

Kendal Town Council

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



4 January 2022

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 10 January 2022 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

A handwritten signature in black ink, appearing to read 'A.B.' followed by a long horizontal stroke.

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 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.

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 6 December 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.

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.

- Planning 6 December 2021, 20 December 2021.
- Allotments Committee 29 November 2021

7. Town Hall Refurbishment Update

To receive an update on the refurbishment of Kendal Town Hall. The Clerk will make a verbal report on the most up-to-date position, following correspondence with relevant officers at South Lakeland District Council

8. Report on the Work Programme

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

9. Budget 2021-22

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

10. Budget and Precept 2022-23

To make a recommendation to the Full Council on the budget and precept for 2022-23. (*see attached*)

11. Items for the Newsletter

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

Part Two

It is possible that the following two items proceed following a resolution to exclude the press and the public, due to the content being of a confidential nature, disclosure of which would be prejudicial to the public interest, or another special reason stated in the resolution.

12. Employment and Staffing Matters

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

13. Property Matters

To receive a report on a property issue affecting the council and to make a recommendation.

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Minutes of the meeting of the Management Committee held on Monday, 6 December 2021 at 7.30pm at the Town Hall, Highgate, Kendal.

Cllr A Blackman	Present	Cllr G Archibald (substitute for Cllr Finch)	Apologies
Cllr S Coleman	Present	Cllr S Long	Present
Cllr G Cook	Present	Cllr E Hennessy	Present
Cllr J Dunlop	Present	Cllr D Rathbone	Present
Cllr S Evans	Present	Cllr G Tirvengadam	Present
Cllr H Ladhams	Present		

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

M38/21/22 Apologies

Apologies were submitted and accepted from Councillor Finch.

M39/21/22 Declarations of Interest

Councillor Blackman drew the Committee's attention to his previously declared interest in minute C32/21/22 of the Christmas Lights & Festival minutes of 15 November regarding Kendal Walking Festival grant application.

M40/21/22 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 15 and 16 (Staffing and Property Matters) as it related to a commercially confidential matter.

Resolved: To exclude the press and public from item 15 and 16

M41/21/22 Minutes of the Previous Meeting

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

Resolved: To accept them as a true record.

M42/21/22 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 and extended on 6 September 2021.

The committee considered the recommendations of the following committees

Planning	22 November 2021
Environment and Highways	8 November 2021
Christmas Lights & Festivals	15 November 2021

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

M43/21/22 Town Hall Refurbishment

The Clerk provided an update on the refurbishment of Kendal Town Hall. The Council Chamber is due to be completed this week and brought into use. Work is still being carried out on the offices which is unlikely to be completed before the end of January at the earliest. Councillors noted changing working patterns post covid and the unknown impact of the unitary authority changes. A councillor wanted to know if there would be any access for elected members for use of the council offices e.g., hot desking.

Resolved: To note the report and produce a specification of what rooms are needed in light of the above comments which would include ad hoc use for meetings and desk space for councillors.

M44/21/22 Returning to Face to Face Meetings

The Committee considered a report from the Town Clerk on returning to face to face meetings. The Clerk stressed the legal position which requires the Town Council to meet. It was proposed to change meetings from online to be in person from January 2022. A number of councillors were concerned about covid challenges and the ongoing need to meet safely. Councillors wanted a health safety warning sent out with all meeting announcements to incorporate covid related issues

Resolved: To return to face to face meetings with clear identification of maximum safe room numbers and appropriate advice on covid related health issues.

M45/21/22 Report on the Work Programme

The Committee considered the report on the current work programme identifying a number of key areas from the report including environmental activities at various festivals. A councillor wanted to know about the status of the heritage collection based at K Shoes. The Clerk reported that this is now situated in the town of Street with the charity set up to receive these heritage items. The chair of Christmas Lights & Festivals reported on the difficulty they had with the tree and the problems raised by Storm Arwen. The contribution of Christmas Plus was noted and it was agreed to write to Christmas Plus and thank them for their contribution.

Resolved: To note the report.

Resolved: To write to Christmas Plus and thank them for their effort repairing the lights after Storm Arwen.

M46/21/22 Budget 2021-22

The Clerk tabled an updated report. The committee reviewed the expenditure against budget in the current year and highlighted a number of key issues including an ingress of water to the garage and likely costs to repair the roof. The garage is on a full maintaining lease. The building is owned by SLDC. Councillors felt a longer term lease should be explored and to accommodate a charging point for an e-vehicle.

Resolved: To note the report and explore with SLDC lease changes related to the garage.

M46/21/22 Budget 2022-23 – Process and Timetable

The Committee considered the process for agreeing the budget in 2022-23.

Resolved: To accept the process as identified in the report.

M47/21/22 Budget 2022-23 – Management Committee

The committee considered the draft budget for the Management Committee for 2022-23 based on a stand still budget (4% increase) and another based on additional staff (11% increase). It was noted councillors are not able to agree a budget at this stage as the precept for next year is not yet known or the complete status of the development fund known.

Resolved: To note the proposals and for councillors to consider their priorities and advise the Clerk with specific proposals for the next meeting.

M48/21/22 Budget 2022-23 – Council Budget and Precept First Pass

The committee received the report

M49/21/22 Items for Newsletter

The spring newsletter will come out before the election cycle begins. Councillors suggested a resume of all festivals, number of grants given etc.

The meeting closed at 9. 33pm

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

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

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

P96/21/22 Apologies

Apologies were submitted and accepted from C Rowley

P97/21/22 Declarations of Interest

None

P98/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P99/21/22 Minutes of the Previous Meeting

The Committee received the minutes of the previous planning committee meeting held on 22 November.

Resolved: To accept them as a true record.

P100/21/22 Planning Process Issues

The Committee noted that United Utilities are varying their planning approval related to the closure of roads in the Tebay Road Compound.

The Clerk gave an update on the Kendal College Strategy having attended SLDC's Planning meeting. It was noted that the application was warmly endorsed and that SLDC considered it concordant with the Town Centre Strategy.

P101/21/22 Street Naming and Numbering Policy Consultation

The Committee noted the report. The Town Council wish to retain the option to nominate street names and we wish to see a continuation of the policy whereby the Town Council's suggestions are used.

Resolved: To respond to SLDC requesting Kendal Town Council is kept as a consultant in all matters relating to street naming.

P102/21/22 Kendal Town Council Flood Relief Scheme.

The group have not met since the last meeting but a meeting is scheduled for 8 December. A verbal update was provided by the Chair of the Working Group on current progress with the EA.

Resolved: To note the update

P103/21/22 Local Plan Issues and Options Consultation

The Committee noted the Town Council's response to the consultation on the Local Plan, Issues and Options. The Clerk reported on liaising with SLDC Planning on deadlines for submission.

Resolved: To include the working document already submitted to SLDC at the next Planning meeting on 20 December.

P104/21/22 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 19.13

Kendal Town Council

Appendix 1

Applications for Planning Committee 6 December 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/1078	Friends Meeting House, The Quaker Tapestry, Stramongate. Installation of solar panels over slated roof to south facing roof slope of inner valley detail	8 December	No material objections. The committee is actively in favour of the application as this is a policy that should be encouraged, in this case providing the planning officer's report confirms the solar panels are not visible from ground level. There is an assumption that there is no adverse glare to neighbouring properties.
2	SL/2021/1084	19 Underley Avenue Two storey side extension & new off road parking area.	8 December	Insufficient net bio-diversity in the application. Concern was expressed over potential increased run-off of water from the parking area and the risk that the permeable layer results in increased water run-off into public sewer. A proper view should be taken on the character and appearance of the development with respect to its effect on that of the immediate area. Sufficient net bio-diversity gain by specific increased detailed planting should be made so that it is commensurate with the size of the plot. Notwithstanding the above, we support the proposals made by Kendal Swifts
3	SL/2021/1034	1 Applerigg Single storey side garage extension with electric car charging point	9 December	No Material Objection. The committee welcomes the addition of the charging point in the application, however it does require net bio-diversity gain to part of the agreement.
4	SL/2021/1083	Albion Building, Sandes Avenue Variation of Condition 2 (approved plans) attached to planning permission SL/2021/0514	9 December	No Material Objection. However, the committee was extremely perplexed that a complete change in materiality of the application should be described as

		(Alterations & change of use of 1st & 2nd floor show room & storage (Use Class E) to 4 dwellings (Use Class C3))		a variation of condition. This is a wholesale change and should be openly described as such.
5	SL/2021/1088	Abbot Hall Social Centre, Dowkers Lane 1 non-illuminated fascia sign	9 December	No Material Objection
6	SL/2021/1066	12 Library Road 2 non-illuminated projecting signs & painting existing fascia with company logos	16 December	No Material Objection.

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Notes of the non-statutory working group meeting of the Planning Committee held on Monday 20 December 2021 at 6.30pm via Zoom.

Public Participation.

A presentation was made by Ian Kell expressing his concern on the comments made by Kendal Vision on the Flood Relief Scheme and their interference.

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

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

P105/21/22 Apologies

Apologies were submitted and accepted from K Teasdale

P106/21/22 Declarations of Interest

Application 6: Cllr. Ladhams works for Morrison's

Application 8: 26 Kendal Green resident known to Cllr. Rowley

P107/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

P108/21/22 Minutes of the Previous Meeting

The Committee received the minutes of the previous planning committee meeting held on 6 December 2021.

Resolved: To accept them as a true record.

P109/21/22 Planning Process Issues

None.

P110/21/22 Kendal Town Council Flood Relief Scheme.

The group met on the 12 December and notes from that meeting will be available for the next meeting in January 2022. A meeting is scheduled with Kendal Futures on 22 December to clarify several outstanding issues regarding design of flood walls.

Resolved: To note the update

P111/21/22 Local Plan Issues and Options Consultation

The Committee considered the Town Council's response to the consultation on the Local Plan, Issues and Options. The Chair thanked Cllr. Long and the Clerk for their work in producing this document and to all councillors who engaged in the process to a greater or lesser extent.

The committee additionally considered a draft map identifying green corridors throughout Kendal. Councillors emphasised the need to protect the "Kendalness" of Kendal, green corridors, and the danger of over intensive and inappropriate development whilst recognising the importance of providing opportunities to enhance Kendal as a thriving town.

Resolved: To formally adopt and submit to the Planning Authority the Options and Issues report as circulated by the Clerk. It was further agreed to continue to work on the map identifying green corridors that align with the Town Council's policy on sustainable development and that this is to be a working document.

P112/21/22 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 19.54

Kendal Town Council

Appendix 1

Applications for Planning Committee 20 December 2021

No	App No/Type	Address/ Proposed Development	Comments to SLDC	Observations/Recommendations
1	SL/2021/1108	Castle Walk Improvements including additional seating areas, car parking, redesign of the communal garden area, new storage area for mobility scooters & new bin storage areas	20 December	No Material Objections. The committee warmly welcomes the specifics as well as the general aim of this application.
2	SL/2021/1121	17 Wordsworth Drive Single storey side extension (Resubmission SL/2021/0335) ¹ Extract from planning application explaining reason for change. "Previous approval SL/2021/0335, this is a revision to the layout to set the extension in and down from the existing, to lessen the impact, and increase distance from Southern boundary".	20 December	No Material Objections. However, the net biodiversity gain is insufficient.
3	SL/2021/1110	15 Nether Street Replacement grey UPVC front windows	21 December	No Material Objections assuming the conservation officer is satisfied there is no detrimental impact to the area.
4	SL/2021/1126	16 Sandgate Two storey side extension	22 December	No Material Objections. However, recommend including alternative options to mitigate against potential flood risk. Support Kendal Swifts and to further look at other options for net biodiversity gain including additional planting vertical or horizontal.

¹ Kendal Town Council's response in May 2021 was, "No Material Objections however the proposed bird boxes do not qualify as a net biodiversity gain. Provided there is no issue of overlooking". (Note: Planning permission was granted in May 2021 with the provision of bird boxes alone as a contribution towards net bio-diversity gain).

5	SL/2021/1127	The Miles Thompson, Allhallows Lane Alterations to first floor to form staff facilities & removal of front step on ground floor	23 December	No Material Objections
6	SL/2021/1142	W M Morrison, Queen Katherines Avenue Erection of a single storey drive-thru coffee facility with associated adverts	31 December	Recommend Rejection. The lighting plan is inadequate for a sensitive location next to Dark Skies. The additional traffic is not accounted for adequately in the travel plan. The development is over intensive, so close to a school site. It is also detrimental to public health policies discouraging take away food outlets close to schools. Comments from UU relating to drainage are inadequately mitigated. There is no clear provision for an increase in litter. The proposal would have a detrimental impact on the mitigations against Climate Change and encourage additional vehicle use. No attempt to make a contribution to net biodiversity gain with trees being felled. No proven need identified. There is an existing facility at White Stiles Garage.
7	SL/2021/1143	Workshop No. 2, Canal Head South Re-Roofing, replacement north lights and windows (Resubmission of SL/2015/0863) ²	31 December	No Material Objection
8	SL/2021/1154	26 Kendal Green Replacement front windows	3 January	No Material Objections
9	SL/2021/1144	Triple D Motorsport Limited, Mintsfeet Road South Motorbike showroom extension	4 January	No Material Objections provided it does not adversely affect parking in the immediate area to the detriment of local business and safety.
10	SL/2021/1173	32 Milnthorpe Road Change of use of former hairdressers and maisonette (Use Class E and C3) into 3 bedroom dwelling (Use Class C3) including	6 January	No Material Objection

² Kendal Town Council recommendation in October 2015 was to Approve.

		installation of new sash windows to front elevation, replacement front conservation roof light & front door refurbishment		
11	SL/2021/1161	36 Anchorite Road Two storey front and side extension, single storey side extension & retaining wall (Resubmission of SL/2021/0641 ³ , part Retrospective)	6 January	No Material Objections however insufficient net biodiversity gain identified. Provided the provision of net bio div gain is increased to a sufficient level by means of additional planting.
12	SL/2021/1179	26 Bellingham Road Demolition of existing conservatory and erection of a single storey rear extension	6 January	No Material Objection.

³ Kendal Town Council comments in July 2021 was, "Kendal Town Council have some concerns on possible loss of privacy".

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Minutes of the meeting of the Allotments Committee meeting held on Monday, 29 November 2021 at Mintworks, Kendal, 7.00 pm.

Cllr G Archibald (Vice Chair)	Present	Cllr C Hardy	Absent
Cllr S Coleman	Present	Cllr D Miles	Present
Cllr A Finch (Chair)	Present		

In attendance: Chris Bagshaw (Town Clerk), Ian Gordon (Democratic Services Assistant), Janine Holt (Council Services Officer), Pierre Labat, (Townscape Officer). Paul Casson (Allotment Holder)

Site Representatives also in Attendance:

Councillor Chris Rowley	Underlay Road
Ros Taylor	Wattsfield
Deborah Allison	Canal Head
Paul Huggonson	Sedbergh Road

A15/21/22 Apologies

None

A16/21/22 Declarations of Interest

None

A17/21/22 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

A18/21/22 Minutes of the Previous Meeting

The Committee received the minutes of the previous meeting held on 27 September 2021

Resolved: To accept them as a true record.

A19/21/22 Waste in Wellbeing. The working group received a verbal report on the use of allotment surplus and how it may be used as a contribution towards waste into wellbeing. In some cases, allotment holders limit their production as waste is an unwelcome by-product. It was felt that more information was needed to disseminate information about waste into wellbeing which could be via allotment representatives or new appointees. Also suggested a collection site on each allotment area would be advantageous to promote the idea.

Resolved: To gather views from Allotments via representatives on the feasibility of a scheme to produce and/or distribute excess food beyond the needs of the allotment owners and to check the legal status. Agreed to report back to the next meeting.

A20/21/22 Review of Spend against Budget

The Committee considered the report. A councillor asked that the budget report show an additional column identifying committed and anticipated spend broken down by topic/area. A question was asked if the impact of Storm Arwen on Friday 26 November necessitates a request for additional funding from the reserve funds to pay for clearing fallen trees. The Townscape Officer indicated an additional £2,000 could be needed.

Resolved: To accept the report

Resolved: To add an additional column to the 'Spend against Budget' report itemising any remaining budget committed to the year end. This column would be added after the 'Actual Spend To-date' and 'Remaining Budget'.

Resolved: To request up to £2,000 from full councils reserves to support additional tree work if needed arising from Storm Arwen.

A21/21/22 Site Representatives

The committee chair raised concerns about the sporadic input of some site representatives in the committee meetings. To address this concern, it was agreed to re-establish the more informal site representative meetings. An update report will be received at each committee meeting. The Vice-Chair asked if site reps could be notified in advance of any items that directly impact their allotment over and above notification in the agenda.

Resolved: To re-establish the site representatives meetings and to inform the site representatives if there are any items on the agenda relating to their particular sites.

A22/21/22 Canal Head Update

The Committee considered a report exploring the options extending the number of allotments at Canal Head. The Townscape Officer presented the amended proposal for the creation of 22 plots on site which included costings. The main feature of this proposal was that the ground work would not be undertaken and the tree roots left in situ. The Councillors discussed the merit of this approach and opinion was split. It was agreed that further professional advice should be sought and detailed costings be submitted for approval to the Chair and Vice Chair. It was noted that there would be no vehicular access in this updated scheme. To move this project forward, the Vice Chair proposed requesting a budget of £30,000 be allocated that would incorporate the removal of tree stumps and production of the maximum number of quality new sites. A councillor was concerned that there was an incomplete report making it very difficult for councillors to decide.

Resolved: To request a budget of £30,000

A23/21/22 Coley Barn Improvement Works

The committee considered a report on improving the unsecured soil between plots 9 and 10 with the installation of four gabion baskets.

Resolved: To approve the cost of £636 + VAT for the improvement on Coley Barn.

A24/21/22 Wattsfield Fence Quotes

The committee considered a written report tabled by the Council Services Officer identifying costings to improve rabbit proof fencing work at Wattsfield. Three contractors have submitted quotes. Quote 1 £2,508 + VAT, Quote 2 £3,240 + VAT, Quote 3 £1,300 + VAT. Quote 3 recommended retaining the existing gates and the Committee were satisfied that this would still provide protection against rabbits.

Resolved: To accept quote 3 at £1,300 + VAT and instruct the Council Services Officer to authorise this work to be started.

A25/21/22 Project Updates

The Committee considered the report from the Council Services Officer on project updates including a waiting list update and asbestos on Underley Allotments. The Council Services Officer also reported that annual invoices and allotment newsletter will be sent out next week. In addition, The Council Services Officer reported on discussions with SLDC on a rabbit suppression strategy. SLDC now have a small budget and are being more open to helping eradication of rabbits on allotments owned by SLDC.

A councillor asked for an update on any progress on identifying those sites where excessive use of water is a problem and the plan to use water butts. No progress has been made yet. Proposed using any residual to produce any additional notice boards subject to not overspending.

Resolved: To appoint a specialist asbestos company to investigate the allotment land at Underley.

A26/21/22 Budget 2022-23. The Committee considered the draft budget for 2022-23. The committee requested increasing the pest control budget by £500 to £3,500. The Vice-Chair sought clarification on the use of reserves. Councillors believed reserves could only be used to purchase new allotments and pay for substantial improvements that otherwise would not have been funded through the normal revenue budget.

Resolved: To accept the budget with an increase in pest control to £3,500.

The meeting closed at 20.51

Kendal Town Council

Agenda Item 8

Work Programme – December 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		Ongoing	
	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		Scheduled for introduction in March 2022.	New software on order
	Town Hall accommodation	Liaising with SLDC over return to TH and SLH	SLDC	January 2022 Ongoing	

	Standing orders	<p>Review of standing orders to allow financial decisions to be taken in a timely fashion</p> <p>Review to update all orders and regs</p>	<p>AGC</p> <p>AGC</p>	<p>Feb-Mar 2021</p> <p>Oct 2021 – T&F group appointed. Methodology agreed.</p> <p>Ongoing</p>	Completed
Audit, Grants and Charities	Grants	Review of the Grants Programme (including grants from other committees)	CLF, KiB, E&H	Review complete. Paperwork now being assembled. December 2021	
	Charities	Reviewing all charity issues for risk and clarity	Various	August 2021	Due Dec 2021
E&H Project Manager	Infrastructure projects	<p>Climate Change Jury Recommendations</p> <p><i>Town wide Solar Audit</i></p> <p>Audit completed, positive response from December Jury newsletter, four residents keen to join and support working group.</p> <p><i>Zero Carbon Kendal Inspiration Website</i> – nearing completion, pre-Christmas launch delayed due to design issues, New Year launch planned.</p> <p><i>Inspiration Hub</i> - in partnership with Waste into Wellbeing and Future Fixers and Repair Café. Continuing to support venue search. Potential venues at Station House, South Lakeland House and Strammongate viewed.</p> <p><i>Festival Engagement</i> – stall and presentation at LICAF, KMF and Torchlight.</p> <p><i>Recommendations Panel</i> - New Action Plan drafted in advance of January meeting.</p>		<p>In progress</p> <p>In progress</p> <p>In progress</p> <p>Completed</p> <p>January 2022</p>	

		<p>Member re-engagement and meetings planned.</p> <p><i>Jury Supporter engagement</i> – December newsletter sent and positive feedback received.</p> <p>Somervell Wildflower Garden License reasserted with CCC however supplier difficulties have meant that this project will now take place in April 2022.</p> <p>Pump Track Site suitability investigations at Castle continuing with landowner and other stakeholders. SLDC have confirmed they will not support castle option.</p> <p>Speed Indicator Devices Milnthorpe Road SID – completed New sites identified, additional SID to be purchased pending CCC permissions.</p> <p>Kirkbarrow Path Improvement Project SLDC have confirmed the required transfer for the initial improvements at Vicarage Drive can't go ahead. New project delivery plan to be drafted.</p> <p>Gooseholme ASB Initial meeting complete to better understand Safer by Design audit. Walkabouts and further meetings scheduled.</p>		<p>Ongoing</p> <p>April 2022</p> <p>Ongoing</p> <p>Pending CCC permission</p> <p>Ongoing</p> <p>Ongoing</p>	
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		Visit Kendal Leaflet updates and reprint coordinated. Visit Kendal website meeting to discuss 2022 improvements.		Ongoing	
Mayoralty & Arts Clerk, Mayor's Attendant	Offices & council meeting	Correspondence on heritage assets during refurbishment and lockdown.	SLDC	Throughout 2021-22	
	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		March 2022	
Christmas lights & festivals Council Services Officer	Christmas lights	Tree replaced following vandalism and damage in Storm Arwen		December 2021	Completed
	Switch-on event	Event planned		Nov 2021	Event cancelled due to Storm Arwen
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		Specification confirmed Design feedback given	Completed Autumn Spring 22

Manangement Committee - 10 January 2022		New small site identified at Town View		Temporary Grazers solution proposed. Other solutions being explored Plan being drawn up	Spring 22
KiB Council Services Officer	KiB	Projects now being identified with partners	Continental SLDC KCV	Ongoing	
	Misc	Autumn newsletter		Due December 21	delivered
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.	Completed

Kendal Town Council 2021-21 Budget
Management - Income/Exp

EXPENDITURE					
	Budget	Additional Funding	Actual Exp April - Nov	Remaining Budget	Projected Yr. Exp
Salaries:			£109,380		£166,378
Employers Superannuation			£21,745		£32,617
Employers National Insurance			£8,709		£12,901
Travel			£51		£200
Staff Expenses			£74		£100
Mobile - Townscape Manager			£93		£144
Total	£213,000		£140,051	£72,949	£212,341
Accommodation					
Rent of Old Unison Room			£1,709		£2,279
Service Charge (Rent) t/ 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.Pinkus Man Co) Accrual			£903		£2,167
Premises Other					
Alarms - Service & Maint			£1,381		£1,700
Signs - Garage			£80		£80
Elect - Garage			£208		£400
Other			£41		£150
Total	£16,965		£9,172	£7,793	£16,476
IT					
Software ITEK - Support			£1,960		£2,940
ITEK Annual Contract			£990		£1,320
Cloud Hosting			£314		£314
Support Sage			£195		£295
Digital Mee Zoom			£366		£549
Other IT Costs			£285		£350
Website Designworks			£882		£1,037
DocuSign			£175		£300
New IT System/Comp/Equip					£4,895
Total	£12,000		£5,166	£6,834	£12,000
Insurance & Finance Costs					
Public Liability			£5,902		£5,902
HR			£1,241		£2,137
Finance Costs (Audit Fees)			£300		£2,400
Finance Costs Other - BK, Admin Chgs			£124		£200
Payroll Services			£294		£400
Total	£13,300		£7,861	£5,439	£11,039
Stationery/Office General					
Stationery/Postage			£738		£1,107
Office Equip/Consumables			£28		£100
Asset - New Shredder			£493		£493
Misc. Office Expenses			£11		£100
Repairs to Office Equip					
Photocopy Rental and Photocopies			£807		£1,535
Subscriptions					
Open Spaces			£45		£45
Allotments			£56		£56
Town Crier Subs			£26		£35
NALC/CALC			£2,218		£2,218
Data Protection			£35		£35
Lakes Line			£13		£13
SLCC Membership			£289		£289
Total	£6,900		£4,760	£2,140	£6,026

Notes

Over 2 Years Rent now owed

Includes additional costs for Amendments

New It Purchase

HR Contract ended Nov 2021
£300 unaccrued additional Audit Fees from 2021/21

Est

	Budget	Additional Funding	Actual Exp April - Nov	Remaining Budget	Projected Yr. Exp	
Staff Training	£2,000		£1,119	£881	£2,000	Training Courses Flo/Helen/Chris/Susan
PPE	£500		£42	£458	£500	Will be spent
Vehicle						
Fuel			£626		£1,073	
Tracking Fee			£49		£84	
Repairs			£295		£443	Panel Repair in April/maybe other repairs
Van Ins			£778		£934	
Other Misc. Vehicle Costs			£7		£100	Est
Total	£2,300		£1,755	£545	£2,634	
Newsletter	£10,211		£5,191	£5,020	£11,500	Based on 3 Newsletters to the end of March 2021
Election Fund	£5,000			£5,000	£5,000	£3500 Trans to Reserves
Contingency	£5,000			£5,000	£3,000	
Misc. (Including Valuation of Land £300)	£2,500		£493	£2,007	£750	Leaving Gift, VAT Adj
Wainwright Fund	£320		£367	-£47	£367	Includes Award £250, Award Design and Picture £117.25
Emergency Planning	£10,000			£10,000	£10,000	This will be spent
Kendal Futures & Vision						
Support Co-ordinator	£7,750		£8,434	-£684	£8,434	
Kendal Vision Next Steps	£5,000			£5,000		
Banners Kendal	£1,500			£1,500		
Visit Kendal /Promoting Kendal						
Visit Kendal leaflet	£5,000	£4,344	£2,388	£6,956		
Visit Kendal Website Contribution (Kendal Futures)	£2,400			£2,400		
Visit Kendal Content Co-ordinator	£3,600		£2,400	£1,200		
					£16,816	Allocated Bal will be spent
Total	£25,250	£4,344	£13,222	£16,372	£25,250	
SUB TOTAL:	£325,246	£4,344	£189,200	£140,390	£318,883	

Kendal Town Council Report

To: Management Committee	4 January 2022
From: Town Clerk	Agenda Item No. 10

Budget 2022-23

The Committee had a first pass at the council's budget before Christmas. Now it must firm up its recommendation to the Full Council, which meets on 17 January to confirm the precept demand to the collecting authority. The final decision on the budget and precept is reserved to the meeting of the Full Council, which is currently required to be face-to-face.

Decisions Required

The Committee should consider the overall budget of the Council, including its own areas of responsibility and the proposed expansion of the staffing base from the Environment and Highways Committee to meet its ambitions. It should then make a recommendation to the Full Council of a budget and Precept, with its consequential Band D council Tax rate.

Draft Budget 2022-23

The following table 1 sets out proposed changes to the Committee's budget for the coming financial year.

	Existing proposed budget	est outturn	proposed 22-23	% of previous	Notes
Management					
Salaries	213,000	212,500	223,000	105%	<i>Excludes additional budget required to fund E&H officer</i>
Accommodation	16,965	16,476	17,500	103%	
IT software	12,000	12,000	15,000	125%	
Insurance	13,300	11,039	12,000	90%	
Stationery/office general	6,900	6,000	6,000	87%	
Staff training	2,000	2,000	2,500	125%	
PPE	500	500	1,000	200%	
Vehicle	2,300	2,300	2,500	109%	
Newsletter	10,211	11,000	11,500	113%	
Office move	0	0	0	0%	<i>Assumes SLDC will cover costs of returning to TH</i>
Elections	0	0	2,777	0%	<i>Refills reserve fund paying for by-elections</i>
Election fund	5,000	5,000	5,000	100%	<i>Contributes to reserve fund for 4-year elections</i>
Contingency	5,000	3,000	5,000	100%	
Miscellaneous	2,500	200	2,500	100%	
Emergency Planning	10,000	10,000	0	0%	<i>Further KCEPG funding not required in coming year</i>
Kendal Futures	20,250	20,250	26,750	132%	<i>Covers contributions to manager and projects</i>
Kendal Vision	5,000	5,000	5,000	100%	<i>Contribution to cost of delivery role</i>

Total	324,926	317,265	338,027	104%	
Wainwright Fund	320	500	250	78%	<i>Resets single award at £250</i>
Audit, Grants and Charities					
Core funding	22,500	22,500	22,500	100%	<i>Grants to core bodies, usually over 3 year terms</i>
Community grants	18,500	18,000	18,500	100%	<i>Discretionary funding subject to availability</i>
Total	41,500	41,000	41,000	100%	
Mayoralty and Arts					
Mayoral Allowance	5,150	5,150	5,250	102%	
Mayoral Travel	800	650	800	100%	
Mayoral Functions	6,700	6,500	7,500	112%	<i>Additional budget headroom based on revised costs</i>
Twinning	2,500	400	2,500	100%	
Exhibitions	1,500	0	2,000	133%	
Museum	2,000	2,000	2,000	100%	
K-Shoes Collection	0	0	0	0%	<i>Further funding not currently required</i>
Total	18,650	14,700	20,050	108%	
Christmas Lights and Festivals					
Christmas Lights installation and storage	17,175	17,000	17,500	102%	
Infrastructure development & maintenance	10,000	10,000	10,000	100%	
Christmas electricity	675	675	750	111%	
Christmas lights switch on	3,000	1,800	3,500	117%	<i>Modest increase to allow for revised costs</i>
Bunting	1,200	1,200	1,250	104%	
Festival Grants	35,000	29,000	30,000	86%	<i>Slight decrease reflects fewer grants made</i>

Total	67,050	59,675	63,000	94%	
Kendal in Bloom					
Floral Displays	21,500	21,500	21,500	100%	
Projects and Grants	8,700	8,700	8,700	100%	
Total	30,200	30,200	30,200	100%	
Environment and Highways					
Infrastructure improvements	3,500	13,000	4,000	114%	
Defib	800	0	0	0%	Previous year's funding remains available
Defib maint	800	0	0	0%	
CCTV	1,500	0	0	0%	
Infrastructure maintenance	1,000	750	1,000	100%	
Footway lighting	4,917	4,917	3,751	76%	
Somervell Garden	500	500	500	100%	
Bins	2,500	2,500	2,650	106%	
Total	15,517	21,667	11,901	77%	Reflects underspends in 2021
Climate Change	10,000	2,500	1,000	10%	Previous year's funding remains available
Biodiversity schemes and grants	11,000	6,000	6,000	55%	Previous year's funding remains available
20mph	10,000	0	0	0%	Previous year's funding remains available
Cycling and walking	5,000	0	21,000	420%	Funding for projects
Pump Track	2,000	0	0	0%	Previous year's funding remains available
Lancaster Canal	5,500	11,000	5,000	91%	
River Corridor connectivity	15,000	0	0	0%	Previous year's funding remains available
Green space improvements	0	0	24,000	n/a	
Public realm improvements	0	0	6,000	n/a	

Total	58,500	19,500	63,000	108%	
Allotments					
Capital spending	12,303	11,000	40,000	325%	<i>Draws down 30k from Allotment Dev Fund</i>
Revenue spending/maintenance	7,806	6,800	8,000	102%	
Water	1,792	1,700	1,800	100%	
Rent	900	840	900	100%	
Pest control	2,500	2,500	3,000	120%	
Total	25,301	22,840	53,700	212%	
Planning					
FRSWG scheme	35,000	35,000	35,000	100%	<i>Ongoing commitment to glass wall scheme</i>
Total	35,000	35,000	35,000	100%	
Total Budgeted Expenditure	616,464	571,847	656,128	105%	
Additional Staffing Element					
Staffing etc	0	0	24,000		<i>Funding for additional officer support to deliver E&H programme</i>
Amended total budget			680,128	110%	

Revenue

	2021-22		2022-23		
Allotment rent	21,184		21,500		
Bank interest	200		300		
CIL Funding	14,325		30,000		
Other Grants or income	1,820		2,000		
Council Tax Support Grant	33,347		34,147		
Precept	460,812		502,285*		
Total Income	531,688		590,232		
From reserves	84,776		65,896	89,896*	Depending on E&H delivery officer
Council Tax Base	10430.64		10730.14	103%	
			Calculator	109%	
Council Tax Band D	44.18		46.81	106%	Equivalent weekly increase in Band D rate £0.05

A report on current Reserves is shown in a separate document.

<u>Bank/Cash Account Balances</u>		<u>Income</u>	<u>Exp</u>
1	Barclays - Current Account Bal 14/12/21	£22,853.93	
2	Barclays - Reserve Account Bal 14/12/21	£380,377.06	
3	Cumberland Building Society	£180,000.00	
4	NatWest Direct Reserve Account	£2,426.78	
5	Petty Cash Bal 14/11/21	£115.29	
Total Cash at Bank		£585,773.06	
Forecast Exp - Dec 21 - Mar 21			£264,174.00
Accruals still to pay from 20/21			£7,453.00
Forecast Cash Balance		£314,146.06	
Reserve Balances		£327,996.38	
Net Amount to Reduce from Reserves		-£13,850.32	
Total Reserves			£314,146.06

<u>Reserve Account Balances</u>		<u>O/P Bal</u> <u>01/04/21</u>	<u>Movements in</u> <u>21/22 (+/-)</u>	<u>Balance</u>
1	General Fund (Reserves)	£73,274.15	-£1,825.16	£71,448.99
2	Development Fund (Allocated Reserves)	£146,449.09	-£59,209.00	£87,240.09
3	Allotments Reserve	£75,321.79	-£7,203.00	£68,118.79
4	Arts & Heritage Reserve	£17,888.38	£0.00	£17,888.38
5	Environment Reserve	£142.85	£0.00	£142.85
6	Election Reserve	£7,036.86	£0.00	£7,036.86
7	Community Infrastructure Levy Reserve	£20,479.60	£14,325.00	£34,804.60
8	Wainwright Fund	£11,530.31	-£180.00	£11,350.31
9	P&L 20/21	£29,965.51	£0.00	£29,965.51
Totals		£382,088.54	-£54,092.16	£327,996.38
From Reserves to Fund 21/22				
£13,850.32				

<u>Budget vs Income & Exp 21/22</u>		
21/22 Budget		
1	Precept	£460,812.00
2	SLDC Grant	£33,347.00
3	Allotment Rent	£21,184.00
	Allotment Rent (Not Recd)	£1,523.00
4	From Reserves	£90,275.00
5	Other Income (Grant/Bk Int)	£2,020.00
From Reserves		
6	Development Fund Reserves	£59,209.00
7	Grants	£12,000.00
8	Allotment Reserves	£7,203.00
21/22 Budget		£687,573.00
Actual Exp Apr - Nov 21		£331,423.00
Forecast Exp Dec - Mar 22		£264,174.00
*** Forecast Net 31/03/22		£91,976.00

*** This is made up:
Underpends on the Budget
Unspent Development Fund Reseves
