

# Kendal Town Council

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



3 January 2023

To Members of the Management Committee

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

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

You are summoned to a meeting of Kendal Town Council's Management Committee on Monday, 9 January 2023, at 7.30 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

Yours faithfully

Chris Bagshaw  
Town Clerk

## AGENDA

### Public Participation

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

#### 1. Apologies

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

#### 2. Declarations of Interest

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

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

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

**4. Minutes of the Last Meeting**

To receive the minutes of the meeting on 7 November 2022, and to authorise the Chair to sign them as a true record (*see attached*).

**5. Minute Action Sheet**

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

**6. Council Activity Report**

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

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

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

**8. Speakers at Full Council**

To review the schedule of speakers proposed for Full Council meetings.

**9. Budget 2022-23**

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

**10. Budget 2023-24**

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

**11. Employment and Staffing Matters**

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

**12. Items for the next Newsletter**

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

## Kendal Town Council

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### Minutes of the meeting of the Management Committee held on Monday, 7 November 2022, at 7.40 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

**Also present:** Cllr G Archibald acting as substitute for Cllr A Finch and Cllr M Helme in relation to Agenda Item No.10 (Young People's Activity Scheme).

**In attendance:** Chris Bagshaw (Town Clerk), Helen Moriarty (Development and Delivery Manager) and Inge Booth (Democratic Services Assistant).

#### **M39/2022 Apologies**

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

#### **M40/2022 Declarations of Interest**

No declarations of interest were raised.

#### **M41/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

No issues were considered for exclusion.

#### **M42/2022 Minutes of the Previous Meeting**

**Resolved:** To receive the minutes of the previous meeting of the Management Committee held on 5 September 2022 and to authorise the Chairman to sign them as a true record.

#### **M43/2022 Report on the Work Programme**

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

#### *Management Committee*

*Council Plan (Review of Council Plan) and Governance (Review of Committee Structure) - still marked as red as still required resolving.*

*IT (Telephony)* – This remained an issue, and the Town Clerk explained that he continued to try to pin down exactly what was required. Raised was the need to ensure that callers leaving voicemails did not have to wait too long for a response.

*Governance (Resolution Management Plan)* – The Town Clerk explained that this matter simply remained amber due to attempts to find a method to help rather than hinder and that appropriate procedures were being developed.

A suggestion was raised for the need for target dates to be included within the Work Programme report, however, the Town Clerk explained that this column had been removed, with many issues remaining ongoing for some time. He explained how and why amber did not necessarily indicate concern but could also mean that work was ongoing. It was suggested that where an item remained amber and required support, this should be discussed with the Chair to see what could be done. It was further suggested that only those items shown in red required discussion by the Committee. The Town Clerk, therefore, provided further details in relation to the two such items.

*Council Plan and Governance (Review of Council Plan and Review of Committee Structure)* – These items, the Town Clerk explained, remained red due to the fact that they informed the whole process for management of the Council. He said that if the Council wanted a living, vibrant culture, then these issues required addressing. It was pointed out, however, that the Council was not entirely without policies and that these issues were being Member-led.

Discussion continued with regard to the need for target dates within the document and it was suggested that it would be useful for Committee Chairs to have an opportunity to sign off before anything moved to green. The need for a more detailed spreadsheet was raised, to include notes on why a matter was shown in amber. The Town Clerk explained that he had inherited this document when taking up employment with the Council during Covid and lockdown and suggested that a more collaborative process should be developed, with ownership of projects being taken on board by the relevant Chairs and with a mechanism for them to discuss items prior to them being brought to committee. Also suggested was the need for action sheets to enable Members to ensure that work was being carried out. It was suggested that this type of thing could be dealt with through a SharePoint page, with Chairs being given read-only access to check up on it and a link being sent prior to meetings. Attention was drawn to the fact that the Dark Skies project was shown as green yet was an ongoing project and also to the fact that a number of additional items needed adding to the document. It was, therefore, proposed that a new list should be developed, including timeframes and deadlines, with a breakdown of the level of granularity, in order to provide a focus for committees.

### **Resolved:**

- (1) To note the contents of the report on the Work Programme.
- (2) The Town Clerk to develop a new Work Programme, to include timeframes and deadlines, with a breakdown of the level of granularity.

### **M44/2022 Visit Kendal Update**

The Development and Delivery Manager provided a verbal update about the Kendal Visit website. She explained that there were three components to Visit Kendal Leaflets; Website and Social Media; and Signage.

The Development and Delivery Manager reported that leaflets were doing as well as always and were distributed by A-Ha Media, with 29,500 copies of each leaflet having been supplied in February and around 2,000 per month of each having been picked up in Kendal; the figures were similar for both the Kendal Walking Trails leaflet and the Kendal Welcome to Our Town leaflet. Six months' stock remained and, if the trend continued, more leaflets would be reprinted. In response to a query having been raised for the possibility for inclusion of more information on the riverside and the new Beezon Fields site, the Development and Delivery Manager said that any additional suggestions would be welcomed.

The Development and Delivery Manager next referred to the Visit Kendal Website, and was pleased to report that this was the first thing that came up on typing "Kendal" into Google. This was a vibrant and fresh website, receiving around 10,000 hits each month, with the content performing evenly across each theme of shopping, dining and events. There had been 2,100 subscribers to email marketing and there was a 52% click rate. The Town Council paid the fees for a content co-ordinator, as well as hosting and maintenance fees, and was partnered in this by Kendal Futures. Kendal Bid had now also been asked to join in, having dropped out a few years previously. They had offered a professional photography package, promotion, social media, a marketing feature and blog posts.

The Development and Delivery Manager informed the Committee that the Visit Kendal Instagram page had 2,300 followers and that a recent competition to win a night at the Castle Green Hotel had generated 700 new followers; this was to be repeated. This had helped to bring Kendal Bid on board.

With regard to signage, the Development and Delivery Manager explained that refreshment was required, with changes of name and various things requiring updating. She suggested that it may be possible to cover this from the Environment and Highways maintenance budget. In addition, she reported that Avanti had indicated a willingness to explore Visit Kendal signage at Oxenholme Station.

Attention was drawn by a Member to a problem on one of the Visit Kendal Website pages and also to the need to highlight toilets within the site. In response to a further query, the Development and Delivery Manager suggested that she was able to provide a list of where the Visit Kendal leaflets were displayed. It was pointed out that the leaflets used to be sent to Members prior to distribution and the Chair asked if, in future, they could be sent to Members prior to print to see if anything required updating.

**Resolved:**

- (1) To receive the verbal update.
- (2) The error on one of the Visit Kendal Website pages to be fixed.
- (3) Consideration be given to the inclusion of toilets within the Visit Kendal Website.
- (4) A list of where Visit Kendal leaflets are displayed be sent to Members.
- (5) Visit Kendal draft leaflets be sent in future to Members for comment prior to publication.

**M45/2022      Outside Bodies**

The Committee was asked to consider a proposal for Kendal Community Theatre to be added to the Council's List of Outside Bodies and for Cllr R Sutton to be appointed as interim representative. Members were advised that the Council supported the Theatre through its community grants budget. Cllr Sutton currently attended its governing body as a volunteer, but the Theatre was keen for the Council's presence to be formalised. Councillor Sutton would submit outside an Outside Body report to Full Council.

Additional discussion took place regarding the Town Council's representative to Brewery Arts. Cllr Craig Russell explained that although this was his role, Brewery Arts did not find this acceptable due to his position within the Organisation and a potential conflict of interest. It was suggested, therefore, that there was a need for the Town Clerk to look into the matter and seek to clarify the liaison.

**Resolved:**

- (1) To appoint Cllr R Sutton as interim representative to the Kendal Community Theatre.
- (2) Cllr R Sutton to submit an Outside Body report on the work of the organisation to Full Council.
- (3) The Town Clerk to seek clarification on the Town Council's representation on Brewery Arts.

**M46/2022      Land at Mintsfeet and Vicarage Drive**

The Town Clerk provided a verbal update on the acquisition of land at Mintsfeet Riverside and Vicarage Drive.

With regard to the land at Mintsfeet Riverside, the Town Clerk advised that a deposit had been made to the vendor and that the Town Council had signed and sealed its part of the Contract. He hoped shortly to exchange contracts.

With regard to the land at Vicarage Drive, the Town Clerk explained that he had been in contact with the Council's solicitor in order to press to move forward on the matter.

Members raised the need for consideration as to which Council committee would take on board responsibility for the land at Mintsfeet and for consideration to be given to plans for the area in the short, medium and long term. Also raised was the need for good communications on the matter following exchange of contracts, including a quote from the Chair of the Environment and Highways Committee.

**Resolved:**

- (1) To note the verbal update.
- (2) Following exchange of contracts, to make arrangements for appropriate communications with regard to the land at Mintsfeet Riverside, to include a quote from the Chair of the Environment and Highways Committee.

## **M47/2022      Levelling Up Funding Inquiry**

The Town Clerk reported that the National Association of Local Councils had requested feedback to inform their reply to the parliamentary Levelling Up, Housing and Communities (LUHC) Committee inquiry on Levelling Up funding. Comments were being sought on the process and effectiveness of the Government's Levelling Up policies. The Town Clerk suggested that a small working group be established to look into these policies, comprising of himself, Cllr Rathbone and two other Members.

It was suggested that meetings of the working group should be held virtually via Microsoft Teams.

**Resolved:** To establish a working group to meet virtually and to form comments on the process and effectiveness of the Government's Levelling Up policies, comprising Cllrs Stephen Coleman, Suzanne Long, Doug Rathbone and Craig Russell, and the Town Clerk, and to submit the response on behalf of the Council.

## **M48/2022      Young People's Activity Scheme**

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

Prior to the meeting, Members had been provided with a further scoping document for information.

Cllr Mhairi Helme referred to the October half-term event, for which funding from the Scott Trust had been secured to enable a range of families to attend. This had shown that the level of interest was considerable and that partners and co-funders were readily available. She explained that the aim would be to facilitate the engagement with activity for at least 25% of the Town's current pupil-premium children and their families in the first couple of years. The current term statistics suggested that 509 children in Kendal's school population of 3,556 were currently in this group (14%). The intention for the first year of operation would also be to achieve at least half the scheme's running costs from external funders. In due course, it would be anticipated that the Council's contribution to running costs reduced in line with the facilitator's success in attracting external funding to support the activities.

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

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

The Scheme proposers further envisaged that the Council funded the initial stages – engaging a facilitator and providing a working budget to purchase the necessary membership access to the activity providers. This would see the Council allocate around £25,000 in year one, to be divided fairly evenly between the facilitator and the activity providers. It would also allow for some transport provision, probably necessary, particularly in winter months.

The Council had a power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 to provide 'assistance of any kind' for 'such recreational facilities as it sees fit'.

Cllr Helme, in response to a query, said that Council staff would not be required to run the scheme and that this would be carried out through engagement with a partner, Active Cumbria. In addition, she herself intended to take a very active role in setting up the scheme. Further details were sought on who was to be the responsible body and what would be the measures of success, and Cllr Helme explained that, with regard to responsibility for funding, some could be received directly by the Town Council and distributed through PTAs. She was keen for overall responsibility as a Council, however, pointed out that some funding could not be accepted by the Council and so this would need to be defined within a document. As for measures of success, this would be seen by how many children engaged with sport and how many families were able to go on holiday. Some discussion took place on the Council's allocation of funding of the scheme and although it was noted that the recommendation was initially for £25,00 in year one, this could increase in years to come as the project grew and lessons were learnt. The need to ensure that the scheme was housed in a Kendal based organisation and that it was professionally constituted and had an appropriate management structure was stressed. Some concern was raised with regard to the potential for the Town Council to lose other projects as a result of taking this one on board. Cllr Helme explained that the scheme would follow the same concept as Visit Kendal, with a concept co-ordinator reports to the Council who would manage the scheme to some extent. Cllr Helme stressed the need for the Town Council to demonstrate that it cared for families in Kendal. Members, on the whole, expressed support for the proposal and for it to be recommended to the Christmas Lights and Festivals Committee.

**Resolved:** To recommend the Young People's Activity Scheme for approval by the Christmas Lights and Festivals Committee.

#### **M49/2022      Budget 2022-23**

The Committee reviewed expenditure against budget in the current year.

The Town Clerk drew particular attention to the projected costs relating to salary and hours uplifts and provided details in relation to the current National Joint Council Employers' offer on pay, resulting in a current underspend of approximately £14,000. He further drew attention to the underspend shown in relation to premises costs and work due to be carried out on the garage roof.

The fact that the figures showed a projected total overspend of approximately £17,000 was raised and, in response to a query, the Town Clerk confirmed that there were sufficient reserves to cover this.

**Resolved:** To note the report.

#### **M50/2022      Community Infrastructure Levy**

The Town Council received payments from the local planning authority to offset the impact of local development. This amounted to 15% of the total Community Infrastructure Levy charged by the local planning authority. The collecting authority (in this case the local planning authority) had to pay the appropriate portion of receipts to the Town Council every six months. The Town Council was free to spend the money as it saw fit, but it had to support the development of the town. The money could be spent on services, infrastructure or anything else that the Town Council deemed appropriate. The expenditure had to be reported on the Town Council's website. Currently, the Town Council had



spent only a small portion of the money it had received. It could use this money to fund its existing plans, or devise other spending plans. The current balance in the account stood at £83,110.

The Committee was being asked to consider how to apportion the Community Infrastructure Levy in the current and future budgets, and the Town Clerk suggested that it would be of benefit for a couple of Members to look into this.

Attention was drawn to two Environment and Highways Committee projects – 20mph speed limit and the footpath audit, each for which £30,000 was being sought from this funding in order to avoid an increase in the Council's precept. Whilst Members wished to ensure that these projects met Community Infrastructure Levy requirements, they expressed support for the suggestions. In response to a query, Members were advised that the Environment and Highways Committee was due the following week to give consideration to 20's Plenty and that the minutes of that meeting would subsequently be forward to Full Council. One Member stressed the fact that, in his opinion, the money should be used only for new projects.

A number of Members having volunteered, it was

**Resolved:** To form a group made up of Cllrs David Evans, Eammon Hennessy and Craig Russell to give consideration as to how to apportion the Community Infrastructure Levy in the current and future budgets and to report back to Management Committee.

#### **M51/2022 Council Forward Plan and Structure**

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

The Chair reported that various political discussions were taking place with the aim of ensuring the Council had clear policies in place for the future, with the aim of having an outline plan in place for 1 April 2023.

**Resolved:** To receive the verbal report.

#### **M52/2022 Budget 2023/24**

Highlighting the need, due to unforeseen circumstances, for this meeting to come to a prompt end at 9.00 p.m., and the importance of Members being able to give full consideration to the item, the Town Clerk explained that the Management Committee was able to consider its draft Budget up until January 2023. In addition, the Committee would have the opportunity to consider the entire Council Budget in January, prior to making recommendations thereon to Full Council.

**Resolved:**

- (1) To note the report verbal update.
- (2) To give full consideration to the Management Committee budget at a future meeting.

#### **M53/2022 Employment and Staffing Matters**

There were currently no employment and staffing matters that required reporting to the Committee.

**M54/2022      Items for the Next Newsletter**

The Town Clerk informed the Committee that the Winter edition of the Newsletter was due shortly to be published and delivered to Kendal residents. The next edition would be due out in February/March 2023.

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

The meeting closed at 9.07 p.m.

Management Committee - Minute Action Sheet - as at 03-01-23							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
07/11/2022	M43/2022	Report on the Work Programme	The Town Clerk to develop a new Work Programme, to include timeframes and deadlines, with a breakdown of the level of granularity.	CB	09/01/2023	03/01/2023	On agenda.
	M44/2022	Visit Kendal Update	The error on one of the Visit Kendal Website pages to be fixed.	HM		Nov-22	Complete
			Consideration be given to the inclusion of toilets within the Visit Kendal Website.	HM		Nov-22	Complete
			A list of where Visit Kendal leaflets are displayed be sent to Members.	HM		Jan-23	Complete
			Visit Kendal draft leaflets be sent in future to Members for comment prior to publication.	HM	n/a	n/a	Noted for next publication, date tbc based on distribution stats.
	M45/2022	Outside Bodies	To appoint Cllr R Sutton as interim representative to the Kendal Community Theatre.	CB to inform outside body		03/01/2023	
			Cllr R Sutton to submit an Outside Body report on the work of the organisation to Full Council.	CB to inform Cllr Sutton		03/01/2023	
			The Town Clerk to seek clarification on the Town Council's representation on Brewery Arts.	CB		03/01/2023	
	M46/2022	Land at Mintsfeet and Vicarage Drive	Following exchange of contracts, to make arrangements for appropriate communications with regard to the land at Mintsfeet Riverside, to include a quote from the Chair of the Environment and Highways Committee.	CB			Reporting to Committee 09/01/23

	M47/2022	Levelling Up Funding Inquiry	To establish a working group to meet virtually and to form comments on the process and effectiveness of the Government's Levelling Up policies, comprising Cllrs Stephen Coleman, Suzanne Long, Doug Rathbone and Craig Russell, and the Town Clerk, and to submit the response on behalf of the Council	CB	Completed	10/11/2022	
	M48/2022	Young People's Activity Scheme	To recommend the Young People's Activity Scheme for approval by the Christmas Lights and Festivals Committee.	CB	Budgeted at CLF		
	M50/2022	Community Infrastructure Levy	To form a group made up of Cllrs David Evans, Eammon Hennessy and Craig Russell to give consideration as to how to apportion the Community Infrastructure Levy in the current and future budgets and to report back to Management Committee.	CB	09/01/2023		initial briefing circulated to group. E&H made recommendations
	M52/2022	Budget 2023/24	To give full consideration to the Management Committee budget at a future meeting.	CB	09/01/2023	03/01/2022	On agenda.

## Kendal Town Council

### Management Committee 9 January 2023

#### Activity Monitoring

#### Background

At the November 2022 meeting of the Management Committee, members requested a different format for their monitoring of the Council's activities. One part of this process is the Review of Action Points, which now appears on this agenda. The second part of this process is to report on the progress made against the Council's broad thematic aims. These can be loosely summarised as townscape, promoting Kendal, climate change, biodiversity, connectivity, local plan, council administration, community, events, communications and audit. Many initiatives in one area will have cross-cutting impacts on another, and the three dominant themes from the Climate Change Citizen's Jury – a modal shift, nature recovery, and promoting insulation and alternative generation – could be seen as over-arching themes, as well as aims in their own right.

#### Townscape

Theme/issue	Aims and actions	Committee	Partners	Timeframe/comments
In Bloom planting	Gold award 2022	Kendal In Bloom	Continental Landscapes, W&FC, KCV, various local groups	Jan/Feb 2023 for Britain in Bloom additional planting.
Street furniture	Council-owned assets repaired and improved. Elsewhere, subject to ongoing relationships with owning authorities	E&H	W&FC (SLDC/CCC), Kendal Futures, Kendal BID	Several plans need bringing together
Christmas lighting	Aim of Display being up to date and fit for purpose	CLF	Kendal BID	2023 is final year of current contract, so review due autumn 2023
Market Place initiatives	Several ongoing initiatives addressing issue of vitality	Management/E&H	W&FC, Kendal BID,	

			Kendal Futures	
Proactive consultative roles	Themes constant in Futures agenda and issue with highways and BID requiring council involvement and engagement with community	Management/E&H	W&FC, Kendal Futures, Kendal BID	

### Promoting Kendal

Theme/issue		Committee	Partner	Timeframe
Visit Kendal website	Site reviewed.	Management	Kendal Futures	Next site review autumn 2023
Leaflets	Cycle of updates needs budget and schedule	Management/E&H	Kendal BID	2023
Parlour and collection	Parlour visits and exhibitions scheduled	M&A	Kendal Museum/W&FC	Early 2023
Signage	Improved signage in Oxenholme. Other opportunities identified	E&H	W&FC/Kendal BID	As funds allow

### Climate Change

Action		Committee	Partner	Timeframe
Townwide Solar audit	Completed	E&H	CAFS etc	Current
Solar made easy	Ongoing public initiative	E&H	CAFS etc	Current
Zero Carbon Kendal Website	Developing public initiative	E&H	CAFS etc	Current
Inspiration Hub	Development of hub at Stricklandgate House to meet issue of information being distributed to community	E&H	SLACC, Waste into Wellbeing, Stricklandgate House et al	Negotiations ongoing

## Biodiversity

Action		Committee	Partner	Timeframe
Wildflower planting	Somervell Garden, Aynam Road successful. New initiatives at Canal Head and elsewhere	KiB/E&H	Natural Kendal, Continental Landscapes, W&FC	New opportunities sought
Dark Skies	KTC assets reviewed. Townwide audit complete. Publicity with Christmas Lights	E&H	FOLD/highway authority/Kendal BID	Current funded initiative
River Kent	CRKC Group funded, but ongoing support needed	E&H	CRKC/EA/SCRT	Current funded initiative
Flood Relief Scheme	Opportunities throughout scheme identified	KiB/E&H/Planning	EA/W&FC/Natural Kendal	Ongoing

## Connectivity

Action		Committee	Partner	Timeframe
Kendal Connections project	Footpath improvements scheduled. Wider programme subject to ongoing negotiation with highway authority	E&H	CCC/W&FC	Jan 2023
LCWIP engagement	'Partner' to LCWIP	E&H	CCC/W&FC	Ongoing
20mph	Active planning with highway auth	E&H	CCC/W&FC	Ongoing
River corridor	Flood relief scheme engaged with. LCWIP. Strategic land purchase at Mintsfeet	E&H/Management	W&FC/EA/others	Ongoing

## Local Plan

Action		Committee	Partner	Timeframe/comments
Response matrix	Previous version revisited	Planning	Planning auths	Spring 2023

Local Plan engagement	Ongoing, subject to Planning Authority timetable	Planning/ E&H	Planning auths/Kendal Futures	Next milestone delayed by LGR
Kendal Futures	Vision process requires ongoing engagement	Management/Planning/E&H	Kendal Futures/W&FC	Needs outcome focus
Proactive Consultation	Council has responded to consultations	Management/Planning/E&H		Horizon scanning required. Time allowed at Planning meetings to ensure adequate response.
Flood Relief Scheme	Working group under Planning Committee. Role needs redefining following success of glass wall initiative	Planning/Management/ E&H	EA/Natural Kendal/W&FC	Early 2023

### Council administration

Action		Committee	Partner	Timeframe
Accommodation	Office move has created split site issues	Management	W&FC	Will not be resolved until after LGR
IT	Agile working platform developed. Telephony is next challenge	Management	ITEK	Jan/Feb 2023
HR systems	Contracts, appraisal process and staff handbook	Management	Staff	Jan-Mar 2023

### Community

Action		Committee	Partner	Timeframe/Comments
Newsletter	Three times per year. Royal Mail delivery formalised	Management/all		Scheduling needs longer lead
Social media presence	Success in Visit Kendal and Zero-Carbon, but further work required across other council activities	All		Comms strategy needs to be worked out



				across all council activities. Spring 2023
Community consultation and engagement	Included in draft budget for CLF, but needs to relate to wider context of Council activity and Comms strategy	CLF/Management		Jan/Feb 2023 budget confirmation
Active Kendal	Pump track plan stalled on site selection. Active Kendal initiative in budget planning stage	E&H/CLF	W&FC/various groups	Pump track needs concluding. Active Kendal subject to budget approval will commence in April 2023
Grants and Funding	Process consolidated 2022. Further work required to formalise criteria and scheduling issues	AGC/E&H/CLF		Jan 2023

## Events

Action		Committee	Partner	Timeframe
Events budgets formalised	Financial controls and purchasing improved	CLF/M&A	KTH/SLDC	Should be in place by end of Feb 2023
Events officer	Appointed Sep 2022. Ongoing work on support through training and management	CLF/M&A	Various	Ongoing priority
Royal events	Jubilee and proclamation delivered in 2022, but challenge of Coronation event in 2023.	CLF/M&A	W&F, community groups	Urgent planning required. Event 6 May 2023

## Communications

Action		Committee	Partner	Timeframe
Festival engagement	Worked with KMF for lights switch on	CLF/E&H	KMF	Current initiative
Social media and press presence	Social media working in some areas, but not others	All		Comms strategy required spring 2023
Website	Refreshed in 2021, but more work required	All		Subject to above

**Audit**

<b>Action</b>		<b>Committee</b>	<b>Partner</b>	<b>Timeframe</b>
Financial Regulations and procedures	Fin regs update awaiting adoption. Procedure list created	AGC		Spring 2023
Internal auditors	IA job description to next AGC	AGC		Feb 2023
Asset management reviews	External and parlour/picture store assets being reconciled.	M&A/E&H/AGC	W&FC	Current – to be completed Easter 2023

**Kendal Town Council**

**Schedule of Speakers at Full Council**

4 December 2022

Kendal Museum

6 February 2023

South Lakes Poverty Truth Commission

3 April 2023

Vacant – Poss Kendal BID

5 June 2023

Vacant – poss W&F portfolio holder for Communities

Kendal Town Council 2022-23 Budget9 Months Exp - April-DecIncome/Exp

	22/23 Budget	Exp to Date	Forecast 12 mths Exp	Remaining Funds as at Dec 22
<b>Staffing Budget</b>	£242,000			
Gross Staff Costs		£191,331	£259,239	
Employers Superannuation				
Employers NI				
Travel		£480	£500	
Staff Expenses		£77	£150	
Staff Training/Course	£3,000	£1,287	£2,500	
<b>Total Budget</b>	<b>£245,000</b>	<b>£193,175</b>	<b>£262,389</b>	<b>£51,825</b>
<b>Premises/Equip Budget</b>	<b>£18,000</b>			
Office Rent Town Hall		£8,734	£11,778	
Rent - New Office		£1,760	£1,760	
Use of Telephones		£100	£200	
Other: Garage Rent		£2,600	£2,600	
Premises Other (includes Garage Repairs)		£1,888	£2,500	
Alarms - Service & Maint		£1,843	£1,843	
Garage - Electricity		£118	£360	
Garage - Other				
General Equip ( Purchases & Repairs)				
PPE	£1,000		£1,000	
<b>Total Budget</b>	<b>£19,000</b>	<b>£17,043</b>	<b>£22,041</b>	<b>£1,957</b>
<b>IT &amp; Communications Budget</b>	<b>£17,500</b>			
<u>IT</u> IT Support ITEK/SAGE		£4,545	£5,742	
Rialtas Exp Software/User Fee/License		£4,224	£4,224	
Domain/Website		£1,506	£1,506	
Digital Meetings/Admin Zoom/canva		£460	£540	
Other IT Costs		£4,433	£4,500	
New IT -/Comp/Equip Assets		£4,780	£4,780	
<u>Newsletter</u> Newsletter	£11,500	£9,531	£11,500	
<b>Sub Total</b>	<b>£29,000</b>	<b>£29,479</b>	<b>£32,792</b>	<b>-£479</b>
<b>Insurance &amp; Finance Costs Budget</b>	<b>£12,000</b>			
Public Liability ( 12 mths Insurance)		£5,732	£5,732	
HR				
Finance Costs (Admin & Audit Fees)			£4,500	
Other - Bk and Voucher fees		£153	£200	
Payroll Services		£206	£412	
<b>Sub Total</b>	<b>£12,000</b>	<b>£6,091</b>	<b>£10,844</b>	<b>£5,909</b>

<b>Cont...</b>				
<b>Stationery/Office General Budget</b>	<b>£7,500</b>			
Printing/Stationery/Postage		£1,465	£1,700	
Office Equip		£40	£100	
Misc. Office Expenses		£263	£350	
Photocopier (Service/Lease)		£1,017	£1,400	
Subscriptions		£2,684	£3,000	
Contingency - Contribution to Levelling up ( funded out of Reserves)	<b>£5,000</b>	£5,000	£5,000	
Misc	<b>£2,500</b>		£2,500	
<b>Sub Total</b>	<b>£15,000</b>	<b>£10,470</b>	<b>£14,050</b>	<b>£4,530</b>
<b>Vehicle Budget</b>	<b>£2,500</b>			
Fuel		£933	£1,200	
Tracking Fee		£76	£100	
Repairs		£715	£1,000	
Van Ins/Tax		£1,168	£1,168	
Other				
<b>Sub Total</b>	<b>£2,500</b>	<b>£2,892</b>	<b>£3,468</b>	<b>-£392</b>
<b>Elections</b>	<b>£2,777</b>	<b>£2,777</b>	<b>£2,777</b>	
<b>Election Fund</b>	<b>£5,000</b>		<b>£5,000</b>	
<b>Wainwright Fund</b>	<b>£250</b>	<b>£250</b>	<b>£250</b>	
<b>Emergency Planning</b>	<b>£0</b>		<b>£0</b>	
<b>Promoting Quality &amp; Diversity</b>	<b>£150</b>		<b>£150</b>	
<b>Kendal Futures &amp; Vision Budget</b>	<b>£31,750</b>		<b>£31,750</b>	
Support Co-Ordinator		£5,000		
Banners Kendal		£1,500		
<b>Visit Kendal/Promoting Kendal Budget</b>				
Visit Kendal Website		£2,900		
Visit Kendal Co-ordinator		£10,520		
<b>Kendal BID Contribution</b>		<b>-£5,000</b>	<b>-£5,000</b>	
<b>Total Management</b>	<b>£362,427</b>	<b>£277,096</b>	<b>£380,511</b>	<b>£85,331</b>

**Kendal Town Council**  
**Draft Budget Proposals 2023-24**  
**Revenue Budget**  
 Figures as at 22 December 2022

<b>Committee</b>	<b>22-23</b>	<b>estimated outturn</b>	<b>proposed</b>	<b>variance</b>	
<b>Management</b>					
Staffing	245,000	262,389	288,000	18%	To reflect national salary settlements and increments anticipated rise in rental and service charges
Premises	19,000	18,890	21,500	13%	
IT	17,500	21,292	17,500	0%	
Newsletter	11,500	10,000	12,500	9%	
Insurance and Finance	12,000	10,844	12,000	0%	
General office & Contingencies	15,000	13,850	13,000	-13%	
Vehicle	2,500	3,468	5,000	100%	To allow for replacement of vehicle
Elections	7,777	7,777	5,000	-36%	
Equality and Diversity	150	150	150	0%	
Kendal Futures	15,000	15,000	15,500	3%	
Visit Kendal	16,750	16,750	16,600	-1%	
<b>Total</b>	<b>362,177</b>	<b>380,410</b>	<b>406,750</b>	<b>12%</b>	
<b>Mayoralty &amp; Arts</b>					
Allowance	5,250	5,250	5,250	0%	
Travel	800	800	800	0%	
Functions	7,500	7,500	7,500	0%	
Twinning	2,500	2,500	2,500	0%	
Exhibition	2,000	500	2,000	0%	
Museum	2,000	2,000	2,000	0%	
Council image	-	-	3,000		Proposed new budget line for improved projection of Council and Mayoral image.
<b>Total</b>	<b>20,050</b>	<b>18,550</b>	<b>23,050</b>	<b>15%</b>	
<b>Audit, Grants and Charities</b>					
Community Grants Core	22,500	22,500	25,000	11%	
Community Grants Discretionary	18,500	18,500	20,000	8%	
<b>Total</b>	<b>41,000</b>	<b>41,000</b>	<b>45,000</b>	<b>10%</b>	
<b>Christmas Lights and Festivals</b>					
Lights & Electricity	18,250	18,250	18,850	3%	
Infrastructure & Maintenance	10,000	10,000	3,000	-70%	End of current contract allows for review of lighting stock
Switch on	3,500	4,000	4,500	29%	Increased to reflect developing link with KMF and larger crowds
Bunting	1,250	1,137	1,250	0%	
Royal event	5,000	3,023	15,000	200%	Increased to allow for celebration of Coronation on 6 May
Festival Grants	30,000	22,000	30,000	0%	
Active Kendal	-	-	25,000		Scheme to increase uptake of young people in sporting activity
Community Engagement	-	-	10,000		Proposed new budget line for positive engagement
<b>Total</b>	<b>68,000</b>	<b>58,410</b>	<b>107,600</b>	<b>58%</b>	
<b>Kendal in Bloom</b>					
Floral Displays	21,500	21,500	26,500	23%	Uplifted for Britain in Bloom entry

Projects and Grants	8,700	6,500	8,500	-2%	
<b>Total</b>	<b>30,200</b>	<b>28,000</b>	<b>35,000</b>	<b>16%</b>	
<b>Allotments</b>					
Capital expenditure	*	*	*	*	See EMR budget
Revenue Expenditure	8,000	8,000	8,800	10%	
Water	1,800	1,800	1,800	0%	
Rent	900	840	950	6%	
Pest control	3,000	2,850	3,000	0%	
<b>Total</b>	<b>13,700</b>	<b>13,490</b>	<b>14,550</b>	<b>6%</b>	
<b>Environment &amp; Highways</b>					
New infrastructure	8,156	8,000	2,500	-69%	
Infrastructure maintenance	3,000	3,000	3,000	0%	
Footway maintenance	-	-	10,000		Proposed new budget line to reflect greater role in footpath management
Footway lighting	3,751	3,751	4,200	12%	
Bins	2,650	2,650	3,000	13%	
Town Centre	-	-	*		See EMR budget
Climate Change	*	*	*		See EMR budget
Footpath Development	-	-	*		See EMR budget
20mph	*	*	*		See EMR budget
<b>Total</b>	<b>17,557</b>	<b>17,401</b>	<b>22,700</b>	<b>29%</b>	
<b>Planning</b>					
FRSWG	40,000	40,000	35,000	-13%	third year of four payment to EMR
<b>Total</b>	<b>40,000</b>	<b>40,000</b>	<b>35,000</b>	<b>-13%</b>	
<b>Revenue Budget Total</b>	<b>592,684</b>	<b>597,261</b>	<b>689,650</b>	<b>16%</b>	

## Kendal Town Council

### Budget 2023-24

Figures as at 22 December 2022

### Council Tax Estimations

#### Revenue Budget 2023 (from page 1)

			694,650
	2022		2023
<b>Council Tax Base</b>	10730.14		10785.7

#### Income

Precept	502,285	502,285	590,000
SLDC Grant	34,147	34,147	35,000
Bank interest	1,320	320	500
CIL Receipts	30,000	68,176	- * receipts to EMR
Allotment Rent	22,000	22,000	22,500
Other income	10,000	100	1,000

**Total** 649,000  
**Reserve draw do** 45,650

#### How much will it cost Council Tax Payers?

	22-23	23-24		pence per week
Band A	31.21	36.47	117%	10
Band B	36.41	42.55	117%	12
Band C	41.61	48.62	117%	13
Band D	46.81	54.70	117%	15
Band E	57.21	66.86	117%	19
Band F	62.41	72.94	117%	20