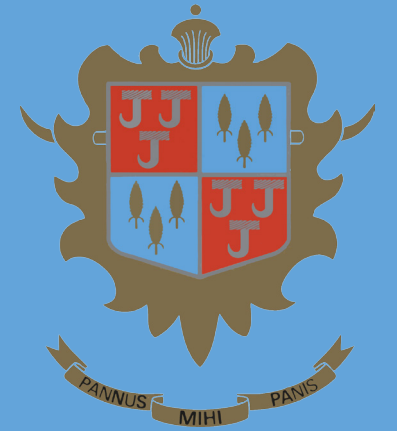
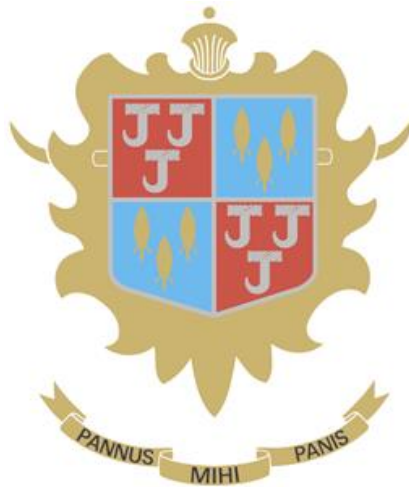


Kendal Town Council  
**ANNUAL REPORT**  
2016 - 2017



March 2017





**KENDAL TOWN COUNCIL**

**ANNUAL REPORT**

**2016 – 2017**

**MARCH 2017**

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# FOREWORD BY THE MAYOR OF KENDAL

**Cllr Stephen Coleman, The Mayor of Kendal 2016-2017**

It is such an honour to be the Mayor of Kendal and one that I have thoroughly enjoyed. Holding a full time job it took a lot of consideration before standing for this role. A big part of my decision was knowing that I had the full support of Cllr Andy Blackman as my Deputy, to whom I am extremely grateful.

My theme for the year was “Helping Each Other”. For me this was particularly relevant given the huge community spirit experienced following Storm Desmond and my wish was for this sense of looking after one another to continue. My two charities this year have been at the forefront of this theme - Christians Against Poverty (CAP) and Manna House. In addition to raising much needed funds for CAP, it has been a great to use a number of key events to help publicise their work in helping people with debt issues. Manna House have experienced their own challenges in the last year as their building was flooded during Storm Desmond.

A key highlight for me this year was my Mayoral Sunday at Kendal Parish Church. My focus on making the service more accessible for our younger generation was really embraced. Some friends from my Church wrote and performed a drama for me entitled “Little Boxes”. The underlying message in this drama really hit home and a number of people made references to this in the weeks after this service. Another key event was my Coffee Morning in December with music provided by the Kendal Concert Band and dancing by The Tokari School of Dancers. This raised over £500 for my charities and I am very grateful to all involved for this very memorable occasion.

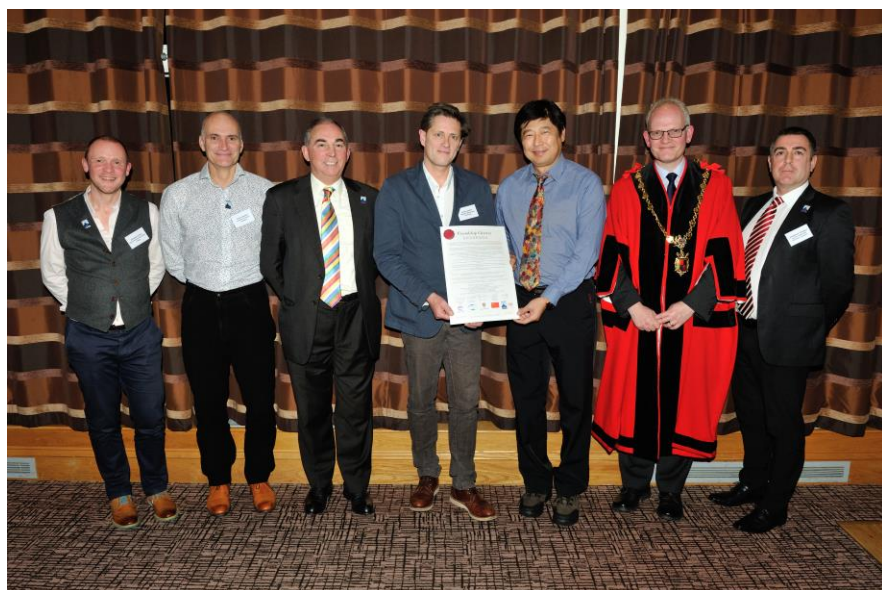
Kendal has such a diverse range of talent. I have been invited to many events ranging from musical and dance performances through to art events and fundraisers. One theme is common throughout, many people are involved in helping these events happen. It has been a real delight to recognise some of these people during my year. For some this has involved a special gathering in the Mayor’s Parlour and for others a letter of thanks. Our thanks go to all those that help run these events and make such a difference to the people of Kendal.

In addition to the Civic functions, the Mayor chairs our Full Council meetings. We meet on a monthly basis, and as a result are able to act much quicker than some of the other local bodies. During this year we have asked representatives from the NHS to attend our Full Council meetings regarding Ward 4 issues (the Mental Health Ward) and regarding the future of Maternity Services in Kendal. Those invited take these invitations seriously and on both occasions a good range of questions were raised leading to a much better understanding of the situations.



In my year it has been very good to form better links with our three International link locations. In the summer of 2016 I visited Killarney in Ireland, where I got to experience the beautiful surroundings and very kind hospitality. In November I had the honour of meeting the delegation from Shenzhen in China and signing our Friendship Agreement. In December I topped these international links with a wonderful trip to Rinteln, Germany to visit our Twin Town and to experience their winter market.

I have thoroughly enjoyed all aspects of my year and would like to end in thanking all of our staff for the support that they provide me and especially to Carolyn Moffatt for doing such a good job of managing my diary.



# 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 District 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, Project Manager, Ms Helen Moriarty 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. 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 2016/17

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
The Mayor of Kendal Cllr Stephen Coleman	L/D	Strickland SLDC Councillor – Strickland	01539 729049
Deputy Mayor Cllr Andy Blackman	L/D	Heron Hill	01539 724712
Cllr Giles Archibald	L/D	Fell SLDC Councillor - Fell	07415000765
Cllr Keith Bracey	L/D	Highgate	01539 734515
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 Chris Hogg	L/D	Castle SLDC Councillor - Castle	01539 583759
CLlr Rachael 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 Jonathan Owen	L/D	Strickland	07917190991
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

L/D – Liberal Democrat

SLDC – South Lakeland District Council

CCC – Cumbria County Council



## ATTENDANCE RECORD 2016/2017 OF COUNCILLORS AT FULL COUNCIL MEETINGS AND COMMITTEES

KENDAL TOWN COUNCIL MEETING ATTENDANCE SHOWN FROM ANNUAL GENERAL MEETING (WHEN THE NEW MAYOR IS ELECTED) AND COMMITTEE MEETINGS FROM JUNE 2016 (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
<b>CLLR S COLEMAN THE MAYOR</b>	11	11	7	10
<b>CLLR A BLACKMAN DEPUTY MAYOR</b>	10	11	15	18
<b>CLLR G ARCHIBALD</b>	8	11	3	3
<b>CLLR K BRACEY</b>	7	11	4	6
<b>CLLR P BRAMHAM</b>	8	11	9	9
<b>CLLR J BROOK</b>	11	11	7	10
<b>CLLR T CLARE</b>	9	11	12	13
<b>CLLR G COOK</b>	10	11	8	10
<b>CLLR S EMMOTT</b>	8	11	7	10
<b>CLLR D EVANS</b>	8	11	2	3
<b>CLLR S EVANS</b>	11	11	3	6
<b>CLLR C FEENEY- JOHNSON</b>	8	11	9	15

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	8	11	8	16
CLLR C HARDY	6	11	1	3
CLLR C HOGG	7	11	3	6
CLLR R HOGG	6	11	2	3
CLLR K HURST-JONES	4	11	4	22
CLLR L OLDHAM	11	11	27	28
CLLR J OWEN		11	3	3
CLLR A ROBINSON	7	11	16	26
CLLR J ROBINSON	10	11	28	29
CLLR M SEVERN	6	11	2	3
CLLR R SUTTON	11	11	2	2
CLLR K TEASDALE	10	11	17	19
CLLR G TIRVENGADUM	5	11	0	3
CLLR J VEEVERS	7	11	12	16
CLLR G VINCENT	7	11	12	16
CLLR P WALKER	5	11	1	2



# COUNCIL OVERVIEW

## Cllr Tom Clare, 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. The Town Council has retained most of its traditions and works 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. During the last year and currently, in the aftermath of the floods of December 21015, the Council has also been working with the Environment Agency

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.

Once again we had a mild winter which as we all know was very wet, causing serious problems in some areas to our residents. Flooding to some of our allotment sites left the ground very wet and delayed the planting out period, but fortunately didn't cause too much damage. However once planted out the allotmenters seemed to cope well, with a good fruit yield again along with a productive growing season, even though there was a lack of sunshine.

Our new Handyman has settled in well to his new post and is well liked by our tenants. He has a good working relationship with the Committee and our site rep's. Along with the Assistant to the Town Clerk, he conducts regular plot inspections on our 17 allotment sites spread around the town. Now as well as his normal duties, he also has a list of prioritised improvement projects which have been identified as needing attention as and when time and funds allow.

The office have trialled sending out the annual invoices and newsletter by electronic means this year in an attempt to make the process more cost effective. Alas a few problems were encountered which will be addressed next time and of course not everyone uses email which will improve as time passes.

Although we still have a waiting list, mainly for one particular site, this may well improve as a few tenants have relinquished their plots for various reasons following the annual invoicing. This may well reflect a small rise in rents, approximately 2%, which was imposed to cover continuing rising costs we encounter in providing utilities, maintenance materials etc. This aside I still believe we require more allotment land within the Town Boundary to meet the anticipated rise in demand following the current and proposed new housing developments. All offers welcome, be it for sale or rent.

Despite the problems encountered in the town this year, I feel the staff and Committee have made positive strides in improving the management and effectiveness of the product offered.

# 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' reports 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 oversee and make recommendations to Council on its investments.
4. To consider and make recommendations on all of the general grant applications received by the Council according to the criteria we have developed.
5. To review the accounts of the Schools of Art & Science Charity and consider all applications for assistance from it and make recommendations to Town Councillors.

The Auditors' reports have stated that the Council's 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 hard work of our Treasurer and the financial awareness of our Councillors.

This year the Council has made around £33,000 worth of grants available 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 gives grants to sporting activities for young people and cultural events in addition to worthy causes, charities and festivals. We intend to review the criteria we use to award grants to make sure that we are targeting the money wisely.

This list of general grants paid out to date in 2016/17 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.



# TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL GRANT AWARDS

FY 2016/17 (as at 31 December 2016)

RECIPIENT	AMOUNT £
Abbot Hall Public Bowling Club	50
Brewery Arts Centre	8,000
Cumbria Festival Chorus	500
Dance Ability	100
Great North Air Ambulance	1,000
Kendal Air Training Corp – 1127 Squadron	1,626
Kendal Community Theatre	1,500
Kendal & District Lions Club	150
Kendal Lads & Girls Club	965
Kendal Millennium Playing Fields	1,000
Kendal Rinteln Association	500
Kendal Rugby Club	1,000
Kendal Sea Cadets Corps	900
Kendal & South Lakes Centre for Independent Living – One Voice	1,500
Lakes Line Community Rail Partnership	150
Right 2 Work	400
South Lakeland Hydrotherapy Pool	2,500
South Lakes Citizens Advice Bureau	5,000
South Lakes Foyer Residents	540
Step by Step	1,000
The Bluebell Foundation	250
The Lakeland Arts Trust – Abbot Hall	1,000
The Quaker Tapestry at Kendal	3,000
With Singing in Mind	500
<b>TOTAL</b>	<b>33,131</b>

# CHRISTMAS LIGHTS & FESTIVALS

**Cllr Clare Feeney-Johnson, Chair**

Members of the Christmas Lights and Festivals committee for 2016/17 are: Councillors Clare Feeney-Johnson (Chair), Chris Hogg (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 £40,704 and Festivals £35,000.

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. Sadly this year we have missed out on the traditional Fireworks display at the Castle in November and the Kendal Festival of Food in March 2017. I would like to take this opportunity to thank all those that have given their valuable time and expertise to these events in past years, as a Town we were lucky to have them. We are working hard to find an alternative firework display team and hope to see the Festival of Food again in years to come.

We welcomed this year Lake District National Park Lakes Alive event over the August Bank Holiday weekend, a new cultural experience which brought international artists and emerging performers to our Town offering a mostly free, delightful yet spectacular festival. One to watch and enjoy grow into the future.

We were also very pleased to extend a warm welcome to visitors from Nanshan, Shenzhen South China through the Kendal Mountain Festival (KMF). Links via the culture and tourism sectors have secured the opening of a KMF office in Nanshan which has facilitated the Kendal Mountain Festival tour to six locations in China already, creating a platform to showcase the festival and our Town to a new international market.

Festival grants were given to:

Kendal Torchlight, Lakes Arts Festivals, Kendal Mountain Festival, Kendal Windows on Art, Kendal Wool Gathering, Art Fest North and LDNP Lakes Alive.

**TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL FESTIVAL GRANT  
AWARDS FY 2016/17 (as at 31 December 2016)**

<b>RECIPIENT</b>	<b>AMOUNT £</b>
Art Fest North	200
Christmas Tree Festival	500
Comic Fest – Lakes Arts Festivals	5,000
Kendal Mountain Festival	5,000
Kendal Torchlight Procession	5,000
Kendal Windows on Art	750
Kendal Wool Gathering	1,500
LDNPA – Lakes Alive	7,500
<b>TOTAL</b>	<b>25,450</b>

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, anchor load testing 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, the cost is minimal in comparison to years gone by.

The Christmas Lights Switch On event is a truly partnership event, 2016 was no different. Elephant Yard, Wainwrights Yard, Best Western Plus – Castle Green Hotel and Lakeland Radio working with us at Kendal Town Council to form that partnership.

Father Christmas in his reindeer led sleigh made his way from Abbott Hall to the Lakeland Radio stage near the town's library where Yakkers and John Pye hosted the event alongside live performances from some fabulous local stars including Paul Akister of X Factor fame. We believe the event attracted a 6,000 strong crowd. Festive local stalls adorned the market place, giving a very real Festive feel to kick start our Christmas trading period.

We continually review the lighting offer, improving where possible, trying new modern technologies and adding to our offering.

We have already started looking at next year's Festivals and Lights. We have some exciting new events coming our way as well as our much loved and enjoyed ones. So keep an eye on the Kendal Town Council website and Newsletter, as well as the Explore South Lakeland website; What's On section, as they're all too good to miss!



# ENVIRONMENT & HIGHWAYS

Cllr Tom Clare, Chair

Much of the work of the Committee continues to be with partners. Principle amongst these is collaboration with SLDC concerning parks and open spaces improvements. The Committee funded further improvements at Abbott Hall park and looks forward to improving Maudes Meadow behind St. Thomas Church to which it has allocated funding. There is a potential overlap between such work and the work of the Kendal in Bloom Committee and steps are being taken to develop joint working and projects where appropriate.

The Committee has also sought to work with others to improve and enhance public realm infrastructure. This has included the provision of new benches and discussions with Cumbria County Council concerning the speedy repair (and future maintenance arrangements) of benches and bus shelters in the town centre. However, progress on repainting some railings has been slower than anticipated with those outside the cemetery on Parkside Road proving technically challenging.

Other highways issues which the Committee has been engaged with include: the Car Parking Strategy of SLDC; individual footpath issues such as the loss to flooding of the footpath at Carus Green and the possible provision of additional Speed Indicator Boards. However, the issue of possible 20mph speed restrictions in much of the town has been placed on hold pending the report of the Kendal Transport Infrastructure study. With regard to the latter the Committee has sought to get recognition of both the Car Parking Strategy and Air Quality Action Plan.

Other matters which the Committee has been engaged include the physical appearance of some buildings in the town centre, recognising that they detract from the “experience” of visitors, shoppers and residents alike. In contrast the Committee is pleased that several trail leaflets promoting walks in the town have now been produced, and related to these substantial work to improve access to and interpretation of the Castle is now underway. The Committee will, therefore, continue to promote and develop other walking initiatives, Canal Towpath improvements and the improvement of the Canal Corridor in the town.

# KENDAL IN BLOOM

**Cllr Lynne Oldham, Chair**

The start of 2016 was very challenging for Kendal in Bloom after Storm Desmond affected parts of Kendal. But as a result the people of Kendal pulled together with some fantastic community projects to enhance parts of the flooded areas. To lift the spirits of those who were directly affected by the storm, money was set aside. Shap Road was given a face lift with three stone faced flower planters along the grass verge and 10 mounted baskets on a stone wall. In the bed outside Kendal Cricket Club a bulb has been planted for every house affected by the devastation (1400 bulbs). Queen Katherine School are designing an information board which will be placed in the bed in summer 2017.

Over the year Kendal in Bloom are pleased to support community groups.

In February four fruit trees were planted at Kendal Leisure Centre by children from Heron Hill primary school. This is part of a project involving South Lakes against Climate Change and Kendal Town Council. The fruit trees are linked to edible planters, one at the leisure centre and the other outside Nobles Rest park, and are there for all to enjoy.

Heron Hill primary school were also given a sum of money to support their gardening club in planting bulbs in residential areas.

The Kendal Rotarians were supported again in more crocus bulb planting, this time on Blackhall Road.

Underley Hill community allotment group also benefited from funding to help change an already boggy corner of land into a wetland habitat. They have also created a herb garden and planted wildflowers and fruit trees on an area which will be maintained by themselves and residents from Hallgarth Community Group for their pop-up cafe.

Over many years the Council's civic planting was done by Low Orchard but upon their retirement new tenderers were asked to apply. A decision was made from those received and the contract was awarded to Hortons Landscaping for three years. We were also pleased to be able to give a short three day placement to a service user from Horticare to work alongside our Town Handyman on blooms work.

In 2016 concerns were voiced by the Committee about the amount of litter there was in and around Kendal. It was decided a group of volunteers named "Keep Kendal Mint Clean" would be formed. This tied in very nicely with the Queens 90<sup>th</sup> birthday "Clean for the Queen" campaign where the whole of Britain were invited to join in a clean-up. Kendal junior schools were invited to design posters for the event and the senior schools were asked to design a logo for KKMC to use on any advertising. We had out right winners in both categories. Since the launch of the group we have had numerous successful picks with both Council and the community involved, with more planned in the future.

The Kendal in Bloom competition had three elements to the competition.

The first being Community groups, entitled “Love Where You Live”. We were extremely pleased by the entrants this second year. The overall Gold winners were Pembroke Court and Underley Allotments.

The allotments category was slightly altered this year, with the best allotment site going to Greenside.

And the schools category was named “Space Challenge”. Pupils were given a blue packet and a red packet of seeds but only one coloured packet went into space with the astronaut Tim Peake. (The schools had no idea which colour went – it was blue). They were returned to earth and given to the participating schools who recorded data as they germinated and grew over a 7 week period. The plants were then planted into some amazing floral displays, again all space themed. The results of the plant growth was then returned to be analysed by professionals. The results were as follows -on average Earth seeds grew better, but not by much. The likely cause may have been radiation of space seeds while on board the Space Station. The overall winning school was Castle Park primary school.

Our latest project is a pollinator one. This is to support the judging criteria of improvement of habitats suitable for insect pollinators and which will also encourage better understanding among the public of the importance of insect pollinators for human society. The canal towpath has been identified as a suitable site and already a number of schools and allotment holders have shown an interest.

In July we were judged by Cumbria in Bloom. This was very important to us as their comments were very valuable for our entry into Britain in Bloom. They were able to give us some positive advice which we took on board and resulted in a slightly altered judging route to involve not just the floral side but also the historical side of Kendal. We were awarded a Silver.

In August we were judged by Britain in Bloom. Some of the comments given by the Britain in Bloom judges were: “That Kendal has a rich and varied heritage that is well interpreted by visitors to the beautiful Cumbrian town” and that “Kendal is very well promoted with lots to do and see all year round, making it vibrant and exciting”. It was great to hear how despite the very significant adversity with the floods of 2015 that those organising and contributing to the Kendal in Bloom campaign had risen to the challenge. I was privileged, along with the Mayor and Deputy Mayor, to receive the Silver Gilt award for Kendal’s entry in Britain in Bloom 2016 and in addition an award for Overcoming Adversity after the floods. The good news is we have already been put forward again to enter Britain in Bloom 2017.

Last year I completed my report by saying Britain in Bloom here we come. This year it’s similar:

“Britain in Bloom here we come BUT this time it’s for Gold”.

I would like to extend my gratitude to the sponsors of Kendal in Bloom. These include Gilkes, Cumberland Building Society, Lake District Estates, Boyes, Different Strokes, Castle Green Hotel, Horticare and South Lakeland District Council.

# MANAGEMENT

**Cllr Tom Clare, Chair**

This Committee is unusual in that it meets once a month; a situation reflects its role in managing the “day to day” governance of the Council and in responding to or initiating strategic issues. For example, the Committee has been proactive in keeping under review and implementing the Kendal Action Plan which includes the development, with Kendal Futures Board and BID (and their constituent members) a new website to promote the town. Work on creating this has now been completed but feedback will need to be gathered (and welcomed!) and it will need to be maintained if it is to deliver its objective.

The Council and Committee has also requested and has helped fund the Kendal Transport Infrastructure Study; the other partners being Cumbria County Council and South Lakeland District Council. In part this was a response to the closure of Victoria Bridge and recognition of the role of the A6 in the national road network. However, the Committee has also been directly involved in responding to the floods: firstly in preparing responses to the various reports and proposals coming forward from the County Council and Environment Agency; secondly in supporting the creation (and funding) of a Community Emergency Plan.

The Committee has also taken on responses to other issues which the town and Council face, such as the issue of reported hate crime. This is an issue which the Committee and Council will continue to work with the Police. Many issues have been identified as requiring ongoing or future attention. Examples are the provision of information for tourists; a matter which clearly links to the website reported above, and Integrated Care including the service offered by the Kentmere Ward. With regard to Integrated Care the Council recognises the wide range of issues affecting residents, not least those arising from demographics, and is pleased to continue to support the Kendal Dementia Action Alliance. Similarly the Committee is pleased to be able to report that the Town Council Newsletter is now available in braille.

In supporting and ensuring the running of the Council, the Committee has undertaken a review/revision of its Standing Orders and responded to the SLDC (draft) Parish Charter. In addition, the last year has seen work on a lease from SLDC following the move to a new “chamber” for our Council meetings and, coincidentally, received a presentation from the Chief Executive of SLDC on its thinking about the future of Local Government. Relating to that, and looking forward, there will be a need to engage with CCC and SLDC over the possibility of a single Council “campus” in the town and the future use of the Town Hall which remains in the ownership of SLDC.



# MAYORALTY & ARTS

**Cllr Stephen Coleman, Chair**

Kendal Town Council has a vast array of historic artefacts. Much of the care of these items rests with our Mayor's Attendant. Given that our current attendant has taken over this role from someone with over 27 years of experience and knowledge, much of this year has been spent on cataloguing what we have and in gaining a condition assessment by a specialist auditor to report on their condition. We are looking forward to seeing this Assessment Report and to planning any recommendations for the future.

Within the last year our Council has changed its meeting venue to the District Council Chamber. The Sword and two silver Maces are mounted in front of the Mayor. We have made special mounting arrangements to ensure that these valuable assets are mounted securely during our meetings and so that this practice can continue. Another factor with this change is the old desks and chairs. Decisions have been made on which of these items can be sold through auctions but this is being deferred until a formal lease is signed with the District Council.

The Mayor's Parlour continues to be used for a variety of functions. Committee meetings are held in the room and to assist meetings improved wifi has been installed. The room is used to host presentations / guests and is also used for Parlour talks to groups about the history of the Mayoralty and the history of Kendal.

We do get involved in discussions of the heritage of our historic town. In the past we supported the beautiful new mural in Police Yard and have started some discussions on another Kendal Yard gaining these types of improvements. Another area we have reviewed is the new Kendal Heritage Leaflet that has recently been launched.

Through this committee we have reviewed Town Twinning arrangements. As a result of this review the decision has been made to retain our two existing twinnings but not to pursue any further formal ones. A Friendship Charter between Kendal Town Council, the Lake District National Park Authority and South Lakeland District Council and the Nanshan Council of Shenzhen in China was signed during the Kendal Mountain Festival. Moving forward it is our aim to focus on International Links and to signpost the links that many organisations in our Town have with overseas destinations.

During our year we lost our last co-opted member, Jamie Barnes. I would like to thank him and all members of the Committee for their help over this year. In the future we will not have co-opted members but will invite any help needed as required.

# PLANNING

**Cllr Jon Robinson, Chair**

Kendal Town Council's Planning Committee currently consists of seven Councillors, whose remit is to consider planning matters referred to the Council by the Local Planning Authorities (usually South Lakeland District Council; 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; for this reason, the Committee normally meets twice a month and also 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. This year there have been several individuals speaking at Committee on planning applications and some meetings have had a good number of members of the public observing.

Over the past year there have been more planning applications for large residential developments, some a consequence of the housing allocations in the development plan being brought forward by developers (including land off Underbarrow Road for which landscape concerns are still an issue amongst others) and others such as land off Oxenholme Road, land off Natland Mill Beck Lane and land either side of Parkside Road not on allocated sites. Following the flooding in 2015 and consideration of the subsequent Section 19 Report the Committee has paid much closer attention to surface drainage issues and raised serious concerns about several of these applications.

From a policy perspective several documents have been produced which have been commented on or are being considered– the Infrastructure Delivery Plan and the Draft Development Management Policies Development Plan Document by SLDC and the draft Cumbria Minerals and Waste Local Plan by Cumbria County Council.

There has been further involvement with the development management process associated with the consultations on the Phase 2 Development Briefs for allocated sites West of High Sparrowmire and North of Laurel Gardens. The Community Infrastructure Levy has started to generate funds which the Town Council can use to help resolve some of the infrastructure challenges Kendal faces and a working group has been set up to identify priorities.

Finally, I would like to thank all Committee members. Planning Committee meets more frequently than any other committee. Unlike in the other tiers of local government, we do not have the benefit of professional planning officers, but rely on diligence and skills built up over a long period.

# AUDITED ACCOUNTS 2015/2016

## KENDAL TOWN COUNCIL

### Balance Sheet as at 31st March 2016

	2016		2015	
	£	£	£	£
<b>Investments</b>		277,061.89		269,447
<b>Current assets</b>				
Debtors	20,292.49		19,081	
Deposits	50.00		50	
Prepayments	1,964.00		8,899	
Cash at bank and in hand	<u>24,604.80</u>		<u>24,798</u>	
	46,911.29		52,828	
<b>Current Liabilities</b>				
Creditors	14,523.75		13,404	
Receipts in Advance	<u>18,133.15</u>		<u>35,955</u>	
	32,656.90		49,359	
<b>Net Assets</b>		<u>14,254.39</u>		<u>3,470</u>
		291,316.28		272,916
<b>Represented by:</b>				
<b>Reserves</b>				
Development Fund		95,678.41		85,483
Allotments		69,762.79		74,270
Arts & Heritage		4,006.04		4,096
Election		5,495.18		25,148
Environment		18,303.96		28,326
Wainwright		<u>11,893.31</u>		<u>11,955</u>
		205,139.69		229,278
General Fund				
Working Balance		86,176.59		43,639
		<u>291,316.28</u>		<u>272,916</u>

The above statement represents a true and fair view of the financial position of the Town Council as at 31st March 2016 and reflects its income and expenditure during the year then ended.

Approved by the Town Council on 9<sup>th</sup> May 2016

# KENDAL TOWN COUNCIL

## Income and Expenditure Account

Year Ended 31st March 2016

	2015/16		2014/15	
	£	£	£	£
<b>INCOME</b>				
Precepts		313,059.26		307,505.12
SLDC Grant		28,654.98		29,412.50
Interest on Investments	4,250.03		4,643.44	
Allotment Rents	19,244.82		20,446.74	
Miscellaneous	86.63	23,581.48	2,003.00	27,093.18
<b>Total Income</b>		<b>365,295.72</b>		<b>364,010.80</b>
<b>EXPENDITURE</b>				
<b>General Administration</b>				
Staff (including travel & training)	79,093.42		73,895.52	
Premises	16,207.13		14,944.47	
Supplies & Services	5,744.21		5,653.16	
Audit, Insurance & Subscriptions	11,702.91		12,035.27	
Elections	9,652.32		2,109.32	
Newsletter, IT & Website	13,715.90		6,622.86	
Miscellaneous	4,638.17	140,754.06	3,606.80	118,867.40
<b>Civic Functions</b>				
Staffing	10,820.00		12,763.00	
Mayor's Allowance	5,102.00		5,102.00	
Mayor's Travel	312.61		-	
Functions	5,039.20		4,760.64	
Twinning Expenses	1,044.10	22,317.91	725.02	23,350.66
<b>Arts &amp; Heritage</b>				
Exhibition & Pictures	1,000.00		2,356.89	
Restoration of Heritage Items	90.00		-	
Kendal Museum	2,000.00	3,090.00	2,000.00	4,356.89
<b>Allotments</b>				
Staff	17,371.00		16,257.00	
General Expenses	4,889.74		8,639.50	
Improvements & Developments	9,697.29	31,958.03	4,966.00	29,862.50
<b>Kendal Betterment Schemes</b>				
Bloom Activities	35,036.99		35,931.04	
Christmas Lights	17,682.13		25,786.78	
General Grants	28,065.00		28,970.00	
Festival Grants	31,350.00		32,250.00	
Lighting - running costs	2,199.24		2,282.30	
Environment & Highways	15,598.07		6,487.61	
Development Fund Schemes	18,534.50	148,465.93	31,679.00	163,386.73
<b>Wainwright Award</b>		310.00		300.00
<b>Total Expenditure</b>		<b>346,895.93</b>		<b>340,124.18</b>

# KENDAL TOWN COUNCIL

## DEVELOPMENT FUND – 2016/17 PAYMENTS

### 1 APRIL – 31 DECEMBER 2016

	Actual £
<b>Action Plan for Kendal:</b>	
Signage, Interpretation and Public Realm Improvements	4,545
Dementia Action Alliance Newsletter	480
Strategic Transport Infrastructure Study	10,000
<b>Kendal Futures Funding:</b>	
Support for Co-ordinator	7,500
Visit Kendal Destination Website	6,000
<b>Green Spaces Improvement Projects :</b>	
Oxenholme Play Area Development Group – Play Area Bolefoot	5,000
Footpath Dean Gibson to Colin Road (fully grant funded)	10,000
Kendal Castle Environmental Improvements	1,170
<b>Public Realm Improvement Projects:</b>	
‘Dressing the Town’	265
Police Yard Lighting Scheme – Civic Society Project	2,000
<b>TOTAL</b>	<b><u>46,960</u></b>
<b>CIL Receipts</b>	<b>646</b>



## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

KENDAL TOWN COUNCIL

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 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority 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 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 this smaller authority.
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 this smaller authority 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. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	Yes	NA	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

1171/15/16  
dated 9/5/16

Signed by:

Chair

dated

Signed by:

Clerk

dated

C. J. M. M.

9/5/16

B. Richardson

9/5/16

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

KENDAL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	249,030	272,916	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. (+) Precept or Rates and Levies	307,505	313,059	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	56,506	52,237	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	119,585	128,468	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 smaller authority's borrowings (if any).
6. (-) All other payments	220,540	218,428	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	272,916	291,316	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	294,244	301,667	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 long term investments and assets	1,595,908	1,611,075	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Jack Jones

Date

9/5/16

I confirm that these accounting statements were approved by this smaller authority on this date:

9/5/16

and recorded as minute reference:

1173/15/16

Signed by Chair of the meeting approving these accounting statements.

crashy

Date

9/5/16



## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

KENDAL TOWN COUNCIL

### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

*BDO LLP*

External auditor name

**BDO LLP Southampton  
United Kingdom**

Date

3/8/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

KENDAL TOWN COUNCIL

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates 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 this smaller authority's 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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			
	Yes	No	Not applicable
	✓		

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit DANIEL ANTHONY NEWTON ACA BA (Hons)

Signature of person who carried out the internal audit D Newton Date 25/5/2016

\*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).