

# Kendal Town Council

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



10 January 2022

Dear Councillor,

You are summoned to attend a meeting of the Council commencing at **7.30pm** on **Monday, 17 January 2022**, for the purpose of transacting the business specified in the following agenda. The meeting will be held in the Town Hall, Highgate, Kendal.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'A B' followed by a long horizontal stroke.

**Chris Bagshaw**  
Town Clerk

## AGENDA

### Roll Call

The Clerk will take a roll call of council members present.

### 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.

### Police Report

To receive a report from Cumbria Constabulary.

#### 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 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. It is likely that this will be applied to Item 9 on the agenda, because the award process is confidential until a winner is proclaimed.

**4. Minutes of Last Meeting**

To receive the minutes of the meeting held on 1 November 2021 and affirm them as a true record (see attached).

**5. Mayor's Communications and Announcements**

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

**6. Minutes from Committees**

To receive the draft minutes from the following Committees (may be received en bloc, see attached).

- a) Management Committee meetings on 6 December and 10 January 2022.
- b) Planning Committee meetings on 22 November, 6 & 20 December
- c) Environment and Highways Committee on 8 November
- d) Allotments Committee on 29 November
- e) Christmas Lights & Festivals on 15 November

**7. Representation On Outside Bodies**

To receive reports from the following representatives on outside bodies (see attached):

- a) Brewery Arts Trust
- b) Integrated Care Community Group
- b) Lakes Line Rail User Group (LLRUG)

**8. Schedule of Payments and Budget Report**

To note the schedule of payments for October & November 2021 and Budget Report. Approval is requested for Christmas Plus Invoice (*see attached*).

**9. Budget and Precept 2022-23**

To consider the Council's Budget for 2022-23 and to set a precept for the coming financial year. See budget report attached. The Management Committee considered this item on Monday 10 January.

**Part Two**

The following item may be considered following a resolution to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960, due to the sensitive commercial context of the item.

**10. Land Purchase**

To consider a recommendation that the Council purchase a piece of land by the riverbank in Kendal.

A separate confidential briefing on this subject will be circulated to councillors.

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## Minutes of the Meeting of Kendal Town Council held on Monday, 1 November 2021 at 7.30pm at the Town Hall, Highgate, Kendal.

G Archibald	Present	R Hogg	Present
A Blackman	Present	H Ladhams	Present
J Brook	Apologies	S Long	Present
S Coleman	Present	D Miles	Apologies
G Cook	Present	T Perkins	Present
J Cornthwaite	Present	D Rathbone (Mayor)	Present
J Dunlop	Present	C Rowley	Present
A Edwards	Apologies	M Severn	Apologies
S Evans	Present	K Simpson	Apologies
A Finch	Present	R Sutton	Present
P Gibson	Apologies	K Teasdale	Present
C Hardy	Apologies	G Tirvengadum	Present*
E Hennessy	Present	G Vincent	Present
C Hogg	Present	P Walker	Present

\* arrived at 7.40pm

**In attendance:** Town Clerk (Chris Bagshaw) and Democratic Services Assistant (Ian Gordon).

### 38/21/22 Apologies

Apologies were received and accepted from Councillors Brook, Simpson, Edwards, Gibson, Miles and Severn.

### 39/21/22 Declarations of Interest

At agenda item 7, Councillors Blackburn and Coleman declared a non-pecuniary interest in agenda item 7(a) and 7(f), Management Committee minutes 4 October and Mayoralty & Arts Committee minutes 18 October. Both councillors were very recently elected as officers of Kendal Rinteln Association (KRA). Councillor Blackburn is also currently the Town Council nominated representative on KRA.

### 40/21/22 Exclusion of Press and Public

None.

### Resolved:

### 41/21/22 Minutes of the Last Meeting

The Council received the minutes of the meeting held on 6 September.

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

**42/21/22 Mayor's Communications.** The Mayor submitted his report of activities over the last five months and drew the Council's attention to the funerals of former Mayor Avril Dobson and Cllr Michelle Miles.

**43/21/22 Notice of Motion**

The committee considered the following motion from Councillor C Hogg and seconded by Councillor P Walker.

Kendal Town Council supports the manifesto for football proposed by Fair Game and calls on other councils to join us in our support. We urge the Minister for Sport, Members of Parliament, and the Local Government Association Culture Tourism and Sport board, to work towards implementing Fair Game's manifesto.

Councillor Hogg spoke to this motion supporting the principles suggested by Fair Game especially related to quality, diversity, and sustainability enshrined within the Fair Game manifesto.

**Resolved:** To support the motion.

**44/21/22 Minutes from Committees**

The Council considered and received the following minutes:

- a) Management Committee meeting on 4 October
- b) Planning Committee meetings on 6 & 20 September, 4 & 18 October
- c) Environment and Highways Committee on 13 September
- d) Allotments Committee on 27 September
- e) Kendal in Bloom Committee on 11 October
- f) Mayoralty & Arts Committee 18 October

The Council's KRA representative, Cllr Blackman raised a concern about the proposed action in minute MA5/21/22 of the Mayoralty & Arts Committee meeting on 18 October relating to Kendal Rinteln Association (KRA). It was suggested that the resolution does not go far enough in supporting the challenges faced by KRA and there is a discrepancy between the emphasis given by the Management Committee meeting on 4 October minute M27/21/22 and that taken by the Mayoralty & Arts Committee.

A query was raised about whether Cllr Blackman had an interest in the KRA, which although non-pecuniary, could lead to an allegation of bias against him. The Mayor drew the Council's attention to the councillor's position as the Council representative on the KRA and suggested that the concerns were in order.

It was proposed to refer the item back to the Mayoralty & Arts Committee as a single agenda item meeting.

**Resolved:** That minute MA5/21/22 of the Mayoralty & Arts Committee from 18 October is referred back to further consider as a single agenda item.

**Resolved:** Acknowledging the resolution above, that all other minutes itemised in 44/21/22 (a to f) be accepted.

**45/21/22      Schedule of Payments and Budget Report**

The Council noted the schedule of payments for August & September 2021.

**Resolved:** To receive the report.

The meeting closed at 8.23 pm



## Agenda Report

Committee: Full Council	Meeting Date: 17 <sup>th</sup> January 2022
From: Mayor	Agenda No.: 5
Description: Mayor's Communications and Announcements	

Summary: Diary of events attended by the Mayor between November and December 2021.

1. 11<sup>th</sup> November. The Mayor attended memorials in Kendal on Remembrance Day.
2. 14<sup>th</sup> November. The Mayor attended memorials and the Parish Church for Remembrance Sunday. He also welcomed guests having refreshments at the Town Hall.
3. 15<sup>th</sup> November. The Deputy Mayor attended a Kendal Youth Zone event at Castle Street Centre.
4. 15<sup>th</sup> November. The Mayor attended the Judges Service hosted by the High Sheriff of Cumbria at Carlisle Cathedral.
5. 18<sup>th</sup> November. The Mayor attended the South Lakeland Equality and Diversity Partnership meeting at the Kendal Quaker Meeting House.
6. 18<sup>th</sup> November. The Mayor attended the opening of Kendal Mountain Festival in Abbot Park.
7. 27<sup>th</sup> November. The Mayor attended the opening of the Celebrations shop on the high street.
8. 1<sup>st</sup> December. The Mayor attended a World Aids Day awareness event at the Gillinggate Centre.
9. 4<sup>th</sup> December. The Mayor hosted at Meet and Greet in the Mayor's Parlour with Brand Ambassadors who had stalls at the Whiskey Festival.
10. 4<sup>th</sup> December. The Mayor opened a session for Whiskey Festival attendees in the Town Hall.
11. 5<sup>th</sup> December. The Mayor welcomed 'Speedo Mick' who is walking to raise money for charity in just speedos at the Birdcage.
12. 19<sup>th</sup> December. The Mayor did a reading at the Parish Church Candle Service.
13. 23<sup>rd</sup> December. The Mayor attended a National Christmas Fire Safety Event with the Cumbria Fire and Rescue Service at the Birdcage.

*Please note: some scheduled events were cancelled in December due to storm Arwen and the rise in Covid cases.*

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## Minutes of the meeting of the Management Committee held on Monday, 6 December 2021 at 7.30pm at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr G Archibald (substitute for Cllr Finch)	Apologies
Cllr S Coleman	Present	Cllr S Long	Present
Cllr G Cook	Present	Cllr E Hennessy	Present
Cllr J Dunlop	Present	Cllr D Rathbone	Present
Cllr S Evans	Present	Cllr G Tirvengadam	Present
Cllr H Ladhams	Present		

**In attendance:** Chris Bagshaw (Town Clerk) and Ian Gordon (Democratic Services Assistant)

### **M38/21/22 Apologies**

Apologies were submitted and accepted from Councillor Finch.

### **M39/21/22 Declarations of Interest**

Councillor Blackman drew the Committee's attention to his previously declared interest in minute C32/21/22 of the Christmas Lights & Festival minutes of 15 November regarding Kendal Walking Festival grant application.

### **M40/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

The Committee considered whether to exclude the press and the public from item 15 and 16 (Staffing and Property Matters) as it related to a commercially confidential matter.

**Resolved:** To exclude the press and public from item 15 and 16

### **M41/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 4 October 2021.

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

### **M42/21/22 Matters delegated to the Committee**

The Committee considered the items which were delegated for its consideration at the meeting of the Full Council on 4 May and extended on 6 September 2021.

The committee considered the recommendations of the following committees

Planning	22 November 2021
Environment and Highways	8 November 2021
Christmas Lights & Festivals	15 November 2021

**Resolved:** To accept the recommendations within the scope of the Committee's delegated powers.



#### **M43/21/22 Town Hall Refurbishment**

The Clerk provided an update on the refurbishment of Kendal Town Hall. The Council Chamber is due to be completed this week and brought into use. Work is still being carried out on the offices which is unlikely to be completed before the end of January at the earliest. Councillors noted changing working patterns post covid and the unknown impact of the unitary authority changes. A councillor wanted to know if there would be any access for elected members for use of the council offices e.g., hot desking.

**Resolved:** To note the report and produce a specification of what rooms are needed in light of the above comments which would include ad hoc use for meetings and desk space for councillors.

#### **M44/21/22 Returning to Face to Face Meetings**

The Committee considered a report from the Town Clerk on returning to face to face meetings. The Clerk stressed the legal position which requires the Town Council to meet. It was proposed to change meetings from online to be in person from January 2022. A number of councillors were concerned about covid challenges and the ongoing need to meet safely. Councillors wanted a health safety warning sent out with all meeting announcements to incorporate covid related issues

**Resolved:** To return to face to face meetings with clear identification of maximum safe room numbers and appropriate advice on covid related health issues.

#### **M45/21/22 Report on the Work Programme**

The Committee considered the report on the current work programme identifying a number of key areas from the report including environmental activities at various festivals. A councillor wanted to know about the status of the heritage collection based at K Shoes. The Clerk reported that this is now situated in the town of Street with the charity set up to receive these heritage items. The chair of Christmas Lights & Festivals reported on the difficulty they had with the tree and the problems raised by Storm Arwen. The contribution of Christmas Plus was noted and it was agreed to write to Christmas Plus and thank them for their contribution.

**Resolved:** To note the report.

**Resolved:** To write to Christmas Plus and thank them for their effort repairing the lights after Storm Arwen.

#### **M46/21/22 Budget 2021-22**

The Clerk tabled an updated report. The committee reviewed the expenditure against budget in the current year and highlighted a number of key issues including an ingress of water to the garage and likely costs to repair the roof. The garage is on a full maintaining lease. The building is owned by SLDC. Councillors felt a longer term lease should be explored and to accommodate a charging point for an e-vehicle.

**Resolved:** To note the report and explore with SLDC lease changes related to the garage.

#### **M46/21/22 Budget 2022-23 – Process and Timetable**

The Committee considered the process for agreeing the budget in 2022-23.

**Resolved:** To accept the process as identified in the report.

#### **M47/21/22 Budget 2022-23 – Management Committee**

The committee considered the draft budget for the Management Committee for 2022-23 based on a stand still budget (4% increase) and another based on additional staff (11% increase). It was noted councillors are not able to agree a budget at this stage as the precept for next year is not yet known or the complete status of the development fund known.

**Resolved:** To note the proposals and for councillors to consider their priorities and advise the Clerk with specific proposals for the next meeting.

**M48/21/22      Budget 2022-23 – Council Budget and Precept First Pass**

The committee received the report

**M49/21/22      Items for Newsletter**

The spring newsletter will come out before the election cycle begins. Councillors suggested a resume of all festivals, number of grants given etc.

The meeting closed at 9. 33pm

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## Minutes of the meeting of the Management Committee held on Monday, 10 January 2022 at 7.00pm at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr G Archibald Deputising for Cllr A Finch	Present
Cllr S Coleman (Chair)	Apologies	Cllr S Long	Present
Cllr G Cook (Vice Chair)	Present	Cllr E Hennessy	Present
Cllr J Dunlop	Present	Cllr D Rathbone	Present
Cllr S Evans	Present	Cllr G Tirvengadam	Present
Cllr H Ladhams	Present		

**In attendance:** Chris Bagshaw (Town Clerk) and Ian Gordon (Democratic Services Assistant), Cllr Cornthwaite

### **M50/21/22 Apologies**

Apologies were submitted and accepted from Councillor Coleman and Finch.

### **M51/21/22 Declarations of Interest**

None

### **M52/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

The Committee considered whether to exclude the press and the public from any items related to a commercially confidential matter.

**Resolved:** Resolved to move into part 2 for agenda items 12 and 13

### **M53/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 6 December 2021.

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

### **M54/21/22 Matters delegated to the Committee**

The Committee considered the items which were delegated for its consideration at the meeting of the Full Council on 4 May and extended on 6 September 2021.

The committee considered the recommendations of the following committees

- Planning Committee 6 & 20 December 2021
- Allotments Committee 29 November 2021

A question was raised seeking clarity on a Planning meeting minute of 20 December relating to a public participation item at the start of the meeting regarding the Kendal Flood Relief Scheme. Noting that this was a draft minute, it was agreed to clarify the wording to more accurately describe the circumstances being minuted.

A councillor noted the minutes of the Allotments Committee related to the problem with rabbits and felt this is a wider issue for a number of areas in Kendal. It was suggested the Council may wish to draw their concerns on this matter to the District Council as a principal landowner in the town.

**Resolved:** To amend the minutes of the Planning Committee 20 December as noted, and to accept the recommendations within the scope of the Committee's delegated powers.

#### **M55/21/22 Town Hall Refurbishment**

The Clerk provided an update on the refurbishment of Kendal Town Hall. Councillors noted it was a welcome move back into the refurbished Council Chamber. However, other work is moving more slowly and it is unlikely the Town Council will be able to access their offices until March 2022 at the earliest.

**Resolved:** To note the report.

#### **M56/21/22 Report on the Work Programme**

The Committee considered the report on the current work programme identifying a number of key areas from the report.

Covid 19 Risk Assessment. The Clerk reported covid concerns related to the Mayor's Charity Dinner, scheduled for 18 February 2022, which could be a significant risk. Given the likelihood that there may not be full attendance, the Clerk was concerned that over and above a covid risk there could be a financial risk to the Council. Councillors explored the idea of moving the event to later in the year, possibly even outside of the current Mayoral year. In addition councillors explored the notion of insurance and compulsory testing. Councillors predominantly felt it should be postponed to late April, with a decision on viability made at full council in March.

Website. A new template has been prepared but not yet implemented as it is awaiting councillor photographs. Councillors were concerned that the website was not fully fit for purpose and were keen to explore sourcing professional support from website developers.

Charities. All statutory information is now fully up to date.

E&H Kirkbarrow Path Improvement Project. A councillor wanted more information on the reasons why the Vicarage Drive project 'can't go ahead'. The Clerk reported that colleagues at SLDC cited pressure of work in the context of local government reorganisation (LGR). It was suggested that Town Councillors who were also District Councillors might raise this issue at SLDC and exert influence.

E&H Pump Track. A councillor was concerned that SLDC had reported they would not support this initiative at this time. The Clerk suggested this was a further reflection of the work challenges faced by SLDC because of LGR.

Planning – Flood Relief Scheme. Councillors recognised the complexity of what is a major project with multiple interest groups. However, it was felt that better communications of the status of the scheme and the timeline of future activity would be helpful with the possibility of a presentation to full council to better inform members.

**Resolved:** To postpone the event in February and to investigate the costs and operational work flow for the Mayor's Charity Dinner. A further decision on covid related viability could be made at full council in March.

**Resolved:** The future of the website should be an agenda item for the next meeting with information provided on the cost implications for various solutions.

**Resolved:** To amend the note in the report regarding Kirkbarrow Path Improvement Project removing the statement that Vicarage Drive 'can't go ahead' to more accurately reflect that there is a delay pending SLDC workflow easing. To continue pressing forward with this initiative.

**Resolved:** To request EA make a members' briefing presentation on the current status and aspirations of the flood relief scheme. To request Councillors to submit any written questions in advance.

#### **M57/21/22      Budget 2021-22**

The Clerk tabled an updated report.

**Resolved:** To note the report.

#### **M58/21/22      Budget and Precept 2022-23**

The Committee considered the full budget and precept for 2022-23 with the Clerk explaining the calculation of the council tax precept which was the only change from the figures considered by the committee since the last meeting. The Chair's personal view was that the long list of existing projects should be finished before starting new projects. The Chair asked that the committee did not make any recommendation to full council at this meeting pending a series of meetings to further discuss objectives. A councillor asked if all project aspirations that have been approved by committees are funded in this budget. The Clerk confirmed that this was the case. Councillors noted and welcomed the new format and thanked the Clerk and staff for their work preparing this budget.

**Resolved:** To note the budget and precept for 2022-23

#### **59/21/22      Items for Newsletter**

The Chair of E&H was keen to see the 20mph updated. Other suggestions included Cumbria music festival and the New Mayor

#### **Part Two**

The next items were considered following a resolution to exclude the Press and Public

#### **60/21/22      Staffing**

The Clerk reported there was nothing new to report.

#### **61/21/22      Property Matters – Mayor's Parlour**

Mayor's Parlour Alarm. The Clerk updated members on the failings of the alarm that serves the Mayor's Parlour and the number of system failures or trips and resultant call-outs for SLDC staff over Christmas. At the moment the Mayor's Parlour is independent of the Town Hall security alarm.

**Resolved:** To change the alarm system so that the Mayor's Parlour aligns with SLDC subject to ensuring the same level of security and insurance cover is maintained. A report with costs should be brought to the next meeting.

#### **62/21/22      Property Matters - land by the River Kent**

A separate confidential minute relating to this item is kept on the file.

The meeting closed at 9.45 pm

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## Minutes of the Planning Committee Working Group held on Monday, 22 November 2021 at 6.00pm via Zoom.

Cllr J Cornthwaite	Apologies	Cllr D Rathbone (Chair)	Present
Cllr P Gibson (from 6.25)	Present	Cllr C Rowley	Present
Cllr H Ladhams (Vice Chair)	Present	Cllr K Teasdale	Present
Cllr D Miles	Absent	Cllr G Vincent	Present

**In attendance:** Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant), Councillor S Long.

### **P86/21/22 Apologies**

Apologies were submitted and accepted from J Cornthwaite

### **P87/21/22 Declarations of Interest**

Cllr Rathbone drew the Committee's attention to his previously declared interests in Application 2 (South Lakeland House, Lowther Street SL/2021/1015) and 4 (3 Locations between Bridge 164 & 172 on the Lancaster Canal SL/2021/1036&7) and relinquished the Chair for the latter item.

Cllr Rowley drew the Committee's attention to his previously declared interest in Application 4. SL/2021/1036&7).

Cllr Vincent drew the Committee's attention to his potential conflict of interest in Application 7 (117 Valley Drive SL/2021/1033), because the applicant was known to him.

### **P88/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues were considered for exclusion.

### **P89/21/22 Minutes of the Previous Meeting**

The Committee received the minutes of the previous planning committee meeting held on 1 November.

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

### **P90/21/22 Planning Process Issues**

Westmorland Shopping Centre change of use application SL/2021/0739 is being considered by SLDC Planning Committee on Thursday 25 November. There were no material objections. It was suggested that the Council write to SLDC seeking clarification on Kendal College's strategy for use of this site.

**Resolved:** The Council contacts SLDC before 25 November seeking clarification on Kendal College's strategy for the use of part of the Westmorland Shopping Centre and that the committee had no material objection is to be reported to the Planning Authority.

47 Rydal Road SL/2021/0259. A councillor was concerned about the paving of a front garden and encroachment on public land. SLDC feel this is a de minimus matter and is no cause for concern. The councillor does not feel it is de-minimus and is concerned to understand what policy are they following? The Clerk noted that original planning application had been removed and therefore it was not a planning issue but was a property matter for SLDC.

**Resolved:** The Clerk to arrange a meeting with Vice Chair to discuss and action needed by the Town Council and to report back to the committee.

The Chair asked for any update on the apparent planning alteration at the former K Factory Village area that had been tarmacked (see minute P83/21/22). The Clerk has notified SLDC and believes there will be a retrospective planning application forthcoming.

**P91/21/22 Kendal Town Council Flood Relief Scheme.**

There has not been a meeting since the last Planning Committee Meeting. The Clerk reported on the draft initiative for the Town Council to part fund Paul Quinn's Upstream Natural Flood Management plan.

**Resolved:** To submit the request for funding to support this exploratory flood defence work to the next Management Committee meeting.

**P92/21/22 Local Plan Issues and Options Consultation**

Councillors felt there was insufficient time to fully discuss the 170 page draft report articulating the Town Councils response to the Local Plan call for sites. Various issues of policy were raised and discussed following from the draft report extant at that time. Members were encouraged to also check site specific information in versions of the document. The Clerk reported that an updated version of the Town Councils response will be circulated immediately following this meeting and comments invited in writing from Councillors by 2pm Wednesday (24<sup>th</sup>).

**Resolved:** Councillors will review the updated draft response to the Local Plan and submit any comments to the Clerk by 2pm on Wednesday 24 November.

**P93/21/22 County Council Planning Issue**

Low Fellside Road entry of refuse vehicles.

**Resolved:** The Town Council agree with the proposed changes in accordance with the Traffic Regulation Act 1984 with the proviso the bollard is always relocked after use by refuse vehicles.

**P94/21/22 County Council Planning Issue**

Demolition of Highways Depot at Mintsfeet.

**Resolved:** The Town Council has no objection.

**P95/21/22Planning Applications**

The Committee considered the Planning Applications shown in Appendix 1.

**Resolved:** To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.20



## Kendal Town Council

## Appendix 1

## Applications for Planning Committee 22 November 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	<a href="#">SL/2021/0951</a>	<b>12 Castle Green Close</b> Loft conversion, alteration to roof including hip to gable & rear dormer	24 November	<b>No Material Objection</b> subject to it not overlooking neighbours and pending suitable responses to questions raised from Natural England when those questions are suitably formed.
2	<a href="#">SL/2021/1014</a>	<b>South Lakeland House, Lowther Street</b> Variation of Conditions 2 (approved plans) and 3 (external materials) attached to planning permission SL/2019/0731 (Demolition/removal of existing entrance lobby and erection of new glazed lobby and installation of replacement of windows)	25 November	<b>No Material Objection</b>
3	<a href="#">SL/2021/1015</a>	<b>Ibis Sports and Social Club, Mintsfeet Road</b> Single storey extension to provide improved changing room space for the football club	26 November	<b>No Material Objection</b>
4	<a href="#">SL/2021/1036</a> <a href="#">SL/2021/1037</a>	<b>3 Locations between Bridge 164 &amp; 172 on the Lancaster Canal,</b> Hincaster Tunnel East, Hincaster Tunnel West, Sedgwick Aqueduct & Kendal Change Bridge Display of interpretive signage at seven locations on the 'Northern Reaches' of the Lancaster Canal.	26 November	<b>No Material Objection.</b> Town Council supports the comments from Countryside Access and Sedgwick Parish Council and Historic England being informed about the Sedgwick Aqueduct sign
5	<a href="#">SL/2021/1027</a>	<b>Garages off Blea Tarn Road</b> Erection of two domestic garages	26 November	<b>Recommend Refusal</b> . The application would mean over development and would be detrimental to other garage owners. No net biodiversity in application or consideration by planning

				department. Unnecessary movement of public footpath.
6	<a href="#">SL/2021/1017</a> & <a href="#">SL/2021/1018</a>	<b>Sand Aire House, Stramongate</b> Change of use of offices (Use class E) to Hotel (Use class C1) including internal works	29 November	<b>No Material Objection</b> subject to commissioning of a flood risk vulnerability report and evidence of implementation to ensure stringent mitigation. Encourage the developer to add planting of a vertical trellis or a similar to meet a net bio-diversity contribution. In addition, a travel plan for use of hotel is needed to identify car parking obstacles to approval.
7	<a href="#">SL/2021/1033</a>	<b>31 Underley Avenue</b> Two storey side extension, single storey rear extension & front porch extension	29 November	<b>No Material Objection</b> provided the phasing of works described in the tree plan is adhered to strictly and there is a significant net biodiversity gain to offset the large addition to this building. The Council supports the request for swift bricks.
8	<a href="#">SL/2021/1035</a>	<b>117 Valley Drive</b> Front porch/W.C. extension	29 November	<b>No Material Objections</b>
9	<a href="#">SL/2021/1040</a>	<b>Parkside Business Park, Parkside Road</b> External alterations to facade of building including 4 new windows and new pedestrian door set with full height window on the front (north) elevation and new pedestrian door set to side (west) elevation	29 November	<b>No Material Objections</b>
10	<a href="#">SL/2021/1041</a>	<b>Playmates Pre School Nursery, Captain French Lane</b> Variation of conditions 2 (approved plans), 3 (materials) and 4 (biodiversity) attached to planning permission SL/2021/0418 (Demolition of existing 2 storey extension and erection of replacement 2 storey extension on enlarged footprint)	29 November	<b>No Material Objections.</b> The Council supports the proposed use of swift bricks.

11	<a href="#">SL/2021/1032</a>	<b>26 Gillinggate</b> Single storey rear extension	29 November	<b>No Material Objections</b>
12	<a href="#">SL/2021/1056</a>	<b>2 Blea Tarn Road</b> Two storey side extension, single storey front and rear extension, replacement detached garage & widening of vehicle access	30 November	<b>No Material Objections</b> provided net biodiversity gain is achieved and highways agree to the change of access. Swift bricks welcomed.
13	<a href="#">SL/2021/1057</a>	<b>Land off Brigsteer Road</b> 2 x advertisement boards and 6 x flag poles	30 November	<b>No Material Objections</b> provided this is time limited to no more than six months after the sale of the last property

# Kendal Town Council

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## Minutes of the Planning Committee held on Monday, 6 December 2021 at 6.30pm at Kendal Town Hall.

Cllr J Cornthwaite	Present	Cllr D Rathbone (Chair)	Present
Cllr P Gibson	Present	Cllr C Rowley	Apologies
Cllr H Ladhams (Vice Chair)	Present	Cllr K Teasdale	Present
Cllr D Miles	Absent	Cllr G Vincent	Present

**In attendance:** Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant).

### **P96/21/22 Apologies**

Apologies were submitted and accepted from C Rowley

### **P97/21/22 Declarations of Interest**

None

### **P98/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues were considered for exclusion.

### **P99/21/22 Minutes of the Previous Meeting**

The Committee received the minutes of the previous planning committee meeting held on 22 November.

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

### **P100/21/22 Planning Process Issues**

The Committee noted that United Utilities are varying their planning approval related to the closure of roads in the Tebay Road Compound.

The Clerk gave an update on the Kendal College Strategy having attended SLDC's Planning meeting. It was noted that the application was warmly endorsed and that SLDC considered it concordant with the Town Centre Strategy.

### **P101/21/22 Street Naming and Numbering Policy Consultation**

The Committee noted the report. The Town Council wish to retain the option to nominate street names and we wish to see a continuation of the policy whereby the Town Council's suggestions are used.

**Resolved:** To respond to SLDC requesting Kendal Town Council is kept as a consultant in all matters relating to street naming.

### **P102/21/22 Kendal Town Council Flood Relief Scheme.**

The group have not met since the last meeting but a meeting is scheduled for 8 December. A verbal update was provided by the Chair of the Working Group on current progress with the EA.

**Resolved:** To note the update

**P103/21/22 Local Plan Issues and Options Consultation**

The Committee noted the Town Council's response to the consultation on the Local Plan, Issues and Options. The Clerk reported on liaising with SLDC Planning on deadlines for submission.

**Resolved:** To include the working document already submitted to SLDC at the next Planning meeting on 20 December.

**P104/21/22 Planning Applications**

The Committee considered the Planning Applications shown in Appendix 1.

**Resolved:** To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.13

# Kendal Town Council

## Appendix 1

### Applications for Planning Committee 6 December 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	<a href="#">SL/2021/1078</a>	<b>Friends Meeting House, The Quaker Tapestry, Stramongate.</b> Installation of solar panels over slated roof to south facing roof slope of inner valley detail	8 December	<b>No material objections.</b> The committee is actively in favour of the application as this is a policy that should be encouraged, in this case providing the planning officer's report confirms the solar panels are not visible from ground level. There is an assumption that there is no adverse glare to neighbouring properties.
2	<a href="#">SL/2021/1084</a>	<b>19 Underley Avenue</b> Two storey side extension & new off road parking area.	8 December	Insufficient net bio-diversity in the application. Concern was expressed over potential increased run-off of water from the parking area and the risk that the permeable layer results in increased water run-off into public sewer. A proper view should be taken on the character and appearance of the development with respect to its effect on that of the immediate area. Sufficient net bio-diversity gain by specific increased detailed planting should be made so that it is commensurate with the size of the plot. Notwithstanding the above, we support the proposals made by Kendal Swifts
3	<a href="#">SL/2021/1034</a>	<b>1 Applerigg</b> Single storey side garage extension with electric car charging point	9 December	<b>No Material Objection.</b> The committee welcomes the addition of the charging point in the application, however it does require net bio-diversity gain to part of the agreement.
4	<a href="#">SL/2021/1083</a>	<b>Albion Building, Sandes Avenue</b> Variation of Condition 2 (approved plans) attached to planning permission SL/2021/0514	9 December	<b>No Material Objection.</b> However, the committee was extremely perplexed that a complete change in materiality of the application should be described as

		(Alterations & change of use of 1st & 2nd floor show room & storage (Use Class E) to 4 dwellings (Use Class C3))		a variation of condition. This is a wholesale change and should be openly described as such.
<b>5</b>	<a href="#">SL/2021/1088</a>	<b>Abbot Hall Social Centre, Dowkers Lane</b> 1 non-illuminated fascia sign	9 December	<b>No Material Objection</b>
<b>6</b>	<a href="#">SL/2021/1066</a>	<b>12 Library Road</b> 2 non-illuminated projecting signs & painting existing fascia with company logos	16 December	<b>No Material Objection.</b>

# Kendal Town Council

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## Notes of the non-statutory working group meeting of the Planning Committee held on Monday 20 December 2021 at 6.30pm via Zoom.

### Public Participation.

A presentation was made by Ian Kell expressing his concern on the comments made by Kendal Vision on the Flood Relief Scheme and their interference.

Cllr J Cornthwaite	Present	Cllr D Rathbone (Chair)	Present
Cllr P Gibson	Absent	Cllr C Rowley	Present
Cllr H Ladhams (Vice Chair)	Present	Cllr K Teasdale	Apologies
Cllr D Miles	Absent	Cllr G Vincent	Present

**In attendance:** Cllr. Susanne Long, Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant).

### P105/21/22 Apologies

Apologies were submitted and accepted from K Teasdale

### P106/21/22 Declarations of Interest

Application 6: Cllr. Ladhams works for Morrison's

Application 8: 26 Kendal Green resident known to Cllr. Rowley

### P107/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

### P108/21/22 Minutes of the Previous Meeting

The Committee received the minutes of the previous planning committee meeting held on 6 December 2021.

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

### P109/21/22 Planning Process Issues

None.

### P110/21/22 Kendal Town Council Flood Relief Scheme.

The group met on the 12 December and notes from that meeting will be available for the next meeting in January 2022. A meeting is scheduled with Kendal Futures on 22 December to clarify several outstanding issues regarding design of flood walls.

**Resolved:** To note the update



### **P111/21/22 Local Plan Issues and Options Consultation**

The Committee considered the Town Council's response to the consultation on the Local Plan, Issues and Options. The Chair thanked Cllr. Long and the Clerk for their work in producing this document and to all councillors who engaged in the process to a greater or lesser extent.

The committee additionally considered a draft map identifying green corridors throughout Kendal. Councillors emphasised the need to protect the "Kendalness" of Kendal, green corridors, and the danger of over intensive and inappropriate development whilst recognising the importance of providing opportunities to enhance Kendal as a thriving town.

**Resolved:** To formally adopt and submit to the Planning Authority the Options and Issues report as circulated by the Clerk. It was further agreed to continue to work on the map identifying green corridors that align with the Town Council's policy on sustainable development and that this is to be a working document.

### **P112/21/22 Planning Applications**

The Committee considered the Planning Applications shown in Appendix 1.

**Resolved:** To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.54

# Kendal Town Council

## Appendix 1

### Applications for Planning Committee 20 December 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	<a href="#">SL/2021/1108</a>	<b>Castle Walk</b> Improvements including additional seating areas, car parking, redesign of the communal garden area, new storage area for mobility scooters & new bin storage areas	20 December	<b>No Material Objections.</b> The committee warmly welcomes the specifics as well as the general aim of this application.
2	<a href="#">SL/2021/1121</a>	<b>17 Wordsworth Drive</b> Single storey side extension (Resubmission SL/2021/0335) <sup>1</sup>  Extract from planning application explaining reason for change. "Previous approval SL/2021/0335, this is a revision to the layout to set the extension in and down from the existing, to lessen the impact, and increase distance from Southern boundary".	20 December	<b>No Material Objections.</b> However, the net biodiversity gain is insufficient.
3	<a href="#">SL/2021/1110</a>	<b>15 Nether Street</b> Replacement grey UPVC front windows	21 December	<b>No Material Objections</b> assuming the conservation officer is satisfied there is no detrimental impact to the area.
4	<a href="#">SL/2021/1126</a>	<b>16 Sandgate</b> Two storey side extension	22 December	<b>No Material Objections.</b> However, recommend including alternative options to mitigate against potential flood risk. Support Kendal Swifts and to further look at other options for net biodiversity gain including additional planting vertical or horizontal.

<sup>1</sup> Kendal Town Council's response in May 2021 was, "No Material Objections however the proposed bird boxes do not qualify as a net biodiversity gain. Provided there is no issue of overlooking". (Note: Planning permission was granted in May 2021 with the provision of bird boxes alone as a contribution towards net bio-diversity gain).

5	<a href="#">SL/2021/1127</a>	<b>The Miles Thompson, Allhallows Lane</b> Alterations to first floor to form staff facilities & removal of front step on ground floor	23 December	<b>No Material Objections</b>
6	<a href="#">SL/2021/1142</a>	<b>W M Morrison, Queen Katherines Avenue</b> Erection of a single storey drive-thru coffee facility with associated adverts	31 December	<b>Recommend Rejection.</b> The lighting plan is inadequate for a sensitive location next to Dark Skies. The additional traffic is not accounted for adequately in the travel plan. The development is over intensive, so close to a school site. It is also detrimental to public health policies discouraging take away food outlets close to schools. Comments from UU relating to drainage are inadequately mitigated. There is no clear provision for an increase in litter. The proposal would have a detrimental impact on the mitigations against Climate Change and encourage additional vehicle use. No attempt to make a contribution to net biodiversity gain with trees being felled. No proven need identified. There is an existing facility at White Stiles Garage.
7	<a href="#">SL/2021/1143</a>	<b>Workshop No. 2, Canal Head South</b> Re-Roofing, replacement north lights and windows (Resubmission of SL/2015/0863) <sup>2</sup>	31 December	<b>No Material Objection</b>
8	<a href="#">SL/2021/1154</a>	<b>26 Kendal Green</b> Replacement front windows	3 January	<b>No Material Objections</b>
9	<a href="#">SL/2021/1144</a>	<b>Triple D Motorsport Limited, Mintsfeet Road South</b> Motorbike showroom extension	4 January	<b>No Material Objections</b> provided it does not adversely affect parking in the immediate area to the detriment of local business and safety.
10	<a href="#">SL/2021/1173</a>	<b>32 Milnthorpe Road</b> Change of use of former hairdressers and maisonette (Use Class E and C3) into 3 bedroom dwelling (Use Class C3) including	6 January	<b>No Material Objection</b>

<sup>2</sup> Kendal Town Council recommendation in October 2015 was to Approve.

		installation of new sash windows to front elevation, replacement front conservation roof light & front door refurbishment		
11	<a href="#">SL/2021/1161</a>	<b>36 Anchorite Road</b> Two storey front and side extension, single storey side extension & retaining wall (Resubmission of SL/2021/0641 <sup>3</sup> , part Retrospective)	6 January	<b>No Material Objections</b> however insufficient net biodiversity gain identified. Provided the provision of net bio div gain is increased to a sufficient level by means of additional planting.
12	<a href="#">SL/2021/1179</a>	<b>26 Bellingham Road</b> Demolition of existing conservatory and erection of a single storey rear extension	6 January	<b>No Material Objection.</b>

<sup>3</sup> Kendal Town Council comments in July 2021 was, "Kendal Town Council have some concerns on possible loss of privacy".

# Kendal Town Council

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## Notes from the meeting of the Non-Statutory Working Group of the Environment and Highways Committee held on Monday, 8 November 2021 at 7.30 pm via Zoom.

Cllr G Archibald (Vice Chair)	Present	Cllr S Evans	Present
Cllr J Cornthwaite	Present	Cllr S Long	Present
Cllr J Dunlop	Present	Cllr K Simpson	Present
Cllr E Hennessy (Chair)	Present	Cllr C Rowley	Present

**In attendance:** Town Clerk (Chris Bagshaw), Project Manager (Helen Moriarty), Democratic Services Assistant (Ian Gordon) plus a member of the public.

### **E28/21/22 Apologies**

None

### **E29/21/22 Declarations of Interest**

None

### **E30/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

None

### **E31/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the Committee meeting held on 13 September 2021. The Chair asked if there was any update on the production of a bio-diversity policy. The Clerk reported that this was still work in progress.

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

### **(5) E32/21/22 E & H Budget and current spend to date**

The Committee considered the budget for the current year and noted the separation of development fund projects and Environment and highways core projects.

**Resolved:** To note the report

### **(6) E33/21/22 Project Updates**

The Project Manager set out a written report on project updates and Committee members raised various questions.

#### **Kirkbarrow Connections Project.**

Councillor's asked if this project is developing at pace or moving more slowly. The Clerk reported that CCC are going to carry out some remedial work in April 2022 and there are ongoing surveys taking place. Concern was expressed about legal progress on the purchase of additional land.

### **Ivy Screening**

The Project Manager reported that further installation around Longpool had been well received. It was felt some signage indicating the work has been carried out by the Town Council should be installed.

### **Pump Track**

Land Allocation responses are required from SLDC. It was agreed to take this forward with local District Councillors.

It was felt reporting project updates would benefit from the addition of target dates and/or milestones.

**Resolved:** The Clerk and/or Project Manager will update the Project Update Report to include milestones and costing information.

**Resolved:** The Project Manager will arrange for Kendal Town Council signage acknowledging the installation of ivy screening at Longpool and Blackhall Road.

### **(7) E34/21/22 Gooseholme Anti-Social Behaviour**

Councillors received an overview report. It was suggested to review the Safer by Design Audit via an informal meeting with Councillors and the author of the audit, to work up more detailed proposals. Members would be Councillors Cornthwaite, Archibald, Dunlop, Evans plus the Clerk and Project Officer. It was also suggested to invite the relevant resident who raised this at last meeting. The remit of the working group would be to identify the salient points and bring back a report to next E&H meeting.

Councillor Evans promoted new youth activities at Castle Street Centre via Kendal Youth Zone.

The provision of a public toilet was discussed. Clerk reported that the Police have the view that they would not support such a provision as this would exacerbate the anti-social behaviour as outlined in the report. Other proposals to be discussed with working group.

**Resolved:** To set up working group consisting of Councillors Cornthwaite, Archibald, Dunlop and Evans plus the Clerk and Project Manager. The working group will decide if a wider membership is needed. The remit of the working group is to disseminate the Safer by Design Audit and the paper circulated by the Project Manager for this agenda and present proposals to the next E&H meeting.

### **(8) E35/21/22 Fellside Play Provision**

The Committee considered the report and the opportunity to work with the Fellside Forum regarding enhancements to Serpentine Woods. Councillors agreed the Town Council can support the maintenance of the Alphabet Trail. The plans of the Kendal Civic Society to create a new entrance from M&S into Nobles Rest and the possibility of this area being developed as a natural play area for younger children was discussed. The need to enhance Bowling Fell around the Monument was also highlighted. As per the report, it was highlighted that access issues make the area unsuitable for play provision.

It was noted that the idea of a play area in Nobles Rest had been rejected by SLDC, nevertheless it was felt helpful to revisit this and explore opportunities for natural play areas.

**Resolved:** To continue developing natural play ideas in partnership with Fellside Forum and Kendal Conservation Volunteers and create a maintenance support budget for the Alphabet Trail.

**Resolved:** To approach SLDC re possibility of play provision on Nobles Rest in conjunction with Civic Society entrance plans.

**Resolved:** To consider a Bowling Fell improvement project in the next financial year's budget.

**(9) E36/21/22 Natural Kendal**

A report from the Chair. The committee received a presentation at the last meeting about Wild Kendal which is now being renamed Natural Kendal. This proposal seeks to fund an initial piece of research work to help kick start this important development.

**Resolved:** To approve the proposal to fund baseline research of ten days at a cost of £3,000

**(10) E37/21/22 Lancaster Canal Regeneration Project**

The Committee considered the attached report. The Committee required clarification on costs and suggested ideas on different barriers at the entrance to the cycle path to create a bike friendly entrance. The Committee felt there could be better use of the historic £10,000 LCRP grant on improved signage for cyclists once decisions have been made on a definitive cycle track through Kendal via the LCWIP process

**Resolved:** To revert to LCRP for cost clarification.

**(11) E38/21/22 Civic Composting**

The Project Manager reported on a request from the Allotments Committee requesting £145 for composting materials for the allotment at Castle Hags

**Resolved:** To allocate £145 to trial a civic composting site at Castle Hags.

**(12) E39/21/22 Biodiversity Budget**

It was clarified that £10,400 remains in the budget. It was felt that the research being carried out by Natural Kendal would provide an ideal source of ideas and connections to community groups who can benefit from this funding.

**Resolved:** To ask Clerk and Project Officer to report on possible ideas for future funding mindful of Natural Kendal's research.

**(13) E40/21/22 Cycle Racks at Longpool**

The local shop owner has asked the Town Council to consider the installation of a cycle rack to help mitigate current bike parking arrangements.

**Resolved:** To further investigate an exact location with the shop owner and report back to the Committee.

**(14) E41/21/22 Budget 2022-23**

The Clerk presented a draft budget for 2022-23 and answered questions from Councillors. Councillors felt the budget totals were not necessarily aligned with the wider aspirations of the E&H Committee

**Resolved:** To defer decisions on budget approval to a further single agenda meeting that encompasses the wider aspirations of the Committee.

The meeting closed at 22.02



# Kendal Town Council

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## Minutes of the meeting of the Allotments Committee meeting held on Monday, 29 November 2021 at Mintworks, Kendal, 7.00 pm.

Cllr G Archibald (Vice Chair)	Present	Cllr C Hardy	Absent
Cllr S Coleman	Present	Cllr D Miles	Present
Cllr A Finch (Chair)	Present		

**In attendance:** Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant), Janine Holt (Council Services Officer), Pierre Labat, (Townscape Officer). Paul Casson (Allotment Holder)

Site Representatives also in Attendance:

Councillor Chris Rowley	Underlay Road
Ros Taylor	Wattsfield
Deborah Allison	Canal Head
Paul Huggonson	Sedbergh Road

### **A15/21/22 Apologies**

None

### **A16/21/22 Declarations of Interest**

None

### **A17/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues were considered for exclusion.

### **A18/21/22 Minutes of the Previous Meeting**

The Committee received the minutes of the previous meeting held on 27 September 2021

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

**A19/21/22 Waste in Wellbeing.** The working group received a verbal report on the use of allotment surplus and how it may be used as a contribution towards waste into wellbeing. In some cases, allotment holders limit their production as waste is an unwelcome by-product. It was felt that more information was needed to disseminate information about waste into wellbeing which could be via allotment representatives or new appointees. Also suggested a collection site on each allotment area would be advantageous to promote the idea.

**Resolved:** To gather views from Allotments via representatives on the feasibility of a scheme to produce and/or distribute excess food beyond the needs of the allotment owners and to check the legal status. Agreed to report back to the next meeting.

#### **A20/21/22 Review of Spend against Budget**

The Committee considered the report. A councillor asked that the budget report show an additional column identifying committed and anticipated spend broken down by topic/area. A question was asked if the impact of Storm Arwen on Friday 26 November necessitates a request for additional funding from the reserve funds to pay for clearing fallen trees. The Townscape Officer indicated an additional £2,000 could be needed.

**Resolved:** To accept the report

**Resolved:** To add an additional column to the 'Spend against Budget' report itemising any remaining budget committed to the year end. This column would be added after the 'Actual Spend To-date' and 'Remaining Budget'.

**Resolved:** To request up to £2,000 from full councils reserves to support additional tree work if needed arising from Storm Arwen.

#### **A21/21/22 Site Representatives**

The committee chair raised concerns about the sporadic input of some site representatives in the committee meetings. To address this concern, it was agreed to re-establish the more informal site representative meetings. An update report will be received at each committee meeting. The Vice-Chair asked if site reps could be notified in advance of any items that directly impact their allotment over and above notification in the agenda.

**Resolved:** To re-establish the site representatives meetings and to inform the site representatives if there are any items on the agenda relating to their particular sites.

#### **A22/21/22 Canal Head Update**

The Committee considered a report exploring the options extending the number of allotments at Canal Head. The Townscape Officer presented the amended proposal for the creation of 22 plots on site which included costings. The main feature of this proposal was that the ground work would not be undertaken and the tree roots left in situ. The Councillors discussed the merit of this approach and opinion was split. It was agreed that further professional advice should be sought and detailed costings be submitted for approval to the Chair and Vice Chair. It was noted that there would be no vehicular access in this updated scheme. To move this project forward, the Vice Chair proposed requesting a budget of £30,000 be allocated that would incorporate the removal of tree stumps and production of the maximum number of quality new sites. A councillor was concerned that there was an incomplete report making it very difficult for councillors to decide.

**Resolved:** To request a budget of £30,000

#### **A23/21/22 Coley Barn Improvement Works**

The committee considered a report on improving the unsecured soil between plots 9 and 10 with the installation of four gabion baskets.

**Resolved:** To approve the cost of £636 + VAT for the improvement on Coley Barn.

#### **A24/21/22      Wattsfield Fence Quotes**

The committee considered a written report tabled by the Council Services Officer identifying costings to improve rabbit proof fencing work at Wattsfield. Three contractors have submitted quotes. Quote 1 £2,508 + VAT, Quote 2 £3,240 + VAT, Quote 3 £1,300 + VAT. Quote 3 recommended retaining the existing gates and the Committee were satisfied that this would still provide protection against rabbits.

**Resolved:** To accept quote 3 at £1,300 + VAT and instruct the Council Services Officer to authorise this work to be started.

#### **A25/21/22      Project Updates**

The Committee considered the report from the Council Services Officer on project updates including a waiting list update and asbestos on Underley Allotments. The Council Services Officer also reported that annual invoices and allotment newsletter will be sent out next week. In addition, The Council Services Officer reported on discussions with SLDC on a rabbit suppression strategy. SLDC now have a small budget and are being more open to helping eradication of rabbits on allotments owned by SLDC.

A councillor asked for an update on any progress on identifying those sites where excessive use of water is a problem and the plan to use water butts. No progress has been made yet. Proposed using any residual to produce any additional notice boards subject to not overspending.

**Resolved:** To appoint a specialist asbestos company to investigate the allotment land at Underley.

**A26/21/22      Budget 2022-23.** The Committee considered the draft budget for 2022-23. The committee requested increasing the pest control budget by £500 to £3,500. The Vice-Chair sought clarification on the use of reserves. Councillors believed reserves could only be used to purchase new allotments and pay for substantial improvements that otherwise would not have been funded through the normal revenue budget.

**Resolved:** To accept the budget with an increase in pest control to £3,500.

The meeting closed at 20.51

# Kendal Town Council

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## Minutes of the meeting of the Christmas Lights and Festivals held on Monday, 15 November 2021 at 7.00pm via Zoom.

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

**In attendance:** Council Services Officer's (Janine Holt), Town Clerk (Chris Bagshaw), Democratic Services Assistant (Ian Gordon).

### **C24/21/22 Apologies**

Councillors Edwards apologies were submitted and accepted.

### **C25/21/22 Declarations of Interest**

Councillor Sutton declared a non-pecuniary interest in the grant application from Kendal Walking Festival.

### **C26/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

None

### **C27/21/22 Minutes of the Previous Meeting**

The Council received the minutes of the meeting held on 9 August 2021

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

### **C28/21/22 Christmas Lights Display**

The Committee received an update from the Council Service's Officer on new lights fitted at various locations. The Christmas Tree is being delivered next week and will be decorated before the switch on event. All permits are in place.

### **C29/21/22 Christmas Film**

Council Services Officer provided an update on production of a Christmas Film. Unfortunately, it is unlikely that this can go ahead because of insufficient time to organise this with Kendal College.

**Resolved:** To start the planning process earlier and speak to Kendal Torchlight and investigate if the Town Council can draw on their expertise.

### **C30/21/22 Infrastructure Report**

The Committee considered the infrastructure report especially the survey conducted by Christmas Plus. All category 1 and 2 work identified at the last meeting has been completed. Christmas Plus would have liked to fit a socket next to the location of the Christmas Tree but County permission could not be achieved in time. In addition, the socket cover by the Ring of Bells must be replaced and this will be done as soon as the item is delivered. The cost of categories 1 and 2 work is £8,119 + VAT.

**C31/21/22      Switch on Event 27 November 2021**

Planning completed for the switch event. Volunteers from amongst the Councillors are needed to run the mulled wine stall. The Chair agreed to email all Town Councillors asking for volunteers. Quote for staging and microphones is £1,500. Risk assessment being carried out by Flo McMahon.

**Resolved:** To accept the quote of £1,500 for staging and audio.

**C32/21/22      Grant Applications**

The Committee considered two grant applications from Kendal Walking Festival and Kendal Cycling Festival.

**Resolved:** To make a grant of £1,500 for the 2022 Walking Festival.

**Resolved:** To make a grant of £500 to the Kendal Cycling Festival.

**C33/21/22      Budget Monitor**

The Committee received the Christmas Lights & Festivals Budget.

**Resolved:** To note the report.

**C34/21/22      Budget 2022-23**

Clerk presented a draft budget. The Committee felt there were opportunities to expand the activity of the Town Council enabling further festivals.

**Resolved:** To approve the budget and increase the Festival Grants from £30,000 to £35,000 with the additional £5,000 being earmarked to produce a promotional film.

The meeting closed at 8.15pm



## Agenda Report

Committee: Full Council	Meeting Date: 17 January 2022
From: Councillor R Sutton	Agenda No.:
Description: Report from Brewery Arts Centre	

Summary: Report from Councillor Richard Sutton on his attendance at a meeting of the Brewery Arts Centre Trust on 24 November 2021.

Since re-opening, the Brewery has had a very successful and busy period. Many of the programmes proved very popular. People have been keen to get out and socialise again. The staff have been rather stretched at times, partly due to nationwide shortages. However, attempts are being made to recruit more staff to help build up support for post-Covid growth. An application to BFI Field Hub North for funding was successful. £30,000 will support programming, audience participation and engagement activities for the Brewery's cultural film programme.

It is hoped that the Brewery will receive £10,000 from KTC and £10,000 from CCC Creative programme highlights include a very successful period for the cinema. Over 7,000 people saw the Bond film (70% of cinema capacity). Some good film titles for December are expected to bring continued good returns for the cinema.

The Ariel Festival on the 9th October was vibrant and well-attended. It was held on one day and evening, and included experimental artists. The Brewery hopes to work with Ariel again in 2022.

The Lakes Comic Arts Festival was well received, but, due to a change in their operating plan, the Festival will be held next year in Bowness. There will still be a potential to partner with LICAF on the festival, through events and exhibitions, as well as year round activities such as workshops.

Kendal Mountain Festival was located in a marquee in Abbott Hall Park as well as at the brewery. An estimated 15,000 visitors came through the Brewery building during the Festival. Bar sales were excellent!

The Anti-Racist Cumbria Summit was a first-a thought-provoking day of talks, screenings and panel discussions. A key moment for the county. There may be an expanded festival format for 2022.

There have been a number of popular live music gigs. The new foyer space and bar are working well for evening events.

Creative Learning has been going ahead with good attendance. Subjects included visual art and craft, dance, drama, music and languages. There is a new tutor specialising in electronic music. Art in the Bar is a growing area, with waiting lists for attendance.

Future Creatives had an excellent session on the 20<sup>th</sup> October. Guests included young musicians, artists and filmmakers from Kendal and community organisations such as Kendal Youth Zone, Kendal Futures and Kendal College. Sessions will be monthly in 2022, beginning on the first Wednesday of the month from February onwards.

Volunteers are back in the Brewery and helping to deliver the programme.

The KCC has just appointed a new Head Chef. The Company is doing well and may well open on more evenings in 2022.

The Brewery is very aware of the re-organisation that is going on and is already networking with Eden and Barrow.



## Agenda Report

Committee: Full Council	Meeting Date: 17 January 2022
From: Councillor R Sutton	Agenda No.:
Description: Report from Integrated Care Community	

Summary: Report from Councillor Richard Sutton on his attendance at a meeting of the Integrated Care Community Group on 23 November 2021.

This meeting was looking at measures taken by a variety of organisations to prepare for climate change.

It began with the Cumbria Action for Sustainability charity (Cumbria's principal climate change charity, established 1998). This charity helps to support communities with carbon action plans, helps to green businesses, helps people with their energy bills. It provides practical advice to help reduce emissions. Its website provides links with local suppliers of low carbon materials. It also provides support on how to access low carbon Lake District grants. Carbon literacy training can be provided. Workshops, webinars and information are all available to be accessed. SLDC can provide one-to-one support to those on a low carbon journey. A Cosy Homes service can be provided free to all eligible Cumbria households. The charity is running short courses to make sure people understand about climate change. There is an events page on its website.

The Caravan visited Kendal earlier this year. The aim is to take it out to more rural areas in 2022. There will be a Leisure Centre event also next year.

There is a push to get more people cycling and walking. There was an interest in the proposed extension of walking and cycling routes around Kendal. There are Ramblers Wellbeing Walking Groups being set up. There was a discussion about the possibility of setting up a local bike exchange scheme, or a biker's cafe where cycles could be repaired. Unclaimed cycles at the station are sent to the Well for use, apparently.

A website-Climate Outreach: Britain Talks Climate is designed to help those who are anxious about climate change, and discuss what can be done.

Mention was made of the Food Share Scheme which aims to avoid waste food going to landfill. The People's Cafe is part of Waste into Wellbeing and receives a Food Share delivery which is shared with other places. There are over 20 community food shares in Cumbria.

Captain French Surgery is re-cycling waste, switching certain medical products to use less plastic. PPE is a little difficult as regards plastic at present. Doctors are working with schemes that help patient's access sick notes etc without travelling across the town. There are about one third less face-to-face consultations.

The I.C.C. itself is recycling more, has gone on-line with a lot of meetings, and uses social media more than printing out leaflets.

Many businesses have signed up for a Green Friday event (rather than Black Friday)

There are many different approaches being examined by the I.C.C. to address the problem of climate change.



Minutes of a meeting of LLRUG held in the Bryce Institute, Burneside, on 24 November 2021

Present: David Alison, Mike Nicholson, Robert Talbot, Dick Smith, Ian and Malcolm Conway, Dave Grime, Alan Noble, Malcolm Thompson, Phil Wearing, Cllr Stephen Coleman, Roger

Leather,

**Notes from Councillor Coleman in his capacity as representative on an outside body for Kendal Town Council Meeting 17 January:**

“The group was quite disillusioned that the recent Government decision to spend money on rail improvements in the North (following the cancelled further reaches of HS2) did not mention Cumbria. Schemes like the electrification and a passing loop on the Lakes Line were hoped for. The group is also hopeful that improvements to Kendal Railway Station is included in the Levelling-Up bid.

Following the meeting that I attended, news has come out that Cumbria County Council is providing £50,000 to fund a Feasibility Design for the Passing Loop. Gaining this would allow trains to pass and provide the option for a more frequent service”.

Nov01	<b>Apologies</b> were received from Phill Bell and Kate Tripp.
/02	The <b>Minutes</b> of the previous meeting were approved.
/03	<b>Matters arising</b> i) The 175th anniversary event at Lancaster went well. ii) NwR is confident bridge 4 is in good condition.
/04	<b>Membership, Finance and Sales Stand</b> 115 members at present. Lakes PC will have 2022 free owing to paying twice in 2021. Balance in accounts £5046.85; Sales at AGM were £12 of own stock, £19 for LL175 Group demographic: Agreed there was a problem. Suggestions included an appeal via press release, offering an incentive such as a free rail ticket for joining, sending information about the Group to Andrew Thomas for his column, and letting the public know what could happen if the Group did not exist. Agreed to revamp the notice at Oxenholme, and emphasise the volunteering opportunities of Friends of the Lakes Line.
/05	<b>Correspondence</b> RMT and FLAG journals received
/06	<b>Councils</b> Negotiations over the new authorities may well take precedence over other matter. Noted that Kendal TC is considering station access improvements as a scheme for the Levelling Up Fund.
/07	<b>Reports from meetings</b> Cumbria Better Connected: the LL seems to be rather left out of the discussion. Kendal Vision: DG to attend the Transport focus group.
/08	<b>Future meetings</b> Representation at Northern Community Rail conference agreed.



<b>Nov01</b>	<b>Apologies</b> were received from Phill Bell and Kate Tripp.
<b>/09</b>	<p><b>CRP</b></p> <p>DS reported: Northern reports passenger number up, leisure at 90% of pre-Covid figure.</p> <p>A defibrillator to be installed at WDM.</p> <p>LDNPA supports the capacity increase as part of its plan to increase the proportion of sustainable transport used by visitors. Also the Windermere Gateway committee to meet to consider consultation responses.</p> <p>Cumbria CC is against moving the station at WDM as it's against their integrated transport policy.</p>
<b>/10</b>	<p><b>Stations</b></p> <p>OXN: Reported that pfm 3 to be extended to accommodate 6 car trains; this would mean removing the wooden waiting room, to be replaced by new shelters at N end of pfms 2 &amp; 3. MC to contact Avanti about LLRUG concern at apparent downgrading waiting accommodation, and lack of consultation.</p> <p>BUD: reported that 3D photos of the station have been taken recently.</p> <p>SVL: members wonder if it is due for a platform extension.</p> <p>WDM: noted pfm c.i.s. screens not working recently.</p>
<b>/11</b>	<p><b>Operating companies</b></p> <p>Northern: noted the successful naming of the class 197 unit 'Pride of Cumbria'</p> <p>No news from TPE</p> <p>Avanti: Owen Roberts at Northern has reassured the Group that connectional policy at OXN is unaltered. LLRUG to monitor and report back if necessary.</p> <p>Noted problems with the Avanti passenger assistance phone number: correct one to go in Bulletin.</p> <p>TfN reports penalty fares to rise to £100, reduced to £50 if paid within 21 days.</p>
<b>/12</b>	<p><b>Timetable</b></p> <p>December: MC commented on the draft timetable from Northern to CRC.</p> <p>Avanti has 'not finalised' reinstating its GLC via BHM services.</p> <p>TPE is reinstating some MIA-GLC services.</p> <p>May 2022: TPE to reinstate LIV-GLC services</p> <p>Northern's mid-evening service on LL to be reinstated.</p> <p>December 2022: some members felt the MRTF had disregarded consultation responses for this timetable.</p>
<b>/13</b>	<p><b>Passenger Representation bodies</b></p> <p>Noted that a photo by Mike Nicholson of Oxenholme was used on the cover of the latest TravelWatch NW Annual report.</p>
<b>/14</b>	<p><b>Branch investment</b></p> <p>Great disappointment that the investment in LL capacity needed to help it reduce car use in the National Park had not been approved.</p>
<b>/15</b>	<p>Publicity</p> <p>Bulletin deadline 3rd December</p>
<b>/16</b>	<p>Next meetings:</p> <ul style="list-style-type: none"> <li>i) January 10<sup>th</sup> 2022 (Monday)</li> <li>ii) Feb 25th (Friday)</li> <li>iii) April 6th (Wednesday)</li> </ul>
<b>/17</b>	<p>Taxis</p> <p>Noted taxis are usually unavailable on school days at school run times.</p>



**Kendal**  
Town Council

## Kendal Town Council

### October 2021 - Payment Schedule

(incl VAT)

<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Total</u>
01/10/2021	DD/STO	EE Mobile	£12.00
03/10/2021	Barclaycard	Zoom	£57.55
03/10/2021	Barclaycard	Westmorland Show Tickets	£19.50
03/10/2021	Barclaycard	Mayor Making Expenses	£329.17
03/10/2021	Barclaycard	Torchlight Expenses	£43.07
03/10/2021	Barclaycard	Wainwright Expenses - Picture House	£32.70
04/10/2021	BK Charges	Sept Bank Charges	£8.50
05/10/2021	OL13983	Amberol - Ivy Project	£4,002.28
05/10/2021	OL13984	Hedges Direct - Ivy Screening	£6,162.39
05/10/2021	OL13985	Staff Expenses	£18.95
05/10/2021	OL13986	Suez - Green Waste	£12.19
05/10/2021	OL13987	Continental Landscapes - Watering Hanging Baskets	£1,140.00
05/10/2021	OL13988	ITEK - Mthly Service Fee	£294.00
05/10/2021	OL13989	Christmas Plus - Electrical Infrastructure Survey	£460.80
05/10/2021	OL13990	Key Cutting Picture Store	£10.50
05/10/2021	OL13991	Tech 4 - Photocopies	£59.64
05/10/2021	OL13992	A-ha Distribution - Leaflet Distribution	£720.00
05/10/2021	OL13993	Designworks - Wainwright Award Design	£108.00
05/10/2021	OL13994	CALC - Training Course SD	£15.00
05/10/2021	OL13998	Waterplus - Wattsfield Lane	£66.54
11/10/2021	OL13995	Studio Luce - Kendal Map Climate Change	£375.00
11/10/2021	OL13996	Net - Website Development	£720.00
11/10/2021	OL13997	GEE TEE - KIB Bulbs	£463.20
11/10/2021	OL13999	PFK - Annual Accountants Fees	£1,560.00
11/10/2021	OL14000	Staff Expenses	£24.86
11/10/2021	OL14001	Staff Expenses	£29.95
11/10/2021	OL14002	Christmas Plus - Installation & Equip	£2,958.00
11/10/2021	OL14003	The Sign Man - Signs Garage	£80.00
11/10/2021	OL14004	SLDC - Rent Of Old Unison Rm	£683.70
11/10/2021	OL14005	Lakes Line Rail User Group - Membership	£13.00
11/10/2021	OL14006	Lound Rd Garage - Fuel Van	£156.88
11/10/2021	OL14007	National Allotment Society - Membership	£66.00
11/10/2021	OL14008	Mayor Making Exps - Serving Drinks	£40.00
11/10/2021	OL14010	Riverbank Hospitality Catering -Torchlight - Refreshments	£1,278.00
11/10/2021	OL14011	AAM - Removal of Asbestos	£873.60
11/10/2021	OL14012	H.Belshaw KCEPG Exps	£16.47
11/10/2021	OL14013	Anna Bailey - June Dest Website	£300.00
11/10/2021	OL14014	Anna Bailey - July Dest Kendal	£300.00
15/10/2021	DD/STO	Vanguarder - Monthly van tracking fee	£8.40
15/10/2021	DD/STO	E-ON Garage	£31.00
16/10/2021	DD/STO	Sage UK	£30.00
16/10/2021	DD/STO	DocuSign - monthly fee	£30.00
20/10/2021	OL14015	Oct Payroll - HMRC	£5,084.21
20/10/2021	OL14016	Oct Payroll - Superannuation	£3,472.07
20/10/2021	OL14017	October Payroll	£10,864.75
20/10/2021	DD/STO	Mayor and Deputy Mayor Allowance	£2,675.64
20/10/2021	DD/STO	Bravo - Childcare Voucher	£200.00
20/10/2021	OL14009	Mayoral Exps	£5.40
21/10/2021	OL14018	Net - Website - Climate Change	£720.00
21/10/2021	OL14019	CT Hayton - Ivy Screening - Cable Ties	£14.40
21/10/2021	OL14020	Lakeland Lawnmowers - Back Dated Equip Repairs	£2,983.69
21/10/2021	OL14021	SD VAT Course	£30.00
23/10/2021	DD/STO	Moorepay - HR & Health & Safety Advice	£201.50
26/10/2021	OL14022	Woolpack Yard - Signage	£1,146.00
26/10/2021	OL14023	NWA Professional - Valuation Fee	£360.00
26/10/2021	OL14024	KOE - Stationary	£69.33
26/10/2021	OL14025	CALC - S.D Course	£30.00
<b><u>TOTAL</u></b>			<b><u>£51,467.83</u></b>



**Kendal**  
Town Council

## Kendal Town Council

### November 2021 - Payment Schedule

(incl VAT)

<u>Date</u>	<u>Ref</u>	<u>Details</u>	<u>Total</u>
01/11/2021	DD/STO	EE - Mobile	£12.00
03/11/2021	Barclaycard	Torchlight Refreshments	£146.25
03/11/2021	Barclaycard	Zoom - Oct	£57.55
04/11/2021	DD	Bk Charges - 13/8 - 12/10	£8.50
08/11/2021	OL14028	Fuel - Van - Lound Rd	£107.81
08/11/2021	OL14026	Cont Landscapes - KIB Spring Planting	£5,119.20
08/11/2021	OL14027	ITEK - Mthly Support Oct 2021	£294.00
09/11/2021	OL14029	Lakeland Pest - Allotment Visits Sandylands and Colley	£90.00
09/11/2021	OL14030	Boyes - Duster for Parlour, Large Bag - Home Bargains, Ti...	£15.53
09/11/2021	OL14031	Designworks - Website 12 mths	£432.00
09/11/2021	OL14032	RFM - Payroll Services Aug - Oct	£123.60
11/11/2021	OL14033	Keith Singleton - KIB Compost	£370.80
11/11/2021	Barclaycard	SU - Coffee - Refund	-£2.60
15/11/2021	DD/STO	Vanguarder - Monthly van tracking fee	£8.40
15/11/2021	DD/STO	E-on Garage	£31.00
16/11/2021	DD/STO	Sage UK	£30.00
16/11/2021	DD/STO	DocuSign - monthly fee	£30.00
19/11/2021	OL14047	KTC Staff payroll	£10,849.89
20/11/2021	DD/STO	Bravo - Charges for Childcare Vouchers	£8.40
20/11/2021	DD/STO	Bravo- Childcare Voucher	£200.00
22/11/2021	OL14034	Waterplus - Windermere Road	£48.14
22/11/2021	OL14035	RBL - Poppy Wreaths Remembrance Sunday	£150.00
22/11/2021	OL14046	Nov Superannuation	£3,472.07
24/11/2021	OL14051	Green Waste Ivy Project	£12.19
25/11/2021	OL14036	Absolute Digital - Remembrance Sunday	£30.00
25/11/2021	OL14037	PL- Middletons - Aluminium Rivets Allotments	£3.20
25/11/2021	OL14038	ITEK - Mthly Support Nov 2021	£294.00
25/11/2021	OL14039	MOT Centre - Van Repairs	£54.00
25/11/2021	OL14040	Designworks - Amendments to website	£410.40
25/11/2021	OL14041	Adecco - Security Staff Torchlight	£221.86
25/11/2021	OL14042	Wicks - Waste Tipping Allotments	£79.20
25/11/2021	OL14043	Christmas Plus - Call out Charges Re Banner	£158.40
25/11/2021	OL14044	CCC - KIB Winter Planting	£972.00
25/11/2021	OL14052	Royal Mail - Newsletter	£1,822.09
30/11/2021	OL14054	NI Allowance - Repayment 20/21	£4,000.00
30/11/2021	OL14053	HMRC - Nov 2021	£3,272.28
30/11/2021	OL14056	Waterplus - Ponyfield - Wattsfield Lane	£139.32
30/11/2021	OL14057	Exps - Christmas Switch on	£20.84
30/11/2021	OL14058	Waterplus - Windermere Road	£241.82
30/11/2021	OL14059	Rural Market Town - Membership	£180.00
30/11/2021	OL14060	Paymt to J Nicholson re Remb Sunday Teas& Coffees	£35.00
<b><u>TOTAL</u></b>			<b><u>£33,549.14</u></b>

<b>EXPENDITURE</b>	<b>Budget</b>	<b>Additional Funding</b>	<b>Actual Exp April - Nov</b>	<b>Remaining Budget (incl B/Fwd. In</b>	<b>Projected Yr. Exp</b>
<b>Salaries:</b>					
KTC Staff GP			£109,380		£166,378
Employers Superannuation			£21,745		£32,617
Employers National Insurance			£8,709		£12,901
Travel			£51		£200
Staff Expenses			£74		£100
Mobile - Townscape Manager			£93		£144
<b>Sub Total</b>	<b>£213,000</b>		<b>£140,052</b>	<b>£72,948</b>	<b>£212,341</b>
<b>Accommodation</b>					
Rent of Old Unison Room			£1,709		£2,279
Service Charge (Rent)/ Heating/Lighting/cleaning/Parlour/Picture Store/Use of Chamber			£4,750		£9,500
Use of Telephones			£100		£200
Other: Garage Rent			£903		£2,167
<b>Premises Other</b>			£0		£0
Alarms - Service & Maint			£1,381		£1,700
Signs - Garage			£80		£80
Elect - Garage			£208		£400
Other			£41		£150
<b>Sub Total</b>	<b>£16,965</b>		<b>£9,172</b>	<b>£7,793</b>	<b>£16,476</b>
<b>IT</b>					
Software					
ITEK - Support			£1,960		£2,940
ITEK Annual Contract			£990		£1,320
Cloud Hosting			£314		£314
Support			£195		£295
Digital Meetings/Admin			£366		£549
Other IT Costs			£285		£350
Website			£882		£1,037
Designworks					£300
DocuSign			£175		£300
New IT System/Comp/Equip					£4,895
<b>Sub Total</b>	<b>£12,000</b>		<b>£5,166</b>	<b>£6,834</b>	<b>£12,000</b>
<b>Insurance &amp; Finance Costs</b>					
Public Liability			£5,902		£5,902
HR			£1,241		£2,137
Finance Costs (Audit Fees)			£300		£2,400
Finance Costs Other - BK,Admin Chgs			£124		£200
Payroll Services			£294		£400
<b>Sub Total</b>	<b>£13,300</b>		<b>£7,861</b>	<b>£5,439</b>	<b>£11,039</b>
<b>Stationery/Office General</b>					
Printing/Stationery/Postage			£738		£1,107
Office Equip/Consumables			£28		£100
Asset - New Shredder			£493		£493
Misc. Office Expenses			£11		£100
Repairs to Office Equip			£0		£0
Photocopy Rental and Photocopies			£807		£1,535
Subscriptions			£45		£45
Open Spaces			£56		£56
Allotments			£26		£35
Town Crier Subs			£2,218		£2,218
NALC/CALC			£35		£35
Data Protection			£13		£13
Lakes Line			£289		£289
SLCC Membership					
<b>Sub Total</b>	<b>£6,900</b>		<b>£4,760</b>	<b>£2,140</b>	<b>£6,026</b>
<b>Staff Training</b>	<b>£2,000</b>		<b>£1,119</b>	<b>£881</b>	<b>£2,000</b>
<b>PPE</b>	<b>£500</b>		<b>£42</b>	<b>£458</b>	<b>£500</b>
<b>Vehicle</b>					
Fuel			£626		£1,073
Tracking Fee			£49		£84
Repairs			£295		£443
Van Ins			£778		£934
Other			£7		£100
<b>Sub Total</b>	<b>£2,300</b>		<b>£1,755</b>	<b>£545</b>	<b>£2,634</b>

Over 2 Years Rent now owed

Includes additional costs for Amendments

New It Purchase

HR Contract ended Nov 2021 - no replacement in place  
£300 unaccrued additional Audit Fees from 2021/21

Est

Panel Repair in April/maybe other repairs

Est

EXPENDITURE	Budget	Additional Funding	Actual Exp. April - Nov	Remaining Budget (incl B/Fwd. In)	Projected Yr. Exp
Newsletter	£10,211		£5,191	£5,020	£11,500
Election Fund	£5,000		£0	£5,000	£5,000
Contingency	£5,000		£0	£5,000	£3,000
Misc.	£2,500		£493	£2,007	£855
Wainwright Fund	£320		£367	£-47	£367
Emergency Planning	£10,000		£0	£10,000	£10,000
<b>Kendal Futures &amp; Vision</b>					
Support Co-ordinator	£7,750		£8,434	£-684	£8,434
Kendal Vision Next Steps	£5,000			£5,000	£0
Banners Kendal	£1,500			£1,500	£0
<b>Visit Kendal /Promoting Kendal</b>					
Visit Kendal leaflet	£5,000	£4,344	£2,388	£6,956	£0
Visit Kendal Website Contribution ( Kendal Futures)	£2,400		£3,000	£2,400	£0
Visit Kendal Content Co-ordinator	£3,600		£0	£1,200	£0
					£16,816
<b>Sub Total</b>	<b>£25,250</b>	<b>£4,344</b>	<b>£13,822</b>	<b>£16,372</b>	<b>£25,250</b>
<b>Total Management</b>	<b>£325,246</b>	<b>£4,344</b>	<b>£189,800</b>	<b>£140,390</b>	<b>£318,988</b>

Based on 3 Newsletters to the end of March 2021

£3500 Trans to Reserves

Leaving Gift, VAT Adj

Includes Award £250, Award Design and Picture £117..

This will be spent

Allocated Bal will be spent

EXPENDITURE	Budget	Additional Funding	Actual Exp. April - Nov	Remaining Budget (incl B/Fwd. Income)	Projected Yr. Exp
<b>AUDIT, GRANTS &amp; CHARITIES:</b>					
<b>Community Grants</b>	<b>£41,000</b>		<b>£39,249</b>	<b>£1,751</b>	<b>39500</b>
<b>MAYORALTY &amp; ARTS</b>					
Mayoral (Mayor & Deputy Mayor) Allowance	£5,150		£5,000	£150	£5,150
Mayoral Travel	£800			£800	£800
Mayoral Functions	£6,700			£3,500	£6,700
Mayor Making			£481		
Donations from Mayor Making			£-40		
Torchlight			£4,238		
50% Refund			£-2,020		
Remembrance Sunday			£180		
Donations From Torchlight			£-169		
Regalia & Uniforms			£84		
Misc. Functions & Exp			£66		
Twinning	£2,500			£2,500	£2,500
Exhibitions	£1,500			£1,500	£1,500
Museum	£2,000			£2,000	£2,000
<b>Sub Total</b>	<b>£18,650</b>	<b>£0</b>	<b>£8,136</b>	<b>£10,450</b>	<b>£18,650</b>

£250 already allocated leaving £1500 available

50% of Costs to be billed to SLDC

50% of Income to go to Torchlight

EXPENDITURE	Budget	Additional Funding	Actual Exp April - Nov	Remaining <small>Budget (incl 8/Fwd. Income)</small>	Projected Yr. Exp
<b><u>CHRISTMAS LIGHTS &amp; FESTIVALS</u></b>					
Christmas Lights & Installation/Storage	£17,175				
Ormrod - Christmas Banner			£150		
Christmas Plus - Installation & Equip			£2,465		
				£14,560	17175.00
Infrastructure Development & Maint	£10,000			£9,010	10000.00
The Sign Man - Boundary Boards			£120		
Christmas Plus - Repairs/replacements			£354		
C Plus - Electrical Survey			£384		
Call Out Charge Banner			£132		
Christmas Electricity	£675			£675	675.00
Christmas Switch On	£3,000		£48	£2,952	3000.00
Bunting - Christmas Plus	£1,200		£982	£218	1200.00
<b><u>Festival Grants</u></b>	£35,000			£11,000	24000.00
Kendal Torchlight			£5,000		
Comic Art			£5,000		
Kendal Mountain Festival			£5,000		
Mary Wakefield Festival			£500		
Kendal Wool Gathering			£1,500		
Unity Festival			£1,500		
Christmas Tree Festival			£500		
Cumbria Festival Chorus			£1,000		
Cumbria Opera Festival			£1,000		
Kendal Poetry Festival			£1,500		
Whisky Festival			£500		
Walking Festival			£500		
Eskfest			£500		
(note this was the agreed FG from 2020/21)					
<b>Total Christmas &amp; Festivals</b>	<b>£67,050</b>		<b>£28,635</b>	<b>£38,415</b>	<b>£56,050</b>

Are we forecasting to spend th additional 11K?

EXPENDITURE	Budget	Additional Funding	Actual Exp. April - Nov	Remaining Budget (incl B/Fwd., Income)	Projected Yr. Exp
<b>KENDAL in BLOOM</b>					
Floral Displays	£21,500		£17,104	£3,202	21500
Installation & Maint	£0		£1,194		
Vouchers	£0		£0		
Projects & Grants	£8,700		£510	£8,190	8700
Expenses: Green Waste			£12		
<b>Total KIB</b>	<b>£30,200</b>	<b>£0</b>	<b>£18,820</b>	<b>£11,392</b>	<b>£30,200</b>
<b>ALLOTMENTS</b>					
Capital Spending (Asbestos Removal)	£5,000		£2,535	£2,465	5000
Allotment Exp From Reserves		£7,203			
Landscape Design & Site			£311		
Canal Head Landscape Design			£1,000		
Crow Tree Allotment Fencing			£5,892	£0	£7,203
Revenue Spending/Main	£7,806			£3,821	£7,806
JT Atkinson - Allotment Repairs & Equip			£384		
Signscape - Allotment Repairs			£701		
AK Fencing - Watsfield Lane			£535		
AK Fencing Rinkfield			£140		
Haytons - Power Washer Repair			£4		
Middletons - tape			£4		
Concrete			£14		
Relocate Signage - Canal Head			£75		
Westmorland Mower Center - Mower Repairs			£363		
Hayton - Treated Posts			£12		
Continental Landscapes - Hedge Cutting & Digging			£310		
Rialtas - Allotment Software			£124		
Sam Robinson - Dry Stone Walling			£180		
Hayton - Netting			£16		
Henry Armer - Equip			£420		
MD Hanafin - Rail/Netting/Posts			£175		
Hayton - Wire Gate Latch & Combi Lock			£29		
Homebase - water Tap			£21		
Sack Sprayer			£43		
Cornthwaite Agricultural - Gearbox Grease			£7		
Middletons - Aluminium			£3		
CT Hayton - Gloves			£54		
<b>Waste</b>					
H.Wicks - Waste Tipping			£330		
Suez - Green Waste			£43		
Water	£1,792		£759	£1,033	£1,792
Rent	£900		£840	£60	£900
Pest Control	£2,500		£1,730	£770	£2,500
<b>Total Allotments</b>	<b>£17,998</b>	<b>£7,203</b>	<b>£17,052</b>	<b>£8,149</b>	<b>£25,201</b>

ENVIRONMENT & HIGHWAYS		2021-22	Funding B/Fwd	Exp To Date	Remaining	Projected
		Budget	From 20/21	(Apr-Nov)	Budget (incl B/Fwd, Income)	Yr. Exp
New Infrastructure		£3,500				
	Defib	£800				
	Enviroground - Wattsfield, install bench			£567		
	Enviroground - Burton Rd Bus Shelter - dig out, lay concrete			£674		
	SID			£2,775		
	Ivy Screening Project		£3,266	£8,814		
	Ivy Screening Grant from SLDC		£10,000			
	<b>Sub Total</b>				£4,736	17566
Infrastructure Maintenance		£1,000				
	Infrastructure Maint Fund		£4,499	£426		
	SID Maint			£323		
	Wool pack Yard		£3,242	£3,242		
	CCTV Maint	£1,500				
	Defib Maint	£800				
	<b>Sub Total</b>				£7,050	-800
SLDC Service Charges						
	Footway Lighting	£4,917		£3,731	£1,186	4917
	Somervell Annual Maint	£500			£500	500
	Bins	£2,500		£1,593	£907	2500
<b>Total E&amp;H</b>		<b>£15,517</b>	<b>£21,007</b>	<b>£22,145</b>	<b>£14,379</b>	<b>£35,724</b>

As per Helen's Projections

ONGOING ACTION PLANS / PROJECTS		2021-22	Funding B/Fwd	Exp To Date	Remaining	Projected
		Budget	From 20/21	(Apr-Nov)	Budget (incl B/Fwd, Income)	Yr. Exp
1 Climate Change		£10,000				
	SLDC Community Climate Change Grant		£2,019			
	Kendal Map Zero Carbon		£2,000	£375		375
	Website			£1,200		1200
	Kendal Composting		£5,000			1000
	<b>Sub Total</b>				£17,444	
2 Biodiversity Schemes & Grants		£11,000				
	Somervelle Wildflower Grant Project		£2,400			
	Fletcher Park		£1,500	£869		869
	Nobles Rest		£1,500			
	<b>Sub Total</b>		£5,000		£20,531	3000
3 20mph		£10,000	£4,297		£14,297	
4 Cycling & Walking		£12,500				
	LCWIP		£5,000			
	Pump Track		£2,000			
	LCRP		£5,500			
	<b>Sub Total</b>				£25,000	5500
*** FRSWG Connectivity Scheme		£15,000			£15,000	15000
<b>Total Action Plans</b>		<b>£58,500</b>	<b>£36,216</b>	<b>£2,444</b>	<b>£92,272</b>	<b>£26,944</b>
		2021-22	Funding B/Fwd	Exp To Date	Remaining	Projected
		Budget	From 20/21	(Apr- Nov)	Budget (incl B/Fwd, Income)	Yr. Exp
Action Plan (£500 Grant SLDC) Convex Mirror Citizens Jury			£500	£252	£248	£248
	Shared Future		£9,142	£4,940	£4,202	£9,142
	Donation from Westmoreland & Lonsdale Labour Party			-£50	-£50	-£50
Planning						
	FRSWG Scheme (Reserve Pot)	£35,000			£35,000	£35,000
<b>GRAND TOTALS:</b>		<b>£609,161</b>	<b>£78,412</b>	<b>£331,423</b>	<b>£356,598</b>	<b>£595,597</b>



DocuSign 9/12/21



Unit 5 Dalton Works  
Beech Street  
Keighley  
West Yorkshire  
BD21 4BA  
01535 661136

## Invoice

Kendal Town Council  
Town Hall  
Kendal  
Cumbria  
LA9 4DQ

Invoice Number: 4522  
Date: 06/12/2021  
Order Number: Installation  
Account Ref: KENDA01

Details	Net	VAT
<b>Installation Of Festive Display</b>	7,901.25	1,580.25
Contract £11287.50		
70% Now Due		
<b>Additional</b>	810.00	162.00
Clusterline Wildman Street		
<b>Call out charge</b>	1,692.00	338.40
Storm Damage 27.11.21		
Additional work carried out 06.12.21		
<b>Additional Repairs</b>	155.00	31.00
Additional Repairs		

CL &amp; F

Needs Full Council approval

17/1/22

### Delivery Address

**BANK DETAILS**  
Bank: Barclays  
Acct: 53090450  
Sort Code: 20-37-13

Total Net Amount: 10,558.25  
Carriage Net: 0.00  
Total VAT Amount: 2,111.65  
Invoice Total: 12,669.90

Company Registration Number: 6617855  
VAT Reg No: 817 2363 35

Payment Terms: 15 Days

## Kendal Town Council Report

To: Management Committee	4 January 2022
From: Town Clerk	Agenda Item No. 10

### **Budget 2022-23**

The Management Committee had a first pass at the council's budget before Christmas and further reviewed proposals at their meeting on 10 January 2022. The final decision on the budget and precept is reserved to the meeting of the Full Council, which is currently required to be face-to-face.

### **Decisions Required**

The Committee should consider the overall budget of the Council, including its own areas of responsibility and the proposed expansion of the staffing base from the Environment and Highways Committee to meet its ambitions. It should then make a recommendation to the Full Council of a budget and Precept, with its consequential Band D council Tax rate.

**Draft Budget 2022-23**

The following table 1 sets out proposed changes to the Committee's budget for the coming financial year.

	Existing proposed budget	est outturn	proposed 22-23	% of previous	Notes
<b>Management</b>					
Salaries	213,000	212,500	223,000	105%	<i>Excludes additional budget required to fund E&amp;H officer</i>
Accommodation	16,965	16,476	17,500	103%	
IT software	12,000	12,000	15,000	125%	
Insurance	13,300	11,039	12,000	90%	
Stationery/office general	6,900	6,000	6,000	87%	
Staff training	2,000	2,000	2,500	125%	
PPE	500	500	1,000	200%	
Vehicle	2,300	2,300	2,500	109%	
Newsletter	10,211	11,000	11,500	113%	
Office move	0	0	0	0%	<i>Assumes SLDC will cover costs of returning to TH</i>
Elections	0	0	2,777	0%	<i>Refills reserve fund paying for by-elections</i>
Election fund	5,000	5,000	5,000	100%	<i>Contributes to reserve fund for 4-year elections</i>
Contingency	5,000	3,000	5,000	100%	
Miscellaneous	2,500	200	2,500	100%	
Emergency Planning	10,000	10,000	0	0%	<i>Further KCEPG funding not required in coming year</i>
Kendal Futures	20,250	20,250	26,750	132%	<i>Covers contributions to manager and projects</i>
Kendal Vision	5,000	5,000	5,000	100%	<i>Contribution to cost of delivery role</i>

<b>Total</b>	<b>324,926</b>	<b>317,265</b>	<b>338,027</b>	<b>104%</b>	
<b>Wainwright Fund</b>	320	500	250	78%	<i>Resets single award at £250</i>
<b>Audit, Grants and Charities</b>					
Core funding	22,500	22,500	22,500	100%	<i>Grants to core bodies, usually over 3 year terms</i>
Community grants	18,500	18,000	18,500	100%	<i>Discretionary funding subject to availability</i>
<b>Total</b>	<b>41,500</b>	<b>41,000</b>	<b>41,000</b>	<b>100%</b>	
<b>Mayoralty and Arts</b>					
Mayoral Allowance	5,150	5,150	5,250	102%	
Mayoral Travel	800	650	800	100%	
Mayoral Functions	6,700	6,500	7,500	112%	<i>Additional budget headroom based on revised costs</i>
Twinning	2,500	400	2,500	100%	
Exhibitions	1,500	0	2,000	133%	
Museum	2,000	2,000	2,000	100%	
K-Shoes Collection	0	0	0	0%	<i>Further funding not currently required</i>
<b>Total</b>	<b>18,650</b>	<b>14,700</b>	<b>20,050</b>	<b>108%</b>	
<b>Christmas Lights and Festivals</b>					
Christmas Lights installation and storage	17,175	17,000	17,500	102%	
Infrastructure development & maintenance	10,000	10,000	10,000	100%	
Christmas electricity	675	675	750	111%	
Christmas lights switch on	3,000	1,800	3,500	117%	<i>Modest increase to allow for revised costs</i>
Bunting	1,200	1,200	1,250	104%	
Festival Grants	35,000	29,000	30,000	86%	<i>Slight decrease reflects fewer grants made</i>

<b>Total</b>	<b>67,050</b>	<b>59,675</b>	<b>63,000</b>	<b>94%</b>	
<b>Kendal in Bloom</b>					
Floral Displays	21,500	21,500	21,500	100%	
Projects and Grants	8,700	8,700	8,700	100%	
<b>Total</b>	<b>30,200</b>	<b>30,200</b>	<b>30,200</b>	<b>100%</b>	
<b>Environment and Highways</b>					
Infrastructure improvements	3,500	13,000	4,000	114%	
Defib	800	0	0	0%	Previous year's funding remains available
Defib maint	800	0	0	0%	
CCTV	1,500	0	0	0%	
Infrastructure maintenance	1,000	750	1,000	100%	
Footway lighting	4,917	4,917	3,751	76%	
Somervell Garden	500	500	500	100%	
Bins	2,500	2,500	2,650	106%	
<b>Total</b>	<b>15,517</b>	<b>21,667</b>	<b>11,901</b>	<b>77%</b>	Reflects underspends in 2021
Climate Change	10,000	2,500	1,000	10%	Previous year's funding remains available
Biodiversity schemes and grants	11,000	6,000	6,000	55%	Previous year's funding remains available
20mph	10,000	0	0	0%	Previous year's funding remains available
Cycling and walking	5,000	0	21,000	420%	Funding for projects
Pump Track	2,000	0	0	0%	Previous year's funding remains available
Lancaster Canal	5,500	11,000	5,000	91%	
River Corridor connectivity	15,000	0		0%	Previous year's funding remains available
Green space improvements	0	0	24,000	n/a	
Public realm improvements	0	0	6,000	n/a	

<b>Total</b>	<b>58,500</b>	<b>19,500</b>	<b>63,000</b>	<b>108%</b>	
<b>Allotments</b>					
Capital spending	12,303	11,000	40,000	325%	<i>Draws down 30k from Allotment Dev Fund</i>
Revenue spending/maintenance	7,806	6,800	8,000	102%	
Water	1,792	1,700	1,800	100%	
Rent	900	840	900	100%	
Pest control	2,500	2,500	3,000	120%	
<b>Total</b>	<b>25,301</b>	<b>22,840</b>	<b>53,700</b>	<b>212%</b>	
<b>Planning</b>					
FRSWG scheme	35,000	35,000	35,000	100%	<i>Ongoing commitment to glass wall scheme</i>
<b>Total</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>100%</b>	
<b>Total Budgeted Expenditure</b>	<b>616,464</b>	<b>571,847</b>	<b>656,128</b>	<b>105%</b>	
<b>Additional Staffing Element</b>					
Staffing etc	0	0	24,000		<i>Funding for additional officer support to deliver E&amp;H programme</i>
<b>Amended total budget</b>			<b>680,128</b>	<b>110%</b>	

**Revenue**

	2021-22		2022-23		
Allotment rent	21,184		21,500		
Bank interest	200		300		
CIL Funding	14,325		30,000		
Other Grants or income	1,820		2,000		
Council Tax Support Grant	33,347		34,147		
Precept	460,812		502,285*		
Total Income	531,688		590,232		
From reserves	84,776		65,896	89,896*	Depending on E&H delivery officer
Council Tax Base	10430.64		10730.14	103%	
			Calculator	109%	
Council Tax Band D	44.18		46.81	106%	Equivalent weekly increase in Band D rate £0.05

A report on current Reserves is shown in a separate document.

<u>Bank/Cash Account Balances</u>		<u>Income</u>	<u>Exp</u>
1	Barclays - Current Account Bal 14/12/21	£22,853.93	
2	Barclays - Reserve Account Bal 14/12/21	£380,377.06	
3	Cumberland Building Society	£180,000.00	
4	NatWest Direct Reserve Account	£2,426.78	
5	Petty Cash Bal 14/11/21	£115.29	
<b>Total Cash at Bank</b>		<b>£585,773.06</b>	
Forecast Exp - Dec 21 - Mar 21			£264,174.00
Accruals still to pay from 20/21			£7,453.00
<b>Forecast Cash Balance</b>		<b>£314,146.06</b>	
Reserve Balances		£327,996.38	
Net Amount to Reduce from Reserves		<b>-£13,850.32</b>	
<b>Total Reserves</b>			<b>£314,146.06</b>

<u>Reserve Account Balances</u>		<u>O/P Bal</u> <u>01/04/21</u>	<u>Movements in</u> <u>21/22 (+/-)</u>	<u>Balance</u>
1	General Fund (Reserves)	£73,274.15	-£1,825.16	£71,448.99
2	Development Fund (Allocated Reserves)	£146,449.09	-£59,209.00	£87,240.09
3	Allotments Reserve	£75,321.79	-£7,203.00	£68,118.79
4	Arts & Heritage Reserve	£17,888.38	£0.00	£17,888.38
5	Environment Reserve	£142.85	£0.00	£142.85
6	Election Reserve	£7,036.86	£0.00	£7,036.86
7	Community Infrastructure Levy Reserve	£20,479.60	£14,325.00	£34,804.60
8	Wainwright Fund	£11,530.31	-£180.00	£11,350.31
9	P&L 20/21	£29,965.51	£0.00	£29,965.51
<b>Totals</b>		<b>£382,088.54</b>	<b>-£54,092.16</b>	<b>£327,996.38</b>
From Reserves to Fund 21/22				
£13,850.32				

<u>Budget vs Income &amp; Exp 21/22</u>		
<b>21/22 Budget</b>		
1	Precept	£460,812.00
2	SLDC Grant	£33,347.00
3	Allotment Rent	£21,184.00
	Allotment Rent (Not Recd)	£1,523.00
4	From Reserves	£90,275.00
5	Other Income (Grant/Bk Int)	£2,020.00
<b>From Reserves</b>		
6	Development Fund Reserves	£59,209.00
7	Grants	£12,000.00
8	Allotment Reserves	£7,203.00
<b>21/22 Budget</b>		<b>£687,573.00</b>
Actual Exp Apr - Nov 21		<b>£331,423.00</b>
Forecast Exp Dec - Mar 22		<b>£264,174.00</b>
<b>*** Forecast Net 31/03/22</b>		<b>£91,976.00</b>

\*\*\* This is made up:  
Underpins on the Budget  
Unspent Development Fund Reserves