

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices
50 Main Street
Keswick
CA12 5JS

6th July 2017

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on **Thursday 13th July 2017 at 7.30pm.**

The press and public are welcome to attend.



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 25th May 2017 (pages 1-2).
- 4. Chairman's Report**
To receive the Chairman's report.
- 5. Trustee Reports and Accounts for the year ended 31st March 2017**
To formally approve the Trustee Reports and Accounts for the year ended 31st March 2017 for Hope Park, Fitz Park and the Townsfield. Frances Clark of Keswick Accountants will be in attendance for this item.
- 6. Proposed New Equipment Store and Staff Accommodation Buildings at Hope Park**
To receive an update from Steve Harwood of ADK Architects.
- 7. Fitz Park Flood Strategy Report**
To approve and adopt the report submitted by Rubicon Project Consultancy.
- 8. Knightsbridge**
 - i)** At the request of the Vice Chair, to consider date and arrangements for an official opening of the new 'Knightsbridge'

- ii) To receive comments from John Carter and to consider whether a slate plaque signifying the Trust's involvement in rebuilding the bridge and reinforcing the name of 'Knight's Bridge' should be installed.
- iii) To approve transfer of a further £4,403 from the Sinking Fund to cover costs incurred on additional fixing brackets to secure the stainless steel mesh infill to each bay of the bridge structure, and further excavation and additional concrete to stabilise the ground below the new ramp.

9. Recognition of Support for Reinstatement of Fitz Park

At the request of the Vice Chair, to consider what form a permanent 'Thank You' to all groups/volunteers/funders involved in the reinstatement of Fitz Park following the 2015 flooding should take.

10. Parks Manager's Report

To receive the report of the Parks Manager.

11. Clerk's Report

To receive the report of the Trust Clerk.

12. Budgets for Hope and Fitz Parks

To receive the first quarter's budgets for Hope and Fitz Parks.

13. Requests for use of the Parks

- i) To consider a request for use of Hope Park and Crosthwaite Road car park for the Lakesman event on 16th and 17th June 2018.
- ii) To consider a request from Mike Graham, E-Venture Bikes, for a temporary base in Hope or Fitz Park.

14. Correspondence

To consider the following correspondence:

- i) Lakeland Trails – request for support and suggestions for 2017 event.

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'

15. Staffing

To receive a letter from James Hewitt and to consider the report of the Clerk following a meeting of the Staffing Committee.

16. Crosthwaite Road Car Park

To consider the report of the Clerk.

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 25th May 2017 at 7.30pm.

Present:

Chairman
Councillor Adam Paxon

Councillors		
David Burn	Allan Daniels	Martin Jordan
Denstone Kemp	Graham Kendall	Susan Leighton
Tony Lywood	Duncan Miller	Paul Titley

Also in attendance were Lynda Walker (Trust Clerk), Catherine Parker (Responsible Financial Officer), Christine Fawcett (Parks Manager), and Steve Harwood (ADK Architects).

1. Apologies

Apologies for absence were received from Councillors Lysser (work) and Pugmire (illness).

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 only one nomination it was **RESOLVED** that Councillor Miller be elected as Vice Chairman for the ensuing year.

4. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the Trust Meeting held on 30th March 2017 (pages 14-16).

5. Declarations of Interests

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

6. Chairman's Report

RECEIVED the Chairman's report. Christine was thanked for all her hard work which, with the support of the parks staff, had resulted in a real improvement to the parks.

7. Proposed New Equipment Store and Staff Accommodation Buildings at Hope Park

Steve Harwood of ADK Architects presented drawings showing proposals for new equipment and staff buildings at Hope Park within permitted development constraints.

RESOLVED that the proposals be approved in principle and an outline specification be prepared to obtain costs for the work involved, and to resolve the technical issues required for Building Regulations.

8. Crosthwaite Road Car Park

Consideration was given to the report of the Clerk.

RESOLVED:

- i) that expenditure of £2,140 be approved for the supply and machine levelling of gravel to the surface of the car park (to be funded from the budget for car park expenses)
- ii) that the request for exclusive use of the car park by the organisers of the Lakesman Triathlon from 5pm on Friday 16th June until 10am on

Monday 18th June 2017 be granted at a charge of £750 provided that the organisers marshal the car park and supply vouchers for the cars.

9. Parks Manager’s Report

RECEIVED the report of the Parks Manager.

RESOLVED that costings for providing a height bar at the entrance to the Crosthwaite Road car park be provided at the next meeting.

Councillor Daniels joined the meeting at 8.15 pm

10. Clerk’s Report

RECEIVED the report of the Trust Clerk.

Note: item to be placed on Town Council agenda re the ‘amenity space’ to be created at Springs Road as part of the Penrith Road flood alleviation project.

11. Budget Comparisons

RECEIVED budget comparisons for the fourth quarter.

12. Assets Register

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

13. Requests for use of the Parks

RESOLVED that the following requests for use of Fitz Park be approved:

- i) Jen Wilson Fitness – Buggyfit Classes (subject to proof of public liability insurance)
- ii) KTC Events Committee – closure of Community Sports Area during the Proms in the Park and Scruffs events from 3.00pm – 9.30 pm on Saturday 24th June 2017 and all day (until 5.30pm) on Sunday 25th June 2017.

14. Correspondence

RECEIVED letter from Suskes re Micro AD placement in the parks.

RESOLVED that Suskes be invited to come back with more information when this is available.

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’

15. Contracting

Consideration was given to report of the Clerk.

RESOLVED:

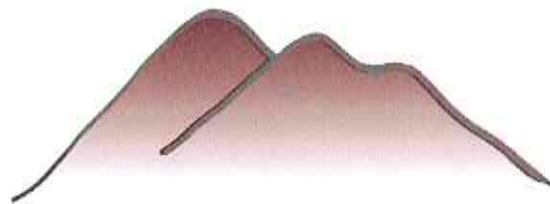
- i) That a licence be issued to Ray Dowding to operate games and sell refreshments etc at Upper Fitz Park on the same terms as 2015
- ii) That Expressions of Interest be invited in operating Crosthwaite Road car park on the basis of a lease for the management and maintenance of the car park.

The meeting closed at 8.55 p.m.

Chairman

Date

Hope Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2017



Keswick
ACCOUNTANTS

Hope Park Charitable Trust

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for the year ended
31 March 2017**

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Hope Park Charitable Trust

**Charity Information
for the year ended
31 March 2017**

**DIRECTORS
AND
TRUSTEES:**

Cllr D S Burn
Cllr A Daniels
Cllr R M Jordan
Cllr D Kemp
Cllr G P Kendall
Cllr S E Leighton
Cllr A Lysser
Cllr A Lywood
Cllr D Miller
Cllr A G Paxon
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 2017

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2017.

The accounts have been prepared in accordance with the Charities Act 2011, and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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
Cll A Daniels
Cllr R M Jordan
Cllr D Kemp
Cllr G P Kendall - appointed 4 November 2016
Cllr S E Leighton
Cllr A Lysser
Cllr A Lywood
Cllr D Miller
Cllr A G Paxon
Cllr P S Price - resigned 15 September 2016
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 2017

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 £27,981. When added to brought forward reserves of £568,237, the closing reserves were £596,218. Of this, £355,243 are fixed assets, including the value of the cafe, and £240,975 revenue funds. Of the Revenue funds £169,704 relate to designated funds and £71,271 are unrestricted.

Reserves Policy

The Trust has £71,271 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 2017

I report on the accounts for the Trust for the year ended 31 March 2017 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 2017

	Notes	31 March 2017			31 March 2016
		Designate	Unrestricted	Total	Total
		£	£	£	£
INCOME					
Donations and legacies					
Donations and gifts	3	-	463	463	315
Legacies receivable	4	7,755	-	7,755	-
Income from charitable activities					
Primary Purpose Trading	5	-	5	5	354
Other Trading Activities					
	6	20,905	141,766	162,671	141,226
Income from investments					
	7	104	-	104	54
Total income		28,764	142,234	170,998	141,949
EXPENDITURE					
Expenditure on charitable activities					
	8	9,746	133,271	143,017	110,101
Total expenditure		9,746	133,271	143,017	110,101
Net incoming / (outgoing) resources		19,018	8,963	27,981	31,848
Total funds brought forward		166,570	401,667	568,237	536,389
Transfers between funds		(16,059)	16,059	-	-
Total funds carried forward		169,529	426,689	596,218	568,237
Funds carried forward as follows:-					
Revenue Funds		169,529	71,446	240,975	222,091
Fixed Asset Funds		-	355,243	355,243	346,146
		169,529	426,689	596,218	568,237

The notes form part of these financial statements

Hope Park Charitable Trust

Balance Sheet
as at
31 March 2017

	Notes	31 March 2017		31 March 2016	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	12		355,243		346,146
			<u>355,243</u>		<u>346,146</u>
Current Assets					
Debtors	13	458		5	
Cash at bank and in hand		261,691		235,269	
		<u>262,149</u>		<u>235,274</u>	
Creditors: amounts falling due within one year					
Creditors and accruals	14	21,174		13,183	
		<u>240,975</u>		<u>222,091</u>	
Net Current Assets					
			240,975		222,091
Total Assets less Current Liabilities					
			<u>596,218</u>		<u>568,237</u>
NET ASSETS					
			<u>596,218</u>		<u>568,237</u>
Funds					
Designated funds	15		169,529		166,570
Unrestricted funds			426,689		401,667
			<u>596,218</u>		<u>568,237</u>
	16		<u>596,218</u>		<u>568,237</u>

As Approved on: _____

By:

Hope Park Charitable Trust

Notes to the Financial Statements for the year ended 31 March 2017

1 Accounting Policies

General

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

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:

	2017	2016
	£	£
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 2017

	31 March 2017			31 March 2016 £
	Designated £	Unrestricted £	Total £	
3 Donations and gifts				
Donations	-	463	463	315
	-	463	463	315
4 Legacies receivable				
Memorial Seats	7,755	-	7,755	-
	7,755	-	7,755	-
5 Primary Purpose Trading				
Other reimbursements and ancillary trading	-	5	5	-
Petrol reimbursement	-	-	-	354
	-	5	5	354
6 Other trading activities				
License fee and rent	-	140,383	140,383	134,984
Squirrel / bird feeding station income	-	358	358	577
Sale of assets / scrap	-	625	625	-
Hire of park	-	400	400	-
Insurance claim settlement	20,905	-	20,905	5,665
	20,905	141,766	162,671	141,226
7 Investment income				
Bank interest received	104	-	104	54
	104	-	104	54
8 Charitable activities				
Staff costs and uniforms	-	72,327	72,327	56,877
KTC recharge of admin costs (see note 9)	-	22,803	22,803	20,285
Health and safety costs	-	252	252	192
Printing and Stationery	-	84	84	-
Telephone	-	282	282	316
Advertising and PR	-	-	-	68
Web, internet and computer	-	134	134	454
Golf equipment and tools	-	750	750	566
Motor vehicle expenses	-	2,889	2,889	2,396
Contingency	-	966	966	828
Water rates and trade refuse	-	812	812	694
Insurance	-	3,576	3,576	3,439
Repairs and maintenance	-	8,244	8,244	2,765
General reserves expenditure	-	178	178	-
Light and heat	-	634	634	545
Plant production, trees and bird feed	-	5,598	5,598	1,879
Memorial seats and plaques	153	-	153	183
Materials	-	1,360	1,360	428
Insurance claim expenditure	560	-	560	1,590
Development costs	9,033	-	9,033	-
<i>Depreciation</i>				
Plant and machinery	-	3,987	3,987	496
Fixtures and Fittings	-	1,222	1,222	1,528
Motor Vehicles	-	1,002	1,002	2,047
Office Equipment	-	250	250	117
Loss on disposal of fixed assets	-	4,971	4,971	10,556
Independent Examiners Fee	-	750	750	750
Professional fees	-	200	200	1,102
	9,746	133,271	143,017	110,101

Hope Park Charitable Trust

Notes to the Financial Statements
for the year ended
31 March 2017

9 Breakdown of Keswick Town Council Recharges

	31 March 2017	31 March 2016
	£	£
Salaries, National insurance and Pension	18,543	16,142
Pension to Former Employee	260	260
Staff Expenses	42	-
Payroll Outsource Costs	61	54
Rent	1,404	1,360
Rates	196	195
Building Service Costs	898	934
Insurance	102	101
Repairs - Decorating	6	60
Subscriptions	138	131
Stationery and Printing	196	208
Postage	72	51
Photocopier Lease and Charges	198	295
Computer Maintenance	125	184
Website and Internet Costs	271	138
Telephone	99	63
Health and Safety	19	-
Office Equipment and Fittings	97	48
Elections	-	10
Quality Parish Renewal	10	
Council Chamber Expenditure	21	33
Conferences / Training	45	18
	<u>22,803</u>	<u>20,285</u>

10 Employee Remuneration

Staff costs and uniforms

	31 March 2017	31 March 2016
Gross salaries	68,795	55,902
Training and workwear	<u>2,027</u>	<u>774</u>
	<u>72,327</u>	<u>56,877</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 2017	31 March 2016
	No.	No.
Staff numbers		
Gardeners and groundsmen	2.70	2.70
Administration	<u>0.40</u>	<u>0.40</u>
	<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 2017

12 Tangible Fixed Assets

	Land and Buildings £	Plant and Machinery £	Fixtures and Fittings £	Motor Vehicles £	Total £
COST					
At 1 April 2016	329,396	24,748	16,506	28,036	398,686
Additions	-	16,400	4,129	-	20,529
Disposals	-	(3,609)	-	(15,150)	(18,759)
At 31 March 2017	<u>329,396</u>	<u>37,539</u>	<u>20,635</u>	<u>12,886</u>	<u>400,456</u>
DEPRECIATION					
At 1 April 2016	-	18,170	14,520	19,850	52,540
Charge for year	-	4,237	1,222	1,002	6,461
Eliminated on disposals	-	(1,816)	-	(11,972)	(13,788)
At 31 March 2017	<u>-</u>	<u>20,591</u>	<u>15,742</u>	<u>8,880</u>	<u>45,213</u>
NET BOOK VALUE					
At 31 March 2017	<u>329,396</u>	<u>16,948</u>	<u>4,893</u>	<u>4,006</u>	<u>355,243</u>
At 31 March 2016	<u>329,396</u>	<u>6,578</u>	<u>1,986</u>	<u>8,186</u>	<u>346,146</u>

13 Debtors	31 March 2017 £	31 March 2016 £
Trade debtors	240	-
Prepayments	218	-
VAT recoverable	-	5
	<u>458</u>	<u>5</u>

14 Creditors: amounts falling due within one year	31 March 2017 £	31 March 2016 £
Trade creditors	2,552	3,034
Accruals	1,315	750
Owed to KTC	17,307	9,399
	<u>21,174</u>	<u>13,183</u>

Hope Park Charitable Trust

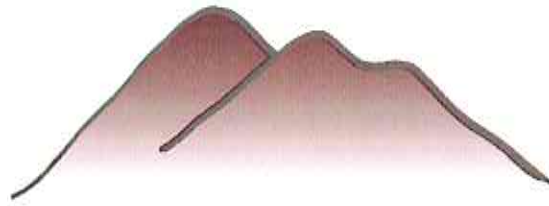
**Notes to the Financial Statements
for the year ended
31 March 2017**

15 Funds	At 1 April 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2017 £
Designated Funds					
Building Fund	101,129	20	-	-	101,149
Equipment and Development Fund	59,776	84	(9,033)	4,000	54,827
Insurance Settlement	5,665	20,905	(560)	(15,930)	10,080
Memorial Seats and Trees	-	7,755	(153)	(4,129)	3,473
	<u>166,570</u>	<u>28,764</u>	<u>(9,746)</u>	<u>(16,059)</u>	<u>169,529</u>

Note: the transfers from Insurance Settlement and Memorial Seats and Trees to the general reserves are to cover the cost of fixed asset purchases to be met by those funds, that have been added to the general reserves.

16 Net Assets by fund	Designated £	Unrestricted £	Total £
Tangible fixed assets	-	355,243	355,243
Current assets	169,529	92,620	262,149
Creditors: amounts falling due	-	(21,174)	(21,174)
Total net assets	<u>169,529</u>	<u>426,689</u>	<u>596,218</u>

Fitz Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2017



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

Fitz Park Charitable Trust

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for the year ended
31 March 2017**

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Fitz Park Charitable Trust

**Charity Information
for the year ended
31 March 2017**

**DIRECTORS
AND
TRUSTEES:**

Cllr D S Burn
Cllr A Daniels
Cllr R M Jordan
Cllr D Kemp
Cllr G P Kendall
Cllr S E Leighton
Cllr A Lysser
Cllr A Lywood
Cllr D Miller
Cllr A G Paxon
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 2017

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2017.

The accounts have been prepared in accordance with the Charities Act 2011, and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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
Cll A Daniels
Cllr R M Jordan
Cllr D Kemp
Cllr G P Kendall - appointed 4 November 2016
Cllr S E Leighton
Cllr A Lysser
Cllr A Lywood
Cllr D Miller
Cllr A G Paxon
Cllr P S Price - resigned 15 September 2016
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 2017**

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 £162,136. When added to brought forward reserves of £555,716, the closing reserves were £717,852. Of this, £463,051 are fixed assets and £254,801 revenue funds. Of the Revenue funds £175,607 relate to restricted funds or projects, £68,289 is the Sinking Fund which has been set aside as a designated fund, and £9,805 unrestricted revenue reserves.

Reserves Policy

The Trust has unrestricted revenue reserves of £9,805. 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 £78,094 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 2017

I report on the accounts for the Trust for the year ended 31 March 2017 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 2017**

	Notes	31 March 2017			Total	31 March 2016
		Restricted	Unrestricted	Designated		Total
		£	£	Funds	£	£
				£		
INCOME						
Donations and legacies						
Donations and gifts	3	-	276	-	276	5,117
Legacies receivable	4	2,306	-	-	2,306	208
Grants receivable	5	447,907	78,994	10,000	536,901	146,997
Income from charitable activities						
Other Trading Activities	6	-	21,338	-	21,338	25,436
Income from investments		-	121	18	139	31
Total income		450,213	100,729	10,018	560,960	177,789
EXPENDITURE						
Expenditure on charitable activities	7	239,967	123,081	35,776	398,824	171,590
Total expenditure		239,967	123,081	35,776	398,824	171,590
Net incoming / (outgoing) resources		210,246	(22,352)	(25,758)	162,136	6,199
Total funds brought forward		30,924	485,745	39,047	555,716	549,517
Transfers between funds		(65,563)	10,563	55,000	-	-
Total funds carried forward	15	175,607	473,956	68,289	717,852	555,716
Funds carried forward as follows:-						
Revenue Funds		175,607	10,905	68,289	254,801	95,879
Fixed Asset Funds		-	463,051	-	463,051	459,837
		175,607	473,956	68,289	717,852	555,716

The notes form part of these financial statements

Fitz Park Charitable Trust

**Balance Sheet
as at
31 March 2017**

	Notes	31 March 2017		31 March 2016	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	11		463,051		459,837
			<u>463,051</u>		<u>459,837</u>
Current Assets					
Debtors	12	3,359		25,727	
Cash at bank and in hand		260,174		117,248	
		<u>263,533</u>		<u>142,975</u>	
Creditors: amounts falling due within one year					
Creditors and accruals	13	8,732		47,096	
		<u>254,801</u>		<u>95,879</u>	
NET ASSETS					
			<u>717,852</u>		<u>555,716</u>
Funds					
Restricted funds	14	175,607		30,924	
Unrestricted funds		473,956		485,745	
Designated funds		68,289		39,047	
		<u>717,852</u>		<u>555,716</u>	
	15		<u>717,852</u>		<u>555,716</u>

As Approved on: _____

By:

Fitz Park Charitable Trust

Notes to the Financial Statements for the year ended 31 March 2017

1 Accounting Policies

General

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

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

2 Payment to Accountants

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

	2017	2016
	£	£
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 2017**

	31 March 2017			Total £	31 March 2016 £
	Restricted £	Unrestricted £	Designated £		
3 Donations and gifts					
Play Area Appeal Donations	-	99	-	99	940
Sundry Donations	-	105	-	105	736
BMX Track Donations	-	-	-	-	891
Flood Recovery Donations	-	-	-	-	2,550
Gift Aid	-	72	-	72	-
	-	276	-	276	5,117
4 Legacies receivable					
Memorial Trees & Benches	2,306	-	-	2,306	208
	2,306	-	-	2,306	208
5 Grants receivable					
Keswick Town Council	-	78,994	10,000	88,994	98,529
Keswick Town Council Additional Funds	-	-	-	-	10,000
Allerdale Borough Grant Aid	-	-	-	-	-
United Utilities	-	-	-	-	-
Insurance Proceeds	292,514	-	-	292,514	3,168
Flood Recovery Fund	120,943	-	-	120,943	-
Holroyd Foundation	34,450	-	-	34,450	35,300
Rotary Club - Flood Restoration	-	-	-	-	-
	447,907	78,994	10,000	536,901	146,997
6 Other trading activities					
Temporary letting & licensing	-	-	-	-	1,000
Allerdale Borough Council Licence Fee	-	-	-	-	-
CSA Income	-	258	-	258	-
Car Park Income	-	12,275	-	12,275	13,260
Football Club Car Park Contribution	-	2,785	-	2,785	4,630
Football Club Rent	-	1,000	-	1,000	1,000
Insurance Reimbursements	-	1,189	-	1,189	991
Interim Lease Clubhouse and Courts	-	-	-	-	1,000
Wayleave	-	33	-	33	32
Invoice Recharges / Refunds	-	-	-	-	-
Hire of Fitz Park	-	3,798	-	3,798	3,523
	-	21,338	-	21,338	25,436

Fitz Park Charitable Trust

Notes to the Financial Statements
for the year ended
31 March 2017

	31 March 2017			Total £	31 March 2016 £
	Restricted £	Unrestricted £	Designated £		
7 Charitable activities					
Staff costs and uniforms	-	51,152	-	51,152	44,781
KTC recharge of admin costs Note 8	-	22,803	-	22,803	20,285
Health and safety costs	-	201	-	201	84
Printing and Stationery	-	61	-	61	-
Contingency	-	2,648	-	2,648	-
Water rates, trade refuse and electricity	-	1,738	-	1,738	835
Insurance	-	5,328	-	5,328	5,131
Repairs and renewals	-	11,561	-	11,561	4,861
Flood damage repairs	62,927	-	22,159	85,086	71,912
Plants, trees and fertilizer	-	994	-	994	364
Insurance claim expenditure	109,783	-	-	109,783	-
Hygiene contract	-	-	-	-	75
Light and heat	-	-	-	-	598
Grass Cutting and Tree Work	-	6,634	-	6,634	9,929
Sensory garden expenditure	64,522	-	-	64,522	840
CSA Expenditure	-	1,114	-	1,114	428
Memorial seats and plaques	235	-	-	235	200
Materials and tools	-	1,349	-	1,349	595
Games equipment	-	293	-	293	504
Car park expenses	-	6,938	-	6,938	651
Sinking fund expenditure	-	-	13,617	13,617	-
BMX track expenses	2,500	66	-	2,566	195
Interest and charges	-	263	-	263	-
Depreciation					
Play Area and Equipment	-	6,529	-	6,529	8,162
Trust Plant and Machinery	-	2,659	-	2,659	410
Independent Examiners Fee	-	750	-	750	750
	<u>239,967</u>	<u>123,081</u>	<u>35,776</u>	<u>398,824</u>	<u>171,590</u>

8 Breakdown of Keswick Town Council Recharges

	31 March 2017 £	31 March 2016 £
Salaries, National insurance and Pension	18,543	16,142
Pension to Former Employee	260	260
Staff Expenses	42	-
Payroll Outsource Costs	61	54
Rent	1,404	1,360
Rates	196	195
Building Service Costs	898	934
Insurance	102	101
Repairs - Decorating	6	60
Subscriptions	138	131
Stationery and Printing	196	208
Postage	72	51
Photocopier Lease and Charges	198	295
Computer Maintenance	125	184
Website and Internet Costs	271	138
Telephone	99	63
Health and Safety	19	-
Office Equipment and Fittings	97	48
Elections	-	10
Quality Parish Renewal	10	-
Council Chamber Expenditure	21	33
Conferences / Training	45	18
	<u>22,803</u>	<u>20,285</u>

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2017**

9 Employee Remuneration	31 March 2017	31 March 2016
Staff costs and uniforms		
Gross salaries	50,404	43,758
Other staff costs and expenses	748	1,023
	<u>51,152</u>	<u>44,781</u>
No employee earned £60,000 or more.		
	No.	No.
Staff numbers		
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 2017

11 Tangible Fixed Assets

	Land and Buildings £	Play Park and Equipment £	Community Sports Area £	Trust Plant and Machinery £	Car Park £	Total £
COST						
At 1 April 2016	190,285	155,459	136,213	31,680	99,797	613,434
Additions	-	-	-	12,402	-	12,402
Disposals	-	-	-	-	-	-
At 31 March 2017	<u>190,285</u>	<u>155,459</u>	<u>136,213</u>	<u>44,082</u>	<u>99,797</u>	<u>625,836</u>
DEPRECIATION						
At 1 April 2016	-	122,812	-	30,785	-	153,597
Charge for year	-	6,529	-	2,659	-	9,188
At 31 March 2017	-	<u>129,341</u>	-	<u>33,444</u>	-	<u>162,785</u>
NET BOOK VALUE						
At 31 March 2017	<u>190,285</u>	<u>26,118</u>	<u>136,213</u>	<u>10,638</u>	<u>99,797</u>	<u>463,051</u>
At 31 March 2016	<u>190,285</u>	<u>32,647</u>	<u>136,213</u>	<u>895</u>	<u>99,797</u>	<u>459,837</u>

12 Debtors

	31 March 2017 £	31 March 2016 £
Trade debtors	2,110	1,376
Owed by KTC	1,063	24,272
Prepayments	182	-
VAT recoverable	4	79
	<u>3,359</u>	<u>25,727</u>

13 Creditors: amounts falling due within one year

	31 March 2017 £	31 March 2016 £
Trade creditors	6,744	45,246
Other creditors	-	-
Accruals	1,988	1,850
	<u>8,732</u>	<u>47,096</u>

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2017**

14 Funds	At 1 April 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2017 £	
Projects & Restricted funds						
Memorial Seats and Trees	255	2,306	(235)	(1,114)	1,212	
Tree Fund	157	-	-	-	157	
BMX Track	3,935	-	(2,500)	-	1,435	
Sensory Garden	34,460	34,450	(64,522)	-	4,388	
Flood Recovery	10,033	120,943	(62,927)	(55,000)	13,049	
Insurance Settlements	-	17,916	292,514	(109,783)	(9,449)	155,366
	<u>30,924</u>	<u>450,213</u>	<u>(239,967)</u>	<u>(65,563)</u>	<u>175,607</u>	
 DESIGNATED Sinking Fund	 39,047	 10,018	 (35,776)	 55,000	 68,289	
	<u>39,047</u>	<u>10,018</u>	<u>(35,776)</u>	<u>55,000</u>	<u>68,289</u>	

Note: the transfers from Insurance Settlement and Memorial Seats and Trees to the general reserves are to cover the cost of fixed asset purchases to be met by those funds, that have been added to the general reserve

15 Net Assets by fund	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	463,051	-	463,051
Investments	-	-	-	-
Current assets	175,607	19,637	68,289	263,533
Creditors: amounts falling due within one year	-	(8,732)	-	(8,732)
Total net assets	<u>175,607</u>	<u>473,956</u>	<u>68,289</u>	<u>717,852</u>

THE TOWNSFIELD CHARITABLE TRUST

REGISTERED CHARITY NO 520295
SCHEME DATED 28TH JULY 1922

REPORT AND ACCOUNTS YEAR ENDED 31ST MARCH 2017

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

THE TOWNSFIELD CHARITABLE TRUST
Registered Charity No 520295
Scheme Date 28th July 1922

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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

THE TOWNSFIELD CHARITABLE TRUST

The report of the Trustee for the year ended 31 March 2017.

The Trustee presents its annual report and accounts for the year ended 31 March 2017.

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

Graham Kendall

Susan Leighton

Andrew Lysser

Tony Lywood

Duncan Miller

Adam Paxon

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 2016/17 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. In addition to this the wall on Forge Lane had to be repaired due to damage caused by a vehicle, this amounted to a cost of £250.00. 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, work required and permission for this work is still to be agreed therefore this will be accounted for in a future financial year.

Financial Review

The Trust has no free reserves.

A deficit of £232 was incurred.

This report was approved by the board of the Trust on 13th July 2017.

**Councillor Adam Paxon
Trust Chairman**

KESWICK TOWN COUNCIL
THE TOWNSFIELD - REGISTERED CHARITY NO 520295
Income and Expenditure Account
For the year ended 31st March 2017

2015/2016		2016/2017
	REVENUE ACCOUNT	
£	INCOME	£
800	Grant from Keswick Town Council	800
18	Dividend Received	18
0	Bank Interest	0
818	TOTAL INCOME	818
	EXPENDITURE	
800	Wages	800
0	Repairs to Wall	250
800	TOTAL EXPENDITURE	1050
18	SURPLUS / DEFICIT	-232

THE TOWNSFIELD CHARITY - 520295
YEAR ENDED 31st MARCH 2017

2015/2016	*INVESTMENT AT COST	2016/2017
£		£
20	Common Investment Fund (0004032627)	20
193	Common Investment Fund (0004032628)	193
213		213

* Bid Value at 31st March 2017 - £424.28

THE TOWNSFIELD TRUST FUND YEAR ENDED 31st MARCH 2017

2015/2016		2016/2017
£		£
2708	Balance brought Forward	2726
0	Interest	0
18	Dividend	18
2726	Balance carried forward	2744
213	Investment at cost	213
2939	TOTAL FUND BALANCE	2957

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Keswick Fitz Park

Flood Strategy Part 1

May 2017



Keswick Fitz Park Aerial View © Google Earth

Keswick Town Council
50 Main Street
Keswick
Cumbria
CA12 5JS

Rubicon Project Consultancy Ltd

Version	Prepared by	Non-Technical Review by	Accepted by	Date
1 st Draft	Rachel Gerrard	G&J Tunnicliffe Wilson	n/a	23 May 2017
2 nd Draft	Rachel Gerrard	G&J Tunnicliffe Wilson	n/a	9 June 2017
Final Copy	Rachel Gerrard	Phil Gerrard	Keswick Town Council	30 June 2017

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Flood Strategy

Fitz Park Keswick experiences flooding during large flows on the River Greta which cause damage to the park's amenities. This flooding causes additional costs for the upkeep of the park. The Flood Strategy has been split into two parts with Part 1 providing:

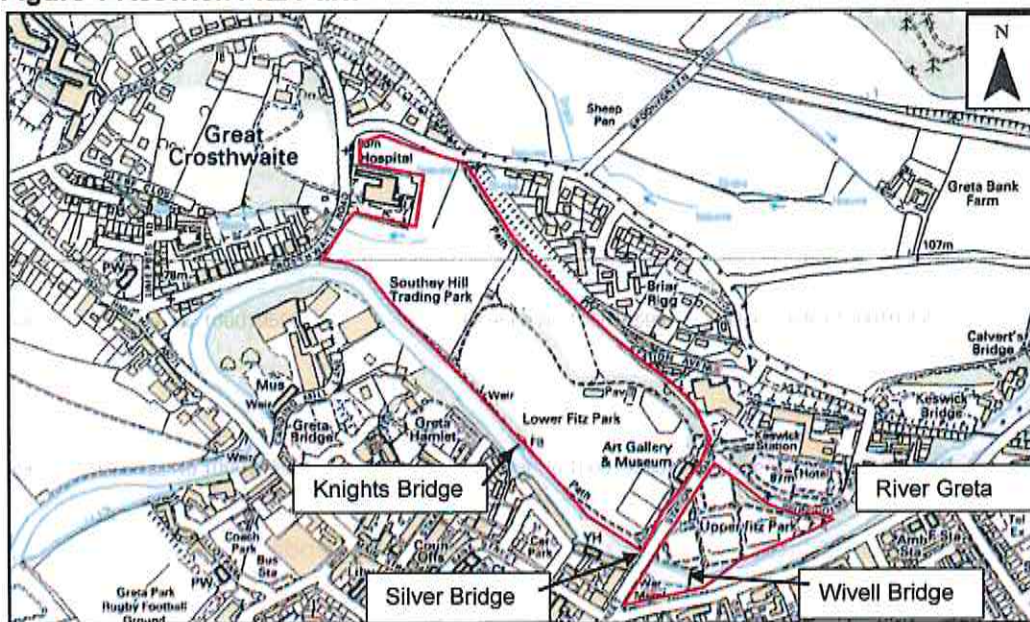
- A detailed post flood appraisal of flow routes and damage sustained within the 2015 flood event.
- Proposals for permanent mitigation measures e.g. resilience measures for buildings, landscaping and planting, to reduce the damage caused by scour and debris accumulation through-out the park.
- Proposals for reactive measures to protect specific park assets. This would include the Pay and Display car park and the staff hut, but would exclude the sport specific assets within the park.
- Flood Plan giving the before, during and after actions required to reduce the impact of a flood event.

Part 2, if required, could provide Asset specific visual surveys and flood plans for the main stakeholder organisations within the park where required.

Location

Fitz Park Keswick is located at NGR NY268236 with the River Greta providing the South-West boundary. The park is approximately 750m by 200m encompassing many activities and users from football and cricket to bowling, tennis and the Keswick Museum. The park connects Crosthwaite Road to the north and Brundholme Road to the south with Station Road cutting through splitting the park into Lower Fitz Park to the North of Station Road and Upper Fitz Park to the South of Station Road.

Figure 1 Keswick Fitz Park



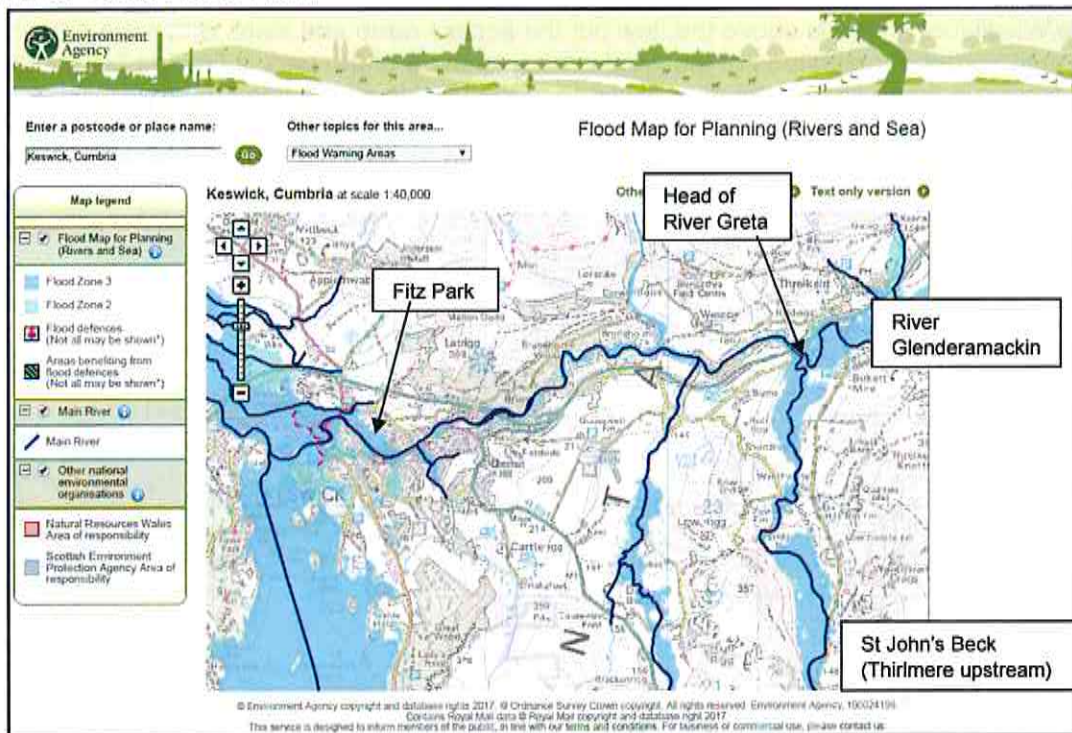
Fitz Park in Keswick is on the floodplain of the River Greta with residential properties of the town built to the river's edge on the opposite bank. The Greta originates at Threlkeld approximately 5km to the east of Keswick where two watercourses the Glenderamakin and St John's Beck combine. The source of the River Greta covers a large area from the head of the Glenderamackin on Blencathera to the East and the head of St John's Beck to the south with Thirlmere Reservoir in its catchment.

Flood History

Keswick has a history of flooding with the first recorded flooding in 1822. Since then, approximately 20 significant flood events have been recorded. Three major events have occurred recently in 2005, 2009 and 2015, causing damage to Fitz Park Keswick.

The River Greta originates at the confluence of St John's Beck and The River Glenderamackin, then flows down a relatively tight gorge towards Keswick. The first opening up of the valley into natural flood plain is found when the River Greta flows alongside Fitz Park. During the 2015 flood event all available floodplain upstream was inundated, with bridges and roads washed away with the force of the flows.

Figure 2 River Greta Flood Plain



Where the flows are constrained they are faster and can carry more debris. When the flows have more space, for example where there is flood plain, the flows slow down and cannot carry so much debris so debris is deposited.

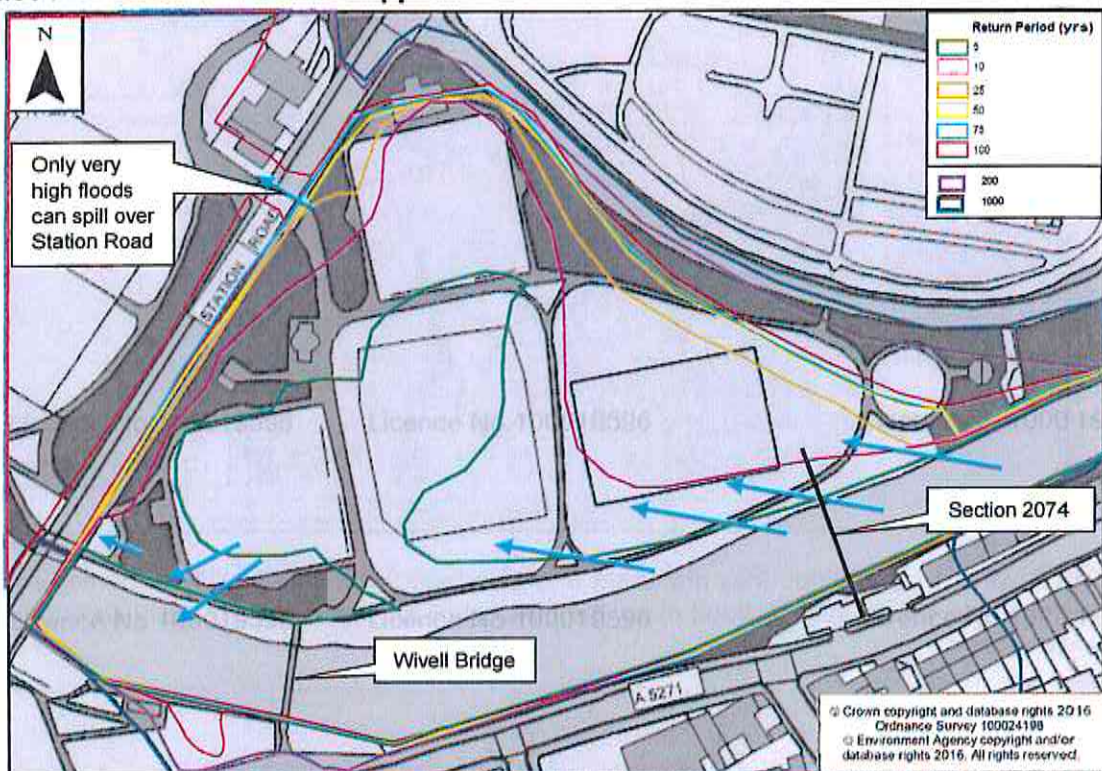
Modelled Flood Risk

The Environment Agency have carried out extensive hydraulic modelling of the River Greta, which provides good information for return periods of modelled floods for the Fitz Park area.

The return period of a flood is how long you might expect it to be before a flood next happens. It may in fact occur much sooner or later than that, so it is a way of communicating the chance, or risk, of it happening in any particular year. A 10 year return period means you expect one flood in 10 years, so there is a chance of 1 in 10, or 10%, of having a flood in any particular year - even if you just had a flood the previous year. Over a very long period you would find there was one flood for every 10 years, but you would not expect them to appear regularly every 10 years.

In Upper Fitz Park the lower order floods enter and exit the park, without overflowing Station Road. The park provides an overflow point but the flow of the functional floodplain is limited by Station Road. The deck of the Wivell foot bridge is above the flow but the access ramp and steps within the park interrupt the flow. As the order of magnitude of the flood increases more of the park is flooded but the flood is eventually limited in spreading by the natural shape of the hillside as the flood depth increases. See Figure 3 below.

Figure 3 Modelled Flood Outlines in Upper Fitz Park



In Lower Fitz Park the floods follow a similar outline over the football pitches with the depth increasing without covering a greater area, the floods being limited by the rise of the land. The Multi Use Games Area, Museum and playground sit slightly higher in the floodplain and are therefore only affected by higher order floods. See Figure 4.

Figure 4 Modelled Flood Outlines in Lower Fitz Park

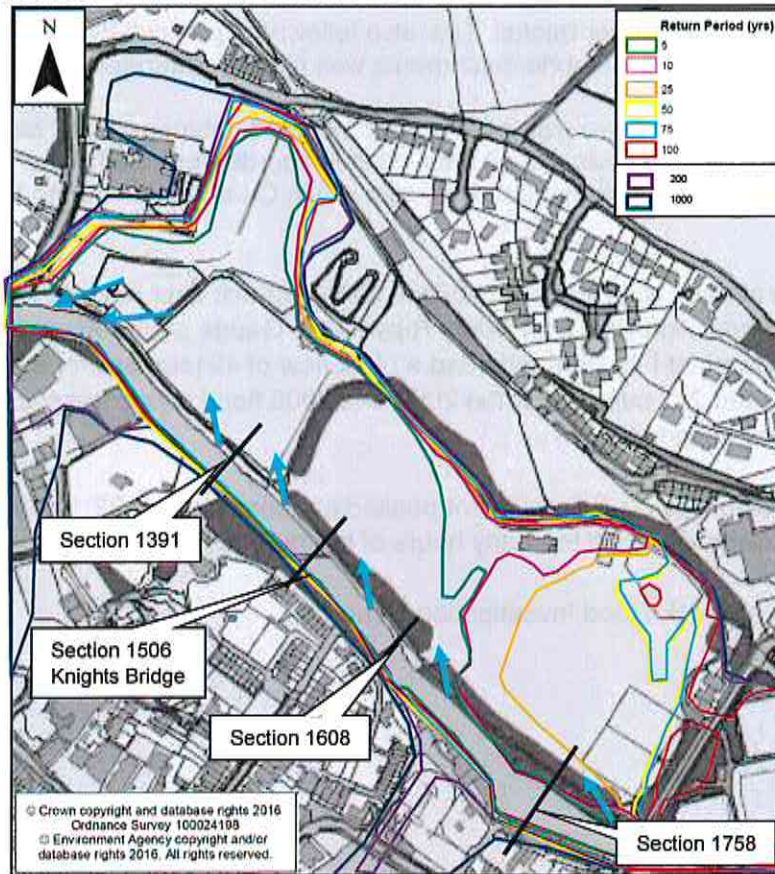


Table 1 Flood level and return period (taken from EA dataset of defended model)

Return Period	River Cross section - Flood Level m AOD / Flood depth cm									
	1391	1391	1506	1506	1608	1608	1758	1758	2074	2074
5	80.28	-	80.77	27 cm	81.23	13 cm	81.87	-	83.72	-
10	80.55	15 cm	80.92	42 cm	81.34	24 cm	82.09	-	83.98	-
25	80.89	49 cm	81.14	64 cm	81.46	36 cm	82.37	27 cm	84.28	28 cm
50	81.19	79 cm	81.38	88 cm	81.61	39 cm	82.56	46 cm	84.5	50 cm
100	81.50	110 cm	81.66	116 cm	81.90	80 cm	82.73	63 cm	84.73	73 cm
200	81.78	138 cm	81.91	141 cm	82.21	111 cm	82.86	76 cm	84.92	92 cm
1000	82.29	189 cm	82.42	192 cm	82.89	179 cm	83.13	103 cm	85.50	150 cm
Park level	80.4m AOD		80.5m AOD		81.1m AOD		82.1m AOD		84.0m AOD	

At cross section 1391 the flood water does not over-top the riverbank in the 5 year flood but floodwaters do flow across the park, from over-topping the bank upstream of Knights Bridge.

2015 Keswick Flood Investigation Report

The 2015 Flood Event through Keswick has been documented in detail in the Keswick Flood Investigation Report carried out by the Environment Agency and published in May 2016. Below are a few pertinent abstracts from the report. A full copy can be found on the Internet.

December 2015 was the wettest calendar month on record for the UK, with much of northern England receiving double the average December rainfall. This also followed a particularly wet November and as such, much of the ground within the Cumbria catchments was already saturated. **

From the 4th to the 7th of December there was a period of prolonged, intense rainfall caused by Storm Desmond. Over this period, new 24 hour and 48 hour rainfall records were set for the UK. Both of these were within Cumbria and broke the previous records, also within Cumbria, set during the November 2009 floods. **

The prolonged rainfall on already saturated ground lead to the highest ever recorded flood levels on the River Greta. The Environment Agency's Low Briery River Level Gauge on the River Greta approximately 1.5km upstream of Fitz Park recorded a peak flow of 491cumecs for the 2015 flood compared to 239 cumecs and 242 cumecs for the 2009 and 2005 flood events respectively. Cumecs is a measure of flow in m³ per second.**

The river level of the Greta for the 2015 flood event peaked at approximately 22:15 on Saturday 5 December with flood warnings issued in the early hours of the morning.

** Information taken from Keswick Flood Investigation Report

2015 Flood Impact in Fitz Park

Due to the very high river levels down the constrained gorge of the River Greta, a great deal of erosion upstream of Keswick was caused by the floods. The Keswick to Threlkeld railway footpath lost two bridges and erosion of the river banks destabilised large amounts of river gravels causing landslides. Upstream at Low Briery the Holiday Park lost static caravans into the river and Forge Bridge partially collapsed. The damage to the Park's assets has been documented by most if not all of the Stakeholders that use the park. Below is a brief summary of the damage caused.

Debris were washed down and, as flows spread and slowed over Fitz Park, large amounts of gravel/boulders and sediment were deposited on the park, including a significant amount of woody debris and manmade objects. Trees, benches and fences, across the floodplain, caught debris. The tennis court fencing in Upper Fitz Park was flattened by the accumulation of debris. Many tonnes of trees and other more bouyant debris were deposited on the car parking, area at the north (downstream) end of the park.

Figure 5 Upper Fitz Park Bowling club aftermath / clean-up



The Bowling Club cleared the fine silt by hand from their Green within 48 hours using snow shovels.

Figure 6 Lower Fitz Park aftermath / clean-up



Riverside path

Football pitches

Multi Use Games Area

Approximately 700 tonnes of sediment was scraped off the cricket pitch and a further 4000 tonnes off the football pitches. Footpaths, car parks and grass playing surfaces were damaged by scour and debris accumulation. Many volunteers quickly cleared the Football pitches and Cricket Ground of silt but even with this quick action turf needed reseeding and new drainage installing. Much of the silt was not removed off site but spread on the high ground between the Cricket Pavillion and redundant railwayline on the park boundary.

The high river levels washed away Knights Bridge, the footbridge connecting Lower Fitz Park to Stanger Street. (This is being replaced under insurance at a higher level.) The access to Wivell (Memorial) Footbridge (which was replaced following the 2005 floods) in Upper Fitz Park was damaged by scour and debris.

The Football Clubhouse, Cricket Pavillion, Bowling Clubhouse and Games hut all flooded internally.

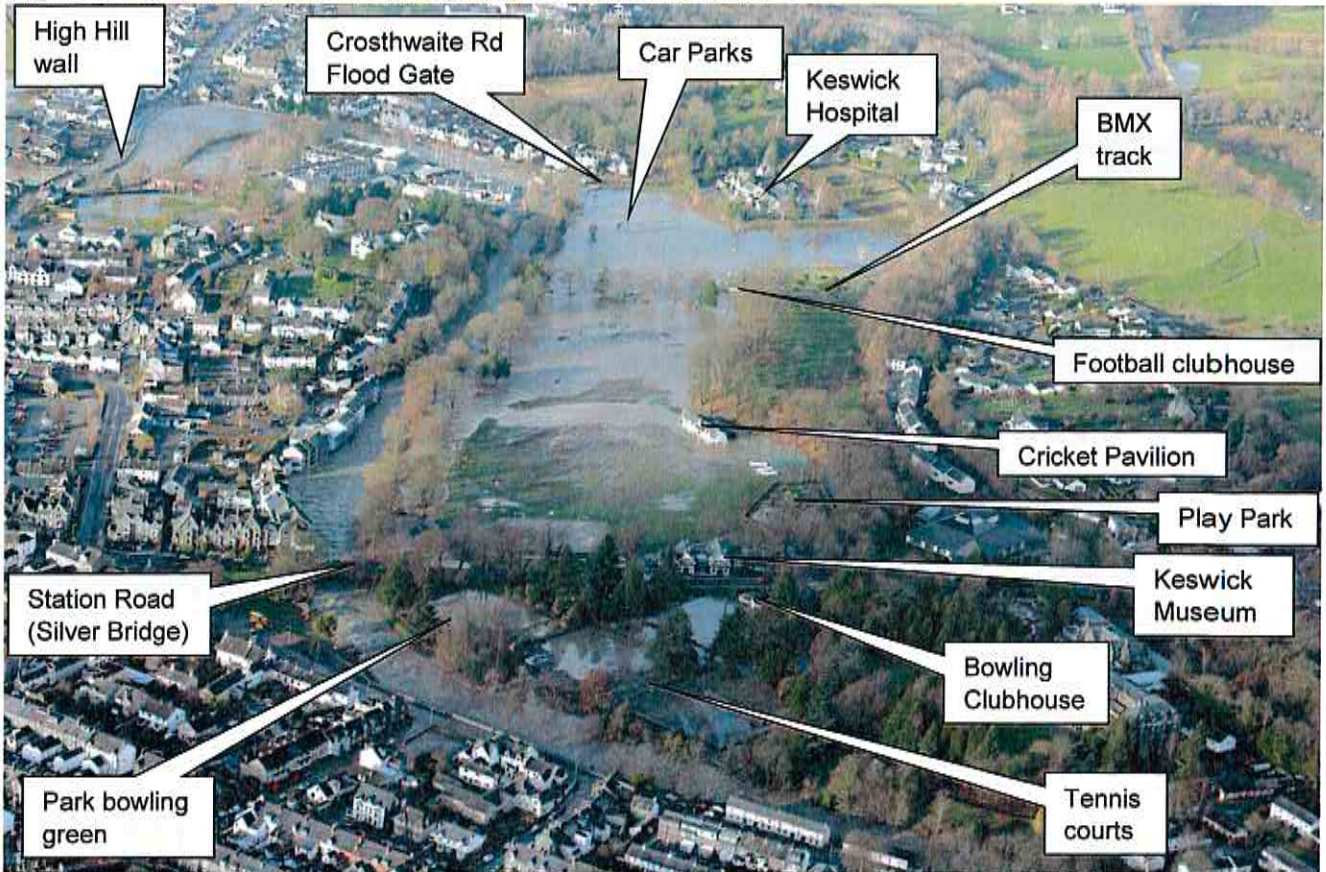
Flood Timeline

Table 2 below shows a timeline of key events surrounding the flooding of Fitz Park. Information provided by the Football Club, Bowling Club and the Environment Agency.

Table 2 Flood Timeline of Key Events

Friday 4 December 2015	Event
15:30	Flood Alert Issued
19:30	Flood Gates Closed on Crosthwaite Road
Saturday 5th December 2015	
02:30 – 06:10	Flood Warnings Issued
07:30	Football car park and fields are flooded to the entrance of the Hog House where equipment is stored. Football club members access via the high ground and move machinery and equipment to high ground above Club House.
11:21	Severe Flood Warnings Issued
13:00	Initial overtopping of flood defences on Crosthwaite Road (over the flood bank before overtopping the flood wall) Floodgate is leaking.
22:15	River Level Peaks on the Greta – 5.348m recorded on gauge at Greta Bridge.
Sunday 6th December 2015	
12:15 (approx.)	Peter Smith Aerial photograph of Fitz Park
14:00 (approx.)	Football Clubhouse accessible – clean up started
Sunday Evening	Flood waters subsided back into river channel
Monday 7 December 2015	
	Flood Gates reopened off Crosthwaite Road. Football Club access with machinery to begin removal of debris.
Tuesday 8 December 2015	
	National Trust Machines arrived to help at Football Club
	Bowling Club scrapes silt of Bowling Green by hand
Wednesday 9 December 2015	
	Machines scraping silt from Junior football fields
Sunday 13 December 2015	
	Volunteers and machines scraping silt from Cricket pitch and Football pitches and generally removing debris.

Figure 7 Aerial Photo Fitz Park midday 6 December 2015



Aerial Photos ©Peter Smith Photography / Environment Agency Data

Lower Fitz Park Flood Photos

Cricket Club 6 December 08:00 Football Club 6 December 12:40 From Station Rd 6 December 09:30



©www.robertrathbone.co.uk



©Ben Challis



©www.robertrathbone.co.uk

Upper Fitz Park Flood Photos

Wivell Bridge 6 December 08:00 Bowling Club 5 December 11:00 Station Road 6 December 08:00



©www.robertrathbone.co.uk



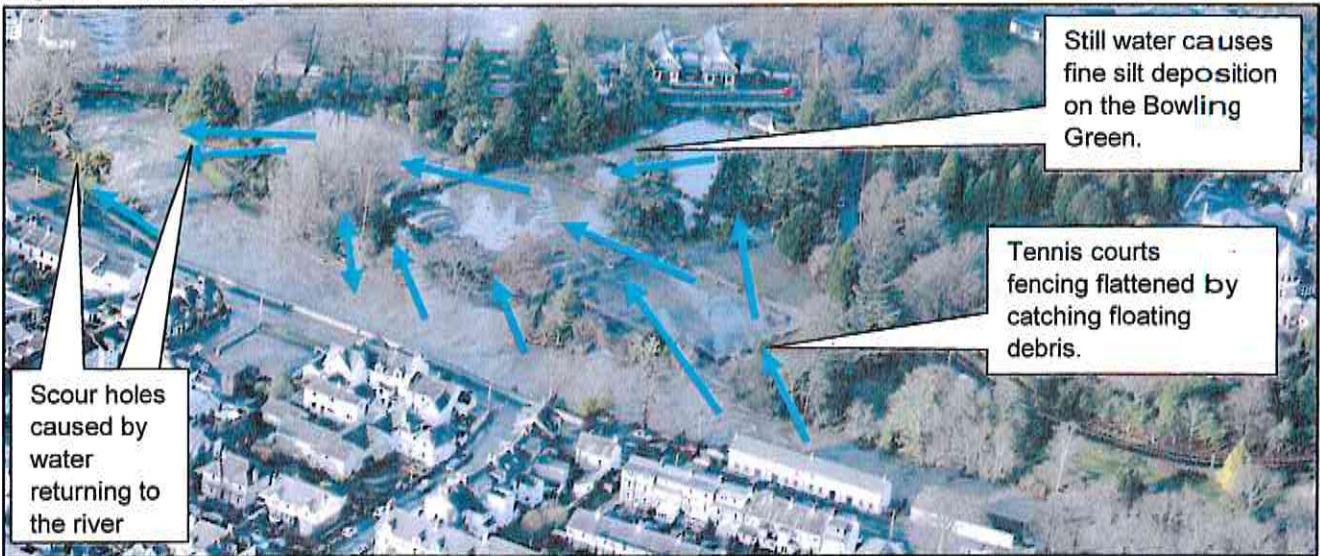
©Ben Challis



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Flood Flow Routes / Mechanisms

Figure 8 Upper Fitz Park Flow Routes



Aerial Photos ©Peter Smith Photography / Environment Agency Data

Figure 9 Flood Photos from Upper Fitz Park

From Penrith Road across the river 5 December 2015 10:50 Wivell Bridge 5 December 2015 14:42



Bowling club

©Ben Challis



©Ben Challis

Tennis courts / bowling green 6 December 2015 09:35

Penrith Road 5 December 2015 18:25



Tennis courts fencing flattened by debris

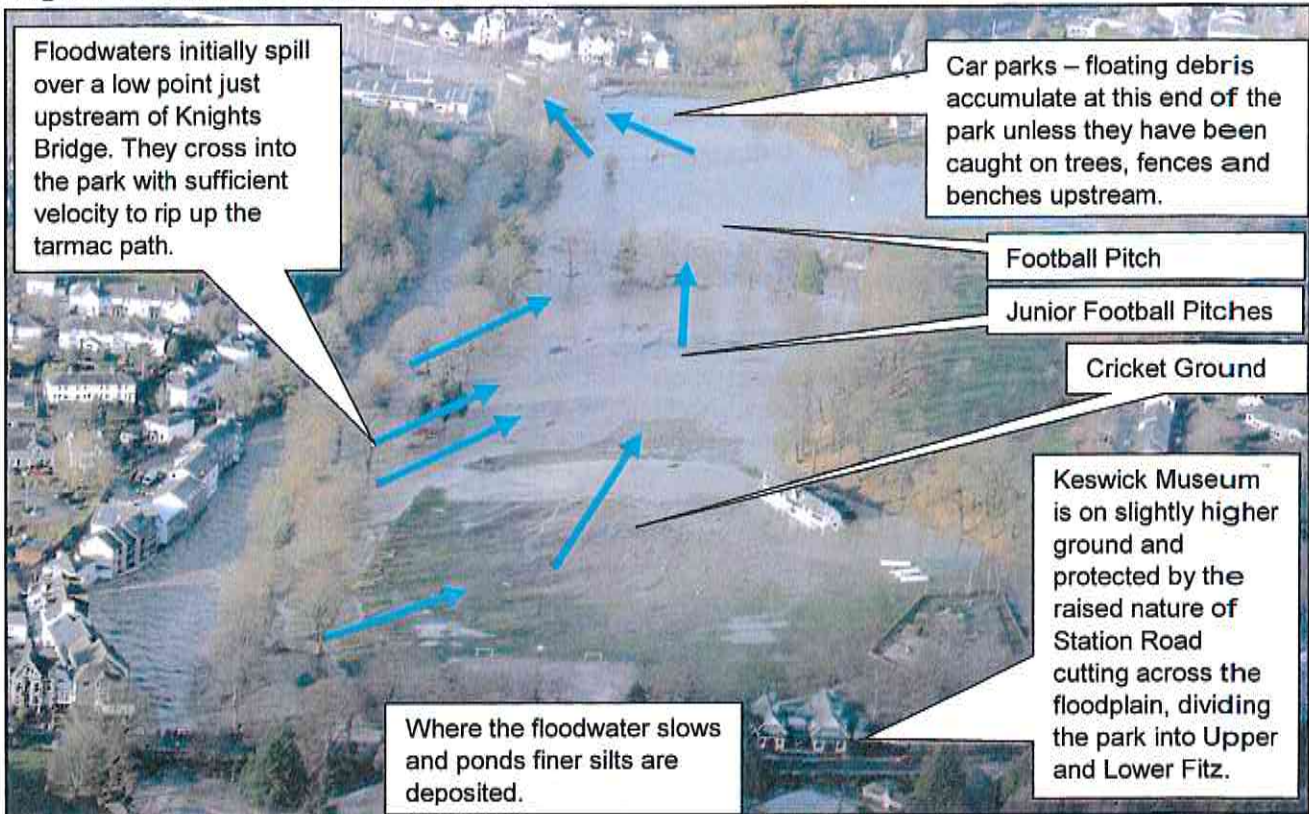
©Ben Challis



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Wivell Bridge was washed away during the 2005 flood in Keswick. The bridge was then replaced with a higher deck level and access ramps on both sides. The access ramp in the park narrows the flow path for the floodwater exiting back into the river downstream of the bridge, exacerbating erosion. The main obstruction to the flow along the floodplain through Upper and Lower Fitz Park is Station Road, as it is raised from the natural ground levels, blocking the flow routes along the flood plain.

Figure 10 Lower Fitz Park Flow Routes



November 2009 Flood Aerial photo

December 2015 Flood Aerial photo



Aerial Photos ©Peter Smith Photography / Environment Agency Data

The aftermath of the flooding was captured by local photographers.

Floating debris caught on bench & Football Club ©Ben Challis Cricket Club ©www.robertrathbone.co.uk



Knights Bridge into the lower park was washed away during the December 2015 flood and is being replaced at a higher level which will require a new larger access ramp within the park.

Flood Risk Future

It is highly likely that Fitz Park will flood in the future and, due to the now unstable nature of the River Greta valley upstream, there will be large volumes of debris washed down and deposited on the park during future floods. Fitz Park is floodplain and as such cannot be prevented from flooding but there are measures that can be taken to reduce the damage and enable easier clean up after the flood event has happened.

Buildings within the park that are at flood risk can be defended from flooding internally. Open areas will always be at risk of flooding but how the land floods and how debris is deposited can be influenced and to some level controlled.

Scour of land caused by flooding happens worst when the flow has a high velocity and there is a narrow gap to flow through, as seen in Upper Fitz Park. A continuous land level, adjacent to a river, will act like a weir, spreading the flow, as it overtops the riverbank into the floodplain.

Large Debris could be caught before causing damage. Fences and boundary ropes that catch debris can be repositioned or removed before a flood. Extra posts, put in to catch debris can protect assets from damage.

Grass land can be landscaped to level out hollows and mounds that slow the flow and provide areas for deposition. High value turf could be covered over to protect the surface from silts.

Figure 11 Plan of Proposals for Upper Fitz Park

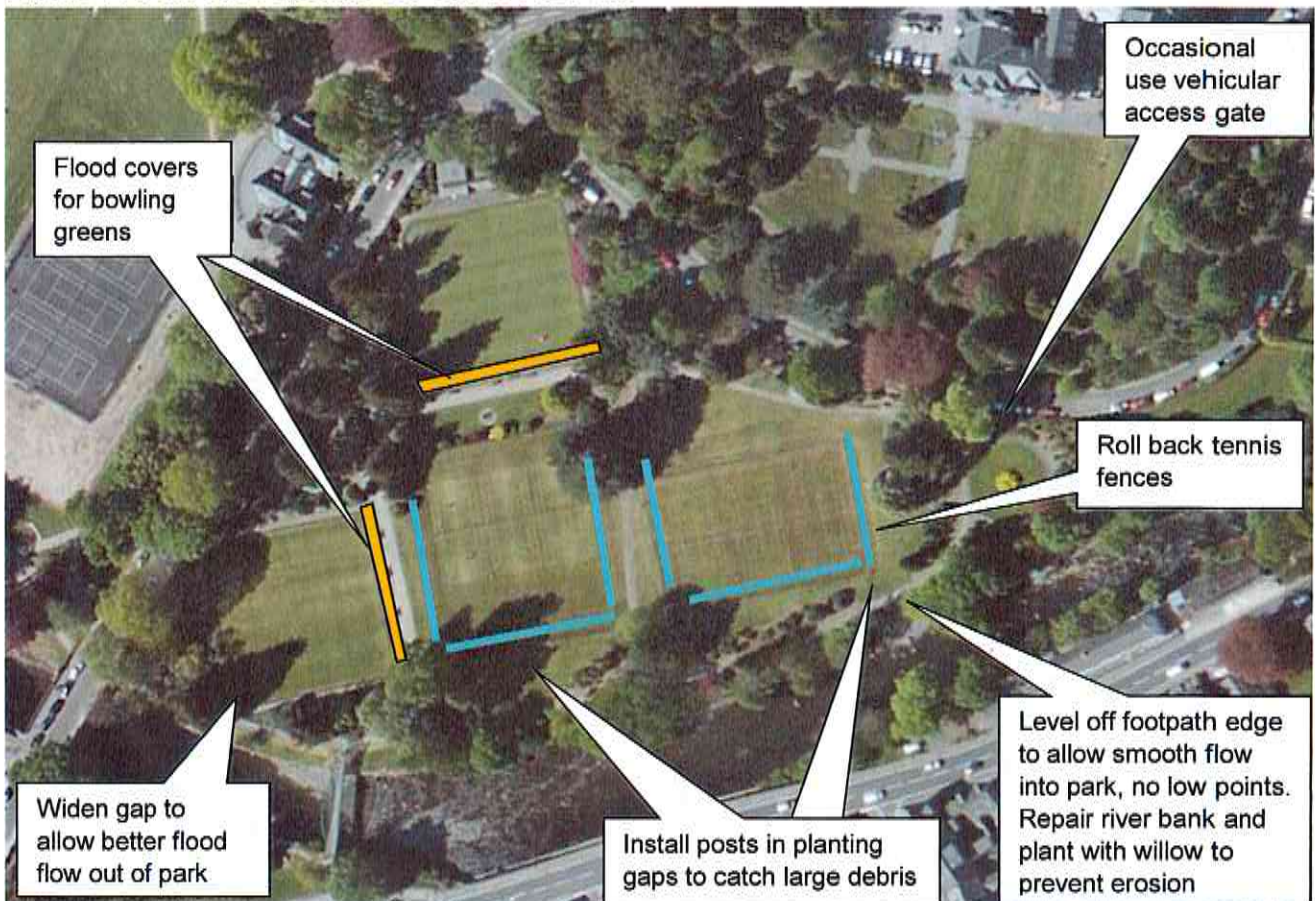


Image © Zoom Earth

Figure 12 Plan of Proposals for Lower Fitz Park

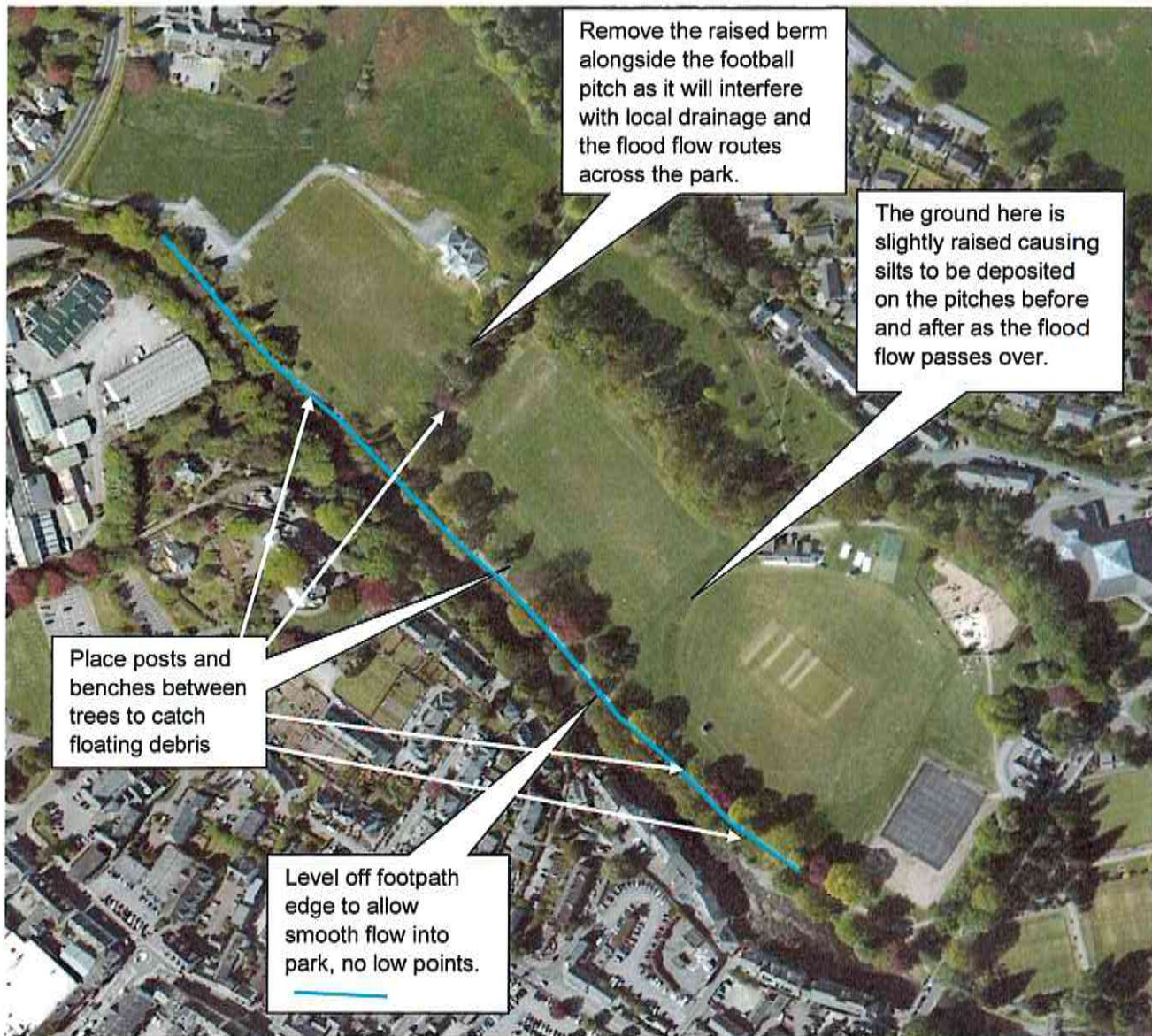





Image © Zoom Earth

Flood Mitigation/Resilience Proposals

The following tables details possible options that may be considered to reduce the post flood damage, loss of use and expense, noting that no consideration of financial viability has been made.

Table 3 Upper Fitz Park Flood Potential Mitigation Measures

Location	Flood Mitigation Proposal
<p>River bank footpath /berm.</p> 	<p>Fill in worn areas of river bank berm between footpath and river so as to allow the flood flow a smooth wide access across into the park. (Less focused flow = less scour).</p> <p>Plant willow in river bank to bind the bank together to prevent scour and wash out, coppice regularly to ensure strong root growth and keep vegetation small.</p>
<p>Planted border between footpath and park</p> 	<p>The planted border caught a large amount of debris in the 2015 flood but there are gaps.</p> <p>Provide a continuation of the floating debris catch along this line parallel to the river, this may be in the form of planting or posts driven into the ground. For example fence strainer posts half in half out to approximately 1m height will catch buoyant debris during a flood. The posts could be decorated or varied to provide interest/art/child play/memorials.</p>
<p>Bowling Greens</p> 	<p>Securely cover high value turf to protect from debris and fine silts to enable quicker return to use of facility avoiding the expense of relaying the playing surface. (may also work for the cricket square)</p>
<p>Footpaths</p>	<p>Ensure Footpaths have the width and loading</p>

Location	Flood Mitigation Proposal
	<p>capability for large vehicle access.</p>
<p>Upper Fitz Park Large vehicular access</p> 	<p>Currently vehicular access into the park is subject to a height limit off Station Road. In the event of a flood, larger vehicles and machinery may need access quickly, so an 'emergency/occasional use access' gate and ramp off Brundholme Road would be advantageous.</p>
<p>Tennis court fencing</p> 	<p>Modify the fencing connections to enable the fencing to be rolled back to a corner in the event of a flood. Or if not cost effective at this time, as the fencing as just been renewed, a sacrificial section of netting could be put up before a flood to catch the smaller debris.</p>
<p>Corner of Bowling green by the river</p>  <p>Lower ground levels</p>	<p>Widen the flood flow path at this location as much as practicable so as to lessen the erosion forces of the flood water exiting the park. It would be preferable to remove the large tree but, if that is not possible, lowering the raised bed between the green and Silver bridge and changing planting would allow flood water to exit the Upper Fitz Park more easily.</p>
<p>Machinery Store</p> 	<p>Relocate the machinery store to higher ground or if not practicable, replace the store with a purpose built, flood proof store – concrete floor with concrete panel walls and flood doors.</p>
<p>In River/ On Banks.</p>	<p>Remove trees and bushes growing in the flood</p>







Location	Flood Mitigation Proposal
	flow path along the river, particularly those that will reduce the capacity under Silver Bridge
	
<p data-bbox="172 728 288 757">Benches</p> 	<p data-bbox="743 801 1394 904">Install extra benches – these will catch flow debris provided they are installed securely. (This one survived the flooding intact)</p>

Table 4 Lower Fitz Park Flood Potential Mitigation Measures

Location	Flood Mitigation Proposal
<p data-bbox="172 1111 432 1140">River bank footpath.</p> 	<p data-bbox="534 1149 1369 1285">Repair river training wall to a consistent level. Level off footpath to remove low sections which, when overtopping, cause scour to be focused. This will spread the flow wherever possible.</p>
<p data-bbox="172 1339 304 1368">Footpaths</p> 	<p data-bbox="534 1377 1362 1442">Ensure Footpaths have the width and loading capability for large vehicle access.</p>
<p data-bbox="172 1500 416 1565">Treeline alongside riverside footpath.</p> 	<p data-bbox="534 1518 1385 1693">Trees and benches and fences between the river and the grassed playing areas of the park caught large amounts of floating debris during the flood but there are gaps. Install large posts and benches in the flow path to approx. height of 1-1.5m to catch floating debris.</p>
<p data-bbox="172 1794 488 1823">Grassland playing areas</p>	<p data-bbox="534 1760 1378 1861">Provide a swale for smaller flows through the park and elsewhere smooth over the dips and rises of the grassed areas to avoid focusing the flow paths. Remove the berm by football pitch.</p>
	

Areas of sensitive/high value turf could be covered to prevent fine siltation blocking the drainage mechanisms.

All users, with facilities in areas of flood risk, should have a Flood Plan in place, to ensure mitigations are put in place in the event of rising river levels. This plan should include the alerts and warnings from the Environment Agency.

Flood Impacts on surroundings

Work to help protect and reduce the impact within Fitz Park Keswick cannot have an effect on the flood defences and standard of defence that protects the town. Therefore constructing bunds or walls around the grassland assets would not be permitted, as that would impact on the town. Protecting buildings, from flooding internally, will not be detrimental to the flood capacity of the park and should be done wherever possible.

Flood Plan

Table 5 Flood Plan

Triggers	Action
Pre Flood	
Register for Flood Warnings from the Environment Agency	<p>All Stakeholders and interested parties should register for Alerts and Warnings. Each Stakeholder needs to decide who should receive the Environment Agency alerts /warnings. (more than one can register)</p> <p>Write / Agree Flood Plan actions / potential resources required</p> <ul style="list-style-type: none"> • Have pre-planned access routes so as to limit further damage /compaction of silts. • Coordinate with other park users agree work zones and access routes to avoid conflict and ensure safe working.
Flood Alert from the Environment Agency	<p>Be aware of rain and flood situation – it may be a flood to affect the park or it may not.</p> <p>Gather volunteers / staff to brief people in case there is a cause for action. Lead Stakeholders make teams aware of Flood Plans</p>
Crosthwaite Flood Gates closed by Environment Agency	<p>Ensure flood preparation is complete prior to losing access: Communication is Key Assign Flood Action Lead for the park and park stakeholders. Liaise with Keswick Flood Action Group who has direct contact with the Environment Agency.</p> <p>Upper Fitz Park – roll out protection over bowling greens, tennis court fences. Install flood protection in buildings. Move machinery/ equipment to high level/ground. Install flood protection measures on buildings.</p> <p>Lower Fitz Park – move machinery to higher ground. Take in boundary rope on Cricket Ground. Move equipment to high level / ground. Install flood protection measures on buildings.</p>

Triggers	Action
Flood Warning from the Environment Agency	Contact volunteers for potential post flood help.
Post Flood	
When waters have subsided	<p>Access the park – Assess damage and potential resources required. Determine machinery and clean up requirements – Plan Clean Up</p> <p>Remove covers / Clean silt off all high value turf (preferably within 48 hours) – have pre-planned on-site temporary storage and off-site disposal of silt and river gravel debris. (Proactively Contact Aggregates companies)</p> <p>Remove and sort buoyant debris for disposal off site.</p>

Residual Flood Risk

Even if buildings have flood protection water still may leak in but damage can be limited by thinking ahead and being prepared. Electric sockets should be positioned at a high level, soft furnishings can be hung from the ceiling, and carpets can be rolled and raised. Flood water that has been filtered through protection measures carries less silt and will be easier to clean up.

Appendices

Appendix 1: Additional Information

Photos from 2015 flood – on disk

Services plans

Old Maps

Appendix 2: Data from Environment Agency

Historic flood maps

Modelled Levels and Flows, 5-1000 flood outlines

Aerial photos of Flooding

Lynda Walker

From: [REDACTED]
Sent: Tuesday, June 27, 2017 11:08 PM
To: Harwood Steve
Subject: Knight's Bridge

Dear Steve,

I'm sure that, like us, you were very pleased with the way things went last Thursday. From our side it all appeared to go like clockwork, even if slightly ahead of the expected schedule. The new bridge looked superb and blended into its setting as if it had always been there! I'm also sure that you took plenty of photographs from the park side, but if there's any amongst those I took on this side, such as those following, that you would like for your personal records you're very welcome to them. These are at 'email size' resolution, if you want any at full resolution just let me know.

Unfortunately, we are less pleased with the garish 'Lions' advertisements that unexpectedly appeared on the bridge yesterday.



We feel that not only do they ruin the elegant appearance of the bridge (one neighbouring property owner remarked that they 'stuck out like a sore thumb') but they also give the impression that the Lions have funded the entire project. We are all, of course, very grateful to the Lions for their very generous funding of the ramp, but feel that a plaque on the wall of the ramp recording their involvement would be much more appropriate. Additionally, the presence of these adverts would inevitably lead to the bridge becoming known as "The Lions' Bridge", to the detriment of the memory of Dr Knight who did so much for Keswick. We have communicated these thoughts to the editor of the *Reminder* and circulated the above picture to a number of people who we think will be equally distressed by this defacement!


KNIGHTS BRIDGE, FITZ PARK, KESWICK
3220
PROJECT COSTS SUMMARY (All costs exclude VAT)

	£
Contract Cost – updated 14.6.2017	243,814.40
Geo Environmental Services	1,832.40
Spatial Data Survey	490.00
Insurance Excess	250.00
RG Parkins – Structural Engineers to completion	22,823.60
ADK Architects fees to completion (includes planning application fees + service enquiries charges)	<u>3,590.55</u>
TOTAL	<u>272,800.95</u>

FUNDING

Insurance	233,398.00
Keswick Lions	20,000.00
*Balance from Town Council	<u>19,403.35</u>
TOTAL	<u>272,800.95</u>

Payments made to date:

	£	Balance to pay £
Contract payments to MPM	142,100.00	101,714.40
Geo Environmental Services	1,832.40	-----
Spatial Data Survey	490.00	-----
Insurance Excess	250.00	-----
RG Parkins (up to your statement 13.2.17)	16,223.60	6,600.00
ADK Architects (up to invoice 18.1 17)	<u>2,590.55</u>	<u>1,000.00</u>
TOTAL	<u>163,486.55</u>	<u>109,314.40</u>



Parks Manager Report July 2017

Christine Fawcett

The weather over the last two months has been warm and provided good conditions for plant growth. However it's also been great for midges and some days it's felt like we were being eaten alive.

Thanks must go to the parks staff for their hard work and commitment and also to the three ladies within the office for their enthusiasm and drive to get the job done.

Hope Park

Bedding plants are all now in the ground or planted up in tubs and containers, the displays vary from begonias to antrinum with various salvias planted through as dot plants to give height and texture. The largest circular bed has been planted rather differently to celebrate 100 years of Lions



International, of which Keswick Lions have been a part for 29 years. This has included marigolds and lobelia to represent the Lions' colours of blue and yellow.

The pitch and putt has been fertilized with granular fertilizer in between the downpours in early June and is looking good. The renovation work to the ninth green is progressing and the

newly sown grass seed are doing well, and it is nearly playable again

We have had the pleasure of a young lady from Keswick School on work experience for five days in June. One day in Fitz Park rubbing down and undercoating Wivell Bridge gates and four days in Hope Park enjoying a variety of jobs including pruning trees and shrubs, sorting bulbs, edging lawns and painting containers



The Lakesman event ran through the park without any hiccups and we provided some fantastic scenery for them to enjoy along with the use of our hosepipe to cool the athletes down in the warm conditions.

I met with Ian Criton from West Cumbria Rivers Trust regarding the lack of drainage from the park; his take was to establish ownership of the area and clean out the gutters. However, as he said, be prepared for a 5 to 6 year battle.

A kind donation of £140 pounds has been received to help replace the rose arbour within the park and construction will take place in the autumn.

Townfield

Grass is now being cut twice per month.

Lower Fitz Park

Knightsbridge has been lifted into place and the foundations are almost finished for the ramp and stairs. A massive thanks must go to Steve Harwood for all his hard work and input into this job as project manager and to MPM for building a lovely bridge and of course to Lawson's for lifting it into place.

Everything went smoothly on lift day and fences have now been put back in place, these were removed for the temporary road surface. It is unfortunate that MPM's container within the compound was broken into on the night of the 11th June and around £2500 of equipment was stolen. The police have been informed.



Three more memorial benches have been placed in the park, two of which are next to the cricket pitch, to encourage people to watch matches and these have already been put to good use.

The oak tree at the bottom of the park with the large burr has been crown cleaned as part of the tree survey. However, whilst climbing this tree and gaining a closer inspection it is apparent this tree is in its final stages of life. The trustees may wish to consider making the most of this tree whilst it is still alive!

The park staff have been busy giving the playground equipment a lick of paint whenever possible, but this has proved difficult given the constant usage. High wear and tear has also taken its toll on some pieces of equipment and replacement parts have been fitted at a cost of over £1200. A very kind donation has also been given to the play area.

Soil from the foundation of Knightsbridge has been levelled within the park, mostly along the riverside. Grass seed has been sown and these areas will soon be back to normal.

Following a very successful "Prom in the Park/Scruffs", I would like to suggest a power supply be made available from the MUGA lighting box. This could be a double electrical socket and meter for future events in the park and park maintenance when needed, subject to cost and practicality.

The open ditches in Hospital Field have become overgrown and are still bearing the brunt of the flooding back in 2015. They are largely full of silt and debris which is restricting water flow and if left untouched will in time affect the car park. A quote of £560 has been received from Wilsons Plant and Haulage Ltd to clean out these ditches. This is all subject to Northern Gas approval of course and I would like to propose this sum of money be taken from Fitz Park Contingency nominal code. CGM Keswick Ltd also quoted for the above at £960.00

Upper Fitz Park

Soil testing has been carried out and has confirmed the park has a low Ph, ideally for grass the Ph should be around 6/6.5, soil testing has indicated 4.5. A program has begun to raise the Ph by applying liquid calcium and a liquid fertilizer high in phosphate over the summer months. This problem will take a few years to solve, however it is retrievable given time and money.



Some new steps have been installed at Wivell Bridge to allow people to access the seating area and enjoy the view of the park.

A machinery wash area has also been created next to the tennis hut



The area next to the compost bays has now been transformed with lots of hard work; it has now been planted at the back and grassed over at the front, with scope for seating in the future.



These shrubs are in keeping with the rest of the park planting and include *Taxus baccata*, *Pieris japonica*, *Pittosporum tenuifolium*, *Viburnum pillicatum* and *Rhododendron*.

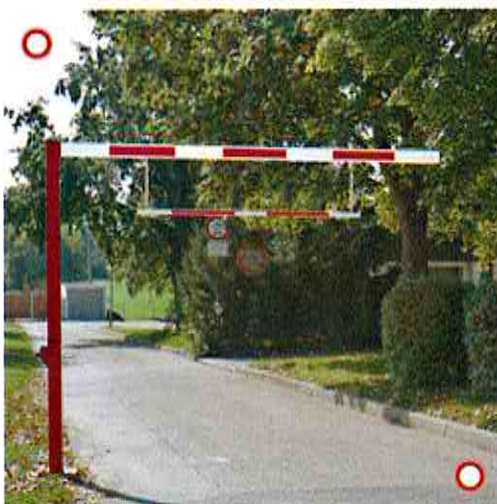
Spraying of weeds has been carried out in all parks including footpaths and shrub beds.

Staff Development

Sara and I attended a Supervising Volunteers workshop in May and learnt a great deal on characters of people and grouping people together for effective working practices.

Crosthwaite Road Car Park

Enquiries have been made into a barrier for the entrance of our car park and what seems to be the better solution is a swing-style barrier. This would allow larger vehicles into the car park should we ever need to. The size of this barrier is 4000mm wide, 2200mm – 2800mm height and includes a swing chain. Cost including delivery is £1395 + vat. Post and rail fence either side to restrict access.



KESWICK PARKS CHARITABLE TRUSTS
13TH JULY 2017

CLERK'S REPORT

Fitz Park

Since the last meeting, the new Knight's Bridge has been installed and the Flood Strategy Report for Fitz Park has been presented to stakeholders. These events mark significant progress in the recovery from the 2015 flooding and improved resilience to future floods. The next month should see the completion of the access ramp and steps to the new Knight's Bridge and its opening to the public. Thanks are due to Steve Harwood for his project management and professional skills and to Christine and the parks staff at Fitz Park.

A constructive Fitz Park Stakeholder meeting took place on 28th June when Rachel Gerrard presented the Fitz Park Flood Strategy Report which was well received. Cumbria Community Foundation has set aside a grant of £25,000 towards the cost of producing the report and implementing recommendations arising from it. The next stage will be for individual clubs to work with Rachel as required to produce 'asset specific' surveys and flood action plans.

Sensory Garden

The formal 'opening' of the Sensory Garden at Wivell Park will take place on Monday 7th August 2017 at 1.00pm, to be attended by the Mayor and the Chair of the Parks. The main benefactor, Bill Holroyd, will be present and there will be a mini tour of the garden and an opportunity to hear about the origin and progress of the project.

Signage and Banner

Steve Harwood has now submitted a planning application on behalf of the Trust for the 'timeline' banner proposed for Fitz Park as part of the signage project being undertaken by Keith Richardson. Once permission has been obtained, work on the design can be commenced.

New signs have also been commissioned for Hope Park to complement those which have been supplied by Hope Leisure Ltd so both parks will have better signage in the near future.

LW
070717

HOPE PARK

Budget 1st April 2017 to 31st March 2018

Budget Summary as at 30th June 2017

1st Quarter

	AGREED Budget for 17/18	Expenditure to 30.06.17	% of budget spent
Expenditure:			
Games Areas Equipment	500	0	0.00
Tools	1250	1009	80.72
Materials	1500	0	0.00
Maintenance	1000	773	77.30
Repairs - Paths/fences	2500	39	1.56
Repairs - Buildings	1200	0	0.00
Repairs - Course	500	0	0.00
Repairs - Machinery	1000	117	11.70
Repairs - Van service/repairs	500	0	0.00
Fuel and licences	3250	645	19.85
Plants & Compost	3000	1417	47.23
Trees and shrubs	300	0	0.00
Fertilisers	650	307	47.23
Electricity and heating oil	1200	80	6.67
Water rates	270	0	0.00
Wages (Gardeners)	36487	8408	23.04
Wages (Management) + See budget adjustment below	32882	10744	32.67
Admin and on costs	24550	7594	30.93
Insurance	3600	0	0.00
Telephone	375	105	28.00
Advertising - Including Staff Recruitment	600	0	0.00
Trade Refuse Collection	680	77	11.32
Training costs	700	75	10.71
Workwear	1100	105	9.55
Equipment	400	0	0.00
Audit Fee & Accounts Preparation	800	0	0.00
Bird/squirrel feeding station	500	0	0.00
Printing and stationery	50	0	0.00
Contingency	1500	0	0.00
Health and Safety	700	16	2.29
Computer equipment	200	0	0.00
Web & Internet Costs	75	0	0.00
Tree Work & Surveys	2000	0	0.00
Professional Fees	1500	500	33.33
Signs Expense	500	0	0.00
Drainage (filling) work to fairway	500	0	0.00
Contribution to D&E Fund	5100	811	15.90
TOTAL EXPENDITURE:	133419	32822	24.60

	AGREED Budget 17/18	Actual Income 15/16	AGREED Budget 16/17
Income:			
Games, Golf Hut & Café - Lease/Licence	162000	92429	57.05
Bank interest	5	0	0.00
Donations & Money Spinner	300	169	56.33
Building Fund interest	10	0	0.00
Bird/Squirrel Feed Station Donations	200	112	56.00
Keswick Lions	250	0	0.00
Hire of Park	0	550	0.00
TOTAL INCOME:	162765	93260	57.30

SURPLUS/deficit	29346	60438
Wages (Management) - Budget Adjustment	10520	0
SURPLUS/DEFICIT - After adjustment	18826	60438

	AGREED Budget for 17/18	Expenditure to 30.06.17	% of budget spent
Development & Equipment Fund - Expenditure Required 2017/2018			
Change Iseki (as 10 years old)	4650	4650	100
Kubota's (HP over 5 years £4,868.76 per year)	5100	811	15.90
	9750	5461	115.90

FITZ PARK

1st April 2017 - 31st March 2018

Budget Summary as at 30th June 2017

1st Quarter

Expenditure:	AGREED Budget for 17/18	Expenditure to 30.06.17	% of budget spent
Materials	2000	866	43.30
Games Equipment - Including CSA	200	123	61.50
Repairs - Paths, fences & walls	3000	0	0.00
Repairs - Buildings	1000	609	60.90
Repairs - Greens and courts	1000	738	73.80
Repairs & Maintenance - children's play area	6000	641	10.68
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	750	0	0.00
Plants, trees & shrubs - plant material	1200	500	41.67
Fertiliser	1000	566	56.60
Electricity	850	166	19.53
CSA Electricity	400	8	2.00
CSA Expenditure	600	0	0.00
Water Rates	550	114	20.73
Wages, NI & SA (Management) + see below	8221	2686	32.67
Wages, NI & SA (Gardener & Maintenance)	41885	10362	24.74
Grass cutting - outside contract	8000	4000	50.00
Admin and on costs	24550	7594	30.93
Insurance	6000	361	6.02
Advertising & Staff Recruitment	600	0	0.00
Car park expenses	5000	3204	64.08
Audit fee & Accounts Preparation	800	0	0.00
Tools	300	210	70.00
Health and Safety	300	4	1.33
Printing & Stationery	50	0	0.00
Sinking Fund	10000	0	0.00
Hygiene Contract	75	75	100.00
Signs Expense (not including Market Town Grant - see fund)	300	0	0.00
Tree Work	3500	0	0.00
Workwear	500	22	4.40
Contingency	4000	0	0.00
Professional Fees	250	0	0.00
Maintenance	1500	894	59.60
BMX Track Expenditure	1000	0	0.00
Collection Box Upgrade - Play Area	1300	0	0.00
Training	500	75	15.00
Repairs - Machinery	0	294	0.00
Bank charges	0	27	0.00
Total Expenditure:	137431	34139	24.84

Income:	AGREED Budget for 17/18	Income to 30.06.17	% of budget Income
Licence Fee - Games & Catering	1000	0	0.00
New Car park Income	20000	5105	25.53
Wayleaves	33	0	0.00
Insurance Reimbursements	1200	0	0.00
Hire of Fitz Park	3500	1375	39.29
Donations	100	0	0.00
Tennis Club - Licence Agreement	150	1250	833.33
Football Club - Lease	1000	1000	100.00
Car Park Levy - Football Club	4000	0	0.00
CSA Electricity	300	0	0.00
Play Area Donations	250	573	229.20
BMX Track Donations	50	0	0.00
Bank interest & Loyalty reward	0	11	0.00
Total Income:	31583	9314	29.49

NET EXPENDITURE DEFICIT	-105848	-24825	23.45
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Wages (Management) - Budget Adjustment- FROM RESERVES	2630	0	0.00
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NET EXPENDITURE DEFICIT - After budget adjustment	-108478	-24825	22.88
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Catherine Parker

From: Marie Whitehead marie.whitehead@cnevents.co.uk
Sent: 26 June 2017 08:41
To: Catherine Parker; Lynda Walker; Parks Manager
Subject: Re: Crosthwaite Road Car Park, Fitz Park - Invoice

Hi All

Just to say a massive thank you to you all, especially Christine who helped to ensure athletes were safe and protected from the heat at the weekend.

Working with people like you makes our lives so easy!

The feedback for the race has been unbelievable and the swim start video and race video have now been viewed over 50,000 times which is a great showcase for the whole of Keswick.

I am writing to book the same weekend for next year (16th and 17th June) please for both the park and the car park which worked really well, and although we ran the car park at a loss, it helped take the pressure off car parking in the town.

At the moment we will only need the park on the Sunday, although we are trying to plan a kids event for the Saturday and wondered what the likely costs for the park would be, as this may stop us in our blocks if it's £500?

Thanks once again and please let me know when you would like me to come to a town council meeting to share the 2017 story and 2018 plans.

Kindest Regards

Marie

--

Marie Whitehead
Events and Group Health and Safety Director
CN Group
Newspaper House
Dalston Road, Carlisle. CA2 5UA
www.cnevents.co.uk

[01223612332](tel:01223612332)

[01223612332](tel:01223612332)

Mike Graham
E-Venture Bikes
Keswick
Cumbria
14-6-2017

Keswick Town Council
Keswick Parks
50 Main St Keswick
CA12 5JS

Dear Keswick Town Council

As you may know, E-Venture Bikes are an established bike hire business specializing in e-bikes. It is our aim to provide a great service to visitors and locals so that all ages and capabilities can get out and enjoy the scenery and landscape that we live in.

We have had a great response to our venture so far and look to develop our current temporary premises, following the approval of our recent planning application, to a more permanent structure and expand into services and sales. When our site at Elliot Park is underdevelopment we will need to re-locate temporarily, for approximately 4 months, from the start of august to somewhere suitable to enable us to carry on offering our services. Once the build is complete we would then move back to our new shop premises at Elliot Park.

We would like to ask Keswick Parks if they might have an area available, approximately 6m by 6m of reasonably flat ground, which would be suitable for our business. We would of course be willing to give a donation to the park for the use of the area and are happy to discuss this matter further.

We welcome any one to come and visit us at our current location so we can answer any questions and you can get a feel for what the business is about. If this is something that you would consider please feel free to get in touch and we can discuss finer details and timescales. Thank you for your time and look forward to hearing from you.

Sincerely,

Mike Graham
E-Venture Bikes



16th July 2017

To : Keswick Parish Council

Re : Lakeland Trails Festival in Keswick

The 12th Lakeland Trails Festival in Keswick will take place on Saturday 2nd September 2017. The event includes the Derwentwater Trail Run 10km, Derwentwater Trail Challenge 15km and Derwentwater Trail Race 15km.

The Lakeland Trails is a prestigious national series of running and walking events, utilising bridleways and footpaths. Events catering for all ages and abilities will take place throughout the day, with live music and family entertainments. Around 1200 people are expected to attend the various events on the day.

The start and finish venue will be on Fitz Park in Keswick, with the event registration and prize giving taking place in the main marquee on Fitz Park. The event will be supporting the regional charities Keswick Mountain Rescue and Fix The Fells. Thousands of pounds are expected to be raised by the event for these charities.

We would be grateful for the support of the Parish Council as we aim to make this twelfth anniversary Lakeland Trails in Keswick another great success, with a view to bringing the event back to the area in the future. If your members have any suggestions, we would love to hear from you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Graham Patten".

Graham Patten
Event Director
Lakeland Trails

(01539) 723435
(07786) 237822
graham@lakelandtrails.org

www.lakelandtrails.org

Lakeland Trails, 71 Serpentine Road, Kendal, Cumbria LA9 4PD