

COBTREE MANOR ESTATE CHARITY COMMITTEE MEETING

Date: Wednesday 7 November 2018
Time: 2.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Cox (Vice-Chairman), Daley, Mrs Gooch, McLoughlin (Chairman)
and Perry

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

AGENDA

Page No.

- | | |
|---|---------|
| 1. Apologies for Absence | |
| 2. Notification of Substitute Members | |
| 3. Urgent Items | |
| 4. Notification of Visiting Members | |
| 5. Disclosures by Members and Officers | |
| 6. Disclosures of Lobbying | |
| 7. To consider whether any items should be taken in private because of the possible disclosure of exempt information. | |
| 8. Minutes of the meeting held on 1 August 2018 | 1 - 7 |
| 9. Presentation of Petitions (if any) | |
| 10. Questions and answer session for members of the public (if any) | |
| 11. Financial Position 2018/19 | 8 - 15 |
| 12. Cobtree Manor Estate Update Report | 16 - 22 |

PUBLIC SPEAKING

In order to book a slot to speak at this meeting of the Cobtree Manor Estate Charity Trust Committee, please contact on 01622 602743 or by email to committeeservices@maidstone.gov.uk by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making

Issued on Tuesday 30 October 2018

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

ALTERNATIVE FORMATS

The reports included in Part I of this agenda can be available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact committeeservices@maidstone.gov.uk or 01622 602743**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE CHARITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 AUGUST 2018

Present: Councillor McLoughlin (Chairman), and
Councillors Daley, Mrs Gooch, Joy and Perry

Also Present: Mr Roger Hext, Chairman of Cobtree
Charity Trust Ltd

6. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Cox.

7. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Joy was substituting for Councillor Cox.

8. URGENT ITEMS

There were no urgent items.

9. CHANGE OF ORDER OF BUSINESS

The Chairman informed the Committee that he wished to change the order on the agenda as set out below:-

Agenda Item 13 – Cobtree Manor Park – Car Park Improvement

Agenda Item 15 – UKPN Increase Cost and Wayleave

Agenda Item 12 – Cobtree Manor Estate Financial Position

Agenda Item 14 – Cobtree Manor Estate Update Report

10. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

11. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

12. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

13. EXEMPT ITEMS

RESOLVED: That all items be taken in public as proposed.

14. MINUTES OF THE MEETING HELD ON 25 APRIL 2018

RESOLVED: That the minutes of the meeting held on 25 April 2018 be approved as a correct record and signed subject to:-

Minute 72 – Cobtree Manor Estate Budgets 2018/19 – the last paragraph should read: The Committee requested that a memorandum of **understanding** be produced between the Council and this Committee based upon the derivation of cross charges.

15. MINUTES OF THE MEETING HELD ON 22 MAY 2018

RESOLVED: That the minutes of the meeting held on 22 May 2018 be approved as a correct record and signed.

16. PRESENTATION OF PETITIONS

There were no petitions.

17. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

18. COBTREE MANOR PARK - CAR PARK IMPROVEMENT

Ms Hudd, the Head of Regeneration and Economic Development introduced her report on the Cobtree Manor Park – Car Park Improvement update.

The Committee were reminded that plans for the car park improvement works had originally been agreed in July 2017 and following a procurement exercise the Committee agreed in January 2018 to the appointment of a main contractor to undertake the car park improvement works and for the appointment of a Project Manager to oversee the works.

Ms Hudd advised that an independent Project Manager, Mr Nick Baster, from Logic PM was appointed to help bring the project forward. However, on reviewing the tender documents he highlighted that there was potential shortcomings with the design information that, if the scheme had progressed on the tendered basis, this could have led to the car park continuing to experience the issues that currently occur, such as being very wet in the winter months and very dry in the summer months.

It was noted that the required surveys had not been undertaken at the outset and these had now been commissioned via the project management consultant. The results suggested that new drainage and surface formation needed to be considered. This information was put to the successful contractor who advised that these additional works would necessitate additional materials and time which could potentially double the value of the contract.

In considering the report, the Committee requested that a report be brought back following the tendering process.

In response to questions from Members, Mr Baster advised:-

- That there had been shortcomings in the original design, principally no information on the weight bearing of the road and the general terrain of the car park.
- That a performance bond could be included in the new tender but this would have an additional cost associated with it.
- That soft market testing has revealed that the tender sum should come in relatively close to the original sum allowed.
- That the types of material to be used on the car park reflecting the setting of the park would be included in the tender document.
- The overflow car park would be a separate item in the tender document.

RESOLVED:

- 1) That the tender exercise be re-run for the Cobtree car park improvement works as a design and build contract which would see the design liability placed upon the contractor, relieving the Council of risk.
- 2) That an additional £10,000 budget be agreed to appoint an Employers Agent to manage the design and build tender process and the appointed contractor and for an additional £6,000 to be allocated for the Council's project management time.
- 3) That a further report be brought back to the Committee following the tendering process.

Voting: For: unanimous

19. UKPN INCREASE COST AND WAYLEAVE

Mr Laurence Tricker, the Programme Manager, presented his report which sought approval from the Committee to accept the new quotation from UK Power Networks (UKPN) and the increased costs for the installation of an electric power cable to the Cobtree Visitor Centre.

The Committee was informed that they had previously agreed to the installation of a new power cable by UKPN in January 2018. The quotation was only valid for 90 days and owing to the delay in commencing the contract with the external café operator the original quotation from UKPN was no longer valid. The new quotation obtained was £2,239 higher than the original one. UKPN had advised that the increase was due to the fact that it would be a different contractor and their fees had changed.

It was noted that the operator of the café had agreed to contribute to these costs over the period of their lease via an uplift of £2,900 in their annual rent which would be ongoing once the works had been completed.

In response to a question from a Member, Officers confirmed that the route for the cable would not go through the car park.

RESOLVED:

- 1) That the increased cost for the installation of the power cable of £2,239 be agreed.
- 2) That delegated authority be given to the Head of Mid Kent Legal Services to enter into contracts and any other necessary agreements for a new power supply to the Cobtree Visitor Centre based on the revised costs.

Voting: For: unanimous

20. **COBTREE MANOR ESTATE FINANCIAL POSITION**

Mr Paul Holland, the Senior Finance Manager (Client), presented a report to the Committee which set out the current financial position of the Estate as at 30 June 2018.

The Committee noted the following:-

Golf Course – There were no particular issues arising

Manor Park – There had been a small overspend due to some tree clearance works which had been required for highways compliance purposes and additional costs associated with the recent break-ins at the Café/Visitor Centre.

Kent Life – Following the change to the payment profile for the annual management fee, two instalments would be paid in arrears in September and April.

Café/Visitor Centre – There had been an overspend in the staffing budget prior to the handover to DAGT. This had been due to a shortage of staff and paying overtime had been the only solution to enable the facility to remain open. There had been a number of additional repairs and maintenance costs associated with the recent break-ins.

However, it was noted that some of the costs could be recovered as part of the insurance claims that are in progress for these incidents.

Mytime Settlement – An adjustment would be made to the budget following the sum written off which would have an adverse impact on the resources available to the Trust.

In response to questions from Members, Officers advised that:-

- The Trust should be able to recover some if not all of the overspend from the insurance claim for the break-ins.
- That the grounds work tended to be loaded at the beginning of the year and there were no additional works planned.

VAT – Mr Holland confirmed that VAT rules state that rental contracts are classed as exempt for VAT purposes. However, any VAT charged on associated supplies of goods and services that are directly attributable to the activities of the estate cannot be reclaimed by the Trust. Although VAT can be reclaimed on the car park and the Café/Visitor Centre.

Recharges - The Committee expressed concern about the amount of recharges that were attributed to the Trust and in response Ms Dawn Hudd, the Head of Regeneration and Economic Development, felt that some of these would diminish as there were only two members of staff now directly employed by the Council.

The Chairman advised that the Audit, Governance and Standards Committee had already requested that a Members Briefing session be held before the November meeting of that Committee to discuss the whole element of recharges across the Council.

Financial Management System – The Committee noted that following the External Auditors' recommendation that the Trust should have a separate financial management system, the Sage accounting package was identified as being the most suitable. A dedicated resource within the finance team to progress implementation had been identified and a project plan drawn up.

However, it was noted that the previous costs quoted by Agresso had revealed that the cost of that system may be less expensive than previously advised. Mr Holland advised that a revised costing was being pursued and should it be comparable to the cost of a Sage system then a further report would be brought back to the Committee.

However, the Committee agreed that the costs should be emailed to Committee Members to avoid any delay in the implementation of the system.

Cashflow Projection – It was noted that future income was far more certain with the contracts in place for the Golf Course, Kent Life and the Café/Visitor Centre, with a potential operational surplus of approximately £100,000.

Mr Holland also advised that the cost of the car park resurfacing works could cause a cash flow issue in the short term. However, following discussions with the Director of Finance and Business Improvement, it had been agreed that the Council would be prepared to defer any sums due to the Council as part of the arrangement with the Trust to ensure that there

would be sufficient resources available to meet ongoing obligations. This would mean that the sum could be spread over 3 or 4 years.

In response to a question from a Member, Ms Hudd advised that the provision of a small solar farm on the estate would not necessarily assist the Trust as advantageous feed-in tariffs were no longer available.

RESOLVED:

- 1) That the current financial position be noted.
- 2) That the progress to date with the separate financial management system be noted.
- 3) That the situation with the VAT status of the Trust be noted.
- 4) That the updated cashflow projection be noted.

21. COBTREE MANOR ESTATE UPDATE REPORT

The Committee considered the report of Ms Elizabeth Buckingham, the Cobtree Manager.

Ms Buckingham highlighted the activities of the Cobtree Manor Park during the period April to July 2018.

In response to questions from Members, Officers advised that:-

- Ms Buckingham had been liaising with the Council's ICT Section to recover the previous data for visitor numbers.
- That a meeting would be set up with Ward Members, adjacent Ward Members and Members and Substitute Members of this Committee to meet with Mytime before they submitted their planning application for the Golf Course.
- That an upgraded CCTV unit would be installed together with anti-ram raid bollards for the Café/Visitor Centre.
- That an estimate of vehicles entering the car park would be made due to the data being lost.

Cobtree Railway – A discussion ensued on the future viability of a railway running between Cobtree and Kent Life.

Mr Hext, Chairman of the Cobtree Charity Trust Ltd was present and advised that the Trustees were willing to commit a sum of £800,000 towards the project's fruition but required the commitment of the Council to take the project forward and for Kent Life to take the lead role in operating the railway.

It was noted that an initial business plan had been commissioned but there was still a lot of work to be done.

The Chairman advised that the Cobtree Manor Estate Trust Committee (CMET) were committed to the project and would do all it could to help facilitate it but did not have the resources to put a lot of money into it themselves.

An action plan was drawn up:-

- That the Chairman of CMET would write to Mr Stickland of Planning Solutions to see whether Kent Life would be willing to commit to investing in and operating the railway and then meet with the relevant interested parties.
- That CMET would undertake to look at funding a Project Manager should Kent Life be willing to progress the project.
- That CMET would consider putting in £100,000 towards the project.
- That the Cobtree Trustees review the costings associated with the business plan and supply new costs.

Ms Hudd advised that a full specification would need to be produced, a number of surveys would need to be undertaken and various expert consultants engaged to inform the business plan.

RESOLVED:

- 1) That the Chairman would write to Planning Solutions with a view to getting a response to the proposed business plan and the Trust would review the Business Plan.
- 2) That the Committee would be prepared to fund a Project Manager should the project be progressed.

Voting: For: unanimous

22. DURATION OF MEETING

2 p.m. to 4 p.m.

Agenda Item 11

Cobtree Manor Estate Committee

7 November 2018

Cobtree Manor Estate Financial Position

Final Decision-Maker	Cobtree Manor Estate Committee
Lead Head of Service	Head of Regeneration & Economic Development - Dawn Hudd
Lead Officer and Report Author	Paul Holland, Senior Finance Manager (Client)
Classification	Public
Wards affected	Boxley

Executive Summary

The report summarises the current financial position of the Estate as at 30 September 2018 covering the activities at the golf course, Kent Life, the Manor Park and the Café/Visitor Centre. It also provides an update on the development of a separate financial management system for the Trust.

This report makes the following recommendations to this Committee:

1. That the current financial position be noted.
2. That the progress to date with the separate financial management system be noted.

Timetable

Meeting	Date
Cobtree Manor Estate Committee	7 November 2018

Cobtree Manor Estate Financial Position

1. INTRODUCTION AND BACKGROUND

1.1 This is a regular update report on the financial position of the Estate, which enables the Committee to see how the various areas of activity are performing. The last few years have seen a number of significant financial pressures and issues, and it is important for the future of the Estate that these are addressed and monitored.

2. CURRENT FINANCIAL POSITION

2.1 The table below summarises the position as at 30th September 2018. **Appendix 1** provides a more detailed breakdown of the figures.

2.1.1 Overall Summary Position:

SUMMARY TOTALS

	Budget for Year 2018/19	Budget to end of September 2018	Actuals to end of September 2018	Variance as at end of September 2018
Golf Course	-£100,046	-£52,084	-£52,874	£790
Manor Park	£94,650	£56,647	£53,619	£3,028
Kent Life	-£34,690	£16,155	£13,313	£2,842
Café/Visitor Centre	£11,380	£12,180	£11,738	£442
Totals	-£28,706	£32,898	£25,797	£7,101

Comments on the individual service areas are as follows:

- 2.1.2 **Cobtree Golf Course** – There are no issues to report at this stage. Mytime have been invoiced for the first two quarters for 2018/19. The first invoice has been paid, at the time of writing this report the second quarter one was still outstanding.
- 2.1.3 **Cobtree Manor Park** – Car park income continues to be high, which is off-setting some additional costs that have been incurred this year. The main ones are £2,500 contribution the committee agreed in respect of the railway feasibility study, and additional security costs of £2,336 that have been incurred following the break-ins at the site this year. Capital costs of £11,750 have also been incurred for additional survey and testing work for the car park resurfacing works, as discussed at the last meeting of the Committee.
- 2.1.4 **Kent Life** - There are no issues to report at this stage. Planning Solutions have now been invoiced for the first instalment of their 2018/19 fee, although at the time of writing this report it had not been paid.
- 2.1.5 Following a report undertaken on the condition of the Play Barn at Kent Life it has been found that works will be required to deal with a beetle infestation that was discovered during the survey. The nature of the

works to be undertaken will necessitate that the Barn be closed for one or two weeks. At the time of writing this report a quotation for the cost of the works is being finalised, and if available this will be verbally reported to Members at the meeting.

- 2.1.6 **Café/Visitor Centre** – Responsibility for running the facility passed to DAGT in mid-April, so the budgets reflect the short time that it continued to run as an in-house operation. DAGT have been invoiced for the first two quarters, although at the time of writing this report two quarters of the rent has been paid only the staff costs is under dispute and the first revenue percentage share that we are due has not been paid.
- 2.2 At the last meeting of the Committee the position regarding VAT was clarified. As was outlined the Trust is liable for paying VAT on certain transactions due to the nature of the contract arrangements that are now in place. Based on an analysis of costs incurred last year and to date this year the forecast VAT liability will be £15,000, and budgets of £5,000 have been established for the golf course, Manor Park and Kent Life headings.

3. FINANCIAL MANAGEMENT SYSTEM

- 3.1 Members will be aware of the ongoing recommendation from the external auditors that the Trust have its own financial management system separate to that of the Council. The system that was identified as being most suitable was the Sage accounting package. This section of the report provides an update on progress to date.
- 3.2 At the last meeting of the Committee it was mentioned that revised costings were being sought for the Agresso system, which is the Council’s financial management system. At the same time the costings for Sage were also reviewed and updated. The results of this were as follows:

	Sage	Agresso
Implementation Costs	£2,360	£2,740
Ongoing annual cost per annum	£1,800	£1,400

These costings include indicative staff costs for the implementation phase that were not included in the initial report to the committee in September 2017. For information the costs of Sage referenced in that report were implementation costs of £1,500 and annual costs per annum of £1,500. The same costings for Agresso in the same report were £12,000 and £1,400 respectively.

- 3.3 Although the costings are now closer than previously reported Sage is still considered to be the preferred solution. The main advantage is that having a different system to the Council will also make it clear that Cobtree is a separate entity in its own right. It will also be a more robust ongoing solution as the Trust will not be dependent on the Council’s financial systems.

- 3.4 Following discussions with Sage and the Council's IT team there is now an indicative implementation date for the system of January 2019.
- 3.5 Regular updates will continue to be provided to future Trust meetings.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 It is recommended that the Committee note the contents of this report as this is good financial management practice.

5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 5.1 Officers will continue to monitor the financial position and take appropriate action where necessary.

6. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The operation of the Estate directly supports the objects of the Trust and the Council's strategic objective to ensure there are good leisure and cultural attractions in the Borough.	Head of Regeneration & Economic Development
Risk Management	There is a potential reputational risk if the facilities are operated poorly. This is addressed in the annual risk management report.	Leisure Manager
Financial	There is a financial risk to the Trust if the operations cost more than predicted or fail to generate sufficient income to cover the costs of running them estate.	Senior Finance Manager (Client)
Staffing	There are no additional implications arising from this report.	
Legal	Under the Council's Constitution the Committee as Corporate Trustee is responsible for all matters relating to the Charity with the exception of daily management.	Team Leader (Corporate Governance), Mid Kent Legal Services

	<p>Law applicable to charities in England and Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. This update report assists in meeting those requirements</p> <p>The position regarding VAT payable by the Trust is set out in the body of the report.</p> <p>There are no further implications arising from this report.</p>	
Privacy and Data Protection	There are no specific privacy or data protection issues to address.	Team Leader (Corporate Governance), Mid Kent Legal Services
Equalities	There are no additional implications arising from this report.	
Crime and Disorder	There are no additional implications arising from this report.	
Procurement	There are no additional implications arising from this report.	

7. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Financial Position as at 30th September 2018

8. BACKGROUND PAPERS

None.

	A	B	C	(B-C)
Account(T)	Budget for Year 2018/19	Budget to end of September 2018	Actuals to end of September 2018	Variance as at end of September 2018
GOLF COURSE				
Repairs & Maintenance of Plant	£4,950	£2,475	£2,458	£17
Premises Insurance	£950	£475	£475	-£0
Equipment Maintenance	£1,000	£500	£0	£500
General Expenses - VAT	£5,000	£2,500	£2,451	£49
Licence Fees	£200	£100	£0	£100
Direct Telephones	£800	£400	£0	£400
Controlled Running Costs	£12,900	£6,450	£5,384	£1,066
Other Income	-£154,500	-£77,250	-£77,250	£0
Rent Income	-£5,300	-£5,300	-£5,250	-£50
Controlled Income	-£159,800	-£82,550	-£82,500	-£50
Direct Salaries	£4,660	£2,330	£2,330	£0
Central Recharges	£11,830	£5,915	£5,915	-£0
Departmental Overheads	£1,780	£890	£890	£0
Rechargeable Costs	£18,270	£9,135	£9,135	£0
Cobtree Golf Course	-£128,630	-£66,965	-£67,981	£1,016
MBC 2/9ths share	£28,584	£14,881	£15,107	-£226
CMET Total	-£100,046	-£52,084	-£52,874	£790

MANOR PARK				
Salaries	£49,990	£24,995	£24,269	£726
Overtime	£4,000	£2,000	£1,257	£743
Employers NI	£4,640	£2,320	£2,360	-£40
Employers Superannuation	£7,050	£3,525	£3,599	-£74
Employee Insurances	£820	£410	£410	£0
Medical Recharges	£60	£30	£30	£0
Employee Costs	£66,560	£33,280	£31,926	£1,354
Repairs & Maintenance of Premises	£17,000	£8,500	£11,105	-£2,605
Repairs & Maintenance of Grounds	£70,000	£35,000	£33,567	£1,433
Repairs & Maintenance of Alarms	£0	£0	£545	-£545
Gas	£3,600	£1,800	£1,823	-£23
Electricity	£7,980	£3,325	£3,020	£305
Water Metered	£1,180	£1,180	£634	£546
Sewerage & Env Services	£1,080	£450	£0	£450
Trade Refuse Collection (Internal)	£13,000	£6,500	£5,304	£1,196
Premises Insurance	£860	£430	£430	-£0
Public Transport	£0	£0	£30	-£30
Casual User Allowance	£600	£300	£0	£300
Equipment Purchase	£1,000	£500	£699	-£199
Equipment Maintenance	£2,000	£1,000	£2,083	-£1,083
Equipment Rental	£0	£0	£48	-£48
Equipment Hire	£500	£250	£290	-£40
Materials & Supplies	£1,000	£500	£163	£337
Catering Provisions	£0	£0	£6	-£6
Cash Collection	£2,310	£963	£986	-£23
Protective Clothes	£500	£250	£0	£250
Printing	£0	£0	£1	-£1
Photocopying	£500	£250	£168	£82

	A	B	C	(B-C)
Account(T)	Budget for Year 2018/19	Budget to end of September 2018	Actuals to end of September 2018	Variance as at end of September 2018
Stationery	£200	£100	£0	£100
General Expenses	£500	£250	£0	£250
General Expenses - VAT	£5,000	£2,500	£3,216	-£716
Audit Fee	£4,500	£0	£0	£0
Professional Services	£7,490	£3,246	£6,755	-£3,509
Professional Services Security	£11,000	£5,500	£7,836	-£2,336
Direct Telephones	£200	£100	£71	£29
Mobile Telephones	£1,600	£800	£596	£204
Conferences	£0	£0	£199	-£199
Other Subscriptions	£0	£0	£369	-£369
General Insurances	£180	£90	£90	£0
External Print & Graphics	£160	£80	£0	£80
Controlled Running Costs	£153,940	£73,864	£80,033	-£6,169
Fees & Charges	-£5,840	-£2,920	-£667	-£2,253
Fees & Charges	-£67,610	-£43,852	-£52,809	£8,957
Other Income	-£45,000	£0	£0	£0
Other Income	-£5,000	-£2,500	-£3,843	£1,343
Licences	-£420	-£210	-£250	£40
Rent Income	-£50	-£50	-£10	-£40
Rent Income	-£5,060	-£2,530	-£2,267	-£263
Rent Income	-£5,430	-£2,715	-£2,434	-£281
Rent Income	-£9,170	-£4,585	-£5,252	£667
Rent Income	-£6,290	-£3,145	-£2,818	-£327
Controlled Income	-£149,870	-£62,507	-£70,350	£7,843
Direct Salaries	£2,810	£1,405	£1,405	-£0
Grounds Maintenance-Recharged Costs	£0	£0	£0	£0
Central Recharges	£20,100	£10,050	£10,050	£0
Departmental Overheads	£1,110	£555	£555	£0
Rechargeable Costs	£24,020	£12,010	£12,010	-£0
Cobtree Manor Park	£94,650	£56,647	£53,619	£3,028

KENT LIFE				
Repairs & Maintenance of Premises	£1,500	£1,500	£1,500	£0
Premises Insurance	£2,110	£1,055	£1,055	£0
General Expenses	£3,580	£2,540	£0	£2,540
General Expenses - VAT	£5,000	£2,500	£2,199	£301
Controlled Running Costs	£12,190	£7,595	£4,754	£2,841
Other Income	-£64,000	£0	£0	£0
Controlled Income	-£64,000	£0	£0	£0
Direct Salaries	£2,660	£1,330	£1,330	-£0
Central Recharges	£13,440	£6,720	£6,720	£0
Departmental Overheads	£1,020	£510	£510	£0
Rechargeable Costs	£17,120	£8,560	£8,560	£0
Kent Life	-£34,690	£16,155	£13,313	£2,842

	A	B	C	(B-C)
Account(T)	Budget for Year 2018/19	Budget to end of September 2018	Actuals to end of September 2018	Variance as at end of September 2018
CAFÉ/VISITOR CENTRE				
Salaries	£10,750	£10,750	£11,547	-£797
Overtime	£5,530	£5,530	£5,034	£496
Employers NI	£780	£780	£859	-£79
Employers Superannuation	£1,110	£1,110	£999	£111
Holiday In Excess	£1,040	£1,040	£568	£472
Agency Temp Staff	£920	£920	£922	-£2
Employee Costs	£20,130	£20,130	£19,929	£201
Repairs & Maintenance of Grounds	£0	£0	£253	-£253
Cleaning Materials	£0	£0	£16	-£16
Contract Cleaning	£1,470	£1,470	£1,469	£1
Trade Refuse Collection (Internal)	£360	£360	£360	£0
Premises Insurance	£0	£175	£175	-£0
Equipment Purchase	£290	£290	£310	-£20
Equipment Rental	£500	£500	£957	-£457
Materials & Supplies	£50	£50	£52	-£2
Catering Provisions	£11,360	£11,360	£11,363	-£3
Cash Collection	£610	£610	£180	£431
Bank Charges	£0	£0	£231	-£231
Professional Services	£0	£0	£335	-£335
Mobile Telephones	£10	£10	£17	-£7
Controlled Running Costs	£14,650	£14,825	£15,718	-£893
Sales	-£15,750	-£15,750	-£15,752	£2
Other Income	-£6,400	-£6,400	-£6,402	£2
Rent Income	-£20,000	-£10,000	-£11,130	£1,130
Controlled Income	-£42,150	-£32,150	-£33,284	£1,134
Direct Salaries	£4,800	£2,400	£2,400	£0
Central Recharges	£11,960	£5,980	£5,980	-£0
Departmental Overheads	£1,990	£995	£995	£0
Rechargeable Costs	£18,750	£9,375	£9,375	-£0
Cobtree Manor Park Visitor Centre	£11,380	£12,180	£11,738	£442
OVERALL TOTALS	-£28,706	£32,898	£25,797	£7,101

Agenda Item 12

Cobtree Manor Estate Charity Committee

Cobtree Manor Estate Update Report

Final Decision-Maker	Cobtree Manor Estate Charity Committee
Lead Head of Service/Lead Director	Head of Regeneration and Economic Development
Lead Officer and Report Author	Elizabeth Buckingham
Classification	Public
Wards affected	Boxley

Executive Summary

The information in the report is intended to give the Committee an understanding of the day to day work of the Estate and the issues that affect its management. It also provides a record of all that is achieved across the different parts of the estate.

The estate update covers the period from when the Committee last met in August 2018.

This report makes the following recommendations to this Committee:

That the contents of this report be noted

Timetable

Meeting	Date
Cobtree Manor Estate Charity Committee	7 th November 2018

Cobtree Manor Estate Update Report

1. INTRODUCTION AND BACKGROUND

1.1 This report covers the period from August 2018 to October 2018.

Cobtree Manor Park

1.2 Maintenance of the park over this period covers summer works
Works to the park include:

- Pathway vegetation management
- Ragwort control
- Removal of fallen trees

The completed tree survey has been returned with works recommendations for the next three years. Urgent works to several diseased trees are underway.

Events

1.3 A total of eight family friendly, wildlife themed events were run over August with 263 participants. Thirty three feedback forms were returned giving an average rating of 4.8 out of 5.

Maidstone Rocks established a rock line in the park over one weekend in August where over 100 participants added their painted stones to a line of stones. At the end of the weekend the stones were taken and placed around the borough and beyond for others to find.

Two October half-term craft sessions were attended by 87 participants. A Halloween trail over the week was completed by over 100 participants.

Community

1.4 Two Hadlow College Countryside Management students have completed work placements completing 180 hours and returning to volunteer during the summer holidays, achieving some fauna surveying, conservation habitat management and further preparing the community garden.

Visitor Numbers

1.5 Following the failure of the counting equipment to produce figures for the first four months of the year, estimated figures have been calculated for visitor numbers (shown in the table in *italic*) using the known figures for car park income and their average ratio to previous vehicle count figures.

Cobtree Manor Park Visitor Numbers 2016-18

	2016	Quarterly	% on previous year	2017	Quarterly	% on previous year	2018	Quarterly	% on previous year
Jan	15923			21652			9644		
Feb	15798			19574			17940		
Mar	18227	49948	-1.15	25676	66902	33.94	11768	39352	-41.18
Apr	22144			30554			30444		
May	29076			24952			34489		
Jun	22031	73251	3.43	25694	81200	10.85	30519	95452	17.55
Jul	21043			31187			33522		
Aug	33192			37491			45813		
Sept	19468	73703	-5.57	23675	92353	25.3	31009	110344	19.48
Oct	15124			24995					
Nov	17460			12290					
Dec	18138	50722	36.57	16623	53908	6.28			
	247624	247624		294363	294363				

Car park

- 1.6. Car park income for the second quarter, July to September, was £28,077, a decrease of £320 from the same period in 2017/18. Annual season tickets sold to 29/10/18 were 91, a decrease of three compared to the same period in 2017/18.

A reason for the decline in parking revenue despite the increase in visitor numbers is under investigation.

The tender exercise and procurement programme for the car park refurbishment is underway with selected contractors going forward to the design and build tender process.

The ITT document has been shared with contractors and an extra Committee meeting has been scheduled for 18 December 2018 to agree the appointment of the preferred contractor.

Cafe and Visitor Centre update

- 1.7. Repairs to the building following the break-in in April are finally complete.

Trading has been brisk during the summer months and October half-term. A verbal update on financial performance will be given at the committee meeting.

The upgrade to the electricity supply is due to be installed in the week commencing 04/11/18.

Cobtree Manor Golf Course

- 1.8. A meeting to present the reworked plan for the new clubhouse was presented by MyTime regional managers and the Architects on 15 August 2018. Five councillors attended. The architect gave a presentation of the updated designs and project implementation plan with a question and answer session.

Rounds Played

The team had a good quarter with the weather conditions being favourable. This is reflected in the number of rounds played.

Month	2017	2018	Difference
July	4,797	4,428	-369
Aug	3,664	4,445	781
Sept	3,829	3,640	189
Total	12,290	12,513	223

Marketing, Campaigns & Events

The golf course is currently promoting Hocus Pocus, Fireworks and Christmas which are all expected to do very well. These are on Facebook, Twitter, and the website

The venue hosted Rod Stewart tribute night in August

The carvery was available for a few Sundays in the quarter with good take up

The Cobtree Wellbeing Programme has completed the first quarter of activities. The Golf pro shop has been transformed into a wellbeing hub where the Cobtree health sessions are delivered as well as other group exercise sessions and events.

Dementia Golf- the first programme saw five participants complete the course with carers and family members also enjoying the respite and social aspects of the sessions. The second programme was completed by three participants. A new cohort is being recruited to start in February. Enquiries have been made from patients outside of the borough who wish to access the course.

Primetime exercise - the sessions started in September and run every Monday with a group of 10 ladies now attending. Another 12-week course will start in January with the aim to reach a different group of participants

Escape Pain - these sessions follow a twice-weekly format. A six-week cohort will start in November. A second cohort will begin their six-week programme at the end of January.

Promotion will increase between now and the next quarter focussing on engaging a wider audience for the Primetime sessions to ensure there are new participants. There will be presentations at three Dementia Cafés across the borough in November. There will be a focus of efforts on promoting the new Escape Pain services to GPs and other health professionals across Maidstone. Mytime will also be attending various social groups including Women’s Institute meetings.

A health and wellbeing event will be held at the golf course in December with taster sessions, free health checks, nutrition information and the opportunity to find out more information. This will largely be promoted through social media.

Kent Life Farm Attraction

1.9 Visitor Numbers

The overall attendance number during this period was 43,825, against 44,319 visits in 2017. Although the visitor numbers declined slightly by 494 compared to 2017, there was a growth in school and member visits as shown in the table below.

Visit type	2018 Numbers	2017 Numbers
Schools	3,432	2,903
Members	8,059	7,382
Others	32,334	34,034
Total	43,825	44,319

Kent Life scaled back the Hops and Harvest event in 2018, which delivered considerable savings compared to the 2017 event. These savings have gone towards higher animal welfare and extra cleaning costs.

Maintenance

A recent inspection of the Play Barn has shown the timber to be infected with wood boring, death watch and furniture beetles. The Play Barn will have to be shut for two weeks in January to enable the specialists to carry out treatment. The cost of treatment is yet to be ascertained as the property team is waiting for a quote from the contractors.

2. AVAILABLE OPTIONS

The committee could choose not to note the information contained in this reports, however the committee has requested regular updates on the operations on the estate.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

It is recommended that the information in this report is noted.

4. RISK

This report is presented for information only and has no risk management implications.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

No consultation has taken place since the last report.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

Any comments from the Committee will be passed on to the relevant parties.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The work of the charity links directly to its charitable objects and the corporate priorities of the Council.	Head of Regeneration and Economic Development
Risk Management	Risks to running the estate are dealt with in the annual Estate Risk Management Report.	
Financial	Financial risks are considered in the ongoing finance updates.	
Equalities	No Implications	

8. REPORT APPENDICES

- None
-

9. BACKGROUND PAPERS

- None