

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices
50 Main Street
Keswick
CA12 5JS
Tel 017687 73607
Email:townclerk@keswicktowncouncil.gov.uk

16th May 2024

The Annual Meeting of Charitable Trusts listed below will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick **Thursday 23rd May 2024 at 7.00 pm.**

Yours sincerely



Vivien Little
Trust Clerk

HOPE PARK Registered Charity 503465
FITZ PARK Registered Charity 520327
TOWNSFIELD Registered Charity 520295

A G E N D A

- 1. Election of Chair**
To elect a Chair for the ensuing year.
- 2. Election of Vice Chair**
To elect a Vice Chair for the ensuing year.
- 3. Apologies**
To receive apologies for absence.
- 4. Minutes**
To approve and authorise the Chair to sign the Minutes of the meeting held on 14th March 2024 (pages 15-16)
- 5. Declarations of Interests**
To receive any declarations of interests in respect of items on this agenda.
- 6. Chair's Report**
To receive the Chair's Report.
- 7. Parks Manager's Report**
To receive the report of the Parks Manager.
- 8. Clerk's Report**
To receive the report of the Trust Clerk.

- 9. BioBlitz – Elizabeths Woodland**
To receive the report of Councillor Lansbury.
- 10. Developments at Upper Fitz Park**
To receive a verbal update from Councillor Harwood.
- 11. Budget Comparisons**
To receive budget comparisons for the fourth quarter.
- 12. Assets Register**
To approve and adopt the updated Assets Registers for Hope and Fitz Parks.
- 13. Review of Hire Charges**
To review charges of the parks.
- 14. Requests for use of the Parks**
To consider requests to use the Parks.

Prior to the following business the Chairman will move the following resolution:

‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.’

- 15. Legal Matters**
To receive a report from the Clerk.
- 16. Staffing Matters**
To receive a report from the Clerk.

To: All Councillors/Trustees
Press

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Minutes of the meeting of the Charitable Trusts held at the Council Chamber, Town Hall, 50 Main Street, Keswick on Wednesday 13th March 2024 at 7.00 pm.

Present:

Chair
Councillor Jean Murray

Councillors		
Louise Dunn	Steve Harwood	Denstone Kemp
Sally Lansbury	Benita Laphorn	Lorraine Taylor

Also present were Vivien Little (Trust Clerk), Christine Fawcett (Parks Manager) and two members of the public.

59. Apologies

Apologies for absence were received from Councillors Chris Houghton, Claire Houghton, Rob Nelson, Tim Parsons and Adam Paxon.

60. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the meeting held on 11th January 2024 (pages 12-13).

61. Declarations of Interests

Councillor Harwood declared an interest in agenda item 7, as he had prepared the plans on behalf of the Cricket Club.

62. Chair's Report

RECEIVED the Chair's report. The Chair reported that she had been to visit the building site today, and to see what the parks staff had done in the play area in order to prepare for the full coming season. She also met the two new members of staff.

63. Parks Manager's Report

RECEIVED the report of the Parks Manager.

The Parks Manager reported that work had begun on tidying up the area beside Café Hope, leading to the small boating pond. The Chair encouraged Trustees to go and look at the work which was taking place.

64. Clerk's Report

RECEIVED the report of the Trust Clerk.

RESOLVED that the Cricket Club be allowed to have two permits solely for the use of disabled people who wish to watch cricket on match days only. These will be subject to all the same rules as other vehicular users of the park, and any abuse could lead to the removal of the permits (Action – Clerk).

65. Keswick Cricket Club – Proposed Extension

RECEIVED the report of Councillor Harwood.

Councillor Lansbury requested that the Cricket Club contact Keswick Museum, as there was capacity for joint fund raising. She also requested that the Cricket Club consider energy efficiency when drawing up plans.

RESOLVED that Trustees support the extension of the Cricket Club in principle, and more detailed plans will now be drawn up and brought to a future Trust meeting (Action – Clerk and Councillor Harwood).

66. Upper Fitz Park Development

RECEIVED a verbal report from Councillor Harwood. Councillor Harwood reported that work was progressing well at Fitz Park. He also brought up the possibility that we may not be able to afford to

renovate the kiosk if costs are higher than expected, and brought forward the possibility that a small 3 stall external toilet block could be added to the area, to meet the needs of local residents as well as visitors.

RESOLVED that the concept of adding a toilet block in at Fitz Park be agreed in principle, and Councillor Harwood begin to look at possible plans for the area (Action – Councillor Harwood).

67. Elizabeth’s Wood Management Plan

RECEIVED the report of Councillor Lansbury.

RESOLVED that the Elizabeth’s Wood Management Plan be approved, with an interim review date in 12 months time (looking at the path/nettles), with a full review to take place in March 2026. (Action – Councillor Lansbury and Clerk)

68. Climate Change Action Plan – six monthly review

RESOLVED that the Climate Change Action Plan be noted, and to agree to move the timing of the review to September Parks Trust meetings annually (Action – Clerk).

69. Hope Park & Fitz Park Budgets – 3rd quarter 2023-24

RECEIVED for information the 3rd quarter budget comparisons.

70. Request for use of the Parks

Consideration was given to request to use the Keswick Parks.

RESOLVED that:

- i) Keswick Town Council – To consider a request to book Fitz Park and Wivell Triangle for Thursday 6 June, Saturday 22 June and Sunday 23 June 2024 (Action – Financial Officer);
- ii) Keswick Museum – To consider a request to use the park for a Schools’ day and Summer Fair on 24th and 25th May 2024 (Action – Clerk);
- iii) RSPB – To consider a request to use Hope Park to put a stall up on March 23rd, March 30th, April 6th and 7th 2024 (Action – Clerk);
- iv) Athletics Club – to receive for information a number of races beginning from Fitz Park; and
- v) Lakesman Triathlon – to consider a request to use Hope Park for a commercial event, based on normal rates of £750 + VAT, plus £1 per competitor (Action – Financial Officer)

Prior to the following business the Chair moved the following resolution:

‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.’

71. Minutes

RESOLVED that the Chair be authorised to sign as a correct record the minutes of the meeting held on 15 February 2024 (page 14).

The meeting closed at 8.27 pm.

Chair

Date

Spring/summer is now on it way; grass is being cut and deciduous trees and shrubs are bursting into leaf and flower. Thanks goes to all the staff for their continued hard work within the parks and the office.

Hope Park

The greens have all been fertilized and starting to grow. With the cooler and wet conditions in April, they have taken longer than average time to respond. Given the high volume of people using the course over the Easter holidays the greens are standing up well and will be fertilized again in May. The greens have also been treated with lawn sand to reduce moss and verti knifed to encourage new growth.



The bedding plants have arrived and are all housed in the green house, being grown on until ready to plant out in early June. Parks staff are on a rota for weekend watering as the days become longer, plants will not last the weekend without water. Litter bins are being emptied at weekend too as part of this rota.

The polyanthus and Orange Emperor tulips in memory of Max the Miracle Dog have provided a lovely display this spring. The polyanthus will be removed in late May and some of these plants will be replanted for naturalizing in the woodland at Hope Park.

The herbaceous border opposite the golf hut has been removed. This border had become infested with grass weed and needed a revamp.

A new edging kerb has been built into the design to help reduce grass encroaching into the border. The area will be replanted using some of the polyanthus plants used in the winter bedding displays.

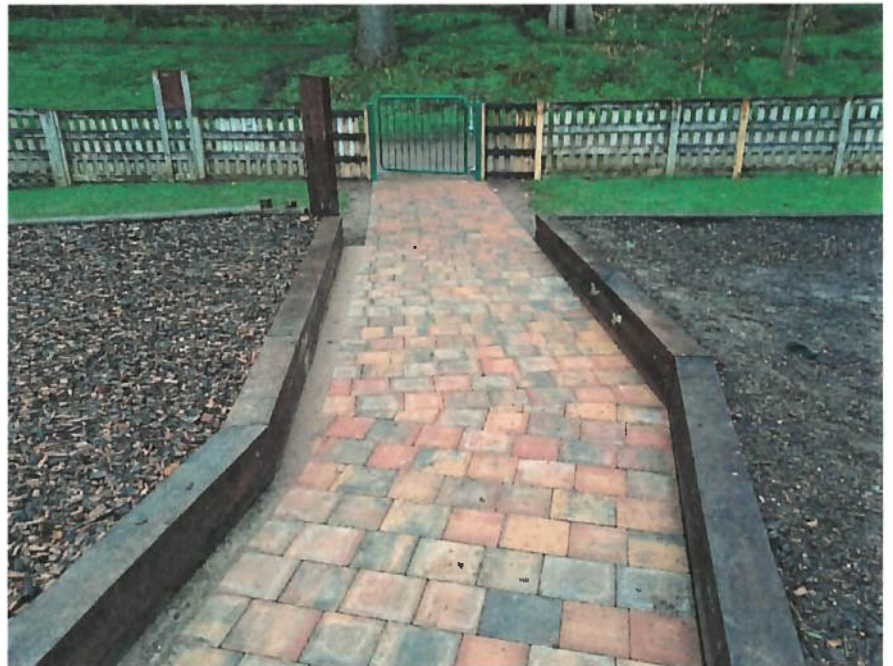
Other plants will be added later in the year to add texture and height.



Lower Fitz Park

Grass cutting of Lower Fitz has begun and is being carried out on a twice monthly basis.

The play area has been very busy over the Easter Break and once the weather allows various wooden parts of the play area are being painted. One part of the footpath in the play area has been paved. This section of footpath suffered from path erosion in wet weather, and we felt it would improve the surface if paved in sets.



Upper Fitz Park

The tennis courts, bowling green and surrounding grassed areas have been aeriated and fertilizer has been applied. An application of moss killer and herbicide to control turf weeds has been carried out and scarifying to remove the moss will continue throughout the summer.

The bowling green, and putting area have been open since 29th March and the tennis courts have been marked out for the 1st May, weather permitting on play. Two new updated tree maps have been fitted to both Lower and Upper Fitz park and thanks goes to Pete Sibley for updating these maps and getting them printed for us.



Wivell

The grass around the War Memorial is now being cut, strimmed and maintained by parks staff once a week. Weeds have been sprayed around the hard landscaping of the War Memorial and adjoining footpaths.

A load of composted finings has been applied to the shrub beds and herbaceous borders, thank you to the friends of the sensory garden for applying this mulch.

Staff

Sara Pickett is moving onto pastures new, and we wish her good luck in her future employment.

KESWICK PARKS CHARITABLE TRUSTS
23 MAY 2024

Clerk's Report

High Water Mark – Wivell Bridge

The KCERP Project Manager has been into the office to discuss the meter stick under the Wivell Bridge as firstly, it is currently covered in ivy (which the Parks Manager will remove when the timing is appropriate, but also highlighting the fact that it isn't very readable when you are standing from outside the park, which if there is flooding, you are likely to be. She is intending to contact the EA to request a new metre stick be put in place. I have told her to carry on with the work, as it is minor, and will have a benefit for the whole town.



Café HNW

Debbie Deveraux has been in contact with me regarding putting a banner up in Fitz Park, as the work on the new build has blocked some of the view of the café building from the road, and she has raised concerns that this is affecting trade. She has had two banners prepared, which I have given her permission to put onto the fence at Fitz Park for 28 days, which is allowed under

planning law, and we will work with her to ensure that she will be able to advertise the café when the new building is fully in place.

Vivien Little
13 May 2024

Elizabeth's Woodland 'BioBlitz' Proposed during Great Big Green Week 2024

8 – 16 June (Led by Sustainable Keswick)

At the March Parks Trusts Meeting, it was suggested that we monitor the increase in biodiversity as a result of all of the planting activity that has taken place in Elizabeth's Woodland over the last two years. I have recently been introduced to an App called 'iNaturalist' where you take pictures on your telephone through the app and the plant species are identified by casual users, academics and expert botanists or arboriculturists.

Over time a full picture of the habitat can be recorded. The info is used by both academics and by the people running the project to create a database.

Steven Hebblethwaite of The Woodland Trust, has set up a project to run over 'Great Big Green Week' (GBGW) 8th – 16th June 2024 <https://greatbiggreenweek.com/>

<https://uk.inaturalist.org/projects/elizabeth-s-wood-bioblitz-2024>

Here is the link to the information about the App – it is available for both iPhone and Android phones <https://uk.inaturalist.org/>

iNaturalist UK

iNaturalist UK is the product of a membership agreement between the iNaturalist Network and the National Biodiversity Network Trust, the Marine Biological Association and the Biological Records Centre.



Recommendation:

1. During GBGW, proposed 10th June at 2.30pm, there will be a gathering near the benches in Elizabeth's Woodland, an informal 'launch' and explanation of the App, of the woodland space and of Great Big Green Week etc, and then people start recording species that afternoon.
2. That Keswick Parks Trustees support this initiative to monitor the range of biodiversity in Elizabeth's Woodland
3. That Trustees also engage with the process and download the app to add plants and wildlife to the database.
4. That we support Sustainable Keswick by publicising the events of Great Big Green Week through our facebook page and issuing a press release
5. Following the 'bioblitz', the information will be added to the Elizabeths Woodland Management Plan as appendix

Notes:

Once approved trustees will be sent a link to sign up to the project. The App will need to be uploaded to a mobile telephone

Sally Lansbury

Budget 1st April 2023 to 31st March 2024

Budget Summary as at 31 December 2023

4th Quarter - PENDING YEAR END ADJUSTMENTS

Expenditure:	AGREED Budget 23/24	Expenditure to 31.02.24	% of budget spent
Golf Cups & tee Mats	600	288	48.00
Tools	1,500	718	47.87
Materials	2,000	1,309	65.45
Maintenance	2,000	1,413	70.65
Repairs - Paths/fences	6,000	-	0.00
Repairs - Buildings	1,600	1,593	99.56
Repairs - Course	1,500	1,495	99.67
Repairs - Machinery	2,500	2,869	114.76
Repairs - Van service/repairs	1,000	819	81.90
Fuel and licences	5,000	3,807	76.14
Plants & Compost	4,000	3,090	77.25
Trees and shrubs	800	489	61.13
Fertilisers	850	825	97.06
Electricity and heating oil	2,500	3,165	126.60
Water rates	600	267	44.50
Wages (Gardeners)	47,985	35,605	74.20
Wages (Management)	24,817	24,111	97.16
Admin and on costs	28,418	28,566	100.52
Insurance (Including Trustees Indemnity)	4,400	3,419	77.70
Telephone	400	463	115.75
Advertising - Including Staff Recruitment	600	570	95.00
Trade Refuse Collection	1,206	971	80.51
Training costs	1,100	640	58.18
Staff Recognition	250	143	57.20
Workwear	1,500	841	56.07
Equipment	400	188	47.00
Audit Fee & Accounts Preparation	850	-	0.00
Bird/squirrel feeding station	400	344	86.00
Contingency	3,000	-	0.00
Health and Safety	800	441	55.13
Computer equipment & subscriptions	800	321	40.13
Web & Internet Costs	800	1,057	132.13
Tree Work & Surveys	2,500	2,106	84.24
Professional Fees	500	-	0.00
Signs Expense	400	400	100.00
Drainage (filling) work to fairway	1,000	-	0.00
Contribution to future Hire Purchase	1,600	1,600	100.00
Contribution to future Parks Van - Hire Purchase	4,100	4,100	100.00
Climate Change costs	700	628	89.71
Contribution to Building Fund	1,000	1,000	100.00
TOTAL EXPENDITURE:	161,976	129,661	80.05

Income:	AGREED Budget 23/24	Actual Income to 31.02.24	% of budget Income
Games - Licence to Occupy	171,030	171,030	100.00
Rent for Buildings - Café, Golf Hut & Toilets	25,000	25,000	100.00
Bank interest	-	86	0.00
Donations & Money Spinner - General Fund	300	110	36.67
Bird/Squirrel Feed Station Donations	200	397	198.50
Hire of Park	550	947	172.18
Max Donations - General Fund	10,000	8,651	86.51
Gift Aid/Just Giving	150	378	252.00
CCLA Investment Interest	-	2,066	0.00
Sale of Scrap	-	135	0.00
TOTAL INCOME:	207,230	208,800	100.76

SURPLUS/deficit	45,254	79,139
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Max the Miracle Dog donations - GENERAL FUND	
Balance as at 31st March 2023	38,521
Expenditure Mower (agreed at July Trust)	11,905 (-)
Transfer	-
Income	8,651 (+)
Balance to date	35,267

Designated/Restricted Fund Balances	
Development & Equipment Fund	42,422
Building Fund	26,519
Memorial Seats & Tree Fund	2,116
Woodland Walk Grant - Restricted	2,193

FITZ PARK

1st April 2023 - 31st March 2024

Budget Summary as at 31 March 2024 - 4th Quarter - **PENDING YEAR END ADJUSTMENTS**

Expenditure:	AGREED Budget 23/24	Expenditure to 31.03.24	% of budget spent
Materials	3,000	2,500	83.33
Games Equipment - Including CSA	300	280	93.33
Repairs - Paths, fences & walls	5,000	1,000	0.00
Repairs - Buildings	3,000	1,257	41.90
Repairs - Greens and courts	3,000	3,461	115.37
Repairs & Maintenance - children's play area	8,500	7,792	91.67
Repairs - Bridges (Wivell & Knights)	250	-	0.00
Trade refuse	2,600	3,065	117.88
Plants, trees & shrubs	500	496	99.20
Fertiliser	1,500	1,500	100.00
Electricity	3,200	6,539	204.34
CSA Electricity	800	199	24.88
CSA Expenditure	1,100	718	65.27
Water Rates	1,000	2,129	212.90
Wages (Management)	24,817	24,111	97.16
Wages, NI & SA (Snr Gardener, Gardener & Ground Maint)	93,652	90,313	96.43
Grass cutting - outside contract	9,220	9,219	99.99
Admin and on costs	28,418	28,566	100.52
Insurance	7,200	6,218	86.36
Advertising & Staff Recruitment	700	569	81.29
Car Park - Management Fee & Maintenance	8,500	12,907	151.85
Audit fee & Accounts Preparation	850	-	0.00
Tools	1,000	975	97.50
Health and Safety	400	315	78.75
Sinking Fund	7,500	7,500	100.00
Signs Expense	700	334	47.71
Tree Work	4,000	580	14.50
Workwear	1,600	1,473	92.06
Contingency	2,500	2,500	100.00
Professional Fees	8,000	8,000	100.00
Maintenance	2,000	1,538	76.90
BMX Track Expenditure	1,000	962	96.20
Bank Charges	600	397	66.17
Training	1,000	624	62.40
Staff Recognition	250	250	100.00
Fuel	3,500	2,143	61.23
Repairs - Machinery	1,100	1,097	99.73
Outdoor Gym	150	75	50.00
Climate Change costs	1,000	588	58.80
Repairs - Parks Hire Damage	-	-	0.00
Projects Funded by Donations - Including Mayors Fund	-	1,500	0.00
Total Expenditure:	243407	233,690	96.01

Income:	AGREED Budget for 23/24	Income to 31.03.24	% of budget income
Licence Fee - Games & Catering	4,000	4,200	105.00
Café HNW - Utilities	1,600	1,500	93.75
Crosthwaite Road Car Park	28,000	53,732	191.90
Wayleaves	33	33	100.00
Insurance Reimbursements	1,400	1,245	88.93
Hire of Fitz Park	1,000	929	92.90
Donations	200	174	87.00
Tennis Club - Licence Agreement	1,300	1,474	113.38
Football Club - Lease	1,000	1,000	100.00
Car Park Levy - Football Club	8,000	11,226	140.33
CSA Electricity	500	277	55.40
Play Area Donations	300	386	128.67
Bank Interest & Loyalty Reward	100	90	90.00
Gift Aid/Just Giving	1,000	53	5.30
Ailerdale Lottery	400	568	142.00
Recharge of grasscutting to Townsfield	1,000	1,000	100.00
Mayors Challenge	-	925	0.00
Sinking Fund Interest	-	1,612	0.00
BMX Income	-	80	0.00
CCLA Investment Interest	-	1,136	0.00
Grant from Keswick Town Council*	173574	173,574	100.00
Grant from Ailerdale Borough Council*	20000	20,000	100.00
*(to cover deficit of £193,574)			
Total Income:	243407	275,214	113.07

NET SURPLUS/DEFICIT 0 41,524

Fitz Developments - Prof Fees (Revenue Budget above) & Sinking Fund	
Professional Fees - Expenditure	8,000.00
Sinking Fund - Expenditure	71,269.00
Total Expenditure to Date	79,269.00

As agreed at Sept 2023 Trust

Designated Fund & Project Balances	
Sinking Fund	100,000
BMX Track	652
Memorials Fund - Trees & Benches	2,093
Future Developments Fund	38,391
Sensory Garden (Wivell Park)	1,555
Flood Recovery Fund	-
CCF Resilience Grant	-
Outdoor Gym	2,911
Tree Carving	441
Pups Shelter	-
CCC Bike Rack	-

Capped at £100k as agreed Sept 2023 Trust

Keswick Parks – Schedule of Charges – 2024/25

Keswick Parks current schedule of charges are: -

Description of Charge	Charge
Community Sports Area (MUGA) – Lower Fitz Park – Light tokens	£3 per hour
Notes	Tokens available from Keswick YHA Café

Description of Charge	Charge
Crosthwaite Road Car Park Managed by Cumbria Parking Services	£4.00 all day – Motorcars £8.00 all day - Motorhomes £110 per year – Annual Parking Permit – CARS ONLY £11 per month – Monthly Parking Permit – CARS ONLY
Notes	Strictly no overnight parking from 23:59 to 06:00 Permits available from KTC office during office opening hours Payment can be made by cash, card and mobile <i>ANNUAL CAP OF 20 PERMITS TO BE ISSUED (6 issued 2023/2024)</i>

Description of Charge	Charge
Fitz Park & Hope Park Hire Charges	The base rate for use of the park be set, as a minimum, at £750 plus VAT per day (with a charge of £125 plus VAT applying for set up/take down days) OR £1.25 plus VAT per competitor whichever is greater.
Notes	The base rate will be invoiced prior to the event with the remainder being paid after the event once the number of competitors has been clarified. <i>Please note: The Trust retains the discretion to amend this charge as it sees fit</i> <i>In certain circumstances - In addition to the above a bond payment of either £500.00 or £750.00 will be payable prior to the event and held by the Trust until confirmation has been received from the Parks Manager, after the event, that no damage has been caused.</i>

We have proposed increasing the base rate for competitors from £1 plus VAT to £1.25 plus VAT for competitor – increasing the base rate has no real impact as users pay the same amount no matter if it is 500 or 700 competitors, but the increase in competitors rate would have an impact.

Suggestions for any other changes are welcome for approval.

Catherine Parker
Responsible Finance Officer – May 2024

KESWICK PARKS CHARITABLE TRUSTS
23 MAY 2024

Use of the parks

1. 13 Valleys Ultra

We have been approached by the organisers of the 13 Valleys Ultra race to request whether they can use our car park for campervans and cars overnight. Although we don't normally allow this, for sole use we have done in the past.

We have negotiated a price of £1000 for sole use of the car park from 4pm on Friday 27 September 2024 to 3pm on Sunday 29 September. This is comparable to what we have charged Lakesman for use of the car park for similar use. We have based this figure on what we would normally take in the car park for a weekend in late season, so we think it is a fair price.

13 Valleys Ultra have been willing to take on board suggestions from the TC regarding litter, water stations etc, and they are also putting 5% of any fees that take to the Lake District Foundation and to 'Fix the Fells'

Trustees are asked if they agree to this.

2. Hospice at Home – Lakeland Festival of Light (ratification)

Hospice at Home contacted us with regard to their upcoming event on Friday 21st June. This event is a walk to the top of Skiddaw to view the sunset, with about 100 entrants raising money for Hospice at Home. They contacted us regarding the car park, initially seeking sole use from around 5.30pm, returning at 2am. The Cricket Club have offered their facilities for simple refreshments before the walk begins.

It would be difficult to close the car park from 5.30pm, so following discussion with Councillor Murray and the Parks Manager, we have gone back to them and said that we are happy for them to use the car park as if they were normal customers, but we will allow them to remain there until 2am without any penalty charge being incurred. We have stated that this isn't our normal practice, and they must be gone by 2am (as well as ensuring that they are quiet, as Crosthwaite Road is a residential street, and the hospital is near by). This is on the agenda to ratify the agreement.

They are also putting a banner up advertising the event on Hope Park railings, but this was agreed with the Parks manager.

3. Lakeland Festival of Light

We have received the following request from the Lakeland Festival of Light.

"I hope this finds you well and you're surviving with this weather. I'm emailing with regards to The Lakeland Festival of Light, our not for profit annual charity event which sees thousands raised for charity each year, and no doubt brings great economic benefit to the town too. You can find out more information here:

<https://www.lakelandmountainguides.co.uk/the-lakeland-festival-of-light>. We've classically used the field in the Rawnsley Centre as a start point ahead of the event, but due to having to reschedule this year's event thanks to Storm Kathleen, we have moved the event to a date on which we can't be accommodated there.

I thought Fitz Park may be a good place for the meet. Do you feel there is scope for us to use a small area of Fitz Park to:

- Put up a couple of small gazebos to sell raffle tickets, merch and take donations.
- Set up a PA system to deliver our safety brief to the participants who will then walk to Catbells.
- Have a Coffee Van and Crepe Trailer present

The date in question is Saturday 17th August and we'd likely want to set up about 5pm, and we'd be cleared up by 7pm. I'd envisaged a section near the Museum, but I'd also be open to your suggestions. We'd need vehicular access for just 4 vehicles, and we always endeavour to the leave the area as we find it."

Trustees are asked if they wish to grant this request.

Vivien Little
16 May 2024