

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



26 February 2024

To Members of the Management Committee

*Members representing committees may substitute Vice Chairs if unable to attend.
Please notify the Chair and the Town Clerk before the meeting. This agenda is
copied to all councillors for information.*

Cllr A Blackman (Chair of Kendal in Bloom)	Cllr H Ladhams (Chair of Christmas Lights and Festivals)
Cllr S Coleman (Chair)	Cllr S Long (Rep on Kendal Futures)
Cllr J Dunlop (Mayor)	Cllr Doug Rathbone (Chair of Planning) (Vice-Chair)
Cllr A Finch (Chair of Allotments)	Cllr C Russell (Chair of Audit, Grants and Charities)
Cllr E Hennessy (Chair of Environment and Highways)	

You are summoned to a meeting of Kendal Town Council's Management Committee on **Monday, 4 March 2024, at 7.30 p.m.**, in the Council Chamber at the Town Hall, Highgate, Kendal.

Yours faithfully

Chris Bagshaw
Town Clerk

AGENDA

Public Participation

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the council under the terms of Local Government Act 1972, s85.

2. Declarations of Interest

To receive any declarations of interest relating to matters which appear on this agenda, but which have not been previously declared on members' declarations of pecuniary interest and other interests.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

4. Minutes of the Last Meeting (pages 3 to 12)

To receive the minutes of the meeting of the Committee held on 8 January 2024, and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 13 to 15)

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

6. Council Activity Report (pages 16 to 25)

To consider the progress made across the various actions the Council is involved in and make any necessary decisions (see attached).

7. Budget 2023-24 (pages 26 to 37)

To review the expenditure against budget in the current year (see attached).

Part Two

It is likely that the following two items proceed following a resolution to exclude the press and the public, due to the content being of a confidential nature, disclosure of which would be prejudicial to the public interest, or another special reason stated in the resolution.

8. Property and Office Accommodation

To receive a report and proposal from the Clerk on Office Accommodation. (A report, to follow, will be circulated to members separately).

9. Employment and Staffing Matters

(a) To receive a report from the Staffing Sub-Committee on the progress in recruiting a new Deputy Town Clerk and other posts.

(b) To receive a report from the Chair of Staffing Sub-Committee or the Clerk on any other staffing matters requiring the Committee's consideration and guidance.

10. Newsletter and Publicity

To consider which items will be included in a press release and items for the next edition of the Council's Newsletter.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
www.kendaltowncouncil.gov.uk



Minutes of a meeting of the Management Committee held on Monday, 8 January 2024, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr H Ladhams	Present
Cllr S Coleman (Chair)	Present	Cllr S Long	Present
Cllr J Dunlop	Present	Cllr D Rathbone (Vice-Chair)	Present
Cllr A Finch	Apologies	Cllr C Russell	Present
Cllr E Hennessy	Present		

Also present: Cllr S Blunden was also in attendance at the meeting, however, whilst taking part in debate, did not vote on any of the items, as not a Member of the Committee. In addition, one member of the public was present for part of the meeting.

Officers in attendance: Chris Bagshaw (Town Clerk) and Inge Booth (Democratic Services Assistant).

M50/2023 Apologies

An apology for absence was received and accepted from Cllr A Finch.

M51/2023 Declarations of Interest

No declarations of interest were raised under this item.

M52/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

M53/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 6 November 2023 and to authorise the Chairman to sign them as a true record.

M54/2023 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Town Clerk explained that there remained a number of outstanding actions as a result of the current staffing situation. He hoped that the next edition of the Newsletter would be out by end February/early March.

Attention was drawn to the need to remove from the sheet items which had already been actioned, for example Item 32 (Council Open Space Land Acquisitions). With reference to Item 31 (Community Governance Review), the need to diarise when action was required was stressed. With this in mind, it was suggested that a working group of the Planning Committee should be established in order to consider proposals for new boundaries and ward sizes, with some new developments having had a massive impact on figures; this working group could be opened up to any Member who might wish to

join. In addition, referring to Item 3 (Council Activity Report) and actions to improve the Council's Website, the Town Clerk explained that this had been put on hold, also as a result of the current staffing situation. It was, therefore, suggested that a working group of the Management Committee should be established in order to find out what Members hoped to see, and the Town Clerk further suggested that Members might draw his attention to good examples.

Resolved: To remove those items which have been actioned from the report.

Resolved: To diarise when actions are required in relation to Item 31 (Community Governance Review) and to request the Planning Committee to set up a working group, open to all Members who wish to take part, to consider proposals for new boundaries and ward sizes.

Resolved: With reference to Item 3 (Council Activity Report) and actions to improve the Council's Website, to establish a working group of the Management Committee to find out what Members hope to see, with any good examples to be drawn to the attention of the Town Clerk.

Resolved: To note the report.

M55/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in. He explained that the document was a work in progress and that he intended to carry out more work in its development in order to make clear what work was being carried out in relation to each area of the Council Plan.

Attention was drawn to the potential for the Culture and Communities Committee to take on the lead role in relation to "Thriving Towns" which, it was felt, was at the heart of the work carried out by that Committee. In addition, the potential for the improved Website to enable users to click through items and see the story of work being carried out in each area was suggested.

The Chair thanked the Town Clerk for his work to date in this area and looked forward to being able to start to measure how the aspirations of the Council Plan were being achieved.

Resolved: To note the report.

M56/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year, with the Town Clerk advising that the Council was doing well in meeting its predictions. He referred to slight changes in staffing arrangements which meant that the predictions on staff gross pay were down. In addition, he drew attention to the Newsletter having missed its deadline and to the potential for the premises rent review to result in a rebate. He also explained that he was currently seeking clarification from Westmorland and Furness Council with regard to footway lighting which may have implications on the budget.

The Town Clerk responded to a number of queries raised by Members, providing reasons as to why money had not yet been spent on large projects, the reason for which in some cases was due to the current staffing situation and in others due to colleagues at Westmorland and Furness Council currently being unable to deliver in some areas. The potential for the Council running the risk of underspending the budget was stressed and it was suggested that this issue should be examined by the Audit Committee, with the Chair of that Committee working together with the Town Clerk prior to its next meeting. The Town Clerk explained that most of the relevant projects were already held in reserves where the money would remain until spent or until the Council decided otherwise. Members expressed support for the proposal for the Audit Committee to examine reserves. In addition, it was suggested that where money remained unspent in 2024/25, then Council should be asked to give

consideration to the matter.

Resolved: The Audit Committee be requested to examine reserves at its next meeting, with the Chair of that Committee to meet with the Town Clerk in the meantime.

Resolved: To note the report.

M57/2023 Budget 2024-25

The Town Clerk presented the report which had been included on the agenda. The Council had agreed a Draft Budget at its meeting in December. This could now be set alongside the Council Tax Base figure published on 22 December to calculate the actual Band D rates from which bills were calculated.

The agreed budget was shown, as set out below, along with a table showing how the Council Tax base of 10933.36 affected bills (also shown below). The previous year's (2023-24) Tax base had been 10785.7 (10730.14 in 2022-23).

Because the Council Tax Base had grown, a 9 per cent increase in the Council Tax produced a 10.5 per cent increase in Precepted income.

DRAFT Revenue Budget 2024-2025

Committee	Item	23-24 Budget	Prob spend	From other sources	24-25	Change
Allotments	Water	1,800	1,800		1,950	8%
	Rent	950	1,040		1,050	11%
	Pest Control	3,000	3,000		3,200	7%
	Maintenance	8,800	8,800		9,000	2%
Bloom	Displays	26,500	26,500		30,000	13%
	Projects and Grants	8,500	6,000		6,000	-29%
Culture & Community	Community Grants	43,000	43,000		43,000	0%
	Festival Grants	25,000	25,000		23,000	-8%
	Christmas Lighting	18,000	18,000		30,000	67%
	Lights infrastructure	3,000	4,726		5,000	6%
	Electricity	850	850		1,100	29%
	Switch on	4,500	8,470		10,000	18%
	Bunting	1,250	1,100		1,500	20%
	Coronation	10,000	6,032		-	-100%
	Cultural initiatives	-	-		5,000	

Committee	Item	23-24 Budget	Prob spend	From other sources	24-25	Change
Environment	Infrastructure Maintenance	3,700	3,700		5,000	-41%
	Footway lighting	4,200	4,200		5,000	19%
	Waste Bin servicing	3,000	2,650		3,250	8%
	Project Birdcage	-	-	5,000		
	Project Biodiversity Grants	-	-	-	10,000	
	Project Wildflower planting				6,400	
	Footpath enhancements	-	-	50,000		
	Project Easy Travel	-	-	50,000		
	Project Pumptrack	-	-	50,000		
Management						
	Premises Rent and services	16,872	16,872		17,000	1%
	Premises Equipment	2,678	2,678		2,778	4%
	Premises Alarms	1,850	1,850		1,850	0%
	Premises PPE	100	100		1,000	900%
	IT Support	6,854	6,854		7,050	3%
	IT Website	1,250	1,250		1,500	20%
	IT Equipment/software	5,879	5,879		7,400	26%
	IT other	17	605		750	137%
	Newsletter	12,500	12,500		13,000	4%
	insurance	5,386	5,387		5,400	0%
	HR	2,930	4,000		4,500	13%
	Audit	2,800	2,800		3,800	36%
	Vouchers and Payroll	884	720		720	-19%
	Other	530	100		100	-81%
	Printing & Stationery	2,100	2,100		2,100	0%
	Equipment	1,000	1,000		1,000	0%
	Photocopier	1,398	1,398		1,500	7%
	General inc repairs	2,902	500		500	-83%
	Subscriptions	3,000	2,896		3,000	0%
	Vehicle fuel	1,250	1,000		1,200	-4%
	Vehicle Repairs	2,500	2,100		2,600	4%
	Insurance/tax/MOT	1,300	1,300		1,300	0%
	Staffing	278,000	280,000		310,700	12%

Committee	Item	23-24 Budget	Prob spend	From other sources	24-25	Change
	Staffing Training	2,000	2,000		3,000	50%
	Elections Ward	-	-		-	
	Elections Fund	30,000	30,000		10,000	-67%
	Futures Manager	10,000	10,000		10,800	8%
	Futures Vision	5,500	5,500		5,000	-9%
	Kendal Vision support	-	-	30,000		
	Diversity	150	150			0%
Mayoralty & Heritage	Mayoral Allowance	5,524	5,000		5,000	-9%
	Mayoral Travel	800	500		800	0%
	Mayor Making	2,200	2,200		2,500	14%
	Torchlight	1,730	1,730		2,000	16%
	Remembrance	300	300		350	17%
	Pictures and others	100	100		250	150%
	Functions	3,170	3,170		4,000	26%
	Twinning	1,500	1,500		1,500	0%
	Exhibition	1,000	1,000		1,000	0%
	Museum	2,000	2,000		2,000	0%
	Visit Kendal	16,600				
	Kirkland Banners		1,500		1,600	7%
	VK leaflets		8,280		9,000	9%
	VK Website		2,500		3,000	20%
	VK Content Coordinator		6,770		7,250	7%
Planning	Flood	20,000	20,000		20,000	0%
	Neighbourhood Planning	-	-		2,500	
	Training	-	-		2,500	
Total		623,624	622,807	185,000	684,248	9.7%
Income	W&F Support Grant	33,046			33,000	
	Allotment Rents	23,500			24,200	
	23/24 Precept	567,997		Proposed precept	627,637	10.5%
	Revenue total	624,543			684,837	

How this affects Council Tax Payers in Kendal civil parish

Numbers refer to the parish element of Council Tax bills.

Council Tax Band	Council Tax in 22-23	Proposed Council Tax 23-24	Percentage increase	Equivalent in pence per week
Band A	35.11	38.27	9.0%	6
Band B	40.96	44.65	9.0%	7
Band C	46.81	51.03	9.0%	8
Band D	52.66	57.41	9.0%	9
Band E	64.36	70.16	9.0%	11
Band F	70.22	76.54	9.0%	12

The Town Clerk referred to the increase in the Council Tax base from 10730 to 10785 resulting in a 9 per cent increase in the Council Tax producing a 10.5 per cent increase in Precepted income. He pointed out that there was an opportunity for larger organisations to increase this figure.

Discussion took place during which the Town Clerk confirmed that the staffing budget had been examined in relation to staffing costs as a result of the proposed new structure (see Minute No.M62/2023 below), and that this was likely to be in the region of £16,000 light should the full potential of the review be realised. Members acknowledged that an increase of 10.5 per cent would gain an extra £5,000 and it was suggested, therefore, that the Budget Working Group to look into this potential option. The Town Clerk pointed out that to match the maximum amount proposed by the staffing restructure, there would be a need for a 12.5 per cent increase in Council Tax.

Resolved: The Budget Working Group to reconsider the budget in the light of the proposed staffing changes prior to consideration by Council on 5 February 2024 of the 2024/25 Budget.

M58/2023 Community Infrastructure Levy (CIL)

The Town Clerk reported that Kendal Town Council received Community Infrastructure Levy (CIL) payments from the local Planning Authority (now Westmorland and Furness Council). The original South Lakeland District Council (SLDC) advice note appended to the report explained where the money came from and what it could be spent on. Also appended to the report were the Criteria set by Kendal Town Council in 2017 for considering CIL allocations.

At the Council's budget meeting in December, it had been noted that some spending proposals could not be met from revenue (i.e. Council Tax) funding, and should be met from elsewhere. The only unallocated reserves currently available were from the Community Infrastructure Levy. The next CIL receipt would be in April 2024.

The Committee was being asked to match the proposed expenditure/allocation to the available income, reducing the allocation to projects, where appropriate, to balance the budget.

The following details were included within the report:

CIL Receipts to date

£246,948.91

CIL Allocations and Expenditure to date

A breakdown of expenditure/allocation is appended to this report.

£76,637

Available CIL for Current Allocation

£170,311.91

Proposals from Current Budget

Project	Value	Current Council Plan alignment
Kendal Vision support	£30,000	Priority 2 and 3
Project Birdcage	£5,000	Priority 2
Project Footpath improvements	£50,000	Priority 1 and 5
Project Easy Travel	£50,000	Priority 1 and 5
Project Pumptrack	£50,000	Priority 4 and 5
Total	£185,000	

In addition to these Budget proposals, the September Committee meeting had deferred consideration of £55,750 worth of projects, because there had been at that time insufficient information, or the projects could be funded from elsewhere. It was likely that some of these proposals may return in the future with sufficient information for the Committee to make further allocations of CIL, should further funding become available.

Current estimates for footpath renovation at Mintsfeet were around £90,000 for around 620 linear metres of path.

Details of expenditure to date were also provided within the report.

Discussion took place on the proposed allocation of £50,000 for the Pumptrack project. It was noted that this project was unlikely to be realised in either this year or the next, as it required planning, costing, etc. It was, therefore, suggested that this proposal could be reduced to £35,000 in order to meet the £170,000 amount of CIL funding currently available.

Discussion turned to the birdcage on Finkle Street and the importance of addressing this eyesore within the Town. It was felt that a cross-committee working group dedicated to this task was required, to liaise with Westmorland and Furness Council and other relevant organisations, and to report back to the Management Committee. Attention was drawn to the fact that Kendal BID were interested in becoming involved. Attention was further drawn to a number of other areas of the Town which required improvements. Further raised was the need to open up membership of the working group to all Members of the Council.

Resolved: To approve the proposals for CIL funding as set out within the report, subject to a reduction in the amount proposed for the Pumptrack project from £50,000 to £35,000, with a mind to increase this figure in the future should more CIL funding become available.

Resolved: To email all Members of the Council inviting them to form part of a working group, including involvement from Westmorland and Furness Council and other relevant organisations, to address the issue of the birdcage on Finkle Street and other areas requiring improvements within the Town.

M59/2023 Civility and Respect

Members were presented with the Civility and Respect December 2023 Newsletter. In addition, the Town Clerk reported that a number of policies and procedures had now been developed in order to provide guidance on relationships between councillors and staff and between councillors themselves. These would require formal adoption in due course.

Attention was drawn to a self-audit document in relation to Civility and Respect which had been too lengthy to complete at a formal Council meeting and for the need to this to be filled in. It was suggested, therefore, that this document be brought before the Audit Committee in order for that group to consider a gap analysis, although it was also acknowledged that this may take time due to current staffing shortages.

Resolved: To bring the Civility and Respect self-audit document to a future meeting of the Audit Committee.

Resolved: To receive the Civility and Respect December 2023 Newsletter.

M60/2023 Community Emergency Plan Coordinator

The Town Clerk presented a report informing Members that, for several years prior to 2022, the Town Council had supported the work of Kendal Community Emergency Plan Group. This group was a product of the challenges presented by severe flooding in 2015, which had created severe stresses on community resilience, particularly across the flooded and near-flooded areas of the Town.

The Town Council had funded a post of plan coordinator, and had acted as fund-holder and de facto line management. The role had proved particularly effective during the Covid period. However, in the post-Covid period, the Town Council had relinquished its role as fund-holder, establishing the Planning Group as a standalone community organisation, the existing coordinator had stood down, and central Government had become concerned that some of the lessons learned after 2015 were in danger of being lost to communities.

As a result, Cumbria County Council had established Cumbria innovative Flood Resilience (CiFR), with support from Natural England and the Environment Agency. This project was now overseen by Cumbria Community Foundation, and provided funding for communities like Kendal to develop community flood response measures. Community flood response plans meshed below the statutory 'blue-light' and principal authority plans to ensure the whole community was resilient in the challenge of extreme flood events. The fund would pay up to £12,500 per annum for at least three years for the Council to develop an effective and innovative community emergency response mechanism. Subsequent funding would probably need to come from the Town Council, though support may also be available from the principal authority.

The Town Council would also 'get back' a significant portion of the last funding it had supplied to Kendal Community Emergency Response Group, and the new coordinator would have as a priority, the revitalising of a CERG, across the whole Town but particularly those areas in or adjacent to Flood Zones 2 or 3 (high risk of flooding).

Resolved: To approve an application to the CiFR fund to employ a new Emergency Plan Coordinator, on terms to be determined, but within the resources available, this money also to pay for equipment.

M61/2023 Speakers at Full Council

The Town Clerk asked Council to consider the role of speakers at Full Council, also drawing attention to the vast length of time which had been taken up by two speakers at the last meeting.

Members supported the need for a time limit and referred to a number of organisations which they felt should be invited to address Council moving forward.

Resolved: To invite the following organisations to address Full Council:-

- Lakeland Arts (annually);
- Brewery (annually);
- Kendal Museum;
- Environment Agency;
- United Utilities;
- South Cumbria Rivers Trust;
- Kendal Civic Society;
- Stricklandgate House;
- The Eddington.

M62/2023 Employment and Staffing Matters

(a) Prior to the meeting, Members had been provided with a number of further documents in relation to the item, namely job descriptions for the roles of Deputy Town Clerk and Administration Officer, and a copy of the powerpoint report from Meraki HR which was due to be displayed and talked through by the Town Clerk at the meeting. The agenda included a report containing recommendations from the Staffing Sub-Committee in relation to Meraki's review of the Council's staffing structure.

The Town Clerk presented both the reports from Meraki and from the Staffing Sub-Committee. As a result of the review, following the recent departure of the Development Manager, the Council would be recruiting a replacement member of staff early in the new year. Meraki was recommending that the Council recruited a new permanent full-time member of staff to function as the Deputy Town Clerk. This role would assume many of the functions of the previous Development Manager, but also take several functions from the Town Clerk/RFO, which the review had identified as points of particular pressure. The Deputy Town Clerk would serve as the Town Clerk's proper deputy in their absence, and would take up a number of line management duties, as well as ensuring a number of compliance and contractual obligations were fulfilled. The review also recommended that the Council recruited an additional part time Administrative Assistant role, to relieve a number of other pressure points staff had identified in delivering the professional services the Council had come to expect.

Separate from this process, the Council had been encouraged to apply for external funding to support a Community Emergency Plan Coordinator (see Minute No.M6/2023 above).

The Town Clerk drew Members' attention to the fact that the review and recommendations were the product of the whole staff team working together. He answered a number of questions raised by Members, who welcomed the proposals and the involvement of all staff members. The need for an additional line within the Deputy Town Clerk's job description to state that the postholder would deputise for the Town Clerk in their absence was raised.

Resolved: To approve the recommendations made by the Staffing Sub-Committee in the light of the review of the staffing structure carried out by Meraki HR, subject to the inclusion of an additional line within the Deputy Town Clerk's job description to state that the postholder will deputise for the Town Clerk in their absence.

(b) The Town Clerk reported that there were currently no staffing matters requiring the Committee's further consideration and guidance.

M63/2023 Newsletter and Publicity

The Committee was asked to consider what items discussed at the meeting to include in a press release and, in addition, items for inclusion in the next edition of the Council's Newsletter.

Some concern was expressed in relation to the fact that there had been no publication of the Newsletter since November 2023. In addition, concern was raised about the fact that it appeared that Royal Mail was not delivering the Newsletter as it should, and this required addressing as a matter of urgency. The need to find a company which was able to deliver was stressed. Members were keen for a press release to be made with regard to M58/2023 above on the Community Infrastructure Levy and the fair and equitable manner in which this was being spent on projects within Kendal.

Resolved: To seek to source a new delivery company to distribute the Kendal Town Council Newsletter.

Resolved: A press release to be made in relation to M58/2023 above on the Community Infrastructure Levy, as outlined above.

The meeting closed at 9.10 p.m.

Item No.5 - Management Committee - Minute Action Sheet - as at 26-02-24

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
3	09/01/2023	M60/2022	Council Activity Report	Complete actions in order to improve Council's Website	CB		Nov-23	initiated discussion with current supplier
4	06/03/2023	M74/2022	Office Telephony	To agree to spend up to £4,500 from the 2023-24 IT and Telephony budget in April 2023, and to allow approximately £4,000 in the budgets for 2024-25 and 2025-26, costings and renewals to be reviewed after this point	CB		10-Sep-23	Supplier identified but awaiting staff time
10	30/05/2023	M10/2023	Property, Accommodation and Building Use	the Town Clerk to open discussions with the new principal authority, as outlined above.	CB		Process initiated 21 Aug 2023	outcome of occupancy review awaited
31	04/09/2023	M33/2023	Community Governance Review	To seek a CGR from Westmorland and Furness Council to alter the Town Council's electoral cycle so that it is in sync with that of the principal council and, in addition, to seek a review of boundaries in order to address new housing developments	CB		Process initiated with W&FC Sep 2023.	
35	04/09/2023	M37/2023	Newsletter and Publicity	To produce a suitable spreadsheet in relation to press releases.	CB			in progress
36	04/09/2023	M37/2023	Newsletter and Publicity	To include an article on Cumbria Plan B Bee Houses within the next edition of the Newsletter.	CB			In progress
40	06/11/2023	M43/2023	Council Activity Report	To address the matter regarding delivery of the Council's Newsletter as a matter as soon as possible and, in addition, to ensure that a link is sent to all councillors as soon as the next edition of the Newsletter is published on the Council's Website	CB			Currently on hold

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
48	06/11/2023	M49/2023	Newsletter and Publicity	Publicity in relation to the Silver Gilt award for Britain in Bloom to be included within the next Newsletter and publicised as necessary.	CB			Staffing changes delayed
49	06/11/2023	M49/2023	Newsletter and Publicity	The item on wildflowers at Kendal Green to be revisited within the next issue of the Newsletter, including photographs, as well as forwarding this item to the <u>Westmorland Gazette</u> .	CB			Staffing changes delayed
50	08/01/2024	M54/2023	Minute Action Sheet	To diarise when actions are required in relation to Item 31 (Community Governance Review) and to request the Planning Committee to set up a working group, open to all Members who wish to take part, to consider proposals for new boundaries and ward sizes.	CB			ongoing liaison with officers at W&FC over likely timescale for review
50	08/01/2024	M54/2023	Minute Action Sheet	With reference to Item 3 (Council Activity Report) and actions to improve the Council's Website, to establish a working group of the Management Committee to find out what Members hope to see, with any good examples to be drawn to the attention of the Town Clerk.	CB			
50	08/01/2024	M56/2023	Budget 2023-24	The Audit Committee be requested to examine reserves at its next meeting, with the Chair of that Committee to meet with the Town Clerk in the meantime.	CB			

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
50	08/01/2024	M58/2023	Community Infrastructure Levy (CIL)	To email all Members of the Council inviting them to form part of a working group, including involvement from Westmorland and Furness Council and other relevant organisations, to address the issue of the Birdcage on Finkle Street and other areas requiring improvements within the Town	CB			Awaiting information from W&FC concerning Town Team to give appropriate framework for action
50	08/01/2024	M59/2023	Civility and Respect	To bring the Civility and Respect self-audit document to a future meeting of the Audit Committee.	CB			To be agended
50	08/01/2024	M63/2023	Newsletter and Publicity	To seek to source a new delivery company to distribute the Kendal Town Council Newsletter.	CB			Not yet actioned

Item No.6

Kendal Town Council**Action Plan March 2024**

The Council Plan agreed in the Summer of 2023 is set out below.

Priority	Plan
1. Climate Change and Biodiversity	a) Protect and improve green spaces, so they provide a natural home for wildlife, as well as being a wonderful place for people.
	b) Support awareness and actions that help us move toward zero carbon.
	c) Enhance our connections to the natural spaces and the river Kent.
	d) reduce pollution, encourage the reduction of waste and the means for better recycling.
	e) Work with partners to make all aspects of our lives more environmentally sustainable.
2. How Kendal Looks and Feels - the Public Realm	a) Ensure the most is made of Kendal's natural beauty, fantastic location, great architecture, rich heritage, civic pride and strong community.
	b) Collaborate with partners to increase the number of affordable and sustainable homes for local families, encouraging the highest standards.
	c) Maintain and improve our open green spaces and allotments.
	d) Drive for a high quality in the buildings and maintenance of the town centre and its public space.
3. A Thriving Town	a) Promote Kendal to visitors and new arrivals.
	b) Engage with partners to deliver the Vision for Kendal and the Town Centre Strategy.
	c) Champion Kendal as a market town, service hub, retail centre and tourist destination.
	d) Promote the town's industries, culture and heritage.

	e) Encourage and support local people in creating and delivering community festivals and events.
4. Supporting People and Community Wellbeing	a) Fight for the delivery of the local services people need,
	b) Collaborate with local communities, young people, local schools and colleges to provide services and opportunities for all young people.
	c) Support local community, voluntary, faith groups and businesses who together are addressing social issues and building our communities.
	d) work with local groups and community centres to address isolation, special needs and emergencies.
	e) encourage groups and institutions to come together, collaborate and develop efficient partnerships.
5. Getting Around	a) Improve footpaths and cycle ways.
	b) Lobby central government, and other partners to ensure the town has a better road system, that is maintained to the best standards, delivering better safety and shared use of our streets.
	c) Push for the improvement of bus and train services.
	d) Encourage active travel to access local services.
6. General	All plans and priorities will rely on engaging communities and encouraging participation. Our town's success is dependent on all of us working together. In all we do as Kendal Town Council, we will work to encourage the involvement of local people in local projects, to improve neighbourhoods, in the development of our communities and the coming together of our town for the benefit of all.

Action Plan

The Council existing action plan is laid out below, with reference to the areas of the Council Plan being addressed.

Thriving Town Centre

Current Actions	Aims and actions	Plan Reference	Current Committee	Partners	Timeframe/comments
In Bloom planting 2024	Silver Gilt in 2023 included a lot of feedback on sustainable planting in adversity – this will be the theme of 2024	1a)	Kendal In Bloom	Continental Landscapes, W&FC, KCV, various local groups	Planning for 2024 now initiated. Committee has identified theme for year and a planting plan review has been commissioned.
Christmas lighting	Aim of Display being up to date and fit for purpose	2a)	Culture & Communities	Kendal BID	Lights renovated for 2023. Process of renewing contracts initiated. Costs and working methodology are being evaluated.
Market Place initiatives	Successful Levelling Up fund bid has led to £13.7 million from government	3c), d), e)	Management/ Environment /C&C	W&FC, Kendal BID, Kendal Futures	It is anticipated that this will be delivered through the new Town Team, though information has been scarce, so far. There is a decision to be made by Management Committee about where project initiatives relating to the market belong.
Proactive consultative roles	Themes constant in Futures agenda and issue with highways and BID requiring council involvement and engagement with community. Development of Local Plan, Neighbourhood Planning et	3e)	Management/ Environment /Planning/ Culture & Communities	W&FC, Kendal Futures, Kendal BID	Developing ideas through new Town Team and through Neighbourhood Planning initiatives in conjunction with Kendal Futures.

Visit Kendal website	Site reviewed.	3c)	C&C	Kendal Futures/ BID	Site being reviewed. Currently held back due to staffing supply.
Leaflets	Cycle of updates needs budget and schedule	3c)	Management/Environment	Kendal BID	Updates now distributed.
Parlour and collection	Parlour visits and exhibitions scheduled	3d)	M&H	Kendal Museum/W&FC	Visit cycle now scheduled and promoted. Exhibition on Slavery planned and mostly written. Delivery scheduled for July.

Sustainability

Current Actions	Aims and actions	Plan Reference	Committee	Partner	Timeframe
Pollinator planting	Somervell Garden, Aynam Road , Kendal Green successful. New wetland initiative at Canal Head in progress. Initiative at Beezon Fields awaiting Environment Agency work. Partnership with Cumbria Wildlife Trust and W&FC being developed	1a)	KiB/Environment	Natural Kendal, Continental Landscapes, W&FC Cumbria Wildlife Trust	Aiming for planting Autumn 2024.
Dark Skies	KTC assets reviewed. Townwide audit complete. New lighting policy being developed	1c), d)	Environment	FOLD/W&FC/ Kendal BID	Current funded initiative now progressing to delivery on five KTC lighting locations
River Kent	CRKC Group funded, but ongoing support needed	1c), d)	Environment	CRKC/EA/SCRT	Current funded initiative, with ongoing participation
Flood Relief Scheme	Opportunities throughout scheme identified.	1e)	KiB/Environment /Planning	EA/W&FC/Natural Kendal/Civic Soc	Ongoing

	Glass wall now being delivered				
Townwide Solar audit	Completed	1d)	Environment	CAFS etc	Completed
Solar Made Easy Kendal	Ongoing public initiative	1b)	Environment	CAFS etc	Service picked up by CAFS
Zero Carbon Kendal Website	Developing public initiative	1b)	Environment	CAFS etc	Current project to be consolidated in website review
Inspiration Hub	Development of hub in town centre to meet issue of information being distributed to community	1b)	Environment	SLACC, Waste into Wellbeing and other stakeholders	Supported location at 106 Highgate.

Getting Around

Current Actions	Aims and actions	Plan Reference	Committee	Partner	Timeframe
Kendal Connections project	Footpath improvements scheduled. Wider programme subject to ongoing negotiation with highway authority	1b), e), 5a)	Environment, Planning (KTCFRSWG)	W&FC	Spring 2024 now being scheduled by partners for delivery. Other areas being mapped, designed and prioritised
LCWIP engagement	'Partner' to LCWIP	1b), e), 5a)	Environment	W&FC	Ongoing engagement
20mph	Active planning with highway authority	5b), d)	Environment	W&FC	Initiative now adopted by W&FC, with Kendal scheme as early adopter
River corridor	Flood relief scheme engaged with. LCWIP. Strategic land purchase at	1a), c), 5a), d)	Environment /Management	W&FC/EA/others	Tree survey commissioned.

	Mintsfeet. Funded project with UU at Wattsfield.				Work on design and budgeting ongoing. Work at Wattsfield ongoing, with UU funding being negotiated.
Signage	Improved signage at Oxenholme station. Other opportunities identified at Blackhall Road	3a)	Environment	W&FC/Kendal BID/KF	As funds allow. Negotiations with Avanti West Coast promising
Better road system	Identifying actions and initiatives which will deliver traffic reductions in key areas of town	5b)	Planning, Environment, Management	W&FC/Kendal Futures/BID	Kendal Futures have worked up some ideas for consideration.

Communities

Current Actions	Aims and actions	Plan ref	Committee	Partner	Timeframe/Comments
Newsletter	Three times per year. Royal Mail delivery formalised	4d)	Management/all		Scheduling needs longer lead. Distribution being checked. Next issue delayed due to staffing challenges
Social media presence	Success in Visit Kendal and Zero-Carbon, but further work required across other council activities	1b)	All		Comms strategy needs to be worked out across all council activities. Review currently in progress with all staff
Community consultation and engagement	Included in draft budget for Culture & Communities, but needs to relate to wider context of Council activity and Comms strategy	3e)	Culture & Communities/Management		Part of ongoing work on Plan for Kendal, as TOR review allows

Active Kendal	Pump track site identified. Development of Sports Hub at Mintsfeet in embryonic stages	5a), d)	Environment/Culture & Communities	W&FC/various groups	Pump track site search now back with W&FC officers for consideration of identified site. Sports and Nature Hub subject to ongoing internal and external discussion with W&F and other stakeholders
Grants and Funding	Process consolidated 2022. Further work required to formalise criteria and scheduling issues	4c)	Environment /Culture & Communities		Working group tasked with developing new criteria being for 24-25
Events Action	Aims and actions		Committee	Partner	Timeframe
Events budgets formalised	Financial controls and purchasing improved	3e)	Culture & Communities/M&H	KTH/SLDC	Currently on track
Events officer	Appointed Sep 2022. Ongoing work on support through training and management	3e)	Culture & Communities/M&H	Various	Ongoing priority
Comms Action	Aims and actions		Committee	Partner	Timeframe
Festival engagement	Working with KMF for lights switch on	3e)	Culture & Communities/Environment	KMF and BID	2023 switch-on delivered with KMF continuing in prominent role
Social media and press presence	Social media working in some areas, but not others	3c)	All		Comms strategy required spring 2024, still work in progress
Website	Refreshed in 2021, but more work required. Probably required complete overhaul by 2025.	3c)	All		Subject to above. Proposed renewal in 2024 when current site is 11 years old.

Public Realm

Local Plan Action	Aims and actions	Plan ref	Committee	Partner	Timeframe/comments
Response matrix	Previous version revisited	2a), b), d)	Planning	W&FC	Drafted Spring 2023. Dealing with challenges from new integrated planning system at W&FC. This is now more time consuming than previously.
Local Plan engagement	Ongoing, subject to Planning Authority timetable	2a), b), d)	Planning/Environment	W&FC/Kendal Futures	New planning legislation and LGR has caused delay. Planning Committee being briefed by W&FC officers in March.
Neighbourhood Planning	Scoping delivery of Neighbourhood planning to meet CIL and Local Plan needs	2a), b), c), d), 3b)	Planning/All	W&FC/Kendal Futures	Scoping spring 2024, with budget allocation for development in 2025.
Kendal Futures	Vision process requires ongoing engagement	3	Management/Planning/Environment	Kendal Futures/W&FC	Needs outcome focus. Supporting town centre development initiative, but ongoing conversations about delivery and relationship management with W&FC and other stakeholders.
Proactive Consultation	Council has responded to consultations	4	Management/Planning/Environment		Horizon scanning required. Time allowed at Planning meetings to ensure adequate response.
Flood Relief Scheme	Working group under Planning Committee. Role needs redefining following success of glass wall initiative	1c)	Planning/Management/Environment	EA/Natural Kendal/W&FC	Reviewed as part of TOR review. Continued need for vigilance with flood scheme.

Green Space Improvements	To be an active partner in the management and improvement of the town's green spaces	1a), c)	Planning/Allotment s/KiB/Environment	W&FC/KCV/ Friends groups/residents groups/Natural Kendal/stake holders	Ongoing as budget allocated. Bowling Fell improvements now in project phase.
Street furniture	Council-owned assets repaired and improved. Elsewhere, subject to ongoing relationships with owning authorities	2a), d)	Environment	W&FC, Kendal Futures, Kendal BID	Wholesale review of strategic management of assets being developed. Bus shelters, seating, lighting, bins and civic planting.
Highways Improvement	Improvements to footway lighting and other issues outwith Kendal Connections project	1d), 4a), 5a)	Environment	W&F	Requires coordination and prioritisation outside ward concentrations. New policies being developed (as above).
Aspirational capital projects	To be a partner in projects to improve Birdcage, Finkle St, Yards, etc	2a)	Environment, Management, Culture & Communities, KiB	W&FC, BID, Futures	Several projects identified which require defined roles and outcomes.

Council Audit and Administration

The following section of the Action Report appears to sit outwith the proposed Thematic headings.

Action	Aims and actions	Plan reference	Committee	Partner	Timeframe
Accommodation	Office move has created split site issues		Management	W&FC	Consolidation of Council presence in TH and Hub being prepared. Awaiting outcome of landlord's review of occupancy. Proposal for consideration March 2024.

IT	Agile working platform developed. Telephony is next challenge		Management	ITEK/W&FC	Budget allocated, delivery projected to Spring 2024. Suppliers identified.
HR systems	Contracts, appraisal process and staff handbook		Management/Staffing	Staff	Meraki HR contracted to support. Action Plans being developed. New contracts and staff handbook completed. Breathe HR software adopted Jan 2024, now being populated with records and action plans..
Financial Regulations and procedures	Fin regs update awaiting adoption. Procedure list created		Audit		Adopted by FC at June meeting. New model Fin Regs due 2024
Internal auditors	IA job description to next Audit		Audit		Being actioned by Audit Committee
Asset management reviews	External and parlour/picture store assets being reconciled.		M&H/Environment /Audit	W&FC	Now mostly complete, with problem areas identified.
Budget process	Ensure all councillors and staff are aware of process and timeframe		All		Timetable agreed by FC. Completed February 2024 and Precept requested.
Committee structure	Ensure all committees are serving council plan.		All		Plan adopted 2023. Committees still working through roles to ensure they match.
Council Plan	To develop and implement a Council Plan and to ensure it is embedded in public engagement		All		Plan adopted 2023. Use of Town Assembly to work through initiatives trialled successfully in 2023. Date for Town Assembly required for 2024 (must be between 1 March and 1 June).

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Income</u>									
1076	Precept	502,285	502,285	567,997	567,997	567,997	0	636,157	0	0
1077	SLDC Grant	34,147	34,147	33,046	33,047	33,046	0	33,000	0	0
1080	Bank Interest	1,320	1,091	4,000	6,893	8,000	0	4,500	0	0
1090	CIL Receipts	68,176	68,176	85,000	140,819	140,819	0	0	0	0
1100	Allotment Rent	22,000	23,746	23,500	35,623	23,500	0	24,200	0	0
1999	Other Income	0	0	0	2,063	0	0	0	0	0
	Total Income	627,928	629,446	713,543	786,442	773,362	0	697,857	0	0
6001	less Transfer to EMR	0	68,176	0	140,819	0	0	0	0	0
	Movement to/(from) Gen Reserve	627,928	561,269	713,543	645,623	773,362		697,857		
200	<u>Staffing Costs</u>									
4000	Staff Gross Pay	242,000	254,868	276,730	249,202	280,000	0	318,000	0	0
4001	Staff GP Childcare V	0	1,235	120	91	100	0	0	0	0
4055	Travel	0	480	500	64	100	0	500	0	0
4060	Staff Mobile Phone	0	131	150	47	47	0	0	0	0
4065	Staff Expenses	0	156	500	48	100	0	500	0	0
4070	Staff Training	3,000	1,377	2,000	625	700	0	3,000	0	0
	Overhead Expenditure	245,000	258,248	280,000	250,077	281,047	0	322,000	0	0
	Movement to/(from) Gen Reserve	(245,000)	(258,248)	(280,000)	(250,077)	(281,047)		(322,000)		
210	<u>Premises & Accommodation</u>									
4100	Premises - Service&Rent Charge	18,000	13,639	13,700	11,164	13,700	0	13,800	0	0

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4110	Premises Telephones	0	100	200	100	200	0	200	0	0
4115	Premises Garage Rent	0	1,083	2,600	2,600	2,600	0	2,600	0	0
4120	Premises Garage Electricity	0	376	372	255	372	0	400	0	0
4130	Premises Other & Gen Equip	0	1,822	2,678	1,018	1,200	0	2,778	0	0
4135	PremisAlarms - Service & Maint	0	1,569	1,850	1,751	1,850	0	1,850	0	0
4140	Premises PPE	1,000	0	100	59	100	0	1,000	0	0
4150	DNU	0	333	0	0	0	0	0	0	0
Overhead Expenditure		19,000	18,922	21,500	16,947	20,022	0	22,628	0	0
Movement to/(from) Gen Reserve		(19,000)	(18,922)	(21,500)	(16,947)	(20,022)		(22,628)		
<u>220</u>	<u>IT & Communications</u>									
4200	IT Rialtas Costs	0	4,224	2,554	2,554	2,554	0	2,750	0	0
4205	IT Domain/Web (Designworks)	0	1,206	1,250	1,212	1,250	0	1,500	0	0
4210	IT Support (ITEK/Sage)	0	4,256	4,300	3,897	4,300	370	4,300	0	0
4215	IT Digital Meetings/Admin	0	859	1,000	592	1,000	76	1,000	0	0
4220	IT ITEK Other Costs	0	4,578	3,329	4,178	4,300	0	3,329	0	0
4225	New IT /Comp/Equip (Assets)	0	4,780	1,250	914	1,900	0	3,071	0	0
4230	IT Other Costs	17,500	0	317	969	1,000	0	750	0	0
4235	Newsletter	11,500	11,276	12,500	7,883	12,500	0	13,000	0	0
Overhead Expenditure		29,000	31,178	26,500	22,198	28,804	446	29,700	0	0
Movement to/(from) Gen Reserve		(29,000)	(31,178)	(26,500)	(22,198)	(28,804)		(29,700)		
<u>230</u>	<u>Insurance & Finance Costs</u>									
4300	Insurance Public Liability	0	5,732	5,386	5,387	5,386	0	5,400	0	0

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4305	HR Costs	12,000	0	4,000	7,684	8,000	0	4,500	0	0
4310	Finance Costs (Audit Fees)	0	2,900	2,800	1,798	3,800	0	3,800	0	0
4315	Finance - BK & Voucher Fees	0	261	364	98	120	0	200	0	0
4320	Finance Payroll Costs	0	412	520	321	520	0	520	0	0
4910	Other Expenses	0	0	530	0	100	0	100	0	0
Overhead Expenditure		12,000	9,306	13,600	15,287	17,926	0	14,520	0	0
Movement to/(from) Gen Reserve		(12,000)	(9,306)	(13,600)	(15,287)	(17,926)		(14,520)		
<u>240</u>	<u>Stationery/Office General</u>									
4400	Admin Printing/Stationery/Post	0	1,889	2,100	1,881	2,100	0	2,100	0	0
4405	Admin Office Equip/Consumables	0	326	1,000	73	200	0	1,000	0	0
4410	DNU	0	0	0	13	0	0	0	0	0
4415	Admin Repairs to Office Equip	0	0	500	0	100	0	500	0	0
4420	Photocopier (Lease & Service)	0	1,329	1,398	981	1,398	0	1,500	0	0
4425	Admin General	10,000	283	2,402	204	300	0	0	0	0
4430	Admin Subscriptions	0	2,787	3,000	2,896	3,000	0	3,000	0	0
4595	Levelling Up Contribution	5,000	5,000	0	0	0	0	0	0	0
4910	Other Expenses	0	100	0	0	0	0	0	0	0
Overhead Expenditure		15,000	11,715	10,400	6,048	7,098	0	8,100	0	0
Movement to/(from) Gen Reserve		(15,000)	(11,715)	(10,400)	(6,048)	(7,098)		(8,100)		
<u>250</u>	<u>Vehicle Costs</u>									
4500	Vehicle Fuel	0	1,186	1,200	757	1,000	0	1,200	0	0
4505	Vehicle Tracking Fee	0	92	96	88	96	0	0	0	0

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4510	Vehicle Repairs	0	770	2,000	362	2,000	0	2,600	0	0
4515	Vehicle Van INS/TAX/MOT	0	1,673	1,300	817	1,300	0	1,300	0	0
4520	Vehicle Other Costs	2,500	0	404	0	100	0	0	0	0
Overhead Expenditure		2,500	3,720	5,000	2,024	4,496	0	5,100	0	0
Movement to/(from) Gen Reserve		(2,500)	(3,720)	(5,000)	(2,024)	(4,496)		(5,100)		
<u>260</u>	<u>Elections</u>									
4580	Elections - Wards	2,777	2,777	0	0	0	0	0	0	0
4590	Election Fund	5,000	0	30,000	0	30,000	0	10,000	0	0
Overhead Expenditure		7,777	2,777	30,000	0	30,000	0	10,000	0	0
Movement to/(from) Gen Reserve		(7,777)	(2,777)	(30,000)	0	(30,000)		(10,000)		
<u>270</u>	<u>Mayoralty & Arts</u>									
4700	Mayoral Allowance	5,250	5,524	5,524	5,000	5,000	0	5,000	0	0
4705	Mayoral Travel	800	281	800	557	600	0	800	0	0
4720	Mayor Making	0	1,838	2,200	2,273	2,273	0	2,500	0	0
4725	Torchlight	0	1,730	1,730	308	400	0	2,000	0	0
4730	Remembrance Sunday	0	279	300	97	300	0	350	0	0
4735	Pictures & Others	0	0	100	50	100	0	250	0	0
4745	Misc. Mayoral Functions & Exp	7,500	5,492	3,170	2,685	3,170	0	4,000	0	0
4746	Mayor's Charit Exp	0	0	0	50	0	0	0	0	0
4750	Twinning	2,500	930	1,500	70	500	0	1,500	0	0
4755	Exhibitions	2,000	2,000	1,000	0	1,000	0	1,000	0	0
4760	Museum	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		20,050	20,075	18,324	13,090	15,343	0	19,400	0	0
6000	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(20,050)</u>	<u>(15,766)</u>	<u>(18,324)</u>	<u>(13,090)</u>	<u>(15,343)</u>		<u>(19,400)</u>		
280	<u>Promoting Equality & Diversity</u>									
4596	Promoting Equality & Diversity	150	79	150	79	150	0	0	0	0
Overhead Expenditure		150	79	150	79	150	0	0	0	0
Movement to/(from) Gen Reserve		<u>(150)</u>	<u>(79)</u>	<u>(150)</u>	<u>(79)</u>	<u>(150)</u>		<u>0</u>		
300	<u>Kendal Vision & Futures</u>									
4600	DNU Support Co-Ordinator	0	5,000	0	0	0	0	0	0	0
4601	Kendal Futures Manager Contrib	31,750	0	10,000	10,000	10,000	0	10,800	0	0
4605	Kendal Vision Contribution	0	0	5,500	5,500	5,500	0	5,000	0	0
4610	Kirkland Banners	0	1,500	0	0	0	0	0	0	0
Overhead Expenditure		31,750	6,500	15,500	15,500	15,500	0	15,800	0	0
Movement to/(from) Gen Reserve		<u>(31,750)</u>	<u>(6,500)</u>	<u>(15,500)</u>	<u>(15,500)</u>	<u>(15,500)</u>		<u>(15,800)</u>		
310	<u>Promoting Kendal</u>									
4610	Kirkland Banners	0	0	1,500	1,500	1,500	0	1,600	0	0
4650	Visit Kendal Leaflets	0	0	8,280	6,280	8,970	0	9,000	0	0
4655	Visit Kendal Website Cont.	0	4,580	2,500	2,500	2,500	0	3,000	0	0
4660	Visit Kendal Content Co-ord.	5,000	7,470	6,770	3,719	6,770	0	7,250	0	0
Overhead Expenditure		5,000	12,050	19,050	13,999	19,740	0	20,850	0	0

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	2,450	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(12,050)</u>	<u>(19,050)</u>	<u>(11,549)</u>	<u>(19,740)</u>		<u>(20,850)</u>		
320	<u>Wainwright Fund</u>									
9900	Wainwright Fund Exp	250	250	250	250	250	0	0	0	0
	Overhead Expenditure	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	250	0	250	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(250)</u>	<u>0</u>	<u>(250)</u>	<u>0</u>	<u>(250)</u>		<u>0</u>		
400	<u>Audit, Grants & Charities</u>									
1999	Other Income	0	0	0	-1,500	0	0	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4690	AG&C Community Grants	41,000	37,300	43,000	22,804	43,000	0	43,000	0	0
	Overhead Expenditure	<u>41,000</u>	<u>37,300</u>	<u>43,000</u>	<u>22,804</u>	<u>43,000</u>	<u>0</u>	<u>43,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(41,000)</u>	<u>(37,300)</u>	<u>(43,000)</u>	<u>(24,304)</u>	<u>(43,000)</u>		<u>(43,000)</u>		
430	<u>Christmas Lights & Festivals</u>									
4800	Christmas Lights	17,500	11,437	18,000	21,486	21,486	0	30,000	0	0
4805	CL&F infrastructure & Maint	10,000	8,112	9,451	4,506	4,726	0	5,000	0	0
4810	Christmas Electricity	750	1,268	850	0	850	0	1,100	0	0
4815	Christmas Switch On	3,500	3,881	8,470	9,831	9,831	0	10,000	0	0
4820	CL&F Bunting	1,250	1,004	1,250	265	1,250	0	1,500	0	0
4825	Jubilee/Coronation	5,000	3,273	6,032	6,032	6,032	0	0	0	0

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4826	Cultural Initiatives	0	0	0	0	0	0	5,000	0	0
4830	CL&F Festival Grants	30,000	27,000	25,000	18,977	25,000	0	23,000	0	0
	Overhead Expenditure	68,000	55,976	69,053	61,096	69,175	0	75,600	0	0
6000	plus Transfer from EMR	0	0	0	1,728	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(68,000)</u>	<u>(55,976)</u>	<u>(69,053)</u>	<u>(59,368)</u>	<u>(69,175)</u>		<u>(75,600)</u>		
440	<u>Kendal In Bloom</u>									
4900	KIB Floral Displays	21,500	21,444	26,500	18,040	26,500	0	30,000	0	0
4905	KIB Projects & Grants	8,700	8,114	8,500	2,561	8,500	300	6,000	0	0
4910	Other Expenses	0	322	0	84	84	0	0	0	0
	Overhead Expenditure	30,200	29,880	35,000	20,685	35,084	300	36,000	0	0
	Movement to/(from) Gen Reserve	<u>(30,200)</u>	<u>(29,880)</u>	<u>(35,000)</u>	<u>(20,685)</u>	<u>(35,084)</u>		<u>(36,000)</u>		
500	<u>Allotments</u>									
5000	Allotments Capital Spending	40,000	25,333	0	-101	-101	0	0	0	0
5005	Allotments Gen Exp	8,000	8,044	8,800	2,600	8,800	648	9,000	0	0
5015	Allotment Water	1,800	2,102	1,800	1,795	1,800	0	1,950	0	0
5020	Allotment Rent	900	840	950	960	960	0	1,050	0	0
5025	Allotment Pest Control	3,000	2,076	3,000	1,587	3,000	0	3,200	0	0
	Overhead Expenditure	53,700	38,395	14,550	6,842	14,459	648	15,200	0	0
6000	plus Transfer from EMR	0	25,233	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(53,700)</u>	<u>(13,163)</u>	<u>(14,550)</u>	<u>(6,842)</u>	<u>(14,459)</u>		<u>(15,200)</u>		
600	<u>E - New Infrastructure/Improve</u>									

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1999	Other Income	0	800	0	0	0	0	0	0	0
	Total Income	0	800	0	0	0	0	0	0	0
5107	E - New Infrastructure	4,642	4,062	0	438	438	0	0	0	0
5108	E - Infrastructure Maint	3,937	3,602	8,438	3,350	8,000	0	5,000	0	0
5109	Environment Core - Misc	556	0	879	0	879	0	0	0	0
	Overhead Expenditure	9,135	7,664	9,317	3,788	9,317	0	5,000	0	0
	600 Net Income over Expenditure	-9,135	-6,864	-9,317	-3,788	-9,317	0	-5,000	0	0
6000	plus Transfer from EMR	0	2,955	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(9,135)</u>	<u>(3,909)</u>	<u>(9,317)</u>	<u>(3,788)</u>	<u>(9,317)</u>		<u>(5,000)</u>		
630	<u>E - SLDC Charges</u>									
5300	E - W&F Charges-Footway Light	3,751	3,750	4,200	0	4,200	0	5,000	0	0
5305	E - W&F Charges-Somervel Main	500	0	0	0	0	0	0	0	0
5310	E - W&F Charges-Bins	2,650	1,254	3,000	2,885	3,000	115	3,250	0	0
	Overhead Expenditure	6,901	5,004	7,200	2,885	7,200	115	8,250	0	0
	Movement to/(from) Gen Reserve	<u>(6,901)</u>	<u>(5,004)</u>	<u>(7,200)</u>	<u>(2,885)</u>	<u>(7,200)</u>		<u>(8,250)</u>		
900	<u>Projects - Climate Change</u>									
9040	Climate Town Centre Recom.Hub	10,000	0	30,000	20,000	30,000	0	0	0	0
9050	DNU Solar Audit Campaign	4,565	0	0	0	0	0	0	0	0
9055	Climate Jury Website	398	398	0	0	0	0	0	0	0
9060	Climate Zero Carbon Kendal	1,000	396	530	265	530	0	0	0	0
9130	New Projects TBC	1,121	1,195	0	0	0	0	0	0	0

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	17,084	1,989	30,530	20,265	30,530	0	0	0	0
6000	plus Transfer from EMR	0	1,989	0	20,265	0	0	0	0	0
	Movement to/(from) Gen Reserve	(17,084)	0	(30,530)	0	(30,530)		0		
<u>910</u>	<u>Projects - Biodiversity</u>									
9120	Bio Dark Skies Campaign	5,000	0	5,000	0	5,000	0	0	0	0
9121	Bio Birdcage	0	0	0	0	0	0	5,000	0	0
9124	Biodiversity Grants 24.25	0	0	0	0	0	0	10,000	0	0
9125	Bio 2nd Round-Biod Grants	3,400	1,000	2,400	1,750	2,400	0	0	0	0
9126	DNU Living Roof Bus Shelter	2,500	0	0	0	0	0	0	0	0
9127	Bio Wildflowers Kendal Green	1,300	1,059	56	0	56	0	6,400	0	0
9129	Bio Canal Head Wetlands	1,300	800	500	0	500	0	0	0	0
9130	New Projects TBC	500	0	3,000	179	3,000	0	0	0	0
	Overhead Expenditure	14,000	2,859	10,956	1,929	10,956	0	21,400	0	0
6000	plus Transfer from EMR	0	3,044	0	1,929	0	0	0	0	0
	Movement to/(from) Gen Reserve	(14,000)	185	(10,956)	0	(10,956)		(21,400)		
<u>920</u>	<u>Projects - 20MPH</u>									
9200	20 MPH	18,400	0	30,000	0	30,000	0	0	0	0
9201	20 MPHContri to Data Collectio	1,000	1,000	0	0	0	0	0	0	0
	Overhead Expenditure	19,400	1,000	30,000	0	30,000	0	0	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(19,400)	0	(30,000)	0	(30,000)		0		

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
930	<u>Projects -Cycling & Walking</u>									
1999	Other Income	0	1,000	0	0	0	0	0	0	0
	Total Income	0	1,000	0	0	0	0	0	0	0
9300	C&W Footpath Quality Audit	12,000	0	12,000	0	12,000	0	0	0	0
9305	C&WKirkbarrow Connections	10,300	186	10,114	8,738	10,114	0	0	0	0
9307	C&W Kendal Castle Pump Track	4,000	2,000	2,000	0	2,000	0	0	0	0
9308	C&W Cllrs Contributions	5,700	0	6,700	0	6,700	0	0	0	0
9310	C&W Signage Improvements	4,000	0	4,000	0	4,000	0	0	0	0
9315	C&W 22/23 LCRP Cont	5,000	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	41,000	2,186	39,814	8,738	39,814	0	0	0	0
	930 Net Income over Expenditure	-41,000	-1,186	-39,814	-8,738	-39,814	0	0	0	0
6000	plus Transfer from EMR	0	2,186	0	2,538	0	0	0	0	0
6001	less Transfer to EMR	0	1,500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(41,000)</u>	<u>(500)</u>	<u>(39,814)</u>	<u>(6,200)</u>	<u>(39,814)</u>		<u>0</u>		
935	<u>River Corridor Connectivity</u>									
9600	River Corridor Connectivity	31,000	28,292	2,708	0	2,708	0	0	0	0
	Overhead Expenditure	31,000	28,292	2,708	0	2,708	0	0	0	0
6000	plus Transfer from EMR	0	28,292	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(31,000)</u>	<u>(0)</u>	<u>(2,708)</u>	<u>0</u>	<u>(2,708)</u>		<u>0</u>		
940	<u>Projects - Green Spaces Impro</u>									

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1999	Other Income	0	500	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0
9130	New Projects TBC	3,500	775	7,725	0	7,725	0	0	0	0
9400	Green Bowling Fell Project	7,000	0	7,000	0	7,000	0	0	0	0
9405	Green Sepentine Woods Trail	1,000	1,000	0	373	373	0	0	0	0
9410	Green Fellside Play Provision	5,000	0	5,000	5,231	5,000	0	0	0	0
9411	Green Mintsfeet Development	7,500	0	7,500	0	7,500	0	0	0	0
9415	Green Fletcher Park	607	397	210	0	210	0	0	0	0
	Overhead Expenditure	24,607	2,172	27,435	5,604	27,808	0	0	0	0
	940 Net Income over Expenditure	-24,607	-1,672	-27,435	-5,604	-27,808	0	0	0	0
6000	plus Transfer from EMR	0	2,172	0	4,454	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(24,607)</u>	<u>0</u>	<u>(27,435)</u>	<u>(1,149)</u>	<u>(27,808)</u>		<u>0</u>		
950	<u>Projects -Public Realm Enhance</u>									
9505	DNU Further Ivy Screening Proj	5,500	0	5,500	0	5,500	0	0	0	0
9506	PR Kendal Yards	2,500	0	12,500	0	12,500	0	0	0	0
9507	PR Oxenholme Signage	4,014	0	4,014	0	4,014	0	0	0	0
9508	PR Water Fountain	0	0	5,000	0	5,000	0	0	0	0
9510	DNU Nobles Rest	5,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	17,014	0	27,014	0	27,014	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(17,014)</u>	<u>0</u>	<u>(27,014)</u>	<u>0</u>	<u>(27,014)</u>		<u>0</u>		

Continued on next page

18:44

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
960	Planning									
9610	Planning FRSWG Scheme	40,000	0	130,000	0	130,000	0	20,000	0	0
9615	PlanningNeighbourhood Planning	0	0	0	0	0	0	2,500	0	0
9620	Planning Training	0	0	0	0	0	0	2,500	0	0
	Overhead Expenditure	40,000	0	130,000	0	130,000	0	25,000	0	0
	Movement to/(from) Gen Reserve	(40,000)	0	(130,000)	0	(130,000)		(25,000)		
	Total Budget Income	627,928	631,746	713,543	784,942	773,362	0	697,857	0	0
	Expenditure	800,518	587,536	916,851	510,134	917,441	1,510	697,548	0	0
	Net Income over Expenditure	-172,590	44,209	-203,308	274,808	-144,079	-1,510	309	0	0
	plus Transfer from EMR	0	71,430	0	33,614	0	0	0	0	0
	less Transfer to EMR	0	70,176	0	140,819	0	0	0	0	0
	Movement to/(from) Gen Reserve	(172,590)	45,463	(203,308)	167,603	(144,079)		309		