

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices
50 Main Street
Keswick
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

3rd September 2026

A meeting of the Charitable Trusts listed below will be held in the Council Chamber, Town Hall, 50 Main Street, Keswick on **Thursday 10th September 2026 at 7.00 pm.**

Yours sincerely



Vivien Little
Town Clerk

HOPE PARK	Registered Charity	503465
FITZ PARK	Registered Charity	520327

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chair to sign as a correct record the Minutes of the Trust Meeting held on 9th July 2026 (pages 4-6).
- 3. Declarations of Interests**
To receive any Declarations of Interests from members in respect of items on this agenda.
- 4. Trustee Reports and Accounts for the year ended 31st March 2026**
To formally approve the Trustee Reports and Accounts for the year ending 31st March 2026 for Hope Park and Fitz Park (including Townsfield) (as previously distributed). Martin Borradaile from Dodd and Co will be in attendance to answer any questions from Trustees.
- 5. Chair's Report**
To receive the verbal report of the Chair.
- 6. Parks Manager's Report**
To receive the report of the Parks Manager for September 2026.
- 7. Hope Park & Fitz Park Budgets – 1st quarter 2026-27**
To receive for information the 1st quarter budget comparisons.
- 8. Request from Keswick Rotary**
To receive a request from Keswick Rotary to upgrade the Tree of Light.

Prior to the following business the Chair 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.'

9. Confidential minutes

To authorise the Chair to sign as a correct record the Minutes of the Extraordinary Trust held on Monday 3rd August 2026 (pages 7-8).

10. Clerk's Report

To receive the report of the Clerk.

11. Fundraising Update

To receive any updates on the Fundraising for the Play Area (to follow/verbal).

12. Effective Decision Making for the Keswick Parks Charitable Trusts

To receive the report of Councillor Claire Houghton.

13. Written Notice of Special Resolution

To receive a Written Notice of Special Resolution, at the request of Councillor Evans, Dunn and Chris Houghton. "That the hire Charges for the parks be agreed, with the addition of a transit fee for Commercial Users who wish to cross through the parks with no equipment, as a base rate of £850 plus VAT per day, with no fee for extra competitors".

14. Review of Fees and Charges

To receive the report from Councillor Chris Houghton.

15. Commercial Group Minutes

To receive for information the minutes of the Commercial Group meetings held on 22 July 2026, 10 August 2026 and 1 September 2026

To: All Councillors/Trustees/Press

FITZ PARK AND HOPE PARK CHARITABLE TRUSTS

Minutes of the meeting of Charitable Trusts listed below held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 8th July 2026 at 7.00 pm.

Present:

Chair
Councillor Jean Murray

Councillors		
Louise Dunn	Natalie Evans	Chris Houghton
Claire Houghton	Steve Harwood	Denstone Kemp
Benita Laphorn	Claire Peat	Richard Scott
Lorraine Taylor		

Also present were Vivien Little (Trust Clerk), Catherine Parker (Finance Officer) and Christine Fawcett (Parks Manager).

19. Apologies

No apologies for absence were received for this meeting.

Councillor Evans arrived at 7.03pm

20. Minutes

RESOLVED that the Chair be authorised to sign the Minutes of the meeting held on 28th May 2026 (pages 1-3).

21. Declarations of Interests

No declarations of interest were made at this meeting.

22. Trustee Reports and Accounts for the year ended 31st March 2026

Trustees considered the reports and accounts for the year ended 31st March 2026.

RESOLVED that the item be deferred to the September meeting.

23. Chair's Report

The majority of the Chair's Report be dealt with under agenda item 10, however discussion was made of the advertisement of the Parks Manager and how to move this forward, and how important the role was.

RESOLVED that the Parks Manager role be advertised through the Horticulture Weekly (Action – Clerk).

24. Parks Manager's Report

RECEIVED the report of the Parks Manager. The Parks Manager brought up that the works to Wivell Bridge would likely be more extensive than originally planned, and would require an application for an amendment to the permit which had been issued by Environment Agency, which could take a significant amount of time to receive. Councillor Taylor asked if there were be any grants which could help towards this. The Clerk answered that at the moment it was unknown, but would be worth looking into.

The Clerk also brought up the fact the Bowling Club have still not removed the container as had been requested, and Trustees were asked how they wanted to proceed.

RESOLVED that:

- i) The Parks Manager get a quote for the work for to be done on Wivell Bridge, and has delegated authority to proceed with the work, to a limit of £10,000, to be taken from the Future Development fund (Action – Parks Manager); and
- ii) The Bowling Club be instructed that they need to remove the container by the end of July, and Trustees be updated on the progress of this (Action – Clerk).

25. MUGA lights

RECEIVED the report of the Parks Manager. Councillor Taylor asked whether it would be possible to obtain spare lighting elements at the same time, in order to store them and have them ready for the next time this happened.

RESOLVED that the Parks Manager proceed with obtaining the flood lights as per the quotations and install before the winter months, with the funding to be taken from the Future Development Fund (Action – Parks Manager and RFO).

26. Requests for use of the Parks

Consideration was given to the requests to use the parks. Concern was raised over the amount of use of the parks, and whether we as a Trust should be encouraging use of the park by commercial events, when as a Town Council we have highlighted the number of events which are using Keswick as a base, and giving very little back to the town as a whole.

RESOLVED that

- i) Binfluencers – the date of Friday 17 July be noted as the date of the unveiling of the banner/statues provided by the Binfluencers;
- ii) Lost and Found in the Lakes – the arrangement put in place be ratified by Trustees;
- iii) Berghaus Shoot – the arrangement put in place be ratified by Trustees;
- iv) Forty Farms – the proposal from Theatre by the Lake be agreed, with the exhibition being placed in Hope Park through August to mid-October (Action – Clerk);
- v) Request from Cricket Club regarding boarding – that the request to put up boarding between the benches and the cricket field be refused on the grounds of visual impact within the park (Action – Clerk).
- vi) GB Ultra – the proposed agreement go ahead, based on the rates in the current fees and charges (£750 + VAT for base rate, plus £1.50 + VAT per competitors over 750 total, with £125 + VAT per set up day), with a £500 bond to be put in place in case of damage to the park. This is subject to careful watching the weather closer to the time, with the final decision lying with the Parks Manager, and the possibility of moving the start to the solid surface of the Crosthwaite Road car park should the weather render the main park unusable (Action – Clerk, RFO, Parks Manager); and
- vii) a policy for using the parks for filming be developed, with research being undertaken on what other Councils charge and brought back to the September Trust meeting (Action – Clerk).

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.’

27. Future Use of Fitz Park

RECEIVED the report of Councillor Harwood. Councillors raised concerns on a number of issues which he agreed would go back to Cumberland Council with. It was noted that the event was still at an early stage of planning, and nothing would actually be decided until a later date.

RESOLVED that Councillor Harwood feed back Trustee concerns to Cumberland Council, especially over rubbish and potential damage to Fitz Park, and the route that Park and Ride buses take through the town (Action – Clerk/Councillor Harwood).

Councillor Peat left the meeting at 8.15pm.

28. Fundraising

RECEIVED the reports from the Clerk and Councillor Murray. A good deal of discussion was had over how to move forward with fundraising now that the Fundraiser was no longer working with us. The time was ideal now to approach the fundraising from a corporate perspective, as this has not been completed so far.

RESOLVED that:

- i) an advert be placed for a Fundraiser, with the details and job description to be delegated to the Fundraising Group (Action – Clerk/Fundraising Group);
- ii) the Clerk to respond to the offer of raising monies for the play area positively, with a requirement that there be a contract signed, and clear boundaries set regarding waste and use of the parks (Action – Clerk);
- iii) communication work be undertaken to explain why we need a new play area at this point – the independent RoSPA and Zurich reports of the play area show ongoing concerns over the current structures (Action – Clerk); and
- iv) the Fundraising Group to focus on what recognition businesses can get for their investment in the Play Area (Action – Fundraising Group);

29. Lease Update

RECEIVED the report of the Clerk and Responsible Financial Officer.

RESOLVED that

- i) a date of 1 August 2026 be set for completion of the lease; (Action – Clerk/RFO);
- ii) the agreement of the addition of any ancillary structures be delayed until the lease is signed; and
- iii) Trustees concerns regarding complaints be put forward to the tenant (Action – Clerk).

30. Car Park contract

RECEIVED the report of the Responsible Financial Officer.

RESOLVED that the contract be renewed for another 3 year period (Action – RFO).

The meeting closed at 9.05pm.

Chair

Date

Parks Manager's Report September 2026

Christine Fawcett

It's been a busy July and August in Keswick Parks with lots of visitors in the fine weather wishing to use the facilities we maintain. Thanks must go to the parks staff and the ladies within the office for their hard work and commitment.

Hope Park

The herbaceous borders have been in full colour, and the settled weather has prolonged the flowering period. The additional wildflower patch near to the café has worked well once established and is providing a splash of colour in amongst the trees, whilst also giving another habitat for wildlife.

Maintenance to the pitch and putt greens has begun in late August; all greens have been sprayed for turf weeds, scarified, pro-cored and overseeded. This allows air into the turf roots and promotes new grass growth.



Kevin Dowding and I hosted Cumbria in Bloom judges on the 8th of July, and we are awaiting their report in October.

The summer months have brought anti-social behaviour to both parks; footpath edging boards have been removed in Hope Park woodland and thrown into the stream. Needless actions that have just created more work, with having to remove them from the stream to prevent the stream blocking and replacing the edging boards to prevent the footpath edge from collapsing. The CCTV footage has captured three youths on a number of occasions in the yard tampering with machinery and this has been passed onto the police.



Binfluencers have created a display and it has been put in place outside Café Hope. All of the materials used in the display are recycled litter including the banner which was made from an abandoned tent.

The summer floral displays have lasted bloomed well this year and created a colourful display. The autumn bedding of polyanthus will be planted just to October along with the spring flowering tulip bulbs.

Lower Fitz Park

Unfortunately, we have experienced yet more vandalism in this park too. The cricket club sight boards were damaged, timber pulled away from the river banking and glass bottles removed from the bins at the football club. These glass bottles were then smashed all over the BMX pump track. Again, these actions have been reported to the police.



Whilst those that are carrying out these incidents may think it is good fun, it takes lots of valuable staff time to clean up afterwards and takes us away from other jobs that also need doing in the parks.

Upper Fitz Park

The fine turf was recovering well after the dry spell in July, and an application of fertilizer was carried out in early August to aid growth. However, the extended dry spell carried well on into mid-August and this has put extra stress on the playing surfaces.

Scarifying of the tennis courts and bowling green will be carried out after the season finishes on Sunday. Aeration will also be carried out, and the surfaces overseeded and top dressed to repair worn out and damaged areas. It is fantastic to see these facilities being used and enjoyed so much by the public and local organizations.

Autumn fertilizer will be applied in early October to aid the recovery of all the autumn maintenance tasks and maintain a healthy turf again for next year's playing season.



A new battery is required for the oldest Dennis ES510 cylinder mower. This mower was purchased in 2022 and is 4 years old and needs the battery replacing. I have got a quote from Dennis mowers, and its replacement is going to cost £2300.00. **Could this be funded from the Development and Equipment fund?**

Wivell Bridge

Due to circumstances beyond our control the contractor who was to carry out foundation work to Wivel bridge has had to withdraw from carrying out the work as required.

I have been in contact with another contractor who is going to quote for the foundation work and use the existing permit subject to variations needed to carry out the work. I hope to have this quote for the November trust meeting and with a view to having the work carried out next year within the permitted working window.



HOPE PARK

Budget 1st April 2026 to 31st March 2027

Budget Summary as at 30th June 2026 - 1st Quarter

	AGREED Budget 26/27	Expenditure to 30.06.26	% of budget spent	Budget Remaining
Expenditure:				
Golf Cups & tee Mats	600	0	0	600
Tools	2000	230	12	1770
Materials	2500	368	15	2132
Maintenance	2500	135	5	2365
Repairs - Paths/fences	5000	377	8	4623
Repairs - Buildings	3000	640	21	2360
Repairs - Course	1500	272	18	1228
Repairs - Machinery	3000	129	4	2871
Repairs - Van service/repairs	1500	520	35	980
Fire Risk Assessment provision	500	0	0	500
Fuel and licences	4750	926	19	3824
Plants & Compost	4800	1023	21	3777
Trees and shrubs	600	0	0	600
Fertilisers	850	0	0	850
Electricity and heating oil	4000	400	10	3600
Water rates	900	76	8	824
Wages (Gardeners)	67288	14944	22	52344
Wages (Management)	23888	5730	24	18158
Wages (Cleaner)	800	195	24	605
Admin and on costs - 20%	32643	7608	23	25035
Insurance (including Trustees Indemnity)	4500	3667	81	833
Telephone	650	120	18	530
Advertising - Including Staff Recruitment	600	0	0	600
Trade Refuse Collection	2500	368	15	2132
STAFF Training costs	2000	0	0	2000
Staff Recognition	250	0	0	250
Workwear	1500	110	7	1390
Equipment	400	0	0	400
Audit Fee & Accounts Preparation	1000	0	0	1000
Bird/squirrel feeding station	400	0	0	400
Contingency	2500	0	0	2500
Health and Safety	800	0	0	800
Computer equipment & subscriptions	800	0	0	800
Web & Internet Costs	500	122	24	378
Tree Work & Surveys	4500	0	0	4500
Professional Fees	750	0	0	750
Signs Expense	1000	0	0	1000
Drainage (filling) work to fairway	1000	0	0	1000
Contribution to future Parks Van - Hire Purchase - Earmarked	4100	4100	100	0
Climate Change costs	150	0	0	150
Sewage Pumps - Essential maintenance	1000	1000	100	0
Contribution to Building Fund	2600	2600	100	0
Contribution to Development & Equip Fund	1000	1000	100	0
Worknest - H&S and HR Support	1624	1603	99	21
Sculpture adj to Café	2000	0	0	2000
Hope Park Centenary Celebrations 2027	2000	0	0	2000
TOTAL EXPENDITURE:	202743	46,660	23	156,083

	AGREED Budget 26/27	Actual Income to 30.06.26	% of budget Income	Budget Remaining
Income:				
Games - Licence to Occupy	191821	82209	43	109,612
Rent for Buildings - Café, Golf Hut & Toilets	27000	11571	43	15,429
Bank/investment interest	4500	1249	28	3,251
Donations & Money Spinner - General Fund	150	120	80	30
Bird/Squirrel Feed Station Donations	300	30	10	270
Hire of Park	750	750	100	0
Max Donations - General Fund - Designated	3000	823	27	2,177
Gift Aid/Just Giving	150	18	12	132
TOTAL INCOME:	227671	96770	43	130,901

SURPLUS/deficit	24928	50110
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Max the Miracle Dog donations - GENERAL FUND	
Balance as at 31st March 2026	45,439
Expenditure	- 5,590 (-)
Transfer	- (-)
Income	823 (+)
Balance to date	40,672

Designated/Restricted Fund Balances	
Development & Equipment Fund	39,468
Building Fund	14,049
Memorial Seats & Tree Fund	1,290
Camelia Collection - Restricted	1,500

FITZ PARK

1st April 2026 - 31st March 2027

Budget Summary as at 30 June 2026 - 1st Quarter

Expenditure:	AGREED Budget 26/27	Expenditure to 30.06.26	% of budget spent	Budget Remaining
Materials	4000	256	6	3744
Games Equipment - Including CSA	1800	0	0	1800
Repairs - Paths, fences & walls	10000	2604	26	7396
Repairs - Buildings	3000	15	1	2985
Repairs - Greens and courts	4000	869	22	3131
Repairs & Maintenance - children's play area	4000	154	4	3846
Repairs - Bridges (Wivell & Knights)	3500	0	0	3500
Fire Risk Assessment provision	700	0	0	700
Trade refuse	4500	1120	25	3380
Plants, trees & shrubs	500	0	0	500
Fertiliser	1800	0	0	1800
Electricity	7000	1394	20	5606
CSA Electricity	800	170	21	630
CSA Expenditure	1100	0	0	1100
Water Rates	4500	414	9	4086
Wages (Management)	23888	5730	24	18158
Wages, NI & SA (Snr Gardener & Gardener & Grounds Maint)	115002	26327	23	88675
Wages - Cleaner	800	195	24	605
Grass cutting - outside contract - inc Townsfield from 2024	9366	3395	36	5971
Admin and on costs - 2026/27 (30%)	48964	11413	23	37551
Insurance	7000	6363	91	637
Advertising & Staff Recruitment	700	0	0	700
Car Park - Management Fee & Maintenance	14600	2925	20	11675
Audit fee & Accounts Preparation	1000	0	0	1000
Tools	4000	1764	44	2236
Health and Safety	400	0	0	400
Signs Expense	700	88	13	612
Tree Work - inc Townsfield	8000	231	3	7769
Workwear	1600	110	7	1490
Contingency	2500	0	0	2500
Professional Fees	3000	1100	37	1900
Maintenance	2500	252	10	2248
BMX Track Expenditure	500	0	0	500
Bank Charges	500	54	11	446
STAFF Training	1500	0	0	1500
Staff Recognition	250	0	0	250
Fuel	4000	534	13	3466
Repairs - Machinery	2000	569	28	1431
Outdoor Gym	500	0	0	500
Climate Change costs	1000	0	0	1000
Townsfield	3800	200	5	3600
Internet & O365	1000	158	16	842
Station Road Railings - Painting	6000	0	0	6000
Worknest - H&S and HR Support	1624	1603	99	21
Contribution towards Play Area Development Fund	5000	5000	100	0
Wivell & Knight's Bridge - Earmarked Fund	5000	5000	100	0
Future Development	10000	10000	100	0
Townsfield - Pollard Lime Trees along Penrith Road	10000	0	0	10000
Total Expenditure:	347894	90007	26	257,887

Income:	AGREED Budget 26/27	Income to 30.06.26	% of budget Income	Budget Remaining
Licence Fee - Games & Catering	4200	1287	31	2913
Café HNW - Utilities	4000	1586	40	2414
Crosthwaite Road Car Park	55000	16533	30	38467
Wayleaves	33	0	0	33
Insurance Reimbursements	1400	1973	141	-573
Hire of Fitz Park	1000	0	0	1000
Donations	100	0	0	100
Tennis Club - Licence Agreement	2500	2500	100	0
Football Club - Lease	1000	0	0	1000
Car Park Levy - Football Club	11000	0	0	11000
CSA Electricity	400	0	0	400
Play Area Donations	200	0	0	200
Bank/Investment Interest & Loyalty Reward	3000	621	21	2379
Gift Aid/Just Giving	200	53	27	147
Allerdale Lottery	500	180	36	320
				0
				0
Grant from Keswick Town Council*	243361	243361	100	0
Grant from Cumberland Council*	20000	20000	100	0
*(to cover deficit)				
Total Income:	347894	288094	83	59,800

NET SURPLUS/DEFICIT	0	198087
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Designated Fund & Project Balances	
Sinking Fund	100,000
Future Developments Fund	95,056
New Play Area	75,467
BMX Track	732
Memorials Fund - Trees & Benches	1,702
Sensory Garden (Wivell Park)	1,320
Outdoor Gym	2,811
Tree Carving	441

KESWICK PARKS CHARITABLE TRUSTS
10 SEPTEMBER 2026

Request from Keswick Rotary

We have received a request from Keswick Rotary Club regarding a small upgrade to the Tree of Light in Wivell Triangle. They plan to put a temporary strap around the tree, which will not be fixed to the tree, just wrapped around it) just about the white electric box, halfway up the tree, and attached to the strap will be 3 or 4 spotlights pointing up into the tree branches.

The spotlights will be put up 2 weeks before the town's Christmas Lights switch on to incorporate Remembrance Day for those who wish to remember anyone they have lost. Their names will be put on the plinth near to the Cenotaph.

This will then remain in place during the Christmas lights period, to be removed in January when the Tree of Light normally is switched off.

I have attached a mock up of what it will look like lit up, with the current lights as well.

Are Trustees happy for this to go ahead?

