

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

Council Offices  
50 Main Street  
Keswick  
CA12 5JS

Email: [townclerk@keswicktowncouncil.gov.uk](mailto:townclerk@keswicktowncouncil.gov.uk)

6 July 2023

A meeting of the Charitable Trusts listed below will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick **Thursday 13<sup>th</sup> July 2023 at 7.00 pm.**

Yours sincerely



**Vivien Little**  
Trust Clerk

**HOPE PARK Registered Charity 503465**  
**FITZ PARK Registered Charity 520327**  
**TOWNSFIELD Registered Charity 520295**

**A G E N D A**

- 1. Apologies**  
To receive apologies for absence.
- 2. Minutes**  
To approve and authorise the Chairman to sign the Minutes of the meeting held on 25<sup>th</sup> May 2023 (pages 1-3).
- 3. Declarations of Interests**  
To receive any declarations of interests in respect of items on this agenda.
- 4. Trustee Reports and Accounts for the year ended 31<sup>st</sup> March 2023**  
To formally approve the Trustee Reports and Accounts for the year ended 31<sup>st</sup> March 2022 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 receive the report of the Parks Manager for July 2023.
- 7. Clerk's Report**  
To receive the Trust Clerk's report.
- 8. Townsfield merger with Fitz Park**  
To consider the report from the Financial Officer (enclosed).

- 9. Requests for use of Keswick Parks**  
To consider the report from the Trust Clerk.

**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.'*

- 10. Legal – Hospital Field**  
To receive an update from Councillor Harwood.
- 11. Developments at Fitz Park**  
To consider a report from Councillor Harwood (to follow).
- 12. Café HNW**  
To consider a report from the Trust Clerk (to follow).
- 13. Deed of Easement**  
To consider a report from the Trust Clerk.
- 14. Parks Report**  
To consider a report from the Parks Manager.
- 15. Clerk's Report**  
To consider a report from the Clerk.

To: All Councillors/Trustees  
Press

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

Minutes of the Annual Meeting of Fitz Park, Hope Park & Townsfield Charitable Trust held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick **Thursday 25<sup>th</sup> May 2023 at 7.00 pm.**

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Present:

Chair  
Councillor Jean Murray

Councillors		
Louise Dunn	Steve Harwood	Chris Houghton
Claire Houghton	Denstone Kemp	Sally Lansbury
Benita Laphorn	Tim Parsons	

Also presented were Vivien Little (Trust Clerk), Catherine Parker (Finance Officer), Christine Fawcett (Parks Manager) and three members of the public.

**1. Apologies**

Apologies for absence were received from Councillors Nelson, Paxon and Taylor.

**2. Election of Chair**

There being only one nomination it was **RESOLVED** that Councillor Murray be elected as Chair for the ensuing year.

**3. Election of Vice Chair**

There being only one nomination it was **RESOLVED** that Councillor Chris Houghton be elected as Vice Chair for the ensuing year

**4. Minutes**

**RESOLVED** that the Chair be authorised to sign the Minutes of the meeting held on 9<sup>th</sup> March 2023 (pages 15-16).

**5. Declarations of Interests**

No declarations of interest were made at this meeting.

**6. Attendance by Keswick PCSO**

PCSO Liam Forrester and PC Don McKenzie were in attendance at this meeting to discuss reports of vandalism within Fitz Park. PC McKenzie updated Trustees on his shift patters (6 days on, four days off) with a mix of early and late shifts so he will be able to be around more at times that are needed.

It was requested that any vandalism be reported to 101, as this is the best way of finding patterns, and seeing where support is needed.

**7. Chair's Report**

No report was submitted.

**8. Parks Manager's Report**

The Parks Manager's report was considered. The Parks Manager updated Trustees on work which would be taking place in Townsfield, which was hoped to be completed by the end of June, which included the big Ash tree by the gate being removed.

**RECEIVED** the report of the Parks Manager.

### 9. Clerk's Report

Consideration was given to the report of the Clerk. Trustees debated the letter from the Cricket Club, and how best to proceed. Concern was raised that during a cricket match, balls could be hit in any direction, not only at the play area.

**RESOLVED** that:

- i) The Clerk go back to the Cricket Club (Action – Clerk) and:
  - a) request a copy of their risk assessment;
  - b) request what mitigating actions the Cricket Club are taking;
  - c) request that the Cricket Club investigate funding opportunities, as this would be outside of the Trust budget; and
  - d) consult with the Trust insurers regarding this
- ii. that the Clerk respond to the Bowling Club request stating that this has not been budgeted for this year, and that it would be looked at again in November when budgets for 2024/25 are set (Action – Clerk);
- iii. Other contactless donation point providers be researched (Action – Councillor Claire Houghton and Clerk); and
- iv. The Clerk circulate potential dates for Trustee walk abouts in the park (Action – Clerk).

### 10. Budget Comparisons

**RECEIVED** budget comparisons for the fourth quarter.

### 11. Assets Register

**RESOLVED** to approve and adopt the updated Assets Registers for Hope and Fitz Parks.

### 12. Review of Hire Charges

To review charges of the parks.

**RESOLVED** that the charges for the parks remain as is for 2023/24.

### 13. Requests for use of the Parks

Consideration was given to requests for use of the Parks that had been received.

**RESOLVED** that:-

- i) Keswick Bowling Club to able to put up their banner advertising their open day;
- ii) Keswick Cricket Club be able to put up the parks local history banner for the summer period;
- iii) with regard to the proposal for the mountain bike training, the Clerk request information on the time scales, how many people are intended to be coached at any one time, and how much is being charged for coaching, with the final decision on use being delegated to the Trust Chair and Vice-Chair, Trust Clerk, Financial Officer and Parks Manager (Action – Clerk). It was further **RESOLVED** that the new path in Elizabeth's Wood could not be used ;
- iv) the Clerk contact Taylor's Funfair checking the opening hours, what rides they will be using and whether diesel generators are used, subject to final agreement Parks Manager. They would also have to abide by the single use plastic policy (Action – Clerk).

**Prior to the following business the Chair 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.'*

### 14. Developments at Fitz Park

**RECEIVED** a report from Councillor Harwood.

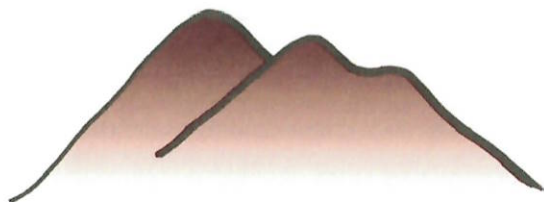
**RESOLVED** that Fitz Park Trust work with 2030 Architects to produce a design brief in order to make a decision regarding continuing with the project. (Action – Councillor Harwood).

The meeting closed at 8.50 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

**Hope Park Charitable Trust**  
**Report of the Directors and Trustees**  
**and Financial Statements for the year ended**  
**31 March 2023**



**Keswick**  
**ACCOUNTANTS**

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**Hope Park Charitable Trust**

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for the year ended  
31 March 2023**

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**Hope Park Charitable Trust**

**Charity Information  
for the year ended  
31 March 2023**

**DIRECTORS  
AND  
TRUSTEES:**

Cllr D S Burn  
Cllr A Daniels  
Cllr A B Dunn  
Cllr A B Dunn  
Cllr S Harwood  
Cllr S Lansbury  
Cllr A Lywood  
Cllr D Miller  
Cllr J Murray  
Cllr A G Paxon  
Cllr P C Tittley  
Cllr P Walter

**CHIEF EXECUTIVE OFFICER:**

Miss Vivien Little

**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 2023**

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2023.

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 D S Burn  
Cllr M Campbell-Savours  
Cllr A Daniels  
Cllr A B Dunn  
Cllr A L Dunn  
Cllr L Forsyth - resigned November 2022  
Cllr S Harwood  
Cllr S Lansbury  
Cllr A Lywood  
Cllr D Miller  
Cllr J Murray - appointed July 2022  
Cllr A G Paxon  
Cllr P Terry - deceased June 2022  
Cllr P C Titley  
Cllr P Walter - appointed December 2022

#### **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 2023**

#### **Review of the Development, Activities and Achievements of the Charity**

During the year the Trust carried on with its objectives of running and maintaining the park for the benefit of the people of Keswick. The running of the games and refreshment facilities were provided by a third party contractor.

#### **Finances**

During the year the Trust had net incoming resources of £65,435. When added to brought forward reserves of £715,565, the closing reserves were £781,000. Of this, £497,482 are fixed assets, including the value of the cafe and new staff accommodation and equipment. The year end revenue fund balance is £283,518 of which £92,141 are designated funds and £5,333 are restricted funds.

#### **Reserves Policy**

The Trust has £186,044 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. The total of unrestricted reserves is £683,526. Further reserves are held in the Building Fund and Development & Equipment Fund (designated funds) 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.

#### **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 2023

I report on the accounts for the Trust for the year ended 31 March 2023 which are set out on pages 5 - 13.

#### **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 2023

	Notes	31 March 2023			Total £	31 March 2022
		Restricted Funds £	Unrestricted Funds £	Designated Funds £		Total £
<b>INCOME</b>						
<b>Donations and legacies</b>						
Donations and gifts	3	-	327	41,418	41,745	16,808
Legacies receivable	4	-	-	1,384	1,384	3,027
Grants receivable	5	-	-	-	-	28,730
<b>Income from charitable activities</b>						
Primary Purpose Trading		-	-	-	-	-
<b>Other Trading Activities</b>						
	6	-	180,381	-	180,381	174,983
<b>Income from investments</b>						
	7	-	-	48	48	2
<b>Total income</b>		-	180,708	42,850	223,558	223,550
<b>EXPENDITURE</b>						
<b>Expenditure on charitable activities</b>	8	10,600	137,041	10,482	158,123	141,763
<b>Total expenditure</b>		10,600	137,041	10,482	158,123	141,763
<b>Net incoming / (outgoing) resources</b>		(10,600)	43,667	32,368	65,435	81,787
<b>Unrealised gain on revaluation of tangible fixed assets</b>		-	-	-	-	-
<b>Net movement in funds</b>		- 10,600	43,667	32,368	65,435	81,787
Total funds brought forward		15,933	659,775	39,857	715,565	633,778
Transfers between funds		-	(19,916)	19,916	-	-
<b>Total funds carried forward</b>	15	<u>5,333</u>	<u>683,526</u>	<u>92,141</u>	<u>781,000</u>	<u>715,565</u>
<b>Funds carried forward as follows:-</b>						
Revenue Funds		5,333	186,044	92,141	283,518	233,256
Fixed Asset Funds		-	497,482	-	497,482	482,309
		<u>5,333</u>	<u>683,526</u>	<u>92,141</u>	<u>781,000</u>	<u>715,565</u>

The notes form part of these financial statements

**Hope Park Charitable Trust**

**Statement of Financial Activities  
Comparative  
31 March 2022**

	<b>31 March 2022</b>			
	Restricted Funds	Unrestricted Funds	Designated Funds	Total
	£	£	£	£
<b>INCOME</b>				
<b>Donations and legacies</b>				
Donations and gifts	-	1,907	14,901	16,808
Legacies receivable	-	-	3,027	3,027
Grants receivable	28,730	-	-	28,730
<b>Income from charitable activities</b>				
Primary Purpose Trading	-	-	-	-
<b>Other Trading Activities</b>	-	174,983	-	174,983
<b>Income from investments</b>	-	-	2	2
<b>Total income</b>	<b>28,730</b>	<b>176,890</b>	<b>17,930</b>	<b>223,550</b>
<b>EXPENDITURE</b>				
<b>Expenditure on charitable activities</b>	12,797	125,273	3,693	141,763
<b>Total expenditure</b>	<b>12,797</b>	<b>125,273</b>	<b>3,693</b>	<b>141,763</b>
<b>Net incoming / (outgoing) resources</b>	<b>15,933</b>	<b>51,617</b>	<b>14,237</b>	<b>81,787</b>
Total funds brought forward	-	607,683	26,095	633,778
Transfers between funds	-	475	(475)	-
<b>Total funds carried forward</b>	<b>15,933</b>	<b>659,775</b>	<b>39,857</b>	<b>715,565</b>
<b>Funds carried forward as follows:-</b>				
<b>Revenue Funds</b>	<b>15,933</b>	<b>177,466</b>	<b>39,857</b>	<b>233,256</b>
<b>Fixed Asset Funds</b>		<b>482,309</b>		<b>482,309</b>
	<b>15,933</b>	<b>659,775</b>	<b>39,857</b>	<b>715,565</b>

The notes form part of these financial statements

## Hope Park Charitable Trust

### Balance Sheet as at 31 March 2023

	Notes	31 March 2023		31 March 2022	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	12		497,482		482,309
			<hr/>		<hr/>
			497,482		482,309
<b>Current Assets</b>					
Debtors	13		67		301
Cash at bank and in hand			316,168		269,566
			<hr/>		<hr/>
			316,235		269,867
<b>Creditors: amounts falling due within one year</b>					
Creditors and accruals	14		32,717		36,611
			<hr/>		<hr/>
<b>Net Current Assets</b>			283,518		233,256
			<hr/>		<hr/>
<b>Total Assets less Current Liabilities</b>			781,000		715,565
			<hr/>		<hr/>
<b>NET ASSETS</b>			781,000		715,565
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds</b>					
Restricted funds	15		5,333		15,933
Unrestricted funds			683,526		659,775
Designated funds			92,141		39,857
			<hr/>		<hr/>
	16		781,000		715,565
			<hr/> <hr/>		<hr/> <hr/>

As Approved on: \_\_\_\_\_

By:

## Hope Park Charitable Trust

### Notes to the Financial Statements for the year ended 31 March 2023

#### 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:

	2023	2022
	£	£
Payment for preparation of accounts	575	550
Payment for Independent Examination	300	300
	<u>875</u>	<u>850</u>

Hope Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2023

	31 March 2023				31 March 2022
	Restricted £	Unrestricted £	Designated £	Total £	
<b>3 Donations and gifts</b>					
Donations	-	327	41,418	41,745	16,808
	-	327	41,418	41,745	16,808
<b>4 Legacies receivable</b>					
Memorial Seats	-	-	1,384	1,384	3,027
	-	-	1,384	1,384	3,027
<b>5 Grants receivable</b>					
Cumbria County Council	-	-	-	-	28,730
	-	-	-	-	28,730
<b>6 Other trading activities</b>					
License fee and rent	-	179,050	-	179,050	172,337
Squirrel / bird feeding station income	-	362	-	362	379
Sale of assets / scrap	-	68	-	68	83
Hire of park	-	901	-	901	899
Invoice reimbursements	-	-	-	-	1,285
	-	180,381	-	180,381	174,983
<b>7 Investment income</b>					
Bank interest received	-	-	48	48	2
	-	-	48	48	2
<b>8 Charitable activities</b>					
Staff costs and uniforms	-	67,844	-	67,844	60,711
KTC recharge of admin costs (see note 9)	-	26,685	-	26,685	26,098
Health and safety costs	-	680	-	680	133
Telephone	-	288	-	288	335
Advertising and PR	-	333	-	333	-
Web, internet and computer	-	917	-	917	911
Golf equipment and tools	-	1,045	-	1,045	443
Motor vehicle expenses	-	2,471	-	2,471	2,491
Contingency	-	1,500	-	1,500	600
Water rates and trade refuse	-	1,140	-	1,140	1,459
Insurance	-	3,312	-	3,312	3,608
Repairs and maintenance	-	14,683	1,000	15,683	11,994
Climate change costs	-	429	-	429	99
Light and heat	-	826	-	826	1,067
Plant production, trees and bird feed	-	5,993	-	5,993	4,594
Memorial seats and plaques	-	-	100	100	77
Materials	-	1,523	-	1,523	1,060
Max statue expenditure	-	-	9,382	9,382	3,616
Woodland walk expenditure	10,600	-	-	10,600	12,797
Signs expense	-	350	-	350	347
Interest and charges	-	-	-	-	531
<i>Depreciation</i>					
Plant and machinery	-	3,107	-	3,107	3,659
Fixtures and Fittings	-	1,406	-	1,406	1,562
Motor Vehicles	-	6,988	-	6,988	2,620
Office Equipment	-	222	-	222	91
Loss / (Profit) on disposal of fixed assets	-	(5,626)	-	(5,626)	10
Independent Examiners Fee	-	875	-	875	850
Professional fees	-	50	-	50	-
	10,600	137,041	10,482	158,123	141,763



**Hope Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2023**

**9 Breakdown of Keswick Town Council Recharges**

	31 March 2023	31 March 2022
	£	£
Salaries, National insurance and Pension	21,698	21,412
Pension to Former Employee	219	283
Staff Expenses	36	-
Staff Recruitment Costs		-
Payroll Outsource Costs	63	62
Rent	1,414	1,420
Building Service Costs	1,374	1,053
Insurance	172	173
Repairs	3	18
Subscriptions	188	174
Stationery and Printing	174	172
Postage	86	63
Photocopier Lease and Charges	341	345
Computer Maintenance	504	436
Website and Internet Costs	122	120
Telephone	91	98
Health and Safety	6	10
Office Equipment and Fittings	40	57
Council Chamber Expenditure	6	99
Conferences / Training	148	103
	<u>26,685</u>	<u>26,098</u>

**10 Employee Remuneration**

Staff costs and uniforms

	31 March 2023	31 March 2022
Gross salaries	66,093	58,975
Other staff and recruitment costs	267	358
Training and workwear	1,484	1,378
	<u>67,844</u>	<u>60,711</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 2023	31 March 2022
	No.	No.
<b>Staff numbers</b>		
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 2023**

**12 Tangible Fixed Assets**

	Land and Buildings £	Plant and Machinery £	Fixtures and Fittings £	Motor Vehicles £	Total £
<b>COST</b>					
At 1 April 2022	450,589	48,766	28,539	39,450	567,344
Additions	-	3,485	784	27,000	31,269
Disposals	-	7,010	-	(15,850)	(22,860)
At 31 March 2023	<u>450,589</u>	<u>45,241</u>	<u>29,323</u>	<u>50,600</u>	<u>575,753</u>
<b>DEPRECIATION</b>					
At 1 April 2022	-	33,772	22,291	28,972	85,035
Charge for year	-	3,328	1,406	6,988	11,722
Eliminated on disposals	-	5,172	-	(13,314)	(18,486)
At 31 March 2023	<u>-</u>	<u>31,928</u>	<u>23,697</u>	<u>22,646</u>	<u>78,271</u>
<b>NET BOOK VALUE</b>					
At 31 March 2023	<u>450,589</u>	<u>13,313</u>	<u>5,626</u>	<u>27,954</u>	<u>497,482</u>
At 31 March 2022	<u>450,589</u>	<u>14,994</u>	<u>6,248</u>	<u>10,478</u>	<u>482,309</u>

<b>13 Debtors</b>	31 March 2023 £	31 March 2022 £
Other debtors	67	301
Prepayments	-	-
	<u>67</u>	<u>301</u>

<b>14 Creditors: amounts falling due within one year</b>	31 March 2023 £	31 March 2022 £
Trade creditors	1,562	2,486
HP Liability	-	-
Other taxation & social security	50	2
Accruals	1,473	5,004
Owed to KTC	29,632	29,119
	<u>32,717</u>	<u>36,611</u>

**Hope Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2023**

**15 Funds**

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
<b>Restricted Funds</b>					
CCC Woodland Walk	15,933	-	(10,600)	-	5,333
	<u>15,933</u>	<u>-</u>	<u>(10,600)</u>	<u>-</u>	<u>5,333</u>

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
<b>Designated Funds</b>					
Building Fund	5,519	-	1,000	11,000	15,519
Equipment and Development Fund	23,974	48	-	9,700	33,722
Memorial Seats and Trees	3,879	1,384	(100)	(784)	4,379
Max Statue Fund	6,485	41,418	(9,382)	0	38,521
	<u>39,857</u>	<u>42,850</u>	<u>(10,482)</u>	<u>19,916</u>	<u>92,141</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.

**Funds Comparative Year Ended 31 March 2022**

	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2022 £
<b>Restricted Funds</b>					
CCC Woodland Walk	-	28,730	(12,797)	-	15,933
	<u>-</u>	<u>28,730</u>	<u>(12,797)</u>	<u>-</u>	<u>15,933</u>

	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2022 £
<b>Designated Funds</b>					
Building Fund	4,519	-	-	1,000	5,519
Equipment and Development Fund	17,172	2	-	6,800	23,974
Memorial Seats and Trees	4,404	3,027	(77)	(3,475)	3,879
Max Statue Fund	-	14,901	(3,616)	(4,800)	6,485
	<u>26,095</u>	<u>17,930</u>	<u>(3,693)</u>	<u>(475)</u>	<u>39,857</u>

## Hope Park Charitable Trust

### Notes to the Financial Statements for the year ended 31 March 2023

#### 16 Net Assets by fund

	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	497,482	-	497,482
Current assets	5,333	218,761	92,141	316,235
Creditors: amounts falling due within one year	-	(32,717)	-	(32,717)
<b>Total net assets</b>	<b>5,333</b>	<b>683,526</b>	<b>92,141</b>	<b>781,000</b>

#### Net Assets by fund Comparative Year Ended 31 March 2022

	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	482,309	-	482,309
Current assets	15,933	214,077	39,857	269,867
Creditors: amounts falling due within one year	-	(36,611)	-	- 36,611
<b>Total net assets</b>	<b>15,933</b>	<b>659,775</b>	<b>39,857</b>	<b>715,565</b>

**Fitz Park Charitable Trust**  
**Report of the Directors and Trustees**  
**and Financial Statements for the year ended**  
**31 March 2023**



**Keswick**  
**ACCOUNTANTS**

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**Fitz Park Charitable Trust**

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for the year ended  
31 March 2023**

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**Fitz Park Charitable Trust**

**Charity Information  
for the year ended  
31 March 2023**

**DIRECTORS  
AND  
TRUSTEES:**

Cllr D S Burn  
Cllr A Daniels  
Cllr A B Dunn  
Cllr A B Dunn  
Cllr S Harwood  
Cllr S Lansbury  
Cllr A Lywood  
Cllr D Miller  
Cllr J Murray  
Cllr A G Paxon  
Cllr P C Titley  
Cllr P Walter

**CHIEF EXECUTIVE OFFICER:**

Miss Vivien Little

**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 2023**

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2022.

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 D S Burn  
Cllr M Campbell-Savours  
Cllr A Daniels  
Cllr A B Dunn  
Cllr A L Dunn  
Cllr L Forsyth - resigned November 2022  
Cllr S Harwood  
Cllr S Lansbury  
Cllr A Lywood  
Cllr D Miller  
Cllr J Murray - appointed July 2022  
Cllr A G Paxon  
Cllr P Terry - deceased June 2022  
Cllr P C Titley  
Cllr P Walter - appointed December 2022

#### **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 2023**

#### **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 £43,108. When added to brought forward reserves of £615,104 the closing reserves were £658,212. Of this, £459,006 are fixed assets and £199,206 revenue funds. Of the Revenue funds £23,837 relate to restricted funds or projects, £152,972 is the Sinking Fund which has been set aside as a designated fund, and the unrestricted revenue reserves are £22,397

#### **Reserves Policy**

The Trust has unrestricted revenue reserves of £22,397. Ideally the level of reserves would represent 6 months of the previous year's running costs which is in the region of £75,000. However the Trust does not hold this level of general reserves, as a grant is given to the Trust by Keswick Town Council via the precept from Allerdale Borough Council. The grant covers Fitz Parks running costs deficit and when risk assessed the likelihood of this not continuing is very low.

Further reserves are held in the Sinking 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.

The total of unrestricted reserves is £481,403 and designated sinking fund is £152,972.

#### **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 2023**

I report on the accounts for the Trust for the year ended 31 March 2023 which are set out on pages 5 - 14.

#### **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 2023**

	Notes	31 March 2023			Total £	31 March 2022
		Restricted £	Unrestricted £	Designated Funds £		Total £
<b>INCOME</b>						
<b>Donations and legacies</b>						
Donations and gifts	3	2,759	4,258	-	7,017	9,183
Legacies receivable	4	3,507	-	-	3,507	1,715
Grants receivable	5	1,000	180,267	-	181,267	163,218
<b>Income from charitable activities</b>						
<b>Other Trading Activities</b>	6	-	65,540	-	65,540	56,466
<b>Income from investments</b>		-	101	341	442	118
<b>Total income</b>		<b>7,266</b>	<b>250,166</b>	<b>341</b>	<b>257,773</b>	<b>230,700</b>
<b>EXPENDITURE</b>						
<b>Expenditure on charitable activities</b>	7	3,865	210,800	-	214,665	206,870
<b>Total expenditure</b>		<b>3,865</b>	<b>210,800</b>	<b>-</b>	<b>214,665</b>	<b>206,870</b>
<b>Net incoming / (outgoing) resources</b>		<b>3,401</b>	<b>39,366</b>	<b>341</b>	<b>43,108</b>	<b>23,830</b>
Total funds brought forward		23,210	469,627	122,267	615,104	591,274
Transfers between funds		(2,774)	(27,590)	30,364	-	-
<b>Total funds carried forward</b>	15	<b>23,837</b>	<b>481,403</b>	<b>152,972</b>	<b>658,212</b>	<b>615,104</b>
<b>Funds carried forward as follows:-</b>						
Revenue Funds		23,837	22,397	152,972	199,206	162,831
Fixed Asset Funds		-	459,006	-	459,006	452,273
		<b>23,837</b>	<b>481,403</b>	<b>152,972</b>	<b>658,212</b>	<b>615,104</b>

The notes form part of these financial statements

**Fitz Park Charitable Trust**

**Statement of Financial Activities  
Comparative  
31 March 2022**

	<b>31 March 2022</b>			
	Restricted £	Unrestricted £	Designated Funds £	Total £
<b>INCOME</b>				
<b>Donations and legacies</b>				
Donations and gifts	589	8,594	-	9,183
Legacies receivable	1,715	-	-	1,715
Grants receivable	3,290	159,928	-	163,218
<b>Income from charitable activities</b>				
<b>Other Trading Activities</b>	-	56,466	-	56,466
<b>Income from investments</b>	-	107	11	118
<b>Total income</b>	<b>5,594</b>	<b>225,095</b>	<b>11</b>	<b>230,700</b>
<b>EXPENDITURE</b>				
<b>Expenditure on charitable activities</b>	5,052	201,818	-	206,870
<b>Total expenditure</b>	<b>5,052</b>	<b>201,818</b>	<b>-</b>	<b>206,870</b>
<b>Net incoming / (outgoing) resources</b>	<b>542</b>	<b>23,277</b>	<b>11</b>	<b>23,830</b>
Total funds brought forward	24,318	452,979	113,977	591,274
Transfers between funds	(1,650)	(6,629)	8,279	-
<b>Total funds carried forward</b>	<b>23,210</b>	<b>469,627</b>	<b>122,267</b>	<b>615,104</b>
<b>Funds carried forward as follows:-</b>				
Revenue Funds	23,210	17,354	122,267	162,831
Fixed Asset Funds	-	452,273	-	452,273
	<b>23,210</b>	<b>469,627</b>	<b>122,267</b>	<b>615,104</b>

**Fitz Park Charitable Trust**

**Balance Sheet  
as at  
31 March 2023**

	Notes	31 March 2023		31 March 2022	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	11		459,006		452,273
			<hr/>		<hr/>
			459,006		452,273
<b>Current Assets</b>					
Debtors	12	26,737		27,019	
Cash at bank and in hand		188,754		148,224	
		<hr/>		<hr/>	
		215,491		175,243	
<b>Creditors: amounts falling due within one year</b>					
Creditors and accruals	13	16,285		12,412	
		<hr/>		<hr/>	
<b>Net Current Assets</b>			199,206		162,831
			<hr/>		<hr/>
<b>NET ASSETS</b>			658,212		615,104
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds</b>					
Restricted funds	14	23,837		23,210	
Unrestricted funds		481,403		469,627	
Designated funds		152,972		122,267	
		<hr/>		<hr/>	
	15		658,212		615,104
			<hr/> <hr/>		<hr/> <hr/>

As Approved on: \_\_\_\_\_

By:

**Fitz Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2023**

**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:

	2023	2022
	£	£
Payment for preparation of accounts	575	550
Payment for Independent Examination	300	300
	<u>875</u>	<u>850</u>

**Fitz Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2023**

	31 March 2023				31 March 2022
	Restricted £	Unrestricted £	Designated £	Total £	
<b>3 Donations and gifts</b>					
Play Area Appeal Donations	-	403	-	403	498
Sundry Donations	-	928	-	928	8,181
Just Giving Donations	-	2,927	-	2,927	-
Tree Fund Donation	-	-	-	-	504
Pups Shelter Donations	2,759	-	-	2,759	-
	<u>2,759</u>	<u>4,258</u>	<u>-</u>	<u>7,017</u>	<u>9,183</u>
<b>4 Legacies receivable</b>					
Memorial Trees & Benches	3,507	-	-	3,507	1,715
Legacies	-	-	-	-	-
	<u>3,507</u>	<u>-</u>	<u>-</u>	<u>3,507</u>	<u>1,715</u>
<b>5 Grants receivable</b>					
Keswick Town Council	-	180,267	-	180,267	159,928
Cumbria County Council	1,000	-	-	1,000	-
Insurance Proceeds	-	-	-	-	3,290
	<u>1,000</u>	<u>180,267</u>	<u>-</u>	<u>181,267</u>	<u>163,218</u>
<b>6 Other trading activities</b>					
Temporary letting & licensing	-	-	-	-	-
Allerdale Borough Council Lottery	-	759	-	759	738
CSA Income	-	-	-	-	373
Car Park Income	-	44,325	-	44,325	44,799
Football Club Car Park Contribution	-	11,974	-	11,974	6,759
Football Club Rent	-	1,000	-	1,000	1,000
Interim Lease Clubhouse and Courts	-	1,343	-	1,343	1,250
Wayleave	-	33	-	33	33
Lease - Games and Catering	-	4,010	-	4,010	-
Hire of Fitz Park	-	2,096	-	2,096	1,514
	<u>-</u>	<u>65,540</u>	<u>-</u>	<u>65,540</u>	<u>56,466</u>

Fitz Park Charitable Trust

Notes to the Financial Statements  
for the year ended  
31 March 2023

	31 March 2023			Total £	31 March 2022 £
	Restricted £	Unrestricted £	Designated £		
<b>7 Charitable activities</b>					
Staff costs and uniforms	-	106,559	-	106,559	105,603
KTC recharge of admin costs <b>Note 8</b>	-	26,685	-	26,685	26,098
Health and safety costs	-	350	-	350	287
Advertising and PR	-	333	-	333	448
Contingency	-	2,501	-	2,501	1,688
Water rates, trade refuse and electricity	-	6,677	-	6,677	4,066
Insurance	-	7,200	-	7,200	6,406
Repairs and renewals	-	21,497	-	21,497	14,347
Climate change costs	-	743	-	743	498
Fitz flood expenditure	-	564	-	564	336
Plants, trees and fertilizer	197	1,573	-	1,770	1,392
Insurance claim expenditure	-	-	-	-	2,950
Jubilee tree	-	500	-	500	-
Projects funded by donations	-	2,050	-	2,050	-
Tree work and grass cutting	-	8,632	-	8,632	10,037
Sensory garden expenditure	-	-	-	-	230
Community gym expenditure	110	-	-	110	-
CSA Expenditure	-	1,245	-	1,245	544
Memorial seats and plaques	-	-	-	-	448
Materials and tools	-	2,745	-	2,745	2,016
Games equipment	-	193	-	193	-
Good box expenditure	-	10	-	10	230
Car park expenses	-	10,368	-	10,368	18,205
CCC Bike rack	676	-	-	676	-
Sinking fund expenditure	-	-	-	-	233
Signage Expenditure	-	700	-	700	233
Tree carving expenditure	37	-	-	37	583
Resilience expenditure	2,845	-	-	2,845	198
Recharges from Hope Park Trust	-	-	-	-	1,285
BMX track expenses	-	689	-	689	195
Interest and charges	-	433	-	433	442
<b>Depreciation</b>					
Play Area and Equipment	-	1,712	-	1,712	2,140
Outdoor Gym	-	2,048	-	2,048	2,560
Trust Plant and Machinery	-	4,418	-	4,418	1,795
(Profit) / Loss on Disposal of Fixed Asset	-	(1,000)	-	(1,000)	-
Independent Examiners Fee	-	875	-	875	850
Legal fees	-	-	-	-	760
Professional Fees	-	500	-	500	-
	<u>3,865</u>	<u>210,800</u>	<u>-</u>	<u>214,665</u>	<u>207,103</u>



**Fitz Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2023**

**8 Breakdown of Keswick Town Council Recharges**

	31 March 2023	31 March 2022
	£	£
Salaries, National insurance and Pension	21,698	21,412
Pension to Former Employee	219	283
Staff Expenses	36	-
Staff Recruitment Costs		-
Payroll Outsource Costs	63	62
Rent	1,414	1,420
Building Service Costs	1,374	1,053
Insurance	172	173
Repairs - Decorating	3	18
Subscriptions	188	174
Stationery and Printing	174	172
Postage	86	63
Photocopier Lease and Charges	341	345
Computer Maintenance	504	436
Website and Internet Costs	122	120
Telephone	91	98
Health and Safety	6	10
Office Equipment and Fittings	40	57
Council Chamber Expenditure	6	99
Conferences / Training	148	103
	<u>26,685</u>	<u>26,098</u>

**9 Employee Remuneration**

Staff costs and uniforms

	31 March 2023	31 March 2022
Gross salaries	104,967	104,187
Other staff costs and expenses	1,592	1,416
	<u>106,559</u>	<u>105,603</u>

No employee earned £60,000 or more.

No.

No.

**Staff numbers**

Gardeners and groundsmen	2.20	2.20
Administration	0.40	0.40
	<u>2.60</u>	<u>2.60</u>

## Fitz Park Charitable Trust

### Notes to the Financial Statements for the year ended 31 March 2023

#### 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.

#### 11 Tangible Fixed Assets

	Land and Buildings £	Play Equipment and Outdoor £	Community Sports Area £	Trust Plant and Machinery £	Car Park £	Total £
<b>COST</b>						
At 1 April 2022	190,285	180,459	136,213	45,723	99,797	652,477
Additions	-	-	-	14,911	-	14,911
Disposals	-	-	-	-	-	-
At 31 March 2023	190,285	180,459	136,213	60,634	99,797	667,388
<b>DEPRECIATION</b>						
At 1 April 2022	-	161,661	-	38,543	-	200,204
Charge for year	-	3,760	-	4,418	-	8,178
Eliminated on disposal	-	-	-	-	-	-
At 31 March 2023	-	165,421	-	42,961	-	208,382
<b>NET BOOK VALUE</b>						
At 31 March 2023	190,285	15,038	136,213	17,673	99,797	459,006
At 31 March 2022	190,285	18,798	136,213	7,180	99,797	452,273

#### 12 Debtors

	31 March 2023 £	31 March 2022 £
Trade debtors	1,162	1,050
Owed by KTC	25,575	25,969
VAT recoverable	-	-
	<u>26,737</u>	<u>27,019</u>

#### 13 Creditors: amounts falling due within one year

	31 March 2023 £	31 March 2022 £
Trade creditors	3,836	5,657
Owed to Hope Park	67	302
Other taxation & social security	-	70
Accruals	12,382	6,383
	<u>16,285</u>	<u>12,412</u>

**Fitz Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2023**

**14 Funds**

	At 1 April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2023 £
<b>Projects &amp; Restricted funds</b>					
Memorial Seats and Trees	2,100	3,507	-	(1,605)	4,002
Tree Carving	478	-	(37)	-	441
BMX Track	652	-	-	-	652
Sensory Garden	1,834	-	-	-	1,834
Flood Recovery	3,929	-	-	(564)	3,365
Insurance Settlements	340	-	-	(340)	-
Resilience Fund	10,394	-	(2,845)	-	7,549
Tree Donation	197	-	(197)	-	-
Outdoor Gym	3,286	-	(110)	(265)	2,911
CCC Bike Rack Fund	-	1,000	(676)	-	324
Pups Shelter Fund	-	2,759	-	-	2,759
	<u>23,210</u>	<u>7,266</u>	<u>(3,865)</u>	<u>(2,774)</u>	<u>23,837</u>
DESIGNATED Sinking Fund	<u>122,267</u>	<u>341</u>	<u>-</u>	<u>30,364</u>	<u>152,972</u>
	<u>122,267</u>	<u>341</u>	<u>-</u>	<u>30,364</u>	<u>152,972</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.

**Funds Comparative Year Ende 31 March 2022**

	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2022 £
<b>Projects &amp; Restricted funds</b>					
Memorial Seats and Trees	2,483	1,715	(448)	(1,650)	2,100
Tree Carving	1,061	-	(583)	-	478
BMX Track	652	-	-	-	652
Sensory Garden	2,064	-	(230)	-	1,834
Flood Recovery	4,180	85	(336)	-	3,929
Insurance Settlements	-	3,290	(2,950)	-	340
Resilience Fund	10,592	-	(198)	-	10,394
Tree Donation	-	504	(307)	-	197
Outdoor Gym	3,286	-	-	-	3,286
	<u>24,318</u>	<u>5,594</u>	<u>(5,052)</u>	<u>(1,650)</u>	<u>23,210</u>
DESIGNATED Sinking Fund	<u>113,977</u>	<u>11</u>	<u>-</u>	<u>8,279</u>	<u>122,267</u>
	<u>113,977</u>	<u>11</u>	<u>-</u>	<u>8,279</u>	<u>122,267</u>

**Fitz Park Charitable Trust**

**Notes to the Financial Statements  
for the year ended  
31 March 2023**

**15 Net Assets by fund**

	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	459,006	-	459,006
Current assets	23,837	38,682	152,972	215,491
Creditors: amounts falling due within one year	-	(16,285)	-	(16,285)
<b>Total net assets</b>	<b>23,837</b>	<b>481,403</b>	<b>152,972</b>	<b>658,212</b>

**Net Assets by fund Comparative Year Ended 31 March 2022**

	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	452,273	-	452,273
Current assets	23,210	29,766	122,267	175,243
Creditors: amounts falling due within one year	-	(12,412)	-	(12,412)
<b>Total net assets</b>	<b>23,210</b>	<b>469,627</b>	<b>122,267</b>	<b>615,104</b>

# **THE TOWNSFIELD CHARITABLE TRUST**

REGISTERED CHARITY NO 520295  
SCHEME DATED 28<sup>TH</sup> JULY 1922

## **REPORT AND ACCOUNTS YEAR ENDED 31<sup>ST</sup> MARCH 2023**

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

**THE TOWNSFIELD CHARITABLE TRUST**  
**Registered Charity No 520295**  
**Scheme Date 28<sup>th</sup> July 1922**

**Annual Report and Accounts Contents:**

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**Trust Details:**

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

## **THE TOWNSFIELD CHARITABLE TRUST**

### **The report of the Trustee for the year ended 31 March 2023.**

The Trustee presents its annual report and accounts for the year ended 31 March 2023.

### **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:

Louise Dunn

Steve Harwood

Chris Houghton

Claire Houghton

Denstone Kemp

Sally Lansbury

Benita Laphorn

Jean Murray

Rob Nelson

Tim Parsons

Adam Paxon

Lorraine Taylor

### **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 2022/2023 were grass cutting, hedge trimming and tree work which were undertaken to maintain the area for recreation and leisure use.

## **Public Benefit Statement**

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

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

## **Achievements and Performance**

The expenditure of £800 incurred throughout the year was spent on grass cutting, tree work and wages and has been met by means of a grant from Keswick Town Council. Other income was received via dividend interest of £13.

The traditional Ram Fayre took place on the 18<sup>th</sup> May 2023.

A bench was gifted to Townsfield by the Allerdale Local Area Committee prior to local government reorganisation.

## **Financial Review**

The Trust has no free reserves.

A surplus of £13 was made.

**This report was approved by the board of the Trust on 13<sup>th</sup> July 2023.**

**Councillor Jean Murray**  
**Trust Chairman**



**KESWICK TOWN COUNCIL**  
**THE TOWNSFIELD - REGISTERED CHARITY NO 520295**  
**Income and Expenditure Account**  
**For the year ended 31st March 2023**

<b>2021/2022</b>		<b>2022/2023</b>
	<b>REVENUE ACCOUNT</b>	
<b>£</b>	<b>INCOME</b>	<b>£</b>
800	Grant from Keswick Town Council - Wages	800
350	Grant from Keswick Town Council - Tree Work	0
13	Dividend Received	13
0	Wall Repair Income	0
0	Bank Interest	0
<b>1163</b>	<b>TOTAL INCOME</b>	<b>813</b>
	<b>EXPENDITURE</b>	
800	Wages	800
350	Tree Work	0
0	Repairs to Wall	0
<b>1150</b>	<b>TOTAL EXPENDITURE</b>	<b>800</b>
<b>13</b>	<b>SURPLUS / DEFICIT</b>	<b>13</b>

**THE TOWNSFIELD CHARITY - 520295**  
**YEAR ENDED 31st MARCH 2023**

<b>2021/2022</b>	<b>*INVESTMENT AT COST</b>	<b>2022/2023</b>
<b>£</b>		<b>£</b>
20	Common Investment Fund (0004032627)	20
193	Common Investment Fund (0004032628)	193
<b>213</b>		<b>213</b>

\* Bid Value at 31st March 2023 - £315

The weather over the last two months has been cold late spring and then warm, sunny and very dry towards the middle of June. Rainfall in the later part of June providing us with some welcome rain to the parched plants.

Thanks must go to the parks staff for their hard work and commitment and also to the three ladies from the office for their energy and support.

**Hope Park**

The summer bedding has all been planted out and is growing nicely to provide a colourful display that includes cosmos, salvia, and impatiens. Daily watering of the floral provision has been carried out in the prolonged dry spell. In the high of the dry spell 5000 litres of water was being used per day to cover the floral provision and the 9 greens on the pitch and putt. The 5-week



dry spell nearly took us down to the low water mark in Derwent Water last seen in 2018.

Half term week was very busy within both parks and trade waste collections had to be increased to accommodate the volume of litter.

The pitch and putt is looking well given all the play it is experiencing and all of the putting greens have been treated with liquid iron. An application of summer fertilizer has been applied in June and a further application will be given in July to withstand the footfall and aid recovery.

The fairway by the seventh green has been chain harrowed to remove moss and improve drainage. With the dry weather ground conditions are allowing this area to be cut on a weekly basis.



An additional wildflower bed has been created and sown between the 1<sup>st</sup> and 3<sup>rd</sup> tee and is now full of poppies and cornflowers.

The woodland area is looking good with its own carpet of flora and fauna, although more ash trees are showing signs of ash die back. These trees are being monitored.

## Townsville

The grass is now being cut twice per month, and the footpath has been strimmed. The ash tree at the main entrance has been felled to allow the wall to be moved back and create a new entrance for both pedestrians and vehicles.

## Lower Fitz Park



A stretch of footpath has been resurfaced from Café West to the end of the CSA. 14 tons of tarmac was laid by hand on a very warm day in June and another load is required to finish the path to Silver Bridge. This will be carried out when a contractor is available to supply the tarmac and machinery to carry out the work.

Two pieces of the outdoor gym are awaiting an engineer from Streetscape to fix them after metal work failed.

A water leak near to Station Road has been reported to United Utilities and has been repaired.



## Upper Fitz Park

Public games are now in operation and open every day through Café HNW. The tennis club is using the courts for both club matches and junior training sessions and play on the grass courts is popular. Summer feed has been applied after the dry spell and verti-cutting is being done to remove thatch.



The grass will recover on the courts for this season but will take a while. No water was applied to the courts during the dry spell as there is not enough water pressure to run a sprinkler system to both the courts and the bowling green.

The tulip tree has been stunning this year with beautiful flowers being displayed throughout late June.

*Liriodendron tulipifera* is a deciduous tree with attractive green lobed leaves and orange tulip shaped flowers. Hence its common name Tulip tree.



As with Hope Park half term was

extremely busy with tourists and visitors, twelve 1100 trade waste bins were collected over this period between both parks. Litter bins are emptied everyday including weekends, and twice daily when visitor numbers peak. £2,600.00 has been budgeted in Fitz Park for this disposal, however there might be an overspend on this figure if the summer holidays are as busy as Easter and Whit weeks holidays were.

Shrubs are being pruned and shaped and beds weeded on a regular basis to keep the park looking tidy, we await Cumbria in Bloom judging in the coming weeks.



Four more memorial benches have been installed in the parks and thanks must go to Ania in the office for all her hard work in organizing this with the clients.

KESWICK PARKS CHARITABLE TRUSTS  
13 JULY 2023

**CLERK'S REPORT**

**Vandalism in Fitz Park**

As you may know, anti-social behaviour and vandalism has continued in Fitz Park, with the Midsummer Festival weekend being particularly bad. A number of straw bales brought in for the event were taken apart, and the toilets hired for the events were knocked over both on Saturday and Sunday night.

The events both went well regardless, however it was a disappointment which took away from the day.

I have spoken to PCSO Forrester, and he has confirmed that the reports I made were added to the intelligence they have on the area, and that they would continue to monitor Fitz Park. Trustees are asked to consider what, if anything, they would like to do to improve security in the area, bearing in mind current budgets are set for 2023/24.

**Cover for play area**

The Parks Manager was approached by a resident of Keswick whose grandchildren used the play area, but was concerned that there was no shade that could be used to provide shade for children when it is hot.

The Parks Manager has done some research, and found this which could be suitable.



Dimensions are 155 x 133 x 158cm.

This is reasonable at a cost of £934.00, and is made from recycled plastic, which fits in with the benches in the park. While we cannot fund it ourselves, I am happy to reach out to Cumberland Council and see if there are any grants we can apply for to purchase it, or we can potentially fund raise for it. Another option is to seek a sponsor for this. It comes with a 25 year guarantee, so we consider it Trustees are asked to consider how best to proceed with this.

### Cricket Club benches

The Cricket Club have recently put picnic benches on either side of the pavilion. One of the areas is within their lease area, but on the other side of the pavilion, it is outwith their lease area, therefore requires permission.

One of the concerns raised by Christine was that our grass cutting contractors would have issues in being able to complete their work in the parks. The Cricket Club have assured us that as long as they know when the contractors will be working, they will ensure the benches are moved in order for the grass to be cut, or else they will do the work themselves in making sure the area isn't overgrown.

Trustees are asked if they are happy for these benches to remain in place.

Vivien Little

5 July 2023

**KESWICK PARKS CHARITABLE TRUSTS MEETING  
13<sup>TH</sup> JULY 2023**

**Merging of Charities – Townsfield and Fitz Park**

In November 2020 a report was presented to the Trust meeting regarding merging Fitz Park and Townsfield – *see copy attached*

RESOLUTION – That Townsfield Trust be merged with Fitz Park.

A further update was given at the March 2021 Trust meeting which included the costs involved with completing a merger – (copy available at the meeting)

RESOLUTION – That no further action be taken at this time.

Following a meeting with our accountant another report was presented to the March 2023 Trust meeting – *see copy attached*.

RESOLUTION – That Townsfield be kept as a charity and that the option of merging with Fitz Park Trust be looked into once again.

I contacted Wellers Law Group, who supplied us with costings in March 2021, asking if they could send us an updated quotation to gain permission from the Charity Commission, writing a new constitution and fees for the land transfer. The cost for this has been estimated between £2,325 and £2,600 (*for info in 2021 this figure was between £1,750 and £2,000*).

Trustees are asked if they wish to merge the charities, this would include internal work to close both the Townsfield bank account and investment account – all monies to be transferred to Fitz Park. The merger could be funded 50% from KTC contingency and 50% Fitz Park professional fees.

**Catherine Parker  
RFO**

**6<sup>th</sup> July 2023**

## CLERK'S REPORT

### 1. Merging of Charities – Fitz Park and the Townsfield

Both Fitz Park and the Townsfield are registered charities with similar charitable objects i.e. provision of a recreation ground for use of the inhabitants of, and visitors to, the town of Keswick. The Town Council is the sole trustee for both. The Townsfield is maintained by the parks staff with most of the work consisting of tree management and grass cutting, and occasional wall repair. Costs (£800 p.a.) are met by the Town Council by way of grant support with a small trust fund in place (balance as at 31<sup>st</sup> March 2020 £3,029). As a small charity there is no requirement for an independent examination of the accounts each year, although a Trustee report and accounts is submitted annually to the Charity Commission.

In view of the small sums of money involved and the additional reporting requirements, it is proposed that the Townsfield Charity be merged with the Fitz Park Trust. This would streamline and simplify accounting processes with no detriment to either charity. Trustees are asked to approve in principle the merging of the two charities, to be carried out in line with Charity Commission requirements.

### 2. Grant to Fitz Park from Allerdale BC

As previously reported, the Borough Council is seeking to formalise by way of an annual grant agreement the £20,000 p.a. contribution to the maintenance of Fitz Park. This contribution was agreed following removal of the concurrent grant some years ago, which was in the region of £45,000 p.a.

I have requested that this annual amount be covered by a different form of agreement which would not be subject to annual review, but have been advised by Allerdale that the only way forward is to sign an annual grant agreement (copy attached). No payment has yet been received for the current financial year and would appear to be contingent upon the signing of this agreement. Approval is therefore sought for the agreement to be signed by the Chair and Vice Chair.

### 3. Community Grant Award

Confirmation has finally been received of a grant of £453.56 from Cumbria County Council towards making the play area at Fitz Park more accessible. The funding will be used to enable wheelchair users to access the three zones of the play area – each one being within a low 'boundary' which wheelchair users are currently unable to access due to the raised design of the play zones to keep the loose play surface (sand and bark) in place. To achieve access three ramps will be installed to the centre meeting area. The grant will cover most of the cost of materials, with labour provided by the parks staff.

### 4. Allerdale Lottery

Allerdale BC is to launch a new Community Lottery designed to benefit community groups in the Borough. The Allerdale and Lakeland Lottery will be run in partnership with a company which has extensive experience of running lotteries and the first draw is due just before Christmas this



year. The focus of the lottery is on helping local good causes – for every ticket bought, supporters can choose to provide 50p towards a charity of their choice which is registered with the scheme. A further 10p goes towards other good causes in Allerdale. There is no cost to registering with the Charity as a good cause and it suggested that both Hope and Fitz Parks be registered.

LW  
051120

## **KESWICK PARKS CHARITABLE TRUSTS**

**9 MARCH 2023**

### **TOWNSFIELD – ADDITION TO TRUST CLERKS REPORT – ITEM 7**

We met with Frances Clark earlier today to discuss Townsfield accounts with a view to make things more efficient, especially on an administration basis.

At the moment Townsfield has its own set of accounts which are unnecessary as the income is below the Charity Commissions threshold to submit accounts and trustees annual reports. Over the past number of years only the income and expenditure has been submitted as part of the annual return.

The budget for Townsfield is stated in the Town Council budgets and the only income received is by way of a grant from TC for wages and tree work and approx.. £13 per year from an investment account setup many years ago.

Townsfield does have its own bank account which currently stands at £103.16. The Bid value of the investment as of 31 March 2023 was £367.76.

Townsfield is a registered village green and it would be advisable that we obtain a copy of the title deed from Land Registry to confirm ownership.

#### **In Summary**

Frances has advised that we wind up the charity and move it into the Keswick Town Council accounts and treat as a Village Green as it is registered. The bank account and investment account could be closed with all funds transferred to Keswick Town Council, this could take place within the next financial year.

Do Trustees agree this course of action?

**Catherine Parker - RFO**

KESWICK PARKS CHARITABLE TRUSTS  
13 JULY 2023

Usage of the Parks

RSPB

The RSPB have previously hosted stalls at Hope Park to provide information to passers by about their work, and they have requested another date to us of Monday 28<sup>th</sup> August in Hope Park.

We have previously allowed them to do this for free, because of the importance of their work and well they have always been well received.

Request regarding Trishaws

We have received the following request:

I hope you have seen the trishaws around the town. These are electric assisted tricycles. They can carry two passengers or one wheelchair on a short tour. The bikes are some of the last remnants of what was Amy's Care. Passengers are generally quite elderly and hardly charitable exercise, passengers ride for free. We have established routes around Fitz Park and along the railway trail. I would like to expand that to add a route around Hope Park, but the pedestrian way around the bid hide is too narrow. This could be avoided by going through the Staff Area. Are you okay with us using that shortcut?

Christine has concerns over this, as there are vehicles, machinery and staff in that area, and it is also difficult to keep members of the public out of the yard at the best of time, despite there being no entry signs at either end of the fences and the gates being closed. However, she has agreed to bring it to Trustees to seek their opinion on this.

Permission for Performances in Lower Fitz Park

We have received the following request:

I am contacting you to seek permission from Keswick Town Council for more performances of our Audio Adventure *Lost and Found* in lower Fitz Park in the week of 21st August. You kindly let me know that their next meeting is on 13th July.

In August 2021 the Town Council were very supportive of our try out production which followed a route from outside the Moot Hall, through Hope Park and finishing on Crow Park. The Mayor at the time, Alan Dunn and his wife Heather attended and we had very positive feedback from audiences.

*Lost and Found* is a rom-com. It is presented as an audio walk integrating live performers along the route. This combines the powerful intimacy of audio production with the spectacle and energy of live outdoor performance.

We would like to offer more performances along the path that follows the perimeter of lower Fitz Park. We would start by the main gate near Keswick Museum and travel clockwise, doing one full circuit of the Park.

The audience wear headphones to receive the audio content and we have 2 performers and a guide accompanying the audience. Audience capacity would be 30 maximum and each performance lasts approx 40 minutes.

We would schedule 3 performances a day from Wednesday 23rd to Sun 27th August in the afternoon.

The location is picturesque (showing off Keswick to visitors and locals) and accessible. There is plenty of space, so we would not interfere with other members of the public. We have no 'set' or other production elements that impact on the environment of the Park.

Ragged Edge is an award winning Cumbrian theatre and performance company set up by Stefan Escreet following many years as Associate Director at Theatre by the Lake. Ragged Edge operates as a charity developing new projects and employing local freelance creatives.

There is more information about *Audio Adventures* and our other work on our website <https://raggededgeproductions.co.uk/audio-adventures>

According to their website, they charge a small amount, but it is a charity rather than a commercial operation.

Trustees are asked if they wish to give permission for this, and if they wish to charge/ask for a donation for the use of the parks.

#### **Updates on previous usage requests**

##### Use of BMX Track

After finding out more information, we have agreed with Will Fraser's MTB to request a donation of £8 per session for use of the track – this was taken into account with how much they are charging, and the use. They have agreed, and will be paying this into our account monthly.

##### Taylor's Funfair

I went back to Taylor's Funfair and requested the information that was asked for after the last Trust meeting. As of the time of writing this report we have not heard anything back.

Vivien Little  
6 July 2023