

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE CHARITY COMMITTEE

MINUTES OF THE MEETING HELD ON 18 APRIL 2023

Present:

Committee Members:	Councillor Burton (Chairman) and Councillors Cooper, Parfitt-Reid and S Webb
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45. APOLOGIES FOR ABSENCE

There were no apologies for absence.

46. URGENT ITEMS

The Chairman said that there were no urgent items, but there was an urgent update to exempt Appendix 4 to item 13 relating to the Cobtree Café, and this had been circulated separately.

47. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members, although Councillors Perry and Russell attended the meeting as observers.

48. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

49. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

50. EXEMPT ITEMS

RESOLVED: That the public be excluded from the meeting should Members wish to discuss the information contained within the exempt Appendices to items 12 (Cobtree Manor Park Llama House) and 13 (Cobtree Café) and the urgent update to exempt Appendix 4 to item 13 because of the likely disclosure of exempt information for the reason specified having applied the Public Interest Test.

51. MINUTES OF THE MEETING HELD ON 25 JANUARY 2023

RESOLVED: That the Minutes of the meeting held on 25 January 2023 be approved as a correct record and signed.

52. PRESENTATION OF PETITIONS

There were no petitions.

53. ANY QUESTIONS ON NOTICE FROM LOCAL RESIDENTS

There were no questions from Local Residents.

54. ANY QUESTIONS ON NOTICE FROM MEMBERS

There were no questions from Members to the Chairman.

55. COBTREE MANOR ESTATE FINANCIAL POSITION REPORT

The Senior Finance Manager (Client) introduced his report summarising the financial position of the Cobtree Manor Estate as at 28 February 2023. The report covered activities at the Golf Course, Kent Life, the Manor Park and the residential properties.

The Senior Finance Manager (Client) advised the Committee that:

- For the first time since before the COVID 19 pandemic it had been a business-as-usual year and the various activities at the Estate were projected to make a healthy surplus at year end, at least in line with the budgeted figures.
- There had been expenditure of £17,855 for consultancy work relating to the procurement of the new Golf Course contract. Car parking income continued to be slightly down against the budgeted figure, but this was offset by additional income from the Café, and, overall, the budgets for the Manor Park were underspent.
- Income from the Golf Course was going to be higher than budgeted. Income of £139,000 had been budgeted, but the final invoice total was going to be around £173,000 which was the amount MyTime, the operator, was due to pay under the contract. This was indicative of the popularity of the Course.

In response to a question, the Leisure Manager advised the Committee that playing fees at the Golf Course were set by the operator in line with their own business plan. It was for the operator to balance the impact of high inflation and increased costs against customer expectation of a fair price.

RESOLVED: That the financial position of the Cobtree Manor Estate as at 28 February 2023 be noted.

56. COBTREE MANOR PARK LLAMA HOUSE

RESOLVED:

1. That approval be given for capital expenditure to be incurred in line with the cashflow forecast for the works to the llama house roof at Cobtree Manor Park.
2. That quotation G from contractor 4 is accepted and delegated authority is given to the Director of Finance, Resources and Business Improvement to instruct contractor 4 to complete the works to the llama house roof.

See Record of Decision:

[your-councillors \(maidstone.gov.uk\)](http://your-councillors(maidstone.gov.uk))

57. COBTREE CAFE

RESOLVED:

1. That the lease of Cobtree Manor Park Café is granted to applicant 3.
2. That the leased and retained areas of the café premises are amended as per the plan at Appendix 1 to the report.
3. That the capital sum identified in the cashflow forecast at exempt Appendix 4 to the report is made available for new or upgraded staffing arrangements in the park with a delegation to the Director of Finance, Resources and Business Improvement to consult with the Chairman of the Committee on key decision points to ensure value for money.
4. That delegated authority is given to the Director of Finance, Resources and Business Improvement to agree the final lease with applicant 3.
5. That delegated authority is given to the Head of Mid-Kent Legal Services to enter into such lease documents and complete any relevant statutory notices in order to complete the lease process.

See Record of Decision:

[your-councillors \(maidstone.gov.uk\)](http://your-councillors(maidstone.gov.uk))

58. DURATION OF MEETING

5.00 p.m. to 5.25 p.m.