

# KENDAL TOWN COUNCIL

## Council Meeting: 1<sup>st</sup> March 2021

You are summoned to attend a meeting of the Council commencing at **7.30 p.m.** on **Monday, 1<sup>st</sup> March 2021** (via Zoom), for the purpose of transacting the business specified in the following agenda.

### AGENDA

#### Rollcall and Apologies

**1. 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.

**PRESENTATION: OIYAA**

To receive a presentation from Stephen Breese, Regional Manager (*see attached*).

**2. DECLARATIONS OF INTEREST**

**To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda**

*In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable Interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.*

**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 the public should be excluded.*

**4. MINUTES OF COUNCIL MEETING HELD ON 1<sup>ST</sup> FEBRUARY 2021**

*To receive the minutes of the meeting held on 1<sup>st</sup> February 2021 and affirm them as a true record (*see attached*).*

**5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

*To receive a report from the Mayor on their recent activities and to hear any announcements.*

**6. EXTERNAL AUDITOR'S REPORT & CERTIFICATE**

*To consider and approve the External Auditor's Report & Certificate (*see attached*).*

**7. RISK ASSESSMENT REVIEW 2021**

*To consider and accept the report on the Risk Assessment Review 2021 (*see attached*).*

**8. MANAGEMENT COMMITTEE**

To receive the minutes of the Management Committee meeting on 15<sup>th</sup> February 2021 and consider the following recommendations (*see attached*):

**8.1 Wainwright Award (Minute 614/20/21)**

*To defer the presentation of a Wainwright Award for 2020. Town Clerk to investigate the legality of different options for 2021, including doubling up the Award.*

**8.2 Refurbishment of the Town Hall (Minute 616/20/21)**

*That the administration office be moved to the Mintworks, subject to SLDC being responsible for removal costs.*

**9. AUDIT, GRANTS & CHARITIES COMMITTEE**

To receive the minutes of the Audit, Grants & Charities Committee meeting on 25<sup>th</sup> January 2021 and consider the following recommendations (*see attached*):

**9.1 General Grant Applications 2021/22 (Minute 563/20/21)**

That Council approve the award of grants for 2021/22 as follows:

- (a) SLEDP – grant of £150.
- (b) The CPR Group – application to be declined.
- (c) The Well Communities – grant of £2,000
- (d) Autus – grant of £1,360
- (e) Remaining £1,500 from budget to be carried over for future applications.

**10. PLANNING COMMITTEE**

To receive the minutes of the Planning Committee meetings on 1<sup>st</sup> February and 15<sup>th</sup> February 2021 (*see attached*).

**11. MAYORALTY & ARTS COMMITTEE**

To receive the minutes of the Mayoralty & Arts Committee meeting on 8<sup>th</sup> February 2021 (*see attached*).

**12. OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

To receive reports from Councillors in respect of Outside Bodies:

- Kendal Brewery Arts Centre Trustees Limited – Cllr Sutton (*see attached*).

**13. FINANCIAL MATTERS**

**(a) Bank Payments Schedule: January 2021 (*see attached*)**

To note the schedule of payments for December 2020.

**(b) Invoices over £3,000**

To approve any recommended payments due for budgeted items which exceed £3,000.



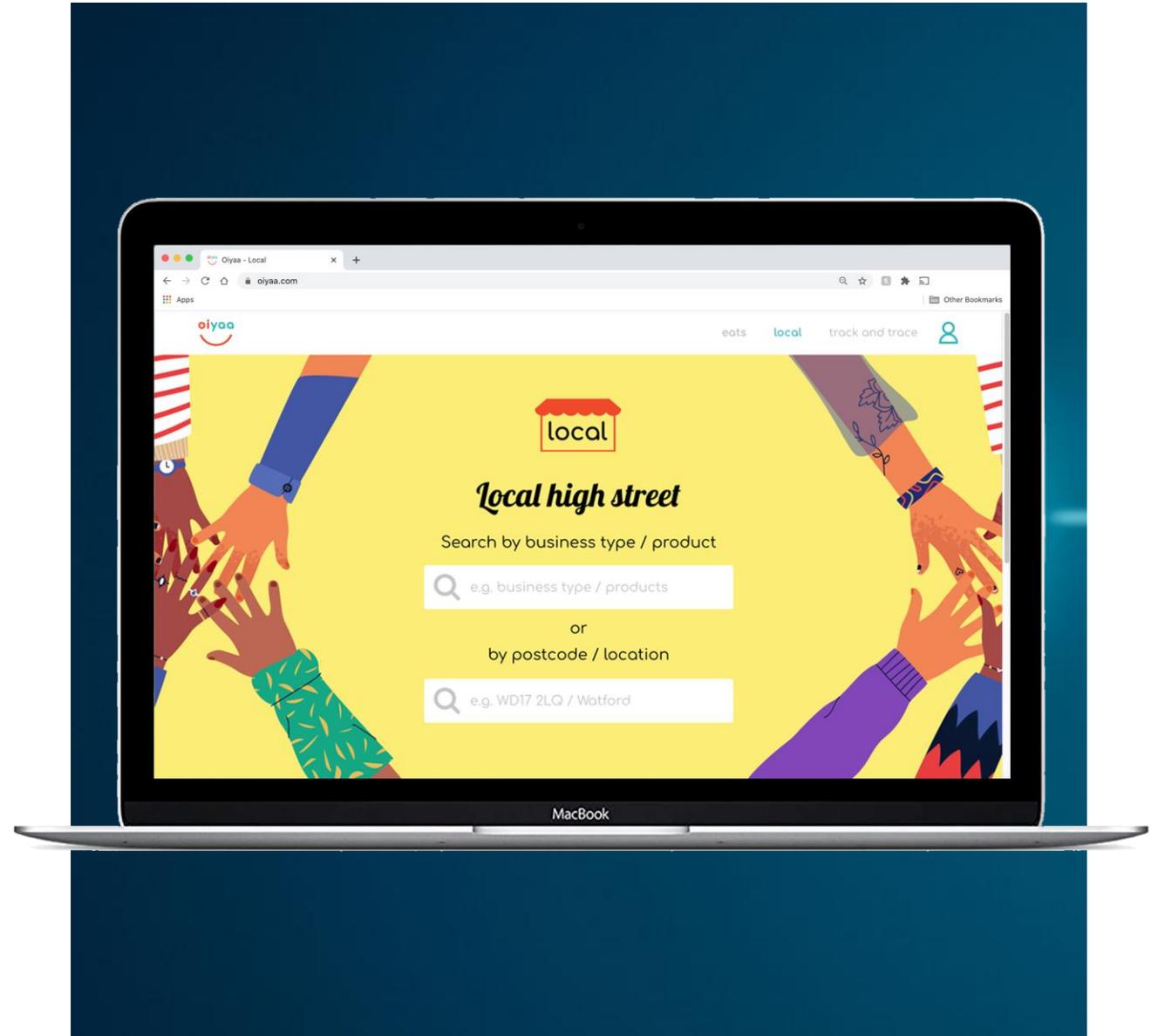
**Chris Bagshaw**  
Town Clerk

**Members of the Press and Public are welcome to attend the meeting.**



# About Us

- Oiyaa is a platform using proven loyalty software customised to meet market requirements
- This platform is built to enterprise standards and is fully scalable; it is hosted in the Cloud
- The Oiyaa brand is being rolled out and the platform and app have been built and tested
- Initial launch is in Watford, backed by the Mayor and his team



# Challenge

- The High Street is rapidly losing its retail customers through lack of engagement and aggressive online competition
- “31% of High Street stores **will** close by the end of 2020”
- “The share captured from E-Commerce sales will grow from 14% to 34% by the end of 2020”
- “Restaurants in Cardiff and Swansea paid an estimated £38 million to online food delivery marketplaces like Just Eat, Uber Eats and Deliveroo last year”



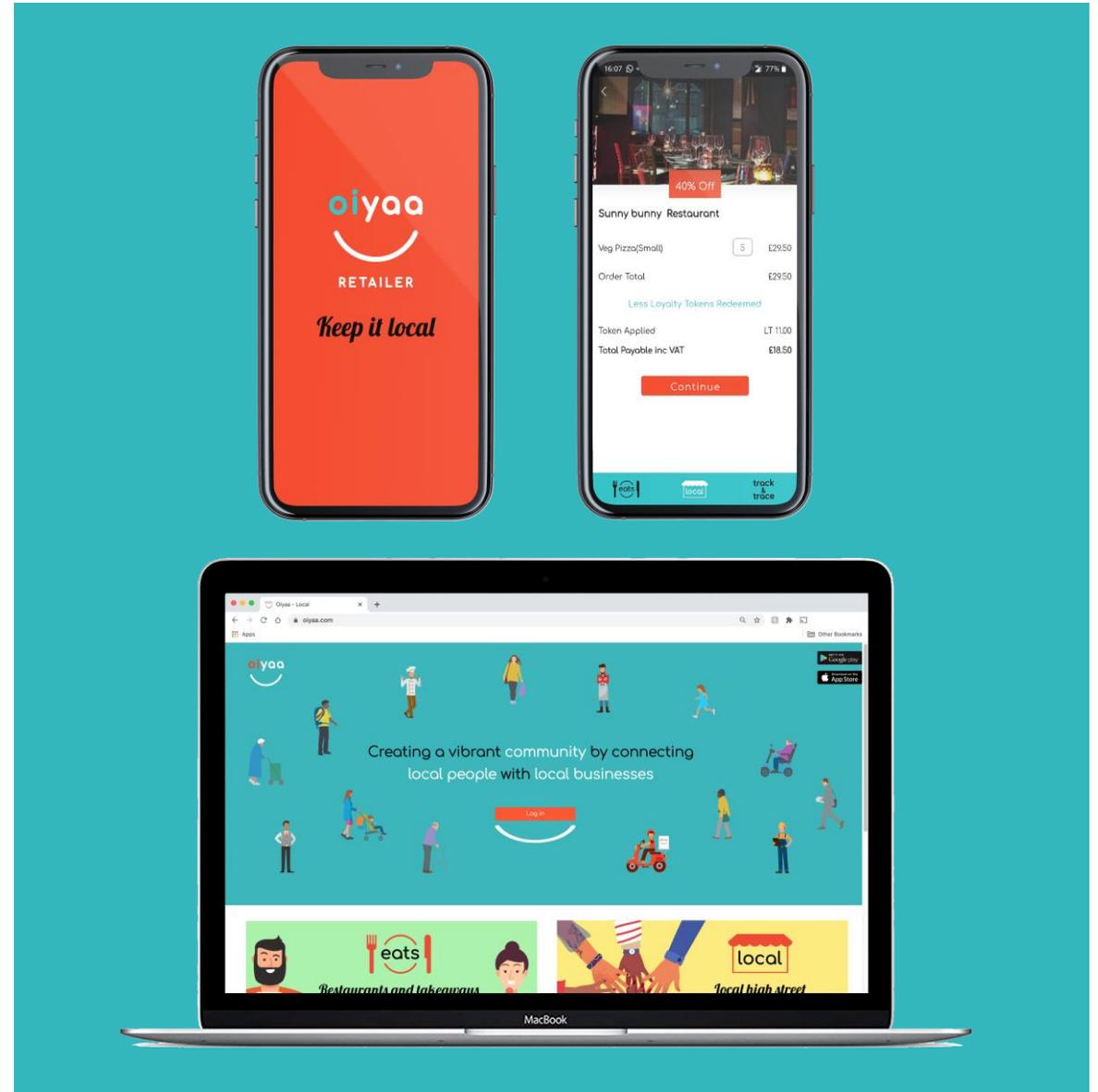
# Opportunity

- Form a coalition of all high street retailers to increase their sales, cashflow and profits
- Deliver a more cost-effective alternative to Groupon and Just Eat style incentives
- Rejuvenate the social importance of The High Street
- “According to a YouGov survey, 63 per cent of the UK population stated that, as a result of the crisis, they were making a concentrated effort to support local businesses and buy locally made products”



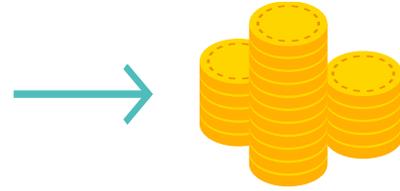
# Solution

- Oiyaa (Local Loyalty) phone app and technology platform
- Helping SME's to survive by gaining greater footfall, capturing customers' data thus creating an efficient and effective businesses
- The app for consumers that provides 20 loyalty tokens on registration, and the facility to search for local Oiyaa retailers. The more spent locally, the more saved
- A loyalty platform for Retailers and consumers that provides online ordering booking and tools to send personalised offers to the Oiyaa community.
- A first for multiple businesses processing multiple transactions simultaneously in real time, : a world first for loyalty



# £1 Loyalty Token = £1 of Discount

1. Oiyaa credits the merchant with money's worth tokens and then advertises its offering and level of discount available on the App.



2. The App holder is gifted £20 worth of tokens on joining, redeemable via a QR code.



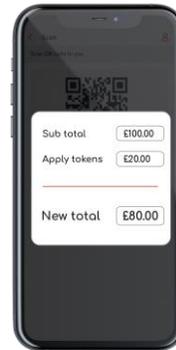
£16 LT (£80 x 20%) + £6 LT Review bonus = £22 LT Total bonus

5. The customer can use their tokens at any Oiyaa participating merchant. The money's worth tokens are simply an accounting tool to record the transaction and have no redeemable monetary value so are not a cost to Oiyaa or a hit to its bottom line.

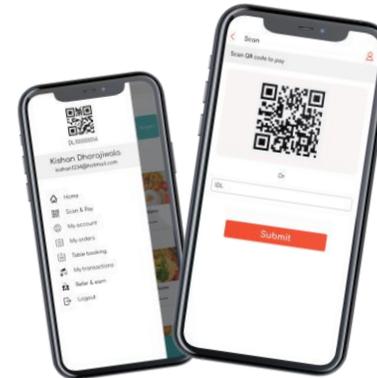
Add a review and receive another £6 loyalty tokens

**Auto Message**  
 "Thank you for your Local Loyalty. You have received an extra £16 loyalty tokens. Please come again."

4. The merchant rewards the customer with another amount of tokens as a thank you.



3. When paying the bill, the app's QR code is presented to the merchant and the discount is automatically deducted.



The Unruly Pig, Orford Road Bromeswell, SP12 2PU T: 01284480310	
T111 1 Brendan	12 Sep 2016 12:02
Table: 101 c: 2	ORDER #: 3006
2	Curtise
1	Anttoast
1	Avocado Veloute
1	Rump
1	TRUFFLE MAYO
1	Pork
	Charity
2	Balileys
1	Courvoisier
2	Double
	Courvoisier
2	Double
	Balileys
1	Delice
1	Sparkling Water
<b>Total</b>	<b>£100.00</b>

# Benefits

## To Business

- Keep customers spending locally
- Increase sales by enticing rewards and discounts
- Capturing valuable data from buying patterns, behaviour and targeted promotions

## To Consumer

- Support local business and community
- Have multiple ways to earn rewards, discounts and online ordering
- App based product to search for local Oiyaa businesses

## Benefits to the Community

- Profits stay in the local economy
- Spend local, save local
- Not limited to the high street
- A more sophisticated 'Eat Out to Help Out' solution for all retailers not just restaurants

## Further Benefits

- Transactional data that will provide a wealth of behavioural insight on consumer habit by region, age groups, gender, demographics
- Capturing enhanced meaningful data not currently available in the loyalty space via our unique coalition

# Implementation

- **Consumers** register their account online or the app
- Can drive Oiyaa from App or the Web
- Then earn discounts at Oiyaa business
- **Retailer** registers their account online, app, or Pax Device
- Can drive Oiyaa from App, Web or payment terminal
- Offer discounts to Oiyaa users



# A solution for all businesses

- A community of businesses driving new and repeat sales
- A community of consumers participating in a local 'coalition' programme. That spend local to save local
- The solution is available for any business providing products or services
- Oiyaa works with in-store and online transactions, has 'order-at-table' to minimise human contact, vital during COVID-19/post COVID-19 and a pre-booking facility
- Delivery functionality will be implemented to provide an additional revenue stream



# Business Model 'Local'

Whether instore or online:

- Free to the customer
- LocalValu will charge 4% on successful transactions
- Retailer gives consumers 5% minimum discount

Available for any business

The Groupon logo is displayed in a bold, green, sans-serif font. A registered trademark symbol (®) is located at the top right of the word.The LivingSocial logo features the word "livingsocial" in a lowercase, black, sans-serif font. Above the letters "i" and "o" are four overlapping circles in blue, green, yellow, and pink.

With alternative platforms, retailers give on average 30-60% discount, and the platforms take 50% of the balance

# Business Model 'Eats'

Whether instore or online:

- Free to the customer
- LocalValu will charge 4% on successful transactions
- Retailer gives customers 5% minimum discount

Available to any business



The tastecard logo consists of the word "tastecard" in a lowercase, white, sans-serif font. The "taste" portion is in a light green color, and "card" is in white. The logo is set against a solid black rectangular background.

Alternative platforms charge 14-35% and take up to two weeks to settle the retailers account Oiyaa settles withing 4 working days

# The Watford Story

- Partnered with Borough Council, who have provided contacts with their business partners
- On launch the App with be promoted across all media channels, included socials
- Local Sports celebrity engaged to be the 'face' of the launch
- BCA have met and spoken with their members in the area
- ArrivaClick have agreed to have Oiyaa stickers on buses
- Working with local taxi firms to provide delivery services



## Pre-Launch success to date

Launch agreed with Watford Council, Mayor and local media to attend



Partnership with the Bangladesh Catering – 12,500 members



Partner Agreement signed with Pax – 743,000 terminals in Europe



Partner Agreement signed with Credorax



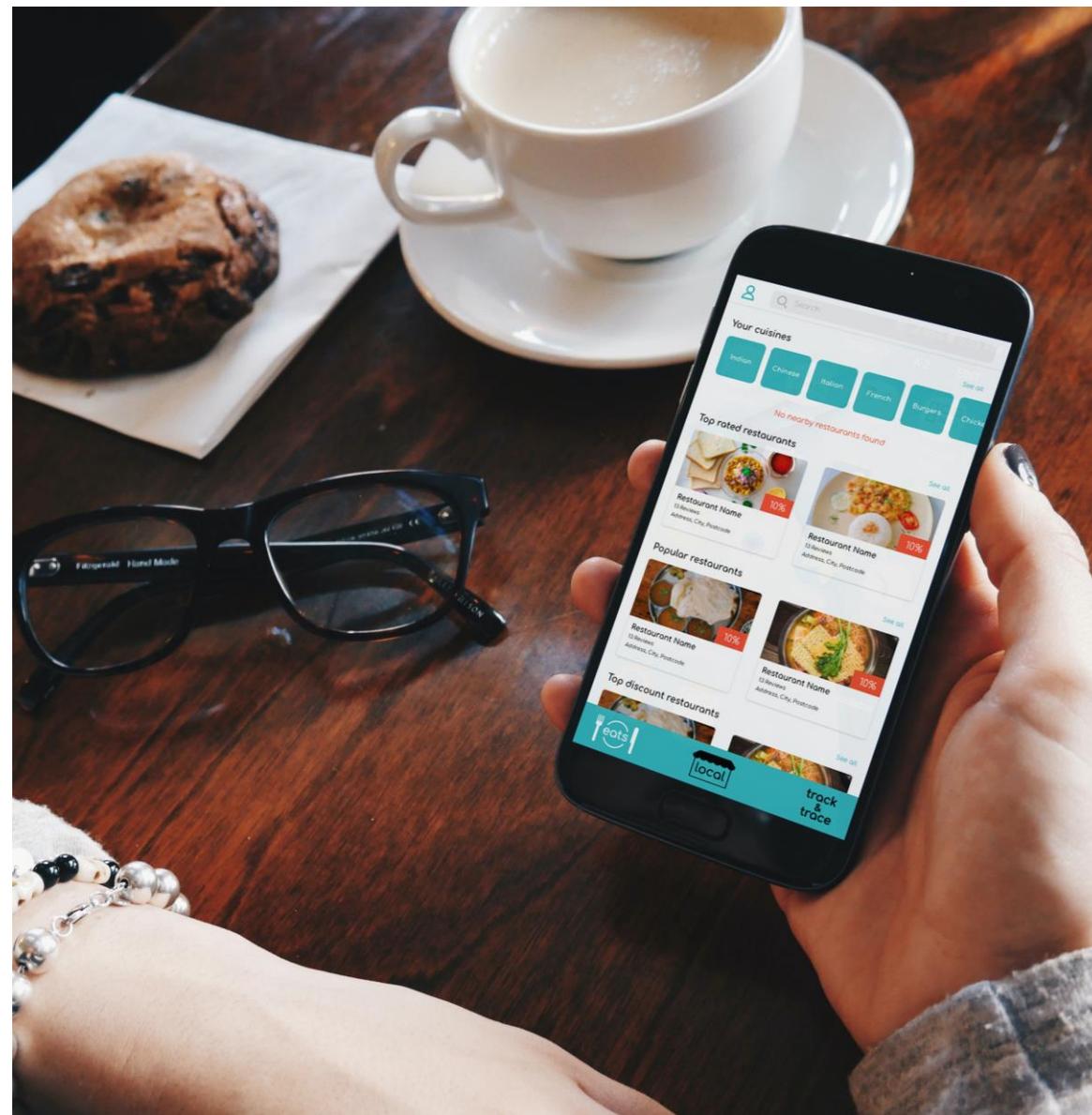
Reseller agreement in progress with Truevo pay



Partner agreement is progress with Optomany – 3,500 merchants

# Working with Local Authorities

- There is no cost to Watford apart from joint marketing to retailers and app holders in your community and some assistance in reaching out to the retailers
- A percentage of the Oiyaa 4% charge can be diverted to a local charity of the Council's choice
- Helping your merchants generate greater footfall and thus revenues from the local community which will help regenerate your High Streets and keep money spent in the Local community
- Provide businesses with the world, first circular loyalty platform and big data to fight back against the likes of Amazon/Groupon/Just Eat and booking.com style platforms
- Encourages Local People to work with Local Businesses (who pay local taxes) to build Vibrant Local Communities
- This will be backed by substantial local and national PR



# Additional Benefits

We will work with you and your teams to work out how best we can assist other areas that the Council is responsible for where consumer incentives may have a big impact giving you Oiyaa Tokens to issue to residents for things such as e.g. paying their council tax on time, Being a good recycler, awarding your local volunteers with Tokens and in the case where you want to increase your footfall or visitors into the area we can run promotions to incentive visitors from other areas via local media and social media e.g. when Blackpool illuminations start at the end of August we can assist the council via the Oiyaa platform in rewarding extra tokens to visitors/tourist who would then spend with the local retailers.



## KENDAL TOWN COUNCIL

**Minutes of the proceedings at a meeting of  
Kendal Town Council  
held on Monday, 1<sup>st</sup> February 2021 at 7.30 p.m.  
(Via Zoom)**

**PRESENT** The Mayor (Councillor A Finch) in the Chair;  
Councillors G Vincent, G Cook, J Brook, G Archibald, S Coleman, S Evans, M Severn, G Tirvengadam, A Blackman, C Hardy, C Hogg, R Sutton, J Owen, D Rathbone (Deputy Mayor), J Cornthwaite, J Dunlop, P Gibson, E Hennessy, H Ladhams, S Long, C Rowley and K Simpson

Also in attendance:  
Jason Rushworth (Newsquest)  
Becki Winter, Lancaster City Council  
Peter Thornton, SLDC Councillor

**APOLOGIES** Councillors D Miles, M Miles, A Edwards, R Hogg and T Perkins

**OFFICERS** C Bagshaw (Town Clerk) and N King (Council Secretary)

**575/20/21 PUBLIC PARTICIPATION**

None.

**576/20/21 PRESENTATION: COMMUNITY LAND TRUSTS**

The Chair welcomed Becki Winter from Lancaster City Council to the meeting. Becki is a resident of Kendal and is interested in setting up a Community Land Trust site. She presented information on the background to Community Land Trusts, their potential and possibilities to develop one in Kendal. A Community Land Trust acquires land on behalf of a community for housing or community uses such as gardens or community centres. It is member owned. A recent new build scheme in Halton created 20 affordable homes. Becki explained that she is looking for more people to join the steering group.

The main aims of a Community Land Trust are:

- To contribute to improving the stock, quality and sustainability of affordable housing in the Kendal and surrounding area by setting up a Community Land Trust
- To work in partnership with Local Authorities, advisory and voluntary bodies, Housing Associations, parish and other local groups, and individuals who support the objectives.
- To consult with and represent, the wider community and those in need of affordable housing.
- To secure a formula to permanently protect the Trust's housing, so that it cannot be lost to the open housing market and remains available for local people
- To include sustainability, wherever possible, in the design and building of affordable housing, in particular to help make running costs affordable too.
- To stimulate community and self-help opportunities wherever possible

01.02.2021

Council

- To welcome membership from the wider community who support the aims of the group
- To develop other projects in response to the needs expressed by the community and to respond to other development opportunities as they arise

Several members spoke in support of the project. Councillor Rowley highlighted a demand amongst private householders and asked whether there would be a potential for mixed, private housing. It was confirmed that a scheme can include market rate housing depending on the scale and size of the project, which can increase viability. Affordable housing would be first and foremost.

Councillor Coleman asked whether land would be more viable for development if SLDC or CCC had land to put into a land trust. Becki advised that would be the ideal route.

**577/20/21 DECLARATIONS OF INTEREST**

None.

**578/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**

Council agreed there were no agenda items during consideration of which the press and public should be excluded.

**579/20/21 MINUTES OF COUNCIL MEETING HELD ON 4<sup>TH</sup> JANUARY 2021**

Members considered the minutes of the meeting of full Council held on 4<sup>th</sup> January 2021.

Councillor Coleman proposed that the minutes be approved as a correct record and signed by the Chair. This was seconded by Councillor Owen and carried unanimously.

**RESOLVED** that the minutes of the Council meeting held on 4<sup>th</sup> January 2021 be approved as a correct record and signed by the Chairman.

**580/20/21 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor advised he had no announcements.

**581/20/21 BUDGET AND PRECEPT 2021-22**

Members considered the budget and precept for 2021-22. A 3% increase to the band D Council Tax rate was proposed by Councillor Coleman and seconded by Councillor Archibald.

A general discussion ensued. Councillor Evans commented that ideally she would not want to see any increase, but KTC have to look to the future. She said the proposed small increase will support some very good projects which will improve Kendal for the future and ensure it continues to be a fantastic place to live.

Councillor Brook advised 3% equates to an increase of £1.29 on a Band

01.02.2021

Council

D rate, which is 2.5p per week. In his opinion this is the minimum realistic increase for residents, whilst enabling the delivery of a whole range of projects that would see a positive impact on the town. It allows for an element of unexpected spend and, whilst it uses some reserves it does not deplete them altogether.

Funding of £25,250 to support Kendal Futures and the Kendal Vision initiative was queried by Councillor Vincent. He requested reassurance regarding the governance procedure in this respect. Councillor Archibald recalled previous discussion and agreement by KTC to support Kendal Futures.

It was noted the proposed increase would accommodate all project requests submitted by Committees. The 3% increase, along with £90k drawn down from reserves, would enable all projects to be funded, including some multi-year projects.

The proposal was carried with no abstentions.

**RESOLVED** Council approve a 3% increase to the Band D Council Tax rate.

**582/20/21 MANAGEMENT COMMITTEE**

The minutes of the Management Committee meeting held on 18<sup>th</sup> January 2021 were presented by Councillor Coleman who proposed that they be received.

**RESOLVED** That the minutes of the Management Committee meeting held on 18<sup>th</sup> January 2021 be received.

Councillor Coleman then presented the following recommendations of the Committee:

**583/20/21** (1) Town Clerk to proceed with the recruitment of a Finance and Administration Officer.

It was noted that the current role of Treasurer includes a large amount of administration/bookkeeping. This is better carried out by a Finance and Administration Officer, with the setting and monitoring of budgets for committees undertaken by the Town Clerk.

Councillor Coleman proposed approval of the recommendation. This was seconded by Councillor Cook and carried.

**RESOLVED** That the Town Clerk proceed with the recruitment of a Finance and Administration Officer

**584/20/21** (2) Town Clerk to proceed with moving Council's finances to an alternative system designed for the Local Council sector.

Councillor Coleman proposed approval of the recommendation. This was seconded by Councillor Owen and carried.

**RESOLVED** That the Town Clerk proceed with moving Council's finances to an alternative system designed for the Local Council sector.

01.02.2021

Council

- 585/20/21** (3) Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1<sup>st</sup> April. Town Clerk to update staff contracts accordingly and ensure contracts are aligned with the start of the financial year.

In order to better describe the role of the current Assistant to the Town Clerk, it had been recommended to amend the job title to Council Services Officer. The pay scale would increase from points 14-22 to 14-26 (additional points added for supervising staff).

It was also recommended to increase the Project Manager's hours from 18.5 to 30 hours per week in order to allow KTC to better meet the challenges presented by the Climate Emergency and the Council's response. It would also enable the Project Manager to be the de facto deputy to the Town Clerk when required.

Councillor Coleman proposed approval of the recommendation. This was seconded by Councillor Blackman and carried.

- RESOLVED** Recommended alterations to hours and pay scale for the Project Manager and job title and pay scale for the Assistant to the Town Clerk to take effect from 1<sup>st</sup> April.

**586/20/21 PLANNING COMMITTEE**

The minutes of the Planning Committee meeting held on 4<sup>th</sup> and 18<sup>th</sup> January 2021 were presented by Councillor Rathbone who asked Council to receive these minutes.

- RESOLVED** That the minutes of the Planning Committee meeting held on 4<sup>th</sup> and 18<sup>th</sup> January 2021 be received.

**587/20/21 ENVIRONMENT & HIGHWAYS COMMITTEE**

The minutes of the Environment & Highways Committee meeting held on 11<sup>th</sup> January 2021 were presented by Councillor Owen who proposed that they be received.

- RESOLVED** That the minutes of the Environment & Highways Committee meeting held on 11<sup>th</sup> January 2021 be received.

**588/20/21 OUTSIDE BODIES – REPORTS FROM COUNCILLORS**

Councillor Sutton updated on the meals on wheels service from Westmorland General Hospital which is still operating very steadily. The service has expanded slightly with new customers, but the aim is to keep things much the same as they were before expanding. This is subject to Covid developments and the recruitment of more volunteers.

Sight Advice are offering a new phone service on Thursday evenings at 7pm to hear a short story being read.

Councillor Long presented a verbal report in respect of Kendal Futures. She outlined the aspirations of Kendal Vision as follows:

01.02.2021

Council

- To enhance the community assets and surrounding areas
- To repurpose underused space in the town
- To deliver quality, affordable housing in the town centre
- To deliver employment and staff opportunities in the town centre and immediate vicinity
- Improve transport, cycling and walking opportunities and create a more sustainable Kendal.

She advised that the first priority is the station gateway project and making sure management systems are in position. Councillor Vincent commented that a significant amount of money for this project is coming from the Sainsbury's Section 106 Agreement which would soon be getting close to its end date. Councillor Long replied that it is intended that the Vision is part of the group that decides how that money is spent.

Councillor Long advised that Kendal Futures will be holding a briefing session in February to which all Councillors will be invited.

Councillor Rathbone requested that he be invited to any planning workshops held by Kendal Futures.

**589/20/21 FINANCIAL MATTERS**

**590/20/21 (a) Bank Payments Schedule: December 2020**

The Town Clerk presented the Bank Payments Schedule for December 2020. It was proposed by Councillor Severn that the Bank Payments Schedule for December 2020 be approved. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That the Bank Payments Schedule for December 2020 be approved.

**591/20/21 (b) Petty Cash Payments (April – December 2020)**

The Town Treasurer presented the Petty Cash Payments for April - December 2020. It was proposed by Councillor Severn that the Petty Cash Payments for April - December 2020 be approved. This was seconded by Councillor Coleman and carried unanimously.

**RESOLVED** That the Petty Cash Payments for April - December 2020 be approved.

**592/20/21 (c) Invoices over £3,000**

The Treasurer reported that there were no invoices over £3,000 which required approval.

**Vote of Thanks**

A vote of thanks to the departing Treasurer was proposed by Councillor Cook and seconded by Councillor Severn. The Town Clerk commented that the Treasurer produced a clean audit this year and has done a great job under challenging circumstances. He added that challenges to staff have been very intense this year with the closure of the Town Hall, departure of the Town Clerk and Covid. He highlighted very impressive effort from all staff, including the Treasurer, who lead the line when required during difficult times.

01.02.2021

Council

The meeting ended at 8.36 p.m.

Signature .....

Date .....

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of **KENDAL TOWN COUNCIL – CU0131**

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

The basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

07/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Kendal Town Council

### Risk Assessment Review 2021

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis. This assessment is to be next reviewed by the Audit, Grants and Charities Committee at its meeting in January 2021.

The format below follows a matrix developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm councillors with the minutiae of individual process-based risk assessments, it takes a much broader view of the concept of risk, and challenges the council to demonstrate that it is identifying and mitigating risk through its policies and procedures. It includes a list of areas where the Council is assisted in this challenge by its internal auditor. In this context the internal auditor plays the vital role of a critical friend.

#### Areas where we use insurance to help us manage risks

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

<b>Internal controls</b>	<b>Action by Kendal Town Council</b>
Maintaining an up-to-date asset register	Asset register being continuously reviewed and updated
Fidelity guarantee	Insurance reviewed annually to ensure adequate provision
Regular maintenance arrangements for physical assets	Officers' workload monitored. Programme of work scheduled. Christmas lighting procedures under review. Allotment inspection and maintenance procedures monitored. Register and review of other physical assets ongoing.
Annual review of risk and adequacy of insurance cover by RFO and AGC Committee	Ensure risk is continually monitored by officers, and the process is overseen by the appropriate committee.
Ensure robustness of insurance provider	Monitor and take advice from CALC
Vehicle maintenance and insurance	Reviewed annually with regular inspections. Policy to be reviewed again Autumn 2021.
<b>Internal Audit Assurance</b>	
Review internal controls by internal auditor and Audit, Grants and Charities Committee	Internal Auditor to cover
Review management arrangements for insurance	Internal Auditor to cover
Spot test specific internal controls	Internal Auditor to cover

## Areas where we can work with others to manage risk

### Examples of Risk

- Security of vulnerable buildings, amenities or equipment
- Maintenance of vulnerable buildings, amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

<b>Internal Controls</b>	<b>Action by Kendal Town Council</b>
Standing orders and financial regulations dealing with award of contracts and purchase of capital equipment	Standing Orders and Financial Regulations adopted specifying process. New Financial regulations under review 2021 in line with latest model. Keep under review.
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Appropriate committee to schedule in meetings where required
Clear statements of management responsibility for each service	Clerk to ensure. Policies to be reviewed in 2021
Regular scrutiny of performance against targets	Some existing processes in place, however whole process to be reviewed once coronavirus pandemic is past
Adoption of and adherence to codes of practice for procurement and investment	Financial regulations adopted. To be reviewed to ensure they match current best practice and statutory requirements.
Arrangements to detect and deter fraud and corruption	Review of payment, authorisation and reporting arrangements to be carried out 2021. IA to comment on process
Regular bank reconciliation, independently viewed	Appropriate committee oversees. Consider additional reconciliation observer 2021. IA to comment on process.
<b>Internal audit assurance</b>	
Review of internal controls in place and their documentation	IA to report to appropriate committee

## Areas where we can self-manage risk

<b>Internal Controls</b>	<b>Action by Kendal Town Council</b>
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Systems altered during pandemic. System to be reviewed 2021.
Recording in minutes the precise powers under which expenditure is being approved.	System to be reviewed 2021

Regular returns to HMRC	Salary system subject to periodic checks with payroll supplier
Contracts for all staff, annually reviewed by the council	To be reviewed annually for changes from 2021. Report to appropriate committee.
Systems for recording any relevant changes in legislation	Clerk reviews and reports to appropriate committee
Regular VAT analysis	RFO oversees this. To be reviewed in 2021
Training of RFO and finance staff in VAT and taxation issues	To be reviewed in 2021
Regular budget monitoring statements	To be reviewed in 2021
Procedures for monitoring grants or loans made or received	Whole system to be reviewed in 2021
Minutes properly numbered and paginated with a master copy in safe keeping.	Master copy to be kept in locked metal cupboard. To be reviewed 2021.
Documented procedures to deal with enquiries from the public.	To be reviewed in 2021-22.
Documented procedures to deal with responses to consultation requests.	To be reviewed in 2021-22
Monitoring arrangements for Local Councils Award scheme.	To be reviewed in 2022-23
Documented procedures for document receipt, circulation handling and filing.	GDPR and document storage to be reviewed in 2022-23, after move to new offices.
Procedures for recording and monitoring members' interests and gifts and hospitality.	To be reviewed 2021-22
Adoption of code of conduct for members	Council reviewed and adopted revised Code in 2014. New Code and legislation to be reviewed 2021/22- 2022/23 as a required.
Safe operating practices of staff/volunteers and participants in Events	Clerk to ensure proper risk management and training for all staff. Training to be reviewed continuously, at least annually. Records to be kept. Operational staff to be IOSH trained as appropriate by 2022.
Safe operating of events	Risk management policies to be implemented at outset. Officers to be trained to appropriate IOSH level.
Safe operating and maintenance of public spaces, including aspects of tree management and building management.	Staff to be trained to appropriate level. Regular inspection regime with records of inspections logged. Policy to be reviewed 2021. Continuous improvement culture adopted.
Safeguarding of young people and adults at risk who interact with the council	Safeguarding policies to be reviewed 2021 Appropriate training where required. Continuous review.

Safe working practices for staff inside and outside.	Regular assessments of working environment, fire and other risks, COSHH, effective PPE, lone working, work station safety, vehicle use, building safety. Risk assessment system in place for most activities. Dynamic risk assessment where appropriate.
Safe working in the context of Coronavirus or other pandemics	Regular and thorough review of government, PHE specialist sector and NHS guidelines for all activities. Adopt and adapt as required.
<b>Internal Audit Assurance</b>	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied.	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc including petty cash transactions	IA to note and include in report to council
Review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management.	IA to note and include in report to council

18 January 2021

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 15<sup>th</sup> February 2021 at 7.30 pm  
(Via Zoom)**

- PRESENT** Councillors Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman, Susanne Long and Guy Tirvengadam
- APOLOGIES** Councillors Stephen Coleman (Chair) and Alvin Finch
- OFFICERS** Chris Bagshaw (Town Clerk), Nicky King (Council Secretary)
- 608/20/21 PUBLIC PARTICIPATION**
- None.
- 609/20/21 DECLARATIONS OF INTEREST**
- None.
- 610/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**
- Members agreed there were no items on the agenda that required the exclusion of press and public.
- 611/20/21 MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> JANUARY 2021**
- The Chairman presented the minutes of the meeting held on 18<sup>th</sup> January 2021. These were accepted as a correct record.
- RESOLVED** That the minutes of the meeting of the Committee held on 18<sup>th</sup> January 2021 be accepted as a correct record.
- 612/20/21 URGENT ITEMS OF BUSINESS**
- None.
- 613/20/21 REPORT ON WORK PROGRAMME**
- The Town Clerk presented the report on project progress for February 2021 and this was noted by Members. The following items were highlighted:
- Finance System – the Town Clerk has received quotes for comparative finance systems for consideration in March.
- Kendal Museum – there were no issues arising from the surveyor's report. The Town Clerk has informed the Museum and SLDC that the conditions of the contract have been met and solicitors have been instructed to proceed.

Gooseholme CCTV – the camera has been installed and feedback from the police is awaited regarding its initial operation. The location of the camera has been chosen for the line of sight of Gooseholme. It is anticipated approximately 90% of filming will be on Gooseholme and a small amount on Wildman Street.

Green wall – the project Manager is talking to contractors, CCC and the land owner. The green wall is to be sited on Blackhall Road outside the CAB overlooking the bus station.

Mayoralty & Arts – it is hoped to hold an autumn exhibition at Space2Create, subject to Covid restrictions.

Christmas Lights & Festivals Committee – Committee are due to meet next week. The specification for a new Christmas lights tender is in draft for consideration at that meeting.

Allotments Committee – new plot development at Canal Head should be possible earlier than thought due to tree work being undertaken by SLDC. This will allow the opening up of Canal Head up to the recycling area. The situation in respect of the rodent problem was raised. The Town Clerk advised controlling the problem was likely to be an ongoing cost.

Councillor Evans highlighted a recommendation arising from the Citizens' Jury that developers of new developments contribute to the cost of establishing additional allotment sites. She asked whether it would be worth liaising with SLDC in this respect. The Town Clerk pointed out that CIL money could be used for this purpose. He added that Council should also be requesting Section 106 money from SLDC for allotments, however unfortunately there is a large drain on these monies. The cost of work at Canal Head should not be too bad as it is existing land that requires clearance work.

Kendal in Bloom Committee – the Committee meeting recently cancelled will be rearranged shortly.

Action Plan for Kendal – it was noted that the Beck trim trail has been installed and this item can be removed from the report.

614/20/21

## **WAINWRIGHT AWARD**

At a recent meeting of the Mayoralty & Arts Committee it had been resolved that the Town Clerk prepare a paper for discussion by the Management Committee in respect of the Wainwright Award for 2020.

In normal years there has been a publicity campaign in the autumn, following by Full Council voting on nominations at the January meeting. This last year there was no publicity seeking nominations and no likely candidates have been presented.

Members were asked to consider the report and decide if they would recommend that an award be made for 2020.

There was a general discussion during which differing opinions were expressed. A suggestion to present two awards next year, or several small awards, was put forward. It was noted that the Deed of Trust from Alfred Wainwright states the award should not exceed £500 in any one year.

It was agreed to recommend deferring the award for 2020. The Town Clerk will investigate the legality of different options for 2021 and prepare a paper for recommendation to Council in March. Following Council's decision consideration will be given to informing the general public.

**RECOMMENDATION** To defer the presentation of a Wainwright Award for 2020. Town Clerk to investigate the legality of different options for 2021, including doubling up the Award.

**615/20/21**

**LOCAL GOVERNMENT REORGANISATION**

It was noted that a Government announcement is expected imminently. Members agreed to defer the item to a future meeting.

**RESOLVED**

To defer the item to a future meeting following a Government announcement expected imminently.

**616/20/21**

**REFURBISHMENT OF THE TOWN HALL**

The Town Clerk presented a paper on Town Hall office accommodation. Initially it was envisaged the administration office would move back into the Town Hall at this stage. That is no longer possible and the Town Clerk has been reviewing options with SLDC. The most favourable option is to move the administration to the Conference Room in the Mintworks until the refurbishment works are complete. Committee were asked to accept the proposal and recommend it to Full Council.

The Town Clerk was asked to confirm SLDC's agreement to be responsible for removal costs.

It was noted that post will be redirected. The Town Clerk commented this would be an improvement to the current situation whilst administration is housed at South Lakeland House.

The Town Clerk will check WiFi access and advised it may be necessary to set up a new router.

Councillor Cook proposed accepting the proposal to move administration to the Mintworks, subject to SLDC being responsible for removal costs. This was seconded by Councillor Blackman and carried.

**RECOMMENDATION** That the administration office be moved to the Mintworks, subject to SLDC being responsible for removal costs

**617/20/21****STAFFING**

The Town Clerk reported that he is actively recruiting for the position of Finance Administrator following the resignation of the Treasurer, as previously agreed by Committee. The job description is on the KTC website and a good response has been received. The closing date is 12 noon on 1<sup>st</sup> March 2021.

Members discussed the need to consider increasing the notice period for this position from 4 weeks to 12 weeks.

The Town Clerk advised he requires 2-3 Councillors to be appointed to an interview panel. Councillors Blackman and Rathbone volunteered. Request for further Councillors to be made at full Council meeting in March. The Town Clerk will update Council at that meeting and confirm the delegation of power to the interview panel to make a decision on the appointment.

**RESOLVED**

Town Clerk to update Council at the March meeting in respect of recruitment for a Finance Administrator and request members for an interview panel.

**618/20/21****BUDGET EVALUATION**

The Town Clerk expressed his view that there is work to be undertaken in respect of how the budget is prepared. He felt the current process is overcomplicated and improvements can be made for 2022/23.

Committee discussed the current process of scoring against an evaluation sheet and the limitations this presents. There was discussion about the Action Plan and how this fits into the budget setting process.

The Town Clerk asked Members how they want to progress and suggested different approaches. Following a general discussion the Town Clerk was asked to consider a more streamlined system and improvements to the timetable.

There was a suggestion that the Management Committee should monitor the progression of the budget every 3 or 4 months.

The Town Clerk also recommended reviewing the Terms of Reference which are currently set by Committees themselves. He suggested these should be set by Council.

It was agreed to continue the discussion at the next Committee meeting when the Chair, Councillor Coleman, would be present.

**RESOLVED**

Town Clerk to consider a more streamlined system and improvements to the budget setting timetable. This item to be added to the agenda of the next meeting for further discussion.

**619/20/21**

**ITEMS FOR THE NEWSLETTER**

Suggestions for the summer edition of the KTC newsletter included an update on the Wainwright Award and staff profiles.

The meeting closed at 8.40pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>614</b>	Wainwright Award	<b>REC</b>	To defer the presentation of a Wainwright Award for 2020. Town Clerk to investigate the legality of different options for 2021, including doubling up the Award.
<b>615</b>	Local Government Reorganisation	<b>RES</b>	To defer the item to a future meeting following a Government announcement expected imminently.
<b>616</b>	Refurbishment of the Town Hall	<b>REC</b>	That the administration office be moved to the Mintworks, subject to SLDC being responsible for removal costs
<b>617</b>	Staffing	<b>RES</b>	Town Clerk to update Council at the March meeting in respect of recruitment for a Finance Administrator and request members for an interview panel.
<b>618</b>	Budget Evaluation	<b>RES</b>	Town Clerk to consider a more streamlined system and improvements to the budget setting timetable. This item to be added to the agenda of the next meeting for further discussion.

## KENDAL TOWN COUNCIL

### Audit, Grants and Charities Committee

**Monday 25<sup>th</sup> January 2021 at 7.30 pm  
(Via Zoom)**

- PRESENT** Councillors Matt Severn (Chair), Julia Dunlop (Vice Chair), Pat Gibson, Rachael Hogg, Geoff Cook and Graham Vincent
- Also in attendance: Jason Rushworth
- APOLOGIES** Councillor Douglas Rathbone
- OFFICERS** Judith Lomax (Town Treasurer), Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 558/20/21 PUBLIC PARTICIPATION**
- None.
- 559/20/21 DECLARATIONS OF INTEREST**
- None.
- 560/20/21 MINUTES OF THE MEETING HELD ON 26<sup>TH</sup> OCTOBER 2020**
- The minutes of the meeting held on 26<sup>th</sup> October 2020 were presented, which had been approved by full Council on 23<sup>rd</sup> November 2020.
- Councillor Dunlop proposed that the minutes be accepted as a correct record. This was seconded by Councillor Cook and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 26<sup>th</sup> October 2020 be accepted as a correct record.
- 561/20/21 BUDGETARY CONTROL STATEMENT – NINE MONTHS ENDED 31<sup>ST</sup> DECEMBER 2020**
- Members considered the Budgetary Control Statement for nine months ended 31<sup>st</sup> December 2020.
- Staffing expenditure of £16,958 under the Environment heading was queried. It was pointed out that the current method of presenting staffing expenditure did not necessarily attribute expenditure to particular items of work. The Town Clerk advised that Management Committee are discussing ways in which staffing costs could be better proportioned out and presented.
- The Town Clerk was asked to give consideration to the Wainwright Award for 2021.
- Councillor Vincent highlighted that there was no allocation for spend against Parks and Open Spaces Programme under Environment. He

referred to the Civic Society's project at Chancery Steps which he was keen to see progress, along with other projects. The Town Clerk advised that the proposed budget to be considered by Council next week included an element of funding which could be used towards the Chancery Steps project. Councillor Dunlop pointed out that this particular project was on hold pending flood defences work and could not proceed until that is in place.

Councillor Dunlop proposed that the Budgetary Control Statement be approved. This was seconded by Councillor Gibson and carried unanimously.

**RESOLVED**

1. Town Clerk to give consideration to the Wainwright Award for 2021.
2. That the Budgetary Control Statement be approved.

**562/20/21****EXTERNAL AUDITOR REPORT AND CERTIFICATE**

Members received and noted the External Auditor Report and Certificate 2019/2020. The clean audit was welcomed and a vote of thanks extended to the Treasurer.

Councillor Cook proposed approval, this was seconded by Councillor Gibson and carried unanimously.

**RECOMMENDATION**

That the External Auditor Report and Certificate 2019/20 be approved.

**563/20/21****GENERAL GRANT APPLICATIONS 2021/22**

The Treasurer reported that grants to the value of £35,989 were approved following the October meeting of the Committee, leaving a balance of £5,011 in the grants budget for 2021/22. Members considered the following applications, which together amount to £17,310:

**(a) South Lakeland Equality and Diversity Partnership (SLEDP)**

Request for £150 to support the cost of speakers at Interfaith Week in November 2021. Councillor Cook proposed that the full amount be awarded. This was seconded by Councillor Dunlop and carried.

**(b) The CPR Group**

Request for £4,800 to fund a new initiative within secondary and primary schools that will help reduce the amount of lives lost through cardiac arrest through the donation of billboards and lifesaver keyrings. During a general discussion it was noted that the initiative was not just for residents of Kendal. The Chair queried whether any schools have expressed an interest in receiving these items and costings were questioned. Councillor Dunlop proposed that the application be declined. This was seconded by Councillor Gibson and carried unanimously.

**(c) The Well Communities**

Request for £10,000 to support a recovery housing project in Kendal for individuals and families facing complex problems. Councillor Vincent spoke in support of the organisation from previous experience of its work. He said the service they provide impacts strongly on protection from domestic abuse and stressful times and considered it would be significantly oversubscribed given the current pandemic. He proposed Committee supported the application. Councillor Gibson expressed her support for the work of the organisation also. Councillor Hogg raised a question regarding where the remainder of funding would come from and director salaries.

It was agreed to consider the fourth application prior to reaching a decision.

**(d) Autus Cumbria**

Request for £2,360 to run a social group in Kendal for adults aged 17-28 with an autistic spectrum syndrome. Councillors Hogg and Dunlop expressed support, commenting that the group would be a valuable resource.

Councillor Vincent proposed the remaining balance of £5,011, less £150 to be awarded to SLEDP, be awarded to The Well Communities. This was seconded by Councillor Gibson. Members voted on the motion with 2 in favour and 4 against.

Councillor Cook proposed an alternative motion to defer The Well Communities application for future consideration once further information had been provided regarding additional funding sources. This was seconded by Councillor Hogg. Members voted on the motion with 3 in favour and 3 against. The Chair had the casting vote and the motion was dismissed.

It was then proposed by the Chair that the remaining balance of £4,860 (£5,011 less £150 agreed for SLEDP) be distributed as follows:

£1,500 carried over for future applications  
£2,000 awarded to The Well Communities  
£1,360 awarded to Autus

This proposal was seconded by Councillor Dunlop and carried with 1 vote against the motion.

**RECOMMENDATION** That Council approve the award of grants for 2021/22 as follows:

- (a) SLEDP – grant of £150.
- (b) The CPR Group – application to be declined.
- (c) The Well Communities – grant of £2,000
- (d) Autus – grant of £1,360
- (e) Remaining £1,500 from budget to be carried over for future applications.

**564/20/21****CCLA INVESTMENT**

At its last meeting Committee considered investing in the Local Authority Property Fund, managed by CCLA, and requested further information. The Town Clerk presented a report for further consideration. He informed Members that a minimum investment of £25k from reserves is recommended for a period of approximately 7 years.

The Chair noted that 34% of the property fund is invested in office property and asked whether that is wise given the current climate and pandemic situation. Following a general discussion the Town Clerk suggested inviting the Market Development Consultant from CCLA to give a presentation and provide an opportunity for Councillors to raise any questions.

The Chair proposed the Town Clerk invite CCLA to give a presentation to all interested Councillors. This was seconded by Councillor Vincent and carried unanimously.

**RESOLVED**

Town Clerk to invite CCLA to give a presentation in respect of the Local Authorities' Property Fund to all interested Councillors.

**565/20/21****RISK ASSESSMENT REVIEW 2021**

The Town Clerk introduced the report on the Risk Assessment Review 2021. He explained that a different format has been adopted to previous, following a matrix developed by the Joint Practitioners Advisory Group. The matrix assumes there is a degree of risk management that is appropriate to the tasks undertaken by Officers.

Councillor Cook proposed that the report be accepted. This was seconded by Councillor Dunlop and carried unanimously.

Members agreed the new format offered a clearer approach and thanked the Town Clerk for his work in this respect.

**RECOMMENDATION**

That the report on the Risk Assessment Review 2021 be accepted.

**566/20/21****ITEMS FOR THE NEWSLETTER**

Next edition to feature grants agreed, including testimonials from organisations previously funded. Town Clerk to prepare.

**RESOLVED**

Town Clerk to prepare a feature relating to grants agreed, including testimonials from organisations previously funded

**567/20/21****DATE OF NEXT MEETING – MONDAY 26<sup>TH</sup> APRIL 2021 AT 7PM**

The meeting closed at 8.45pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>561</b>	Budget Statement	<b>RES</b>	1. Town Clerk to give consideration to the Wainwright Award for 2021. 2. That the Budgetary Control Statement be approved.
<b>562</b>	External Auditor Report and Certificate	<b>REC</b>	That the External Auditor Report and Certificate 2019/20 be approved.
<b>563</b>	General Grant Applications 2021/22	<b>REC</b>	That Council approve the award of grants for 2021/22 as follows: (a) SLEDP – grant of £150. (b) The CPR Group – application to be declined. (c) The Well Communities – grant of £2,000 (d) Autus – grant of £1,360 (e) Remaining £1,500 from budget to be carried over for future applications.
<b>564</b>	CCLA Investment	<b>RES</b>	Town Clerk to invite CCLA to give a presentation in respect of the Local Authorities' Property Fund to all interested Councillors.
<b>565</b>	Risk Assessment Review 2021	<b>REC</b>	That the report on the Risk Assessment Review 2021 be accepted.
<b>566</b>	Items for the Newsletter	<b>RES</b>	Town Clerk to prepare a feature relating to grants agreed, including testimonials from organisations previously funded

# KENDAL TOWN COUNCIL

## Planning Committee

**Monday 1<sup>st</sup> February 2021 at 6.30 p.m.  
(Via Zoom)**

- PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Pat Gibson, Helen Ladhams, Chris Rowley and Graham Vincent
- Also in attendance: Jason Rushworth, Newsquest and Graham Harrison
- APOLOGIES** None
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 568/20/21 PUBLIC PARTICIPATION**
- None.
- 569/20/21 DECLARATIONS OF INTEREST**
- None.
- 570/20/21 MINUTES OF MEETING HELD ON 18TH JANUARY 2021**
- Members considered the minutes of the Committee meeting held on 18<sup>th</sup> January 2021.
- Councillor Vincent proposed that the minutes be accepted as a correct record. This was seconded by Councillor Cornthwaite and carried unanimously.
- RESOLVED** That the minutes of the meeting held on 18<sup>th</sup> January 2021 be accepted as a correct record, and signed by the Chair.
- 571/20/21 MATTERS ARISING**
- None.
- 572/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP (KTCFRSWG)**
- Councillor Cornthwaite advised a meeting of the group was held on 20<sup>th</sup> January 2021. The majority of outstanding issues in respect of the glass wall have been finalised. The river corridor and improvement of footpaths and cycle routes from north to south are ongoing.
- 573/20/21 LDNPA SUPPLEMENTARY PLANNING DOCUMENTS CONSULTATION**
- Members noted two LDNPA planning related consultations

commencing 11<sup>th</sup> January 2021 for the revised Housing Supplementary Planning Document and a new Biodiversity Supplementary Planning Document. Deadline for response is 19<sup>th</sup> February 2021.

The Town Clerk advised a Committee response would be appropriate, particularly in respect of the Housing Supplementary Planning Document as this does impact on Kendal. Comments by individual Councillors are also to be encouraged.

It was agreed Members will consider the matter prior to the next meeting when a response will be agreed. Item to be added to the agenda of the next meeting.

**RESOLVED**

Members to consider the matter prior to the next meeting when a response will be agreed. Item to be added to the agenda of the next meeting.

**574/20/21****PLANNING APPLICATIONS**

Members considered a consultation letter from CCC in respect of the following application:

**Application Ref SCR-5/20/22  
United Utilities - Screening Request for the Replacement  
Outfall at Kendal Wastewater Treatment Works, Wattsfield  
Road, Kendal**

It was noted this is a procedural application prior to a formal submission to address a problem created by Storm Desmond.

Councillor Rathbone suggested reiterating to CCC the role of KTC Planning Committee as a Statutory Consultee and interested body.

Following a general discussion the main points were agreed as follows:

- Committee would like to see material improvements to the footpath when it is reinstated in cooperation with LCWIP.
- There should be more consideration of heritage in the method statement in relation to the Roman Fort and associated settlement around the wider area. Committee support the work of English Heritage and Historic England in this respect.
- There should be the least intervention possible to the riverbed. Committee support robust monitoring in respect of riverbank work.

The Town Clerk will respond in writing to CCC and circulate to Members.

**RESOLVED**

Town Clerk to respond in writing to CCC and circulate to Members.

Members then considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

**RESOLVED**

That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.10pm

Signed .....

Dated .....

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA <a href="#">0813</a>	<b>2 Loughrigg Avenue, KENDAL</b> Pitched roof to existing garage (Retrospective)	02.02.2021	<b>No Material Objections</b>  Provided a planning condition is included that there is no change of use from a garage and not allowed to be accommodation. Committee are disappointed to note the retrospective nature of this application.
2	FPA <a href="#">0022</a>	<b>11 High Fellside, KENDAL</b> Internal alterations to form second bathroom	10.02.2021	<b>No Material Objections</b> Committee raised a potential problem of additional parking requirement in an already congested and restricted area.
3	Advertisment <a href="#">0932</a>	<b>Fellside Centre, Low Fellside, KENDAL</b> Installation of 3 non-illuminated signs	15.02.2021	<b>No Material Objections</b>

# KENDAL TOWN COUNCIL

## Planning Committee

**Monday 15<sup>th</sup> February 2021 at 6.30 p.m.  
(Via Zoom)**

- PRESENT** Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Dave Miles, Michele Miles, Helen Ladhams, Chris Rowley and Graham Vincent
- Also in attendance: Graham Harrison and Jason Rushworth, Newsquest Reporter
- APOLOGIES** Councillor Pat Gibson
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 601/20/21 PUBLIC PARTICIPATION**
- None
- 602/20/21 DECLARATIONS OF INTEREST**
- None.
- 603/20/21 MINUTES OF MEETING HELD ON 1<sup>ST</sup> FEBRUARY 2021**
- Members considered the minutes of the Committee meeting held on 1<sup>st</sup> February 2021.
- Councillor Rowley proposed that the minutes be accepted as a correct record. This was seconded by Councillor M Miles and carried unanimously.
- RESOLVED** That the minutes of the meeting held on 1<sup>st</sup> February 2021 be accepted as a correct record, and signed by the Chair.
- 604/20/21 MATTERS ARISING**
- None.
- 605/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP**
- Councillor Cornthwaite advised there was a presentation mid-week to SLDC by the EA. There is a possibility this could be followed up with a presentation to KTC.
- The next group meeting will be held on Wednesday 17<sup>th</sup> March.
- Councillor Cornthwaite proposed that the minutes of the working group meeting held 20<sup>th</sup> January 2021 be noted. This was seconded by Councillor Rathbone and carried.

**RESOLVED**

That the minutes of the working group meeting held 20<sup>th</sup> January 2021 be noted.

606/20/21

**LDNPA SUPPLEMENTARY PLANNING DOCUMENTS  
CONSULTATION**

At the last meeting held on 1<sup>st</sup> February, it had been resolved to consider Committee's response in respect of the LDNPA planning related consultations for the revised Housing Supplementary Planning Document and the new Biodiversity Supplementary Planning Document.

Councillor Rowley advised he had spoken to LDNPA to request clarity as to any crossover implications between the town boundary and LDNPA. It was pointed out that there is no overlap into our boundaries with LDNPA. He had also enquired about the new build housing policy. Sometimes when a parish lies in a National Park and another area there might be some crossover, however in this case there is no crossover in KTC boundary so this does not apply. Both consultations on biodiversity and housing only refer to new development in the National Park so would only have implications for Kendal if there was any new development either immediately surrounding Kendal or, in terms of biodiversity, in the catchment area. Councillor Rowley had also enquired about whether biodiversity would have any implications for the catchment area in terms of flooding. There was none as far as he could see.

In respect of biodiversity, the proposals are to ask for a 10% net gain for all developments. This is not difficult for farms, but will have implications on new builds in the National Park so an offsetting programme is to be offered, where some net gain can be made elsewhere.

The matter of Boundary Bank was raised by Councillor Vincent and the quarry area on Underbarrow Road. It is the only small piece of National Park on the Kendal side of the A591. He proposed some years ago offering to swap that land for a large area of land at Staveley, which is only area of South Lakeland land in the National Park. This would serve to clean up the boundary lines to fit the parishes. He suggested a need to have a policy that we will engage seriously with the National Park and hoped they will do likewise where those areas impact on employment opportunities for Kendal.

Following a general discussion regarding the issue of the quarry and LDNPA boundaries with Kendal, the Chair suggested and it was agreed to respond to the LDNPA advising that Committee have no objections and are and broadly supportive of this development of their policies. Town Clerk to draft a reply and forward to Councillor Rathbone prior to formal response by the deadline of 19<sup>th</sup> February.

In addition Cllr Rathbone suggested and it was agreed that KTC looks to engage further with LDNPA on the basis of this and looks to form policies where National Park developments impinge on areas within the town boundary. Committee are particularly interested in further working with LDNPA on the development of brownfield sites adjacent

to Kendal in the National Park, transport planning policies etc and wish to underline our role as a statutory consultee for any developments on the boundaries between the two organisations.

It was noted that the two LDNPA Officers to contact are Paula Allen and Hannah Lattie.

**RESOLVED**

Town Clerk to draft a response to LDNPA as per discussions and forward to Councillor Rathbone prior to formal response by the deadline of 19<sup>th</sup> February.

**607/20/21**

**PLANNING APPLICATIONS**

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

**RESOLVED**

That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.20pm

Signed .....

Dated .....

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA <a href="#">SL/2020/0968</a>	<b>1, 2, 5, 6 ,7 &amp; 8 Nobles Rest, Maude Street, KENDAL</b> Replacement windows and doors	22.02.2021	<b>Material Objections</b> Committee request justification for use of materials between metal and wood, given that it is within the Conservation Area. The Heritage Statement was very vague and specifically did not adequately discuss that argument as to addressing or justifying what material should be proposed for the replacement windows. If approval is given for wooden replacement windows this should be from 'sustainably sourced' hardwood or accoya.
2	FPA <a href="#">SL/2021/0049</a>	<b>10 Finkle Street, KENDAL</b> Change of use from barbers shop (Use Class F2) to Fish and Chip Shop and Take-Away/Cafe (Use Class E)	22.02.2021	<b>No Material Objections</b> Committee propose a waste management condition – the applicant provides and empties public rubbish bin(s) outside the premises, specifically given its location.  Committee object to such extended hours as proposed given the location and potential for lack of public order in the Kendal Conservation Area in the town centre at that latest requested time.  Conditions made regarding the noise and smell of the proposed extraction duct must conform to policy for what is a mixed residential and retail area.  To ensure that pedestrian movement past the shop and waiting for service in its pavement vicinity is not an issue.
3	FPA <a href="#">SL/2021/0070</a>	<b>6 Littledale, KENDAL</b> Single storey rear extension & front porch extension	25.02.2021	<b>No Material Objections</b> Committee would propose that in order to conform to policy, use of the extensive flat roof area is strongly considered as a condition, for biodiversity net gain. Using a bird box as sole biodiversity gain is not felt to be sufficient.

4	FPA <a href="#">SL/2021/0072</a>	<b>Workshop 3, Canal Head South, KENDAL</b> Replacement lean-to storage building & alterations	25.02.2021	<b>No Material Objections</b>
5	FPA <a href="#">SL/2021/0078</a>	<b>Westmorland General Hospital, Burton Road, KENDAL</b> Construction of a modular CT scanner facility and associated infrastructure	25.02.2021	<b>No Material Objections</b> in order to make permanent this application in accordance with the T&C Planning Act GDP 2020.
6	Advertisement <a href="#">SL/2021/0088</a>	<b>4 Allhallows Lane, KENDAL</b> Installation of 2 high level fascia signs, 1 pictorial sign, 2 chalk boards, 4 flood lights, 6 up/down lights and 2 sign written displays.	26.02.2021	<b>No Material Objections</b> Increased use of down lighters is proposed, bearing in mind the Dark Skies Policy.  The advertising A board proposed could cause a pedestrian movement issue.
7	FPA <a href="#">SL/2021/0084</a> & <a href="#">SL/2021/0085</a>	<b>2-6 New Shambles, KENDAL</b> Change of use of upper floor from hairdressing storage (Use class E) to dwelling with Internal & external alterations	01.03.2021	<b>No Material Objections</b>
8	FPA <a href="#">SL/2021/0086</a>	<b>Castle Howe, Bankfield Road, KENDAL</b> Replacement of front sliding sash windows	01.03.2021	<b>No Material Objections</b> <u>Note:</u> the second generic plan indicates an Ulverston location.
9	FPA <a href="#">SL/2021/0093</a>	<b>50 Larch Grove, KENDAL</b> First floor rear glazed balcony	01.03.2021	<b>No Material Objections</b>

# KENDAL TOWN COUNCIL

## Mayoralty & Arts Committee

**Monday 8<sup>th</sup> February 2021 at 7.00 pm  
(Via Zoom)**

**PRESENT** Councillors Alvin Finch (Chair & Mayor), Chris Hogg (Vice Chair), Douglas Rathbone (Deputy Mayor), Jonathan Brook, Geoff Cook, Richard Sutton, Julia Dunlop and Guy Tirvengadam

Also in attendance: Jason Rushworth, Newsquest Reporter

**APOLOGIES** None

**OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)

**593/20/21 PUBLIC PARTICIPATION**

None.

**594/20/21 DECLARATIONS OF INTEREST**

None.

**595/20/21 MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> NOVEMBER 2020**

The Chairman presented the minutes of the meeting held on 9<sup>th</sup> November 2021. The following items were raised:

Minute 409/20/21 – Budget Underspend Due to Covid

Councillor Brook highlighted an amendment – WASPS should be WOSP (Whinfell Office Skills Project).

He also highlighted reference to a suggestion made to set £5k against the reserve to go back into the General Fund, noting this had not been recorded as a resolution. Councillor C Hogg's recollection in this respect was £5k would be put into the Conservation Reserve. Following a general discussion it was proposed by Councillor C Hogg for funding left over from this year (£5k) to be put into the Conservation Fund to conserve items in the Mayor's Parlour (rather than going into the General Fund). This is remaining money from the Civic Functions Budget. The proposal was seconded by Councillor Dunlop and carried unanimously.

Members discussed whether there would be any effect on the budget agreed by Full Council last week. It was confirmed by the Town Clerk that there should not be any material change.

Mayor's Attendant to check re list of priority items for restoration.

Minute 406/20/21 – Armed Forces Day

The Town Clerk was asked when an update would be available. He advised no response had been received from the Christmas Lights & Festivals Committee and he would follow up.

Twin Towns

Previous discussion regarding the possibility of some form of virtual contact with the twin towns was raised. The Town Clerk is continuing to explore options with the Administrative Assistant in this respect.

Councillor Finch proposed that the minutes of the meeting held 9<sup>th</sup> November 2020 be accepted as a correct record. This was seconded by Councillor Brook and carried unanimously.

**RESOLVED**

1. That funding left over from this year (£5k) be put into the Conservation Fund to conserve items in the Mayor's Parlour (rather than going into the General Fund).
2. Mayor's Attendant to check re list of priority items for restoration.
3. Town Clerk to follow up a response from the Christmas Lights & Festivals Committee in respect of Armed Forces Day.
4. That the minutes of the meeting of the Committee held on 9<sup>th</sup> November 2020 be accepted as a correct record.

**596/20/21****KTC EXHIBITION**

Members considered a paper from Councillor C Hogg regarding recommendations in respect of a KTC Exhibition.

The paper put forward 3 recommendations which were discussed. There was a general feeling among Members that proposal 2 (a small scale exhibition of paintings from the picture store in summer or autumn 2021) was too ambitious, given the refurbishment of the Town Hall and staffing resources.

Recommendation 1 was to continue to explore the possibility of holding an exhibition of the paintings of William Bowness featuring recordings of his dialect poetry. This would be delayed until 2022 at the earliest. Members expressed their wish to return to this idea when looking ahead to 2022.

A proposal was put forward by Councillor C Hogg to proceed with recommendation 3 in the paper to rerun the Cuthbert Rigby exhibition from 2008 in collaboration with Space2Create, beginning in July and ending in August 2021. This would be subject to Covid restrictions at the time. The proposal was seconded by Councillor Brook and carried.

**RESOLVED**

To rerun the Cuthbert Rigby exhibition from 2008 in collaboration with Space2Create, beginning in July and ending in August 2021

**597/20/21****DIGITAL IMAGES PERMISSIONS**

The Mayor's Attendant presented a paper which proposed a process for borrowing the use of digital images of artwork from KTC. Whilst there is a clear process for borrowing physical artwork, there is currently no such process in the case of digital. The proposal is for the Town Clerk to consider requests received. The borrower will be asked to use the picture credit 'By Kind Permission of Kendal Town

Council, Cumbria, England'. The usage permission will be reported to Committee and a central record retained by the Mayor's Attendant.

There was a suggestion that requests be considered by the Town Clerk plus one other Councillor (possibly the Mayor or Deputy Mayor). The Town Clerk advised there would be a consultation with the most appropriate person.

Councillor C Hogg proposed that the process be approved. This was seconded by Councillor D Rathbone and carried.

**RESOLVED**

That the Town Clerk consider requests to use digital images from KTC and borrowers be asked to use a standard credit. Committee to be informed and Mayor's Attendant to retain a central record.

**598/20/21**

**ITEMS FOR THE NEWSLETTER**

It was reported that the spring edition is about to go to print. There is likely to be a full page covering flood defences work in the summer edition. Cuthbert Rigby exhibition to be featured also.

The Mayor's Attendant is assisting the Project Manager with production of the newsletter and asked to be kept informed of requests for articles etc.

**599/20/21**

**WAINWRIGHT AWARD**

It was noted that in normal years there has been a publicity campaign in the autumn, following by Full Council voting on nominations at the January meeting. This last year there was no publicity seeking nominations and no likely candidates have been presented. Members were asked to consider how they would like to proceed.

The fund was given to KTC by Alfred Wainwright in 1989 to allow it to reward an individual or organisation who has done something outstanding for Kendal and its inhabitants. The Award being considered is for 2020.

A general discussion ensued, during which various viewpoints were expressed. Councillor Cook proposed that no award be made, commenting that due to the pandemic most voluntary and community groups have been inactive. There was a suggestion that it be presented to the NHS and all keyworkers, following which Members discussed a more generalised approach for 2020 and the possibility of a tribute/acknowledgement for all work carried out in the voluntary sector. The Town Clerk explained that the legal terms state the award has to be presented to an individual or group of people. Councillor Tirvengadam expressed his view that lots of individuals have gone above and beyond during Covid and it would be nice to give an award.

Since the matter was not an agenda item it was agreed no resolution could be made at tonight's meeting. The Town Clerk will prepare a paper for consideration at the Management Committee meeting on Monday 15<sup>th</sup> February.

**RESOLVED**

That the Town Clerk will prepare a paper on the Wainwright Award for consideration at the Management Committee meeting on Monday 15<sup>th</sup> February.

**600/20/21**

**REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members noted the Budgetary Control Statement for the period ended 31<sup>st</sup> January 2021.

**DATE OF NEXT MEETING – MONDAY 17<sup>TH</sup> MAY 2021 AT 7PM**

The meeting closed at 7.45pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>595</b>	Minutes of Meeting held 9 <sup>th</sup> Nov 2020	<b>RES</b>	<ol style="list-style-type: none"> <li>1. That funding left over from this year (£5k) be put into the Conservation Fund to conserve items in the Mayor's Parlour (rather than going into the General Fund).</li> <li>2. Mayor's Attendant to check re list of priority items for restoration.</li> <li>3. Town Clerk to follow up a response from the Christmas Lights &amp; Festivals Committee in respect of Armed Forces Day.</li> <li>4. That the minutes of the meeting of the Committee held on 9<sup>th</sup> November 2020 be accepted as a correct record.</li> </ol>
<b>596</b>	KTC Exhibition	<b>RES</b>	To rerun the Cuthbert Rigby exhibition from 2008 in collaboration with Space2Create, beginning in July and ending in August 2021
<b>597</b>	Digital Images Permissions	<b>RES</b>	That the Town Clerk consider requests to use digital images from KTC and borrowers be asked to use a standard credit. Committee to be informed and Mayor's Attendant to retain a central record.
<b>599</b>	Wainwright Award	<b>RES</b>	That the Town Clerk will prepare a paper on the Wainwright Award for consideration at the Management Committee meeting on Monday 15 <sup>th</sup> February.

# KENDAL TOWN COUNCIL REPORT

To: Full Council	1 <sup>st</sup> March 2021
From: Cllr Sutton	Agenda Item No. 12

## **Kendal Brewery Arts Centre Trustees Limited - Meeting of 18<sup>th</sup> Feb 2021**

The focus of the organisation has been on fundraising for future projects, including online engagement during lockdown.

STREET is one of 40 projects taking place in and around Art Centres as part of Here and Now, a national and local celebration of culture within communities. STREET has been commissioned by the Brewery and will consist of real stories from the people of Cumbria retold as a miniature digital installation. It includes recorded monologues which will describe fragments of real lives. This work be remade for online audiences and the resulting videos will launch on the Brewery Arts website and social media channels weekly throughout March 2021, beginning on the 1st. March.

Animated futures is a project for a group of young black and brown Cumbrians to create a professional standard animated short film about their lives and experiences. It will be led by Anti-Racist Cumbria and 3K Animation Studios, Carlisle with creative consultancy and a grant of £2000. It will be completed later in 2021. Theatre by the Lake and Eden Arts are also involved.

The Brewery continues to provide creative learning online. Spring Creatives are new one-off master classes aimed at families. Numbers are limited to 14 a session to allow one-to-one guidance by the tutor. Regular subjects include visual art and craft, dance, drama, music and languages and work with family groups looking for creative activities during lockdown.

Forge the Future is an online project to be performed sometime in the future. It is centred on a small group of young people to make an artistic response to Covid and its impact on mental health.

Create is an outreach project involving the provision of iPads with creative software for 5 teenage refugees living in Kendal. The aim is to help them to express their own voice and story digitally.

Future Creatives is a project for 16-30 year-olds wishing to build a career, launch a business or develop their practice in progressive, new art forms in sound and music. This project begins this summer and will culminate in 2022 with Kendal Recall.

A new artist-in-residence has been appointed. This is Jack McNeil a talented composer and musician who will lead community engagement workshops when the Brewery opens. The Brewery is also working with Kendal College to introduce a Game Design BTEC course.

The Brewery plans to re-open in May - potentially with the newly-refurbished cinemas and possible tours of the building's newly-created facilities. In June through to August outdoor catering will be increased. There may be live events for small audiences and the launch of some projects already mentioned. In September live events may be increased, as will indoor catering and other projects.

The Brewery will shortly be submitting a bid for £50,000 from the ACE National Lottery Project grant funding and £30,000 funding from the Frieda Scott Trust. The Brewery is hoping to gradually replace losses created by the effect of Covid, particularly with regard to re-funded tickets for events cancelled by the pandemic. Hopefully, a successful re-opening will eventually provide for a more stable future for the Arts Centre.

## KENDAL TOWN COUNCIL

## January 2021 - Bank Payments

Date	Ref	Details	Net £	VAT £	Total £
07/01/2021	OL 13740	Eon - elec to garage to 18.12.2020	39.22	1.96	41.18
14/01/2021	OL 13741	Lakeland Pest & Wildlife rodent control Town View	340.00		340.00
14/01/2021	OL 13742	Deposit refund - Shed	20.00		20.00
14/01/2021	OL 13743	Deposit refund - Plot 6 Wattsfield	42.70		42.70
14/01/2021	OL 13744	Anna Bailey - Visit Kendal Website October 2020	300.00		300.00
14/01/2021	OL 13745	Anna Bailey - Visit Kendal Website November 2020	300.00		300.00
14/01/2021	OL 13746	SLDC - rent of Old Unison room etc Jan 2021 quarter	569.75	113.95	683.70
14/01/2021	OL 13747	Designworks - amend webiste, including new page re Christmas	40.00	8.00	48.00
07/01/2021	DD/STO	Barclays Commission to 13.12.2020	6.50		6.50
14/01/2021	OL 13749	RM - Switch-on Event, donation to Lions in lieu of payment	35.00		35.00
15/01/2021	DD/STO	Vanguardier - Monthly van tracking fee	3.50	0.70	4.20
15/01/2021	DD/STO	Vanguardier - Monthly van tracking fee	3.50	0.70	4.20
16/01/2021	DD/STO	Sage UK - monthly subscription	20.00	4.00	24.00
16/01/2021	DD/STO	DocuSign - monthly fee	25.00	5.00	30.00
20/01/2021	OL 13750	Cumbria LG Pension - Superannuation	3,242.09		3,242.09
20/01/2021	OL 13751	HMRC - Tax & NI	2,479.17		2,479.17
20/01/2021	DD/STO	Busy Bees - Charges for Childcare Vouchers	7.00	1.40	8.40
20/01/2021	DD/STO	Busy Bees - Childcare Voucher	200.00		200.00
21/01/2021	DD/STO	Moorepay - HR & Health & Safety Advice	175.00	28.30	203.30
20/01/2021	OL 13752	Net Pay - January 2021	10,606.52		10,606.52
22/01/2021	OL 13753	Christmas Plus - Festive Display	7,885.25	1,577.05	9,462.30
22/01/2021	OL 13754	SLDC - heating etc Office, Mayor's Parlour, Kitchen etc	2,375.00	475.00	2,850.00
22/01/2021	OL 13755	Continental Landscapes - supply and plant spring bedding	4,157.75	831.55	4,989.30
25/01/2021	OL 13756	PKF Littlejohn - Prof fees - External audit 2019-20	1,000.00	200.00	1,200.00
28/01/2021	OL 13757	Eon - elec to garage to 18 Jan 2021	40.51	2.03	42.54
28/01/2021	OL 13758	Itek - Monthly IT Service agreement January 2021	245.00	49.00	294.00
28/01/2021	OL 13759	Cumbria CC - Boundary beds, vases & rings, badge bed planting	1,115.00	223.00	1,338.00
28/01/2021	OL 13780	Christmas Plus - new display, tree brackets, baubles etc	1,426.00	285.20	1,711.20
28/01/2021	OL 13761	Absolute Digital - Autumn Newsletter	1,800.00		1,800.00
28/01/2021	OL 13762	CT Hayton - rabbit netting	49.80	9.96	59.76
28/01/2021	OL 13763	FM - Expenses - gift and frames	28.28		28.28
30/01/2021	DD/STO	EE - Townscape Manager's phone rental	16.04	3.21	19.25
29/01/2021	OL 13764	JT Atkinson - combi drill	183.57	36.71	220.28
29/01/2021	OL 13765	JT Atkinson - reciprocating saw, body only	108.90	21.78	130.68
04/01/2021	DD/STO	Barclaycard	575.70		575.70
			<b>39,461.75</b>	<b>3,878.50</b>	<b>43,340.25</b>