

KENDAL TOWN COUNCIL

Christmas Lights & Festivals Committee

**Tuesday 15th January 2019 at 7.00 pm
in The Mayor's Parlour, Town Hall, Kendal**

PRESENT Councillors Shirley Evans (Chair), Rachael Hogg (Vice Chair), Chris Hogg, Helen Ladhams and Adam Edwards.
Councillor Blackman was also present.

APOLOGIES None

OFFICERS Janine Holt (Assistant to the Town Clerk) Amy Robinson (Cover Council Secretary)

786/18/19 PUBLIC PARTICIPATION

None

787/18/19 DECLARATIONS OF INTEREST

None declared

788/18/19 MINUTES OF THE MEETING HELD ON 22ND OCTOBER 2018

Members were asked to accept the minutes of the meeting held on 22nd October 2018 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 3rd December 2018.

RESOLVED That the minutes of the meeting of the Committee held on 22nd October 2018 be accepted as a correct record.

MATTERS ARISING (Not on Agenda)

789/18/19 Banners

Councillor C Hogg asked Janine Holt if there were any update on banners. Janine confirmed that there was nothing yet to report.

790/18/19 Cumbria Life / Ideas for festivals

Janine Holt confirmed that she had left a message with Cumbria Life to explore the possibility of them co-ordinating a food festival in Kendal (Minute Ref: 299/18/19). Janine will follow this up again.

791/18/19 Kendal Wool gathering

Councillor R Hogg confirmed that the Kendal Wool Gathering accounts had been requested but had not yet been received.

792/18/19**Windows on Art**

Committee noted that a representative from Windows on Art had been invited to a meeting but that this had not yet been taken up. Janine Holt confirmed that she would follow this up.

793/18/19**Lakes Alive**

Janine Holt has sent a contact link and will follow this up.

Janine Holt confirmed that the management of Torchlight had returned to Craig Russell and along with Kendal Mountain Film Festival and Artfest. New grant applications had yet to be received. Members commented that Full Council would need the applications in order to approve a sum of money and it was suggested that the organisers be reminded of this.

RESOLVED

That Janine Holt will follow up with Cumbria Life re coordination of a food festival in Kendal.

That Janine Holt will follow up with Torchlight, Kendal Mountain Film Festival, Artfest, and Lakes Alive in relation to making grant applications.

That Janine Holt will follow up with Windows on Art regards an invitation to Committee.

794/18/19**WALKING FESTIVAL – PRESENTATION BY COUNCILLOR BLACKMAN**

Councillor Blackman presented a short report on the current funding and organisational structure of Kendal Walking Festival. He noted that the festival is a few years old and that organisers are a group of volunteers from all the local walking clubs. Councillor Blackman confirmed that the festival's finances are currently handled through the Town Council. He acknowledged the concern, expressed by Councillor C Hogg, relating to this arrangement and reported that festival organisers had been exploring other ways of managing this.

He noted that they were not a constituted group and as such, could not hold a bank account nor hold the appropriate public liability insurance which is currently covered under Kendal Town Council's insurance. He noted that Kendal Mountain Film Festival had been approached as an umbrella organisation but that this had not proved to be an option.

Councillor Blackman explained that he had had discussions with Sarah Williams, Manager of Fantastic Kendal and member of BID, to discuss the possibility that the Walking Festival could fall under their umbrella and that this looked to be the most promising solution which they are continuing to explore. He mentioned that Brian Harrison of BID was also party to the conversation.

In the meantime, Councillor Blackman explained the Walking Festival were asking to retain the existing arrangement. He noted that the

festival had been valuable in getting people visiting the town and that they had secured the involvement and support of Cumbria Wildlife Trust, The Wainwright Society, and Cicerone Press.

Councillor C Hogg acknowledged that the Walking Festival was a fantastic festival but nevertheless had concerns about the current management of its finances, particularly in relation to other festivals supported by the council. He noted that officer time would be required for the writing of cheques and that it was much easier when a grant is given without the need for future management of payments.

There was some discussions as to whether an administrative fee could be charged or whether the festival be taken as a Town Council Festival.

Councillor C Hogg proposed that as the Walking Festival were working towards a resolution that the existing arrangement continue until the end of the financial year and for the 2019 festival which will take place in May after which future festivals will seek to be under the umbrella of another organisation.

The Chair noted that £1,062 remains in the Kendal Walking Festival account.

RESOLVED

That Kendal Walking Festival will remain as a Town Council festival for the 2019 festival following which it will seek to be under the umbrella of another organisation.

795/18/19

REPORT FROM INSTITUTE OF LIGHTING PROFESSIONALS RE WILDMAN STREET

The Chair ensured that Committee had seen the report and noted the findings; that Wildman Street does not offer the necessary height or frontage capacity to accommodate a motifs across the street. The Chair advised that Committee accept the professionals report and Members acknowledged that other options would be explored for the Wildman Street area.

Janine Holt noted that she would forward a copy of the report to Sarah Williams of Kendal BID and ensure that Mr Byrom has sight of a copy.

RESOLVED

Janine Holt to forward a copy of the Institute of Lighting Professionals report re Wildman Street to Kendal BID and ensure that a copy is also shared with Mr Bryom.

796/18/19

CHRISTMAS LIGHTS – REVIEW OF THIS YEAR AND IDEAS FOR NEXT YEAR

Review of Christmas Lights 2018

The Chair noted that the Christmas tree and some of its lights had been damaged although not enough to warrant repairs.

It was also reported that the tree lights for Kendal Museum had been placed in a tree at Abbot Hall Museum by mistake. It was also noted that a number of the motifs that had been used were not Kendal Town Council motifs and that there had been some problems with the sequencing and placement of motifs, as well as the images used on the projector.

Janine Holt noted that the lighting contractor had undergone some staffing changes and that this appeared to have resulted in a few communication problems. She noted that this would be discussed with the contractor when they meet in February.

Janine Holt reported that only positive feedback had been received from the public on the Christmas lights.

Councillor Edwards noted that a film crew had chosen to film in front of the tree for an upcoming television series.

Switch On event

Councillor Edwards reported some concern that the merry-go-round at the Christmas Lights switch on was operating with no barriers around it. It was agreed that this was the responsibility of Taylors, the firm managing the merry-go-round and that this was usual.

Councillor R Hogg noted that there could have been more of an atmosphere in the area of the reindeers. It was agreed that had the Kendal Concert Band been able to perform then this would likely have been different. Members discussed the option of inviting school choirs to sing at the event and considerations around having a larger stage for next year.

Janine Holt reported that she was exploring an alternative site for 2019 due to expected renovations at Abbot Hall. She also reported that the event had lost a few sponsors and asked Members what direction they wanted to go with the event.

Councillor C Hogg noted that typically when a town has a BID, the BID would manage the Christmas lights. Members discussed various approaches to a partnership with BID or BID taking on the lights all together. It was noted that Officers are struggling for time and the latter might be beneficial. It was agreed that a switch on event and lighting is primarily of benefit to the businesses of Kendal and as BID have agreed a four-year term, some form of partnership would be worth exploring.

The Chair agreed to have an introductory conversation with BID and to invite BID to the next Committee meeting. It was also noted to include Councillor Dunlop, as the Town Council BID representative, in the conversation.

Councillor Ladhams agreed to look for new sponsors.

Councillor Blackman noted that Penrith BID also manage Bloom and suggested this could also be approached with Kendal BID.

Reindeers for 2019

Janine Holt noted that a decision relating to the booking of the reindeers would need to be made by the end of January, the Members were made aware that once the reindeers are booked there is a cost implication, Members agreed to book the reindeers for the 17th November 2019. The group also discussed the venue for the reindeers as Abbot Hall may not be an option. Janine Holt suggested New Road as a possibility to site the Christmas stalls and the reindeer but was not sure whether it would be feasible. She noted that road closures would be in place so access to Branthwaite Brow would be possible.

It was mentioned that Sion Thomas would be a helpful person to speak to about New Road and also that BID had expressed an interest in having an ice rink in the town. The Chair noted that New Road was a little outside of the town centre and this might affect its appeal and the support that businesses were prepared to offer.

Abbot Hall Park and The Brewery were suggested as other alternative spaces for the reindeer.

The Chair noted a wish to extend a 'thanks' to Abbot Hall, the Castle Green Hotel, and Thomson Hayton Winkley for their support in 2018.

The Chair noted that £3,000 had been agreed by Council for the Christmas trees and holders and that BID should be approached to confirm that this has been agreed and that their help organising this with businesses would be welcome.

Janine Holt reported that she wasn't clear whether funding from the Castle Green Hotel would continue and also noted a current dispute with Lancastrian Estates relating to funding.

It was agreed to add an Agenda item to the next meeting to discuss possible funders. Janine Holt confirmed that Global Radio are on board for Christmas 2019.

RESOLVED

That the Town Council will explore a partnership or other approach with Kendal BID taking on the Christmas lights. The Chair and Janine Holt will approach BID for an initial conversation and extend an invitation to next Committee.

That a 'thank you' is extended to Abbot Hall, the Castle Green Hotel, and Thomson Hayton Winkley for their support in 2018.

That Janine Holt will confirm the Christmas trees and holders with BID and discuss their support.

That sponsorship will be added as an agenda item to the next Committee meeting.

797/18/19**ITEMS FOR THE NEWSLETTER****Spring Edition:**

- A list of festivals to include signposting to Kendal Walking Festival (date and website) with reference to the Canal's 200-year celebration.
- A list of festival sponsors and thanks including mention of seeking new sponsors for Christmas 2019.

RESOLVED

To include the above in the Spring Newsletter

798/18/19**REVIEW OF SPEND AGAINST BUDGET 2018/19**

Janine Holt updated Committee on the contents of the Budgetary Control Statement to December 2018.

It was noted that a small budget remains in the Switch On event budget but that there may be a number of outstanding invoices. It was noted that SLDC installation had been provided out of good will and no charges were expected.

Janine Holt reported that there has been an issue with bank details relating to ArtFest meaning payment has not yet gone through. Janine will contact ArtFest to resolve this.

Members noted that Kendal Poetry Festival and Brewery Freerange Comedy Festival had not applied for funding this year and that they would like to encourage applications from both festivals in the future. Janine Holt agreed to confirm with committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.

It was also noted that some budget (£7,264) remains in the Festivals budget and that the Town Clerk had suggested any under spend could be spent on improving Christmas lights.

Members discussed whether or not the under spend should be used to enhance the Christmas display. It was noted that lights needed to be purchased for Kendal Museum and two motifs. Janine Holt reported that second-hand motifs are usually £500-600 and new approximately £1,300.

Janine Holt confirmed she had identified a gazebo, measuring 6 X 3 metres at a cost of £249 and that this was an adequate size for Kendal Concert Band to fit within. Councillor Ladhams noted that she may have identified a cheaper gazebo and agreed to pass details to Janine Holt for comparison.

Janine Holt confirmed that there was a separate budget line for Wildman Street lighting.

Members discussed the merits of investing in lighting in different areas with some discussion of offering tree lighting to all of Kendal's museums, including the Quaker Tapestry and Brewery Arts Centre.

Councillor C Hogg noted Kendal Train Station had been discussed previously for lighting and there was some discussion that lighting on the County Hotel would benefit that area however Members noted concern that sponsorship from other hotels (for example, The Castle Green Hotel) could not be used for providing lighting to other hotels.

It was agreed to prioritise Kendal Museum and that any remaining budget would be offered to other museums for lighting.

RESOLVED

That Janine Holt will contact ArtFest to check banking details.

That Janine Holt will confirm to Committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.

That Councillor Ladhams will pass details of the gazebo she has identified to Janine Holt for comparison.

That lighting for Kendal Museum is prioritised with any remaining budget with any further surplus offered to other museums.

799/18/19**ANY OTHER BUSINESS**

Councillor Edwards reported that the town of Carnforth were using their Christmas tree holders to display Easter eggs as part of an arts project between local schools and a local artist. He asked whether Kendal BID might be willing to emulate this approach. The Chair agreed that this could be raised alongside discussions with BID about Christmas lights.

RESOLVED

That using tree holders for an Easter arts project would be raised as part of discussions with BID about Christmas lights.

800/18/19**DATE OF NEXT MEETING 15th April 2019**

The meeting closed at 20:17pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
790	MATTERS ARISING	RES	That Janine Holt will follow up with Cumbria Life re coordination of a food festival in Kendal.
793			That Janine Holt will follow up with Torchlight, Kendal Mountain Film Festival, Artfest, and Lakes Alive in relation to making grant applications.
			That Janine Holt will follow up with Windows on Art regards an invitation to Committee.
794	WALKING FESTIVAL – PRESENTATION BY COUNCILLOR BLACKMAN	RES	That Kendal Walking Festival will remain as a Town Council festival for the 2019 festival following which it will seek to be under the umbrella of another organisation.
795	REPORT FROM INSTITUTE OF LIGHTING PROFESSIONALS RE WILDMAN STREET	RES	Janine Holt to forward a copy of the Institute of Lighting Professionals report re Wildman Street to Kendal BID and ensure that a copy is also shared with Mr Bryom.
796	CHRISTMAS LIGHTS – REVIEW OF THIS YEAR AND IDEAS FOR NEXT YEAR	RES	<p>That the Town Council will explore a partnership or other approach with Kendal BID taking on the Christmas lights. The Chair and Janine Holt will approach BID for an initial conversation and extend an invitation to next Committee.</p> <p>That ‘thanks’ is extended to Abbot Hall, the Castle Green Hotel, and Thomson Hayton Winkley for their support in 2018.</p> <p>That Janine Holt will confirm the Christmas trees and holders with BID and discuss their support.</p> <p>That sponsorship will be added as an agenda item to the next Committee meeting.</p>
797	ITEMS FOR THE NEWSLETTER	RES	<p>To include the following in the Spring Newsletter:</p> <ul style="list-style-type: none"> • A list of festivals to include signposting to Kendal Walking Festival (date and website) with reference to the Canal’s 200-year celebration.

			<ul style="list-style-type: none"> A list of festival sponsors and thanks including mention of seeking new sponsors for Christmas 2019.
798	REVIEW OF SPEND AGAINST BUDGET 2018/19	RES	<p>That Janine Holt will contact ArtFest to check banking details.</p> <p>Janine Holt agreed to confirm with committee the amount that has been funded to the Brewery Freerange Comedy Festival in previous years.</p> <p>That Councillor Ladhams will pass details noted of the gazebo she has identified to Janine Holt for comparison.</p> <p>That lighting for Kendal Museum is prioritised with any remaining budget with any further surplus offered to other museums.</p>
799	AOB (Carnforth Tree Holders)	RES	That using tree holders for an Easter arts project would be raised as part of discussions with BID about Christmas lights.