

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices
50 Main Street
Keswick
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

3rd September 2020

A meeting of the Charitable Trusts listed below will be held via the Zoom app on **Thursday 10th September 2020 at 7.30 pm.**

The meeting will be open to the press and public, however access to a laptop/pc/iPad will be required to use zoom, together with the link and password for the meeting which will be emailed on request to townclerk@keswicktowncouncil.gov.uk



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 9th July 2020 (pages 4-5).
- 3. Declarations of Interests**
To receive any Declarations of Interests from members in respect of items on this agenda.
- 4. Trustee Reports and Accounts for the year ended 31st March 2020**
To formally approve the Trustee Reports and Accounts for the year ended 31st March 2020 for Hope Park, Fitz Park and the Townsfield. Frances Clark of Keswick Accountants will be in attendance for this item.
- 5. Chairman's Report**
To receive the Chairman's report.
- 6. Parks Manager's Report**
To consider the report of the Parks' Manager.
- 7. Statue of Max (the dog) in Hope Park**
To agree the location of a slate bench in Hope Park to feature a bronze dog and a collection box in honour of Max (of 'Max out in the Lake District' fame). Councillor Lywood will provide further details at the meeting.

- 8. Request for Sundial at Hope Park**
To consider a request from a local resident to replace the sundial in Hope Park.
- 9. Keswick Bowling Club - Renewal of Parking Agreement for Upper Fitz Park**
To renew the arrangement for Bowling Club parking within Upper Fitz Park i.e. five spaces at the rear of the staff/games hut for Bowling Club use only, on Tuesday afternoons between 1.45 pm and 4.30 pm and on a maximum of 18 other occasions – dates to be confirmed – during the season (mid-April to mid-September). This was agreed subject to annual review.
- 10. Review of Funfair held in Fitz Park**
To receive a report from Councillor Titley.
- 11. Bus Shelter at Wivell Park – Mural**
To receive an update from Councillor Lywood.
- 12. Clerk's Report**
To receive the report of the Clerk.
- 13. BMX Track**
To receive an update from Councillor Lansbury on funding achieved for the BMX track and to consider whether income from the funfair held in Fitz Park should be ringfenced for the track.
- 14. Great British September Clean 11-27 September 2020**
At the request of Councillor Titley to consider organising a clear up in Keswick Parks. (Campaign information can be found at <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>)
- 15. Budget Comparisons**
To receive for information the first quarter's budget comparisons and to agree adjustments to the current year's budget as a result of Covid-19 funding shortfalls.
- 16. Requests for use of the Parks**
To consider the following:
 - i) Lakeland Trails – possible pre-Christmas event
 - ii) St Johns Church/British Legion – possible use of Fitz Park for annual Remembrance Service on Sunday 8th November (Councillor Daniels to provide further information).
 - iii) BuggyFit – weekly exercise class for new Mums in Fitz Park
 - iv) Keswick Museum – request for free parking for 3 volunteers at Crosthwaite Road car park

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.'

- 17. Contracting**
To consider the report of the Parks Manager.
- 18. Legal – Renewal of Leases**
To receive an update from the Clerk.
- 19. Legal – Land at Hospital Field**
To receive an update from the Clerk.

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Minutes of the Meeting of Fitz Park, Hope Park & Townsfield Charitable Trusts held using the Zoom app on Thursday 9th July 2020 at 7.30pm.

Present:

Chairman
Councillor Adam Paxon

| Councillors | | |
|--------------------|-------------|-------------------------|
| Alexandra Boardman | David Burn | Markus Campbell-Savours |
| Allan Daniels | Alan Dunn | Steve Harwood |
| Tony Lywood | Peter Terry | Paul Titley |

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

- 19. Apologies**
Apologies for absence were received from Councillors Lansbury and Miller.
- 20. Minutes**
RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the meeting held on 28th May 2020 (pages 1-3).
- 21. Declarations of Interests**
Declarations of interests were received from:
Councillor Harwood – item 10 (Athletics Club Committee member)
Councillor Titley – item 10 (Athletics Club member)
- 22. Chairman's Report**
The Chairman reported that a request had been received from Turners Funfair to bring a family fairground to Fitz Park for two weeks at the end of July/beginning of August 2020. Reassurances that all Government Covid-19 guidelines would be followed had been received and a weekly payment would be made. A bond would also be provided to cover the cost of any damage caused. There was general support for this and it was agreed that Councillor Titley and the Parks Manager would contact Turners to progress the proposal.
- 23. Bus Shelter at Wivell Park**
Councillor Lywood reported that the County Council had funding available to provide seating and a mural on the inside back wall of the new bus shelter on Penrith Road. There would be no cost to the Trust or Town Council. The mural would be on a board fixed to the back wall and would be treated with anti-graffiti paint.
RESOLVED that the offer of seating and a mural be accepted and a working group comprising Councillor Lywood plus Councillors Burn, Daniels and Dunn take the project forward.
- 24. Request from Keswick Cricket Club**
Consideration was given to a request from Keswick Cricket Club to re-open the pavilion in Fitz Park in accordance with Government guidelines.
RESOLVED that the request be supported.

25. Parks Manager's Report

RECEIVED the report of the Parks Manager including an update on the re-opening of the play area at Fitz Park. Councillor Harwood presented a request from Keswick Lions Club to plant saplings provided by the Woodland Trust in Fitz Park. It was agreed that the Parks Manager would liaise with the Lions Club on this. Trustees congratulated the Parks Manager and her staff on the wonderful condition of the parks.

26. Requests for use of the Parks

Consideration was given to a request from Cumbria School Games to hold the Beginners Go Tri Festival in Fitz Park on Wednesday 23 June 2021 (provisional date).

RESOLVED that the request be approved.

Prior to the following business the Chairman moved:

'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.'

27. Leases – Fitz Park Sports Clubs

RECEIVED an update from the Working Group including proposed draft Heads of Terms for the new leases for the Bowling and Cricket/Athletics Clubs at Fitz Park.

RESOLVED that the draft Heads of Terms be approved to include clarification that the proposed rent represents a contribution by the Clubs towards the costs of maintaining the park, and is in addition to the clubs accepting responsibility for the full maintenance and repair of the external building fabric as well as the internal maintenance of the clubhouses. In acceptance of these terms, the requirement for the additional rent to be paid (which is subject to review every 3 years) will be waived, however increasing financial demands over time on the Trust in maintaining the park to its current high standards may result in future reviews requiring the rent to be paid.

28. Legal – Land at Hospital Field

An update was received from the Clerk following meetings of the Working Group.

The meeting closed at 9.05 pm.

Chairman

Date

Hope Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2020



Keswick
ACCOUNTANTS

Hope Park Charitable Trust

**Index to the Financial Statements
for the year ended
31 March 2020**

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Hope Park Charitable Trust

**Charity Information
for the year ended
31 March 2020**

**DIRECTORS
AND
TRUSTEES:**

Cllr A Boardman
Cllr D S Burn
Cllr M Campbell-Savours
Cllr A Daniels
Cllr A B Dunn
Cllr S Harwood
Cllr S Lansbury
Cllr A Lywood
Cllr D Miller
Cllr A G Paxon
Cllr P Terry
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 2020

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2020.

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 A Boardman - appointed 02 May 2019
Cllr D S Burn
Cllr M Campbell-Savours - appointed 20 June 2019
Cllr A Daniels
Cllr A B Dunn - appointed 02 May 2019
Cllr S Harwood - appointed 20 June 2019
Cllr R M Jordan - resigned 1st May 2019
Cllr D Kemp - resigned 1st May 2019
Cllr G P Kendall - resigned 1st May 2019
Cllr S Lansbury - appointed 20 June 2019
Cllr S E Leighton - resigned 1st May 2019
Cllr A Lywood
Cllr D Miller
Cllr J Murray - resigned 1st May 2019
Cllr A G Paxon
Cllr M Pugmire - deceased 22 April 2019
Cllr P Terry - appointed 12th March 2020
Cllr P C Titley
Cllr A Todd - appointed 20 June 2019 and resigned Dec 2019

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 2020**

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 £37,774. When added to brought forward reserves of £621,707, the closing reserves were £659,481. Of this, £492,601 are fixed assets, including the value of the cafe and new staff accommodation and equipment. The year end revenue fund balance is £166,880, of which £28,718 are designated funds.

Reserves Policy

The Trust has £138,162 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.

Historically the level of reserves has been increasing each year, however post 31 March 2020, the Trust's income has significantly impacted as a result of the lockdown measures due to COVID-19. This is expected to reduce the reserves in the 2020 / 2021 accounting year and will be reported on more fully in the 2021 accounts.

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 2020

I report on the accounts for the Trust for the year ended 31 March 2020 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 2020**

| | Notes | 31 March 2020 | | | 31 March 2019 |
|---|-------|----------------|----------------|----------------|----------------|
| | | Designate | Unrestricted | Total | Total |
| | | £ | £ | £ | £ |
| INCOME | | | | | |
| Donations and legacies | | | | | |
| Donations and gifts | 3 | - | 406 | 406 | 321 |
| Legacies receivable | 4 | 2,135 | - | 2,135 | 3,598 |
| Income from charitable activities | | | | | |
| Primary Purpose Trading | 5 | - | - | - | - |
| Other Trading Activities | | | | | |
| | 6 | - | 173,409 | 173,409 | 166,374 |
| Income from investments | | | | | |
| | 7 | 43 | - | 43 | 61 |
| Total income | | 2,178 | 173,815 | 175,993 | 170,354 |
| EXPENDITURE | | | | | |
| Expenditure on charitable activities | 8 | 3,322 | 134,897 | 138,219 | 160,387 |
| Total expenditure | | 3,322 | 134,897 | 138,219 | 160,387 |
| Net incoming / (outgoing) resources | | (1,144) | 38,918 | 37,774 | 9,967 |
| Total funds brought forward | | 25,004 | 596,703 | 621,707 | 611,740 |
| Transfers between funds | | 4,858 | (4,858) | - | - |
| Total funds carried forward | 15 | 28,718 | 630,763 | 659,481 | 621,707 |
| Funds carried forward as follows:- | | | | | |
| Revenue Funds | | 28,718 | 138,162 | 166,880 | 121,398 |
| Fixed Asset Funds | | - | 492,601 | 492,601 | 500,309 |
| | | 28,718 | 630,763 | 659,481 | 621,707 |

The notes form part of these financial statements

Hope Park Charitable Trust

Statement of Financial Activities Comparative 31 March 2019

| | 31 March 2019 | | |
|---|----------------|----------------|----------------|
| | Designate | Unrestricted | Total |
| | £ | £ | £ |
| INCOME | | | |
| Donations and legacies | | | |
| Donations and gifts | - | 321 | 321 |
| Legacies receivable | 3,598 | - | 3,598 |
| Income from charitable activities | | | |
| Primary Purpose Trading | - | - | - |
| Other Trading Activities | - | 166,374 | 166,374 |
| Income from investments | 61 | - | 61 |
| Total income | <u>3,659</u> | <u>166,695</u> | <u>170,354</u> |
| EXPENDITURE | | | |
| Expenditure on charitable activities | 8,593 | 151,794 | 160,387 |
| Total expenditure | <u>8,593</u> | <u>151,794</u> | <u>160,387</u> |
| Net incoming / (outgoing) resources | <u>(4,934)</u> | <u>14,901</u> | <u>9,967</u> |
| Total funds brought forward | 37,911 | 573,829 | 611,740 |
| Transfers between funds | (7,973) | 7,973 | - |
| Total funds carried forward | <u>25,004</u> | <u>596,703</u> | <u>621,707</u> |
| Funds carried forward as follows:- | | | |
| Revenue Funds | <u>25,004</u> | <u>96,394</u> | <u>121,398</u> |
| Fixed Asset Funds | | <u>500,309</u> | <u>500,309</u> |
| | <u>25,004</u> | <u>596,703</u> | <u>621,707</u> |

The notes form part of these financial statements

Hope Park Charitable Trust

Balance Sheet as at 31 March 2020

| | Notes | 31 March 2020 | | 31 March 2019 | |
|---|-------|---------------|-------------|---------------|-------------|
| | | £ | £ | £ | £ |
| Fixed Assets | | | | | |
| Tangible fixed assets | 12 | | 492,601 | | 500,309 |
| | | | <hr/> | | <hr/> |
| | | | 492,601 | | 500,309 |
| Current Assets | | | | | |
| Debtors | 13 | 1,042 | | 327 | |
| Cash at bank and in hand | | 218,262 | | 187,226 | |
| | | <hr/> | | <hr/> | |
| | | 219,304 | | 187,553 | |
| Creditors: amounts falling due within one year | | | | | |
| Creditors and accruals | 14 | 52,424 | | 66,155 | |
| | | <hr/> | | <hr/> | |
| Net Current Assets | | | 166,880 | | 121,398 |
| | | | <hr/> | | <hr/> |
| Total Assets less Current Liabilities | | | 659,481 | | 621,707 |
| | | | <hr/> | | <hr/> |
| NET ASSETS | | | 659,481 | | 621,707 |
| | | | <hr/> <hr/> | | <hr/> <hr/> |
| Funds | | | | | |
| Designated funds | 15 | 28,718 | | 25,004 | |
| Unrestricted funds | | 630,763 | | 596,703 | |
| | | <hr/> | | <hr/> | |
| | 16 | 659,481 | | 621,707 | |
| | | <hr/> <hr/> | | <hr/> <hr/> | |

As Approved on: _____

By:

Hope Park Charitable Trust

Notes to the Financial Statements for the year ended 31 March 2020

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:

| | 2020 | 2019 |
|-------------------------------------|------------|------------|
| | £ | £ |
| 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 2020

| | 31 March 2020 | | | 31 March 2019 |
|---|-----------------|-------------------|------------|---------------|
| | Designated £ | Unrestricted £ | Total £ | |
| 3 Donations and gifts | | | | |
| Donations | - | 406 | 406 | 321 |
| | - | 406 | 406 | 321 |
| 4 Legacies receivable | | | | |
| Memorial Seats | 2,135 | - | 2,135 | 3,598 |
| | 2,135 | - | 2,135 | 3,598 |
| 5 Primary Purpose Trading | | | | |
| Primary purpose trading income | - | - | - | - |
| Other reimbursements and ancillary trading | - | - | - | - |
| | - | - | - | - |
| 6 Other trading activities | | | | |
| License fee and rent | - | 169,086 | 169,086 | 165,262 |
| Squirrel / bird feeding station income | - | 282 | 282 | 384 |
| Sale of assets / scrap | - | 57 | 57 | 178 |
| Hire of park | - | 652 | 652 | 550 |
| Recharges to Fitz Park Trust | - | 3,332 | 3,332 | - |
| | - | 173,409 | 173,409 | 166,374 |
| 7 Investment income | | | | |
| Bank interest received | 43 | - | 43 | 61 |
| | 43 | - | 43 | 61 |
| 8 Charitable activities | | | | |
| Cost of goods sold | - | - | - | - |
| Staff costs and uniforms | - | 65,627 | 65,627 | 70,640 |
| KTC recharge of admin costs (see note 9) | - | 23,490 | 23,490 | 21,841 |
| Health and safety costs | - | 652 | 652 | 596 |
| Printing and Stationery | - | - | - | 3 |
| Telephone | - | 215 | 215 | 398 |
| Advertising and PR | - | 72 | 72 | - |
| Web, internet and computer | - | 852 | 852 | 1,109 |
| Golf equipment and tools | - | 966 | 966 | 1,275 |
| Motor vehicle expenses | - | 2,376 | 2,376 | 2,515 |
| Contingency | - | 1,500 | 1,500 | 750 |
| Water rates and trade refuse | - | 1,159 | 1,159 | 930 |
| Insurance | - | 4,182 | 4,182 | 3,874 |
| Repairs and maintenance | - | 10,553 | 10,553 | 8,232 |
| General reserves expenditure | - | - | - | 15,988 |
| Light and heat | - | 1,178 | 1,178 | 1,205 |
| Plant production, trees and bird feed | - | 6,462 | 6,462 | 6,388 |
| Memorial seats and plaques | 32 | - | 32 | 910 |
| Materials | - | 1,363 | 1,363 | 1,499 |
| Equipment costs | 400 | - | 400 | 400 |
| Insurance claim expenditure | - | - | - | 815 |
| Signs expense | - | 333 | 333 | 141 |
| Development costs | 2,890 | - | 2,890 | 6,868 |
| <i>Depreciation</i> | | | | |
| Plant and machinery | - | 4,548 | 4,548 | 4,881 |
| Fixtures and Fittings | - | 1,123 | 1,123 | 1,137 |
| Motor Vehicles | - | 6,276 | 6,276 | 7,052 |
| Office Equipment | - | 142 | 142 | 152 |
| Loss / (Profit) on disposal of fixed assets | - | 1,078 | 1,078 | 38 |
| Independent Examiners Fee | - | 750 | 750 | 750 |
| | 3,322 | 134,897 | 138,219 | 160,387 |

Hope Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2020**

9 Breakdown of Keswick Town Council Recharges

| | 31 March 2020 | 31 March 2019 |
|--|---------------|---------------|
| | £ | £ |
| Salaries, National insurance and Pension | 18,950 | 18,395 |
| Pension to Former Employee | 277 | 268 |
| Staff Expenses | 30 | 42 |
| Payroll Outsource Costs | 61 | 60 |
| Rent | 1,364 | 1,376 |
| Rates | - | (798) |
| Building Service Costs | 1,020 | 944 |
| Insurance | 118 | 127 |
| Repairs | 207 | 2 |
| Subscriptions | 158 | 72 |
| Stationery and Printing | 225 | 187 |
| Postage | 46 | 50 |
| Photocopier Lease and Charges | 312 | 220 |
| Computer Maintenance | 327 | 351 |
| Website and Internet Costs | 114 | 113 |
| Telephone | 88 | 170 |
| Health and Safety | 2 | 10 |
| Office Equipment and Fittings | 40 | 29 |
| Council Chamber Expenditure | 15 | 24 |
| Conferences / Training | 136 | 199 |
| | <u>23,490</u> | <u>21,841</u> |

10 Employee Remuneration

Staff costs and uniforms

| | 31 March 2020 | 31 March 2019 |
|-----------------------------------|---------------|---------------|
| Gross salaries | 64,171 | 69,061 |
| Other staff and recruitment costs | 187 | - |
| Training and workwear | 1,269 | 1,579 |
| | <u>65,627</u> | <u>70,640</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 2020 | 31 March 2019 |
|--------------------------|---------------|---------------|
| | 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 2020**

12 Tangible Fixed Assets

| | Land and Buildings £ | Plant and Machinery £ | Fixtures and Fittings £ | Motor Vehicles £ | Total £ |
|-------------------------|----------------------------|-----------------------------|-------------------------------|---------------------|----------------|
| COST | | | | | |
| At 1 April 2019 | 450,589 | 45,264 | 22,570 | 40,185 | 558,608 |
| Additions | - | 4,394 | 1,065 | 0 | 5,459 |
| Disposals | - | (4,676) | - | - | (4,676) |
| At 31 March 2020 | <u>450,589</u> | <u>44,982</u> | <u>23,635</u> | <u>40,185</u> | <u>559,391</u> |
| DEPRECIATION | | | | | |
| At 1 April 2019 | - | 25,131 | 18,022 | 15,146 | 58,299 |
| Charge for year | - | 4,690 | 1,123 | 6,276 | 12,089 |
| Eliminated on disposals | - | (3,598) | - | - | (3,598) |
| At 31 March 2020 | <u>-</u> | <u>26,223</u> | <u>19,145</u> | <u>21,422</u> | <u>66,790</u> |
| NET BOOK VALUE | | | | | |
| At 31 March 2020 | <u>450,589</u> | <u>18,759</u> | <u>4,490</u> | <u>18,763</u> | <u>492,601</u> |
| At 31 March 2019 | <u>450,589</u> | <u>20,133</u> | <u>4,548</u> | <u>25,039</u> | <u>500,309</u> |

| 13 Debtors | 31 March 2020 £ | 31 March 2019 £ |
|-------------------|--------------------|--------------------|
| Other debtors | 929 | 124 |
| Prepayments | 113 | 203 |
| | <u>1,042</u> | <u>327</u> |

| 14 Creditors: amounts falling due within one year | 31 March 2020 £ | 31 March 2019 £ |
|--|--------------------|--------------------|
| Trade creditors | 1,305 | 2,824 |
| HP Liability | 13,939 | 23,124 |
| Accruals | 9,550 | 7,519 |
| Owed to KTC | 27,630 | 32,688 |
| | <u>52,424</u> | <u>66,155</u> |

Hope Park Charitable Trust

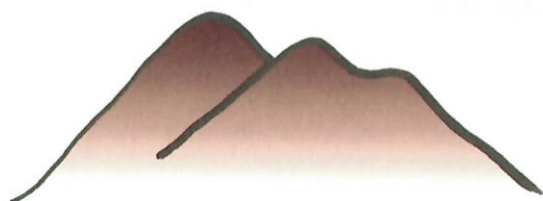
**Notes to the Financial Statements
for the year ended
31 March 2020**

| 15 Funds | At 1 April 2019 £ | Incoming Resources £ | Outgoing Resources £ | Transfers £ | At 31 March 2020 £ |
|--------------------------------|-------------------------|----------------------------|----------------------------|----------------|--------------------------|
| Designated Funds | | | | | |
| Building Fund | 19 | - | - | 4,500 | 4,519 |
| Equipment and Development Fund | 22,271 | 43 | (3,290) | 3,500 | 22,524 |
| Insurance Settlement | 77 | - | - | (77) | - |
| Memorial Seats and Trees | 2,637 | 2,135 | (32) | (3,065) | 1,675 |
| | <u>25,004</u> | <u>2,178</u> | <u>(3,322)</u> | <u>4,858</u> | <u>28,718</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 | - | 492,601 | 492,601 |
| Current assets | 28,718 | 190,586 | 219,304 |
| Creditors: amounts falling due | - | (52,424) | (52,424) |
| Total net assets | <u>28,718</u> | <u>630,763</u> | <u>659,481</u> |

Fitz Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2020



Keswick
ACCOUNTANTS

Fitz Park Charitable Trust

**Index to the Financial Statements
for the year ended
31 March 2020**

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| Trustees' Report | 2 |
| Independent Examiner's Report | 4 |
| Statement of Financial Activities | 5 |
| Statement of Financial Activities Comparative | 6 |
| Balance Sheet | 7 |
| Notes to the Financial Statements | 8 - 13 |

Fitz Park Charitable Trust

**Charity Information
for the year ended
31 March 2020**

**DIRECTORS
AND
TRUSTEES:**

Cllr A Boardman
Cllr D S Burn
Cllr M Campbell-Savours
Cllr A Daniels
Cllr A B Dunn
Cllr S Harwood
Cllr S Lansbury
Cllr A Lywood
Cllr D Miller
Cllr A G Paxon
Cllr P Terry
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 2020

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2020.

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 A Boardman - appointed 02 May 2019
Cllr D S Burn
Cllr M Campbell-Savours - appointed 20 June 2019
Cllr A Daniels
Cllr A B Dunn - appointed 02 May 2019
Cllr S Harwood - appointed 20 June 2019
Cllr R M Jordan - resigned 1st May 2019
Cllr D Kemp - resigned 1st May 2019
Cllr G P Kendall - resigned 1st May 2019
Cllr S Lansbury - appointed 20 June 2019
Cllr S E Leighton - resigned 1st May 2019
Cllr A Lywood
Cllr D Miller
Cllr J Murray - resigned 1st May 2019
Cllr A G Paxon
Cllr M Pugmire - deceased 22 April 2019
Cllr P Terry - appointed 12th March 2020
Cllr P C Titley
Cllr A Todd - appointed 20 June 2019 and resigned Dec 2019

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 2020

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 £19,057. When added to brought forward reserves of £563,507 the closing reserves were £582,564. Of this, £465,166 are fixed assets and £117,398 revenue funds. Of the Revenue funds £27,585 relate to restricted funds or projects, £93,231 is the Sinking Fund which has been set aside as a designated fund, and the unrestricted revenue reserves are in deficit by £3,418.

Reserves Policy

The Trust has unrestricted revenue reserves of a deficit of £3,418. 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 £89,313.

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 2020

I report on the accounts for the Trust for the year ended 31 March 2020 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 2020**

| | Notes | 31 March 2020 | | | Total | 31 March 2019 |
|---|-------|---------------|----------------|---------------------|----------------|----------------|
| | | Restricted | Unrestricted | Designated Funds | | Total |
| | | £ | £ | £ | £ | £ |
| INCOME | | | | | | |
| Donations and legacies | | | | | | |
| Donations and gifts | 3 | - | 1,049 | - | 1,049 | 1,169 |
| Legacies receivable | 4 | 5,720 | - | - | 5,720 | 2,056 |
| Grants receivable | 5 | 2,700 | 140,747 | - | 143,447 | 150,604 |
| Income from charitable activities | | | | | | |
| Other Trading Activities | 6 | - | 44,468 | - | 44,468 | 38,490 |
| Income from investments | | 47 | 130 | 128 | 305 | 228 |
| Total income | | 8,467 | 186,394 | 128 | 194,989 | 192,547 |
| EXPENDITURE | | | | | | |
| Expenditure on charitable activities | 7 | 7,618 | 168,314 | - | 175,932 | 174,127 |
| Total expenditure | | 7,618 | 168,314 | - | 175,932 | 174,127 |
| Net incoming / (outgoing) resources | | 849 | 18,080 | 128 | 19,057 | 18,420 |
| Total funds brought forward | | 27,545 | 476,793 | 59,169 | 563,507 | 545,087 |
| Transfers between funds | | (809) | (33,125) | 33,934 | - | - |
| Total funds carried forward | 15 | 27,585 | 461,748 | 93,231 | 582,564 | 563,507 |
| Funds carried forward as follows:- | | | | | | |
| Revenue Funds | | 27,585 | (3,418) | 93,231 | 117,398 | 90,700 |
| Fixed Asset Funds | | - | 465,166 | - | 465,166 | 472,807 |
| | | 27,585 | 461,748 | 93,231 | 582,564 | 563,507 |

The notes form part of these financial statements

Fitz Park Charitable Trust

**Statement of Financial Activities
Comparative
31 March 2019**

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

Fitz Park Charitable Trust

**Balance Sheet
as at
31 March 2020**

| | Notes | 31 March 2020 | | 31 March 2019 | |
|---|-------|---------------|-------------|---------------|-------------|
| | | £ | £ | £ | £ |
| Fixed Assets | | | | | |
| Tangible fixed assets | 11 | | 465,166 | | 472,807 |
| | | | <hr/> | | <hr/> |
| | | | 465,166 | | 472,807 |
| Current Assets | | | | | |
| Debtors | 12 | 29,252 | | 23,557 | |
| Cash at bank and in hand | | 100,199 | | 80,953 | |
| | | <hr/> | | <hr/> | |
| | | 129,451 | | 104,510 | |
| Creditors: amounts falling due within one year | | | | | |
| Creditors and accruals | 13 | 12,053 | | 13,810 | |
| | | <hr/> | | <hr/> | |
| Net Current Assets | | | 117,398 | | 90,700 |
| | | | <hr/> | | <hr/> |
| NET ASSETS | | | 582,564 | | 563,507 |
| | | | <hr/> <hr/> | | <hr/> <hr/> |
| Funds | | | | | |
| Restricted funds | 14 | 27,585 | | 27,545 | |
| Unrestricted funds | | 461,748 | | 476,793 | |
| Designated funds | | 93,231 | | 59,169 | |
| | | <hr/> | | <hr/> | |
| | 15 | | 582,564 | | 563,507 |
| | | | <hr/> <hr/> | | <hr/> <hr/> |

As Approved on: _____

By:

Fitz Park Charitable Trust

Notes to the Financial Statements for the year ended 31 March 2020

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:

| | 2020 | 2019 |
|-------------------------------------|------------|------------|
| | £ | £ |
| 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 2020**

| | 31 March 2020 | | | Total £ | 31 March 2019 £ |
|-------------------------------------|-----------------|-------------------|-----------------|------------|--------------------|
| | Restricted £ | Unrestricted £ | Designated £ | | |
| 3 Donations and gifts | | | | | |
| Play Area Appeal Donations | - | 573 | - | 573 | 187 |
| Sundry Donations | - | 476 | - | 476 | 227 |
| Gift Aid | - | - | - | - | 755 |
| | - | 1,049 | - | 1,049 | 1,169 |
| 4 Legacies receivable | | | | | |
| Memorial Trees & Benches | 1,720 | - | - | 1,720 | 2,056 |
| Legacies | 4,000 | - | - | 4,000 | - |
| | 5,720 | - | - | 5,720 | 2,056 |
| 5 Grants receivable | | | | | |
| Keswick Town Council | - | 140,747 | - | 140,747 | 122,044 |
| Insurance Proceeds | 2,700 | - | - | 2,700 | - |
| Flood Recovery Fund | - | - | - | - | 60 |
| United Utilities | - | - | - | - | 28,500 |
| | 2,700 | 140,747 | - | 143,447 | 150,604 |
| 6 Other trading activities | | | | | |
| CSA Income | - | - | - | - | 95 |
| Car Park Income | - | 30,515 | - | 30,515 | 28,334 |
| Football Club Car Park Contribution | - | 9,891 | - | 9,891 | 5,810 |
| Football Club Rent | - | 1,000 | - | 1,000 | 1,000 |
| Interim Lease Clubhouse and Courts | - | 1,250 | - | 1,250 | 1,250 |
| Wayleave | - | 33 | - | 33 | 133 |
| Hire of Fitz Park | - | 1,779 | - | 1,779 | 1,868 |
| | - | 44,468 | - | 44,468 | 38,490 |

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2020**

| | 31 March 2020 | | | Total £ | 31 March 2019 £ |
|---|-----------------|-------------------|-----------------|----------------|--------------------|
| | Restricted £ | Unrestricted £ | Designated £ | | |
| 7 Charitable activities | | | | | |
| Staff costs and uniforms | - | 79,686 | - | 79,686 | 67,040 |
| KTC recharge of admin costs Note 8 | - | 23,490 | - | 23,490 | 21,841 |
| Health and safety costs | - | 303 | - | 303 | 300 |
| Printing and Stationery | - | 50 | - | 50 | - |
| Advertising and PR | - | 516 | - | 516 | - |
| Contingency | - | 2,075 | - | 2,075 | 2,500 |
| Water rates, trade refuse and electricity | - | 2,732 | - | 2,732 | 1,863 |
| Insurance | - | 5,732 | - | 5,732 | 5,651 |
| Repairs and renewals | - | 15,227 | - | 15,227 | 15,768 |
| Flood damage repairs | 1,437 | - | - | 1,437 | 3,896 |
| Plants, trees and fertilizer | - | 1,502 | - | 1,502 | 2,157 |
| Insurance claim expenditure | 2,700 | - | - | 2,700 | - |
| Hygiene contract | - | 79 | - | 79 | 77 |
| Tree Work (and grass cutting 2018) | - | 8,454 | - | 8,454 | 3,500 |
| Sensory garden expenditure | 410 | - | - | 410 | 417 |
| Community gym expenditure | 139 | - | - | 139 | - |
| CSA Expenditure | - | 963 | - | 963 | 1,433 |
| Memorial seats and plaques | 116 | - | - | 116 | 860 |
| Materials and tools | - | 1,988 | - | 1,988 | 2,636 |
| Games equipment | - | 200 | - | 200 | 200 |
| Car park expenses | - | 9,812 | - | 9,812 | 9,400 |
| Sinking fund expenditure | - | - | - | - | 16,252 |
| Signage Expenditure - Mkt Town | - | 253 | - | 253 | 5,069 |
| Tree carving expenditure | 150 | - | - | 150 | - |
| Resilience expenditure | 2,500 | - | - | 2,500 | - |
| Recharges from Hope Park Trust | - | 3,332 | - | 3,332 | - |
| BMX track expenses | 166 | - | - | 166 | 514 |
| Interest and charges | - | 452 | - | 452 | 374 |
| Depreciation | | | | | |
| Play Area and Equipment | - | 3,343 | - | 3,343 | 4,179 |
| Outdoor Gym | - | 4,000 | - | 4,000 | 5,000 |
| Trust Plant and Machinery | - | 2,375 | - | 2,375 | 2,450 |
| Independent Examiners Fee | - | 750 | - | 750 | 750 |
| Professional Fees | - | 1,000 | - | 1,000 | - |
| | <u>7,618</u> | <u>168,314</u> | <u>-</u> | <u>175,932</u> | <u>174,127</u> |

8 Breakdown of Keswick Town Council Recharges

| | 31 March 2020 £ | 31 March 2019 £ |
|--|--------------------|--------------------|
| Salaries, National insurance and Pension | 18,950 | 18,395 |
| Pension to Former Employee | 277 | 268 |
| Staff Expenses | 30 | 42 |
| Payroll Outsource Costs | 61 | 60 |
| Rent | 1,364 | 1,376 |
| Rates | - | (798) |
| Building Service Costs | 1,020 | 944 |
| Insurance | 118 | 127 |
| Repairs - Decorating | 207 | 2 |
| Subscriptions | 158 | 72 |
| Stationery and Printing | 225 | 187 |
| Postage | 46 | 50 |
| Photocopier Lease and Charges | 312 | 220 |
| Computer Maintenance | 327 | 351 |
| Website and Internet Costs | 114 | 113 |
| Telephone | 88 | 170 |
| Health and Safety | 2 | 10 |
| Office Equipment and Fittings | 40 | 29 |
| Council Chamber Expenditure | 15 | 24 |
| Conferences / Training | 136 | 199 |
| | <u>23,490</u> | <u>21,841</u> |

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2020**

| 9 Employee Remuneration | 31 March 2020 | 31 March 2019 |
|-------------------------------------|----------------------|----------------------|
| Staff costs and uniforms | | |
| Gross salaries | 78,670 | 65,605 |
| Other staff costs and expenses | 1,016 | 1,435 |
| | <u>79,686</u> | <u>67,040</u> |
| No employee earned £60,000 or more. | | |
| | No. | No. |
| Staff numbers | | |
| Gardeners and groundsmen | 2.20 | 2.20 |
| Administratiion | 0.40 | 0.40 |
| | <u>2.60</u> | <u>2.60</u> |

10 Trustee Remuneration and Expenses

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

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

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2020**

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 2019 | 190,285 | 180,459 | 136,213 | 48,271 | 99,797 | 655,025 |
| Additions | - | - | - | 2,077 | - | 2,077 |
| Disposals | - | - | - | - | - | - |
| At 31 March 2020 | <u>190,285</u> | <u>180,459</u> | <u>136,213</u> | <u>50,348</u> | <u>99,797</u> | <u>657,102</u> |
| DEPRECIATION | | | | | | |
| At 1 April 2019 | - | 143,744 | - | 38,474 | - | 182,218 |
| Charge for year | - | 7,343 | - | 2,375 | - | 9,718 |
| At 31 March 2020 | - | <u>151,087</u> | - | <u>40,849</u> | - | <u>191,936</u> |
| NET BOOK VALUE | | | | | | |
| At 31 March 2020 | <u>190,285</u> | <u>29,372</u> | <u>136,213</u> | <u>9,499</u> | <u>99,797</u> | <u>465,166</u> |
| 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> |

12 Debtors

| | 31 March 2020 £ | 31 March 2019 £ |
|-----------------|--------------------|--------------------|
| Trade debtors | 1,314 | 114 |
| Owed by KTC | 27,938 | 23,443 |
| VAT recoverable | - | - |
| | <u>29,252</u> | <u>23,557</u> |

13 Creditors: amounts falling due within one year

| | 31 March 2020 £ | 31 March 2019 £ |
|----------------------------------|--------------------|--------------------|
| Trade creditors | 3,847 | 1,151 |
| Owed to Hope Park | 929 | 124 |
| Other taxation & social security | 103 | 19 |
| Accruals | 7,174 | 12,516 |
| | <u>12,053</u> | <u>13,810</u> |

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2020**

| 14 Funds | At 1 April 2019 £ | Incoming Resources £ | Outgoing Resources £ | Transfers £ | At 31 March 2020 £ |
|--|-------------------------|----------------------------|----------------------------|----------------|--------------------------|
| Projects & Restricted funds | | | | | |
| Memorial Seats and Trees | 153 | 1,720 | (116) | (975) | 782 |
| Tree Carving | - | 4,000 | (150) | - | 3,850 |
| BMX Track | 1,435 | - | (166) | 166 | 1,435 |
| Sensory Garden | 3,273 | - | (410) | - | 2,863 |
| Flood Recovery | 5,570 | 47 | (1,437) | - | 4,180 |
| Resilience Fund | 13,614 | - | (2,500) | - | 11,114 |
| Outdoor Gym | 3,500 | - | (139) | - | 3,361 |
| | <u>27,545</u> | <u>8,467</u> | <u>(7,618)</u> | <u>(809)</u> | <u>27,585</u> |
| DESIGNATED Sinking Fund | 59,169 | 128 | 0 | 33,934 | 93,231 |
| | <u>59,169</u> | <u>128</u> | <u>0</u> | <u>33,934</u> | <u>93,231</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 | - | 465,166 | - | 465,166 |
| Investments | - | - | - | - |
| Current assets | 27,585 | 8,635 | 93,231 | 129,451 |
| Creditors: amounts falling due within one year | - | (12,053) | - | (12,053) |
| Total net assets | <u>27,585</u> | <u>461,748</u> | <u>93,231</u> | <u>582,564</u> |

THE TOWNSFIELD CHARITABLE TRUST

REGISTERED CHARITY NO 520295
SCHEME DATED 28TH JULY 1922

REPORT AND ACCOUNTS YEAR ENDED 31ST MARCH 2020

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

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

Annual Report and Accounts Contents:

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Trust Details:

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

THE TOWNSFIELD CHARITABLE TRUST

The report of the Trustee for the year ended 31 March 2020.

The Trustee presents its annual report and accounts for the year ended 31 March 2020.

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:

Alexandra Boardman

David Burn

Markus Campbell-Savours

Allan Daniels

Alan Dunn

Steve Harwood

Sally Lansbury

Tony Lywood

Duncan Miller

Adam Paxon

Paul Titley

Alan Todd – resigned December 2019

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 2019/2020 were grass cutting, hedge trimming and tree work which were undertaken to maintain the area for recreation and leisure use.

Public Benefit Statement

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

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

Achievements and Performance

The expenditure of £800 incurred throughout the year was spent on grass cutting, tree work and wages and has been met by means of a grant from Keswick Town Council. No income was received during the year other than dividend interest of £13.50 and bank interest of £1.

The traditional Ram Fayre took place in May.

Financial Review

The Trust has no free reserves.

A surplus of £15 was made.

This report was approved by the board of the Trust on 10th September 2020.

**Councillor Adam Paxon
Trust Chairman**

KESWICK TOWN COUNCIL
THE TOWNSFIELD - REGISTERED CHARITY NO 520295
Income and Expenditure Account
For the year ended 31st March 2020

| 2018/2019 | | 2019/2020 |
|------------------|---------------------------------|------------------|
| £ | REVENUE ACCOUNT INCOME | £ |
| 800 | Grant from Keswick Town Council | 800 |
| 39 | Dividend Received | 14 |
| 450 | Wall Repair Income | 0 |
| 0 | Bank Interest | 1 |
| 1289 | TOTAL INCOME | 815 |
| | EXPENDITURE | |
| 800 | Wages | 800 |
| 450 | Repairs to Wall | 0 |
| 1250 | TOTAL EXPENDITURE | 800 |
| 39 | SURPLUS / DEFICIT | 15 |

THE TOWNSFIELD CHARITY - 520295
YEAR ENDED 31st MARCH 2020

| 2018/2019 | *INVESTMENT AT COST | 2019/2020 |
|------------------|-------------------------------------|------------------|
| £ | | £ |
| 20 | Common Investment Fund (0004032627) | 20 |
| 193 | Common Investment Fund (0004032628) | 193 |
| 213 | | 213 |

* Bid Value at 31st March 2020 - £408.09

THE TOWNSFIELD TRUST FUND YEAR ENDED 31st MARCH 2020

| 2018/2019 | | 2019/2020 |
|------------------|---------------------------|------------------|
| £ | | £ |
| 2762 | Balance brought Forward | 2801 |
| 0 | Interest | 1 |
| 39 | Dividend | 14 |
| 2801 | Balance carried forward | 2816 |
| 213 | Investment at cost | 213 |
| 3014 | TOTAL FUND BALANCE | 3029 |

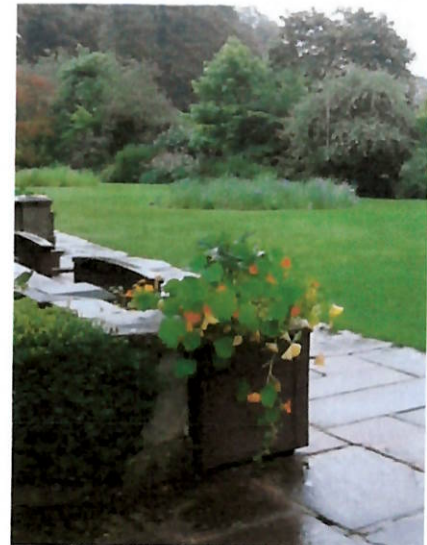
Parks Manager's Report September 2020

Christine Fawcett

It's been a busy July, 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 success attracting lots of insects and wildlife. The three different mixes have provided colour and diversity. Hopefully next year we will be back to our traditional bedding displays in Lady Hope's Garden and a new area for wild flowers near Hope Park Café.



With restrictions being lifted for Covid 19 visitor numbers have increased within the parks in mid July and August. This is great to see however it brings the problem of increased rubbish/waste within our bins. On average five 1200 litre bins are being emptied each week containing litter from the parks' bins. This waste consists of mainly takeaway cups, plastic bottles, takeaway food wrappings, polystyrene and cardboard and dog poo.

In the month of August in Hope Park we have put out two recycling bins to encourage people to recycle plastic bottles, cardboard and glass bottles.



Two bins side by side and clearly marked either recycling or general waste.

Two sets of bins located at the golf kiosk and in Lady Hope's Garden.

The results of this trail will be available at the meeting

Three more memorial benches have been fitted in Hope Park and the plaques from the old benches mounted on the rose arbour.

Maintenance to the pitch and putt greens has begun in late August; all greens have been sprayed for turf weeds, verti cut and pro cored. This allows air into the turf and promotes new grass growth. Use of the pitch and putt has been high during July/August and compaction has been a problem. Given the large window of operating times given to Hope Leisure Ltd it gives us very little time to eradicate any problems. This has been seamless all summer until the end of August and we received 2 inches of rain in less than a week, causing the course to be closed for two days due to water logging. This decision was not taken easily but was necessary for the course to survive the following busy Bank Holiday weekend. Over seeding has been carried out on all greens and autumn fertilizer



applied.

Several loads of bark mulch have been taken to the under-pass shrub bed for Keswick in Bloom to spread on the shrub beds in that area. This will help prevent weeds and our thanks go to all those involved in maintaining this area.

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 re-painted or stained. However, there are a few highlighted items to sort out over the winter months including turning some of the wooden panels on the Kanope multi play and monitoring bearing replacements.

The car park has been busy in August and when the holiday season draws to a close more gravel will be purchased to repair the potholes at the entrance. The use of none glyphosate weed killer is proving troublesome on this area and grass weed is beginning to be a problem especially around the perimeter. An area of grass has been left to grow longer on the mound behind the Cricket Club as requested two years ago. However, this year over 40 bin bags of ragwort weeds have grown and have been pulled up by hand and removed. This invasive weed then has to be disposed of.



This is twice the number of last year and is becoming a very labour-intensive job. Controlling this invasive weed is in my opinion better managed by cutting the area on a regular basis rather than just once per year. Would the trustees consider cutting this area of grass again on a regular basis please?

Upper Fitz Park

The bowling green and tennis courts have seen active play since 4th of July uplifting of Covid 19 restrictions and footfall has increased within the park.

An application of fertilizer was carried out in early July to aid growth and recovery. Verti cutting of the tennis courts and bowling green has been carried out throughout the playing season and aeration will also be done.

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. This work will be carried out in September to allow the new grass seed to germinate and establish itself before winter.

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

The tree carving has now been completed, taking Rolande Urwin four days to carve. Several coats of decking oil have been applied to the wood to help preserve the colour and wood.



In late July we experienced a spike in high water pressure in both parks with the non-return valves blowing on all of the water heaters. United Utilities have been informed and inspected the damage and accepted there was a fault with their water supply. A local Plumber has repaired the damage and a claim form will be submitted for the damage. Thankfully no flood damage was caused in any of the parks buildings as the isolation valves were turned off in time.

Two Keswick Rotary benches have been removed from the entrance to the Tourist Information Centre in the town centre. These benches have been installed in the park with consultation with the Rotary Club and can be moved back to their original place if required.



Dear Keswick Town Council

As a fairly new resident in Keswick I have greatly enjoyed and admired the parks and other attractions of the town. One small thing that I thought sad was the fact that the sundial in Hope Park is missing its gnomon, as shown in this photo, thus making it ineffective for its purpose of telling the time. I would be willing to consider paying for, or contributing to, a repair or replacement depending on the cost.



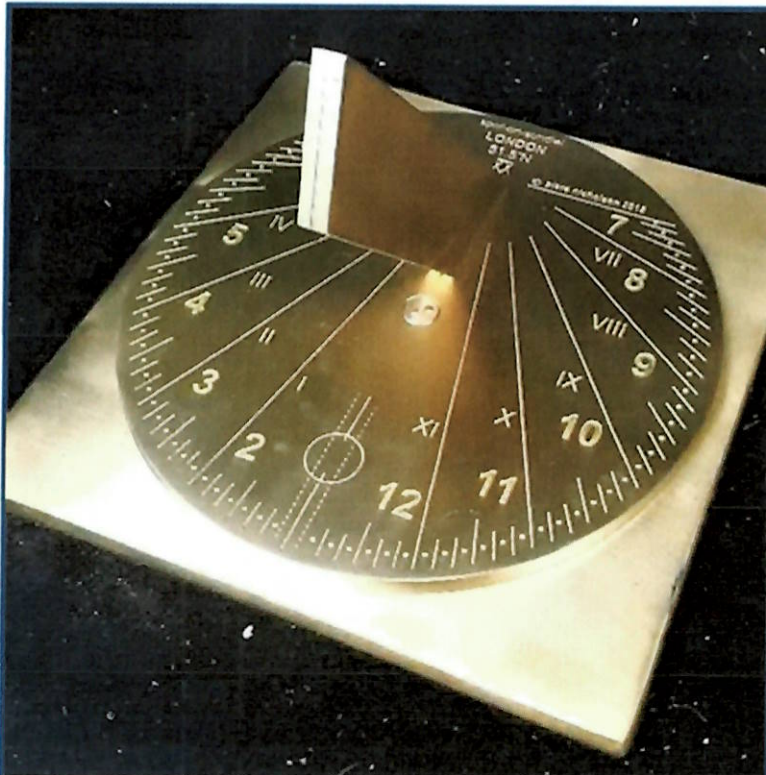
I contacted the British Sundial Society, and they replied as follows:

This is almost certainly a modern, mass-produced dial, cast from a mould. Sundial restorers won't generally make replacement gnomons for "garden centre" sundials. Perhaps a local blacksmith or metal worker might make one for you. The angle between the straight edge of the gnomon and the horizontal dial plate [in a] dial designed for Keswick should have a gnomon angle of 54.6° (same as the latitude of Keswick), but the dial in Hope Park was designed for a lower latitude. The dial doesn't

have a noon gap to accommodate the width of the gnomon and the hour markers are not very accurate.

Personally I wouldn't try to repair this dial; it has little historic value. If the park has money to spend then they could get a good dial made for the correct latitude — anything from a few hundred pounds to a few thousand. If they want to consider this, let me know and I can send you details of some reputable sundial makers.

Other well-designed and accurate modern sundials are shown at <https://www.spoton-sundials.com/> such as the following:



large 27cm sundial square base

£220.00

It seems that we have various possibilities:

1. Get a local metalworker to make and fit a new gnomon. I could give them the details of what is required.
2. Buy a replacement sundial similar to the existing one. The British Sundial Society (BSS) say that it is a mass-produced "garden centre" design, not particularly accurate but OK for decorative purposes. A replacement might cost £20 to £100 or so.
3. Buy a dial from a professional sundial designer, with engraving and a gnomon designed correctly for this latitude. It could be engraved with wording of our choice, perhaps the town's motto of "Montes unde auxilium meum". Details of designers are on the website of the BSS at <http://sundialsoc.org.uk/practice/sundial-designers-consultants-and-makers/>.

This would cost £200 or a lot more, depending on size and design. This would be most satisfying, but a bigger loss if it were vandalised.

4. The BSS have a downloadable design for an accurate sundial at http://sundialsoc.org.uk/wp-content/uploads/dial_pdfs/54.6-N.pdf. This is designed for printing on paper and mounting on mdf board, but it could be etched onto brass if there were a local metalworker who did that sort of thing. Are there any successors to the Keswick School of Arts and Crafts still around?

KESWICK PARKS CHARITABLE TRUSTS MEETING
10TH SEPTEMBER 2020

Turners' Fun Fair

Given the interest and comments received before the fun fair came I thought it would be useful to give you my round up of it. Most of the comments before the arrival were negative, but most of the comments while they were here were positive. There were exceptions to both the above.

Ground – The Trust took a £1500 bond from Turners. The Parks Manager had determined the worst-case cost of restoring the grass afterwards. Although you can see where the fun fair was set up, Christine's opinion is that this is not significant and none of the bond will be needed because the grass will naturally recover. No ruts were left by the trucks.

Noise - I received one complaint about the noise. I called Turners and they did turn it down. From my house in Penrith Road I often hear the cricket loudspeakers, but I did not hear the fun fair. I received this comment from Turners.

"We were taking decibel readings at 3 points around the park.

1 at the BMX sign next to the river on the other side of the football pitch

2 at the entrance to the park beside the café

3 at the far side of the play park

The underlying noise when the fair was shut was between 65/70db. When the fair was in operation the noise level did not exceed this, however people may still have heard the music but it would have not been any louder than the 'underlying' noise that would have already been there."

Impact - Turners added the Big Wheel in addition to the list they sent to us. This did not increase the footprint that we had agreed at the outset.

Covid - I think Turners did a good job. I saw it for myself. I only heard good reports of their Covid practises.

Plastic - They have a long way to go to reach our demands. They did make some minor adjustments but clearly not enough. I explained this to Brett Turner before they left. I would compare this to potty training an infant, they are not going to get it right in one day.

Competition - We received several complaints that the fun fair would take spending away from the shops and attractions. I agree that people's budget for 'fun' is not bottomless, but I believe it is elastic when a new opportunity is discovered. Turners also met with the manager of Café West to be certain that the fun fair did not undermine them.

Other Points:

- Keswick Ministries gave permission for the Turners' staff caravans to park on the Pencil Factory site. I doubt that many people even noticed.
- Keith Richardson wrote to us and the Reminder, but Brett Turner told me that Keith had spoken to him and agreed that the harm Keith was concerned might happen had not.

Return Visit?

I think the fun fair was a success (it did no damage and lots of people had a good time) but I suggest the following if they ask to return.

- The weekly rent should be increased
- We demand and receive assurance of closer compliance to our environmental code.
- A single week is long enough.

We have received a letter of thanks from Brett Turner.

Cllr Paul Titley

**KESWICK PARKS CHARITABLE TRUSTS MEETING
10TH SEPTEMBER 2020**

CLERK'S REPORT

1. Tree Carving at Fitz Park

The eagle/osprey tree carving at Upper Fitz Park has been very well received by the public and has been photographed many times per day during the summer holiday period. Other suggestions have been put forward for carvings, but these have not included offers to pay. There is a tree stump in Upper Fitz Park (see below) which would be suitable should funds become available.



2. Grant funding from Allerdale BC

Since the withdrawal of the concurrent grant towards the costs of operating Fitz Park from Allerdale BC, a fixed sum of £20,000 has been paid each year towards the park deficit. Allerdale have recently notified me that they need to formalise this arrangement by way of a grant agreement and have sent a copy of their standard annual grant agreement for signature. I have asked for a specific agreement to be drawn up reflecting the fact that this is an amount which has been promised 'in perpetuity' and does not have to be applied for every year. It has been funded from their 'environmental initiatives' budget previously and I am concerned that if grant funding is reduced by Allerdale, the amount may be cut or the grant stopped completely. I am waiting for a response to my request.

3. Car Park Income

A cheque for £8,841.75 has been received (£7,368.13 net of VAT) from the Football Club as the Trust's share of the income from their car park. This is a significant contribution to the costs of maintaining Fitz Park.

4. Fitz Park Stakeholders Meeting

It may be an opportune time to meet with the various stakeholders at Fitz Park to see how they have fared during the year and where they stand as we go into the autumn/winter season. The last meeting took place in August 2019. If the Trustees wish to meet I will seek a suitable date.

LW

030920

HOPE PARK

Budget 1st April 2020 to 31st March 2021

Budget Summary as at 30th June 2020

1st Quarter

| | AGREED Budget for 20/21 (Covid Adjustments - April 2020 - TBC) | Expenditure to 30.06.20 | % of budget spent |
|---|---|----------------------------|----------------------|
| Expenditure: | | | |
| Golf Cups & tee Mats | 500 | 0 | 0.00 |
| Tools | 1250 | 62 | 4.96 |
| Materials | 1500 | 173 | 11.53 |
| Maintenance | 1500 | 0 | 0.00 |
| Repairs - Paths/fences | 0 | 0 | 0.00 |
| Repairs - Buildings | 1300 | 0 | 0.00 |
| Repairs - Course | 1300 | 100 | 7.69 |
| Repairs - Machinery | 2000 | 171 | 8.55 |
| Repairs - Van service/repairs | 750 | 0 | 0.00 |
| Fuel and licences | 3000 | 395 | 13.17 |
| Plants & Compost | 2900 | 129 | 4.45 |
| Trees and shrubs | 400 | 0 | 0.00 |
| Fertilisers | 650 | 90 | 13.85 |
| Electricity and heating oil | 750 | 122 | 16.27 |
| Water rates | 300 | 51 | 17.00 |
| Wages (Gardeners & Trainee Gardener) | 54938 | 10945 | 19.92 |
| Wages (Management) | 23338 | 5230 | 22.41 |
| Admin and on costs | 24711 | 8287 | 33.54 |
| Insurance | 3800 | 0 | 0.00 |
| Telephone | 400 | 56 | 14.00 |
| Advertising - Including Staff Recruitment | 600 | 0 | 0.00 |
| Trade Refuse Collection | 850 | 92 | 10.82 |
| Training costs | 785 | 0 | 0.00 |
| Workwear | 1100 | 107 | 9.73 |
| Equipment | 400 | 0 | 0.00 |
| Audit Fee & Accounts Preparation | 800 | 0 | 0.00 |
| Bird/squirrel feeding station | 400 | 26 | 6.50 |
| Contingency | 0 | 0 | 0.00 |
| Health and Safety | 800 | 40 | 5.00 |
| Computer equipment | 300 | 204 | 68.00 |
| Web & Internet Costs | 900 | 105 | 11.67 |
| Tree Work & Surveys | 1500 | 0 | 0.00 |
| Professional Fees | 500 | 0 | 0.00 |
| Signs Expense | 500 | 0 | 0.00 |
| Drainage (filling) work to fairway | 0 | 0 | 0.00 |
| Hire Purchase agreements - Tractor only 50% 19/20 | 1600 | 833 | 52.06 |
| Parks Van - Hire Purchase | 4100 | 1016 | 24.78 |
| Wooden Footbridge Replacement | 0 | 0 | 0.00 |
| TOTAL EXPENDITURE: | 140422 | 28234 | 20.11 |

| | AGREED Budget for 20/21 (Covid Adjustments - April 2020 - TBC) | Actual Income to 30.06.20 | % of budget Income |
|--|---|---------------------------------|-----------------------|
| Income: | | | |
| Games Licence to Occupy | 74646 | 29580 | 39.63 |
| Rent for Buildings - Café, Golf Hut & Toilets | 16500 | 7071 | 42.85 |
| Bank interest | 0 | 0 | 0.00 |
| Donations & Money Spinner | 200 | 70 | 35.00 |
| Building Fund interest | 0 | 0 | 0.00 |
| Bird/Squirrel Feed Station Donations | 125 | 28 | 22.40 |
| Hire of Park | 0 | 0 | 0.00 |
| Recharge to Fitz Park - RTV 100% & Tractor 50% | 0 | 833 | 0.00 |
| TOTAL INCOME: | 91471 | 37582 | 41.09 |

| | | |
|------------------------|---------------|-------------|
| SURPLUS/deficit | -48951 | 9348 |
|------------------------|---------------|-------------|

FITZ PARK

1st April 2020 - 31st March 2021

Budget Summary as at 30th June 2020

1st Quarter

| | AGREED Budget for 20/21 (Covid Adjustments April 2020 - TBC) | Expenditure to 30.06.20 | % of budget spent |
|--|--|----------------------------|----------------------|
| Expenditure: | | | |
| Materials | 2000 | 229 | 11.45 |
| Games Equipment - including CSA | 200 | 0 | 0.00 |
| Repairs - Paths, fences & walls | 0 | 0 | 0.00 |
| Repairs - Buildings | 1000 | 0 | 0.00 |
| Repairs - Greens and courts | 2200 | 446 | 20.27 |
| Repairs & Maintenance - children's play area | 4000 | 132 | 3.30 |
| Repairs - Bridges (Wivell & Knights) | 250 | 0 | 0.00 |
| Trade refuse | 1500 | 92 | 6.13 |
| Plants, trees & shrubs | 500 | 34 | 6.80 |
| Fertiliser | 1000 | 196 | 19.60 |
| Electricity | 1500 | 58 | 3.87 |
| CSA Electricity | 500 | 15 | 3.00 |
| CSA Expenditure | 500 | 0 | 0.00 |
| Water Rates | 400 | 34 | 8.50 |
| Wages (Management) | 23338 | 5229 | 22.41 |
| Wages, NI & SA (Gardener & Maintenance) | 71063 | 16306 | 22.95 |
| Grass cutting - outside contract | 5600 | 1433 | 25.59 |
| Admin and on costs | 24711 | 8287 | 33.54 |
| Insurance | 6000 | 396 | 6.60 |
| Advertising & Staff Recruitment | 600 | 0 | 0.00 |
| Car Park - Management Fee & Maintenance | 7000 | 316 | 4.51 |
| Audit fee & Accounts Preparation | 800 | 0 | 0.00 |
| Tools | 800 | 52 | 6.50 |
| Health and Safety | 300 | 40 | 13.33 |
| Sinking Fund | 15000 | 0 | 0.00 |
| Hygiene Contract | 90 | 0 | 0.00 |
| Signs Expense | 300 | 0 | 0.00 |
| Tree Work | 3500 | 0 | 0.00 |
| Workwear | 600 | 100 | 16.67 |
| Contingency | 0 | 0 | 0.00 |
| Maintenance | 1500 | 42 | 2.80 |
| BMX Track Expenditure | 1000 | 0 | 0.00 |
| Bank Charges from July 2016 | 600 | 34 | 5.67 |
| Training | 500 | 0 | 0.00 |
| Fuel | 1100 | 193 | 17.55 |
| Repairs - Machinery | 1000 | 52 | 5.20 |
| Hire purchase - RTV 100% & Tractor 50% | 3400 | 833 | 24.50 |
| Commemorative Bench Surround | 0 | 0 | 0.00 |
| Total Expenditure: | 184352 | 34549 | 18.74 |

To be used for
upgrade

| | AGREED Budget for 20/21 (Covid Adjustments April 2020 - TBC) | Income to 30.06.20 | % of budget income |
|---|--|-----------------------|-----------------------|
| Income: | | | |
| Licence Fee - Games & Catering | 0 | 0 | 0.00 |
| Car park income | 10000 | 278 | 2.78 |
| Wayleaves | 33 | 0 | 0.00 |
| Insurance Reimbursements | 1300 | 0 | 0.00 |
| Hire of Fitz Park | 700 | 0 | 0.00 |
| Donations | 150 | 0 | 0.00 |
| Tennis Club - Licence Agreement | 1250 | 0 | 0.00 |
| Football Club - Lease | 1000 | 0 | 0.00 |
| Car Park Levy - Football Club | 2000 | 0 | 0.00 |
| CSA Electricity | 50 | 0 | 0.00 |
| Play Area Donations | 150 | 18 | 12.00 |
| Bank Interest & Loyalty Reward from July 2016 | 50 | 5 | 10.00 |
| Gift Aid | 0 | 0 | 0.00 |
| Grant from Keswick Town Council* | 132719 | 76360 | 57.54 |
| Grant from Allerdale Borough Council* | 20000 | 0 | 0.00 |
| *(to cover deficit of £152,719) | | | |
| Total Income: | 169402 | 76661 | 45.25 |

Recharges still
to complete

| | | |
|----------------------------|---------------|--------------|
| NET SURPLUS/DEFICIT | -14950 | 42112 |
|----------------------------|---------------|--------------|

HOPE PARK

BUDGET ESTIMATES 2020/21 - REVISED - COVID ADJUSTMENTS APRIL 2020

| Expenditure: | Actual 17/18 | Actual 18/19 | AGREED Budget 19/20 | Estimated Out Turn 19/20 | AGREED Budget 20/21 | REVISED BUDGET - COVID ADJUSTMENTS - APRIL 2020 |
|---|---------------|---------------|---------------------|--------------------------|---------------------|---|
| Golf Cups & tee Mats | 500 | 500 | 500 | 500 | 500 | 500 |
| Tools | 217 | 775 | 1250 | 1250 | 1250 | 1250 |
| Materials | 1500 | 1499 | 1500 | 1500 | 1500 | 1500 |
| Maintenance | 984 | 1000 | 1000 | 1000 | 1500 | 1500 |
| Repairs - Paths/fences | 2500 | 3000 | 4000 | 4000 | 5000 | 0 |
| Repairs - Buildings | 1196 | 1200 | 1200 | 1200 | 1300 | 1300 |
| Repairs - Course | 497 | 903 | 1500 | 1300 | 1300 | 1300 |
| Repairs - Machinery | 991 | 1500 | 1500 | 1500 | 2000 | 2000 |
| Repairs - Van service/repairs | 509 | 271 | 750 | 750 | 750 | 750 |
| Fuel and licences | 2907 | 2500 | 3000 | 3000 | 3000 | 3000 |
| Plants & Compost | 2892 | 3900 | 3900 | 3900 | 3900 | 2900 |
| Trees and shrubs | 0 | 323 | 400 | 400 | 400 | 400 |
| Fertilisers | 650 | 650 | 650 | 650 | 650 | 650 |
| Electricity and heating oil | 999 | 1205 | 1500 | 1500 | 1500 | 750 |
| Water rates | 147 | 222 | 300 | 300 | 300 | 300 |
| Wages (Gardeners & Trainee Gardener) | 33631 | 35406 | 47549 | 47549 | 54938 | 54938 |
| Wages (Management) | 43064 | 33655 | 20670 | 20670 | 23338 | 23338 |
| Admin and on costs | 23082 | 21841 | 24961 | 24961 | 24711 | 24711 |
| Insurance | 3186 | 3874 | 3600 | 3635 | 3800 | 3800 |
| Telephone | 395 | 400 | 500 | 260 | 400 | 400 |
| Advertising - Including Staff Recruitment | 554 | 0 | 600 | 260 | 600 | 600 |
| Trade Refuse Collection | 771 | 708 | 850 | 850 | 850 | 850 |
| Training costs | 486 | 767 | 785 | 785 | 785 | 785 |
| Workwear | 1081 | 812 | 1100 | 1100 | 1100 | 1100 |
| Equipment | 389 | 400 | 400 | 400 | 400 | 400 |
| Audit Fee & Accounts Preparation | 750 | 750 | 800 | 800 | 800 | 800 |
| Bird/squirrel feeding station | 441 | 451 | 500 | 400 | 400 | 400 |
| Contingency | 1500 | 750 | 1500 | 1500 | 1500 | 0 |
| Health and Safety | 628 | 596 | 800 | 800 | 800 | 800 |
| Computer equipment & subscriptions | 200 | 300 | 300 | 200 | 300 | 300 |
| Web & Internet Costs | 0 | 809 | 1000 | 800 | 900 | 900 |
| Tree Work & Surveys | 2000 | 1126 | 2500 | 2500 | 2500 | 1500 |
| Professional Fees | 0 | 0 | 1500 | 500 | 500 | 500 |
| Signs Expense | 5020 | 141 | 500 | 500 | 500 | 500 |
| Drainage (filling) work to fairway | 0 | 395 | 1000 | 1000 | 1000 | 0 |
| Hire Purchase agreements - Tractor only 50% | 5100 | 5000 | 1600 | 1600 | 1600 | 1600 |
| Contribution to D&E Fund | 5000 | 0 | 0 | 0 | 0 | 0 |
| Dev Costs | 500 | 0 | 0 | 0 | 0 | 0 |
| General Reserves Expenditure | 2000 | 0 | 0 | 0 | 0 | 0 |
| Parks Van - Hire Purchase | 0 | 0 | 4100 | 4062 | 4100 | 4100 |
| Wooden Footbridge Replacement | 0 | 0 | 0 | 0 | 1000 | 0 |
| TOTAL EXPENDITURE: | 146267 | 127629 | 140065 | 137882 | 151672 | 140422 |

| Income: | Actual 17/18 | Actual 18/19 | AGREED Budget 19/20 | Estimated Out Turn 19/20 | AGREED Budget 20/21 | REVISED BUDGET - COVID ADJUSTMENTS - APRIL 2020 |
|---|---------------|---------------|---------------------|--------------------------|---------------------|---|
| Games - Licence to Occupy | 142000 | 143262 | 147086 | 147086 | 149292 | 74646 |
| Rent for Buildings - Café, Golf Hut & Toilets | 22000 | 22000 | 22000 | 22000 | 22000 | 16500 |
| Bank interest | 0 | 0 | 5 | 0 | 0 | 0 |
| Donations & Money Spinner | 305 | 321 | 300 | 400 | 400 | 200 |
| Building Fund interest | 19 | 0 | 0 | 0 | 0 | 0 |
| Bird/Squirrel Feed Station Donations | 284 | 384 | 250 | 250 | 250 | 125 |
| Keswick Lions | 0 | 400 | 0 | 0 | 0 | 0 |
| Hire of Park | 550 | 550 | 550 | 652 | 550 | 0 |
| TOTAL INCOME: | 165158 | 166917 | 170191 | 170388 | 172492 | 91471 |
| SURPLUS/deficit | 18891 | 39288 | 30126 | 32506 | 20820 | -48951 |

FITZ PARK

BUDGET ESTIMATES 2020/21 - REVISED - COVID ADJUSTMENTS APRIL 2020

| Expenditure: | Actual 17/18 | Actual 18/19 | AGREED Budget 19/20 | Estimated Out Turn 19/20 | AGREED Budget 20/21 | REVISED BUDGET - COVID ADJUSTMENTS - APRIL 2020 |
|---|---------------|---------------|---------------------|--------------------------|---------------------|---|
| Materials | 1969 | 2000 | 2000 | 2000 | 2000 | 2000 |
| Games Equipment - Including CSA | 170 | 200 | 200 | 200 | 200 | 200 |
| Repairs - Paths, fences & walls | 3000 | 3000 | 3000 | 3000 | 3000 | 0 |
| Repairs - Buildings | 997 | 1000 | 1000 | 1000 | 1000 | 1000 |
| Repairs - Greens and courts | 1000 | 1300 | 2000 | 2200 | 2200 | 2200 |
| Repairs & Maintenance - children's play area | 6022 | 4288 | 6000 | 6000 | 6000 | 4000 |
| Repairs - Bridges (Wivell & Knights) | 443 | 0 | 250 | 250 | 250 | 250 |
| Trade refuse | 574 | 680 | 1500 | 1500 | 1500 | 1500 |
| Plants, trees & shrubs | 1186 | 1000 | 500 | 500 | 500 | 500 |
| Fertiliser | 879 | 1000 | 1000 | 1000 | 1000 | 1000 |
| Electricity | 857 | 870 | 850 | 1200 | 1500 | 1500 |
| CSA Electricity | 88 | 114 | 500 | 500 | 500 | 500 |
| CSA Expenditure | 1050 | 1319 | 1500 | 1000 | 1000 | 500 |
| Water Rates | 261 | 312 | 550 | 400 | 400 | 400 |
| Wages (Management) | 10766 | 33655 | 20670 | 20670 | 23338 | 23338 |
| Wages, NI & SA (Snr Gardener & Gardener & Trainee Gardener) | 41502 | 31950 | 60109 | 60109 | 71063 | 71063 |
| Grass cutting - outside contract | 8000 | 0 | 5600 | 5400 | 5600 | 5600 |
| Admin and on costs | 23082 | 21841 | 24961 | 24961 | 24711 | 24711 |
| Insurance | 4955 | 5650 | 6000 | 5732 | 6000 | 6000 |
| Advertising & Staff Recruitment | 554 | 0 | 600 | 516 | 600 | 600 |
| Car Park - Management Fee & Maintenance | 7422 | 9400 | 7000 | 9548 | 8000 | 7000 |
| Audit fee & Accounts Preparation | 750 | 750 | 800 | 800 | 800 | 800 |
| Tools | 95 | 675 | 800 | 800 | 800 | 800 |
| Health and Safety | 300 | 300 | 300 | 300 | 300 | 300 |
| Sinking Fund | 10000 | 15000 | 15000 | 15000 | 15000 | 15000 |
| Hygiene Contract | 75 | 77 | 90 | 79 | 90 | 90 |
| Signs Expense | 300 | 261 | 300 | 300 | 300 | 300 |
| Tree Work | 3500 | 3500 | 3500 | 3500 | 3500 | 3500 |
| Workwear | 500 | 700 | 600 | 600 | 600 | 600 |
| Contingency | 4000 | 2500 | 1500 | 0 | 1500 | 0 |
| Professional Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| Maintenance | 1497 | 1452 | 1500 | 1500 | 1500 | 1500 |
| BMX Track Expenditure | 951 | 513 | 1000 | 1000 | 1000 | 1000 |
| Bank Charges | 335 | 375 | 350 | 550 | 600 | 600 |
| Collection Box Upgrade - Play Area | 0 | 594 | 0 | 0 | 0 | 0 |
| Training | 500 | 738 | 500 | 500 | 500 | 500 |
| Fuel | 0 | 689 | 500 | 1000 | 1100 | 1100 |
| Repairs - Machinery | 843 | 846 | 850 | 850 | 1000 | 1000 |
| Hire purchase - RTV 100% & Tractor 50% | 0 | 0 | 3400 | 3400 | 3400 | 3400 |
| Commemorative Bench Surround | 0 | 0 | 0 | 0 | 1000 | 0 |
| Total Expenditure: | 138423 | 148549 | 176780 | 177865 | 193352 | 184352 |

| Income: | Actual 17/18 | Actual 18/19 | AGREED Budget 19/20 | Estimated Out Turn 19/20 | AGREED Budget 20/21 | REVISED BUDGET - COVID ADJUSTMENTS - APRIL 2020 |
|---------------------------------|--------------|--------------|---------------------|--------------------------|---------------------|---|
| Licence Fee - Games & Catering | 0 | 0 | 0 | 0 | 0 | 0 |
| Crosthwaite Road Car Park | 21947 | 28334 | 25000 | 28000 | 28000 | 10000 |
| Wayleaves | 33 | 132 | 33 | 33 | 33 | 33 |
| Insurance Reimbursements | 1152 | 1250 | 1300 | 1300 | 1300 | 1300 |
| Hire of Fitz Park | 1783 | 1868 | 2000 | 1700 | 1700 | 700 |
| Donations | 285 | 227 | 50 | 350 | 300 | 150 |
| Tennis Club - Licence Agreement | 1250 | 1250 | 1250 | 1250 | 1250 | 1250 |
| Football Club - Lease | 1000 | 1000 | 1000 | 1000 | 1000 | 1000 |
| Car Park Levy - Football Club | 7583 | 5810 | 5000 | 9891 | 6500 | 2000 |
| CSA Electricity | 0 | 95 | 150 | 150 | 150 | 50 |
| Play Area Donations | 641 | 187 | 150 | 300 | 300 | 150 |
| Bank Interest & Loyalty Reward | 103 | 112 | 100 | 100 | 100 | 50 |
| Gift Aid | 11 | 755 | 0 | 0 | 0 | |
| Total Income: | 35788 | 41020 | 36033 | 44074 | 40633 | 16683 |

| | | | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| NET EXPENDITURE DEFICIT | -102635 | -107529 | -140747 | -133791 | -152719 | -167669 |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|

Extract from e-mail dated 14th July 2020

I am looking at organising a pre-Christmas event and have a couple of locations in mind where I think this would work well, Keswick being one of them. Our runners are so keen to be running again and the format of the event can be tailored to maximise its impact on the local economy. For example, I'm thinking of doing at least one race at night which would boost the number of people staying over. We could build the new cycle track into the routes to provide a good publicity boost and even if the event only attracted half our regular crowd, we'd be looking at around 7-800 people. It wouldn't be wise to base the event on the grass in Fitz Park as we wouldn't want to cause damage but I'm sure there are other suitable venues that we could be based at (possibly on the Crosthwaite Rd car park). It's been a tough year for us and we couldn't afford to hold an additional event without some support

Phil Blaylock
Event Director
Lakeland Trails

I have recently taken over the BuggyFit franchise for Cumbria. I would like to offer classes in Keswick for local mums. I would like to base this in Fitz Park on the paths, do I need a permit to run these classes? If so could I get more information on this please?

It will be a midweek weekly exercise class for new local mums to exercise outside with their babies in buggy's. BuggyFit is a national brand which is helping mums nationwide to get fitter and improve both their mental and physical health by exercising while socialising with other new mums.

I would like to run Thursday late mornings or early afternoons? Classes would be an hour long. Would initially be one class, but if interest is good I would be hoping to run 2 classes with a half hour break between.

Thanks
Olivia Leonard

Ania Mlynczak

From: Tracy Henderson <info@keswickmuseum.org.uk>
Sent: 19 August 2020 17:01
To: Ania Mlynczak
Subject: RE: Keswick Football club

Hi Ania

I wondered if it may be possible please to allow our volunteers (we have about 3 who bring their cars from Penrith to Keswick and volunteer about once a week at the maximum) to use your Crosthwaite road car park free of charge? I had an arrangement with the football club a few years ago but they have limited spaces.

I look forward to hearing from you.

Kind regards

Tracy

Tracy Henderson

Administrator
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017687 73263

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The logo consists of a white square with a thin black border. Inside the square, the words "KESWICK" and "MUSEUM" are stacked vertically in a bold, white, sans-serif font.

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