

Kendal Town Council

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



Minutes of a meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 1 December 2025, at 7.30 p.m.

Councillors

G Archibald	Present	A Blackman	Present
S Blunden	Present	J Brook	Apologies
D Brown	Present	A Campbell	Apologies
S Coleman	Apologies	J Cornthwaite	Present
J Dunlop	Present	L Edwards	Present
R Edwards	Present	D Evans	Apologies
S Falshaw	Present	A Finch	Apologies
L Hendry	Present	E Hennessy	Present
H Ladhams	Present	S Long	Present
T Martland	Present	D Miles	Apologies
D Rathbone	Present	C Russell	Present
M Severn	Present	K Simpson	Apologies
G Supka	Present	R Sutton	Present
P Thornton	Present	G Tirvengadam	Apologies

In attendance: Chris Bagshaw (Town Clerk) and Natalia Williams (Deputy Clerk and Development and Delivery Manager).

At the beginning of the meeting, respects were paid to Graham Vincent, previous Town Councillor, South Lakeland District Councillor and Green Party Member. Tributes were given by Councillor Hendry on behalf of the Green Party and Councillor Thornton on behalf of the Liberal Democrats. The Council expressed their condolences to his family.

Public Participation

The council heard from two members of the public during public participation.

Mr Bill Wood addressed the Council regarding the out of service elevator at Kendal Bus Station. He requested that the Council apply pressure to the unitary authority, Westmorland and Furness Council who are responsible for the building and upkeep, to fix the elevator for the residents and visitors to the town. The lack of appropriate, accessible, alternative routes into the shopping centre and town centre were highlighted. Mr Woods also raised concerns over the general state of the bus station and the interior staircase leading to the shopping centre, stating its cleanliness and maintenance were unacceptable.

Mr Woods also queried the Christmas Lights operating hours and provided feedback to the Council regarding the magnificent floral displays through the summer.

Councillor Hennessy responded to Mr Woods regarding the bus station. He stated that the Council will continue to put pressure on Westmorland and Furness Council and that Kendal Town Council's Environment Committee had acknowledged the issues of overall cleanliness and maintenance and put funding aside to contribute to improvements.

Mr David Ingram addressed the Council regarding the Remembrance Service conducted on Sunday 9th November 2025. He said that he had 36 years with Cadet forces all over the Northwest region. Mr Ingram acknowledged the positive change to the service schedule so that the church service took place prior to the war memorial service. He expressed his disappointment that the war memorial service was started prior to 11 o'clock and re-iterated the importance of practices around the last post and silence. He referenced the town hall clock and said that the chime needs to be addressed so that it does not take place during the silence. He suggested that a timekeeper be appointed to avoid the issue in the future and that sound needs to be improved to allow all those who attend to experience the service.

The Town Clerk responded to Mr Ingram to thank him for his attendance and to acknowledge the concerns raised. Lessons would be taken into next year's event to continue to improve it.

47/2025 Apologies

Resolved: To receive and accept apologies for absence from Cllrs Brook, Campbell, Coleman, Evans, Finch, Miles, Simpson and Tirvengadam.

48/2025 Declarations of Interest

No declarations of interest were raised under this item.

49/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no items for exclusion of press and public.

50/2025 Minutes of Last Council Meeting

Resolved: To receive the minutes of the Annual Meeting of the Council held on 6 October 2025 and to authorise the Chair to sign them as a true record.

51/2025 Minute Action Sheet

Councillors were presented with the minute action sheet. The following queries were raised:

- Reference 5 – Civility and Respect. The Clerk was asked to provide an update on progress, to which he replied that the working group would be established as soon as possible.
- Reference 31 – Flood. Several members expressed their concerns relating to current flood response, including communications, access to clear information for residents and clarity for Councillors over systems and their role in emergency plans.
 - o It was reiterated that Kendal Town Council's Resilience Officer works 15 hours a week and is not responsible for emergency response.
 - o The issue of hydro-sacks was raised in terms of availability and access. The Town Clerk responded to say that hydro-sacks were available in two locations and that the Community Resilience Officer was looking into more locations so that they can be available to more residents as a community resource.
 - o Acknowledgement was made for the 10-year anniversary of Storm Desmond which would be taking place on Friday 5th December.
 - o The urgent need for improved communication and preparation by the unitary authority was discussed, with confirmation that the topic would be raised at upcoming meetings by members.
 - o The need for clarity for members of the public over who to ring in cases of

- emergency was also stressed as a critical issue.
- Questions were also raised regarding the timescale of the Environment Agency's (EA) work on the flood defences. The Clerk responded that the EA do not have an issue with funding and are leveraging Westmorland and Furness Council to unblock issues relating to delivery of the scheme.

Attention was also drawn to the Kendal Emergency Plan, which was available as a resource for members of the public as well as Councillors.

Resolved: To note the actions taken by officers on resolutions or recommendations made at previous meetings of the Council.

52/2025 Mayor's Communications and Announcements

Council was presented with a list of recent activities carried out by both Mayor and the Deputy Mayor. The Mayor highlighted that he continues to meet with local volunteers to highlight the contribution they make to the town. He also highlighted events including the Remembrance service at Castlehead, the Rotary Youth Speaks event, Singing in Mind at Hallgarth and the Memory Wheelchairs 6-year celebration. The Mayor highlighted several upcoming events in the lead up to Christmas and thanked Councillors for their continued work and support.

Resolved: To receive the report.

53/2025 Financial Regulations

Councillors were presented with a recommendation from the Audit Committee to adopt the draft model of financial regulations, as proposed in the report.

The Town Clerk highlighted elements of the new regulations, including the scheme of delegation for payments.

It was highlighted that figures should be 'up to and including £10,000' where relevant.

Resolved: To adopt the financial regulations as proposed in the report, with amendment of 'up to and including £10,000' where applicable.

54/2025 Bank Account Signatories

Council received a report regarding the Mayor's charity fund. It was stated that the money the Mayor raises for charity in their mayoral year currently goes through the Council's main current account. However, the fund is essentially an 'in-out' budget line, and it is misleading to include it in the Council's formal statement of income and expenditure. The RFO proposed to create a new account with Cumberland Building Society to accommodate this exclusively. It was explained that the Council previously benefitted from an account of this nature, however it was withdrawn in the aftermath of Covid and the transfer of Treasurer roles. The Council retains two other accounts with Cumberland Building Society, which is considered a relatively secure savings vehicle. Creation of a new account required a Council resolution confirming the signatories.

Resolved: To confirm that the existing authorised signatories may be used for a new bank account with the Cumberland Building society to accommodate the Mayor's Charity Fund.

55/2025 Community Governance Review (CGR)

The Council were presented with a report from the CGR working group. It contained a recommendation for the Council's response to the current CGR by Westmorland and Furness Council.

It was discussed that the CGR was a result of the boundary report from the Boundary Commission, in which the Kendal Town Council ward boundaries were updated to align to changes to Westmorland and Furness Council Kendal ward boundaries. The Council are required to contribute to the consultation to request any changes to the proposal and see an opportunity to consider future changes for Kendal as a growing town. The Council were presented with a map of proposed changes and justifications. It was stated that the working group had recommended changes to avoid single member wards, large member wards, or inaccurate ward naming in relation to place. The recommendation also included reducing the total number of Kendal Town Councillors from 28 to 25.

Several Councillors raised concerns regarding reducing the number of councillors when the proposal included increasing the overall boundary of Kendal. In general, Councillors expressed an appreciation for the work done on outer boundaries for the parish.

It was raised that the area of Roman Forts currently within Natland Parish should be included in Kendal in proposed boundary changes.

It was also noted that Councillors can make individual representations to the consultation and should be encouraged to do so.

Resolved: To accept the report on proposed changes to the ward boundaries and boundary of the Parish with an amendment to include the Roman fort.

Resolved: To reject the proposal to reduce the number of Kendal Town Councillors.

Resolved: To retain the current 28 Kendal Town Councillors and for the CGR working group to distribute the additional 3 councillors against the proposed wards as suitable.

56/2025 Representatives to Outside Bodies

Natural Kendal was created three years ago to promote the natural environment in Kendal through greater public awareness, nature recovery and practical environmental work and volunteering. A number of councillors were involved in its inception and the group reports to the Council's Environment Committee as a standing agenda item. However, it was noted at the last meeting of the Environment Committee that the Council has never formally appointed a representative to the group, with a brief to represent the Council's interests and report back on the group's activities.

It was proposed that Councillor Archibald is appointed as the representative to outside bodies for Natural Kendal.

Resolved: To appoint Councillor Archibald as the representative to outside bodies for Natural Kendal.

57/2025 Reports from Outside Bodies

The Council received a written update on work being conducted by Lancaster Canal Regeneration Partnership. An additional verbal update was provided for the upcoming social media campaign for which the Mayor had recorded a short video.

No update was provided for Kendal Futures as it was noted there had been no changes since the previous update.

Resolved: To note the update regarding Lancaster Canal Regeneration Partnership.

58/2025 Reports and Minutes from Committees

The Council was presented with minutes from recent meetings of the Council's standing committees, details of which are provided below. Committee chairs were further provided an opportunity to provide a brief account of their committee's recent activities.

- (a) Allotments Committee on 29 September 2025 (draft) – the Town Clerk presented the minutes on behalf of the Chair and Vice Chair.
- (b) Audit Committee on 20 October 2025 (draft) – Cllr Russell presented the minutes.
- (c) Culture and Communities Committee on 17 November 2025 (draft) – Cllr Ladhams presented the minutes. Councillor Russell drew attention to the agenda item relating to the Town of Culture 2028 and the upcoming meeting on Tuesday 9th December to discuss the opportunity. A query was raised regarding the Christmas Lights and whether they were turned off at any stage during nighttime hours. The Clerk would follow up with the relevant officer to confirm. The return of the Comic Arts festival to Kendal was also welcomed.
- (d) Environment Committee on 6 October (final) and 10 November 2025 (draft) – Cllr Hennessy presented the minutes. He highlighted the recently completed improvement works to the footpath between Vicarage Drive to Vicars Garth and commented on the budget recommendations. There was a query regarding whether a handrail could be considered on the steps from Canal Head up to the Castle, which was welcomed.
- (e) Kendal in Bloom on 21 October 2025 (draft) – Cllr Blackman presented the minutes.
- (f) Management Committee on 3 November 2025 (draft) - In the absence of Cllr Coleman, Cllr Dunlop presented the minutes.
- (g) Planning Committee on 6 October (final), 20 October (final), 3 November (final) and 17 November 2025 (draft) - Cllr Rathbone presented the minutes.

Resolved: To receive and accept the minutes as presented.

59/2025 Schedules of Payments

The Council was presented with the schedule of payments for September and October 2025. Attention was drawn to pg 78, the Footpath Vicarage Drive transaction. Thanks were expressed to Cllrs Finch, Severn and Long for the Councillor contributions that contributed to the funding of the works.

Resolved: To receive the schedule of payments for September and October 2025.

The meeting closed at 9.17 p.m.