

MAIDSTONE BOROUGH COUNCIL

**RECORD OF DECISION OF THE COBTREE MANOR ESTATE
CHARITY COMMITTEE**

Decision Made: 9 July 2014

**COBTREE MANOR ESTATE RISK MANAGEMENT
ANNUAL REVIEW 2014**

Issue for Decision

To review the Risk Assessment documents for the operation and management of the Charity and to consider whether any further amendments need to be made.

Decision Made

That the Risk Assessment documents attached as Appendices A and B to the report of the Cobtree Officer be endorsed.

Reasons for Decision

The Committee has undertaken to review the risks associated with the operation and management of the Charity on an annual basis.

The Risk Assessment documents that have been used in the past have been reviewed by the Officers, and modified as necessary, and copies are attached as Appendices A and B to the report of the Cobtree Officer.

The remaining Master Plan works (the completion of the Visitor Centre and final sculpture) are the main activities generating the highest level of risk to the Charity. The works in phases 1 and 2 have so far been delivered on time and below budget. It is considered that continuing careful financial management and project oversight should ensure that the risks are minimised sufficiently to justify the improvements to the Park that will be brought about.

In addition to the Master Plan, Appendix B includes the risks generated by the dilapidations works being undertaken as part of the Kent Life Management Contract. These have been tendered under two contracts. The first for the decorating and minor works is underway and the second for the civil works (including improvements to car parking) is due to begin shortly. Both of these contracts are programmed to have as much work as possible completed prior to the school holidays to minimise disruption to visitors.

There are significant risks associated with the re-tendering of the Golf Course and Kent Life contracts. To ensure the successful future of the

Charity it is vital that the long term future of these facilities is secure. The Golf Course income currently finances the maintenance of Cobtree Manor Park. Kent Life is now starting to make a profit and it is essential that this facility is not just self-funding, but also that it generates sufficient surplus to ensure ongoing re-investment.

In response to a question by a Member, the Officers undertook to provide the Committee with regular updates on the position with regard to the re-tendering of the Golf Course contract.

Alternatives Considered and Why Rejected

The alternative course of action would be to change the format and/or content of the Risk Management document, but this is not considered necessary at this time.

Background Papers

Cobtree Manor Park Master Plan

Should you be concerned about this decision and wish to call it in, please submit a call in form signed by any two Non-Executive Members to the Head of Policy and Communications by: 18 July 2014.
