

Kendal Town Council

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



3 January 2024

To Members of the Management Committee

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

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

You are summoned to a meeting of Kendal Town Council's Management Committee on **Monday, 8 January 2024, at 7.30 p.m.**, in the Council Chamber at the Town Hall, Highgate, Kendal.

Yours faithfully

Chris Bagshaw
Town Clerk

AGENDA

Public Participation

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

1. Apologies

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

2. Declarations of Interest

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

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

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

4. Minutes of the Last Meeting (pages 3 to 10)

To receive the minutes of the meeting of the Committee held on 6 November 2023, and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 11 to 13)

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

6. Council Activity Report (pages 14 to 22)

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 23 to 35)

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

8. Budget 2024-25 (pages 36 to 39)

To consider the Council's draft budget proposals for 2024/25 in the light of the publication of the Council Tax base (see attached).

9. Community Infrastructure Levy (CIL) (pages 40 to 47)

To consider the current allocation of Community Infrastructure Levy funding (see attached).

10. Civility and Respect (pages 48 to 49)

To receive the Civility and Respect December 2023 Newsletter (see attached).

11. Community Emergency Plan Coordinator (page 50)

To consider a proposal to recruit an externally funded Community Emergency Plan Coordinator (see attached).

12. Speakers at Full Council

To consider the role of speakers at Full Council and make any necessary decisions.

13. Employment and Staffing Matters (page 51)

(a) To receive a report from the Staffing Sub-Committee on the results of the Meraki staffing review and the arrangements for recruiting a replacement for the Development and Delivery Manager.

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

14. Newsletter and Publicity

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

Kendal Town Council

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



Minutes of a meeting of the Management Committee held on Monday, 6 November 2023, at 7.30 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 G Archibald as substitute for Cllr A Finch and Cllr J Cornthwaite, in the capacity of Deputy Mayor) as substitute for J Dunlop (Mayor).

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

M38/2023 Apologies

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

M39/2023 Declarations of Interest

No declarations of interest were raised under this item.

M40/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items on the agenda.

M41/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 4 September 2023 and to authorise the Chairman to sign them as a true record.

M42/2023 Minute Action Sheet

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

- *Ref. No.28* – The Town Clerk informed Members that, whilst Divest Cumbria would like to have returned to address the Committee again, it had been felt that they had put forward their views very eloquently on the last occasion. He reported that the matter remained ongoing and that he was due to attend a meeting of the Pension Fund Committee on 10 November 2023, at which Divestment would be explained; he would report back.
- *Ref. No.31* – The Town Clerk reported that Westmorland and Furness had responded saying that they were supportive of altering the Town Council's electoral cycle and a review of boundaries and that they would be addressing this in due course. They were seeking information on what

boundaries the Town council wished to change and, to this end, the Town Clerk was in the process of obtaining the necessary maps. He suggested that it would be worthwhile for a working group to look into the matter and to report back to the Committee. Members felt that this was something best suited to the Planning Committee. Members further asked whether any feedback had been received from Westmorland and Furness in relation to land allocations and any potential new housing strategies. The Town Clerk explained that the status of the Local Plan had been complicated by the passing in the previous week of the Levelling Up and Regeneration Act which would result in a job of work for the Planning Committee, with the new system being subtly different.

Resolved: To pass on the issue of responding to Westmorland and Furness on a review of the Town Council's boundaries to the Planning Committee.

- *Ref. No.2* – In response to a request for an update in relation to Mintsfeet, the Town Clerk referred to a recent meeting with the Rivers Trust at which attention had been drawn to the presences of Japanese Knotweed. This would require an appropriate management plan to be put in place. He further drew attention to inroads made by Cllr G Archibald regarding the revitalisation of the river corridor, pointing out that this subject would eventually become part of the Environment Committee's remit. The Town Clerk also reported that the Environment Agency had completed footpath work at Mint Fields, which meant that the path network was now complete, however, that there had been a potential offer for extension of the path through the Town Council's land. This matter also now lay with the Environment Committee. A query having then been raised in relation to publicity around the acquisition of land at Vicarage Drive, the Town Clerk explained that this was yet to be done due to recent staffing shortages. Cllr E Hennessy, Chair of the Environment Committee, undertook to put a press release together.

Resolved: Cllr E Hennessy to draft a press release in relation to the acquisition of land at Vicarage Drive.

- *Ref. No.16* – This also related to Ref.No.1, the Town Clerk explaining in response to a query that a full report on a review of outside bodies would be made to the April 2024 meeting of Full Council, with representation on Brewery Arts being fed into that report.

Resolved: To note the report.

M43/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in, highlighting a number of very positive areas around the success of Silver Gilt award for Britain in Bloom and the forthcoming Christmas Lights Switch-on Event.

Discussion took place in relation to the need to review the Visit Kendal Website and, in addition for this area to move across to the Culture and Communities Committee rather than Mayoralty and Heritage. The Town Clerk explained that the Council currently paid someone to update this site and that the content was reviewed by staff from both the Town Council and Kendal Futures. Of all of the Council's media platforms, the Visit Kendal site was the most up to date. Members stressed the fact that this was a highly visited site, by both visitors and the local community, and that its content should be appropriate and up to date. It was felt that the site currently focussed on events and festivals but that the content should be broader, including, for example, an events calendar, details in relation to businesses and a broader mix of cultural events. In addition, the need for the leaflets to be appropriately focussed was stressed.

Resolved: To seek to make the improvements outlined above to the Visit Kendal Website and leaflets.

Concern having been expressed regarding the the vast number of items included within the Activity Report, the Town Clerk explained that this was an indication of work that was currently being delivered. He confirmed that if staffing levels could be maintained then most of the items would be prioritised and delegated to individuals within the Team.

Discussion turned to the Council's Newsletter and to the fact that not all councillors had received a copy. The Town Clerk informed the Committee that he had not, as yet, collated the information requested from Members in relation to this issue but that he was surprised how many had not received a copy. He suggested that he would need to take the matter up with Royal Mail and also referred to alternative options for delivery. Members stressed the need for this to be addressed as soon as possible and asked for a link to be sent to all councillors as soon as the next edition of the Newsletter was published on the Council's Website. The Town Clerk indicated that the next edition would be available prior to Christmas.

Resolved: The Town Clerk to address the matter regarding delivery of the Council's Newsletter as a matter as soon as possible and, in addition, to ensure that a link is sent to all councillors as soon as the next edition of the Newsletter is published on the Council's Website.

Resolved: To note the report.

M44/2023 Kendal Futures Programme Proposal

Cllr S Long, as the Council's representatives on the outside body, introduced a programme proposal from Kendal Futures, details of which were included within the agenda. Kendal Futures wanted to transform Kendal as a Place, developing the aspirations and principles set out in its Vision to inspire change and ensure the town's future success. Kendal Futures would do this by working with the Kendal Futures Board, Kendal Town Council, Westmorland and Furness Council, other partners (including the private sector) and the local community via the Vision Action Groups.

The report detailed Kendal Vision's Core values and provided a link to Kendal Futures priorities for 2023-24; these would continue to be progressed.

Details of the funding request to the Town Council were provided, showing a Year 1 total of £49,800, Year 2 £55,500 and Year 3 £51,000.

Further details of projects and their alignment with Kendal Town Council's priorities were provided. Attention was drawn to the fact that Kendal Futures had the ambition to progress and ultimately deliver the projects shown, but their success and actual delivery was often dependent on other parties, including Westmorland and Furness Council, for funding, expertise, permissions, development and physical completion. Many of the activities outlined were to bring projects closer to a stage where they would be sufficiently progressed to bid for future Government funding rounds if made available. Kendal Futures had project development funding to contribute towards the Year 1 activities and was committed to finding funding for some projects via alternative sources such as private sector contributions and crowdfunding. However, gaining commitments from Kendal Town Council and Westmorland and Furness Council would help to leverage other support. Costs were estimated for the different project elements, and a range of funders would be required. Some of the project work could be completed using existing staff/team resources only, and did not have a direct cost attributed to them.

Year 1 (2024/25) projects were as follows:

- Extending the Stramongate public realm scheme to Kent Street
- Develop a public realm improvement scheme for Market Place and Finkle Street

- Meanwhile projects
- Canal Head Masterplan
- Influence the development of the revised Local Plan to align with the Vision's principles
- Community Wealth Building (ongoing work see current priorities for details)

Year 2 (2025/26) projects were as follows:

- Extending the Stramongate public realm scheme to Kent Street
- Public realm improvement scheme for Market Place and Finkle Street
- Meanwhile projects
- Canal Head revised masterplan
- Influence the development of the revised Local Plan to align with the Vision's principles
- Masterplan for Busher Walk/County Hall

Year 3 (2026/27) projects were as follows:

- Public realm scheme for Market Place and Finkle Street
- Continue to influence the development of the revised Local Plan to align with the Vision's principles
- Busher Walk/County Hall Masterplan
- Enhancing the Kendal Conservation Area
- Station Gateway Masterplan

Details of each of the projects were provided.

In presenting the report, Cllr Long referred to Kendal Futures' recent presentation to the Town Council, expressing disappointment that not many councillors had attended.

The Committee discussed the matter at length, and it was suggested that the Budget Sub-Group might give consideration to this funding request for inclusion within the budget as a possible set of projects that would justify an increase in the precept. Whilst there was some apprehension, Members on the whole felt that this was an opportunity to demonstrate the Town Council's support for the valuable work carried out by Kendal Futures. This was an opportunity for the Town Council's to show its commitment to community engagement and an opportunity to make a huge difference. Highlighted also was the potential for unlocking additional money should the Council provide funding to Kendal Futures. It was stressed that clear measures of success would need to be set and monitored to ensure that Kendal Futures were delivering and, if not met, then payments could be withheld as necessary. Attention was drawn to the potential for use of CIL money and also to the fact that residents might wish to know how Westmorland and Furness were contributing their share to Kendal; it was pointed out that this question had already been raised with Westmorland and Furness. It was suggested that the work of Kendal was predominantly Kendal Town Centre focussed and questioned how it may benefit outlying areas of the Town; it was felt that a wider agenda was required. It was pointed out, however, that the proposal demonstrated enhancement opportunities for the whole of the Town.

Resolved: The Budget Sub-Group to give full consideration as to how the funding request from Kendal Futures might be included within the Council's budget as a possible set of projects that would justify an increase in the precept, and to report back to Management Committee prior to any recommendation being made to Full Council.

The need for a repeat presentation to be made by Kendal Futures to Kendal Town Council Members was raised, with suitable advance notification.

Resolved: Kendal Futures be requested to deliver a repeat presentation to Kendal Town Council Members, with suitable advance notification to be provided.

M45/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk referred to the recent Local Government pay settlement for 2023/24 and pointed out that this had been estimated for within the budget.

Some concern was expressed that no details had been provided in relation to the revenue budget whilst it had been thought that information was going to be provide on a regular basis about the development fund and reserves. The Town Clerk pointed out that this information would be seen by the Budget Sub-Group but that it was the Audit Committee's role to examine these details. He accepted, however, the need for the Management Committee to be aware, and undertook to bring a regular report to future meetings.

Resolved: To bring a regular report on the revenue budget to future meetings of the Management Committee.

Resolved: To note the report.

M46/2023 Budget 2024-25

(a) The Committee was asked to consider its expenditure aims for the next financial year and to make recommendations to the Council. Expenditure had to be in keeping with the aims of the Council Plan.

The following table showed the current budget and estimated outturn, the estimated amount required in the next financial year to complete the Council's actions and the percentage variance on the previous year's budget.

	Item	Current year	Expected outturn	Proposed 24-25	% variance
Staffing	Staffing	278,000	281,000	295,700	+6%
	Staff Training	2,000	2,000	3,000	+50%
Premises	Rent and Services	16,872	16,872	17,000	+1%
	Equipment	2,678	2,678	2,778	+4%
	Alarms	1,850	1,850	1,850	0%
	PPE	100	100	1,000	+900%
IT	Support	6,854	6,854	7,050	+3%
	Website	1,250	1,250	1,500	+20%
	Equipment/software	5,879	5,879	7,400	+26%
	Other	317	605	750	+137%
	Newsletter	12,500	12,500	13,000	+4%
Insurance and Finance	Insurance	5,386	5,387	5,400	0%
	HR	4,000	4,000	4,500	+13%
	Audit	2,800	2,800	3,800	+36%
	Vouchers and payroll	884	720	720	-19%
	Other	530	100	100	-81%
Office	Printing and stationery	2,100	2,100	2,100	0%

	Item	Current year	Expected outturn	Proposed 24-25	% variance
	Equipment and Consumables	1,000	1,000	1,000	0%
	Photocopier	1,398	1,398	1,500	+7%
	General inc repairs	2,902	500	500	-83%
	Subscriptions	3,000	2,896	3,000	0%
Vehicle	Fuel	1,250	1,000	1,200	-4%
	Repairs	2,500	2,100	2,600	+4%
	Ins/tax/mot	1,300	1,300	1,300	0%
Elections	Ward	0	0	0	
	Fund	30,000	30,000	12,000	-60%
Equality & Diversity	Training	150	150	150	0%
Futures	Manager	10,000	10,000	10,800	+8%
	Vision	5,500	5,500	5,000	-9%
Wainwright	Award	250	250	250	0%
	Total	403,250	402,789	406,948	+1%

The Town Clerk, in presenting the report, advised that the table showed a few small increases. He drew attention to the 900% variance in relation to PPE which was a result of the Council needing to make improvements, particular in staff clothing when out on site. He further drew attention to an element of uncertainty around staffing costs relating to the recent Local Government pay settlement for 2023/24 and following the recent resignation of a member of the Team and the potential for cost implications. This, however, afforded the opportunity to review how the Council delivered projects moving forward.

The need to examine the possibility of increasing the Council's staffing resources was raised, this in order to ensure delivery building on the excellent work which had been carried out to date. Attention was also drawn to the cost of recruitment which had not been accounted for within the proposed budget. Also stressed was the need for resilience and the potential for a Deputy Clerk role. It was felt that these matters should be considered by the Budget Sub-Group.

The Town Clerk further referred to vehicle costs and the fact that the Council hoped to transfer to a different type of vehicle moving forward, which would mean an increase in the proposed budget. This could also be examined by the Sub-Group.

Resolved: To delegate consideration of the Management Committee budget to its Sub-Group, with a view for an increase in staffing costs, including recruitment; the implications of the Local Government finance settlement 2023/24; and the potential costs related to the Council transferring to a different type of vehicle.

(b) The Committee was further asked to review the Council's budget making process and make any necessary related to decisions. It was raised, however, that this matter had already been addressed under Minute No.M46/2023 (Budget 2024-25) above.

M47/2023 Employment and Staffing Matters

(a) The Committee was provided with a report from the Staffing Sub-Committee. The Sub-Committee had held its first meeting on 12 October 2023. It had reviewed the current state of appraisals and had agreed that all staff should have a more structured appraisal and training plan with time-framed outcomes. The Committee had reviewed a report from the Council's Human Resources advisor, Meraki HR. This was the result of an audit of Council

policies and a series of 'Stay Interviews' which had been held with members of staff earlier in the year.

There had been a number of recommendations raised relating to GDPR, best practice record keeping, recruitment and retention. The Town Clerk would be working through these recommendations, with support from Meraki HR, over the next couple of months. In addition, the Council had engaged a temporary worker to cover recent staff absences more effectively.

Moving forward, a series of action plans would be developed on HR best practice, including continuing professional development, compliance, Health & Safety, and GDPR, with the aim of bringing the Council up to date with current legislation and good operating systems as soon as possible. The Sub-Committee would be looking at priorities and preparing a list of policies for review/creation at its next meeting

The Town Clerk drew attention to the fact that at the time of the meeting of the Sub-Committee, there had been no need to consider recruitment. However, following the recent resignation of a member of staff, a further meeting would need to be convened in the near future.

Resolved: To note the report from the Staffing Sub-Committee.

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

M48/2023 CIL Funding for Town Hall Exterior Projector

The Committee was asked to consider allocating Community Infrastructure Levy (CIL) to the cost of a replacement exterior projector for Kendal Town Hall. The projector used to display poppies, Christmas motifs, etc., on the Town Hall was irreparably broken due to water ingress. A new one could be installed in time for Remembrance for £4,750. There were, however, insufficient funds in the Christmas lighting budget to cover this. An allocation of CIL funding was, therefore, proposed to cover the shortfall. A contribution from Westmorland and Furness Council was likely, however, it was unclear at this stage how much. There was currently around £167,000 in the CIL fund, the most recent allocation (October 2023) of £56,000 being roughly equal to the allocation from the last meeting.

In response to a query, the Town Clerk explained the contractor had confirmed that new projector would be more sophisticated than the previous one. He further drew attention to the fact that Westmorland and Furness had promised a contribution from their Communications Department but that this had not yet been received. The Chair suggested the need to ensure that this contribution was reclaimed.

Resolved: To allocate the sum of £4,750 from the CIL fund for the cost of a replacement exterior projector for Kendal Town Hall, with the Town Clerk to ensure that the contribution promised by Westmorland and Furness Council is reclaimed.

M49/2023 Newsletter and Publicity

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

The Town Clerk explained issues in relation to resources and a delay in the production of the next Newsletter. He pointed out, however, that whilst the deadline had been met in the

previous year, many people had not received the Newsletter until after the Christmas Lights Switch-on event. Efforts would be made to ensure that the Newsletter would be out before Christmas. The Town Clerk also referred to Cllr E Hennessy's earlier undertaking to draft a press release in relation to acquisition of land, suggesting that this could be sent out as a press release on the following day (Minute M42/2023 above refers).

In response to concern that the Newsletter would not be out in time to advertise the Switch-on event, the Town Clerk drew attention to the Council's Events Management Plan and the reasons for a need for simply a soft launch. In addition land acquisition, Members pointed out the need for publicity around the Council's Silver Gilt award for Britain in Bloom. It was raised that a number of items, for example the wildflowers at Kendal Green, had been included in the last Newsletter, copies of which had not been received by many people. The potential the wildflower item to be revisited within the next Newsletter was raised, including photographs, and, in addition, this item to be forwarded the Westmorland Gazette.

Resolved: To make efforts for the next Newsletter to be sent out before Christmas.

Resolved: Cllr E Hennessy to draft a press release in relation to acquisition of land by the Council, to be sent out the next day.

Resolved: Publicity in relation to the Silver Git award for Britain in Bloom to be included within the next Newsletter and publicised as necessary.

Resolved: The item on wildflowers at Kendal Green to be revisited within the next issue of the Newsletter, including photographs, as well as forwarding this item to the Westmorland Gazette.

The meeting closed at 9.17 p.m.

Item No.5 - Management Committee - Minute Action Sheet - as at 02-01-24

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
3	09/01/2023	M60/2022	Council Activity Report	Complete actions in order to improve Council's Website	CB		Nov-23	initiated discussion with current supplier
4	06/03/2023	M74/2022	Office Telephony	To agree to spend up to £4,500 from the 2023-24 IT and Telephony budget in April 2023, and to allow approximately £4,000 in the budgets for 2024-25 and 2025-26, costings and renewals to be reviewed after this point.	CB		10-Sep-23	Supplier identified but awaiting staff time
10	30/05/2023	M10/2023	Property, Accommodation and Building Use	the Town Clerk to open discussions with the new principal authority, as outlined above.	CB		Process initiated 21 Aug 2023	outcome of occupancy review awaited
31	04/09/2023	M33/2023	Community Governance Review	To seek a CGR from Westmorland and Furness Council to alter the Town Council's electoral cycle so that it is in sync with that of the principal council and, in addition, to seek a review of boundaries in order to address new housing developments.	CB		Process initiated with W&FC Sep 2023.	
32	04/09/2023	M34/2023	Council Open Space Land Acquisitions	To allocate £4,000 from CIL for the completion of tree surveys and a general management plan for biodiversity in relation to open spaces at Vicarage Drive and Mintsfeet, with the oversight of these sites to pass to the new Environment Committee for the development of appropriate management plans.	CB		Survey commissioned	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
35	04/09/2023	M37/2023	Newsletter and Publicity	To produce a suitable spreadsheet in relation to press releases.	CB			in progress
36	04/09/2023	M37/2023	Newsletter and Publicity	To include an article on Cumbria Plan B Bee Houses within the next edition of the Newsletter.	HWM			In progress
40	06/11/2023	M43/2023	Council Activity Report	The Town Clerk to address the matter regarding delivery of the Council's Newsletter as a matter as soon as possible and, in addition, to ensure that a link is sent to all councillors as soon as the next edition of the Newsletter is published on the Council's Website.	CB			
41	06/11/2023	M44/2023	Kendal Futures Programme Proposal	The Budget Sub-Group to give full consideration as to how the funding request from Kendal Futures might be included within the Council's budget as a possible set of projects that would justify an increase in the precept, and to report back to Management Committee prior to any recommendation being made to Full Council.	CB		Dec-23	
43	06/11/2023	M45/2023	Budget 2023-24	To bring a regular report on the revenue budget to future meetings of the Management Committee.	CB		Jan-24	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
44	06/11/2023	M46/2023	Budget 2024-25	To delegate consideration of the Management Committee budget to its Sub-Group, with a view for an increase in staffing costs, including recruitment; the implications of the Local Government finance settlement 2023/24; and the potential costs related to the Council transferring to a different type of vehicle.	CB		Nov-23	
45	06/11/2023	M48/2023	CIL Funding for Town Hall Exterior Projector	To allocate the sum of £4,750 from the CIL fund for the cost of a replacement exterior projector for Kendal Town Hall, with the Town Clerk to ensure that the contribution promised by Westmorland and Furness Council is reclaimed.	CB		Nov-23	
46	06/11/2023	M49/2023	Newsletter and Publicity	To make efforts for the next Newsletter to be sent out before Christmas.	CB			Staffing changes delayed
48	06/11/2023	M49/2023	Newsletter and Publicity	Publicity in relation to the Silver Gilt award for Britain in Bloom to be included within the next Newsletter and publicised as necessary.	CB			Staffing changes delayed
49	06/11/2023	M49/2023	Newsletter and Publicity	The item on wildflowers at Kendal Green to be revisited within the next issue of the Newsletter, including photographs, as well as forwarding this item to the Westmorland Gazette.	CB			Staffing changes delayed

Item No.6

Kendal Town Council**Action Plan January 2024**

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

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

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

	involvement of local people in local projects, to improve neighbourhoods, in the development of our communities and the coming together of our town for the benefit of all.
--	---

Action Plan

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

Thriving Town Centre

Current Actions	Aims and actions	Plan Reference	Current Committee	Partners	Timeframe/comments
In Bloom planting 2024	Silver Gilt in 2023 included a lot of feedback on sustainable planting in adversity – this will be the theme of 2024	1a)	Kendal In Bloom	Continental Landscapes, W&FC, KCV, various local groups	Planning for 2024 now initiated.
Christmas lighting	Aim of Display being up to date and fit for purpose	2a)	Culture & Communities	Kendal BID	Lights renovated for 2023. Process of renewing contracts initiated.
Market Place initiatives	Successful Levelling Up fund bid has led to £13.7 million from government	3c), d), e)	Management/ Environment /C&C	W&FC, Kendal BID, Kendal Futures	Working through new Town Team to deliver.
Proactive consultative roles	Themes constant in Futures agenda and issue with highways and BID requiring council involvement and engagement with community. Development of Local Plan, Neighbourhood Planning et	3e)	Management/ Environment /Planning	W&FC, Kendal Futures, Kendal BID	Developing ideas through new Town Team and through Neighbourhood Planning initiatives in conjunction with Kendal Futures
Visit Kendal website	Site reviewed.	3c)	C&C	Kendal Futures/ BID	Site being reviewed
Leaflets	Cycle of updates needs budget and schedule	3c)	Management/Env ironment	Kendal BID	Updates now distributed.

Parlour and collection	Parlour visits and exhibitions scheduled	3d)	M&H	Kendal Museum/W&FC	Visit cycle now scheduled and promoted. Exhibition on Slavery planned and partially written, currently on hold for staffing challenges.
------------------------	--	-----	-----	--------------------	---

Sustainability

Current Actions	Aims and actions	Plan Reference	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, subject support from landowners.	1a)	KiB/Environment	Natural Kendal, Continental Landscapes, W&FC	New opportunities sought to match budget allocation from Environment
Dark Skies	KTC assets reviewed. Townwide audit complete. New lighting policy being developed	1c), d)	Environment	FOLD/W&FC/ Kendal BID	Current funded initiative now progressing to delivery on five KTC lighting locations
River Kent	CRKC Group funded, but ongoing support needed	1c), d)	Environment	CRKC/EA/SCRT	Current funded initiative
Flood Relief Scheme	Opportunities throughout scheme identified. Glass wall now being delivered	1e)	KiB/Environment /Planning	EA/W&FC/Natural Kendal	Ongoing
Townwide Solar audit	Completed	1d)	Environment	CAFS etc	Current
Solar Made Easy Kendal	Ongoing public initiative	1b)	Environment	CAFS etc	Current
Zero Carbon Kendal Website	Developing public initiative	1b)	Environment	CAFS etc	Current

Inspiration Hub	Development of hub in town centre to meet issue of information being distributed to community	1b)	Environment	SLACC, Waste into Wellbeing and other stakeholders	Location at 106 Highgate now supported,
-----------------	---	-----	-------------	--	---

Getting Around

Current Actions	Aims and actions	Plan Reference	Committee	Partner	Timeframe
Kendal Connections project	Footpath improvements scheduled. Wider programme subject to ongoing negotiation with highway authority	1b), e), 5a)	Environment, Planning (KTCFRSWG)	W&FC	Winter/Spring 2023-24 now being scheduled by partners for delivery.
LCWIP engagement	'Partner' to LCWIP	1b), e), 5a)	Environment	W&FC	Ongoing
20mph	Active planning with highway authority	5b), d)	Environment	W&FC	Ongoing
River corridor	Flood relief scheme engaged with. LCWIP. Strategic land purchase at Mintsfeet	1a), c), 5a), d)	Environment /Management	W&FC/EA/others	Ongoing. Network Rail liaison concluded. Most debris removed. Tree survey commissioned. Work at Wattsfield ongoing, with UU funding being negotiated.
Signage	Improved signage in Oxenholme. Other opportunities identified	3a)	Environment	W&FC/Kendal BID	As funds allow. Negotiations with Avanti West Coast promising

Better road system	Identifying actions and initiatives which will deliver outcomes	5b)	Planning, Environment, Management	W&FC/Kendal Futures	Kendal Futures have worked up some ideas for consideration
--------------------	---	-----	-----------------------------------	---------------------	--

Communities

Current Actions	Aims and actions	Plan ref	Committee	Partner	Timeframe/Comments
Newsletter	Three times per year. Royal Mail delivery formalised	4d)	Management/all		Scheduling needs longer lead. Distribution being checked.
Social media presence	Success in Visit Kendal and Zero-Carbon, but further work required across other council activities	1b)	All		Comms strategy needs to be worked out across all council activities. Review currently in progress
Community consultation and engagement	Included in draft budget for Culture & Communities, but needs to relate to wider context of Council activity and Comms strategy	3e)	Culture & Communities/Management		Part of ongoing work on Plan for Kendal, as TOR review allows
Active Kendal	Pump track site identified. Development of Sports Hub at Mintsfeet in embryonic stages	5a), d)	Environment/Culture & Communities	W&FC/various groups	Pump track site search now back with W&FC officers for consideration of identified site. Sports and Nature Hub subject to ongoing internal and external discussion with W&F and other stakeholders
Grants and Funding	Process consolidated 2022. Further work required to formalise criteria and scheduling issues	4c)	Environment /Culture & Communities		New criteria being developed for 24-25

Events Action	Aims and actions		Committee	Partner	Timeframe
Events budgets formalised	Financial controls and purchasing improved	3e)	Culture & Communities/M&H	KTH/SLDC	Currently on track
Events officer	Appointed Sep 2022. Ongoing work on support through training and management	3e)	Culture & Communities/M&H	Various	Ongoing priority
Comms Action	Aims and actions		Committee	Partner	Timeframe
Festival engagement	Working with KMF for lights switch on	3e)	Culture & Communities/Environment	KMF and BID	2023 switch-on delivered with KMF continuing in prominent role
Social media and press presence	Social media working in some areas, but not others	3c)	All		Comms strategy required spring 2024, still work in progress
Website	Refreshed in 2021, but more work required	3c)	All		Subject to above. Proposed renewal in 2024 when current site is 11 years old.

Public Realm

Local Plan Action	Aims and actions	Plan ref	Committee	Partner	Timeframe/comments
Response matrix	Previous version revisited	2a), b), d)	Planning	W&FC	Drafted Spring 2023. Dealing with challenges from new integrated planning system at W&FC
Local Plan engagement	Ongoing, subject to Planning Authority timetable	2a), b), d)	Planning/Environment	W&FC/Kendal Futures	New planning legislation and LGR has caused delay.
Neighbourhood Planning	Scoping delivery of Neighbourhood planning to meet CIL and Local Plan needs	2a), b), c), d), 3b)	Planning/All	W&FC/Kendal Futures	Scoping winter 2023/24

Kendal Futures	Vision process requires ongoing engagement	3	Management/Planning/Environment	Kendal Futures/W&FC	Needs outcome focus. Supporting town centre development initiative.
Proactive Consultation	Council has responded to consultations	4	Management/Planning/Environment		Horizon scanning required. Time allowed at Planning meetings to ensure adequate response.
Flood Relief Scheme	Working group under Planning Committee. Role needs redefining following success of glass wall initiative	1c)	Planning/Management/Environment	EA/Natural Kendal/W&FC	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	1a), c)	Planning/Allotments/KiB/Environment	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	2a), d)	Environment	W&FC, Kendal Futures, Kendal BID	Several plans need bringing together. Finkle Street seating now adopted but challenges with new structure remain.
Highways Improvement	Improvements to footway lighting and other issues outwith Kendal Connections project	1d), 4a), 5a)	Environment	W&F	Requires coordination and prioritisation outside ward concentrations. New policies being developed
Aspirational capital projects	To be a partner in projects to improve Birdcage, Finkle St, Yards, etc	2a)	Environment, Management, Culture & Communities, KiB	W&FC, BID, Futures	Developing in 2023/24 for ongoing projects

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

Action	Aims and actions	Plan reference	Committee	Partner	Timeframe
Accommodation	Office move has created split site issues		Management	W&FC	Consolidation of Council presence in TH and Hub being prepared. Awaiting outcome of landlord's review of occupancy.
IT	Agile working platform developed. Telephony is next challenge		Management	ITEK/W&FC	Budget allocated, delivery projected to Spring 2024. Suppliers identified.
HR systems	Contracts, appraisal process and staff handbook		Management/Staffing	Staff	Meraki HR contracted to support. Action Plans being developed. New contracts and staff handbook completed. Breathe HR software adopted for Jan 2024.
Financial Regulations and procedures	Fin regs update awaiting adoption. Procedure list created		Audit		Adopted by FC at June meeting. New model Fin Regs due 2024
Internal auditors	IA job description to next Audit		Audit		Being actioned by Audit Committee
Asset management reviews	External and parlour/picture store assets being reconciled.		M&H/Environment /Audit	W&FC	Now mostly complete, with problem areas identified.
Budget process	Ensure all councillors and staff are aware of process and timeframe		All		Timetable agreed by FC. Currently in process.
Committee structure	Ensure all committees are serving council plan.		All		Plan adopted.

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Income</u>									
1076	Precept	502,285	502,285	567,997	567,997	567,997	0	627,637	0	0
1077	SLDC Grant	34,147	34,147	33,046	33,047	33,046	0	33,000	0	0
1080	Bank Interest	1,320	1,091	4,000	4,943	5,000	0	0	0	0
1090	CIL Receipts	68,176	68,176	85,000	140,819	140,819	0	0	0	0
1100	Allotment Rent	22,000	23,746	23,500	19,035	23,500	0	24,200	0	0
1999	Other Income	0	0	0	2,063	0	0	0	0	0
	Total Income	627,928	629,446	713,543	767,904	770,362	0	684,837	0	0
6001	less Transfer to EMR	0	68,176	0	140,819	0	0	0	0	0
	Movement to/(from) Gen Reserve	627,928	561,269	713,543	627,085	770,362		684,837		
200	<u>Staffing Costs</u>									
4000	Staff Gross Pay	242,000	254,868	276,730	210,747	280,000	0	309,700	0	0
4001	Staff GP Childcare V	0	1,235	120	91	100	0	0	0	0
4055	Travel	0	480	500	64	100	0	500	0	0
4060	Staff Mobile Phone	0	131	150	47	47	0	0	0	0
4065	Staff Expenses	0	156	500	48	100	0	500	0	0
4070	Staff Training	3,000	1,377	2,000	510	700	0	3,000	0	0
	Overhead Expenditure	245,000	258,248	280,000	211,507	281,047	0	313,700	0	0
	Movement to/(from) Gen Reserve	(245,000)	(258,248)	(280,000)	(211,507)	(281,047)		(313,700)		
210	<u>Premises & Accommodation</u>									
4100	Premises - Service&Rent Charge	18,000	13,639	13,700	10,594	13,700	0	13,800	0	0
4110	Premises Telephones	0	100	200	100	200	0	200	0	0
4115	Premises Garage Rent	0	1,083	2,600	2,600	2,600	0	2,600	0	0

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4120	Premises Garage Electricity	0	376	372	0	372	0	400	0	0
4130	Premises Other & Gen Equip	0	1,822	2,678	1,018	1,200	0	2,778	0	0
4135	PremisAlarms - Service & Maint	0	1,569	1,850	1,751	1,850	0	1,850	0	0
4140	Premises PPE	1,000	0	100	59	100	0	1,000	0	0
4150	DNU	0	333	0	0	0	0	0	0	0
Overhead Expenditure		19,000	18,922	21,500	16,122	20,022	0	22,628	0	0
Movement to/(from) Gen Reserve		(19,000)	(18,922)	(21,500)	(16,122)	(20,022)		(22,628)		
<u>220</u>	<u>IT & Communications</u>									
4200	IT Rialtas Costs	0	4,224	2,554	2,554	2,554	0	2,750	0	0
4205	IT Domain/Web (Designworks)	0	1,206	1,250	912	1,250	0	1,500	0	0
4210	IT Support (ITEK/Sage)	0	4,256	4,300	3,178	4,300	1,089	4,300	0	0
4215	IT Digital Meetings/Admin	0	859	1,000	566	1,000	101	1,000	0	0
4220	IT ITEK Other Costs	0	4,578	3,329	4,178	4,300	0	3,329	0	0
4225	New IT /Comp/Equip (Assets)	0	4,780	1,250	914	1,900	0	3,071	0	0
4230	IT Other Costs	17,500	0	317	969	1,000	25	750	0	0
4235	Newsletter	11,500	11,276	12,500	7,883	12,500	0	13,000	0	0
Overhead Expenditure		29,000	31,178	26,500	21,154	28,804	1,216	29,700	0	0
Movement to/(from) Gen Reserve		(29,000)	(31,178)	(26,500)	(21,154)	(28,804)		(29,700)		
<u>230</u>	<u>Insurance & Finance Costs</u>									
4300	Insurance Public Liability	0	5,732	5,386	5,387	5,386	0	5,400	0	0
4305	HR Costs	12,000	0	4,000	3,756	6,200	0	4,500	0	0
4310	Finance Costs (Audit Fees)	0	2,900	2,800	-100	2,800	0	3,800	0	0
4315	Finance - BK & Voucher Fees	0	261	364	89	120	0	200	0	0

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4320	Finance Payroll Costs	0	412	520	214	520	0	520	0	0
4910	Other Expenses	0	0	530	0	100	0	100	0	0
Overhead Expenditure		12,000	9,306	13,600	9,346	15,126	0	14,520	0	0
Movement to/(from) Gen Reserve		(12,000)	(9,306)	(13,600)	(9,346)	(15,126)		(14,520)		
<u>240</u>	<u>Stationery/Office General</u>									
4400	Admin Printing/Stationery/Post	0	1,889	2,100	1,795	2,100	0	2,100	0	0
4405	Admin Office Equip/Consumables	0	326	1,000	53	200	0	1,000	0	0
4415	Admin Repairs to Office Equip	0	0	500	0	100	0	500	0	0
4420	Photocopier (Lease & Service)	0	1,329	1,398	981	1,398	0	1,500	0	0
4425	Admin General	10,000	283	2,402	166	300	0	0	0	0
4430	Admin Subscriptions	0	2,787	3,000	2,896	3,000	0	3,000	0	0
4595	Levelling Up Contribution	5,000	5,000	0	0	0	0	0	0	0
4910	Other Expenses	0	100	0	0	0	0	0	0	0
Overhead Expenditure		15,000	11,715	10,400	5,890	7,098	0	8,100	0	0
Movement to/(from) Gen Reserve		(15,000)	(11,715)	(10,400)	(5,890)	(7,098)		(8,100)		
<u>250</u>	<u>Vehicle Costs</u>									
4500	Vehicle Fuel	0	1,186	1,200	757	1,000	0	1,200	0	0
4505	Vehicle Tracking Fee	0	92	96	72	96	0	0	0	0
4510	Vehicle Repairs	0	770	2,000	16	2,000	300	2,600	0	0
4515	Vehicle Van INS/TAX/MOT	0	1,673	1,300	644	1,300	0	1,300	0	0
4520	Vehicle Other Costs	2,500	0	404	0	100	0	0	0	0
Overhead Expenditure		2,500	3,720	5,000	1,490	4,496	300	5,100	0	0
Movement to/(from) Gen Reserve		(2,500)	(3,720)	(5,000)	(1,490)	(4,496)		(5,100)		

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
260	<u>Elections</u>									
4580	Elections - Wards	2,777	2,777	0	0	0	0	0	0	0
4590	Election Fund	5,000	0	30,000	0	30,000	0	10,000	0	0
	Overhead Expenditure	<u>7,777</u>	<u>2,777</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(7,777)</u>	<u>(2,777)</u>	<u>(30,000)</u>	<u>0</u>	<u>(30,000)</u>		<u>(10,000)</u>		
270	<u>Mayoralty & Arts</u>									
4700	Mayoral Allowance	5,250	5,524	5,524	5,000	5,000	0	5,000	0	0
4705	Mayoral Travel	800	281	800	515	600	0	800	0	0
4720	Mayor Making	0	1,838	2,200	2,273	2,273	0	2,500	0	0
4725	Torchlight	0	1,730	1,730	850	1,730	0	2,000	0	0
4730	Remembrance Sunday	0	279	300	97	300	0	350	0	0
4735	Pictures & Others	0	0	100	50	100	0	250	0	0
4745	Misc. Mayoral Functions & Exp	7,500	5,492	3,170	2,652	3,170	50	4,000	0	0
4750	Twinning	2,500	930	1,500	70	500	0	1,500	0	0
4755	Exhibitions	2,000	2,000	1,000	0	1,000	0	1,000	0	0
4760	Museum	2,000	2,000	2,000	0	2,000	0	2,000	0	0
	Overhead Expenditure	<u>20,050</u>	<u>20,075</u>	<u>18,324</u>	<u>11,507</u>	<u>16,673</u>	<u>50</u>	<u>19,400</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(20,050)</u>	<u>(15,766)</u>	<u>(18,324)</u>	<u>(11,507)</u>	<u>(16,673)</u>		<u>(19,400)</u>		
280	<u>Promoting Equality & Diversity</u>									
4596	Promoting Equality & Diversity	150	79	150	79	150	0	0	0	0
	Overhead Expenditure	<u>150</u>	<u>79</u>	<u>150</u>	<u>79</u>	<u>150</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(150)</u>	<u>(79)</u>	<u>(150)</u>	<u>(79)</u>	<u>(150)</u>		<u>0</u>		
300	<u>Kendal Vision & Futures</u>									
4600	DNU Support Co-Ordinator	0	5,000	0	0	0	0	0	0	0
4601	Kendal Futures Manager Contrib	31,750	0	10,000	10,000	10,000	0	10,800	0	0
4605	Kendal Vision Contribution	0	0	5,500	5,500	5,500	0	5,000	0	0
4610	Kirkland Banners	0	1,500	0	0	0	0	0	0	0
	Overhead Expenditure	<u>31,750</u>	<u>6,500</u>	<u>15,500</u>	<u>15,500</u>	<u>15,500</u>	<u>0</u>	<u>15,800</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(31,750)</u>	<u>(6,500)</u>	<u>(15,500)</u>	<u>(15,500)</u>	<u>(15,500)</u>		<u>(15,800)</u>		
310	<u>Promoting Kendal</u>									
4610	Kirkland Banners	0	0	1,500	1,500	1,500	0	1,600	0	0
4650	Visit Kendal Leaflets	0	0	8,280	1,280	8,970	0	9,000	0	0
4655	Visit Kendal Website Cont.	0	4,580	2,500	2,500	2,500	0	3,000	0	0
4660	Visit Kendal Content Co-ord.	5,000	7,470	6,770	6,615	6,770	0	7,250	0	0
	Overhead Expenditure	<u>5,000</u>	<u>12,050</u>	<u>19,050</u>	<u>11,895</u>	<u>19,740</u>	<u>0</u>	<u>20,850</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	0	0	2,450	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(5,000)</u>	<u>(12,050)</u>	<u>(19,050)</u>	<u>(9,445)</u>	<u>(19,740)</u>		<u>(20,850)</u>		
320	<u>Wainwright Fund</u>									
9900	Wainwright Fund Exp	250	250	250	250	250	0	0	0	0
	Overhead Expenditure	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	250	0	250	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(250)</u>	<u>0</u>	<u>(250)</u>	<u>0</u>	<u>(250)</u>		<u>0</u>		
400	<u>Audit, Grants & Charities</u>									

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1999	Other Income	0	0	0	-1,500	0	0	0	0	0
	Total Income	0	0	0	-1,500	0	0	0	0	0
4690	AG&C Community Grants	41,000	37,300	43,000	17,804	43,000	0	43,000	0	0
	Overhead Expenditure	41,000	37,300	43,000	17,804	43,000	0	43,000	0	0
	Movement to/(from) Gen Reserve	(41,000)	(37,300)	(43,000)	(19,304)	(43,000)		(43,000)		
430	<u>Christmas Lights & Festivals</u>									
4800	Christmas Lights	17,500	11,437	18,000	18,100	18,100	0	30,000	0	0
4805	CL&F infrastructure & Maint	10,000	8,112	4,726	4,474	4,726	0	5,000	0	0
4810	Christmas Electricity	750	1,268	850	0	850	0	1,100	0	0
4815	Christmas Switch On	3,500	3,881	8,470	4,513	8,470	4,287	10,000	0	0
4820	CL&F Bunting	1,250	1,004	1,250	265	1,250	0	1,500	0	0
4825	Jubilee/Coronation	5,000	3,273	6,032	6,032	6,032	0	0	0	0
4826	Cultural Initiatives	0	0	0	0	0	0	5,000	0	0
4830	CL&F Festival Grants	30,000	27,000	25,000	18,977	25,000	0	23,000	0	0
	Overhead Expenditure	68,000	55,976	64,328	52,360	64,428	4,287	75,600	0	0
6000	plus Transfer from EMR	0	0	0	4,725	0	0	0	0	0
	Movement to/(from) Gen Reserve	(68,000)	(55,976)	(64,328)	(47,635)	(64,428)		(75,600)		
440	<u>Kendal In Bloom</u>									
4900	KIB Floral Displays	21,500	21,444	26,500	18,040	26,500	0	30,000	0	0
4905	KIB Projects & Grants	8,700	8,114	8,500	2,591	8,500	326	6,000	0	0
4910	Other Expenses	0	322	0	84	84	0	0	0	0
	Overhead Expenditure	30,200	29,880	35,000	20,715	35,084	326	36,000	0	0

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(30,200)</u>	<u>(29,880)</u>	<u>(35,000)</u>	<u>(20,715)</u>	<u>(35,084)</u>		<u>(36,000)</u>		
500	<u>Allotments</u>									
5000	Allotments Capital Spending	40,000	25,333	0	-101	-101	0	0	0	0
5005	Allotments Gen Exp	8,000	8,044	8,800	1,799	8,800	691	9,000	0	0
5015	Allotment Water	1,800	2,102	1,800	1,478	1,800	0	1,950	0	0
5020	Allotment Rent	900	840	950	960	960	0	1,050	0	0
5025	Allotment Pest Control	3,000	2,076	3,000	1,587	3,000	0	3,200	0	0
	Overhead Expenditure	53,700	38,395	14,550	5,723	14,459	691	15,200	0	0
6000	plus Transfer from EMR	0	25,233	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(53,700)</u>	<u>(13,163)</u>	<u>(14,550)</u>	<u>(5,723)</u>	<u>(14,459)</u>		<u>(15,200)</u>		
600	<u>E - New Infrastructure/Improve</u>									
1999	Other Income	0	800	0	0	0	0	0	0	0
	Total Income	0	800	0	0	0	0	0	0	0
5107	E - New Infrastructure	4,642	4,062	0	438	438	0	0	0	0
5108	E - Infrastructure Maint	3,937	3,602	8,438	3,350	8,000	0	5,000	0	0
5109	Environment Core - Misc	556	0	879	0	879	0	0	0	0
	Overhead Expenditure	9,135	7,664	9,317	3,788	9,317	0	5,000	0	0
	600 Net Income over Expenditure	-9,135	-6,864	-9,317	-3,788	-9,317	0	-5,000	0	0
6000	plus Transfer from EMR	0	2,955	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(9,135)</u>	<u>(3,909)</u>	<u>(9,317)</u>	<u>(3,788)</u>	<u>(9,317)</u>		<u>(5,000)</u>		
630	<u>E - SLDC Charges</u>									
5300	E - W&F Charges-Footway Light	3,751	3,750	4,200	0	4,200	0	5,000	0	0

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5305	E - W&F Charges-Somervel Main	500	0	0	0	0	0	0	0	0
5310	E - W&F Charges-Bins	2,650	1,254	3,000	1,964	3,000	690	3,250	0	0
Overhead Expenditure		6,901	5,004	7,200	1,964	7,200	690	8,250	0	0
Movement to/(from) Gen Reserve		(6,901)	(5,004)	(7,200)	(1,964)	(7,200)		(8,250)		
900	<u>Projects - Climate Change</u>									
9040	Climate Town Centre Recom.Hub	10,000	0	30,000	20,000	30,000	0	0	0	0
9050	DNU Solar Audit Campaign	4,565	0	0	0	0	0	0	0	0
9055	Climate Jury Website	398	398	0	0	0	0	0	0	0
9060	Climate Zero Carbon Kendal	1,000	396	530	265	530	0	0	0	0
9130	New Projects TBC	1,121	1,195	0	0	0	0	0	0	0
Overhead Expenditure		17,084	1,989	30,530	20,265	30,530	0	0	0	0
6000	plus Transfer from EMR	0	1,989	0	20,265	0	0	0	0	0
Movement to/(from) Gen Reserve		(17,084)	0	(30,530)	0	(30,530)		0		
910	<u>Projects - Biodiversity</u>									
9120	Bio Dark Skies Campaign	5,000	0	5,000	0	5,000	0	0	0	0
9124	Biodiversity Grants 24.25	0	0	0	0	0	0	10,000	0	0
9125	Bio 2nd Round-Biod Grants	3,400	1,000	2,400	1,750	2,400	0	0	0	0
9126	DNU Living Roof Bus Shelter	2,500	0	0	0	0	0	0	0	0
9127	Bio Wildflowers Kendal Green	1,300	1,059	56	0	56	0	6,400	0	0
9129	Bio Canal Head Wetlands	1,300	800	500	0	500	0	0	0	0
9130	New Projects TBC	500	0	3,000	179	3,000	18	0	0	0
Overhead Expenditure		14,000	2,859	10,956	1,929	10,956	18	16,400	0	0
6000	plus Transfer from EMR	0	3,044	0	2,209	0	0	0	0	0

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		22/23		23/24				24/25		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(14,000)	185	(10,956)	280	(10,956)		(16,400)		
920	Projects - 20MPH									
9200	20 MPH	18,400	0	30,000	0	30,000	0	0	0	0
9201	20 MPHContri to Data Collectio	1,000	1,000	0	0	0	0	0	0	0
Overhead Expenditure		19,400	1,000	30,000	0	30,000	0	0	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(19,400)	0	(30,000)	0	(30,000)		0		
930	Projects -Cycling & Walking									
1999	Other Income	0	1,000	0	0	0	0	0	0	0
Total Income		0	1,000	0	0	0	0	0	0	0
9300	C&W Footpath Quality Audit	12,000	0	12,000	0	12,000	0	0	0	0
9305	C&WKirkbarrow Connections	10,300	186	10,114	2,538	10,114	0	0	0	0
9307	C&W Kendal Castle Pump Track	4,000	2,000	2,000	0	2,000	0	0	0	0
9308	C&W Cllrs Contributions	5,700	0	6,700	0	6,700	0	0	0	0
9310	C&W Signage Improvements	4,000	0	4,000	0	4,000	0	0	0	0
9315	C&W 22/23 LCRP Cont	5,000	0	5,000	0	5,000	0	0	0	0
Overhead Expenditure		41,000	2,186	39,814	2,538	39,814	0	0	0	0
930 Net Income over Expenditure		-41,000	-1,186	-39,814	-2,538	-39,814	0	0	0	0
6000	plus Transfer from EMR	0	2,186	0	2,538	0	0	0	0	0
6001	less Transfer to EMR	0	1,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(41,000)	(500)	(39,814)	0	(39,814)		0		
935	River Corridor Connectivity									

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9600	River Corridor Connectivity	31,000	28,292	2,708	0	2,708	0	0	0	0
	Overhead Expenditure	31,000	28,292	2,708	0	2,708	0	0	0	0
6000	plus Transfer from EMR	0	28,292	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(31,000)	(0)	(2,708)	0	(2,708)		0		
<u>940</u>	<u>Projects - Green Spaces Impro</u>									
1999	Other Income	0	500	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0
9130	New Projects TBC	3,500	775	7,725	0	7,725	0	0	0	0
9400	Green Bowling Fell Project	7,000	0	7,000	0	7,000	0	0	0	0
9405	Green Sepentine Woods Trail	1,000	1,000	0	283	283	0	0	0	0
9410	Green Fellside Play Provision	5,000	0	5,000	4,171	5,000	730	0	0	0
9411	Green Mintsfeet Development	7,500	0	7,500	0	7,500	0	0	0	0
9415	Green Fletcher Park	607	397	210	0	210	0	0	0	0
	Overhead Expenditure	24,607	2,172	27,435	4,454	27,718	730	0	0	0
	940 Net Income over Expenditure	-24,607	-1,672	-27,435	-4,454	-27,718	-730	0	0	0
6000	plus Transfer from EMR	0	2,172	0	4,454	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(24,607)	0	(27,435)	1	(27,718)		0		
<u>950</u>	<u>Projects -Public Realm Enhance</u>									
9505	DNU Further Ivy Screening Proj	5,500	0	5,500	0	5,500	0	0	0	0
9506	PR Kendal Yards	2,500	0	12,500	0	12,500	0	0	0	0
9507	PR Oxenholme Signage	4,014	0	4,014	0	4,014	0	0	0	0

Continued on next page

08:33

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 9)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9508	PR Water Fountain	0	0	5,000	0	5,000	0	0	0	0
9510	DNU Nobles Rest	5,000	0	0	0	0	0	0	0	0
Overhead Expenditure		17,014	0	27,014	0	27,014	0	0	0	0
Movement to/(from) Gen Reserve		(17,014)	0	(27,014)	0	(27,014)		0		
<u>960</u>	<u>Planning</u>									
9610	Planning FRSWG Scheme	40,000	0	130,000	0	130,000	0	20,000	0	0
9615	PlanningNeighbourhood Planning	0	0	0	0	0	0	2,500	0	0
9620	Planning Training	0	0	0	0	0	0	2,500	0	0
Overhead Expenditure		40,000	0	130,000	0	130,000	0	25,000	0	0
Movement to/(from) Gen Reserve		(40,000)	0	(130,000)	0	(130,000)		(25,000)		
Total Budget Income		627,928	631,746	713,543	766,404	770,362	0	684,837	0	0
Expenditure		800,518	587,536	912,126	436,280	911,134	8,307	684,248	0	0
Net Income over Expenditure		-172,590	44,209	-198,583	330,124	-140,772	-8,307	589	0	0
plus Transfer from EMR		0	71,430	0	36,892	0	0	0	0	0
less Transfer to EMR		0	70,176	0	140,819	0	0	0	0	0
Movement to/(from) Gen Reserve		(172,590)	45,463	(198,583)	226,196	(140,772)		589		

23/24 Reserves Statement Page 1		Reserve Balances As at 1st April 2023	Additions/ Virements/ Income to Date:23/24	Virements/ Actual Exp to Date 23/24	Forecast Exp from Reserves 23/24	Forecast Reserves as at 31st march 2024	Notes:
General Reserves		£30,260					
			£4,565 Forecast Income (Not incl CIL) £629543	Forecast Exp against Rev Budget -£623448	Forecast Income less Forecast Exp (Rev Budget) £6095		From Development Reserve - Solar Audit Campaign
TOTAL						£40,920	*** Forecast Underspend on Revenue Budget (see Notes Below)
Development							
Development Reserves		£143,440		-£4,565	-£4,565 -£30,000		To General Reserves Re Solar Audit Campaign Town Centre Recommendation Hub - 10k for 3 years To be invoiced for £16k as 2 year contribution, 8k in Y3, remainder retained by TC for realisation of Hub.
				-£265	-£530 -£5,000		Zero Carbon Kendal 23/24 Dark Skies
				-£1,250	-£2,400		Biodiversity Grants 23/24
				-£59	-£59		Living Roof Bus Shelter
					-£500		Canal Head Wetlands
			£11,600	-£39	-£3,000		Biodiversity New Projects 23/24
					-£12,000		CIL 20 MPH - Addition to Budget
				-£2,538	-£10,114		C&W Footpath Audit
					-£2,000		C&W Kirkbarrow Connections
					-£4,000		C&W Kendal Pump Track
					-£5,000		C&W Signage Improvements
					-£7,725		C&W LCRP
					-£7,000		Green Spaces New Projects
				-£283	-£283		Green Bowling Fell Project
				-£4,171	-£5,000		Serpentine Woods Trail
					-£7,500		Fellside Play Provision
					-£210		Mintsfeet Development
					-£5,500		Fletcher park
					-£2,500		Further Ivy Screening
			£10,000		-£10,000		Kendal Yards
							CIL Kendal Yards from CIL
							Inv due from Kendal Futures Nov 23 for £12,500 - £10k from CIL and 2.5k from the Budget
			£5,000		-£4,014		Oxenholme Signage
			£750		-£5,000		CIL Water Fountain
			£4,738		-£750		CIL New Bench Windermere Rd
Environment Reserves		£880			-£5,617		CIL Fellside Methodist Church
Councillor Contributions to Env		£6,700			-£6,700		C&W Cllr Contribution Exp
TOTAL:		£151,019	£32,088	-£13,170	-£176,967	£6,140	
All Other Reserve Accounts							
Allotments		£42,886	£339			£43,225	22/23 Bank Interest apportionment
Allotments			£25,000			£25,000	23/24 CIL - Approved at Management
Arts & heritage		£13,579	£107			£13,687	22/23 Bank Interest apportionment
Election		£17,037				£17,037	
FRSWG		£110,000	£20,000			£130,000	£20k From 23/24 Revenue Budget
Wainwright		£11,350		-£250		£11,100	23/24 Wainwright Award
Wainwright			£90			£90	22/23 Bank Interest apportionment
Connectivity		£2,708				£2,708	
Visit Kendal Website		£2,450		-£2,450		£0	23/24 Anna Bailey Costs BID
CL&F		£1,728		-£1,728		£0	23/24 Switch on Exp
TOTAL:		£201,738	£45,536	-£4,428	£0	£242,847	
CIL		£82,981	£140,819				23/24 CIL Received
				-£10,000			To Kendal Yards
				-£25,000			CIL Allotments
				-£4,750			CIL Projector
				-£5,000			Water Fountain
				-£4,738			Fellside Methodist Church Handrails
				-£11,600			20 MPH
				-£4,000			Tree Survey & Management Plan
				-£750			
TOTAL:		£82,981	£140,819	-£65,838	£0	£157,962	
TOTAL RESERVE VALUE		£465,998				£447,868	

PAGE 2

**** Forecast Revenue Underspend

**** Forecast Revenue Underspend £176 This is the net of the Revenue Budget £623,624 and the forecast 23/24 Exp £623,448

This figure is based on the forecast exp for the following

Staffing Budget	£1,047	Overspend	Pay Award Higher than Forecast
Premises Budget	-£480	Underspend	Premises Other/Repairs
IT Budget	£2,300	Overspend	New Equip due to laptop failure
Insurance & Finance Budget	£1,626	Overspend	Additional HR Costs
Stationary Budget	-£3,304	Underspend	
Vehicle Budget	-£504	Underspend	Repairs
Mayoralty & Arts	-£1,651	Underspend	Travel & Twinning Exp
Promoting Kendal	£690	Overspend	BID
CL&F	£100	Overspend	Switch on (Projection of costs)
Allotments	£0	Break Even	Based on Allotments Committee Forecast
KIB	£0	Break Even	Based on Allotments KIB Forecast
Environment (Revenue Funded)	£0	Break Even	Based on Allotments Environment Forecast
Total	-£176	Underspend	

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 8 January 2024
From: Town Clerk	Agenda No: 8
Description: To consider the Council's Budget for 2024-2025	

Background

The Council agreed a Draft Budget at its meeting in December. This can now be set alongside the Council Tax Base figure published on 22 December to calculate the actual Band D rates from which bills are calculated.

The agreed budget is shown below, along with a table showing how the Council Tax base of 10933.36 affects bills. The previous year's (2023-24) Tax base was 10785.7 (10730.14 in 2022-23).

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

Decision Required

The Committee is asked to approve the Draft Revenue Budget shown below and commend it to the meeting of the Full Council for confirmation on 6 February 2024.

DRAFT Revenue Budget 2024-2025

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

	Electricity	850	850		1,100	29%
	Switch on	4,500	8,470		10,000	18%
	Bunting	1,250	1,100		1,500	20%
	Coronation	10,000	6,032		-	-100%
	Cultural initiatives	-	-		5,000	
Environment	Infrastructure Maintenance	3,700	3,700		5,000	-41%
	Footway lighting	4,200	4,200		5,000	19%
	Waste Bin servicing	3,000	2,650		3,250	8%
	Project Birdcage	-	-	5,000		
	Project Biodiversity Grants	-	-	-	10,000	
	Project Wildflower planting				6,400	
	Footpath enhancements	-	-	50,000		
	Project Easy Travel	-	-	50,000		
	Project Pumptrack	-	-	50,000		
Management	Premises Rent and services	16,872	16,872		17,000	1%
	Premises Equipment	2,678	2,678		2,778	4%
	Premises Alarms	1,850	1,850		1,850	0%
	Premises PPE	100	100		1,000	900%
	IT Support	6,854	6,854		7,050	3%
	IT Website	1,250	1,250		1,500	20%
	IT Equipment/software	5,879	5,879		7,400	26%
	IT other	17	605		750	137%
	Newsletter	12,500	12,500		13,000	4%
	insurance	5,386	5,387		5,400	0%
	HR	2,930	4,000		4,500	13%
	Audit	2,800	2,800		3,800	36%
	Vouchers and Payroll	884	720		720	-19%
	Other	530	100		100	-81%
	Printing & Stationery	2,100	2,100		2,100	0%
	Equipment	1,000	1,000		1,000	0%
	Photocopier	1,398	1,398		1,500	7%
	General inc repairs	2,902	500		500	-83%
	Subscriptions	3,000	2,896		3,000	0%
	Vehicle fuel	1,250	1,000		1,200	-4%

	Vehicle Repairs	2,500	2,100		2,600	4%
	Insurance/tax/MOT	1,300	1,300		1,300	0%
	Staffing	278,000	280,000		310,700	12%
	Staffing Training	2,000	2,000		3,000	50%
	Elections Ward	-	-		-	
	Elections Fund	30,000	30,000		10,000	-67%
	Futures Manager	10,000	10,000		10,800	8%
	Futures Vision	5,500	5,500		5,000	-9%
	Kendal Vision support	-	-	30,000		
	Diversity	150	150			0%
Mayoralty & Heritage	Mayoral Allowance	5,524	5,000		5,000	-9%
	Mayoral Travel	800	500		800	0%
	Mayor Making	2,200	2,200		2,500	14%
	Torchlight	1,730	1,730		2,000	16%
	Remembrance	300	300		350	17%
	Pictures and others	100	100		250	150%
	Functions	3,170	3,170		4,000	26%
	Twinning	1,500	1,500		1,500	0%
	Exhibition	1,000	1,000		1,000	0%
	Museum	2,000	2,000		2,000	0%
	Visit Kendal	16,600				
	Kirkland Banners		1,500		1,600	7%
	VK leaflets		8,280		9,000	9%
	VK Website		2,500		3,000	20%
	VK Content Coordinator		6,770		7,250	7%
Planning	Flood	20,000	20,000		20,000	0%
	Neighbourhood Planning	-	-		2,500	
	Training	-	-		2,500	
Total		623,624	622,807	185,000	684,248	9.7%
Income	W&F Support Grant	33,046			33,000	
	Allotment Rents	23,500			24,200	
				Proposed precept		
	23/24 Precept	567,997			627,637	10.5%
	Revenue total	624,543			684,837	

How this affects Council Tax Payers in Kendal civil parish.

Numbers refer to the parish element of Council Tax bills.

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

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date 8 January 2023
From: Town Clerk	Agenda No: 9
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.

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

Decision Required

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

CIL Receipts to date

£246,948.91

CIL Allocations and Expenditure to date

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

£76,637

Available CIL for Current Allocation

£170,311.91

Proposals from Current Budget

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

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

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

Expenditure to Date

Year	Amount	Project	Committee	Wards
2019-20	£3,149	Street furniture	Environment	Fell, Castle, Mintsfeet, Highgate
2022-23	£19,400	20mph	Environment	Townwide
	£600	Serpentine trail	Environment	Fell
2023-24	£4738	Railings	Environment	Fell
	£5,000	Water refill fountain	Environment	Fell
	£10,000	Yards project	Environment	Highgate/Fell
	£25,000	Back to allotment reserve for Canal Head development	Allotments	Townwide
	£4,000	Green space and Tree management planning	Management/Environment	Mintsfeet, Kirkland
	£4,750	Town Hall projector	Culture & Communities	Highgate, Fell
Total	£76,637			

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

	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
Green Space Enhancement	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.

CIVILITY AND RESPECT PROJECT



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER



JO COX CIVILITY COMMISSION

The Jo Cox Civility Commission was set up following the murder of British MP Jo Cox. Their aim is to find practical recommendations to address the problem of violence, abuse and intimidation of elected representatives. They recently put out a call for evidence and included local councils. The aim is to develop support, guidance, resources, best practice etc. The Commission has already engaged with over one hundred stakeholders and is very aware that local councils are also affected. A Local Government Association (LGA) survey of local councillors in 2022 found that 88% of them had experienced abuse and intimidation in fulfilling their roles. Their aim is to draft a set of recommendations which they plan to publish in January 2024. We advised them about the work done by the Civility and Respect Project and the aims for further improvement work that we would like to see included in their report.

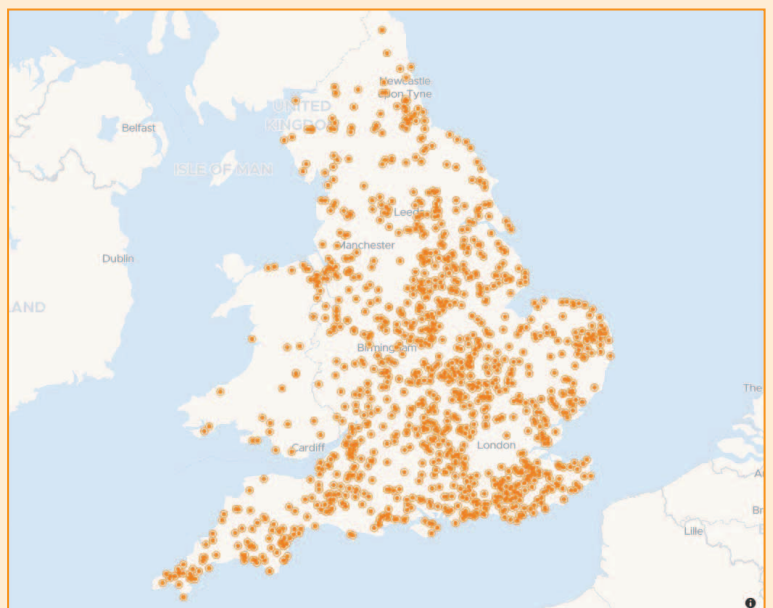


1414 LOCAL COUNCILS HAVE NOW SIGNED THE CIVILITY AND RESPECT PLEDGE

Towns and villages are demonstrably and immeasurably improved by what local council councillors, clerks and other employees do in their communities day in and day out.

The pledge is a public declaration that in what they do, town, parish and community councils are committed to civility and respect. It outlines what they do/will do as part of that commitment. Research has found that taking a voluntary pledge of this nature can impact (for the better) on behaviour and co-operation.

If your council has not yet signed-up to the pledge they can find out more about it at www.nalc.gov.uk/our-work/civility-and-respect-project.



Toxic behaviour, personal safety and stalking awareness

Management 8 January 2024

The Civility and Respect Project has led on setting up the following:

Worknest is running a webinar on 'Tackling Toxic Behaviour in local councils' on 15 January 2024, starting at 2.15pm. This webinar is open and free to anyone involved in a town or parish council as a councillor or as an employee. You can register for the webinar by going to <https://worknest.com/training/tackling-toxic-behaviours-in-town-and-parish-councils/?v=NALC>

If you can't make the above time/date please register anyway and you will receive a copy of the recording and accompanying resources.

The Suzy Lamplugh Trust are hosting two webinars. Both are open and free to anyone involved in a town or parish council as a councillor or an employee. They are limited to 50 attendees each.

Personal Safety - 25 January 2024, 2pm to 3:30pm

Register here: <https://events.teams.microsoft.com/event/878eeb84-824b-41ae-b6f5-b1da290a8e36@c4c81213-ca91-4529-8733-6d9b3e273f81>

Stalking Awareness - 15 February 2024, 2pm to 3:30pm

Register here:

<https://events.teams.microsoft.com/event/230ce801-b1ae-465c-b369-60857d771d77@c4c81213-ca91-4529-8733-6d9b3e273f81>

Survey of monitoring officers

Monitoring officers are responsible for dealing with Code of Conduct complaints about local councillors. The survey included a question about what they felt would make a difference.

The headline result from the survey was that 50% said that better trained councillors would make a difference. This was based on their experience of dealing with Code of Conduct complaints. NALC produces several guides for councillors as well as other resources, and training is normally available from county associations. The councils who have signed up to the the Civility and Respect Pledge have said that they will have a training programme in place for councillors. Ensuring councillors undertake training for their role should be relatively easy to implement and based on this survey has the potential to reduce Code of Conduct complaints and improve civility and respect.

However, the other 50% of the monitoring officers who responded felt sanctions were needed. NALC continues to promote the need for sanctions (which would require new legislation) as far as possible. All the local councils who have signed up to the pledge state as part of that process that they "support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate". However,

lobbying for sanctions is very challenging and Page 49 of 51. Has your council taken any action around lobbying for sanctions? If it has, the Civility and Respect Project Manager would be interested to hear about it. Has it, for example, decided to lobby its local MP?

Internal Audit Forum (IAF) proposals for change

Proposals for change were discussed at the Civility and Respect Intervention Workshop. Evidence from the Civility and Respect Project was that there was a close link between good governance and good civility and respect. Since the workshop, this has been discussed further at the Joint Panel on Accountability and Governance (JPAG). The proposals for change are now being explored in more detail with reports going back to JPAG.

Review of The Good Councillor's Guide

Deborah White, Avon Local Councils Association (recently retired), has been appointed to lead the review and rewrite of The Good Councillor's Guide. The target is to have the revised version ready for local elections in May 2024. Deborah is consulting with a range of stakeholders on an ongoing basis. If you have any suggestions for improving the guide please email Hazel.Broatch@nalc.gov.uk and she will forward them to Deborah.

Resilient governance in the Netherlands

A team from the Ministry of the Interior and Kingdom Relations (who are looking into civility and respect in the Netherlands) visited NALC and attended the Society of Local Council Clerks (SLCC) National Conference in October 2023. They advised that aggression and intimidation against local politicians are increasing, and so is online hate and intimidation. The team from the Netherlands were very interested to learn more about the Civility and Respect Pledge and the resources that had been produced by the Civility and Respect Project. They explained that they too were actively increasing awareness, preparedness and signaling, and they had put out a call for civility and respect. They had identified that unacceptable behaviour was impacting on the attractiveness of political office and that their clerks were needing to feel that they could speak out and know that they would get support.



Please visit our dedicated civility and respect pages for lots more information and support

[SLCC](#) | [Civility and Respect Project](#) and [NALC](#) | [Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 8 January 2024
From: Town Clerk	Agenda No: 11
Description: Community Emergency Plan Coordinator	

Summary

To consider a proposal to recruit a Community Emergency Plan Coordinator

Background

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

The Town Council funded a post of plan coordinator, and acted as fund-holder and de facto line management. The role proved particularly effective during the Covid pandemic, when communities all across Kendal responded to the restrictions imposed by lockdown with volunteers ensuring social and retail isolation did not exacerbate the threats of the virus itself. However, in the post-Covid period, the Town Council relinquished its role as fund-holder – establishing the Planning Group as a standalone community organisation, the existing coordinator stood down, and central government became concerned that some of the lessons learned after 2015 were in danger of being lost to communities.

As a result, Cumbria County Council established Cumbria innovative Flood Resilience (CiFR), with support from Natural England and the Environment Agency. This project is now overseen by Cumbria Community Foundation, and provides funding for communities like Kendal to develop community flood response measures. Community flood response plans mesh below the statutory 'blue-light' and principal authority plans to ensure the whole community is resilient in the challenge of extreme flood events.

The fund will pay up to £12,500 pa for at least three years for the Council to develop an effective and innovative community emergency response mechanism. Subsequent funding would probably need to come from the Town Council, though support may also be available from the principal authority.

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

Decision required

The Committee is asked to approve an application to the CiFR fund to employ a new Emergency Plan Coordinator, on terms to be determined but within the resources available (the money is also meant to pay for equipment).

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 8 January 2024
From: Staffing Sub-Committee	Agenda No: 13(a)
Description: Recommendations from HR Review	

The Council's HR consultants Meraki HR have been conducting a review of the Council's staffing structure. The task was initiated prior to, but became particularly pertinent after, the departure of the Development Manager (she completed her notice period on 18 December).

As a result, we will be recruiting a replacement member of staff early in the new year.

The reports will be finalised early in the new year and shared with members of the Committee as soon as possible, but at present Meraki are recommending that the Council recruits a new permanent full-time member of staff to function as the Deputy Town Clerk. This role will assume many of the functions of the previous Development Manager, but also take several functions from the Town Clerk/RFO, which the review identified as points of particular pressure. The Deputy Town Clerk will serve as the Town Clerk's proper deputy in their absence, and will take a number of line management duties, as well as ensuring a number of compliance and contractual obligations are fulfilled.

The review will also recommend that the council recruits an additional part time Administrative Assistant role, to relieve a number of other pressure points staff identified in delivering the professional services the Council has come to expect. Further details of this review will be shared with members as soon as they are available.

Separate from this process, the Council has been encouraged to apply for external funding to support a Community Emergency Plan Coordinator (see separate report).