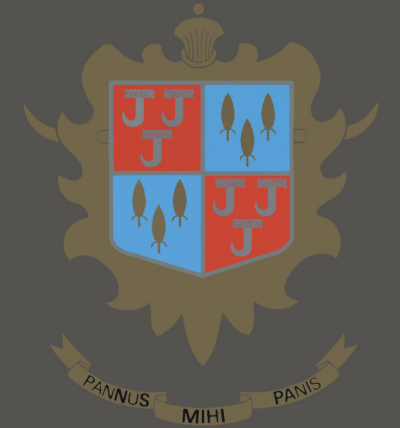
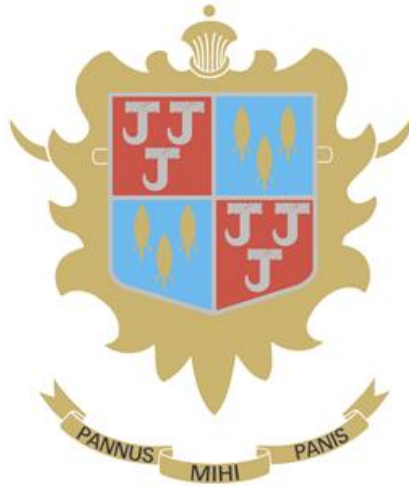


Kendal Town Council  
**ANNUAL REPORT**  
2018 - 2019



March 2019





**KENDAL TOWN COUNCIL**

**ANNUAL REPORT**

**2018 – 2019**

**MARCH 2019**

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# FOREWORD BY THE MAYOR OF KENDAL

Cllr Guy Tirvengadam, The Mayor of Kendal 2018-2019

Firstly, I would like to thank my fellow Councillors for giving me the honour and privilege to serve the people of Kendal as the Mayor for 2018/19 and also for the help and support that they have given me so far. I also need to thank the Town Council staff who have also been very helpful and provided excellent support.

I chose the theme of Diversity for my Mayoral year. What is Diversity? For me it means accepting that everyone is different and valuing and celebrating those differences to enable us all to live and work together in peace and harmony. We held the inaugural Kendal Unity Festival on June 23rd which was a fun family event with an important message. Timed to coincide with National Refugee Week and The Great Get Together. The free, one day event, aimed to advance equality and celebrate diversity.

The Festival started at 10am with exhibitions, workshops and demonstrations at Abbot Hall Park and Social Centre. Along with performances from musicians, drummers and dancers at the town's Birdcage and at the Brewery Arts Centre. Designed for families and people of all abilities it was an exciting opportunity for local community groups and organisations to showcase their services and projects. Providing a unique chance for people to try out, learn about and get a taste of something new. The Festival was a great success and the next Kendal Unity Festival booked for June 22nd 2019 promises to be bigger and better. Further information about the Festival can be found at [cumbriaunity.org](http://cumbriaunity.org)

City of Sanctuary holds the vision that our nations will be welcoming places of safety for all and proud to offer sanctuary to people fleeing violence and persecution. Since it was announced that refugee families would be coming to Cumbria and Kendal, the More In Common group thought it would be a good idea if Kendal could be accepted as part of the City of Sanctuary initiative. I approached Kendal Town Council, South Lakeland District Council and Cumbria County Council and they all were supportive. We then held a public consultation evening in October where all the attendees supported this initiative. In November we formally applied to join the City of Sanctuary and Kendal has been accepted. If you would like further information please visit the following website [www.cityofsanctuary.org](http://www.cityofsanctuary.org).

I have chosen the following three Charities to support:

**Manna House** who works for the benefit of the public in South Lakeland, providing advice, advocacy and a drop-in support centre for those who are homeless, vulnerably housed, lonely or needing help.

**St Vincent de Paul Society** (Kendal branch) whose main aim is to tackle poverty in all its forms through the provision of practical assistance for those in need.

**Amabile Choirs** is a family of choirs based in Kendal who sing both nationally and internationally and are great ambassadors for Kendal.



These are three very different charities which all help to make Kendal a better place to live and work.

I have had the privilege of being invited to so many great events in our community and I have really enjoyed attending each and every one. I have been welcomed and received a great reception. I would like to highlight a couple of events which link into my theme of Diversity. These are the Right2work awards event and the Riversiders Christmas concert. Both of these events demonstrated the strength of our community and how each and every person is a valued member of our community and help to make Kendal a better place to live and work.

Earlier in 2018, Andy Blackman and I were invited to the inaugural Killarney Mountain Film Festival and a delegation from Killarney attended our Mountain Film Festival. There is a strong desire from both Towns to continue to grow our partnership and we are exploring other areas where we can partner.

In December, together with some members from the Kendal Rinteln Association, we were invited to Rinteln by the Mayor of Rinteln Thomas Priemer. We attended the opening of the Christmas market and we were then invited to a civic reception. There is already a great partnership between our Towns and a very strong desire from both Towns for this to grow and continue. We already have many plans for 2019/20. What struck me was that as well as our Towns being similar, the people were. We had far more in common and we were all very keen to strengthen our twinning and explore other areas to enhance our partnership.

Finally, it is a real honour and privilege to be the Mayor of Kendal. I would like to thank everyone for their help and support in helping to make Kendal a better place to live and work for each and every one of us.



# INTRODUCTION TO KENDAL TOWN COUNCIL

The Kendal Town Council serves a community of approximately 30,000 residents (23,000 electorate). It consists of twenty eight Councillors elected for a term of 4 years. The Councillors elected in 2018 will hold office until May 2022.

Meetings of the Council are held in The District Council Chamber at the Town Hall on the first Monday of every month (except where there is a Bank Holiday) at 7.30pm and the public are welcome to attend. Public Participation is held at the start of the meeting and members of the public wishing to speak to Council are requested to give prior written notice to the Town Clerk. Planning Committee meetings are held fortnightly on Monday evenings. The majority of other Committee meetings are held on a quarterly basis. Please consult the Town Council's Calendar of Meetings produced monthly for details. Again members of the public are welcome to attend.

The Council Offices based at Kendal Town Hall are open to the public from 9.30 a.m. to 12.30 p.m. Monday to Friday. The Town Clerk is Mrs Liz Richardson, who with her Town Treasurer, Mrs Judith Lomax, Assistant to the Town Clerk, Mrs Janine Holt, Project Manager, Ms Helen Moriarty, Project Officer & Mayor's Attendant, Simon Unsworth and Administrative Assistant, Mrs Flo McMahon provide the day to day running of the Council. The Town Council's Christmas lights, allotments and bloom displays are looked after by the Townscape Manager Pierre Labat. There is also a Council Secretary Ms Nicky King. All staff, with the exception of the Townscape Manager, are part-time.

Kendal Town Council offers the following from its Offices in the Town Hall:-

Bookings for the Mayor and Mayor's Parlour.

Allotments administration and information and advice on Kendal in Bloom.

Information and advice on Council functions (and those of the higher tier Authorities South Lakeland District Council and Cumbria County Council).

You can contact the Council at:

Kendal Town Council, Town Hall, Kendal, Cumbria. LA9 4DL

Tel 01539 793490

Fax 01539 735984

E mail – [office@kendaltowncouncil.gov.uk](mailto:office@kendaltowncouncil.gov.uk)

Website – [www.kendaltowncouncil.gov.uk](http://www.kendaltowncouncil.gov.uk)



# YOUR COUNCILLORS 2018/19

COUNCILLOR NAME	PARTY	WARD	TELEPHONE NUMBER
The Mayor of Kendal Cllr Guy Tirvengadam	Liberal Democrats	Oxenholme	07778564563
Deputy Mayor Cllr Alvin Finch	Liberal Democrats	Kirkland SLDC Councillor – Kendal West	01539 735505
Cllr Giles Archibald	Liberal Democrats	Fell SLDC Councillor – Kendal Town	07415000765
Cllr Andy Blackman	Liberal Democrats	Heron Hill	01539 724712
Cllr Paul Bramham	Labour	Strickland	01539 726430
Cllr Jonathan Brook	Liberal Democrats	Heron Hill SLDC Councillor – Kendal South & Natland	01539 722540
Cllr Stephen Coleman	Liberal Democrats	Strickland SLDC Councillor – Kendal North	01539 729049
Cllr Geoffrey Cook	Liberal Democrats	Highgate CCC Councillor - Kendal Highgate	01539 740133
Cllr Jonathan Cornthwaite	Liberal Democrats	Mintsfeet	01539 728428
Cllr Robert Crawford	Liberal Democrats	Stonecross	077547048504
Cllr Julia Dunlop	Liberal Democrats	Mintsfeet	01539 723365
Cllr Adam Edwards	Liberal Democrats	Nether	01539 730810
Cllr Shirley Evans	Liberal Democrats	Nether CCC Councillor – Kendal Nether	01539 737068
Cllr Pat Gibson	Liberal Democrats	Fell	01539 295080
Cllr Carol Hardy	Liberal Democrats	Nether	01539 723237

<b>COUNCILLOR NAME</b>	<b>PARTY</b>	<b>WARD</b>	<b>TELEPHONE NUMBER</b>
Cllr Eamonn Hennessy	Liberal Democrats	Castle SLD Councillor – Kendal East	07587054482
Cllr Chris Hogg	Liberal Democrats	Heron Hill SLDC Councillor – Kendal South & Natland CCC Councillor - Kendal Castle	01539 583759
Cllr Rachael Hogg	Liberal Democrats	Castle SLDC Councillor – Kendal East	01539 583759
Cllr Helen Ladhams	Liberal Democrats	Nether SLDC Councillor – Kendal East	01539 728158
Cllr Susanne Long	Liberal Democrats	Stonecross	07730300939
Cllr David Miles	Liberal Democrats	Highgate	01539 241116
Cllr Michelle Miles	Liberal Democrats	Kirkland	01539 241116
Cllr Jonathan Owen	Liberal Democrats	Strickland SLDC Councillor - Kendal North	07917190991
Cllr Douglas Rathbone	Liberal Democrats	Heron Hill SLDC Councillor - Kendal South & Natland	07505503965
Cllr Chris Rowley	Green	Strickland	01539 732556
Cllr Matthew Severn	Liberal Democrats	Kirkland SLDC Councillor - Kendal West	07794858017
Cllr Richard Sutton	Liberal Democrats	Kirkland	01539 733453
Cllr Graham Vincent	Liberal Democrats	Stonecross SLDC Councillor – Kendal West	01539 725402

SLDC – South Lakeland District Council

CCC – Cumbria County Council



# ATTENDANCE RECORD 2018/2019 OF COUNCILLORS AT FULL COUNCIL MEETINGS AND COMMITTEES

KENDAL TOWN COUNCIL MEETING ATTENDANCE SHOWN FROM ANNUAL GENERAL MEETING IN MAY 2018 (WHEN THE NEW MAYOR IS ELECTED) AND COMMITTEE MEETINGS FROM JUNE 2018 (COMMITTEE MEMBERS ARE DETERMINED AT THE JUNE COUNCIL EACH YEAR).

COUNCILLOR	ATTENDANCE AT MEETINGS			
	Number of Council Meetings Attended	Total Number of Council Meetings	Number of Committee Meetings Attended	Total Number of Committee Meetings
The Mayor of Kendal Cllr Guy Tirvengadam	9	11	7	10
Deputy Mayor Cllr Alvin Finch	10	11	19	29
Cllr Giles Archibald	9	11	5	6
Cllr Andy Blackman	9	11	8	13
Cllr Paul Bramham	9	11	9	13
Cllr Jonathan Brook	10	11	3	3
Cllr Stephen Coleman	9	11	8	10
Cllr Geoffrey Cook	9	11	9	10
Cllr Jonathan Cornthwaite	11	11	18	19
Cllr Robert Crawford	1	11	1	3
Cllr Julia Dunlop	7	11	8	9
Cllr Adam Edwards	9	11	9	10
Cllr Shirley Evans	10	11	11	14
Cllr Pat Gibson	7	11	13	22
Cllr Carol Hardy	5	11	3	6

<b>COUNCILLOR</b>	<b>ATTENDANCE AT MEETINGS</b>			
	<b>Number of Council Meetings Attended</b>	<b>Total Number of Council Meetings</b>	<b>Number of Committee Meetings Attended</b>	<b>Total Number of Committee Meetings</b>
Cllr Eamonn Hennessy	11	11	3	3
Cllr Chris Hogg	7	11	5	10
Cllr Rachael Hogg	9	11	5	7
Cllr Helen Ladhams	11	11	4	4
Cllr Susanne Long	9	11	16	23
Cllr David Miles	8	11	16	19
Cllr Michelle Miles	8	11	16	19
Cllr Jonathan Owen	8	11	7	10
Cllr Douglas Rathbone	9	11	24	26
Cllr Chris Rowley	10	11	6	6
Cllr Matthew Severn	7	11	3	3
Cllr Richard Sutton	9	11	5	6
Cllr Graham Vincent	8	11	12	16



# COUNCIL OVERVIEW

## **Cllr Stephen Coleman, Chair of Management Committee**

Kendal Town Council represents a population just under 30,000 people (approximately a third of the population of South Lakeland District Council and indeed the largest settlement within the district). The town is represented by 28 Councillors and in general each ward has two Councillors. The Town Council has retained most of its traditions and works with other tiers of government and local organisations on behalf of the residents of Kendal. All of its meetings are open to the public, the dates of which are posted on the Town Council's website and on the notice-board adjacent to the Town Hall office.

The majority of the work is carried out within Committees:

- The Management Committee
- The Audit Grants and Charities Committee
- The Allotments Committee
- The Kendal in Bloom Committee
- The Christmas Lights and Festivals Committee
- The Environment and Highways Committee
- The Mayoralty and Arts Committee
- The Planning Committee.

The Planning Committee is the only Committee which has delegated powers, the remaining Committees discuss and then make recommendations to Full Council for decisions to be made by all Councillors. All Councillors are provided with all Committee agendas and encouraged to attend and comment on all items, if they so wish. Recommendations from each of the Committees are taken to Full Council on the first working Monday of every month.

The Council works in partnership with the other two tiers of local government (South Lakeland District Council and Cumbria County Council), and with others organisations such as the Kendal Civic Society and Cumbria Association of Local Councils in order to deliver services more effectively for the local community. Kendal Town Council looks forward in the future to taking on wider responsibilities in due course.

Kendal Town Council has supported *Kendal Futures* financially with its work, and we hope to see this relationship developing even further over the coming years. A representative from the Town Council attends the BID (Business Improvement District) monthly board meetings and the Council is very keen to continue to work with the BID to support the economic vibrancy of the town.

We support a range of organisations through grants and often our financial support helps to demonstrate local commitment and this often helps to lever more funding from other funders. A number of festivals and events in Kendal are supported financially. Through our Development Fund the Council also supports one off projects as well as more long-term ones, further details of which are included in this Annual Report.

# ALLOTMENTS

**Cllr Alvin Finch, Chair**

The principal function of the Allotments Committee is to administer, with the help of the Town Council officers and staff, the maintenance, improvement and use of the Town Council statutory allotment sites and those managed on behalf of South Lakeland District Council. The Committee is also aided by several co-opted members drawn from our site representatives who give assistance with day to day problems and advice to plot holders and our administrative officer.

The year has been a year of change, a newly appointed Townscape Manager started at the beginning of the season and had to learn on the job, and following the elections in May 2018 a new Chair and membership of the Committee.

The extended dry spell meant that keeping on top of watering crops was a challenge but it gave a reprieve from the grass growing.

This year the allotments database was upgraded to a specific allotment software. The export of data was quite a time consuming task but hopefully, long term it will help to improve the service. The annual newsletter and invoices were circulated as always in December. Bi-monthly drop in sessions continue to be held; attendance at these has been sporadic but it is generally felt that they are a success.

Once again, this year the waiting list is manageable, mainly due to what appears to be annual plot relinquishments following the new seasons rent invoices. The rent has increased by 1p per square metre but we still feel having an allotment is a cost-effective hobby.

In the future, the Committee want to focus on improving the current sites. The aim is to ensure each site meets a minimum standard and once that has been reached across all our sites we would like to see where further improvements can be made.

The Committee and Officers, continue to do their best on behalf of current and future tenants to provide good workable plots for their gardening ambitions.



# AUDIT, GRANTS & CHARITIES

**Cllr Matthew Severn, Chair**

The Audit, Grants & Charities Committee meets quarterly to carry out its principal tasks which are:

- To appoint the Internal Auditors, to receive the Internal and External Auditors' reports and to ensure that their recommendations are implemented.
- To receive quarterly and annual budgetary control statements for the Council and to monitor the financial performance of each of the Council Committees.
- To review the Council's Risk Assessments.
- To oversee and make recommendations to Council on its investments.
- To consider and make recommendations on all general grant applications received by the Council according to the criteria we have developed.
- To review the accounts of the Schools of Art & Science Charity and consider all applications for assistance from it and make recommendations to Town Councillors.

The Auditors' reports have stated that the Council's governance arrangements are sound, we are in a good financial position and they have not made any recommendations for improvements or changes this year which reflects the hard work of our Treasurer and the financial awareness of our Councillors.

This year the Council has made around £35,000 worth of grants available to a wide variety of local causes and worthy charities. This is one of the most important roles of the Council and helps us to safeguard, develop and improve the town and community in which we live.

Next year the Committee will oversee a budget of £41,000 for charitable grants. The Committee gives grants to sporting activities for young people and cultural events in addition to charities and similar worthy causes.

This list of general grants paid out to date in 2018/19 can be found on the next page.

I would like to thank all the Councillors and staff involved with the Committee for all their hard work over the year.

# TABLE SHOWING THE RECIPIENTS OF GRANT AWARDS FY 2018/19 (as at 31/12/2018)

## Awarded for 2018/19 - paid in Financial Year 2017/18

RECIPIENT	AMOUNT £
Chestnut Community Events	1,000
Fairoak Housing Association	500
Growing Well	500
Kendal & South Lakes Centre for Independent Living – One Voice	1,500
Kendal Millenium Playing Fields	500
Riversiders Trust	1,000
With Singing in Mind	500
<b>TOTAL</b>	<b>£5,500</b>

## Awarded for 2018/19 - paid Financial Year 2018/19

RECIPIENT	AMOUNT £
Abbot Hall Public Bowling Club	50
Brewery Arts Centre	10,000
Cumbria Festival Chorus	200
Dance Ability	100
Great North Air Ambulance	1,000
Kendal Rinteln Association	500
Kendal Air Training Corps – 1127 Squadron	1,000
Kendal Community Theatre	750
Kendal County Football Club	250
Kendal Lads & Girls Club	920
North West Air Ambulance	1,000
South Lakeland Hydrotherapy Pool	3,000
South Lakes Citizens Advice Bureau	5,000
Space2Create	1,500
The Lakeland Arts Trust – Abbot Hall	1,000
The Quaker Tapestry at Kendal	3,000
<b>TOTAL</b>	<b>£29,270</b>



# CHRISTMAS LIGHTS & FESTIVALS

**Cllr Shirley Evans, Chair**

Kendal Town Council's Christmas Lights and Festivals Committee works hard to enhance the economy and vibrancy of Kendal through our Christmas Lights and the grants and support we give to Kendal's many festivals.

As we have a 'new' Committee following the Town Council elections in May 2018, I would first of all like to thank all those members of the Committee who retired in May, in particular long standing members Clare Feeney-Johnson and Sylvia Emmott, who, along with other members, contributed many years of dedication, enthusiasm and ideas. Our 'new' Committee is a blend of experienced and new Town Councillors who are equally keen to continue to promote Kendal's increasing reputation as an interesting and exciting place to visit throughout the year.

We faced several challenges this year in putting together our Christmas Lights switch-on event. We lost several of our long-term sponsors, so we are particularly grateful for the continued support of Castle Green Hotel, plus our new sponsor ThomsonHaytonWinkley. Also, with the demise of one of our local radio stations, we lost the sponsorship that provided the large stage outside Kendal Library. However, we are very grateful to Global Radio for the publicity they gave us and for hosting the smaller stage in Market Place. The great singing, both from the performers and a Market Place full of families, created a lovely atmosphere for our countdown to the switch on. We have also received positive comments about the light projection onto the Town Hall, which was frustrated in 2017 because of the scaffolding needed to facilitate repairs. For Christmas 2019 we are intending to enhance and extend our Christmas lights displays. We want to work with local businesses to make Kendal an even more colourful and welcoming place for all our residents and many visitors.

The table on the next page shows the many festivals which we support, ranging from 'local' events to those that are of national and even international importance. None of them would be possible without the tremendous hard work of all the volunteers who ensure that these events happen.

I would just like to mention two of our festivals in particular. Our Walking Festival, started by our previous Mayor Cllr. Andy Blackman, attracted many more participants this year. The range of walks in terms of length and challenge, means that this festival has something for everyone. Even if you think you 'know' Kendal, these walks will help you learn even more about our town and its surroundings.

Our 'new' festival in 2018 was the Unity Festival, initiated by our present Mayor Cllr. Guy Tirvengadam. This was a great success. It brought together many community groups for a wonderful day of events which celebrated all the 'differences' that add to the vibrancy of our community, while emphasising all the many things we share that bind us together.

Many of our festivals start with ideas that have been brought to the Christmas Lights and Festivals Committee by residents. Kendal Wool Gathering and the Comic Arts Festival are just two examples. If you have ideas, why not come and talk to us. Also our existing festivals will always be grateful for more volunteers.

Finally, I would like to say a special ‘thank you’ to Janine Holt, Assistant to the Town Clerk, for all her extra hard work and support for our Committee in the past year. We are very fortunate here in Kendal to have so many people prepared to give of their time and energy to make our town an even more fantastic place to live.

## **TABLE SHOWING THE RECIPIENTS OF FESTIVAL GRANT AWARDS FY 2018/19**

**(as at 31/12/2018)**

### **Awarded for 2018/19 - paid in Financial Year 2017/18**

<b>RECIPIENT</b>	<b>AMOUNT £</b>
Comedy Festival – Brewery Arts Centre	1,500
Kendal Mountain Festival	5,000
Kendal Windows on Art	750
Mary Wakefield Festival	500
<b>TOTAL</b>	<b>£7,750</b>

### **Awarded for 2018/19 - paid in Financial Year 2018/19**

<b>RECIPIENT</b>	<b>AMOUNT £</b>
AWAZ Cumbria – Kendal Unity Festival	2,500
Christmas Tree Festival – Kendal Parish Church	500
Comic Art – Lakes Arts Festivals	5,000
Kendal Torchlight Procession	5,000
Kendal Wool Gathering	5,000
Lakes Alive – Lake District National Parks Authority	5,000
Winter Festival – Kendal Rugby Union Football Club (incorporating Fireworks)	3,500
<b>TOTAL</b>	<b>£26,500</b>

# ENVIRONMENT & HIGHWAYS

**Cllr Jonathan Owen, Chair**

It is the aim of the Environment & Highways Committee to support environmental and highways initiatives that benefit and improve our town. Where improvements are required and agreed by the Committee, our Project Officer delivers the actions associated with those projects.

Example of some of the diverse range of projects that the Committee have been involved with over the past year are as follows:

- **Woolpack Yard.** Together with South Lakeland District Council, the Town Council have consistently called for improvements to the exterior wall. The vision for the Yard is to make it an attractive walk way and potentially for use as an event space. The Environment & Highways Committee funded a new bin storage area as the first improvement step. A signage project will follow and, together with Elephant Yard murals, the Yard has already improved.
- **Asset Plotting.** This Committee is responsible for the maintenance and associated payments of Town Council owned bins, lamps, bus shelters and benches throughout the town. To simplify ownership queries we have plotted each asset and developed a condition survey to ensure we maintain all assets to a high standard.
- **Kendal Transport Steering Group.** The Committee, via a Councillor and Officer, has represented the Town Council on this steering group tasked with appraising consultant led Town Centre and relief route options to reduce town centre congestion.
- **Street Signage.** We have installed new, heritage style signage on the main streets of Kendal where information was previously missing.
- **Kendal Greenwall.** Together with South Lakeland District Council an alternative location has been found and the planning permission process is underway. The greenwall will create a wall of vegetation that requires little attention but brings both visual and environmental benefits.
- **Painting enhancements.** The Committee have approved painting projects at Longpool (pending Network Rail permission), Stoney Lane, Beast Banks and the sculpture hands in Hawesmead Park to celebrate the Mayors theme of diversity.
- **Speed Indicator Device.** The speed indicator device continues to be sited on roads where excessive speed is an issue. These give a reminder to drivers of their approach speed. A hand-held speed gun has been purchased and a number of Councillors and members of the public have received training in its use. This is all part of KTC's efforts to improve the safety of our residents.

- Bus Shelter on Blackhall Road. The Environment & Highways Committee have supported the Kendal and District Bus User Group (KADBUS), a small community group who represent the views and needs of bus users in South Lakeland, to install an improved bus shelter on Blackhall Road. KADBUS worked with county, district and town councils to enhance the shelter on Blackhall Road in Kendal. Over £20,000 worth of improvements have been made at the town centre site including a larger shelter structure, increased seating and solar lighting. Kendal Town Council managed funding administration for KADBUS and has also adopted the shelter for future maintenance and cleaning. South Lakeland District Council helped with site preparation works. Barbara Colley, KADBUS group member, said: “We are delighted that three local authorities have been able to support this project and I’d like to thank each of them for their valued involvement. As a result of their support, the improved shelter will truly reflect the combined input of each authority together with KADBUS.”





# KENDAL IN BLOOM

**Cllr Andy Blackman, Chair**

Although 'Bloom' falls within the remit of the Town Council, the Bloom Committee are very aware that any achievements made are only through the commitment of a range of community partners. If it wasn't for the support and encouragement of many individuals and community groups across the town, we wouldn't achieve the success in Cumbria in Bloom that we do each year.

We recognise that there is intrinsic value in the year-round horticultural efforts that people make on their allotments, in their community gardens, around their school grounds and along the streets of Kendal. The cumulative impact impresses the Cumbria in Bloom judges on their short 2-3 hour visit each year and once again, Kendal was awarded a Silver Gilt Award. It is worth noting from the table below that with an 80% score Community Participation was Kendal's strength according to the judges on the day.

**Cumbria in Bloom Judges Scores**

Section	Maximum Score	Actual Score	Percentage
Horticultural Achievement	100	75	75
Environmental Responsibility	50	35	70
Community Participation	50	40	80
<b>Total</b>	<b>200</b>	<b>150</b>	<b>75</b>

However, the judges qualitative comments are far more encouraging than quantifiable scores. The following comments are extracts from their feedback:

*'The developing areas of Noble's Rest, Kendal Fell Community Garden and the Conservation Volunteer's Project at Dog Kennel Wood all demonstrated encouraging developments that contribute much to Kendal's environment'.*

*'We appreciate the contribution of Horticare and the recognition of trying to manage the use of plants, compost etc well'.*

*'Castle Green Hotel continues to be a beacon of how a business can make great use of its grounds'.*

As a Committee we were delighted at the efforts of many of the businesses in the town centre who brightened up their frontages with floral displays. We believe that an attractive town centre contributes

to the economic well-being of the town and thanks are therefore due to all the people who contributed to making our town an attractive, colourful and interesting environment for residents and visitors alike.

There were five entries to our school's competition in 2018 and the creativity that these schools demonstrated in commemorating the 100<sup>th</sup> anniversary of the end of World War 1 and the formation of the RAF was commendable. Along with other Kendal in Bloom award winners, these five schools all received certificates of merit at our Annual Awards ceremony in September. Mrs Jacqui Cottam, Chair of Governors at Heron Hill School was invited to give short presentation on the highly successful Bee Project at the school having already done so at the RHS Horticultural Show at Tatton Park.

The pollinator project along the route of the canal, which was opened 200 years ago in 1819, continues to provide learning opportunities for a number of schools with soil investigations, insect counts and planting projects being undertaken. This climaxes in September 2019 with data being collected and analysed from the results of their planting.

Our environmental responsibility includes efforts to 'Keep Kendal Mint Clean'. We intend to produce a programme of 'Litter Picks' during the Spring and Summer months of 2019 following on from those done previously which have had support from Costa Coffee with the provision of free coffee if starting or finishing in their vicinity.

Continental Landscapes have been awarded the contract for Civic Planting for 2019 – 2021 and their first task is the 2019 summer planting. We look forward to enjoying the outcomes of this up and down our main streets along with many other community gardening efforts around the more outlying areas of the town.

In conclusion, it is important to once more thank all those in our town and community who support the efforts of the 'Bloom' committee in practical and advisory ways, who seek to improve their environment by undertaking horticultural projects, who endeavour to keep Kendal free from litter, graffiti and cigarette ends and last of all, but by no means least, our sponsors, Gilkes, Cumberland Building Society, Lake District Estates, Boyes, Castle Green Hotel and South Lakeland District Council, who either 'in kind' or financially help to make Kendal in Bloom a worthwhile enterprise.



# MANAGEMENT

**Cllr Stephen Coleman, Chair**

The Management Committee meets once a month. This reflects its role in managing the “day to day” governance of the Council. Membership is drawn mainly from Chairs of Committees and provides a discussion forum for new ideas and strategic planning. This includes inputting to the budget process, where development ideas from all committees are ranked and discussed before they are presented at Full Council. One example is where the Committee has been proactive in keeping under review and implementing the various projects included in the Kendal Action Plan, which includes the development, with Kendal Futures Board and Kendal BID (and their constituent members) a new website to promote the town.

The Committee has continued to be involved in responding to the floods and their long-standing after-effects: firstly, in preparing responses to the various reports and in responding rigorously to the Environment Agency Phase 1 Planning Application and secondly in supporting the creation and funding a Community Emergency Plan.

The Committee has also taken on responses to other issues which the town and Council face, such as the recent changes in the provision of Tourist Information services in our Town. We have supported these services financially and have been keen to ensure that a fair process was taken in deciding which organisation to support. Fantastic Kendal was successful and many of our councillors have been very impressed with the enthusiastic service that is now being provided in Finkle Street. We would encourage all residents to pop in.

In supporting and ensuring the efficient and effective running of the Council, the Committee is also the place in our Council where staffing issues are discussed. Our staff are very important to us and we do take a long time carefully considering any staffing issues. We are aware that as our Council grows in its aspirations, this puts more pressure on our staff. As a result, we are currently reviewing the overall structure of both the Council and our staffing structure, to ensure that we have the best organisation to handle our aspirations moving forward.



# MAYORALTY & ARTS

**Cllr Guy Tirvengadum, Chair**

The Mayoralty & Arts committee meet quarterly and the current membership for 2018/19 are: Councillors Guy Tirvengadum (Chair & Mayor), Paul Bramham (Vice-Chair), Jonathan Brook, Richard Sutton, Rachael Hogg, Chris Hogg, Julia Dunlop and Alvin Finch (Deputy Mayor). Supported by Liz Richardson (Town Clerk) and Nicky King (Council Secretary).

The main functions of the committee are to look after Mayoralty, Mayor's Parlour presentations, ceremonies, civic occasions, Town Council's artefact collection, collection and retention policy, display and storage of our heritage Kendal Museum.

Since completion of the Heritage Condition report in 2017, various remedial actions as outlined in the report continue, such as the wall clock and Katherine Parr's Book of Devotions in the Mayor's Parlour.

The Duke of Lancaster Regiment will be formally awarded the Freedom of Kendal during their next Regimental parade through Kendal in 2019. This is a well deserved recognition for the great service they have given and continue to give for our Queen and country.

Our sincere gratitude goes to Cllr Paul Bramham and Simon Unsworth (Mayor's Attendant) for the work they put it into organising and hosting the small exhibition in the Romney room to commemorate 100 years since the end of the First World War. A lady visiting the exhibition spotted a photograph on display of one of her relatives killed in the war which she had never seen before and was particularly moved by the exhibition.

The Mayor's Parlour continues to be used for a variety of functions. Committee meetings are held in the room and I have had the pleasure of hosting a number of groups of visitors from both home and abroad with Simon Unsworth where he talks about the artefacts in the Parlour and the history of Kendal. There are many more planned for 2019 and if you are interested in taking part in a tour of the Mayor's Parlour do get in touch with Simon.

Along with some members of the Kendal- Rinteln Association, I visited one of our Twin Town's Rinteln in Germany. We were invited to the opening of the Christmas market and a Civic reception by the Mayor of Rinteln. A group from Rinteln visited Kendal during the Summer and Kendal Gospel Choir visited Rinteln in October. Other activities are planned for 2019/20. It is great to see a strong partnership with both our Town's and a strong desire for this to continue. On a sad note, Colin Reynolds (Ex-Mayor) passed away on Dec 3rd and he was one of the founder members and a strong supporter of the twinning, he will be greatly missed.

Members from our other Twin Town Killarney came along to the Kendal Mountain Film Festival and Cllr Andy Blackman and I were invited to the inaugural Killarney Mountain Film Festival in March. There is also a strong desire from both Towns to strengthen this partnership.

Finally, may I thank the members of the Committee for their valuable contribution throughout the past year and the Council staff for their support.



# PLANNING

## **Cllr Doug Rathbone, Chair**

Kendal Town Council's Planning Committee currently consists of eight Councillors, whose remit is to consider planning matters within the Kendal Town boundaries referred to the Council by the Local Planning Authorities (usually South Lakeland District Council, occasionally Cumbria County Council) and sometimes by statutory undertakers (e.g. for pipelines, power lines or communications infrastructure or by others e.g. DEFRA).

Kendal Town Council is a statutory consultee in planning matters, which means that it does not have statutory powers itself but its views have to be sought and taken into account by the Local Planning Authority when they make their decisions. South Lakeland District Council consults with the Committee as a community key stakeholder according to their Statement of Community Involvement. This is also the case for any Appeals that have been made to the Planning Inspectorate regarding a decision by South Lakeland District Council.

The Town Council has to meet tight deadlines for replying, of a maximum of 21 days from the date of the application itself. For this reason, the Committee normally meets twice a month and also has delegated authority to make comments on behalf of the Council. These are then noted, monthly, at Full Council, and any questions answered there. These form part of the statutory planning process in that they are used as formal Comments on the application. These form part of South Lakeland District Council's Planning Officer's own decision or their report to their Planning Committee, who make the actual decision. This is the same as for comments, by any resident, which can also be made formally on any Planning Application.

The bulk of the Committee's work is considering applications for planning permission - typically a dozen or so at every meeting. All Town Councillors are encouraged to take an active interest in the planning applications in their own ward and are notified in advance about which applications will be considered. This is helpful to them in keeping informed on issues in their Wards and can lead them to being able to contribute their local experience to the Committee's comments.

A main focus of the Committee is on major planning applications which affect wider areas of the town, which fall within the town centre Conservation Area, or which could be seen to set a precedent for future decisions. These larger applications can add up to hundreds of documents; for instance the Kendal Flood Relief application totalled more than 250 significant documents. In practice though most applications considered are for small scale development, these can have cumulative effects or significant impact on neighbouring residents or businesses and are all important to the neighbouring area to a greater or lesser extent.

The Committee strongly welcomes representations from members of the public, Town Councillors or developers according to the Council's Public Participation Scheme. We also take note of residents' comments already submitted to (for example) South Lakeland District Council. This year there have been several individuals speaking at Committee on specific planning applications, especially larger developments, about issues of more general concern, and the Flood Relief Scheme for which we had the Environment Agency answering questions after members of the public had made representations and Councillors had sent in their comments to the Chair.

As in previous recent years there have been more planning applications for large residential developments, mostly a consequence of the housing allocations in the development plan being brought forward by developers and further proposals for land off Oxenholme Road and land off Natland Mill Beck Lane on 'not allocated' sites. Flooding in 2015, subsequent consideration of the Section 19 Report and subsequent repeated smaller scale flooding has meant the Committee has been closely following measures being developed by other agencies (Environmental Agency and Cumbria County Council) and has paid close attention to surface drainage and flood protection concerns when considering applications. For this the Committee does partly rely on their expertise in these matters given that it does not have professionals in attendance to advise further.

A proportion of the Community Infrastructure Levy on development comes to us and will be used to help address some of the infrastructure challenges Kendal faces. A working group was set up two years ago to identify priorities but none of the funds will be used until a sum sufficient to provide a significant benefit has accrued.

Finally, I would like to thank all the Committee's members. Planning Committee meets more frequently than any other committee, often has a great deal of paperwork to get through with tight deadlines, with a large number of new members and does not have the benefit of professional planning officers.



# AUDITED ACCOUNTS 2017/2018

## KENDAL TOWN COUNCIL

### Balance Sheet as at 31st March 2018

	2018		2017	
	£	£	£	£
<b>Investments</b>		256,330.54		269,587
<b>Current assets</b>				
Debtors	32,302.47		27,959	
Deposits	50.00		50	
Prepayments	2,345.00		1,834	
Cash at bank and in hand	<u>25,147.04</u>		<u>25,567</u>	
	59,844.51		55,410	
<b>Current Liabilities</b>				
Creditors	16,493.90		31,857	
Receipts in Advance	<u>16,152.64</u>		<u>16,234</u>	
	32,646.54		48,091	
<b>Net Assets</b>		<u>27,197.97</u>		<u>7,319</u>
		283,528.51		276,907
<b>Represented by:</b>				
<b>Reserves</b>				
Development Fund		130,737.26		113,889
Allotments		71,995.79		70,397
Arts & Heritage		5,193.40		4,328
Community Infrastructure Levy		3,958.04		646
Election		7,500.04		8,305
Environment		2,393.68		12,379
Wainwright		<u>11,628.31</u>		<u>11,766</u>
		233,406.52		222,211
General Fund				
Working Balance		50,121.99		54,696
		<u>283,528.51</u>		<u>276,907</u>

The above statement represents a true and fair view of the financial position of the Town Council as at 31st March 2018 and reflects its income and expenditure during the year then ended.

Approved by the Town Council on 14<sup>th</sup> May 2018.

# KENDAL TOWN COUNCIL

## Income and Expenditure Account

Year Ended 31st March 2018

	2017/18		2016/17	
INCOME	£	£	£	£
Precepts		359,526.01		347,680.94
SLDC Grant		29,880.30		28,955.34
Interest on Investments	3,523.84		4,406.68	
Allotment Rents	21,608.54		20,682.40	
Community Infrastructure Levy	3,311.85		646.19	
Miscellaneous	91.75	28,535.98	213.00	25,948.27
<b>Total Income</b>		<b>417,942.29</b>		<b>402,584.55</b>
<b>EXPENDITURE</b>				
<b>General Administration</b>				
Staff (including travel & training)	86,231.73		76,528.47	
Premises	15,898.31		17,054.03	
Supplies & Services	4,819.86		5,474.94	
Audit, Insurance & Subscriptions	9,824.89		9,428.55	
Elections	1,455.14		-	
Newsletter, IT & Website	11,280.18		11,713.86	
Miscellaneous	2,322.49	131,832.60	2,214.21	122,414.06
<b>Civic Functions</b>				
Staffing	9,087.00		15,770.00	
Mayor's Allowance	5,093.00		5,102.00	
Mayor's Travel	147.27		523.74	
Functions	4,709.24		5,463.37	
Twinning Expenses	1,930.57	20,967.08	925.90	27,785.01
<b>Arts &amp; Heritage</b>				
Restoration of Heritage Items	2,134.50		2,678.14	
Kendal Museum	2,000.00	4,134.50	2,000.00	4,678.14
<b>Allotments</b>				
Staffing	14,824.00		16,090.00	
General Expenses	9,644.45	24,468.45	10,895.96	26,985.96
<b>Kendal Betterment Schemes</b>				
Bloom Activities	39,748.81		46,700.35	
Christmas Lights	23,137.58		41,725.17	
General Grants	35,955.94		35,981.00	
Festival Grants	34,760.00		34,050.00	
Environment & Highways	33,534.30		26,338.51	
Action Plan Schemes	62,461.17		42,815.98	
Flooding Recovery	0.00	229,597.80	7,200.00	234,811.01
<b>Wainwright Award</b>		320.00		320.00
<b>Total Expenditure</b>		<b>411,320.43</b>		<b>416,994.18</b>



## DEVELOPMENT FUND – 2018/19 PAYMENTS

1 APRIL – 31 DECEMBER 2018

<b>Action Plan for Kendal:</b>	<b>£</b>
Leaflet Reprint	9,333
Signage Improvements	8,10
Strategic Transport Infrastructure Study (contribution)	10,000
<b>Kendal Futures Funding:</b>	
Support for Co-ordinator	7,750
Delivering the Action Plan – Kendal Futures Projects	11,300
<b>Tourism Support in Kendal:</b>	
Kendal Destination Website support (funded by Kendal Futures)	2,250
Support for Kendal TiC (Fantastic Kendal)	5,000
<b>Green Spaces Improvement Projects:</b>	
Maudes Meadow – Footpath Enhancements	15,000
South Lakeland Action for Climate Change – Pollinator Project	1,300
Kendal Castle Environmental Improvements	5,857
<b>Other Schemes:</b>	
Eden & South Lakeland Credit Union	3,000
Lancaster Canal Northern Reaches	250
Blackhall Road Bus Shelters (funded by KADBUS Scheme)	20,437
<b>TOTAL</b>	<b>92,287</b>

In addition, contributions made towards Abbot Hall Playpark (£5k) and Kendal Parks Playpark (£3.5k) in January 2019 taking total to £100,787.

**COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS** **£8,208.85**

(Total received to date £12,167; Expenditure to date £0)

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### KENDAL TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

1221/17/18  
dated 14/05/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman A. Blackman  
Clerk E. Richardson

#### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

[www.kendaltowncouncil.gov.uk](http://www.kendaltowncouncil.gov.uk)

## Section 2 – Accounting Statements 2017/18 for

### KENDAL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	291,316	276,907	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	347,681	359,526	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54,904	58,416	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	146,707	151,472	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	270,287	259,849	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	276,907	283,528	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	295,155	281,478	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,640,148	1,656,784	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Jack Jones*

Date

20/04/18

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/18

and recorded as minute reference:

1223/17/18

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*A. Blackman*

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

KENDAL TOWN COUNCIL REF CU0131

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn LLP*

Date

26/08/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



