

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

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

Email: townclerk@keswicktowncouncil.gov.uk

28 January 2022

A meeting of the Charitable Trusts listed below to be held at Crosthwaite Parish Rooms, Keswick, CA12 5NN on **Thursday 3 February 2022 at 7.00 pm.**

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. Declarations of Interests**
To receive any declarations of interests in respect of items on this agenda.
- 3. Minutes**
To authorise the Chairman to sign as a correct record the minutes of the meeting held on 11th November 2021 (pages 10-12).
- 4. Chairman's Report**
To receive the verbal Chairman's report.
- 5. Parks Manager's Report**
To consider the report of the Parks Manager.
- 6. Clerk's Report**
To consider the report of the Clerk.
- 7. Hope Park & Fitz Park Budgets – 3rd quarter 2021-22**
To receive for information the 3rd quarter budget comparisons.
- 8. Trust Funds Movement**
To consider the report of the Responsible Financial Officer.
- 9. Trees in Fitz Park**
To consider the report of the Clerk.

10. Requests for use of the Parks

To consider the following:

- (i) RSPB – To ratify a request to have space for a stall at Hope Park on 23rd January 2022 and Fitz Park on 29th January 2022.
- (ii) Lakeland Trails Event – To consider a request to use Fitz Park on Sunday 4 September – a small scale trial event geared towards children and families.
- (iii) KAOS – To consider a request to put a banner on the railings at Hope Park from early April – 8 May 2022
- (iv) Councillor Dunn – To consider a request to allow Gary McKee to run a marathon in Lower Fitz Park on Saturday 16 April 2022.

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

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

11. Crosthwaite Road Car Park

To consider the report of the Chairman.

12. Contracting – Hope Park Café

To consider the report of the Clerk.

13. Contracting – Games at Fitz Park 2022

To consider the report of the Clerk.

14. Legal – Hospital Field

To receive an update from Councillor Titley.

15. Legal – Renewal of Leases

To consider the report of the Clerk.

16. Clerk’s Report

To consider the report of the Clerk.

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 at the Crosthwaite Parish Rooms, Keswick on **Thursday 11th November 2021 at 7.00 pm.**

Present:

Chairman
Councillor Adam Paxon

	Councillors	
Alexandra Boardman	David Burn	Allan Daniels
Alan Dunn	Steve Harwood	Sally Lansbury
Tony Lywood	Paul Titley	

Also in attendance were Vivien Little Trust Clerk, Catherine Parker Responsible Financial Officer, and Christine Fawcett (Parks Manager).

41. Apologies

Apologies for absence were received from Councillors Campbell-Savours, Miller and Terry. The Trustees noted the apologies and accepted the reasons provided.

42. Declarations of Interests

Councillor Harwood gave a personal explanation with regard to agenda item 15, as he is a member of Keswick Athletics Club.

43. Minutes

RESOLVED that the Chairman be authorised to sign as a correct record the minutes of the Trust Meeting held on on 09 September 2021 (pages 8 - 9).

44. Chairman's Report

RECEIVED the Chairman's report.

45. Parks Manager's Report

The Parks Manager delivered their update. Councillor Titley raised concern with the vandalism that had taken place on the zip wire, and pointed out that a fuss needed to be made regarding it, to try to stop it happening again.

RECEIVED the report of the Parks Manager.

46. Clerk's Report

Consideration was given to the report of the Clerk.

RESOLVED that the report of the Clerk was noted.

47. Golf Ball Incident

Consideration was given to the report of the Clerk.

RESOLVED that:

- i. The Trustees do not approve the raising of the fence at Hope Park;
- ii. Quotes be obtained to improve the signage around the boundary of Hope Park; and
- iii. The Chairman and the Parks Manager review the direction of all the holes, and any suggestions be put before Trustees in January.

48. Draft Budgets for Hope and Fitz Parks 2022-23

RECEIVED the draft budgets for Hope and Fitz Parks for the next financial year.

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RESOLVED that the draft budgets be agreed subject to;

- i) the amendments discussed at the meeting;
- ii) the announcement of the updated Real Living Wage expected imminently; and
- iii) confirmation of the Keswick Town Council administration charge.

49. Hope Park & Fitz Park Budgets – 2nd quarter 2021-22

RECEIVED for information the 2nd quarter budget comparisons.

50. Charity Fundraising Update

Councillor Dunn gave a verbal update regarding his forthcoming events to raise money for the benefit of Fitz Park.

RECEIVED a verbal update from Councillor Dunn, Mayor of Keswick Town Council.

51. Requests for use of the Parks

Consideration was given to the following:

- (i) Lakesman Triathlons – To consider a request to book Crosthwaite Road Car Park from Friday 17 June to Monday 20 June 2022, as well as booking Hope Park for Sunday 19 June 2022.
RESOLVED that the request be granted, subject to the fee for the Car Park being raised by £100.
- (ii) RSPB – To consider a request to have space for a stall at Hope Park on 13 and 21 November 2021, and at Fitz Park on 22 November and 5 December 2021.
RESOLVED that the request be granted.
- (iii) Lakeland Trails Event – To consider a request to book Fitz Park for Saturday 3 September 2022
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.’

52. Crosthwaite Road Car Park

Consideration was given to the report of the Parks Manager.

RESOLVED that the quote to re-gravel the whole of Crosthwaite Road Car park be accepted.

53. Footpath in Hope Park

Consideration was given to the report of the Parks Manager.

RESOLVED that approval to proceed with repairing the footpaths as set out in the report be granted.

54. Parks Protocol

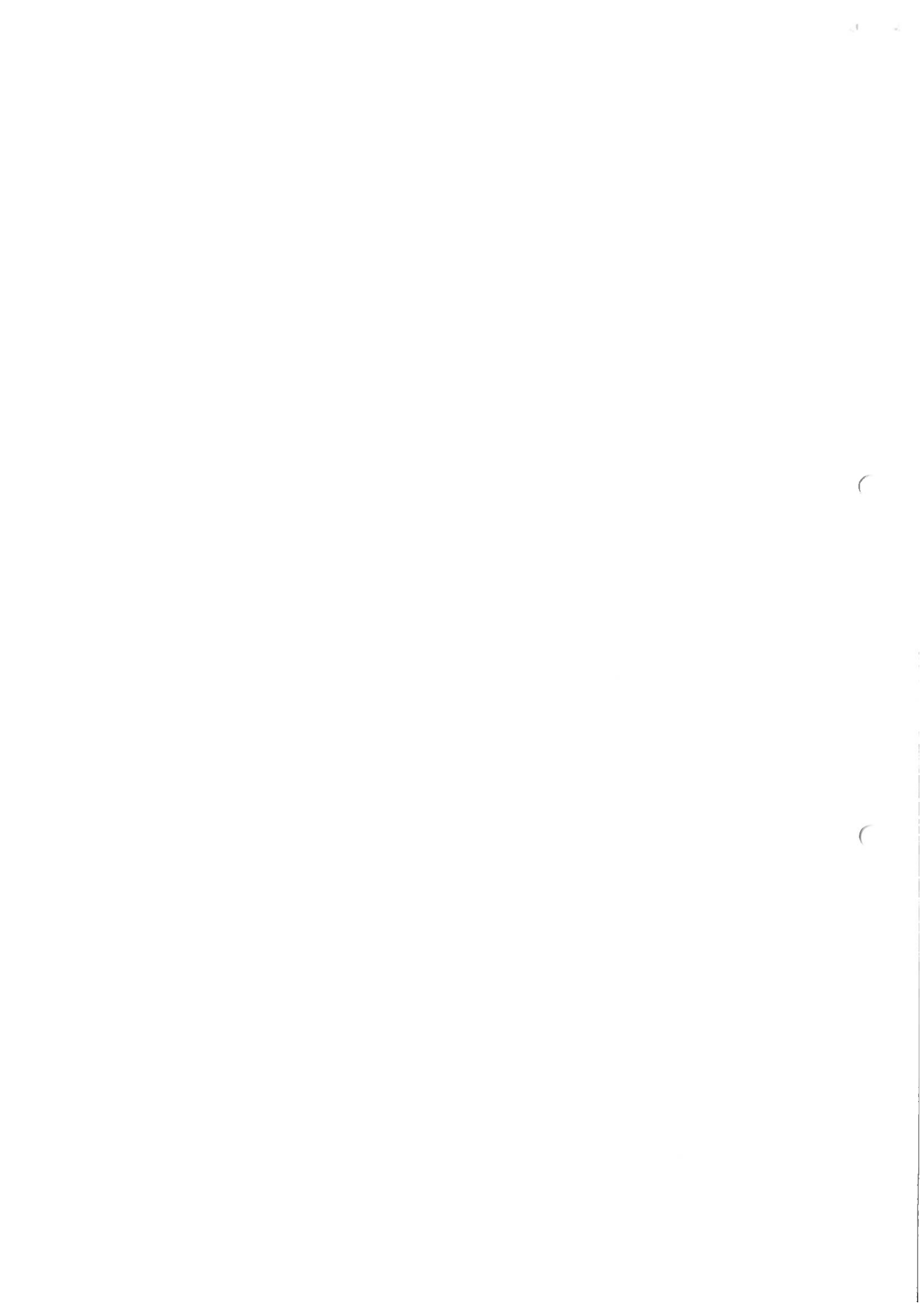
RESOLVED that an area in Hope Park be set aside if needed.

55. Leases/Licences

RESOLVED that this item be deferred to January, subject to meetings with the clubs.

56. Hospital Field

RESOLVED that Councillor Titley provide further information as it becomes available.



The meeting closed at 8.35 pm.

Chairman

Date



Parks Manager Report January 2022

Christine Fawcett

Lots of wet and windy days over two months have meant that progress in the Parks has been difficult at times to get tasks completed. Thanks, must go to the parks staff for their hard work and to the three ladies within the office of Keswick Town Council for their hard work too.

Hope Park

All of the herbaceous borders have also been cut back and have been mulched using composted bark



chippings. We are still in the process of resetting the edging stones on the main footpath next to Crow Park, and will continue this to allow for the footpath to be resurfaced in later times.

All the hedges have now been cut back and the annual tree inspection will be carried out in the near future.

A memorial tree "*Prunus Accolade*" has been planted near the putting green in the existing group of trees and another memorial bench has been installed with Lady Hopes Garden area.



The resurfacing of the footpath as agreed at the last trust meeting in November has been completed and has improved the surface for wheel chair users and pedestrians. Many thanks to everyone who has donated through Max the Miracle Dog as this has paid for half of the cost of this work.



Paving slabs have been laid under the one of the picnic benches to provide a harder standing area. The grassed area will also be improved when the weather allows.

Snow in early December proved to be useful and fun for some members of the public as they produced an igloo on the bottom fairway.



Lower Fitz Park

The open water course in Hospital field has been cleaned out to allow water to flow freely through the area. Whilst this work was being carried out it was noticed that a sewage manhole cover was bubbling up. United Utilities were informed and have since unblocked their drain. There was no contamination to the water course.



Two trees have been removed including a silver birch and a conifer as specified in the summer tree report. These two trees have been replaced with another silver birch and an oak tree. Two branches were also removed from the red oak tree as recommended.

In the aftermath of Storm Arwen the top of a large oak tree behind the cricket pavilion was blown to the ground and several hung up branches were stuck in the tops of trees. These hung-up branches have been removed and the remainder of the oak tree felled.

Several trees have been donated by Lakeland Trails and are due to be planted in the new year. These include *Fagus sylvatica* 'Riversii', *Fagus sylvatica* "Purpurea" *Quercus cerris* and *Cercidiphyllum japonicum*. Thanks must go to Lakeland Trails for this donation and it will help to replace the trees we have lost in recent storms.

New panels have been fitted to Kanope multi play equipment in the play area. These panels were worn and showing signs of rot, they have been turned in previous years to get maximum wear. The cableway has been repaired after the damage it sustained in October. The cost of these repairs came to £1,500.00.



15 cubic meters of hard wood chippings have been ordered for mid-January to top up the worn surface areas.

Crosthwaite Road Car Park surface has been scraped clean and will have new gravel surface applied in early January.

Upper Fitz Park

Leaves have been removed from the fine turfed areas to allow grass growth from few daylight hours we have at this time of year. With the high amounts of rainfall in October and December we have seen a lot of moss growth in the grass sward. This moss growth will be reduced in the spring with an application of lawn sand.

The wooden fence next to the bowling green has been removed due to rotting timber. A new fence is to be installed along with a new edging board.



Three memorial trees have been planted in various places within the park and include "*Prunus Okame*", *Acer palmatum* and *Acer palmatum 'Dissectum'*.

The repair work to the wall on Station Road will be carried out very shortly now the insurance process has at last come through. A local contractor will be carrying out this work in due course.

The beech tree that was blown down in Storm Barra has been felled and cleared away. We wish the two members of the public a speedy recovery and I commend the parks staff for their rapid response in contacting the emergency services.

KESWICK PARKS CHARITABLE TRUSTS

3 FEBRUARY 2022

CLERK'S REPORT

Environmental Working Group

Keswick Town Council recently agreed Terms of Reference for the Environmental Working Group (formerly named Climate Change Working Group), enabling them to study agendas and work towards the stated goal of Keswick Town Council to make sure it was Carbon Neutral by 2030.

This report seeks permission to have the same group, with current membership of Councillors Boardman (Chair), Lansbury, Terry and Titley to carry over their work to the parks as well. This will enable the group to study the agendas for the Trust and assist the parks in their journey forward.

Carbon Footprint Exercise

Following on from the establishment of the above group, one of the key starting points to understanding what the Trust needs to do is to establish a base carbon footprint, and work from there. This is something which the Environmental Working Group will be looking at. We intend to undertake the exercise at the same time as the Town Council will be undertaking it.

Using this information, the Working Group can start to make an action plan, taking into account business needs and budgetary limitations.

Vivien Little

27 January 2022

HOPE PARK

Budget 1st April 2021 to 31st March 2022

Budget Summary as at 31st December 2021

3rd Quarter

	AGREED Budget for 21/22	Expenditure to 31.12.21	% of budget spent
Expenditure:			
Golf Cups & tee Mats	500	205	41.00
Tools	1250	460	36.80
Materials	1500	556	37.07
Maintenance	1500	41	2.73
Repairs - Paths/fences	5000	2367	0.00
Repairs - Buildings	1300	1000	76.92
Repairs - Course	1300	924	71.08
Repairs - Machinery	2200	604	27.45
Repairs - Van service/repairs	750	518	69.07
Fuel and licences	3000	1829	60.97
Plants & Compost	3500	2670	76.29
Trees and shrubs	800	800	100.00
Fertilisers	650	385	59.23
Electricity and heating oil	1300	318	24.46
Water rates	500	390	78.00
Wages (Gardeners)	41246	28449	68.97
Wages (Management)	22242	16129	72.52
Admin and on costs	26415	18909	71.58
Insurance	4400	3608	82.00
Telephone	350	256	73.14
Advertising - Including Staff Recruitment	600	0	0.00
Trade Refuse Collection	1020	732	71.76
Training costs	600	600	100.00
Workwear	850	578	68.00
Equipment	400	400	100.00
Audit Fee & Accounts Preparation	800	0	0.00
Bird/squirrel feeding station	400	114	28.50
Contingency	1500	0	0.00
Health and Safety	800	121	15.13
Computer equipment	300	216	72.00
Web & Internet Costs	750	315	42.00
Tree Work & Surveys	2500	0	0.00
Professional Fees	500	0	0.00
Signs Expense	400	77	19.25
Drainage (filling) work to fairway	1000	0	0.00
Hire Purchase agreements - Tractor only 50% 19/20	1600	1024	64.00
Parks Van - Hire Purchase 100%	4100	3047	74.32
Wooden Footbridge Replacement	1000	0	0.00
Climate Change Costs	500	99	19.80
Contribution to Building Fund	1000	1000	100.00
TOTAL EXPENDITURE:	140323	88741	63.24

	AGREED Budget for 21/22	Actual Income to 31.12.21	% of budget Income
Income:			
Games Licence to Occupy	150337	150337	100.00
Rent for Buildings - Café, Golf Hut & Toilets	22000	22000	100.00
Bank interest	0	0	0.00
Donations & Money Spinner	200	1883	941.50
Building Fund interest	0	0	0.00
Bird/Squirrel Feed Station Donations	200	328	164.00
Hire of Park	500	900	180.00
Recharge to Fitz Park - RTV 100% & Tractor 50%	0	1024	0.00
Just Giving	0	10	0.00
TOTAL INCOME:	173237	176482	101.87

SURPLUS/deficit	32914	87741
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Max the Miracle Dog donations - GENERAL FUND	
Balance as at 31st March 2021	0
Expenditure	-3617 (-)
Income	13310 (+)
Balance to date	9693

FITZ PARK

1st April 2021 - 31st March 2022

Budget Summary as at 30th September 2021

3rd Quarter

	AGREED Budget for 21/22	Expenditure to 31.12.21	% of budget spent
Expenditure:			
Materials	2000	924	46.20
Games Equipment - Including CSA	200	200	100.00
Repairs - Paths, fences & walls	3000	179	0.00
Repairs - Buildings	2000	393	19.65
Repairs - Greens and courts	2200	2177	98.95
Repairs & Maintenance - children's play area	5000	3523	70.46
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	1770	1693	95.65
Plants, trees & shrubs	500	232	46.40
Fertiliser	1000	605	60.50
Electricity	1500	892	59.47
CSA Electricity	500	109	21.80
CSA Expenditure	1000	388	38.80
Water Rates	400	257	64.25
Wages (Management)	22242	16129	72.52
Wages, NI & SA (Gardener & Maintenance)	81434	62281	76.48
Grass cutting - outside contract	6500	5940	91.38
Admin and on costs	25000	18909	75.64
Insurance	6800	6406	94.21
Advertising & Staff Recruitment	600	0	0.00
Car Park - Management Fee & Maintenance	7400	9462	127.86
Audit fee & Accounts Preparation	800	760	95.00
Tools	800	619	77.38
Health and Safety	300	109	36.33
Sinking Fund	0	0	0.00
Hygiene Contract	0	0	0.00
Signs Expense	300	233	77.67
Tree Work	4000	2540	63.50
Workwear	850	650	76.47
Contingency	2500	0	0.00
Maintenance	1800	178	9.89
BMX Track Expenditure	1000	195	19.50
Bank Charges from July 2016	600	331	55.17
Collection box upgrade - Play Area	200	0	0.00
Training	600	600	100.00
Fuel	1100	831	75.55
Repairs - Machinery	1100	795	72.27
Hire purchase - RTV 100% & Tractor 50%	3700	1024	27.68
Outdoor Gym	150	100	66.67
Climate Change costs	1000	498	49.80
Repairs - Parks Hire Damage	0	50	0.00
Goodbox	0	190	0.00
Total Expenditure:	192096	140402	73.09

	AGREED Budget for 21/22	Income to 31.12.21	% of budget income
Income:			
Licence Fee - Games & Catering	0	0	0.00
Crosthwaite Road Car park Income	25000	37461	149.84
Wayleaves	33	33	100.00
Insurance Reimbursements	1300	1410	108.46
Hire of Fitz Park	1500	1514	100.93
Donations	200	7672	3836.00
Tennis Club - Licence Agreement	1250	1250	100.00
Football Club - Lease	1000	1000	100.00
Car Park Levy - Football Club	6500	6759	103.98
CSA Electricity	150	0	0.00
Play Area Donations	300	433	144.33
Bank Interest & Loyalty Reward from July 2016	100	84	84.00
Just Giving	0	215	0.00
Allerdale Lottery	0	504	0.00
Grant from Keswick Town Council*	134763	134763	100.00
Grant from Allerdale Borough Council*	20000	20000	100.00
<i>*(to cover deficit of £154,763)</i>			
Total Income:	192096	213098	110.93

NET SURPLUS/DEFICIT	0	72696
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**KESWICK PARKS TRUST REPORT
February 2022**

Trust Funds Movement

In order to build up funds for future projects and developments, following major investments within the parks in previous years along with the impact on income due to Covid 19, it is suggested that the transfers between funds stated below takes place: -

Hope Park - Transfers

Transfer 1

- Memorials Fund current balance - £5,205
- Development & Equipment Fund current balance - £17,172

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

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

Transfer 2

- Max the Miracle Dog fund (part of General Fund) balance as at 06/01/22 - £9,693
- Development & Equipment Fund current balance (Inc transfer 1) - £19,172

Move £4,800.00 from Max the Miracle Dog fund to the Development and Equipment Fund and retain the remainder of the fund in the General Fund. This incentive has been a great success which will help to keep the high standards in the park now and in the future.

Fitz Park – Transfers

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

- Annual transfer of Crosthwaite Road Car Park profit - £8,279.00
- Current Sinking Fund balance - £122,262

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

**Catherine Parker
Responsible Finance Officer (RFO)
27th January 2022**

KESWICK PARKS CHARITABLE TRUST

13 JANUARY 2022

TREES IN FITZ PARK

Following the recent storms in Fitz Park, we have had incidents with trees during both of these storms. The one during Storm Barra is most well known to Trustees, however during Storm Arwen, as stated in the Parks Manager's report, part of one of the oak trees behind the Cricket Club came down, coming close to the Cricket Club Pavillion.

We have since been contacted by Keith Richardson, Groundsman at Cricket Club, requesting that Trustees consider felling trees to the rear of the Cricket Club. I have attached the email received from Mr Richardson (enclosed), setting out the Cricket Club's request, with background information laid out within the email.

The Parks Manager will be able to update you more during the meeting. Trustees are asked to consider what steps, if any, they wish to take next.

Vivien Little

22 December 2021

Town Clerk

From: Keith Richardson
Sent: 20 December 2021 14:17
To: Parks Manager
Cc: Duncan Miller; Town Clerk; Catherine Parker
Subject: Trees

Christine,

As requested, please see below the joined together version of the two emails I sent out in relation to trees near the cricket pavilion to make it easier for the report to accompany paperwork for the trustee meeting in January 2022:

THANKS very much for carrying out the remedial work in respect of the large oak tree that fell near the rear of the cricket pavilion during a recent storm. We very much appreciate the work of the contractors you appointed to completely fell the tree in question and, also, to remove one or two branches from other nearby oaks.

At the latest meeting of the cricket committee, we discussed the situation surrounding trees near to the cricket pavilion in light of the tree that snapped off halfway up its trunk. I am sure you agree that we had a fortunate escape in that had the tree come down to its full length, and not cracked off from a position halfway up, it would have inflicted considerable damage on the cricket pavilion.

Our concern now is that other oaks in the immediate vicinity pose a direct threat to the pavilion in the event of other storms that are bound to happen in due course. I can readily identify one tree that is already leaning towards the pavilion and is heading in only one direction should it be felled by a storm. We dread to think of the damage that could be caused and fear that it could put us out of action as a club if, as seems likely, one crashed through the roof. Depending on where it landed it would probably also damage important machinery and fittings into the bargain. That tree is not the only one that poses a threat, and we would ask that consideration is given to the professional felling of all potentially dangerous trees in the area to the rear of the building.

We appreciate that many trees on the park are now nearing the end of their lifespan, pose an increasingly worrying scenario for the park and an increased threat during the more intense storms we regularly experience. However, we feel that those trees which are an immediate threat to buildings should receive priority and we would appreciate the views of yourself and the park trustees.

I would, in closing, like to thank you and your park teams for all the marvellous work you do in maintaining and indeed, vastly improving the appearance of all the parks. We genuinely appreciate the determination and dedication of the park staff, supported by the trustees, in ensuring that our parks are something of which we can all be very proud. At a time when Keswick as a town has a rapidly changing identity it is good to know that the parks are being so well looked after, are important to the town and its people, visitors, and locals alike, and are a vital hub for the community sports clubs based there.

Best wishes

Keith Richardson

(Groundsman and Publicity, Keswick CC)

Catherine Parker

From: Town Clerk
Sent: 07 January 2022 07:25
To: Catherine Parker
Subject: Fw: Use of Lower Fitz Park - Saturday 16th April

Can you print this out for me and put it in the tray?

Thanks

Vivien

From: Alan Dunn <alanbdunn@aol.com>
Sent: 06 January 2022 16:13
To: Town Clerk <townclerk@keswicktowncouncil.gov.uk>
Cc: sajharwood@gmail.com <sajharwood@gmail.com>
Subject: Use of Lower Fitz Park - Saturday 16th April

Hello Vivien.

Further to our conversation please could you add this to the Trust Agenda for the next meeting. I have

Gary McKee from Cleator Moor has pledged to run a marathon every day of 2022 for his chosen charities, Macmillan Nurses and West Cumbria Hospice at Home and is hoping to raise £1 Million.

I spoke with Gary recently and offered to sponsor him one of my Mayoral Grants of £214 (which a friend of mine offered to match) if he would run one of his marathons to Keswick. He offered a better suggestion, to come to Keswick and run his marathon in Lower Fitz Park as he knew it could be measured.

We agreed on a date of Saturday April 16th as that is Easter Saturday and he should get plenty of support from the people of Keswick and visitors. I propose to run a mile with him!

I hope the trustees will give their approval.

Cheers!

Alan

Alan Dunn
Town Mayor 2021-2022
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