

# Kendal Town Council

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



31 October 2022  
Version 3

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 (Deputy Mayor and Chair of Audit, Grants and Charities))	Cllr Doug Rathbone (Mayor and Chair of Planning)
Cllr D Evans (Ordinary Member)	Cllr C Russell (Ordinary Member)
Cllr A Finch (Chair of Allotments)	Cllr G Tirvengadam (Vice-Chair)
Cllr E Hennessy (Chair of Environment and Highways)	

You are summoned to a meeting of Kendal Town Council's Management Committee on Monday, 7 November 2022, 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**

To receive the minutes of the meeting on 5 September 2022, and to authorise the Chair to sign them as a true record (*see attached*).

**5. Report on the Work Programme**

To consider the progress made across the various actions the Council is involved in (*see attached*).

**6. Visit Kendal Update**

To receive a verbal update about Visit Kendal website and leaflets regarding impact and support.

**7. Outside Bodies**

To consider a proposal that Kendal Community Theatre is added to the Council's list of outside bodies, and that Cllr R Sutton is appointed interim representative.

**Background**

The Council supports Kendal Community Theatre through its community grants budget. Cllr Sutton currently attends its governing body as a volunteer, but the Theatre would like the Council's presence to be formalised. Cllr Sutton will submit an Outside Body report to the Full Council.

**8. Land at Mintsfeet and Vicarage Drive**

To receive an update on the acquisition of land at Mintsfeet riverside and Vicarage Drive.

**9. Levelling Up Funding Inquiry**

To consider how the Council will respond to the request from the National Association of Local Councils (NALC) for feedback to inform their reply to the parliamentary Levelling up, Housing and Communities (LUHC) Committee inquiry on Levelling Up funding.

**Background**

NALC have requested comments to inform their response to the LUHC Committee inquiry into the process and effectiveness of the government's Levelling Up policies. [Funding for Levelling-Up inquiry launched by Levelling Up Committee - Committees - UK Parliament](#). NALC have requested responses by 18 November 2022.

**Recommendation**

That the Committee delegates the council's response to a small Working Group.

**10. Young People's Activity Scheme**

To consider how the Council might support a proposal for a Young People's Activity Scheme in Kendal.

**Background**

The Committee is being asked to consider how the Council might support a scheme trialled over the recent half-term holiday, which gave pupil-premium young people and the children of refugee families housed in Kendal an opportunity to experience sport and recreational activities including a residential visit to the YMCA centre on Windermere. The Council could support such a scheme in a number of ways, through direct activity, grant funding, support in kind or a blend of these things. A further scoping document will be circulated to inform members in due course.

**11. Budget 2022-23**

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

**12. Community Infrastructure Levy**

To consider how to apportion the Community Infrastructure Levy in the current and future budgets.

**Background**

The Town Council receives payments from the local planning authority to offset the impact of local development. This amounts to 15 per cent of the total Community Infrastructure Levy charged by the local planning authority. The collecting authority (in this case the local planning authority) must pay the appropriate portion of receipts to the Town Council every six months. The Town Council is free to spend the money as it sees fit, but it must support the development of the town. It can be spent on services, infrastructure or anything else the Town Council deems appropriate. The expenditure must be reported on the Town Council's website. Currently the Town Council has spent only a small portion of the money it has received. It may use this money to fund its existing plans, or devise other spending plans. The current balance in the account stands at £83,110.

**13. Council Forward Plan and Structure**

To consider the Council's current position and necessary actions to develop a Forward Plan and any implications for the structure of the Council and its committees.

**14. Budget 2023-24**

To review the committee's budget requirements for the next financial year and make any necessary recommendations (*see attached*).

**15. Employment and Staffing Matters**

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

**16. Items for the next Newsletter**

To consider items for the next edition of the Council's newsletter.

## Item No.4

### Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
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#### Minutes of the meeting of the Management Committee held on Monday, 5 September 2022, at 7.35 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

**Also present:** Cllr G Archibald acting as substitute for Cllr A Finch.

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

#### **M26/2022 Apologies**

Apologies for absence were submitted and accepted from Councillors A Finch, S Long and G Tirvengadam.

#### **M27/2022 Declarations of Interest**

No declarations of interest were raised.

#### **M28/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

The Committee considered whether to exclude the press and the public from any items related to a commercially confidential matter.

**Resolved:** It be noted that these appear later on the agenda and will be dealt with at that point.

#### **M29/2022 Minutes of the Previous Meeting**

A Member expressed disappointment with regard to Minute No.M23/2022 (Employment and Staffing Matters) which, it was felt, bore little relevance to what was discussed at the meeting, and raised concern that the Council was in danger of sugar coating and purging diversity. The Member further raised the fact that he could not recollect discussion or voting taking place with regard to Resolution (2)(b).

Whilst the need for the minutes to better reflect discussion leading to a different resolution to that recommended within the original report was acknowledged, the majority of Members recalled discussion and voting in relation to Resolution (2)(b).

It was, therefore, suggested for an additional paragraph to be inserted between paragraphs one and two of the preamble, to read, "However, there were profound concerns expressed which, it was felt, outweighed the strength of the proposed recommendations."

**Resolved:** Subject to inclusion of the amendment raised above, to receive and accept the minutes of the previous meeting of the Management Committee held on 4 July 2022 and to authorise the Chairman to sign them as a true record.

### **M30/2022 Flood Relief Scheme Working Group**

Members were asked to consider a request from the Chair of the Planning Committee that its Flood Relief Scheme Working Group be authorised to organise a familiarisation trip to Pilkingtons in St. Helen's, where the glass screens for the Flood Scheme were being built. The Group was proposing to hire a self-drive mini bus to visit the factory on 5 October. The bus for a party of 12 would cost in the region of £250 including fuel and it was being suggested that this may come from the "Other Expenses" budget line in the Management Budget.

The need to ensure that the trip was of benefit to residents was stressed. The importance of the Council being able to liaise with Pilkingtons and strengthen relationships with the Company and the outcome of being able to provide clear feedback to the residents and increase public awareness was raised.

The Chair asked the Cllr D Rathbone to liaise with the Town Clerk with regard to an appropriate press release.

#### **Resolved:**

(1) to authorise the Flood Relief Scheme Working Group to organise a familiarisation trip to Pilkingtons in St. Helens, the cost of £250 come from the "Other Expenses" budget line in the Management Budget; and

(2) Cllr D Rathbone to liaise with the town Clerk with regard to an appropriate press release.

### **M31/2022 Local Government Reorganisation Working Group**

A number of discrepancies were raised in relation to attendance at the meeting, namely:-

- Cllr A Blackman had not been present at the meeting, although a Member of the Group.
- Cllr G Archibald had not been present at the meeting, not being a Member of the Group.
- Cllr D Rathbone, although not shown in the list at all, had not been present having submitted his apologies.

A question was raised with regard to the next steps, and the Chair explained that a better vision of what Kendal Town Council should be doing was required. This would also feed into Committee Structures and Staffing. Although this fact was acknowledged, the swift need for an appropriate process by which the Town Council could formulate this vision was raised.

Attention was drawn to Item No.10 on the Agenda with regard to a Council Forward Plan and Structure which would address this matter.

**Resolved:** To receive the notes of the meeting of the Local Government Reorganisation Working Group held on 5 July 2022.

### **M32/2022 Office Accommodation**

The Town Clerk provided a verbal update on the refurbishment of Kendal Town Hall and South Lakeland House. Town Council staff had now moved into the new offices in the Kendal Business Hub. However, there was as yet no telephone connection, officers were currently unable to print across the network, and there were problems regarding toilet and kitchen arrangements and drainage issues. Despite this, staff were enjoying the air conditioning and a smart and clean space and the Town Clerk was pleased to inform the Committee that telephone and fibre connections should be installed by the end of this week.

The Town Clerk informed Members that although a cleaner had been going to be provided for the office, this was now not the case. This, he felt, was somewhat strange in view of the fact that a cleaner cleaned the outer atrium on a daily basis. He noted though that no space had been provided within the office for cleaning materials. He further drew attention to the fact that, although promised, Town Council staff had not been allowed access through the District Council offices into the Town Hall due to GDP Regulations. This would prove to be unpleasant during winter. He pointed out that many of these decisions had been imposed without negotiation and had also been officer led.

The Town Clerk referred to communication difficulties around previous and current discussions, misunderstandings and disagreements, as a result of people being unable to recall what had been said and officers from both authorities having left their employment. He expressed his disappointment in seemingly being unable to make headway with colleagues at South Lakeland District Council.

A query having been raised as to whether Members could help to achieve a satisfactory result, the Town Clerk said that some kind of intervention by Members in an attempt for an amicable resolution would be gratefully received. The Chair suggested, therefore, that the Town Clerk should draw up an appropriate email to him so that he could take up the matter with the District Council.

### **Resolved:**

- (1) to note the verbal update; and
- (2) the Town Clerk to draw up an appropriate email to the Chair of the Management Committee so that he can take up the matter with South Lakeland District Council.

### **M33/2022 Report on the Work Programme**

The Town Clerk presented the current Work Programme to enable the Committee to consider progress made across the various actions in which the Council was involved.

*Management Committee*

*Council Plan and Governance* - still marked as red, were due to be discussed later on in the Agenda.

*Staffing* - remained under review.

*IT Laptops* – Staff all now had up-to-date laptops. The Town Clerk, however, explained that the Council's current Adobe software required to pack committee agendas, was no longer supported, and that a subscription model was now required, which would be at a cost of £280 from the IT Budget.

**Resolved:** To approve purchase of the Adobe subscription model, at a cost of £280 from the IT Budget.

*IT Telephony* – This remained an issue, and the Town Clerk explained the need to ensure that all staff were allocated with telephones and numbers. He intended to find a solution by the end of the month.

*Property Acquisitions of Land* – The Town Clerk hoped that this would be resolved by the end of September. It was suggested that discussion on this matter should take place in Part Two of the meeting.

**Resolved:** To continue discussion on this matter following exclusion of the press and public.

### *Environment and Highways*

The Town Clerk informed Members under this heading, prior to the meeting of the Environment and Highways Committee scheduled to be held on 12 September 2022, of an opportunity to seek funding from the Centre for Sustainable Energy towards the costs of innovative affordable warmth initiatives. Cllr E Hennessy, Chair of the Environment and Highways Committee, asked for the item to be included within the agenda pack for the next meeting.

### **Resolved:**

- (1) to accede to the request to submit an expression of interest to the Centre for Sustainable Energy Affordability Fund; and
- (2) the item be brought forward for consideration at the next meeting of the Environment and Highways Committee.

### *Mayoralty and Arts*

Cllr A Blackman, under this heading, informed the Committee about gifts given to the Mayor during his recent visit to Rinteln, a large wooden plaque depicting the 30 year anniversary of the twinning and a signed certificate to re-affirm the twinning. He referred to the forthcoming visit to Kendal by representatives from Rinteln and its Mayor and the need to obtain suitable gifts in return. Cllr Blackman provided details on arrangements for the visit, suggesting that the Kendal's gifts be presented during the welcome reception. He proposed to the committee that, inspired by the Platinum Jubilee stone on Aynam Road, a piece of local stone inscribed with the two town's crests and commemorating the 30 years' twinning, be commissioned, at a cost of approximately £200.

**Resolved:** To approve the commissioning of a piece of local stone, as described above, at a cost of approximately £200.

Cllr Blackman further informed Members that he had been in contact with the German Consulate in Edinburgh which had offered a grant of up to £750 which would be put towards a gazebo, to include information about the Consulate on the side. He had also invited a

representative of the Consulate to attend on one of the days of the visit by Rinteln, and questioned protocols for the occasion. The Town Clerk undertook to ensure that this was suitably addressed. He further undertook to ensure that an appropriate re-affirmation certificate was produced, in consultation with the Mayor. Cllr Blackman asked that Town Council Members be requested to support the weekend by attending both the reception and the fish and chip supper on the Saturday evening. The Town Clerk stressed the need to ensure that everything was well co-ordinated and the Mayor drew attention to the need for formality as experienced by him in Rinteln. The Town Clerk, therefore, suggested that himself, Cllrs Rathbone and Blackman and the Events Officer meet to draw up a plan.

Members thanked Cllr Blackman and his team for their work.

**Resolved:**

- (1) the Town Clerk to look into protocols;
- (2) the Town Clerk to make arrangements for the production of an appropriate re-affirmation certificate;
- (3) the Town Clerk to write to all Members seeking support for the weekend by attending both the reception and the fish and chip supper; and
- (4) the Town Clerk to arrange a meeting for himself, Cllrs Rathbone and Blackman and the Events Officer to draw up plans for the visit.

**Resolved:** To note the contents of the report on the Work Programme.

**M34/2022 Budget 2022-23**

The Committee considered a report on the current year spend to July 2022, for the Committee's area of budget. He drew attention to projected overspend on the staffing budget, also referring to the fact that the outcome of the pay deal was not yet known.

Concern was raised with regard to the IT Budget and additions to the list and the Town Clerk was asked if he was confident that there would not be too much overspend on this Budget. The Town Clerk suggested a figure of around £2,300.

**Resolved:** To note the report.

**M35/2022 Council Plan and Structure**

Members were asked to give consideration to the Council's position and necessary actions to develop a Forward Plan and any implications for the structure of the Council and its committees.

The Town Clerk raised the importance the Town Council contributing to the leadership of the Town. He drew attention to the current social challenges and pointed out that the future was not going to become easier for anyone. The Chair drew attention to the need for the Council to have a vision setting out its purpose, with an appropriate structure for delivery behind it. Members acknowledged the work which had been carried out by the Environment and Highways Committee in terms of the Council's environmental agenda, however, drew attention to the need for the Council to address poverty and hardship, acting as a voice for the vulnerable to influence others. It was felt that consideration needed to be given to how the Council's plans evolved to address the current situation. It was felt that the plans needed to be embedded in everything that the Council did and that the Council's direction of travel and values needed to be demonstrated therein.

The Chair pointed out that the Liberal Democrat Group being the largest on the Council needed to ensure that all of its Members were supportive of what it wanted to achieve as a group and then work together with the Town Clerk to look at the Council's committee structure and then staff structure to see what was required to deliver the vision. He suggested that it was up to himself to lead in this process and acknowledged that this would not be a quick process.

Attention was drawn to the fact that there were things that could be done in the short term, without a cost, for example making warm facilities available, applying for grants, etc., as well as active encouragement. The potential lack of staff resources to carry out this extra work was acknowledged, however, it was pointed out that the Town Council could at least approach the District Council to enquire what was being done in this regard. In addition, in order to demonstrate that the Town Council was doing something, it was suggested that opportunities should be actively sought and publicised.

A Member having raised the fact that there was likely to be an increase in the Town Council's rent of offices in South Lakeland House, the Town Clerk informed Members that he was currently in discussion with the District Council in this regard; it was unlikely to change during this budget period. He further informed Members that the Council already carried out work in relation to warm homes and travel and pointed out the need to promote what already existed, also referring to the need for officers to finesse Town Council communication strategy.

It was suggested that this type of information should be included within the next edition of the Newsletter, including information, for example, of contact details for warm spaces such as the District Council building. Attention was also drawn to Stricklandgate House and the need to make the third sector in Kendal more vibrant.

**Resolved:** To note the actions to date and await further detail as political discussions unfolded.

### **M36/2022      Items for the Next Newsletter**

The Town Clerk sought items for inclusion within the next edition of the Council's Newsletter which was due out at the end of October 2022. A number of items were suggested. Cllr E Hennessy suggested that space may be required for an item on the 20mph speed limit but that the Environment and Highways Committee may submit this independently.

**Resolved:** To make arrangements for the following items to be included within the next edition of the Council's Newsletter:-

- (1) a focus on services available to help during this cost of living crisis;
- (2) 20mph speed limit;
- (3) an article on the Natural Kendal initiative and what is being done to boost nature; and
- (4) Christmas Lights Switch on/off.

### **Part Two**

The next items were considered following a resolution to exclude the Press and Public, due to the confidential or commercial sensitivity.

**M37/2022 Report on the Work Programme**

Further to Minute M33/2022 above, the Town Clerk provided a detailed verbal update on property matters and the acquisition of strategic land, advising Members that it was hoped to resolve this matter in due course.

**Resolved:** To note the verbal update.

**M38/2022 Employment and Staffing Matters**

Further to M23/2022, the Committee gave consideration to a report from the Town Clerk on the changes to the Staffing Structure implemented since the last meeting. The Town Clerk confirmed the changes of Admin Services Assistant to Events Officer and Mayor's Attendant to Heritage Officer. He informed the Committee that the change from Mayor's Attendant to Heritage Officer had been cost neutral. There had, however, been a cost in relation to the change of Admin Services Officer to Events Officer, details of which the Town Clerk provided. He asked the Committee to note the changes and further asked Members to consider backdating the Event Officer's award to 1 April 2022. A member sought clarification on the calculations of the financial impact, and the Clerk agreed to share the details before the next meeting.

Members acknowledged the fact that the postholder had, in fact, been carrying out this role for some time.

**Resolved:**

- (1) to note the report; and
- (2) the Event Officer's award be backdated to 1 April 2022.

The meeting closed at 9.20 p.m.

# Kendal Town Council

## Agenda Item 5

### Work Programme – November 2022

Committee	Project title	Progress	Partners	Red Amber Green	Notes
Management Clerk	Council Plan	Review of Council Plan			Management Committee to review process for development of medium-term financial plan
	Governance	Review of Committee Structure			Management Committee review of structures required
		Resolution management system			New tracking system introduced
	Staffing	Review of Staffing structure			Staffing sub-committee recommendations only partially adopted.
		Appraisal Plan			
		Team meetings			
		Staff handbook update			In progress
	IT	Laptops, monitors and peripherals			All staff now on working KTC laptops. Software updates now mostly complete
		Telephony			Temporary fix for WFH during lockdown becoming obsolete. Alternatives being costed.
		Software			Piecemeal software licensing now being standardized, but financial implications not yet clear.
		Maintenance			Support contract under review.

	Property	Acquisitions of strategic land			Mintsfeet land completion date 31 Oct. Issue of horse licensee now being addressed. Vicarage Drive still undergoing legal work
		Office accommodation – return to Town Hall			Issues as reported to Chair last month
		Parlour Alarm			Review of arrangements for keyholding and requirement for separate system required. BT Redcare about to become obsolete.
<b>Audit, Grants and Charities</b>		New Standing Orders			Introduced May 2022
		New Financial Regulations			Draft now being reviewed by AGC committee.
		New Finance System			Introduced May/June 2022. Core training complete, purchase ordering introduced. Budgeting operational.
<b>E&amp;H</b> Project Manager	New Infrastructure & Infrastructure Maintenance	Install new handrails and new signage. Update existing Visit Kendal signage.			Ongoing via Projects Officer gathering permissions and quotes and overseeing contractors.
		Pump Track			Land identified has competing proposal for use.
		Speed Indicator Devices			Liaison with police and county council. Also issue with battery failure being investigated.
		Kendal Connections Path Improvements			Land transfer slow, but new Projects Officer audit complete and

					three priority paths identified. Initial meetings arranged with community and councilors.
	Promoting Kendal	Visit Kendal leaflets and website			Additional funding secured from Kendal BID to increase coordinator's time and reach.
	Highways	20mph			KTC reviews discussed at meeting with CCC.
	Climate Jury Recommendations	Town wide Solar Audit			Complete.
		Solar Made Easy Kendal			44 questionnaires returned to CAF's who are organizing quotes. Planning support provided, step by step guide in development and cluster support event also in development.
		Zero Carbon Kendal Inspiration Website			Town Hall wifi access issues resolved. New blogs added and promotional boost achieved via new @Zero Carbon Kendal Instagram feed.
		Inspiration Hub			Stricklandgate House plans progressing well, focus group meeting regularly. Shared Prosperity Funding application for £100,000 submitted to create a new kitchen and additional space for a hub.

		Jury Supporter and recommendation accountability engagement			Successful Jury reunion event. Attendance at Zero Carbon Cumbria Partnership Officer meetings and November newsletter update in progress.
	Climate Jury Recommendations	Festival Engagement			Engagement at Torchlight completed.
	Climate Jury Recommendations	Somervell Wildflower Garden			
	Climate Jury Recommendations	Dark skies			Integrated in to the Switch On event on 17 <sup>th</sup> November to raise awareness. Survey of Town Council lighting completed.
<b>Mayoralty &amp; Arts</b> Clerk, Mayor's Attendant		Audit of Items			Tracking records against existing items in estate time consuming.
		Town Crier and Mace Bearer roles and recruitment			Agreement of roles in progress
		Repairs to Mayoral Chain			Repairs underway
<b>Christmas lights &amp; festivals</b> Council Services Officer		Review of lighting displays			
		Promotional film			Needs direction and budget confirmation
<b>Allotments</b> Council Services Officer		Rabbits			
		Canal Head Extension			
		Pest Control			

		Asbestos removal			
		Cockerels			
<b>KiB</b> Council Services Officer		Planting			
	Flood Scheme Working Group	Entry into Cumbria in Bloom			Judging successful.
<b>Planning</b>	Planning Policy	Glass walls approved			
		Developing feedback on short term letting for consultation			

**Kendal Town Council 2022-23 Budget**

**6/7 Months Exp - April-Sep/Oct**

**NOTES**

Income/Exp

	22/23 Budget	Exp to Date	Forecast
<b>Staffing Budget</b>	<b>£242,000</b>		
Gross Staff Costs		£138,157	£256,973
Travel		£286	£200
Staff Expenses		£57	£150
Staff Training/Course	£3,000	£1,178	£2,500
<b>Total Budget</b>	<b>£245,000</b>	<b>£139,678</b>	<b>£259,823</b>
<b>Premises/Equip Budget</b>	<b>£18,000</b>		
Rent of Old Unison Room		£1,709	£2,279
Service Charge (Rent)/ Heating/Lighting/cleaning/Pa rlour/Picture Store/Use of Chamber		£4,750	£9,500
Rent - New Office		£1,760	£1,760
Use of Telephones		£100	£200
Other: Garage Rent		£2,600	£2,600
Premises Other		£1,749	£3,000
Alarms - Service & Maint		£1,843	£1,843
Garage - Electricity		£118	£360
<b>Total Budget</b>	<b>£18,000</b>	<b>£14,629</b>	<b>£21,542</b>
<b>IT Budget</b>	<b>£17,500</b>		
Software ITEK - Support		£2,404	£3,606
Rialtas Exp Software/User Fee/License		£4,098	£4,098
Cloud Hosting		£821	£1,425
Digital Meetings/Admin Zoom/canva		£540	£540
Other IT Costs		£3,645	£4,500
Allotment Software		£126	£126
New IT -/Comp/Equip Assets		£4,780	£4,780
New Laptops Setup and Security		£780	£780
<b>Sub Total</b>	<b>£17,500</b>	<b>£17,194</b>	<b>£19,855</b>
<b>Insurance &amp; Finance Costs Budget</b>	<b>£12,000</b>		
Public Liability ( 12 mths Insurance)		£5,732	£5,732
HR			
Finance Costs (Admin & Audit Fees)		£17	£4,500
Other - Bk and Voucher fees		£103	£200
Payroll Services		£103	£412
<b>Sub Total</b>	<b>£12,000</b>	<b>£5,955</b>	<b>£10,844</b>

Projected costs relating to salary and hours uplift, plus current NJC Employers' offer on pay

Includes Repairs to Garage Roof

Cont...

	22/23 Budget	Exp to Date	Forecast
<b>Stationery/Office General Budget</b>	<b>£7,500</b>		
PPE	£1,000		£200
Printing/Stationery/Postage		£859	£1,500
Office Equip		£29	£100
Misc. Office Expenses		£28	£100
Photocopier (Service/Lease)		£705	£1,400
Subscriptions		£2,581	£3,000
<b>Sub Total</b>	<b>£8,500</b>	<b>£4,202</b>	<b>£6,300</b>
<b>Vehicle Budget</b>	<b>£2,500</b>		
Fuel		£716	£1,200
Tracking Fee		£60	£100
Repairs		£511	£800
Van Ins		£916	£1,221
Other		£266	£350
<b>Sub Total</b>	<b>£2,500</b>	<b>£2,469</b>	<b>£3,671</b>
Newsletter	£11,500	£6,336	£11,500
Elections	£2,777		£2,777
Election Fund	£5,000		£5,000
Misc.	£2,500		£2,500
Wainwright Fund	£250	£250	£250
Emergency Planning	£0		£0
Promoting Quality & Diversity	£150		£150
Kendal Futures & Vision Budget	£31,750	£15,100	£31,750
Visit Kendal/Promoting Kendal Budget	£0	£0	
Contingency - Contribution to Levelling up ( funded out of Reserves)	£5,000	£5,000	£5,000
<b>Total Management</b>	<b>£362,427</b>	<b>£210,813</b>	<b>£379,962</b>

10:57

**Kendal Town Council**

**Annual Budget - By Centre (Actual YTD Month 7)**

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Brought</u>	<u>Net</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<b>200</b>	<b><u>Staffing Costs</u></b>											
4000	Staff Gross Pay	0	0	0	0	242,000	0	242,000	138,157	0	0	0
4055	Travel	0	0	0	0	0	0	0	286	0	0	0
4060	Staff Mobile Phone	0	0	0	0	0	0	0	33	0	0	0
4065	Staff Expenses	0	0	0	0	0	0	0	24	0	0	0
4070	Staff Training	0	0	0	0	3,000	0	3,000	1,264	0	0	0
	<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>245,000</u>	<u>0</u>	<u>245,000</u>	<u>139,765</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>(245,000)</u>		<u>(245,000)</u>	<u>(139,765)</u>	<u>0</u>		
<b>210</b>	<b><u>Premises &amp; Accommodation</u></b>											
4100	Premises Rent (Town Hall)	0	0	0	0	18,000	0	18,000	1,709	0	0	0
4103	KTC Office Rent	0	0	0	0	0	0	0	1,760	0	0	0
4105	Service Charge (Rent)	0	0	0	0	0	0	0	4,750	0	0	0
4115	Garage Rent	0	0	0	0	0	0	0	2,600	0	0	0
4120	Garage Electricity	0	0	0	0	0	0	0	118	0	0	0
4130	Premises Other	0	0	0	0	0	0	0	1,830	0	0	0
4135	Alarms - Service & Maint	0	0	0	0	0	0	0	1,843	0	0	0
4140	PPE	0	0	0	0	1,000	0	1,000	0	0	0	0
4150	Misc	0	0	0	0	0	0	0	20	0	0	0
	<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,000</u>	<u>0</u>	<u>19,000</u>	<u>14,630</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>(19,000)</u>		<u>(19,000)</u>	<u>(14,630)</u>	<u>0</u>		
<b>220</b>	<b><u>IT &amp; Communications</u></b>											
4200	Software ( Rialtas)	0	0	0	0	0	0	0	1,830	0	0	0
4205	IT Cloud Hosting	0	0	0	0	0	0	0	821	0	0	0

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**Kendal Town Council**

**Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		Brought	Net	<u>Current Year</u>			Actual	<u>Next Year</u>		Carried
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR	
4210 IT Support Contract ( ITEK)	0	0	0	0	0	0	0	2,404	0	0	0
4215 Digital Meetings/Admin	0	0	0	0	0	0	0	460	0	0	0
4225 New IT /Comp/Equip (Assets)	0	0	0	0	0	0	0	4,780	0	0	0
4230 Other IT Costs	0	0	0	0	17,500	0	17,500	6,960	0	0	0
4235 Newsletter	0	0	0	0	11,500	0	11,500	6,336	0	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,000</b>	<b>0</b>	<b>29,000</b>	<b>23,592</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>			<b>(29,000)</b>		<b>(29,000)</b>	<b>(23,592)</b>	<b>0</b>		
<b>230 Insurance &amp; Finance Costs</b>											
4300 Public Liability	0	0	0	0	0	0	0	5,732	0	0	0
4310 Finance Costs (Audit Fees)	0	0	0	0	0	0	0	0	0	0	0
4315 Other - BK & Voucher Fees	0	0	0	0	0	0	0	120	0	0	0
4320 Payroll Services	0	0	0	0	0	0	0	103	0	0	0
4910 Other Expenses	0	0	0	0	12,000	0	12,000	0	0	0	0
<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>5,955</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>			<b>(12,000)</b>		<b>(12,000)</b>	<b>(5,955)</b>	<b>0</b>		
<b>240 Stationery/Office General</b>											
4400 Printing/Stationery/Postage	0	0	0	0	0	0	0	859	0	0	0
4405 Office Equip/Consumables	0	0	0	0	0	0	0	28	0	0	0
4410 Office Equip	0	0	0	0	0	0	0	8	0	0	0
4420 Photocopier	0	0	0	0	0	0	0	705	0	0	0
4425 Misc. Office Expenses	0	0	0	0	7,500	0	7,500	256	0	0	0
4430 Subscriptions	0	0	0	0	0	0	0	2,684	0	0	0
4595 Contingency	0	0	0	0	5,000	0	5,000	5,000	0	0	0

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**Kendal Town Council**

**Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		Brought	Net	<u>Current Year</u>			Actual	Agreed	<u>Next Year</u>	
	Budget	Actual			Agreed	EMR	Total			EMR	Carried
4910 Other Expenses	0	0	0	0	2,500	0	2,500	0	0	0	0
<b>Overhead Expenditure</b>	0	0	0	0	15,000	0	15,000	9,540	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0			<u>(15,000)</u>		<u>(15,000)</u>	<u>(9,540)</u>	0		
<b><u>250 Vehicle Costs</u></b>											
4500 Fuel	0	0	0	0	0	0	0	716	0	0	0
4505 Tracking Fee	0	0	0	0	0	0	0	60	0	0	0
4510 Repairs - Vehicle	0	0	0	0	0	0	0	511	0	0	0
4515 Van Insurance	0	0	0	0	0	0	0	916	0	0	0
4520 Other Van Costs	0	0	0	0	2,500	0	2,500	266	0	0	0
<b>Overhead Expenditure</b>	0	0	0	0	2,500	0	2,500	2,469	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0			<u>(2,500)</u>		<u>(2,500)</u>	<u>(2,469)</u>	0		
<b><u>260 Elections</u></b>											
4580 Elections - Wards	0	0	0	0	2,777	0	2,777	0	0	0	0
4590 Election Fund	0	0	0	0	5,000	0	5,000	0	0	0	0
<b>Overhead Expenditure</b>	0	0	0	0	7,777	0	7,777	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0			<u>(7,777)</u>		<u>(7,777)</u>	0	0		
<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Expenditure</b>	0	0	0	0	330,277	0	330,277	195,950	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0			<u>(330,277)</u>		<u>(330,277)</u>	<u>(195,950)</u>	0		

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**Kendal Town Council**

**Annual Budget - By Centre (Actual YTD Month 7)**

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
<b>280</b>	<b><u>Promoting Equality &amp; Diversity</u></b>											
4910	Other Expenses	0	0	0	0	150	0	150	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	150	0	150	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(150)		(150)	0	0		
<b>300</b>	<b><u>Kendal Futures &amp; Visit Kendal</u></b>											
4600	Support Co-Ordinator	0	0	0	0	0	0	0	5,000	0	0	0
4610	Banners Kendal	0	0	0	0	0	0	0	1,500	0	0	0
4910	Other Expenses	0	0	0	0	31,750	0	31,750	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	31,750	0	31,750	6,500	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(31,750)		(31,750)	(6,500)	0		
<b>310</b>	<b><u>Visit Kendal/Promoting Kendal</u></b>											
4655	Visit Kendal Website Cont.	0	0	0	0	0	0	0	2,900	0	0	0
4660	Visit Kendal Content Co-ord.	0	0	0	0	0	0	0	9,200	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	12,100	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	(12,100)	0		
<b>320</b>	<b><u>Wainwright Fund</u></b>											
9900	Wainwright Fund Exp	0	0	0	0	250	0	250	250	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	250	0	250	250	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(250)		(250)	(250)	0		

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**Kendal Town Council**

**Annual Budget - By Centre (Actual YTD Month 7)**

	<u>Last Year</u>		Brought	Net	<u>Current Year</u>			Actual	Agreed	<u>Next Year</u>	
	Budget	Actual			Agreed	EMR	Total			EMR	Carried
<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Expenditure</b>	0	0	0	0	32,150	0	32,150	18,850	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>(32,150)</u>		<u>(32,150)</u>	<u>(18,850)</u>	<u>0</u>		

# Kendal Town Council Report

To: Management Committee	7 November 2022
From: Cllr M Helme	Agenda Item No. 10

## Active Kendal

Active Kendal is a scheme proposed by Cllr Mhairi Helme, which matches young people in Kendal with local sporting clubs and organisations. Aimed initially at young people eligible for the Pupil Premium, it is designed to eliminate affordability as a factor in the take up of active lifestyles.

There are many proven links between levels of activity in young people and their families and wellbeing, not just related to physical health, but also to mental wellness and community cohesion.

## Model and Governance

There are a number of ways the council could support such a scheme. The Council could employ someone directly, it could engage a facilitator, or it could engage another organisation to deliver the scheme.

The scheme proposers envisage the council commissioning a facilitator to engage with schools, young people and their families and sports and activity providers in the town. The scheme would be overseen by a steering group appointed by the Christmas Lights and Festivals Committee (assuming the wider Cultural role that Committee is seeking). The Council's appropriate budget allocation would be delegated to CLF to manage.

## Funding

The Scheme proposers envisage that the Council funds its initial stages – engaging a facilitator and providing a working budget to purchase the necessary membership access to the activity providers. This would see the council allocate around £25k in year one, to be divided fairly evenly between the facilitator and the activity providers. It would also allow for some transport provision, probably necessary, particularly in winter months.

## Council Powers

The Council has a power under s19 of the Local Government (Miscellaneous Provisions) Act 1976 to provide 'assistance of any kind' for 'such recreational facilities as it sees fit'.

## Outcomes

A scheme was trialled, in collaboration with a number of local schools, in the October half term. Outside funding from the Scott Trust was secured to enable a range of families to attend the YMCA's centre at Lakeside. This showed that the level of interest was considerable and that partners and co-funders were readily available.

It would be the aim to facilitate the engagement with activity for at least 25 per cent of the town's current Pupil Premium children and their families in the first couple of years. The current term statistics suggest 509 children in Kendal schools' population of 3,556 are currently in this group (14 per cent).

The intention for the first year of operation would also be to achieve at least half the scheme's running costs from external funders. In due course, it would be anticipated that the Council's contribution to running costs reduced in line with the facilitator's success in attracting external funding to support the activities.

## Kendal Town Council Report

To: Management Committee	7 November 2022
From: Town Clerk	Agenda Item No.13

### **Budget 2023-24**

The Committee should review the portion of the Council's budget it is directly accountable for and make any necessary recommendations for the next financial year. The Management Committee reviews the council's overall budget at its meeting in January, when the Council Tax Base has been published. This enables it to make a recommendation to the Full Council on the appropriate level of council tax required to meet the Council's budgetary plans. The ultimate decision on how much of the budget will be funded through the Council Tax by way of a precept is reserved to a meeting of the Full Council.

### **Recommendation**

That the Committee reviews the proposed draft budget and accepts the costings.

## Management Committee Draft Budget 2023-24

The following table 1 sets out proposed changes to the Committee's budget for the coming financial year. Table 2 shows the Wainwright Award..

**Table 1**

	2021-22	Est Outturn	Proposed budget 2023-24	% of previous year	Notes
<b>Management</b>					
Salaries	242,000	256,973	<b>265,000</b>	109.5	This covers salaries, National insurance and pensions. It includes an allowance for incremental increases, and increases in National insurance. There is considerable uncertainty at present around the scale of the national pay award from 1 April 2022, and for the level of NI.
Premises and Equipment	17,500	21,542	<b>22,000</b>	125.7	This assumes a small increase in rent/service charge from landlord in TH. 21-22 outturn reflects increase in charges for new office plus repair costs
IT	17,500	17,500	<b>17,500</b>	100	Allows for renewal of various software and another laptop replacement.
Insurance	12,000	11,039	<b>12,500</b>	104.2	Underspend includes Audit fees, though there is uncertainty about costs of external audit
Stationery/office general	7,000	6,000	<b>7,000</b>	100	Blended working reduces stationery use and reflects reduced use of post
Staff training	3,000	2,500	<b>3,000</b>	100	Modest uplift to improve First aid coverage and other issues
PPE	1,000	500	<b>1,000</b>	100	Ensures sufficient headroom for events staff
Vehicle	2,500	3,671	<b>5,000</b>	200	For possible replacement by new lease

Newsletter	11,500	11,000	<b>12,500</b>	108.7	Distribution and print costs are increasing
Elections	2,777	2,777	<b>0</b>		Replaced funds spent on by-election in 2021, so no further reserves needed at present
Election fund	5,000	5,000	<b>5,000</b>	100	Ongoing contribution to reserve to cover cost of main 4-yearly election.
Contingency	5,000	3,000	<b>5,000</b>	100	
Miscellaneous	2,500	200	<b>2,500</b>	100	
Emergency Planning	0	0	<b>0</b>		Further Cash support for KCEPG not currently required
Kendal Futures and Vision	31,750	31,750	<b>15,500</b>		21-22 figure included support for the Futures Manager, visit Kendal website, and leaflets. Vision Manager was listed separately.
Promoting Kendal			<b>16,600</b>		Visit Kendal website, leaflets and banners
Visit Kendal					
<b>Total</b>	<b>361,027</b>	<b>366,952</b>	<b>390,100</b>	<b>110</b>	

**Table 2**

Wainwright Fund	250	250	<b>250</b>	100%	Single payment to award recipient
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