

Kendal Town Council

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



29 August 2023

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 September 2023, 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 8)

To receive the minutes of the meeting on 3 July 2023, and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (Pages 9 to 12)

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

6. Council Activity Report (Pages 13 to 19)

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 20 to 27)

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

8. Investment and Climate Change (Pages 28 to 29)

To consider a recommendation from the Council's Environment and Highways Committee that the Council investigates how to influence the investment practices of the Cumbria Local Government Pension Fund to support the Council's position on Climate Change, and that the Council reviews its banking arrangements to ensure that they also support the Council's position (see attached).

9. Community Governance Review (Pages 30 to 31)

To consider whether to seek a Community Governance Review from Westmorland and Furness Council to resolve a number of issues (see attached).

10. Council Open Space Land Acquisitions (Page 32)

To receive a report on the open space land acquisitions made in earlier in the year, and to allocate a budget to tree management (see attached).

11. CIL Allocations 2023-24 (Pages 33 to 41)

To confirm the Council's allocations of CIL funding (see attached).

12. Employment and Staffing Matters

a) To appoint members to the Staffing Sub-Committee.

Background

The Council's revised Committee Terms of Reference require the Staffing Sub-Committee to be a standing sub-committee, rather than an ad hoc one.

b) To receive a report from the Clerk on any other staffing matters requiring the Committee's consideration and guidance.

13. 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.

Item No.4

Kendal Town Council

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



Minutes of the meeting of the Management Committee held on Monday, 3 July 2023, at 7.35 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Also present: Cllr J Cornthwaite acting as substitute for Cllr J Dunlop. Cllr L Hendry was also in attendance and whilst taking part in debate, did not vote on any of the items, as not a Member of the Committee.

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

M13/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Blackman, J Dunlop and A Finch.

M14/2023 Declarations of Interest

No declarations of interest were raised.

M15/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No items were to be considered for exclusion.

M16/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 30 May 2023 and to authorise the Chairman to sign them as a true record.

M17/2023 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings.

MA43/2022 (Report on the Work Programme) – The Committee asked for the matter of seeking clarification on the Town Council's representation on Brewery Arts to be addressed.

Resolved: To address the matter of seeking clarification on the Town Council's representation on Brewery Arts.

MA46/2022 (Land at Mintsfeet and Vicarage Drive) – The Town Clerk reported that the horse had now been removed from the land at Mintsfeet and that he would be inspecting the site together with the former licensee with regard to any outstanding items. In addition, the Town Clerk advised that he had found out that the land just beyond the railway bridge and the big wall belonged to Westmorland and Furness Council. Only the area below the bridge belonged to Network Rail. He further reported that he was due to contact the solicitors once more in relation to Vicarage Drive. With regard to the bench due to be installed on the site, he awaited instructions from the former landowner's solicitors. The Town Council had, however, done what had been undertaken.

MA60/2022 (Council Activity Report) – It was remarked that neither the Committee Membership nor the Outside Body pages of the Website had yet been updated following the start of the new Council year.

Resolved: To update the Committee Membership and Outside Body pages of the Council's Website.

M77/2022 (Budget Processes) – With regard to the establishment of a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management, as well as health and safety aspects, the Town Clerk advised that some of these issues were due to be considered at the next meeting of that Committee.

M6/2023 (Council Activity Report) – In response to a query in relation to arrangements for a briefing session for Members on Kendal Futures, the Town Clerk advised that the officer meeting had already taken place, however, that a date or format for a member briefing had not yet been agreed. He stressed the importance of the need for a mutual understanding as to what was being discussed.

M9/2023 (Employment Support) – The Town Clerk reported that the contract with Meraki had commenced on 1 July 2023 and advised on the initial work to be carried out. In response to query, he advised that he believed that the implication of the budget of £3,600 was that this was an annual fee, the Town Council having signed up to the Company's silver standard.

M10/2023 (Property, Accommodation and Building Use) – The Town Clerk reported that this remained ongoing.

Resolved: To note the report.

M18/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in.

In response to a query, the Town Clerk advised that, in the absence of Cllr A Blackman, Cllr L Hendry was supporting the Council Services Officer in relation to Bloom matters. The Britain in Bloom portfolio and the staff throne had been completed. Attention was drawn to the fact that a Miss Kendal costume had been produced for Torchlight, that it incorporated all the key symbols of Kendal and may be of use moving forward for Bloom and other events in Kendal.

Reference was made to 20mph and the fact that an update was due to be presented to the Environment and Highways Committee on 17 July. The need for a suitable method of communication to Members in relation to 20mph was raised, and the Chair of the Environment and Highways Committee undertook to take notes at the meeting and to circulate to Members.

Resolved: The Chair of the Environment and Highways Committee to take notes in relation 20mph at the meeting of that Committee on 17 July and circulate to Members.

Attention was drawn to a typographical error within the report under Street Furniture and the need to refer to Windermere Road railings. In response to a query on this item, the Town Clerk undertook to find out when the next meeting was due to be held and to inform Members. The Chair of the Environment and Highways Committee explained that there was an outstanding question as to the need for the Windermere Road railings in relation to 20mph.

Resolved: The Town Clerk to find out when the next meeting regarding Windermere Road railings is due to be held and to inform Members accordingly.

Resolved: To note the report.

M19/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk referred to the fact that the Reserve Levels had not been included within the agenda paper and undertook to ensure that these were, instead, presented to the Audit, Grants and Charities Committee at its meeting on 10 July 2023. He pointed out that the budget before Members related to the end of the first quarter of 2023-24 and that he currently had no particular concerns. He drew attention, however, to the lack of a specific budget line with regard to councillor training, and undertook to make a proposal on this to the Audit, Grants and Charities Committee at its forthcoming meeting. This raised a comment on the importance for Members on the new committees to be fully confident in performing their roles as councillors. The Town Clerk explained that the CALC finance training due to be carried out by Steve Parkinson, who was a national expert in finance matters, would be aimed at a high level.

Resolved: To note the report.

M20/2023 Committee Terms of Reference

Following the last meeting of the Management Committee, a Task and Finish Group had been established to consolidate the work already carried out on the Council's Committee Structure. The proposals, which were a second draft of Committee Terms of Reference, were attached to the report, were the result of that Group's deliberations.

It was proposed that the Management Committee review the second draft and, subject to whatever changes suggested, submit the Terms of Reference to the next meeting of Full Council for adoption. The provisional timetable required that the Council appointed members to the new committees, where required, in time for the second half of the financial year, i.e. with effect from 1 October 2023.

Attention was drawn to the need to ensure that the sub-committees and working groups, currently the Employment Sub-Committee and the Flood Relief Scheme Working Group, were shown as reporting to their parent committees. It was pointed out that there was a superficial line relating to the Citizens' Jury under the Environment Committee at the seventh bullet point and that this was already covered under the first bullet point. In addition, concern was raised that there was no reference to plastic reduction and, to this end, it was proposed that an additional bullet point be added to the list, "To oversee waste reduction, with particular focus on plastics and recycling." Whilst some concern was raised that the name of the Environment Committee did not clearly indicate its full remit, Members, on the whole, felt content that the term "Environment" encapsulated all of the work involved. The Town Clerk drew attention to the line in brackets below Management Committee and to the need to remove, "This may be seen as an Audit function." A change to the third bullet point under the Employment Sub-Committee was suggested, removing, "as line management for the Clerk" and replacing with, "and including overseeing staff welfare, wellbeing and appraisals." An additional bullet point, "To act as line manager for the Clerk" was proposed. It was noted that the membership of the Flood Relief

Scheme Working Group was stated as 12 and it was suggested that this should instead say, "To appoint such Members as are required."

The need to adopt the Terms of Reference and to elect people to the committees in a timely manner was raised, this to ensure that Members were able to gain an understanding of the work of the committees prior to the 2024/25 budget being considered, was stressed. It was suggested, therefore, that this should be addressed by Full Council at its July meeting. The Town Clerk explained that this was possible.

Resolved: Subject to the inclusion of the amendments raised at the meeting and outlined above, the draft Terms of Reference, attached to the report, be recommended to Full Council for adoption and implementation.

M21/2023 Representatives on Outside Bodies

The Town Clerk reported that the Council appointed a number of members to 'Outside Bodies', a catch-all that covered everything from local government bodies and partnerships to community groups. Sometimes the member might be on a governing body, at other times they would attend on a report-back-to-council basis. For some organisations on the list, it was not immediately clear what the role of the councillor was intended to be. A full list of the appointments from the Council's Annual Meeting was attached to the report. Some of the bodies listed appeared to meet sporadically, if at all. Some of the members appointed attended diligently and reported back to Council frequently, others were less assiduous.

Presence on an Outside Body could be a very immediate way of the Council exerting influence over the activities of the Body. Occasionally it could lead to confusion and potential conflicts of interest, as a member might be uncertain what their brief was on the Outside Body, and to what extent they were merely a conduit for communication between the body and the Council.

Some members attended Outside Body meetings in a role which was not appointed (or delegated) by the Council. Some Outside Body meetings were attended by officers.

The Town Clerk was, therefore, proposing that the Council initiated a review of the Outside Bodies it appointed members to attend, with a view to ensuring that the Council derived the maximum benefit from the process. The Committee might identify Outside Bodies it wished to be represented on and it might identify Outside Bodies on which members or officers already attended. The aim would be to report back to Full Council with a list of Outside Bodies, with agreed frameworks of reference for members, and agreed reporting back, schedule, and notes on dealing with Conflicts of Interest as they might arise.

Although there was no immediate financial implication for this, officer time would need to be made available over the next six months to ensure that a report was made to Council in the Spring of 2024, prior to the Council's Annual Meeting in May.

During consideration of the item, it was raised that Cllr H Ladhams was the Town Council's representative on Kendal Bid, and not Cllr J Dunlop as shown. In addition, former Cllr K Blamire's name required removing from the Kendal Lads and Girls Club, and Cllr P Thornton instead of Cllr A Blackman on Lancaster Canal (Northern Reaches). The existence of Air Quality Working Group (SLDC) was questioned and that of the Kendal Bus User Group. Also questioned was the potential for a representative in relation to Kendal Museum and Cllr C Russell's position as a representative on Brewery Arts. The Town Clerk referred to a potential political role on the Cumbria Association of Local Councils which, he suggested, could provide for a direct link to the National Association of Local Councils. The fact that a number of the outside bodies had two representatives was remarked on, and it was suggested that this provided resilience where one member was unable to attend.

Discussed was the need to consider dual-hatted representation on outside bodies, which, it was felt, created confusion. Also of importance, it was felt, was the production of guidance for members appointed to serve on outside bodies.

Members welcomed the review, and the Town Clerk undertook to bring forward the information required within the next three to four months. He further undertook to update the Website in relation to the discrepancies raised.

Resolved: To update the List of Appointments to Outside Bodies, as raised at the meeting and outlined above, including the information shown on the Council's Website.

Resolved: To undertake a review in relation to the Town Council's representation on outside bodies, as discussed at the meeting and outlined above, prior to the Council's Annual Meeting in May 2024.

M22/2023 Protocol for Officers being considered at Council Meetings

At the last meeting of the Management Committee, a query had been raised about the protocols in place for the occasions when a committee considered the behaviour, actions, appraisal or performance of an individual officer who was otherwise attending the meeting in their supporting role.

The Town Clerk presented a draft protocol, as follows.

"Occasionally, the Council, or one of its Committees, will have cause to consider aspects of an officer's role, behaviour, actions or appraisal. Such consideration should usually be held following a resolution by the Council or Committee to exclude the Press and Public under the terms of the Public Bodies Admission to Meetings Act 1960. This is because a Council meeting is a public meeting, but it is considered a breach of the council's duty of confidentiality under Data Protection regulations, to discuss matters relating to an individual that the individual might reasonably consider to be of a confidential nature.

The Council's current review of its Committee structure recommends that employment matters are delegated to a Sub-Committee in line with best practice. The Sub-Committee must report to its parent committee, but can do so in such a way as to not conflict with the need for confidentiality. However, occasionally there may be instances when the Council needs to consider issues relating to officers who would normally be present at the meeting. On these occasions it is considered good practice to ensure at least one officer remains present to advise the Council and take such minutes as are required to ensure the public record is maintained. Issues of this nature must be clearly identifiable from the agenda. Councillors should resist the temptation to drop into debate, issues that might reasonably be considered to be confidential, if members and the public (including officers) have not been given proper notice in advance that such consideration might arise.

Note: A member, who is not a member of a committee, but is attending a committee meeting in their role as a councillor, must consider information received during confidential sessions, as confidential."

Members welcomed the protocol.

Resolved: To recommend to Council for adoption and implementation the draft protocol for Officers being considered at Council Meetings.

M23/2023 Employment and Staffing Matters

The Town Clerk had nothing to report under this item. He referred to his recent appraisal carried out by the Chair of the Management Committee and the Mayor and to proposals for a Staffing Sub-Committee.

The Chair drew attention to the fact that the new Terms of Reference would provide for a regular update by the Staffing Sub-Committee to the Management Committee. He added that the Town Clerk's appraisal, which had been well overdue, had gone well and been useful.

Resolved: To note the verbal update.

M24/2023 Newsletter and Publicity

The Town Clerk reported that the deadline for items for inclusion in the next Newsletter was close and that the Management Committee had already given instructions in relation to insertion of the Council Plan. In response to a comment suggestion that the Newsletter could simply refer readers to view the Plan on the Council's Website, the Town Clerk explained that digital exclusion would be of concern. In response to a query, he undertook to ensure that the Plan had been published on the Website.

Some concern was raised with regard to the Newsletter becoming lost in junk mail and to cases where individuals had opted not to receive junk mail would not receive the document. It was suggested that Members could make enquiries as to whether people were receiving the document when visiting residents.

Resolved: To ensure that the Council Plan had been published on the Council's Website.

Resolved: To note the verbal update.

The meeting closed at 9.00 p.m.

Item No.5 - Management Committee - Minute Action Sheet - as at 29-08-23

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
1	07/11/2022	M43/2022	Report on the Work Programme	The Town Clerk to seek clarification on the Town Council's representation on Brewery Arts.	CB		Under review	
2	07/11/2022	M46/2022	Land at Mintsfeet and Vicarage Drive	Following exchange of contracts, to make arrangements for appropriate communications with regard to the land at Mintsfeet Riverside, to include a quote from the Chair of the Environment and Highways Committee.	CB		Press after horses have gone	To update at meeting
3	09/01/2023	M60/2022	Council Activity Report	Complete actions in order to improve Council's Website	CB		Under review	
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		Talking to suppliers	
5	06/03/2023	M77/2022	Budget Processes	To establish a small sub-group of Members appointed by Management Committee to develop a budget and to bring this to a meeting of the Management Committee in late October early November	CB		Awaiting action by new committee	
6	06/03/2023	M77/2022	Budget Processes	To establish a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management, as well as health and safety aspects.	CB		Awaiting action by new committee	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
7	30/05/2023	M6/2023	Council Activity Report	The Chair and Town Clerk be authorised to establish and appropriate date and to make the necessary arrangements for an initial informal meeting of Members and officers, as outlined above, for discussion in relation to Kendal Futures, to be followed up in due course by a Briefing Session for all Members	CB		Process initiated	
8	30/05/2023	M8/2023	Committee Terms of Reference	A Task and Finish Group to be convened by the Town Clerk and the Chair of the Committee to complete the review of the Committee Structure, Terms of Reference and appropriate staffing support levels, with a view to ensuring that any new structures are in place by the mid-point of the year, the Membership to comprise Cllrs S Coleman, J Cornthwaite, J Dunlop, H Ladhams, C Russell and R Sutton and either Cllrs S Blunden or L Hendry.	CB		Completed	
9	30/05/2023	M9/2023	Employment Support	To allocate a budget of £3,600 to the appointment of an HR support service and to support the proposal to seek a Kendal-based provider, the allocation to be funded from the subscriptions budget and by anticipated underspends elsewhere in the overall budget.	CB		Meraki HR appointed	
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	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
11	30/05/2023	M11/2023	Employment and Staffing Matters	A report to be brought to the next meeting on the process for the Town Clerk's appraisal.	CB		Appraisal held 29 June	
12	30/05/2023	M12/2023	Newsletter and Publicity	Arrangements be made for copies of the Plan for Kendal to be delivered to every residence in Kendal, included as a supplement to the Newsletter and with the addition of an introduction by the Mayor.	HWM	29/06/2023	29/06/2023	
13	30/05/2023	M12/2023	Newsletter and Publicity	The Plan to be promoted via the Council's Website and through social media, as well as through a press release.	HWM	n/a	Completed	
14	30/05/2023	M12/2023	Newsletter and Publicity	To reformat the headings within the Newsletter to match those included within the Plan.	HWM	29/06/2023	29/06/2023	
15	30/05/2023	M12/2023	Newsletter and Publicity	To look into the possibility of reformatting the Newsletter which is currently produced in A4.	HWM	n/a	30/05/2023	Reviewed and A4 is the most suitable format.
16	03/07/2023	M17/2023	Minute Action Sheet	To address the matter of seeking clarification on the Town Council's representation on Brewery Arts.	CB		Initiated	
17	03/07/2023	M17/2023	Minute Action Sheet	To update the Committee Membership and Outside Body pages of the Council's Website.	CB		Completed	
18	03/07/2023	M18/2023	Council Activity Report	The Chair of the Environment and Highways Committee to take notes in relation 20mph at the meeting of that Committee on 17 July and circulate to Members.	EH			
19	03/07/2023	M18/2023	Council Activity Report	The Town Clerk to find out when the next meeting regarding Windermere Road railings is due to be held and to inform Members accordingly.	CB		Query raised	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
20	03/07/2023	M20/2023	Committee Terms of Reference	Subject to the inclusion of the amendments raised at the meeting and outlined above, the draft Terms of Reference, attached to the report, be recommended to Full Council for adoption and implementation.	CB		Completed	
21	03/07/2023	M21/2023	Representatives on Outside Bodies	To update the List of Appointments to Outside Bodies, as raised at the meeting and outlined above, including the information shown on the Council's Website.	CB		Completed	
22	03/07/2023	M21/2023	Representatives on Outside Bodies	To undertake a review in relation to the Town Council's representation on outside bodies, as discussed at the meeting and outlined above, prior to the Council's Annual Meeting in May 2024.	CB		To be initiated	
23	03/07/2023	M22/2023	Protocol for Officers being considered at Council Meetings	To recommend to Council for adoption and implementation the draft protocol for Officers being considered at Council Meetings.	CB		Adopted by Council on 31/07/23	
24	03/07/2023	M24/2023	Newsletter and Publicity	To ensure that the Council Plan had been published on the Council's Website.	CB		Completed	

Item No.6

Kendal Town Council**Action Plan 4 September 2023****Thematic Headings**

The following table is the Management Committee's Action Report, update redistributed and expanded into new Thematic headings. Several items could be 'cross-cutting' but these currently are listed only once.

Thriving Town Centre

Current Actions	Aims and actions	Current Committee	Partners	Timeframe/comments
In Bloom planting 2023	Following Gold in 2022, town is looking to emulate this and succeed in Britain in Bloom 2023	Kendal In Bloom	Continental Landscapes, W&FC, KCV, various local groups	Judging for Britain in Bloom proceeded well in August. Review of planting initiated for 2024
Christmas lighting	Aim of Display being up to date and fit for purpose	CLF	Kendal BID	2023 is final year of current contract, so review due autumn 2023. Initiated.
Market Place initiatives	Several ongoing initiatives addressing issue of vitality	Management/E&H	W&FC, Kendal BID, Kendal Futures	Finkle Street seating adoption and renovation completed.
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, SHENA etc	Management/E&H/Planning	W&FC, Kendal Futures, Kendal BID	Awaiting new relationships within W&FC to emerge. It is understood that the Local Plan has been put on hold. Following the last meeting, discussions with Kendal Futures have been

				initiated to resolve any misunderstandings between the roles of the two organisations.
Visit Kendal website	Site reviewed.	Management	Kendal Futures/ BID	Next site review autumn 2023
Leaflets	Cycle of updates needs budget and schedule	Management/E&H	Kendal BID	Updates gone to press.
Parlour and collection	Parlour visits and exhibitions scheduled	M&A	Kendal Museum/W&FC	Visit cycle now scheduled and promoted. Exhibition on Slavery planned and partially written, currently on hold for staffing challenges.

Sustainability

Current Actions		Committee	Partner	Timeframe
Wildflower planting	Somervell Garden, Aynam Road , Kendal Green successful. New wetland initiative at Canal Head in progress. New initiatives at Beezon Fields and Underley underway.	KiB/E&H	Natural Kendal, Continental Landscapes, W&FC	New opportunities sought
Dark Skies	KTC assets reviewed. Townwide audit complete. Publicity with Christmas Lights	E&H	FOLD/highway authority/Kendal BID	Current funded initiative
River Kent	CRKC Group funded, but ongoing support needed	E&H	CRKC/EA/SCRT	Current funded initiative
Flood Relief Scheme	Opportunities throughout scheme identified	KiB/E&H/Planning	EA/W&FC/Natural Kendal	Ongoing
Townwide Solar audit	Completed	E&H	CAFS etc	Current
Solar Made Easy Kendal	Ongoing public initiative	E&H	CAFS etc	Current
Zero Carbon Kendal Website	Developing public initiative	E&H	CAFS etc	Current

Inspiration Hub	Development of hub in town centre to meet issue of information being distributed to community	E&H	SLACC, Waste into Wellbeing and other stakeholders	Negotiations ongoing for a sustainable location, which may now have been identified.
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Getting Around

Current Actions		Committee	Partner	Timeframe
Kendal Connections project	Footpath improvements scheduled. Wider programme subject to ongoing negotiation with highway authority	E&H, Planning (KTCFRSWG)	W&FC	Spring 2023 with partners to scope.
LCWIP engagement	'Partner' to LCWIP	E&H	W&FC	Ongoing
20mph	Active planning with highway authority	E&H	W&FC	Ongoing
River corridor	Flood relief scheme engaged with. LCWIP. Strategic land purchase at Mintsfeet	E&H/Management	W&FC/EA/others	Ongoing. Network Rail liaison concluded. Most debris removed. Tree survey to be commissioned. Work at Wattsfield ongoing.
Signage	Improved signage in Oxenholme. Other opportunities identified	E&H	W&FC/Kendal BID	As funds allow. Negotiations with Avanti West Coast promising
Better road system	Identifying actions and initiatives which will deliver outcomes	Planning, E&H, Management	W&FC/Kendal Futures	

Communities

Current Actions		Committee	Partner	Timeframe/Comments
Newsletter	Three times per year. Royal Mail delivery formalised	Management/all		Scheduling needs longer lead. Town Council Plan integrated in next edition (cost of separate distribution prohibitive).
Social media presence	Success in Visit Kendal and Zero-Carbon, but further work required across other council activities	All		Comms strategy needs to be worked out across all council activities. Review currently in progress
Community consultation and engagement	Included in draft budget for CLF, but needs to relate to wider context of Council activity and Comms strategy	CLF/Management		Part of ongoing work on Plan for Kendal, as TOR review allows
Active Kendal	Pump track plan stalled on site selection. Active Kendal initiative in budget planning stage. Development of Sports Hub at Mintsfeet in embryonic stages	E&H/CLF	W&FC/various groups	Pump track site search needs concluding. Active Kendal not in budget for 2023. 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	AGC/E&H/CLF		Currently delayed by staffing challenges but should be back on track.
Events Action		Committee	Partner	Timeframe

Events budgets formalised	Financial controls and purchasing improved	CLF/M&A	KTH/SLDC	Currently on track
Events officer	Appointed Sep 2022. Ongoing work on support through training and management	CLF/M&A	Various	Ongoing priority
Royal events	Coronation event in 2023.	CLF/M&A	W&F, community groups	Coronation event delivered
Comms Action		Committee	Partner	Timeframe
Festival engagement	Working with KMF for lights switch on	CLF/E&H	KMF and BID	Current initiative for 2023 switch-on. KMF continuing in prominent role
Social media and press presence	Social media working in some areas, but not others	All		Comms strategy required spring 2023, still work in progress
Website	Refreshed in 2021, but more work required	All		Subject to above

Public Realm

Local Plan Action		Committee	Partner	Timeframe/comments
Response matrix	Previous version revisited	Planning	W&FC	Drafted Spring 2023
Local Plan engagement	Ongoing, subject to Planning Authority timetable	Planning/ E&H	W&FC/Kendal Futures	Draft SHENA now published and commented on. LGR challenge appears to have stalled progress.
Kendal Futures	Vision process requires ongoing engagement	Management/Planning/E&H	Kendal Futures/W&FC	Needs outcome focus. See above
Proactive Consultation	Council has responded to consultations	Management/Planning/E&H		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	Planning/Management/ E&H	EA/Natural Kendal/W&FC	Review as part of TOR review
Green Space Improvements	To be an active partner in the management and improvement of the town's green spaces	Planning/Allotments/KiB/E&H	W&FC/KCV/Friends groups/residents groups/Natural Kendal/stakeholders	Ongoing as budget allocated
Street furniture	Council-owned assets repaired and improved. Elsewhere, subject to ongoing relationships with owning authorities	E&H	W&FC, Kendal Futures, Kendal BID	Several plans need bringing together. Finkle Street seating now adopted but challenges with new structure remain. Windermere railings proving particularly challenging
'Highways Improvement'	Improvements to footway lighting and other issues outwith Kendal Connections project	E&H	W&F	Requires coordination and prioritisation outside ward concentrations
Aspirational capital projects	To be a partner in projects to improve Birdcage, Finkle St, Yards, etc	E&H, Management, CLF, KiB	W&FC, BID, Futures	Developing in 2023

Council Audit and Administration

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

Action		Committee	Partner	Timeframe
Accommodation	Office move has created split site issues	Management	W&FC	Paper considered at this meeting. Consolidation of Council presence in TH and Hub being prepared
IT	Agile working platform developed. Telephony is next challenge	Management	ITEK/W&FC	Budget allocated, delivery projected to Summer 2023. Suppliers identified.
HR systems	Contracts, appraisal process and staff handbook	Management	Staff	Agreement to work with Meraki HR, of Kendal agreed.
Financial Regulations and procedures	Fin regs update awaiting adoption. Procedure list created	AGC		Adopted by FC at June meeting.
Internal auditors	IA job description to next AGC	AGC		Held over for IA 2023
Asset management reviews	External and parlour/picture store assets being reconciled.	M&A/E&H/AGC	W&FC	Now mostly complete, with problem areas identified.
Budget process	Ensure all councillors and staff are aware of process and timeframe	All		Summer 2023. Timetable agreed by FC
Committee structure	Ensure all committees are serving council plan.	All		Plan adopted. T&F group to consider delivery reports to this committee.

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Kendal Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2023

Item No.7

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>100 Income</u>					
1076 Precept	283,999	567,997	283,999		
1077 SLDC Grant	33,047	33,046	(1)		
1080 Bank Interest	3,527	4,000	473		
1090 CIL Receipts	84,138	85,000	862		
1100 Allotment Rent	18,990	23,500	4,510		
1999 Other Income	563	0	(563)		
Income :- Income	424,264	713,543	289,279		
Net Income	424,264	713,543	289,279		
<u>200 Staffing Costs</u>					
4000 Staff Gross Pay	110,057	276,730	166,673		166,673
4001 Staff GP Childcare V	50	120	70		70
4055 Travel	26	500	474		474
4060 Staff Mobile Phone	50	150	100		100
4065 Staff Expenses	23	500	477		477
4070 Staff Training	450	2,000	1,550		1,550
Staffing Costs :- Indirect Expenditure	110,656	280,000	169,344	0	169,344
Net Expenditure	(110,656)	(280,000)	(169,344)		
<u>210 Premises & Accommodation</u>					
4100 Premises - Service&Rent Charge	5,275	13,700	8,426		8,426
4110 Premises Telephones	0	200	200		200
4115 Premises Garage Rent	2,600	2,600	0		0
4120 Premises Garage Electricity	0	372	372		372
4130 Premises Other & Gen Equip	218	2,678	2,460	800	1,660
4135 PremisAlarms - Service & Maint	1,606	1,850	244		244
4140 Premises PPE	0	100	100	58	42
Premises & Accommodation :- Indirect Expenditure	9,698	21,500	11,802	858	10,944
Net Expenditure	(9,698)	(21,500)	(11,802)		
<u>220 IT & Communications</u>					
4200 IT Rialtas Costs	2,554	2,554	(0)		(0)
4205 IT Domain/Web (Designworks)	522	1,250	728		728
4210 IT Support (ITEK/Sage)	1,735	4,300	2,565	2,502	63
4215 IT Digital Meetings/Admin	490	1,000	510		510
4220 IT ITEK Other Costs	3,160	3,329	169		169
4225 New IT /Comp/Equip (Assets)	0	1,250	1,250		1,250

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Kendal Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4230 IT Other Costs	605	317	(288)	177	(465)
4235 Newsletter	7,883	12,500	4,617		4,617
IT & Communications :- Indirect Expenditure	16,950	26,500	9,550	2,679	6,871
Net Expenditure	(16,950)	(26,500)	(9,550)		
<u>230 Insurance & Finance Costs</u>					
4300 Insurance Public Liability	5,387	5,386	(1)		(1)
4305 HR Costs	2,890	4,000	1,110		1,110
4310 Finance Costs (Audit Fees)	(100)	2,800	2,900		2,900
4315 Finance - BK & Voucher Fees	45	364	319		319
4320 Finance Payroll Costs	107	520	413		413
4910 Other Expenses	0	530	530		530
Insurance & Finance Costs :- Indirect Expenditure	8,329	13,600	5,271	0	5,271
Net Expenditure	(8,329)	(13,600)	(5,271)		
<u>240 Stationery/Office General</u>					
4400 Admin Printing/Stationery/Post	1,416	2,100	684		684
4405 Admin Office Equip/Consumables	47	1,000	953		953
4415 Admin Repairs to Office Equip	0	500	500		500
4420 Photocopier (Lease & Service)	312	1,398	1,086		1,086
4425 Admin General	46	2,402	2,356		2,356
4430 Admin Subscriptions	2,497	3,000	503		503
Stationery/Office General :- Indirect Expenditure	4,319	10,400	6,081	0	6,081
Net Expenditure	(4,319)	(10,400)	(6,081)		
<u>250 Vehicle Costs</u>					
4500 Vehicle Fuel	427	1,200	773		773
4505 Vehicle Tracking Fee	40	96	56		56
4510 Vehicle Repairs	0	2,000	2,000		2,000
4515 Vehicle Van INS/TAX/MOT	644	1,300	656		656
4520 Vehicle Other Costs	0	404	404		404
Vehicle Costs :- Indirect Expenditure	1,111	5,000	3,889	0	3,889
Net Expenditure	(1,111)	(5,000)	(3,889)		
<u>260 Elections</u>					
4590 Election Fund	0	30,000	30,000		30,000
Elections :- Indirect Expenditure	0	30,000	30,000	0	30,000
Net Expenditure	0	(30,000)	(30,000)		

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Kendal Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>270</u> <u>Mayoralty & Arts</u>					
4700 Mayoral Allowance	5,000	5,000	0		0
4705 Mayoral Travel	263	300	37		37
4720 Mayor Making	2,273	2,200	(73)		(73)
4725 Torchlight	0	1,730	1,730		1,730
4730 Remembrance Sunday	0	300	300		300
4735 Pictures & Others	50	100	50		50
4740 Regalia & Uniforms	0	2,000	2,000		2,000
4745 Misc. Mayoral Functions & Exp	1,505	4,194	2,689		2,689
4750 Twinning	0	1,500	1,500		1,500
4755 Exhibitions	0	1,000	1,000		1,000
Mayoralty & Arts :- Indirect Expenditure	<u>9,091</u>	<u>18,324</u>	<u>9,233</u>	<u>0</u>	<u>9,233</u>
Net Expenditure	<u>(9,091)</u>	<u>(18,324)</u>	<u>(9,233)</u>		
<u>280</u> <u>Promoting Equality & Diversity</u>					
4596 Promoting Equality & Diversity	0	150	150		150
Promoting Equality & Diversity :- Indirect Expenditure	<u>0</u>	<u>150</u>	<u>150</u>	<u>0</u>	<u>150</u>
Net Expenditure	<u>0</u>	<u>(150)</u>	<u>(150)</u>		
<u>300</u> <u>Kendal Vision & Futures</u>					
4601 Kendal Futures Manager Contrib	0	10,000	10,000	10,000	0
4605 Kendal Vision Contribution	5,500	5,500	0		0
Kendal Vision & Futures :- Indirect Expenditure	<u>5,500</u>	<u>15,500</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
Net Expenditure	<u>(5,500)</u>	<u>(15,500)</u>	<u>(10,000)</u>		
<u>310</u> <u>Promoting Kendal</u>					
4610 Kirkland Banners	0	1,500	1,500	1,500	0
4650 Visit Kendal Leaflets	0	8,280	8,280		8,280
4655 Visit Kendal Website Cont.	0	2,500	2,500	2,500	0
4660 Visit Kendal Content Co-ord.	4,095	6,770	2,675		2,675
Promoting Kendal :- Indirect Expenditure	<u>4,095</u>	<u>19,050</u>	<u>14,955</u>	<u>4,000</u>	<u>10,955</u>
Net Expenditure	<u>(4,095)</u>	<u>(19,050)</u>	<u>(14,955)</u>		
<u>320</u> <u>Wainwright Fund</u>					
9900 Wainwright Fund Exp	250	250	0		0
Wainwright Fund :- Indirect Expenditure	<u>250</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure	<u>(250)</u>	<u>(250)</u>	<u>0</u>		

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Kendal Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>400 Audit, Grants & Charities</u>					
4690 AG&C Community Grants	4,999	43,000	38,001		38,001
Audit, Grants & Charities :- Indirect Expenditure	<u>4,999</u>	<u>43,000</u>	<u>38,001</u>	<u>0</u>	<u>38,001</u>
Net Expenditure	<u>(4,999)</u>	<u>(43,000)</u>	<u>(38,001)</u>		
<u>430 Christmas Lights & Festivals</u>					
4800 Christmas Lights	3,029	18,000	14,971		14,971
4805 CL&F infrastructure & Maint	2,357	3,000	643	5,203	(4,561)
4810 Christmas Electricity	0	850	850		850
4815 Christmas Switch On	0	6,224	6,224	1,000	5,224
4820 CL&F Bunting	0	1,250	1,250		1,250
4825 Jubilee/Coronation	6,032	10,000	3,968		3,968
4830 CL&F Festival Grants	20,988	25,000	4,012		4,012
Christmas Lights & Festivals :- Indirect Expenditure	<u>32,406</u>	<u>64,324</u>	<u>31,918</u>	<u>6,203</u>	<u>25,715</u>
Net Expenditure	<u>(32,406)</u>	<u>(64,324)</u>	<u>(31,918)</u>		
<u>440 Kendal In Bloom</u>					
4900 KIB Floral Displays	13,387	26,500	13,113	622	12,490
4905 KIB Projects & Grants	601	8,500	7,899	133	7,765
Kendal In Bloom :- Indirect Expenditure	<u>13,989</u>	<u>35,000</u>	<u>21,011</u>	<u>756</u>	<u>20,256</u>
Net Expenditure	<u>(13,989)</u>	<u>(35,000)</u>	<u>(21,011)</u>		
<u>500 Allotments</u>					
5000 Allotments Capital Spending	(101)	0	101		101
5005 Allotments Gen Exp	627	8,800	8,173	731	7,442
5015 Allotment Water	634	1,800	1,166		1,166
5020 Allotment Rent	840	950	110		110
5025 Allotment Pest Control	489	3,000	2,511	609	1,902
Allotments :- Indirect Expenditure	<u>2,489</u>	<u>14,550</u>	<u>12,061</u>	<u>1,340</u>	<u>10,720</u>
Net Expenditure	<u>(2,489)</u>	<u>(14,550)</u>	<u>(12,061)</u>		
<u>600 E - New Infrastructure/Improve</u>					
5108 E - Infrastructure Maint	1,412	3,700	2,288	90	2,198
5109 Environment Core - Misc	0	879	879		879
E - New Infrastructure/Improve :- Indirect Expenditure	<u>1,412</u>	<u>4,579</u>	<u>3,167</u>	<u>90</u>	<u>3,077</u>
Net Expenditure	<u>(1,412)</u>	<u>(4,579)</u>	<u>(3,167)</u>		

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Kendal Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>630 E - SLDC Charges</u>					
5300 E - W&F Charges-Footway Light	0	4,200	4,200		4,200
5310 E - W&F Charges-Bins	2,080	3,000	920	920	0
E - SLDC Charges :- Indirect Expenditure	<u>2,080</u>	<u>7,200</u>	<u>5,120</u>	<u>920</u>	<u>4,200</u>
Net Expenditure	<u>(2,080)</u>	<u>(7,200)</u>	<u>(5,120)</u>		
<u>900 Projects - Climate Change</u>					
9040 Climate Town Centre Recom.Hub	0	30,000	30,000		30,000
9060 Climate Zero Carbon Kendal	265	530	265		265
Projects - Climate Change :- Indirect Expenditure	<u>265</u>	<u>30,530</u>	<u>30,265</u>	<u>0</u>	<u>30,265</u>
Net Expenditure	<u>(265)</u>	<u>(30,530)</u>	<u>(30,265)</u>		
<u>910 Projects - Biodiversity</u>					
9120 Bio Dark Skies Campaign	0	5,000	5,000		5,000
9125 Bio 2nd Round-Biod Grants	750	2,400	1,650		1,650
9127 Bio Wildflowers Kendal Green	0	56	56		56
9129 Bio Canal Head Wetlands	0	500	500	11	489
9130 Bio New Projects TBC	320	3,000	2,681		2,681
Projects - Biodiversity :- Indirect Expenditure	<u>1,070</u>	<u>10,956</u>	<u>9,887</u>	<u>11</u>	<u>9,875</u>
Net Expenditure	<u>(1,070)</u>	<u>(10,956)</u>	<u>(9,887)</u>		
<u>920 Projects - 20MPH</u>					
9200 20 MPH	0	18,400	18,400		18,400
Projects - 20MPH :- Indirect Expenditure	<u>0</u>	<u>18,400</u>	<u>18,400</u>	<u>0</u>	<u>18,400</u>
Net Expenditure	<u>0</u>	<u>(18,400)</u>	<u>(18,400)</u>		
<u>930 Projects -Cycling & Walking</u>					
9300 C&W Footpath Quality Audit	0	12,000	12,000		12,000
9305 C&WKirkbarrow Connections	2,538	10,114	7,576		7,576
9307 C&W Kendal Castle Pump Track	0	2,000	2,000		2,000
9308 C&W Cllrs Contributions	0	6,700	6,700		6,700
9310 C&W Signage Improvements	0	4,000	4,000		4,000
9315 C&W 22/23 LCRP Cont	0	5,000	5,000		5,000
Projects -Cycling & Walking :- Indirect Expenditure	<u>2,538</u>	<u>39,814</u>	<u>37,276</u>	<u>0</u>	<u>37,276</u>
Net Expenditure	<u>(2,538)</u>	<u>(39,814)</u>	<u>(37,276)</u>		

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Kendal Town Council

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Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>935 River Corridor Connectivity</u>					
9600 River Corridor Connectivity	0	2,708	2,708		2,708
River Corridor Connectivity :- Indirect Expenditure	<u>0</u>	<u>2,708</u>	<u>2,708</u>	<u>0</u>	<u>2,708</u>
Net Expenditure	<u>0</u>	<u>(2,708)</u>	<u>(2,708)</u>		
<u>940 Projects - Green Spaces Impro</u>					
9130 Bio New Projects TBC	0	7,725	7,725		7,725
9400 Green Bowling Fell Project	0	7,000	7,000		7,000
9410 Green Fellside Play Provision	2,236	5,000	2,764	180	2,584
9411 Green Mintsfeet Development	0	7,500	7,500		7,500
9415 Green Fletcher Park	0	210	210		210
Projects - Green Spaces Impro :- Indirect Expenditure	<u>2,236</u>	<u>27,435</u>	<u>25,199</u>	<u>180</u>	<u>25,019</u>
Net Expenditure	<u>(2,236)</u>	<u>(27,435)</u>	<u>(25,199)</u>		
<u>950 Projects -Public Realm Enhance</u>					
9506 PR Kendal Yards	0	2,500	2,500		2,500
9507 PR Oxenholme Signage	0	4,014	4,014		4,014
Projects -Public Realm Enhance :- Indirect Expenditure	<u>0</u>	<u>6,514</u>	<u>6,514</u>	<u>0</u>	<u>6,514</u>
Net Expenditure	<u>0</u>	<u>(6,514)</u>	<u>(6,514)</u>		
<u>960 FRSWG</u>					
9610 FRSWG Scheme (Reserve Pot)	0	110,000	110,000		110,000
FRSWG :- Indirect Expenditure	<u>0</u>	<u>110,000</u>	<u>110,000</u>	<u>0</u>	<u>110,000</u>
Net Expenditure	<u>0</u>	<u>(110,000)</u>	<u>(110,000)</u>		
Grand Totals:- Income	424,264	713,543	289,279		
Expenditure	233,483	855,284	621,801	27,037	594,764
Net Income over Expenditure	<u>190,781</u>	<u>(141,741)</u>	<u>(332,522)</u>		
Movement to/(from) Gen Reserve	<u>190,781</u>				

Management Meeting - 4/9/23Budget Notes

<u>Nominal Code</u>	<u>Description</u>	<u>Details</u>														
1100	Allotment Rents	Allotment Income comes in around Dec/Jan, 3/12's of this income relates to the Financial Year 23/24. We therefore estimate the Budget Figure based on the previous year.														
4060	Mobile	We have now cancelled the contract as the mobile is not being used by PL														
4070	Staff Training	We have a Budget of £2000, £450 spent to date, CB to confirm any planned Training/costs														
4310	Audit Fees	Showing as £100 income, we over accrued by £100 the 22/23 Audit Fees (this is always an accrual at Year end, until the Audit is complete, we can only estimate this costs).														
4690	Community Grants	<div>We have paid Grants to the following:<table><tr><td>Growing Well</td><td>£500</td></tr><tr><td>Kendal Youth Zone</td><td>£499</td></tr><tr><td>Drum Nation</td><td>£1,500</td></tr><tr><td>South Lakeland Hydrotherapy Trust</td><td>£1,500</td></tr><tr><td>Photography Club</td><td>£500</td></tr><tr><td>Kendal Community Theatre</td><td>£500</td></tr></table><div>We have agreed/awaiting signed docs:<table><tr><td>Outside In</td><td>£1,500</td></tr></table>CB to confirm any further Grant applications Remaining Funds £36,501</div></div>	Growing Well	£500	Kendal Youth Zone	£499	Drum Nation	£1,500	South Lakeland Hydrotherapy Trust	£1,500	Photography Club	£500	Kendal Community Theatre	£500	Outside In	£1,500
Growing Well	£500															
Kendal Youth Zone	£499															
Drum Nation	£1,500															
South Lakeland Hydrotherapy Trust	£1,500															
Photography Club	£500															
Kendal Community Theatre	£500															
Outside In	£1,500															
4815	Christmas Switch-on	We B/Fwd. £1724 from the Jubilee Underspend to increase the Funding for the Switch-on for 2023														
4830	CL&F Grants	<div>We have paid the following Grants:<table><tr><td>Kendal Zine Festival</td><td>£488</td></tr><tr><td>Pride Festival</td><td>£500</td></tr><tr><td>Torchlight</td><td>£10,000</td></tr><tr><td>Brewery Arts</td><td>£10,000</td></tr></table>CB to confirm any further Grant applications Remaining Funds £4012</div>	Kendal Zine Festival	£488	Pride Festival	£500	Torchlight	£10,000	Brewery Arts	£10,000						
Kendal Zine Festival	£488															
Pride Festival	£500															
Torchlight	£10,000															
Brewery Arts	£10,000															
5000	Allotments Capital	We have a Credit of £101 - this was a Creditor from 22/23, the items were cancelled.														
5107 -5310	Environment	Re-named from E&H to Environment as per HW														
9040-9510	Projects	<div>Re-named from Action Plans to Projects as per HW</div> <div>All Projects are funded from our Ear Marked Reserves</div>														
9040	Climate Rec Hub	£30k from Reserves allocated over 3 years														
9308	Cllr Contributions	Total amount contributed by Councillors over the last 3 years for the Cycling & Walking Project														

We received approx £4k in Bank interest across our Accounts in 22/23 - we need to allocate these funds to the Committees

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 29/08/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control A/c	6,530	
110	Prepayments	1,666	
200	Current and Reserve Bk A/cs	487,731	
210	Cumberland Building Society	180,000	
215	NatWest Direct Reserve Account	2,427	
250	Petty Cash	92	
	Total Current Assets	678,446	
<u>Current Liabilities</u>			
500	Creditors	8,796	
502	MofK I&E	100	
510	Accruals	9,271	
520	Receipts in Advance	3,500	
	Total Current Liabilities	21,667	
	Net Current Assets		656,779
	Total Assets less Current Liabilities		656,779
<u>Represented by :-</u>			
300	Current Year Fund	190,781	
310	General Reserves	30,260	
320	EMR-Development Fund	143,440	
321	EMR-Allotments Reserve	42,886	
322	EMR-Arts & Heritage Reserve	13,579	
323	EMR-Environment Reserve	880	
324	EMR-Election Reserve	17,037	
325	EMR-FRSWG	110,000	
326	EMR-Wainwright Fund	11,350	
327	EMR - Connectivity	2,708	
328	EMR Cllr Contributions	6,700	
329	EMR Visit Kendal Website	2,450	
330	EMR CL&F B/Fwd	1,728	
350	EMR - CIL 21/22	14,805	
351	EMR - CIL 22/23	68,176	
	Total Equity		656,779

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 4 th September 2023
From: Environment & Highways Committee	Agenda No: 8
Description: Divestment and Banking	

Background

At the last meeting of the Environment & Highways Committee, members considered a proposal from Divest Cumbria, that it would be in keeping with the Council's position on the Climate Emergency to look at the investment arrangements of its leading financial institutions, and support their campaign for 'divestment' ie to withdraw investment capital from projects which were clearly not conducive to dealing with the Climate Emergency. The Committee noted that whilst it was the allocated body for the Council's Climate Change policies, the Management Committee was the appropriate vehicle for dealing with a wider, cross-cutting issue like pension arrangements.

The E&H meeting minuted the issue as follows:

E27/2023 Divestment and Banking

The Development Manager presented a report which informed Members that Divest UK was a national grass root organisation which was calling on public and private institutions to support divestment from fossil fuels and take action to secure a safe and healthy planet for future generations.

A Divest Cumbria group had been set up and was in the process of contacting town and parish councils regarding the Cumbria Group Pension fund and its credentials.

A number of local authorities had divested their investments in accordance with their declarations on climate change and included Waltham Forest, Southward, Islington, Lambeth and Cardiff. The Committee was being asked to consider support for Divest Cumbria.

The report further explained that Barclays Bank was widely acknowledged as one of the twelve global banks which continued to invest in fossil fuel extraction, including via the Tar Sands Pipeline Project.

The Town Council currently held one of its accounts with Barclays and, in accordance with its Climate Emergency declaration, could choose to switch to an alternative ethical banking provider.

In presenting the report, the Development Manager drew attention to the fact that the item and a decision actually fell within the remit of the Management Committee. However, Climate Change fell within the remit of the Environment and Highways Committee and, therefore, it could make recommendations to the Management Committee on the issue.

Whilst Members, on the whole, expressed support for the principle of switching to an alternative banking provider, the need to maintain value for money for Council Tax payers was acknowledged. In addition, strong concerns were raised with regard to making changes that could put risk to other people's pension funds.

Resolved: *To ask the Management Committee to give consideration to the matter.*

Decision Required

The Management Committee's view is sought on whether such a policy is appropriate and how one might be effectively enacted.

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 4 th September 2023
From: Town Clerk	Agenda No: 9
Description: Community Governance Review	

Background

In the run up to Local Government Reorganisation (LGR) it was noted that the Town Council's electoral cycle would become out of sync with that of the principal authority. Town Councillors were elected for four years in May 2022. In an election held on the same day, Westmorland and Furness Councillors were elected for a five-year term, the first of which would see them acting in a shadow role). Kendal Town Council's next scheduled election is in May 2026, whereas the principal authority's is not until 2027.

The savings made by sharing an election day are obvious, when considering the budget allocation made for the new Barrow in Furness Town Council in 2023 – in excess of £100,000. Kendal Town Council was charged around £33,000 for the cost of a shared election in 2022.

In the Council's feedback to the consultation on LGR in 2021, it was noted that the Council would seek a review of its election dates through a Community Governance Review (CGR) as soon as practicable once the new unitary authority was created.

The Council may seek a CGR on this narrow criterion, or propose to extend the review to cover any boundary or other issues it may have.

Previous Reviews

In 2018-19 SLDC conducted a formal CGR for parish boundaries and electoral arrangements. Kendal's southern boundary was supposed be aligned with that of the new developments in Oxenholme, pending approval by the Local Government Boundary Commission for England. To date this change does not appear to have been effected. In 2014 there was a proposal to for a CGR to move the boundary north of Hallgarth to accommodate future development sites within Kendal. This was countered by a proposal from Burneside Parish Council that all of Hallgarth be incorporated instead into one of their constituent parishes (Burneside is a joint Parish Council for the civil parishes of Strickland Roger and Strickland Ketel). This request for a CGR was turned down by SLDC on the basis that there had been a general CGR the previous year in which this issue did not arise.

The Local Government and Public Involvement in Health Act, 2007, which created the process for Community Governance Reviews, recommends that principal authorities keep their community governance arrangements under review, and empowers them to hold a review at any time, though there are grounds on which they can refuse to carry out a review. The development of new estates on the edge of a parish is cited as a good reason to hold a CGR.

Any proposal to alter the boundaries of the civil parish of Kendal would probably require a demonstration of support from the communities involved, through a petition, for instance.

Recommendation

That the Council seeks a CGR from Westmorland and Furness Council to alter its electoral cycle so that it is in sync with that of the principal council.

Kendal Town Council**Agenda Report**

Committee: Management	Meeting Date: 4 th September 2023
From: Town Clerk	Agenda No:
Description: Open Space Management Plans	

Background

The Council now owns two public open spaces, at Vicarage Drive, and at Mintsfeet. The purpose of these strategic acquisitions was to assist in the promotion of connectivity – between Kirkbarrow and the educational establishments around Vicarage Drive (for the Vicarage Drive land), and for the river corridor (for the Mintsfeet land). Both sites contain mature trees, which require their own management arrangements. Subsequently, both sites present opportunities for biodiversity planting, for improvements to footpaths and signage, and for seating.

Proposal

That the Management Committee allocates £4,000 drawn from the General Reserve, for the completion of tree surveys and a general management plan for biodiversity. (Current costings for tree surveys are within the range of £1,400 - £5,400).

That the oversight of these sites passes to the new Environment Committee, for the development of appropriate management plans.

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 4 th September 2023
From: Town Clerk & Development Manager	Agenda No: 11
Description: CIL Proposals	

Background

Kendal Town Council receives Community Infrastructure Levy (CIL) payments from the local Planning Authority (now Westmorland and Furness Council). The original SLDC advice note appended to this report explains where the money comes from and what it may be spent on. Also appended are the Criteria set by Kendal Town Council in 2017 for considering CIL allocations.

When the Council set its precept and budget in February 2023, it also agreed reserve allocations from the CIL, to support its ongoing priorities.

CIL funding requires a reporting schedule, both for the public, and the collecting authority, and this must also be agreed by the Council.

The current CIL receipts and expenditure are as follows:

CIL Receipts to Date

Year	Income	Running Total	Expenditure	Running Total
2016-17	646.19	646.19	0	0
2017-18	3,311.85	3,958.04	0	0
2018-19	8,208.85	12,166.89	0	0
2019-20	2,437.09	14,603.99	3,149.24	3,149.24
2020-21	9,024.86	23,628.85	0	3,149.24
2021-22	14,324.97	37,953.82	0	3,149.24
2022-23	68,176.22	106,130.04	20,000	23,149.24
2023-24	84,137.86	190,267.90		
Current total		190,267.90		23,149.24
Total remaining		167,118.66	*	

CIL Allocation spend to date

2019-20 **£3,149** Street furniture as follows: Woolpack Yard signage, Kendal Castle Directional Signage, Round wooden planters

2022-23 **£19,400** to support the Council's aim to reduce speed limits across Kendal to 20mph

£600 to support improvements to play provision in Serpentine Woods.

A further allocation of £32,500 of CIL Reserves was approved at the February meeting, for the 2023-24 budget year, and this was to be apportioned to qualifying project spending in due course by the Management Committee, and reported to the Council.

Subsequent CIL spending was to be assessed by the Management Committee at its meetings in September (for 2023-24) and November (for 24-25). Proposals for expenditure from Committees were to be prepared in advance of those meetings.

Proposals for 2023-24

The following proposals have come from Committees/Chairs/members.

Proposer	Project	Costs
Environment & Highways (Cllr Archibald)	Replacement handrail alongside Fellside Methodist Church (£3750) Strengthen and pain Undercliff handrail (£988)	£4,738
Environment & Highways (Cllr Archibald)	New bench at Windermere Road bus stop	£750 (approx)
Environment & Highways (Cllr Blunden)	Community Water Fountain Options include renovating the existing Brewery Arts fountain or installing a new (internal or external) one in the Town Centre.	£5,000 (approx)
Environment & Highways (Cllr Blunden)	New access ramp at 'The Eddington'	£10,000
Environment & Highways (Cllr Hennessy)	20mph contribution	£11,600
Christmas Lights and Festivals (Cllr Helme)	Ice Rink Infrastructure – installing three phase external power and weight bearing survey for former bowling green area to inform feasibility of installing ice rink structure.	£15,000 approx
Christmas Lights and Festivals (Cllr Ladhams)	Kendal Christmas Lights Upgrade. To improve the Christmas Lights an enter a rental contract with an Xmas Light specialist to enable modern and different displays each year.	£30,000 approx
Environment and Highways (Cllr Hennessy)	Several Kendal Yards are in need of repair. This funding would contribute to a Kendal Futures initiative to improve a number of Yards via the	£10,000

	required preparatory works and artist murals.	
Total of Proposals		£87,088

Other Considerations

Allotments

The Council spent money (£30,000) from its Allotments Reserve to improve and expand provision of Allotments at Canal Head. Provision of allotments is a statutory duty imposed on the Town Council. Demand for allotments is a direct consequence of development. CIL could be used to replace the allotment reserve, to enable the Council to seek further new allotment sites.

Green Space Improvements

The Council has acquired two green spaces in its own right, which require investment to bring them to a standard commensurate with the Council's aspirations for their use. Other green spaces in the town have been identified as requiring investment (Bowling Fell, Heron Hill OS etc). The CIL may be used to improve signage, lighting, planting, play facilities, paths and access etc.

Bus Shelters

The Council currently manages around half the total bus shelters in the town. It could set aside funds to improve and expand this provision, in order to promote the use of buses as a part of the shift from individual cars.

River Corridor Route

The Council has identified the River Corridor as requiring investment to improve its attractiveness as a travel route. Outside the areas being affected by the EA, there are route sections at Wattsfield and Mintsfeet (among others) requiring considerable investment to bring them to an acceptable standard.

Town Centre Improvements

As well as improving the Christmas Lighting, the Kendal in Bloom committee is looking at ways that the floral display infrastructure can be strategically modernised to reflect the challenges of a changing climate and reductions in maintenance.

Sports and Nature Hub

The Council has already set aside a small sum (£7,500) to support the development of a Sports and Nature Hub on the former Highways Depot in Mintsfeet. Further CIL allocations could be earmarked for this project.

Appendix 1 SLDC Advice on CIL

South Lakeland Community Infrastructure Levy (CIL) Advice Note for Parish/Town Councils outside of the National Parks, Revised April 2017 (v 4)

1. Introduction

South Lakeland District Council has approved the introduction of a Community Infrastructure Levy (CIL) for the district outside the National Parks, with effect from 1 June 2015.

2. What is the Community Infrastructure Levy (CIL) and who collects it?

CIL is a charge on new development that will be collected by SLDC to provide additional funding to help pay for the cost of infrastructure arising from new development such as highways and schools. CIL is charged on each square metre (sq m) of additional floorspace.

3. Will CIL replace Section 106 agreements?

No, Section 106 agreements will continue to fund affordable housing and essential site specific infrastructure required to enable development to take place.

4. What rate of CIL is levied?

The District Council levies CIL at the following rates on new development:

These rates are index linked to build cost inflation – for the latest rate please refer to the SLDC web page at the end of this note.

- £50 sq m on residential development (except for extra care housing and agricultural workers' dwellings, which will be zero-rated).
- £150 sq m on supermarkets and retail warehouses
- £20 sq m on the strategic housing site at Croftlands in south Ulverston
- £0 sq m on all development at the Canal Head areas of Kendal and Ulverston

All other forms of development will be zero-rated. There is also relief from CIL for affordable, self-build and charitable housing.

5. Who receives the CIL monies collected?

15% of CIL receipts will be passed to Parish/Town Councils from development in their area. Where an adopted Neighbourhood Plan is in place this rises to 25%. The District Council will use the remaining CIL receipts to fund strategic infrastructure, working with infrastructure providers. Up to 5% can be used to help meet the cost of setting up and administering CIL.

6. When do developers pay CIL?

CIL is paid in instalments over 2 months to 6 years, depending on the size of development when building works start. Planning permissions can be valid for three years, so it may be a number of years before significant CIL payments are received.

7. What can Parish/Town Councils spend CIL on?

Regulations state that Parish/Town Councils can spend their CIL funds on the following:

- **The provision, improvement, replacement, operation or maintenance of infrastructure; or**
- **Anything else that is concerned with addressing the demands that development places on an area.**

•
If for any reason you are unsure whether a scheme or project falls within this definition, please contact the District Council for advice.

8. What can the District Council spend CIL on?

The District Council must spend CIL on strategic infrastructure that supports development. Infrastructure that might be funded through CIL can be found within the Regulation 123 list.

9. How much CIL can Parish and Town Councils expect?

The level of CIL received will depend on the amount of development in a parish. For example, a Parish/Town Council would receive £750 of CIL for an open market dwelling of 100 sq m. This is based on a CIL rate of £50 per sq m, resulting in a total CIL payment of £5000, of which 15% amounts to £750. (Affordable and self-build dwellings may be eligible for relief.) (see website for current rates)

10. When will Parish/Town Councils receive CIL funds?

The District Council will pass CIL receipts to Parish/Town Councils on a bi-annual basis.

- CIL receipts from 1 April to 30 September in any financial year will be passed to the Parish/Town Council by 28 October of that financial year
- CIL receipts from 1 October to 31 March in any financial year will be passed to the Parish/Town Council by 28 April in the following financial year.

It is unlikely that Parish/Town Councils will receive CIL funds in financial year 2015/16 as CIL only relates to permissions granted after CIL comes into effect and the payment of CIL is due when development commences paid in instalments over 2 months to 6 years, depending on the size of development.

11. How will Parish and Town Councils views on infrastructure priorities be taken into account?

The District Council intends to review annually the [Infrastructure Delivery Plan \(IDP\)](#) and [Regulation 123 List](#) (see Appendix 1, page 41), in consultation with service and infrastructure bodies, and in dialogue with Parish/Town Councils. The Infrastructure Delivery Plan sets out the District's strategic infrastructure needs over the local plan period.

12. Can Parish or Town Councils pool their CIL funds?

Yes, Parish and Town Councils can pool their CIL funds to fund an infrastructure project if they wish, as long as it falls within the definition of what CIL can be spent on.

13. I'm in a Parish that could be affected by proposed National Park boundary changes. Will we get any CIL?

CIL will be payable on chargeable development approved before any boundary change takes effect. The Parish will receive its share of this CIL. The National Parks do not currently have a CIL. Following any change, SLDC's CIL will not apply in the expanded National Park and the Parish will receive no further CIL from SLDC from development in these areas.

14. Can the District Council spend CIL funds for a Parish/Town Council?

Yes, the District Council can retain and spend CIL monies for Parish/Town Councils if they do not wish to receive CIL. The District Council would then engage with the communities where development has taken place and with the Parish/Town Council to agree how best to spend the 'neighbourhood' proportion of CIL.

15. Can a Parish Meeting receive and spend CIL?

A Parish Meeting is not a Parish Council and cannot receive or spend the 'neighbourhood' proportion of CIL arising from development in that parish. National planning guidance

advises that in these circumstances SLDC as the charging authority should retain the neighbourhood portion in these areas and engage with the communities and agree with them how best to spend the neighbourhood funding.

16. Are there any regulations on how Parish/Town Councils involve the local community?

It is up to you on how to involve the local community. There is currently limited guidance on this except that you should work closely with your neighbouring councils and the District Council to agree on spending priorities. Parish/Town Councils are encouraged to consider publishing their priorities for spending highlighting those that align with the District Council. A Community Plan or Neighbourhood Plan will help to identify local priorities.

17. What are the Parish/Town Councils reporting requirements?

You are required by legislation to publish a record each year of:

- total CIL receipts from the District Council;
- total expenditure of CIL receipts;
- a summary of what the CIL was spent on;
- total amount of receipts retained unspent at the end of the reported year from that year and previous years (if applicable).

This information should be placed on your website if possible otherwise you can ask the District Council to display this information on your behalf.

A copy of your annual report should also be sent to the District Council as charging authority, no later than 31 December following the reported year.

18. What happens if a Parish or Town Council doesn't spend its CIL receipts?

If you do not spend CIL funds within five years, or CIL has been spent on anything that does not meet the definition as set out within the CIL Regulations, you may be required to repay some or all of the receipts to the District Council.

19. Is there anything that Parish or Town Councils should do to prepare for CIL?

Although CIL was adopted by the District Council in June 2015, there is still time to consider how you will want to spend your proportion of CIL and to put any legal requirements in place. You may wish to think about the following:

- Do we have effective administrative processes in place that will allow the District Council to pass on CIL funds?
- Do we have effective reporting mechanisms to show how we have spent CIL?
- How will we decide what to spend CIL on?
- How will we engage with the community on how to spend CIL?

Further information

Further general information on CIL can be found on the [Planning Guidance webpages](#) or on the SLDC [website](#). If you have any further questions regarding CIL please contact:

CIL/Section 106 Officer

Tel: 01539 793439 Email: xxx@southlakeland.gov.uk

Appendix 2 KTC CIL Criteria

Kendal Town Council

Community Infrastructure Levy – Project Funding Criteria

CIL Background

As of June 2015, SLDC collect a Community Infrastructure Levy (CIL) on new development. CIL payments will be collected by SLDC to provide additional funding to help pay for the cost of infrastructure arising from new developments such as highways and schools. 15% of collected CIL receipts within Kendal will be passed on to Kendal Town Council.

Kendal Town Council can spend CIL on the:

- Provision
- Improvement
- Replacement
- Operation
- Maintenance

of local infrastructure or anything else that is concerned with the demands that development places on an area.

Kendal Town Council can, for example, support and in some case instigate deliverable projects that stand alone and provide additional community benefit above and beyond the major infrastructure projects delivered by SLDC. Kendal Town Council may decide to hold onto CIL funds until we get a larger balance to fund a larger project.

There is a future desire to involve local communities in selecting potential CIL projects.

Kendal Town Council CIL Criteria Background

The proposed criteria is a two stage selection process. Stage One filters potential projects via suitable core themes and stage two filters via value for money, maintenance, relevance to existing reports and output potential, see table below for project examples.

The core themes were purposefully selected to incorporate projects that benefit many within the community and the types of projects SLDC are unlikely to fund because they fall outside of SLDC's Infrastructure Development Plan and Regulation 123 List. However, Kendal Town Council recognise that SLDC & CCC also deliver a range of projects within Kendal which KTC may choose to support via its CIL allocation. Kendal Town Council will continue to liaise with SLDC & CCC to stay informed of potential projects to enable strong partnership working.

Kendal Town Council's CIL funding must support the recommendations of current key reports to ensure researched recommendations are actioned, at present these are;

- Kendal Town Council Action Plan
- Kendal Master Plan (SLDC) – to be published
- Kendal Transport Infrastructure Study (CCC, SLDC & KTC) – to be published
- Strategic Property Assets Review (SLDC) – to be published
- Environment Agency – Flood research output/recommendations
- Kendal Futures Economic Action Plan

All relevant CIL documentation will be forwarded to SLDC and be publically available on Kendal Town Council's website.

Kendal Town Council CIL Project Funding Criteria

Stage one – Does the proposed project adequately address one or more of KTC's core themes?

1. **Sustainable Connectivity** *(for example between new developments and Kendal town centre or other key nodes)*
2. **Town Centre Vibrancy** *(visually via public realm improvement projects and economically via tourism/promotional support)*
3. **Green Space Enhancement** *(for example, enhancement of habitats and the areas people go to enjoy green spaces)*

Stage Two – The project proposal should sufficiently answer the following questions:

- Is the project highlighted in current Town Council priorities and or current key reports?
- Will the project create value for money via a joint delivery approach or does opportunity to secure further match/contributions exist?
- Can the project independently cover any ongoing maintenance costs?
- Does the proposal evidence that the project will create positive outputs and outcomes and does it reinforce previous success?

Example Projects

Stage 1 Criteria Fit	Project Example	Indicative cost range
Sustainable Connectivity	Signage Improvements – simplify directional signage	Low
	Railway Station Improvements – Kendal & Oxenholme	Medium
	Continuous Kendal Riverside Cycling – Support permission process, clarity & signage	Low
	Multiuser Routes – For example, Lancaster Canal Towpath and Kendal Riverside	Low
	Improving Accessibility – For example, Kendal Castle Project	Low
	Riverside Landscaping – Improve paving quality between Abbott Hall Park and Lowther Street.	Medium
Town Centre Vibrancy	Market Place – support new Market stalls	Medium
	Birdcage Replacement – Create modern improved town centre focal point	High
	Heritage Style LED Street Lighting – Install along Finkle Street	High
	Urban Tree Planting – Support the reduction of high street clutter	Medium

Green Space Enhancement	Yard enhancements via murals and improved signage	Medium
	Tourism Promotion – Support Kendal's visitor economy via Visit Kendal website, Kendal's promotional leaflets series and or events	Medium
	Abbot Hall Park – continued support for current improvements	Low
	Castle Hill – continue support for current improvement project	Low
	Bowling Fell – Instigate project to improve access, viewpoints and visitor experience	Medium
	Nobles Rest – continue / increase scope of current improvement project	Medium
	New Road – utilise as a green space or improve current parking provision	High
	Riverside – paint railings a consistent colour	Medium
	Additional Planting / Trees – support projects where appropriate	Medium
	Pollinator Corridor – continue / increase scope of current project	Low

*High = £45,000+

*Medium = £16,000 - £44,000

*Low = Less than £15,000

Kendal Town Council CIL Project Funding Criteria Approved by Kendal Town Council Full Council in July 2017.