

Kendal Town Council

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



V2, 1 November 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 (Mayor)	Cllr Doug Rathbone (Chair of Planning) (Vice-Chair)
Cllr A Finch (Chair of Allotments)	Cllr C Russell (Chair of Audit, Grants and Charities)
Cllr E Hennessy (Chair of Environment and Highways)	

You are summoned to a meeting of Kendal Town Council's Management Committee on **Monday, 6 November 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 (pages 3 to 12)

To receive the minutes of the meeting of the Committee held on 4 September 2023, and to authorise the Chair to sign them as a true record (see attached).

5. Minute Action Sheet (pages 13 to 17)

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

6. Council Activity Report (pages 18 to 25)

To consider the progress made across the various actions the Council is involved in and make any necessary decisions (see attached).

7. Kendal Futures Programme Proposal (pages 26 to 39)

To consider a programme proposal from Kendal Futures (see attached).

8. Budget 2023-24 (pages 40 to 45)

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

9. Budget 2024-25 (pages 46 to 47)

- a) To consider the Committee's element of the budget for the coming financial year.
- b) To review the Council's budget making process and make any necessary related to decisions.

10. Employment and Staffing Matters (page 48)

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

11. CIL Funding for Town Hall Exterior Projector

To consider allocating Community Infrastructure Levy (CIL) to the cost of a replacement exterior projector for Kendal Town Hall.

Background

The projector used to display poppies, Christmas motifs etc on the Town Hall is irreparably broken due to water ingress. A new one can be installed in time for Remembrance for £4,750. There are insufficient funds in the Christmas lighting budget to cover this. An allocation of CIL is proposed to cover the shortfall. A contribution from Westmorland and Furness Council is likely (but it is unclear how much). There is currently around £167,000 in the CIL fund, the most recent allocation (October 2023) of £56k being roughly equal to the allocation from the last meeting.

12. Newsletter and Publicity

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

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Minutes of a meeting of the Management Committee held on Monday, 4 September 2023, at 7.37 p.m., in the Council Chamber at the Town Hall, Highgate, Kendal.

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

Also present: Cllr G Archibald as substitute for Cllr A Finch. Cllr S Blunden was also in attendance at the meeting, however, whilst taking part in debate, did not vote on any of the items, as not a Member of the Committee. In addition, two members of the public, Debbie Binch and Anne-Marie Williams, from Cumbria Divest, were present at the meeting.

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

Public Participation

Anne-Marie Williams, representing Cumbria Divest, addressed the Committee on the subject of Divestment. Ms Williams pointed out that Kendal Town Council was a key employer member of the Cumbria Local Government Pension Scheme (CLGPS). She further drew attention to the Council's commitment to taking action to support its declaration on climate emergency. Ms Williams provided a brief outline of what divestment was. She went on to provide details of the problems around pension funds engaging with fossil fuel companies, the financial case for divestment from fossil fuels and on the growing support for divestment. Cumbria Divest was asking the Council to write to Westmorland and Furness Council asking it to divest the CLGPS from fossil fuels. Although small in terms of staff numbers, Kendal Town Council, it was felt, could make a big impact by agreeing to add its voice on this matter. Ms Williams explained how Cumbria Divest could support the Council through the provision of a template letter to Westmorland and Furness Council, a session on divestment for staff, contact details for councillors to provide to residents seeking information on divestment (cumbriadivest@gmail.com or facebook: 'Cumbria Divest') and sources of advice/support for the pension fund manager about divestment.

Ms Williams answered a number of questions raised by Members. It was suggested that it would be of help for Cumbria Divest to provide more substantiation on engagement and, furthermore, that the organisation might discuss the matter with the Cumbria Pensions Committee. The need for additional examples of other councils and Local Government pension committees who had voted for divestment was also raised.

The Chair thanked Ms Williams for her presentation and for the provision of contact details.

M25/2023 Apologies

Apologies for absence were received and accepted from Cllrs A Blackman, A Finch and C Russell.

M26/2023 Declarations of Interest

Cllr G Archibald declared an interest in Agenda Item No.8 (Investment and Climate Change), Minutes No.M30/2023 below, by virtue of the fact that he was Vice-Chair of the Cumbria Pensions Committee. Cllr D Rathbone declared the same interest by virtue of being Chair of that Committee. Whilst they would take part in the discussion on the item, they would take no part in the voting thereon. Those other Westmorland and Furness councillors present at the meeting, Cllrs E Hennessy and H Ladhams, also declared an interest in the same item by virtue of membership of that Council. Whilst they would take part in the discussion on the item, they would take no part in the voting thereon.

Cllrs G Archibald, E Hennessy, H Ladhams and D Rathbone, declared interests in Agenda Item No.9 (Community Governance Review), Minute No.M33/2023 below, by virtue of the fact that they were Members of Westmorland and Furness Council.

M27/2023 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

The Town Clerk explained that his verbal update in relation to Agenda Item No.12b related to confidential matters and asked the Committee to consider whether to exclude the press and the public during discussion on that item.

Resolved: To vote on moving into Part Two for consideration of Agenda Item No.12b (Employment and Staffing Matters).

M28/2023 Minutes of the Previous Meeting

Resolved: To receive the minutes of the previous meeting of the Management Committee held on 3 July 2023 and to authorise the Chairman to sign them as a true record.

M29/2023 Minute Action Sheet

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

- *Ref. No.1* – The Town Clerk reported that he had discussed the Town Council's representation on Brewery Arts with the organisation and advised that he would shortly be bringing a paper to Full Council on both this and on the Council's representation on other outside bodies.
- *Ref. No.2* – The Town Clerk explained that the only outstanding action in relation to the land at Mintsfeet Riverside was with regard to a press release which he had yet to organise.
- *Ref. No.4* – With regard to telephony, the Town Clerk reported that he had spoken with a supplier with experience in the Town Council's sector and who could provide both telephones and software. He was pursuing the matter.
- *Ref.No.5* – The need to ensure that all committees gave consideration to their budget wishes at their meetings in September was raised, this in order for the information to be fed to the Management Committee in October. Also raised was the need for the establishment of a sub-group of Members of the Management Committee to develop a draft budget for consideration by the Management Committee at its meeting in October.

Resolved: Cllrs G Archibald, H Ladhams and C Russell to form a Sub-Group of the Management Committee to develop a draft budget for consideration by the Management Committee at its meeting in October, with meetings of the sub-group to be arranged by the Town Clerk in due course.

- *Ref. No.10* – The Town Clerk reported that, with regard to property, accommodation and building use, he and Cllr C Russell had walked through the building with the relevant officer from Westmorland and Furness Council, and that the officer would be coming back to the Town Council with a revised, reduced rent.
- *Ref. Nos.12 and 13* – The Town Clerk reported that the Plan for Kendal had gone out with the recently-published Newsletter and that it should, by now, have been published on the Council's Website. Attention was drawn to the fact that some people did not receive a copy of the Newsletter and the Town Clerk asked those individuals concerned to let him know so that he could look into the matter.

Resolved: Those Members who do not receive a copy of the Council's Newsletter to let the Town Clerk know so that he can pursue the matter.

- *Ref. No.22* – The Town Clerk explained that the review of outside bodies related to Ref. No.1 above, reiterating the fact that this work had commenced. The importance of receiving information from other outside bodies was stressed, it being pointed out that this would lead to making Council representation on outside bodies more effective.

Resolved: To note the report.

Note - Cllr G Archibald declared an interest in the following item of business by virtue of the fact that he was Vice-Chair of the Cumbria Pensions Committee.

Cllr D Rathbone declared the same interest by virtue of being Chair of the same Committee. Whilst they took part in the discussion on the item, they took no part in the voting thereon. Those other Westmorland and Furness councillors present at the meeting, Cllrs E Hennessy and H Ladhams, also declared an interest in the same item by virtue of membership of that Council. Whilst they took part in the discussion on the item, they took no part in the voting thereon.

M30/2023 Investment and Climate Change

Cllr E Hennessy, Chair of the Environment and Highways Committee, reported that at the last meeting, Members had considered a proposal from Divest Cumbria that it would be in keeping with the Council's position on the Climate Emergency to look at the investment arrangements of its leading financial institutions and to support their campaign for 'divestment', i.e. to withdraw investment capital from projects which were clearly not conducive to dealing with the Climate Emergency. The Committee had noted that, whilst it was the allocated body for the Council's Climate Change policies, the Management Committee was the appropriate vehicle for dealing with a wider, cross-cutting issue like pension arrangements (Minute No.E27/2023 refers).

The report presented to that meeting had informed Members that Divest UK was a national grass root organisation which was calling on public and private institutions to support divestment from fossil fuels and take action to secure a safe and healthy planet for future generations.

A Divest Cumbria group had been set up and was in the process of contacting town and parish councils regarding the Cumbria Group Pension fund and its credentials.

A number of local authorities had divested their investments in accordance with their declarations on climate change and included Waltham Forest, Southward, Islington, Lambeth and Cardiff. The Committee was being asked to consider support for Divest Cumbria.

The report further explained that Barclays Bank was widely acknowledged as one of the twelve global banks which continued to invest in fossil fuel extraction, including via the Tar Sands Pipeline Project.

The Town Council currently held one of its accounts with Barclays and, in accordance with its Climate Emergency declaration, could choose to switch to an alternative ethical banking provider.

Whilst Members of the Environment and Highways Committee had, on the whole, expressed support for the principle of switching to an alternative banking provider, the need to maintain value for money for Council Tax payers had been acknowledged. In addition, strong concerns had been raised with regard to making changes that could put risk to other people's pension funds.

The Management Committee's view was now, therefore, being sought on whether such a policy was appropriate and how one might be effectively enacted.

A lengthy discussion ensued. Members of the Management Committee expressed some concern, pointing out the complex issues in relation to the pension fund, the fact that they did not have the correct skillset or information with which to make a decision and also that they were not the recipients of the pensions involved. It was felt that if the Council was going to move forward on this, it needed to be made clear that this was partly due to its position on Climate Change and in order to set an example to others.

With regard to the issue of banking, it was felt that the Town Council should look to seek an alternative, not only due to the issue of fossil fuel but also with the aim of making banking more workable. The Town Clerk explained that both he and the Finance and Administration Officer had been looking at alternative banking arrangements and would shortly be coming forward with a proposal.

During conversation, Debbie Binch from Cumbria Divest took the opportunity to emphasise the fact that the organisation offered sessions for staff on divestment. She further pointed out that Keswick Town Council had recently changed banks.

In conclusion, the Committee felt that would be appropriate to instruct the Town Clerk to write to Westmorland and Furness Council's Pensions Committee to ask for their opinion on how they might incorporate a strategy that took them away from involvement in fossil fuel. The matter could then be brought forward for consideration by Full Council.

Resolved: To write to Westmorland and Furness Council Pensions Committee seeking its opinion on how they might incorporate a strategy that takes them away from involvement in fossil fuel for less focus on fossil fuel and, following this, to report further to a future meeting of Full Council.

At this point, concern was raised as to how this item had been included within the agenda for the meeting of the Environment and Highways Committee in the first place. Attention was drawn to the fact that committee chairs and vice-chairs were not always being consulted on the contents of agendas and it was suggested that lead officer should be reminded of this need.

Resolved: Lead officers to be reminded of the need to consult committee chairs and vice-chairs on the content of agendas prior to despatch and publication.

M31/2023 Council Activity Report

The Town Clerk presented a report on progress made across the various actions the Council was involved in, explaining that much of the content had been alluded to during conversation on the Minute Action Sheet (Minute No.M29/2023 above refers). He drew attention to the fact that good progress was being made with Meraki HR and that this would be touched on under Agenda Item No.12b (Employment and Staffing Matters) (Minute No.M36 below). The Town Clerk further wished to point out a risk in relation to Asset Management Reviews and the need for Council to formally resolved that both the Finance and Administration Officer and himself become signatories on the Council's accounts so that they could talk and engage with the banks.

Resolved: To authorise both the Town Clerk and the Finance and Administration Officer to become signatories on the Council's bank accounts.

The Town Clerk, in response to a query, explained that the Planning Committee would, at its first meeting in October, be considering the Department for Levelling Up, Housing and Communities' consultation which sought views on proposals to implement the parts of the Levelling Up and Regeneration Bill which related to plan-making, to make plans simpler, faster to prepare and more accessible. He advised that the whole Council would have an opportunity to provide input. This, he said, raised the question of trying to find a suitable date for a briefing to Council on Kendal Futures, which he hoped shortly to arrange.

Members welcomed the Action Plan and were keen, now that it was in the public domain, for it to be made easily available to all on the Council's Website. It was also suggested that the document might be shared with Members through other means rather than via the Website. The Town Clerk felt that publication of the document on the Website was a good idea and reported that he was currently looking into moving away from WordPress to a different and more user-friendly publishing platform. Members were keen for improvements to be made and acknowledged the need for inclusion of funding within the next Budget.

Resolved: To consider funding for a new website platform within the 2024/25 Budget.

Resolved: To note the report.

M32/2023 Budget 2023-24

The Committee reviewed the expenditure against budget in the current year. The Town Clerk drew particular attention to the inclusion within the report of the reserve statements which showed a breakdown of the Council's earmarked reserves. The Chair thanked the Town Clerk for the work which had been carried out in this regard which provided clarification and helped Members to understand how money was allocated. The Town Clerk explained the reason for the need for a reserve titled "Cllr Contributions" which was in relation to the total amount contributed by Members over the last three years for the Cycling and Walking Project and was purely to demonstrate that this particular earmarked reserve had not been lost in the system.

Resolved: To note the report.

Note - Cllrs G Archibald, E Hennessy, H Ladhams and D Rathbone, declared interests in the following item of business by virtue of the fact that they were Members of Westmorland and Furness Council.

M33/2023 Community Governance Review

The Town Clerk reported that, in the run up to Local Government Reorganisation (LGR), it had been noted that the Town Council's electoral cycle would become out of sync with that of the principal authority. Town Councillors had been elected for four years in May 2022. In an election held on the same day, Westmorland and Furness Councillors had been elected for a five-year term, the first of which would see them acting in a shadow role. Kendal Town Council's next scheduled election was due to take place in May 2026, whereas the principal authority's was not until 2027.

The savings made by sharing an election day were obvious, when considering the budget allocation made for the new Barrow in Furness Town Council in 2023, in excess of £100,000. Kendal Town Council had been charged around £33,000 for the cost of a shared election in 2022.

In the Council's feedback to the consultation on LGR in 2021, it had been noted that the Council would seek a review of its election dates through a Community Governance Review (CGR) as soon as practicable, once the new unitary authority had been created.

The Town Clerk explained that the Council could seek a CGR on this narrow criterion, or propose to extend the review to cover any boundary or other issues it may have.

The Town Clerk's report provided details on previous reviews. In 2018-19, South Lakeland District Council (SLDC) had conducted a formal CGR for parish boundaries and electoral arrangements. Kendal's southern boundary had been supposed to be aligned with that of the new developments in Oxenholme, pending approval by the Local Government Boundary Commission for England. To date, this change did not appear to have been effected. In 2014 there had been a proposal for a CGR to move the boundary north of Hallgarth to accommodate future development sites within Kendal. This had been countered by a proposal from Burneside Parish Council that all of Hallgarth be incorporated instead into one of their constituent parishes (Burneside was a joint Parish Council for the civil parishes of Strickland Roger and Strickland Ketel). This request for a CGR had been turned down by SLDC on the basis that there had been a general CGR in the previous year in which this issue had not arisen.

The Local Government and Public Involvement in Health Act, 2007, which created the process for Community Governance Reviews, recommended that principal authorities kept their community governance arrangements under review, and empowered them to hold a review at any time, though there are grounds on which they could refuse to carry out a review. The development of new estates on the edge of a parish was cited as a good reason to hold a CGR.

Any proposal to alter the boundaries of the civil parish of Kendal would probably require a demonstration of support from the communities involved, through a petition, for instance.

It was recommended that the Council seek a CGR from Westmorland and Furness Council to alter its electoral cycle so that it was in sync with that of the principal council.

Discussion raised reference to the potential increase in size of Kendal should land allocation go through for housing and the potential, for example, for the doubling of the size of Natland Parish. This, it was felt, should be looked at at the same time. Members supported the recommendation for a request for a CGR for the alteration of the electoral cycle, however, further proposed the need to seek a review of boundaries in order to address new housing development.

Resolved: To seek a CGR from Westmorland and Furness Council to alter the Town Council's electoral cycle so that it is in sync with that of the principal council and, in addition, to seek a review of boundaries in order to address new housing developments.

M34/2023 Council Open Space Land Acquisitions

The Town Clerk reported that the Council now owned two public open spaces, at Vicarage Drive, and at Mintsfeet. The purpose of these strategic acquisitions was to assist in the promotion of connectivity – between Kirkbarrow and the educational establishments around Vicarage Drive (for the Vicarage Drive land), and for the river corridor (for the Mintsfeet land). Both sites contained mature trees, which required their own management arrangements. Subsequently, both sites presented opportunities for biodiversity planting, for improvements to footpaths and signage, and for seating.

It was recommended, therefore, that the Management Committee allocate £4,000 drawn from the General Reserve, for the completion of tree surveys and a general management plan for biodiversity. (current costings for tree surveys were within the range of £1,400 to £5,400). In addition, it was recommended that the oversight of these sites passed to the new Environment Committee, for the development of appropriate management plans.

Cllr E Hennessy, Chair of the Environment and Highways Committee, took the opportunity to inform Members that Natural Kendal had recently indicated that, with regard to the land at Vicarage Drive, a representative of the organisation would be addressing the next meeting of the Environment and Highways Committee with an offer for that organisation to take on stewardship for that piece of land for educational and biodiversity purposes. The Town Clerk explained, however, that the Council would still have to carry out tree surveys for insurance purposes. In response to a query, he believed that it may be possible for this money to be drawn down from CIL.

Resolved: To allocate £4,000 from CIL for the completion of tree surveys and a general management plan for biodiversity in relation to open spaces at Vicarage Drive and Mintsfeet, with the oversight of these sites to pass to the new Environment Committee for the development of appropriate management plans.

M35/2023 CIL Allocations 2023-24

The Committee considered a report which explained that Kendal Town Council received Community Infrastructure Levy (CIL) payments from the local Planning Authority (now Westmorland and Furness Council). The original South Lakeland District Council advice note at Appendix 1 to the report explained where the money came from and what it might be spent on. Appendix 2 to the report provided the Criteria which had been set by Kendal Town Council in 2017 for considering CIL allocations.

When the Council had set its precept and budget in February 2023, it had also agreed reserve allocations from the CIL, to support its ongoing priorities.

CIL funding required a reporting schedule, both for the public, and the collecting authority, and this had also to be agreed by the Council.

Details relating to the current CIL receipts and expenditure were provided, the total remaining figure being £167,118.66. In addition, details of the CIL allocation spend to date were included within the report.

Subsequent CIL spending was to be assessed by the Management Committee at its meetings in September (for 2023-24) and November (for 24-25). Proposals for expenditure from Committees were to be prepared in advance of those meetings.

Proposals for 2023-24 had been received as follows:-

Proposer	Project	Costs
Environment and Highways (Cllr G Archibald)	Replacement handrail alongside Fellside Methodist Church (£3750) Strengthen and pain Undercliff handrail (£988)	£4,738
Environment and Highways (Cllr G Archibald)	New bench at Windermere Road bus stop	£750 (approx)
Environment and Highways (Cllr S Blunden)	Community Water Fountain Options include renovating the existing Brewery Arts fountain or installing a new (internal or external) one in the Town Centre	£5,000 (approx)
Environment and Highways (Cllr S Blunden)	New access ramp at 'The Eddington'	£10,000
Environment and Highways (Cllr E Hennessy)	20mph contribution	£11,600
Christmas Lights and Festivals (Cllr M Helme)	Ice Rink Infrastructure – installing three phase external power and weight bearing survey for former bowling green area to inform feasibility of installing ice rink structure	£15,000 approx
Christmas Lights and Festivals (Cllr H Ladhams)	Kendal Christmas Lights Upgrade. To improve the Christmas Lights an enter a rental contract with an Xmas Light specialist to enable modern and different displays each year	£30,000 approx
Environment and Highways (Cllr E Hennessy)	Several Kendal Yards are in need of repair. This funding would contribute to a Kendal Futures initiative to improve a number of Yards via the required preparatory works and artist murals	£10,000
Total of Proposals		£87,088

Other considerations contained within the report were as follows:-

Allotments - The Council had spent money (£30,000) from its Allotments Reserve to improve and expand provision of Allotments at Canal Head. Provision of allotments was a statutory duty imposed on the Town Council. Demand for allotments was a direct consequence of development. CIL could be used to replace the allotment reserve, to enable the Council to seek further new allotment sites.

Green Space Improvements - The Council had acquired two green spaces in its own right, which require investment to bring them to a standard commensurate with the Council's aspirations for their use. Other green spaces in the town had been identified as requiring investment (Bowling Fell, Heron Hill OS, etc). The CIL could be used to improve signage, lighting, planting, play facilities, paths and access, etc.

Bus Shelters - The Council currently managed around half the total bus shelters in the town. It could set aside funds to improve and expand this provision, in order to promote the use of buses as a part of the shift from individual cars.

River Corridor Route - The Council had identified the River Corridor as requiring investment to improve its attractiveness as a travel route. Outside the areas being affected by the EA, there were route sections at Wattsfield and Mintsfeet (among others) requiring considerable investment to bring them to an acceptable standard.

Town Centre Improvements - As well as improving the Christmas Lighting, the Kendal in Bloom Committee was looking at ways that the floral display infrastructure could be strategically modernised to reflect the challenges of a changing climate and reductions in maintenance.

Sports and Nature Hub - The Council had already set aside a small sum (£7,500) to support the development of a Sports and Nature Hub on the former Highways Depot in Mintsfeet. Further CIL allocations could be earmarked for this project.

The Chair thanked the Town Clerk and officers for their work on this matter.

A lengthy discussion ensued. Stressed was the need for CIL funding to be used to the benefit of all of Kendal's residents rather than being specifically ward-focussed. The Town Clerk, however, pointed out the need to have regard to those wards which had been affected by development. He also drew attention to the fact that the total sum of CIL was now far in excess of the £86,000 originally budgeted for and to the need now to move forward on allocating and using the money.

The Committee discussed each proposal in detail.

Resolved: To allocate funding to the following projects:-

- replacement handrail along Fellside Methodist Church (£3,750) and strengthen and paint Undercliff handrail (£988);
- community water fountain (£5,000 approx.);
- 20mph contribution (£11,600);
- Kendal Yards (£10,000);

Resolved: To defer consideration of funding of the following projects pending receipt of further information:-

- new bench at Windermere Road (to be considered alongside the bus shelter scheme);
- new access ramp at "The Eddington";
- ice rink infrastructure;
- Kendal Christmas lights upgrade (ensure any future bid links to CIL requirements);

Resolved: To allocating funding of £25,000 towards Allotments.

Resolved: To defer consideration of the following:-

- green space improvements;
- bus shelters;
- river corridor route;
- Town Centre improvements; and
- Sports and Nature Hub.

During consideration of the item, it was noted that the Town Council received only 15% of the total of CIL receipts. Raised therefore was the need to ask the Unitary Authority how its portion of CIL money was being used within the Town in order that the Town Council might be able to assess where the gaps were and to ensure that work was not being duplicated. The Town Clerk suggested that the

Committee instructed him to write to Westmorland and Furness Council to enquire what had been spent, what their plans were and to ask them to involve the Town Council.

Resolved: To write to Westmorland and Furness Council seeking information on how its portion of CIL money was being spent, what its plans are and to ask them to involve the Town Council moving forward.

M36/2023 Employment and Staffing Matters

(a) The Committee was requested to appoint Members to its Staffing Sub-Committee.

Resolved: To appoint Cllrs S Coleman, J Dunlop and D Rathbone to the Staffing Sub-Committee.

Part Two

The next part of this item was considered following a resolution to exclude the Press and Public, due to the confidential or commercial sensitivity.

(b) The Town Clerk provided a verbal update on long term sickness absence and other staffing matters. He drew attention to the helpful support being provided by Meraki HR.

Resolved: To note the verbal update.

Part One

Members voted to move back into Part 1 for the remainder of the meeting.

M37/2023 Newsletter and Publicity

Raised was the need for more staff resilience around publicity, as well as the production of a suitable spreadsheet in relation to press releases. The latest Newsletter had just been published, with the next due to be out just before Christmas. In response to a query, the Town Clerk explained that there was a standard format for the Town Council's press releases and that it took around 1.5 hours to prepare one. This was not always easy due to limited staffing resources. A query was raised as to how this could be more easily dealt with. The need for inclusion of an article on Cumbria Plan B Bee Houses within the next Newsletter was raised.

Resolved: To produce a suitable spreadsheet in relation to press releases.

Resolved: To include an article on Cumbria Plan B Bee Houses within the next edition of the Newsletter.

Resolved: To note the verbal update.

The meeting closed at 9.37 p.m.

Item No.5 - Management Committee - Minute Action Sheet - as at 29-08-23

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
1	07/11/2022	M43/2022	Report on the Work Programme	The Town Clerk to seek clarification on the Town Council's representation on Brewery Arts.	CB		Aug/Sep 23	Fed into general review
2	07/11/2022	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		Press release with Rivers Trust Oct 2023	To update at meeting
3	09/01/2023	M60/2022	Council Activity Report	Complete actions in order to improve Council's Website	CB		Nov-23	initiated discussion with current supplier
4	06/03/2023	M74/2022	Office Telephony	To agree to spend up to £4,500 from the 2023-24 IT and Telephony budget in April 2023, and to allow approximately £4,000 in the budgets for 2024-25 and 2025-26, costings and renewals to be reviewed after this point	CB		10-Sep-23	Supplier identified but awaiting staff time
5	06/03/2023	M77/2022	Budget Processes	To establish a small sub-group of Members appointed by Management Committee to develop a budget and to bring this to a meeting of the Management Committee in late October early November.	CB		Initiated 26 October 23	
6	06/03/2023	M77/2022	Budget Processes	To establish a sub group of Members of the Audit, Grants and Charities Committee to look at the issue of risk management, as well as health and safety aspects.	CB		Awaiting action by new committee	in development as part of Committee's new work plan

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
7	30/05/2023	M6/2023	Council Activity Report	The Chair and Town Clerk be authorised to establish and appropriate date and to make the necessary arrangements for an initial informal meeting of Members and officers, as outlined above, for discussion in relation to Kendal Futures, to be followed up in due course by a Briefing Session for all Members	CB		initial meeting held 25 September 2023	Second session to be arranged
10	30/05/2023	M10/2023	Property, Accommodation and Building Use	the Town Clerk to open discussions with the new principal authority, as outlined above.	CB		Process initiated 21 Aug 2023	outcome of occupancy review awaited
16	03/07/2023	M17/2023	Minute Action Sheet	To address the matter of seeking clarification on the Town Council's representation on Brewery Arts.	CB		Initiated	
18	03/07/2023	M18/2023	Council Activity Report	The Chair of the Environment and Highways Committee to take notes in relation 20mph at the meeting of that Committee on 17 July and circulate to Members.	EH		Completed	
22	03/07/2023	M21/2023	Representatives on Outside Bodies	To undertake a review in relation to the Town Council's representation on outside bodies, as discussed at the meeting and outlined above, prior to the Council's Annual Meeting in May 2024.	CB		Process begun 01/08/2023	
25	04/09/2023	M29/2023	Minute Action Sheet	Cllrs G Archibald, H Ladhams and C Russell to form a Sub-Group of the Management Committee to develop a draft budget for consideration by the Management Committee at its meeting in October, with meetings of the sub-group to be arranged by the Town Clerk in due course	CB		As above	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
26	04/09/2023	M29/2023	Minute Action Sheet	Those Members who do not receive a copy of the Council's Newsletter to let the Town Clerk know so that he can pursue the matter.	CB		Members polled 26 Oct 2023	
27	04/09/2023	M30/2023	Investment and Climate Change	To write to Westmorland and Furness Council Pensions Committee seeking its opinion on how they might incorporate a strategy that takes them away from involvement in fossil fuel for less focus on fossil fuel and, following this, to report further to a future meeting of Full Council	CB		Contacted 12 September 2023. Town Council staff surveyed	Pension Fund is revieweing its policies and has invited Town clerk to attend meeting on 10 Nov.
28	04/09/2023	M30/2023	Investment and Climate Change	Lead officers to be reminded of the need to consult committee chairs and vice-chairs on the content of agendas prior to despatch and publication.	CB		05-Sep-23	
29	04/09/2023	M31/2023	Council Activity Report	To authorise both the Town Clerk and the Finance and Administration Officer to become signatories on the Council's bank accounts.	CB		Completed	
30	04/09/2023	M31/2023	Council Activity Report	To consider funding for a new website platform within the 2024/25 Budget.	CB		included in Budget proposals for 2024	
31	04/09/2023	M33/2023	Community Governance Review	To seek a CGR from Westmorland and Furness Council to alter the Town Council's electoral cycle so that it is in sync with that of the principal council and, in addition, to seek a review of boundaries in order to address new housing developments	CB		Process initiated with W&FC Sep 2023.	

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
32	04/09/2023	M34/2023	Council Open Space Land Acquisitions	To allocate £4,000 from CIL for the completion of tree surveys and a general management plan for biodiversity in relation to open spaces at Vicarage Drive and Mintsfeet, with the oversight of these sites to pass to the new Environment Committee for the development of appropriate management plans	CB		Survey commissioned	
33	04/09/2023	M34/2023	CIL Allocations 2023-24	To allocate funding to the following projects:-	CB		Completed	
				replacement handrail along Fellside Methodist Church (£3,750) and strengthen and paint Undercliff handrail (£988);				
				community water fountain (£5,000 approx.);				
				20 mph contribution (£11,600);				
				Kendal Yards (£10,000);				
				To defer consideration of funding of the following projects pending receipt of further information:-				
				new bench at Windermere Road (to be considered alongside the bus shelter scheme);				
				new access ramp at "The Eddington";				
				ice rink infrastructure;				
				Kendal Christmas lights upgrade (ensure any future bid links to CIL requirements);				
				To allocating funding of £25,000 towards Allotments.				
				To defer consideration of the following:-				
				green space improvements;				

Ref. No.	Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
				bus shelters;				
				river corridor route;				
				Town Centre improvements; and				
				Sports and Nature Hub.				
				To write to Westmorland and Furness Council seeking information on how its portion of CIL money was being spent, what its plans are and to ask them to involve the Town Council moving forward	CB		26-Oct	
34	04/09/2023	M36/2023	Employment and Staffing Matters	To appoint Cllrs S Coleman, J Dunlop and D Rathbone to the Staffing Sub-Committee.	CB		Completed	
35	04/09/2023	M37/2023	Newsletter and Publicity	To produce a suitable spreadsheet in relation to press releases.	CB			in progress
36	04/09/2023	M37/2023	Newsletter and Publicity	To include an article on Cumbria Plan B Bee Houses within the next edition of the Newsletter.	HWM			In progress

Item No.6

Kendal Town Council**Action Plan 6 November 2023****Thematic Headings**

The following table is the Management Committee's Action Report, update redistributed and expanded into new Thematic headings. Several items could be 'cross-cutting' but these currently are listed only once.

Thriving Town Centre

Current Actions	Aims and actions	Current Committee	Partners	Timeframe/comments
In Bloom planting 2023	Following Gold in 2022, town is looking to emulate this and succeed in Britain in Bloom 2023	Kendal In Bloom	Continental Landscapes, W&FC, KCV, various local groups	Kendal in Bloom and Britain in Bloom judged Silver Gilt overall, with Gold for the Coronation Bed project. Planning for 2024 now initiated.
Christmas lighting	Aim of Display being up to date and fit for purpose	Culture & Communities	Kendal BID	2023 is final year of current contract, so review due autumn 2023. Initiated – lights renovated for 2023.
Market Place initiatives	Several ongoing initiatives addressing issue of vitality	Management/Environment Committee	W&FC, Kendal BID, Kendal Futures	Finkle Street seating adoption and renovation completed. Futures have proposed a programme of work ongoing consideration.
Proactive consultative roles	Themes constant in Futures agenda and issue with highways and BID requiring council involvement and engagement with community.	Management/Environment Committee/Planning	W&FC, Kendal Futures, Kendal BID	Awaiting new relationships within W&FC to emerge. It is understood that the Local Plan has been put

	Development of Local Plan, SHENA etc			on hold. Following the last meeting, discussions with Kendal Futures have been initiated to resolve any misunderstandings between the roles of the two organisations.
Visit Kendal website	Site reviewed.	Management	Kendal Futures/ BID	Next site review autumn/winter 2023
Leaflets	Cycle of updates needs budget and schedule	Management/Environment Committee	Kendal BID	Updates gone to press.
Parlour and collection	Parlour visits and exhibitions scheduled	M&H	Kendal Museum/W&FC	Visit cycle now scheduled and promoted. Exhibition on Slavery planned and partially written, currently on hold for staffing challenges.

Sustainability

Current Actions	Aims and actions	Committee	Partner	Timeframe
Wildflower planting	Somervell Garden, Aynam Road , Kendal Green successful. New wetland initiative at Canal Head in progress. New initiatives at Beezon Fields and Underley underway, subject support from landowners.	KiB/Environment Committee	Natural Kendal, Continental Landscapes, W&FC	New opportunities sought to match budget allocation from Environment
Dark Skies	KTC assets reviewed. Townwide audit complete.	Environment Committee	FOLD/highway authority/Kendal BID	Current funded initiative now progressing to delivery on five

				KTC lighting locations
River Kent	CRKC Group funded, but ongoing support needed	Environment Committee	CRKC/EA/SCRT	Current funded initiative
Flood Relief Scheme	Opportunities throughout scheme identified	KiB/Environment Committee/Planning	EA/W&FC/Natural Kendal	Ongoing
Townwide Solar audit	Completed	Environment Committee	CAFS etc	Current
Solar Made Easy Kendal	Ongoing public initiative	Environment Committee	CAFS etc	Current
Zero Carbon Kendal Website	Developing public initiative	Environment Committee	CAFS etc	Current
Inspiration Hub	Development of hub in town centre to meet issue of information being distributed to community	Environment Committee	SLACC, Waste into Wellbeing and other stakeholders	Negotiations ongoing for a sustainable location, which may now have been identified.

Getting Around

Current Actions	Aims and actions	Committee	Partner	Timeframe
Kendal Connections project	Footpath improvements scheduled. Wider programme subject to ongoing negotiation with highway authority	Environment Committee, Planning (KTCFRSWG)	W&FC	Winter/Spring 2023-24 now being scheduled by partners for delivery.
LCWIP engagement	'Partner' to LCWIP	Environment Committee	W&FC	Ongoing
20mph	Active planning with highway authority	Environment Committee	W&FC	Ongoing
River corridor	Flood relief scheme engaged with. LCWIP. Strategic land purchase at Mintsfeet	Environment Committee/Management	W&FC/EA/others	Ongoing. Network Rail liaison concluded. Most debris removed.

				Tree survey commissioned. Work at Wattsfield ongoing, with UU funding being negotiated.
Signage	Improved signage in Oxenholme. Other opportunities identified	Environment Committee	W&FC/Kendal BID	As funds allow. Negotiations with Avanti West Coast promising
Better road system	Identifying actions and initiatives which will deliver outcomes	Planning, Environment Committee, Management	W&FC/Kendal Futures	Kendal Futures have worked up some ideas for consideration

Communities

Current Actions	Aims and actions	Committee	Partner	Timeframe/Comments
Newsletter	Three times per year. Royal Mail delivery formalised	Management/all		Scheduling needs longer lead. Distribution being checked.
Social media presence	Success in Visit Kendal and Zero-Carbon, but further work required across other council activities	All		Comms strategy needs to be worked out across all council activities. Review currently in progress
Community consultation and engagement	Included in draft budget for Culture & Communities, but needs to relate to wider context	Culture & Communities/Management		Part of ongoing work on Plan for Kendal, as TOR review allows

	of Council activity and Comms strategy			
Active Kendal	Pump track plan stalled on site selection. Active Kendal initiative in budget planning stage. Development of Sports Hub at Mintsfeet in embryonic stages	Environment Committee/Culture & Communities	W&FC/various groups	Pump track site search now back with W&FC officers for consideration of identified site. Active Kendal not in budget for 2023. Sports and Nature Hub subject to ongoing internal and external discussion with W&F and other stakeholders
Grants and Funding	Process consolidated 2022. Further work required to formalise criteria and scheduling issues	Environment Committee/Culture & Communities		Currently delayed by staffing challenges but should be back on track in November.
Events Action	Aims and actions	Committee	Partner	Timeframe
Events budgets formalised	Financial controls and purchasing improved	Culture & Communities/M&H	KTH/SLDC	Currently on track
Events officer	Appointed Sep 2022. Ongoing work on support through training and management	Culture & Communities/M&H	Various	Ongoing priority
Comms Action	Aims and actions	Committee	Partner	Timeframe
Festival engagement	Working with KMF for lights switch on	Culture & Communities/Environment Committee	KMFand BID	Current initiative for 2023 switch-on. KMF continuing in prominent role
Social media and press presence	Social media working in some areas, but not others	All		Comms strategy required spring 2023, still work in progress

Website	Refreshed in 2021, but more work required	All		Subject to above. Proposed renewal in 2024 when current site is 11 years old.
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Public Realm

Local Plan Action	Aims and actions	Committee	Partner	Timeframe/comments
Response matrix	Previous version revisited	Planning	W&FC	Drafted Spring 2023
Local Plan engagement	Ongoing, subject to Planning Authority timetable	Planning/Environment Committee	W&FC/Kendal Futures	Draft SHENA now published and commented on. LGR challenge appears to have stalled progress.
Neighbourhood Planning	Scoping delivery of Neighbourhood planning to meet CIL and Local Plan needs	Planning/All	W&FC/Kendal Futures	Scoping winter 2023
Kendal Futures	Vision process requires ongoing engagement	Management/Planning/Environment Committee	Kendal Futures/W&FC	Needs outcome focus. See above
Proactive Consultation	Council has responded to consultations	Management/Planning/Environment Committee		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/Environment Committee	EA/Natural Kendal/W&FC	Review as part of TOR review
Green Space Improvements	To be an active partner in the management and improvement of the town's green spaces	Planning/Allotments/KiB/Environment Committee	W&FC/KCV/Friends groups/residents groups/Natural Kendal/stakeholders	Ongoing as budget allocated

Street furniture	Council-owned assets repaired and improved. Elsewhere, subject to ongoing relationships with owning authorities	Environment Committee	W&FC, Kendal Futures, Kendal BID	Several plans need bringing together. Finkle Street seating now adopted but challenges with new structure remain. Windermere railings proving particularly challenging
'Highways Improvement'	Improvements to footway lighting and other issues outwith Kendal Connections project	Environment Committee	W&F	Requires coordination and prioritisation outside ward concentrations
Aspirational capital projects	To be a partner in projects to improve Birdcage, Finkle St, Yards, etc	Environment Committee, Management, Culture & Communities, KiB	W&FC, BID, Futures	Developing in 2023 for ongoing projects

Council Audit and Administration

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

Action	Aims and actions	Committee	Partner	Timeframe
Accommodation	Office move has created split site issues	Management	W&FC	Paper considered at this meeting. Consolidation of Council presence in TH and Hub being prepared
IT	Agile working platform developed. Telephony is next challenge	Management	ITEK/W&FC	Budget allocated, delivery projected to Summer 2023. Suppliers identified.
HR systems	Contracts, appraisal process and staff handbook	Management/Staffing	Staff	Meraki HR contracted to

				support. Action Plans being developed.
Financial Regulations and procedures	Fin regs update awaiting adoption. Procedure list created	Audit		Adopted by FC at June meeting. New model Fin Regs due 2024
Internal auditors	IA job description to next Audit	Audit		Being actioned by Audit Committee
Asset management reviews	External and parlour/picture store assets being reconciled.	M&H/Environment Committee/Audit	W&FC	Now mostly complete, with problem areas identified.
Budget process	Ensure all councillors and staff are aware of process and timeframe	All		Summer 2023. Timetable agreed by FC
Committee structure	Ensure all committees are serving council plan.	All		Plan adopted.

Progressing the Kendal Vision

Partnership, priorities and funding with Kendal Town Council

Kendal Futures wants to transform Kendal as a Place, developing the aspirations and principles set out in the Vision to inspire change and ensure the town's future success.

We will do this by working with the Kendal Futures Board, Kendal Town Council, Westmorland & Furness Council, other partners (including the private sector) and the local community via the Vision Action Groups.



Kendal Vision	Core values
<ul style="list-style-type: none"> • Belongs to the town • Principles developed by the people for the people • Supported by the public and private sectors • Aims to develop thriving places and communities • Aspirational but with focused principles • Support policy setting and project delivery • Sets a quality standard (natural materials, design, demands better) • Supports funding bids and Government priorities • Recognises the tangible needs of the private sector to access a workforce • Any investment in Kendal should be an opportunity to improve our place 	<ul style="list-style-type: none"> • Sustainability (in its widest sense) • Quality • Transparency • Community involvement

Kendal Futures priorities for 2023-24 can be found [here](#), and will continue to be progressed.

Funding request to Kendal Town Council

Year	Activity	KTC funding requested	Other funders (not confirmed)
Year 1 2024-25	Contribution to KF General Manager role	£10,800	WFC
	Officer support and grants to deliver practical, smaller Action Group projects	£5,000 + officer support	Kendal Futures, Kendal BID, WFC (Community Grants)
	Support for Vision related projects (see below)	£30,000	KF, WFC, private sector, Govt funding, crowdfunding
	Kirkland Banners, visit-kendal.co.uk	£4,000	Kendal Futures
	Year 1 total	£49,800	

Year 2 2025-26	Contribution to KF General Manager role	£11,500	WFC
	Officer support and grants to deliver practical, smaller Action Group projects	£5,000 + officer support	Kendal Futures, Kendal BID, WFC (Community Grants)
	Support for Vision related projects (see below)	£30,000	WFC, private sector, Govt funding awards, crowdfunding
	Kirkland Banners, visit-kendal.co.uk	£4,000	Kendal Futures
	Year 2 total	£50,500	

Year 3 2025-26	Contribution to KF General Manager role	£12,000	WFC
	Officer support and grants to deliver practical, smaller Action Group projects	£5,000 + officer support	Kendal Futures, Kendal BID, WFC (Community Grants)
	Support for Vision related projects (see below)	£30,000	WFC, private sector, Govt funding awards, crowdfunding
	Kirkland Banners, visit-kendal.co.uk	£4,000	Kendal Futures
	Year 3 total	£51,000	

Projects and Activities

Further details of projects and their alignment with Kendal Town Council's priorities can be found in the project detail sheets below the tables.

Note: Kendal Futures has the ambition to progress and ultimately deliver the following projects, but their success and actual delivery is often dependent on other parties, including Westmorland and Furness Council for funding, expertise, permissions, development and physical completion.

Many of the activities outlined below are to bring projects closer to a stage where they will be sufficiently progressed to bid for future Government funding rounds if made available.

Kendal Futures has project development funding to contribute towards the year 1 activities and is committed to finding funding for some projects via alternative sources such as private sector contributions and crowdfunding. However, gaining commitments from Kendal Town Council and Westmorland and Furness Council will help to leverage other support.

Costs below are estimated for the different project elements, and a range of funders will be required. Some of the project work can be completed using existing staff/team resources only, and do not have a direct cost attributed to them.

Year 1 - 2024-2025

Project No	Project name & activity	Est cost
1	Extending the Stramongate public realm scheme to Kent Street	
1.1	Commission the design of, and visualisations for, of a costed improvement scheme for the remainder of Stramongate and Kent Street, based on: - principles and natural materials of the 2023 Stramongate scheme - designs and visualisations for Kent Street developed for the Levelling Up Fund application (2022).	£10,000
1.2	Work with partners/stakeholders to develop and realise an investment plan to fund the delivery of this scheme. - Re-establish the Town Team for joint project development to gain support and commitment. - Options could include CIL contributions (WFC/KTC), private sector contributions, funding applications, crowdfunding.	£10,000
2	Develop a public realm improvement scheme for Market Place and Finkle Street	
2.1	Hold a fast track design process with partners to identify the scope and constraints of an improvement scheme including concepts for a replacement Birdcage structure and/or other covered festivals, events and markets structure.	£25,000

2.2	Commission the design of, and visualisations for, of a costed improvement scheme for Market Place and Finkle Street, based on using the principles and natural materials of the Stramongate scheme and Vision's principles. - Linked to WFC plans to regenerate and invest in the Market Hall and Kendal College's new campus in the town centre.	
3	Meanwhile projects	
3.2	Work with Action Groups and partners/stakeholders to improve the town centre welcome at the bus station, including public realm and wayfinding.	£10,000
4	Canal Head Masterplan	£60,000
4.1	Engage all partners, stakeholders and land owners in the Canal Head area and agree the masterplan brief.	
4.2	Commission consultants to engage the stakeholders and develop a revised masterplan which includes: - The principles outlined in the Vision for mixed use, town centre development - The potential new bridge and two-way traffic flow recommended in Better Balanced Streets.	
5	Influence the development of the revised Local Plan to align with the Vision's principles	
5.1	Use Better Balanced Streets to steer the development of a radical Local Transport Plan within the Local Plan.	
9	Community Wealth Building (ongoing work see current priorities for details)	
9.1	Encourage WFC to progress the Preston Model (Community Wealth Building) as a procurement policy which favours local and SME suppliers. - Work with KTC to extend existing good practice in this area.	

Year 2 - 2025-2026

Project no	Project name & activity	Est cost
1	Extending the Stramongate public realm scheme to Kent Street	£500,000 (capital costs)
1.3	Progress the investment plan and funding applications to raise the necessary finance to deliver a Stramongate and Kent Street improvement scheme.	
1.4	Work with WFC to gain the necessary planning permissions and decisions required to schedule and deliver the scheme.	
2	Public realm improvement scheme for Market Place and Finkle Street	£10,000

2.3	<p>Work with partners/stakeholders via the Town Team to develop and realise an investment plan to fund the delivery of this scheme.</p> <ul style="list-style-type: none"> - Research innovative ways to attract public realm funding - Options could include CIL contributions (WFC/KTC), private sector contributions, funding applications, crowdfunding, the development and sale of housing on public sector land. - Develop a business case to demonstrate viability of the scheme in terms of sustainability and economic benefits of investing in public realm. 	
3	Meanwhile projects	£10,000
3.3	Continue to deliver town centre enhancement projects, supported by Kendal Town Council and the Action Groups.	
4	Canal Head revised masterplan	
4.3	Develop an investment strategy for Canal Head to deliver the commercial masterplan focused on the economic return of developing new housing, including affordable, and business premises, plus wider regeneration benefits.	£10,000
5	Influence the development of the revised Local Plan to align with the Vision's principles	
5.1	Continue to use Better Balanced Streets to steer the development of a radical Local Transport Plan within the Local Plan.	
5.2	<p>Commission a town centre housing capacity study to assess the potential for brownfield site regeneration to meet Kendal's housing need and targets.</p> <ul style="list-style-type: none"> - Linked to the Vision opportunity areas and masterplans 	£18,000
6	Masterplan for Busher Walk/County Hall	£80,000
6.1	Encourage WFC to commission a masterplan for Busher Walk/County Hall and support them to engage private sector stakeholders and land owners, and agree the masterplan brief based on the principles outlined in the Vision for mixed use, town centre development.	

Year 3 - 2026-2027

Project no	Project name & activity	Est cost
2	Public realm scheme for Market Place and Finkle Street	(Full scheme cost unknown)
2.4	Progress the investment plan and funding applications to raise the necessary finance to deliver a Market Place and Finkle Street improvement scheme.	£15,000
2.5	Work with WFC to gain the necessary planning permissions and decisions required to schedule and deliver the scheme.	
5	Continue to influence the development of the revised Local Plan to align with the Vision's principles	
5.1	Continue to use Better Balanced Streets to steer the development of a radical Local Transport Plan within the Local Plan.	
6.	Busher Walk/County Hall Masterplan	
	Progress next steps based on masterplan recommendations and landowner engagement.	
7	Enhancing the Kendal Conservation Area	£30,000
7.1	Develop a Design Guide or similar tools to help transform, manage and protect Kendal Conservation Area, and simplify the planning processes for businesses and homeowners.	
8	Station Gateway Masterplan	£80,000
8.1	Engage all partners, stakeholders and land owners in the Station Gateway area and agree the masterplan brief.	
8.2	Commission consultants to engage the stakeholders and develop a masterplan which includes: <ul style="list-style-type: none"> - The principles outlined in the Vision for mixed use, town centre development, including a transport hub and capture car parks - The Better Balanced Streets study findings and recommendations for Longpool 	

Project 1: Extending the Stramongate public realm improvement scheme to Kent Street

Using the existing design and materials for the Stramongate pilot scheme, and LuF designs for Kent Street junction cost design and raise funding to deliver a full improvement scheme, with links to riverside cycling and walking routes.

Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - enhancing connections to natural spaces and the river Kent
 - creating additional green spaces/planting
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
- Developing and championing a thriving town centre
- Getting around
 - improving footpaths and cycleways
 - encouraging active travel
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
- Enhancing our historic town centre
- Sustainable Kendal and greening the town
- Encouraging walking and cycling
- Improving movement around the town highlighted in the Better Balanced Streets study
- Keep collaborating - thinking ahead!

Possible funders:

Kendal Futures, Kendal Town Council, Westmorland and Furness Council, private sector contributions, crowdfunding, Government grants/funding applications.



Project 2: Public realm improvement scheme for Market Place and Finkle Street

Design and development of a costed scheme for Market Place, Finkle Street and linked streets, including concepts for a replacement Bird Cage structure and/or other covered festivals, events and markets structure. Produce visualisations to excite stakeholders and the public and link to regeneration plans in the town centre (Stramongate, Kent Street, Market Hall, Kendal College's Westmorland Campus and Spinning Jennies).

Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - creating additional green spaces/planting
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
- Developing and championing a thriving town centre
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
 - Enhancing our historic town centre
 - Sustainable Kendal and greening the town
 - Making the most of Kendal's assets
 - Arts, culture and leisure
 - Encouraging walking and cycling
 - Improving movement around the town highlighted in the Better Balanced Streets study
 - Keep collaborating - thinking ahead!
-
- Supports WFC plans to improve the Market Hall (UKSPF investment - £750k)



Possible funders: Kendal Futures, Kendal Town Council, Westmorland and Furness Council, private sector contributions, crowdfunding, Government grants/funding applications.

Project 3: Meanwhile and Action Group Projects

Identify meanwhile projects to make better use of underutilised town centre spaces, and/or projects to enhance the look and feel of the town supported by the Vision Action Groups. These projects could be delivered more quickly but continue to support longer term public space improvements.

Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - creating additional green spaces/planting
 - enhance connections to natural spaces and the river
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
- Developing and championing a thriving town
- Getting around
 - encourage active travel
 - improve footpaths and cycle ways
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
- Enhancing our historic town centre
- Sustainable Kendal and greening the town
- Making the most of Kendal's assets
- Arts, culture and leisure
- Encouraging walking and cycling
- Keep collaborating - thinking ahead

Possible funders: Kendal Futures, Kendal Town Council, Westmorland and Furness Council, Kendal BID, private sector contributions, crowdfunding, Government grants/funding applications.



Project 4: Canal Head Masterplan

Revise and refresh the 2010 Canal Head masterplan to reflect the aims of the Kendal Vision and Better Balanced Streets feasibility study for a mixed use opportunity area, and improving the movement of pedestrians, cyclists and vehicles around the town centre. The relocation of some services to alternative opportunity sites should also be considered.

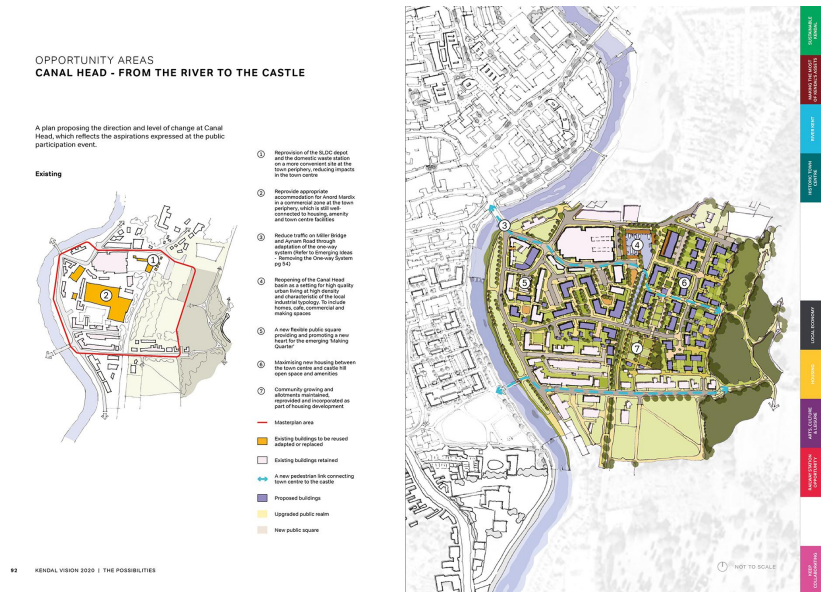
Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - creating additional green spaces/planting
 - enhance connections to natural spaces and the river
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
 - increase the number of affordable and sustainable homes
- Developing and championing a thriving town
- Getting around
 - a better road system and shared use of our streets
 - encourage active travel
 - improve footpaths and cycle ways
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
- Enhancing our historic town centre
- Sustainable Kendal and greening the town
- Making the most of Kendal's assets
- Housing
- Arts, culture and leisure
- Encouraging walking and cycling
- Traffic flow - improving movement around the town (Better Balanced Streets study)
- Keep collaborating - thinking ahead

Possible funders: Kendal Futures, Kendal Town Council, Westmorland and Furness Council, private sector contributions, crowdfunding, Government grants/funding applications, sale of housing and commercial space.



Project 5: Influence the development of the revised Local Plan to align with the Vision's principles

Using the principles outlined in the Vision, the Kendal Futures Planning Strategy and Better Balanced Streets feasibility study, influence the development of the revised Local Plan to ensure local policies and land allocations meet the future needs of the town and its community, and steer the development of a radical Local Transport Plan.

Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - creating additional green spaces/planting
 - enhance connections to natural spaces and the river
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
 - increase the number of affordable and sustainable homes
- Developing and championing a thriving town
- Getting around
 - a better road system and shared use of our streets
 - encourage active travel
 - improve footpaths and cycle ways
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
- Enhancing our historic town centre
- Sustainable Kendal and greening the town
- Making the most of Kendal's assets
- Housing - closer to the town centre
- Arts, culture and leisure
- Encouraging walking and cycling
- Traffic flow - improving movement around the town (Better Balanced Streets study)
- Keep collaborating - thinking ahead

Possible funders: Kendal Futures, Westmorland and Furness Council



Project 6: Masterplan for Busher Walk/County Hall

Encourage WFC to commission a masterplan for Busher Walk/County Hall to demonstrate the possible development opportunities available. The area could be an example of how to repurpose currently underutilised town centre space, with a brownfield regeneration project providing a desirable mix of housing, workplaces and public spaces. Links to other opportunity sites to relocate some key services must also be considered.

Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - creating additional green spaces/planting
 - enhance connections to natural spaces and the river
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
 - increase the number of affordable and sustainable homes
- Developing and championing a thriving town
- Getting around
 - a better road system and shared use of our streets
 - encourage active travel
 - improve footpaths and cycle ways
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
- Enhancing our historic town centre
- Sustainable Kendal and greening the town
- Making the most of Kendal's assets
- Housing
- Arts, culture and leisure
- Encouraging walking and cycling
- Traffic flow - improving movement around the town (Better Balanced Streets study)
- Keep collaborating - thinking ahead



Possible funders: Kendal Futures, Kendal Town Council, Westmorland and Furness Council, private sector contributions, crowdfunding, Government grants/funding applications, sale of housing and commercial space.

Project 7: Transforming and protecting the Kendal Conservation Area

Develop a Design Guide or similar tools to help transform, manage and protect Kendal Conservation Area, using existing public realm guides and the principles of the Vision. The Design Guide should create an agreed standard for the look and feel of public and private sector places and spaces in the town centre. Its aim will be to simplify the planning processes and decisions for the public sector, businesses and homeowners.

Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - creating additional green spaces/planting
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
- Developing and championing a thriving town
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
- Enhancing our historic town centre
- Sustainable Kendal and greening the town
- Making the most of Kendal's assets
- Arts, culture and leisure
- Keep collaborating - thinking ahead

Possible funders: Kendal Futures, Kendal Town Council, Westmorland and Furness Council
Kendal BID



Project 8: Station Gateway Masterplan

Work with partners and stakeholders to commission a masterplan for the Station Gateway to demonstrate the possible development opportunities available. The area could be an example of how to repurpose currently underutilised town centre space, with a brownfield regeneration project providing a desirable mix of housing, workspaces, public spaces and a station transport/mobility hub. The Better Balanced Streets feasibility study should be considered for improving the Longpool junction.

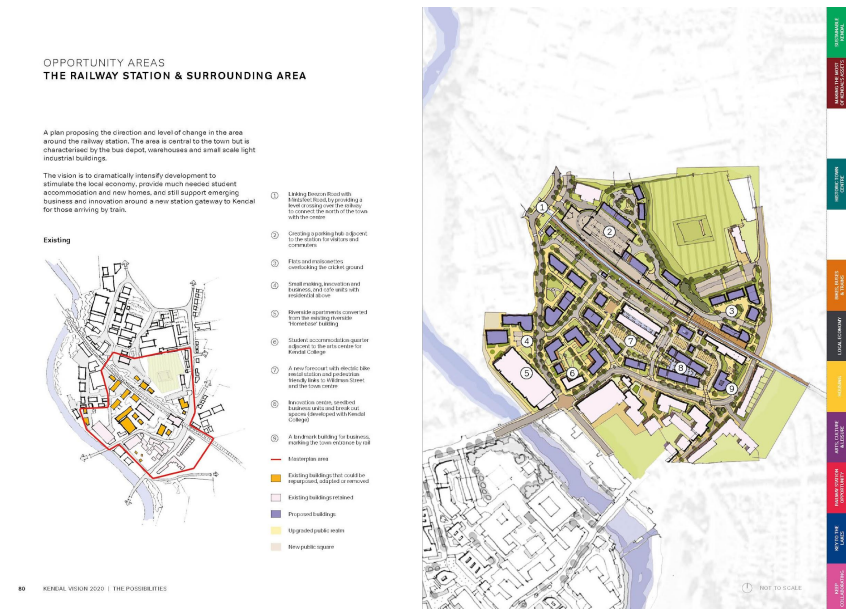
Links to Kendal Town Council priorities:

- Climate change and biodiversity
 - creating additional green spaces/planting
 - enhance connections to natural spaces and the river
- Civic pride, heritage and sense of place
 - improving how Kendal looks and feels
 - high quality town centre and public spaces
 - increase the number of affordable and sustainable homes
- Developing and championing a thriving town
- Getting around
 - a better road system and shared use of our streets
 - encourage active travel
 - improve footpaths and cycle ways
- Collaboration, engagement and participation

Links to Vision themes:

- Creating a vibrant town and local economy
- Enhancing our historic town centre
- Sustainable Kendal and greening the town
- Making the most of Kendal's assets
- Housing
- Arts, culture and leisure
- Encouraging walking and cycling
- Traffic flow - improving movement around the town (Better Balanced Streets study)
- Keep collaborating - thinking ahead

Possible funders: Kendal Futures, Kendal Town Council, Westmorland and Furness Council, private sector contributions, crowdfunding, Government grants/funding applications, sale of housing and commercial space.



11:23

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 7)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
200	<u>Staffing Costs</u>									
4000	Staff Gross Pay	242,000	254,868	276,730	132,335	280,000	0	0	0	0
4001	Staff GP Childcare V	0	1,235	120	70	100	0	0	0	0
4055	Travel	0	480	500	64	100	0	0	0	0
4060	Staff Mobile Phone	0	131	150	47	47	0	0	0	0
4065	Staff Expenses	0	156	500	23	100	0	0	0	0
4070	Staff Training	3,000	1,377	2,000	510	700	0	0	0	0
	Overhead Expenditure	245,000	258,248	280,000	133,050	281,047	0	0	0	0
	Movement to/(from) Gen Reserve	(245,000)	(258,248)	(280,000)	(133,050)	(281,047)		0		
210	<u>Premises & Accommodation</u>									
4100	Premises - Service&Rent Charge	18,000	13,639	13,700	8,219	13,700	0	0	0	0
4110	Premises Telephones	0	100	200	100	200	0	0	0	0
4115	Premises Garage Rent	0	1,083	2,600	2,600	2,600	0	0	0	0
4120	Premises Garage Electricity	0	376	372	0	372	0	0	0	0
4130	Premises Other & Gen Equip	0	1,822	2,678	218	2,678	800	0	0	0
4135	PremisAlarms - Service & Maint	0	1,569	1,850	1,606	1,850	0	0	0	0
4140	Premises PPE	1,000	0	100	59	100	0	0	0	0
4150	DNU	0	333	0	0	0	0	0	0	0
	Overhead Expenditure	19,000	18,922	21,500	12,802	21,500	800	0	0	0
	Movement to/(from) Gen Reserve	(19,000)	(18,922)	(21,500)	(12,802)	(21,500)		0		
220	<u>IT & Communications</u>									

Continued on next page

11:23

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 7)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200	IT Rialtas Costs	0	4,224	2,554	2,554	2,554	0	0	0	0
4205	IT Domain/Web (Designworks)	0	1,206	1,250	522	1,250	0	0	0	0
4210	IT Support (ITEK/Sage)	0	4,256	4,300	2,442	4,300	1,795	0	0	0
4215	IT Digital Meetings/Admin	0	859	1,000	541	1,000	126	0	0	0
4220	IT ITEK Other Costs	0	4,578	3,329	3,160	3,329	0	0	0	0
4225	New IT /Comp/Equip (Assets)	0	4,780	1,250	0	800	0	0	0	0
4230	IT Other Costs	17,500	0	317	605	605	0	0	0	0
4235	Newsletter	11,500	11,276	12,500	7,883	12,500	0	0	0	0
Overhead Expenditure		29,000	31,178	26,500	17,707	26,338	1,922	0	0	0
Movement to/(from) Gen Reserve		(29,000)	(31,178)	(26,500)	(17,707)	(26,338)		0		
<u>230</u>	<u>Insurance & Finance Costs</u>									
4300	Insurance Public Liability	0	5,732	5,386	5,387	5,386	0	0	0	0
4305	HR Costs	12,000	0	4,000	2,890	4,000	0	0	0	0
4310	Finance Costs (Audit Fees)	0	2,900	2,800	-100	2,800	0	0	0	0
4315	Finance - BK & Voucher Fees	0	261	364	63	200	0	0	0	0
4320	Finance Payroll Costs	0	412	520	214	520	0	0	0	0
4910	Other Expenses	0	0	530	0	100	0	0	0	0
Overhead Expenditure		12,000	9,306	13,600	8,454	13,006	0	0	0	0
Movement to/(from) Gen Reserve		(12,000)	(9,306)	(13,600)	(8,454)	(13,006)		0		
<u>240</u>	<u>Stationery/Office General</u>									
4400	Admin Printing/Stationery/Post	0	1,889	2,100	1,504	2,100	0	0	0	0
4405	Admin Office Equip/Consumables	0	326	1,000	53	200	0	0	0	0

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11:23
Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 7)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4415	Admin Repairs to Office Equip	0	0	500	0	100	0	0	0	0
4420	Photocopier (Lease & Service)	0	1,329	1,398	669	1,398	0	0	0	0
4425	Admin General	10,000	283	2,402	46	300	0	0	0	0
4430	Admin Subscriptions	0	2,787	3,000	2,896	3,000	0	0	0	0
4595	Levelling Up Contribution	5,000	5,000	0	0	0	0	0	0	0
4910	Other Expenses	0	100	0	0	0	0	0	0	0
Overhead Expenditure		15,000	11,715	10,400	5,169	7,098	0	0	0	0
Movement to/(from) Gen Reserve		(15,000)	(11,715)	(10,400)	(5,169)	(7,098)		0		
<u>250</u>	<u>Vehicle Costs</u>									
4500	Vehicle Fuel	0	1,186	1,200	582	1,000	0	0	0	0
4505	Vehicle Tracking Fee	0	92	96	56	96	0	0	0	0
4510	Vehicle Repairs	0	770	2,000	16	2,000	4	0	0	0
4515	Vehicle Van INS/TAX/MOT	0	1,673	1,300	644	1,300	0	0	0	0
4520	Vehicle Other Costs	2,500	0	404	0	100	0	0	0	0
Overhead Expenditure		2,500	3,720	5,000	1,298	4,496	4	0	0	0
Movement to/(from) Gen Reserve		(2,500)	(3,720)	(5,000)	(1,298)	(4,496)		0		
<u>260</u>	<u>Elections</u>									
4580	Elections - Wards	2,777	2,777	0	0	0	0	0	0	0
4590	Election Fund	5,000	0	30,000	0	30,000	0	0	0	0
Overhead Expenditure		7,777	2,777	30,000	0	30,000	0	0	0	0
Movement to/(from) Gen Reserve		(7,777)	(2,777)	(30,000)	0	(30,000)		0		

Continued on next page

11:23

Kendal Town Council

Annual Budget - By Centre (Actual YTD Month 7)

Note: Full Budget Statement

	<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	0	0	0	0	0	0	0	0	0
Expenditure	330,277	335,865	387,000	178,480	383,485	2,726	0	0	0
Movement to/(from) Gen Reserve	<u>(330,277)</u>	<u>(335,865)</u>	<u>(387,000)</u>	<u>(178,480)</u>	<u>(383,485)</u>		<u>0</u>		

11:24

Kendal Town Council
Annual Budget - By Centre (Actual YTD Month 7)
Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>280</u>	<u>Promoting Equality & Diversity</u>									
4596	Promoting Equality & Diversity	150	79	150	0	150	0	0	0	0
	Overhead Expenditure	150	79	150	0	150	0	0	0	0
	Movement to/(from) Gen Reserve	(150)	(79)	(150)	0	(150)		0		
<u>300</u>	<u>Kendal Vision & Futures</u>									
4600	DNU Support Co-Ordinator	0	5,000	0	0	0	0	0	0	0
4601	Kendal Futures Manager Contrib	31,750	0	10,000	10,000	10,000	0	0	0	0
4605	Kendal Vision Contribution	0	0	5,500	5,500	5,500	0	0	0	0
4610	Kirkland Banners	0	1,500	0	0	0	0	0	0	0
	Overhead Expenditure	31,750	6,500	15,500	15,500	15,500	0	0	0	0
	Movement to/(from) Gen Reserve	(31,750)	(6,500)	(15,500)	(15,500)	(15,500)		0		
<u>310</u>	<u>Promoting Kendal</u>									
4610	Kirkland Banners	0	0	1,500	1,500	1,500	0	0	0	0
4650	Visit Kendal Leaflets	0	0	8,280	8,970	8,970	2,772	0	0	0
4655	Visit Kendal Website Cont.	0	4,580	2,500	2,500	2,500	0	0	0	0
4660	Visit Kendal Content Co-ord.	5,000	7,470	6,770	4,095	6,770	0	0	0	0
	Overhead Expenditure	5,000	12,050	19,050	17,065	19,740	2,772	0	0	0
6000	plus Transfer from EMR	0	0	0	2,450	0	0	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(12,050)	(19,050)	(14,615)	(19,740)		0		
<u>320</u>	<u>Wainwright Fund</u>									

Continued on next page

11:24

Kendal Town Council

Annual Budget - By Centre (Actual YTD Month 7)

Note: Full Budget Statement

		<u>22/23</u>		<u>23/24</u>				<u>24/25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9900	Wainwright Fund Exp	250	250	250	250	250	0	0	0	0
	Overhead Expenditure	250	250	250	250	250	0	0	0	0
6000	plus Transfer from EMR	0	250	0	250	0	0	0	0	0
	Movement to/(from) Gen Reserve	(250)	0	(250)	0	(250)		0		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	37,150	18,879	34,950	32,815	35,640	2,772	0	0	0
	Net Income over Expenditure	-37,150	-18,879	-34,950	-32,815	-35,640	-2,772	0	0	0
	plus Transfer from EMR	0	250	0	2,700	0	0	0	0	0
	Movement to/(from) Gen Reserve	(37,150)	(18,629)	(34,950)	(30,115)	(35,640)		0		

Kendal Town Council

Agenda Report

Committee: Management Committee	Meeting Date: 30th October 2023
From: Town Clerk	Agenda No. 9
Description: Draft Budget 2024-25	

Summary: *The committee is asked to consider the Draft Budget, amend as required and submit it to the full Council for consideration.*

DRAFT Budget 2024-25

The Committee must consider its expenditure aims for the next financial year, and make recommendations to the Council. Expenditure should be in keeping with the aims of the Council Plan.

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

	Item	Current year	Expected outturn	Proposed 24-25	% variance
Staffing	Staffing	278,000	281,000	295,700	+6%
	Staff Training	2,000	2,000	3,000	+50%
Premises	Rent and Services	16,872	16,872	17,000	+1%
	Equipment	2,678	2,678	2,778	+4%
	Alarms	1,850	1,850	1,850	0%
	PPE	100	100	1,000	+900%
IT	Support	6,854	6,854	7,050	+3%
	Website	1,250	1,250	1,500	+20%
	Equipment/software	5,879	5,879	7,400	+26%
	Other	317	605	750	+137%
	Newsletter	12,500	12,500	13,000	+4%
Insurance and Finance	Insurance	5,386	5,387	5,400	0%
	HR	4,000	4,000	4,500	+13%
	Audit	2,800	2,800	3,800	+36%
	Vouchers and payroll	884	720	720	-19%
	Other	530	100	100	-81%
Office	Printing and stationery	2,100	2,100	2,100	0%
	Equipment and Consumables	1,000	1,000	1,000	0%
	Photocopier	1,398	1,398	1,500	+7%
	General inc repairs	2,902	500	500	-83%

	Subscriptions	3,000	2,896	3,000	0%
Vehicle	Fuel	1,250	1,000	1,200	-4%
	Repairs	2,500	2,100	2,600	+4%
	Ins/tax/mot	1,300	1,300	1,300	0%
Elections	Ward	0	0	0	
	Fund	30,000	30,000	12,000	-60%
Equality & Diversity	Training	150	150	150	0%
Futures	Manager	10,000	10,000	10,800	+8%
	Vision	5,500	5,500	5,000	-9%
Wainwright	Award	250	250	250	0%
	Total	403,250	402,789	406,948	+1%

Kendal Town Council

Agenda Report

Committee: Management	Meeting Date: 30 October 2023
From: Staffing Sub-Committee	Agenda No: 10
Description: Staffing Sub-Committee Report	

The Sub-Committee held its first meeting on 12 October. It reviewed the current state of appraisals and agreed that all staff should have a more structured appraisal and training plan with time-framed outcomes. The Committee reviewed a report from the Council's HR advisor, Meraki HR. This was the result of an audit of Council policies and a series of 'Stay Interviews' held with members of staff earlier in the year.

There were a number of recommendations relating to GDPR, best practice record keeping, recruitment and retention, which the Clerk would be working through, with support from Meraki HR, over the next couple of months.

The Council has engaged a temporary worker to cover recent staff absences more effectively.

Next Steps

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