

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

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

5th September 2019

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, Keswick, on **Thursday 12th September 2019 at 7.30pm**. **The press and public are welcome to attend.**

Walker

Lynda Walker
Town Clerk

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

AGENDA

- 1. Apologies**
To receive apologies for absence.
- 2. Minutes**
To authorise the Chairman to sign as a correct record the Minutes of the Trust Meeting held on 11th July 2019 (pages 1-3).
- 3. Declarations of Interests**
To receive any Declarations of Interests from members in respect of items on this agenda.
- 4. New Plan of Fitz Park**
The Chair will thank Pete Sibley and Patricia Howell who, working with the Parks Manager, have produced an up to date plan of Upper and Lower Fitz Park mapping the many tree species and facilities in the park – a copy of the plan will be displayed at the meeting.
- 5. Trustee Reports and Accounts for the year ended 31st March 2019**
To formally approve the Trustee Reports and Accounts for the year ended 31st March 2019 for Hope Park, Fitz Park and the Townsfield. Frances Clark of Keswick Accountants will be in attendance for this item.
- 6. Chairman's Report**
To receive the Chairman's report.
- 7. Parks Manager's Report**
To consider the report of the Parks' Manager.
- 8. Replacement of Boiler at Hope Park**
To consider a report from the Town Council's Climate Change Action Group.

- 9. Four Key Green Steps**
To consider the report of the Town Council's Climate Change Action Group.
- 10. Waste Reduction Proposal for Keswick Parks**
To consider the report of the Town Council's Climate Change Action Group.
- 11. Clerk's Report**
To receive the report of the Clerk.
- 12. Budget Comparisons**
To receive for information the first quarter's budget comparisons.
- 13. Requests for use of the Parks**
To consider a request from Keswick Athletics Club.

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

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

- 14. Legal**
To consider the report of the Clerk.
- 15. Contracting**
To consider the report of the Parks Manager.
- 16. Contracting**
To consider the report of the Clerk.
- 17. Staffing**
To receive 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, Council Offices, Keswick, on Thursday 11th July 2019 at 7.30pm.

Present:

Chairman
Councillor Adam Paxon

Councillors		
David Burn	Markus Campbell–Savours	Allan Daniels
Alan Dunn	Steve Harwood	Sally Lansbury
Tony Lywood	Duncan Miller	Paul Titley
Allan Todd		

Also in attendance were Lynda Walker (Trust Clerk), Christine Fawcett (Parks Manager), Catherine Parker (Responsible Financial Officer), one member of the press and one member of the public.

1. Apologies

Apologies for absence were received from Councillor Alexandra Boardman (attending CALC 3 tier meeting on behalf of the Town Council).

2. Election of Chairman

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

3. Election of Vice Chairman

There being only one nomination it was **RESOLVED** that Councillor Duncan 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 meeting held on 14th March 2019 (pages 13-14).

5. Declarations of Interests

Declaration of interests were received from:
Councillor Harwood – item 13 (Athletics Club Committee member)
Councillor Titley – item 13 (Athletics Club member)
Councillor Lansbury – item 13 (Tennis Club member)
Councillor Lywood – item 6 – lives opposite the bus shelter
Councillor Campbell-Savours – item 6 – lives on Springs Road

6. Bus Shelter at Wivell Park

James Daplyn of Cumbria County Council gave details about the Penrith Road flood alleviation scheme which would involve the construction of a new bus shelter incorporating housing for control equipment on Wivell Park. The project would involve a road closure of part of Penrith Road for 15 weeks which was due to start on 27th August and end no later than 10th December. Concerns were expressed regarding the timing of the closure during the busiest part of the tourist season and other road closures due to take place at the same time. James agreed to re-consider the timing of the closure and said that every effort would be made to start a week later than planned to avoid the August Bank Holiday week. He confirmed that the County Council would take full responsibility for maintenance, inspection and insurance of the new bus shelter

7. Chairman's Report

No report was submitted.

8. Parks Manager's Report

Consideration was given to the reports of the Parks Manager for May and July 2019. The Vice Chair congratulated the Parks Manager and staff on the excellent work carried out at Upper Fitz Park which was looking magnificent.

RESOLVED:

- i) That renewal of the boiler in the glasshouse be deferred pending a report on possible alternative forms of heating e.g. a heat exchange unit, to the next meeting
- ii) That the Dennis Simplex 610 mower be replaced by a Dennis FT510 at a cost of £3,680 to be funded from the Development and Equipment Fund (£3,000), remaining insurance settlement (£77) and the current year's parks budget (£603)
- iii) That sponsorship be sought via the Keswick Reminder to fund the carving of the tree stump in Upper Fitz Park – design to be approved at the next meeting
- iv) That the current year's contingency budget be used if necessary to provide additional funding for waste collections up to a maximum of £1,000
- v) That the Parks Manager and Councillors Lansbury, Todd and Daniels submit a Recycling Plan for the parks to the next meeting.

9. Clerk's Report

RECEIVED the report of the Clerk.

10. Budget Comparisons

RECEIVED budget comparisons for the fourth quarter.

11. Assets Register

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

12. Review of Hire Charges

RESOLVED that no changes be made to the current charges for use of the parks etc and that a further review take place in 12 months.

13. Renewal of leases at Fitz Park

The Clerk reported that the current leases for the Cricket/Athletics/Junior Football Clubs, the Tennis Club and the Bowling Club at Fitz Park were due to expire in September 2020.

RESOLVED that the Clerk, the Chair, Vice Chair and Councillor Alan Dunn form a working party to arrange discussions with the Clubs concerned and report back to the next meeting. Councillor Lywood offered advice as necessary.

14. Requests for use of the Parks

Consideration was given to the following requests for the use of the parks:

- i) Lakesman Triathlon – use of Crosthwaite Road car park from 5pm on Friday 19th June until 10am on Monday 22nd June and hire of Hope Park on Sunday 21st June 2020.

RESOLVED that the request be approved on the normal terms for hire of the park and subject to a charge of £850 for the use of the car park

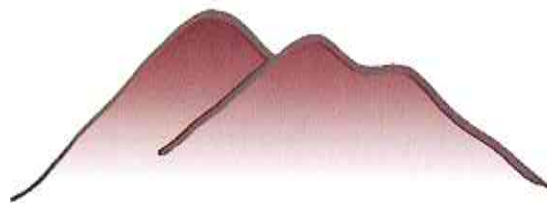
- ii) Keith Richardson – use of Cricket pavilion and surrounds for a Plastic free market on Sunday 28th July 2019.
RESOLVED that the request be approved as a one-off
- iii) Keswick Park Run – use of lower Fitz Park for junior park run.
RESOLVED that the request be approved

The meeting closed at 9.15 pm.

Chairman

Date

Hope Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2019



Keswick
ACCOUNTANTS

Hope Park Charitable Trust

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for the year ended
31 March 2019**

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Hope Park Charitable Trust

**Charity Information
for the year ended
31 March 2019**

**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 Lywood
Cllr D Miller
Cllr J Murray
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 2019

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2019.

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
Cllr S E Leighton
Cllr A Lywood
Cllr D Miller
Cllr J Murray
Cllr A G Paxon
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 2019**

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 £9,967. When added to brought forward reserves of £611,740, the closing reserves were £621,707. Of this, £500,309 are fixed assets, including the value of the cafe and new staff accommodation and equipment. The year end revenue fund balance is £121,398, of which £25,004 are designated funds.

Reserves Policy

The Trust has £96,394 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 2019

I report on the accounts for the Trust for the year ended 31 March 2019 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 2019

	Notes	31 March 2019			31 March 2018
		Designate	Unrestricted	Total	Total
		£	£	£	£
INCOME					
Donations and legacies					
Donations and gifts	3	-	321	321	299
Legacies receivable	4	3,598	-	3,598	1,654
Income from charitable activities					
Primary Purpose Trading	5	-	-	-	-
Other Trading Activities					
	6	-	166,374	166,374	162,834
Income from investments					
	7	61	-	61	127
Total income		3,659	166,695	170,354	164,914
EXPENDITURE					
Expenditure on charitable activities	8	8,593	151,794	160,387	149,392
Total expenditure		8,593	151,794	160,387	149,392
Net incoming / (outgoing) resources		(4,934)	14,901	9,967	15,522
Total funds brought forward		37,911	573,829	611,740	596,218
Transfers between funds		(7,973)	7,973	-	-
Total funds carried forward	15	25,004	596,703	621,707	611,740
Funds carried forward as follows:-					
Revenue Funds		25,004	96,394	121,398	106,930
Fixed Asset Funds		-	500,309	500,309	504,810
		25,004	596,703	621,707	611,740

The notes form part of these financial statements

Hope Park Charitable Trust

Statement of Financial Activities
Comparative
31 March 2018

	31 March 2018		
	Designate	Unrestricted	Total
	£	£	£
INCOME			
Donations and legacies			
Donations and gifts	-	299	299
Legacies receivable	1,654	-	1,654
Income from charitable activities			
Primary Purpose Trading	-	-	-
Other Trading Activities	-	162,834	162,834
Income from investments	127	-	127
Total income	1,781	163,133	164,914
EXPENDITURE			
Expenditure on charitable activities	244	149,148	149,392
Total expenditure	244	149,148	149,392
Net incoming / (outgoing) resources	1,537	13,985	15,522
Total funds brought forward	169,529	426,689	596,218
Transfers between funds	(133,155)	133,155	-
Total funds carried forward	37,911	573,829	611,740
Funds carried forward as follows:-			
Revenue Funds	37,911	69,019	106,930
Fixed Asset Funds	-	504,810	504,810
	37,911	573,829	611,740

The notes form part of these financial statements

Hope Park Charitable Trust

Balance Sheet
as at
31 March 2019

	Notes	31 March 2019		31 March 2018	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	12		500,309		504,810
			<u>500,309</u>		<u>504,810</u>
Current Assets					
Debtors	13		327		-
Cash at bank and in hand			187,226		167,355
			<u>187,553</u>		<u>167,355</u>
Creditors: amounts falling due within one year					
Creditors and accruals	14		66,155		60,425
			<u>121,398</u>		<u>106,930</u>
Net Current Assets					
			<u>621,707</u>		<u>611,740</u>
Total Assets less Current Liabilities					
			<u>621,707</u>		<u>611,740</u>
NET ASSETS					
			<u>621,707</u>		<u>611,740</u>
Funds					
Designated funds	15		25,004		37,911
Unrestricted funds			596,703		573,829
			<u>621,707</u>		<u>611,740</u>
	16		<u>621,707</u>		<u>611,740</u>

As Approved on: _____

By:

Hope Park Charitable Trust

Notes to the Financial Statements
for the year ended
31 March 2019

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:

	2019	2018
	£	£
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 2019

	31 March 2019			31 March 2018
	Designated £	Unrestricted £	Total £	
3 Donations and gifts				
Donations	-	321	321	299
	-	321	321	299
4 Legacies receivable				
Memorial Seats	3,598	-	3,598	1,654
	3,598	-	3,598	1,654
5 Primary Purpose Trading				
Primary purpose trading income	-	-	-	-
Other reimbursements and ancillary trading	-	-	-	-
	-	-	-	-
6 Other trading activities				
License fee and rent	-	165,262	165,262	162,000
Squirrel / bird feeding station income	-	384	384	284
Sale of assets / scrap	-	178	178	-
Hire of park	-	550	550	550
Insurance claim settlement	-	-	-	-
	-	166,374	166,374	162,834
7 Investment income				
Bank interest received	61	-	61	127
	61	-	61	127
8 Charitable activities				
Staff costs and uniforms	-	70,640	70,640	78,815
KTC recharge of admin costs (see note 9)	-	21,841	21,841	23,082
Health and safety costs	-	596	596	628
Printing and Stationery	-	3	3	-
Telephone	-	398	398	395
Web, internet and computer	-	1,109	1,109	200
Golf equipment and tools	-	1,275	1,275	716
Motor vehicle expenses	-	2,515	2,515	2,907
Contingency	-	750	750	1,500
Water rates and trade refuse	-	930	930	918
Insurance	-	3,874	3,874	3,186
Repairs and maintenance	-	8,232	8,232	6,676
General reserves expenditure	-	15,988	15,988	2,000
Light and heat	-	1,205	1,205	999
Plant production, trees and bird feed	-	6,388	6,388	5,983
Memorial seats and plaques	910	-	910	243
Materials	-	1,499	1,499	1,500
Equipment costs	-	400	400	389
Insurance claim expenditure	815	-	815	2,499
Signs expense	-	141	141	500
Development costs	6,868	-	6,868	500
<i>Depreciation</i>				
Plant and machinery	-	4,881	4,881	4,833
Fixtures and Fittings	-	1,137	1,137	1,140
Motor Vehicles	-	7,052	7,052	7,383
Office Equipment	-	152	152	200
Loss / (Profit) on disposal of fixed assets	-	38	38	(2,050)
Independent Examiners Fee	-	750	750	750
Legal Fees	-	-	-	3,000
Professional fees	-	-	-	500
	8,593	151,794	160,387	149,392

Hope Park Charitable Trust

Notes to the Financial Statements
for the year ended
31 March 2019

9 Breakdown of Keswick Town Council Recharges

	31 March 2019	31 March 2018
	£	£
Salaries, National insurance and Pension	18,395	18,007
Pension to Former Employee	268	263
Staff Expenses	42	60
Payroll Outsource Costs	60	62
Rent	1,376	1,415
Rates	(798)	798
Building Service Costs	944	920
Insurance	127	118
Repairs	2	120
Subscriptions	72	136
Stationery and Printing	187	257
Postage	50	59
Photocopier Lease and Charges	220	203
Computer Maintenance	351	195
Website and Internet Costs	113	85
Telephone	170	125
Health and Safety	10	10
Office Equipment and Fittings	29	66
Elections		-
Quality Parish Renewal		-
Council Chamber Expenditure	24	33
Conferences / Training	199	150
	<u>21,841</u>	<u>23,082</u>

10 Employee Remuneration

Staff costs and uniforms

	31 March 2019	31 March 2018
Gross salaries	69,061	76,695
Other staff and recruitment costs	-	554
Training and workwear	1,579	1,566
	<u>70,640</u>	<u>78,815</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 2019	31 March 2018
	No.	No.
Staff numbers		
Gardeners and groundsmen	2.70	2.70
Administration	0.40	0.40
	<u>3.10</u>	<u>3.10</u>

11 Trustee Remuneration and Expenses

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

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

Hope Park Charitable Trust

Notes to the Financial Statements
for the year ended
31 March 2019

12 Tangible Fixed Assets

	Land and Buildings £	Plant and Machinery £	Fixtures and Fittings £	Motor Vehicles £	Total £
COST					
At 1 April 2018	450,589	40,622	21,445	37,625	550,281
Additions	-	5,074	1,125	2,560	8,759
Disposals	-	(432)	-	-	(432)
At 31 March 2019	<u>450,589</u>	<u>45,264</u>	<u>22,570</u>	<u>40,185</u>	<u>558,608</u>
DEPRECIATION					
At 1 April 2018	-	20,492	16,885	8,094	45,471
Charge for year	-	5,033	1,137	7,052	13,222
Eliminated on disposals	-	(394)	-	-	(394)
At 31 March 2019	<u>-</u>	<u>25,131</u>	<u>18,022</u>	<u>15,146</u>	<u>58,299</u>
NET BOOK VALUE					
At 31 March 2019	<u>450,589</u>	<u>20,133</u>	<u>4,548</u>	<u>25,039</u>	<u>500,309</u>
At 31 March 2018	<u>450,589</u>	<u>20,130</u>	<u>4,560</u>	<u>29,531</u>	<u>504,810</u>

13 Debtors	31 March 2019 £	31 March 2018 £
Other debtors	124	-
Prepayments	203	-
	<u>327</u>	<u>-</u>

14 Creditors: amounts falling due within one year	31 March 2019 £	31 March 2018 £
Trade creditors	2,824	1,335
HP Liability	23,124	32,436
Accruals	7,519	3,725
Owed to KTC	32,688	22,929
	<u>66,155</u>	<u>60,425</u>

Hope Park Charitable Trust

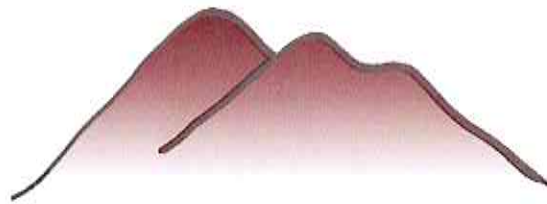
Notes to the Financial Statements
for the year ended
31 March 2019

15 Funds	At 1 April 2018 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2019 £
Designated Funds					
Building Fund	19	-	-	-	19
Equipment and Development Fund	26,078	61	(6,868)	3,000	22,271
Insurance Settlement	7,740	-	(815)	(6,848)	77
Memorial Seats and Trees	4,074	3,598	(910)	(4,125)	2,637
	<u>37,911</u>	<u>3,659</u>	<u>(8,593)</u>	<u>(7,973)</u>	<u>25,004</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	-	500,309	500,309
Current assets	25,004	162,549	187,553
Creditors: amounts falling due	-	(66,155)	(66,155)
Total net assets	<u>25,004</u>	<u>596,703</u>	<u>621,707</u>

Fitz Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2019



Keswick
ACCOUNTANTS

Fitz Park Charitable Trust

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for the year ended
31 March 2019**

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Fitz Park Charitable Trust

**Charity Information
for the year ended
31 March 2019**

**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 Lywood
Cllr D Miller
Cllr J Murray
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 2019

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2019.

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
Cllr S E Leighton
Cllr A Lywood
Cllr D Miller
Cllr J Murray
Cllr A G Paxon
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 2019

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 £18,420. When added to brought forward reserves of £545,087, the closing reserves were £563,507. Of this, £472,807 are fixed assets and £90,700 revenue funds. Of the Revenue funds £24,045 relate to restricted funds or projects, £59,169 is the Sinking Fund which has been set aside as a designated fund, and £7,486 are unrestricted revenue reserves.

Reserves Policy

The Trust has unrestricted revenue reserves of £7,486. 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 £66,655.

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 2019**

I report on the accounts for the Trust for the year ended 31 March 2019 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 2019

	Notes	31 March 2019			Total	31 March 2018
		Restricted	Unrestricted	Designated		Total
		£	£	Funds	£	£
				£		
INCOME						
Donations and legacies						
Donations and gifts	3	-	1,169	-	1,169	21,139
Legacies receivable	4	2,056	-	-	2,056	4,224
Grants receivable	5	28,560	122,044	-	150,604	136,998
Income from charitable activities						
Other Trading Activities	6	-	38,490	-	38,490	33,595
Income from investments		-	112	116	228	135
Total income		30,616	161,815	116	192,547	196,091
EXPENDITURE						
Expenditure on charitable activities	7	11,138	146,737	16,252	174,127	368,856
Total expenditure		11,138	146,737	16,252	174,127	368,856
Net incoming / (outgoing) resources		19,478	15,078	(16,136)	18,420	(172,765)
Total funds brought forward		37,367	464,939	42,781	545,087	717,852
Transfers between funds		(29,300)	(3,224)	32,524	-	-
Total funds carried forward	15	27,545	476,793	59,169	563,507	545,087
Funds carried forward as follows:-						
Revenue Funds		27,545	3,986	59,169	90,700	87,576
Fixed Asset Funds		-	472,807	-	472,807	457,511
		27,545	476,793	59,169	563,507	545,087

The notes form part of these financial statements

Fitz Park Charitable Trust

Statement of Financial Activities
Comparative
31 March 2018

	31 March 2018			
	Restricted	Unrestricted	Designated	Total
	£	£	Funds £	£
INCOME				
Donations and legacies				
Donations and gifts	20,202	937	-	21,139
Legacies receivable	4,224	-	-	4,224
Grants receivable	31,150	105,848	-	136,998
Income from charitable activities				
Other Trading Activities	-	33,595	-	33,595
Income from investments	-	103	32	135
Total income	55,576	140,483	32	196,091
EXPENDITURE				
Expenditure on charitable activities	213,689	136,223	18,944	368,856
Total expenditure	213,689	136,223	18,944	368,856
Net incoming / (outgoing) resources	(158,113)	4,260	(18,912)	(172,765)
Total funds brought forward	175,607	473,956	68,289	717,852
Transfers between funds	19,873	(13,277)	(6,596)	-
Total funds carried forward	37,367	464,939	42,781	545,087
Funds carried forward as follows:-				
Revenue Funds	37,367	7,428	42,781	87,576
Fixed Asset Funds	-	457,511	-	457,511
	37,367	464,939	42,781	545,087

Fitz Park Charitable Trust

**Balance Sheet
as at
31 March 2019**

	Notes	31 March 2019		31 March 2018	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	11		472,807		457,511
			<u>472,807</u>		<u>457,511</u>
Current Assets					
Debtors	12	23,557		25,704	
Cash at bank and in hand		80,953		76,562	
		<u>104,510</u>		<u>102,266</u>	
Creditors: amounts falling due within one year					
Creditors and accruals	13		13,810		14,690
			<u>90,700</u>		<u>87,576</u>
NET ASSETS			<u>563,507</u>		<u>545,087</u>
Funds					
Restricted funds	14		27,545		37,367
Unrestricted funds			476,793		464,939
Designated funds			59,169		42,781
			<u>563,507</u>		<u>545,087</u>
	15		<u>563,507</u>		<u>545,087</u>

As Approved on: _____

By:

Fitz Park Charitable Trust

Notes to the Financial Statements for the year ended 31 March 2019

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 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:

	2019	2018
	£	£
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 2019**

	31 March 2019				31 March 2018
	Restricted £	Unrestricted £	Designated £	Total £	
3 Donations and gifts					
Play Area Appeal Donations	-	187	-	187	641
Sundry Donations	-	227	-	227	285
Flood Recovery Donations	-	-	-	-	202
Keswick Lions Flood Recovery Donation	-	-	-	-	20,000
Gift Aid	-	755	-	755	11
	-	1,169	-	1,169	21,139
4 Legacies receivable					
Memorial Trees & Benches	2,056	-	-	2,056	4,224
	2,056	-	-	2,056	4,224
5 Grants receivable					
Keswick Town Council	-	122,044	-	122,044	105,848
Keswick Town Council Additional Funds	-	-	-	-	5,000
CCC Play Area Fund	-	-	-	-	1,000
CCF Resilience Fund	-	-	-	-	25,000
Flood Recovery Fund	60	-	-	60	-
Holroyd Foundation	-	-	-	-	150
United Utilities	28,500	-	-	28,500	-
	28,560	122,044	-	150,604	136,998
6 Other trading activities					
CSA Income	-	95	-	95	-
Car Park Income	-	28,334	-	28,334	21,946
Football Club Car Park Contribution	-	5,810	-	5,810	7,583
Football Club Rent	-	1,000	-	1,000	1,000
Interim Lease Clubhouse and Courts	-	1,250	-	1,250	1,250
Wayleave	-	133	-	133	33
Hire of Fitz Park	-	1,868	-	1,868	1,783
	-	38,490	-	38,490	33,595

Fitz Park Charitable Trust

Notes to the Financial Statements
for the year ended
31 March 2019

	31 March 2019			Total £	31 March 2018 £
	Restricted £	Unrestricted £	Designated £		
7 Charitable activities					
Cost of goods sold	-	-	-	-	-
Staff costs and uniforms	-	67,040	-	67,040	53,266
KTC recharge of admin costs Note 8	-	21,841	-	21,841	23,082
Health and safety costs	-	300	-	300	300
Printing and Stationery	-	-	-	-	-
Advertising and PR	-	-	-	-	554
Subscriptions	-	-	-	-	-
Contingency	-	2,500	-	2,500	4,000
Water rates, trade refuse and electricity	-	1,863	-	1,863	1,692
Insurance	-	5,651	-	5,651	4,955
Repairs and renewals	1,000	14,768	-	15,768	14,101
Flood damage repairs	3,896	-	-	3,896	201,144
Plants, trees and fertilizer	157	2,000	-	2,157	2,064
Insurance claim expenditure	-	-	-	-	-
Hygiene contract	-	77	-	77	75
Tree Work (and grass cutting 2018)	-	3,500	-	3,500	11,500
Sensory garden expenditure	417	-	-	417	848
CSA Expenditure	-	1,433	-	1,433	1,138
Memorial seats and plaques	860	-	-	860	119
Materials and tools	-	2,636	-	2,636	2,064
Games equipment	-	200	-	200	170
Car park expenses	-	9,400	-	9,400	7,422
Sinking fund expenditure	-	-	16,252	16,252	18,944
Signage Expenditure - Mkt Town	4,808	261	-	5,069	192
Resilience Expenditure	-	-	-	-	11,386
BMX track expenses	-	514	-	514	951
Interest and charges	-	374	-	374	335
Depreciation					
Play Area and Equipment	-	4,179	-	4,179	5,224
Outdoor Gym	-	5,000	-	5,000	0
Trust Plant and Machinery	-	2,450	-	2,450	2,580
Independent Examiners Fee	-	750	-	750	750
	11,138	146,737	16,252	174,127	368,856

8 Breakdown of Keswick Town Council Recharges

	31 March 2019	31 March 2018
	£	£
Salaries, National insurance and Pension	18,395	18,007
Pension to Former Employee	268	263
Staff Expenses	42	60
Payroll Outsource Costs	60	62
Rent	1,376	1,415
Rates	(798)	798
Building Service Costs	944	920
Insurance	127	118
Repairs - Decorating	2	120
Subscriptions	72	136
Stationery and Printing	187	257
Postage	50	59
Photocopier Lease and Charges	220	203
Computer Maintenance	351	195
Website and Internet Costs	113	85
Telephone	170	125
Health and Safety	10	10
Office Equipment and Fittings	29	66
Council Chamber Expenditure	24	33
Conferences / Training	199	150
	21,841	23,082

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2019**

9 Employee Remuneration	31 March 2019	31 March 2018
Staff costs and uniforms		
Gross salaries	65,605	52,268
Other staff costs and expenses	1,435	998
	<u>67,040</u>	<u>53,266</u>
No employee earned £60,000 or more.		
	No.	No.
Staff numbers		
Gardeners and groundsmen	2.20	2.20
Administration	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 2019**

11 Tangible Fixed Assets

	Land and Buildings £	Play Equipment and Outdoor £	Community Sports Area £	Trust Plant and Machinery £	Car Park £	Total £
COST						
At 1 April 2018	190,285	155,459	136,213	46,346	99,797	628,100
Additions	-	25,000	-	1,925	-	26,925
Disposals	-	-	-	-	-	-
At 31 March 2019	<u>190,285</u>	<u>180,459</u>	<u>136,213</u>	<u>48,271</u>	<u>99,797</u>	<u>655,025</u>
DEPRECIATION						
At 1 April 2018	-	134,565	-	36,024	-	170,589
Charge for year	-	9,179	-	2,450	-	11,629
At 31 March 2019	-	<u>143,744</u>	-	<u>38,474</u>	-	<u>182,218</u>
NET BOOK VALUE						
At 31 March 2019	<u>190,285</u>	<u>36,715</u>	<u>136,213</u>	<u>9,797</u>	<u>99,797</u>	<u>472,807</u>
At 31 March 2018	<u>190,285</u>	<u>20,894</u>	<u>136,213</u>	<u>10,322</u>	<u>99,797</u>	<u>457,511</u>

12 Debtors	31 March 2019 £	31 March 2018 £
Trade debtors	114	188
Owed by KTC	23,443	25,478
VAT recoverable	-	38
	<u>23,557</u>	<u>25,704</u>

13 Creditors: amounts falling due within one year	31 March 2019 £	31 March 2018 £
Trade creditors	1,151	11,369
Owed to Hope Park	124	-
Other taxation & social security	19	-
Accruals	12,516	3,321
	<u>13,810</u>	<u>14,690</u>

Fitz Park Charitable Trust

Notes to the Financial Statements
for the year ended
31 March 2019

14 Funds	At 1 April 2018 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2019 £
Projects & Restricted funds					
Memorial Seats and Trees	3,257	2,056	(860)	(4,300)	153
Tree Fund	157	-	(157)	-	-
BMX Track	1,435	-	-	-	1,435
Sensory Garden	3,690	-	(417)	-	3,273
Flood Recovery	9,406	60	(3,896)	-	5,570
Resilience Fund	13,614	-	-	-	13,614
Signage	4,808	-	(4,808)	-	-
Outdoor Gym	-	28,500	-	(25,000)	3,500
CC Play Area Fund	1,000	-	(1,000)	-	-
	<u>37,367</u>	<u>30,616</u>	<u>(11,138)</u>	<u>(29,300)</u>	<u>27,545</u>
DESIGNATED Sinking Fund	42,781	116	(16,252)	32,524	59,169
	<u>42,781</u>	<u>116</u>	<u>(16,252)</u>	<u>32,524</u>	<u>59,169</u>

Note: the transfers from 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.

15 Net Assets by fund	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	472,807	-	472,807
Investments	-	-	-	-
Current assets	27,545	17,796	59,169	104,510
Creditors: amounts falling due within one year	-	(13,810)	-	(13,810)
Total net assets	<u>27,545</u>	<u>476,793</u>	<u>59,169</u>	<u>563,507</u>

THE TOWNSFIELD CHARITABLE TRUST

REGISTERED CHARITY NO 520295
SCHEME DATED 28TH JULY 1922

REPORT AND ACCOUNTS YEAR ENDED 31ST MARCH 2019

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

Annual Report and Accounts Contents:

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Trustees' Report	1-2
Annual Accounts	3

Trust Details:

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

THE TOWNSFIELD CHARITABLE TRUST

The report of the Trustee for the year ended 31 March 2019.

The Trustee presents its annual report and accounts for the year ended 31 March 2019.

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

Tony Lywood

Duncan Miller

Jean Murray

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 2018/19 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 £450. 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. However removal of unsafe trees on the river bank has been completed. Some of these trees will rejuvenate due to their nature to respond to coppicing and their root system will help bind and keep the river bank in place.

Financial Review

The Trust has no free reserves.

A surplus of £39 was made.

This report was approved by the board of the Trust on 12th September 2019.

**Councillor Adam Paxon
Trust Chairman**

KESWICK TOWN COUNCIL
THE TOWNSFIELD - REGISTERED CHARITY NO 520295
Income and Expenditure Account
For the year ended 31st March 2019

2017/2018		2018/2019
	REVENUE ACCOUNT	
£	INCOME	£
800	Grant from Keswick Town Council	800
18	Dividend Received	39
1930	Wall Repair Income	450
0	Bank Interest	0
2748	TOTAL INCOME	1289
	EXPENDITURE	
800	Wages	800
1930	Repairs to Wall	450
2730	TOTAL EXPENDITURE	1250
18	SURPLUS / DEFICIT	39

THE TOWNSFIELD CHARITY - 520295
YEAR ENDED 31st MARCH 2019

2017/2018	*INVESTMENT AT COST	2018/2019
£		£
20	Common Investment Fund (0004032627)	20
193	Common Investment Fund (0004032628)	193
213		213

* Bid Value at 31st March 2019 - £434.25

THE TOWNSFIELD TRUST FUND YEAR ENDED 31st MARCH 2019

2017/2018		2018/2019
£		£
2744	Balance brought Forward	2762
0	Interest	0
18	Dividend	39
2762	Balance carried forward	2801
213	Investment at cost	213
2975	TOTAL FUND BALANCE	3014

Parks Manager's Report September 2019

Christine Fawcett

It's been a busy August and September in Keswick Parks with lots of visitors and people wishing to use the facilities we maintain. Thanks must go to the parks staff and the ladies within the office for their hard work and commitment.

Hope Park

The wild flower seed mix has again proved to be a great success attracting not only lots of comments from the public but also lots of insects and wildlife.



Maintenance to the pitch and putt greens has begun in August; all greens have been verti cut and pro cored. This allows air into the turf and promotes new grass growth. Over seeding has been carried out and top dressing applied.



Summer floral displays are lasting well and the autumn bedding will be planted just into October.

The crazy golf surface is becoming more uneven with the large amount of footfall it receives throughout the season. A quote is awaited from a local builder to repair this surface and will be available at the meeting.



Lower Fitz Park

The ROSPA report has been completed on the play area, multi-use games area and the BMX pump track. The report was very positive and highlights the importance of the daily inspections being carried out correctly and thoroughly. Replacement and worn out parts are being fitted to the play area on a regular basis and most of the wooden play panels have been repainted or stained. However, there are a few highlighted items to sort out over the winter months including replacing some of the wooden fence posts to the perimeter fence and renewing rotting timbers in the central picnic area.

There has also been a ROSPA report carried out on all three parks in general as required and this highlights a few small issues.

The car park has been very busy and when the holiday season draws to a close more gravel will be purchased and levelled on site.

An area of grass has been left to grow longer behind the Cricket Club as requested last year. However, a large number of ragwort weeds have grown and have been pulled up by hand and removed.



Upper Fitz Park

Unfortunately, damage has been done to the Tennis hut roof. It has now been repaired but it is sad to see within the parks. This incident was reported to the Police. Slates were broken and the lead flashing lifted.



The turf is recovering and an application of fertilizer was carried out in late July to aid growth. Scarifying of the tennis courts and bowling green is now being carried out and aeration will also be done. With such a good playing season, two of the tennis courts and the lower putting green will need over-seeding to repair worn out surfaces and damaged areas. Autumn fertilizer will be applied shortly to aid the recovery of all the autumn maintenance tasks being carried out and maintain a healthy turf again.

Pete Sibley has very kindly up dated the tree map in Upper Fitz Park and it is now on display on the Tennis Hut. He has put in a vast amount of time doing this project and the end result is fantastic.



The repair works to Wivell bridge foundations have been carried out and seem to be working.

A kind donation has been received for the carving on the tree stump next to the bowling green. This will be completed by March 2020 and will be 8ft tall in the design shown.

Staff Development

Parks staff attended a greens seminar at Keswick bowling club in late August. This was a very interesting two-hour session on turf maintenance and products available to aid healthy turf.



Boiler Replacement Options & Recommendation from Climate Change Emergency Group

September 2019

We have tried to look at all the options that have been mentioned by Councillors / Trustees and by the Parks Manager and summarise below.

- Parks manager proposes To FPT replacement kerosene boiler at £3,000 to heat the greenhouse and bring on plug plants for displays in parks:
- Current boiler is condemned and cannot be fired up at all.
- Current spending on plug plants is around £3900 each spring. There is also a labour and training implication for staff – the work builds their knowledge of horticulture and keeps a steady flow of work over the Winter. If we are to buy all bedding plants in ready to plant it will increase the budget by £1000.00 to £4900.00
- Current balance of fuel in the tank is 700 litres - value £350 – this could heat the greenhouse for up to 2 seasons. (2018 was 561 litres @ £280 and 2019 was 288 litres @ £141). We believe the tank and kerosene could be sold and reused elsewhere but if not, should be disposed of very carefully according to guidelines.
- Current greenhouse building itself is pretty run down and suggestions have been made that it is rebuilt and repurposed – to be discussed.
- The redesign and rebuilding will take a considerable amount of time and we need to make a plan of action for this Winter. Parks manager would normally order the plants in late September so a decision on the plants needs to be made at September meeting, heating is required from March, depending upon the weather.
- *Environmental considerations: the greenhouse is currently very draughty so heating is inefficient – much of it ending up in the atmosphere. The current fuel is kerosene so it's a fossil fuel which is contributing to the emission of greenhouse gasses and therefore global warming. We are considering purchasing a fossil fuel boiler with a lifespan of at least 15 years but the lifespan of the greenhouse is not clear. This could be a wasteful decision, depending on the outcome of discussions re the repurposing of the greenhouse and sheds. The Trust needs to carefully consider the Councils decision to declare a Climate Change Emergency in its decision regarding the boiler.*

Option 1

Defer the boiler purchase until a decision is made on the future of the greenhouse and potting shed:

This would mean that for this Autumn, we would need to plant and bring on frost hardy plants and then in Spring buy all the annuals needed to bring colour to the beds.

Cost Implications: Buying frost hardy bedding plants and perennials in autumn and annuals in Spring (after frosts)

Annual Budget for bedding is £3900.00 including compost, bulbs, fertilizer and sundries. If we are to buy all bedding plants in, ready to plant it will increase the budget by £1000.00 to £4900.00

Option 2

Now that the staff have a new workspace and shed, the area of the greenhouse (currently 336ft² and estimate 1000ft³) could be reduced by baffling each end with basic stud walls, so that the space to be heated is smaller. Insulation / siliconing of gaps could reduce heat required. If electric greenhouse heaters are purchased, these will continue to have a useful life after any change of use for the building.

Selective purchasing of annuals can go ahead as before.

Cost implications: Current Budget for bedding is £3900.00 including compost, bulbs, fertilizer. This will remain the same as current spending.



Improve insulation and stud wall the ends of greenhouse to contain heat within a smaller space around £400 mainly labour? (no quotes obtained yet) - Ideally, we need to run single phase heaters as we don't want to add on any cost re electrical work.

Example: 'The Shilton greenhouse heater is thermostatically controlled and has an output of 2.2kW and is ideal for use in a 120 sq. ft. greenhouse'. If we have x 3 of these, it should - if they work as advertised, supply adequate heat for the space.

They are £110 each on-line – if we need an extra one, they are easily obtained.

Approx running costs 3 heaters = 6.6KwH @ 15p per KWH = £1 per hour

Environmental implications:

Environmentally, the progressive option whilst keeping a manicured park is to use bulbs and perennials so that a heated greenhouse is not required: However, this has to be balanced with the current aesthetic and high expectations of Park users together with the changes to work patterns that would be required.

Council's Electricity supplier is npower who have a reasonable renewables portfolio and carbon reduction programme – there are better rated green electricity suppliers but we can look into that over time

Other: As the efficiency of these heaters are untested, we suggest that we are selective with purchasing of plants and avoid any really tender plug plants for this year.

Option 3

Buy the similar replacement boiler and continue as we are – buying plug annuals and bringing on the in greenhouse

Environmental Implications: Not recommended – continued use of fossil fuels has a negative impact on the environment and spending this when the future of the buildings is uncertain does not seem good value

COST implications: New Boiler £3000 + Cost of annuals. (Not sure if the boiler quote included installation)

Annual Budget for bedding is £3900.00 including compost, bulbs, fertilizer and sundries.

Option 4

Buy a reconditioned boiler at a lower cost with a 3 year warranty to use up fuel left in tank, expecting to scrap it once the oil is used up

Environmental Implications: Not recommended – continued use of fossil fuels has a negative impact on the environment

COST implications: To be investigated if Trustees want to investigate this option

Annual Budget for bedding is £3900.00 including compost, bulbs, fertilizer and sundries.

Recommendation:

Climate Change Action Working group have visited the greenhouse, liaised with Christine and with the Sustainable Keswick Working group and we recommend that Option 2 is the preferred option and Option 1 the default Option. Reinstalling a system using fossil fuel in this location is not recommended.

- Example frost hardy plants include: marigolds, polyanthers and primulas, gaillardia, delphiniums, campanula, aquilegia, Japanese windflowers, achillea.
- Example tender plants: begonias, busy lizzies, petunias, lobelia.

Climate Change Actions: Four Commitments for Keswick Parks for 2020

September 2019

Keswick Climate Change Emergency Working Group proposes to the Fitz Park Trustees that we make the following four commitments in the management of the Parks in 2020.

- 1. Use only peat free composts.** *Peat is formed over thousands of years by partly decomposed wetland plants which are compacted at a rate of just 1mm per year. This means that the loss of peat by mass harvesting for horticulture is irreversible over human timescales. Peat has its own important ecosystem – sphagnum is a great absorber of water in flood situations. Peat bogs are highly efficient at Carbon absorption; hence they have an important role in keeping atmospheric temperatures lower.*
- 2. Eliminate the use of weed suppressant spray containing Glyphosphate.** *This chemical is found in many weed killers - it damages the micro bacteria that bees need to grow and to fight off pathogens. It is also strongly linked to health issues in humans and is toxic to aquatic life. There are now many glyphosphate free versions of branded weed killers available and organic options to try.*
- 3. Rely less on annual tender bedding plants, use more frost hardy bedding plants and plants that encourage bees and other pollinators.** *In terms of Climate Change, we should seriously consider and balance the heating of greenhouses, to provide us with aesthetically pleasing plants which are not adapted to our climate.*
- 4. Plant a minimum of fifty new trees and/ or bee loving shrubs in our parks.** *Trees absorb both carbon and particulant pollution. Many native shrubs encourage the pollinators we need to maintain our food chain. (The Woodland Trust and other organisations may be able to supply saplings in certain areas)*

We recommend that Trustees support these proposals.

Climate Change Actions: Four Commitments for Keswick Parks for 2020

September 2019

RESPONSES & COMMENTS FROM PARKS MANAGER

Keswick Climate Change Emergency Working Group proposes to the Fitz Park Trustees that we make the following four commitments in the management of the Parks in 2020.

- 1. Use only peat free composts.** Peat is formed over thousands of years by partly decomposed wetland plants which are compacted at a rate of just 1mm per year. This means that the loss of peat by mass harvesting for horticulture is irreversible over human timescales. Peat has its own important ecosystem – sphagnum is a great absorber of water in flood situations. Peat bogs are highly efficient at Carbon absorption; hence they have an important role in keeping atmospheric temperatures lower.

Currently we use Humax multipurpose compost, on average 40 bags per year and made in Scotland.

The compost is mostly used for growing the bedding plug plants on and any propagation of plants carried out throughout the year.

In my experience of using peat free compost it can be very difficult to water due to its high content of coir. The compost appears dry to look at via a visual inspection but is not dry when touched. If young plants are over watered, they damp off and die. However if we can use up the compost we have on site peat free alternatives can be investigated.

- 2. Eliminate the use of weed suppressant spray containing Glyphosphate.** *This chemical is found in many weed killers - it damages the micro bacteria that bees need to grow and to fight off pathogens. It is also strongly linked to health issues in humans and is toxic to aquatic life. There are now many glyphosphate free versions of branded weed killers available and organic options to try.*

Fitz Park - to date 4.5 litres of Round up Proactive has been used. The majority of this is used on the gravel surface at Crosthwaite Car Park, an area which has been greatly improved in recent years and giving a good income to Fitz Park. The War Memorial has been treated for weeds; however this site is now better than in previous years due to the new paving surface we laid last year. It has better pointing with less space for the weeds to grow.

Hope Park - to date 1.8 litres of Round up Proactive has been used. Mainly used on footpaths and these footpaths have in recent reports been highlighted to be resurfaced or repointed. This program of work to replace footpaths takes time and funds and has been set out in the parks 5 year management plan. Thus reducing the need for maintenance spraying.

Other alternates are available such as a flame gun to burn off weeds, however training would be needed for staff.

3. **Rely less on annual tender bedding plants; use more frost hardy bedding plants and plants that encourage bees and other pollinators.** *In terms of Climate Change, we should seriously consider and balance the heating of greenhouses, to provide us with aesthetically pleasing plants which are not adapted to our climate.*

Fitz Park - no annual bedding in these parks. Historically Upper Fitz Park has mixed shrub borders with the addition of spring bulbs and herbaceous planting.

Hope Park - 4 beds with summer and winter bedding including spring bulbs



*Several herbaceous borders one of which is 100 yards long
Mixed shrub borders including spring bulbs.*



*War Memorial -
historically has
been planted with
summer and winter
bedding, including
spring bulbs.*



4. **Plant a minimum of fifty new trees and/ or bee loving shrubs in our parks.** *Trees absorb both carbon and particulant pollution. Many native shrubs encourage the pollinators we need to maintain our food chain. (The Woodland Trust and other organisations may be able to supply saplings in certain areas)*

Memorial trees are planted within the parks every year and failed trees replanted.



Cedar tree replanted close to the failed red oak.

Current parks budget for tree works per annum is £6000.00 including the annual tree survey. This is used on maintenance of existing trees including dead wooding, crown pruning and removal if needed as highlighted in the report.

Shrub beds have been renewed in both parks and include:-



2018



2017



2016



2016

Keswick Climate Change Emergency Working Group – information report.

September 2019

Keswick Parks Waste Reduction Proposals.

Parks Manager has supplied details of current waste collections as follows:

Hope Park

X3 240 litre wheelie bins in summer, X2 in winter.

Emptied into by staff into X1 trade 1200 waste bin. The trade waste bin is then dragged up the park to the main entrance to be emptied x1 per week and x2 per week for 7 weeks in summer.

Trade waste budget £850.00

Fitz Park

X6 100 litre bins X5 240 litre bins

Emptied by staff into X1 trade 1200 litre waste bin. This bin is emptied X1 per week in winter, X2 from March and then X3 from July till Sept, then back to X2 Sept till Nov, X1 Nov till Feb

Trade waste budget £1500.00

We are researching the cost: benefit of a combination of options:

- Waste compactors
- Recycling bins and signage
- Refill stations
- Single use plastic reduction campaigns (Coffee cups, polystyrene takeaway packaging and plastic drinks bottles, in particular)
- Options re pizza boxes – if any
- Responsibilities of cafes and takeaways re their waste management.

The outcomes are linked to other campaigns, potential sponsored refill stations and Allerdale's policy and pricing regarding municipal waste collection. We will update Trustees on this in due course.

KESWICK PARKS CHARITABLE TRUSTS MEETING
12TH SEPTEMBER 2019

CLERK'S REPORT

1. Parking at Upper Fitz – renewal of permission

In September 2016 the Bowling Club was granted permission to provide five spaces at the rear of the staff/tennis/games hut in Upper Fitz Park for Club use only at set times during the season (mid-April to mid-September). This was on the understanding that the Club would closely steward the movement of cars in that area and was subject to review on an annual basis. The arrangement is due for review at this meeting.

2. Parks Walkabout

Thanks to those Trustees who turned out in the pouring rain for the walk around the parks on 30th July. Unfortunately many were unable to make the date and separate arrangements have been made on request since then. The tour provided an opportunity to view the condition of the greenhouses in Hope Park and will help to inform the discussion about the replacement boiler.

3. Income from Football Club Car Park

I am pleased to report that just less than £12,000 has been received from the Football Club as a result of the lease arrangement to share profits from their car park. This will result in a net income of £9,891 to Fitz Park once VAT has been paid.

4. Tree 'Blessing'

Revd Charles Hope has been away during August so a date has not yet been fixed for the 'blessing' of the memorial tree at Lower Fitz Park. This will hopefully be finalised soon.

5. Fitz Park Stakeholder Meeting

A meeting of Fitz Park stakeholders was held on 6th August in the Council Chamber. Representatives from the Museum, Croquet Club and Tennis Club were present and a number of issues were discussed including control of vehicles in Lower Fitz Park and antisocial behaviour at Upper Fitz. A further meeting will take place on a date to be agreed in October.

6. Leaseholder Meeting

The Vice Chair, Parks Manager and myself met with Ray Dowding of Hope Leisure Ltd on 14th August in line with the lease requirement to have regular meetings. This was a useful discussion at which it was agreed that the condition of the Obstacle Golf requires improvement – the Parks Manager is to seek advice on how this can be achieved. No major issues were raised and the arrangement continues to work well.

7. New staff member

Interviews for a Gardener to join the existing team took place on 16th August and the post was offered to David Collis who has recently returned to the UK from South Africa. David will be joining us on 1st October.

HOPE PARK

Budget 1st April 2019 to 31st March 2020

Budget Summary as at 30th June 2019

1st Quarter

Expenditure:	AGREED Budget for 19/20	Expenditure to 30.06.19	% of budget spent
Golf Cups & tee Mats	500	0	0.00
Tools	1250	101	8.08
Materials	1500	64	4.27
Maintenance	1000	138	13.80
Repairs - Paths/fences	4000	0	0.00
Repairs - Buildings	1200	489	40.75
Repairs - Course	1500	0	0.00
Repairs - Machinery	1500	166	11.07
Repairs - Van service/repairs	750	227	30.27
Fuel and licences	3000	576	19.20
Plants & Compost	3900	1555	39.87
Trees and shrubs	400	100	25.00
Fertilisers	650	303	46.62
Electricity and heating oil	1500	184	12.27
Water rates	300	48	16.00
Wages (Gardeners)	41167	9563	23.23
Wages (Management)	20670	5164	24.98
Wages apprentices	6382	0	0.00
Admin and on costs	24961	8259	33.09
Insurance	3600	0	0.00
Telephone	500	53	10.60
Advertising - Including Staff Recruitment	600	187	31.17
Trade Refuse Collection	850	0	0.00
Training costs	785	0	0.00
Workwear	1100	155	14.09
Equipment	400	0	0.00
Audit Fee & Accounts Preparation	800	0	0.00
Bird/squirrel feeding station	500	29	5.80
Contingency	1500	0	0.00
Health and Safety	800	79	9.88
Computer equipment	300	0	0.00
Web & Internet Costs	1000	124	12.40
Tree Work & Surveys	2500	0	0.00
Professional Fees	1500	0	0.00
Signs Expense	500	95	19.00
Drainage (filling) work to fairway	1000	0	0.00
Hire Purchase agreements - Tractor only 50% 19/20	1600	384	24.00
Parks Van - Hire Purchase	4100	1015	24.76
TOTAL EXPENDITURE:	140065	29058	20.75

Income:	AGREED Budget 19/20	Actual Income to 30.06.19	% of budget Income
Games, Golf Hut & Café - Lease/Licence	169086	72465	42.86
Bank interest	5	0	0.00
Donations & Money Spinner	300	223	74.33
Building Fund interest	0	0	0.00
Bird/Squirrel Feed Station Donations	250	123	49.20
Hire of Park	550	500	90.91
Recharge to Fitz Park - RTV 100% & Tractor 50%	0	833	0.00
TOTAL INCOME:	170191	74144	43.57

SURPLUS/deficit	30126	45086
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FITZ PARK

1st April 2019 - 31st March 2020

Budget Summary as at 30th June 2019

1st Quarter

Expenditure:	AGREED Budget for 19/20	Expenditure to 30.06.19	% of budget spent
Materials	2000	502	25.10
Games Equipment - Including CSA	200	0	0.00
Repairs - Paths, fences & walls	3000	0	0.00
Repairs - Buildings	1000	13	1.30
Repairs - Greens and courts	2000	111	5.55
Repairs & Maintenance - children's play area	6000	609	10.15
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	1500	0	0.00
Plants, trees & shrubs	500	124	24.80
Fertiliser	1000	869	86.90
Electricity	850	256	30.12
CSA Electricity	500	33	6.60
CSA Expenditure	1500	0	0.00
Water Rates	550	41	7.45
Wages (Management)	20670	5164	24.98
Wages, NI & SA (Gardener & Maintenance)	53727	13188	24.55
Grass cutting - outside contract	5600	2163	0.00
Admin and on costs	24961	8259	33.09
Insurance	6000	370	6.17
Advertising & Staff Recruitment	600	516	86.00
Car park expenses	7000	2118	30.26
Audit fee & Accounts Preparation	800	0	0.00
Tools	800	283	35.38
Health and Safety	300	0	0.00
Sinking Fund	15000	0	0.00
Hygiene Contract	90	79	87.78
Signs Expense	300	22	7.33
Tree Work	3500	0	0.00
Workwear	600	122	20.33
Contingency	1500	0	0.00
Maintenance	1500	255	17.00
BMX Track Expenditure	1000	0	0.00
Bank Charges from July 2016	350	95	27.14
Training	500	0	0.00
Fuel	500	208	41.60
Repairs - Machinery	850	386	45.41
Hire purchase - RTV 100% & Tractor 50%	3400	833	24.50
Apprentice	6382	0	0.00
Total Expenditure:	176780	36619	20.71

Income:	AGREED Budget for 19/20	Income to 30.06.19	% of budget income
Licence Fee - Games & Catering	0	0	0.00
New Car park income	25000	9708	38.83
Wayleaves	33	0	0.00
Insurance Reimbursements	1300	0	0.00
Hire of Fitz Park	2000	500	25.00
Donations	50	169	338.00
Tennis Club - Licence Agreement	1250	1250	100.00
Football Club - Lease	1000	0	0.00
Car Park Levy - Football Club	5000	0	0.00
CSA Electricity	150	0	0.00
Play Area Donations	150	282	188.00
Bank Interest & Loyalty Reward from July 2016	100	29	29.00
Gift Aid	0	0	0.00
Grant from Keswick Town Council*	120747	60374	50.00
Grant from Allerdale Borough Council*	20000	10000	50.00
*(to cover deficit of £140,747)			
Total Income:	176780	82312	46.56

Recharges still to complete

NET SURPLUS/DEFICIT	0	45693
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Lynda Walker

From: Stephen Harwood <sajharwood@gmail.com>
Sent: 30 August 2019 08:01
To: lynda@keswicktowncouncil.gov.uk
Cc: catherine@keswicktowncouncil.gov.uk; office@keswicktowncouncil.gov.uk
Subject: Cross Country Events for Fitz Park

Hi Lynda

In advance of the next Trust meeting on 12th September I would like to request approval to hold 2 Cross Country events in Fitz Park on behalf of Keswick Athletic Club in the same way as previous years.

1. Wednesday 2nd October 2019. This would be at the request of the English and Cumbria Schools Cross Country Association on similar lines to the event which caused a little controversy last year with the Cricket Club. They subsequently withdrew their complaint but I would be liaising closely with them to avoid any future incidents. This would involve races for primary school children in the morning and for secondary schools in the afternoon. This is an opportunity for school children to experience a high standard of competition. The event held last year for Cumbria Schools involved 2 athletes from the County who went on to win the European Junior Under 20 800metres title and another who was selected to run for Great Britain in the Junior World Cross Country race in Denmark which was a great experience for her.
2. Saturday 30th November 2019. This is our annual Cumbria League Cross Country event for Juniors and Seniors.

Both of these events are non profit making and I would be the race organiser.

Regards

Steve Harwood