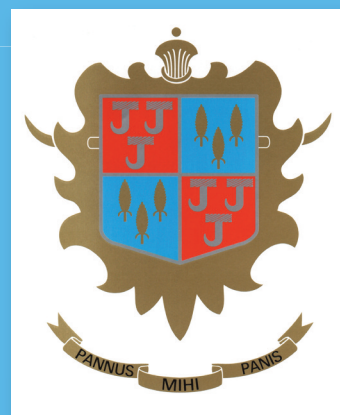
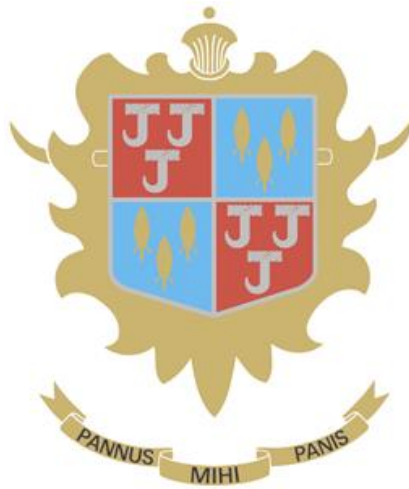


# Kendal Town Council ANNUAL REPORT

2015 - 2016



March 2016



**KENDAL TOWN COUNCIL**

**ANNUAL REPORT**

**2015 – 2016**

**MARCH 2016**



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# FOREWORD BY THE MAYOR OF KENDAL

**Cllr Chris Hogg, The Mayor of Kendal 2015-2016**

Well what a year it has been! It is of course a great honour to be Mayor of Kendal and the position brings with it many opportunities as well responsibilities and duties. I hope I have managed to carry these out to the satisfaction of my fellow councillors and the people of the town. I would like to thank my fellow councillors and Kendal Town Council's staff for all the support you have given me through the year. I really am very grateful for all of your help! There is also a degree of notoriety which comes with the role and it has been a delight to have people coming up to me in the street and having a chat about Kendal's heritage and future. In fact as I sit and write this article someone has very kindly come and congratulated me on the Kendal Organ Donor Town project saying what a worthy idea it is and how they have made sure all their family have signed up. This has happened on numerous occasions and I will be eternally grateful to the people of Kendal for their support.

The Kendal Organ Donor Town project has, I'm glad to say come to dominate my Mayoralty. Our objective was to build awareness of the need for people to sign the organ donor register and use the fact that I was donating my kidney to my wife Rachael during my year as Mayor to highlight the cause. We set a target of signing up 1000 new donors in Kendal during the year and have requested that we be recognised as being the UK's first donor town. I have been very moved by the support we have received, but I've been particularly impressed by our young people. Once they hear about the need and understand what being an organ means most sign up without hesitation and even young school children have asked if they too can donate. In my experience the young people of Kendal are a credit to our town and we should be proud of them! Certain people have been key to the success of the project, far too many to mention, but you know who you are and Rachael and I cannot begin to express how we could not have done this without you – Thank you!

Another aspect of Kendal which I wanted to highlight during my year as Mayor was the Town's remarkable cultural offer. We really do punch way above our weight in this area and for me it is one of the great joys of living here. We have an abundance of museums and art galleries in Abbott Hall, the Museum of Life and Industry, The Quaker Tapestry and Kendal Museum and of course the Mayor's Parlour. We also have the exciting development of the Factory, as well as several art galleries, groups and societies. In addition to this we have a very active 3<sup>rd</sup> sector in this area with organisations such as Space2create, Creative Arts and the Josaphina Gallery to name just a few. In addition, as well as the visual arts we have an excellent music and theatre scene in Kendal for a small rural town it's an incredible achievement.

At the centre of our cultural offer is of course the Brewery Arts Centre delivering for us a wide variety of events across the arts spectrum as well as adult education and youth groups. My favourite performance

of the year (and there was plenty of choice) goes to Kendal College's Adam's Family closely followed by the great addition of Roundabout and Kendal Community Theatre's 1715 commemoration.

One of the many highlights of the year was without doubt the concert organised by myself the K Shoes Male Voice Choir and the Kendal Concert Band commemorating the 70<sup>th</sup> Anniversary of the end of WWII and the 75<sup>th</sup> Anniversary of the Battle of Britain in aid of Leonard Cheshire Disability (Buzz Club) my chosen charity with the support of the Air Cadets. A wonderful occasion to pay our respects to veterans and to celebrate the peace.

Finally, Kendal has made a name for itself as a festival town. It is always a pleasure to be involved in these fabulous events and to see our town burst into life with a new identity for the weekend. Lakes International Comic Art Festival has become established now, the Food Festival continues to grow, Torchlight has now completed a successful return, and Wake the Lakes and Roundabout were welcome additions. I'm very much looking forward to the new festival Flight coming to Kendal soon and other future events. Kendal Mountain Film Festival has led the way in this area and is now established as a worldwide brand and one of the UK's leading events. Kendal Town Council are valued supporters of these organisations and to all of you who work in the cultural sector I'd like to thank you for all you do in making Kendal such a great place to live and visit.

Many of you will have followed with interest the potential relationship that has developed with Nanshan a district of the city of Shenzhen in Guang Dong province in China. I was invited to visit Nanshan by the Chinese authorities to support Kendal Mountain Film Festival. It wasn't an easy decision to make but I decided that the opportunities for Kendal were too great to refuse the offer (I should add this was before George Osbourne visited China!). It was certainly a successful visit for KMF and their Chinese brand goes from strength to strength. I'm sure that the participation of government officials (myself and Richard Leafe Chief Exec of the LDNPA) helped illustrate the importance of KMF to our area. What may come from this visit is hard to quantify at this stage but the door has been opened to cultural exchanges and the Chinese tourism market which could have a significant economic impact on Kendal. We were open and honest with our Chinese hosts who were very gracious and incredibly hospitable, but we were also critical friends and did not shy away from areas of disagreement.

Rachael and I also visited our twin town of Killarney in Ireland a town whose economy is very much focussed on tourism. Once again we received a very warm welcome and I would recommend anyone who gets the chance to visit Killarney to do so. I think we could do more with Killarney but to do so I believe we need to follow the example set by the Rinteln twinning group. I would very much like to develop this and the Town Council would like to hear from anyone who would like to help build relations with Killarney in the future.

As well as performing our statutory duties Kendal Town Council continues to lobby and influence other bodies whose decision have a direct effect on the Town. I was particularly pleased that we as a council influenced the decision of the future of the court in Kendal. I asked for representatives of the court, the

police and crime commissioner and the head of south Cumbria magistrates to attend council and answer our concerns. I'm thankful that they did so and hopeful that we will have had an influence on their decision.

Once again I'd like to thank you all for giving me this opportunity, I hope I didn't let you down and I'd like to wish my successor all the very best of luck and success.

### **Postscript (Flooding)**

I started this piece saying 'what a year it has been'. Little did I know of the devastation the storms would cause in our community. We are rightly proud of our town and I'm proud of the reaction of the local community and the people of Kendal.

Kendal Town Council reacted quickly to the crisis. Personally, I attended Kendal Leisure Centre on the Saturday night and Sunday morning before visiting flooded areas on Sunday afternoon. Kendal Cares was started by Monday morning offering advice and noting offers of help and was staffed primarily by Councillors. It was based at the Town Hall and with the help of volunteers we started taking and sorting donations from all over the country. We then handed the operation over to the Kings Food Bank at Westmorland Shopping Centre by Friday and held a concert already scheduled by K Shoes Male Voice Choir and Burneside Brass Band to show our community spirit.

Now we need to continue with our recovery and have allocated a fund to do this from the precept.

As I write this there are still many who face difficulties and many more who deserve our thanks and praise including staff from all tiers of local government, emergency services, faith groups, volunteers and businesses. Instead I would like to thank you all for your sense of community spirit, the pride you take in your town and the care you have shown to your neighbours.

Cllr Chris Hogg (Mayor of Kendal)

# 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 Christmas lights, allotments and bloom displays are looked after by the Town Handyperson John Belshaw. There is also a Mayor's Attendant Simon Unsworth and a Council Secretary Nicky King. During the year we recruited Helen Moriarty to the new post of Project Manager to implement projects arising from the Kendal Action Plan. All staff, with the exception of the Town Handyperson, are part-time.

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](mailto:office@kendaltowncouncil.gov.uk)

Website – [www.kendaltowncouncil.gov.uk](http://www.kendaltowncouncil.gov.uk)

# YOUR COUNCILLORS 2015/16

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
The Worshipful the Town Mayor Cllr Chris Hogg	L/D	Castle SLDC Councillor - Castle	01539 583759
Deputy Town Mayor Cllr Stephen Coleman	L/D	Strickland SLDC Councillor – Strickland	01539 729049
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 Tom Clare	L/D	Stonecross	01539 725946
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

<b>COUNCILLOR NAME</b>	<b>PARTY</b>	<b>WARD</b>	<b>TELEPHONE NUMBER</b>
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 SLDC Councillor -Burneside	01539 725382
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
VACANCY		Strickland	

L/D – Liberal Democrat

SLDC – South Lakeland District Council

CCC – Cumbria County Council



## ATTENDANCE RECORD 2015/2016 OF COUNCILLORS AT FULL COUNCIL MEETINGS AND COMMITTEES

KENDAL TOWN COUNCIL COUNCIL MEETING ATTENDANCE SHOWN FROM ANNUAL GENERAL MEETING (WHEN THE NEW MAYOR IS ELECTED) AND COMMITTEE MEETINGS FROM JUNE 2015 (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 C HOGG THE MAYOR	9	10	7	10
CLLR S COLEMAN DEPUTY MAYOR	10	10	8	10
CLLR G ARCHIBALD	8	10	12	13
CLLR A BLACKMAN	9	10	4	7
CLLR K BRACEY	5	10	3	3
CLLR P BRAMHAM	9	10	3	4
CLLR J BROOK	9	10	3	3
CLLR T CLARE	7	10	11	13
CLLR G COOK	8	10	8	10
CLLR S EMMOTT	9	10	8	11
CLLR D EVANS	8	10	2	3
CLLR S EVANS	10	10	6	7
CLLR C FEENEY- JOHNSON	9	10	10	17

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 A FINCH	4	10	6	19
CLLR C HARDY	9	10	3	3
CLLR R HOGG	3	10	2	3
CLLR K HURST-JONES	5	10	9	19
CLLR L OLDHAM	9	10	25	28
CLLR A ROBINSON	8	10	21	25
CLLR J ROBINSON	9	10	28	28
CLLR M SEVERN	8	10	6	18
CLLR R SUTTON	8	10	4	6
CLLR K TEASDALE	9	10	18	19
CLLR G TIRVENGADUM	8	10	1	3
CLLR J VEEVERS	7	10	12	16
CLLR G VINCENT	6	10	0	0
CLLR P WALKER	3	10	2	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.

It was with great sadness that we learned of the sudden death of John McCreesh in January, Councillor for the Strickland Ward. We will all miss his professionalism, commitment, passion and humour.

Thankfully the Town Council has retained most of its traditions and has quickly learnt to lobby and to work with other tiers of government and local organisations 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 adjacent to the Town Hall office.

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 all 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 the Cumbria Association of Local Councils.

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

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 this Annual Report.

# 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 a good warm and sunny start to the years growing season, it then became inclement and somewhat of a struggle for our allotment holders. With early fruit crops doing well it then became hit and miss, some crops doing a lot worse than normal whilst others thrived. Fortunately most of the crops had been harvested when storm Desmond came to Town, with the flooding badly affecting several sites. Hopefully we can quickly rectify any damage and allow our Tenants full use of their plots for the coming season.

We have taken on a new Handyman to replace the now retired previous incumbent, who started officially in October, quickly settling in and bringing renewed vigour and some fresh new ideas. However it could be said he has had a baptism of fire as one of his first tasks was to organise and oversee a long overdue major improvement project on a previously neglected site with the help of an outside contractor.

Although the waiting list is currently manageable with only one site having a lengthy wait, which is due to the applicants only wanting that specific site. This I feel sure will not be the case in the near future when more and more of the proposed housing developments, with small or no garden spaces are delivered and inhabited. This makes our lack of progress in finding a new Allotment site to develop, despite several appeals and inquiries for land, even more critical.

We continue to produce the annual allotments newsletter and hold an Allotment Tenants meeting which now have a less formal nature. This more relaxed meeting structure brings forth more ideas on how to improve our sites and can also bring up problems that are not always apparent during staff site visits.

On the whole, although a difficult year in many ways, I think the Committee and staff have coped and managed everything well.

# AUDIT, GRANTS & CHARITIES

**Cllr Matthew Severn, Chair**

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

1. To appoint the Internal Auditors and to receive the Internal and External Auditors report and to carry out their recommendations
2. To receive the quarterly and annual budgetary control 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 general grant applications received by the Council according to the criteria we have developed.

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

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

This year the Council has given out around £28,000 worth of grants to a wide variety of local causes 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 £36,000 for charitable grants. The Committee has begun to give grants to sporting activities for young people and cultural events in addition to worthy causes, charities and festivals. We will also be looking carefully at the flood recovery spending to help our town get back on its feet.

This list of general grants paid out to date in 2015/16 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 and finally note with sadness the passing of a stalwart of the Committee, Councillor John McCreesh, who will be greatly missed.

# TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL GRANT AWARDS

FY 2015/16

RECIPIENT	AMOUNT £
Abbot Hall Public Bowling Club	50
Beck Community Centre	250
Brewery Arts Centre	8,000
Brewery Arts Centre – “Then I’ll Begin” Project	1,000
Dance Ability	70
Great North Air Ambulance	1,000
Kendal & District Lions Club	150
Kendal Air Training Corp – 1127 Squadron	750
Kendal Community First Responders	1,380
Kendal Concert Band	1,000
Kendal Lads & Girls Club	550
Kendal Old Folks Treat	300
Kendal & South Lakes Centre for Independent Living – One Voice	1,500
South Lakeland Hydrotherapy Pool	2,500
South Lakes Citizens Advice Bureau	4,000
Space2Create	750
Springfield (Westmorland Assocn for Social & Moral Welfare)	815
The Lakeland Arts Trust – Abbot Hall	1,000
The Quaker Tapestry at Kendal	3,000
<b>TOTAL</b>	<b>28,065</b>



# CHRISTMAS LIGHTS & FESTIVALS

**Cllr Clare Feeney-Johnson, Chair**

Members of the Christmas Lights and Festivals committee for 2015/16 are: Councillors Clare Feeney-Johnson (chair), Alvin Finch (vice-chair), Sylvia Emmott, Shirley Evans and Kath Teasdale. Supported by Janine Holt, Assistant to the Town Clerk.

The Committee meets several times through the year, not only reviewing one year's Christmas lights and switch on event or planning for the next but meeting with the Town's various Festival organisers, seeking how we can best support the fantastic work they do promoting and enhancing the economy of our Town.

The Committee makes recommendations to the Full Town Council for its annual budget spend which is split into two main sections: Christmas Lights £25,520 and Festivals £35,000. We also have a smaller amount of £6,000 which is being targeted at dressing the Town projects, developing light infrastructure in the Market Place and additional support for Festivals.

As you can see the financial support we give our Festivals is a substantial chunk of our budget. We appreciate the value that our wide and varied Festivals bring to our local communities, from the wellbeing feel good factor, Arts and Culture, major financial input into our business community to placing Kendal onto the International radar as a major Festival player. I understand that for every £1 we invest in our Festival the average return is tenfold. We are exceptionally lucky to have such high quality International events here in Kendal, the commitment and dedication from the individual organisers is outstanding.

The Festivals we have supported with grants during the year are shown on the next page.

The Christmas Lights budget is for a whole host of costs of which the Switch on event is part. We own the lights we have so each year we need to be prepared for a number of costs; they may need repairing, up grading or replacing when necessary, storing, putting up, taking down, line load testing's for safety and not forgetting the energy costs. Though I must say, even though we now leave them on for the entire business day; due to LED bulbs is minimal in comparison to years gone by.

The Christmas Lights Switch On event is a truly partnership event, 2015 saw Elephant Yard, Wainwrights Yard, Best Western Plus – Castle Green Hotel, Abbott hall Art Gallery, Kendal BID and Lakeland Radio form that partnership.

This year it was actually touch and go as to whether or not we should go ahead. There had been severe flood warnings with high winds the day before which, though we had had a lot of rain and winds, it was decided to go ahead as planned. With the help of Lakeland Radio and social media getting the message out there we were carrying on, the event went very well.

Made in Cumbria stalls adorned the market place, Father Christmas and his reindeer walked from Abbott Hall to The Library, Lakeland Radio and many talented young people entertained the crowds creating a fabulous start to the Towns Festive period.

Looking forward towards Christmas Lights 2016, we are reviewing our lights, looking at how modern technology could improve the look or design. Some of our strings and features are now near the end of their life and we must try to plan replace in a strategic way whilst showing off our Town in the best possible way.

**TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL FESTIVAL GRANT  
AWARDS FY 2015/16**

<b>RECIPIENT</b>	<b>AMOUNT £</b>
Art Fest North	150
Christmas Tree Festival	500
Comic Fest – Lakes Arts Festivals	7,500
Kendal Festival of Food	5,000
Kendal Mountain Festival	5,000
Kendal Torchlight Procession	5,000
Kendal Windows on Art	750
Kendal Wool Gathering	1,500
Mary Wakefield Westmorland Festival	500
MoonFest	1,200
Rotary Club of Kendal South Westmorland – Fireworks Display	3,500
<b>TOTAL</b>	<b>30,600</b>

# ENVIRONMENT & HIGHWAYS

**Cllr Tom Clare, Chair**

During the year the Committee and the Council has continued to work with organisations, especially the District and County Councils and Kendal Civic Society, to deliver improvements to the environment and highway infrastructure. For example, the Council agreed to fund repair of the benches in Hawesmead Park owned by the District Council with the agreement that future maintenance would be undertaken by the owner. Similarly the County Council has provided new bus shelters on Burneside Rd and Sandylands, with the Town Council taking on future maintenance. However, the Council declined to take on the maintenance of the bus shelters proposed for the new superstore on Shap Road as that was judged to be a commercial development.

The Committee has also been working with the District Council and Civic Society to develop and deliver improvements to a number of parks. In particular we have supported proposed changes to Nobles Rest and have agreed to contribute to a new planting scheme for Abbot Hall. The Council has also been pleased to see the completion of the Peace Garden and looks forward to the completion of the permanent planting scheme there. In this particular scheme the Council was also pleased to welcome the donation of a bench by the two Rotary Clubs.

Litter bins have continued to be a focus of attention: both the provision of new ones and the emptying of existing ones. However, such activity now needs to be seen in the context of a new campaign called “Keep Kendal Mint Clean”. This seeks to involve members of the public, groups and schools and to identify litter “hotspots”.

The state of railings in the Town has been another area of continued concern and a programme for repainting has been developed with the other Councils. However, in some cases such as those between the cemeteries on Parkside Road, it has not been possible to repaint the railings because the steelwork is galvanised.

In other areas the Committee has also engaged with the Civic Society and the owner concerning the appearance of the Old Grammar School adjacent to the Parish Church at the southern entrance to Kirkland, is encouraging improvements to a pedestrian route on Lower Beast Banks green and supported the extension of the 30mph zone on Castle Green Road.

Looking to the immediate future, the Committee and Council recognises the damage to the environment and parts of our infrastructure caused by the recent flooding and accepts that this will need to be reflected in its activities.

# KENDAL IN BLOOM

**Cllr Lynne Oldham, Chair**

Well Kendal and the Bloom team have had another successful year.

The Bloom Committee decided that instead of the usual Kendal in Bloom competition we would try something different following one of the comments the Cumbria in Bloom judges made in 2014. The Committee decided to focus and encourage community projects in the areas we were marked down.

Our new topic was to be 'Love Where You Live' which could involve the whole community. The categories covered were: - To create a sense of pride in the environment; to raise awareness of local initiative and environmental projects; to create a green space; to raise awareness of the importance of bees and to encourage sustainable projects.

We were very pleased with the response we received. The Gold award went to Chestnut events and Fair Oak Housing. Silver to Kendal Conservation Volunteers, Pembroke Court and River Kent Action Group. With the Bronze award going to Shap Road Community and Linda Slater.

In the Allotment plots section there were 16 entries. The following received the best Allotments Site. Gold award went to Shaws Brow, Silver to Wattsfield and Bronze to Crow Tree. The Allotment Newcomer went to Ms Denya Hirst.

The Schools Challenge was 'Encouraging Wildlife'. Five schools entered with some amazing ideas on how to do this. Lots of thought had gone into this and it was a privilege to have been one of the judges along with the Mayor, Cllr Chris Hogg. A special thank you to Horticare who very kindly made bird and bug boxes for any of the schools who wanted to receive them. A very difficult decision had to be made but in the end there can only be one winner and that went to Castle Park School. Silver went to Heron Hill and the Bronze to Stramongate. The Mayor's Award went to Sandgate School and my award went to Dean Gibson School.

A very well done to all who entered in the above.

Lots of other exciting things have taken place within our community.

The Rotarians re planted crocus bulbs that were damaged when the new housing estate was built on Windermere road and they also planted crocus bulbs on an area of land on Shap Road opposite Queen Katherine Avenue. Something to look forward to in spring after this very wet winter! Again on Shap road I and a local resident planted more daffodil bulbs in the grass verges, this time near the Berrisford.

The Kendal in Bloom Committee donated money to Manor House to set up and run a Community garden than had been lost.

Four planters have been placed at Jennings Bridge on Aynam Road. At the South Lakes Housing site near Nether Bridge, the empty planters there were planted up by Horticare, as well as the beds in the open space next to Nether Bridge.

Heron Hill School, involving both parents, local residents, pupils and Kendal Conservation Volunteers are all working on a project at Millennium Wood planting trees.

Funding has been given to Vicarage Park School to develop their project to develop raised beds in the school grounds.

In the run up to the Queens 90<sup>th</sup> birthday there is going to be the biggest ever clean-up of the country called 'Clean for the Queen' which will be taking place in March 2016. Kendal will be involved and have formed a Committee 'Keep Kendal Mint Tidy'. We are now seeking Volunteers to either join the Committee, put forward suggestions or to come along on the day to tidy up, details will follow at a later date.

In 2015 we had to say goodbye to our town handyperson Mike Shaw - he will be greatly missed. The following is an extract from a letter sent to the Westmorland Gazette which celebrates the work done by Mike as well as the planting done by our contractors Horticare and Low Orchard.

***"Kendal is a real paradise to drive through. The floral arrangements opposite the college. The Kendal coat of arms near Miller Bridge, the pyramids of hanging basket arrangements, the floral arrangements near the bus station and the stunning planter towers at the town hall entrance helps to make Kendal the tip top place it is."***

Mike has been replaced by John Belshaw and we welcome him to the Council.

The Peace Garden in Abbot Hall was created to commemorate the centenary of 'the war to end all wars' and to celebrate the role of twinning with Rinteln in Germany. It consists of a peace pole with the message 'May Peace Prevail' facing the four corners of the earth. The zigzag lines of posts and roses represent the zigzag lines of the trenches and barbed wire in the First World War. The peace garden is planted up with perennials symbolising the four colourful seasons of the year.

Finally but by far the least, I attended the Cumbria in Bloom awards ceremony at Dalton with the Committee deputy, Cllr Phil Walker, where yet again we were presented with two awards. Kendal's first award was the Friends of the Lake District Trophy for best sustainable development and for the second year running we were awarded Best Large Town with a Silver Gilt.

This year Kendal is exceptionally proud to have been selected to enter Britain in Bloom 2016. So lots of hard work ahead of us to show Kendal is a lovely place to live.

I would like to thank the following for their support in 2015:

Gilkes, Cumberland Building Society, Lake District Estates, Blue Fin, Boyes, The Civic Society, Low Orchard, Horticare, Cumbria County Council, South Lakeland District Council, Continental Landscapes, the Kendal in Bloom Committee members and the KTC staff.

# MANAGEMENT

**Cllr Sylvia Emmott, Chair**

The Management Committee meetings are held on the third Monday of each month, with the exception of August and further meetings may be called if required. The membership is formed from the chairs of the following Council Committees:

- Allotments- Cllr. John Veevers
- Kendal in Bloom – Cllr. Lynne Oldham
- Christmas Lights and Festivals – Cllr. Clare Feeney-Johnson
- Environment & Highways – Cllr. Tom Clare
- Mayoralty & Arts – Cllr Austen Robinson
- Planning – Cllr. Jon Robinson

In addition the Mayor, Cllr Chris Hogg and the Deputy, Cllr Stephen Coleman and up to three nominated representatives from the Town Council, which this year have been Cllr Giles Archibald and Cllr Geoff Cook, make up the Committee. This ensures this 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 The Kendal Action Plan, on-going projects, any business from the Kendal Futures Board and the BID board.

One of the major projects this year has been the consultation on whether Kendal wishes to have a 20m.p.h. speed restriction in its entirety or just residential areas. This consultation was done via the web site and the Kendal Newsletter.

The Kendal Newsletter is produced three times a year and delivered to each householder and business within Kendal. The aims are to update residents on the projects Kendal Town Council is undertaking by itself, or in partnership with others and to promote important events within Kendal, such as the Food Festival, Torchlight, The Christmas Lights Switch-On Event and the Kendal in Bloom competition.

Kendal Town Council often invites organisations to give presentations to full council or to the Management Committee. This year the following are some of them:

- Making Kendal a Dementia Friendly Town
- Kendal Branding
- Visit by a Senior Representative of the Ambulance Service –The Future of the Service.
- The proposed closure of Kendal Magistrates' Court
- Chief Executive Officer from S.L.D.C. - The Future of Local Government

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

- Consultation on the proposed closure of Kendal Magistrates' Court
- C.C.C. budget consultations



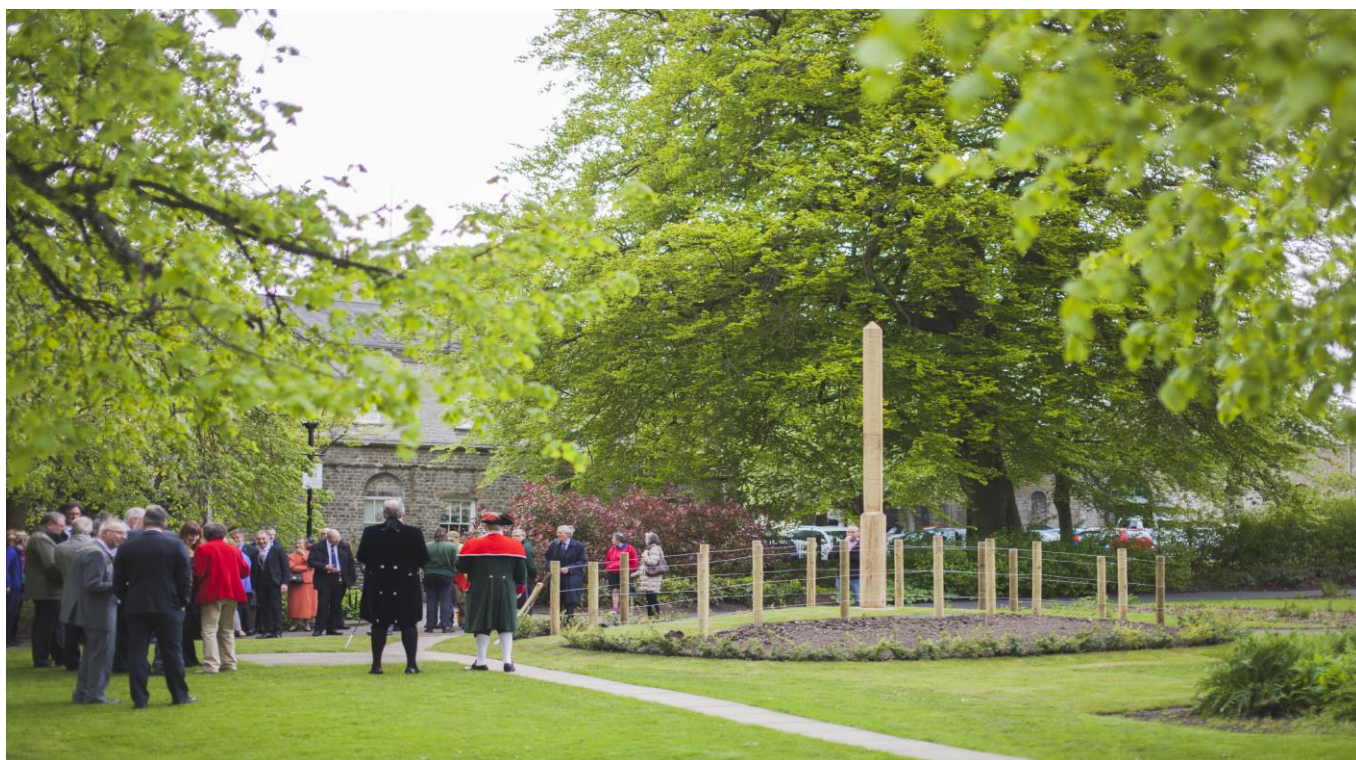
- Consultation on the Draft Parish Charter
- Response to the Nuclear Decommissioning Agency
- Response to the Local Government Boundary Commission

Other major topics which have been discussed this year have been

- The Kendal Town Council's Newsletter
- The Kendal 20mph speed initiative
- The Action Plan for Kendal
- Brown & White Signage
- I.T. back-up systems for the Kendal Town Council Office
- Developing a new Kendal website working with Kendal Futures and Kendal BID
- Kendal's Youth Council
- A trial of holding meetings in the S.L.DC. Council Chamber

During the past year the Management Committee has overseen the appointment three new members of staff. Following the sad death of Mrs Margaret Graham we appointed Ms Nicky King, as our new Council Secretary in April 2015. After 28 years of service as the Mayor's Attendant Mr Peter Cannon retired and in the summer we appointed Mr Simon Unsworth to the slightly amended role. In October Mike Shaw our Town Handyman also retired and we were pleased to appoint Mr John Belshaw. As a Town Council we felt we needed an extra pair of hands to help progress the "The Kendal Action Plan" so in September we appointed Ms Helen Moriarty to the new part-time role as a Project Manager.

Our sincere thanks to all the staff who have served Kendal Town Council loyally for many years, however we are fortunate to have appointed some excellent new staff to join the team at Kendal Town Council.



# MAYORALTY & ARTS

**Cllr Austen Robinson, Chair**

This Committee includes co-opted members, each of whom brings their own expertise to help in the curating and interpretation of the Mayor's Parlour. Sadly 2015 saw the resignation of Trevor Hughes, who has contributed so much of his time and expertise in helping the Council. We should like to thank him profusely, and wish him well for the future.

As indicated earlier, 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, heritage items and treasures in the Parlour and how best to display them. With the co-operation of SLDC we have produced two interpretation panels for the Bindloss Room, and, with the help of Trevor Hughes and Cllr. Tom Clare, produced an information booklet about the Parlour for visitors. Preparations have continued for the production of a replica copy of Katherine Parr's Prayer Book, together with a brief up-date of her role in Kendal's history.

However, interpretation of the Parlour is not the only matter dealt with by the Committee. In 2016 we will be lending our Beatrix Potter pictures to help Kendal Museum commemorate the 150<sup>th</sup> anniversary of her birth. We are offering our 1<sup>st</sup> World War exhibition to any organisation that would wish to use it, and we have asked Cllrs. Clare and Bramham to look into the production of a Kendal Pals Centenary Booklet to acknowledge and publicise the part played by the Pals in the Battle of the Somme in 1916.

Amongst other and more routine matters dealt with by the Committee have been the setting up of a sub-Committee to look at twining criteria and arrangements; the possible refurbishment of Town Council chairs and desks; the likely switch of use from the Town Council Chamber to the SLDC Chamber; a review and guidance on the role of the Mayor; the up-dating of the Collections and Loans Policy; the handling and displaying of heritage items; Parlour security; the appraisal of the heritage clock; taking responsibility for certain Council projects and visiting Committee-related staffing and pay issues.

It is in this latter connection that the Council said a sad farewell to Peter Cannon, the Mayor's attendant, who retired after 27 years of highly professional and valued service to this Council and to many a past mayor. We wish him a very long and happy retirement. And in July we were delighted to welcome Simon Unsworth, the new Mayor's Attendant, to the staff.

An important point in this last year was the Council's opportunity to endorse the Romney Society's proposal for a plaque of George Romney to be placed near the entrance to the Town Hall and outside the newly named Romney Room. The plaque was unveiled on a very wintry day in November by the President of the Royal Society. And, SLDC need to be thanked for the work they carried out to expedite matters.

Finally, may I thank the members of the Committee for their valuable contributions throughout the last year and the Council staff who have so ably supported us.

# PLANNING

**Cllr Jon Robinson, 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 (SLDC); occasionally Cumbria County Council) and sometimes by statutory undertakers (e.g. for development involving pipelines, power lines or communications infrastructure). 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; and for this reason, the Committee normally meets twice a month and has delegated authority to make decisions on behalf of the Council.

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 and are usually notified in advance about which applications will be considered. The Committee's main focus is on major planning applications which affect wider areas of the town, which fall within the town centre conservation area, or which could be seen to set a precedent for future decisions. In practice though most applications considered are for small scale development which can have cumulative effects. The Committee also prepares consultation responses on behalf of the Council and helps the Council formulate its own policies on planning matters, often involving a considerable amount of Committee members' time outside meeting.

The Committee welcomes representations from members of the public or developers according to the Council's Public Participation Scheme and increasingly the Committee have been asked to participate in pre-application consultations with developers.

Over the past year there have been more than normal planning applications for large residential developments, some submitted, some still in the pipeline. This is a consequence of the housing allocations in the development plan being brought forward by developers which include land off Underbarrow Road, at Stainbank Green, south of Lumley Road and at Kendal parks Farm. All are edge of town sites with concerns about landscape, transport and infrastructure impacts.

From a policy perspective several documents have been produced by SLDC which have been commented on or are being considered— a Housing Strategy, the Empty Homes Strategy, the Development Management Policies Development Plan and a Statement of Community Involvement.

There have been opportunities to get involved with the development management process by participating in the early stages of the formulation of Phase 2 Development Briefs for allocated sites West of High Sparrowmire and North of Laurel Gardens. We are also getting to grips with the implications of the new Community Infrastructure Levy for the Town Council and how our 15% share might assist our ambitions.

Finally, I would like to thank all Committee members. Unlike in the other tiers of local government, the Planning Committee does not have the benefit of professional planning officers, but relies on the diligence and skills built up over a long period and being developed by Councillors.

# AUDITED ACCOUNTS 2014/2015

## KENDAL TOWN COUNCIL

### Balance Sheet as at 31st March 2015

	2015		2014	
	£	£	£	£
<b>Investments</b>		269,446.79		243,565
<b>Current assets</b>				
Debtors	19,081.29		20,671	
Deposits	50.00		50	
Prepayments	8,899.38		1,002	
Cash at bank and in hand	<u>24,797.61</u>		<u>16,784</u>	
	52,828.28		38,507	
<b>Current Liabilities</b>				
Creditors	13,403.96		18,542	
Receipts in Advance	<u>35,954.62</u>		<u>14,500</u>	
	49,358.58		33,042	
<b>Net Assets</b>		<u>3,469.70</u>		<u>5,465</u>
		272,916.49		249,030
<b>Represented by:</b>				
<b>Reserves</b>				
Development Fund		85,482.91		60,662
Allotments		74,269.58		74,270
Arts & Heritage		4,096.04		5,396
Election		25,147.50		22,256
Environment		28,326.28		30,036
Wainwright		<u>11,955.31</u>		<u>10,000</u>
		229,277.62		202,620
General Fund				
Working Balance		43,638.87		46,410
		<u>272,916.49</u>		<u>249,030</u>

The above statement represents a true and fair view of the financial position of the Town Council as at 31st March 2015 and reflects its income and expenditure during the year then ended.

Approved by the Town Council on 11<sup>th</sup> May 2015

# KENDAL TOWN COUNCIL

## Income and Expenditure Account

Year Ended 31st March 2015

	2014/15		2013/14	
	£	£	£	£
<b>INCOME</b>				
Precepts		307,505.12		305,539.18
SLDC Grant		29,412.50		28,855.92
Interest on Investments	4,643.44		3,396.19	
Allotment Rents	20,446.74		20,070.57	
Miscellaneous	<u>2,003.00</u>	27,093.18	<u>50.00</u>	23,516.76
<b>Total Income</b>		<u>364,010.80</u>		<u>357,911.86</u>
<b>EXPENDITURE</b>				
<b>General Administration</b>				
Staff (including travel & training)	73,895.52		71,612.83	
Premises	14,944.47		20,779.21	
Supplies & Services	5,653.16		6,473.12	
Audit, Insurance & Subscriptions	12,035.27		11,768.83	
Elections	2,109.32		2,268.38	
Miscellaneous	<u>10,229.66</u>	118,867.40	<u>7,885.26</u>	120,787.63
<b>Civic Functions</b>				
Staffing	12,763.00		12,075.00	
Mayoral Expenditure	5,102.00		5,102.00	
Functions	4,760.84		5,362.32	
Twinning Hospitality	<u>725.02</u>	23,350.66	<u>393.21</u>	22,932.53
<b>Arts &amp; Heritage</b>				
Exhibitions/Pictures	2,356.89		856.80	
Kendal Museum	<u>2,000.00</u>	4,356.89	<u>2,000.00</u>	2,856.80
<b>Allotments</b>				
Staff	16,257.00		15,585.00	
Other	8,639.50		9,333.09	
Improvements & Developments	<u>4,966.00</u>	29,862.50	<u>-</u>	24,918.09
<b>Kendal Betterment Schemes</b>				
Bloom Activities	35,931.04		34,154.24	
Christmas Lights	25,786.78		22,819.92	
Grants	61,220.00		58,411.00	
Lighting - running costs	2,282.30		2,125.28	
Environment & Highways	6,487.61		10,568.50	
Non-recurrent Developments	<u>31,679.00</u>	163,386.73	<u>55,579.48</u>	183,658.42
<b>Wainwright Award</b>		300.00		500.00
<b>Total Expenditure</b>		<u>340,124.18</u>		<u>355,653.47</u>

# KENDAL TOWN COUNCIL

## DEVELOPMENT FUND – 2015/16 PAYMENTS

### 1 APRIL – 31 DECEMBER 2015

	Actual £
<b>Tourism Support in Kendal:</b>	
'Dressing the Town'	348
Kendal Sense of Place Guide	2,250
Group Travel Guide	2,000
Kendal Tourist Information Centre	5,000
 <b>Environmental Improvements:</b>	
Enhancement of Market Place	1,700
 <b>Kendal Futures:</b>	
Support for Co-ordinator	7,500
 <b>Other Schemes:</b>	
Hallgarth Community Centre – Play Area	5,000
Sandylands Residents Association – Play Area	6,000
South Lakeland Credit Union	3,000
20mph Speed Limit Consultation	651
Bus Shelter Burnside Road (Kentrigg Hill)*	4,000
Asbestos Removal on Allotments	750
	<hr/> <b>38,199</b> <hr/>

\* Note this includes £3,000 contribution from other parties.



# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

ENTER 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 2014 £	31 March 2015 £	
1 Balances brought forward	246,772	249,030	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	305,539	307,505	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	52,373	56,506	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	110,771	119,585	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	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	244,883	220,540	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	249,030	272,916	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	260,349	294,244	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	1,591,041	1,595,908	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	0	0	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	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 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

Jack Jones REQUIRED

Date 11/05/2015

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

11/05/2015

and recorded as minute reference:

938/14/15 NCE

Signed by Chair of the meeting approving these accounting statements.

J. C. Le REQUIRED

Date 11/05/2015



## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ENTER LOCAL COUNCIL NAME **KENDAL HERETOWN COUNCIL** 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 2015, 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	no	NA
	Yes		
			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

938/14/15 REFERENCE

dated 11/05/2015

Signed by:

Chair *[Signature]* REQUIRED

dated 11/05/2015

Signed by:

Clerk *[Signature]* REQUIRED

dated 11/05/2015

\*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 report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

ENTER LOCAL COUNCIL NAME HERE **LENDAL TOWN**

Council/Meeting

### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, 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

*BDO UK*

External auditor name

**BDO LLP Southampton  
United Kingdom**

Date

*10/8/15*

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.



## Section 4 – Annual internal audit report 2014/15 to

ENTER LOCAL COUNCIL **KENDAL TOWN COUNCIL**

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 2015.

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.	✓		

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

*Joe Reay*

Date

**12/06/2015**

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).





