

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

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

7th November 2019

A meeting of the following Charitable Trusts will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick, on **Thursday 14th November 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. Declarations of Interests**
To receive any declarations of interests in respect of items on this agenda.
- 3. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the meeting held on 12th September 2019 (pages 4 - 6).
- 4. Chairman's Report**
To receive the Chairman's report.
- 5. Draft Budgets for Hope and Fitz Parks 2020-21**
To agree the draft budgets for Hope and Fitz Parks for the next financial year.
- 6. Hope Park & Fitz Park Budgets – 2nd quarter 2019-20**
To receive for information the 2nd quarter budget comparisons.
- 7. Review of Reserves/Policy Wording and Funds Movement**
To consider the report of the Responsible Financial Officer.
- 8. Parks Manager's Report**
To consider the report of the Parks Manager.
- 9. Clerk's Report**
To consider the Clerk's report.

10. Correspondence/Requests for use of the Parks

To consider the following:

- (i) Cumbria School Games Go Tri Beginners Festival – use of Fitz Park for cycling and running events on Wednesday 24th June 2020 11.30 am until 3.30 pm
- (ii) Keswick Mountain Festival – use of Fitz Park for Schools Triathlon on Thursday 14th May 2020 from 7.00 am until 5.00 pm
- (iii) Keswick Mountain Festival – use of Hope Park as a contingency route for three of the trail races should weather, or some other factor, prevent opening the Festival Village on Crow Park on safety grounds on Saturday 16th May – Tuesday 19th May 2020
- (iv) Lakeland Trails – use of Fitz Park as the event venue on Saturday 5th September 2020

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

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

11. Leases

To receive an update from the Clerk.

12. Contracting

To consider the report of the Clerk.

13. Legal

To consider the report of the Clerk.

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Minutes of the meeting of Fitz Park, Hope Park & Townsfield Charitable Trusts held in the Council Chamber, Council Offices, Keswick, on Thursday 12th September 2019 at 7.30pm.

Present:

Chairman
Councillor Duncan Miller

Councillors

Alexandra Boardman
Allan Daniels
Sally Lansbury
Allan Todd

David Burn
Alan Dunn
Tony Lywood

Markus Campbell-Savours
Steve Harwood
Paul Titley

Also in attendance were Lynda Walker (Trust Clerk), Christine Fawcett (Parks Manager), Catherine Parker (Responsible Financial Officer), Patricia Howells, Pete Sibley, and David Sawday (Keswick Ministries).

15. Apologies

Apologies for absence were received from Councillor Paxon (work).

16. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the annual meeting held on 11th July 2019 (pages 1-3).

17. Declarations of Interests

Declaration of interests were received from:
Councillors Harwood and Titley – item 13 (members of Keswick Athletics Club).

18. New Plan of Fitz Park

The Chair introduced Pete Sibley and Patricia Howell who, working with the Parks Manager, had produced an up to date plan of Upper and Lower Fitz Park mapping the many tree species and facilities in the park. He congratulated them on doing a thorough and professional job and thanked them for all their work and interest in Fitz Park.

19. Trustee Reports and Accounts for the year ended 31st March 2019

Frances Clark of Keswick Accountants presented the Annual Reports and Accounts for Hope and Fitz Parks for the year ended 31st March 2019. The Responsible Financial Officer presented the Annual Report and Accounts for the Townsfield Charitable Trust. It was recommended that levels of reserves be reviewed and it was agreed to place an item on the agenda for the next Trust meeting together with a discussion on transfers to funds.

RESOLVED that the Trustee Reports and Accounts for the year ended 31st March 2019 for Hope Park, Fitz Park and the Townsfield be approved and signed by the Chairman.

Councillor Lywood joined the meeting.

20. Chairman's Report

RECEIVED an update from the Vice Chair on renewal of leases – report to be submitted to the next meeting.

21. Parks Manager's Report

Consideration was given to the report of the Parks Manager.

RESOLVED that consideration be given at the next meeting to renewal of the Obstacle Golf surface at Hope Park when quotes are available.

22. Proposed Footbridge from Fitz Park

David Sawday of Keswick Ministries presented a proposal to provide a new bridge across the River Greta to connect Fitz Park with the former pencil factory site which would become the new site for the annual Keswick Convention. A riverside walk would also be created within the site which would connect the corner of the park nearest to Crosthwaite Road with High Hill and avoid the need for pedestrians to walk on the road where there is no pavement. Informal views were being sought prior to a planning application being submitted. He confirmed that the footbridge and path would be available for use all year round and Keswick Ministries would take full responsibility for insurance and maintenance.

RESOLVED that the proposal be welcomed and further discussed at the next meeting.

23. Replacement of Boiler at Hope Park

Consideration was given to a report from the Town Council's Climate Change Action Group and the response of the Parks Manager on options for replacement of the boiler at the Hope Park greenhouse.

RESOLVED That Option 3 be pursued and a similar replacement boiler be purchased.

24. Four Key Green Steps

Consideration was given to the report of the Town Council's Climate Change Action Group and the response of the Parks Manager to a proposal to make four commitments in the management of the parks in 2020.

RESOLVED

- i) That peat free composts be used once the existing supply of multipurpose compost has been used up
- ii) That the use of weed suppressant spray containing Glyphosphate be eliminated
- iii) That the possibility of putting beehives in the parks be explored
- iv) That additional tree planting be considered on the area above the Cricket Pavilion ('Archery Field')

25. Waste Reduction Proposal for Keswick Parks

RECEIVED the report of the Town Council's Climate Change Emergency Working Group.

26. Clerk's Report

Consideration was given to the report of the Clerk.

RESOLVED that permission be renewed for a further year for Keswick Bowling Club members to park at the rear of the staff/tennis/games hut in Upper Fitz Park on the same terms as in previous years i.e. five spaces at the rear of the building for Club use only at set times during the season (mid April to mid September) and with the proviso that Club members closely steward the movement of cars in the area.

27. Budget Comparisons

RECEIVED for information the first quarter's budget comparisons.

28. Requests for use of the Parks

RESOLVED that the request from Keswick Athletics Club for use of Fitz Park for 2 cross country events on Wednesday 2nd October 2019 and Saturday 30th November 2019 be approved.

Prior to the following business the Chairman moved the resolution:

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

It was agreed to defer item 14 on the agenda for consideration as the last item of business.

29. Contracting

Consideration was given to the report of the Parks Manager.

RESOLVED that the quote from Phil Dodd Heating for a Worcester Greenstar oil fired boiler be accepted.

30. Contracting

Consideration was given to the report of the Clerk.

RESOLVED that the Clerk be authorised to sign the contract with Cumbria Parking Services for management and enforcement of Crosthwaite Road car park for a period of 3 years from 19th August 2019.

31. Staffing

RECEIVED the report of the Clerk.

32. Legal

Consideration was given to the report of the Clerk.

RESOLVED that the release of land for the purposes outlined in the report be approved in principle subject to meeting all the necessary requirements of the Charity Commission and satisfactory terms being agreed.

The meeting closed at 9.50 p.m.

Chairman

Date

AGENDA ITEM 5.

HOPE PARK

BUDGET ESTIMATES 2020/21 - DRAFT - T8C

	Actual 17/18	Actual 18/19	AGREED Budget 19/20	Estimated Out Turn 19/20	DRAFT Budget 20/21	£ Inc/red Agreed 19/20 to draft 20/21	% Inc/red Agreed 19/20 to draft 20/21
Expenditure:							
Golf Cups & tee Mats	500	500	500	500	500	0	0
Tools	217	775	1250	1250	1250	0	0
Materials	1500	1499	1500	1500	1500	0	0
Maintenance	984	1000	1000	1000	1000	0	0
Repairs - Paths/fences	2500	3000	4000	4000	5000	1000	25
Repairs - Buildings	1196	1200	1200	1200	1300	100	8.33
Repairs - Course	497	903	1500	1300	1300	-200	-13.33
Repairs - Machinery	991	1500	1500	1500	1500	0	0
Repairs - Van service/repairs	509	271	750	750	750	0	0
Fuel and licences	2907	2500	3000	3000	3000	0	0
Plants & Compost	2892	3900	3900	3900	3900	0	0
Trees and shrubs	0	323	400	400	400	0	0
Fertilisers	650	650	650	650	650	0	0
Electricity and heating oil	999	1205	1500	1500	1500	0	0
Water rates	147	222	300	300	300	0	0
Wages (Gardeners)	33631	35406	41167	41167	40369	-798	-2
Wages (Management)	43064	33655	20670	20670	21910	1240	6
Wages (Trainee Gardener)	0	0	6382	6382	11562	5180	0
Admin and on costs	23082	21841	24961	24961	26079	1118	4
Insurance	3186	3874	3600	3635	3800	200	5.56
Telephone	395	400	500	260	400	-100	-20
Advertising - Including Staff Recruitment	554	0	600	260	600	0	0
Trade Refuse Collection	771	708	850	850	850	0	0
Training costs	486	767	785	785	785	0	0
Workwear	1081	812	1100	1100	1100	0	0
Equipment	389	400	400	400	400	0	0
Audit Fee & Accounts Preparation	750	750	800	800	800	0	0
Bird/squirrel feeding station	441	451	500	400	400	-100	-20
Contingency	1500	750	1500	1500	1500	0	0
Health and Safety	628	596	800	800	800	0	0
Computer equipment & subscriptions	200	300	300	200	300	0	0.00
Web & Internet Costs	0	809	1000	800	900	-100	-10
Tree Work & Surveys	2000	1126	2500	2500	2500	0	0
Professional Fees	0	0	1500	500	500	-1000	-67
Signs Expense	5020	141	500	500	500	0	0
Drainage (filling) work to fairway	0	395	1000	1000	1000	0	0
Hire Purchase agreements - Tractor only 50%	5100	5000	1600	1600	1600	0	0
Contribution to D&E Fund	5000	0	0	0	0	0	0
Dev Costs	500	0	0	0	0	0	0
General Reserves Expenditure	2000	0	0	0	0	0	0
Parks Van - Hire Purchase	0	0	4100	4062	4100	0	0
Wooden Footbridge Replacement	0	0	0	0	1000	1000	0
TOTAL EXPENDITURE:	146267	127629	140065	137882	147605	7540	5.38

	Actual 17/18	Actual Budget 18/19	AGREED Budget 19/20	Estimated Out Turn 19/20	DRAFT Budget 20/21	£ Inc/red Agreed 19/20 to draft 20/21	% Inc/red Agreed 19/20 to draft 20/21
Income:							
Games, Golf Hut & Café - Lease/Licence	162000	165262	169086	169086	194299	25213	15
Bank interest	0	0	5	0	0	-5	-100
Donations & Money Spinner	305	321	300	400	400	100	33
Building Fund interest	19	0	0	0	0	0	0
Bird/Squirrel Feed Station Donations	284	384	250	250	250	0	0
Keswick Lions	0	400	0	0	0	0	0
Hire of Park	550	550	550	652	550	0	0
TOTAL INCOME:	163158	166917	170191	170388	195499	25308	14.87
SURPLUS/deficit	16891	39288	30126	32506	47894	17768	58.98

FITZ PARK

BUDGET ESTIMATES 2020/21 - DRAFT - TBC

Expenditure:	Actual 17/18	Actual 18/19	AGREED Budget 19/20	Estimated Out Turn 19/20	DRAFT Budget 20/21	£ Inc/red Agreed 19/20 to draft 20/21	% Inc/red Agreed 19/20 to draft 20/21
Materials	1969	2000	2000	2000	2000	0	0.00
Games Equipment - Including CSA	170	200	200	200	200	0	0.00
Repairs - Paths, fences & walls	3000	3000	3000	3000	3000	0	0.00
Repairs - Buildings	997	1000	1000	1000	1000	0	0.00
Repairs - Greens and courts	1000	1300	2000	2200	2200	200	10.00
Repairs & Maintenance - children's play area	6022	4288	6000	6000	6000	0	0.00
Repairs - Bridges (Wivell & Knights)	443	0	250	250	250	0	0.00
Trade refuse	574	680	1500	1500	1500	0	0.00
Plants, trees & shrubs	1186	1000	500	500	500	0	0.00
Fertiliser	879	1000	1000	1000	1000	0	0.00
Electricity	857	870	850	1200	1500	650	76.47
CSA Electricity	88	114	500	500	500	0	0.00
CSA Expenditure	1050	1319	1500	1000	1000	-500	-33.33
Water Rates	261	312	550	400	400	150	-27.27
Wages (Management)	10766	33655	20670	20670	21910	1240	6.00
Wages, NI & SA (Snr Gardener & Gardener)	41502	31950	53727	53727	56319	2592	4.82
Wages (Trainee Gardener)	0	0	6382	6382	11562	5180	81.17
Grass cutting - outside contract	8000	0	5600	5400	5600	0	0.00
Admin and on costs	23082	21841	24961	24961	26079	1118	4.48
Insurance	4955	5650	6000	5732	6000	0	0.00
Advertising & Staff Recruitment	554	0	600	516	600	0	0.00
Car Park - Management Fee & Maintenance	7422	9400	7000	9548	8000	1000	14.29
Audit fee & Accounts Preparation	750	750	800	800	800	0	0.00
Tools	95	675	800	800	800	0	0.00
Health and Safety	300	300	300	300	300	0	0.00
Sinking Fund	10000	15000	15000	15000	15000	0	0.00
Hygiene Contract	75	77	90	79	90	0	0.00
Signs Expense	300	261	300	300	300	0	0.00
Tree Work	3500	3500	3500	3500	3500	0	0.00
Workwear	500	700	600	600	600	0	0.00
Contingency	4000	2500	1500	0	1500	0	0.00
Professional Fees	0	0	0	0	0	0	0.00
Maintenance	1497	1452	1500	1500	1500	0	0.00
BMX Track Expenditure	951	513	1000	1000	1000	0	0.00
Bank Charges	335	375	350	550	600	250	0.00
Collection Box Upgrade - Play Area	0	594	0	0	0	0	100.00
Training	500	738	500	500	500	0	100.00
Fuel	0	689	500	1000	1100	600	0.00
Repairs - Machinery	843	846	850	850	850	0	0.00
Hire purchase - RTV 100% & Tractor 50%	0	0	3400	3400	3400	0	0.00
Commemorative Bench Surround	0	0	0	0	1000	1000	
Total Expenditure:	138423	148549	176780	177865	189960	13180	7.46

Income:	Actual 17/18	Actual Budget 18/19	AGREED Budget 19/20	Estimated Out Turn 19/20	DRAFT Budget 20/21	£ Inc/red Agreed 19/20 to draft 20/21	% Inc/red Agreed 19/20 to draft 20/21
Licence Fee - Games & Catering	0	0	0	0	0	0	0
Crosthwaite Road Car Park	21947	28334	25000	28000	28000	3000	12
Wayleaves	33	132	33	33	33	0	0
Insurance Reimbursements	1152	1250	1300	1300	1300	0	0
Hire of Fitz Park	1783	1868	2000	1700	1700	-300	-15
Donations	285	227	50	350	300	250	500
Tennis Club - Licence Agreement	1250	1250	1250	1250	1250	0	0
Football Club - Lease	1000	1000	1000	1000	1000	0	0
Car Park Levy - Football Club	7583	5810	5000	9891	6500	1500	30
CSA Electricity	0	95	150	150	150	0	0
Play Area Donations	641	187	150	300	300	150	100
Bank Interest & Loyalty Reward	103	112	100	100	100	0	0
Gift Aid	11	755	0	0	0	0	0
Total Income:	35788	41020	36033	44074	40633	4600	12.77

NET EXPENDITURE DEFICIT	-102635	-107529	-140747	-133791	-149327	-8580	6.10
TOTAL TO BE PAID TO FITZ IN TWO HALVES FROM KTC WHEN PRECEPT PAID	88994	122044	-140747	122044	-149327		

HOPE PARK

Budget 1st April 2019 to 31st March 2020

Budget Summary as at 30th September 2019

2nd Quarter

Expenditure:	AGREED Budget for 19/20	Expenditure to 30.09.19	% of budget spent
Golf Cups & tee Mats	500	0	0.00
Tools	1250	735	58.80
Materials	1500	67	4.47
Maintenance	1000	266	26.60
Repairs - Paths/fences	4000	113	2.83
Repairs - Buildings	1200	750	62.50
Repairs - Course	1500	904	60.27
Repairs - Machinery	1500	236	15.73
Repairs - Van service/repairs	750	227	30.27
Fuel and licences	3000	1083	36.10
Plants & Compost	3900	2335	59.87
Trees and shrubs	400	100	25.00
Fertilisers	650	465	71.54
Electricity and heating oil	1500	253	16.87
Water rates	300	126	42.00
Wages (Gardeners)	41167	19127	46.46
Wages (Management)	20670	10328	49.97
Wages (Trainee Gardener)	6382	0	0.00
Admin and on costs	24961	11216	44.93
Insurance	3600	3635	100.97
Telephone	500	109	21.80
Advertising - Including Staff Recruitment	600	259	43.17
Trade Refuse Collection	850	225	26.47
Training costs	785	0	0.00
Workwear	1100	776	70.55
Equipment	400	0	0.00
Audit Fee & Accounts Preparation	800	0	0.00
Bird/squirrel feeding station	500	122	24.40
Contingency	1500	0	0.00
Health and Safety	800	529	66.13
Computer equipment	300	133	44.33
Web & Internet Costs	1000	378	37.80
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	768	48.00
Parks Van - Hire Purchase	4100	2050	50.00
TOTAL EXPENDITURE:	140065	57410	40.99

Income:	AGREED Budget 19/20	Actual Income to 30.09.19	% of budget Income
Games, Golf Hut & Café - Lease/Licence	169086	144931	85.71
Bank Interest	5	0	0.00
Donations & Money Spinner	300	308	102.67
Bird/Squirrel Feed Station Donations	250	218	87.20
Hire of Park	550	652	118.55
Recharge to Fitz Park - RTV 100% & Tractor 50%	0	833	0.00
Sale of Scrap	0	57	0.00
TOTAL INCOME:	170191	146999	86.37

SURPLUS/deficit	30126	89589
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FITZ PARK

1st April 2019 - 31st March 2020

Budget Summary as at 30th September 2019

2nd Quarter

Expenditure:	AGREED Budget for 19/20	Expenditure to 30.09.19	% of budget spent
Materials	2000	781	39.05
Games Equipment - Including CSA	200	200	100.00
Repairs - Paths, fences & walls	3000	0	0.00
Repairs - Buildings	1000	313	31.30
Repairs - Greens and courts	2000	2000	100.00
Repairs & Maintenance - children's play area	6000	2971	49.52
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	1500	296	19.73
Plants, trees & shrubs	500	124	24.80
Fertiliser	1000	1000	100.00
Electricity	850	589	69.29
CSA Electricity	500	58	11.60
CSA Expenditure	1500	165	11.00
Water Rates	550	95	17.27
Wages (Management)	20670	10328	49.97
Wages, NI & SA (Gardener & Maintenance)	53727	26376	49.09
Wages (Trainee Gardener)	6382	0	0.00
Grass cutting - outside contract	5600	4958	88.54
Admin and on costs	24961	11218	44.94
Insurance	6000	5732	95.53
Advertising & Staff Recruitment	600	516	86.00
Car park expenses	7000	4720	67.43
Audit fee & Accounts Preparation	800	0	0.00
Tools	800	633	79.13
Health and Safety	300	166	55.33
Sinking Fund	15000	0	0.00
Hygiene Contract	90	79	87.78
Signs Expense	300	22	7.33
Tree Work	3500	420	12.00
Workwear	600	600	100.00
Contingency	1500	0	0.00
Maintenance	1500	368	24.53
BMX Track Expenditure	1000	0	0.00
Bank Charges from July 2016	350	432	123.43
Training	500	0	0.00
Fuel	500	460	92.00
Repairs - Machinery	850	477	56.12
Hire purchase - RTV 100% & Tractor 50%	3400	1666	49.00
Total Expenditure:	176780	77763	43.99

Income:	AGREED Budget for 19/20	Income to 30.09.19	% of budget income
Licence Fee - Games & Catering	0	0	0.00
New Car park income	25000	22067	88.27
Wayleaves	33	33	100.00
Insurance Reimbursements	1300	1329	102.23
Hire of Fitz Park	2000	1779	88.95
Donations	50	346	692.00
Tennis Club - Licence Agreement	1250	1250	100.00
Football Club - Lease	1000	1000	100.00
Car Park Levy - Football Club	5000	9891	197.82
CSA Electricity	150	0	0.00
Play Area Donations	150	427	284.67
Bank Interest & Loyalty Reward from July 2016	100	80	80.00
Gift Aid	0	0	0.00
Grant from Keswick Town Council*	120747	60374	50.00
Grant from Airedale Borough Council*	20000	10000	50.00
<i>*(to cover deficit of £140,747)</i>			
Total Income:	176780	108576	61.42

NET SURPLUS/DEFICIT	0	30813
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**KESWICK PARKS TRUST REPORT
November 2019**

Review of Reserves/Policy Wording & Funds Movement

At the September Trust meeting it was recommended that levels of reserves be reviewed and it was agreed to place an item on the agenda for the next Trust meeting together with a discussion on transfers to funds.

Review of Reserves & Policy Wording - The Trusts current Reserves Policy as stated in the annual Trustees Report contained with the accounts is as follows:-

'The Trust has unrestricted reserves of [£]. Ideally the level of reserves would represent 6 months of the previous year's running costs which is in the region of [£]. The total of unrestricted reserves is [£]'

The requirement for all charities as per the Charity Commission guidance – All charities must include in their annual report their policy on reserves, stating the level of reserves held and why they are held.

I would like to suggest that we adopt new policy wording as below:-

Hope Park

'The Trust has unrestricted reserves of [£]. Ideally the level of reserves would represent 6 months of the previous year's running costs which is in the region of [£]. The total of unrestricted reserves is [£].

Further reserves are held in the Building Fund and Development & Equipment Fund (designated funds) in case of unforeseen circumstances, such as flooding or other natural disaster to cover uninsurable losses e.g. open space, as well as provision for ongoing improvements and upgrades of the Trusts equipment and assets.'

Fitz Park

'The Trust has unrestricted reserves of [£] and ideally the level of reserves would represent 6 months of the previous year's running costs which is in the region of [£]. However the Trust does not hold this level of general reserves, as a grant is given to the Trust by Keswick Town Council via the precept from Allerdale Borough Council. The grant covers Fitz Parks running costs deficit and when risk assessed the likelihood of this not continuing is very low.

Further reserves are held in the Sinking Fund (designated fund) in case of unforeseen circumstances, such as flooding or other natural disaster to cover uninsurable losses e.g. open space, as well as provision for ongoing improvements and upgrades of the Trusts equipment and assets.

The total of unrestricted reserves is and designated sinking fund is [£].'

Trust Reserves – For information	Level of Reserves as at 31.03.19	Previous Year's unrestricted running costs	6 months running costs based on previous year	Level of Reserves above/below policy
Hope Park	£96,394	£149,148	£74,574	£21,820
Fitz Park	£3,986	£136,223	£68,112	(£64,126)*

** Note: This amount does not include £63,155 held in the designated Sinking Fund*

I am satisfied that the level of reserves as per our suggested new policy wording has been met.

Funds Movement

In order to build up funds for future projects and developments, following major investments within the parks over the past few years, it is suggested that the transfers between funds stated below takes place:-

Hope Park - Transfers

Transfer 1

- Memorials Fund current balance - £3,628.00
- Development & Equipment Fund current balance - £19,271.00

Move £2,000.00 from the Memorials Fund to the Development & Equipment Fund

The Memorials Fund has built up over the years by people donating memorial seats and trees to the park and it would be fitting to use these funds towards the future legacy of the parks.

Transfer 2

- Total unrestricted revenue reserves year ending 31/03/19 - £9,967
- Development & Equipment Fund current balance (Inc transfer 1) - £21,271.00
- Building Fund current balance - £19

Move £4,500 from unrestricted revenue reserves to the Development and Equipment Fund and £4,500 from unrestricted revenue reserves to the Building Fund.

Fitz Park – Transfers

The following annual transfers to the Sinking Fund have already been made:-

- Annual transfer via grant from Keswick Town Council - £15,000.00
- Annual transfer of Crosthwaite Road Car Park profit - £18,934.00
- Current Sinking Fund balance - £93,162.00

I would therefore suggest that no further transfers are made within Fitz Park.

Catherine Parker
Responsible Finance Officer (RFO)
7th November 2019

KESWICK PARKS CHARITABLE TRUSTS MEETING

Parks Manager's Report Nov 2019

Christine Fawcett

Many thanks must go to the parks staff for their hard work, including a new member to the team, David Collis, and the ongoing support of the three ladies within the office of Keswick Town Council. The weather in September and October has been pleasant and allowed progress in all the Parks to renovate and improve areas.

Hope Park



The summer bedding has now been removed and the winter bedding is now being planted including polyanthus, bellis and myosotis along with tulips for a spring show of colour.

The yew and box hedges have now been cut back and we will begin pruning the remaining hedges shortly.

Deliveries need to come to the parks on a regular basis and these wagons are always large despite our request for a smaller wagon. With size and weight of these vehicles damage is done to the footpaths and kerbs. A set of rear mounted pallet forks that attach to the tractor is being investigated to allow us to unload deliveries outside of the park.



A small turf nursery has been created to allow us to lift and replace turf when needed on the pitch and putt. This small area will be maintained the same as the greens and allow us seamless repairs when needed next year.

The lower fairways of the pitch and putt have all been verti quaked to allow water to drain better through the surface and all of the open water ditches have now been cleaned out by hand. We have removed the pond weed and floating debris to the side of the water ditch, this allows any wildlife to return to the water course.



Paving sets have been repaired to prevent trip hazards beside the Keswick Rotary Wishing Well. A quote is also awaited to crown prune and crown lift the four sycamore trees beside the footpath. This will allow better visibility for both pedestrians and motorists using this route to the lake.

The dead/dying alder trees in the woodland area are now being removed as highlighted in the recent tree report. A few overgrown hazel trees have also been coppiced to allow them to rejuvenate.



Townsville

This area has been cut for the final time by our contractor and is being monitored on a weekly basis.

Lower Fitz Park

A new gate has been fitted to the main entrance of the play area with a soft close system. 20 tons of sand have been added and levelled within the sand area and the bark surface will be topped up in the upcoming months.

The perimeter fence is being repaired and new posts concreted in place as the old posts had rotted off.



Litter within the parks is becoming less and for the same period as last year I would like to propose that litter picking and bins are checked through the week only. This would be from November until March, excluding the Christmas period.

Hedges are now being cut back and work will begin on cutting back shrub beds to allow them to rejuvenate.

The finger posts have now been installed and are an added bonus to the parks navigating visitors through the park to the town centre and car park.



Upper Fitz Park

Summer games have come to a close and work has been carried out on the fine turfed areas. Scarifying of all of the playing areas has been carried out to remove dead thatch and allow the turf to breath and drain more freely.

Greta Garden Services have pro-cored the bowling green, putting greens and the tennis courts. The Bowling Green, lower putting green and tennis courts have been over seeded and four-ton of 60/40 top dressing



applied to aid drainage and lighten the soil. Autumn fertilizer has been applied and the grass sward has responded.

Weeding of shrub borders is under way and the hedges at Crosthwaite Road and Wivell Bridge have been cut back.



The outlet pipe for surface water from Brundholme Road is in the process of being completed by Atkinsons Building Contractors Ltd. The outlet pipe goes through the old bridge foundation and the footpath within the park has been resurfaced with a temporary hardcore surface for the near future. This will be renewed with tarmac when all works are completed.

A new wooden gate is to be installed beside the tennis hut to prevent the general public entering the work compound.

Unfortunately, a car has hit the railings on Station Road and damaged the railings and the footpath foundations. Thankfully nobody was injured and the area will be repaired as soon as possible. Barriers are in place to keep the area safe.



**KESWICK PARKS CHARITABLE TRUSTS
14TH NOVEMBER 2019**

CLERK'S REPORT

Discussions are under way with the Sports Clubs at Fitz Park regarding leases which are due for renewal in September 2020. A separate report appears elsewhere on the agenda.

Annual staff appraisals have been arranged and should be completed in the next two weeks. This time of year is also busy with budget setting and an informal meeting will take place at 4.00 pm on Wednesday 13th November for Trustees to find out more about how the Parks budgets are compiled and to ask any questions.

The Revd Charles Hope performed a short 'blessing' of the memorial tree and seat in Fitz Park on 17th October 2019. This was attended by the Mayor, Chair and Vice Chair of the Trusts and several other Councillors and staff and was featured in the Keswick Reminder.

At the last Trust meeting it was agreed to bring forward quotes for improving the surface of the Obstacle Golf course to this meeting. Christine is still awaiting quotes from a local builder and Hope Leisure have indicated that they would like to install some additional features on the course so this item will be revisited when further discussions have taken place and quotes are available.

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**KESWICK MOUNTAIN FESTIVAL
WEATHER CONTINGENCY PLANNING
14 February 2019**

INTRODUCTION

The Keswick Mountain Festival will take place from 16 - 19 May 2019. Permission is sought to use Hope Park as a contingency route for 3 of the trail races should weather, or some other factor, prevent us from opening the Festival Village on Crow Park on safety grounds.

BACKGROUND

The Festival Village for the Keswick Mountain Festival is on Crow Park every year. In 2017 the event took place from Friday 9th to Sunday 11th June. On the evening of Saturday 10th the wind became very strong to the point where overnight there was damage caused to structures and signage on the Festival Village. On Sunday morning the forecast was for the winds to maintain their strength. This, combined with the damage already caused, forced the Organisers to take the decision to close the Festival Village.

We were keen to keep the sporting events operating, as in the main it was only the start and finish which took place in the Festival Village. Having implemented, and therefore tested, our contingency plan we would like to tweak this so should we have these circumstances again we can improve the way we operate.

This contingency plan was put in place for 2018 and fortunately not required. We would like to have this in place for 2019 too.

KMF TRAIL RUNS

There are 4 trail races taking place over the weekend with slightly different start and finish set ups:

RACE	NUMBERS (est)	START	FINISH
Saturday 18th May			
25km trail race	600	11 - 11.30 From Festival Village heading SE	12.30 - 16.30. Crow Park Road, via Isthmus, into Festival Village
5km trail race	450	14.00 - 15.00. From Festival Village heading SE	14:20 - 15:55. From Lake Road into Festival Village

Sunday 19th May			
50km trail race	200	06.00. From Festival Village heading SE	10.40 - 16.15. Crow Park Road, via Isthmus, into Festival Village
10km trail race	550	08.30 - 12.30. Depart on ferries (or coaches if required) to race start at Brandlehow.	09.35 - 15.15. Crow Park Road, via Isthmus, into Festival Village

HOPE PARK CONTINGENCY PLAN

In the event of the Festival Village being closed we would like to use Hope Park as the route to bring runners to a finish line on Lake Road. On Saturday 18th May this would be the 25k race, on Sunday 19th May this would be the 50k and 10k races. Please see the map for details.

KMF Trail Race contingency plan

- KMF current trail race finish route (10k, 25k, 50k)
- Desired contingency route if Festival Village closed



In order to implement this we would use only the path indicated and would use hazard tape and metal posts to clearly mark the path for the runners. Marshals would be placed at any junction or places where other park visitors may want to cross. There would be no other activity in any other area of the park.

COMMUNICATION

Weather forecasts and other site and environmental factors are continuously monitored in the lead up to each day, bearing in mind any impact they may have on the safety of the races and the Festival Village. Any decision which has an impact on any aspect of the Festival will, wherever possible, be made with as much advance notice as is achievable. However we do need to bear in mind that by its very nature the event is dynamic and we don't always have the notice we would like.

In the event of needing to implement the above plan all competitors would be told at the start of the race. If the decision was taken whilst a race was taking place competitors would be informed as soon as possible as they were approaching the finish.

Other key stakeholders would be informed as soon as possible - out of hours contact details to be collated.

SAFETY CONSIDERATIONS

Prior to the Mountain Festival taking place a risk assessment of this contingency route would be completed and agreed with the relevant person at Hope Park. This would include a staffing and resource schedule, technical plan and the appropriate control measures which would be referred to in the event of the contingency plan being implemented.

If the above plan was implemented marshals would be positioned in Hope Park to guide competitors and inform park visitors about the runners. We would install hazard tape, held in place with metal stakes, along the edge of the path. Marshals would monitor any points where other park users may wish to cross the path and help them to do this safely.

Please note there is no need for a water supply in Hope Park.

COSTING

In the event of this plan being implemented Keswick Mountain Festival would pay Hope Park £1 for each participant running through the Park.



Inspiring Races in Beautiful Places

16th September 2019

Dear Fitz & Hope Park Trustees,

On behalf of everyone taking part in last Saturday's successful 14th anniversary of Lakeland Trails in Keswick held in Fitz Park, many thanks for your support.

We have had nothing but praise and good feedback from the day and without your support, the event would not have been such a success. The weather was kind to us and we were afforded some lovely views from the park, and it was nice to chat to both locals and tourists who came along to enjoy the day. It was also great to share the park with the Keswick Parkrun and those runners enjoyed using our finish gantry after they completed their laps.

This year's event has raised over £2500.00 for various charities including Lake District Foundation's Fix the Fells and we presented a cheque for £500 to Keswick Mountain Rescue at our Prize Giving Ceremony on the day. Café West was once again really busy and there were plenty of our event t-shirts in the town that evening.

We look forward to working with you again for next year's Lakeland Trails event in Keswick scheduled for 5th September 2020 and would once again request permission to use Fitz Park as the event venue.

Kind Regards,

A handwritten signature in black ink that reads 'Phil Blaylock'.

Phil Blaylock
Operations and Event Manager
Lakeland Trails

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