

KENDAL TOWN COUNCIL

ANNUAL REPORT

2012 – 2013

MARCH 2013

CONTENTS

CONTENTS	Page	2
FOREWORD BY THE MAYOR OF KENDAL	Page	3
INTRODUCTION TO KENDAL TOWN COUNCIL	Page	4
YOUR COUNCILLORS 2012/13	Pages	5
ATTENDANCE RECORDS FOR COUNCIL AND COMMITTEES	Pages	7
COUNCIL OVERVIEW	Page	9
ALLOTMENTS	Page	10
AUDITS, GRANTS & CHARITIES	Page	11
CHRISTMAS LIGHTS & FESTIVALS	Page	14
ENVIRONMENT & HIGHWAYS	Page	16
KENDAL IN BLOOM	Page	17
MANAGEMENT	Page	19
MAYORALTY & ARTS	Page	20
PLANNING	Page	21
BALANCE SHEET AS AT 31 ST MARCH 2012	Page	22
INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDED 31ST MARCH 2012	Page	23
AUDITED ACCOUNTS FOR YEAR ENDED 31 ST MARCH 2012	Page	24

FOREWORD BY THE MAYOR OF KENDAL

Cllr John Willshaw, The Mayor of Kendal 2012-2013

Your Town Council is the most local of the three tiers of “local government”. It has few statutory powers but it can and does make a difference to people who live in Kendal.

In his report of 2011-2012 the previous Mayor Cllr Jonathan Brook reported that the year had been “a time of transition and preparation” and that the “thrust of Government policy would give the Town Council the opportunity to grow and deliver more services for the people of the town in the years ahead.” The Localism Act is now in place and the Town Council is working in partnership with the other tiers of local government and organisations to see where enhancement and improvements can be made to the services that are being offered. This year we hosted and supported the “Action for Market Towns” Convention. This enabled delegates to work together on ideas of good practise, and afforded opportunities to discuss the way forward using the Localism Act.

It is noticeable that the Town Council has seen greater demands on its resources in the past year due to funding cuts in other tiers of government. However in partnership with others we financially support the excellent events that take place in Kendal. Mintfest and the Mountain Festival are events which successfully bring thousands of people into Kendal. The Mountain Festival is recognised throughout the world as one of the best of its kind.

We also support the Brewery Arts Centre which is a wonderful resource for festivals and other events held in the town as well our cultural heart. We were able to guide them towards obtaining funding of £25,000 from the Clark Foundation. It was with sadness that we heard that the 2012 “Torchlight” parade was not able to go ahead, but the Council has pledged to support this event in 2013. The Town Council publishes a quarterly Kendal Town News which is delivered to residents and businesses in Kendal. This publication is available for Kendal organisations and charities to advertise for free any of their events that are taking place in the Town.

The Mayoral Diary has been very full this year. On the 22nd June 2012 I had the privilege of being present when the Olympic Torch left from Kendal Castle being carried by Mike Liptrot on the start of its journey towards Lancashire. This year also saw the 20th Anniversary of the Rinteln/Kendal Twinning Association with a joint signing of a further charter with Rinteln. I have had numerous invites to attend events and have met many people who are busy with charities, schools, youth organisations, the college, churches and volunteer groups. I would like to thank all the volunteers and organisers, without you Kendal would indeed be a poorer place to live in. A list of the Mayors engagements can be found on the Kendal Town Council Web site. My chosen charity for the year is The Kendal Lads & Girls Club based at Beezon Fields. The club gives the young people in Kendal a place to meet, and the opportunity to take on projects and undertake trips including participation in the Duke of Edinburgh awards.

Finally a very big thank you to the Town Hall staff for all they do behind the scenes, and to my fellow Councillors for their support.

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 2010 will hold office until May 2014.

Meetings of the Council are held in the Council Chamber at the Town Hall on the first Monday of every month (except where there is a Bank Holiday) at 7.30pm and the public are welcome to attend. Public Participation is held at the start of the meeting and members of the public wishing to speak to Council are requested to give prior written notice to the Town Clerk. Planning Committee meetings are held fortnightly on Monday evenings. The majority of other committee meetings are held on a quarterly basis. Please consult the Town Council's Calendar of Meetings produced monthly for details. Again members of the public are welcome to attend.

The Council Offices based at Kendal Town Hall are open to the public from 9.30 a.m. to 12.30 p.m. Monday to Friday. The Town Clerk is Mrs Liz Richardson, who with her Town Treasurer, Mr John Hutchinson, Administrative Officer, Mrs Helen Kendal and Administrative Assistant, Mrs. Carolyn Moffat provide the day to day running of the Council. The Town Council's allotments and bloom displays are looked after by a Town Handyman Mike Shaw. There is also a Council Secretary Margaret Graham and Mayor's Attendant Peter Cannon. All staff, with the exception of the Town Handyman, 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

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 797597

Fax 01539 735984

E mail – admin@kendaltowncouncil.gov.uk

Website – www.kendaltowncouncil.gov.uk

YOUR COUNCILLORS 2012/13

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
The Worshipful the Town Mayor Cllr John Willshaw	L/D	Stonecross	01539 723653
Deputy Town Mayor Cllr Sylvia Emmott	L/D	Stonecross SLDC Councillor – Kendal Stonecross	01539 721452
Cllr Giles Archibald	L/D	Fell SLDC Councillor - Kendal Fell	01539 731672
Cllr Paul Bramham	L/D	Underley	01539 726430
Cllr Jonathan Brook	L/D	Parks SLDC Councillor – Kendal Parks	01539 722540
Cllr Thomas Clare	L/D	Heron Hill CCC Councillor – Kendal Castle	01539 725946
Cllr Stephen Coleman	L/D	Strickland SLDC Councillor – Kendal Strickland	01539 729049
Cllr Geoffrey Cook	L/D	Highgate CCC Councillor - Kendal Highgate	01539 740133
Cllr Julie Dawson	L/D	Kirkland SLDC Councillor – Kendal Kirkland	07795248494
Cllr Mark Deverill	L/D	Castle	01539 738907
Cllr Phillip Dixon	L/D	Highgate SLDC Councillor – Kendal Highgate	01539 567655
Cllr David Evans	L/D	Mintsfeet SLDC Councillor - Kendal Mintsfeet	01539 737068
Cllr Shirley Evans	L/D	Far Cross	01539 737068

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
Cllr Clare Feeney-Johnson	L/D	Nether SLDC Councillor - Kendal Nether CCC Councillor - Kendal Nether	01539 422939
Cllr Alvin Finch	L/D	Underley	01539 735505
Cllr Clive Graham	L/D	Far Cross SLDC Councillor - Kendal Far Cross	01539 725575
Cllr Marc Kelly	L/D	Oxenholme	07723235205
Cllr John McCreesh	L/D	Strickland CCC Councillor - Kendal Strickland Fell	01539 720849
Cllr Eddie Maughan	IND	Heron Hill	01539 726454
Cllr Chrisopher Mayho	L/D	Nether	01539 729526
Cllr Fiona Neall	L/D	Parks	01539 734268
Cllr Lynne Oldham	L/D	Mintsfeet	01539 726399
Cllr Lisa Oswick	L/D	Kirkland	01539 725261
Cllr Austen Robinson	L/D	Castle	01539 731047
Cllr Matthew Severn	L/D	Fell	07818142437
Cllr Guy Tirvengadum	L/D	Oxenholme	07778564563
Cllr John Veevers	L/D	Romney	01539 727021
Cllr Graham Vincent	L/D	Romney SLDC Councillor - Kendal Romney	01539 725402

L/D – Liberal Democrat

IND - Independent

SLDC – South Lakeland District Council

CCC – Cumbria County Council

ATTENDANCE RECORD 2012/2013 OF COUNCILLORS AT FULL COUNCIL MEETINGS AND COMMITTEES

KENDAL TOWN COUNCIL COUNCIL MEETING ATTENDANCE SHOWN FROM ANNUAL GENERAL MEETING IN MAY 2012 (WHEN THE NEW MAYOR IS ELECTED) AND COMMITTEE MEETINGS FROM JUNE 2012 (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 J WILLSHAW THE MAYOR	11	11	28	29
CLLR S EMMOTT DEPUTY MAYOR	10	11	9	13
CLLR G ARCHIBALD	10	11	11	15
CLLR P BRAMHAM	5	11	2	3
CLLR J BROOK	6	11	0	0
CLLR T CLARE	9	11	8	13
CLLR S COLEMAN	1	11	3	5
CLLR G COOK	10	11	14	16
CLLR J DAWSON	3	11	1	5
CLLR M DEVERILL	9	11	18	20
CLLR P DIXON	7	11	7	16
CLLR D EVANS	11	11	4	6
CLLR S EVANS	11	11	6	6
CLLR C FEENEY- JOHNSON	11	11	18	26
CLLR A FINCH	4	11	4	13

COUNCILLOR	ATTENDANCE AT MEETINGS			
	Number of Council Meetings Attended	Total Number of Council Meetings	Number of Committee Meetings Attended	Total Number of Committee Meetings
CLLR C GRAHAM	2	11	0	0
CLLR M KELLY	5	11	0	0
CLLR J McCREESH	11	11	21	23
CLLR E MAUGHAN	7	11	0	0
CLLR C MAYHO	6	11	3	3
CLLR F NEALL	6	11	6	13
CLLR L OLDHAM	10	11	17	19
CLLR L OSWICK	2	11	0	2
CLLR A ROBINSON	9	11	7	10
CLLR M SEVERN	11	11	12	16
CLLR G TIRVENGARDUM	6	11	0	3
CLLR J VEEVERS	11	11	11	15
CLLR G VINCENT	8	11	0	0

COUNCIL OVERVIEW

Cllr Austen Robinson, Chair of Management Committee

Kendal Town Council represents a population of roughly 30,000 people (approximately a third of the population of South Lakeland District Council), yet has only Parish Council status with Parish Council responsibilities. It had the status of a Borough Council until the local government re-organisation in 1974. It has retained most of its traditions fortunately and has quickly learnt to lobby and to recommend above its status, feeling just how important it is to fight for Kendal, though within the needs of the district as a whole. Its meetings are open to the public and its intention is to be as transparent as possible.

Most of our work is now carried out within committees, though only the Planning Committee has delegated powers. All Councillors are provided with all committee agendas and encouraged to comment on all items, if they so wish. Recommendations are taken to Full Council on the first Monday of every month. We feel that this way of working has very definitely improved our efficiency and allowed us to carry out much more work more rapidly.

The Council now works more effectively in partnership with the other two tiers of local government (South Lakeland District Council and Cumbria County Council) and in a LAP (Local Area Partnership) in order to deliver services more effectively for the local community, and this Council looks forward perhaps to taking on wider responsibilities in due course. It has also worked collaboratively with Kendal Futures Board, and we hope to see that relationship developing over the coming years.

Its aims include supporting and kick-starting various projects. So far this year it has funded many projects, as outlined in other sections of this report. The Council has continued to put money into its development fund, intending to fund one-off and also long-term projects, including a contribution towards the post of the Kendal Futures Regeneration Manager. It also works relatively closely now with CALC (Cumbria Association of Local Councils).

Sometimes we have given grants; sometimes we have merely noted what has been said; sometimes we have written in support or not to the organisation concerned; sometimes we have acted as intermediaries; sometimes we have decided to take matters considerably further, as, for example, our setting up of a small committee to formulate our concerns and responses over the Local Development Framework and possible allocations of land within Kendal.

ALLOTMENTS

Cllr John Veevers, Chair

The Allotments Committee is set up to administer, with the aid of the Town Council Officers, the use, maintenance and improvement of currently 465 allotment plots on 17 different sites around the Town. These are a mix of Town Council owned statutory sites and those owned by SLDC and managed by the Town Council.

Since last year's report the waiting list for an Allotment has reduced from 140 to the current 96, which is the first time it has been below 100 for at least 5 years. This has been achieved mainly by the splitting of larger plots when they become vacant or by the Tenant surrendering half because they can no longer manage a big plot. We of course continue to seek suitable land within the Town boundary, in an attempt to increase the number of plots available, but to date without success.

The new tenancy agreement, drawn up in 2011 effective for new tenants as of February 2012, comes into effect for all existing tenants January 2013 following the statutory notice period. The old agreement was amended to take into account some of the anomalies that had come to light over recent years and try to remove some grey areas.

We have for some time, it would appear, to have been fighting a losing battle in our attempts to carry out the Councils wish to make the Allotment running costs break even with its income. Despite annual rent rises we never seem to catch up because they are swallowed up by increases in administration, maintenance and utilities. As an example, we have a lot of dry stone walls surrounding various sites, which due to the inclement weather we now seem to endure on a regular basis, have required a lot of maintenance.

During last year's annual Allotment tenants meeting, it was suggested, by the northern area representative of the Allotment Society, that it would be beneficial for some or all of our Allotment sites to become self managed. This would then give them access to grants, which a Town Council cannot apply for, to improve their sites and would also allow them to set their own rents etc. We have mentioned this again in our annual newsletter, which goes out with the invoices, and will be on the agenda for this year's Allotment tenants meeting along with other items of interest to allotment holders.

Clearly the weather has been less than kind to gardeners this last year but overall the period under review can be described as satisfactory.



AUDIT, GRANTS & CHARITIES

Cllr Chris Mayho, Chair

During the course of the year, the Audit, Grants and Charities Committee met on four occasions.

The Town Treasurer and Committee Councillors have made a significant progress in implementing and addressing all the key points within the Terms of Reference, which are to:

- *Receive the Audit Reports from the Internal and External Auditors and consider any issues that need addressing by the Town Council;*
- *Receive the quarterly Financial Statement from the Town Treasurer and monitor the financial performance of each of the Town Council's Committees;*
- *Receive the Annual Financial Statements and Annual Return;*
- *Undertake a formal review of the Town Council's Risk Assessments(which includes Health & Safety); and*
- *Consider all Grant Applications received (including Science and Art) and make recommendations to the Town Council.*

The Audit Committee scrutinises the financial activities of the Council in its entirety, and ensures value for money practices are implemented and expenditure remains within financial parameters set.

The Council's Internal Auditors stated the general control of the Council's finances to be good.

In addition, time was given to examining the remarks within the External Auditors Report, addressing any points raised and implementing new procedures to improve the accounting and auditing processes.

The Town Treasurer and Committee Councillors' carried out a comprehensive review of the Town Council's Risk Assessment policies and practices and considered the legislative issues, which has helped improve security and insurance cover.

A major annual task is the requesting of and consideration given to Grant Applications received from locally based organizations, which operate for the benefit of Kendal citizens. In addition, this year grants were also offered to support events held to celebrate the Queen's Diamond Jubilee.

A significant amount of the Town's precept is issued every year to help support these worth-while causes the cost of which may range from a few hundred pounds to many thousands. Consequently, a formal review of the process and criteria to be followed in determining the allocation of grants was carried out to ensure probity and fairness.

A special mention needs to be made to thank Councillor John McCreesh for all the support given in developing the process and criteria. A list of all the grants made can be found overleaf.

TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL GRANT AWARDS

FY 2012/13

RECIPIENT	AMOUNT £
Abbot Hall Bowling Club	50
Border Regiment Roll of Honour	1,000
Brewery Arts Centre	8,000
Cancer Care	1,000
Chestnut Children's Community Events	500
Citizens Advice South Lakeland	4,000
Great North Air Ambulance	1,000
Kendal Arts International	4,000
Kendal Boys' Brigade	500
Kendal Community Theatre – A Passion for Kendal	2,500
Kendal County Football Club – Under 18s	500
Kendal Futures – Festival of Food	1,000
Kendal Lions – Easter Eggstravaganza	100
Kendal Model Railway Club	400
Kendal Mountain Festival	4,000
Kendal Old Folks Treat	200
Kendal Rotary Club Fireworks Display	3,000
Kendal Sea Cadets	500
Kendal & South Lakes Centre for Independent Living – One Voice	1,500
Kendal Windows on Art	500
Kendal YWCA	1,000
Mary Wakefield Westmorland Festival	500
Riversiders Trust	1,000
South Lakeland Credit Union Study Group	800
South Lakeland Hydrotherapy Pool	2,500
South Lakeland MIND	600

RECIPIENT	AMOUNT £
Stricklandgate House Trust	800
The Kendal-Rinteln Association	2,000
The Quaker Tapestry at Kendal	3,000
The Lakeland Arts Trust	500
Wattsfield Youth Football Club	500
Young Cumbria - HYPO	200
TOTAL	47,650
QUEEN'S DIAMOND JUBILEE GRANTS	
Cumberland Westmorland Federation of Women's Institute	500
Dockray Hall Road & Burneside Road	100
Fellside Forum	300
Friends of Kendal Deaf Centre	250
IBIS Sports & Social Club	250
Impact Housing	200
Inner Wheel Club of Kendal	250
Kirkbarrow Residents' Association	200
Rotary Club of Kendal	1,000
Sandgate School	150
Social Team – Sandylands Methodist Church	315
St Thomas's Community Connections	450
TOTAL	3,965
OVERALL GRANTS TOTAL FOR 2012/13	51,615

CHRISTMAS LIGHTS & FESTIVALS

Cllr Clare Feeney-Johnson, Chair

The Christmas Lights and Festivals Committee meets quarterly with additional meetings as and when needed nearer to Christmas in order to determine the light displays and switch-on event for the coming year and to support the Town's Festivals.

As 2011 saw an increase in motifs and strings in those areas where traffic allows, making a pretty comprehensive coverage of the Town Centre, this allowed 2012 to be a year where we could focus on existing lighting and enhancements. The trees in Market Place and Finkle Street were LED light wrapped and a new lighting effect for the Birdcage, designed to minimise any damage through vandalism.

The Rotary club held a Tree of Memories in the market Place, not only a charity fund raising mechanism but a place where members of the public can light a light for a loved one.

Once again, in these hard financial times, it is necessary that the Town Council does what it can to help make the Town centre an attractive place to visit and shop. The added feel good factor the Festive Lights bring will hopefully add to the success of the retail offer, enhance our Town and be reflected in the economy.

The lights and tree went up in preparation for our annual switch on event which was held on Sunday 18th November 2012. This year saw quite a challenge! Highway improvement works had commenced on Highgate and were running late due to various unexpected delays. This meant that the Christmas lights could only be put in place the week before switch on, therefore giving no time for function checks that would happen as in previous years.

Once again we worked in partnership with Westmorland Shopping Centre and K Village to bring quite an extravaganza! Father Christmas and his Reindeer made their way through the Town from K Village to the Market Place, attracting much interest on their way. The Brewery Arts Youth groups joined in at Abbott Hall with their home made, exceptional eye catching displays. Lakeland Radio, Steven Hall and the Stagecoach choir greeted the Sleigh and followers in the Market Place whilst the Salvation Army Band entertained at the Bird Cage on route.

Councillors again made Mulled Wine (non alcoholic of course) and hot chocolate to sell with mince pies for the Mayors charity, raising over £400.

The Kendal Rotary Club very kindly helped with the marshalling, enabling the procession to travel with ease through to its destination, and for the first time we trialled a street collection in aid of the Mayors Charity (Kendal Lads and Girls Club). Our thanks to all those who helped.

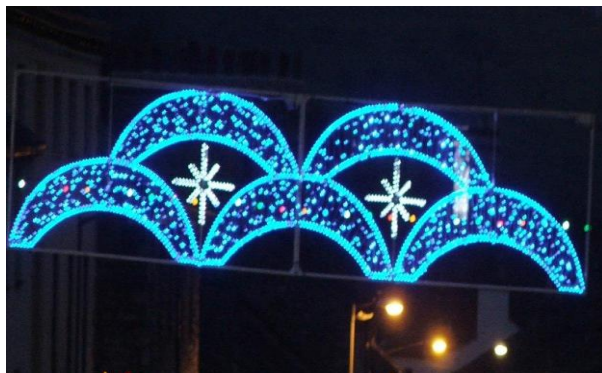
The winners of Lakeland Radio's Star Search performed and the Town Mayor switched on the lights along with the winner of the Mayor's Christmas card competition from the Mayor's Charity and representatives from Heron Hill School, winner of the Kendal in Bloom Summer Schools Challenge.

The Town Council lights are funded by the Town's residents via their precept. I hope they enjoyed seeing them and the added value to the Christmas atmosphere they brought.

The Committee has also seen an enhancement in its role and relationship with the Town's Festivals. We met with the organisers of the main Festivals - Mintfest, Kendal Mountain Festival and Kendal Firework Display. Discussing the role of Kendal Town Council and how it can help them in the future. In 2012 Kendal Town Council gave £4k each to Mintfest & Kendal Mountain Festival, £3k to Rotary Club for the Fireworks, £500 for Mary Wakefield festival, £500 for Kendal Windows on Art and set aside the unused £5k for Torchlight 2012 for the 2013 event. We were able to cover the main events in the Town News (which is delivered to every house across the Town) giving a little history and useful information for residents.

We were saddened to see Torchlight carnival cancelled in 2012. The work the small number of volunteer committee members do cannot be underestimated. We look forward to the 2013 event and hope the 2012 plight has generated a bigger team of willing helpers.

The excitement brought in 2012, by the Olympic Torch coming through the Town on its journey and The Queens Diamond Jubilee and many local events feeding into these massive National celebrations saw another role for our committee. We were able to add that special touch to the Town, putting red white and blue bunting up throughout the Town Centre for the whole of the summer's celebrations.



ENVIRONMENT & HIGHWAYS

Cllr Tom Clare, Chair

During the year the Committee and Council have supported and encouraged the work of both the District and County Councils in the areas of Air Quality improvement and the “Go Easy Campaign”. The latter aims to get people to walk or cycle a little more than they used to and in this the Mayor has played an active role. Again, the Council has undertaken a review of gritting arrangements with the other two authorities, particularly with regard to pavements and roads in the town centre. A number of Councillors had submitted requests for additional grit bins to the County Council and have encouraged local residents to become “snow champions”.

Work on improving the Parks and open spaces of the town has continued. In particular work has been undertaken to start refurbishment of the beds in Ford Park. There has also been planting at the entrance to Abbott Hall Park. The Council has also supported the Sandylands Green Spaces Project and BTCV were given a grant to remove the invasive Himalayan Balsam from two areas of the town.

The Council has also begun a programme to refurbish the seats it owns and has taken on the maintenance of some bus shelters to ensure they remain fit for purpose. It has also set aside monies for street furniture once the Highgate paver work is finished.

In all its work the Council is conscious of the character of the town and this is perhaps best demonstrated with regard to the boundary of the Colley Barn Allotments where the wall is to be repaired rather than a cheaper fence erected; it being judged that the maintenance of the wall was more in character with the area as well as being a wildlife habitat.



KENDAL IN BLOOM

Cllr Fiona Neall, Chair

Looking back on a year in Kendal that, from a gardeners' point of view, seems to have been mainly wet and miserable, the floral displays through the town have been a real highlight. The efforts by the Kendal in Bloom committee to get local businesses to hang out the bunting and invest in some floral colour for the Jubilee celebrations and the Olympic Torch Parade were well rewarded. So many thanks to those townspeople who added to the 'official' displays provided by Kendal Town Council and helped make our town look like a place to be proud of. It's a slight pity, of course, that we didn't manage to arrange the weather a little better for our moment in the spotlight as the Torch passed through.

Another important part of the Kendal in Bloom remit is encouraging all the people of Kendal to get involved in doing their part to improve Kendal and its environment. To this end we organise the Kendal in Bloom competition, which seeks to recognise such efforts by private gardeners, commercial property managers and other organisations, as well as to provide a source of inspiration to Kendal's gardeners and growers. After the dismal Spring, I think there was a shortfall in optimism amongst Kendal's gardeners and the number of entrants was down on previous years. However, despite this and the weather, it was still a remarkably competitive crop and the judges had a hard time deciding where the prizes should go. Many thanks to those who took part and we hope to see you again next year.

On the wider competition front, this year was our second year of absence from the Cumbria in Bloom competition but we're looking forwards to re-entering in 2013 with all flowers blazing. Taking the judges' feed-back on board, we have made strenuous efforts to widen community involvement. Over the last year, Kendal in Bloom has been extremely happy to be able to give financial support to the Kirkbarrow Residents' Association for their project to improve their local environment with bulbs and shrub plantings on verges, slopes and other under-utilised spaces through the area. The Sandylands project also received support from us to fund bulb planting by the local primary school, and larger shrub planting, which will take place this year on areas identified by the residents. We were again able to provide funds to assist the Kendal Rotary Club in planting more bulbs along the roads into town. These become a really stunning display of colour to welcome travellers into the town in the Spring. Many thanks to the Rotary Club for turning out each Autumn to take on this task.

In these times of austerity, we are particularly grateful to those local businesses who have sponsored the planters through town and also this year's competition

Blue Fin Financial Services

Kendal Civic Society

Boyes

Lake District Estates

C J Clarks

Lakeland Ltd

Cumberland Building Society

Different Strokes Painting & Decorating Ltd

Elephant Yard Shopping Centre

Gibsons of Kendal

Gilkes

Low Orchard Nursery

South Lakeland District Council

The Westmorland Gazette

Westmorland Horticultural Society

We would also like to thank the external members of the committee and all those roped in as judges for the Bloom competition, Margaret and Val from Low Orchard, who have again been responsible for the lovely floral displays around town and also for the Awards evening, and Horticare, for the marvellous job of the planting at the town signs. The committee would also like to thank the Town Council staff for their support and enthusiasm, particularly Helen Kendal and Mike Shaw.



MANAGEMENT

Cllr Austen Robinson, Chair

The Management Committee meets on the third Monday of every month, except in August when there is usually no meeting, and in November when it takes place on the second Monday.

Its membership is formed from the chairs of the various Council committees - with a chair and two or three more elected representatives from the Council - voted for independently by the Full Council itself.

The Committee often invites groups to come and talk to it for information and clarification or before coming to decisions or recommendations. This year we have welcomed, amongst others, representatives from Kendal Futures Board, Sponsorship and Fundraising experts and the Brewery Arts Centre.

Areas for committee discussion have included: the Boundary Commission's various proposals, Kendal Museum, SLDC's Car Parking Strategy, air quality and traffic issues, Freedom of Information, the Local Development Framework, partnership working, the Highgate developments, the Annual Report and Newsletter, Christmas Lights, the West Cumbria MRWS Partnership, Action for Market Towns, sponsorship and fund-raising, allotments, the e-mailing of council papers to councillors, the Code of Conduct and Standing Orders, a review of the committee structure of the Council, the Brewery Arts Centre and possible developments, various consultations, localism and aspirational projects (in partnership with Kendal Futures Board), the possible devolving/enhancing of services provided by the other tiers of local government, a review of the proposed budget projects, and any staffing or confidential matters (under Part II).

Considerable thought and discussion takes place in this committee, and this permits the Full Council debates to run more smoothly and efficiently. It plans, reviews, takes initial discussions and makes recommendations to Full Council. It deliberately does not have delegated powers.

The chair of the committee represents the Council on the Kendal Futures Board, and represents that board on the tourism sub-committee and the BIDS committee.



MAYORALTY & ARTS

The Mayor Cllr John Willshaw, Chair

In my Mayoral acceptance speech I had stated that I was the “275th Mayor of Kendal”. There was however uncertainty as to whether this was correct. Trevor Hughes, Kendal Civic Society undertook to complete a comprehensive list of Mayors of Kendal to clarify the matter. The definitive list was presented to the Mayoralty & Arts Committee on the 9th July 2012 and it was agreed and accepted that I am in fact the “267th Mayor of Kendal”.

The Romney Sketchbook Exhibition opened with a private viewing on Friday 29th June 2012 at Kendal Museum. I was unable to be there so Cllr Sylvia Emmott the Deputy Mayor attended the opening and an excellent lecture given by Alex Kidson. The exhibition was professionally put together by Trevor Hughes and Martin Orrom, Romney Society along with the curator of Kendal Museum. The work put into designing the information banners by Aishah Burrows a student at Kendal College deserves particular mention.

The cataloguing and photographing of our heritage items by Trevor Hughes is complete along with the revaluation of these items.

Kendal Parish Church informed Kendal Town Council that they were forming a “Friends of Kendal Parish Church” and asked for the Mayor to be a patron. This request was put before the Full Council and agreed that the present and future Mayors of Kendal Town Council would be Patrons.

As Mayor of Kendal I was invited by Karl-Heinz Buchholz the Burgermeister of Rinteln to take part in the Twinning 20th Anniversary Celebrations. On 11th August 2012 in the Town Hall of Rinteln I signed a joint declaration of intent to re-affirm and further strengthen our respective partnerships. A tree was planted in Rinteln on that day to commemorate the Anniversary. On Friday 26th October representatives from Rinteln came to Kendal and took part in a ceremony where a fingerpost was unveiled in Kendal Market Place as a commemoration of the 20th Anniversary. The Rinteln Fire Brigade Orchestra gave a free concert in Kendal Town Hall as part of the celebrations.

Following complaints received by South Lakeland District Council Environmental Health a report was submitted to the Town Council about the noise nuisance of the striking bells of the Town Hall clock during the night. It was stated that this could constitute a Statutory Noise Nuisance. Advice was sought by SLDC and it was their opinion that the bells should be silenced at night between the hours of 11pm and 7am. This they undertook as owners of the Town Hall.

In September there was a preliminary meeting of a group looking at World War One (1914-1918) and how to observe its 100 years anniversary in 2014 as the subject of our next exhibition. This is being chaired by Stephen Roberts of Queen Katherine School, being assisted by Cllr Paul Bramham (Committee Vice-Chair), and Patricia Hovey MBE of the Civic Society.

The Mayoralty & Arts Committee is enhanced by our external non-council members and I personally thank them for all the hard work they undertake. Particular thanks to Trevor Hughes, Michael Bottomley and Martin Orrom, as well as Stephen Roberts and Patricia Hovey MBE.

PLANNING

Cllr Mark Deverill, Chair

The Planning Committee consists of 8 Councillors, reduced from previous years to streamline the decision making process and ensure our meetings remain quorate.

Kendal Town Council is a statutory consultee on all applications within Kendal, however the decision whether to approve or refuse an application lies solely with the Local Planning Authority (LPA), South Lakeland District Council (SLDC). The Committee has delegated powers allowing us to make representations to the LPA without referral back to Full Council, thereby providing swift responses to SLDC within the allotted statutory consultation period.

The Committee meets on the first and third Monday each month with the exception of August and December, which is the first Monday only (depending upon the number of applications). This Committee meets 22 times a year and generally assesses between 6 - 23 planning applications at each 1 hour meeting (on average 11 per meeting). The Committee has assessed 215 applications in the period March 2012 until January 2013.

We have commented on a whole range of applications including works affecting the Conservation Area, new developments (domestic & commercial), extensions, advertising signs on business premises, etc.

We remain committed to utilising SLDC's electronic planning portal for the viewing of applications during our meetings, which we acknowledge has cost and environmental benefits. However, at this time the system is not yet robust enough to allow meetings to be conducted without paper copies.

All our meetings are open to the Public, which we actively encourage. Over the past year a number of action groups and applicants have made representations to the Committee to either express their concerns or explain their schemes. This important public engagement provides us with valuable information and thus a broader knowledge base on which to make our recommendations.

As in previous years, the Local Development Framework (LDF) sub-committee has continued to probe and engage with SLDC regarding the Emerging Options for future development land up to 2025.

Latterly, we have made representation to the Planning Inspector during the Land Allocations Hearings. We remain positively engaged in the process, contributing to the proceedings in the hope of ensuring appropriate development of Kendal. There are many challenges facing our Town, and we hope the outcome of our continued engagement with this process, will provide an appropriate framework for development for new homes and businesses in Kendal.

Again, my thanks go to members of the LDF Sub-Committee but particularly my Vice Chairman, Councillor John McCreesh, for his increasingly expansive knowledge of the Local Development Framework process and more recently the revised National Planning Policy Framework. Without his input, our representations would undoubtedly have been weaker.

AUDITED ACCOUNTS 2011/2012

KENDAL TOWN COUNCIL

Balance Sheet as at 31st March 2012

	2012			2011	
	£	£		£	£
Investments		208,934.80			215,119
Current assets					
Debtors	20,659.01			16,527	
Deposits	50.00			50	
Prepayments	665.50			795	
Cash at bank and in hand	<u>21,961.64</u>			<u>24,726</u>	
	43,336.15			42,098	
Current Liabilities					
Creditors	15,120.38			18,199	
Receipts in Advance	<u>15,084.43</u>			<u>13,677</u>	
	30,204.81			31,877	
Net Assets		<u>13,131.34</u>			<u>10,221</u>
		222,066.14			225,340
Represented by:					
Funds					
General		32,251.97			51,098
Non-recurrent					
Developments		34,559.93			25,845
Allotments		71,109.58			69,465
Arts & Heritage		5,396.04			5,396
Environment		37,181.43			43,598
Election		31,524.88			20,000
Wainwright		<u>10,042.31</u>			<u>9,939</u>
		<u>222,066.14</u>			<u>225,340</u>

The above statement represents fairly the financial position of the Town Council as at 31st March 2012 and reflects its income and expenditure during the year then ended.

Approved by the Town Council on 14th May 2012

KENDAL TOWN COUNCIL

Income and Expenditure Account

Year Ended 31st March 2012

	Note	2012		2011	
		£	£	£	£
INCOME					
Precepts			305,640.00		304,274.00
Interest on Investments		3,241.79		2,909.08	
Allotment Rents		18,605.81		17,063.80	
Pictures		-		-	
Miscellaneous		215.23	22,062.83	154.00	20,126.88
Total Income			<u>327,702.83</u>		<u>324,400.88</u>
EXPENDITURE					
General Administration					
Staff (including travel & training)		64,766.93		62,952.21	
Premises		19,864.42		18,657.51	
Supplies & Services		5,405.84		6,335.44	
Audit, Insurance & Subscriptions		13,322.24		10,425.52	
Elections		10,066.12		-	
Miscellaneous		7,403.34	120,828.89	5,727.37	104,098.05
Civic Functions					
Staffing		10,275.00		8,870.92	
Mayoral Expenditure		5,051.00		6,175.00	
Functions		3,283.62		4,106.62	
Twinning Hospitality		115.00	18,724.62	-	19,152.54
Arts & Heritage					
Exhibitions/Pictures		1,092.33		4,082.17	
Kendal Museum		2,000.00	3,092.33	2,000.00	6,082.17
Grants					
Tourist Info Centre		-		-	
Other Grants		49,140.00	49,140.00	48,000.00	48,000.00
Allotments					
Staff		16,125.00		18,262.11	
Other		12,467.21		10,733.68	
Improvements & Developments		-	28,592.21	1,100.00	30,095.79
Kendal Betterment Schemes					
Christmas Lights		18,934.33		18,454.76	
Bloom Activities		33,871.32		28,744.35	
Lighting - running costs		1,895.07		1,677.68	
Environment & Highways		40,613.41		18,962.61	
Non-recurrent Developments		15,284.71	110,598.84	27,411.58	95,250.98
Wainwright Award					614.64
Total Expenditure			<u>330,976.89</u>		<u>303,294.17</u>

Section 1 – Accounting statements for

KENDAL TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2011 £	31 March 2012 £	
1 Balances brought forward	204,233	225,340	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	304,274	306,640	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	20,127	22,063	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	99,139	101,660	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	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	204,155	229,317	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	225,340	222,066	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	239,845	230,896	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 and long term assets	1,584,266	1,584,266	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	Nil	Nil	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES Yes	NO Yes	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

J. M. Ditcham

Date 01/05/2012

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

14/05/2012

and recorded as minute reference:

886/11/12

Signed by Chair of the meeting approving these accounting statements.

J. P. B. 2012

Date 30/05/2012

Section 2 – Annual governance statement

We acknowledge as the members of:

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 2012, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	NO	NA
	Yes		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

886/11/12

dated 14/05/2012

Signed by:

Chair

SIGNED REQUIRED

dated

30/05/2012

Signed by:

Clerk

S. Richardson

dated

21/05/2012

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

Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

KENDAL Town Council

Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

(Except for the matters reported below)* on the basis of our review, 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).

Payments have not been made in accordance with the Local Government Act 1972 Section 150 (5).

BDO LLP Southampton
United Kingdom

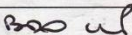
(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Please see enclosed report

BDO LLP Southampton
United Kingdom

(continue on a separate sheet if required)

External auditor's signature 

External auditor's name **BDO LLP Southampton
United Kingdom**

Date 20/3/12

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

KENDAL TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate books of account have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit R.F. MILLER & Co.

Signature of person who carried out the internal audit

R.F. MILLER

Date 14/5/2012

***Note:** 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).

