

Kendal Town Council

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



27 September 2021

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 E Hennessy (Chair of Environment & Highways)
Cllr S Coleman (Chair)	Cllr H Ladhams (Vice Chair of Planning)
Cllr G Cook (Vice chair)	Cllr S Long (Rep on Kendal Futures)
Cllr J Dunlop (Deputy Mayor and Chair of AGC)	Cllr Doug Rathbone (Mayor and Chair of Planning)
Cllr S Evans (Chair of Christmas Lights and Festivals)	Cllr G Tirvengadam (Ordinary member)
Cllr A Finch (Chair of Allotments)	

You are summoned to a meeting of Kendal Town Council's Management Committee on Monday 4 October 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 2 August 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, and extended on 6 September 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 4 October 2021. These may be received en bloc. Any recommendations may be considered as accepted, unless otherwise stated.

Allotments	27 September 2021 (to follow)
Planning	6 September, 20 September
Environment and Highways	13 September 2021

7. Report on the Work Programme

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

8. Code of Conduct

To consider the Council's position with regards to the proposed changes to the Code of Conduct.

Background

South Lakeland District Council has issued a new Code of Conduct for Councillors, which it hopes will be adopted by individual councils. The new Code is a revised version of the existing Code, with amendments mostly focusing on readability and ease of use. There are not believed to be any material changes, as the outline content of the Code is specified in legislation. The proposed new Code is appended to this agenda.

The Committee should decide how the Council wishes to respond to the request from the District Council to adopt it standardised form.

9. Levelling Up Fund

To consider a proposal that the Council contributes £5,000 to the briefing of consultants developing an application to the government's Levelling Up Fund.

Background

The Council has already given 'in principle' agreement to contribute to a scheme for the development of a bid to the government's Levelling Up Fund of up to £20 million. The contributors to the application are South Lakeland District Council (£25,000), Cumbria County Council (£25,000), Kendal Futures (£5,000) and KTC (£5,000). It is proposed that this sum is met from reserves deriving from underspends in 2020-21. In principle agreement was sought from the Chair and Vice Chair of the Management Committee, the Mayor and Deputy Mayor, in order to match the ambitious timetable of the application to government. The application will focus on the connectivity between Longpool and the town centre, whilst also pulling in satellite acknowledgement of the town's cultural zones along Highgate/Kirkland.

10. Walking Leaflet Reprint

To consider reprinting the Kendal Walking leaflet, which is now out of stock.

Background

The Walking leaflet has been very successful and is distributed through A Ha marketing. The costs for reprint are:

Printing (MTP media)

- 30,000 £2,217

- 50,000 £3,501

Distribute (Aha)

- 30,000 £1,080
- 50,000 £1,800

It is proposed to meet this from the promoting Kendal budget.

11. Budget 2021-22

To review the spend against budget for the areas under the committee's direct responsibility.

12. Refurbishment of the Town Hall

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

13. Employment and Staffing Matters

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

14. Items for the Newsletter

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

Autumn/Winter 2021 Edition – deadline 25 October, publication late November.

15. 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.

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Minutes of the meeting of the Management Committee held on Monday, 2 August 2021 at 7.30 at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Apologies	Cllr A Finch	Absent
Cllr S Coleman	Present	Cllr S Long	Present
Cllr G Cook	Present	Cllr E Hennessy	Apologies
Cllr J Dunlop	Present	Cllr D Rathbone	Apologies
Cllr S Evans	Present	Cllr G Tirvengadam	Present
Cllr H Ladhams	Present		

In attendance: Town Clerk and Democratic Services Assistant

M11/21/22 Apologies

Apologies were received and accepted from Cllrs A Blackman, E Hennessy and D Rathbone

M12/21/22 Declarations of Interest

None

M13/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Committee considered whether to exclude the press and the public from item 10 and 12, as it related to a commercially confidential matter.

Resolved: To exclude the press and public from item 10 and 12.

M14/21/22 Minutes of the Previous Meeting

The Council received the minutes of the meeting held on 7 June 2021.

Resolved: To accept them as a true record.

M15/21/22 Matters delegated to the Committee

The Committee considered the items which were delegated for its consideration at the meeting of the Full Council on 4 May.

The committee considered the recommendations of the following committees

Planning	5 July and 19 July 2021
Environment and Highways	12 July 2021

Resolved: To accept the recommendations within the scope of the Committee's delegated powers.

M16/21/22 Report on the Work Programme

The Committee considered a report from the Town Clerk on the Council's work programme.

- (a) Staffing. The clerk reported that staffing levels are now at full capacity. A councillor asked for a copy of the staff structure. The clerk reported this was available on the

website and promised to circulate a copy of the organisational chart directly to councillors.

- (b) Website. The clerk reported on a planned upgrade to the council website. Councillors requested the calendar of meetings be extended to cover the whole year with the opportunity to directly feed to councillor's outlook calendars.
- (c) Budget. The clerk updated councillors on the budget report (agenda item 8c) which provided additional information to aid clarity but stressed this was a work in progress statement. Subject to the approval and installation of new software, it is anticipated that greater clarity will be possible when the new software system is installed and the Finance Officer suitably trained. The Chair suggested submitting final approval for the new financial accounting package to the next full council meeting. It was suggested that budget headings be repeated at the top of each page. The clerk agreed to review this report and bring forward further improvements for the next meeting.
- (d) Town Hall Accommodation. The Clerk reported that informal conversations with colleagues at SLDC suggested that the new accommodation would not be finished in October. A date in December might be more realistic. Temporary storage space can be available immediately which would allow the Mayor's Parlour to be reopened. The chair suggested plans for a move from Mintworks should be postponed until January 2022.
- (e) Audit, Grants & Charities. With the closure announced of the Clarks shoe distribution site in Kendal, councillors sought clarity on the historical artefacts currently stored at Clarks in Street. The Clerk reported he was contacting the Gillett Trust who are currently the keepers of these items. Other points were noted.
- (f) Environment & Highways.
 - a. A councillor commented on Cllr Edwards initiative with the Music for Youths programme and their recent visit to the skate park. This was received positively and the people using the skate park spoke positively about the idea of a pump track coming to Kendal. The Clerk reported that he and the Vice Chair of E&H were currently reviewing two possible sites between Kendal United's ground and Netherfield, and in a long meadow adjacent to the Castle.
 - b. It was asked if Speed Indicator Devices (SIDs) were mobile. The clerk reported that the new installation is movable and currently the council was in discussion with CCC on possible new sites.
 - c. Provision of Toilets. Councillors noted the community toilet scheme had been a success but with covid and resultant closures it had not been possible to continue with the scheme. The chair felt there was a benefit in looking at automatic and self-cleaning toilets. It was suggested that officers speak to neighbouring councils who have installed such devices.
 - d. Allotments. Clarity was sought on the precise location of potential new allotment sites adjacent to the tow path next to the Civic Amenity Site. The chair reported that SLDC had removed some of the trees and suggested a press release relating to the provision of new allotments and that the website should be updated.

Resolved: To note the report.

M18/21/22 Budget 2021-22

- (a) Shredder. Councillors considered the proposed purchase of a new office shredder and agreed to delegate the task of procuring a new shredder for less than £500.
- (b) Subscriptions. The Clerk updated councillors on the existing membership of the Rural Market Town Group. Councillors were not persuaded that ongoing membership represented good value for money. It was proposed that membership be cancelled

subject to any mitigating information being received from the Rural Market Town Group.

- (c) Spend against Budget. The Chair felt the current report format still does not work but welcomed the potential benefits from the new software being installed later in the year. The Clerk was asked why the Wainwright Award was posted at £320, when the working group delegated to making the award had assumed a £500 allocation was available. The Clerk apologised for apparently misleading the Working Group on the year's allocation but felt that the Working Group's idea to split the award this year would not seem so generous if the principal sum was only £320. A number of solutions were considered in the context of the Council protecting the original £10,000 donation from A Wainwright to fund the award. In the circumstances, the Committee felt a subsidy of £180 from the Council's contingency fund would ensure the award fund remained properly intact.

Resolved: To authorise the Clerk to purchase a new office shredder for less than £500.

Resolved: To authorise the Clerk to cancel the subscription to the Rural Market Town Group but revert to the Management Committee if new information on the benefits of membership is made.

Resolved: To make a once only transfer of £180 to upgrade the Wainwright Award for 2020 to a total of £500.

M19/21/22 Refurbishment of the Town Hall

This item was addressed in M16/21/22 (d) above. Councillors asked when the council chamber would be ready. The Clerk reported that it was planned for September.

Resolved: To note the report.

It was proposed and agreed unanimously to move into Part 2 for the items 10 and 12.

M20/21/22 Employment and Staffing Matters

Resolved:

M21/21/22 Property Matters

Resolved:

The meeting closed at 9.13pm

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Minutes of the Planning Committee meeting held on Monday, 6 September 2021, 6.30pm at Kendal Town Hall.

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

In attendance: Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant).

(1) P50/21/22 Apologies

The Committee received and accepted apologies from Councillor Cornthwaite, Rowley, Gibson and Miles.

(2) P51/21/22 Declarations of Interest

Councillor Vincent declared an interest in planning application No. 5, the applicant is known to him.

(3) P52/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

(4) P53/21/22 Minutes of the Previous Meeting

The Council received the minutes of the previous planning committee meeting held on 16 August 2021.

Resolved: Proposed by Councillor Ladhams, seconded by Councillor Vincent. To accept them as a true record.

(5) P54/21/22 Planning Process Issues

No urgent issues to discuss.

(6) P55/21/22 Kendal Town Council Flood Relief Scheme.

Resolved: To note the report from the 4 August meeting

(7) P56/21/22 Dark Skies

The committee considered the draft paper submitted by Jack Ellerby of FOLD and agreed to review the second section of the report and where appropriate encompass this as part of a check list of comments that may be adapted for future planning applications where light critical issues are raised.

Resolved: To review the report and for the Clerk or nominated officer to produce a draft set of guidelines for the Planning Committee to consider.

(8) P56/21/22 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1.

Resolved: To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.08

Kendal Town Council

Appendix 1

Applications for Planning Committee 6 September 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/0785 & SL/2021/0823	28 Lowther Street 1 non-illuminated fascia sign and 1 non-illuminated hanging sign	6 September	No Material Objections
2	SL/2021/0780	7 Castle Close Single storey side / rear extension	6 September	No Material Objections. However, the suggestion of two nest boxes is insufficient net biodiversity gain given the loss of garden, especially considering the possibilities afforded by the site. These must be seriously considered.
3	SL/2021/0784	Broadlea, Burton Road, Oxenholme Rear dormer at first floor and two storey rear extension to increase living and bedroom space	8 September	No Material Objections.
4	SL/2021/0783	19 Whinfell Drive First floor side and rear extension (Resubmission of SL/2020/0384 & SL/2021/0531)	9 September	Material Objections harming the neighbour amenity. Committee recommends this application is refused as it still results in harm to the visual amenity and is detrimental to adjoining properties. The drawings appear to indicate the build along an adjoining party wall. There are insufficient details in application to determine. Any future application must have an increased aspect of net biodiversity gain than afforded by this application and more specificity on building materials.
5	SL/2021/0811	53 Bellingham Road	9 September	No Material Objections provided that it is not overlooking and there are no adverse neighbour comments.

		Single storey rear extensions, raising of roof with front dormer windows to provide accommodation in the roof space		
6	SL/2021/0812 & SL/2021/0813	3 Thorny Hills Single storey replacement extension with associated re-render, boundary wall alterations and installation of new ground floor WC	10 September	No Material Objections. We commend the application for the sympathetic attempt at net biodiversity gain.
7	SL/2021/0781	23 Kirkbie Green Replacement rear aluminium glazed sliding door with timber outward opening glazed doors	13 September	No Material Objections.
8	SL/2021/0821	68 Natland Road First floor front extension	16 September	No Material Objections.
9	SL/2021/0824 & SL/2021/0825	Sand Aire House, Stramongate Proposed Foodhall NOTE: This application has been launched three times and recalled twice by SLDC.	16 September	No Material Objections. The Town Council welcomes the application which in keeping with the scope of the Town Centre Strategy and Kendal Vision. This is provided the flood risk prevention measures outlined are fully implemented. An improvement in the external visual amenity would be welcomed. In addition, however, it was felt that insufficient solutions have been found to potential parking issues as a result of this “destination” building and its success will likely result in parking issues.
10	SL/2021/0831	Asda Stores Ltd, Burton Road Variation of condition 2 (approved plans) attached to planning permission SL/2020/0308 (Reconfiguration of the home shopping facility including new storage building and van canopy. Replacement click and collect canopy.)	21 September	No Material Objections provided there is no adverse environment lighting affect caused by varying this condition. Important that this application aligns with the Town Councils Dark Skies policy.
11	SL/2021/0832	3 Carus Gardens	21 September	No Material Objections and strongly support the request for swift boxes on this site.

		First floor extension over existing garage roof terrace (resubmission of lapsed approval SL/2012/0485)		
12	SL/2021/0837	Riverview, Beezon Fields Change of use from offices to a learning and non-residential institution (Use Class F.1)	21 September	No Material Objections
13	SL/2021/0838	13 Stonecross Green Single-storey side extension to form sun room, single-storey front extension to garage & new front door	21 September	No Material Objections

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Notes from the non-statutory Working Group meeting of the Planning Committee meeting held on Monday, 20 September 2021 at 6.30pm via Zoom.

Cllr J Cornthwaite	Present	Cllr D Rathbone (chair)	Present
Cllr P Gibson	Present	Cllr C Rowley	Present
Cllr H Ladhams (vice chair)	Present	Cllr K Teasdale	Present
Cllr D Miles	Absent	Cllr G Vincent	Present

In attendance: Councillor S Long, Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant). Graham Harrison (member of public), Jon Robinson (member of public)

P57/21/22 Apologies

None Received.

P58/21/22 Declarations of Interest

None

P59/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P60/21/22 Minutes of the Previous Meeting

The Council received the minutes of the previous planning committee meeting held on 6 September 2021

Resolved: To accept them as a true record.

P61/21/22 Planning Process Issues

The Clerk raised two issues. A date had been offered by SLDC Planning Officers to discuss the new Local Plan. The Committee agreed the 30th September was preferable. The Clerk reported that Cllr Chaffey, SLDC Portfolio holder for Planning hoped to be present. The Clerk informed members that the District Council also planned a drop -in session on the same subject, for members of the public, at the Town Hall on Monday 18 October, 3-7pm.

Resolved: That the Town Clerk make the necessary arrangements to meet with Planning officers, having agreed an agenda with members first.

Resolved: That members of the Environment and Highways Committee also be invited to this meeting.

P62/21/22 Kendal Town Council Flood Relief Scheme.

Councillor Cornthwaite gave a verbal report on the meeting held on 15 September. Notes of meeting will be circulated to members at the next Planning Committee meeting. The next meeting will be on 20 October and Stuart Mounsey and Doug Coyle of CCC have been invited together with Paul Quinn, an academic from Newcastle University, who will make a presentation about upper reaches.

P63/21/22 Planning Applications

The Committee considered the Planning Applications shown in Appendix 1.

Resolved: To submit the recommendations in Appendix 1 to the Planning Authority.

The meeting closed at 19.23

Kendal Town Council

Appendix 1

Applications for Planning Committee 20 September 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/0850	The New Bacon House, Station Yard, Station Road Two storey side extension over existing yard and attached to existing building	27 September	No material objections but wish to underline the need for net biodiversity gain such as a bird box or similar.
2	SL/2021/0858	4 Carus Gardens First floor extension over part existing garage roof terrace	27 September	No material objections. However, a specific net bio diversity gain is required on the overall site to be specified along the lines of re-wilding especially wild flower meadow or increased tree provision.
3	SL/2021/0862	57 Bleaswood Road, OXENHOLME Single storey rear extension, conversion & alterations of garage and creation of parking bay	27 September	No material objections.
4	SL/2021/0863	14 Yeats Close Single storey rear extension & alterations including new pedestrian access gate to the rear boundary fence	27 September	No material objections.
5	SO/2021/0001	Land adjacent to River Mint and Kent extending from adjacent to Lakeland Distribution Centre to Helsington Mills. Environmental Impact Assessment scoping opinion for proposed revisions to the Kendal Flood Risk Management Scheme approved under reference SL/2018/0925	29 September	No Material Objections. The committee agrees to the scoping outline in the application for the flood relief measures as outlined in the amendments to the scheme. The committee were pleased to see the glass panels along Aynam Road. The committee noted the proposed re-siting of the drinking fountain which should be recommended after consultation with all Council members. The Clerk will circulate to council members seeking their thoughts on the matter.

6	EU/2021	<p>Low Fellside. Proposed Amendment to Exempted Vehicle Types.</p> <p>Cumbria County Council has submitted a proposed redesign of the vehicle barrier on Low Fellside to allow South Lakeland District Council lorries to pass through, avoid the need to reverse to service the properties on the street</p>		<p>The Committee heard that the problem of reversing bin lorries presented an unnecessary risk to pedestrian and operatives. The simple change to the bollards would allow lorries to pass through the blockage. The committee supported this proposal, but were concerned about the style, quality and durability of the new posts, in the context of the Conservation Area. They were also concerned that the new bollards should remain the property and liability of the highway authority and that this should not be allowed to default to the Town Council.</p>

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Notes from the meeting of the Non-Statutory Working Group of the Environment and Highways Committee held on Monday, 13 September 2021 at 7.30 pm via Zoom.

Cllr G Archibald (Vice Chair)	Present	Cllr S Evans	Present
Cllr J Cornthwaite	Present	Cllr S Long	Present
Cllr J Dunlop	Present	Cllr K Simpson	Present
Cllr E Hennessey (Chair)	Present	Cllr C Rowley (Until 9.15)	Present

In attendance: Town Clerk (Chris Bagshaw), Project Manager (Helen Moriarty), Democratic Services Assistant (Ian Gordon)

Also present: Kate Houlden (member of public), Graham Harrison (member of public)

E21/21/22 Apologies

None

E22/21/22 Declarations of Interest

None.

E23/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Chair expressed thanks on behalf of the Committee for the hard work of the previous Chair, Councillor Owen.

E24/21/22 Minutes of the Previous Meeting

The Council received the minutes of the Committee meeting held on 12 July 2021. Councillor Evans pointed out that she was absent from this meeting and was incorrectly listed as attending.

Resolved: To commend them as a true record

As member of public has asked to make a three minute address regarding agenda item 6(a) v (Public Toilets), the Chair ruled that this item would be taken immediately.

E25/21/22 E & H Budget

The Committee considered the budget for the current year. A query was raised about the allocation for painting railings and similar activities There was also some confusion over the allocation of funding to the Somervell Garden, which in the past had been £500, but was now £1500

Resolved: To note the report The Clerk will investigate the queries and clarify matters for the next meeting.

E26/21/22 Highways and Infrastructure Proposals

A) Green Spaces Proposals

i. **Town View Fields.**

The committee considered the report noting the lack of play equipment in this area and agreed that an alternative provision should be made.

Resolved: To compensate for the loss of play provision at Town View Fields through exploring other sites for the installation of informal play equipment at either Bowling Fell or Maudes Meadow. In addition to explore an alternative type of play provision in Serpentine Woods e.g., renewal of the sculpture trail and interpretative trails.

ii. **The Adventure and Kirkbarrow Path Network.**

The committee considered the report and were dismayed at the poor state of these paths. Councillors wanted to ensure that any planned restoration around the Kirkbarrow Scheme didn't limit exploration to other areas in Kendal that may be equally in need. Councillors were informed of ownership challenges.

Resolved: To invite senior representatives from SLDC and CCC to meet as a matter of urgency to agree a course of action to improve the paths in this area and for the Town Council to explore possible use of the Community Infrastructure Levy as a potential source of funding.

iii. **Signage Audit.**

The committee considered the report on signage at Nobles Rest, Castle directional signs, finger posts and the Clarks Shoes heritage sign. The committee were concerned that SLDC had reported they could only process damaged signs if they were reported via the Customer Connect system indicating a large audit would not be viable. The committee welcomed the promotion of customer connect to encourage residents to report faulty signs to SLDC.

Resolved: To delegate the delivery of these proposals to the Chair in consultation with the Town Council's Project Manager after consultation with the Civic Society. To engage relevant portfolio holders for further discussions on establishing a partnership approach to a street sign audit.

iv. **Seating.**

The committee welcomed the proposal to purchase new seats for Abbot Hall. Councillors also wanted to see the previously removed seat from Dockray moved back into position possibly with a new position so that the path is not restricted.

Resolved: Subject to appropriate permissions, and in keeping with EA improvements and town design strategies, purchase a new bench with Kendal Town Council crest for Abbot Hall Park and for Abbot Hall Riverside. To confirm costs with the Chair and utilise underspend from the Ivy Screening Budget.

v. **Public Toilets.**

A member of the public spoke about anti-social behaviour at Gooseholme and its use in the evening when generally young people are there, two to three times per week and often drinking alcohol. She explained that people urinating and defecating is now common place using hedges, squatting behind cars, and the putting green. She did not believe that extending the Courtesy Toilet Scheme to Gooseholme would offer a solution, as she felt it

unlikely that young people, possibly underage, entering licensed premises was a realistic expectation. It was noted that there was CCTV overlooking the site, and councillors wondered if this was picking up the anti-social behaviour. It was observed that there was potential space for a public toilet in the vicinity of the bowling green. Councillors asked if there was evidence that this behaviour was a year round phenomenon. The member of the public explained that this was mostly an issue in the summer months. Councillors observed that a number of public toilet solutions were available, but their cost and ongoing maintenance would have to be considered. It was noted that both New Road and Gooseholme were promoted as places for families to visit, but that without adequate toilet provision, they were less practical or attractive. It was suggested better signage of the CCTV might act to deter anti-social behaviour.

Resolved: To explore the extent of anti-social behaviour on Gooseholme and explore the costs, implications and risks of proactive solutions.

B) Birdcage.

Councillors welcomed a report identifying potential improvements at the Birdcage, and wished to see improvements to this important town centre location.

Resolved: To authorise an officer of the Town Council to speak to Kendal Futures and Kendal BID requesting they take potential leadership of a program of improvements to the Birdcage with the full support of the Town Council. To write to SLDC taxi licensing about ongoing illegal parking of taxis in this area.

C) Citizens Jury Recommendations Hub.

The committee welcomed the progress on this project. Councillors wanted to be satisfied that staffing arrangements at a central hub would not be the responsibility of the Town Council. The Town Council Project Manager said this would be covered via the partnership approach.

Resolved: To continue to support progression on this project and to reinstate the Zero Carbon Kendal sub group to oversee developments.

D) 20MPH.

Councillors considered their implementation preferences for the introduction of a 20mph zone in Kendal. Councillors highlighted adjoining areas that have successfully introduced 20mph. Councillors feel that they should continue to support a full introduction for the whole town. Councillors felt the Town Council would be opposed to phased options due to concerns of public confusion, costs and implementation timescales. The Clerk reported that a Traffic Regulation Order (TRO) could cost about £3,000 and believes cost to the Town Council could be £100k.

Resolved: In line with earlier decisions, the committee supports a Kendal wide introduction of a 20mph zone and will present this preference to the working group meeting on 29 September.

E27/21/22 Project Updates and Recommendations

a) Biodiversity Policy.

The Clerk presented the draft biodiversity policy. The Chair is keen to have specific targets embedded within this policy. Members welcomed the idea of a simple policy

but would like to see the policy extended to ensure the five areas of bio-diversity loss differentiated from climate change. The five primary drivers of biodiversity loss are habitat loss, invasive species, overexploitation, pollution and climate change.

Resolved: The committee asked the Clerk to redraft the biodiversity policy with up to four targets that are specific, measurable, achievable, realistic and timely and to circulate an update to this committee and the Management Committee and/or Full Council.

b) Citizens Jury Recommendations

The committee received reports on:

- I. Solar Audit
- II. Dark Skies
- III. Wild Kendal
- IV. Kendal Municipal Compositing
- V. Recommendations Festival Stand
- VI. Online Inspiration Hub

Resolved: The committee welcomed the update reports and noted the contents.

c) Green Spaces Updates

The Committee received updates on the following

- I. Pumptrack.
- II. Valley Drive Lighting Scheme.

Resolved: The committee welcomed the reports and noted the contents. The Clerk and the Chair will walk round potential Pumptrack sites.

d) Infrastructure Updates

The Committee received progress reports on the following:

- I. Speed Indicator Devices (SIDs). Progressing
- II. Ivy Screening SLDC grant confirmation received, project completion predicted within six weeks of receiving the grant.
- III. Woolpack Yard.

Resolved: To note the reports

The meeting closed at 21.34

Work Programme – October 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		Ongoing	Completed
		Recruiting Democratic Services Assistant			Completed
		Covid19 Risk Assessment maintained and actioned			
		Leave charts and contracts standardized			
	Website	Initial draft of overhaul prepared for feedback with heading structure		October 2021	
	Budget 2021	Review of budget process for 2021 including analysis of commitments		Ongoing with Finance Officer	
	Finance system	Comparing available finance systems for planned introduction		September/October 2021	Delayed for staffing change
	Town Hall accommodation	Liaising with SLDC over temporary move to Mintworks. Tenancy now agreed to January 2022	SLDC	March 2021	Completed
		Liaising with SLDC over return to TH and SLH		Ongoing	
	Standing orders	Review of standing orders to allow financial decisions to be taken in a timely	AGC	Feb-Mar 2021	Completed

		fashion Review to update all orders and regs	AGC	Oct 2021 – T&F group appointed. Methodology agreed.	
Audit, Grants and Charities	Grants	Review of the Grants Programme (including grants from other committees)	CLF, KiB, E&H	September/October 2021	
	Charities	Reviewing all charity issues for risk and clarity	Various	August 2021	Due Oct 2021
E&H Project Manager	Infrastructure projects	<p>Green wall/ ivy screening – Permission granted to install at both Longpool and Blackhall Road. Funding secured. Prototype installed. Remaining work scheduled for completion</p> <p>Woolpack yard signage – all landowner permissions now in place, design approved by E&H, currently being fabricated installation expected by end of August.</p> <p>Greening of Woolpack Yard There is an opportunity to add green planters to Woolpack Yard. This could potentially be funded through the Community Infrastructure Levy.</p> <p>Climate Change Jury – Successful Recommendations Panel completed</p> <p>NFU farm trip (September).</p> <p>SLDC Climate Change Grant secured to deliver a town wide Solar Audit and online carbon reduction hub. Awaiting confirmation from SLDC legal for funding</p>		<p>August 2021</p> <p>End of October 2021</p> <p>August 2021</p> <p>Early 2022</p> <p>Completed</p>	

to be transferred. Procurement has begun for both projects. Delivery TBC based on funding.

Development of a physical hub in partnership with Waste into Wellbeing and the Repair Café has begun.

Development of a festival stand to promote the online hub and recommendations to feature at Torchlight, LICAF and KMF.

Somervell Garden

License reasserted with CCC however supplier difficulties have meant that this project will now take place in April 2022.

Pump Track

Site suitability investigations at Castle continuing with landowner and other stakeholders

Speed Indicator Devices

Milnthorpe Road SID – completed

New sites identified, additional SID to be purchased pending CCC permissions.

Signage Audit

Google map shared with staff and approach enquiries made with SLDC to confirm an appropriate process.

Winter 2021

Ongoing

April 2022

Autumn 2021

Completed

Ongoing

Ongoing

Mayoralty & Arts Clerk, Mayor's Attendant	Offices & council meeting	Correspondence on heritage assets during refurbishment and lockdown.	SLDC	Throughout 2021	
	Heritage	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. Possible Autumn exhibition now postponed due to venue restrictions		Oct 2021	
Christmas lights & festivals Council Services Officer	Christmas lights				
	Switch-on event	Event planned		Nov 2021	Completed
Allotments Council Services Officer		New fencing project at Crow Trees Fencing at Castle Haggs Opening up additional space at Canal Head for new plots being specified Solution to rabbit issue at Wattsfield New small site identified at Town View		Specification to be confirmed Design feedback given Temporary Grazers solution proposed. Other solutions being explored Plan being drawn up	Completed Autumn Spring 22 Spring 22
KiB Council Services Officer	KiB	Projects now being identified with partners	Continental SLDC	Ongoing	

			KCV		
	Misc	Autumn newsletter KTC assets – Investigating replacement SIDs	Cumbria Police, Cumbria County Council	Due Early November 21 To be commissioned following E&H 17 May.	
Planning	Flood Relief Scheme	Working Group established to develop closer scrutiny of scheme. Glass wall specification and budget Other tasks to identify	EA, SLDC, CCC others	October 2021 – Planning consent for glass wall.	

South Lakeland District Council

Councillor Code of Conduct 2021

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Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- ☐ I act with integrity and honesty
- ☐ I act lawfully
- ☐ I treat all persons fairly and with respect; and
- ☐ I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- ☐ I impartially exercise my responsibilities in the interests of the local community
- ☐ I do not improperly seek to confer an advantage, or disadvantage, on any person
- ☐ I avoid conflicts of interest
- ☐ I exercise reasonable care and diligence; and
- ☐ I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- ☐ you misuse your position as a councillor
- ☐ Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in virtual meetings, emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviours in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment) or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1. I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8 Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

9. Protecting your reputation and the reputation of the local authority Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

**10. Gifts and
hospitality As a
councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable pecuniary interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room/meeting unless you have been granted a dispensation. In addition, you may speak on the matter only if members of the public are also allowed to speak and having spoken you must leave the room/meeting. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as an Executive member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registrable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registrable Interests (as set out in Table 2), you must disclose the interest. If you have such an interest you must consider whether a reasonable member of the public, knowing all the facts, would think the interest such that it may influence the way you vote. If the ordinary person would think that the interest may influence your vote then you should not participate in the matter. In these circumstances you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non- Registrable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects**—
- a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest. In order to determine whether you may participate in the meeting after disclosing your interest the following test should be applied:

9. Where a matter **affects** your financial interest or well-being so that a reasonable member of the public knowing all the facts would believe that it may affect your view of the wider public interest.

a. you may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either—) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

EXPENDITURE		Budget	Additional Funding	Actual Exp April - Aug/Sep	Remaining Budget	Projected Yr. Exp
Salaries:						
Total		£213,000		£100,782	£112,218	£207,996
Accommodation						
Rent of Old Unison Room				£1,140		£2,735
Service Charge (Rent)/ Heating/Lighting/cleaning/ Parlour/Picture Store/Use of Chamber				£4,750		£9,500
Use of Telephones				£100		£200
Other: (Garage Rent previously paid to R.Pinkhurst)				£903		£2,167
Premises Other				£0		£0
Alarms - Service & Maint				£1,381		£1,700
Elect - Garage				£148		£263
Total		£16,965		£8,422	£8,543	£16,302
IT						
Software	ITEK - Support			£1,225		£2,940
	ITEK Annual Contract			£990		£1,320
	Cloud Hosting			£314		£314
Support	Sage			£145		£295
Digital Meetings/Admin	Zoom			£222		£444
Other IT Costs				£285		£350
Website	Designworks			£600		£720
	DocuSign			£125		£300
New IT System/Comp/Equip						
Total		£12,000		£3,906	£8,094	£6,683
Insurance & Finance Costs						
Public Liability				£5,902		£5,902
HR				£883		£2,137
Finance Costs (Audit Fees)				£0		£2,100
Finance Costs Other - BK,Admin Chgs				£72		£131
Payroll Services				£191		£400
Total		£13,300		£6,785	£6,515	£10,670
Stationery/Office General						
Printing/Stationery/Postage				£322		£644
Office Equip				£28		£100
Asset - New Shredder				£493		£493
Misc. Office Expenses				£10		£500
Repairs to Office Equip				£0		£0
Photocopy Rental and Photocopies				£400		£1,536
Subscriptions	Open Spaces			£45		£45
	Allotments			£28		£56
	Town Crier Subs			£26		£35
	NALC/CALC			£2,218		£2,218
	Data Protection			£35		£35
	SLCC Membership			£289		£289
Total		£6,900		£3,894	£3,006	£5,951
Staff Training		£2,000		£1,044	£956	£2,000
PPE		£500		£42	£458	£150

Cost TBC

Est

Training Courses Flo/Helen/Chris

We will need much more -
 Gloves purchased to date

EXPENDITURE	Budget	Additional Funding Note 1	Actual Exp April - Aug/Sep	Remaining Budget	Projected Yr. Exp	
Vehicle						
Fuel			£406		£973	
Tracking Fee			£35		£84	
Repairs			£250		£1,000	Panel Repair in April/maybe other repairs
Van Ins			£778		£934	
Other			£5		£100	Est
Total	£2,300		£1,474	£826	£3,091	
Newsletter	£10,211		£3,672	£6,539	£11,016	Assuming we have 3 Newsletters this year,
Election Fund	£5,000		£0	£5,000	£0	???
Contingency	£5,000		£0	£5,000	£0	???
Misc.	£2,500		£198	£2,302	£2,500	Busy Bee Charges/Bk Charges/Leaving Gifts/Eye tests
Wainwright Fund	£320		£250	£70	£250	
Emergency Planning	£10,000		£0	£10,000	£0	???
Kendal Futures & Vision						
Support Co-ordinator	£7,750		£8,434	-£684	-£684	???
Promoting Kendal	£5,000	£4,344	£1,788	£7,556		???
Kendal Destination Website	£6,000		£1,800	£4,200		???
Kendal Vision Next Steps	£5,000			£5,000		???
Banners Kendal	£1,500			£1,500		???
Total	£25,250	£4,344	£12,022	£17,572	-£684	
SUB TOTAL:	£325,246	£4,344	£142,491	£187,099	£265,926	