

# 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, 2 February 2026, at 7.30 p.m.**

## Councillors

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

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

## Public Participation

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

Margaret Bond, a resident in Kendal, brought an issue of pedestrian safety and vehicle access at the junction where New Inn Lane meets Highgate, to the attention of the Council. She highlighted that this was an ongoing issue that had previously been raised with Westmorland and Furness Councillors and the local Member of Parliament. Several issues were highlighted, including the lack of visual cues of the road entrance, visibility of and for pedestrians, signage, lane merging into Highgate and the difficulty for delivery drivers to deliver to local properties. Margaret made several suggested improvements including reviewing the parking spaces on Highgate, reprofiling the pavement and widening the pavement outside the barber's shop. Margaret Bond was thanked for bringing the issue to the attention of the Council and it was confirmed that they would be passed onto the appropriate authority.

Paul Holdsworth, a Kendal resident for over 20 years, thanked the Council for the commitment and contribution to the 20-mph scheme that had recently been approved by the Westmorland and Furness Locality Board. Paul is a founding member of 20's Plenty for Kendal which has been running for over 12 years and acknowledged the support and advice that individual Councillors had provided to develop this into policy.

Councillor Eamonn Hennessy, as Chair of the Council's Environment Committee, thanked Paul for his dedication to the issue over the years. He acknowledged that there remained different opinions around the issue and that conversations were still to be had as the scheme

gets implemented. However, he thanked Paul and the other critical partners who had helped bring this to fruition on behalf of the Council. Councillor David Evans reiterated the thanks to all those involved.

### **Presentation: Waste into Wellbeing**

Chris Rowley and Paul Thorn attended from Waste into Wellbeing and presented to the Council. They provided a brief history of Waste into Wellbeing (WIW) and the connection to South Lakes Action on Climate Change (SLACC). Chris and Paul summarised the services being provided by WIW to the community, including the People's Café, Community Kitchen, Food Larder and the Lunch Bunch Club.

It was shared that the People's Café had expanded since the move to The Eddington on Highgate and was now operating 3 days a week. This had allowed a 20% increase in the number of meals served compared to the previous year. WIW is supported by 140 volunteers. The Food Larder is also delivered 3 times a week and had seen 4800 baskets of food purchased (on a donations basis). The Larder had contributed to a saving of 128 tonnes in carbon emissions.

The Council were thanked for their continued support of WIW and for providing 3 years' rent for their current premises. It was stated that this had proved instrumental in allowing WIW to become 80% self-financing, with the remaining 20% dependent on grants. It was acknowledged that the charity experiences challenges in administration and that plans would include consolidating this into a paid role. WIW would like to explore future opportunities for funding with the Council to support the development of this position.

WIW encouraged everyone to attend the People's Café and support the initiative by making higher donations for the food where possible to do so.

Councillor Hennessy thanked Waste into Wellbeing for their presentation and commented that the charity is a shining example for Kendal, providing great social value and expressed his hope that the Council can continue to support them for many years to come. Councillor Blunden, the SLACC Representative for the Council, re-iterated this message and was proud to support the organisation.

### **60/2025 Apologies**

**Resolved:** To receive and accept apologies for absence from Cllrs Archibald, Campbell, R Edwards, Finch, Long, Miles, Simpson and Supka.

### **61/2025 Declarations of Interest**

No declarations of interest were raised under this item.

### **62/2025 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**

There were no items for exclusion of press and public.

### **63/2025 Minutes of Last Council Meeting**

**Resolved:** To receive the minutes of the Annual Meeting of the Council held on 1 December 2025 and to authorise the Chair to sign them as a true record.

### **64/2025 Minute Action Sheet**

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

- Item 29 – It was requested that this item be brought to the next meeting of the Culture and Communities Committee in March.
- Item 5 – it was confirmed that reporting would be to the Management Committee in the first instance.

It was highlighted that the criteria for updating the minute action sheet and reporting on completed or subsequent actions needed to be reviewed.

- Items 5 and 10 had been on the list since July 2023.
- Item 30 and 31 had been completed but were still on the main list and may have resulted in other actions now being carried out.

This issue was noted, and it was suggested that the Chair of Audit Committee and the Town Clerk pick this up as a matter of review.

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

#### **65/2025 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 prior to Christmas, including the Carols by Candlelight, the Mayor's Winter Warmer and the Kendal Choral Society concert. In the new year, he had presented two community grant cheques to Kendal Windows on Art and Mainspring Arts and attended several significant meetings and events including the Heritage Partnership Group, a volunteering in retirement event, the Model Railway Exhibition and the Rotary Club peace seminar. A full list of events attended by the Mayor and Deputy were provided in the meeting papers.

The Mayor also highlighted upcoming events, including a meeting with Common Humanity and event at Kendal College for the Creative Arts students.

It was highlighted that some of the engagements mentioned by the Mayor were not included in the agenda papers and confirmed that this would be reviewed to ensure it captured all activities.

The Mayor was thanked by Councillors for his dedication and representation of the Council at so many events.

**Resolved:** To receive the report.

#### **66/2025 Budget 2026/2027**

The Council received a report on the proposed budget for 2026 – 2027. The budget working group had reviewed the committees' budget requests and reported to the Management committee. The Management Committee were presenting the budget as a recommendation for Council's approval.

In the proposed budget, a 10.24% increase in the Precept, required an 9.6% increase in the parish contribution from the Council Tax. In Kendal this equated to a £6.02 increase in the annual bill for a Band D Council Tax payer – the equivalent to less than 12p per week.

### Proposed Income 2026-2027

	2025/26	Projected Outturn	Proposed Budget 26/27	% of previous
Precept	712,496	712,496	785,488	110.2%
Rents	25,000	25,000	25,250	
Interest	15,000	15,000	20,000	
Grants	0	0		
CIL	-	89,973		
Other income	12,500	12,500	12,500	
<b>Total</b>	764,996	854,969	843,238	110.2%

### Proposed Expenditure 2026-2027 by Committee

<b>Allotments</b>				
Water	2,100	2,100	2,500	
Rent	1,050	1,050	1,050	
Pest control	3,300	3,300	3,300	
Maintenance	9,200	9,200	9,500	
<b>Total</b>	15,650	15,650	16,350	104.5%
<b>Culture &amp; Communities</b>				
Community Grants	30,000	30,000	33,000	
Festival Grants	25,000	25,000	30,000	
Citizens' Advice	5,500	5,500	5,500	
Torchlight	10,000	10,000	10,000	
Brewery Arts	10,000	10,000	10,000	
Community Resilience	5,000	5,000	5,500	
Xmas Lights	31,000	31,000	31,000	
Lights infrastructure				5k still to be spent
Electricity	1,750	1,750	2,000	
Switch on	11,000	10,750	11,000	
Bunting	1,500	1,500	2,500	
Anniversaries	10,000	10,000	5,000	
Additional Project	-		7,000	
Promoting Kendal	From Mgt		22,500	
<b>Total</b>	140,750	140,500	175,500	124.7%
<b>Kendal in Bloom</b>				
Floral Displays	30,600	30,600	32,000	

Projects (and Grants)	6,000	6,000	<b>6,000</b>	
Grants			<b>2,000</b>	
<b>Total</b>	<b>36,600</b>	<b>36,600</b>	<b>40,000</b>	<b>109.3%</b>
<b>Environment</b>				
New infrastructure				12,000
Infrastructure Maintenance	8,000	8,000	<b>8,500</b>	
Litter bin charges	4,250	4,250	<b>4,420</b>	
Biodiversity	10,000	10,000	<b>8,000</b>	
Green infrastructure maintenance	6,000	6,000	<b>6,000</b>	
Footpath Improvements	-	-		CIL funded
Bus stop improvements	-	-		CIL funded
Natural Kendal	10,000	10,000		Funded through individual grants and projects.
Contribution to projects (Bowling Fell)			<b>8,682</b>	
Contribution to projects (Kendal Yards)			<b>1,493</b>	
<b>Total</b>	<b>43,250</b>	<b>43,250</b>	<b>37,095</b>	<b>85.8%</b>
<b>Management</b>				
Premises	27,000	25,600	<b>40,150</b>	
IT	34,000	33,360	<b>42,800</b>	
Direct delivery	124,000	124,000	<b>159,000</b>	
Support & Compliance	236,000	236,000	<b>248,343</b>	
Insurance and Finance	16,000	16,734	<b>27,050</b>	
Stationery & office	8,200	7,315	<b>9,300</b>	
Vehicle	5,500	5,986	<b>8,500</b>	
Elections	15,000	15,000	<b>0</b>	
Futures and Vision	15,800	15,800	<b>16,000</b>	
Promoting Kendal	21,000	21,000	<b>To C&amp;C</b>	
<b>Total</b>	<b>502,500</b>	<b>500,795</b>	<b>551,143</b>	<b>109.7%</b>
<b>Mayoralty &amp; Heritage</b>				
Mayoral Allowance	3,500	3,500	<b>3,850</b>	

Deputy Mayoral Allowance	1,500	1,500	<b>1,650</b>	
Mayoral Travel	800	800	<b>1,000</b>	
Mayor Making	2,100	1,500	<b>2,100</b>	
Torchlight Reception	2,000	2,000	<b>1,900</b>	
Remembrance	1,600	500	<b>1,600</b>	
Pictures & others	250	250	<b>250</b>	
Misc Functions and expenditure	4,000	4,000	<b>3,800</b>	
Twinning	1,500	1,500	<b>4,000</b>	
Exhibitions	1,000	1,000	<b>1,000</b>	
Museum	2,000	2,000	<b>2,000</b>	
<b>Total</b>	<b>20,250</b>	<b>18,550</b>	<b>23,150</b>	<b>114.3%</b>
<b>Planning</b>				
Neighbourhood Plan	1,500	250	<b>0</b>	
Training	2,500	250	<b>0</b>	1,500
FRSWG	-			
<b>Total</b>	<b>4,000</b>	<b>500</b>	<b>0</b>	<b>0%</b>
			<b>To fund from CIL</b>	13,500
<b>Total</b>	<b>763,000</b>	<b>756,345</b>	<b>843,238</b>	<b>110.2%</b>

The quality of the report was praised by Councillors, who welcomed several items in the budget including grants and new infrastructure.

**Resolved:** To approve the budget for 2026 – 2027 as proposed.

### **67/2025      3 Angel Yard**

The Council were presented with a recommendation to delegate the signing and sealing of a three-year lease on 3 Angel Yard to the Clerk. The property would be used to allow the Town Council to vacate the former offices it occupied in the attic of the Town Hall, accommodate the Council's records, in line with retention policies and GDPR, and serve as both a breakout meeting room and an accessible store for the Town Council's Events equipment. It was expected that the property would provide more flexibility and a more efficient working environment for officers.

Following a query, it was confirmed that there was sufficient contingency in the budget to cover a potential period of overlap between old and new premises.

It was acknowledged that the appropriate archiving and storing of records was critical and the opportunity to improve this through the property was welcomed. A question was raised as to whether the rental agreement would result in the Council being charged business rates, to which the Town Clerk replied that it would be kept under review but it was the current understanding that the Council would still not meet the minimum threshold to be charged.

**Resolved:** To delegate the signing and sealing of a three-year lease on 3 Angel Yard to the Town Clerk, subject to the required legal affirmations and advice, and to the necessary risk management policies and procedures being applied to the new premises.

#### **68/2025      Policy Adoption**

The Council were presented with a recommendation to adopt a proposed Information Technology policy (IT) and Document Retention policy, in line with best practice, current legislation and the upcoming changes to the AGAR relating to data and digital compliance.

The full draft policies were included in the meeting papers.

**During this item, the meeting was temporarily suspended in accordance with Standing Order 2c due to disorderly conduct by a member of the public. The meeting was resumed after 6 minutes.**

Points were raised in relation to the proposed IT policy:

- It was queried whether the website was classified as a Council IT resource and therefore whether the public were subject to the IT Policy as users.
- It was raised that the difference between 'confidential' and 'sensitive' information was not clearly defined and that this should be addressed.

It was highlighted that the policies could be reviewed in further detail by the Audit Committee as and when required and would be continually reviewed and developed to ensure best practice.

**Resolved:** That the Council adopts Document Retention Policy as proposed.

**Resolved:** That the Council adopts the Information Technology Policy, with the addition of definitions for 'Confidential' and 'Sensitive' information.

#### **69/2025      Corporate Risk Assessment**

The Council were presented with a Corporate Risk Assessment. The Risk Assessment had been reviewed by the Audit Committee in January and recommendations had been implemented. It was being proposed to Full Council with acknowledgement that the document represents a starting position and should continue to be developed in line with advice.

The full risk assessment was included in the meeting papers.

**Resolved:** To adopt the corporate risk assessment for Kendal Town Council as proposed.

#### **70/2025      Notification of Spend for Footpath Improvements**

The Council received a report from the Environment Committee regarding proposed improvement works to the footpath between Vicarage Drive and Echo Barn Hill. Proposed works would include clearing and resurfacing the full length of the existing footpath, increasing width to minimum standard and removing deteriorating timber edgings. It will be funded by Kendal Town Council and managed by Westmorland and Furness Council's Assets and Estates team.

The required funding of £ 15,000 was available within an existing budget allocation of the Environment Committee, however, it exceeded the maximum approval amount delegated to

a committee as per the financial regulations. The committee was therefore providing notification of spend to Full Council, with a request for approval to proceed.

The item was endorsed by Chair of the Environment Committee and Council were reminded that this footpath was one of the first proposed for improvement works in 2021.

The Environment Committee were thanked for continuing to progress with footpath improvements.

**Resolved:** To approve the Environment Committee's spend of £ 15,000 for the proposed improvement works to the footpath between Vicarage Drive to Echo Barn Hill.

### **71/2025      Reports from Reps to Outside Bodies**

A short verbal report was started for the Integrated Care Community.

A Point of Order was raised, citing Standing Order 3 m, that a person present at a meeting may not provide an oral report about a meeting as it takes place without permission.

It was requested that a written report be submitted to the next Full Council.

### **72/2025      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) The draft minutes of the Audit Committee on 19 January 2026 were not presented to the meeting as they were not yet available. There were no questions raised to the Audit Committee Chair.
- (b) Councillor Hennessey presented the minutes of the Environment Committee on 11<sup>th</sup> December and noted that the minutes of the meeting from 12 January were not yet available and would be presented at the next meeting. There were no questions raised.
- (c) The minutes of the Management Committee on 5 January and 12 January 2026 (draft) were presented. There were no questions raised.
- (d) Councillor Sutton presented the minutes from the Mayoralty and Heritage Committee on 15 December 2025 (draft). There were no questions raised.
- (e) Councillor Rathbone presented the minutes of the Planning Committee on 1 December, 15 December 2025, 5 January and 19 January 2026 (draft). Several questions were raised:
  - a. It was questioned whether the committee track applications after providing responses, specifically in reference to a recommended refusal. The Chair and Town Clerk responded, stating that there was not currently a system of 'tagging' applications or following them through the rest of the planning process. However, it was acknowledged that this would be useful and was an ambition of the committee, so it would be investigated.
  - b. It was raised that the minutes of the meeting on 1<sup>st</sup> December were included in the agenda pack but not referenced in the agenda.

- c. The Westmorland and Furness Council constitution was referenced, and it was questioned whether this is carried out in practice – that when a Parish Council has a view that is different to the Planning Officer at Westmorland and Furness Council, the application has to go to a planning meeting. It was confirmed that this is the case.
- d. It was questioned whether a response of ‘no objection’ is the same as responding ‘in favour’ to an application. The Chair responded to say that a response of ‘no objection’ did not equate to being ‘in favour’ of an application. It meant that there are no specific objections under planning convention. It is not the job of the committee to be in favour or support of applications, though when appropriate, the committee can use language to say they ‘welcome’ an application.

There were no papers presented from the Culture and Communities Committee; however, Councillor Ladhams provided a short update regarding a potential date change for the Christmas Lights Switch On discussed at the last meeting. Questions would be welcomed at the next Full Council when the minutes will be presented.

**Resolved:** To receive and accept the minutes as presented.

### **73/2025      Schedules of Payments**

The Council was presented with the schedule of payments for November and December 2025.

There was a query regarding an item on pg 77 of the agenda, ‘We Love Logos’ – Workwear. It was confirmed that this was PPE and outerwear for Officers to increase safety, identification and visibility when on site or attending events.

**Resolved:** To receive the schedule of payments for November and December 2025.

The meeting closed at 9.08 p.m.