

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices
50 Main Street
Keswick
CA12 5JS
Email: townclerk@keswicktowncouncil.gov.uk

2nd September 2021

The Charitable Trusts listed below to be held at the Council Chamber, Town Hall, 50 Main Street, Keswick on **Thursday 9th September 2021 at 7.00 pm (please note the earlier start time).**

Yours sincerely



Vivien Little
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 8th July 2021 (pages 5-7).
- 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 2021**
To formally approve the Trustee Reports and Accounts for the year ended 31st March 2021 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. Clerk's Report**
To receive the report of the Clerk.
- 8. Budget Comparisons**
To receive for information the first quarter's budget comparisons.

9. Requests for use of the Parks

To consider the following:

- i) Great North Air Ambulance – to move their fundraising event until March 2022 (Councillor Harwood to present)
- ii) Keswick Alhambra Cinema – A request from the Alhambra Cinema to put banners on Fitz or Hope park railings to celebrate their reopening on 30 September 2021.
- iii) Keswick Athletics Club – various request for over the 2021/2022 year.

10. Cycle Racks in the Parks

To consider the report from the Clerk.

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.’

11. Parks Manager’s Report

To consider the report of the Parks Manager.

To: All Councillors/Trustees/Press

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 8th July 2021 at 7.30 pm.**

Present:

Chairman
Councillor Duncan Miller

Councillors		
David Burn	Allan Daniels	Alan Dunn
Steve Harwood	Sally Lansbury	Tony Lywood
Adam Paxon	Peter Terry	

Also in attendance were Vivien Little (Trust Clerk), Christine Fawcett (Parks Manager), and one member of the public.

19. Apologies

Apologies for absence were received from Councillors Boardman, Campbell-Savours and Titley.

20. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the Minutes of the meeting held on 27th May 2021 (pages 1-4) .

21. Declarations of Interests

Councillor Harwood gave a personal interest with regard to item 6 on the agenda in that he was a member of Keswick Athletics Club.

22. Chairman's Report

The Chairman informed Trustees that he was happy with how the event at Hope Park had gone the previous Friday, with the unveiling of the statue of Max the Miracle Dog. It would be announced shortly how much had been raised from the donation box so far. The Chairman thanked all involved with this; Kerry Irving and his team, the Event Committee, all the staff who helped marshal the event, Keswick Tourism Association and the Keswick Lions, as well as Councillor Lansbury who became unofficial photographer for the day.

The Happy to Chat bench was now in place, and there would be a photo opportunity in upcoming weeks.

RECEIVED the Chairman's Report.

23. Parks Manager's Report

Consideration was given to the Parks Manager's report. The summer bedding was now in place, and was highly praised. Due to the exceptionally high number of visitors to Keswick, there had to be increased levels of waste collection from both parks; also, with just 3mm of rain in June, a lot of time had been spent watering the greens at Hope Park, both of which will involve an overspend on budgets. This would be covered by other budget underspends.

Coping stones will be replaced on the War Memorial.

Councillor Lansbury brought up the Great Big Green Week and whether anything could be done by Trustees to support this, perhaps with small events to be held in the park. Trustees agreed that it was worth investigating ideas for events for this week.

RECEIVED the report of the Parks Manager for July 2021.

24. Clerk's Report

Consideration was given to the report of the Clerk. Leases would be progressed with an aim of them being completed by the end of August. Councillor Harwood suggested that it would be worth having a meeting with the clubs to explain the leases.

RECEIVED the Clerk's report .

25. Charity Donations Acceptance

RECEIVED a report from Councillor Boardman to investigate options for setting up handheld card units for charity events.

RESOLVED that option 2, Good Box be set up to assist in fundraising efforts.

26. Mayor's Fund Raising Plans

RECEIVED a report from the Mayor of Keswick regarding his plans to raise funds for Fitz Park.

RESOLVED that the Mayor be supported in his fund raising efforts.

27. Requests for use of Keswick Parks

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

- i) Yoga Classes –1 -2 classes per week in the Fitz Park for no more than 10 people at a time.
RESOLVED that the request be granted.
- ii) Great North Air Ambulance – Request to use Hope Park during the summer as a site for a fund raising initiative – Councillor Harwood to present the request.
RESOLVED that Councillor Harwood and Councillor Titley work with the Parks Manager to decide the best site for the wooden helicopter.
- iii) Keswick Athletics Club – request for various uses of Fitz Park
RESOLVED that the requests be granted.
- iv) Keswick Mountain Festival – request for signage to be erected on Hope Park fence
RESOLVED that the request be granted, with an additional request of a donation of £100 for Hope Park in lieu of a fee.
- v) Keswick Cricket Club – request to use an area of Fitz Park as a car park on 2 occasions – 18 July 2021 and a date in Summer 2022.
RESOLVED that the request be refused, however Councillor Miller and Councillor Paxon to speak to Keswick Cricket Club regarding the possibility of giving sole use of Crosthwaite Road for the Summer 2022 event.
- vi) RSPB – Request to set up a stall close to Café Hope to fund raise in Hope Park on the weekend of 14-15 August 2021.
RESOLVED that the request be granted.

Prior to the following business the Chairman moved 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.'

28. Contracting - Funds

RECEIVED an update from the Responsible Financial Officer.

RESOLVED that the funds be allocated as set out in the report.

29. Legal – Hospital Field

RECEIVED an update from the Clerk.

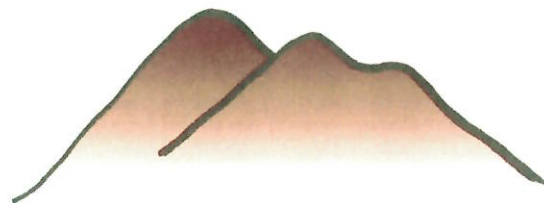
RESOLVED that advice from the Charity Commission be sought.

The meeting closed at 9.18 pm.

Chairman

Date

Hope Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2021



Keswick
ACCOUNTANTS

Hope Park Charitable Trust

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for the year ended
31 March 2021**

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Hope Park Charitable Trust

**Charity Information
for the year ended
31 March 2021**

**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 2021

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2021.

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
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

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 2021

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 outgoing resources of £25,703. When added to brought forward reserves of £659,481, the closing reserves were £633,778. Of this, £487,557 are fixed assets, including the value of the cafe and new staff accommodation and equipment. The year end revenue fund balance is £146,221 of which £26,095 are designated funds.

Reserves Policy

The Trust has £120,126 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 during the year ended 31st March 2021 the income to the Trust was affected by the impact of the COVID 19 pandemic, as reflected in the net outgoing resources of £25,703 for the year. However the historically strong financial position means the trust continues to have a good level of unrestricted reserves.

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 2021**

I report on the accounts for the Trust for the year ended 31 March 2021 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 2021

	Notes	31 March 2021			31 March 2020
		Designate	Unrestricted	Total	Total
		£	£	£	£
INCOME					
Donations and legacies					
Donations and gifts	3	-	430	430	406
Legacies receivable	4	6,191	-	6,191	2,135
Grants receivable	5	-	10,000	10,000	-
Income from charitable activities					
Primary Purpose Trading		-	-	-	-
Other Trading Activities					
	6	-	88,266	88,266	173,409
Income from investments					
	7	16	-	16	43
Total income		6,207	98,696	104,903	175,993
EXPENDITURE					
Expenditure on charitable activities	8	5,401	125,205	130,606	138,219
Total expenditure		5,401	125,205	130,606	138,219
Net incoming / (outgoing) resources		806	(26,509)	(25,703)	37,774
Total funds brought forward		28,718	630,763	659,481	621,707
Transfers between funds		(3,429)	3,429	-	-
Total funds carried forward		26,095	607,683	633,778	659,481
Funds carried forward as follows:-					
Revenue Funds		26,095	120,126	146,221	166,880
Fixed Asset Funds		-	487,557	487,557	492,601
		26,095	607,683	633,778	659,481

The notes form part of these financial statements

Hope Park Charitable Trust

Statement of Financial Activities

Comparative

31 March 2020

	31 March 2020		
	Designate	Unrestricted	Total
	£	£	£
INCOME			
Donations and legacies			
Donations and gifts	-	406	406
Legacies receivable	2,135	-	2,135
Income from charitable activities			
Primary Purpose Trading	-	-	-
Other Trading Activities	-	173,409	173,409
Income from investments	43	-	43
Total income	2,178	173,815	175,993
EXPENDITURE			
Expenditure on charitable activities	3,322	134,897	138,219
Total expenditure	3,322	134,897	138,219
Net incoming / (outgoing) resources	(1,144)	38,918	37,774
Total funds brought forward	25,004	596,703	621,707
Transfers between funds	4,858	(4,858)	-
Total funds carried forward	28,718	630,763	659,481
Funds carried forward as follows:-			
Revenue Funds	28,718	138,162	166,880
Fixed Asset Funds		492,601	492,601
	28,718	630,763	659,481

The notes form part of these financial statements

Hope Park Charitable Trust

**Balance Sheet
as at
31 March 2021**

	Notes	31 March 2021		31 March 2020	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	12		487,557		492,601
			<hr/>		<hr/>
			487,557		492,601
Current Assets					
Debtors	13	221		1,042	
Cash at bank and in hand		191,784		218,262	
		<hr/>		<hr/>	
		192,005		219,304	
Creditors: amounts falling due within one year					
Creditors and accruals	14		45,784		52,424
			<hr/>		<hr/>
Net Current Assets			146,221		166,880
			<hr/>		<hr/>
Total Assets less Current Liabilities			633,778		659,481
			<hr/>		<hr/>
NET ASSETS			633,778		659,481
			<hr/> <hr/>		<hr/> <hr/>
Funds					
Designated funds	15		26,095		28,718
Unrestricted funds			607,683		630,763
			<hr/>		<hr/>
	16		633,778		659,481
			<hr/> <hr/>		<hr/> <hr/>

As Approved on: _____

By:

Hope Park Charitable Trust

Notes to the Financial Statements

for the year ended

31 March 2021

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:

	2021	2020
	£	£
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 2021

	31 March 2021			31 March 2020
	Designated £	Unrestricted £	Total £	£
3 Donations and gifts				
Donations	-	430	430	406
	-	430	430	406
4 Legacies receivable				
Memorial Seats	6,191	-	6,191	2,135
	6,191	-	6,191	2,135
5 Grants receivable				
Keswick Town Council	-	10,000	10,000	-
	-	10,000	10,000	-
6 Other trading activities				
License fee and rent	-	85,521	85,521	169,086
Squirrel / bird feeding station income	-	265	265	282
Sale of assets / scrap	-	-	-	57
Hire of park	-	-	-	652
Recharges to Fitz Park Trust	-	-	-	3,332
Invoice reimbursements	-	2,480	2,480	-
	-	88,266	88,266	173,409
7 Investment income				
Bank interest received	16	-	16	43
	16	-	16	43
8 Charitable activities				
Staff costs and uniforms	-	67,202	67,202	65,627
KTC recharge of admin costs (see note 9)	-	24,931	24,931	23,490
Health and safety costs	-	549	549	652
Telephone	-	250	250	215
Advertising and PR	-	-	-	72
Donations	-	260	260	-
Web, internet and computer	-	679	679	852
Golf equipment and tools	-	637	637	966
Motor vehicle expenses	-	2,007	2,007	2,376
Contingency	-	-	-	1,500
Water rates and trade refuse	-	1,112	1,112	1,159
Insurance	-	3,576	3,576	4,182
Repairs and maintenance	-	4,542	4,542	10,553
Light and heat	-	927	927	1,178
Plant production, trees and bird feed	-	4,351	4,351	6,462
Memorial seats and plaques	33	-	33	32
Materials	-	1,373	1,373	1,363
Equipment costs	-	-	-	400
Signs expense	-	37	37	333
Development costs	5,368	-	5,368	2,890
<i>Depreciation</i>				
Plant and machinery	-	4,267	4,267	4,548
Fixtures and Fittings	-	1,584	1,584	1,123
Motor Vehicles	-	5,655	5,655	6,276
Office Equipment	-	113	113	142
Loss / (Profit) on disposal of fixed assets	-	403	403	1,078
Independent Examiners Fee	-	750	750	750
	5,401	125,205	130,606	138,219

Hope Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2021**

9 Breakdown of Keswick Town Council Recharges

	31 March 2021	31 March 2020
	£	£
Salaries, National insurance and Pension	20,231	18,950
Pension to Former Employee	281	277
Staff Expenses	12	30
Staff Recruitment Costs	194	-
Payroll Outsource Costs	64	61
Rent	1,420	1,364
Building Service Costs	1,000	1,020
Insurance	167	118
Repairs	2	207
Subscriptions	163	158
Stationery and Printing	179	225
Postage	63	46
Photocopier Lease and Charges	328	312
Computer Maintenance	390	327
Website and Internet Costs	131	114
Telephone	80	88
Health and Safety	47	2
Office Equipment and Fittings	29	40
Council Chamber Expenditure	-	15
Conferences / Training	150	136
	<u>24,931</u>	<u>23,490</u>

10 Employee Remuneration

Staff costs and uniforms

	31 March 2021	31 March 2020
Gross salaries	66,402	64,171
Other staff and recruitment costs	-	187
Training and workwear	800	1,269
	<u>67,202</u>	<u>65,627</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 2021	31 March 2020
	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 2021

12 Tangible Fixed Assets

	Land and Buildings £	Plant and Machinery £	Fixtures and Fittings £	Motor Vehicles £	Total £
COST					
At 1 April 2020	450,589	44,982	23,635	40,185	559,391
Additions	-	3,550	3,429	0	6,979
Disposals	-	(985)	-	-	(985)
At 31 March 2021	450,589	47,547	27,064	40,185	565,385
DEPRECIATION					
At 1 April 2020	-	26,223	19,145	21,422	66,790
Charge for year	-	4,381	1,584	5,655	11,620
Eliminated on disposals	-	(582)	-	-	(582)
At 31 March 2021	-	30,022	20,729	27,077	77,828
NET BOOK VALUE					
At 31 March 2021	450,589	17,525	6,335	13,108	487,557
At 31 March 2020	450,589	18,759	4,490	18,763	492,601

13 Debtors	31 March 2021 £	31 March 2020 £
Other debtors	206	929
Prepayments	-	113
	<u>221</u>	<u>1,042</u>

14 Creditors: amounts falling due within one year	31 March 2021 £	31 March 2020 £
Trade creditors	3,098	1,305
HP Liability	5,862	13,939
Accruals	1,800	9,550
Owed to KTC	35,024	27,630
	<u>45,784</u>	<u>52,424</u>

Hope Park Charitable Trust

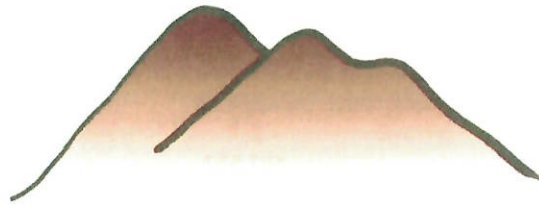
**Notes to the Financial Statements
for the year ended
31 March 2021**

15 Funds	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
Designated Funds					
Building Fund	4,519	-	-	-	4,519
Equipment and Development Fund	22,524	16	(5,368)	-	17,172
Memorial Seats and Trees	1,675	6,191	(33)	(3,429)	4,404
	<u>28,718</u>	<u>6,207</u>	<u>(5,401)</u>	<u>(3,429)</u>	<u>26,095</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	-	487,557	487,557
Current assets	26,095	165,910	192,005
Creditors: amounts falling due	-	(45,784)	(45,784)
Total net assets	<u>26,095</u>	<u>607,683</u>	<u>633,778</u>

Fitz Park Charitable Trust
Report of the Directors and Trustees
and Financial Statements for the year ended
31 March 2021



Keswick
ACCOUNTANTS

Fitz Park Charitable Trust

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for the year ended
31 March 2021**

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Fitz Park Charitable Trust

**Charity Information
for the year ended
31 March 2021**

**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 2021

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2021.

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
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

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 2021**

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 £8,710. When added to brought forward reserves of £582,564 the closing reserves were £591,274. Of this, £455,677 are fixed assets and £135,697 revenue funds. Of the Revenue funds £24,318 relate to restricted funds or projects, £113,977 is the Sinking Fund which has been set aside as a designated fund, and the unrestricted revenue reserves are in deficit by £2,698

Reserves Policy

The Trust has unrestricted revenue reserves of a deficit of £2,698. 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 £111,279.

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 2021

I report on the accounts for the Trust for the year ended 31 March 2021 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 2021**

	Notes	31 March 2021			Total £	31 March 2020
		Restricted £	Unrestricted £	Designated Funds £		Total £
INCOME						
Donations and legacies						
Donations and gifts	3	686	796	-	1,482	1,049
Legacies receivable	4	2,056	-	-	2,056	5,720
Grants receivable	5	5,500	152,719	-	158,219	143,447
Income from charitable activities						
Other Trading Activities	6	2,292	22,974	-	25,266	44,468
Income from investments		-	45	43	88	305
Total income		10,534	176,534	43	187,111	194,989
EXPENDITURE						
Expenditure on charitable activities	7	12,946	165,455	-	178,401	175,932
Total expenditure		12,946	165,455	-	178,401	175,932
Net incoming / (outgoing) resources		(2,412)	11,079	43	8,710	19,057
Total funds brought forward		27,585	461,748	93,231	582,564	563,507
Transfers between funds		(855)	(19,848)	20,703	-	-
Total funds carried forward	15	24,318	452,979	113,977	591,274	582,564
Funds carried forward as follows:-						
Revenue Funds		24,318	(2,698)	113,977	135,597	117,398
Fixed Asset Funds		-	455,677	-	455,677	465,166
		24,318	452,979	113,977	591,274	582,564

The notes form part of these financial statements

Fitz Park Charitable Trust

**Statement of Financial Activities
Comparative
31 March 2020**

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

Fitz Park Charitable Trust

**Balance Sheet
as at
31 March 2021**

	Notes	31 March 2021		31 March 2020	
		£	£	£	£
Fixed Assets					
Tangible fixed assets	11		455,677		465,166
			455,677		465,166
Current Assets					
Debtors	12	18,271		29,252	
Cash at bank and in hand		126,651		100,199	
		144,922		129,451	
Creditors: amounts falling due within one year					
Creditors and accruals	13		9,325		12,053
			135,597		117,398
Net Current Assets					
			591,274		582,564
NET ASSETS					
Funds					
Restricted funds	14		24,318		27,585
Unrestricted funds			452,979		461,748
Designated funds			113,977		93,231
			591,274		582,564
	15		591,274		582,564

As Approved on: _____

By:

Fitz Park Charitable Trust

Notes to the Financial Statements for the year ended 31 March 2021

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:

	2021	2020
	£	£
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 2021**

	31 March 2021			Total	31 March 2020
	Restricted £	Unrestricted £	Designated £	£	£
3 Donations and gifts					
Play Area Appeal Donations	-	733	-	733	573
Sundry Donations	-	63	-	63	476
Tree Carving Donation	686	-	-	686	-
	<u>686</u>	<u>796</u>	<u>-</u>	<u>1,482</u>	<u>1,049</u>
4 Legacies receivable					
Memorial Trees & Benches	2,056	-	-	2,056	1,720
Legacies	-	-	-	-	4,000
	<u>2,056</u>	<u>-</u>	<u>-</u>	<u>2,056</u>	<u>5,720</u>
5 Grants receivable					
Keswick Town Council	-	152,719	-	152,719	140,747
Keswick Town Council Additional Funds	-	-	-	-	-
Cumbria County Council	1,000	-	-	1,000	-
Insurance Proceeds	-	-	-	-	2,700
Keswick Lions	500	-	-	500	-
Hadfield Trust	2,000	-	-	2,000	-
United Utilities	2,000	-	-	2,000	-
	<u>5,500</u>	<u>152,719</u>	<u>-</u>	<u>158,219</u>	<u>143,447</u>
6 Other trading activities					
Allerdale Borough Council Licence Fee	-	30	-	30	-
CSA Income	-	317	-	317	-
Car Park Income	-	11,733	-	11,733	30,515
Football Club Car Park Contribution	-	7,368	-	7,368	9,891
Football Club Rent	-	1,000	-	1,000	1,000
Insurance Reimbursements	-	-	-	-	-
Interim Lease Clubhouse and Courts	-	1,250	-	1,250	1,250
Wayleave	-	33	-	33	33
Hire of Fitz Park	2,292	1,243	-	3,535	1,779
	<u>2,292</u>	<u>22,974</u>	<u>-</u>	<u>25,266</u>	<u>44,468</u>

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2021**

	31 March 2021			Total £	31 March 2020 £
	Restricted £	Unrestricted £	Designated £		
7 Charitable activities					
Staff costs and uniforms	-	89,220	-	89,220	79,686
KTC recharge of admin costs Note 8	-	24,931	-	24,931	23,490
Health and safety costs	-	290	-	290	303
Printing and Stationery	-	-	-	-	50
Advertising and PR	-	-	-	-	516
Contingency	-	542	-	542	2,075
Water rates, trade refuse and electricity	-	2,464	-	2,464	2,732
Insurance	-	6,340	-	6,340	5,732
Repairs and renewals	-	9,569	-	9,569	15,227
Flood damage repairs	-	-	-	-	1,437
Plants, trees and fertilizer	-	1,129	-	1,129	1,502
Insurance claim expenditure	-	-	-	-	2,700
Hygiene contract	-	-	-	-	79
Tree Work (and grass cutting 2018)	-	9,710	-	9,710	8,454
Sensory garden expenditure	299	-	-	299	410
Community gym expenditure	75	-	-	75	139
CSA Expenditure	-	619	-	619	963
Memorial seats and plaques	-	-	-	-	116
Materials and tools	-	2,090	-	2,090	1,988
Games equipment	-	93	-	93	200
Car park expenses	-	3,454	-	3,454	9,812
Sinking fund expenditure	-	-	-	-	-
Signage Expenditure - Mkt Town	-	244	-	244	253
Tree carving expenditure	3,475	-	-	3,475	150
Resilience expenditure	522	-	-	522	2,500
Recharges from Hope Park Trust	-	1,795	-	1,795	3,332
BMX track expenses	8,575	1,000	-	9,575	166
Interest and charges	-	236	-	236	452
Depreciation					
Play Area and Equipment	-	2,674	-	2,674	3,343
Outdoor Gym	-	3,200	-	3,200	4,000
Trust Plant and Machinery	-	1,472	-	1,472	2,375
(Profit) / Loss on Disposal of Fixed Asset	-	3,823	-	3,823	-
Independent Examiners Fee	-	560	-	560	750
Professional Fees	-	-	-	-	1,000
	<u>12,946</u>	<u>165,455</u>	<u>-</u>	<u>178,401</u>	<u>175,932</u>

8 Breakdown of Keswick Town Council Recharges

	31 March 2021 £	31 March 2020 £
Salaries, National insurance and Pension	20,231	18,950
Pension to Former Employee	281	277
Staff Expenses	12	30
Staff Recruitment Costs	194	-
Payroll Outsource Costs	64	61
Rent	1,420	1,364
Rates	-	-
Building Service Costs	1,000	1,020
Insurance	167	118
Repairs - Decorating	2	207
Subscriptions	163	158
Stationery and Printing	179	225
Postage	63	46
Photocopier Lease and Charges	328	312
Computer Maintenance	390	327
Website and Internet Costs	131	114
Telephone	80	88
Health and Safety	47	2
Office Equipment and Fittings	29	40
Council Chamber Expenditure	-	15
Conferences / Training	150	136
	<u>24,931</u>	<u>23,490</u>

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2021**

9 Employee Remuneration	31 March 2021	31 March 2020
Staff costs and uniforms		
Gross salaries	88,278	78,670
Other staff costs and expenses	942	1,016
	<u>89,220</u>	<u>79,686</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 2021**

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 2020	190,285	180,459	136,213	50,348	99,797	657,102
Additions	-	-	-	1,679	-	1,679
Disposals	-	-	-	(9,397)	-	9,397
At 31 March 2021	<u>190,285</u>	<u>180,459</u>	<u>136,213</u>	<u>42,630</u>	<u>99,797</u>	<u>649,384</u>
DEPRECIATION						
At 1 April 2020	-	151,087	-	40,849	-	191,936
Charge for year	-	5,874	-	1,471	-	7,345
Eliminated on disposals	-	-	-	(5,574)	-	5,574
At 31 March 2021	-	<u>156,961</u>	-	<u>36,746</u>	-	<u>193,707</u>
NET BOOK VALUE						
At 31 March 2021	<u>190,285</u>	<u>23,498</u>	<u>136,213</u>	<u>5,884</u>	<u>99,797</u>	<u>455,677</u>
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>

12 Debtors

	31 March 2021 £	31 March 2020 £
Trade debtors	242	1,314
Owed by KTC	18,013	27,938
VAT recoverable	16	-
	<u>18,271</u>	<u>29,252</u>

13 Creditors: amounts falling due within one year

	31 March 2021 £	31 March 2020 £
Trade creditors	2,682	3,847
Owed to Hope Park	207	929
Other taxation & social security	-	103
Accruals	6,436	7,174
	<u>9,325</u>	<u>12,053</u>

Fitz Park Charitable Trust

**Notes to the Financial Statements
for the year ended
31 March 2021**

14 Funds	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
Projects & Restricted funds					
Memorial Seats and Trees	782	2,056	0	(355)	2,483
Tree Carving	3,850	686	(3,475)	-	1,061
BMX Track	1,435	7,792	(8,575)	-	652
Sensory Garden	2,863	-	(299)	(500)	2,064
Flood Recovery	4,180	-	-	-	4,180
Resilience Fund	11,114	-	(522)	-	10,592
Outdoor Gym	3,361	-	(75)	-	3,286
	<u>27,585</u>	<u>10,534</u>	<u>(12,946)</u>	<u>(855)</u>	<u>24,318</u>
 DESIGNATED Sinking Fund	 93,231	 43	 -	 20,703	 113,977
	<u>93,231</u>	<u>43</u>	<u>0</u>	<u>20,703</u>	<u>113,977</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	-	455,677	-	455,677
Investments	-	-	-	-
Current assets	24,318	6,627	113,977	144,922
Creditors: amounts falling due within one year	-	(9,325)	-	(9,325)
Total net assets	<u>24,318</u>	<u>452,979</u>	<u>113,977</u>	<u>591,274</u>

THE TOWNSFIELD CHARITABLE TRUST

REGISTERED CHARITY NO 520295
SCHEME DATED 28TH JULY 1922

REPORT AND ACCOUNTS YEAR ENDED 31ST MARCH 2021

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

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

Annual Report and Accounts Contents:

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Trustees' Report	1-2
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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: townclerk@keswicktowncouncil.gov.uk

THE TOWNSFIELD CHARITABLE TRUST

The report of the Trustee for the year ended 31 March 2021.

The Trustee presents its annual report and accounts for the year ended 31 March 2021.

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

Peter Terry

Paul Titley

Nature of governing document and how charity constituted

The Townsfield is held on trust by the Trustee of Fitz Park.

Methods adopted for recruitment and appointment of new Trustees

In 1974 Keswick Town Council was conveyed the Parks on trust for the people of Keswick. It is therefore a given that once democratically elected as a Town Councillor, the duty of trustee of the Parks forms part of that role. The recruitment process is, therefore, according to the Local Government Act 1972; Representation of the People Act 1983 as amended by the Representation of the People Act 1985, and the Local Elections (Parishes and Communities) Rules 1986, amended 1999.

The Trust has adopted a training strategy which includes a statement of commitment to training of all current and future Trust members and staff and takes the form of a planned process of identifying training needs, planning and organising appropriate forms of training.

Objects of Charity as set out in Governing Document

To provide and maintain Townsfield for the public as a recreation ground for use of the inhabitants of, and visitors to, the town of Keswick.

Summary of main activities undertaken in relation to objects

The main activities carried out by the Trust during 2020/2021 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 £950 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. Other expenditure for the year amounted to £650 for wall repairs due to damage to the perimeter wall by third parties; income of £300 was received in recompense. Other income was received via dividend interest of £15 and bank interest of £1.

The traditional Ram Fayre did not take place this year in May due to Covid 19 restrictions being in place.

Financial Review

The Trust has no free reserves.

A deficit of £334 was incurred.

This report was approved by the board of the Trust on 9th September 2021.

**Councillor Duncan Miller
Trust Chairman**

KESWICK TOWN COUNCIL
THE TOWNSFIELD - REGISTERED CHARITY NO 520295
Income and Expenditure Account
For the year ended 31st March 2021

2019/2020		2020/2021
£	REVENUE ACCOUNT INCOME	£
800	Grant from Keswick Town Council - Wages	800
0	Grant from Keswick Town Council - Tree Work	150
14	Dividend Received	15
0	Wall Repair Income	300
1	Bank Interest	1
815	TOTAL INCOME	1266
	EXPENDITURE	
800	Wages	800
0	Tree Work	150
0	Repairs to Wall	650
800	TOTAL EXPENDITURE	1600
15	SURPLUS / DEFICIT	-334

THE TOWNSFIELD CHARITY - 520295
YEAR ENDED 31st MARCH 2021

2019/2020	*INVESTMENT AT COST	2020/2021
£		£
20	Common Investment Fund (0004032627)	20
193	Common Investment Fund (0004032628)	193
213		213

* Bid Value at 31st March 2021 - £398.72

THE TOWNSFIELD TRUST FUND YEAR ENDED 31st MARCH 2021

2019/2020		2020/2021
£		£
2801	Balance brought Forward	2816
1	Interest	1
14	Dividend	15
2816	Balance carried forward	2832
213	Investment at cost	213
3029	TOTAL FUND BALANCE	3045

Parks Manager's Report September 2021

Christine Fawcett

It's been a busy July and August 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 herbaceous borders have been in full colour and the settled weather has prolonged the flowering period. The wildflower patch near to the café has worked well once established.



Thank you to everyone involved with pulling all the elements together to create Max the miracle dog's statue.

It was a lovely day when Kerry and friends unveiled his statue and to date over £8000.00 has been



raised. Thank you all so much. QR codes have now been set up for both parks and three signs have been put up in each park to promote this Just Giving page.

Maintenance to the pitch and putt greens has begun in August; all greens have been verti cut, scarified and pro cored. This allows air into the turf and promotes new grass growth.

Over seeding has been carried out and top dressing applied to each green. This injection of new grass varieties into the greens has improved the quality of the greens over the last three years and provides a playing surface more able to withstand the high visitor numbers.



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

Four ducklings feeding with their mother in the woodland stream.



Sensory Garden

The coping stones on the wall near the tree of light have been repaired. Cement and many other building products are still in short supply and it is frustrating that repair jobs can't be completed as soon as we would like due to supply issues.



Lower Fitz Park

The ROSPA report has been completed on the play area, multi-use games area, outdoor gym and the BMX pump track. The report was very positive and highlights the importance of the daily inspections being carried out correctly and thoroughly. Replacement and worn-out parts are being fitted to the play area on a regular basis and most of the wooden play panels have been repainted or stained. Five members of staff will be carrying out play area inspection update training in November.

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

A summer tree inspection has been carried out in each park and the report will be with us shortly, this report will in future be carried out on an annual rotation between winter and summer.

The happy to chat bench is now in place located just below silver bridge. Many thanks to Sharon Harrison and Tracy Williams for all their help and I am sure the bench will be well used within the park.



The NHS wellbeing bunting is also now in place and will be displayed until mid-October providing a beautiful display.



Some of the signs in the park are being replaced as budget allows and additional signs are also being put in place including the QR signs. Three of these QR signs are on display in Fitz Park



Consideration needs thought in the forthcoming years to the replacement of the river bank retaining wall below Silver Bridge. At present is made from timber and is showing signs of wear.

Upper Fitz Park

The turf is recovering from the dry condition and an application of liquid fertilizer was carried out in late July to aid growth. Scarifying of the tennis courts and bowling green will soon be carried out and aeration will also be done. With such a good playing season, all of the tennis courts and the lower putting green will need over-seeding to repair worn out surfaces and damaged areas. New turf will be purchased to repair the damage caused by rabbits.

Autumn fertilizer will be applied shortly to aid the recovery of all the autumn maintenance tasks being carried out. A ph test of the soil will also be carried out to maintain the correct levels of ph for healthy turf.

Shrubs and hedges will be cut back within the park and mulching of beds will also be carried out. This includes cutting back the shrub bed above the private bowling green to allow rejuvenation.

The post and rail fencing in front of the private bowling green is to be replaced this winter as the current fence has many rotten posts and is beyond repair.

The two half-moon seating benches on either side of the private bowling green have been repaired again. The cast iron legs are becoming harder to weld each time and consideration needs to be thought about replacing these benches.



Two memorial benches have been fitted within the park since the last report and these benches have replaced older memorial benches. Its nice to see people are still coming forward to purchase a bench for the park in memory of a loved one. Two memorial trees have also been accepted and will be planted in Nov/Dec.

As I have mentioned in my previous report visitor numbers are the biggest we have seen for some years within both parks and litter collections are still high. Bins have been emptied very day including weekends and on some week days multiple collects have been carried out and addition temporary bins added to keep up with the demand.



KESWICK PARKS CHARITABLE TRUST
9 SEPTEMBER 2021

CLERK'S REPORT

Charge my Street

Following on from discussions at a previous Climate Change Working Group meeting and at the last Trust Meeting, I was contacted by Angela Wakefield from Charge My Street about the possibility of putting a charging point in at the Crosthwaite Road car park. After undergoing discussions with it, it became obvious that this would not be a straight forward project as it would involve having to create a direct connection to the network, which would take at least 12 weeks to do.

Unfortunately, Charge my Street are coming to the end of one stream of funding, so they are looking for 'easy win' projects at the moment – which means that this project has been pushed back until 2022. I will update Trustees more when I hear something about it.

Land Registration – Hope Park

We have recently completed the Land Registration for Fitz Park, which has taken over a year due to delays at the Land Registry. I am seeking guidance from Trustees as to whether we should begin the process for Hope Park – while it is not an urgent matter, it is something that will need to be done at some point, and given the current delays with the Land Registry, it may be worth beginning the process now.

The approximate fees for the registration are:

Solicitors Fees - £450

Surveyors Fees - £400

Voluntary First Registration Fee – Between £200/£400 (dependant on the valuation of the Park)

This can be covered through the professional fees budget head and the contingency budget head.

Sports Clubs

An update on leases will follow. After discussion with the Chairman of the Trusts, we will be setting up a meeting with the sports clubs in November as has been done previously.

Vivien Little
27 August 2021

HOPE PARK

Budget 1st April 2021 to 31st March 2022

Budget Summary as at 30th June 2021

1st Quarter

Expenditure:	AGREED Budget for 21/22	Expenditure to 30.06.21	% of budget spent
Golf Cups & tee Mats	500	205	41.00
Tools	1250	16	1.28
Materials	1500	178	11.87
Maintenance	1500	0	0.00
Repairs - Paths/fences	5000	0	0.00
Repairs - Buildings	1300	450	34.62
Repairs - Course	1300	373	28.69
Repairs - Machinery	2200	180	8.18
Repairs - Van service/repairs	750	0	0.00
Fuel and licences	3000	644	21.47
Plants & Compost	3500	2104	60.11
Trees and shrubs	800	500	62.50
Fertilisers	650	261	40.15
Electricity and heating oil	1300	113	8.69
Water rates	500	49	9.80
Wages (Gardeners & Trainee Gardener)	41246	9416	22.83
Wages (Management)	22242	5376	24.17
Admin and on costs	26415	8857	33.53
Insurance	4400	0	0.00
Telephone	350	91	26.00
Advertising - including Staff Recruitment	600	0	0.00
Trade Refuse Collection	1020	244	23.92
Training costs	600	20	3.33
Workwear	850	165	19.41
Equipment	400	0	0.00
Audit Fee & Accounts Preparation	800	0	0.00
Bird/squirrel feeding station	400	0	0.00
Contingency	1500	0	0.00
Health and Safety	800	13	1.63
Computer equipment	300	49	16.33
Web & Internet Costs	750	105	14.00
Tree Work & Surveys	2500	0	0.00
Professional Fees	500	0	0.00
Signs Expense	400	33	8.25
Drainage (filling) work to fairway	1000	0	0.00
Hire Purchase agreements - Tractor only 50% 19/20	1600	0	0.00
Parks Van - Hire Purchase	4100	0	0.00
Wooden Footbridge Replacement	1000	0	0.00
Climate Change Costs	500	99	19.80
Contribution to Building Fund	1000	0	0.00
TOTAL EXPENDITURE:	140323	29541	21.05

Not recharged

Income:	AGREED Budget for 21/22	Actual Income to 30.06.21	% of budget Income
Games Licence to Occupy	150337	73859	49.13
Rent for Buildings - Café, Golf Hut & Toilets	22000	0	0.00
Bank interest	0	0	0.00
Donations & Money Spinner	200	1550	775.00
Building Fund Interest	0	0	0.00
Bird/Squirrel Feed Station Donations	200	39	19.50
Hire of Park	500	778	155.60
Recharge to Fitz Park - RTV 100% & Tractor 50%	0	0	0.00
TOTAL INCOME:	173237	76226	44.00

SURPLUS/deficit	32914	46685
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FITZ PARK

1st April 2021 - 31st March 2022

Budget Summary as at 30th June 2021

1st Quarter

Expenditure:	AGREED Budget for 21/22	Expenditure to 30.06.21	% of budget spent
Materials	2000	221	11.05
Games Equipment - Including CSA	200	0	0.00
Repairs - Paths, fences & walls	3000	0	0.00
Repairs - Buildings	2000	38	1.90
Repairs - Greens and courts	2200	665	30.23
Repairs & Maintenance - children's play area	5000	1000	20.00
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	1770	564	31.86
Plants, trees & shrubs	500	52	10.40
Fertiliser	1000	835	83.50
Electricity	1500	497	33.13
CSA Electricity	500	23	4.60
CSA Expenditure	1000	313	31.30
Water Rates	400	63	15.75
Wages (Management)	22242	5376	24.17
Wages, NI & SA (Gardener & Maintenance)	81434	18664	22.92
Grass cutting - outside contract	6500	0	0.00
Admin and on costs	25000	8857	35.43
Insurance	6800	250	3.68
Advertising & Staff Recruitment	600	0	0.00
Car Park - Management Fee & Maintenance	7400	2547	34.42
Audit fee & Accounts Preparation	800	400	50.00
Tools	800	0	0.00
Health and Safety	300	52	17.33
Sinking Fund	0	0	0.00
Hygiene Contract	0	0	0.00
Signs Expense	300	0	0.00
Tree Work	4000	0	0.00
Workwear	850	201	23.65
Contingency	2500	0	0.00
Maintenance	1800	0	0.00
BMX Track Expenditure	1000	0	0.00
Bank Charges from July 2016	600	54	9.00
Collection box upgrade - Play Area	200	0	0.00
Training	600	0	0.00
Fuel	1100	245	22.27
Repairs - Machinery	1100	0	0.00
Hire purchase - RTV 100% & Tractor 50%	3700	0	0.00
Outdoor Gym	150	25	16.67
Climate Change costs	1000	498	49.80
Total Expenditure:	192096	41440	21.57

still to be rech

Income:	AGREED Budget for 21/22	Income to 30.06.21	% of budget Income
Licence Fee - Games & Catering	0	0	0.00
New Car park Income	25000	8351	33.40
Wayleaves	33	33	100.00
Insurance Reimbursements	1300	0	0.00
Hire of Fitz Park	1500	0	0.00
Donations	200	0	0.00
Tennis Club - Licence Agreement	1250	1250	100.00
Football Club - Lease	1000	1000	100.00
Car Park Levy - Football Club	6500	0	0.00
CSA Electricity	150	0	0.00
Play Area Donations	300	156	52.00
Bank Interest & Loyalty Reward from July 2016	100	10	10.00
Gift Aid	0	0	0.00
Grant from Keswick Town Council*	134763	77382	57.42
Grant from Allerdale Borough Council*	20000	20000	100.00
*(to cover deficit of £154,763)			
Total Income:	192096	108182	56.32

Recharges still to complete

NET SURPLUS/DEFICIT	0	66742
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Town Clerk

From: Parks Manager
Sent: 12 August 2021 08:55
To: Town Clerk
Subject: FW: Advertising of the Alhambra Cinema as prominently as possible around town (for 30 September reopening)

Hi
Are we just putting this request on the trust agenda ?
Christine

From: KESWICK ALHAMBRA <alhambra@keswickcinema.com>
Sent: 11 August 2021 11:46
To: Ania Mlynczak <office@keswicktowncouncil.gov.uk>; Parks Manager <parksmanager@keswicktowncouncil.gov.uk>
Cc: 1

Subject: Advertising of the Alhambra Cinema as prominently as possible around town (for 30 September reopening)

Dear Vivien (congratulations on your new post!), and dear Christine as Parks Manager, (shamelessly copying others I know on the Council - Alan, Markus, Sally, Paul, David, Tony for Moot Hall!)

I just spoke to Ania, who explained to me that the Council no longer rented out banner-space on Station St or in Market Square from the Moot Hall, but suggested that I send an email message to find out if there might be other possibilities or opportunities for us to engage in some prominent promotion of the community treasure that is our cinema once we reopen in September - we really, really need to get people coming in to help us get back on our feet economically after this extended period of closure due to lockdown and our renovations, and there are still a good number of people that come to Keswick who don't realise there is a cinema at all!

There is County Corner, and perhaps we might be allowed to put banners on railings in or around Fitz, Hope, and Crow Parks? Might we be able to temporarily 'take over' the phone boxes on Market Square with some attractive advertising of the cinema on those eyesores?! We'd be really, really grateful if we could be granted some special dispensation to make a bit of a splash to try to get awareness of our existence really out there for a short period after our reopening. Any suggestions gratefully received!

Many thanks,

Carol

Jonathan Moore | Carol Rennie | Tom Rennie
Directors
Keswick Alhambra Cinema, 36 St John's St, Keswick, CA12 5AG
VAT 139464195
www.keswickalhambra.co.uk | [facebook](#) | [twitter](#) | [instagram](#) | [flickr](#)

Town Clerk

From: sajharwood@gmail.com
Sent: 31 August 2021 08:51
To: Town Clerk
Subject: Trust Meeting - Future Events

Hi Vivien

On behalf of Keswick Athletic Club I confirm the following events we would like to hold in Fitz Park.

Working with other local clubs we are proposing to restart the Cumbria League Cross Country Series of races for Juniors and Seniors which we have previously held in Fitz Park before the pandemic. We propose to stage the Keswick event on Saturday 13 November 2021. The races start at 12 noon through to approx. 2.30pm

We would also like to stage the County Cross Country Championships for Juniors and Seniors on Saturday 8 January 2022.

I trust this is OK.

Regards

Steve

Sent from [Mail](#) for Windows

KESWICK PARKS CHARITABLE TRUSTS
9 SEPTEMBER 2021

CLERK'S REPORT

Cycle Racks in the Parks

We have been approached by Emma Moody, Sustainable Transport Advisor at the Lake District National Park Authority, about the possibility of putting cycle racks in either Hope or Fitz Park. There may be funding available for this from the LNDPA, and this would be an action within the Keswick Transport Study.

The Parks Manager and I have discussed this, and we feel that the best place would be to place them next to the museum, taking advantage of the Keswick to Threlkeld trail.

I am recommending that the installation of cycle racks be agreed in principle, with more work to be done with the Lake District National Park Authority with regard to securing funding for these.

Vivien Little

26 August 2021