

KENDAL TOWN COUNCIL

Notice of Meeting

CHRISTMAS LIGHTS & FESTIVALS COMMITTEE

Monday 10th May 2021 at 7.00 p.m.
(Via Zoom)

Committee Membership (5 Members)

Shirley Evans (Chair)
Richard Sutton

Helen Ladhams (Vice Chair)
Adam Edwards

Tina Perkins
Kate Simpson

AGENDA

1. PUBLIC PARTICIPATION

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair. Please follow the specific guidelines for Zoom meetings distributed separately.

2. 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 the Local Government Act, 1972, s85.

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 PREVIOUS MEETING

To receive the minutes from the meeting held on 22nd February 2021 and affirm them as a true record (*see attached*).

5. CHRISTMAS LIGHTS CONTRACT

6. SWITCH ON EVENT 2021

7. GRANT APPLICATIONS - to consider applications received (issued under separate cover).

8. INFRASTRUCTURE UPGRADE

9. ITEMS FOR THE NEWSLETTER

Summer 2021 Edition – deadline 11th June, publication 19th July
Autumn/Winter 2021 Edition – deadline 17th September, publication 25th October

10. REVIEW OF SPEND AGAINST BUDGET 2021/22 (*to follow*).

11. DATE OF NEXT MEETING – MONDAY 9TH AUGUST 2021 AT 7PM

Chris Bagshaw
Town Clerk

KENDAL TOWN COUNCIL

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.

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

KENDAL TOWN COUNCIL

Christmas Lights & Festivals Committee

**Monday 22nd February 2021 at 7.00 pm
(Via Zoom)**

- PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams (Vice Chair), Tina Perkins, Chris Hogg and Adam Edwards
- Also present: Jason Rushworth, Newsquest Reporter
- APOLOGIES** None.
- OFFICERS** Chris Bagshaw (Town Clerk), Janine Holt (Assistant to the Town Clerk) and Nicky King (Council Secretary)
- 620/20/21 PUBLIC PARTICIPATION**
- None.
- 621/20/21 DECLARATIONS OF INTEREST**
- None.
- 622/20/21 MINUTES OF THE MEETING HELD ON 14TH SEPTEMBER 2020**
- Members were asked to accept the minutes of the meeting held on 14th September 2020 as a correct record of the proceedings.
- RESOLVED** That the minutes of the meeting of the Committee held on 14th September 2020 be accepted as a correct record.
- 623/20/21 CHRISTMAS LIGHTS DISPLAY**
- There was a general discussion regarding the 2020 Christmas lights display. The following points were highlighted:
- Councillor Hogg suggested investigating the possibility of tweaking the film (potentially working with Kendal College students) in order to extend its lifespan.
 - Councillor Evans asked the Assistant to the Town Clerk to look into adding more baubles to the Christmas tree this year. A further 5 baubles was suggested.
 - Lights to be rearranged so as to avoid repeated sections of lighting.
 - It was felt the Christmas trees lit by white lights on brackets outside shops did not offer much impact. Alternative to be investigated.
- RESOLVED** Assistant to the Town Clerk to look into adding more baubles to the Christmas tree this year.

624/20/21**PROJECTOR**

The Assistant to the Town Clerk reported that the projector may be used by the Committee with prior consultation with SLDC.

It was noted that Planning consent expires in November and will need renewing by 24th November.

Members discussed the potential use of the projector. A suggestion was put forward to utilise it for Easter. The matter of the Dark Skies Campaign was raised as having a possible bearing on its use, although it was felt that any use would be limited and should not impact on the campaign.

Members agreed use of the projector should be limited to 6 per year. This would include the three big festivals, poppies, Christmas and one further occasion.

625/20/21**GRANT APPLICATIONS**

Members were requested to consider grant applications received for next year's budget 2021/22. Councillor Hogg proposed maintaining the grants as per last year:

Kendal Torchlight Procession - £5,000
 Comic Art - £5,000
 Kendal Mountain Festival - £5,000
 Mary Wakefield Festival - £500
 Unity Festival - £1,500
 Kendal Wool Gathering - £1,500
 Christmas Tree Festival - £500
 Cumbria Festival Chorus - £500
 Cumbria Opera Festival - £500
 Kendal Poetry Festival - £1,500

Total = £21,500

The proposal was seconded by Councillor Ladhams and carried.

It was noted that the proposal leaves some capacity in the budget of £35k.

The matter of small development grants was raised and members considered whether to budget for such applications this year. It was agreed to continue to offer a start-up grant of £500 to organisers of new festivals or events. Applications to be invited through publicity on the KTC website, Facebook etc. Town Clerk to review the wording from last year and organise publicity.

RECOMMENDATION That grants awarded for 2021/22 be maintained as per last year:

Kendal Torchlight Procession - £5,000
 Comic Art - £5,000
 Kendal Mountain Festival - £5,000

Mary Wakefield Festival - £500
 Unity Festival - £1,500
 Kendal Wool Gathering - £1,500
 Christmas Tree Festival - £500
 Cumbria Festival Chorus - £500
 Cumbria Opera Festival - £500
 Kendal Poetry Festival - £1,500

RESOLVED

That small development grants of £500 for new festivals/events continue to be made available. Town Clerk to review the wording from last year and organise publicity.

626/20/21**DRAFT CHRISTMAS LIGHTS TENDER**

Committee were asked to consider the Draft Tender Document for Christmas Lights in Kendal Town Centre 2021-2024. The Town Clerk confirmed the following points in response to queries raised by The Assistant to the Town Clerk:

- The opening of tenders can be done by video if necessary.
- The Statement in respect of Standing Orders can be deleted. Town Clerk to provide alternative wording.
- Physical tenders still require to be submitted, tenders by email will not be acceptable.

Councillor Evans remarked that there should be stringent instructions for return of tenders in respect of the address, in order to avoid any tenders going astray.

The document will be amended and circulated by 1st March.

RESOLVED

Town Clerk to provide alternative wording in respect of Standing Orders.

627/20/21**ARMED FORCES DAY**

Committee discussed possibilities for Armed Forces Day 2021. It was felt the occasion could be marked on a small scale given the uncertainty about what may be possible. Something along the lines of Remembrance Day last year with the raising of the flag by the Mayor. The Town Clerk will liaise with the British Legion to ascertain if they would like to be involved.

RESOLVED

Armed Forces Day to be marked on a small scale with the raising of the flag by the Mayor. Town Clerk to liaise with the British Legion.

628/20/21**ITEMS FOR THE NEWSLETTER**

Suggestions for the summer edition included:

- The availability of £500 start-up grants for new festivals/events.
- A retrospective article on festivals including the Mountain Festival, Comic Art Festival and Torchlight Festival. These festivals developed a good online presence during lockdown.

The Assistant to the Town Clerk will liaise with the Mayor's Attendant regarding capacity to include the above in the next newsletter.

RESOLVED

Assistant to the Town Clerk to liaise with the Mayor's Attendant regarding capacity to include the suggested articles in the next newsletter.

629/20/21

REVIEW OF SPEND AGAINST BUDGET 2020/21

Members noted the Budgetary Control Statement for expenditure to 31st January 2021. The Assistant to the Town Clerk advised there were some minor alterations required to the Improvements and Maintenance heading.

630/20/21

DATE OF NEXT MEETING – MONDAY 29TH MARCH 2021 AT 7PM

Committee agreed the date of the next meeting should be pushed back. The Town Clerk will arrange an alternative date in late April/early May.

The meeting closed at 7.44pm

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
623	Christmas Lights Display	RES	Assistant to the Town Clerk to look into adding more baubles to the Christmas tree this year.
625	Grant Applications	REC	That grants awarded for 2021/22 be maintained as per last year: Kendal Torchlight Procession - £5,000 Comic Art - £5,000 Kendal Mountain Festival - £5,000 Mary Wakefield Festival - £500 Unity Festival - £1,500 Kendal Wool Gathering - £1,500 Christmas Tree Festival - £500 Cumbria Festival Chorus - £500 Cumbria Opera Festival - £500 Kendal Poetry Festival - £1,500
		RES	That small development grants of £500 for new festivals/events continue to be made available. Town Clerk to review the wording from last year and organise publicity.
626	Draft Christmas Lights Tender	RES	Town Clerk to provide alternative wording in respect of Standing Orders.
627	Armed Forces Day	RES	Armed Forces Day to be marked on a small scale with the raising of the flag by the Mayor. Town Clerk to liaise with the British Legion.
628	Items for the Newsletter	RES	Assistant to the Town Clerk to liaise with the Mayor's Attendant regarding capacity to include the suggested articles in the next newsletter.