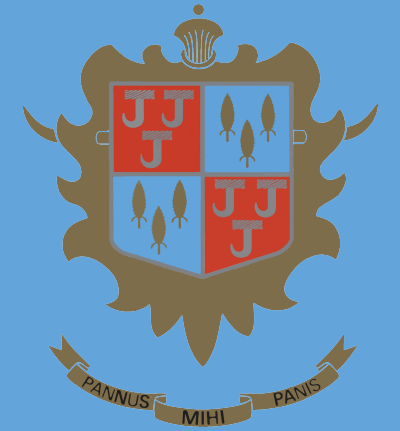
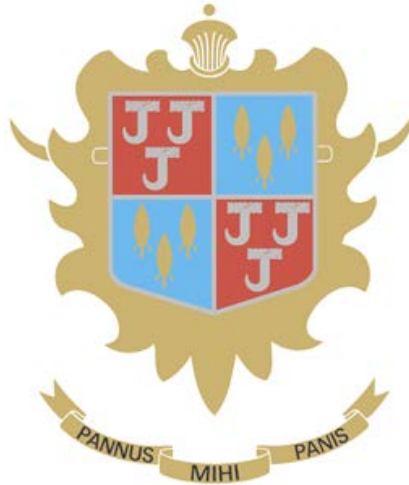


Kendal Town Council
ANNUAL REPORT
2018 - 2019





KENDAL TOWN COUNCIL

ANNUAL REPORT

2017 – 2018

MARCH 2018

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FOREWORD BY THE MAYOR OF KENDAL

Cllr Andy Blackman, The Mayor of Kendal 2017-2018

There are many of us who live in Kendal who believe that for a town of its size it 'punches well above its weight'. With the River Kent flowing through its heart and set as it is within the wonderful landscape of South Lakeland and serving as a gateway to the Lake District, which was recently awarded World Heritage Status, Kendal has few equals in terms of the opportunities it offers for those with a love for the outdoors. Thriving facilities such as a theatre, cinema and community arts centre, museums and art galleries, first rate playing facilities for golf, rugby and cricket enthusiasts and the wide range of festivals it hosts throughout the year all contribute to a richness and vibrancy in the life of the town. Along with its fascinating social history, and served as it is by a main-line train station and the proximity of the motorway network, it is increasingly becoming a place of interest for visitors and holiday makers.

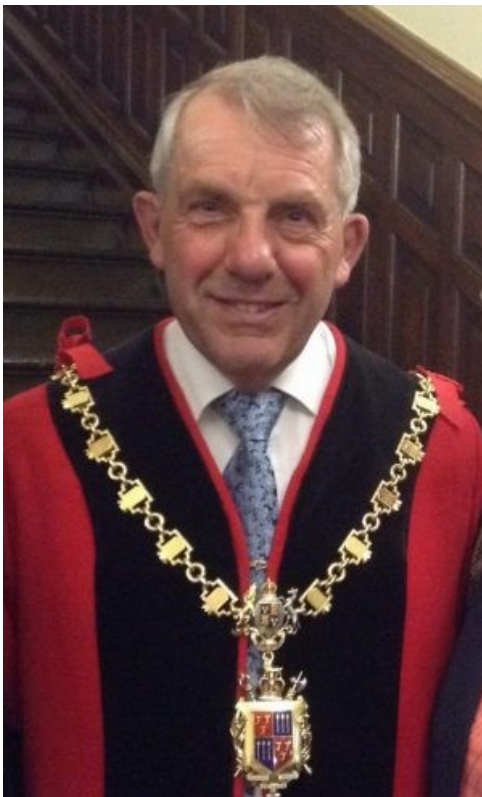
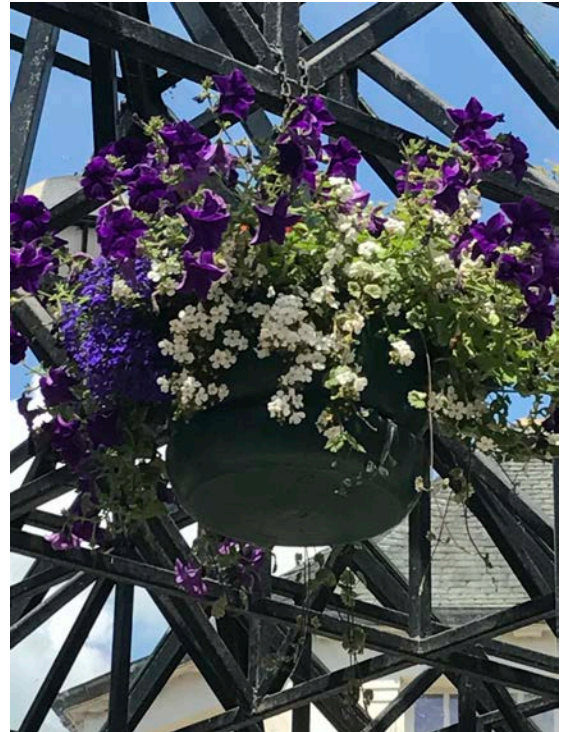
However, what makes Kendal a wonderful place to live are its people, the Kendal community which rallied to support one another during Storm Desmond and its aftermath. I have often said that there were two floods during December 2015, the first being that caused by the deluge of rainwater, the second being the outpouring of love, compassion, kindness and generosity as people across the town helped their neighbours during this time of adversity.

It is my privilege and honour to serve the town as Mayor of Kendal during this year and it has been heart-warming in the utmost to be invited to so many occasions which time and again demonstrate this spirit of love that people of Kendal have for their respective communities. It has been humbling to feel the manifest sense of well-being that people in the community share whether presenting certificates and prizes at Right-to-Work, Sandgate Hydrotherapy Pool afternoon tea, judging school or community gardens for Kendal-in-Bloom, having a cup of coffee at the Cancer Care fundraising Coffee Morning or even parading the streets of Kendal with the Pied Piper and the Mad Hatter during Torchlight week-end or any other of the 'too many to mention' engagements that I have undertaken. During my speech at the Mayor Making evening last May I indicated that my theme for the year would be 'Love Your Community'....how wonderful it has been to see so many examples of that love in action.

One of my aims this year has been to attempt to progress initiatives that previous Mayor's have started. To this end I nominated Kendal Dementia Action Alliance as one of the Mayor's Charities for the year. This is a newly established charity which aims to ensure that Kendal is a Dementia Friendly Town, an initiative started by Cllr Tom Clare during his term of office as Mayor. Although a long standing 'Organ Donor' card-carrier, I am hopeful that it will be many years before I enhance Cllr Chris Hogg's Mayoral objective of successfully making Kendal the UK's first Organ Donor town through my own personal donation!!

The other nominated Mayor's charity is Kendal Family Drop-in Centre which helps and supports parents, families and children in the area who have additional needs.

In conclusion I would like to thank my fellow Town Councillors for the commitment they demonstrate in 'doing their bit' for Kendal. The time they give in attending meetings and supporting events is all on an entirely voluntary basis and shouldn't be underestimated in the value it brings for the development of the town. I would particularly like to thanks those Councillors who have decided to finish their involvement with the Town Council in May this year as we head into the elections for the new Council. Many years of experience and accrued expertise, influence and wisdom will leave with them. Thank you and enjoy your new-found free time!!



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 Townscape Manager Pierre Labat. There is also a Mayor's Attendant Simon Unsworth and a Council Secretary Nicky King. All staff, with the exception of the Townscape Manager, 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

Website – www.kendaltowncouncil.gov.uk

YOUR COUNCILLORS 2017/18

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
The Mayor of Kendal Cllr Andy Blackman	L/D	Heron Hill	01539 724712
Deputy Mayor Cllr Guy Tirvengadam	L/D	Oxenholme	07778564563
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 Stephen Coleman	L/D	Strickland SLDC Councillor – Strickland	01539 729049
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

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
CLlr Clare Feeney-Johnson	L/D	Nether SLDC Councillor - Nether	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 CCC Councillor - Kendal Castle	01539 583759
CLlr Rachael Hogg	L/D	Nether	01539 583759
CLlr Lynne Oldham	L/D	Mintsfeet	01539 726399
CLlr Jonathan Owen	L/D	Strickland	07917190991
CLlr Douglas Rathbone	L/D	Parks	07505503965
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 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 2017/2018 OF COUNCILLORS AT FULL COUNCIL MEETINGS AND COMMITTEES

KENDAL TOWN COUNCIL MEETING ATTENDANCE SHOWN FROM ANNUAL GENERAL MEETING IN MAY 2017 (WHEN THE NEW MAYOR IS ELECTED) AND COMMITTEE MEETINGS FROM JUNE 2017 (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 A BLACKMAN THE MAYOR	10	11	18	21
CLLR G TIRVENGADUM DEPUTY MAYOR	8	11	10	12
CLLR G ARCHIBALD	9	11	4	6
CLLR K BRACEY	3	11	0	6
CLLR P BRAMHAM	8	11	6	7
CLLR J BROOK	10	11	8	12
CLLR T CLARE*	1	11	0	13
CLLR S COLEMAN	10	11	4	6
CLLR G COOK	9	11	11	11
CLLR S EMMOTT	9	11	4	6
CLLR D EVANS	4	11	3	3
CLLR S EVANS	9	11	6	6
CLLR C FEENEY- JOHNSON	9	11	16	28

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	5	11	6	17
CLLR C HARDY	5	11	2	3
CLLR C HOGG	6	11	3	7
CLLR R HOGG	7	11	3	3
CLLR L OLDHAM	8	11	18	24
CLLR J OWEN	8	11	5	5
CLLR D RATHBONE**	1	1	1	1
CLLR A ROBINSON	8	11	23	28
CLLR J ROBINSON	11	11	31	31
CLLR M SEVERN	3	11	0	0
CLLR R SUTTON	9	11	2	7
CLLR K TEASDALE	10	11	17	20
CLLR J VEEVERS	10	11	13	18
CLLR G VINCENT	9	11	22	28
CLLR P WALKER	2	11	4	11

* - Cllr T Clare has been on Council approved absence due to illness February 2017 – January 2018.

** - Cllr D Rathbone was co-opted in February 2018.

COUNCIL OVERVIEW

Cllr Jonathan Brook, 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 working 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 organisations such as the Civic Society and Cumbria Association of Local Councils in order to deliver services more effectively for the local community. Kendal Town Council looks forward in the future to taking on wider responsibilities in due course.

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 2015, 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 and advice to plot holders and our administrative officer.

Once again our allotment holders had a trying year in respect of their growing efforts. The year started with a mild winter which then warmed up giving our tenants a sense of optimism only for it to go downhill during what was expected to be the warmer months. Consequently, this resulted in late cropping of some plants whilst the earlier cane fruits were very good - well no one said gardening in Britain was easy.

Unfortunately our maintenance and inspection schedule fell short of expectation due to staff being redirected to other duties to cover illness and contractor problems in other areas. This was further exacerbated by the resignation of our handyman and the subsequent delay in appointing a suitable replacement. I am glad to report things are now back on track with the new appointee in post who has been busy trying to clear the maintenance backlog with the aid of the odd contractor on the bigger tasks.

We continue to send out our annual newsletter and invoices by electronic means where possible and this will become easier as time passes, as will our efforts to be paid electronically. However, in the meantime the staff have introduced monthly drop in sessions where the allotment holders can raise issues and still pay by cheque which frees up staff time to concentrate on other jobs.

The waiting list remains manageable, mainly due to what appears to be annual plot relinquishments following the new seasons rent invoices. We still believe the cost to be good value even though we have had to increase the rent by 1p per square metre (a below inflation increase) to help cover our ever increasing costs.

We are still looking for more potential allotment land to help us future proof for the anticipated demand from all the new housing developments, both current and proposed. Despite this our team, the Committee & officers, continue to do their best on behalf of current and future tenants to provide good plots for their gardening ambitions.

AUDIT, GRANTS & CHARITIES

Cllr Rachael Hogg, Chair

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

- To appoint the Internal Auditors, to receive the Internal and External Auditors' reports and to ensure that their recommendations are implemented.
- To receive quarterly and annual budgetary control statements for the Council and to monitor the financial performance of each of the Council Committees.
- To review the Council's Risk Assessments.
- To oversee and make recommendations to Council on its investments.
- To consider and make recommendations on all general grant applications received by the Council according to the criteria we have developed.

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 £30,000 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 charities and similar worthy causes.

This list of general grants paid out to date in 2017/18 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 2017/18 (as at 31 December 2017)

RECIPIENT	AMOUNT £
Beck Community Centre	500
Brewery Arts Centre	10,000
Dance Ability	100
Fairoak Housing Association	500
Growing Well	500
Kendal Amateur Swimming Club	500
Kendal College – Castle Dairy	500
Kendal Community Theatre	1,000
Kendal Concert Band	400
Kendal Lads & Girls Club	588
Kendal Sea Cadets Corps	900
Kendal & South Lakes Centre for Independent Living – One Voice	1,500
Kirkbie Kendal School – 3G pitch and community facility	1,000
South Lakeland Hydrotherapy Pool	3,000
South Lakes Citizens Advice Bureau	5,000
South Lakes Equality & Diversity Partnership	100
The Quaker Tapestry at Kendal	3,000
With Singing in Mind	500
TOTAL	29,588

CHRISTMAS LIGHTS & FESTIVALS

Cllr Clare Feeney-Johnson, Chair

Members of the Christmas Lights and Festivals committee for 2017/18 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 to review and plan the Christmas lights, the switch on event and planning for the next year and also meeting with the Towns various Festival organisers, looking at how we can best support the fantastic work they do promoting and enhancing the economy of our Town through their Festivals.

The Committee makes recommendations to the Full Town Council for its annual budget spend which is split into two main sections. Christmas Lights £25,070 which covers all aspects from lights maintenance, the installation contract, staffing, new replacement displays, the Christmas tree, power and switch on event. Festivals £35,000, awarded to our Festivals on application. Development Fund £4,000 half of which will be used for new Christmas light displays on Stramongate and the other half for a flag and tree holder maintenance and replacement scheme.

The financial support we give our Festivals is a substantial chunk of our budget. Festivals bring great value to our local community in many ways including being good for our wellbeing and a general feel good factor, bring arts and culture not only into our Town but into our lives, a huge financial input into the local business community and firmly place Kendal on the international radar as a major successful Festival destination. Each £1 we invest in our Festivals brings in £1000's in return! We are exceptionally lucky to have such high quality international events here in Kendal and yet again this year the commitment and dedication from the individual organisers is outstanding. All members of the Christmas Lights and Festivals committee are very proud of them and their efforts.

Festival grants were awarded to:

TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL FESTIVAL GRANT

AWARDS FY 2017/18 (as at 31 December 2017)

RECIPIENT	AMOUNT £
Art Fest North	200
Christmas Tree Festival	500
Comic Art – 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
Lakes Alive – Lake District National Parks Authority	5,000
Mary Wakefield Festival	500
Winter Festival – Kendal Rugby Union Football Club (incorporating Fireworks)	3,500
TOTAL	26,950

The Walking Festival had its very first year in 2017, the idea of our Mayor Cllr Andy Blackman. Supported by some fellow Councillors and others, they launched this event with a set of comprehensive walks around the Town and surrounding areas, from the yards to the fields. This is a Festival we will see grow and grow in popularity, my tip is it's one to watch - and join in too - to rediscover what a fabulous place we live in.

Sadly, the food festival didn't go ahead in 2017, so the Committee will decide how best to re-allocate the funds either to a new Festival for 2018 or in new improved light displays.

As in previous years, the Christmas Lights budget is for a whole host of costs of which the 'Switch On' event is part. We own all the main display lights so each year we need to be prepared for a number of costs. Lights may need repairing, upgrading or replacing when necessary, storing, putting up, taking down, anchor load testing for safety and not forgetting the energy bill 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.

We continue to review the lighting offer, improving where possible, trying new modern technologies and adding to our offering, specifically in the Market Place in 2017.

We have already started looking at next year's Festivals and lights. A significant addition will be the projector which will be used to light up the Town Hall. Sadly, the important restoration work needed on the Town Hall stone work, and the scaffolding to enable that work to be undertaken, meant the projector couldn't be used. I am confident, as in other Cities and Towns across Europe, its images will be a fresh modern addition to Kendal's Festive offer.

The Christmas Lights Switch On event was a true partnership event again in 2017. Kendal BID, Elephant Yard, Westmorland Shopping Centre, Best Western Plus – Castle Green Hotel and Lancastrian Estates working with us at Kendal Town Council to form that partnership.

Kendal's celebration of Christmas started with an afternoon of festive fun on Sunday 19th November when Santa and his reindeer visited for the big lights switch-on. Kendal's streets were transformed into a sparkling, twinkling winter wonderland following a reindeer-pulled sleigh procession from Abbot Hall to the Lakeland Radio stage (just next to Elephant Yard Shopping Centre), for the lights switch-on.

There was plenty of Christmas festivities and entertainment going on throughout Kendal's town centre all that afternoon before Santa arrived for the lights switch-on. Kath Jackson, deputy team leader for Kendal Mountain Rescue team, had been selected as the 'local hero' and given the honour of turning on the lights with The Mayor, Cllr Andy Blackman. The Lakeland Radio stage led by Yakkers and his team hosted a fabulous selection of festive talent along with live music.

We have some exciting new events coming our way in 2018, 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 for you to miss!



ENVIRONMENT & HIGHWAYS

Cllr Graham Vincent, Chair

It is the aim of the Environment & Highways Committee to support environmental and highways initiatives that benefit or improve our town. Where improvements are required and agreed by the Committee, our Project Officer will lead on delivery of those projects.

Example of some of the diverse range of projects that the Committee have been involved with over the past year are as follows:

Town Centre Projects

- The Town Council has joined with South Lakeland District Council and Cumbria County Council to deliver a de-cluttering project in the Market Place. We removed the two telephone boxes last year. This paved the way for the removal of the old Boulevard style lighting and its replacement with heritage lanterns on black columns. In addition new drainage ducts were put in place, the old power pods were replaced with higher capacity easy to lift pods, a water supply in the market place has now been installed and new seating around the new lighting columns improves the user experience.
- We are negotiating taking on responsibility for eleven benches owned by the County Council. The aim is that our Townscape Manager will be able to react quickly to a problem when reported. This will significantly improve safety and appearance of these widely used facilities.
- The blue street name plates in Finkle Street, Highgate and Stricklandgate have been repaired and repainted. We are currently working with the District Council to put up new street name signage where it is currently missing.

Wider Town Projects

- The railings at Sunnyside and at Parkside Road have been repainted.
- Designs to improve the traffic island at the junction of Shap and Appleby Road are under discussion.
- The improvement to the Longpool bridge area has been the subject of much discussion and exploration. It was this Committee's wish that a 'green wall' be created and funding had been secured to support this aim. This is a wall of vegetation that requires little attention but brings both visual and environmental benefits. At present Network Rail have refused permission for the Council to proceed. We are considering alternatives such as painting the wall and looking at alternative locations for the green wall.
- Our speed indicator device continues to be sited on roads where excessive speed is an issue. These give a reminder to drivers of their approach speed. A hand held speed gun has been purchased and a number of Councillors and members of the public have received training in its use. This is all part of KTC's efforts to improve the safety of our residents.
- A series of improvement projects at Kendal Castle is underway. A panorama panel depicting medieval Kendal is in the design stage and 7 new interpretation panels will be installed. This has involved gaining Scheduled Ancient Monument approval from Historic England. An audio trail has also been produced and can be downloaded from the Visit Kendal website.

KENDAL IN BLOOM

Cllr Phil Walker, Chair

Kendal in Bloom 2017 has been a challenging year, especially with it being my first year as Chair of the Committee. It was also the first year of the new civic planting contractor and unfortunately the blooms did not come up to the required standard and it is with regret that we had to terminate the contract. The Kendal in Bloom Committee are taking advantage of this unique opportunity by utilising the time to re-draft the tender specification document and develop a strategy for town planting. In the interim period, we will be using a local contractor to plant up with a view to a new contractor being in place by spring 2019 at the latest.

2017 was the first year of the three year pollinator project along the canal path to which Kendal Town Council have contributed funding. By the end of the recruiting period in February 2017, 5 schools and 2 young people's clubs had signed up to be part of the project. Each of these were allocated a study plot on the canal towpath (with the exception of one school) where they carried out investigations on wildflowers and pollinating insects found on their individual plots. In September the groups along with volunteers planted 1000 wildflower plugs on each of the investigation plots – a total of 6000 wildflowers - from a list of locally suitable wildflowers with high benefit to native pollinating insects. The groups will revisit the plots during 2018 and undertake another investigation taking special notice of any changes in numbers of pollinating insects present.

I would like to thank the many entrants in last year's Kendal in Bloom competition. The Awards Evening on 21st September was a fantastic celebration of all the wonderful entrants and winners. We are grateful for all that they contribute to the town and their own communities.

In July we were judged by Cumbria in Bloom. The judges were very positive during the visit and we achieved a Silver-Gilt which was exceptional taking into consideration the below standard civic displays.

We then went on to achieve a Silver-Gilt in Britain in Bloom in the large town category. I was privileged, along with the Mayor of Kendal, to receive the award at the event held on 27th October in Llandudno. I wish to personally thank everyone involved for all their help in assisting us to achieve so much.

Community litter picks are an important part of the work of Kendal in Bloom and a number of events were held last year in a run up to the Cumbria in Bloom judging. Kirkbarrow Residents' Association held a litter pick on the morning of Saturday 8th July and on Sunday 9th July a Keep Kendal Mint Clean litter pick led by the Mayor included coverage of parts of the Cumbria & Britain in Bloom judging route. The group met at K Village Costa Coffee with free coffee for participants. Community volunteers came to the rescue on Monday 10th July weeding and clearing pavements along the judging route which was led by myself.

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

MANAGEMENT

Cllr Jonathan Brook, Chair

The Management Committee meets once a month. This reflects its role in managing the “day to day” governance of the Council. This includes inputting to the budget process, which this year has been substantially revised with key budget proposals now coming forward from a budget working group.

The Committee also responds to and initiates strategic issues. For example, the Committee has been proactive in keeping under review and implementing the various projects included in 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.

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 particularly with the increasing number of occasions when the M6 is closed.

The Committee has continued to be involved in responding to the floods and their long-standing after-effects: firstly in preparing responses to the various reports and proposals coming forward from the County Council and Environment Agency and secondly in supporting the creation and funding 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 maintaining our entry in Britain in Bloom despite ongoing issues with the main contractor.

Many issues have been identified as requiring ongoing or future attention. Examples are the provision of information for tourists in the town and the development of Integrated Care Communities. With regard to Integrated Care the Council recognises the wide range of health-related issues affecting residents, not least those arising from demographic trends, and is pleased to continue to support the Kendal Dementia Action Alliance.

In supporting and ensuring the efficient and effective running of the Council, the Committee has undertaken a review/revision of its’ Standing Orders. In addition, the last year has seen work on the lease from SLDC for several Town Hall rooms and ratification of the move to a new “chamber” for our Council meetings.

MAYORALTY & ARTS

Cllr Andy Blackman, Chair

It has been my pleasure as Mayor, this year, to host a number of groups of visitors from home and abroad to the Mayor's Parlour and listen to the Mayor's Attendant as he talks to our guests about the history, life and development of Kendal into the town that it is today. These talks bring into focus the many artefacts and paintings that adorn the parlour and it is a delight to witness people's interest in our town's past.

Unbeknown to many people the Town Council is custodian of hundreds of artefacts and works of art, many of which are stored away for safe keeping. As custodians of these valuable items it is the Council's responsibility to ensure that they are not allowed to deteriorate and so we can now report that the Heritage Condition Report referred to in last year's Annual Report has now been completed.

A full printed copy of the report with its 700+ entries will be kept on file for reference and action as and when necessary. Recommendations from the report include minor improvements to packaging, reframing and the use of acid free tissue to further protect some items. Whilst most recommendations are relatively simple to address, concern has been highlighted with regard to Katherine Parr's Book of Devotions and the Council will seek further advice to ensure its conservation.

In addition to the survey Morag Clement, Archaeology Curator at Kendal Museum has carried out environmental monitoring that recorded temperature and humidity levels in the Mayors Parlour, the safe room, Picture Store and the Council Chamber. The Council is indebted to Morag for her invaluable work in all matters related to the compiling of this Heritage Condition Report.

There are some responsibilities that the Mayor of Kendal has traditionally carried out which seem to be inappropriate or incompatible with the role of the Mayor as it is defined in current times. As a consequence it has been decided that in future years the Mayor would cease constitutional involvement related to a number of specific groups in Kendal.

The Mayoralty and Arts Committee has responsibility for furthering our Town Twinning arrangements and as September 2017 was the 25th anniversary of our twinning with Rinteln, Germany, special attention has been given to celebrating that milestone. The Mayor visited Rinteln's Alstadfest in August along with members of the Kendal-Rinteln Association. In September we hosted members and friends of Vereinigte Choir Rinteln including Friedrich-Wilhelm Hoppe (Mayor of Rinteln – 1992) for afternoon tea prior to their performance with K Shoes Male Voice Choir. In recognition of the 25th Anniversary we presented a gift of locally crafted glassware. The following week the Pied Piper of Hamlyn (just a few miles from Rinteln) along with 'rats' from Heron Hill School led the Torchlight parade through Kendal.

One extremely sad aspect to our twinning with Rinteln was the news that Mike Middleton, one of the 'founding fathers' of the Kendal-Rinteln Twinning passed away. Mike and his family have lived in Rinteln for many years and he was the strongest possible advocate for the special relationship between our two towns and was a regular attendee at the Annual Mayor Making each May. He will be missed.

PLANNING

Cllr Jon Robinson, Chair

Kendal Town Council's Planning Committee currently 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; 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 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 or could have significant impact on neighbouring residents or businesses. 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 meetings.

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 specific planning applications and proposals or about issues of more general concern.

Over the past year there have been still more planning applications for large residential developments, mostly a consequence of the housing allocations in the development plan being brought forward by developers and further proposals for land off Oxenholme Road and land off Natland Mill Beck Lane not on allocated sites. Flooding in 2015 and subsequent consideration of the Section 19 Report has meant the Committee has been closely following measures being developed by other agencies and has paid much closer attention to surface drainage and flood protection concerns when considering applications.

Involvement with the development management process continues, including a pre-application consultation following the Phase 2 Development Briefs for land North of Laurel Gardens. A proportion of the Community Infrastructure Levy on development comes to us and will be used to help resolve some of the infrastructure challenges Kendal faces. A working group was set up last year to identify priorities but none of the funds will be used until a sum sufficient to provide a significant benefit has accrued.

Finally, I would like to thank all Committee members. Planning Committee meets more frequently than any other committee and deso not have the benefit of professional planning officers, but relies on experience, close attention and skills, sometimes rapidly acquired.

AUDITED ACCOUNTS 2016/2017

KENDAL TOWN COUNCIL

Balance Sheet as at 31st March 2017

	2017		2016	
	£	£	£	£
Investments		269,587.30		277,062
Current assets				
Debtors	27,958.87		20,292	
Deposits	50.00		50	
Prepayments	1,834.00		1,964	
Cash at bank and in hand	<u>25,567.45</u>		<u>24,605</u>	
	55,410.32		46,911	
Current Liabilities				
Creditors	31,856.87		14,524	
Receipts in Advance	<u>16,234.10</u>		<u>18,133</u>	
	48,090.97		32,657	
Net Assets		<u>7,319.35</u>		<u>14,254</u>
		276,906.65		291,316
Represented by:				
Reserves				
Development Fund		113,889.43		95,678
Allotments		70,896.79		69,763
Arts & Heritage		4,327.90		4,006
Community Infrastructure Levy		646.19		-
Election		8,305.18		5,495
Environment		12,378.96		18,304
Wainwright		<u>11,766.31</u>		<u>11,893</u>
		222,210.76		205,140
General Fund				
Working Balance		54,695.89		86,177
		<u>276,906.65</u>		<u>291,316</u>

The above statement represents a true and fair view of the financial position of the Town Council as at 31st March 2017 and reflects its income and expenditure during the year then ended.

Approved by the Town Council on 8th May 2017.

KENDAL TOWN COUNCIL

Income and Expenditure Account

Year Ended 31st March 2017

	2016/17		2015/16	
INCOME	£	£	£	£
Precepts		347,680.94		313,059.26
SLDC Grant		28,955.34		28,654.98
Interest on Investments	4,406.68		4,250.03	
Allotment Rents	20,682.40		19,244.82	
Community Infrastructure Levy	646.19		-	
Miscellaneous	213.00	25,948.27	86.63	23,581.48
Total Income		402,584.55		365,295.72
EXPENDITURE				
General Administration				
Staff (including travel & training)	76,528.47		79,093.42	
Premises	17,054.03		16,207.13	
Supplies & Services	5,474.94		5,744.21	
Audit, Insurance & Subscriptions	9,428.55		11,702.91	
Elections	-		9,652.32	
Newsletter, IT & Website	11,713.86		13,715.90	
Miscellaneous	2,214.21	122,414.06	4,638.17	140,754.06
Civic Functions				
Staffing	15,770.00		10,820.00	
Mayor's Allowance	5,102.00		5,102.00	
Mayor's Travel	523.74		312.61	
Functions	5,463.37		5,039.20	
Twinning Expenses	925.90	27,785.01	1,044.10	22,317.91
Arts & Heritage				
Exhibition & Pictures	-		1,000.00	
Restoration of Heritage Items	2,678.14		90.00	
Kendal Museum	2,000.00	4,678.14	2,000.00	3,090.00
Allotments				
Staffing	16,090.00		17,371.00	
General Expenses	10,895.96		4,889.74	
Improvements & Developments	-	26,985.96	9,697.29	31,958.03
Kendal Betterment Schemes				
Bloom Activities	46,700.35		35,036.99	
Christmas Lights	41,725.17		17,682.13	
General Grants	35,981.00		28,065.00	
Festival Grants	34,050.00		31,350.00	
Lighting - running costs	2,206.28		2,199.24	
Environment & Highways	24,132.23		15,598.07	
Development Fund Schemes	42,815.98		18,534.50	
Flooding Recovery	7,200.00	234,811.01	-	148,465.93
Wainwright Award		320.00		310.00
Total Expenditure		416,994.18		346,895.93

DEVELOPMENT FUND – 2017/18 PAYMENTS

1 APRIL – 31 DECEMBER 2017

Action Plan for Kendal:	£
Leaflet Reprint	6,866
Signage Improvements	2,524
Tourism Support	175
Support for Kendal Futures Projects	8,500
Kendal Futures Funding:	
Support for Co-ordinator	7,500
Delivering the Action Plan – Kendal Futures Allocation	2,000
Tourism Support in Kendal:	
Kendal Destination Website support (funded by Kendal Futures)	1,650
Green Spaces Improvement Projects:	
Rinkfield Residents Association – Play Area	5,000
South Lakeland Action for Climate Change – Pollinator Project	4,000
Public Realm Improvement Projects:	
Repainting Railings	3,040
Other Schemes:	
Eden & South Lakeland Credit Union	3,000
Lancaster Canal Northern Reaches (reserved allocation)	250
Kendal to Lancaster Canal Towpath Trail	10,000
Purchase of Replacement Van	15,273
Community Emergency Planning	5,000
Kendal Walking Festival	402
Radar Speed Gun	1,230
Kendal Rugby Club – Community Sports Hub	5,000
TOTAL	81,410
Community Infrastructure Levy (CIL) Receipts	£3,312

Annual internal audit report 2016/17 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 2017.

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.	✓		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

KEITH MICHAEL ROBSON FCCA

Signature of person who carried out the internal audit

Keith Michael Robson

Date

17/05/2017

*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).

Section 1 – Annual governance statement 2016/17

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 2017, 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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	Yes			

This annual governance statement is approved by this smaller authority on:

8/5/2017

and recorded as minute reference:

1147/16/17

Signed by Chair at meeting where approval is given:

S.J. Coleman

Clerk:

E. Richardson

*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 2016/17 for

Enter name of
smaller authority here:

KENDAL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	272,916	291,316	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	313,059	347,681	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	52,237	54,904	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	128,468	146,707	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	218,428	270,287	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	291,316	276,907	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	301,667	295,155	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,611,075	1,640,148	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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 2017 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

20/4/2017

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

8/5/2017

and recorded as minute reference:

1149/16/17

Signed by Chair at meeting where approval is given:

S. J. Coleman

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

KENDAL TOWN Council

1. 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 2017; 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.

2. 2016/17 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 other matters have come to our attention giving cause for concern that relevant legislative 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)

3. 2016/17 External auditor certificate

We certify/~~do not 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 2017.

* We ~~do not~~ certify completion because:

External auditor signature

BDO UK

External auditor name

BDO LLP Southampton
United Kingdom

Date

26/8/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)