

# KENDAL TOWN COUNCIL

## Christmas Lights & Festivals Committee

**Monday 14<sup>th</sup> September 2020 at 7.00 pm  
(Via Teleconferencing)**

- PRESENT** Councillors Shirley Evans (Chair), Helen Ladhams (Vice Chair), Tina Becker and Adam Edwards
- APOLOGIES** Councillors Chris Hogg
- OFFICERS** Janine Holt (Assistant to the Town Clerk)
- 236/20/21 PUBLIC PARTICIPATION**
- None.
- 237/20/21 DECLARATIONS OF INTEREST**
- None.
- 238/20/21 MINUTES OF THE MEETING HELD ON 29TH JUNE 2020**
- Members were asked to accept the minutes of the meeting held on 29<sup>th</sup> June 2020 as a correct record of the proceedings. These minutes had been approved at the meeting of full Council on 3<sup>rd</sup> August 2020.
- RESOLVED** That the minutes of the meeting of the Committee held on 29<sup>th</sup> June 2020 be accepted as a correct record.
- MATTERS ARISING** (Not on Agenda)
- 239/20/21 Approval of Projector Use (Minute 04/20/21)**
- Janine advised that she had no further update in respect of the projector which was still in Italy for repair, however she is meeting Paul tomorrow and will update Members by email.
- 240/20/21 UPDATE FROM TORCHLIGHT – CRAIG RUSSELL**
- Craig Russell updated members in respect of current arrangements for Torchlight. The event is to go ahead in a virtual format this year due to Covid restrictions.
- There will be a series of puppets and lanterns and people will be encouraged to decorate their homes. An event management plan has been prepared for a convoy (based on the idea of the Lions' Christmas convoy). Drum Nation will be at the start of the convoy, there will be 5 large sculptures at the heart of it and Milnthorpe Steel Band at the rear. Original plans had to be revised following recent Government guidelines reducing gatherings from groups of 30 to 6. Marshals will be working to stop gatherings of more than 6 people. The convoy will travel a 13 mile route through the main estates and Tim Farron will be running the route. The proposals are out for

consultation and confirmation of the latest regulations is currently awaited. Organisers are working closely with the police to ensure regulations are complied with. The event will run from 12 noon (at Kirkbie Kendal School) to 5.30pm on Saturday 26<sup>th</sup> September.

Councillor Edwards referred to a request for tree pruning along Jenkin Rise. Craig Russell advised that a small amount of pruning would be advisable to allow large vehicles in the convoy to travel down the road without damaging either the sculptures or the trees. It was noted that the trees in question are CCC responsibility. Councillor Evans will take this up with them, although she was not confident this would be achievable.

Councillor Evans queried the role of the marshals. Craig Russell commented that the idea is for people to watch the convoy pass from their houses and gardens where possible, rather than congregate in town. The role of the marshals will be to keep people within their family groups of no more than 6 people and ensure social distancing is adhered to.

There will be a leaflet drop to approximately 15,000 houses to inform people of the plans. Colin Russell commented that the event has taken a lot of rethinking but it is a great opportunity to keep the tradition alive and adapt it to the changing times. He thanked everyone for their support and effort in trying to ensure this happens for Kendal.

Councillor Evans thanked Craig Russell for attending the meeting.

## **RESOLVED**

Councillor Evans to speak to CCC regarding the pruning of trees along Jenkin Rise.

## **241/20/21**

### **CHRISTMAS LIGHTS**

Janine provided the following update:

- The new 3D Christmas star and baubles have been ordered.
- At the last meeting Janine had been tasked with looking into purchasing a second hand Santa scene motif for around £500. The only one available was not appropriate and she asked whether the budget could be increased.
- She had spoken to Peill & Co (the landlord of Gees Clothing shop) and advised there would be no problem gaining access to the premises. The possibility of a power supply outside the shop had previously been discussed. Janine advised that the contractor is due to look at the junction box at McDonalds on 7<sup>th</sup> October and it may be possible to tie the work in together on that day.
- She will order a 28ft Christmas tree.

Councillor Evans asked Janine to ensure that Paul made a note of any parts that require attention for next year when he puts the lights up. She is due to meet with him tomorrow and will mention this.

It is hoped to install 'trader trees' in brackets between the Town Hall and the Bird Cage. Councillor Evans identified 3 premises which have both a power source and bracket – these are Ooh La La, British Heart Foundation and Greenhalghs. She suggested trying 3 trees on each side of the street as a trial. On the other side of the road Halifax and Inglewood Cards have brackets but no power. VPZ have power but no bracket. Furness Building Society have a bracket but no power. It was agreed Janine will approach the Halifax and ask if they are happy for us to get a power source. Janine commented that it is more difficult in cases where there is no bracket as permission is required from the landlord. She will therefore approach Furness Building Society in the first instance re getting a power source, but if they say no she will approach VPZ who will need a bracket.

Members discussed the need for a Santa scene motif and the potential cost. As there is no definite gap in the display Members decided it was not appropriate to spend a large sum of money on this at the current time and agreed to retain the money.

**RESOLVED**

Janine to speak to various businesses re installation of 'trader trees'.

**242/20/21**

**CHRISTMAS LIGHTS SWITCH ON**

The original plan was to arrange the switch on event hand in hand with the Mountain Film Festival. This will not now be possible due to the Film Festival being virtual.

Members discussed the idea of a virtual Christmas Lights switch on. Janine commented that the KTC Facebook page should be up and running by then and would make a good platform. The possibility of it being live streamed was also made. Councillor Edwards suggested contacting Film on the Brain who worked on Torchlight and may be able to help. The idea of asking businesses and shops to film Merry Christmas messages and putting it all together as a film was also discussed. Councillor Becker suggested that Tim Farron could possibly announce the results of the Christmas Card competition.

Action required in order to progress includes talking to Councillor Finch and Councillor Sutton (Father Christmas) and researching someone to undertake the filming. It was agreed Janine will explore possibilities.

**RESOLVED**

Janine to explore possibilities for a virtual Christmas Lights Switch On.

**243/20/21**

**EVENTS AND FESTIVALS**

Comic Arts Festival

Councillor Evans advised that she had received email communication from the organisers outlining their plans. It was

agreed to feedback Committee's thanks and wish them every success. It was noted that they would be using a projector on the Town Hall. Janine will enquire whether it would be possible to use this if the KTC projector has not been returned.

#### Wool Gathering

Organisers of the Wool Gathering had asked whether it would be possible to receive the grant monies to see them through to next year despite the event not going ahead. Committee had already agreed this at the last meeting and Councillor Evans commented that she thought the festival grants had all been paid. Janine advised that the Treasurer still needed to award some of the grant monies. She will contact the organisers and confirm that the money will be made available.

#### Mountain Film Festival

The decision has been taken to hold a virtual event this year.

#### Armed Forces Day

Councillor Evans advised that the BID are not supporting this event. Discussions are underway, however the event is not until next summer. It was agreed to ask the Mayoralty & Arts Committee to consider the matter at their next meeting on 9<sup>th</sup> November. Depending on their decision, the Christmas Lights & Festivals Committee will consider making a contribution at the meeting scheduled for January. Janine commented that it would be for the Town Clerk to consider whether a further civic event should be added to the calendar and supported on a yearly basis.

Janine noted that no grant applications have been received. She will start reminding applicants.

#### **RESOLVED**

1. Janine to feedback Committee's thanks to the organisers of Comic Arts and wish them success. She will also enquire about the possibility of using their projector.
2. Janine to confirm that grant monies will be awarded to the Wool Gathering.
3. Mayoralty & Arts Committee to be asked to consider Armed Forces Day at their meeting on 9<sup>th</sup> November. If appropriate the Christmas Lights & Festivals Committee will consider making a contribution at their meeting in January.
4. Janine to remind applicants that grant applications are due.

#### **244/20/21**

#### **ITEMS FOR THE NEWSLETTER**

It was noted that the deadline for the next edition is 18<sup>th</sup> September. Members agreed a statement should be included advising that the Christmas Lights Switch On will take a virtual format this year due to Covid. It will inform residents that Committee would like businesses and children to get involved and that there will be a tree, lights display and virtual switch on. Councillor Evans to prepare the text and submit for publication in the newsletter.

#### **RESOLVED**

Councillor Evans to prepare a statement regarding the Christmas Lights Switch On taking a virtual format due to Covid.

**245/20/21****REVIEW OF SPEND AGAINST BUDGET 2020/21**

Members considered the Budget Statement to 31<sup>st</sup> July 2020. Janine highlighted the following points:

- The **Improvements & Maintenance** heading refers to “includes Anchor Testing”. She was under the impression this was carried out last year and was not due this year and will clarify with the treasurer.
- **Switch-on Event** – there is budget of £3,000 which will cover the cost of filming the virtual switch-on.
- **Festival Grants** – The Treasurer has transferred the grants for the large events such as Torchlight and Mountain Film Festival. She is discussing the remaining grants with the Treasurer. There is likely to be money remaining in budget.
- **VE 75 Commemoration** – the money budgeted was for a one off event this year so that will remain.

Note for next meeting – need to be thinking about upgrading the lights display.

**RESOLVED**

Consider upgrading the lights display at the next Committee meeting.

**246/20/21****BUDGET REQUIREMENTS 2021/22**

Members considered the annual budget for the next financial year and agreed the following:

Christmas Lights Heading

Increase budget for Christmas Tree from £150 to £250.

Festival Grants Heading

Budget to remain the same at £35k.

Action Plan Projects Heading

Request a further £1.5k towards Christmas trees in holders and expansion possibilities and an additional £1.5k for electrical installations.

**RESOLVED**

That alterations to the budget for the next financial year be put forward to Council as discussed.

**247/20/21****ANY OTHER BUSINESS**

Councillor Edwards asked Janine whether she could order the Sandylands Christmas tree at the same time as the KTC tree. She agreed to order a 6ft tree.

Councillor Edwards also mentioned that he had met with Councillor Finch, Councillor Sutton and Miriam at the Brewery. The Sandylands

Residents Association are able to claim some funding and the meeting was called to discuss how this money could be utilised. One idea being explored is for cinema screenings for children (one for younger audience and one for teenagers). The Brewery already have plans in place for cinema screenings adhering to the current Government guidelines for bubbles of 6. Councillor Evans supported the idea but was unsure how Committee could help since it was neither an event nor festival. Councillor Edwards asked whether Council could be asked to consider supporting smaller events while the current circumstances with Covid remains. It was decided to hold an informal discussion with the new Town Clerk once he is in post.

**248/20/21****DATE OF NEXT MEETING – JAN 2021 (DATE TBC)**

The meeting closed at 8.52pm

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

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>240</b>	Update from Torchlight	<b>RES</b>	Councillor Evans to speak to CCC regarding the pruning of trees along Jenkin Rise.
<b>241</b>	Christmas Lights	<b>RES</b>	Janine to speak to various businesses re installation of 'trader trees'.
<b>242</b>	Christmas Lights Switch On	<b>RES</b>	Janine to explore possibilities for a virtual Christmas Lights Switch On.
<b>243</b>	Events and Festivals	<b>RES</b>	<ol style="list-style-type: none"> <li>1. Janine to feedback Committee's thanks to the organisers of Comic Arts and wish them success. She will also enquire about the possibility of using their projector.</li> <li>2. Janine to confirm that grant monies will be awarded to the Wool Gathering.</li> <li>3. Mayoralty &amp; Arts Committee to be asked to consider Armed Forces Day at their meeting on 9<sup>th</sup> November. If appropriate the Christmas Lights &amp; Festivals Committee will consider making a contribution at their meeting in January.</li> <li>4. Janine to remind applicants that grant applications are due.</li> </ol>
<b>244</b>	Items for the Newsletter	<b>RES</b>	Councillor Evans to prepare a statement regarding the Christmas Lights Switch On taking a virtual format due to Covid.
<b>245</b>	Review of Spend Against Budget 2020/21	<b>RES</b>	Consider upgrading the lights display at the next Committee meeting.
<b>246</b>	Budget Requirements 2021/22	<b>RES</b>	That alterations to the budget for the next financial year be put forward to Council as discussed.