

**FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS**

**Council Offices  
50 Main Street  
Keswick  
CA12 5JS**

Email: townclerk@keswicktowncouncil.gov.uk

4<sup>th</sup> March 2021

A meeting of the Charitable Trusts listed below will be held via the Zoom app on **Thursday 11<sup>th</sup> March 2021 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 sent by email and made available on request to members of the public.



Lynda Walker  
Town Clerk

<b>HOPE PARK</b>	<b>Registered Charity 503465</b>
<b>FITZ PARK</b>	<b>Registered Charity 520327</b>
<b>TOWN FIELD</b>	<b>Registered Charity 520295</b>

**AGENDA**

- 1. Apologies**  
To receive apologies for absence.
- 2. Minutes**  
To authorise the Chairman to sign as a correct record the minutes of the meeting held on 14<sup>th</sup> January 2021 (pages 12-13).
- 3. Declarations of Interests**  
To receive any declarations of interests in respect of items on this agenda.
- 4. Chairman's Report**  
To receive the Chairman's report.
- 5. Parks Manager's Report**  
To receive the report of the Parks Manager.
- 6. Trust Clerk's Report**  
To receive the report of the Trust Clerk.
- 7. Budget Comparisons**  
To receive for information the 3<sup>rd</sup> quarter's budget comparisons.
- 8. Request for use of the Parks**
  - i) To receive an update from the Responsible Financial officer on bookings
  - ii) To consider a request from Taylors Funfair
  - iii) To authorise the return of the Junior Park Run to Fitz Park.

**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.'*

**9. Legal – Renewal of Leases**

To consider the Clerk's report.

**10. Legal – Hospital Field**

To consider the Clerk's report.

**11. Legal – Townsfield**

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 using the Zoom app on Thursday 14<sup>th</sup> January 2021 at 7.30 pm.

Present:

Chairman  
Councillor Adam Paxon

Councillors

Alexandra Boardman	David Burn	Markus Cambell-Savours
Allan Daniels	Alan Dunn	Steve Harwood
Sally Lansbury	Tony Lywood	Duncan Miller
Peter Terry	Paul Titley	

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

**62. Apologies**

There were no apologies for absence.

**63. Declarations of Interests**

Declarations of interest were received from:

Councillor Lansbury – item 8 – member of Keswick and Braithwaite Tennis Club

Councillor Harwood – item 8 – member of Keswick Athletics Club

**64. Minutes**

**RESOLVED** that the Chairman be authorised to sign as a correct record the minutes of the meeting held on 12<sup>th</sup> November 2020 (pages 9-11).

**65. Chairman's Report**

The Chairman reported that he had been contacted by a number of users regarding the temporary closure of the play area at Fitz Park during the latest lockdown. He had explained the decision was based on safety considerations and confirmed that a review was to take place on 19<sup>th</sup> January 2021.

**66. Hope Park Café Clock**

Councillor Miller reported that following an article in the Keswick Reminder he had been contacted by a local resident whose hobby was repairing clocks. With permission from the Trust he had removed the clock and tower from the Café building at Hope Park and organised repair and replacement of the motors at no cost to the Trust. It was hoped that the clock would be working again by March. Trustees expressed their gratitude.

**67. Parks Manager's Report**

Consideration was given to the report of the Parks Manager who added that the sundial for Hope Park was currently being engraved and should be delivered in the next week. She also advised that the opportunity was being taken to carry out remedial work on the play area at Fitz Park whilst it was closed to the public, which should avoid closures at a later date.

**68. Clerk's Report**

Consideration was given to the report of the Clerk and the proposal from Allerdale Borough Council that the contribution of £20,000 p.a. towards the maintenance of Fitz Park should be subject to an annual grant agreement. Concerns were expressed that this provided less certainty of ongoing funding.

Councillor Lansbury reported that she had asked for the position to be reviewed by the Borough Council's Budget Scrutiny Group at its next meeting, and for an explanation as to why the current payment arrangement was being changed.

**RESOLVED** that the proposed grant agreement be reviewed at the next meeting and that payment of the invoice for £20,000 in respect of the 2020-21 financial year be requested.

**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.'*

**69. Legal – Renewal of Leases**

Consideration was given to the report of the Clerk.

**RESOLVED:**

- i) that contact be made with representatives of the Bowling Club to ascertain the extent of work required to the Bowling Bower
- ii) that the proposed licence agreement with the Tennis Club be approved for signature.

**70. Contracting – Games at Fitz Park 2021**

Consideration was given to the report of the Clerk.

**RESOLVED** that Ray Dowding be asked to operate the games etc. at Fitz Park on behalf of the Trust for the 2021 season on the same terms as previously.

**71. Legal – Hospital Field**

**RECEIVED** an update from the Clerk.

The meeting closed at 9.15 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Parks Manager's Report March 2021**

**Christine Fawcett**

Cold and wet conditions over this last period have meant progress in all the Parks has been made interesting. Thanks must go to the parks staff for their hard work in these challenging times and the great efforts of the three ladies within the office/working from home of Keswick Town Council.

**Hope Park**

Work is continuing to dig out a new foundation and reset the kerb stones along the main footpath. It is time consuming but well worth the result.



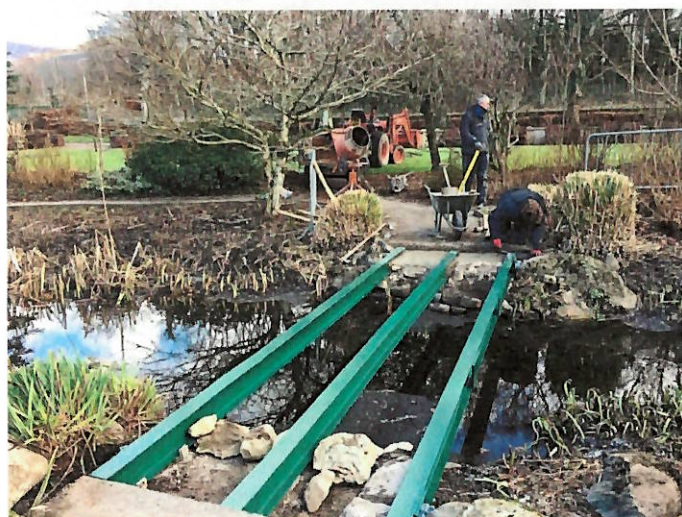
All of the herbaceous borders have now been covered with bark mulch and are starting to show signs of spring growth with daffodils, snowdrops and flitilarias coming into flower.

The potting shed roof has been replaced and the contractors have made a good job of the roof. Parks staff have been putting in a new ceiling to improve insulation and prevent heat loss.



On wet and snowy days, we have been constructing bird boxes and these have been put up within all the parks. They vary in design to accommodate various small birds including blue tit, great tit, nuthatch, tree sparrow, coal tit and robin

As highlighted in my January report the bridge in Lady Hope's Garden needed replacing as the wooden structure was rotten. I obtained three quotes for a replacement kit bridge and these quotes ranged from £3900.00 to £5800.00 before installation and foundation work. We have removed the old bridge and only the oak floor boards are reusable, these have been pressure washed and sanded ready to be fitted onto the new steel bridge.

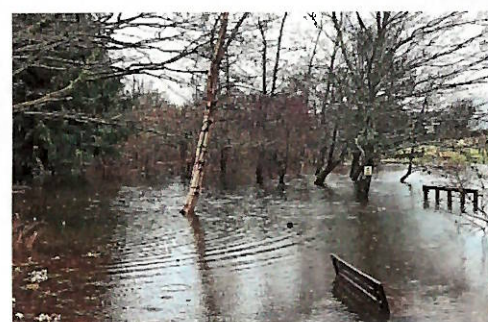


Three steel girders at 5.4 metres long have been installed to replace the wooden sleepers, the oak foot boards reinstated and a handrail made to fit to the bridge. The installation has been carried out by parks staff and brackets to secure the hand rails to the steel girders made by a local tradesman. The bridge can now be used by the public for the upcoming season.



The sundial kindly donated by Dr Leonard Will has been delivered and mounted to the old slate plinth. I am just waiting for a dry sunny day to fit the sundial back in its original place. There will also be a new sign explaining how the sundial works and the difference between solar time and Greenwich mean time.

Heavy rain through the later end of February led to flooding of the woodland and fairway. The woodland walk was unpassable until the water receded and repair work is needed to replace the wooden edging boards of the footpaths.





The seventh green was submerged under water and debris will be removed from the green and fairway once ground conditions allow. All the machinery was moved to safe keeping before the flood water peaked.

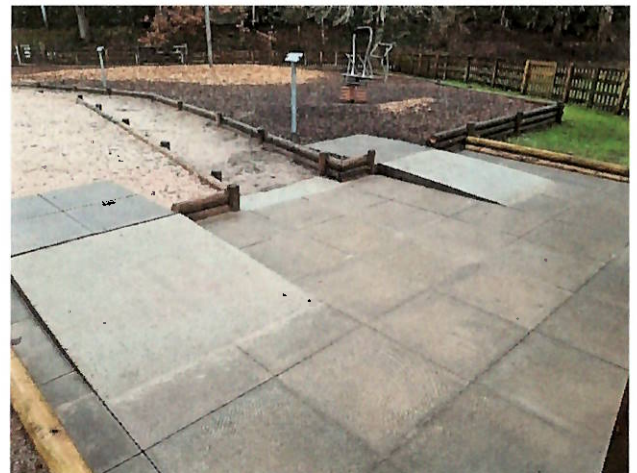
The flood gates at Fitz Park were also closed by the Environment Agency and a flood warning issued for the park. The overspill gates were opened on Wivell Bridge and machinery moved as a precaution.

### **Townfield**

The wall near the main gate of Townfield has been repaired by a local contractor.

### **Lower Fitz Park**

We have been working hard to install the final two disabled ramps into the various play zones in the play area. These ramps have been made from concrete and paving slabs have been installed around them to improve access.



The playground surface has had its annual top up with hard wood bark chippings and new signage has been installed.

The picnic table in the area has had paving installed underneath it to prevent soiled and worn grass and new edging boards are being installed to replace rotting timbers.

The water course behind the BMX track has been cleaned out to allow water to move freely through the park and all of the vegetation/debris has been levelled on the side of the fence line.

The tree survey has been carried out by Capita on all the trees within the parks. Once we have received the report any highlighted issues will be carried out within budget and quotes obtained to carry out the work.

The tree planting in Hospital Field is planned for the week of 15<sup>th</sup> March with the Woodland Trust representatives.

### **Upper Fitz Park**

The fine turfed areas have been raked to remove debris and will receive their first cut of the season once ground conditions allow. Spring fertilizer has been delivered and will be applied in mid-March along with an application of lawn sand once the grass is active.

The tree carving is arranged for the end of March, weather permitting and will be a lovely addition to the park.

KESWICK PARKS CHARITABLE TRUSTS MEETING  
11<sup>th</sup> MARCH 2020

**CLERK'S REPORT**

1. Grant from Allerdale Borough Council to Fitz Park

After the last meeting further discussions have taken place with both Councillors and officers at Allerdale BC regarding the new grant agreement for Fitz Park. The following information has been received from Allerdale:

*'It is in the base budget so there's no discussion about whether it stays in or out each year, unless we were looking to make savings then it would go through the system as a savings bid with reasons for the saving. However, while it remains in the budget, any decisions on where it gets spent would be through the budget holder, in discussion with the HOS (Head of Service) and the Portfolio Holder. As has been said previously, there are no plans to change the payment, and if it were to be the case, there would be discussion between both parties before any decision was made. The agreement is there so that we have a trail of where and what money is spent on.'*

I have emphasised that the Trust would need to know at least six months before any change was likely as the amount of grant funding from the Town Council would be affected and the precept levied would need to take account of this.

I have received an undertaking that the £20,000 due for the current financial year can be paid within two weeks following the signing of the proposed grant agreement. Both Councillor Lansbury and I feel that it would be in the Trust's best interests to now sign this agreement.

2. Allerdale Lottery Update

Following promotional work by Councillor Boardman the uptake of Allerdale lottery tickets raising funds for Fitz Park has increased and as of 2<sup>nd</sup> March 2020 £25.50 has been raised. All Trustees are asked to spread the word as much as they can to maximise this fund raising opportunity.

3. Hope Park Clock

Work on the clock at Hope Park has now been completed and it is now fully refurbished and accurate. Thanks are due to the local resident who organised this work.

4. Commercial Opportunities Working Group

At the January Trust meeting a suggestion was put forward by Councillor Harwood regarding an opportunity to create an income stream from the disused tennis hut in Upper Fitz Park. It was agreed that consideration should be given at the next meeting to setting up a working group to look at this and other commercial possibilities. Trustees are asked to decide the membership and remit of this group.

5. Games at Fitz Park 2021 Season

Ray Dowding has agreed to operate the games at Upper Fitz Park for the 2021 season and Covid regulations permitting, will be looking to start at Easter (excluding the tennis).



As this is my last Clerk's report I would like to thank all staff at the parks, and all Councillors, for their support over the last 13 years. Both parks are unrecognisable from when I started, with a new play area, multi-use games area and BMX track at Fitz Park plus a revenue raising car park, together with a new golf hut and café at Hope Park. There have also been two major floods causing devastating damage to Fitz Park during this period which required extensive clean up and reinstatement work. None of this would have been possible without partnership working with the local community and organisations, and I am sure this will carry on into the future as the parks are a highly valued part of the town.

LW  
030321

HOPE PARK

Budget 1st April 2020 to 31st March 2021

Budget Summary as at 31st December 2020

3rd Quarter

	AGREED REVISED Budget for 20/21 (Covid Adjustments - April 2020 )	Expenditure to 31.12.20	% of budget spent
<b>Expenditure:</b>			
Golf Cups & tee Mats	500	78	15.60
Tools	1250	546	43.68
Materials	1500	470	31.33
Maintenance	1500	190	12.67
Repairs - Paths/fences	0	0	0.00
Repairs - Buildings	1300	535	41.15
Repairs - Course	1300	938	72.15
Repairs - Machinery	2000	366	18.30
Repairs - Van service/repairs	750	348	46.40
Fuel and licences	3000	1247	41.57
Plants & Compost	2900	1405	48.45
Trees and shrubs	400	200	50.00
Fertilisers	650	344	52.92
Electricity and heating oil	750	316	42.13
Water rates	300	365	121.67
Wages (Gardeners & Trainee Gardener)	54938	33670	61.29
Wages (Management)	23338	16132	69.12
Admin and on costs	24711	17371	70.30
Insurance	3800	3576	94.11
Telephone	400	176	44.00
Advertising - Including Staff Recruitment	600	0	0.00
Trade Refuse Collection	850	473	55.65
Training costs	785	21	2.68
Workwear	1100	513	46.64
Equipment	400	0	0.00
Audit Fee & Accounts Preparation	800	0	0.00
Bird/squirrel feeding station	400	52	13.00
Contingency	0	0	0.00
Health and Safety	800	261	32.63
Computer equipment	300	204	68.00
Web & internet Costs	900	280	31.11
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	1152	72.00
Parks Van - Hire Purchase	4100	3046	74.29
Wooden Footbridge Replacement	0	0	0.00
<b>TOTAL EXPENDITURE:</b>	<b>140422</b>	<b>84275</b>	<b>60.02</b>

	AGREED REVISED Budget for 20/21 (Covid Adjustments - April 2020 )	Actual Income to 31.12.20	% of budget Income
<b>Income:</b>			
Games Licence to Occupy	69021	69021	100.00
Rent for Buildings - Café, Golf Hut & Toilets	16500	16500	100.00
Bank interest	0	0	0.00
Donations & Money Spinner	200	405	202.50
Building Fund interest	0	0	0.00
Bird/Squirrel Feed Station Donations	125	184	147.20
Hire of Park	0	0	0.00
Recharge to Fitz Park - RTV 100% & Tractor 50%	0	1945	0.00
<b>TOTAL INCOME:</b>	<b>85846</b>	<b>88055</b>	<b>102.57</b>

<b>SURPLUS/deficit</b>	<b>-54576</b>	<b>3780</b>
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FITZ PARK

1st April 2020 - 31st March 2021

Budget Summary as at 31st December 2020

3rd Quarter

	AGREED REVISED Budget for 20/21 (Covid Adjustments April 2020)	Expenditure to 31.12.20	% of budget spent
<b>Expenditure:</b>			
Materials	2000	522	26.10
Games Equipment - Including CSA	200	194	97.00
Repairs - Paths, fences & walls	0	0	0.00
Repairs - Buildings	1000	593	59.30
Repairs - Greens and courts	2200	2193	99.68
Repairs & Maintenance - children's play area	4000	815	20.38
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	1500	763	50.87
Plants, trees & shrubs	500	412	82.40
Fertiliser	1000	488	48.80
Electricity	1500	444	29.60
CSA Electricity	500	90	18.00
CSA Expenditure	500	201	40.20
Water Rates	400	332	83.00
Wages (Management)	23338	15836	67.86
Wages, NI & SA (Gardener & Maintenance)	71063	49836	70.13
Grass cutting - outside contract	5600	6210	110.89
Admin and on costs	24711	17371	70.30
Insurance	6000	6340	105.67
Advertising & Staff Recruitment	600	0	0.00
Car Park - Management Fee & Maintenance	7000	3455	49.36
Audit fee & Accounts Preparation	800	310	38.75
Tools	800	667	83.38
Health and Safety	300	201	67.00
Sinking Fund - TRANSFER NOT MADE AS AGREED 2020	15000	0	0.00
Hygiene Contract	90	0	0.00
Signs Expense	300	16	5.33
Tree Work	3500	1400	40.00
Workwear	600	591	98.50
Contingency	0	542	0.00
Maintenance	1500	735	49.00
BMX Track Expenditure	1000	1000	100.00
Bank Charges from July 2016	600	183	30.50
Training	500	350	70.00
Fuel	1100	714	64.91
Repairs - Machinery	1000	407	40.70
Hire purchase - RTV 100% & Tractor 50%	3400	1944	57.18
Commemorative Bench Surround	0	0	0.00
<b>Total Expenditure:</b>	<b>184352</b>	<b>115155</b>	<b>62.46</b>

	AGREED REVISED Budget for 20/21 (Covid Adjustments April 2020)	Income to 31.12.20	% of budget Income
<b>Income:</b>			
Licence Fee - Games & Catering	0	0	0.00
Car park income	10000	11650	116.50
Wayleaves	33	33	100.00
Insurance Reimbursements	1300	1369	105.31
Hire of Fitz Park	700	1243	177.57
Donations	150	63	42.00
Tennis Club - Licence Agreement	1250	1250	100.00
Football Club - Lease	1000	0	0.00
Car Park Levy - Football Club	2000	7368	368.40
CSA Electricity	50	115	230.00
Play Area Donations	150	256	170.67
Bank Interest & Loyalty Reward from July 2016	50	38	76.00
Gift Aid	0	0	0.00
Grant from Keswick Town Council*	132719	132719	100.00
Grant from Airedale Borough Council*	20000	20000	100.00
*(to cover deficit of £152,719)			
<b>Total Income:</b>	<b>169402</b>	<b>176104</b>	<b>103.96</b>

<b>NET SURPLUS/DEFICIT</b>	<b>-14950</b>	<b>60949</b>
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**KESWICK PARKS TRUST MEETING  
11<sup>TH</sup> March 2021**

**PARKS BOOKINGS UPDATE**

Below are the updates so far on parks bookings previously agreed: -

**Cumbria Schools – Beginners Go Tri Event – Jackie Hayhow**

Due to the ongoing situation with Covid-19, although there is light at the end of the tunnel, we feel we are not in the position to hold face to face events this academic year and therefore the Cumbria School Games Local Organising Committee, in consultation with the network of School Games Organisers have taken the decision to postpone the following events: -

- \* Beginners Go Tri Festival - **23 June 2021**@ Fitz Park, Keswick

Please find below dates I would like to provisionally book for next year are as follows:

- \* Beginners Go Tri Festival - **22 June 2022**@ Fitz Park, Keswick

**Lakesman Triathlon 2021 – Hope Park Sunday 20<sup>th</sup> June 2021 and Crosthwaite Road Car Park 5pm  
Friday 18<sup>th</sup> June to 10am Monday 21<sup>st</sup> June 2021 – Marie Whitehead**

Following the PM's announcement tonight we are delighted, subject to restrictions to be able to go ahead in June this year.

We will be implementing a variety of safeguarding measures which will exceed national guidance to ensure we keep our athletes, volunteers and the community safe.

**Summary**

**Beginners Go Tri Festival** – Agreement for the 2022 booking is sought.

**Lakesman Triathlon** – Agreements have been sent out for Hope Park and Crosthwaite Road Car Park and an invoice will be sent nearer the time of the event in the new financial year.

**Catherine Parker  
Responsible Finance Officer**

**From:** Taylors Funfairs <[info@fun-fairs.com](mailto:info@fun-fairs.com)>  
**Sent:** Monday, January 18, 2021 4:19 PM  
**To:** Ania Mlynczak <[office@keswicktowncouncil.gov.uk](mailto:office@keswicktowncouncil.gov.uk)>  
**Subject:** Fitz Park

Dear Sirs

I would like to apply for use of Fitz Park for a small family funfair on any available dates in 2021 if Covid restrictions allow, Dates which would suit us would be;

May 1st-3rd

May 28th - 6th June

July 16th - 2nd September/ any 20 day period

I Would be happy to look at any dates available

We are a local company and operate mainly in Cumbria. Due to the pandemic our normal events have been disrupted.

Should you require any further information please get in touch and once allowed i would be happy to come meet in person and discuss any questions.

Regards

Kane Taylor

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**Taylors Funfairs**

P: 01539 552019M: 07768710006

A: Taylors Yard, Foulshaw Lane  
Levens, Kendal, LA8 8ER

W: [www.fun-fairs.com](http://www.fun-fairs.com)

E: [info@fun-fairs.com](mailto:info@fun-fairs.com)

