

Kendal Town Council

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



Minutes of the Annual Meeting of Kendal Town Council held in the Council Chamber at the Town Hall, Highgate, Kendal, on Monday, 12 May 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	Present
S Falshaw	Present	A Finch	Apologies
L Hendry	Present	H Ladhams	Present
E Hennessy	Present	D Miles	Present
S Long	Present	C Russell	Present
D Rathbone	Present	K Simpson	Present
M Severn	Present	P Thornton	Present
G Supka	Present	R Sutton	Present
G Tirvengadam	Present	One Vacancy	

In attendance: Chris Bagshaw (Town Clerk), Inge Booth (Democratic Services Assistant) and Natalia Williams (Deputy Clerk and Development and Delivery Manager).

Also present: Liz and Roy Axten and one member of the public.

Dementia Awareness

Liz Axten of Kendal and District Lions, which supported Dignity in Dementia, addressed the Council on Dementia Awareness. She was accompanied by her husband, Roy Axten. Mrs Axten explained that Dementia was prevalent and was the leading cause of death in the UK. Mrs Axten drew attention to two resource books produced by the organisation, which provided advice and information on dementia. She also displayed stickers to place in relevant places around the home to act as prompts and key rings stating which doors they were for, which the organisation either gave away or charged a minimal fee of £1 each. Mrs Axten referred to clubs and organisations for dementia sufferers and their carers. Mrs Axten informed Council of the organisation's plans to make businesses more accessible to those with dementia by providing stickers clarifying which toilets to use and stickers to place in shop window to show what service or goods were provided; these would also help those who did not use English as their first language. Mrs Axten further referred to a new card which had been produced for individuals to show in cafes and restaurants to explain that they suffered with dementia and may need to order from the children's menu. This and the stickers were to be rolled out, together with education being provided for staff in local businesses. Mrs Axten lastly drew attention to childhood dementia, which could start as early as three years old; there were no barriers to age. It was Mrs Axten's aim to begin to raise awareness of this fact, with there being little difference in the amount of deaths caused by either cancer or dementia in children.

The Mayor thanked Mrs Axten for her work and commitment to the dementia society.

Mrs Axten responded to questions raised by Members, during which she was informed of a route by which to approach Kendal BID and local businesses. Mrs Axten also suggested that Members may be able to bring to the attention of known dementia sufferers in their wards details about the organisation and its work. A number of Members came forward with additional suggestions, including the need to look into the matter of Kendal as a Dementia Friendly Town which had been discussed by the Council around eight years previously. The Town Clerk was asked to look into this matter.

Roy Axten took the opportunity to praise the work being carried out by his wife, drawing attention to the fact that she had been invited address the forthcoming Lions International European Convention in Dublin on the subject of Dementia. He expressed pride in the fact that this message had started out in Kendal.

1/2025 Mayor and Deputy Mayor 2025

Cllr Cornthwaite, outgoing Mayor, addressed Council, saying how much he had enjoyed his role raising the profile of Kendal Town and that it had been both an honour and humbling to meet so many like minded people wishing to make a difference to others' lives.

Cllr Cornthwaite referred to the many different events he had attended, highlighting in particular the Town's association with Rinteln and the commencement of events to celebrate the Anniversary of the Town Council's Charter. Cllr Cornthwaite thanked his colleagues for the opportunity of a lifetime to act as Kendal's Mayor, something which he had not dreamed possible. He wished his successor and all Members of the Council well for the future.

It was reported that, following election, both the new Mayor and Deputy Mayor could take office immediately, having agreed to sign their declarations of acceptance of office at the Mayor Making Ceremony on 15 May 2025, in accordance with the Local Government Act 1972 (Section 83(4)(c)).

Cllr Blackman proposed, seconded by Cllr L Edwards, that Cllr R Sutton be elected Mayor of Kendal for the Municipal Year 2025/26. No other nominations were forthcoming.

Resolved: To elect Cllr R Sutton Mayor of Kendal for the Municipal Year 2025/26.

Cllrs Cornthwaite and Sutton retired briefly, with the meeting adjourned, after which it resumed with Cllr Sutton now in the Chair. Cllr Sutton paid tribute to Cllr Cornthwaite for his work as Mayor, adding that it had been a pleasure to serve as his Deputy.

Cllr Dunlop proposed, seconded by Cllr Long, that Cllr H Ladhams be elected Deputy Mayor. No other nominations were forthcoming.

Resolved: To elect Cllr H Ladhams Deputy Mayor of Kendal for the Municipal Year 2025/26.

2/2025 Apologies

Resolved: To accept apologies for absence from Cllrs Brook, Campbell, Coleman and Finch.

3/2025 Declarations of Interest

No declarations of interest were raised under this item.

4/2025 Exclusion of Press and Public

There were no excluded items included within the agenda.

5/2025 Minutes of Last Council Meeting

Resolved: To receive the minutes of the meeting of the Council held on 7 April 2025 and to authorise the Chair to sign them as a true record.

6/2025 Review of the Terms of Reference for Committees

The Council noted that it had adopted new Terms of Reference for its committees with effect from 1 October 2023. The Annual Meeting of the Council afforded an opportunity to review these and to make any necessary changes, prior to appointing members.

A question having been raised as to whether it was convention for the Mayor and Deputy Mayor to be Chair and Vice-Chair respectively of the Mayoralty and Heritage Committee, the Town Clerk confirmed that this was the case. To this end, it was suggested that it would be appropriate for this to be included in the Terms of Reference, for the purpose of clarification.

Resolved: To include within the Terms of Reference for the Council's Committees the fact that the Mayor and Deputy Mayor will be Chair and Vice-Chair respectively of the Mayoralty and Heritage Committee.

Resolved: To note the current Terms of Reference for the Council's Committees.

7/2025 Chairs and Vice Chairs of Committees

The Council considered the offices of Chair and Vice-Chair of its various committees. Nominations had been received by the Town Clerk prior to the meeting as follows:

Allotments Committee

1	Alvin Finch	Chair
2	Giles Archibald	Vice chair

Audit Committee

1	Craig Russell	Chair
2	Doug Rathbone	Vice Chair

Culture and Communities Committee

1	Helen Ladhams	Chair
2	Leone Edwards	Vice Chair

Environment Committee

1	Eammon Hennessy	Chair
2	Giles Archibald	Vice Chair

Kendal in Bloom Committee

1	Andy Blackman	Chair
2	Richard Sutton	Vice Chair

Mayoralty and Heritage Committee

1	Richard Sutton	Chair
2	Helen Ladhams	Vice Chair

Planning Committee

1	Doug Rathbone	Chair
2	Helen Ladhams	Vice Chair

Management Committee

1	Stephen Coleman	Chair
2	Julia Dunlop	Vice Chair

The list was moved en-bloc and it was

Resolved: To elect/re-elect the Councillors outlined above as Chairs and Vice-Chairs of the committees shown for the forthcoming year.

8/2025 Membership of Committees

The Council reviewed the membership of its committees. A list of nominations had been provided to the Town Clerk prior to the meeting, and had been circulated at the start of the meeting.

Allotments Committee

Consists of up to 6 Members of the Council and 3 co-opted representatives from the allotment tenants. Co-opted members may vote on any decision except those involving expenditure.

1	Alvin Finch	Chair
2	Giles Archibald	Vice Chair
3	Jonathan Cornthwaite	
4	Leone Edwards	
5	Sharon Falshaw	
6	Liz Hendry	

Audit Committee

Consists of up to 9 Members

1	Craig Russell	Chair
2	Doug Rathbone	Vice Chair
3	Stephen Coleman	
4	Julia Dunlop	
5	Leone Edwards	
6	David Evans	
	3 vacancies	

Culture and Communities Committee

Consists of up to 9 Members

1	Helen Ladhams	Chair
2	Leone Edwards	Vice Chair
3	Sharon Falshaw	
4	Susanne Long	
5	Craig Russell	
6	Kate Simpson	
7	Peter Thornton	
	2 vacancies	

Environment Committee

Consists of up to 9 members

1	Eammon Hennessy	Chair
2	Giles Archibald	Vice Chair
3	Simon Blunden	
4	David Brown	
5	Jonathan Cornthwaite	
6	Susanne Long	
7	Craig Russell	
8	Kate Simpson	
	1 vacancy	

Kendal in Bloom Committee

Consists of up to 5 Members of the Council and up to 5 co-opted representatives. Co-opted members may vote on any decision except those involving expenditure.

1	Andy Blackman	Chair
2	Richard Sutton	Vice Chair
3	Liz Hendry	
4	David Brown	
5	Eammon Hennessy	

Mayoralty and Heritage Committee

Consists of up to 9 Members

1	Richard Sutton	Chair
2	Helen Ladhams	Vice Chair
3	Jonathan Brook	
4	Jonathan Cornthwaite	
5	Julia Dunlop	
6	Liz Hendry	
7	Craig Russell	
8	Matt Severn	
9	Guy Tirvengadam	

Planning Committee

Consists of 9 members

1	Doug Rathbone	Chair
2	Helen Ladhams	Vice Chair

3	Adam Campbell	
4	Jonathan Cornthwaite	
5	Leone Edwards	
6	Rachel Edward	
7	Alvin Finch	
8	David Miles	
9	Godfrey Supka	

Management Committee

Consists of the Chairs of each Committee above (including the Mayor as Chair of the Council), plus a Chair and Vice-Chair. Committee vice-chairs may deputise on occasions when the Chair is unable to attend. May co-opt such other members as it sees fit up to a maximum of two further councillors.

1	Stephen Coleman	Chair
2	Julia Dunlop	Vice Chair
3	Richard Sutton	Mayor
4	Alvin Finch	Allotments
5	Craig Russell	Audit
6	Helen Ladhams	Culture & Communities
7	Eammon Hennessy	Environment
8	Andy Blackman	Kendal in Bloom
9	Doug Rathbone	Planning
10	Susanne Long	Kendal Futures

Resolved: To approve the complements and list of Committee Memberships for 2025/26, as outlined above.

9/2025 Standing Orders and Financial Regulations

It was reported that the Council had adopted new Standing Orders in April 2022 and Financial Regulations in April 2023, based on the models published by NALC.

In March/April 2025, NALC had published new models for both, which the Council needed to consider adopting.

Prior to adoption both documents would be examined by committees, which then would make a recommendation to the Council. This was because there were several elements in both which had discretionary elements and values to be added.

Adoption of Models in this context was considered best practice, as it ensured that the relevant Council policies had been developed by the national body and were, therefore, already considered fit for purpose. Copies of both documents could be downloaded from www.nalc.gov.uk. Printed copies were available from the Council Office.

Resolved: To approve a review and adoption timetable as follows:

Standing Orders

Report on new Standing orders considered by Management Committee	30 June
Recommendation for adoption to Full Council	28 July

Financial Regulations

Report on new Financial Regulations considered by Audit Committee 21 July
Recommendation for Adoption to Full Council 6 October

10/2025 Complaints and Grievance Procedure

It was reported that the Council should have clear and transparent procedures for the handling of all complaints and grievances. In line with statutory updates to Staff Terms and Conditions and proposed changes to the Council's Standing Orders, the Council needed to review the adequacy and extent of its procedures for handling Complaints and Grievances. Council was asked to approve a proposed adoption timetable.

Resolved: To approve a review and adoption timetable as follows:

Report on new Complaints and Grievance Procedures considered by
Management Committee 30 June
Recommendation for adoption to Full Council 28 July

11/2025 Review of Subscriptions to Other Bodies

It was reported that the Council currently subscribed to the following bodies:

Name	2025-26 Subscription
Cumbria Association of Local Councils (CALC, includes membership of the National Association of Local Councils)	£2,641.86
Society of Local Council Clerks (SLCC)	£360.00
National Allotment Society	£70.00
Lakes Line Rail User Group	£13.00
Rural Services Network Market Towns Group	£143.85

Council was asked to review these subscriptions.

Some discussion took place with regard to the Rural Services Network Market Towns Group. It was pointed out that the organisation was keen to promote Kendal. The need to ensure that the Council was receiving invitations to all of its seminars and conferences was raised and the Town Clerk undertook to seek clarification on the matter.

Resolved: To renew the subscriptions as outlined above.

12/2025 Representation on Outside Bodies

The Council was asked to review its representation on Outside Bodies for 2025/26.

The Council currently appointed the members shown within the report to represent the Council on 'Outside Bodies'. There was scope to expand this list, subject to the Council, or a particular committee's approval, and there were processes currently underway to include representatives to Natural Kendal and Kendal Local Heritage Partnership, which would be reported to the relevant Committees and then to Council in due course. Details on the requirements of councillors appointed to outside bodies were included within the report. A list showing the proposed representatives for 2025/26 had been circulated prior to the start of the meeting.

Discussion took place, during which Members volunteered and were proposed and seconded to act as representatives for those outside bodies which remained vacant on the list.

Resolved: To approve the list of appointments to Outside Bodies for 2025/26 as follows:

Organisation	Brief description	No. of Rep(s)	Representative(s) in 2024-25	Reports to	Notes on role	Appointed 2025-26
Air Quality Working Group	Monitored air quality following trigger levels for poor air quality in Kendal	1	Cllr G Archibald	Environment	Group disbanded by W&FC due to improvements in air quality	Remove
BID Board	Business Improvement District aimed at deploying levy on businesses to promote town	1	Cllr H Ladhams	Management; Council	Active member	Cllr H Ladhams
Brewery Arts Centre	Public Arts Centre	1	Cllr J Dunlop	Council	Watching brief	Cllr J Dunlop
Cumbria Association of Local Councils	County-wide membership organisation of town and parish councils with national affiliation.	2	Cllr C Russell Vacancy	Council	Active members	Cllr E Hennessy Cllr C Russell
Emergency Plan (Kendal Community Emergency Plan Group)	Developed community emergency plan	1	n/a	Culture and Communities	Former group disbanded. New group being created. Report will be considered by C&C Committee	Cllr J Cornthwaite
Integrated Care Community/Health Towns Status (W&FC)	Gives local voice to NHS policies	1	Cllr R Sutton	Council	Active member. Cllr Sutton has indicated that he would like to stand down from this position.	Cllr C Russell
Lakes Line User Group	Represents users of the Lakes Railway Line	1	Cllr S Coleman	Council	Watching brief	Cllr C Coleman
Kendal Bus User Group	Represents interests of bus users	1	Cllr E Hennessy	Council	Watching brief, but group appears to be moribund as no contact in 12 months	Remove
Kendal Dementia Action Alliance	Brings together organisations addressing dementia in community	1	Cllr R Sutton Add Cllr S Falshaw	Council	Active member	Cllr S Falshaw
Kendal Futures Board	Private/public partnership for Kendal	1	Cllr S. Long	Management; Council	Active member	Cllr S Long

Organisation	Brief description	No. of Rep(s)	Representative(s) in 2024-25	Reports to	Notes on role	Appointed 2025-26
Kendal Lads and Girls Club	Youth organisation with base at Beezon Fields	2	Cllr L Edwards	Council	Watching brief. Noted that meetings currently clash with Council committees.	Cllr S Falshaw One Vacancy
Kendal Mountain Festival	Large festival over three days in Kendal	1	Former Cllr M Helme	Culture and Communities	Watching brief	Cllr L Edwards
Kendal Relief in Need Charity	Charity supporting Kendalians in straightened circumstances	2	Mayor and Deputy Mayor	Council	Active members. Mayor's Charity in 2024-25.	Mayor and Deputy Mayor
Lancaster Canal (Northern Reaches)	Oversees Lancaster Canal Regeneration Partnership action plan	2	Cllr P Thornton Cllr L Hendry	Council	Active members	Cllr L Hendry Cllr P Thornton
One Voice	Social partnership forum for NHS	1	Was Cllr R Sutton	Council	Watching brief to be clarified	Remove
Rinteln Town Twinning Association	Oversees relations with Kendal's twin town	4	Mayor and Deputy Mayor Cllr J Brook	Mayoralty and Heritage	Active members	Mayor and Deputy Mayor Cllr J Brook Cllr J Cornthwaite
South Lakeland Action on Climate Change and Transition South Lakes	Broad-based campaign group on climate change issues	2	Cllr S Blunden Vacancy (was Cllr Helme)	Environment	Watching brief	Cllr S Blunden One Vacancy
Westmorland & Furness Diversity, Equity and Inclusion Partnership	Promotes Equality, diversity and inclusion across W&FC area	1	Cllr G Tirvengadam	Council	Active member	Cllr C Russell
Cumbria Constabulary Neighbourhood Policing Pledge body	Fulfils Police, Fire and Crime Commissioner's pledge to consult with community representatives.	3	Cllr H Ladhams Cllr L Edwards (Sub Cllrs J Dunlop & C Russell)	Culture & Communities; Council	This is a new body created by the Police, Fire & Crime Commissioner. Its first meeting was in early May 2025 and no report on terms of reference or expectations were available at time of going to press.	Cllr H Ladhams Cllr L Edwards (Subs Cllrs J Dunlop & C Russell)

13/2025 Reports from Representatives on Outside Bodies

Council considered a report from the Council representative on the following outside organisation:

- Lancaster Canal Regeneration Partnership (a written report from Cllr Hendry)

The Chair thanked Cllr Hendry for her work.

Resolved: To receive the report from the representative on the outside organisation shown above.

14/2025 Minutes from Committees

The Council was presented with the following minutes from recent meetings of the Council's standing committees.

- (a) Culture and Communities Committee meeting held on 17 March 2025 – Cllr Ladhams presented the minutes, referring to the success of the recent VE Day 80th Anniversary celebrations. Members wished to place on record and to convey the Council's thanks to the Events and Civic Officer for his work in making the events a success. Raised was the issue of publicity in relation to the events and the need to look at how this was done moving forward. Reference was also made to the disengagement between the Christmas Light Switch On event and Kendal Mountain Festival, it being welcomed and felt that this would make the Christmas Light Switch On an event aimed at Kendal people. It was suggested that the Committee might become more ambitious next year and bid for a larger amount of the precept. Also welcomed was the recent Pump Track event at the Kendal Cycle Festival. In response to a query, Cllr Ladhams advised that, with the recent events having taken place, the Committee would now concentrate on the 80th Anniversary of VJ Day. Cllr Blackman advised that plans for the Peace Garden were on the Kendal in Bloom Committee's radar.
- (b) Mayoralty and Heritage Committee meeting held on 24 March 2025 – Cllr Cornthwaite presented the minutes.
- (c) Kendal in Bloom Committee meeting held on 25 March 2025 – Cllr Blackman presented the minutes.
- (d) Planning Committee meetings held on 17 March, 7 April and 22 April 2025 – Cllr Rathbone presented the minutes. He took the opportunity to draw attention to a briefing for Members by CALC, scheduled to be held at 5.00 p.m. on Wednesday, 14 May 2025, in relation to the timetable for the Local Plan Call for Sites. He urged Members to attend this useful session which was to be held on Microsoft Teams. Members expressed the need for all councillors to be involved in the process.

Resolved: To receive the minutes of recent meetings of the Council's standing committees shown above.

The meeting closed at 9.08 p.m.