

Kendal Town Council

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



28 May 2021

To Members of the Management Committee

Cllr A Blackman	Cllr A Finch
Cllr S Coleman	Cllr S Long
Cllr G Cook	Cllr J Owen
Cllr J Dunlop	Cllr G Tirvengadam
Cllr S Evans	

You are summoned to a meeting of Kendal Town Council's Management Committee on Monday 7 June 2021 at 7.30pm, in the Town Hall, Highgate, Kendal. Covid security measures will be in place, and you are required to follow the instructions on entering the building.

Yours faithfully

Chris Bagshaw
Town Clerk

AGENDA

1. 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.

2. 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.

3. Declarations of Interest

To receive declarations by members and/or co-optees of interests in respect of items on this agenda.

4. 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.

5. Minutes of the Last Meeting

To receive the minutes of the meeting on 19 April 2021, and affirm them as a true record.

6. Matters Delegated to the Committee

To consider the following matters delegated to the Committee by the meeting of the Full Council on 4 May 2021.

i) Minutes from Council Committees

The Management Committee was delegated the task of receiving minutes from the Council's Committees and non-statutory working groups for the period up to 5 July 2021. These may be received en bloc.

Audit, Grants and Charities	26 April 2021
Planning	4 May, 17 May, 24 May
Christmas Lights and Festivals	10 May
Environment and Highways	17 May

ii) Annual Governance and Accountability Return (AGAR)

The AGAR was reviewed by the Audit, Grants and Charities Committee in April, but by the time of the next meeting of the Full Council a week later, no internal audit had been carried out. The Internal Audit is currently taking place, however, unlike 2020, the regulations for 2021 stipulate that the AGAR should be returned by the end of June. There is no scheduled meeting of the Full Council until the following week (5 July). The External Auditors have been alerted to the possibility of a late return and confirmed that it is acceptable, though outwith the stipulated regulations. The Committee's guidance is sought on whether the Council should submit a late return, or convene a meeting of the Council specifically to sign off the AGAR.

7. Report on the Work Programme

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

8. Grants and Payments

To review the procedures for making grants and make any necessary recommendations (see report).

9. Refurbishment of the Town Hall

To receive a verbal update on the refurbishment of the Town Hall.

10. Employment and Staffing Matters

- i) To receive a report from the Clerk on the progress made towards the recruitment of a Democratic Services Assistant, and to make any necessary decisions about the process.

Background

The Council Secretary completed her notice period on 21 May and has now left the authority. The replacement post of Democratic Services Assistant is currently being advertised. The closing day for applications is 7 June 2021. The Clerk would like to convene an Employment sub-committee to assist in the selection of a suitable candidate.

- ii) To receive a report from the Clerk on any other Staffing matters requiring the Committee's consideration or attention.

11. Items for the Newsletter

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

Autumn/Winter 2021 Edition – deadline 17 September, publication 25 October.

12. Property Matters

This item is likely to be considered following a resolution by the Committee to exclude the Press and the Public due to the confidential nature of the subject.

The Clerk will brief the Committee on an issue for their consideration, to assist him in further decision making.

Management Committee

**Monday 19th April 2021 at 7.30 pm
(Via Zoom)**

- PRESENT** Councillors Stephen Coleman (Chair), Geoff Cook (Vice Chair), Douglas Rathbone (Deputy Mayor), Shirley Evans, Andy Blackman, Susanne Long, Guy Tirvengadam and Matt Severn
- APOLOGIES** Councillor Alvin Finch (Mayor)
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 754/20/21 PUBLIC PARTICIPATION**
- None.
- 755/20/21 APOLOGIES**
- None.
- 756/20/21 DECLARATIONS OF INTEREST**
- None.
- 757/20/21 EXCLUSION OF PRESS AND PUBLIC (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**
- Committee agreed there were no matters on the agenda that required the exclusion of press and public.
- 758/20/21 MINUTES OF THE MEETING HELD ON 15TH MARCH 2021**
- The Chairman presented the minutes of the meeting held on 15th March 2021.
- Councillor Coleman proposed that the minutes be accepted as a correct record. This was seconded by Councillor Evans and carried unanimously.
- RESOLVED** That the minutes of the meeting of the Committee held on 15th March 2021 be accepted as a correct record.
- 759/20/21 URGENT ITEMS OF BUSINESS**
- The Town Clerk referred to correspondence received from a resident in respect of funding for repairs to the war memorial. He requested background information from Committee in order that he could respond to the individual concerned. Members recalled KTC had previously been of the opinion that repairs were not required at the current time. The British Legion were investigating the availability of national funding for renewing war memorials over 100 years old.

It was agreed the Town Clerk will take further advice from the British Legion and the Civic Society. He will also refer to minutes of the Mayoralty & Arts Committee who previously considered the matter. The Town Clerk will write to the individual advising that the matter has been researched extensively and, whilst there are no works planned currently, the British Legion are investigating the availability of national funding for repairs to war memorials.

Members were informed that the Environment & Highways Committee will be considering a fund for town centre improvements following information received from Lawrence Conway, SLDC Chief Executive.

RESOLVED

Town Clerk to take further advice in respect of repairs to the War memorial and contact the resident who has approached KTC regarding funding for repair works.

760/20/21

REPORT ON WORK PROGRAMME

The Town Clerk presented the report on project progress for April 2021 and highlighted the following matters:

Management Committee

- The start date for the new Finance and Admin Officer is 10th May.
- The departing Treasurer has been working one day a week to finalise end of year accounts. The paperwork will be ready to issue with the Audit, Grants & Charities Committee agenda on Wednesday.
- Future meeting dates was mentioned and the need to publish forward dates of meetings. Meeting dates for three committees also require re-scheduling by the Town Clerk for some time during May.
- Changes to the finance system will be put on hold until around September to allow the new Finance Officer to settle in.
- The Kendal Museum lease is yet to be signed. The Town Clerk is continuing to steer this matter.
- The review of standing orders to allow financial decision to be taken in a timely fashion will be undertaken by the Audit, Grants & Charities Committee.
- The Town Clerk is reviewing all charity issues for risk and clarity. He will report to the Audit, Grants & Charities Committee at their meeting next Monday.
- Gooseholme CCTV is now operation. Town Clerk to request feedback from the police.

Environment & Highways Committee

The Town Clerk reported good progress on the green wall/ivy screening project. Woolpack Yard signage is complete and just needs to be signed off.

Mayoralty & Arts Committee

- The possible autumn exhibition has been postponed due to venue restrictions.
- The Town Clerk suggested the review of the asset register take place once it is possible to move back into the Town Hall.

Christmas Lights & Festivals

- Tender bids have been received for lighting installation and management. A meeting has been arranged to review the tenders with a view to making a recommendation to Council at the meeting scheduled for 4th May.
- Options are being reviewed for a switch-on event in light of budget and Covid.

Allotments Committee

- An idea for a Kendal wide tree project is being explored. The Council Services Officer is liaising with landscape designers to produce drawings to show what Canal Head will look like when the new plots are established. This can then be utilised to obtain quotations for fencing etc.
- The Town Clerk indicated that we were looking to plot where all trees were located in Kendal and who was responsible for them. Concern was expressed about the resources needed to do this. It was also highlighted that very few trees are the responsibility of KTC and that our role under the Kendal Citizens Jury was to monitor progress, rather than to be responsible for each recommendation.
- Question was asked as to whether planning consent had been requested for the recent works at Canal Head. The Town Clerk advised that the SLDC Tree Officer had given the required notice to Forestry England. He had communicated to SLDC the need to improve communication with KTC in respect of planned future works.

Kendal in Bloom Committee

- The Kendal in Bloom competition will go ahead with a reduced programme of activities. A meeting has been arranged for Wednesday to discuss how businesses can be encouraged to get involved.
- There is a proposal to plant a wildflower meadow at Somervell Gardens.

Miscellaneous – KTC Assets

Replacement speed indicator devices are being investigated. The Project Manager has prepared a paper for consideration at the next Environment & Highways Committee meeting.

761/20/21

REFURBISHMENT OF THE TOWN HALL

The Town Clerk reported that the temporary move of the KTC office to the Mintworks has gone well. He is currently liaising with SLDC in respect of the return to the Town Hall.

The Mayor's Attendant will liaise with SLDC in respect of the removal of paintings in the Assembly Room and provide advice on required locations etc.

762/20/21

KENDAL LEAFLETS

Committee were asked to consider a paper from the Project Manager which contained a proposal to spend £4,228 for the production of an additional 30,000 Welcome to Kendal leaflets.

A general discussion ensued during which Members considered the value of hard copy leaflets and whether their distribution proved effective. There was a suggestion that consideration should be given to alternative means of accessing the leaflet via mobile devices/QR codes etc. Councillor Evans referred to previous discussion regarding capacity being made available in the new Town Hall reception to display KTC leaflets.

Councillor Coleman proposed half the quantity (15,000) one year's distribution in order to assess the value of the hard copy leaflets and allow opportunity to assess the demand. The Town Clerk and Project Manager to research associated costs. This was seconded by Councillor Rathbone and carried.

RESOLVED

That Committee approve production of 15,000 Welcome to Kendal leaflets and one year's distribution. The Town Clerk and Project Manager to research associated costs.

763/20/21

PRESENTATIONS TO THE FULL COUNCIL

With the decision to move to bi-monthly Full Council and Management Committee meetings, it was suggested consideration should be given to future presentations. There was a general discussion during which Members agreed they would welcome a presentation from Kendal Vision and Kendal BID.

It was agreed the Town Clerk will prepare a list of organisations KTC would like to present to full Council and consider future Council meeting dates for the remainder of the year.

First priority would be a presentation from Kendal Vision which was launched last year to include an opportunity for questions to be raised. The Town Clerk will endeavour to arrange for the May Council meeting.

RESOLVED

Town Clerk to prepare a list of organisations KTC would like to present to full Council and consider future Council meeting dates for the remainder of the year. He will endeavour to arrange a presentation from Kendal Futures at the Council meeting in May.

764/20/21**ITEMS FOR THE NEWSLETTER**

The Town Clerk reported that the KTC newsletter is well received with positive feedback.

An article for a future edition of the newsletter is a First Responders project which the Project Manager is undertaking.

The meeting closed at 8.36pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
759	Urgent items of business – repairs to war memorial	RES	Town Clerk to take further advice in respect of repairs to the War memorial and contact the resident who has approached KTC regarding funding for repair works.
762	Kendal Leaflets	RES	That Committee approve production of 15,000 Welcome to Kendal leaflets and one year's distribution. The Town Clerk and Project Manager to research associated costs.
763	Presentations to Full Council	RES	Town Clerk to prepare a list of organisations KTC would like to present to full Council and consider future Council meeting dates for the remainder of the year. He will endeavour to arrange a presentation from Kendal Futures at the Council meeting in May.

Audit, Grants and Charities Committee**Monday 26th April 2021 at 7.00 pm
(Via Zoom)**

- PRESENT** Councillors Matt Severn (Chair), Julia Dunlop (Vice Chair), Geoff Cook, Doug Rathbone (Deputy Mayor) and Graham Vincent
Jason Rushworth, Newsquest Reporter
- APOLOGIES** Councillor Pat Gibson
- OFFICERS** Chris Bagshaw (Town Clerk) and Nicky King (Council Secretary)
- 765/20/21 PUBLIC PARTICIPATION**
None.
- 766/20/21 DECLARATIONS OF INTEREST**
None.
- 767/20/21 MINUTES OF THE MEETING HELD ON 25TH JANUARY 2021**
The Chairman presented the minutes of the meeting held on 25th January 2021. Councillor Dunlop proposed that the minutes be accepted as a correct record. This was seconded by Councillor Vincent and carried with one abstention.
- RESOLVED** That the minutes of the meeting of the Committee held on 25th January 2021 be accepted as a correct record.
- 768/20/21 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**
The Town Clerk explained the reasoning behind holding this item over until the next meeting in July. Due to him being in post for less than a year, he has yet to witness the internal auditors carry out an audit over the last financial year and thought it best to do so before reviewing the effectiveness of the audit.
- 769/20/21 ANNUAL REVIEW OF THE SYSTEM OF INTERNAL CONTROL AND ANNUAL GOVERNANCE STATEMENT**
The Town Clerk explained that the Annual Internal Audit Report consists of questions which KTC is required to answer for the external auditor. The list of Internal Control Objectives was read out. Committee agreed all would be answered "Yes" with the exception of objective K which was "Not Applicable" and objective L which was answered "No".

Because of changes to the schedule of meetings and forthcoming full Council meetings, the Town Clerk has requested the auditors accept the audit statement two weeks late. Advice currently is that they must be approved at an "in person" meeting and signed in wet ink.

Councillor Severn proposed that these be taken forward to Council. This was seconded by Councillor Vincent and carried.

RESOLVED

That the annual review of the system of internal control and annual governance statement be taken forward to Council.

770/20/21**FINANCE OUTTURN REPORT – YEAR ENDED 31 MARCH 2021**

The Town Clerk presented the Finance Outturn Report. It was noted that income exceeded expenditure.

Councillor Vincent highlighted that Committee spend approximately £40k on grants each year and asked what structure is in place to administer grants. The Chair replied that part of the purpose of the Committee is to provide that structure. Diligence and caution is exercised when considering applications. Clear guidelines are provided for people applying for grants in respect of how applications will be judged.

Councillor Dunlop proposed that Council be recommended to approve the Finance Outturn Report for year ended 31st March 2021. This was seconded by Councillor Vincent and carried.

RESOLVED

That Council be recommended to approve the Finance Outturn Report for year ended 31st March 2021.

771/20/21**ANNUAL ACCOUNTS 2020/21**

Members considered a report on the Annual Accounts 2020/21. The Town Clerk noted that a net surplus has been contributed to the Development Fund this year due to reduced programme and project costs as a result of Covid. There were also savings on staffing costs due to there being a period without a Town Clerk. The opportunity to improve practices and transparency in future annual accounts was discussed.

Councillor Severn proposed that Committee recommend acceptance of the report to Council. This was seconded by Councillor Dunlop and carried.

RESOLVED

That Committee recommend acceptance of the Annual Accounts 2019/20 to Council.

772/20/21**GENERAL GRANTS CRITERIA 2022/23**

It was agreed this item will be reviewed at the meeting in July.

773/20/21**INSURANCE**

It was noted that the Council's main insurer, Zurich Municipal, have quoted £5,901.62 for insurance cover for the coming year. Members agreed Zurich Municipal are the leading insurer in its field. It was proposed by Councillor Severn that the quotation be accepted. This was seconded by Councillor Vincent and carried.

RESOLVED That the quotation from Zurich Municipal for insurance cover for the coming year be accepted.

774/20/21

STANDING ORDERS AND FINANCIAL REGULATIONS

The Town Clerk advised that the Standing Orders and Financial Regulations require updating. This has been undertaken by two Councillors and the Town Clerk in the past. Councillors Dunlop, Rathbone and Severn agreed to form a subcommittee to review the standing orders and financial regulations and report back to Committee.

Councillor Dunlop proposed the forming of a subcommittee. This was seconded by Councillor Rathbone and carried.

RESOLVED

That Councillors Dunlop, Rathbone and Severn form a subcommittee to review the standing orders and financial regulations and report back to Committee.

775/20/21

SCHOOLS OF SCIENCE AND ART CHARITY – 2020/21 ACCOUNTS AND 2021/22 FORECAST

The Town Clerk presented a report which sets out the Schools of Science and Art Charity's summarised Receipts and Payments Accounts for year ended 31st March 2021. Committee were asked to review the Charity's financial position prior to it being reported to the Trustees.

A suggestion that the administration of the Charity be passed over to Cumbria Community Foundation was put forward due to the fund, and therefore the interest, becoming so small. The Foundation would be able to support the funding of the Charity with funding from other sources. Committee agreed the Trustees of the Charity should consider ongoing administration of the Charity at a future meeting of the Trustees. Audit, Grants and Charities Committee to also consider this at its meeting in the autumn.

Councillor Cook clarified that the Charity not only funds annual prize grants of £50 each to Queen Katherine and Kirkbie Kendal Schools and Kendal College, but also funds grants for expeditions etc. He queried Note 1 on the Receipts & Payments Account and Schedule of Assets which states "The market value of the Charity's 8,399 Charibond shares at 31 March 2020 was £10,441.76 (31 March 2020 £10,346.73). It was confirmed that the first date should read "31 March 2021".

Councillor Severn proposed that the Town Clerk request the two high schools and Kendal College to submit nominees for the annual prize grants.

A question was asked about whether primary and junior schools are included. Councillor Severn replied that any requests from primary and junior schools would be considered.

Councillor Severn proposed that the Trustees of the Charity be recommended to approve the Charity's Accounts for 2020/21. This was seconded by Councillor Dunlop and carried.

RESOLVED

1. That the Trustees of the Charity be recommended to approve the Charity's Accounts for 2020/21.
2. That the Town Clerk request the two high schools and Kendal College submit nominees for the annual prize grants.
3. Future administration of the Charity to be considered by the Audit, Grants & Charities Committee and full Council at a future meeting.

776/20/21**ITEMS FOR THE NEWSLETTER**

Invitation for grant applications to be included in the summer edition of the newsletter.

There was a general discussion regarding when grants are paid and during which financial year. It was agreed the Town Clerk will investigate further and advise at the meeting in July. It was noted that nothing has been paid over budget but further clarity is required in respect of when grants are paid.

The Chair suggested publishing grant criteria, eligibility etc in the newsletter and on the KTC website. The procedure of when grants are paid etc to be considered by the Treasurer and Town clerk.

777/20/21**DATE OF NEXT MEETING**

The next meeting is scheduled for Monday 26th July 2021 at 7pm.

The meeting closed at 7.50pm.

Summary of Information, Resolutions and Recommendations to Council

Min	Subject	Information/Resolution/Recommendation to Council	
769	Annual Review of the System of Internal Control and Annual Governance Statement	RES	That the annual review of the system of internal control and annual governance statement be taken forward to Council.
770	Finance Outturn Report	RES	That Council be recommended to approve the Finance Outturn Report for year ended 31 st March 2021.
771	Annual Accounts 2020/21	RES	That Committee recommend acceptance of the Annual Accounts 2019/20 to Council.
773	Insurance	RES	That the quotation from Zurich Municipal for insurance cover for the coming year be accepted.
774	Standing Orders and Financial Regulations	RES	That Councillors Dunlop, Rathbone and Severn form a subcommittee to review the standing orders and financial regulations and report back to Committee.
775	Schools of Science and Art Charity – 2020/21 Accounts and 2021/22 Forecast	RES	<ol style="list-style-type: none"> 1. That the Trustees of the Charity be recommended to approve the Charity's Accounts for 2020/21. 2. That the Town Clerk request the two high schools and Kendal College submit nominees for the annual prize grants. 3. Future administration of the Charity to be considered by the Audit, Grants & Charities Committee and full Council at a future meeting.

KENDAL TOWN COUNCIL

Planning Committee

**Monday 4 May 2021 at 6.30 p.m.
(Via Zoom)**

PRESENT Councillors Douglas Rathbone (Chair & Deputy Mayor), Jonathan Cornthwaite (Vice Chair), Michele Miles, Helen Ladhams, Chris Rowley and Graham Vincent

Jason Rushworth, Newsquest Reporter

APOLOGIES None

OFFICERS Chris Bagshaw (Town Clerk)

765/20/21 PUBLIC PARTICIPATION

None.

766/20/21 DECLARATIONS OF INTEREST

None.

767/20/21 MINUTES OF LAST MEETING

Members considered the minutes of the Committee meeting held on 19 April 2021.

RESOLVED That the minutes be accepted as a true record.

768/20/21 KENDAL TOWN COUNCIL FLOOD RELIEF SCHEME WORKING GROUP

Councillor Cornthwaite advised there was currently nothing further to report.

769/20/21 PLANNING APPLICATIONS

Members considered Planning Applications submitted for consultation purposes by the local planning authority, South Lakeland District Council.

RESOLVED That having considered the applications outlined in the schedule, the recommendations in Appendix I attached to these minutes be made to South Lakeland District Council.

The meeting ended at 7.16pm

Signed

Dated

No.	App No./ Type	Address/ Proposed Development	Comments To SLDC	Observations/ Recommendations
1	FPA SL/2021/0355	2 Belmont, KENDAL Replace window with patio / French doors to lounge and replace lean-to rear extensions with conservatory	10.05.2021	No Material Objections The Committee would seek reassurance that the development does not compromise the visual amenity of the Conservation Area, despite assurances by the applicant, and does not cause additional overlooking issues for adjacent properties.
2	FPA SL/2021/0289	25 Serpentine Road, KENDAL Replacement powder-coated steel gates	12.05.2021	No Material Objections
3	FPA SL/2021/0372	10 Collin Hill, KENDAL Construction of lean-to indoor cycling studio to rear of existing garage	12.05.2021	No Material Objections The Committee was very disappointed that the applicant made no mention of any net gain in biodiversity, despite removing an area of garden. Consideration should be given to the installation of bird boxes and even a green roof.
4	FPA SL/2021/0337	21 Sandylands Road, KENDAL Demolition of conservatory and erection of a single & 2 storey rear extension	12.05.2021	No Material Objections The Committee sought reassurance from Planning Officers that the development was compliant with loss of light regulations for neighbouring properties, so their recommendation

				is conditional on the development not being to the detriment of the neighbouring properties.
5	FPA SL/2020/0955	1 Lynngarth Drive, KENDAL Demolition of existing garage, erection of two storey side extension, one storey rear extension, erection of wall around the boundary of the property & form new entrance from highway	17.05.2021	No Material Objections The Committee was very disappointed that the applicant made no mention of any net gain in biodiversity despite removing a hedgerow. It was not at all clear that the new planting on a border would compensate for the rich environment and cover of a natural hedge. There was concern about the building's impact on the integrity of neighbouring buildings and the potential loss of privacy created by the new terrace. The Committee sought reassurance that these were compliant with appropriate standards.
6	FPA SL/2021/0367	Flat 1 Castle Stores, Castle Drive, KENDAL Change of use of flat (Use Class C3) to shop (Use Class E) (Retrospective)	17.05.2021	No Material Objections
7	FPA SL/2021/0393	14 Finley Drive, KENDAL Single storey side extension and removal of existing garage store	18.05.2021	No Material Objections The committee remained unclear from the plans about the true scale of the development, because measurements were not clearly shown. It was also concerned about the issue of overlooking and any subsequent loss of privacy, which it didn't feel could be properly judged from the submitted

				plans. The Committee sought reassurance on this matter.
8	FPA SL/2021/0389	4 Thorny Hills, KENDAL Drop windows sills to existing floor level and replacement double glazed sash windows to two rear 1st floor windows	18.05.2021	No Material Objections Assuming that the Conservation Officer is satisfied that the development does not compromise the historic or visual amenity of the Conservation Area as no report has yet been submitted.
9	FPA SL/2021/0402	Unit 17, Dockray Hall Industrial Estate, Dockray Hall Road, KENDAL First floor extension over part of existing single storey building	18.05.2021	No Material Objections The Committee supported the comments regarding swift boxes and noted that there swifts present elsewhere on the estate.
10	FPA SL/2021/0415	8 Silver Howe Close, KENDAL Demolition of existing garage & porch and erection of single storey side extension, front porch & alterations to drive	20.05.2021	No Material Objections The Committee was concerned about the scale and dominance of the development. It was disappointed that there was no mention made of biodiversity and further observed that the installation of a token bird box would probably be insufficient.
11	FPA SL/2021/0346	4 Bramble Close, KENDAL First floor extension over garage	21.05.2021	No Material Objections The Committee supported the comments regarding the installation of swift boxes.

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Minutes of the meeting of the Planning Committee held on Monday, 17 May 2021 at 6pm via Zoom.

Cllr J Cornthwaite	Present	Cllr M Miles	Present
Cllr P Gibson	Present	Cllr D Rathbone (chair)	Present
Cllr H Ladhams (vice chair)	Present	Cllr C Rowley	Present
Cllr D Miles	Apologies	Cllr G Vincent	Present

In attendance: Town Clerk

P1/21/22 Apologies

Apologies were received and accepted from Cllr D Miles.

P2/21/22 Declarations of Interest

None

P3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues.

P4/21/22 Minutes of the Previous Meeting

The Council received the minutes of the meeting held on 4 May 2021.

Resolved: To accept them as a true record.

P5/21/22 Delegation of Powers

The Committee considered the arrangements for ensuring that Planning Applications could be effectively commented upon during the period in which the Council has suspended committee meetings. It was noted that the next few meetings of the Committee would be as a non-statutory Working Group, making recommendations to the Clerk, who would be delegated the power to make the observations on behalf of the Council. The scheme of delegation would require the Clerk to consult the Chair and Vice-chair, who would consult the committee members through the non-statutory Working Group. It was envisaged that this scheme of delegation would be required until at least the first week in July, when the Council is scheduled to hold face-to-face meetings and Coronavirus restrictions are anticipated to be lifted.

Resolved: That the scheme of delegation be adopted for as long as required.

The meeting closed at 18.05.

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Notes from the meeting of the Non-Statutory Working Group on Planning held on Monday, 24 May 2021 at 6.30pm via Zoom.

Cllr J Cornthwaite	Present	Cllr M Miles	Present
Cllr P Gibson	Present	Cllr D Rathbone (chair)	Present
Cllr H Ladhams (vice chair)	Present	Cllr C Rowley	Apologies
Cllr D Miles	Present	Cllr G Vincent	Present

In attendance: Town Clerk

Also present: J Rushworth, Local Democracy Reporter

PWG1/21/22 Apologies

Apologies were received and accepted from Cllr C Rowley.

PWG2/21/22 Declarations of Interest

None

PWG3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues.

PWG4/21/22 Minutes of the Previous Meeting

The Council received the minutes of the Committee meeting held on 17 May 2021.

Resolved: To commend them as a true record.

PWG5/21/22 KTC Flood Defence Scheme Working Group

Cllr Cornthwaite reported that the group had met on 11 May. It was noted that the minutes of this meeting would be available for the planning meeting on 7 June. It was hoped that the Environment Agency would have samples of the glass screens for Aynam Road installed in the display wall at Little Aynam by the end of June, however there were global supply issues. Members felt it important that the Town Council sticks to its commitment to source the screens in the UK to a specification agreed by the Working Group and endorsed by the Council. Cllr Ladhams requested that she be given the Zoom details for the next meeting (16 June), so that she may attend.

PWG6/21/22 Planning Process Issues

Prior to making recommendations from the meeting, the Chair asked that further correspondence be entered into with South Lakeland District Council over the topic of Net Biodiversity Gain. The Committee, and Working Group sought additional guidance and training from the Planning Authority on the scope of the net biodiversity gain rules for smaller developments.

The Clerk sought the Working Group's opinion on whether the Council should be consulted as a matter of course on matters relating to Tree Preservation Orders. Noting that there were several TPO consultations currently live, the Working Group recommended that notification for work on trees protected by TPOs form part of the Committee's area of concern. The Clerk confirmed that he would request this from the Planning Authority, and that he would see if there were simple advice sheets available for members to refer to, to assist them in their deliberation.

PWG7/21/22 Planning Applications

The Working Group considered the Planning Applications shown in Appendix 1.

Cllr Rathbone left the meeting at 19.12, following the consideration of item 5.

Resolved: To make the recommendations shown in Appendix 1 to the Clerk to assist him in sending feedback to the Planning Authority, under the scheme of delegation agreed on 17 May 2021.

The meeting closed at 19.18

Appendix 1
Applications for Planning Committee 24 May 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	FPA SL/2021/0435	2 Spital Park Two-storey side extension	25.05.2021	<u>No material objections.</u> The Council has severe reservations about whether the contribution to net biodiversity is sufficient to meet both the statutory criteria and the necessary imperative biodiversity loss to development.
2	FPA SL/2021/0419	Land at Helsington Laithes Mill Leat Construction of two new outlet headwall structures and modification of one existing inlet structure on the bank of the mill leat (curtilage structure to Grade II Listed Helsington Mill) as part of the Kendal Flood Management Scheme.	25.05.2021	<u>No material objections.</u>
3	FPA SL/2021/0438	50 Kendal Green Detached double garage	26 May 2021	<u>No material objections.</u> It was observed that the need for a garage is not in itself a mitigation for the development. It was suggested that some tangible net biodiversity be demonstrated through use of a green roof or some other additional imaginative means.
4	FPA SL/2021/0439	7 Castle Drive Single storey rear extension	26 May 2021	<u>No material objections.</u> Members were concerned that the development is very close to a neighbouring property, which will create problems for maintenance for both in due course, without severe disruption. The contribution to net

				biodiversity is insufficient for the scale of the development, and a long-lasting sustainable requirement should be included as a planning condition.
5	FPA SL/2021/0448	10 Hayclose Crescent Two storey front & side extensions and single storey rear extension	1 June 2021	<u>No material objections.</u> Members were concerned about the scale of the development and whether it was appropriate to the extent of the plot and its relationship to the surrounding area. They felt a net biodiversity gain should be enumerated and included as a condition.
6	LB SL/2021/0458	Parklands, Parkside Road Removal of modern cement render and pointing from south east chimney stack	2 June 2021	<u>No material objections.</u>
7	FPA SL/2021/0486	1 Finley Close Removal of existing garage. New single storey side extension providing living accommodation and storage	Invalid application	
8	SL/2021/0454	110 Oxenholme Road Detached double garage	2 June 2021	<u>No material objections.</u>

Further items were held over until the next meeting.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of the meeting of the Christmas Lights and Festivals held on Monday, 10 May 2021 at 7.30pm via Zoom.

Cllr A Edwards	Present	Cllr T Perkins*	Present
Cllr S Evans (chair)	Present	Cllr K Simpson	Present
Cllr H Ladhams	Present	Cllr R Sutton	Present

* arrived 7.15pm

In attendance: Council Services Officer, Town Clerk

Also present: J Rushworth (Local Democracy Reporter)

C1/21/22 Apologies

None

C2/21/22 Declarations of Interest

Cllrs Edwards, Ladhams and Evans drew the Committee's attention to their membership of Sandylands Residents Association which was the accountable body for, though it played no part in the management of, the Walking Festival.

C3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

It was noted that item 6 on the agenda related to a contract, and that the bids were commercially confidential.

Resolved: To exclude the Press and the Public from item 6 on the agenda because the matter under discussion was commercially confidential.

C4/21/22 Minutes of the Previous Meeting

The Council received the minutes of the meeting held on 22 February 2021

Resolved: To accept them as a true record.

C5/21/22 Christmas Lights Contract

The following item was considered following the exclusion of the Press and the Public

Resolved: To accept the tender from Christmas Plus for the installation, takedown, and storage of the Christmas lights for the coming year, as well as a range of other services specified in the tender document.

The press and the public were readmitted to the meeting.

C8/21/22 Switch On Event

The Committee considered the range of possible events to mark the switch-on of the Christmas lights. The Council Services Officer confirmed that the provisional date of the switch-on would be Saturday 27 November 2021. A number of ideas were considered as to how the switch-on by the Mayor and Father Christmas could be supported – a youth zone,

local choirs and stall holders were all suggested. It was also noted that there was a degree of uncertainty due to the pandemic, but that it would be important to make links with other interested parties such as the Kendal Market officer, Kendal BID and Kendal Futures.

Some thought was also given to the creation of a video of the lights, following on from the successful 'virtual' switch-on in 2020. It was noted that the current budget for the event would not necessarily cover both a physical and a virtual event, but that perhaps some external funding could be sought to bring the video version to a wider audience. Further work was clearly required in this regard, and this might require a further meeting of the committee sooner than the one currently scheduled (August).

Resolved: That the switch-on takes place on Saturday 27 November, 2021.

Resolved: That officers draw up ideas and speak to other parties concerned as soon as possible, liaising with the chair over the requirement for an earlier meeting.

C9/21/22 Festival Grants

The Committee considered the following small festival grants:

a) Kendal Whisky Festival

Amount requested: £1,000

A small festival on 3-4 December, celebrating the craft of whisky making, featuring distillers from around the world as well as local makers.

The Committee welcomed this innovative idea to the Christmas sales period, but observed that its grant offer to new festivals was for £500, and that would be the limit of its support in this instance. A suggestion had been made that the banner site outside the Town Hall might also be made available, however the Council Services Officer pointed out that the catenary in question would be supporting the Christmas lights at that time, and that removing them for a short period would be both expensive and not in the interests of the Council.

Resolved: To offer a grant of £500

b) Kendal Walking Festival

Amount requested: £500

The Committee noted that this concept had been developed previously and this was a welcome iteration of a worthy festival idea.

Resolved: To offer a grant of £500.

c) Kendal Fringe Festival

Amount requested: £5,000

A small festival to be held in the Bowness Brewery Yard on 24-26 September showcasing comedy, theatre, arts and music. The festival is promoted by Eskfest, based in Kendal but with prior experience of running festivals in Eskdale.

The Committee noted that the application for funding was in response to its request for bids from small/new festivals and exceeding the £500 grant limit would be contrary to the Council's stated policy in this respect. However, it welcomed the new festival and hoped it would be successful in finding the remaining funding sought from elsewhere.

Resolved: To offer a grant of £500.

C10/21/22 Infrastructure Upgrade

The Council Services Officer reported that the issue on Stricklandgate had been successfully resolved in 2020, but that other areas of the scheme would require replacement and/or maintenance. A particular area of concern was Stramongate where access to the supply switch was inside a private property. The Chair requested that a schedule of improvements be developed, so the available budget can be allocated effectively.

The Council Services Officer confirmed that a pull-testing schedule was now in place, and all fixtures had been effectively tested prior to the 2020 install. The Clerk reported that an incident had occurred recently on Allhallows Lane, with a catenary wire currently carrying bunting, being reported to be unattached on the highway. A call out to Christmas Plus had taken place within hours of the initial report, and the installation had been made safe. The Clerk believed a vehicle strike was the most likely cause, as the fixtures had been tested and the weather was not extreme. The clearance is around 5m and is compliant with highways regulations.

Resolved: To note the report.

C11/21/22 Newsletter

The Committee considered what items it should recommend for inclusion in forthcoming editions of the Council's newsletter. It was suggested that starter Festivals should be mentioned, with the Walking Festival featuring in the Summer edition. Torchlight should also be the subject a feature.

C12/21/22 Review of Expenditure

The Clerk apologised for the absence of a report in the committee paperwork but was able to share a copy of the current year's budget on-screen. He confirmed that to the end of April, no funds had been drawn on this year's budget, but the allocations of grant funding were as they appeared at the previous meeting. He was reviewing how grant allocations and budgets were reported to the Council, to ensure ongoing transparency and clarity.

Resolved: To note the report.

The meeting closed at 20.14.

Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED
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Minutes of the meeting of the Environment and Highways Committee held on Monday, 17 May 2021 at 6.15pm via Zoom.

Cllr G Archibald	Present	Cllr S Evans	Present
Cllr J Cornthwaite	Present	Cllr S Long	Present
Cllr J Dunlop	Apologies	Cllr J Owen (Chair)	Present
Cllr A Edwards	Apologies	Cllr C Rowley	Present
Cllr E Hennessey (Vice chair)	Present		

In attendance: Town Clerk, Project Manager.

Also present: Mr J Rushworth (Local Democracy Reporter)

E1/21/22 Apologies

Apologies were received and accepted from Cllrs A Edwards and J Dunlop. Cllr Edwards has resigned from the Committee.

E2/21/22 Declarations of Interest

Cllr Rowley drew the Committee's attention to his membership of South Lakes Action on Climate Change (SLACC), who were involved in the development of the composting initiative.

E3/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues.

E4/21/22 Minutes of the Previous Meeting

The Council received the minutes of the meeting held on 8 March 2021.

Resolved: To accept them as a true record.

E5/21/22 Highways and Infrastructure Proposals – Speed Indicator Device

The Committee considered a proposal for the replacement of the moveable Speed Indicator Device (SID), which was no longer serviceable. It was noted that the device had been returned to its manufacturer in Germany, prior to being assessed as unrepairable. The Council Project Manager presented a number of options for a replacement portable machine, which could be used at Burton Road, Milnthorpe Road, Aynam Road, Sedbergh Road, Appleby Road and Burneside Road. It was noted that Shap Road should also be included in this list, with the precise location to be confirmed.

Of the proposed suppliers it was noted that there appeared little to choose between two of them, with solar power options. A third supplier was notably more expensive.

Consideration was also given to the purchase of a second machine, however it was noted that this was not supported currently by available budget. There was some discussion concerning the fitting of permanent signs, like the one installed on Windermere Road. It was

suggested that this action would require the input of relevant County Council division members.

Resolved: That the Committee delegates the final decision to officers on choice of supplier between Message Maker and Simon Signs, their decision being informed by a range of factors including country of manufacture.

E6/21/22 Highways and Infrastructure Proposals - Underspend

The Committee considered some proposals from the Projects Manager to use Development Fund money remaining from the Castle Signage Project, which came in under budget in 2020. These included:

- A £450 contribution to the preservation of the pestle and mortar, and period pharmacy shop frontage at 41 Highgate.
- A £500 scheme to remove the K Village signage from various road signs, in partnership with Cumbria County Council.
- A £30 improvement to the wording on an interpretive panel on Stramongate, removing language which could be interpreted as unnecessarily demeaning and derogatory to women.
- The creation of a Signage Reserve Fund, to contribute to future small-scale issues of the same nature, with any remaining underspend (estimated at £1,925, if the committee agreed to the programme proposed).

The Committee felt these were all projects worthy of the Council's support, and suggested that there may be other historic shop fronts which required preservation. It was suggested that an audit of shop fronts and other historic architectural features might identify those that might be considered to be at risk. It was also suggested that some of the Signage Reserve might be allocated to the cleaning of road signs, which it was felt was badly needed in a number of areas of the town. It was suggested that the Signage Reserve might be spent on a further speed indicator device, but it was further suggested that this should form a discrete project in its own right, in due course.

Resolved: To allocate the underspend from the Castle Signs project as outlined above.

Resolved: To audit the extent of signs requiring cleaning and shop fronts and architectural features at risk, with a view to utilising the Signage Reserve to address the issues.

E7/21/22 Ivy Screening

The Committee ran through a brief report on the progress of the project to date. An illustration of the scheme planned for Blackhall Road was viewed and it was noted that this was budgeted at £3,200. Alternative suppliers had been identified who could deliver over twice the originally anticipated extent of hedging for a similar price. Councillors were asked to consider a variety of quotes for the work. On Longpool the project would require a renewed agreement from South Lakeland District Council for Locally Important Project funding.

There was some discussion about whether it was necessary to revisit the District Council funding permission, and that the Committee members felt there were benefits in pursuing both projects simultaneously.

Resolved: To delegate the decision on specific suppliers to officers, between quotes for 12m of Blackhall Road between £3,255 and £3,302.

Resolved: To proceed with Longpool on the same basis, subject to the necessary permissions and approvals from the principal authorities as appropriate.

E8/21/22 Solar Audit and Online Hub

The Committee considered a proposal from the Project Manager to utilise a grant of £2,000 from South Lakeland District Council's Community Climate Change Fund to address recommendations from the Climate Change Citizen's Jury on energy production, energy efficiency and publicly-available information on these matters. The first part of the proposal was to spend £800 developing a town-wide audit of available opportunities for solar power. This would use an algorithm developed by Lancaster University to map the town's roof spaces, using aerial photography and satellite imagery. The resulting data could inform further targeted work encouraging take up of solar energy systems.

The second part of the proposal was to develop an online hub, which mapped the town's various initiatives addressing climate change. The interactive element of the mapping would allow users to identify and be inspired by projects which are working towards reducing carbon and increasing biodiversity. This scheme was being developed with colleagues from South Lakeland District Council.

The discussion centred around the potential to develop solutions from the information gathered. It was noted that the solar mapping would produce street-level data from which targeted schemes could be initiated. The second part of the plan took the form of a behavioural nudge, which was one of the Town Council's few levers on a wide range of issues.

Resolved: To support both parts of the proposal, to be funded from the District Council's fund.

E9/21/22 Highways and Infrastructure Update

The Committee considered a report from the Project Manager on completed improvement schemes at Wattsfield Road (bench installation), Burton Road (bus shelter improvement) and Aikrigg Avenue (safety mirror installed). A review of some footpaths on Vicarage Drive with SLDC had resulted in SLDC scoping an improvement project to which the Town Council may contribute in due course.

Resolved: To note the report.

E10/21/22 Development Project Updates

The Committee considered a report from the Project Officer on a range of Action Plan Projects. Two particular issues were identified as being problematic. The Kendal Civic Society-led scheme to develop a new entrance into Noble's Rest appeared to be stuck on the matter of landowner's consent. The Pump Track project was still in search of a likely site. It was observed that existing bike facilities by the Castle were considered by many to be insufficient and ineffectual. It was noted that Cumbria County Council Local Area Committee had recently allocated funding to a multi-use path project on the Lancaster Canal. The Chair reported that the Mayor had expressed his disappointment that there was not more in the County Council's Local Cycling and Walking Infrastructure Plan (LCWIP) on the connectivity between the south of the town and the centre.

It was noted that there was a meeting on the coming Wednesday with the County Council to review next steps on 20mph.

Resolved: To note the report.

Resolved: To bring a definitive site search report for the Pump Track to the next meeting of the Committee.

E11/21/22 Kendal Composting Feasibility

The Committee considered a report on the progress made towards developing a community composting facility in Kendal. It was noted that there were many issues to consider relating to siting, legal powers and duties, business sustainability, scale etc, but there was an opportunity to develop a pilot at Pembroke Court, which would highlight some of the solutions. The next steps would be to identify potential sites and stakeholders, and make some assessment of the capacity required.

Resolved: To note the report.

E12/21/22 Climate Jury Recommendations Panel

The Committee received a report from the Project Manager on the creation of a Recommendations Panel to assist the Council in reviewing the town's response to the challenges of Climate Change, which it had begun to identify through the Citizen's Jury programme. The Recommendations Panel would be chaired by the Clerk and would consist mainly of stakeholders who were initially involved in the Jury's oversight panel. Concern was expressed about the initial meeting being held in person, and it was suggested that this should revert to a virtual context instead, since it was not a statutory council meeting.

Councillors thanked the Project Manager for her work on the agenda for the meeting, which they felt was detailed and comprehensive.

Resolved: To note the report.

Resolved: That the Project Manager will circulate and publish the list of names on the Recommendations Panel and that the first meeting of the panel should be held on Zoom, rather than face-to-face.

The meeting closed at 19.43

Work Programme – May 2021

Items completed in 2020 have been removed from the table

Committee	Project title	Progress	Partners	Est date of completion	Completed
Management Clerk	Staffing	Recruiting Finance and Admin officer to replace Treasurer			Completed
		Recruiting Democratic Services Assistant		Applications due by 7 June	
		Covid19 Risk Assessment maintained and actioned		Ongoing	
		Covid secure venues identified for after 17 May		28 May 2021	
		New staffing structure published and distributed to councillors		28 May 2021	
		Leave charts and contracts standardized		Ongoing	
	Website	Initial draft of overhaul prepared for feedback with heading structure		Summer 2021	
	Budget 2021	Review of budget process for 2021 including analysis of commitments		Ongoing with Finance Officer	
	Finance system	Preparing report on comparative systems for decision in March		September 2021	Delayed for staffing change
	Town Hall accommodatio	Liaising with SLDC over temporary move to Mintworks	SLDC	March 2021	Completed

		Liaising with SLDC over return to TH and SLH in appropriate accommodation in October 2021		April/May	
	Kendal Museum	Steering final lease signing for Museum lease through solicitors	SLDC, Museum, Trustees	Feb 2021	Completed from KTC angle, but reports suggest a blockage continues elsewhere in the chain
	Standing orders	Review of standing orders to allow financial decisions to be taken in a timely fashion	AGC	Feb-Mar 2021	Completed
		Review to update all orders and regs	AGC	Oct 2021 – T&F group appointed	
Audit, Grants and Charities	Grants	Review of the Grants Programme (including grants from other committees)	CLF, KiB, E&H	September 2021	
	Charities	Reviewing all charity issues for risk and clarity	Various	July 2021	
E&H Project Manager	Infrastructure projects	<p>Green wall/ ivy screening – Potential contractors are mocking up a design for Blackhall road to be shared at E&H, CCC will base permission decision on mock up visual</p> <p>Woolpack yard signage – all landowner permissions now in place, all businesses now contacted, waiting on one logo, design drafted and to be signed off at E&H</p> <p>Climate Change Jury – final report completed and shared. Recommendations</p>		<p>May/June 2021</p> <p>May 2021</p> <p>June 2021</p>	

		<p>integrated into KTC's action plan. Climate Change training shared with Councillors. Solar audit and municipal composting projects considered by E&H. Design Council training continues, engagement ideas have been refined again to be discussed at E&H. Recommendations Panel preparation begin in May to contact all stakeholders regarding their progress. Meeting with Jury members to update and secure buy in for recommendations panel and engagement involvement.</p> <p>Somervell Garden License reasserted with CCC, liaison with Continental to plant wild flowers</p> <p>Pump Track Site search</p>	<p>June 2021</p> <p>July 2021</p>		
Mayorality & Arts Clerk, Mayor's Attendant	Offices & council meeting	Correspondence on heritage assets during refurbishment and lockdown.	SLDC	Throughout 2021	
	Heritage	<p>Heritage catalogue being updated and separate list of missing items compiled. Silver valuations being added to asset register. New charter boxes to be sourced. Katherine Parr prayer book custom storage box received.</p> <p>Possible Autumn exhibition now postponed due to venue restrictions</p>		Oct 2021	

Christmas lights & festivals Council Services Officer	Christmas lights	New contract for lighting installation and management now out to tender Awaiting Covid19 review for summer programme		April 2021	Completed
	Switch-on event	Reviewing options in light of budget and Covid		June 2021	
Allotments Council Services Officer		New fencing projects at Castle Hagsgs and Crow Trees moving to commissioning Opening up additional space at Canal Head for new plots being specified Solution to rabbit issue at Wattsfield		Commissioned Spring 2021 Design awaiting confirmation by Committee Specification by end of June	
KiB Council Services Officer	KiB	Projects now being identified with partners	Continental SLDC KCV	Ongoing	
	Misc	Summer newsletter – likely to be a full issue. KTC assets – Investigating replacement SIDs	Cumbria Police, Cumbria County Council	June 2021 To be commissioned following E&H 17 May.	

KENDAL TOWN COUNCIL REPORT

To: Management Committee	7 June 2021
From: Town Clerk	Agenda Item No. 8

Grants and Payments

Background

In reviewing processes whilst the role of Finance Officer is established, a number of anomalies have come to light in the way in which the Council budgets for certain items and pays certain items.

It is not believed that the Council has exposed itself to actual risk of financial loss, but the processes may be overhauled to ensure compliance with best practice.

These issues would normally be the preserve of Audit and Grants, but they have cross cutting implications for all Committees, so a policy decision is sought from Management Committee, to inform the other Committees how they should be proceeding.

Mayoral Allowance

The Mayoral Allowance, whilst being correctly reviewed through the parish remuneration panel, has been paid as a lump sum to the Mayor, with the Mayor subsequently making a payment to the Deputy Mayor to defray the expenses of their offices. It would be more in line with current best practice to pay both office holders a specified amount through the Council's payroll. This is because HMRC do not recognise any form of payment to individuals which isn't considered to be either income, or accounted and allowed expenses. This will have tax implications for both office holders, but makes the payments on the same level as those made by the District and County councils to Councillors.

Grants

The Council has established grant application and payment systems across a range of committees – not simply the Audit, Grants and Charities committee. These include Kendal in Bloom, Christmas Lights and Festivals, and Environment and Highways (biodiversity grants). The total value of grants offered by the council is in the region of £100,000. This excludes the value of grants given out by the Charities for which the Council is Trustee.

Some of these grants are paid in the same year as they are applied for, some are paid in the financial year following their application. Informal conversations with grantees suggest that most applicants are unfamiliar with the differences between the grant payment schedules. Anecdotal evidence suggests many councillors also find the differences to be confusing and cumbersome.

From the evidence I have read, the advance notice grants were established to enable the Treasurer to ensure that the Council raised sufficient income in the coming year to cover its likely grants expenditure. In establishing its grant liabilities, the Council's budget could accurately predict its expenditure under the grants heading.

A principal drawback with this process is that the Council is unable to be responsive to the community's needs, which are often for grant money within six months of application. The current system may require an applicant, who for instance submits an application in February, after the whole of the following year's grant money has been allocated, to wait until the following April to receive any funding, even if their funding is actually approved the previous April.

Some organisations benefit from a continuous funding commitment from the Council. Examples would be the Citizens Advice Bureau, Brewery Arts Centre and Kendal Museum. Some of these are required to jump through a grants hoop, others are allocated money in the budget independently. At present there are no standardised Conditions of Funding and no standardised provision for funding to be for a period longer than a year, though onward funding periods have been negotiated with some grantees.

It is suggested that the Council standardises its payment system for grants, preferably so that all grants are paid out in the year in which they are applied for (provision can be made for applicants late in the financial year to receive funding from the following financial year, if required). Grant pot allocations would still be limited to the volume of funding the Council saw as strategically appropriate – the general levels can be estimated, funding agreements can be put in place for strategically important grantees, and small value grants budgeted for on a reactive basis. Funding criteria should reflect the values and benefits the Council seeks to achieve through the funding.

Credit Card Payments

The Council has access to a credit card, which proved helpful in keeping services requiring small purchases to keep running during the period of the Covid lockdowns. However, it is not considered good practice to use a credit card for general purchases. These should be done through pro-forma invoicing, trade accounts, and for small amounts, pre-approved petty cash, or reclaimed expenses. As the council moves towards a genuine purchase order system, financial controls will prevent the risk of unauthorised purchasing.

Summary

- It is recommended that the Council pays the Mayoral allowance through the payroll.
- It is recommended that grants are paid in the year in hand, not allocated a year ahead.
- It is recommended that the Credit Card facility is reserved to emergency use only. with appropriate authorisations in place.