



KENDAL TOWN COUNCIL

ANNUAL REPORT

2014 – 2015

MARCH 2015

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FOREWORD BY THE MAYOR OF KENDAL

Cllr Tom Clare, The Mayor of Kendal 2014-2015

It gives me great pleasure to present the annual report of Kendal Town Council for the year 2014-2015: a civic year which is one month shorter than usual due to the timing of elections last year.

Throughout the year the Council has continued to work with the other tiers of local government, many other organisations and even individuals to help deliver services or improvements to the town as a place to live, work and visit. For example the Council has a representative on both the Kendal Futures Board and Business Improvement District (BID) and is working with them to improve the Market Place.

Much of the work of the Council is done through Committees and is reported in detail by them in this report. Here, therefore, I simply want to thank them for the work they do and to draw attention to projects being taken forward by the Council outside the Committees.

Firstly, the Council is developing, with Kendal Futures Board and others, an Action Plan to guide future funding. Secondly, Council has committed itself to working with the Alzheimer's Society, Age UK and others, including BID, to making Kendal a Dementia and Age Friendly Town: the initiative being chaired by myself as Mayor. Many Councillors have taken the opportunity to become part of the Alzheimer's Society's "Dementia Friends" scheme and we have also sought to involve retailers and young people as well.

2014 was of course the year in which the whole country commemorated the centenary of the start of the First World War and the Council supported a number of events organised by different groups; perhaps most notably The Queen Katherine School and its amazing play, "The Kendal Pals". Related to the latter and the research about the Pals and the Border Regiment by Cllr Paul Bramham, the Council supported the creation of an exhibition about the War and its impact on local people and organisations. The exhibition was displayed in the Town Hall and subsequently in the Kendal Museum, Kendal Library and St Thomas' Church. It continues to be available to borrow by other interested parties during the four years of WW1 commemoration. The exhibition was widely appreciated and I wish here to extend my thanks to those who helped make it such a success - in particular The Queen Katherine School staff and pupils, Trevor Hughes of the Civic Society, staff of the Town Hall and Museum and last but by no

means least Cllr Paul Bramham. In addition, it is necessary to note that the exhibition would not have been possible were it not for the people who loaned or gave material to Paul.

One of the issues raised by the commemoration of the start of the War was, however, that of how if at all do we recognise the sacrifices made during the following four years. Whilst it remains for another Mayor to decide how to mark these centenaries, I have already suggested “The Kendal Pals” should be performed again. I also proposed, and Council supported, the creation of a Peace Garden in Abbot Hall Park.

I mentioned above how the Council works with others to help make Kendal a good place in which to live, work and visit and it is important to recognise here - and to thank - all of those individuals or groups who contribute directly to the life of the town. Indeed one of the joys of being Mayor is getting to meet them, learn about them and thank them on behalf of you all. It is of course difficult to name just one or two when so many are involved but I believe it is necessary to note that the Torchlight Carnival, The Wool Gathering and Firework Display are dependent upon others, albeit supported by small grants from the Town Council.

In addition during the year, as was the case the last time I was Mayor, I could not fail to be impressed by the range, number and quality of musical opportunities and activities which take place in Kendal. This was surely demonstrated when BBC Radio Cumbria recorded its Christmas Carol Concert in a packed (to overflowing) Kendal Parish Church using various music groups from The Queen Katherine School and being so impressed that it continued to play some of the items separately for some weeks after the Concert. Congratulations - and thank you from the Town Council - to QKS and to all of you who contribute to the life of the town.

The Carol Concert and the choral performance of Britten’s War Requiem - again to a packed house - is a reminder of the role that the Parish Church and other churches play in the life of the town. Consequently the Town Council has been pleased to help advocate that the Parish Church be given Minster Status.

It will be evident from the above and the following reports that the Town Council is engaged, either directly or indirectly, in many projects to support and enhance the life of the town, so let me conclude by giving sincere thanks to all my fellow Councillors and the Council staff for all their advice, support and work on behalf of the town and the Council.

INTRODUCTION TO KENDAL TOWN COUNCIL

The Kendal Town Council serves a community of approximately 30,000 residents (23,000 electorate). It consists of twenty eight Councillors elected for a term of 4 years. The Councillors elected in 2014 will hold office until May 2018.

Meetings of the Council are held in the Council Chamber at the Town Hall on the first Monday of every month (except where there is a Bank Holiday) at 7.30pm and the public are welcome to attend. Public Participation is held at the start of the meeting and members of the public wishing to speak to Council are requested to give prior written notice to the Town Clerk. Planning Committee meetings are held fortnightly on Monday evenings. The majority of other committee meetings are held on a quarterly basis. Please consult the Town Council's Calendar of Meetings produced monthly for details. Again members of the public are welcome to attend.

The Council Offices based at Kendal Town Hall are open to the public from 9.30 a.m. to 12.30 p.m. Monday to Friday. The Town Clerk is Mrs Liz Richardson, who with her Town Treasurer, Mr Jack Jones, Assistant to the Town Clerk, Mrs Janine Holt and Administrative Assistant, Mrs Carolyn Moffat provide the day to day running of the Council. The Town Council's allotments and bloom displays are looked after by the Town Handyman Mike Shaw. There is also a Mayor's Attendant Peter Cannon. All staff, with the exception of the Town Handyman, are part-time.

Council and staff were saddened by the news of the untimely passing of Margaret Graham, our long-suffering and highly efficient Council Secretary. Her gentle humour and ability to turn out orderly and concise minutes of meetings will be hard to replace.

Kendal Town Council offers the following from its Offices in the Town Hall:-

Bookings for the Mayor and Mayor's Parlour

Allotments Administration and Information and Advice on Kendal in Bloom Competition

Information and advice on Council functions (and those of the higher tier Authorities South Lakeland District Council and Cumbria County Council)

You can contact the Council at:

Kendal Town Council, Town Hall, Kendal, Cumbria. LA9 4DL

Tel 01539 793490

Fax 01539 735984

E mail – office@kendaltowncouncil.gov.uk

Website – www.kendaltowncouncil.gov.uk

YOUR COUNCILLORS 2014/15

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
The Worshipful the Town Mayor Cllr Tom Clare	L/D	Stonecross	01539 725946
Deputy Town Mayor Cllr Chris Hogg	L/D	Castle SLDC Councillor - Castle	01539 583759
Cllr Giles Archibald	L/D	Fell SLDC Councillor - Fell	07415000765
Cllr Andy Blackman	L/D	Heron Hill	01539 724712
Cllr Keith Bracey	L/D	Highgate	01539 729645
Cllr Paul Bramham	L/D	Underley	01539 726430
Cllr Jonathan Brook	L/D	Parks SLDC Councillor – Parks	01539 722540
Cllr Stephen Coleman	L/D	Strickland SLDC Councillor – Strickland	01539 729049
Cllr Geoffrey Cook	L/D	Highgate CCC Councillor - Kendal Highgate	01539 740133
Cllr Sylvia Emmott	L/D	Stonecross SLDC Councillor – Stonecross	01539 721452
Cllr David Evans	L/D	Mintsfeet SLDC Councillor - Mintsfeet	01539 737068
Cllr Shirley Evans	L/D	Far Cross SLDC Councillor – Far Cross CCC Councillor – Kendal Nether	01539 737068

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
CLlr Clare Feeney-Johnson	L/D	Nether SLDC Councillor - Nether CCC Councillor - Kendal Castle	01539 422939
CLlr Alvin Finch	L/D	Kirkland SLDC Councillor -Kirkland	01539 735505
CLlr Carol Hardy	L/D	Far Cross	01539 723237
CLlr Rachel Hogg	L/D	Nether	01539 583759
CLlr Keith Hurst-Jones	L/D	Parks	01539 725382
CLlr John McCreesh	L/D	Strickland CCC Councillor - Kendal Strickland Fell	01539 720849
CLlr Lynne Oldham	L/D	Mintsfeet	01539 726399
CLlr Austen Robinson	L/D	Castle	01539 731047
CLlr Jon Robinson	L/D	Fell	01539 728273
CLlr Matthew Severn	L/D	Underley SLDC Councillor -Underley	07794858017
CLlr Richard Sutton	L/D	Stainbank	01539 733453
CLlr Kath Teasdale	L/D	Kirkland	01539 724190
CLlr Guy Tirvengadam	L/D	Oxenholme	07778564563
CLlr John Veevers	L/D	Romney	01539 727021
CLlr Graham Vincent	L/D	Natland SLDC Councillor - Romney	01539 725402
CLlr Phillip Walker	L/D	Heron Hill SLDC Councillor –Heron Hill	07554005002

L/D – Liberal Democrat

SLDC – South Lakeland District Council

CCC – Cumbria County Council

ATTENDANCE RECORD 2014/2015 OF COUNCILLORS AT FULL COUNCIL MEETINGS AND COMMITTEES

KENDAL TOWN COUNCIL COUNCIL MEETING ATTENDANCE SHOWN FROM JUNE 2014 (FIRST MEETING AFTER ELECTIONS) AND COMMITTEE MEETINGS FROM JUNE 2014 (COMMITTEE MEMBERS ARE DETERMINED AT THE JUNE COUNCIL EACH YEAR).

COUNCILLOR	ATTENDANCE AT MEETINGS			
	Number of Council Meetings Attended	Total Number of Council Meetings	Number of Committee Meetings Attended	Total Number of Committee Meetings
CLLR T CLARE THE MAYOR	11	11	6	12
CLLR C HOGG DEPUTY MAYOR	10	11	20	26
CLLR G ARCHIBALD	10	11	10	12
CLLR A BLACKMAN	9	11	1	2
CLLR K BRACEY	7	11	1	1
CLLR P BRAMHAM	9	11	2	3
CLLR J BROOK	7	11	2	3
CLLR S COLEMAN	6	11	3	4
CLLR G COOK	10	11	8	10
CLLR S EMMOTT	11	11	13	14
CLLR D EVANS	9	11	3	5
CLLR S EVANS	10	11	5	7
CLLR C FEENEY- JOHNSON	9	11	12	15
CLLR A FINCH	5	11	0	3

COUNCILLOR	ATTENDANCE AT MEETINGS			
	Number of Council Meetings Attended	Total Number of Council Meetings	Number of Committee Meetings Attended	Total Number of Committee Meetings
CLLR C HARDY	10	11	2	2
CLLR R HOGG	9	11	3	3
CLLR K HURST-JONES	8	11	13	18
CLLR J McCREESH	9	11	22	25
CLLR L OLDHAM	11	11	26	27
CLLR A ROBINSON	10	11	17	24
CLLR J ROBINSON	11	11	20	20
CLLR M SEVERN	8	11	8	21
CLLR R SUTTON	9	11	1	2
CLLR K TEASDALE	9	11	15	19
CLLR G TIRVENGADUM	6	11	0	3
CLLR J VEEVERS	10	11	11	15
CLLR G VINCENT	8	11	0	0
CLLR P WALKER	6	11	3	6

COUNCIL OVERVIEW

Cllr Sylvia Emmott, Chair of Management Committee

Kendal Town Council represents a population just under 30,000 people (approximately a third of the population of South Lakeland District Council and indeed the largest settlement within the district). The town is represented by 28 councillors and in general each ward has two councillors. Thankfully the Town Council has retained most of its traditions and has quickly learnt to lobby and to work with other tiers of government on behalf of the residents of Kendal. All of its meetings are open to the public, the dates of which are posted on the Town Council's website and on the notice-board at the entrance to the Town Hall.

The majority of the work is carried out within committees;

- The Management Committee
- The Audit, Grants and Charities Committee
- The Allotments Committee
- The Kendal in Bloom Committee
- The Christmas Lights and Festivals Committee
- The Environment and Highways Committee
- The Mayoralty and Arts Committee
- The Planning Committee

The Planning Committee is the only committee which has delegated powers, the remaining committees discuss and then make recommendations to Full Council for decisions to be made by all Councillors. All Councillors are provided with committee agendas and encouraged to attend and comment on all items, if they so wish. Recommendations from each of the committees are taken to Full Council on the first Monday of every month

The Council works in partnership with the other two tiers of local government (South Lakeland District Council and Cumbria County Council), and with others such as the Civic Society in order to deliver services more effectively for the local community, and this Council looks forward in the future perhaps to taking on wider responsibilities in due course. It also works relatively closely with CALC (Cumbria Association of Local Councils).

Kendal Town Council has supported Kendal Futures Board financially with its work, and we hope to see this relationship developing even further over the coming years. The establishment of a BID (Business Improvement District) is a very positive development for Kendal, and a representative from the Town Council attends the BID board meetings and the Council is very keen to work with the BID for the economic vibrancy of the town.

As a Town Council we are able to support through grants the different festivals held in Kendal and support projects which enhance the town. Through the Development Fund the Council also supports one off projects as well as more long term ones. Further details of which are included in the separate committee reports.

ALLOTMENTS

Cllr John Veevers, Chair

The principal function of the Allotments Committee is to administer, with the help of the Town Council Officers & Staff, the maintenance, improvement and use of the Town Councils statutory allotment sites and those managed on behalf of South Lakeland District Council. The committee is also aided by several co-opted members drawn from our site representatives who give assistance with day to day problems & advice to plot holders and our administrative officer.

After what can only be described as wet and unpredictable seasonal conditions the previous year, the period under review was positively balmy. This however caused unexpectedly high water charges for some of the metered allotment site supplies, possibly as a result of the use of unattended watering which is not permitted under the Tenancy Agreement and/or the excessive use of hosepipes which is discouraged. This of course plays havoc with our budget and ultimately has a knock on effect, either as a rent increase or the cutting back of maintenance and/or improvement schemes.

The waiting list seems to have settled down to manageable proportions with a steady flow of plot redemption's and take up from said list. However this may change in the near future as there has been a surge in planning approvals for new and, in some cases, large housing developments which I feel sure will affect demand.

We have continued with our site maintenance program repairing walls, fencing, gates and hedge trimming etc. The site improvements have included the fitting of new water taps and the major job of rabbit proofing one site with "dug-in" fencing which appears to have achieved its objective.

The offer of site self-management, mentioned last year, appears to have resulted in no serious uptake despite the potential to attract grant funding for major improvements which is not available to the Council. Only one site took up the challenge and formed the required committee with officers but appear to be struggling due to lack of support from other plot holders.

We continue to produce the annual allotments newsletter and allotment tenants meeting. After feedback on the allotments tenants meeting, we are going to try a new format in the coming year in an attempt to make it less formal and hopefully more enjoyable for the attendees.



AUDIT, GRANTS & CHARITIES

Cllr Matthew Severn, Chair

The Audit, Grants & Charities Committee meets quarterly to carry out its principal tasks which are:

1. To receive the Internal and External Auditors report and to carry out their recommendations
2. To receive the quarterly and annual financial statements for the Council and to monitor the financial performance of each of the Council committees
3. To review the Council's Risk Assessments
4. To consider and make recommendations on all of the grant applications received by the Council according to the criteria we have developed.

The Auditor's reports have stated that the Council is in a good financial position and have not made any recommendations for improvements or changes this year which reflects the excellent work of our retiring Treasurer to whom I would like to pay tribute.

This year a review of the Council's investment strategy was carried out but found that the current strategy was the most sensible and appropriate when looking after the taxpayers money.

This year the Council has given out around £68,000 worth of grants to a wide variety of local causes, festivals, World War 1 commemorations and worthy charities. This is one of the most important roles of the Council and helps us to safeguard, develop and improve the town and community in which we live.

Next year the Committee will oversee a budget of £27,500 for charitable grants. The reduction is due to the fact that the Christmas Lights & Festivals Committee has taken responsibility for the funding of festivals in the town allowing the Audit, Grants & Charities Committee to focus on its charitable aims.

This list of grants paid out to date in 2014/15 can be found on the next page.

I would like to thank all the Councillors and staff involved with the committee for all their hard work over the year.

TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL GRANT AWARDS

FY 2014/15

RECIPIENT	AMOUNT £
1 st Kendal Scout Group	500
4 th Kendal Scout Group	750
Abbot Hall Bowling Club	50
Brewery Arts Centre	8,000
Christmas Tree Festival	500
Comic Fest	5,000
Dance Ability	100
Great North Air Ambulance	1,000
Kendal & District Lions Club	150
Kendal Air Training Corp – 1127 Squadron	900
Kendal Arts International	5,000
Kendal Christmas Festival Market	3,000
Kendal Festival of Food	5,000
Kendal Mountain Festival	5,000
Kendal Old Folks Treat	300
Kendal-Rinteln Association	1,200
Kendal Sea Cadets	500
Kendal Torchlight Procession	5,000
Kendal & South Lakes Centre for Independent Living – One Voice	2,000
Kendal Windows on Art	750
Kendal Wool Gathering	1,500
Mary Wakefield Westmorland Festival	500
MoonFest	1,200

RECIPIENT	AMOUNT £
Rotary Club of Kendal South Westmorland – Fireworks Display	3,300
South Lakeland Hydrotherapy Pool	2,500
South Lakes Citizens Advice Bureau	4,000
South Lakes Foyer Residents Group	700
The Lakeland Arts Trust – Abbot Hall	1,000
The Quaker Tapestry at Kendal	3,000
Westmorland CAMRA Beer Festival	250
Westmorland Youth Orchestra	500
WORLD WAR 1	
Cumbria Army Cadet Force	500
Cumbria Choral Initiative	1,000
Fellside Forum	200
Heron Hill Primary School	120
Kendal Community Theatre	1,000
The Queen Katherine School	2,000
TOTAL	67,970

CHRISTMAS LIGHTS & FESTIVALS

Cllr Clare Feeney-Johnson, Chair

The Christmas Lights and Festivals committee is made up of me, Councillors Sylvia Emmott (vice-chair), Phil Walker, Kath Teasdale and Shirley Evans with Officer Janine Holt as administrator.

The committee meets several times over the calendar year, starting in January to review the previous Christmas' lights through to November with last minute light switch on event issues.

The committee makes recommendations to Full Council for its budget spend which is split into two main sections: Christmas Lights – with a budget of £26,355 for 2014/15 and Festivals – with a budget of £32,500. Also during this year we requested £7000 from the Development fund for a 'Dressing the Town' project.

The Christmas Lights budget covers the installation, maintenance, storage, Christmas tree, power, a third of the cost towards the switch on event, any improvements or additions to the lighting and associated staff costs.

During the year we agreed to add new additional lighting to the Shambles and lighting for the tree at Abbott Hall. It was also decided we would order a larger Christmas tree which the newly formed Kendal Business Improvement District (BID) would fund additional lighting for. Consideration had to be given both to the initial purchase costs of the lighting and the additional ongoing annual installation and power costs, which needed to be accommodated into our annual budget.

During Christmas 2013, it was requested we switch the Christmas lights on in the morning and have them lit all day. It was thought that Festive cheer could be added to any dull dark days in the run up to Christmas. The lighting energy costs are now a fraction of previous years due to the use of LED bulbs so any additional costs incurred are negligible. We did this again this year and the feedback I have had has been very positive.

The light switch on event is part funded by the Town Council. The date is chosen to fit best with the Towns retail traders and maximise their Christmas trading period which normally falls six weeks before Christmas, so in 2014 fell on Sunday 16th of November.

Father Christmas and his reindeer joined the Mayor, again helping make it a fabulously popular event. Councillor Sylvia Emmott chairs the partners group which works together to ensure we have an event to remember. This year the Kendal BID funded attractions at Abbott Hall which along with the Parish Church choir and Kendal Concert Band all added to the fun. The Salvation Army Band were at the Birdcage. The stage near to the Library run by Lakeland Radio was a main focal point of activity, making it a really enjoyable community event. Once again we took the opportunity to make some Gluevin, non-alcoholic of course, and sell it to raise funds for the Mayors Charity. ASDA very kindly gave us all the ingredients so all the money made was pure profit.

Made in Cumbria's Christmas outdoor market brought some extra special Christmas cheer to the Market Place and proved very popular.

We are very lucky here in Kendal to be able to boast some of the best Festivals not only in the North West of England but Internationally.

I would like to congratulate the Kendal Mountain Festival (KMF) on their National award for Best Tourist Event in 2013 beating all others. We are very proud of them and appreciate the hard work their small team does to not only boost the local economy substantially but to promote Kendal on the International map with their best KMF films touring the world. I understand the tour is loved in China!

During 2014, we have supported:

Torchlight Carnival

Mintfest

Kendal Mountain Festival

Mary Wakefield Festival

Kendal Windows on Art

Kendal Fireworks annual Display

Westmorland CAMRA beer festival

Comic Arts Festival

Kendal Festival of Food

Wool Gathering

Kendal MoonFest

Parish Church Charity Christmas Tree Festival

We try to meet with all the Festival organisers during the year and see if there is any way we are able to support them other than just by a grant. We have utilised the Kendal Town News promoting the Festivals this year through editorials and advertising which I believe has helped promote them locally encouraging our community to get involved too.

It was a result of meeting each Festival organiser that the idea to Dress the Town came. The project is still ongoing as we are working with others to deliver a set of generic promotional points which can be used to promote the next Festival. I hope you have seen the reverse of the Kendal Town Signs, which tell you as you leave the Town, the dates of the next Festival with their logo. We have also added new banner points at the top of Finkle Street and on Stramongate. We installed bunting in the Town during the Spring and Summer months. Unfortunately, we had a quality issue this year but the supplier is replacing it free of charge with a different product which I hope will withstand our wonderful weather!

Looking towards 2015, it is important we work with others to get the best value we can for the Kendal community from our expenditure. The Christmas lights and Town Festivals add a great deal to our local economy and the general vibrancy and feel good factor of our Town, which we need to support and help grow.

ENVIRONMENT & HIGHWAYS

Cllr Stephen Coleman, Chair

During this year the Town Council has continued to work with the other tiers of local government, particularly South Lakeland District Council and the Kendal Civic Society.

Our focus has continued to be on the improvement of the Town's Parks and Green Spaces. The Town Council has been involved in ongoing consultations for Nobles Rest and is encouraging improvement to the footpath across Maude's Meadow, for which the Council has allocated funding.

Plans are evolving for a Peace Garden in Kendal. This would be a quiet contemplative area to mark 100 years since the start of the First World War. Funding has been agreed by the Council and agreement from SLDC to locate it in Abbott Hall Park. Some outline plans have now been made public.

During this year presentations have been made by various bodies to the committee. Of particular note was a guest invited to talk about making Kendal a 20mph town (a working group of the Town Council is now looking at this issue) and a talk on the long term efforts to remove Himalayan Balsam from land near water courses (a subsequent grant of £300 has been made for some of this work).

It is always good to see positive changes in Kendal as a result of funding we have been able to provide. The new mural in Police Yard (off the Market Place) is worth seeing and the ongoing improvements to the riverside through painting of railings is encouraging.

Funding has also been given towards new handrails on steep paths, seats (photo below of a new seat on Kendal Green) and litter bins (photo below of a new bin on Riverside).

In the future new housing developments in South Lakeland will pay money for local infrastructure improvements (officially known as CIL – Community Infrastructure Levy). Some initial discussions have happened in which the Town Council is beginning to comment on its view of improvements needed in Kendal. The future year is likely to see more activity in this area.



KENDAL IN BLOOM

Cllr Lynne Oldham, Chair

Kendal has had a very successful year. One of the highlights was when I together with the Mayor Cllr Tom Clare attended the Cumbria in Bloom 2014 awards ceremony in Carlisle. We won two gold awards - one for best large town and the second one for the best overall town and urban community. The judges' comments said it all "Kendal is a bustling and historic town that benefits enormously from the Town Council's dedication to its horticultural displays and green spaces. Through close and strong partnership working with many stakeholders, the 'In Bloom' and others are making great strides in making Kendal a better place to be in."

We sat on tenterhooks for a couple of months wondering if we would be entered in Britain In Bloom 2015 but it was announced we would have to win the best large town category twice, so who knows maybe in 2016?

There was a very slow response to entries for Kendal in Bloom in 2014 but once the towns newsletter was delivered to households everything changed with a very good response, with some fantastic entries for all categories. A very big thank you to my vice chair Cllr Phil Walker for chairing the awards evening in my absence, to Janine for all her hard work in front and behind the scene and to all the Kendal in Bloom judges who took part.

The Committee feels now is the time for a complete and thorough review of the competition. An ongoing working group has been established to introduce fresh ideas for 2015.

In 2014 lots happened within the communities. In October the Rotarians planted crocus bulbs near the entrance to the Westmorland General hospital. Residents and Horticare planted 1500 daffodil bulbs along the grass verges on Shap Road enhancing the appearance when entering Kendal from the north side of town. And opposite the entrance on Shap Road into Morrisons, Horticare have revamped the waste ground by planting trees and bulbs.

Kendal railway station has also benefitted by having two new planters installed on the station platform welcoming visitors to Kendal. Two edible planters have been placed outside the gates of Nobles Rest park. Chris Eastman from Appleby Road Community Gardens took the lead with pupils from Queen Katherine School, financially supported by Kendal in Bloom.

Stramongate Bridge and Kirkland have had new planters installed. Work is ongoing in an area opposite St Georges Church, next to the river, supported by Kendal in Bloom, SLDC and Cumbria County Council. There is also currently similar three-tier working to improve the area near Jennings Bridge on Aynam Road.

In June, in preparation for the judging of Kendal for Cumbria In Bloom, Cllr Clare Feeney Johnson lead a very successful litter pick around town along with Councillors and members of the public collecting lots of bags of litter.

I will conclude my report by thanking the following sponsors for their support in helping Kendal receive the recognition it deserves:

- Gilkes
- Cumberland Building Society
- Lake District Estates
- Different Strokes
- Blue Fin
- Boyes
- Homebase

In addition thanks to Kendal Civic Society, Low Orchard Nursery, Horticare, Cumbria County Council, South Lakeland District Council, members of the Kendal in Bloom Committee and Janine and Mike of Kendal Town Council.

And finally here's to a 'blooming' good 2015.



MANAGEMENT

Cllr Sylvia Emmott, Chair

The Management Committee generally meets on the third Monday of every month, except in August when there is usually no meeting, and in November when it takes place on the second Monday due to the budget meeting.

The membership is formed from the chairs of the following Council committees

- Allotments
- Bloom
- Christmas Lights and Festivals
- Environment and Highways
- Mayoralty and Arts
- Planning

In addition the Mayor and Deputy and the representative on the Kendal Futures Board, if they are not already on the Management committee, form part of the committee plus three nominated representatives from the Town Council. This ensures the committee has a wide representation.

The remit of the Management Committee is to discuss matters of importance and make recommendations to Full Council and to offer a degree of guidance, leadership and direction. The agenda always includes an update on any business from the Kendal Futures Board, the BID board and the on-going projects, which are extremely varied from installing hand-rails on Prospect Hill, Kendal Market Place, to dealing with maintenance issues on the allotment sites.

Kendal Town Council often invites organisations to give presentations to Full Council and these are often on the agenda for discussion at the Management Committee; e.g. when the Better Care Together team came to Full Council, a core list of questions were compiled and forwarded prior to the presentation.

Kendal Town Council is frequently asked for responses to consultation documents and during the past 12 months the following have been discussed;

- Community Infrastructure Levy
- On Street parking in Kendal
- National Grid preferred routes
- The Lake District Park's Management Plan
- Cumbria County Council budget

Other topics which have been discussed this year include:

- The Kendal Town Council's Newsletter
- The Kendal Speed-Watch Initiative
- The Action Plan for Kendal
- Brown and White Signage
- I.T. back-up systems for the Kendal Town Council computers
- Mini Governance Review
- Kendal's Youth Council

A sub- committee of the Management Committee this year have appointed a new Town Treasurer, Mr Jack Jones, following the retirement of Mr John Hutchinson after many years of service to the Council.

MAYORALTY & ARTS

The Mayor Cllr Tom Clare, Chair

This Committee includes three co-opted members, each of whom brings their own expertise to help in the curating and interpretation of the Mayor's Parlour and 2014 saw the retirement of one such (long serving) member, Michael Bottomley. Sadly Michael passed away shortly after his retirement. The Committee are very grateful for all his contributions over the years.

As mentioned, interpretation of and visits to the Mayor's Parlour are an important part of the work of the Committee and, consequently, this has led to a review of the artefacts on display. Similarly proposals have been made to SLDC for the better interpretation of the Bindloss Room - the most frequently used public room in the Town Hall - which better explain the significance of the name in the history of the building.

Looking forward to extending interpretation of the Parlour, we have taken steps to produce a booklet about the Parlour and its artefacts and to have a biennial Queen Katherine Parr lecture.

However, interpretation of the Parlour is not the only matter dealt with by the Committee and in 2014 it supported the exhibition to commemorate the start of the 1st World War which I alluded to in the *Foreword* to this Annual Report. Here, therefore, it simply remains for me to thank once more Cllr Paul Bramham - Vice-Chair of the Committee - and Trevor Hughes for their work on that exhibition.

Amongst other and more routine matters dealt with by the Committee have been the loan of the Pattern Book to the Fairfax Museum in York, the repainting of the coat of arms in Kirkland and on Windermere Road, and the giving of a grant to the Concert Band to help it to go to Rinteln to represent Kendal, yet again. Indeed I would like to record here, my thanks to them for such activities.

One surprise was, however, receipt of a letter from the Abraham Lincoln Museum in Springfield Illinois. 2015 will be the 150th anniversary of the assassination of that US President and at that time the then Mayor and Borough Council wrote to the US Authorities expressing outrage and condolences.

I cannot, however, complete this report without also thanking Trevor Hughes and Peter Canon for all the work they have done and continue to do to welcome and give talks to visitors to the Parlour. In particular I wish to report that Mayor's from other towns and Boroughs in the County have gone out of their way to thank me for the presentations – some have even asked for a repeat visit. To them, and all members of the Committee, thank you.



PLANNING

Cllr John McCreesh, Chair

Kendal Town Council's Planning Committee consists of eight Councillors, whose remit is to consider planning matters referred to the Council by the Local Planning Authorities (usually South Lakeland District Council; occasionally Cumbria County Council). Kendal Town Council is a statutory consultee in planning matters, which means the Council's views have to be sought and taken into account by the Local Planning Authority when they make their decisions. The Town Council has to meet tight deadlines for replying; for this reason, the Committee meets twice a month (except the holiday months of August and December), and also has delegated authority to make decisions on behalf of the Council without having to refer back to the next full Council meeting.

The bulk of the Committee's work is considering applications for planning permission - typically a dozen or more at every meeting. All Town Councillors are encouraged to take an interest in the planning applications in their own ward. The Committee's main focus is on major planning applications which affect wider areas of the town, which fall within the town centre conservation areas, or which could be used to set a precedent for future decisions. The Committee also prepares consultation responses on behalf of the Council, and helps the Council formulate its own policies on planning matters.

The Committee aims to have for an open and transparent decision making process. All meetings are open to the public; all meetings are minuted and the minutes published on the Council's web site. The Committee welcomes representations from members of the public or developers according to the Council's Public Participation Scheme.

The most controversial application during the year was for a supermarket development on the Rugby Club site. The Committee was disappointed when SLDC rejected the Council's recommendation for refusal, and also that the Secretary of State then refused to 'call in' the application.

Turning to policy development, the Council accepted a recommendation from the Committee that Neighbourhood Planning was not appropriate for the town. The Council also agreed that although it must have sign off over Neighbourhood Funding monies, its expectation was that the majority of this finance would be spent working in partnership with other tiers of local authorities. Finally, the Committee replied to SLDC's consultation on its proposals for a Community Infrastructure Levy and supporting Infrastructure Delivery Plan.

I would like to thank all Committee members. Planning Committee meets more frequently than any other committee. Unlike in the other tiers of local government, planning committees in Town Councils do not have the benefit of professional planning officers, but rely on the skills and diligence of councillors. Thank you for your service to the Town.

AUDITED ACCOUNTS 2013/2014

KENDAL TOWN COUNCIL

Balance Sheet as at 31st March 2014

	2014			2013	
	£	£		£	£
Investments		243,565.15			229,708
Current assets					
Debtors	20,671.32			17,743	
Deposits	50.00			50	
Prepayments	1,002.00			8,505	
Cash at bank and in hand	<u>16,783.53</u>			<u>22,568</u>	
	38,506.85			48,866	
Current Liabilities					
Creditors	18,542.13			11,448	
Receipts in Advance	<u>14,500.00</u>			<u>20,355</u>	
	33,042.13			31,803	
Net Assets		<u>5,464.72</u>			<u>17,063</u>
		249,029.87			246,771
Represented by:					
Funds					
General		46,409.75			61,037
Non-recurrent					
Developments		60,661.91			43,105
Allotments		74,269.58			72,690
Arts & Heritage		5,396.04			5,396
Environment		30,035.78			34,751
Election		22,256.50			19,525
Wainwright		<u>10,000.31</u>			<u>10,267</u>
		<u>249,029.87</u>			<u>246,771</u>

The above statement represents fairly the financial position of the Town Council as at 31st March 2014 and reflects its income and expenditure during the year then ended.

Approved by the Town Council on 6th May 2014

KENDAL TOWN COUNCIL

Income and Expenditure Account

Year Ended 31st March 2014

	Note	2014		2013	
		£	£	£	£
INCOME					
Precepts			305,539.18		305,661.50
SLDC Grant			28,855.92		-
Interest on Investments		3,396.19		3,753.14	
Allotment Rents		20,070.57		19,174.92	
Miscellaneous		50.00	23,516.76	117.10	23,045.16
Total Income			357,911.86		328,706.66
EXPENDITURE					
General Administration					
Staff (including travel & training)		71,612.83		69,388.12	
Premises		20,779.21		18,771.57	
Supplies & Services		6,473.12		6,390.94	
Audit, Insurance & Subscriptions		11,768.83		12,090.13	
Elections		2,268.38		-	
Miscellaneous		7,885.26	120,787.63	6,922.88	113,563.64
Civic Functions					
Staffing		12,075.00		11,985.00	
Mayoral Expenditure		5,102.00		5,055.00	
Functions		5,362.32		3,937.37	
Twinning Hospitality		393.21	22,932.53	1,545.99	22,523.36
Arts & Heritage					
Exhibitions/Pictures		856.80		617.27	
Kendal Museum		2,000.00	2,856.80	2,000.00	2,617.27
Allotments					
Staff		15,585.00		15,045.00	
Other		9,333.09		10,689.23	
Improvements & Developments		-	24,918.09	-	25,734.23
Kendal Betterment Schemes					
Bloom Activities		34,154.24		30,208.79	
Christmas Lights		22,819.92		19,042.48	
Grants		58,411.00		51,615.00	
Lighting - running costs		2,125.28		333.00	
Environment & Highways		10,568.50		6,376.84	
Non-recurrent Developments		55,579.48	183,658.42	31,454.54	139,030.65
Wainwright Award					
			500.00		532.17
Total Expenditure			355,653.47		304,001.32

KENDAL TOWN COUNCIL

DEVELOPMENT FUND – 2014/15 PAYMENTS

1 APRIL – 31 DECEMBER 2014

	Actual £
General:	
Kendal Civic Society - Police Yard	3,000
Tourism Support in Kendal:	
'Dressing the Town'	3,754
Kendal Sense of Place Guide	1,500
Group Travel Guide	500
Christmas Festive Market	3,000
Environmental Improvements:	
Repaint Riverside railings	3,525
Repair Riverside Wall at Glebe Walk	2,400
Kendal Futures:	
Support for Co-ordinator	6,000
Revise & Update Kendal Economic Regeneration Action Plan	3,000
Other Schemes:	
Kirkbarrow Residents' Association - Play Area	5,000
	<hr/> 31,679 <hr/>

Section 1 – Accounting statements 2013/14 for

Enter name of
reporting body here:

ENTER NAME

KENDAL TOWN COUNCIL

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	222,066	246,772	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	305,662	305,539	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	23,045	52,373	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	105,615	110,771	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	198,386	244,883	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	246,772	249,030	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	252,276	260,349	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,591,041	1,591,041	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes YES	no YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

J. M. Dutcher

Date 28/04/2014

I confirm that these accounting statements were approved by the council on this date:

06/05/2014

and recorded as minute reference:

958/13/14

Signed by Chair of the meeting approving these accounting statements.

L. Emmett

Date 06/05/2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

ENTER LOCAL COUNCIL NAME HERE Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes YES	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

958/13/14
dated 06/05/2014

Signed by:

Chair J. Emmott
dated 06/05/2014

Signed by:

Clerk E. Richardson
dated 06/05/2014

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2013/14 Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

ENTER LOCAL COUNCIL NAME HERE *Kendal Town*

Council/Meeting

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

~~(Except for the matters reported below)*~~ on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature 

External auditor name **BDO LLP Southampton**
United Kingdom

Date **6/8/14**

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Section 4 – Annual internal audit report 2013/14 to

ENTER LOCAL COUNCIL NAME HERE

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit **JOSEPH JAMES REAY ACA BSC (Hons)**

Signature of person who carried out the internal audit  Date **10/06/2014**

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).