hours of the initial report, and the installation had been made safe. The Clerk believed a vehicle strike was the most likely cause, as the fixtures had been tested and the weather was not extreme. The clearance is around 5m and is compliant with highways regulations.

Resolved: To note the report.

C11/21/22 Newsletter

The Committee considered what items it should recommend for inclusion in forthcoming editions of the Council's newsletter. It was suggested that starter Festivals should be mentioned, with the Walking Festival featuring in the Summer edition. Torchlight should also be the subject a feature.

C12/21/22 Review of Expenditure

The Clerk apologised for the absence of a report in the committee paperwork but was able to share a copy of the current year's budget on-screen. He confirmed that to the end of April, no funds had been drawn on this year's budget, but the allocations of grant funding were as they appeared at the previous meeting. He was reviewing how grant allocations and budgets were reported to the Council, to ensure ongoing transparency and clarity.

Resolved: To note the report.

The meeting closed at 20.14.

Kendal Town Council Report

To: Christmas Lights and Festivals Committee	9 August 2021
From: Council Services Officer	Agenda Item No 8

Proposed Christmas Lights Switch on Event

Date: Saturday 27 November 2021
Venue: Market Place, Kendal
Officer Support: Janine Holt and Flo McMahon
Staff available on the day: Chris Bagshaw, Janine Holt, Pierre Labat, Flo McMahon and Simon Unsworth

Background

At the last meeting of the CL&F Committee it was agreed that Chris Bagshaw, Janine Holt and Flo McMahon would meet to develop a proposal for a Christmas switch on event. This proposal will then be discussed at the next CL&F meeting in August.

Meeting

The three officers met on Thursday 24th June at the Mintworks.

Proposals

- Host a small gathering around the Christmas tree in Market Place, a similar event to the one that took place in 2019. The following ideas were put forward for inclusion:-
- Provide mulled wine and mince pies available in the Market Place – Phil Walker from the New Union is happy to provide this again.
- The Lions sleigh and Santa in the Market Place before, during and after the event
- To have a choir around the tree singing festive tunes before the switch on
- Provide a small elevated area needed to fit 3 people on, for the MC and Mayor whilst switching on the lights
- To have a small parade led by the Mayor and to include a band and possibly a local amateur dramatics group in costume (period?). The parade will leave the Town Hall and continue into the Market Place
- Continue to liaise with the Markets Officer, to ensure co-operation of the stall holders and to explore the addition of festive stalls on the day of switch on.
- A solo performance after the switch on by local performer to finish off the event

Co-ordinating the event

Janine and Flo will work together to organise the event. A timetable of the event and organisational schedule will be available at the next meeting of the CL&F Committee on 9th August.

Kendal Town Council 2021-21 Christmas Lights & Festivals Budget

Christmas Lights & Festivals - 9 August 2021

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	<u>Budget</u>	<u>Actual Exp</u> <u>April - Jul</u>	<u>Remaining</u> <u>Budget</u>
<u>CHRISTMAS LIGHTS & FESTIVALS</u>			
Christmas Lights & Installation/Storage	£17,175		£16,995
Lamp Post Banner		£180	
Infrastructure Development & Maint	£10,000		£9,880
Annual Update of Boundary Boards		£120	
Christmas Electricity	£675		£675
Christmas Lights Switch On	£3,000		£3,000
Bunting	£1,200	£982	£218
Festival Grants	£35,000		£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)			
<u>Totals</u>	<u>£67,050</u>	<u>£25,282</u>	<u>£41,768</u>