

# KENDAL TOWN COUNCIL

Notice of Meeting

## CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

Monday 14<sup>th</sup> September 2020 at 7.00 p.m.  
(Via Teleconferencing)

### Committee Membership (5 Members)

Shirley Evans (Chair)  
Chris Hogg

Helen Ladhams (Vice Chair)  
Adam Edwards

Tina Becker

## AGENDA

**1. APOLOGIES**

**2. 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.

**3. DECLARATIONS OF INTEREST**

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

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

**4. MINUTES OF MEETING HELD ON 29<sup>TH</sup> JUNE 2020 (SEE ATTACHED) AND MATTERS ARISING (NOT OTHERWISE ON AGENDA)**

**5. UPDATE FROM TORCHLIGHT – CRAIG RUSSELL**

**6. CHRISTMAS LIGHTS**

**7. CHRISTMAS LIGHTS SWITCH ON**

**8. EVENTS AND FESTIVALS**

**9. ITEMS FOR THE NEWSLETTER**

- Autumn/Winter 2020 Edition – deadline 18<sup>th</sup> September, publication 26<sup>th</sup> October
- Spring 2021 Edition – deadline 22<sup>nd</sup> January, publication 1<sup>st</sup> March (provisional)

**10. REVIEW OF SPEND AGAINST BUDGET 2020/21 (SEE ATTACHED)**

**11. BUDGET REQUIREMENTS 2021/22**

**12. ANY OTHER BUSINESS**

**13. DATE OF NEXT MEETING – JAN 2020 (TBC)**

## KENDAL TOWN COUNCIL

**Judith Lomax**  
Treasurer

By e-mail/post to:      Members of the Committee  
                                 All other Councillors (agenda only, for information)

***Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.***

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

## KENDAL TOWN COUNCIL

### Christmas Lights & Festivals Committee

**Monday 29<sup>th</sup> June 2020 at 7.00 pm  
(Via Teleconferencing)**

- PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams (Vice Chair) and Adam Edwards
- APOLOGIES** None.
- OFFICERS** Janine Holt (Assistant to the Town Clerk)
- 090/20/21 PUBLIC PARTICIPATION**
- None.
- 091/20/21 DECLARATIONS OF INTEREST**
- None.
- 092/20/21 REVIEW OF TERMS OF REFERENCE**
- Members considered the Terms of Reference for the Committee and these were accepted without change.
- RESOLVED** That the Terms of Reference be accepted without change.
- 093/20/21 MINUTES OF THE MEETING HELD ON 27TH APRIL 2020**
- Members were asked to accept the minutes of the meeting held on 27<sup>th</sup> April 2020 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 1st June 2020.
- The minutes were accepted.
- RESOLVED** That the minutes of the meeting of the Committee held on 27<sup>th</sup> April 2020 be accepted as a correct record.
- MATTERS ARISING (Not on Agenda)**
- 094/20/21 Payment of Grants to Regularly Funded Organisations (Minute 982/19/20)**
- Agreement was granted by Full Council for funding to be paid over to events that regularly receive a grant of £5k or £1.5k (regardless of whether the event was going ahead) to support them through the pandemic.
- Bunting (Minute 985/19/20)  
This has now been installed.
- Approval of Projector Use (Minute 987/19/20)  
The projector is still in Italy for repair. No further update was available.

Kendal Walking Festival (Minute 991/19/20)

Councillor Evans had spoken to Councillor Blackman regarding the future of Kendal Walking Festival. She had discussed ideas put forward at the last meeting, which included the Sandylands Residents Association taking the festival on board. Janine had discussed the matter with the Town Clerk who advised that KTC could act as an umbrella organisation for the first year but the festival would then need to be independent.

It was agreed Janine will speak to Councillor Blackman to ascertain whether any further help is required from the Committee.

**RESOLVED**

Janine to speak to Councillor Blackman to ascertain whether any further help is required from the Committee.

**095/20/21****CHRISTMAS LIGHTS**

Councillor Evans referred to photographs which had been circulated prior to the meeting showing suggestions to improve the lights display. Members chose a new 3D star and agreed to purchase 20 large red baubles (approximate size of a football) for the Christmas tree.

Motif lighting was also discussed. These are normally £400-500 each (second hand). The stocklist is currently awaited. Members agreed they wished to make the town look as nice as possible given the potential ongoing situation with Covid. It was decided to opt for a Santa scene motif. Janine will circulate options when she receives them.

Councillor Evans reported on the solar powered Christmas tree in holder which is being trialled outside the Halifax. She did not consider the lighting to be suitable. We want the lights to be on all day and these are only supposed to light up after dark and, unfortunately, did not seem to be lighting up even after dark. Janine mentioned the brackets from the Town Hall to the Market Place, some have a power source but no brackets and vice versa. Where there is a power source but no brackets there will be a cost of £240 for 6 brackets. More work is to be carried out in this respect.

Janine referred to Gees Clothing shop which has shut down. The power supply for Stramongate is housed inside the shop. The Landlord needs to be contacted and she will ask The Townscape Manager to pursue. She commented that a power supply outside the shop would be a better option. The junction box at McDonalds also needs updating urgently and Janine is attempting to contact the electrician. Need to keep working on infrastructure.

It was agreed to discuss the switch on event at the next meeting in September. Councillor Evans asked how long a road closure notice usually takes. Janine advised this can be organised quickly but commented that if the switch-on event was scheduled for a Saturday afternoon the road would be closed anyway for the market.

**RESOLVED**

1. New 3D Christmas star and 20 No. large red baubles to be purchased for the Christmas tree.
2. Janine to circulate options for a new motif once received.
3. Access to power supply for Stramongate to be pursued, along with work to junction box at McDonalds and general infrastructure.
4. Switch-on event to be discussed at the next meeting.

**096/20/21****EVENTS AND FESTIVALS**

Members considered comments received from the Festivals regarding payment of grants. Organisers were using the funds for various purposes including virtual festivals, planning for next year and costs already incurred.

Councillor Edwards reported on the Unity Festival which went ahead in a virtual format. The event was successful and received a good response.

It was noted that Craig Russell from Torchlight had sent details of their plans and requested comments. It was decided to invite him to the September Committee meeting, along with the organisers of Comic Art Festival to provide an update.

A query had been received from organisers of the Mountain Film Festival regarding likely date for payment of grant monies. Janine advised this should be July and will inform recipients accordingly.

Members also discussed the previous suggestion of an art competition. It was agreed to wait until some ideas come back from the newsletter article and discuss again at the September meeting.

**RESOLVED**

1. Craig Russell from Torchlight and organisers of Comic Art Festival to be invited to the next Committee meeting to provide an update.
2. Janine to contact recipients of grant monies to advise likely payment date.
3. Ideas for an art competition to be discussed at the next meeting.

**097/20/21****ITEMS FOR THE NEWSLETTER**

The next edition of the KTC newsletter will be an online version (deadline 18<sup>th</sup> September). Items for inclusion to be discussed at the next Committee meeting.

**098/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budget Statement to 31 May 2020.

Janine reported that the budget is healthy at this point in the financial year. The new 3D Christmas Star, baubles etc discussed earlier in the meeting will come out of the Improvements and Maintenance budget line. There was some money accrued from last year so these will not come from this year's money.

Janine queried whether all the festival grants could be paid over and noted the £500, £1,500 and £5,000 amounts could all be paid.

Janine advised that the contact at the Rugby Club has moved on. They are not in a position to make any decisions currently.

The Tree Holder Maintenance and Replacement budget can be utilised for additional brackets if required.

**099/20/21**

**ANY OTHER BUSINESS**

Councillor Ladhams queried what motifs would be installed on Wildman Street. Councillor Evans advised this would be the same as last year.

It was noted that the status of redevelopment works at Abbot Hall is currently unknown.

**100/20/21**

**DATE OF NEXT MEETING**

Monday 14<sup>th</sup> September 2020 at 7pm.

The meeting closed at 7.40pm.

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>092</b>	Terms of Reference	<b>RES</b>	That the Terms of Reference be accepted without change.
<b>094</b>	Walking Festival	<b>RES</b>	Janine to speak to Councillor Blackman to ascertain whether any further help is required from the Committee.
<b>095</b>	Christmas Lights	<b>RES</b>	<ol style="list-style-type: none"> <li>1. New 3D Christmas star and 20 No. large red baubles to be purchased for the Christmas tree.</li> <li>2. Janine to circulate options for a new motif once received.</li> <li>3. Access to power supply for Stramongate to be pursued, along with work to junction box at McDonalds and general infrastructure.</li> <li>4. Switch-on event to be discussed at the next meeting.</li> </ol>
<b>096</b>	Events and Festivals	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Craig Russell from Torchlight and organisers of Comic Art Festival to be invited to the next Committee meeting to provide an update.</li> <li>2. Janine to contact recipients of grant monies to advise likely payment date.</li> <li>3. Ideas for an art competition to be discussed at the next meeting.</li> </ol>

## KENDAL TOWN COUNCIL - CHRISTMAS LIGHTS &amp; FESTIVALS COMMITTEE

## BUDGETARY CONTROL STATEMENT: EXPENDITURE TO 31 JULY 2020

2020/21 Approved Budget	Heading	Actual to date	Commitments	Total to date	Budget Remaining
£		£	£	£	£
	<b>Christmas Lights:</b>				
8,440	Staffing	2,813	5,627	8,440	0
11,500	Tender			0	11,500
5,500	Improvements & Maintenance (includes Anchor Testing) incl New Displays			0	5,500
1,200	Installation & Removal of Bunting			0	1,200
150	Christmas Tree (incl. decorations)			0	150
650	Power			0	650
3,000	Switch-on Event			0	3,000
30,440	<b>Total:</b>	2,813	5,627	8,440	22,000
	<b>Festival Grants:</b>				
5,000	Kendal Torchlight Procession		5,000	5,000	0
500	Cumbria Festival Chorus		500		500
500	Cumbria Opera Group		500		500
1,500	Kendal Poetry Festival		1,500		1,500
1,500	VE 75 Commemoration				1,500
5,000	Lakes Arts Festivals - Comic Arts Festival		5,000	5,000	0
5,000	Kendal Mountain Film Festival		5,000	5,000	0
200	Kendal Rotary Club Charitable Trust				200
500	Mary Wakefield Festival		500	500	0
1,500	Kendal Wool Gathering			0	1,500
500	Christmas Tree Festival		500	500	0
5,000	LDNPA - Lakes Alive			0	5,000
1,500	Kendal RUFC - Festival			0	1,500
1,500	AWAZ - Unity Festival		1,500	1,500	0
5,300	Unallocated Budget			0	5,300
35,000	<b>Total:</b>	0	20,000	17,500	17,500
	<b>Action Plan Projects:</b>				
3,000	Christmas Trees in holders			0	3,000
1,084	Building Flag & Tree holder maintenance and replacement			0	1,084
5,000	Update programme for electrical connections				5,000
9,084		0	0	0	9,084
	<b>Total</b>				