

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices  
50 Main Street  
Keswick  
CA12 5JS

7<sup>th</sup> July 2016

Dear Sir/Madam

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on **Thursday 14<sup>th</sup> July 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

**AGENDA**

- 1. Apologies**  
To receive apologies for absence.
- 2. Declarations of Interests**  
To receive any Declarations of Interests from members in respect of items on this agenda.
- 3. Minutes**  
To approve and authorise the Chairman to sign the Minutes of the Annual Trust Meeting held on Thursday 26<sup>th</sup> May 2016.
- 4. Trustee Reports and Accounts for the year ended 31<sup>st</sup> March 2016**  
To formally approve the Trustee Reports and Accounts for the year ended 31<sup>st</sup> March 2016 for Hope Park, Fitz Park and Townsfield. Frances Clark of Keswick Accountants will be in attendance for this item.
- 5. Chairman's Report**  
To receive the Chairman's report.
- 6. Update on Flood Reinstatement Work**  
To consider the report of the Clerk and Admin & Finance Officer.
- 7. Station Road Drainage**  
To receive a report from the Chair and Vice Chair following site meetings with Cumbria Highways.
- 8. Clerk's Report**  
To consider the Clerk's report.

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

To consider a request for use of either Fitz or Hope Park for the start of a MacMillan Charity Walk on Saturday 17 June 2017.

Prior to the following business the Chairman will move the following 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'*

**10. Contracting**

To receive the Valuer's report in relation to Hope Park together with an update on progress with preparation of the lease.

**11. Staffing**

To receive the report of the Staffing Committee.

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

Minutes of the Annual Meeting of Fitz Park, Hope Park & Townsfield Charitable Trusts held in the Council Chamber, First Floor, Council Offices, Keswick, on Thursday 26<sup>th</sup> May 2016 at 7.30pm.

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Present:

Chairman  
Councillor Adam Paxon

Councillors

David Burn  
Denstone Kemp  
Tony Lywood  
Paul Titley

Allan Daniels  
Susan Leighton  
Duncan Miller

Martin Jordan  
Andrew Lysser  
Peter Price

Also in attendance were Lynda Walker (Trust Clerk), Elizabeth Barraclough (Friends of the Parks), Liz Newport (Wildroof Landscapes), Steve Harwood (ADK Architects), Peter Towers (Fitz Park staff) and one member of the press.

**1. Apologies**

Apologies for absence were received from Councillor Pugmire.

**2. Election of Chairman**

There being only one nomination it was **RESOLVED** that Councillor Paxon be elected as Chairman for the ensuing year.

**3. Election of Vice Chairman**

There being two nominations a vote took place and it was **RESOLVED** that Councillor Miller be elected as Vice Chairman for the ensuing year.

Councillor Jordan was thanked for his contribution over past years as Vice Chair and his tremendous knowledge of the parks which would continue to prove very useful.

**4. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the Minutes of the Trust meeting held on 5<sup>th</sup> April 2016 (pages 17- 18).

**5. Declarations of Interests**

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

**6. Annual Report**

**RECEIVED** the outgoing Chairman's Annual Report.

**7. Sensory Garden – Wivell Park**

Liz Newport spoke about the design for the garden which would feature a sheltered seating area as a focal point and use local stone. A slate-lined seat would be provided with gaps for wheelchairs and a route with level access to enable the chairs to get close to the plants. The long term plan was to create a cairn with the aim of giving the feel of being in the mountains. The project had gone smoothly so far and should be finished by the end of June. Councillor Titley asked for a sign to be provided to inform the public about the project.

## 8. Update on Flood Reinstatement Work

Consideration was given to the report of the Clerk providing an update on progress with reinstatement work at the parks.

### RESOLVED:

- i) Crosthwaite Road car park – that the remaining debris be removed, the potholes filled and a new pay and display machine provided to enable the car park to be re-opened as soon as possible ,and that the scheme to provide an alternative surface using different coloured finishes be further investigated including costings and considered at the November Trust meeting
- ii) Knightsbridge – that a planning application be submitted for Option 2 to include ‘flat’ steps and a ramp to facilitate access for prams etc.
- iii) Wivell Bridge – that the bridge be made safe and re-opened pending the award of the contract for repairs
- iv) Wivell Park – that work on the retaining wall below the Pups shelter be approved to enable the contractors to apply for the necessary permissions from the Environment Agency
- v) Public bowling green – that the drainage system be investigated and any repairs carried out prior to the removal of the dead turf and re-levelling and re-seeding the green
- vi) Public tennis courts – that the courts be re-sized to match the Tennis Club courts
- vii) Putting green – that the course be reinstated and re-configured as necessary and brought back into use as soon as possible
- viii) That a notice be placed at the entrance to Upper Fitz Park recording thanks for donations and volunteer support and asking for these to continue
- ix) Hope Park – that a ‘portacabin-type’ facility be hired in pending work to improve the mess hut
- x) Townsfield – that no reinstatement work be carried out until the Environment Agency have completed dredging work

Trustees asked for thanks to be put on record for the assistance of James Hewitt as Interim Parks Manager.

## 9. Test Drilling in Wivell Park

Councillor Titley provided information regarding test drilling which had recently been carried out in connection with a scheme to improve surface water drainage on Penrith Road.

**RESOLVED** that representations be made to the Environment Agency and Cumbria County Council to carry out dredging work as a matter of urgency

## 10. Budget Comparisons

**RECEIVED** budget comparisons for the fourth quarter.

## 11. Assets Register

**RESOLVED** that the updated Assets Registers for Hope and Fitz Parks be approved and adopted.

## 12. Request for vehicular access - Fitz Park

Consideration was given to a request from Keswick Town Council Events Committee for parking for service vehicles in Fitz Park during the Scruffs event on 19<sup>th</sup> June 2016.

**RESOLVED** that permission for 8 vehicles as identified on the site plan be granted subject to monitoring by the Head Steward.



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

**RESOLVED** that the following requests for use of the parks be approved:

- i) Pam Harris - use of Hope Park for a concert on Sunday 14<sup>th</sup> August 2016.
- ii) Keswick Rotary Club - 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) Keswick Museum - display of a banner in the Fitz Park play area during the school holidays to promote family activities.

**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'*

**14. Contracting**

**RECEIVED** letter from Hope Leisure and report of Working Group.

**RESOLVED** that the draft Heads of Terms be agreed subject to any significant changes following the valuation being reported back to the Trust, and that solicitors be instructed to proceed with the renewal of the lease.

**15. Staffing**

**RECEIVED** the report of the Clerk.

The meeting closed at 9.50 pm

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Chairman

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Date

Fitz Park Charitable Trust  
Report of the Directors and Trustees  
and Financial Statements for the year ended  
31 March 2016



**K e s w i c k**  
**A C C O U N T A N T S**

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**Fitz Park Charitable Trust**

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for the year ended  
31 March 2016**

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**Fitz Park Charitable Trust**

**Charity Information  
for the year ended  
31 March 2016**

**DIRECTORS  
AND  
TRUSTEES:**

Cllr D S Burn  
Cllr R M Jordan  
Cllr D Kemp  
Cllr S E Leighton  
Cllr A Lysser  
Cllr A Lywood  
Cllr D Miller  
Cllr A G Paxon  
Cllr P S Price  
Cllr M Pugmire  
Cllr P C Titley

**CHIEF EXECUTIVE OFFICER:**

Mrs L Walker

**BUSINESS ADDRESS**

50 Main Street  
Keswick  
Cumbria  
CA12 5JS

**CHARITY NUMBER:**

520327

**ACCOUNTANT AND  
INDEPENDENT EXAMINER**

Frances Clark ACA  
Keswick Accountants  
Appleside  
4 Leonard Street  
Keswick  
Cumbria  
CA12 4EJ



## **Fitz Park Charitable Trust**

### **Report of the Trustees for the year ended 31 March 2016**

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2016.

The accounts have been prepared under the provisions of the Charities Act 2011, and in accordance with the Statement of Recommended Practice (SORP 2005) on accounting for charities.

#### **Governing Document**

The Fitz Park Trust is a Charitable Trust governed by a Trust Deed. The Trust was established in 1882 covering 28 acres of parkland in central Keswick adjoining the river Greta. A new scheme was drawn up in 1995 and the management of the Park is now the responsibility of Keswick Town Council as sole Trustee.

#### **Objectives**

The provision and maintenance of a public park and recreation ground for use of the inhabitants of, and visitors to, the town of Keswick without the distinction of political, religious or other opinions, with the object of improving the conditions of life for the said inhabitants.

#### **Trustees**

The Trustees who acted during the period were as follows:

Cllr D S Burn  
Cllr R M Jordan  
Cllr D Kemp  
Cllr S E Leighton  
Cllr A Lysser  
Cllr A Lywood  
Cllr D Miller  
Cllr A G Paxon  
Cllr P S Price  
Cllr M Pugmire  
Cllr P C Titley

#### **Management Structure**

In 1995 Keswick Town Council was conveyed the Park on trust for the people of Keswick. It is therefore a given that once democratically elected as a Town Councillor, the duty of Trustee forms part of that role. The recruitment process is therefore according to the Local Government Act 1972; Representation of the People Act 1983 as amended by the Representation of the People Act 1985, and Local Elections (Parishes and Communities) Rules 1986, amended 1999.

**Fitz Park Charitable Trust**

**Report of the Trustees, contd.  
for the year ended  
31 March 2016**

**Review of the Development, Activities and Achievements of the Charity**

During the year the Trust carried on with its objectives of running and maintaining the park for the benefit of the people of Keswick.

**Finances**

During the year the Trust had net incoming resources of £6,199. When added to brought forward reserves of £549,517, the closing reserves were £555,716. Of this, £459,837 are fixed assets and £95,879 revenue funds. Of the Revenue funds £30,924 relate to restricted funds or projects, £39,047 is the Sinking Fund which has been set aside as a designated fund, and £25,908 unrestricted revenue reserves.

**Reserves Policy**

The Trust has unrestricted revenue reserves of £35,909. Ideally the level of reserves would represent 6 months of the previous year's running costs which is in the region of £75,000. The total of unrestricted reserves and the sinking fund is £64,956 which is in line with the reserves policy.

**Investment Policy**

The sinking fund account earns interest during the year.

**Risk Assessment**

An annual risk assessment is carried out identifying insurance and other risks, current arrangements for managing these and any other action required. Insurances are put in place where possible to mitigate any financial losses.

**ON BEHALF OF THE TRUSTEES**

## **Fitz Park Charitable Trust**

### **Independent Examiners Report for the year ended 31 March 2016**

I report on the accounts for the Trust for the year ended 31 March 2016 which are set out on pages 5 - 12.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year, under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examiners report is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

#### **Independent examiners' statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements to:
- keep accounting records in accordance with s130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met;

or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Frances Clark ACA  
Keswick Accountants  
Appleside  
4 Leonard Street  
Keswick  
Cumbria CA12 4EJ

Fitz Park Charitable Trust

Statement of Financial Activities  
for the year ended  
31 March 2016

	Notes	31 March 2016			Total £	31 March 2015
		Restricted £	Unrestricted £	Designated Funds £		Total £
<b>INCOME</b>						
<b>Donations and legacies</b>						
Donations and gifts	3	3,441	1,676	-	5,117	1,575
Legacies receivable	4	208	-	-	208	685
Grants receivable	5	48,468	88,529	10,000	146,997	103,445
<b>Income from charitable activities</b>						
<b>Other Trading Activities</b>	6	-	25,436	-	25,436	35,508
<b>Income from investments</b>		-	-	31	31	22
<b>Total income</b>		<b>52,117</b>	<b>115,641</b>	<b>10,031</b>	<b>177,789</b>	<b>141,235</b>
<b>EXPENDITURE</b>						
<b>Expenditure on charitable activities</b>	7	24,836	103,941	42,813	171,590	119,766
<b>Total expenditure</b>		<b>24,836</b>	<b>103,941</b>	<b>42,813</b>	<b>171,590</b>	<b>119,766</b>
<b>Net incoming / (outgoing) resources</b>		<b>27,281</b>	<b>11,700</b>	<b>(32,782)</b>	<b>6,199</b>	<b>21,469</b>
Total funds brought forward		3,643	494,334	51,540	549,517	528,048
Transfers between funds for the year ended 31 March 2013.		-	(20,289)	20,289	-	-
<b>Total funds carried forward</b>	15	<b>30,924</b>	<b>485,745</b>	<b>39,047</b>	<b>555,716</b>	<b>549,517</b>
<b>Funds carried forward as follows:-</b>						
Revenue Funds		<b>30,924</b>	<b>25,908</b>	<b>39,047</b>	<b>95,879</b>	<b>81,264</b>
Fixed Asset Funds		<b>-</b>	<b>459,837</b>	<b>-</b>	<b>459,837</b>	<b>468,253</b>
		<b>30,924</b>	<b>485,745</b>	<b>39,047</b>	<b>555,716</b>	<b>549,517</b>

The notes form part of these financial statements



**Fitz Park Charitable Trust**

**Balance Sheet  
as at  
31 March 2016**

	Notes	31 March 2016		31 March 2015	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	11		459,837		468,253
			<hr/>		<hr/>
			459,837		468,253
<b>Current Assets</b>					
Debtors	12	25,727		27	
Cash at bank and in hand		117,248		88,666	
		<hr/>		<hr/>	
		142,975		88,693	
<b>Creditors: amounts falling due within one year</b>					
Creditors and accruals	13	47,096		7,429	
		<hr/>		<hr/>	
<b>Net Current Assets</b>			95,879		81,264
			<hr/>		<hr/>
<b>NET ASSETS</b>			555,716		549,517
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds</b>					
Restricted funds	14	30,924		3,643	
Unrestricted funds		485,745		494,334	
Designated funds		39,047		51,540	
Permanent endowment		-		-	
		<hr/>		<hr/>	
	15		555,716		549,517
			<hr/> <hr/>		<hr/> <hr/>

As Approved on: \_\_\_\_\_

By:

## Fitz Park Charitable Trust

### Notes to the Financial Statements for the year ended 31 March 2016

#### 1 Accounting Policies

##### General

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards, including the accruals concept, and the Charities SORP (Statement of Recommended Practice). They include the results of the charitable company's operations which are described in the Trustees Report.

##### Tangible Fixed Assets and Depreciation

All tangible fixed assets are stated at cost less depreciation. Freehold land and buildings are maintained in a good state of repair and in the opinion of the Trustees the realisable value of the land and buildings is not less than the book value. Consequently no depreciation has been provided on freehold land and buildings. All other assets are depreciated at the following rates:-

Vehicles, plant and machinery - 20% reducing balance

The Community Sports Area was agreed to be part of freehold land and buildings and therefore depreciation provided in the previous year was written back.

##### Income

Income is accounted for on a receivable basis. Where income is received for a specific purpose, as defined by the donor, this income is classed as restricted. Income received towards the general objects of the charity is classed as unrestricted.

##### Expenditure

Expenditure is accounted for on an accruals basis. Where it relates to a specific project it is allocated to that project as restricted expenditure. Expenditure that relates to the objects of the charity is classified as charitable activities. Any legal or professional costs are classified as governance costs. The costs of generating funds are separately identified.

##### Funds

General funds are those where no restrictions have been placed upon the specific spending of the funds by the donor. Designated funds are those funds where the directors have chosen to earmark general funds for a specific purpose. Restricted funds are those funds where the donation is received for a specific purpose as set out by the donor.

#### 2 Payment to Accountants

The payment to the accounts included in the expenditure is split as follows:

	2016	2015
	£	£
Payment for preparation of accounts	500	500
Payment for Independent Examination	250	250
	<u>750</u>	<u>750</u>

Fitz Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

	31 March 2016			Total £	31 March 2015 £
	Restricted £	Unrestricted £	Designated £		
<b>3 Donations and gifts</b>					
Play Area Appeal Donations	-	940	-	940	-
Sundry Donations	-	736	-	736	250
BMX Track Donations	891	-	-	891	1,303
Flood Recovery Donations	2,550	-	-	2,550	-
Tree Donations	-	-	-	-	22
	<u>3,441</u>	<u>1,676</u>	<u>-</u>	<u>5,117</u>	<u>1,575</u>
<b>4 Legacies receivable</b>					
Memorial Trees & Benches	208	-	-	208	685
	<u>208</u>	<u>-</u>	<u>-</u>	<u>208</u>	<u>685</u>
<b>5 Grants receivable</b>					
Keswick Town Council	-	88,529	10,000	98,529	72,984
Keswick Town Council Additional Funds	10,000	-	-	10,000	10,000
Allerdale Borough Grant Aid	-	-	-	-	20,000
United Utilities	-	-	-	-	-
Insurance Proceeds	3,168	-	-	3,168	461
Sport England - CSA	-	-	-	-	-
Holroyd Foundation	35,300	-	-	35,300	-
Rotary Club - Flood Restoration	-	-	-	-	-
	<u>48,468</u>	<u>88,529</u>	<u>10,000</u>	<u>146,997</u>	<u>103,445</u>
<b>6 Other trading activities</b>					
Temporary letting & licensing	-	1,000	-	1,000	1,000
Allerdale Borough Council Licence Fee	-	-	-	-	-
CSA Income	-	-	-	-	348
Car Park Income	-	13,260	-	13,260	22,858
Football Club Car Park Contribution	-	4,630	-	4,630	2,805
Football Club Rent	-	1,000	-	1,000	1,000
Insurance Reimbursements	-	991	-	991	-
Interim Lease Clubhouse and Courts	-	1,000	-	1,000	1,000
Wayleave	-	32	-	32	33
Invoice Recharges / Refunds	-	-	-	-	3,406
Hire of Fitz Park	-	3,523	-	3,523	3,058
	<u>-</u>	<u>25,436</u>	<u>-</u>	<u>25,436</u>	<u>35,508</u>

Fitz Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

	31 March 2016			Total £	31 March 2015 £
	Restricted £	Unrestricted £	Designated £		
<b>7 Charitable activities</b>					
Staff costs and uniforms	-	44,781	-	44,781	43,946
KTC recharge of admin costs <b>Note 8</b>	-	20,285	-	20,285	18,913
Health and safety costs	-	84	-	84	300
Advertising and PR	-	-	-	-	101
Contingency	-	-	-	-	3,510
Water rates, trade refuse and electricity	-	835	-	835	1,688
Insurance	-	5,131	-	5,131	4,095
Repairs and renewals	-	4,861	-	4,861	11,843
Flood damage repairs	23,601	5,498	42,813	71,912	-
Plants, trees and fertilizer	-	364	-	364	1,605
Hygiene contract	-	75	-	75	60
Light and heat	-	598	-	598	-
Grass Cutting and Tree Work	-	9,929	-	9,929	10,850
Sensory garden expenditure	840	-	-	840	-
CSA Expenditure	-	428	-	428	739
Memorial seats and plaques	200	-	-	200	399
Materials and tools	-	595	-	595	826
Games equipment	-	504	-	504	116
Car park expenses	-	651	-	651	2,569
BMX track expenses	195	-	-	195	2,315
<b>Depreciation</b>					
Play Area and Equipment	-	8,162	-	8,162	14,840
Trust Plant and Machinery	-	410	-	410	301
Independent Examiners Fee	-	750	-	750	750
	<u>24,836</u>	<u>103,941</u>	<u>42,813</u>	<u>171,590</u>	<u>119,766</u>

**8 Breakdown of Keswick Town Council Recharges**

	31 March 2016 £	31 March 2015 £
Salaries, National insurance and Pension	16,142	14,383
Pension to Former Employee	260	257
Staff Expenses	-	72
Payroll Outsource Costs	54	45
Rent	1,360	1,281
Rates	195	191
Building Service Costs	934	912
Insurance	101	330
Repairs - Decorating	60	68
Subscriptions	131	161
Stationery and Printing	208	184
Postage	51	53
Photocopier Lease and Charges	295	377
Computer Maintenance	184	172
Website and Internet Costs	138	130
Telephone	63	49
Health and Safety	-	7
Office Equipment and Fittings	48	153
Elections and Annual Parish Meeting	10	-
Council Chamber Expenditure	33	19
Conferences / Training	18	69
	<u>20,285</u>	<u>18,913</u>



**Fitz Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2016**

<b>9 Employee Remuneration</b>	31 March 2016	31 March 2015
Staff costs and uniforms		
Gross salaries	43,758	43,810
Other staff costs and expenses	1,023	136
	<u>44,781</u>	<u>43,946</u>
No employee earned £60,000 or more.		
	No.	No.
<b>Staff numbers</b>		
Gardeners and groundsmen	2.20	2.20
Administratiion	0.40	0.40
	<u>2.60</u>	<u>2.60</u>

**10 Trustee Remuneration and Expenses**

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.

Fitz Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

11 Tangible Fixed Assets

	Land and Buildings £	Play Park and Equipment £	Community Sports Area £	Trust Plant and Machinery £	Car Park £	Total £
<b>COST</b>						
At 1 April 2015	190,285	155,459	136,213	31,523	99,797	613,277
Additions	-	-	-	157	-	157
Disposals	-	-	-	-	-	-
At 31 March 2016	190,285	155,459	136,213	31,680	99,797	613,434
<b>DEPRECIATION</b>						
At 1 April 2015	-	114,650	-	30,374	-	145,024
Charge for year	-	8,162	-	411	-	8,573
At 31 March 2016	-	122,812	-	30,785	-	153,597
<b>NET BOOK VALUE</b>						
At 31 March 2016	190,285	32,647	136,213	895	99,797	459,837
At 31 March 2015	190,285	40,809	136,213	1,149	99,797	468,253

12 Debtors

	31 March 2016 £	31 March 2015 £
Trade debtors	1,376	-
Owed by KTC	24,272	-
VAT recoverable	79	27
	<u>25,727</u>	<u>27</u>

13 Creditors: amounts falling due within one year

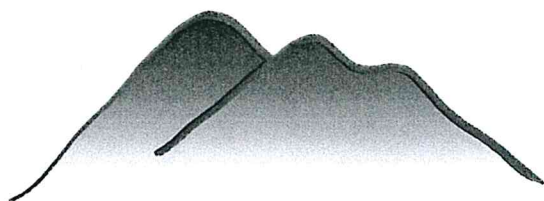
	31 March 2016 £	31 March 2015 £
Trade creditors	45,246	1,581
Other creditors	-	5,848
Accruals	1,850	-
	<u>47,096</u>	<u>7,429</u>

Fitz Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

14 Funds	At 1 April 2015 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2016 £
<b>Projects &amp; Restricted funds</b>					
Memorial Seats and Trees	247	208	(200)	-	255
Tree Fund	157	-	-	-	157
BMX Track	3,239	891	(195)	-	3,935
Sensory Garden	-	35,300	(840)	-	34,460
Flood Recovery	-	12,550	(2,517)	-	10,033
Insurance Settlements	-	3,168	(21,084)	-	(17,916)
	<u>3,643</u>	<u>52,117</u>	<u>(24,836)</u>	<u>-</u>	<u>30,924</u>
 DESIGNATED Sinking Fund	 51,540	 10,031	 (42,813)	 20,289	 39,047
	<u>51,540</u>	<u>10,031</u>	<u>(42,813)</u>	<u>20,289</u>	<u>39,047</u>
 15 Net Assets by fund	 Restricted £	 Unrestricted £	 Designated £		 Total £
Tangible fixed assets	-	459,837	-		459,837
Investments	-	-	-		-
Current assets	30,924	73,004	39,047		142,975
Creditors: amounts falling due within one year	-	(47,096)	-		(47,096)
	<u>30,924</u>	<u>485,745</u>	<u>39,047</u>		<u>555,716</u>
<b>Total net assets</b>	<u>30,924</u>	<u>485,745</u>	<u>39,047</u>		<u>555,716</u>

Hope Park Charitable Trust  
Report of the Directors and Trustees  
and Financial Statements for the year ended  
31 March 2016



**K e s w i c k**  
**A C C O U N T A N T S**

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**Hope Park Charitable Trust**

**Index to the Financial Statements  
for the year ended  
31 March 2016**

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**Hope Park Charitable Trust**

**Charity Information  
for the year ended  
31 March 2016**

**DIRECTORS  
AND  
TRUSTEES:**

Cllr D S Burn  
Cllr R M Jordan  
Cllr D Kemp  
Cllr S E Leighton  
Cllr A Lysser  
Cllr A Lywood  
Cllr D Miller  
Cllr A G Paxon  
Cllr P S Price  
Cllr M Pugmire  
Cllr P C Titley

**CHIEF EXECUTIVE OFFICER:**

Mrs L Walker

**BUSINESS ADDRESS**

50 Main Street  
Keswick  
Cumbria  
CA12 5JS

**CHARITY NUMBER:**

503465

**ACCOUNTANT AND  
INDEPENDENT EXAMINER**

Frances Clark ACA  
Keswick Accountants  
Appleside  
4 Leonard Street  
Keswick  
Cumbria  
CA12 4EJ

## **Hope Park Charitable Trust**

### **Report of the Trustees for the year ended 31 March 2016**

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2016.

The accounts have been prepared under the provisions of the Charities Act 2011, and in accordance with the Statement of Recommended Practice (SORP 2005) on accounting for charities.

#### **Governing Document**

The Hope Park Trust is a charitable Trust governed by a trust Deed dated 10 June 1974.

#### **Objectives**

The provision and maintenance of a public park and recreation ground for use of the inhabitants of, and visitors to, the town of Keswick without the distinction of political, religious or other opinions, with the object of improving the conditions of life for the said inhabitants.

#### **Trustees**

The Trustees who acted during the period were as follows:

Cllr D S Burn  
Cllr R M Jordan  
Cllr D Kemp  
Cllr S E Leighton  
Cllr A Lysser  
Cllr A Lywood  
Cllr D Miller  
Cllr A G Paxon  
Cllr P S Price  
Cllr M Pugmire  
Cllr P C Titley

#### **Management Structure**

In 1974 Keswick Town Council was conveyed the Park on trust for the people of Keswick. It is therefore a given that once democratically elected as a Town Councillor, the duty of Trustee forms part of that role. The recruitment process is therefore according to the Local Government Act 1972; Representation of the People Act 1983 as amended by the Representation of the People Act 1985, and Local Elections (Parishes and Communities) Rules 1986, amended 1999.

## **Hope Park Charitable Trust**

### **Report of the Trustees, contd. for the year ended 31 March 2016**

#### **Review of the Development, Activities and Achievements of the Charity**

During the year the Trust carried on with its objectives of running and maintaining the park for the benefit of the people of Keswick. The running of the games and refreshment facilities were provided by a third party contractor.

#### **Finances**

During the year the Trust had net incoming resources of £31,848. When added to brought forward reserves of £536,389, the closing reserves were £568,237. Of this, £346,146 are fixed assets, including the value of the cafe, and £222,091 revenue funds. Of the Revenue funds £46,570 relate to designated funds and £175,521 are unrestricted.

#### **Reserves Policy**

The Trust has £175,521 of unrestricted revenue reserves. Ideally the level of reserves would represent 6 months of the previous years running costs which is in the region of £75,000.

#### **Investment Policy**

The building fund and development and equipment fund earn interest during the year.

#### **Risk Assessment**

An annual risk assessment is carried out identifying insurance and other risks, current arrangements for managing these and any other action required. Insurances are put in place where possible to mitigate any financial losses.

**ON BEHALF OF THE TRUSTEES**

## Hope Park Charitable Trust

### Independent Examiners Report for the year ended 31 March 2016

I report on the accounts for the Trust for the year ended 31 March 2016 which are set out on pages 5 - 11.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year, under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examiners report is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

#### **Independent examiners' statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements to:
- keep accounting records in accordance with s130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met;

or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Frances Clark ACA  
Keswick Accountants  
Appleside  
4 Leonard Street  
Keswick  
Cumbria CA12 4EJ



Hope Park Charitable Trust

Statement of Financial Activities  
for the year ended  
31 March 2016

	Notes	31 March 2016			31 March 2015
		Designate	Unrestricted	Total	Total
		£	£	£	£
<b>INCOME</b>					
<b>Donations and legacies</b>					
Donations and gifts	3	-	315	315	478
Legacies receivable	4	-	-	-	42
<b>Income from charitable activities</b>					
Primary Purpose Trading	5	-	354	354	823
<b>Other Trading Activities</b>					
	6	5,665	135,561	141,226	129,792
<b>Income from investments</b>					
	7	54	-	54	69
<b>Total income</b>		5,719	-	141,949	131,204
<b>EXPENDITURE</b>					
Expenditure on charitable activities	8	-	110,101	110,101	111,082
<b>Total expenditure</b>		-	110,101	110,101	111,082
<b>Net incoming / (outgoing) resources</b>		5,719	(110,101)	31,848	20,122
Total funds brought forward		40,851	495,538	536,389	516,267
Transfers between funds		-	-	-	-
<b>Total funds carried forward</b>		46,570	385,437	568,237	536,389
<b>Funds carried forward as follows:-</b>					
Revenue Funds		46,570	175,521	222,091	176,608
Fixed Asset Funds		-	346,146	346,146	359,781
		46,570	521,667	568,237	536,389

The notes form part of these financial statements

**Hope Park Charitable Trust**

**Balance Sheet  
as at  
31 March 2016**

	Notes	31 March 2016		31 March 2015	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	12		346,146		359,781
			<u>346,146</u>		<u>359,781</u>
<b>Current Assets</b>					
Debtors	13	5		1,242	
Cash at bank and in hand		235,269		200,792	
			<u>235,274</u>		<u>202,034</u>
<b>Creditors: amounts falling due within one year</b>					
Creditors and accruals	14		13,183		25,426
			<u>222,091</u>		<u>176,608</u>
<b>Net Current Assets</b>			<u>222,091</u>		<u>176,608</u>
<b>Total Assets less Current Liabilities</b>			568,237		536,389
			<u>568,237</u>		<u>536,389</u>
<b>NET ASSETS</b>			<u><u>568,237</u></u>		<u><u>536,389</u></u>
<b>Funds</b>					
Designated funds	15		46,570		40,851
Unrestricted funds			521,667		495,538
			<u>568,237</u>		<u>536,389</u>
	16		<u><u>568,237</u></u>		<u><u>536,389</u></u>

As Approved on: \_\_\_\_\_

By:

## Hope Park Charitable Trust

### Notes to the Financial Statements for the year ended 31 March 2016

#### 1 Accounting Policies

##### General

These accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards, including the accruals concept, and the Charities SORP (Statement of Recommended Practice). They include the results of the charitable company's operations which are described in the Trustees Report.

##### Tangible Fixed Assets and Depreciation

All tangible fixed assets are stated at cost less depreciation. Freehold land and buildings are maintained in a good state of repair and in the opinion of the Trustees the realisable value of the land and buildings is not less than the book value. Consequently no depreciation has been provided on freehold land and buildings. All other assets are depreciated at the following rates:-

Vehicles, plant and machinery - 20% reducing balance

##### Income

Income is accounted for on a receivable basis. Where income is received for a specific purpose, as defined by the donor, this income is classed as restricted. Income received towards the general objects of the charity is classed as unrestricted.

##### Expenditure

Expenditure is accounted for on an accruals basis. Where it relates to a specific project it is allocated to that project as restricted expenditure. Expenditure that relates to the objects of the charity is classified as charitable activities. Any legal or professional costs are classified as governance costs. The costs of generating funds are separately identified.

##### Funds

General funds are those where no restrictions have been placed upon the specific spending of the funds by the donor. Designated funds are those funds where the directors have chosen to earmark general funds for a specific purpose. Restricted funds are those funds where the donation is received for a specific purpose as set out by the donor.

#### 2 Payment to Accountants

The payment to the accounts included in the expenditure is split as follows:

	2013	2012
	£	£
Payment for preparation of accounts	500	500
Payment for Independent Examination	250	250
	<u>750</u>	<u>750</u>

Hope Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

	31 March 2016			31 March 2015 £
	Designated £	Unrestricted £	Total £	
<b>3 Donations and gifts</b>				
Donations	-	315	315	478
	-	315	315	478
<b>4 Legacies receivable</b>				
Memorial Seats	-	-	-	42
	-	-	-	42
<b>5 Primary Purpose Trading</b>				
Petrol reimbursement	-	354	354	823
	-	354	354	823
<b>6 Other trading activities</b>				
License fee and rent	-	134,984	134,984	129,792
Squirrel / bird feeding station income	-	577	577	-
Insurance claim settlement	5,665	-	5,665	-
	5,665	135,561	141,226	129,792
<b>7 Investment income</b>				
Bank interest received	54	-	54	69
	54	-	54	69
<b>8 Charitable activities</b>				
Staff costs and uniforms	-	56,877	56,877	56,457
KTC recharge of admin costs (see note 8)	-	20,285	20,285	18,913
Health and safety costs	-	192	192	607
Telephone	-	316	316	249
Advertising and PR	-	68	68	-
Web, internet and computer	-	454	454	212
Golf equipment and tools	-	566	566	635
Motor vehicle expenses	-	2,396	2,396	2,494
Contingency	-	828	828	400
Water rates and trade refuse	-	694	694	777
Insurance	-	3,439	3,439	4,537
Repairs and maintenance	-	2,765	2,765	2,859
General reserves expenditure	-	-	-	6,980
Light and heat	-	545	545	857
Plant production, trees and bird feed	-	1,879	1,879	4,677
Memorial seats and plaques	-	183	183	-
Materials	-	428	428	1,223
Equipment costs	-	-	-	210
Insurance claim expenditure	-	1,590	1,590	-
<i>Depreciation</i>				
Plant and machinery	-	496	496	3,141
Fixtures and Fittings	-	1,528	1,528	620
Motor Vehicles	-	2,047	2,047	3,662
Office Equipment	-	117	117	355
Profit on disposal of fixed assets	-	10,556	10,556	467
Independent Examiners Fee	-	750	750	750
Professional fees	-	1,102	1,102	-
	-	110,101	110,101	111,082

Hope Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

**9 Breakdown of Keswick Town Council Recharges**

	31 March 2016	31 March 2015
	£	£
Salaries, National insurance and Pension	16,142	14,383
Pension to Former Employee	260	257
Staff Expenses	-	72
Payroll Outsource Costs	54	45
Rent	1,360	1,281
Rates	195	191
Building Service Costs	934	912
Insurance	101	330
Repairs - Decorating	60	68
Subscriptions	131	161
Stationery and Printing	208	184
Postage	51	53
Photocopier Lease and Charges	295	377
Computer Maintenance	184	172
Website and Internet Costs	138	130
Telephone	63	49
Health and Safety	-	7
Office Equipment and Fittings	48	153
Elections and Annual Parish Meeting	10	-
Council Chamber Expenditure	33	19
Conferences / Training	18	69
	<u>20,285</u>	<u>18,913</u>

**10 Employee Remuneration**

Staff costs and uniforms

	31 March 2016	31 March 2015
Gross salaries	55,902	56,104
Training and workwear	774	353
	<u>56,877</u>	<u>56,457</u>

No employee earned £60,000 or more.

The average number of staff employed by the trust during the year was as follows;

	31 March 2016	31 March 2015
	No.	No.
<b>Staff numbers</b>		
Gardeners and groundsmen	2.70	2.70
Administration	0.40	0.40
	<u>3.10</u>	<u>3.10</u>

**11 Trustee Remuneration and Expenses**

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.



Hope Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

12 Tangible Fixed Assets

	Land and Buildings £	Plant and Machinery £	Fixtures and Fittings £	Motor Vehicles £	Total £
<b>COST</b>					
At 1 April 2015	329,396	36,273	16,506	34,936	417,111
Additions	-	1,157	-	-	1,157
Disposals	-	(12,682)	-	(6,900)	(19,582)
At 31 March 2016	<u>329,396</u>	<u>24,748</u>	<u>16,506</u>	<u>28,036</u>	<u>398,686</u>
<b>DEPRECIATION</b>					
At 1 April 2015	-	23,019	14,024	20,287	57,330
Charge for year	-	1,645	496	2,047	4,188
Eliminated on disposals	-	(6,494)	-	(2,484)	(8,978)
At 31 March 2016	<u>-</u>	<u>18,170</u>	<u>14,520</u>	<u>19,850</u>	<u>52,540</u>
<b>NET BOOK VALUE</b>					
At 31 March 2016	<u>329,396</u>	<u>6,578</u>	<u>1,986</u>	<u>8,186</u>	<u>346,146</u>
At 31 March 2015	<u>329,396</u>	<u>13,254</u>	<u>2,482</u>	<u>14,649</u>	<u>359,781</u>

13 Debtors	31 March 2016 £	31 March 2015 £
Trade debtors	-	528
VAT recoverable	5	714
	<u>5</u>	<u>1,242</u>

14 Creditors: amounts falling due within one year	31 March 2016 £	31 March 2015 £
Trade creditors	3,034	6,012
Accruals	750	5,868
Owed to KTC	9,399	13,546
	<u>13,183</u>	<u>25,426</u>



Hope Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2016

15 Funds	At 1 April 2015 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2016 £
<b>Designated Funds</b>					
Building Fund	31,113	16	-	-	31,129
Equipment and Development Fund	9,738	38	-	-	9,776
Insurance Settlement	-	5,665	-	-	5,665
	<u>40,851</u>	<u>5,719</u>	<u>-</u>	<u>0</u>	<u>46,570</u>

16 Net Assets by fund	Designated £	Unrestricted £	Total £
Tangible fixed assets	-	346,146	346,146
Current assets	46,570	188,704	235,274
Creditors: amounts falling due	-	<u>(13,183)</u>	<u>(13,183)</u>
<b>Total net assets</b>	<u>46,570</u>	<u>521,667</u>	<u>568,237</u>

# **THE TOWNSFIELD CHARITABLE TRUST**

REGISTERED CHARITY NO 520295  
SCHEME DATED 28<sup>TH</sup> JULY 1922

## **REPORT AND ACCOUNTS YEAR ENDED 31<sup>ST</sup> MARCH 2016**

Catherine Parker  
Administration & Finance Officer  
Council Offices  
50 Main Street  
Keswick  
CA12 5JS

**THE TOWNSFIELD CHARITABLE TRUST**  
**Registered Charity No 520295**  
**Scheme Date 28<sup>th</sup> July 1922**

**Annual Report and Accounts Contents:**

	<b>Page(s)</b>
Trustees' Report	1-2
Annual Accounts	3

**Trust Details:**

The Townsfield Charitable Trust is situated in Keswick, Cumbria.  
Correspondence via the Town Clerk, Council Offices,  
50 Main Street, Keswick, Cumbria, CA12 5JS.  
Telephone: 017687 73607  
Email: [lynda@keswicktowncouncil.gov.uk](mailto:lynda@keswicktowncouncil.gov.uk)

## THE TOWNSFIELD CHARITABLE TRUST

**The report of the Trustee for the year ended 31 March 2016.**

The Trustee presents its annual report and accounts for the year ended 31 March 2016.

### **Name, registered office and constitution of the charity**

Name of the Charity: The Townsfield Charitable Trust

Registration No. 520295

Address of principal office: 50 Main Street, Keswick, Cumbria CA12 5JS

### **Names of Trustees on date report approved:**

Keswick Town Council

Councillors:

David Burn

Allan Daniels

Martin Jordan

Denstone Kemp

Susan Leighton

Andrew Lysser

Tony Lywood

Duncan Miller

Adam Paxon

Peter Price

Martin Pugmire

Paul Titley

### **Nature of governing document and how charity constituted**

The Townsfield is held on trust by the Trustee of Fitz Park.

### **Methods adopted for recruitment and appointment of new Trustees**

In 1974 Keswick Town Council was conveyed the Parks on trust for the people of Keswick. It is therefore a given that once democratically elected as a Town Councillor, the duty of trustee of the Parks forms part of that role. The recruitment process is, therefore, according to the Local Government Act 1972; Representation of the People Act 1983 as amended by the Representation of the People Act 1985, and the Local Elections (Parishes and Communities) Rules 1986, amended 1999.

The Trust has adopted a training strategy which includes a statement of commitment to training of all current and future Trust members and staff and takes the form of a planned process of identifying training needs, planning and organising appropriate forms of training.

## **Objects of Charity as set out in Governing Document**

To provide and maintain Townsfield for the public as a recreation ground for use of the inhabitants of, and visitors to, the town of Keswick.

## **Summary of main activities undertaken in relation to objects**

The main activities carried out by the Trust during 2015/16 were grass cutting, hedge trimming and tree work which were undertaken to maintain the area for recreation and leisure use.

## **Public Benefit Statement**

In establishing the public benefit of the Charity's activities, the Trustees have had regard to the public benefit guidance published by the Charity Commission.

During the year, the Trust provided a well-kept open space for informal recreation and leisure in close proximity to the town centre. Grass cutting and hedge trimming was necessary to maintain the area which was available for use by the inhabitants of, and visitors to, the town of Keswick and neighbourhood.

## **Achievements and Performance**

The expenditure of £800 incurred throughout the year was spent on grass cutting, tree work and wages and has been met by means of a grant from Keswick Town Council. No additional income was received during the year.

The traditional Ram Fayre took place in May.

A section of the river bank was washed away on the perimeter of Townsfield during Storm Desmond, December 2015. Funding provision for this work is still to be agreed therefore this will be accounted for in the next financial year.

## **Financial Review**

The Trust has no free reserves.

A surplus of £18 was achieved.

**This report was approved by the board of the Trust on 14<sup>th</sup> July 2016.**

**Councillor Adam Paxon  
Trust Chairman**

**KESWICK TOWN COUNCIL**  
**THE TOWNSFIELD - REGISTERED CHARITY NO 520295**  
**Income and Expenditure Account**  
**For the year ended 31st March 2016**

2014/2015		2015/2016
£	REVENUE ACCOUNT INCOME	£
800	Grant from Keswick Town Council	800
18	Dividend Received	18
0	Bank Interest	0
<b>818</b>	<b>TOTAL INCOME</b>	<b>818</b>
	<b>EXPENDITURE</b>	
800	Wages	800
221	Repairs to Steps (Grips)	0
<b>1021</b>	<b>TOTAL EXPENDITURE</b>	<b>800</b>
<b>-203</b>	<b>SURPLUS / DEFICIT</b>	<b>18</b>

**THE TOWNSFIELD CHARITY - 520295**  
**YEAR ENDED 31st MARCH 2016**

2014/2015	*INVESTMENT AT COST	2015/2016
£		£
20	Common Investment Fund (0004032627)	20
193	Common Investment Fund (0004032628)	193
<b>213</b>		<b>213</b>

\* Bid Value at 31st March 2016 - £416.18

**THE TOWNSFIELD TRUST FUND YEAR ENDED 31st MARCH 2016**

2014/2015		2015/2016
£		£
2708	Balance brought Forward	2939
0	Interest	0
18	Dividend	18
<b>2726</b>		<b>2957</b>
213	Investment at cost	213
<b>2939</b>	<b>TOTAL FUND BALANCE</b>	<b>3170</b>



**KESWICK PARKS CHARITABLE TRUST**

**July 2016**

**UPDATE OF ADMINISTRATION & FINANCE OFFICER**

**Wivell Park**

Local contractors have been assigned to complete the work required below the PUPs shelter. The contractors are in the process of applying for the necessary permits for 'in river' work from the Environment Agency, these can take up to 8 weeks to obtain.

Prior to the contractor starting on the work to replace the wall the Parks staff will be required to cut out the tree roots and brambles in the area and spray back the remaining weeds.

**Knightsbridge - Reinstatement**

Steve Harwood has advised that the detailed design is being finalised by RG Parkins on the preferred option agreed by Trustees, with a view to submitting a planning application as soon as possible. Tenders will be invited to carry out the reinstatement work during the planning application process.

**Wivell Bridge - Repairs**

Quotations have been received as per the specification given, these were sent to RG Parkins for their professional advice and then to our insurance assessor for approval. Steve Harwood, acting on the Trusts behalf until completion, has awarded the contract to the successful tenderer.

It will be necessary for the contractor to apply for the necessary permit to carry out work in and adjacent to the river from the Environment Agency. Once the contractor has assessed the work involved and gained the permit they will advise on a proposed start date and programme of works.

We have received confirmation from our insurers that they will cover the costs involved in the above.

Please note that during the work taking place Wivell Bridge will need to be closed again and signage will be put in place to advise the public of this. At this stage it is not known how long the bridge will need to be closed.

**Catherine Parker**

**From:** adam juniper [mailto:adamjuniper@yahoo.com]

**Sent:** Monday, June 6, 2016 3:30 PM

**To:** office@keswicktowncouncil.gov.uk

**Subject:** Hosting the start of a Macmillan charity walk in Hope or Fitz Park in Keswick on Saturday 17th June 2017

Dear Keswick Town Council,

I am organising a 26 mile charity fundraising walk from Keswick to Coniston along the Cumbria Way on Saturday the 17th of June 2017, on behalf of Macmillan Cancer Support. I would love to host the start of this event in Hope or Fitz Park in Keswick if they are suitable and available? I have provided some key details about the event below.

**Date:** Saturday 17th June 2017

**Participant no's:** 500 - They will be started in batches and will use pavements and pedestrian road crossings in Keswick, before joining the Cumbria Way. No road closures will be necessary.

#### **Timings**

Friday 16th June 2017

- Marquee set-up

Saturday 17th June 2017

- 0730 First participant starts
- 0830 Last participant starts
- 0900 Marquee take down
- 1200 Depart site

#### **Infrastructure**

- 1 x Marquee (12m x 28m) - Registration and hot drinks
- 2 x Gazebo (3m x 9m)
- 1 x Inflatable arch
- 1 x Generator - power for PA system, inflatable arch and hot water urns
- 1 x PA system - with 2 directional speakers.

I do hope you can help and look forward to hearing from you.

Kind regards,

Adam  
Event Development Manager  
Action Challenge  
07815 570 373  
www.actionchallenge.com