

**FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS**

Council Offices  
50 Main Street  
Keswick  
CA12 5JS  
Tel 017687 73607

19<sup>th</sup> May 2016

Dear Sir/Madam

The Annual Meeting of the Charitable Trusts listed below will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on **Thursday 26<sup>th</sup> May 2016 at 7.30pm**. The press and public are welcome to attend.

Yours faithfully



**Lynda Walker**  
Town Clerk

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

**A G E N D A**

- 1. Apologies**  
To receive apologies for absence.
- 2. Election of Chairman**  
To elect a Chairman for the ensuing year.
- 3. Election of Vice Chairman**  
To elect a Vice Chairman for the ensuing year.
- 4. Minutes**  
To approve and authorise the Chairman to sign the Minutes of the meeting held on 5<sup>th</sup> April 2016 (pages 17-18).
- 5. Declarations of Interests**  
To receive any declarations of interests in respect of items on this agenda.
- 6. Annual Report**  
To receive the outgoing Chairman's Annual Report.
- 7. Sensory Garden – Wivell Park**  
To receive an update from Elizabeth Barraciough, who will be in attendance for this item with Liz Newport.
- 8. Update on Programme and Priorities for work in Fitz Park**  
To receive the report of the Clerk.

**9. Test Drilling in Fitz Park**

To receive information from Councillor Titley.

**10. Budget Comparisons**

To receive budget comparisons for the fourth quarter.

**11. Assets Register**

To approve and adopt the updated Assets Registers for Hope and Fitz Parks.

**12. Request for vehicular access - Fitz Park Events**

To consider request from Keswick Town Council Events Committee.

**13. Requests for use of the Parks**

- i) To consider request for use of Hope Park for a concert on Sunday 14<sup>th</sup> August 2016.
- ii) To consider a request from Keswick Rotary Club for a duck race to be held in Fitz Park on August Bank Holiday Monday (29<sup>th</sup>), subject to the park being in a suitable condition.
- iii) To consider request from Keswick Museum to display a banner in the Fitz Park play area during the school holidays to promote family activities.

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

*'That in view of the confidential nature of the business about to be transacted, it is advisable that the public and/or press be temporarily excluded and they are instructed to withdraw'*

**14. Contracting**

To receive letter from Hope Leisure and report of Working Group.

**15. Staffing**

To receive the report of the Clerk.

To: All Councillors/Trustees  
Press

**FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS**

Minutes of the meeting of Fitz Park, Hope Park & Townsfield Charitable Trusts held in the Council Chamber, First Floor, Council Offices, Keswick, on Tuesday 5<sup>th</sup> April 2016 at 7.30pm.

---

Present:

Chairman  
Councillor Susan Leighton

Councillors

David Burn	Allan Daniels	Martin Jordan
Denstone Kemp	Andrew Lysser	Tony Lywood
Peter Price	Martin Pugmire	Paul Titley

Also in attendance were Lynda Walker, Trust Clerk; Keith Brown, Parks Manager, Catherine Parker, Administration and Finance Officer; Philip Pridmore from Keswick Cricket Club; Ray Dowding of Hope Leisure Ltd; David & Sue Forte of Larry's Lodge.

Prior to the start of the meeting, David & Sue Forte of Larry's Lodge presented the Chair with £250 raised from a Coffee Morning event at their Bed & Breakfast business on Eskin Street. The Chair thanked them for this donation and promised that the funds would be used wisely.

**72. Apologies**

Apologies for absence were received from Councillors Miller and Paxon.

**73. Declarations of Interests**

No declarations of interests in respect of items on this agenda were received.

**74. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the Minutes of the Trust meeting held on Thursday 10<sup>th</sup> March 2016 (pages 15 - 16).

**75. Chairman's Report**

**RECEIVED** the Chairman's report including an update following the Park Users meeting held on 24<sup>th</sup> March 2016. The Chair advised that a substantial grant was expected from the joint Rotary/Lions flood appeal fund which would be gratefully received.

**76. Parks Manager's Report**

**RECEIVED** the report of the Parks Manager.

**77. Flooding Update**

Consideration was given to the report of the Administration & Finance Officer including the alternative designs for a replacement footbridge into Fitz Park.

**RESOLVED:**

- i) Replacement for Knightsbridge - that costings be obtained for design options 2 and 3 with a preference for option 2, costings to include access ramps
- ii) Wivell Bridge – that advice be taken regarding the need to repair the embankment wall before the bridge repair can be undertaken
- iii) Community Sports Area – that the surface be replaced with the Viceroy option or the Viscount if this can be obtained for the same price
- iv) Crosthwaite Road Car Park – that the area be swept and brought back into use as soon as possible and that alternative surfaces also be investigated
- v) That the request from the Bowling Club for a storage container be approved in the location identified.

**78. Fitz Park - Prioritisation and Funding of Reinstatement Work**

The Clerk gave an update on funding available for reinstatement of Fitz Park and consideration was given to the priorities for work.

**RESOLVED**

- i) that the funding from the Rotary/Lions flood appeal be used for the reinstatement of Upper Fitz Park with the public tennis and bowling greens to be a priority and that the Clerk seek additional funding for replacement of the tennis nets and fencing
- ii) that approval be given to the request from the Tennis Club to increase the size of their courts to meet LTA recommendations and that the putting course be re-established accordingly

**79. Requests for use of the Parks**

**RECEIVED** the following correspondence:

- i) Keswick WI – use of Community Sports Area at Fitz Park 12<sup>th</sup> June 2016  
**RESOLVED** that the request be approved free of charge subject to the condition of the surface being acceptable
- ii) West House – cancellation of one day festival

**Prior to the following business the Chairman moved the resolution:**

*‘That in view of the confidential nature of the business about to be transacted, it is advisable that the public and/or press be temporarily excluded and they are instructed to withdraw’*

**80. Contracting**

**RESOLVED**

- i) That Ray Dowding’s offer to provide games and catering in Upper Fitz Park in 2016 be accepted and that every effort be made to restore the public tennis and bowling greens by 1<sup>st</sup> July 2016.
- ii) That the Clerk and Councillors Daniels, Lywood and Miller put the necessary arrangements in place to negotiate the renewal of the lease for Hope Park and report back to the Trust in due course

The meeting closed at 8.50 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

## **Chairman's Report May 2016**

The Good and the Bad and everything in between.

This last year has been one of great challenges for the Parks, Staff, and Councillors.

My time as Chair of the Parks has now come to an end and I am able to pass my responsibility on. But for the incoming Chair and the Parks and Council staff, there are still challenges ahead and I sincerely wish them all a better year with many happy moments and a lot of good news.

The devastating flood in December which covered Fitz Park in silt and debris was the very worst of the 'bad' events in this last year.

The severe dry weather early this month ("a 10 day drought at just the worst time" is how it was described to me last week) has not helped us recently either.

It still feels as though we have a long way to go before things are more normal and the Parks and bridges fully useable again.

But the good news is that the work on the reinstatement of the parks is well underway, with the first Cricket Match of the season being held last weekend (the Museum Cafe being used for refreshments as the Pavilion is not yet ready for use).

In Lower Fitz the seeded area of the Football field seems to be doing well, though the seeded (temporary) vehicle route through the park has suffered with the very dry weather, and the newly laid Turf in Upper Fitz has also suffered.

Hope Park is beginning to show a well thought out floral display and the evidence of much hard work. The Fitz Park Staff have yet to see much in the way of fruit from their labour as so much damage had been done by the flood, but I hope they will be able to rejoice when Upper Fitz can be reopened.

The greatest 'good' in this last year has been the unrelenting commitment shown by Lynda (Town Clerk) and her team (Catherine and Wendy), as they have battled with insurers and work companies as extras to their usual load.

I am very grateful to them and to Councillors, especially those who have been available at short notice to assist with what has been required.

The concluding section of good news is that work on resurfacing the Multi-use Games area and work on the new Sensory Garden project has begun, and I hope that these areas will be appreciated by many from Keswick and beyond.

**Councillor Susan Leighton.**



HOPE PARK TRUST

Budget 1st April 2015 to 31 March 2016

Budget Summary as at 31st March 2016 - REVENUE - PENDING YEAR END ADJUSTMENTS

4th Quarter

EXPENDITURE	Budget for Year	Actual to 31.03.16	% of Budget Spent	
Games Areas Equipment - Golf Cups & Tee				
Mats	500	531	106.20	
Tools	250	36	14.40	
Materials	1500	428	28.53	
Maintenance	1000	494	49.40	
Repairs - Paths/fences	1500	1043	69.53	
Repairs - Buildings	1500	225	15.00	
Repairs - Course	250	52	20.80	
Repairs - Machinery	2000	495	24.75	
Repairs - Van service/repairs	300	313	104.33	
Fuel and licences	2500	2396	95.84	
Plant production costs	2000	1094	54.70	
Trees and shrubs	300	0	0.00	
Fertilisers	630	517	82.06	
Electricity and heating oil	500	458	91.60	
Water rates	210	65	30.95	
Wages gardens	34380	31889	92.75	
Wages management (inc staff costs)	25430	24395	95.93	
Admin and on costs	22278	20389	91.52	
Insurance	4500	3439	76.42	
Telephone	250	316	126.40	
Advertising - Including Staff Recruitment	100	222	222.00	Overspend due to recruitment & tender advert
Trade Refuse Collection	680	471	69.26	
Training costs	250	0	0.00	
Workwear	300	774	258.00	Overspend due to new uniforms
Equipment	400	0	0.00	
Audit Fee & Accounts Preparation	800	0	0.00	
Bird/squirrel feeding station	150	99	66.00	
Printing and stationery	50	0	0.00	
Contingency	1000	828	82.80	Recruitment Advertising & Watering
Health and Safety	250	192	76.80	
Computer equipment	100	203	203.00	Overspend due to laptop repairs
Web & Internet Costs	160	251	156.88	Overspend due to technical assistance
Tree Work & Surveys	2000	1295	64.75	
Professional Fees	500	1102	220.40	Structural survey Hope & drawing for welfare building
Signs Expense	100	144	144.00	
Memorial Seats & Trees	0	183	0.00	
<b>TOTAL EXPENDITURE</b>	<b>108618</b>	<b>94339</b>	<b>86.85</b>	

INCOME	Budget for Year	Actual to 31.03.16	% of Budget Income
Lease Fee	134984	134984	100.00
Bank interest	5	0	0.00
Donations & Money Spinner	350	315	90.00
Building Fund interest	10	16	160.00
Fuel reimbursements	1000	354	35.40
Bird/Squirrel Feed Station Donations	300	576	192.00
Memorial Seats & Trees	0	0	0.00
Sale of Assets/Scrap	0	50	0.00
<b>TOTAL INCOME</b>	<b>136649</b>	<b>136295</b>	<b>99.74</b>

<b>SURPLUS/DEFICIT</b>	<b>28031</b>	<b>41956</b>
------------------------	--------------	--------------

FUNDS

Development & Equipment Fund	Budget 2015/16	Actual to 30.06.15	
Verti Corer	0	1000	As agreed at Nov Trust meeting
	0	0	
	0	0	
	0	1000	

<b>Flood Insurance Claim</b>	
Expenditure	515
Income	5665
Balance	5150

FITZ PARK

1st April 2015 - 31st March 2016

Budget Summary as at 31st March 2016 - REVENUE - PENDING YEAR END ADJUSTMENTS

4th Quarter

Expenditure	Budget for Year	Expenditure to 31.03.16	% of budget spent
Materials	700	400	57.14
Games Equipment - Including CSA	300	504	168.00
Repairs - Paths, fences & walls	2500	541	0.00
Repairs - Buildings	500	0	0.00
Repairs - Greens and courts	1000	462	46.20
Repairs & Maintenance - children's play area	6000	3,165	52.75
Repairs - Memorial seats	350	200	57.14
Trade refuse	750	472	62.93
Plant material - Including trees & shrubs	500	0	0.00
Fertiliser	750	364	48.53
Electricity	750	598	79.73
CSA Electricity	400	321	80.25
CSA Expenditure	600	108	18.00
Water Rates	550	208	37.45
Wages, NI & SA (Management)	6358	6,087	95.74
Wages, NI & SA (Parks)	37772	37,671	99.73
Grass cutting - outside contract	8000	8,000	100.00
Admin and on costs	22278	20,389	91.52
Insurance	4000	5,131	128.28
Telephone	20	0	0.00
Advertising & Staff Recruitment	100	0	0.00
Car park expenses	3000	651	21.70
Audit fee & Accounts Preparation	800	0	0.00
Tools	100	195	195.00
Health and Safety	200	83	41.50
Printing & Stationery	50	0	0.00
Sinking Fund	10000	10,000	100.00
Hygiene Contract	80	75	93.75
Signs Expense	500	655	131.00
Tree Work	3500	1,116	31.89
Workwear	300	1,023	341.00
Contingency	1500	0	0.00
Professional Fees	500	0	0.00
Maintenance	300	30	0.00
BMX Track Expenditure	1000	195	19.50
Flood Uninsured Losses - Funded from Budget underspends (agreed amount £5498)	0	5,498	0.00
<b>Total Expenditure</b>	<b>116,008</b>	<b>104,150</b>	<b>89.78</b>

Overspend due to new hole cutter

Overspend due to new insurer

Overspend due to new uniforms

Income	Budget for Year	Income to 31.03.06	% of budget Income
Licence Fee - Games & Catering	1000	1,000	100.00
New Car park Income	23000	13,260	57.65
Grazing Rights	0	0	0.00
Wayleaves	33	33	100.00
Insurance Reimbursements	470	991	210.85
Hire of Fitz Park	3000	3,523	117.43
Donations	150	736	490.67
Tennis Club - Licence Agreement	1000	1,000	100.00
Football Club - Lease	1000	1,000	100.00
Car Park Levy - Football Club	2800	4,629	165.32
CSA Electricity	700	0	0.00
Play Area - All Income	50	940	1880.00
BMX Track Income - Restricted Fund	500	890	178.00
Memorial Seats	600	208	34.67
<b>Total Income</b>	<b>34,303</b>	<b>28,210</b>	<b>82.24</b>

Inc Sports Pavilion

Inc donation from Fleming A-Word

<b>NET EXPENDITURE SURPLUS/-DEFICIT</b>	<b>81,705</b>	<b>75,940</b>	<b>92.94</b>
---	---------------	---------------	--------------

Flood Insurance Claim/Uninsured Losses - For Info	(Plus budget underspend as agreed - see above)
Expenditure - Insurance Claim Expenditure	10,687
Expenditure - Sinking Fund	39,267
Expenditure - Additional Grant KTC	2,518
<b>Total Expenditure</b>	<b>52,472</b>

Income - Insurance Claim Income	3,168
Income - Sinking Fund	42,813
Income - Additional Grant KTC (£10k)	10,000
Fitz Park Flood Recovery Fund	2,550
<b>Total Income</b>	<b>58,531</b>
<b>Balance</b>	<b>6,059</b>







KESWICK TOWN COUNCIL ASSETS REGISTER

FITZ PARK CHARITABLE TRUST

AS AT 31/03/2016

FL0001103825

Date	Description	Quantity	Value	Category	Notes	Disposal	Residual	Original Value	Current Value
15.06.08	£26.00 Cookworks Microwave (White) [FLOOD DISPOSAL]	1	26.00	Appliances	Staff Hut		7	0	0
01.04.08	£91.00 Staff Lockers	22	91.00	Furniture	Staff Hut		4	18	18
09.04.09	£160.00 TP1000 Digital Clocking In Machine [FLOOD DISPOSAL]	42	160.00	Appliances	Staff Hut		42	0	0
19.09.09	£30.00 Table Top Fridge [FLOOD DISPOSAL]	8	30.00	Appliances	Staff Hut		8	0	0
25.03.09	£34.00 Green Resin Table [FLOOD DISPOSAL]	9	34.00	Furniture	Games Hut		9	0	0
02.04.10	£55.19 Swain 16 litre Chesting Vans [FLOOD DISPOSAL]	18	55.19	Appliances	Games Hut		18	0	0
26.04.10	£85.20 Jagers Value Range 4411424W UC Fridge [FLOOD DISPOSAL]	27	85.20	Appliances	Games Hut		27	0	0
31.07.10	£83.00 Draper Expert S05 Hammer Drill [FLOOD DISPOSAL]	27	83.00	Tools	Workshop		27	0	0
31.03.13	£172.00 Club Sale	88	172.00	Furniture	Games Hut		18	70	70
12.02.14	£56.61 Bosch 4.5° Grinder & Cutting Disk [FLOOD DISPOSAL]	48	56.61	Tools	Workshop		48	0	0
27.02.15	£500.00 Trendbank Fuel Store	400	500.00	Appliances	Workshop		80	320	320
30.09.15	£157.25 Husqvarna 435 15 bar chainsaw [50% Hope/Fire]	0	157.25	Tools	Workshop Hope/Fire		157	31	126
29.05.99	Large wheeled bin	0		Appliances	Allerdale Borough Councils Property		0	0	0
31.03.02	Seats - complete wood	0		Furniture			0	0	0
2008/09	Memorial seats [FLOOD DISPOSAL]	114		Furniture			0	0	0
2009/10	Memorial seats [1]	168		Furniture			0	0	0
26.03.10	£599.00 Standard Wooden Picnic Tables [Play Area]	102	599.00	Furniture			20	82	82
31.12.09	Various Items	40825		Various			8162	31647	31647
31.03.12	£ 99,797.00 New Car Park - Hospital Field		99,797.00	Land & Buildings	Hospital Field				
31.03.11	£ 136,233.00 New CSA		136,233.00	Land & Buildings	Lower Fitz Park				
30/03/14	£ 36,600.00 New BMX Pump Track		36,600.00	Land & Buildings	Hospital Field				



**Keswick Town Council Events Committee  
Request for Vehicular Access – Fitz Park Events**

At the Events committee meeting held on 5<sup>th</sup> April 2016 the following item was placed on the agenda:-

**'Fitz Park Mid-Summer Events – Vehicular Access**

To discuss vehicular arrangements for all KTC events to be held in Fitz Park and agree if a letter should be sent to Fitz Park Trustees to request additional vehicular access for organisers/suppliers - (Terms & Conditions of Use – attached for information)

*Please note: All terms and conditions of use for Fitz Park must be adhered to (excluding hire charge)'*

**Request to Trustees**

It was resolved at the Keswick Town Council meeting held on the 21<sup>st</sup> April 2016 that Fitz Park Trustees be asked to reconsider the Terms and Conditions of Use of the Park regarding vehicular arrangements for events taking place in the park during the Festival week.

**Catherine Parker  
Administration & Finance Officer**

**TERMS AND CONDITIONS OF USE OF  
FITZ PARK, STATION ROAD, KESWICK AND HOPE PARK, LAKE ROAD, KESWICK**

**The Charitable Trusts agree to the use of Fitz and Hope Park**

**On the following conditions:**

- 1) That the standard rate will be payable by the Hirer for the use of the Fitz. The rates for use of the Park are as follows:-

The base rate for use of the park be set at **£500.00 plus VAT** per day (with a charge of £125 plus VAT applying for set up/take down days) OR £1 plus VAT per competitor whichever is greater.

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.

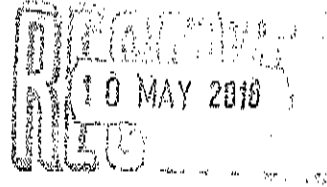
*Please note: The Trust retains the discretion to amend this charge in appropriate circumstances*

- 2) That arrangements be made for car parking outside the park and that no vehicles access the Park. Vehicular access to Fitz Park is restricted to permit holders only; permission is required from Fitz Park Trust to access the park for loading and unloading only whilst hiring the Park. 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. Should you be using this location as a finish line for your event you must ensure stewards are in attendance at all times.
  - Speed is restricted to 5mph
  - Care must be taken regarding other park users, particularly children and cycles
- 3) That the noise levels be marshalled in view of the proximity to residential area and no music/audio to be played at any time.
- 4) That any damage will be repaired by the Hirer within one calendar month of the event and any costs, in reinstating the park, will be met by the Hirer
- 5) That a thorough litter pick takes place following your event and all signage is removed.

- 6) That the Hirer confirms they hold full public liability insurance, the necessary licence for the event to take place (if applicable) and undertakes a risk assessment of the area to be used and supplies the Trust with a detailed site plan, any costs to be met by the hirer. **Copies of these must be provided to the Trust before any event takes place.**
- 7) That the Hirer will indemnify The Fitz Park Charitable Trust against all claims arising from this event.
- 8) That the Hirer agrees to Fitz Park Charitable Trust and Fitz User Groups (Sports Clubs) using other sections of the Park for other purposes at the same time as the event is being held.
- 9) That the hirer confirms they have viewed the Cumbria County Council 'Safety Information for Event Organiser' webpage (see <http://www.cumbria.gov.uk/eventscaledar/eventsafetyinformation.asp> for details) and completed the relevant forms. **A copy of EAG 1 form as a minimum must be provided to the Trust before any event takes place (if applicable).**
- 10) That prior approval of the Trust is required for any subletting e.g. outside caterers (including vendors), alcohol availability and entertainment to be provided.
- 11) That sufficient toilet facilities be provided for the numbers expected to attend.
- 12) That all items pertaining to your event e.g. barriers, toilets skips etc. must be removed from the Park no later than 24 hours after the event







Bryngwyn  
Heads Nook  
Brampton  
CA8 9AE  
9/5/2016

Trustees of Hope Park, Keswick

I am contacting you regarding a possible concert in the park on Sunday, August 14th around lunchtime. My daughter conducts a Church Brass Band in Germany and they are coming on tour to Britain in August this year. Concerts are already arranged in Carlisle and Glasgow Cathedrals and I was wondering if they could perform a concert of light music lasting around one hour in Hope Park?

They would be happy to offer a small donation to the park.  
I have included further information about them as follows;

**Introduction Posaunenchor St. Matthäus Nürnberg**

We are a Lutheran brass ensemble who are based at the St. Matthäus (St. Matthew) Church in the North of Nuremberg. 'Posaunenchor' directly translated to English is trombone choir. However, trombone choirs are made up of a mixture of brass instruments - trumpet, horn, trombone & tuba.

Website Link: <http://www.st-matthaeus-n.de/PosChor.html>

The Ensemble was founded in 1957. We rehearse regularly and perform two main concerts each year; monthly in a Church service and in small groups as needed. We are made up of Amateur players whose age range from 13 - 77. We perform a wide range of repertoire ranging from church music, classic, jazz and movie themes. Since 2014 the choir is conducted by Christine Harris who originates from Carlisle.

I look forward to hearing from you

Pam Harris

