

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

**Council Offices
50 Main Street
Keswick
CA12 5JS**

14 July 2026

A meeting of Keswick Town Council Events Committee will be held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on **Monday 20 July 2026 at 11am**

Yours sincerely



**Vivien Little
Town Clerk**

AGENDA

- 1. Election of Chair**
To elect the Chair of the Events Committee for the 2026/27 municipal year.
- 2. Apologies** - To receive apologies for absence.
- 3. Minutes** - To agree the minutes of the Events Committee Meeting held on the 23 April 2026 (pages 19-20).
- 4. Party in the Park - feedback**
To receive feedback on the Party in the Park event.
- 5. Keswick Games Sunday 16 August 2026 11am till 4pm**
To receive a progress update from Events Coordinator on arrangements for the Keswick Games.
- 6. 750 Anniversary of Keswick's Market Charter - Saturday 8 August 2026**
To receive details of the event from Market Manager, Phil Byers, and to discuss Keswick Town Council involvement including fundraising opportunity for the Play Area Project – see Trust report which went on July 9, 2026.
- 7. Future Events**
To discuss planned future events.
- 8. Date of next meeting**
To agree the date of the next meeting.

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

Minutes of the Keswick Town Council Events Committee held at Quaker Meeting House, Elliot Park, Keswick on Thursday 23 April 2026 at 11.30am.

Present: Councillor Rob Nelson (Chair)
 Councillor Steve Harwood (SH)
 Councillor Richard Scott (RS)
 Councillor Claire Houghton (CH)
 Yvonne Booth (Events Coordinator) (YB)
 Andy Cannon (Keswick Lions) (AC)
 Mary Elliot (Theatre by the Lake) (ME)
 Emily Hardy (Suskes) (EH)
 Catherine Parker (RFO) (CP)
 Ania Mlynczak (Support Officer) (AM)

45. Apologies

Apologies for absence were received from Councillor Louise Dunn, Councillor Natalie Evans, Vivien Little (Town Clerk) and David Quainton (Rotary).

46. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 26 March 2026 be approved (pages 17-18).

47. To discuss progress on the following events:

- **May Day Event, Townsfield – Monday 4 May 2026 10am to 3pm**

RECEIVED May Day Event Management Plan from the Events Coordinator.

YB confirmed that the preparations for May Day are progressing well:

- ✓ The event has been well promoted via social media, the local schools has been notified, and three banners are in place.
- ✓ Yellow arrows marking children's games will be clearly displayed prior to the event (Action: SH & RN).
- ✓ Event Equipment will be collected on Friday by RN & YB.
- ✓ RN will erect the maypole in advance of the event.
- ✓ RN will liaise with Travis Perkins to ensure clear access to their car park, which may be used for volunteers parking and accessibility needs.
- ✓ YB will communicate that no public parking is permitted on site, no public will be allowed in Townsfield until vendors vehicles have cleared the area.
- ✓ All volunteers are required to wear hi visibility jackets or orange T-shirts.
- ✓ Lions will be available on a day – six attendees. Andy Cannon will be main Volunteer
- ✓ Rotary will have 2 volunteers representing them.
- ✓ All Volunteers will receive clear instructions given from YB – an updated Events Management plan will be circulated in advance.
- ✓ Event setup will begin from 7am:
 - Bee Unique arriving at 7am
 - Toilets and Fluid arriving at 8am
 - Vendors, Calvert Ponies, Suskes Eco Car and Yoga instructor arriving between 7 and 9am.
- ✓ Wheelie bin, additional bins, barriers and chairs to be taken to the Townsfield by Parks staff ahead of the event.
- ✓ Mayor of Keswick, LD will officially open the event at 10.30am.
- ✓ Children's Races will commence at 11am, including: three-legged race, coloured egg and spoon race, space hoppers and sack race.

- ✓ Prizes have been confirmed for games, best bonnet and best fancy dress. King and Queen will receive medals
- ✓ CP will request chairs from HNW café for the May King and Queen, they will be placed by the maypole.
- ✓ St Herberts School pupils will dance around the maypole at 10.30am, 12.00 and 2.30pm.
- ✓ St Herberts School choir will perform.
- ✓ The Mayor of Keswick will judge the best bonnet and best fancy-dress competitions.
- ✓ Andy Cannon (Lions) raised concerns about kids crossing the road and leaving Townsfield unattended, volunteers may advise but not enforce.
- ✓ YB will review and finalise Risk assessment.
- ✓ Volunteers are hopeful for favourable weather, with the forecast currently looking promising.

- **RESOLVED** that the following events will be discussed at a later date:
 - Party in the Park, Fitz Park – Saturday 27 June 2026
 - Keswick Games, Sunday 16 August 2026
 - Christmas Lights Switch - On event, Wednesday 18 November 2026.

48. To agree the date of the next meeting

RESOLVED that the date and time of next meeting are yet to be confirmed.

The meeting finished at 12.32pm

Chair

Date

KESWICK TOWN COUNCIL
EVENTS COMMITTEE
20 July 2026

Feedback from Party in the Park

In general, the feedback from Party in the Park was absolutely fantastic – all the comments on social media have been positive, as have any comments I have heard. We were exceptionally lucky with the day, after a brief rain shower at 11am.

There were a few points which were fed back from Councillors who helped out on the day.

- overwhelmingly positive!!!!
- Loos: I understand one was out of order from the start, one was 'soiled' and we only ended up with one working. Not sure what we can do about them being made unusable due to accidents/ misuse. But they should all be working from the start (I may have had dud info though- can't imagine them delivering an out of order one?!).
- Food: need more. Hard one as we've had too much previously! Adam at the Square Orange said they are considering getting a food truck so that may be an option along with others. If availability is an issue, maybe Cafe West can do specials. Cafe HNW said they were less busy than usual which surprised me.
- I didn't go on Saturday but chatted with my neighbour about it. He said it was absolutely fantastic, he loved the music, great atmosphere, and he had a wonderful time. Only negative was no food trucks. I'm not sure if the expectation was for folk to use the 2 cafes, or if the cricket club was doing something and he didn't spot it, but he said loads of people were ordering takeaways to be delivered to the park gates. I'm sure there were hot food vans last year?

The toilets were an issue – the lesson learned from this is that they need to be checked before the contractor leaves the site. Yvonne spoke to them on the day as soon as we realised and informed them that we wouldn't pay for the one which wasn't working. The issue is that there are only a few companies now that provide temporary loos, but we will look at it closely for next year.

Other issues which have come up – the amount of vehicles which were on the park. Bee Unique had a particularly large number of vehicles (in excess of ten), some of which we understood that they were not expecting. With the amount of people running around, especially children, and adults who had consumed a large amount of alcohol, this was a concern.

I propose that moving forward, a limit of two vehicles associated with any single vendor/group associated with the event be put in place, with registrations to be passed to Yvonne in advance of the event. Extra vehicles can be there to help with set up, but after that they would have to leave.

I have also drafted an agreement which can be given to vendors regarding this (see attached), to be sent back to us along with risk assessments etc. This would help reduce any concerns about vehicles – something we have to consider moving forward anyway as part of duty with regard to terrorism. I would also propose that the gate to Fitz Park remain shut until required use, with a warning outside of the gate (I'm thinking something simple such a cone with a sign on it), saying that authorised vehicles only are allowed in the park.

We can also speak to the Cricket Club (and other permit holders) to ensure that we know what vehicles they will have coming in on the day).

I would feel happier if this was in place, as I had a good deal of concerns on the day.

We also need to ensure that we have a formal agreement with Bee Unique in place moving forward, and consider whether to ask them for a donation moving forward.

We have also had issues with vendors not paying the fee for concessions as required by ourselves. I am therefore proposing a policy that if the vendor has not paid the fee in advance of the event, they are not allowed on the field on the day. This may cause ill feeling, but we are simply treating every vendor equally.

Vivien Little

9 July 2026



TERMS AND CONDITIONS OF USE OF FITZ PARK, STATION ROAD, KESWICK FOR VEHICLES ASSOCIATED WITH EVENTS

Keswick Town Council (acting as Fitz Park Charitable Trust) agrees to the use of Fitz Park for vehicles associated with events on the following conditions:

Vehicular access to Fitz Park is restricted to agreed vehicles only. Registration numbers must be given to the Events Coordinator in advance of the event, no other vehicles will be permitted entry.

The number of vehicles on Fitz Park at any one time will be strictly controlled.

The following conditions relating to vehicle access to Fitz Park must be observed at all times:-

- Entry to the Park must be via the gates adjacent to Keswick Museum and Art Gallery;
- Gates must be opened and closed on entry and exit;
- Speed is restricted to 5mph;
- Hazard lights must be on at all times when moving;
- Any vehicle movement in the park will be accompanied by a marshal;
- Care must be taken regarding other users, particularly children and cycles.

Owners of vehicles associated with the event will indemnify the Fitz Park Charitable Trust against all claims arising due to misuse of the rules within the park.

Vivien Little
Town Clerk and Trusts CEO

KESWICK TOWN COUNCIL
EVENTS COMMITTEE
20 JULY 2026

Fundraising update

750th anniversary of the Keswick Market Charter – fundraising opportunity

I have been speaking to Phil Byers from Cumberland Markets, and they will be hosting a special medieval themed market on Saturday 8 August 2026 to celebrate the 750th anniversary of the Keswick Market charter. This will obviously be advertised well in order to gain visitors, and Phil has agreed to give Keswick Town Council a stall on the market, which will be placed outside Boots.

He has also agreed to help us fundraise for the Fitz Park Play Area appeal – he has suggested a tombola. At the Trust meeting on 9th July, it was decided that we wouldn't rely on the businesses in town for donations, as it could affect any other donations we seek for the play area. We have already applied for a street collection licence for that day, which has been agreed. We are hoping that the new Town Crier will be in place (more about that at the Town Council meeting), and Phil is intending to re-enact the handing over of the Market Charter, along with Natalie in her role as Mayor.

I think this will be a great opportunity, as it should be very busy with tourists then (it is right at the end of Convention), and a chance to try and raise some money from the tourists who visit the parks.

I am happy to come in and help, but we will of course be looking for volunteers to help with this day.

Vivien Little
6 July 2026