

FITZ PARK, HOPE PARK & TOWNSFIELD CHARITABLE TRUSTS

Council Offices
50 Main Street
Keswick
CA12 5JS

Email: townclerk@keswicktowncouncil.gov.uk

16th September 2022

A meeting of the Charitable Trusts listed below to be held at the Council Chamber, Town Hall, 50 Main Street, Keswick on **Thursday 22nd September 2022 at 7.30 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. **Minutes**
To authorise the Chairman to sign as a correct record the Minutes of the Trust Meeting held on 14th July 2022 (pages 4-6).
3. **Declarations of Interests**
To receive any Declarations of Interests from members in respect of items on this agenda.
4. **Chairman's Report**
To receive the Chairman's report.
5. **Parks Manager's Report**
To consider the report of the Parks' Manager.
6. **Clerk's Report**
To receive the report of the Clerk.
7. **Budget Comparisons**
To receive budget comparisons for the first quarter.
8. **Trust Funds Movement**
To receive the report of the Responsible Financial Officer.
9. **Requests for Use of Keswick Parks**
 - i) Tiny Wild Fox – to ratify agreement to use Fitz Park for Handlebards to perform in Fitz Park on 30 September 2022.
 - ii) To ratify agreement for the Primary Schools Cross Country request to be held on Wednesday 28 September in Fitz Park.

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

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

10. Deed of Easement

To consider the report of the Clerk.

11. Clerk's Report

To consider the report of the Clerk.

12. Café HNW

To consider the report of the Clerk.

13. Future Development plans for Upper Fitz Park

To consider the report of Councillor Harwood/the Clerk (to follow).

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 in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 14th July 2022 at 7.00 pm.

Present:

Chairman
Councillor Adam Paxon

Councillors

David Burn
Tony Lywood

Allan Daniels
Paul Titley

Steve Harwood

Also present were Catherine Parker (RFO) and 1 member of the public.

16. Apologies

Apologies for absence were received from Councillors Alan Dunn, Louise Dunn, Lewis Forsyth, Duncan Miller and Sally Lansbury, Vivien Little (Town Clerk), Christine Fawcett (Parks Manager) and Frances Clark (Keswick Accountants).

17. Minutes

RESOLVED that the Chairman to sign the Minutes of the meeting held on 26th May 2022 (pages 1-3).

18. Declarations of Interests

No declarations of interests in respect of items on this agenda were received.

19. Trustee Reports and Accounts for the year ended 31st March 2022

RESOLVED to formally approve the Trustee Reports and Accounts for the year ended 31st March 2022 for Hope Park, Fitz Park and the Townsfield.

Further **RESOLVED** that a report be brought to the next meeting detailing suggested fund transfers to be made.

20. Chairman's Report

RECEIVED the Chairman's Report. Councillor Paxon said he was very impressed with the parks and he continued to hear good things, with Upper Fitz Park in particular being praised.

21. Parks Manager's Report

RECEIVED the report of the Parks Manager for July 2022.

RESOLVED that:

- i) Trustees start a conversation at the next meeting about the future of the Play Area including upgrades and improvements, given the equipment is now 12 years old.
- ii) The Parks Manager and RFO bring figures to the next meeting detailing the increase in costs over the years pertaining to the Play Area.

22. Clerk's Report

RECEIVED the Clerk's report.

RESOLVED that:

- i) The order for the new electric mower be ratified following the agreement in principle at the May meeting and that this be funded from the Sinking Fund (£11,230.00 + VAT).
- ii) Following correspondence received from Fitz Park Bowling Club, further details be obtained from a local contractor, appointed and selected by Trustees, in relation to rabbit issues within Upper Fitz Park e.g. cost, methodology and stopping point. Delegated authority be given to the Trust Chairman, Vice Chairman and Town Clerk on the final decision to be made.

- iii) The cost of weekend bin collections in both parks for the months of July and August amounting to £90 + VAT per collection be ratified and that this be covered from the current underspend in the gardeners staffing budget.
- iv) The Town Clerk obtains further grant funding towards the repairs to be made to PUPs shelter in addition to the grant of £500 made by Keswick Bridge.
- v) A Facebook page be setup for Keswick Parks, given this would be free unlike the creation of a website. Councillor Louise Dunn be asked to assist with this.

23. Request from Keswick and District Fair Trade Campaign

Consideration was given to the request from Keswick Fair Trade Campaign to have a flower bed laid out in Hope Park.

RESOLVED that:

- i) a representative of Keswick and District Fairtrade meet with the Parks Manager in Hope Park to look at the existing perennial display in the Fairtrade bed.
- ii) Keswick and District Fairtrade be made aware that Keswick Parks no longer plant annuals in many areas of the Parks due to their commitment to climate change.
- iii) Keswick and District Fairtrade would have to fund any agreed changes to be made along with future maintenance of the Fairtrade bed.
- iv) Delegated authority be given to the Parks Manager to make the final decision on any changes to the area.

24. Requests for use of Keswick Parks

Consideration was given to the following:

- i) Lakesman Triathlon – request to use Hope Park on Sunday 18th June 2023 for the Lakesman Event
RESOLVED that this requested be granted on the same terms and cost as the 2022 event.
- ii) Lakesman Triathlon – request for the exclusive use of Crosthwaite Road Car Park from 5pm Friday 16 June 2023 to 10am Monday 19 June 2023
RESOLVED that this requested be granted on the same terms as 2022 with the hire rate increasing to £1200.00 + VAT
- iii) Not Round Latrigg race – request for the race to leave Fitz Park and return at the end on 17 August 2022
RESOLVED that this requested be granted
- iv) Keswick Museum – to ratify a decision to allow Keswick Museum to put banners on Hope Park and Fitz Park.
RESOLVED that this request be granted as agreed

Further **RESOLVED** that the Town Clerk continue to research costs for hiring parks and open spaces in other areas of the county and report finding to the next meeting.

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.'

25. Legal – Hospital Field

RECEIVED an update from the Clerk.

RESOLVED that the Trust agrees to the Heads of Terms subject to public consultation and approval from the Charity Commission. The defining element of this project being a Town Poll following a press release and public meetings involving representatives from all parties.

Further **RESOLVED** that a maximum of £5,000.00 be used from the Sinking Fund to cover costs for consultation and a Town Poll

26. Parks Van

Consideration was given to a report from the Parks Manager.

RESOLVED that:

- i) An electric vehicle be discounted at this stage
- ii) The Parks Manager looks at financial packages available to purchase either a new van or pickup type vehicle e.g. lease which includes service options. The details of which are to be circulated to Trustees with delegated authority be given to the Trust Chair, Vice Chair and Town Clerk on the final decision. The cost of this would be placed in a future years budget.

27. Clerk's Report – Fitz Park Games

Consideration was given to a report from the Clerk.

RESOLVED that a meeting take place with Café HNW and that delegated powers be given to Councillor Paxon (Chair), Councillor Harwood, Town Clerk, Parks Manager and RFO to take this matter further, and be brought back to a future Trust meeting for ratification.

The meeting closed at 8.40pm.

Chairman

Date

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Parks Manager's Report September 2022

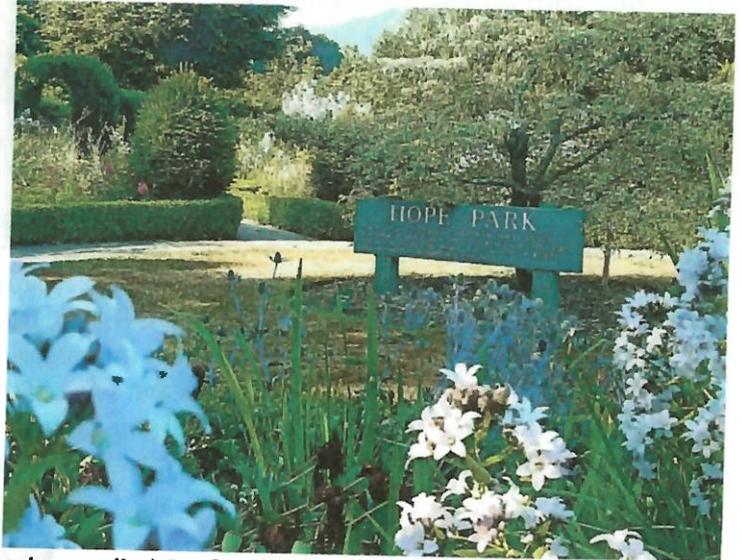
Christine Fawcett

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 harbours 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. However, the wildflower seed sown along the woodland footpath has not been such a success. Footfall has hampered growth and few plants have survived.

Maintenance to the pitch and putt greens has begun in August; all greens have been verti cut and pro cored. This allows air into the turf and promotes new grass growth. Over seeding has been carried out and top dressing applied. Turf weeds have been treated with selective herbicide and the playing surfaces on the pitch and putt are looking good for the time of year.



The new display signs for park are now being printed. The three lecture board signs will be situated in the woodland near the crow park road entrance, Hope Park Café and near the bird hide footpath entrance.

This will give visitors an idea of the park and the surrounding areas.

Thanks to Malcom Rigg and Paul Wilmott for all their hard work in creating these signs.

Kevin Dowling and I hosted Cumbria in Bloom judges on the 7th of July as they visited the park. We will wait to hear their comments and feedback.

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 some of the wooden play panels are to be repainted or stained. However, there are several highlighted items to sort out over the winter months including replacing the cradle seats and renewing rotting support timbers on the swings and Kanope mutli play.

On average in the last five years £1200.00 is spent annually on renewing the bark surface areas and the sand area costs on average £1200.00 every 3rd year.

There has also been a ROSPA risk assessment report carried out on all three parks as required every three years.

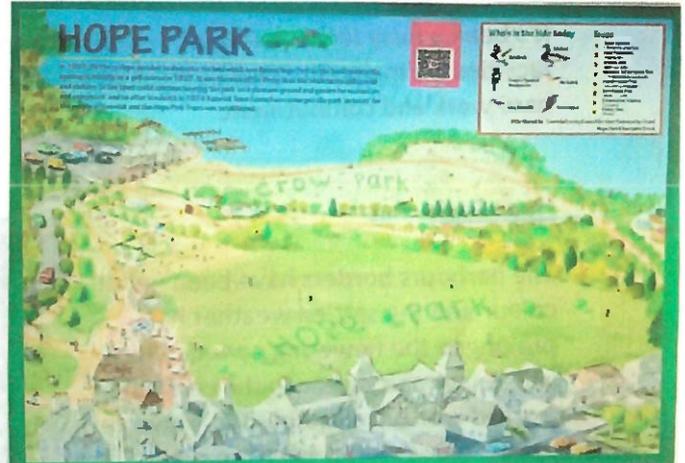
The manhole cover near to the multi-use games area has been raised and the surrounding area reinstated



Upper Fitz Park

The turf is recovering after the dry spells, and an application of fertilizer was carried out in late July to aid growth. Scarifying of the tennis courts and bowling green is now being carried out and aeration will also be done. With such a good playing season, all five of the tennis courts and the bowling green will need over-seeding to repair worn out surfaces and damaged areas. Autumn fertilizer will be applied shortly to aid the recovery of all the autumn maintenance tasks being carried out and maintain a healthy turf again.

This period of the year includes lots of repetitive work including grass cutting and weeding. The removal from the market of certain products to deter pests and diseases has also made our job even harder. Much time is now spent repairing turf that birds have damaged digging out leather jackets. A biological control is now used to try and control these leather jackets, but the timing of the application is very difficult and expensive.



The sewage pipe from the café/staff room to the mains sewer has been jet washed for a second time this year. On each occasion there has been a build-up of non-flushable material causing the blockage and can only be put down to misuse by visitors using the café toilet.

A quote is being sourced for an outdoor table tennis table, that could be situated in the park near to the public tennis courts. A suitable base would have to be installed prior to fixing and installation. Playing equipment would be available from Café HNW and this would give visitors more options for games. An indication of the cost would be £2600.00 including fixing and delivery.



War Memorial

The summer bedding of cosmos apollo "love songs" has provided a fantastic display this summer and will be used again next year at Hope Park in the circular beds.

It has a delightful blend of pink picotee, white and pink shades of colour and has a long flowering period with good disease and heat tolerance.



Pups Shelter

Quotes have been received to repair and repaint the Pups shelter below the bus shelter on Wivell Garden. It is proposed to be repainted in the same colour and any pockets of rotting timber repaired. A funding bid has been made for these works and we will know if we have been successful for this bid in late September.



KESWICK PARKS CHARITABLE TRUSTS
8 SEPTEMBER 2022

CLERK'S REPORT

Football Club Car Park

We have recently received a cheque from Keswick Football Club as a result of the lease arrangement to share profits from their car park for the year up until 31 May 2022, with the amount being £14,369.47, for which we will have to pay VAT, with the final amount being £11,974.56, well above the budgeted income of £6,500. I am pleased to see that the Football Club continuing its success with the car park.

Keswick Bowling Club – Renewal of Parking Agreement for Upper Fitz Park

Fitz Park Trust annually reviews the parking arrangements for the Bowling Club members. There are currently five spaces at the rear of the staff area/Café HNW which the Bowling Club use, only on Tuesday afternoons between 1.45pm and 4.30pm, and on a maximum of 18 other occasions (dates to be confirmed by the Bowling Club) during the main season, which is mid-April to mid-September. Trustees are asked if they wish this agreement to continue for another year.

New Staff Member

A new Grounds and Maintenance Operative, William Robertson, started working in the parks on 15 August, and is settling in well.

Park hire costs

At the Trust meeting in May, I was asked to seek out information on how much other Councils charge for use of their parks. The results are as follows:

- Cockermouth – do not charge for use of their parks.
- Carlisle (Bitts Park) – for fully commercial, profit making events, a minimum fee of £1,290 is charged. The remainder of the fees are attached to this report for information.
- Penrith (Frenchfield) – the published rate for commercial, profit making events is Per day (half field) actual to be determined on type of event. I have emailed and requested clarification, but as yet have not had a response.

Vivien Little
25 August 2022

Carlisle City Council charges

APPENDIX 6

USE OF PARKS CHARGES				
	Current Charges 2021/22		Proposed New Charge 2022/23	Comment 2022/23
		LARGE EVENT INC CATERING PER EVENT		
TYPE OF ACTIVITY/EVENT	MINIMUM FEE		FEE	
Low key commercial use – *Caterers selling hot & cold prepared food and drinks (e.g. burgers, pies, sandwiches etc.)	£72 per day	N/A	£74 per day	3%
*Fun Fairs	1-10 rides/stalls £376 plus VAT per open day 11-15 rides/stalls £515 plus VAT per open day 16-20 rides/stalls £659 plus VAT per open day Over 20 rides/stalls by negotiation	N/A	1-10 rides/stalls £387 plus VAT per open day 11-15 rides/stalls £530 plus VAT per open day 16-20 rides/stalls £679 plus VAT per open day Over 20 rides/stalls by negotiation	3%
*Fun Fairs Building & Derigging Charges	1-10 rides/stalls £93 plus VAT per day 11-15 rides/stalls £129 plus VAT per day 16-20 rides/stalls £165 plus VAT per day Over 20 rides/stalls by negotiation	N/A	1-10 rides/stalls £96 plus VAT per day 11-15 rides/stalls £133 plus VAT per day 16-20 rides/stalls £170 plus VAT per day Over 20 rides/stalls by negotiation	3%
Not for profit, special interest events, with charitable status (proof required) where a charge is made for entry.	£283 plus re-instatement cost	£256 per day plus re-instatement cost	£271 per day plus re-instatement cost	3%
Fully commercial, profit making events – e.g. Circus Shows, music concerts etc	£1,290 plus re-instatement	£1,252 per customer/per day plus re-instatement costs	£1,329 plus re-instatement Large scale events £1290/day plus re-instatement costs	3%
Fully Commercial Events – takings from sale of consumables (additional charge)	£60 per catering unit	£60 per catering unit	£62 per catering unit	3%
Commercial pitch (Catering, trade stands etc.)	£57 to £247		£59 to £254	3% Exact price dependent on size of stall and length of event
Charity and not for profit organisations pitch	£26 to £52		£27 to £54	

NB The above charges are subject to VAT where applicable.

Memorialisation in Green Spaces

In line with Bereavement Services memorialisation charges if applicable.

HOPE PARK

Budget 1st April 2022 to 31st March 2023

Budget Summary as at 30th June 2022

1st Quarter

Expenditure:	AGREED Budget for 22/23	Expenditure to 30.06.22	% of budget spent
Golf Cups & tee Mats	500	49	9.80
Tools	1500	500	33.33
Materials	2000	55	2.75
Maintenance	1500	17	1.13
Repairs - Paths/fences	5000	2256	0.00
Repairs - Buildings	1400	235	16.79
Repairs - Course	1300	0	0.00
Repairs - Machinery	2200	314	14.27
Repairs - Van service/repairs	800	254	31.75
Fuel and licences	3900	780	20.00
Plants & Compost	3800	429	11.29
Trees and shrubs	800	569	71.13
Fertilisers	750	0	0.00
Electricity and heating oil	1500	104	6.93
Water rates	600	85	14.17
Wages (Gardeners)	43590	10253	23.52
Wages (Management)	23715	5285	22.29
Admin and on costs	27121	6404	23.61
Insurance (including Trustees Indemnity)	4400	2765	62.84
Telephone	400	62	15.50
Advertising - Including Staff Recruitment	600	94	15.67
Trade Refuse Collection	1206	221	18.33
Training costs	800	164	20.50
Workwear	1050	268	25.52
Equipment	400	0	0.00
Audit Fee & Accounts Preparation	850	0	0.00
Bird/squirrel feeding station	400	0	0.00
Contingency	1500	0	0.00
Health and Safety	800	16	2.00
Computer equipment & subscriptions	1500	614	40.93
Web & internet Costs	870	98	11.26
Tree Work & Surveys	2500	0	0.00
Professional Fees	500	0	0.00
Signs Expense	400	0	0.00
Drainage (filling) work to fairway	1000	0	0.00
Contribution to future Hire Purchase	1600	0	0.00
Contribution to future Parks Van - Hire Purchase	4100	0	0.00
Wooden Footbridge Replacement	0	0	0.00
Climate Change costs	500	308	61.60
Sewage Pumps - Essential maintenance	2960	2960	100.00
Contribution to Building Fund	1000	0	0.00
TOTAL EXPENDITURE:	151312	35159	23.24

Income:	AGREED Budget for 22/23	Actual Income to 30.06.22	% of budget Income
Games - Licence to Occupy	154696	66879	43.23
Rent for Buildings - Café, Golf Hut & Toilets	22000	9857	44.80
Bank Interest	0	0	0.00
Donations & Money Spinner - General Fund	400	0	0.00
Building Fund interest	0	0	0.00
Bird/Squirrel Feed Station Donations	200	91	45.50
Hire of Park	550	893	0.00
Max Donations - General Fund	10000	35377	0.00
Gift Aid/Just Giving	50	104	0.00
TOTAL INCOME:	187896	113201	60.25

SURPLUS/deficit	36584	78042
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Max the Miracle Dog donations - GENERAL FUND	
Balance as at 31st March 2022	6485
Expenditure	3715 (-)
Transfer	0
Income	35377 (+)
Balance to date	38147

FITZ PARK

1st April 2022 - 31st March 2023

Budget Summary as at 30th June 2022

1st Quarter

Expenditure:	AGREED Budget for 22/23	Expenditure to 30.06.22	% of budget spent
Materials	2500	260	10.40
Games Equipment - Including CSA	200	193	96.50
Repairs - Paths, fences & walls	3000	0	0.00
Repairs - Buildings	2000	1230	61.50
Repairs - Greens and courts	2400	617	25.71
Repairs & Maintenance - children's play area	8500	1744	20.52
Repairs - Bridges (Wivell & Knights)	250	0	0.00
Trade refuse	2600	685	26.35
Plants, trees & shrubs	500	0	0.00
Fertiliser	1100	334	30.36
Electricity	1700	361	21.24
CSA Electricity	800	35	4.38
CSA Expenditure	1100	0	0.00
Water Rates	550	64	11.64
Wages (Management)	23715	5507	23.22
Wages, NI & SA (Snr Gardener & Gardener & Trainee Gardener)	84494	16941	20.05
Grass cutting - outside contract	6500	0	0.00
Admin and on costs	27121	6404	23.61
Insurance	7200	5978	83.03
Advertising & Staff Recruitment	700	94	13.43
Car Park - Management Fee & Maintenance	7400	2792	37.73
Audit fee & Accounts Preparation	850	0	0.00
Tools	900	294	32.67
Health and Safety	400	106	26.50
Sinking Fund	15000	0	0.00
Signs Expense	700	0	0.00
Tree Work	4000	0	0.00
Workwear	1050	594	56.57
Contingency	2500	0	0.00
Professional Fees	500	0	0.00
Maintenance	1800	784	43.56
BMX Track Expenditure	1000	0	0.00
Bank Charges	600	51	8.50
Collection Box Upgrade - Play Area	0	0	0.00
Training	700	0	0.00
Fuel	2800	697	24.89
Repairs - Machinery	1100	175	15.91
Hire purchase	0	0	0.00
Platinum Jubilee - Tree Planting	500	250	0.00
Outdoor Gym	150	0	0.00
Goodbox Charges	120	10	0.00
Climate Change costs	1000	643	0.00
Repairs - Parks Hire Damage	0	100	0.00
Total Expenditure:	220000	46943	21.34

Income:	AGREED Budget for 22/23	Income to 30.06.22	% of budget income
Licence Fee - Games & Catering	0	0	0.00
Crosthwaite Road Car Park	25000	9223	36.89
Wayleaves	33	33	100.00
Insurance Reimbursements	1400	1111	79.36
Hire of Fitz Park	1500	1100	73.33
Donations	200	50	25.00
Tennis Club - Licence Agreement	1250	1343	107.44
Football Club - Lease	1000	1000	100.00
Car Park Levy - Football Club	6500	0	0.00
CSA Electricity	500	0	0.00
Play Area Donations	400	150	37.50
Bank Interest & Loyalty Reward	100	10	10.00
Gift Aid/Just Giving	450	266	59.11
Allerdale Lottery	400	109	27.25
NEW - Licence Agreement - TBC	1000	0	0.00
Grant from Keswick Town Council*	160267	70134	43.76
Grant from Allerdale Borough Council*	20000	20000	100.00
<i>*(to cover deficit of £180,267)</i>			
Total Income:	220000	104529	47.51

NET SURPLUS/DEFICIT	0	57586
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**KESWICK PARKS TRUST REPORT
SEPTEMBER 2022**

Trust Funds Movement

At the Trust meeting in July and following approval of the Trust accounts it was resolved that a report be brought to the next meeting detailing suggested fund transfers.

These transfers would help 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

- General Fund – Free Reserves current balance - £70,274
- Development & Equipment Fund current balance - £23,974

Move £10,000 from the General Fund to the Development & Equipment Fund

Transfer 2

- General Fund – Free Reserves current balance - £70,274
- Building Fund current balance - £5,519

Move £10,000 from the General Fund to the Building Fund

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

Fitz Park – Transfers

The following annual transfers to the Sinking Fund will also be made:-

- Annual transfer of Crosthwaite Road Car Park profit - £26,594
- Agreed budget to top up Sinking Fund - £15,000
- Current Sinking Fund balance - £122,278 (£163,842 after transfer made)

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

Catherine Parker
Responsible Finance Officer (RFO)
1st September 2022