



KENDAL TOWN COUNCIL

ANNUAL REPORT

2013 – 2014

MARCH 2014

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FOREWORD BY THE MAYOR OF KENDAL

Cllr Sylvia Emmott, The Mayor of Kendal 2013-2014

It gives me great pleasure to present the annual report of Kendal Town Council for the year 2013-2014.

Currently Kendal residents are served by three tiers of local government, Cumbria County Council, South Lakeland District Council and of course Kendal Town Council and we aim to work closely with the other tiers of local government to influence and enhance and make improvements within the town. I was absolutely delighted in October when the businesses of Kendal voted in support of the Business Improvement District.

The day to day business of your Town Council is done by committees and this report gives details of their work over the past year. This year we have debated significant issues for Kendal, including the refurbishment of the Allen Building, the extension plans for the Wildman Street site and the maintenance of the Romney Road Memorial. Kendal Town Council has also given support to the Chairman of Cumbria County Council's appeal, by purchasing a defibrillator for the Town Hall.

So far the mayoral diary has kept me fairly busy and of course the Queen and Her Royal Highness the Princess Royal's visit to Kendal has to be a highlight. The sun shone and the town looked beautiful and the crowds turned out in force. What a super day! Then in September I attended the Cumbria in Bloom Awards and was delighted to accept on the town's behalf "The Best Large Town Award". In September we welcomed a party from our twin town of Rinteln and a return visit took place in October and we received the usual warm welcome. Whilst attending the many functions I have always been given an extremely warm welcome and been really impressed by the dedication, commitment and professionalism of the many volunteers, who support voluntary organisations, churches, schools and charities. We have much to celebrate in our town.

I was delighted to see the return of the Torchlight Carnival this year. Kendal Town Council not only supported the Torchlight Carnival but other festivals and organisations which help towards the economic wellbeing of Kendal. These included The Brewery Arts Centre, Mintfest, The Comic Art Festival, The Kendal Fireworks Display, The Kendal Mountain Film Festival, The Wool Gathering and The Food Festival which will take place in March this year.

My chosen charity this year is the Gateway Centre. This is a ground-breaking partnership between five charities: Age U.K. South Lakeland Carers, Alzheimer's Society, Sight Advice, and South Lakeland Mind. They have come together to provide a one-stop shop aimed at delivering advice and practical support and social opportunities to the residents of Kendal. My aim is to raise money for additional equipment for social events for the Gateway centre and I am extremely grateful to all those who have supported me.

Finally my sincere thanks to all my fellow Councillors and the Kendal Town Council staff for all their advice, support and work on behalf of the town and the Council.

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, Assistant to the Town Clerk, Mrs Janine Holt and Administrative Assistant, Mrs Carolyn Moffat provide the day to day running of the Council. The Town Council's 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 793490

Fax 01539 735984

E mail – admin@kendaltowncouncil.gov.uk

Website – www.kendaltowncouncil.gov.uk

YOUR COUNCILLORS 2013/14

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
The Worshipful the Town Mayor Cllr Sylvia Emmott	L/D	Stonecross SLDC Councillor – Kendal Stonecross	01539 721452
Deputy Town Mayor Cllr Thomas Clare	L/D	Heron Hill	01539 725946
Cllr Giles Archibald	L/D	Fell SLDC Councillor - Kendal Fell	07415000765
Cllr Paul Bramham	L/D	Underley	01539 726430
Cllr Jonathan Brook	L/D	Parks SLDC Councillor – Kendal Parks	01539 722540
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 422516
Cllr David Evans	L/D	Mintsfeet SLDC Councillor - Kendal Mintsfeet	01539 737068
Cllr Shirley Evans	L/D	Far Cross CCC Councillor – Kendal Castle	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	07973525511
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 Christopher Mayho	L/D	Nether	01539 729526
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 Tirvengadam	L/D	Oxenholme	07778564563
Cllr John Veevers	L/D	Romney	01539 727021
Cllr Graham Vincent	L/D	Romney SLDC Councillor - Kendal Romney	01539 725402
Cllr Phillip Walker	L/D	Parks	07554005002
Cllr John Willshaw	L/D	Stonecross	01539 723653

L/D – Liberal Democrat

IND - Independent

SLDC – South Lakeland District Council

CCC – Cumbria County Council

ATTENDANCE RECORD 2013/2014 OF COUNCILLORS AT FULL COUNCIL MEETINGS AND COMMITTEES

KENDAL TOWN COUNCIL COUNCIL MEETING ATTENDANCE SHOWN FROM ANNUAL GENERAL MEETING IN MAY 2013 (WHEN THE NEW MAYOR IS ELECTED) AND COMMITTEE MEETINGS FROM JUNE 2013 (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 S EMMOTT THE MAYOR	10	11	7	12
CLLR T CLARE DEPUTY MAYOR	10	11	11	12
CLLR G ARCHIBALD	9	11	11	12
CLLR P BRAMHAM	8	11	2	2
CLLR J BROOK	5	11	1	2
CLLR S COLEMAN	5	11	2	3
CLLR G COOK	10	11	11	12
CLLR J DAWSON	2	11	0	0
CLLR M DEVERILL	10	11	17	21
CLLR P DIXON	7	11	5	17
CLLR D EVANS	11	11	2	6
CLLR S EVANS	11	11	6	6
CLLR C FEENEY- JOHNSON	11	11	10	12
CLLR A FINCH	6	11	5	17

COUNCILLOR	ATTENDANCE AT MEETINGS			
	Number of Council Meetings Attended	Total Number of Council Meetings	Number of Committee Meetings Attended	Total Number of Committee Meetings
CLLR C GRAHAM	1	11	0	0
CLLR M KELLY	2	11	0	0
CLLR J McCREESH	10	11	23	24
CLLR E MAUGHAN	7	11	0	0
CLLR C MAYHO	6	11	3	3
CLLR L OLDHAM	10	11	18	21
CLLR L OSWICK	2	11	0	0
CLLR A ROBINSON	9	11	20	23
CLLR M SEVERN	10	11	13	20
CLLR G TIRVENGARDUM	8	11	2	3
CLLR J VEEVERS	9	11	13	14
CLLR G VINCENT	10	11	0	0
CLLR P WALKER	9	11	3	6
CLLR J WILLSHAW	8	11	21	29

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. We now work with a 3-year plan, and are branching out into the economy and tourism.

The Council now works more effectively in partnership with the other two tiers of local government (South Lakeland District Council and Cumbria County Council), in a LAP (Local Area Partnership), and with others such as the Civic Society 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 and with very great success with Kendal Futures Board, and we hope to see this relationship developing even further over the coming years. The establishment of a BID (Business Improvement District) in Kendal is seen as a very positive development for Kendal, and the Town Council is very keen to work with this newly formed group.

Our aims include supporting and kick-starting various projects. So far this year we have 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 relevant organisations; sometimes we have acted as intermediaries; sometimes we have decided to take matters considerably further, as, for example, the setting up of a small committee to formulate our concerns and responses over the Local Development Plan, initially over allocations of land within Kendal and now the major site development briefs.

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 allotments and those managed on behalf of South Lakeland District Council.

The waiting list has seen some improvement with numbers reduced to approximately a third of those two years ago, due mainly to plot splitting when tenants leave and checking that those on the list still required a plot. The net result of this is that the urgency to find a new allotment site has diminished, as some sites no longer have tenants waiting and others with only a few on the list that should be accommodated fairly quickly.

In an attempt to placate tenant's complaints about rent rises, we decided to offer the option of sites becoming self managed which would let them set their own rent and would have the added bonus of them being able to apply for grant aid to help achieve projects such as site improvements, fencing etc. To date only one site has shown interest, partially, moving in this direction by forming a Committee with Chair, Treasurer, and Secretary etc. but do not appear to want total self management at this time.

Whilst continuing to do our primary functions we still produce annually a newsletter which is sent out with the invoices in January and still hold an allotment holders open meeting which gives them a chance to meet our team, other plot holders and pick up gardening tips from invited speakers.

Overall it can be concluded, thanks to good weather during the growing season, that 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 implemented 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 Schools of Science and Art) and make recommendations to the Town Council.*

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

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

Examining the remarks within the External Auditors Report, addressing any points raised and implementing any improvements suggested to the accounting and auditing processes, is also an aspect of the Committee's work.

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 reduce 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.

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 several thousands.

A list of all grants made can be found on the following pages.

TABLE SHOWING THE RECIPIENTS OF KENDAL TOWN COUNCIL GRANT AWARDS

FY 2013/14

RECIPIENT	AMOUNT £
Abbot Hall Bowling Club	100
Brewery Arts Centre	8,000
Castle Street Community Centre	1,000
Great North Air Ambulance	1,000
Hallgarth Community Centre Management Committee	651
HYPPO – Hallgarth Young People’s Organisation	2,160
IBIS Junior Football Club	500
Kendal Air Training Corp – 1127 Squadron	900
Kendal Arts International	5,000
Kendal Community Theatre	1,000
Kendal County Football Club – Under 18s	200
Kendal Lads & Girls Club	500
Kendal Mountain Festival	5,000
Kendal Old Folks Treat	250
Kendal-Rinteln Association	1,200
Kendal Torchlight Procession	10,000
Kendal United Junior Football Club	500
Kendal & South Lakes Centre for Independent Living – One Voice	1,500
Kendal Windows on Art	500
Mary Wakefield Westmorland Festival	500
North West Air Ambulance	1,000
Rotary Club of Kendal South Westmorland – Fireworks Display	3,300

RECIPIENT	AMOUNT £
South Lakeland Hydrotherapy Pool	2,500
Smile Factor 10	200
Stricklandgate House Trust	800
The Kendalians	500
The Lakeland Arts Trust – Abbot Hall	1,500
The Quaker Tapestry at Kendal	3,000
Westmorland CAMRA Beer Festival	150
Youth Ability – Leonard Cheshire Disability	1,000
TOTAL	54,411

CHRISTMAS LIGHTS & FESTIVALS

Cllr Clare Feeney-Johnson, Chair

The Christmas Lights and Festival committee meets at least every quarter with sub groups meeting as and when needed, such as switch on ceremony partners and Festival organisers.

2013 started with an annual budget of £22810 for the Christmas Lights and £19550 allocation to festivals. It was also decided to allow the committee £1000 discretionary funds towards additional festival needs and a £1000 increase for the lights switch-on event (which in the end was not all required).

It must be noted that the committee can request development funds monies via Full Council should any need arise and be appropriate.

There had been a review of the Christmas Light display 2012 and it was decided that 2013 would not have any additional displays or strings. There was a need for some substantial repairs to existing motifs and strings on Highgate and Finkle St, estimated at £2042 and the three year anchor testing due early 2014 quoted at £2755.

A request was made to have the lights switched on earlier each day to help add festive atmosphere to the Town earlier on in the day. Since the lights were changed to LED bulbs the energy costs have reduced significantly from over £1k per year to less than £200. This minded, it was agreed to have the lights on throughout the day and to be reviewed again before Christmas 2014.

Early planning of the Christmas Lights switch on event proved difficult this year due to the fall in partner sponsor numbers. Historically the switch on event costs are shared by the partners involved, we need at least three to enable the event to take place and be affordable within budget.

Thankfully Elephant Yard and The Castle Green Hotel came on board with help from Lakeland Radio to sponsor the event.

The event itself took place on Sunday 17th of November, the first Sunday in the Christmas trading period which is chosen to help local retail businesses. Father Christmas and his reindeer commenced their procession from Abbott Hall through Highgate to the Town centre accompanied by the Mayor and a young person from Sandgate School.

The centre was a hive of activity, SLACtt were utilising their cycle power in the Birdcage, The Queen Katherine School Samba band, Lakeland Radio broadcasting live with a stage in front of the Library with bands, singers and the winner of their Search for a Star. Many Town Councillors ran a Gluhwein and mince pie stall to raise funds for the Mayors Charity. Asda Kendal provided all the ingredients allowing all the money collected to go to the charity. Made in Cumbria stalls adorned the Market Place creating a fine festive feel.

The event was also supported by Kendal Rotary and South Lakeland District Council. The members of the Rotary stewarded the event and SLDC made parking in their car parks £1 all day for the event.

The event was promoted via the Kendal Town News, Lakeland Radio, fliers and social media such as Facebook and Twitter and of course our very own Town Crier. The day was very well supported by local residents and visitors, it is always very pleasing to see the Town Centre so busy with people full of festive cheer.

Festivals now play an extremely important role in our Towns economy. The Town Council recognises this and is committed to help in any way it can within its parameters.

During this financial year, Kendal Town Council supported:

Torchlight Carnival £5000 (+ £5000 from the previous year); Tour of Britain cycle race, (flag competition £500); Mintfest £5000; Kendal Mountain Festival £5000, again the largest festival of its kind in the World!; Mary Wakefield Festival £500; Kendal Windows on Art £500; Kendal Fireworks Display £3300 and CAMRA Beer Festival £150.

2013 saw two new Festivals. The Wool Gathering in October held at K Village (funding awarded £489). Our thanks to Mike Glover and Adrian Swenson for their commitment in organising this new event and pulling it off with such success. The event had two dozen stalls of local woollen crafts, sheep, alpaca, talks, spinning, weaving and gave wool a platform marking its importance in the Town's history. More than 4000 visitors attended the event hopefully making it the first Wool Gathering of many to come.

Comic Art Fest also hit the Town in October, (funding awarded £5000) capturing people's imaginations. Kendal became host to some hugely influential National and International comic art guests and publishers, advocating the first ever Comic Arts Festival in Kendal as a land mark for British comics and the best comic art event, ever in the UK! Julie Tate and her team pulled this off in true style, we look forward to this event growing and establishing a place in the Comic Art world for Kendal.

As we look forward, the Kendal Food Festival (funding awarded £4000) will be here again in March. Cath Dutton and Stacy Hurley are planning an extremely professional event show casing the quality of produce and talent we are lucky to have in our area.

All the Kendal festivals have a vital role in promoting the Town in a positive way on a worldwide stage. As a Town, we are very lucky to have so many dedicated and committed festival organisers. In the current financial climate we find ourselves in, their role is even harder – our sincere thanks to them all.

Finally, the committee has been working to develop a project to help dress the Town. We have worked with the Mintfest team and the District Council looking at what could be used to promote festivals as they happen for both residents and visitors, alerting everyone as to what is coming up next and celebrate what is happening as it happens. The committee managed to secure a budget of £7000 and I'm hoping the results of this work will be out across the Town later this year.

ENVIRONMENT & HIGHWAYS

Cllr Tom Clare, Chair

During the year the Town Council has continued to work with the other tiers of local government and the Civic Society. Grants currently being worked on with other bodies to facilitate improvements or new works are: the Civic Society for improvements to Police Yard and Heron Hill School for a woodland/community garden with interpretation.

Throughout the year the Council has also pursued, with the relevant bodies, a number of queries/issues relating to street lighting and seats. Whilst the Council has undertaken a programme of repair to the seats it owns it has been engaged in dialogue with the County Council over the future of others. Similarly the Town Council agreed to take on responsibility for the maintenance of a new bus shelter at Sandylands; whilst that on Castle Green Lane was cleaned and a bench seat added. Again, monies have been made available to provide for more bike racks in the town centre.

The Council has a rolling programme to paint (and repair where necessary) riverside railings and has reached agreement with Natural England to clean the footbridge between Abbott Hall and Aynam Road. Monies have been made available to the District Council to add more bulbs and flowers to Abbott Hall Park including a mass planting of snowdrops. Works to improve planting and seating in Ford Park, funded by the Council, have now been completed.

The Council has continued to develop with SLDC ideas to improve Nobles Rest and the adjacent Town View Meadow. Following consultation with local groups a programme has now been identified with the Town Council grant aiding works in the Meadow which includes refurbishment of the existing path. A meeting with SLDC and local residents was also held to discuss improvements to the small park/open space on Sepulchre Lane and The Conservation Volunteers engaged to undertake minor works to a wall on Low Fellside.

Following correspondence in the Westmorland Gazette about the state of the railway bridge at Longpool the Council pursued the matter with the appropriate body and is pleased to report that action is in hand to improve the structure. Perhaps this serves to demonstrate that the Committee wishes to hear of particular issues and that together we can maintain if not enhance the environment of the town and aspects of its infrastructure.

KENDAL IN BLOOM

Cllr Geoff Cook, Chair

Our main achievement in 2013 was to win the Best Large Town Award in the Cumbria in Bloom competition. The Mayor collected the trophy at an Awards Ceremony in Maryport in September – much to the delight of all involved. We had deliberately not entered the competition for a couple of years whilst we addressed some of the issues raised by the judges. A particular emphasis was on improving community involvement and that was recognised through the Award. We want to build on that for the future.

Congratulations also to the other Cumbria in Bloom Award winners around the town – such as Queen Katherine, Sandgate, Dean Gibson & Heron Hill Schools, as well as the Kirkbarrow Residents Association.

Many thanks also to those townspeople who added to the ‘official’ displays provided by Kendal Town Council and make our town an attractive one of which we can be proud. This was shown to good effect when HM The Queen visited on that glorious July morning – and also when other events took place, such as the Tour of Britain Cycle Race.

We again organised our own Kendal in Bloom competition to recognise the efforts made by individuals, businesses and allotment holders. Please consider entering the 2014 competition – there are categories suitable for all.

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
Cumberland Building Society	Lakeland Ltd
Different Strokes Painting & Decorating Ltd	Low Orchard Nursery
Gilkes	Westmorland Horticultural Society
Holdens Solicitors	Homebase

This financial sponsorship has freed up funds allocated by the Town Council which has enabled us to replace some of the town centre planters, and to expand floral displays to other parts of the town for 2014.

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 at 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 Janine Holt 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, the Brewery Arts Centre, the Kendal Food Festival and the Environment Agency/Cumbria County Council on flooding.

Areas for committee discussion have included: working closely with Kendal College and Kendal Museum; Lancaster Canal issues; air quality and traffic issues; Freedom of Information; the Local Plan and related planning issues; Torchlight, the Food, Comic Art, Mountain and Wool Gathering Festivals; questioning the hospital trust over staffing levels and service provision at the Westmorland General Hospital; partnership working including the possible devolving/enhancing of services provided by the other tiers of local government and looking at their budgetary proposals; the Annual Report and Newsletter; Christmas Lights; Action for Market Towns; sponsorship and fund-raising; allotments; the Brewery Arts Centre and possible developments; possible market developments; a new web-site; Fairtrade Town status; the availability of Wi-Fi in Kendal; the purchase of a defibrillator; the celebration of our 20 years of twinning with Rinteln; preparations for the exhibition to commemorate the centenary of the start of World War 1; a community emergency plan; various consultations; aspirational projects (in partnership with Kendal Futures Board); the evaluation of projects undertaken by KTC and any staffing (including the revision of staffing roles and responsibilities) 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 shadow Business Improvement District Board.

MAYORALTY & ARTS

The Mayor Cllr Sylvia Emmott, Chair

This committee has eight members which always includes the Mayor and Deputy Mayor and in addition there are three specialist co-opted members, Trevor Hughes, Michael Bottomley and Martin Orrom. The committee is chaired by the Mayor or the Vice Chair which this year is Cllr Paul Braham.

The main focus of the committee this year has been the planning of the World War Commemorative Exhibition which is due to take place in August 2014. Here I must thank most sincerely our Vice Chairman for all his research which he has generously passed to Mr Stephen Roberts, Head of History at the Queen Katherine School. Initial talks between the Town Council and the Queen Katherine School began in September 2013 and since then several meetings have been held, including an open public meeting hosted at QKS. Much hard work goes into the production of an exhibition and I must acknowledge the assistance of Trevor Hughes from the Civic Society, Mr Stephen Roberts and the students from QKS not forgetting Cllr Paul Braham without whose drive and hard work we would be lost.

Once again many groups have taken the opportunity to visit the Mayor's Parlour during the year including the Heritage Open Day in September and also in October to coincide with the Wool Gathering. As a town we are extremely privileged to have many artefacts of great historical value, which are of great interest to those who live in Kendal, but also to the many foreign visitors we have welcomed to the parlour this year, which of course included our friends from Rinteln. My personal thanks to Mr Peter Cannon, the Mayor's Attendant and Trevor Hughes from the Civic Society for their entertaining and informative talks in the parlour.

A party from our twin town of Rinteln came over in September and thoroughly enjoyed their visit which included the Torchlight Carnival and in early October a small party of Councillors, the Town Clerk and myself visited Rinteln and were made extremely welcome. The visit was both enjoyable and informative.

Finally I must thank all the members of the committee and partners for their support and hard work over the past year. Special thanks to our co-opted members Trevor Hughes and Michael Bottomley from the Civic Society and Martin Orrom from the Romney Society for their guidance and expertise.

PLANNING

Cllr Mark Deverill, Chair

The Planning Committee consists of 8 Councillors. 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 5 – 20 planning applications at each 1 hour meeting (on average 12 per meeting). The Committee has assessed 237 applications in the period March 2013 until January 2014.

We continue to make representations on a wide range of applications affecting the Town and our communities including works affecting the Conservation Area, new developments (domestic & commercial), extensions etc. Councillors are encouraged to view details of each application prior to the meeting via SLDC's internet portal. This pre-meeting appraisal of schemes generally ensures that meetings are efficient with salient points discussed at length where required.

We strive for an open and transparent decision making process, therefore all our meetings are open to the public. We welcome representations for all members of our Community and these have included, applicants, objectors and Councillors.

During the last year SLDC's Local Development Framework (LDF) Land Allocations were found to be 'Sound' by the Planning Inspectorate, the allocation being formally adopted by SLDC on the 17 December 2013.

As a key stakeholder, KTC's LDF Sub-committee will now focus on engagement with SLDC Officers in the preparation of development briefs for the important employment and housing allocated 'gateway' sites around Kendal. Our aim is to ensure that these briefs provide a legacy Kendal can be proud of with sensitive, high quality architecture, urban design and landscaping.

My thanks go to our Secretary, members of the Planning Committee and LDF Sub-Committee's for your valued contributions to the planning meetings and formal representations made through the LDF process. In particular I would like to extend my thanks to my Vice Chairman, Councillor John McCreesh, for his support, knowledge, research and all round thorough approach which has enabled Kendal Town Council to make cohesive and well considered comments.

AUDITED ACCOUNTS 2012/2013

KENDAL TOWN COUNCIL

Balance Sheet as at 31st March 2013

	2013			2012	
	£	£		£	£
Investments		229,708.46			208,935
Current assets					
Debtors	17,743.46			20,659	
Deposits	50.00			50	
Prepayments	8,504.68			665	
Cash at bank and in hand	<u>22,567.75</u>			<u>21,962</u>	
	48,865.89			43,336	
Current Liabilities					
Creditors	11,447.47			15,120	
Receipts in Advance	<u>20,355.40</u>			<u>15,085</u>	
	31,802.87			30,205	
Net Assets		<u>17,063.02</u>			<u>13,131</u>
		246,771.48			222,066
Represented by:					
Funds					
General		61,037.50			32,252
Non-recurrent					
Developments		43,105.39			34,560
Allotments		72,689.58			71,110
Arts & Heritage		5,396.04			5,396
Environment		34,750.78			37,181
Election		19,524.88			31,525
Wainwright		<u>10,267.31</u>			<u>10,042</u>
		<u>246,771.48</u>			<u>222,066</u>

The above statement represents fairly the financial position of the Town Council as at 31st March 2013 and reflects its income and expenditure during the year then ended.

Approved by the Town Council on 3rd June 2013

KENDAL TOWN COUNCIL

Income and Expenditure Account

Year Ended 31st March 2013

	Note	2013		2012	
		£	£	£	£
INCOME					
Precepts			305,661.50		305,640.00
Interest on Investments		3,753.14		3,241.79	
Allotment Rents		19,174.92		18,605.81	
Miscellaneous		<u>117.10</u>	23,045.16	<u>215.23</u>	22,062.83
Total Income			<u>328,706.66</u>		<u>327,702.83</u>
EXPENDITURE					
General Administration					
Staff (including travel & training)		69,388.12		64,766.93	
Premises		18,771.57		19,864.42	
Supplies & Services		6,390.94		5,405.84	
Audit, Insurance & Subscriptions		12,090.94		13,322.24	
Elections		-		10,066.12	
Miscellaneous		<u>6,922.88</u>	113,563.64	<u>6,760.24</u>	120,185.79
Civic Functions					
Staffing		11,985.00		10,275.00	
Mayoral Expenditure		5,055.00		5,051.00	
Functions		3,937.37		3,283.62	
Twinning Hospitality		<u>1,545.99</u>	22,523.36	<u>115.00</u>	18,724.62
Arts & Heritage					
Exhibitions/Pictures		617.27		1,092.33	
Kendal Museum		<u>2,000.00</u>	2,617.27	<u>2,000.00</u>	3,092.33
Allotments					
Staff		15,045.00		16,125.00	
Other		10,689.23		12,467.21	
Improvements & Developments		<u>-</u>	25,734.23	<u>1,100.00</u>	28,592.21
Kendal Betterment Schemes					
Bloom Activities		30,208.79		33,871.32	
Christmas Lights		19,042.48		18,934.33	
Grants		51,615.00		49,140.00	
Lighting - running costs		333.00		1,895.07	
Environment & Highways		6,376.84		40,613.41	
Non-recurrent Developments		31,454.54	139,030.65	15,284.71	159,738.84
Wainwright Award			532.17		643.10
Total Expenditure			<u>304,001.32</u>		<u>330,976.89</u>

Section 1 – Accounting statements 2012/13 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 2012 £	31 March 2013 £	
1 Balances brought forward	225,340	222,066	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	305,640	305,662	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	22,063	23,045	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	101,660	105,615	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	229,317	198,386	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	222,066	246,772	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	230,896	252,276	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 other long term investments and assets	1,584,266	1,591,041	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	Nil	Nil	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES YES	NO YES	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 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



Date 30/04/2013

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

03/06/2013

and recorded as minute reference:

048/3/14

Signed by Chair of the meeting approving these accounting statements.



Date 03.06.13

Section 2 – Annual governance statement 2012/13

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 2013, 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.	<i>YES</i>		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.	<i>YES</i>		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.	<i>YES</i>		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.	<i>YES</i>		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.	<i>YES</i>		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.	<i>YES</i>		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.	<i>YES</i>		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.	<i>YES</i>		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.	<i>YES</i>	<i>NO</i>	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

048/3/14

dated *03/06/2013*

Signed by:

Chair *L. Emmott*

dated *03.06.13*

Signed by:

Clerk *E. Richardson*

dated *03/06/2013*

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

Section 3 – External auditor certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 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 2013; 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 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).

(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 signature BDO LLP

External auditor name BDO LLP Southampton
United Kingdom

Date 12/8/13

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 2012/13 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 2013.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate 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:

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

Signature of person who carried out the internal audit

RF Miller

Date

2/5/13

***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).

REPORT ON 2013/14 PRECEPT

The Town Council increased its Precept for 2013/14 by 9.96%. This equated to an additional income of £27,500. This has enabled the Town Council to help finance the following initiatives.

New Festivals

Kendal is fast becoming known as a 'Festival' town. The Torchlight Carnival has been going for many years, but the introduction of 'Mintfest' organized by Kendal Arts International in recent years has been an incentive for others to 'host' their festival in Kendal. The Town Council wants to encourage and maintain this momentum and therefore in the current Civic year the Town Council was pleased to be able to support the new Comic Art Fest held in October, as well as the Kendal Wool Gathering in September. The Council will also be providing financial support to help the Kendal Festival of Food be success in March 2014. All these festivals have a vital and favourable economic impact on Kendal and the surrounding area and is well worth the £9,500 invested by the Town Council in these events.

'Dressing the Town' is another initiative where we are trying to ensure that all these festivals are communicated to locals and visitors alike. This provides for the town boundary signs to be adapted to promote such events and to use generic posters. New bunting will be purchased and window clings for empty shop windows will all help to create a more positive image during the festivals' period. The Town Council is pleased to have been able to support such work by making a contribution of £7,000 this financial year.

Tourism

Tourism is a vital part of Kendal's history and economy and therefore the Town Council welcomes any opportunity to support any ideas and schemes that sustains or improves this aspect of the town. New brown and white tourism signs along with new travel guides have been developed this year and the Town Council was able to make a significant contribution of £10,000.

Kendal Futures

Kendal Futures played a significant part in ensuring the successful implementation of the Business Improvement Development project and facilitating an 'Action for Market Towns' bench marking study. The Town Council contributed to both of these important pieces of work; £2,000 and £3,500 respectively.