

# 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, 28 July 2025, 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	Apologies	J Cornthwaite	Apologies
J Dunlop	Present	L Edwards	Present
R Edwards	Present	D Evans	Apologies
S Falshaw	Apologies	A Finch	Apologies
L Hendry	Present	E Hennessy	Present
H Ladhams	Present	S Long	Present
T Martland	Present	D Miles	Absent
D Rathbone	Apologies	C Russell	Apologies
M Severn	Absent	K Simpson	Apologies
G Supka	Present	R Sutton	Present
P Thornton	Apologies	G Tirvengadam	Present

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

**Also present:** Two members of the public.

## Andy's Man Club

Chris Green and Lee Ellis addressed Council with regard to Andy's Man Club in Kendal. Andy's Man Club was a men's suicide prevention charity, offering free to attend peer-to-peer support groups across the United Kingdom and online. The organisation took its name from Andrew Roberts, a man who had sadly taken his own life aged 23 in early 2016. His family had had no inkling that he was suffering or struggling to the extent that he would do this, and as a result had looked deeper into male suicide and men's mental health. They had soon discovered that male suicide was the biggest killer of men under 54, with male mental health surrounded by well-ingrained cultural stigma in the UK. The organisation sought to provide men with a safe space where they felt comfortable to talk and open up about their experiences in a room free of judgment. The groups, which were volunteer-led and free of charge, ran every Monday evening at the Shakespeare Centre, from 7.00 p.m., with the exception of Bank Holidays, and the movement continued to grow week by week. Chris Green, who ran the Kendal Group, sought support from the Council in raising awareness of the organisation's existence. Mr Green and Mr Ellis answered questions raised by Members. The Mayor thanked both Mr Green and Mr Ellis for both their good work and their contribution to the meeting. He asked them to keep in touch, acknowledging the current and serious issue of mental health.

## 23/2025 Apologies

**Resolved:** To receive and accept apologies for absence from Cllrs Archibald, Campbell,

Coleman, Cornthwaite, Evans, Falshaw, Finch, Rathbone, Russell, Simpson and Thornton.

**24/2025          Declarations of Interest**

No declarations of interest were raised under this item.

**25/2025          Exclusion of Press and Public**

There were no excluded items included within the agenda.

**26/2025          Minutes of Last Council Meeting**

**Resolved:** To receive the minutes of the Annual Meeting of the Council held on 2 June 2025 and to authorise the Chair to sign them as a true record.

**27/2025          Minute Action Sheet**

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

**28/2025          Mayor's Communications and Announcements**

Council was presented with a list of recent activities carried out by both Mayor and the Deputy Mayor, also highlighting a number of the events. He commended the vast amount of voluntary work and fund-raising activities being carried out within Kendal and asked local ward members to contact him should his presence be required at any events. The Mayor thanked the Deputy Mayor for her attendance at a number of events and officers for their support.

**Resolved:** To receive the report.

**29/2025          Committee Membership**

Council was asked to consider changes to the membership of the Council's committees.

**Resolved:** Cllr Campbell to be replaced by Cllr Martland on the Planning Committee.

**Resolved:** Cllr Martland to join the Culture and Communities Committee.

**30/2025          Complaints 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.

Following a review of the previous arrangements, those practiced by other councils, and national recommended good practice, officers had drafted a new statement of policy and relevant procedures, which were attached as appendices to the report. These aligned with the proposed changes to the Standing Orders, which were to be considered under a separate report.

Cllr Dunlop reminded Members that the Council had requested that the Management Committee consider these documents, prior to them being recommended for adoption by the Council at its meeting in July. As per that request, the Management Committee had

reviewed the documents at its meeting in June, and had recommended them for adoption by Full Council.

The section of the document in relation to vexatious complaints was particularly welcomed.

**Resolved:** To accept the recommendation of its Management Committee and to adopt the Complaints Policies and Procedures as attached to the report.

### **31/2025      Standing Orders**

It was reported that the Council should regularly review its Standing Orders to ensure that they were compliant with both best practice and current legislation. The last full scale review of Standing Orders had been in 2022, when the Council had adopted the model Standing Orders published by NALC.

Full Council at its meeting in early June had requested that the Management Committee review the proposed changes to Standing Orders and make a recommendation to the next meeting of the Council.

NALC had amended the Standing Orders to align with current law and practice, particularly with regard to complaints about the behaviour of Councillors, and procurement. The former had been stripped down, following the resolution of the 'Ledbury case' and subsequent legal debate. The latter had been adjusted in the context of Brexit.

The affected Sections were 14 and 18. Cllr Dunlop reported that the Management Committee was proposing amendments as follows:

#### **Standing Order 14**

The Ledbury Case had concluded with a judgement in the High Court that a Town or Parish Councillor could only be disciplined for their behaviour in that role through the Standards Regime that applied to the Council in question. Any other form of investigation or action by the Council preceding that process would be Ultra Vires, and any action taken subsequently had to be in accordance with the Standards Regime to avoid the same issue.

#### **Proposed new Standing Order 14 from Model**

##### **CODE OF CONDUCT COMPLAINTS**

**Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

#### **Standing order 18**

Standing Order 18 included legislation from the European Union which is no longer applicable, so this too has been simplified. The Council is also in the process of reviewing its Financial Regulations, to keep them in line with the latest published Model. Changes proposed to this document will be reflected in the new Financial Regulations and vice versa.

#### **Proposed New Standing Order 18 from the Model**

## FINANCIAL CONTROLS AND PROCUREMENT

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e) Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

A copy of the new full Standing Orders, once amended and adopted, would be sent to every Member of the Council and posted on the Council's website.

**Resolved:** To accept the recommendation of the Management Committee and to adopt the amended Standing Orders, as outlined within the report and set out above.

### **32/2025 Representation on Outside Bodies**

Following the successful launch of Kendal Pride three years ago, the organising group had requested that a Member of the Town Council join their Steering Group, to oversee the continued success of the event, and to embed the Town Council's support.

**Resolved:** Cllr L Edwards be elected as the Council's representative on the Kendal Pride Steering Group.

### **33/2025 Stricklandgate House Funding Proposal**

Cllr Dunlop reported that the Management Committee had recently received a funding proposal from the Trustees of Stricklandgate House to support their ambitious plans to transform this historic building into a modern third-sector hub for Kendal. The Grade II listed building on Stricklandgate had played a strategic role in the Town's history – as a dwelling, a museum, as Council Offices and more latterly as a base for several charities and third sector organisations serving the communities of Kendal and the surrounding area.

Ensuring the building was fit for purpose for many more years to come presented some challenges, and the Trustees had drawn up ambitious plans for a lottery-funded redevelopment.

To demonstrate wider support, the Trustees were seeking funding from a range of local supporters. They have asked the Town Council if it could fund the project for £50,000 spread over three years, i.e. £16,667 per year. The Management Committee had identified that this sum could be paid for from the Community infrastructure Levy (CIL) and had recommended that Council approve the allocation of this funding to support the project.

Details of the CIL receipts and the allocations made to date were provided, showing that a total of £401,712 had been spent to date, with £71,506.47 remaining.

The need for due diligence and appropriate conditions of funding was discussed and the Town Clerk explained how this would be dealt with.

**Resolved:** To allocate CIL funding of £50,000 spread over three years, i.e. £16,667 per year, to support the Stricklandgate House project.

### **34/2025 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 23 June 2025 (draft) – In the absence of Cllrs Finch and Archibald, Cllr L Edwards presented the minutes.
- (b) Culture and Communities Committee on 9 June 2025 (draft) – Cllr Ladhams presented the minutes and, in response to a query, explained why Cumbria Yoga Foundation had not received grant funding to support in the delivery of a "Yoga Day" in Kendal in summer 2025. This was due to the applicant not being Kendal-based, the fact that a number of yoga organisations already existed within the town and the scarcity of available funding.

- (c) Environment Committee on 19 May 2025 (final) – Cllr Hennessy presented the minutes, also providing an update in relation to 20mph, the six-week consultation on which had now closed. He expressed thanks to those who had taken part in the awareness campaign and those who had completed the survey. The matter would be discussed by Westmorland and Furness Council’s South Lakeland Locality Board on 16 October 2025 and Cllr Hennessy urged Members to express Kendal Town Council’s support to that body prior to that meeting. The Mayor further thanked all involved.
- (d) Management Committee on 27 May (final) and 30 June 2025 (draft) – In the absence of Cllr Coleman, Cllr Dunlop presented the minutes.
- (e) Mayoralty and Heritage Committee on 16 June 2025 (draft) – Cllr Sutton presented the minutes and highlighted the interesting discussion around Kendal Museum and the suggestion to return the ceremonial horn belonging to the Nandi people in Kenya. Cllr Blackman took the opportunity to refer to the matter of Twinning and to draw Members’ attention to the twinning dinner due to take place at Carus Green on 18 October to celebrate 80 years of peace. He welcomed as many Members and their partners as possible to attend alongside civic representatives from across the North West and from Rinteln.
- (f) Planning Committee on 2 June (final), 16 June (final), 30 June (final) and 14 July 2025 (draft) – In the absence of Cllr Rathbone, Cllr Ladhams presented the minutes. In response to a query regarding the finished built height of the flood wall at New Road, she explained that both the Chair of the Committee and the Chair of the Flood Group had written to the relevant Planning Officer at Westmorland and Furness Council with regard to enforcement. In addition, the Chair of the Flood Group had written to the Environment Agency on the subject. This was now a matter for the Enforcement Team to consider and one which would likely be brought back to the Town Council’s Planning Committee in due course.

Cllr Blackman spoke about the activities of the Kendal in Bloom Committee and discussion at a recent meeting about civic planting. He took the opportunity to draw to Council’s attention the fact that this year’s summer planting had been organised and carried out by the Townscape Officer and the Council Services Manager, with the assistance of a contractor. Cllr Blackman commended those involved for having done a wonderful job. The Committee had now to consider the way forward in terms of future civic planting.

In the absence of Cllrs Russell and Coleman, the Town Clerk reported on the activities of the Audit Committee, pointing out that most of its recommendations were forwarded for consideration by the Management Committee. A working group on Civility and Respect had been established at the last meeting and invitations to join this group would be extended to all Members of the Council. The matter would then be brought before Full Council at its meeting in October. The Town Clerk reminded Members that, in addition to financial matters, the Audit Committee looked at governance. The Development and Delivery Manager (Deputy Clerk) had been working on ensuring that the Council’s new website would be both robust and accessible, to comply with the new Assertion 10, which will be in the AGAR in 2026, covering transparency and data compliance.

**Resolved:** To receive the minutes of recent meetings of the Council’s standing committees referred to above.

The Council was presented with the schedule of payments for May and June 2025. The Town Clerk responded to queries raised by Members.

**Resolved:** To receive the schedule of payments for May and June 2025.

The meeting closed at 8.35 p.m.