

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices  
50 Main Street  
Keswick  
CA12 5JS

4<sup>th</sup> January 2018

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on **Thursday 11<sup>th</sup> January 2018 at 7.30pm**. The press and public are welcome to attend.

*Lynda Walker*

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 in respect of items on this agenda.
- 3. Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the Special meeting held on 22<sup>nd</sup> November 2017 (page 10).
- 4. Chairman's Report**  
To receive the Chairman's report.
- 5. Friends of Keswick Parks**  
To receive an update from Elizabeth Barraclough, Convenor, who will be in attendance for this item.
- 6. Fitz Park Signage and Banner**  
Keith Richardson will be in attendance for this item to present the artwork for the maps for approval and will also provide an update on progress with the banner.
- 7. Parks Manager's Report**  
To consider the report of the Parks Manager.
- 8. Draft Budgets 2018-19**  
To agree the draft budgets for 2018-19 for i) Hope Park and ii) Fitz Park.
- 9. Requests for use of the Parks**  
To consider a request from the organisers of Keswick Mountain Festival for use of Hope Park – further information will be available at the meeting.

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

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

**10. Contracting**

- i) New Equipment Store and Staff Accommodation at Hope Park**  
To receive an update on costings from Steve Harwood
- ii) Replacement of Parks Van**  
To consider the report of the Parks Manager
- iii) Hope Park Lease renewal**  
To consider the report of the Clerk.

**11. Staffing**

To receive an update from the Parks Manager.

**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, 50 Main Street, Keswick, on Thursday 22nd November 2017 at 7.30pm.

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Present:

Chairman  
Councillor Adam Paxon

	Councillors	
Allan Daniels	Martin Jordan	Denstone Kemp
Graham Kendall	Susan Leighton	Duncan Miller
Paul Titley		

Also in attendance was Lynda Walker (Trust Clerk).

**54. Apologies**

Apologies for absence were received from Councillors Burn (holiday), Lywood, and Pugmire (unwell).

**55. Declarations of Interests**

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

**56. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the Minutes of the Trust Meeting held on Thursday 9<sup>th</sup> November 2017 (pages 8 – 9).

**Prior to the following business the Chairman moved the 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.'*

**57. Rescission of Resolution**

In accordance with Standing Order no. 18 and following submission of a written notice of special resolution by Councillors Kemp, Kendall and Paxon it was:

**RESOLVED** that Minute no. 52 be rescinded.

**58. Contracting - Hope Park Lease Renewal**

Further consideration was given to a letter from Hope Leisure Ltd in the light of additional information now provided.

**RESOLVED** that an offer to extend the period of the lease and licence by one year i.e. for 11 years from 1<sup>st</sup> November 2016 be made, with fee increases to be applied from 1<sup>st</sup> November 2017, and that the Trust offer to meet its own legal expenses.

The meeting closed at 8.00 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



**Report from Friends of Keswick Parks**

**to Trust 11<sup>th</sup> January 2018**

**1. Sensory/Memorial Garden**

**State of the Garden**

The majority of the planting has been completed with the exception of one bed, the Winter Bed, which we hope to plant this Spring with shrubs that will provide interest in winter and early spring. We have been fortunate that members of the Horticultural Society have provided plants and grown some rockery plants for us from seed. One bed that this year was a 'floral meadow' grown from seed we hope to repeat at least this year.

**New Developments**

The one thing that we do not have in the garden is some changing visual attraction that visitors to the garden can watch. The site is too open and too busy to consider a bird feeder or other wild life feature so we felt we had to create a man made artifice with movement provided from solar power. Knowing that Keswick School has a very good technology department I approached the Head Teacher and I hope that starting next September we can develop an attractive vandal proof project, we felt it widened the interest in the Garden within the Town.

**A Raised Planter**

The original design had a raised bed, possibly not in the most appropriate position, the idea was to provide planting at a level accessible to wheel chair users and so enable them to touch and smell herbs and tactile plants. We feel such a bed would improve the interest of the garden. We are investigating suitable designs and materials to be placed on the circular path area.

**2. Hope Park Bed**

We continue to maintain the bed in Hope Park and will be adding and replacing some plants this Spring.

**3. The Friends**

We have a core group of about 6 people who have been responsible for planning and doing most of the planting. But we had tremendous help from individuals and the Lions and Rotary during the preparation of the beds and clearing and keeping them weeded.

Elizabeth Barraclough  
Convenor, Friends of Keswick Parks  
January 2018



**Parks Manager Report Jan 2018**

**Christine Fawcett**

Drier conditions over this last period have meant good progress in all the Parks has been made. Thanks must go to the parks staff for their hard work, including our new member to the team Mathew Gee. Things also run smoothly due to the great efforts of the three ladies within the office of Keswick Town Council.

**Hope Park**

The shrub borders have had a good prune and some shrubs have had regenerative pruning carried out. A wood chipper was hired in for the week and all material chipped back onto the mature shrub beds to act as a mulch and weed suppressant.

Tee mats have been brought in and repainted and two mats/boards have been replaced at a cost of £200.00 each

The new buildings are making good progress and the roof is now on, rendering is being carried out inside and we are hoping for a completion date of mid-February.



The existing electrical supply cable to the old building is not heavy enough to carry the new electrical load we require. This was not foreseen in the initial plans and costing; to

avoid spiralling costs Hope Park staff have dug the majority of this trench. The new cable has been laid and the ground/paths reinstated.



A new Rose Arbour has been built by Matt and Kevin to replace an existing structure; a donation for this material was made by a lady who had recently collected her memorial bench.



The tree survey is being carried out by Capita and some trees have been highlighted, these works have started to be carried out. Two beech trees next to Lady Hope's garden have been crown reduced by 50% and a large limb has been removed from the Oak tree in the yard.



Mulching of the herbaceous borders and shrub beds is almost complete. This has not only made a good visual impact but also really helps to reduce weeds.

### **War Memorial**

There has been some damage to the corner of the war memorial raised stone beds. This damage we think was done by a vehicle on 20/12/17. Parks staff have repaired the damage.



### **Lower Fitz Park**

The playground footpath has been tarmacked and is a good improvement to the access of the play area. The woodchip surface is to be renewed/topped up shortly.

The additional mesh fencing to Knight's Bridge has been carried out and is a good improvement.



Approval to prune the Holly tree beside the bridge has been granted and this will be done shortly.

The shrub bed at Crosthwaite Road car park has been fenced off with posts and rails and a line of white posts has been instated to try and stop cars mounting the grass verge.



## Upper Fitz Park

Parks staff have been busy pruning back shrubs on the Station Road side of the park to encourage regeneration and allow more light/air into the park. This work was carried out at the same time as the shrubs being cut back at Hope Park to maximise the chipper hire.



Edging and mulching of the shrub borders is now

being carried out

Three Memorial trees have been planted in the Parks, including *Acer griseum* and *Liquid amber* in Upper Fitz and a *Toona sinensis* "Flamingo" at Hope Park.



## Fiat Scudo Van

As the Trust is aware we have a Fiat scudo van, this van was purchased outright in 2012 and has done 48,000 miles to date. It is now starting to show signs of wear and in the near future is going to need money spent on it to keep it in service. It is an essential piece of equipment which is used daily in both parks and has had various drivers throughout its life.

In December the engine management light came on as I was coming to work, I was able to limp to work at low speed as advised by Keswick motor company. The diagnostic test indicated low fuel pressure, the van has been serviced since and seems to be running OK.

I have looked at various options for the trusts best interests and these are detailed in a separate report elsewhere on the agenda.

## MUGA lights

Prices have now been received for replacing the lights on the MUGA as follows:

600w LED £845.50 each	Total £5073.00
800w LED £1698.17 each	Total £10189.00
Cherry picker hire @£25 per hour	Total £200.00
Plus labour (2 men for 1 day).	

## Machinery Repairs

Request to take £297.00 from Hope Park contingences nominal code. £698.00 is available. This is to cover the service of the Kubota tractor. There is £160 left in the repairs budget, however a Dennis mower has to be repaired at Fitz Park and this will almost certainly use this budget.



## HOPE PARK

## BUDGET ESTIMATES 2018/19 - DRAFT - WAGES OPTION 2 - AS DISCUSSED AT PARKS STRATEGY MEETING - 1st November 2017

	Actual Spend 15/16	Actual Spend 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 18/19
<b>Expenditure:</b>					
Golf Cups & tee Mats	500	500	500	500	500
Tools	66	250	1250	1250	1250
Materials	428	1360	1500	1500	1500
Maintenance	495	4151	1000	1000	1000
Repairs - Paths/fences	1043	1490	2500	2500	3000
Repairs - Buildings	225	1017	1200	1200	1200
Repairs - Course	52	150	500	500	500
Repairs - Machinery	495	1003	1000	1000	1500
Repairs - Van service/repairs	313	432	500	500	750
Fuel and licences	2396	2889	3250	3250	3000
Plants & Compost	1094	3682	3000	3000	3900
Trees and shrubs	0	197	300	300	400
Fertilisers	517	607	650	650	650
Electricity and heating oil	545	634	1200	1200	1500
Water rates	66	164	270	270	300
Wages (Gardeners)	31555	34000	36487	33630	38263
Wages (Management)	24347	34795	32882	32882	33272
Wages apprentices	0	0	0	0	0
Admin and on costs - TBA 18/19 Pending Dec TC	20285	22803	24550	23107	24205
Insurance	3439	3576	3600	2520	3600
Telephone	316	282	375	375	450
Advertising - Including Staff Recruitment	68	1506	600	554	600
Trade Refuse Collection	629	648	680	680	680
Training costs	0	696	700	700	785
Workwear	774	1331	1100	1100	1500
Equipment	0	0	400	400	400
Audit Fee & Accounts Preparation	750	750	800	800	800
Bird/squirrel feeding station	99	136	500	500	500
Printing and stationery	0	84	50	50	50
Contingency	828	966	1500	1500	1500
Health and Safety	192	252	700	700	800
Computer equipment	117	134	200	200	300
Web & Internet Costs	454	0	75	75	800
Tree Work & Surveys	168	976	2000	2000	2000
Professional Fees	1102	200	1500	1500	1500
Signs Expense	0	0	500	500	500
Drainage (filling) work to fairway	0	0	500	500	1000
Hire Purchase agreements - RTV & Mower	0	0	0	0	5000
Contribution to D&E Fund	0	5000	5100	5100	0
<b>TOTAL EXPENDITURE:</b>	<b>93358</b>	<b>126661</b>	<b>133419</b>	<b>127993</b>	<b>139455</b>

	Actual Income 15/16	Actual Budget 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 17/18
<b>Income:</b>					
Games, Golf Hut & Café - Lease/Licence	134984	140383	162000	162000	165920
Bank Interest	54	0	5	0	5
Donations & Money Spinner	315	463	300	250	300
Building Fund interest	16	20	10	0	10
Fuel reimbursements	354	0	0	0	0
Bird/Squirrel Feed Station Donations	577	359	200	250	250
Keswick Lions	0	0	250	250	400
Hire of Park	0	400	0	550	550
<b>TOTAL INCOME:</b>	<b>136300</b>	<b>141625</b>	<b>162765</b>	<b>163300</b>	<b>167435</b>

<b>SURPLUS/deficit</b>	<b>42942</b>	<b>14964</b>	<b>29346</b>	<b>35307</b>	<b>27980</b>
Wages (Management) - OVERSPEND			10520	10185	0
<b>REVISED SURPLUS</b>			<b>18826</b>	<b>25122</b>	<b>27980</b>

FITZ PARK

BUDGET ESTIMATES 2018/19 - DRAFT - WAGES OPTION 2 - AS DISCUSSED AT PARKS STRATEGY MEETING - 1st November 2017

	Actual Spend 15/16	Actual Spend 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 18/19
<b>Expenditure:</b>					
Materials	400	1264	2000	2000	2000
Games Equipment - Including CSA	504	293	200	170	200
Repairs - Paths, fences & walls	541	3428	3000	3000	3000
Repairs - Buildings	0	455	1000	1000	1000
Repairs - Greens and courts	462	1020	1000	1000	1800
Repairs & Maintenance - children's play area	3094	5236	6000	6000	6000
Repairs - Bridges (Wivell & Knights)	0	0	250	250	250
Trade refuse	629	763	750	750	750
Plants, trees & shrubs	0	497	1200	1200	1000
Fertiliser	364	497	1000	879	1000
Electricity	598	404	850	850	850
CSA Electricity	321	339	400	400	500
CSA Expenditure	108	775	600	600	2000
Water Rates	206	571	550	550	550
<b>Wages (Management)</b>	<b>6087</b>	<b>8699</b>	<b>8221</b>	<b>8221</b>	<b>33272</b>
Wages, NI & SA (Gardener & Maintenance)	37671	41705	41885	41502	32325
Grass cutting - outside contract	8000	4300	8000	8000	0
Admin and on costs - TBA 18/19 Pending Dec TC	20285	22806	24550	23107	24205
Insurance	5131	5328	6000	4955	5000
Advertising & Staff Recruitment	0	0	600	555	600
Car park expenses	651	6938	5000	7283	6000
Audit fee & Accounts Preparation	750	750	800	800	800
Tools	195	85	300	300	800
Health and Safety	84	201	300	300	300
Printing & Stationery	0	61	50	50	50
Sinking Fund	10000	10000	10000	10000	15000
Hygiene Contract	75	0	75	75	75
Signs Expense	665	430	300	300	300
Tree Work	1929	3434	3500	3500	3500
Workwear	1023	748	500	500	700
Contingency	0	2648	4000	3500	2500
Professional Fees	0	0	250	250	250
Maintenance	30	992	1500	1500	1500
BMX Track Expenditure	0	67	1000	1000	1000
Bank Charges from July 2016	0	263	0	300	300
Collection Box Upgrade - Play Area	0	0	1300	0	1300
Training	0	0	500	500	800
Fuel	0	0	0	0	1000
Repairs - Machinery	0	0	0	750	750
<b>Total Expenditure:</b>	<b>99803</b>	<b>124997</b>	<b>137431</b>	<b>135897</b>	<b>153227</b>

	Actual Income 15/16	Actual Income 16/17	AGREED Budget 17/18	Estimated Out Turn 17/18	DRAFT Budget 18/19
<b>Income:</b>					
Licence Fee - Games & Catering	1000	0	1000	0	0
New Car park income	13260	12275	20000	20000	20000
Wayleaves	32	33	33	33	33
Insurance Reimbursements	991	1189	1200	1245	1250
Hire of Fitz Park	3523	3798	3500	1858	2000
Donations	736	105	100	65	100
Tennis Club - Licence Agreement	1000	0	150	1250	1250
Football Club - Lease	1000	1000	1000	1000	1000
Car Park Levy - Football Club	4630	2785	4000	7583	5000
CSA Electricity	0	258	300	0	300
Play Area Donations	940	99	250	600	150
BMX Track Donations	891	0	50	0	0
Memorial Seats (MOVED TO FUND 16/17)	208	0	0	0	0
Bank Interest & Loyalty Reward from July 2016	0	121	0	100	100
Gift Aid	0	73	0	0	0
<b>Total Income:</b>	<b>28211</b>	<b>21736</b>	<b>31583</b>	<b>33734</b>	<b>31183</b>

<b>NET EXPENDITURE DEFICIT</b>	<b>-71592</b>	<b>-103261</b>	<b>-105848</b>	<b>-102163</b>	<b>-122044</b>
<b>ADDITIONAL GRANT FROM KTC ON TOP OF DEFICIT</b>	<b>6824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TO BE PAID TO FITZ IN TWO HALVES FROM KTC WHEN PRECEPT PAID</b>	<b>88529</b>	<b>88994</b>	<b>105848</b>	<b>102163</b>	<b>122044</b>

<b>Wages (Management) - OVERSPEND FROM RESERVES</b>	<b>0</b>	<b>0</b>	<b>2630</b>	<b>2557</b>	<b>0</b>
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KESWICK PARKS CHARITABLE TRUSTS MEETING  
11 JANUARY 2018

**REQUEST FROM KESWICK MOUNTAIN FESTIVAL**

(Extract from email dated 20 December 2017)

Following the closure of the Festival Village at this year's Mountain Festival we were able to run most of the sporting events by putting a contingency plan into action. Having seen how that worked we want to tweak the plan! (Hopefully we won't need to use it for a while at least!) A key change is that we would like to finish the trail races next to the Theatre rather than on Crow Park Road. This would require runners to come through Hope Park.

Many thanks for your help.

Nicola Meadley  
Event Director

