

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE CHARITY COMMITTEE

MINUTES OF THE MEETING HELD ON 15 JANUARY 2014

Present: **Councillor J.A. Wilson (Chairman) and
Councillors Garland, Greer and Moss**

Also Present: **Mr R Corben - Cobtree Charity Trust Ltd**

37. APOLOGIES FOR ABSENCE

There were no apologies for absence.

38. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

39. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

40. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

41. EXEMPT ITEMS

RESOLVED: That the exempt Appendix to the report of the Cobtree Officer relating to staffing at Cobtree Manor Park be taken in public, but the information contained therein should remain private.

42. MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2013

RESOLVED: That the Minutes of the meeting held on 13 November 2013 be approved as a correct record and signed.

43. CHARITY KNOWN AS THE COBTREE MANOR ESTATE - ACCOUNTS 2012/13

DECISION MADE:

1. That the Report and Financial Statements for the financial year 2012/13, including the Schedule of Adjustments and the Letter of Representation, all attached as Appendix A to the report of the Head of Finance and Resources, be approved; and
2. That the proposed response to the Management Letter from the external auditors, as set out in paragraph 1.4.5 of the report of the

Head of Finance and Resources and reproduced in italics below, be approved.

To view full details of this decision, please follow this link:

<http://services.maidstone.gov.uk/meetings/mgIssueHistoryHome.aspx?Id=21848>

44. STAFFING AT COBTREE MANOR PARK

DECISION MADE:

1. That agreement be given to additional members of staff being employed at Cobtree Manor Park during the busiest periods of 2014 to cover times when the staff currently employed in the Park are not scheduled to work;
2. That, as during the summer of 2013, additional members of agency staff be employed to cover periods when the Park is unmanned from the last weekend in March to the last weekend in September 2014, to include all school days from 3-8pm (or closing time if earlier) and weekends and bank holidays from 11am to 6.30pm;
3. That, in addition, Maidstone Borough Services' staff be employed on overtime to undertake littering duties at weekends during this period for 2 hours per visit; and
4. That the future staffing requirements of the Manor Park be reviewed at the end of the year, taking into consideration the requirements of the Visitor Centre, when completed, and the future operational needs of the Park having regard to the outcome of the retendering exercise in respect of the operation of the Golf Course, which will provide a clearer picture of the resources available to the Charity.

To view full details of this decision, please follow this link:

<http://services.maidstone.gov.uk/meetings/mgIssueHistoryHome.aspx?Id=21772&Opt=0>

45. DURATION OF MEETING

5.30 p.m. to 5.40 p.m.