

MAIDSTONE BOROUGH COUNCIL

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

Decision Made: 13 March 2013

DRAFT RESPONSE TO MANAGEMENT LETTER 2011/12

Issue for Decision

To consider the draft response to the Management Letter issued at the conclusion of the audit of the 2011/12 accounts.

Decision Made

That the draft response to the Management Letter issued at the conclusion of the audit of the 2011/12 accounts, as set out in Appendix B to the report of the Head of Finance and Customer Services, be approved.

Reasons for Decision

The Charity accounts are audited by King & Taylor, and as part of their final report they issue a Management Letter which sets out the principal findings of their work and makes recommendations regarding these findings.

At the meeting of the Committee held on 14 November 2012, the accounts for 2011/12 were approved, but the Committee asked that the draft response to the Management Letter be brought to the next meeting for their consideration prior to its formal submission.

The Management Letter is attached as Appendix A to the report of the Head of Finance and Customer Services and the draft response is attached as Appendix B to the report.

Alternatives Considered and Why Rejected

The alternative course of action would be to disregard the recommendations set out in the Management Letter. However, this could have a negative impact upon future audit reports as the recommendations are intended to assist the future operation of the Charity.

Background Papers

None

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| 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 Change and Scrutiny by: 22 March 2013. |
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MAIDSTONE BOROUGH COUNCIL

RECORD OF DECISION OF THE COBTREE MANOR ESTATE CHARITY COMMITTEE

Decision Made: 13 March 2013

COBTREE ESTATE PROGRESS REPORT

Issue for Decision

To consider a progress report on the work undertaken across the Cobtree Estate over the last six months; to endorse the outline proposal for events at Cobtree Manor Park for the coming year; and to approve the proposed total cost of the events programme for 2013.

Decision Made

1. That the work undertaken across the Cobtree Estate over the last six months and the future work planned, as set out in Appendix A to the report of the Cobtree Officer, be noted.
2. That the outline proposal for events at Cobtree Manor Park for the coming year, as set out in Appendix A to the report of the Cobtree Officer, be endorsed, and that the proposed total cost of the events programme (£2,000) be approved.

Reasons for Decision

The Committee previously agreed that the Park Ranger should provide a progress report on her activities to each meeting. This has now been extended to cover the work carried out across the whole Estate. The progress report for the work carried out over the last six months is attached as Appendix A to the report of the Cobtree Officer.

The events programme has been very successful in raising the profile of the Park and in attracting new visitors. It is therefore proposed that this programme be continued in order to build on the success of the previous two years. An outline proposal for events at Cobtree Manor Park is included in Appendix A to the report of the Cobtree Officer. The proposed total cost of the events programme is £2,000, and not £1,500 as mentioned in Appendix A to the report.

In response to comments by Members, the Officers undertook to discuss with Mytime Active, the Golf Course contractor, the scope for improving signage and other publicity for the Golf Course.

Alternatives Considered and Why Rejected

No alternative actions are considered appropriate as the proposals are in the best interests of the future management of the Cobtree Estate.

Background Papers

None

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 Change and Scrutiny by: **22 March 2013**.