

AGENDA

COBTREE MANOR ESTATE CHARITY COMMITTEE MEETING



Date: Wednesday 15 January 2014

Time: 5.30 p.m.

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Garland, Greer, J.A. Wilson
(Chairman) and Moss

Page No.

1. Apologies for Absence
2. Notification of Visiting Members
3. Disclosures by Members and Officers
4. Disclosures of Lobbying
5. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
6. Minutes of the meeting held on 13 November 2013

Continued Over/:

Issued on 7 January 2014

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEBBIE SNOOK on 01622 602030**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

Alison Broom

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

- | | | |
|----|------------------------------------------------------------------------------------------------------------|---------|
| 7. | Report of the Head of Finance and Resources - Charity Known as the Cobtree Manor Estate - Accounts 2012/13 | 1 - 31 |
| 8. | Report of the Cobtree Officer - Staffing at Cobtree Manor Park | 32 - 35 |

PART II

To move that the public be excluded for the item set out in Part II of the Agenda because of the likely disclosure of exempt information for the reason specified having applied the Public Interest Test.

**Head of Schedule
12A and Brief
Description**

- | | | | |
|----|---------------------------------------------------------------------------------------|----------------------------|---------|
| 9. | Exempt Appendix to the Report of the Cobtree Officer - Staffing at Cobtree Manor Park | 2 – Identity of Individual | 36 - 38 |
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MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE COMMITTEE

15TH JANUARY 2014

REPORT OF THE HEAD OF FINANCE & RESOURCES

Report prepared by: Paul Holland (Senior Accountant)

1 ACCOUNTS 2012/13

1.1 Issue for Decision

1.1.1 To consider the audited Report and Financial Statements for the financial year 2012/13.

1.2 Recommendation of the Head of Finance & Resources

1.2.1 That the Committee approves the Report and Financial Statements for the financial year 2012/13.

1.2.2 That the Committee approves the proposed response to the Management Letter as shown at 1.4.5.

1.3 Reasons for Recommendation

1.3.1 In July 2013 the Committee received the un-audited Report and Financial Statements for the financial year 2012/13.

1.3.2 Attached at **APPENDIX A** are the audited 2012/13 Report and Financial Statements from the external auditors, along with a Schedule of Adjustments, details of unadjusted misstatements, the Matters Arising letter and the Letter of Representation.

1.3.3 The accounts are required to be formally approved and signed before they are submitted to the Charity Commission, which must be done by 31st January 2014.

1.4 Accounts 2012/13

1.4.1 Following their examination of the Report and Financial Statements King & Taylor, the external auditors, recommended a small number of minor changes, which have now been incorporated into the audited version. The most significant change was a consequence of the investment income from Cobtree Charity Trust Ltd being slightly higher than was estimated in the draft Accounts. These are detailed in the Schedule of Adjustments shown as part of **Appendix A**.

- 1.4.2 These adjustments means that sum due from Maidstone Borough Council to the Cobtree Manor Estate has increased from £82,109 as per the draft accounts to £85,555. Now this sum has been confirmed payment will be made as soon as possible.
- 1.4.3 Also attached at **Appendix A** is the Letter of Representation, details of unadjusted misstatements and the Management Letter.
- 1.4.4 The Letter of Representation asks Trustees to confirm a number of statements relating to the audit and the information supplied to the auditors during the course of their audit.
- 1.4.5 The Management Letter draws attention to points of interest that the auditors have identified. Only one point has been raised and the comment on this is as follows:
- At present there is no obligation for the accounts to be formally audited by a registered auditor, but Trustees have chosen to have a formal audit. Based on the current thresholds Trustees could still elect to have an independent examination rather than a formal audit, but this point notes that this option may not be available in the future if the statutory thresholds are exceeded.
- 1.4.7 It is intended to formally respond to the Management Letter. Previously the draft response has been brought the Committee for approval, but given that only one point has been raised it is intended to respond as detailed above, subject to any further comments Trustees may wish to add.
- 1.5 Alternative Actions and Why Not Recommended
- 1.5.1 There are no alternative actions. The accounts, the Letter of Representation and the Schedule of Adjustments are required to be approved by Trustees and signed by the Chairman prior to their submission to the Charity Commission.
- 1.6 Impact on the Charity's Objectives
- 1.6.1 The net surplus on the activities of the Golf Course and Manor Park are to be used to further the long term aims and objectives of the Trust, particularly the agreed Master Plan for the development of the Manor Park.
- 1.7 Risk Management
- 1.7.1 The timely submission of audited accounts to the Charity Commission demonstrates good financial management on the part of the Trust.

1.8 Other Implications

| | |
|---------------------------------------|-------------------------------------|
| Financial | <input checked="" type="checkbox"/> |
| Staffing | <input type="checkbox"/> |
| Legal | <input type="checkbox"/> |
| Social Inclusion | <input type="checkbox"/> |
| Environmental/Sustainable Development | <input type="checkbox"/> |
| Community Safety | <input type="checkbox"/> |
| Human Rights Act | <input type="checkbox"/> |
| Procurement | <input type="checkbox"/> |
| Asset Management | <input type="checkbox"/> |

1.9 Financial Implications

1.9.1 Financial Implications are detailed in the report above.

| | | | |
|---------------------------------------------------------------------------|-----|--------------------------|----------------------------------------|
| <u>NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED</u> | | | |
| Is this a Key Decision? | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| If yes, when did it appear in the Forward Plan? _____ | | | |
| Is this an Urgent Key Decision? | Yes | <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <u>Reason for Urgency</u> Not applicable | | | |

Cobtree Manor Estate

Charity No. 283617

**THE CHARITY KNOWN AS
"COBTREE MANOR ESTATE"**

Corporate Trustee Report and Financial Statements

for the Year Ended 31 March 2013

Cobtree Manor Estate

Trust Information

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Corporate Trustee | Maidstone Borough Council |
| Trustees | There are no individual Trustees. All elected Members of the Maidstone Borough Council perform the duties of Trustees, but are not trustees in their own right. A full list of Members is available on request. |
| Charity Number | 283617 |
| Principal Office | Maidstone Borough Council Maidstone House King Street Maidstone, Kent. ME15 6JQ |
| Auditors | King & Taylor (Audit) Limited 4 th Floor, Joynes House New Road, Gravesend Kent DA11 0AT |
| Bankers | All funds are managed by Maidstone Borough Council at: Lloyds TSB Bank plc City Bank Office Bailey Drive Gillingham Kent ME8 0LS |
| Solicitors | Head of Corporate Law and Legal Services Maidstone Borough Council Maidstone House King Street Maidstone, Kent. ME15 6JQ |

Cobtree Manor Estate

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| Statement of Financial Activities | 9 |
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| Notes forming part of the financial statements | 11-18 |

Cobtree Manor Estate

Trustees Report

The Maidstone Borough Council acting as Corporate Trustee to the registered Charity known as "Cobtree Manor Estate" presents its annual report in relation to the financial year ending 31st March 2013.

Trustees

The trustees who served during the year are shown on the information page.

OBJECTIVES AND ACTIVITIES

Governing Object

The governing object of the Charity remains that defined in the lease of the Cobtree Estate dated 13 July 1971 between the Cobtree Charity Trust Limited (the lessor) and the Maidstone Borough Council (the lessee). The governing object is stated as:

"To hold Cobtree Manor and Cobtree Manor Estate for the benefit of the inhabitants of Maidstone and other members of the general public in one or other or all of the following ways:

- i) By maintaining the Cobtree Manor Estate as an open space as defined by the Open Spaces Act 1906 and if the lessees think fit providing thereat facilities for organised games and other sports".
- ii) With the consent of ...[the Cobtree Charity Trust Limited and the Kent County Council]... in such other way for the benefit of the inhabitants of Maidstone and other members of the general public as the Council shall from time to time think appropriate."

Object of the Charity

The late Sir Garrard Tyrwhitt-Drake bequeathed his former estate to the Cobtree Charity Trust Limited and set down in the codicils to his Will requirements for its future use. In seeking to interpret these, sometimes conflicting, codicils the Maidstone Borough Council and Cobtree Charity Trust Limited agreed that the Estate in its entirety, and the intended charitable objects, should be leased to and governed by, the Maidstone Borough Council.

The Maidstone Borough Council, as Corporate Trustee to the Charity, has determined and regularly reviews a series of policies to guide the actions of its Members and employees in fulfilling the governing object of the Charity.

Members of the Cobtree Manor Estate Charity Committee manage all aspects of the Charity on behalf of the Council. Informal liaison continues with the Trustees to the Cobtree Charity Trust Limited, particularly with regard to considering potential developments. Members of the Cobtree Charity Trust Limited are invited to attend the meetings of the Cobtree Manor Estate Charity Committee.

Cobtree Manor Estate

Trustees Report

ACHIEVEMENTS AND PERFORMANCE

Changes since the last Report

The Cobtree Charity Committee continues to comprise of four Members of the Cabinet. The Members of the Committee during the reporting year were Councillors John A. Wilson (Chairman), Christopher Garland, Eric Hotson, and Malcolm Greer. In common with the operation of all Cabinet decisions, those of the Charity Committee were subject to the scrutiny of other Council Members. No decisions of the Committee relating to the Cobtree Estate were called in for scrutiny.

Organisation of the Charity

The Trustee to the Registered Charity known as the Cobtree Manor Estate remains the Corporate Body of the Maidstone Borough Council. How the functions of the Corporate Trustee are implemented is reiterated in the section above.

All individual elected Members to the Maidstone Borough Council are instructed to perform any duties and responsibilities they have in relation to the charity as though they were acting as individual trustees; albeit that they are not individual trustees in Charity Law. All elected Members and Officers of the Council are reminded of the Council's obligations to the Charity and how these need to be considered quite separately from the normal duties of the Council acting as the Local Authority. An A to Z "aid memoir" is made available to all Members and Officers via the Council's internal intranet site.

Under the terms of the lease upon which the Charity holds the Cobtree Manor Estate, and in the specified circumstances, the Council continues to liaise with both the freehold owner of the Estate, the Cobtree Charity Trust Limited, and the Kent County Council.

Advice to Trustees

The advice for trustees published by the Charity Commission is given to new members of the charity committee and new guidance is notified and made available to them as it is received from the Commission. Committee members have free access to all members of staff to ensure that they can be fully aware of the special considerations, activities and implications of, and for, the charity.

Activities

The following paragraphs are included to demonstrate how the Charity is meeting its obligation to provide a public benefit. The primary activities of the Charity are to manage and maintain two facilities to which the general public have access:

- the Cobtree Manor Park – which is a parkland environment with woodland and meadows containing a wide variety of trees and shrubs and which is freely accessible to the general public, and

Cobtree Manor Estate

Trustees Report

- the Cobtree Manor Park Golf Course - which is a pay and play facility accessible to all.

Cobtree Golf Course

The following activities and works were completed on the Cobtree Manor Park Golf Course during the reporting year to enhance the attractiveness of the facility and to ensure its availability to the general public:

| Year | Rounds Played | No. of Registrations |
|------------------|----------------------|-----------------------------|
| 2008/2009 | 40,187 | 875 |
| 2009/2010 | 43,913 | 837 |
| 2010/2011 | 41,784 | 599 |
| 2011/2012 | 41,223 | 554 |
| 2012/2013 | 36,006 | 422 |

Whilst roundage figures have dropped this has been a reflection of the weather over the previous year, and the slow decline in golf as a recreation nationally. Cobtree continues to be one of the top performing courses in the MyTime group.

There have been no notable works carried out over the past year other than continuous ongoing bunker improvements. Improvements to the golf course continue to remain a high priority for the Charity. Future investment will continue to be in partnership with the contract operator; the objective is to ensure that the quality of the course remains protected and thus ensure that the course remains successful and accessible to the people of Maidstone and the surrounding area.

The contract payment to the Council continued to fund the maintenance of the Estate and will be used to contribute towards the proposed improvements programme for the Cobtree Manor Park. Discussions regarding the 5 year extension of the lease with MyTime are ongoing.

Cobtree Manor Park

The following works and activities were carried out to enhance the appeal of Cobtree Manor Park to attract a greater numbers of visitors.

Phase one of the Cobtree Master Plan improvement plan, the installation of the outlying play equipment was completed. Phase 2 of the improvement plan was implemented and almost finished by the end of the financial year 2012/2013.

Volunteers continue to contribute man-days of effort to help with both practical and research tasks. Members of the general public contributed a total 154 hours of voluntary effort.

The events programme included 29 events (mostly themed guided walks) and these were attended by 446 people.

One work placement student from Hadlow College worked one day a week during term time (voluntary work, hours included above).

Cobtree Manor Estate

Trustees Report

Three thousand free information leaflets advertising the events programme for the coming year were designed, printed and distributed.

The following works relating to the park were carried out:

- installation of the "7 Ages" sculpture seat by Will Glanfield
- installation of nine pieces of play equipment in early summer 2012
- further coppicing of selected shrubberies
- full inspection of trees over 300mm survey followed by tree surgery, as recommended by the consultant
- construction of the zoo-fort play area
- enlargement of the car parking area from 100 car spaces to 150 in the main car park and 35 in the overflow car park
- construction of a network of hard footpaths

There was one incident of criminal damage reported to police and a few incidents of very minor vandalism.

Footfall, as estimated by weekly car count on Wednesday at 1pm, in 2012/2013 was up by 15% on the 12 months of the 2011/12 period. However the 6-week period of the summer holidays showed a 105% increase (2012 compared to 2011).

Footfall as shown by the gate counters in the 10 months since installation (1st June 2012 to 31st March 2013) was 156,445 averaging 15,644 per month.

Property

The following figures were spent on maintenance:

Cobtree Manor Park

Reactive: £5,511

Planned: £6,643

Of this reactive maintenance work on 4 Stream Cottages was £2,971.

Golf Course

Reactive: £59

Planned: £6,439

Renovations to 4 Stream cottages reflect the requirement to bring the property up to standard to enable re-letting. The cost in the rent has doubled to reflect current market value and will cover this initial outlay within 4 months.

Volunteer Help and Intangible Income

The volunteer help given on the estate is referred to above; it is most probable that the Kent Wildlife Trust and the Museum of Kent Life Trust will have continued to receive such assistance in the pursuit of their activities.

Cobtree Manor Estate

Trustees Report

Review of Public Benefit

The Trustee continues to consider and ensure that the Charity meets its requirement to comply with the test of public benefit. Cobtree Manor Park remains freely accessible to the general public and the pay and play golf course is accessible to all those who wish to take advantage of its facilities at reasonable cost.

Related Party Disclosure

The Maidstone Borough Council is the Corporate Trustee of the Charity. In addition the Council itself owns part of the land upon which the Cobtree Manor Park Golf Course is built. The accounting arrangements between the Council and the Charity are that the Council is responsible for all receipts and payments for both the golf course and the Cobtree Manor Park. At the end of each financial year the total net operating surplus or deficit of the Manor Park is transferred to the Charity accounts. For the golf course 7/9ths of the total net operating surplus or deficit is transferred to the Charity accounts, reflecting the split of land ownership. The remaining 2/9ths are shown in the accounts of the Council.

The Council also employs a Park Ranger at the Manor Park and a Cobtree Officer. These posts exist solely for the benefit of the Charity and the cost for each is shown in the Charity accounts under the arrangements specified above. Other officers of the Council are engaged from time to time in duties specifically related to the operation and management of the Estate; their time and associated costs are apportioned accordingly to the Cobtree accounts.

FINANCIAL REVIEW

Financial Review and Investment Policy

The net surplus generated as per the Statement of Financial Activities continued to be used to complete the repayment of debt due to the Maidstone Borough Council.

Interest due to the Charity in respect of the permanent endowment held on the Charity's behalf by the Borough Council is included as part of the unrestricted income.

The Trustee has now determined its preferred future development option for the Cobtree Manor Park; it is now seeking to identify sources of funding to implement this option.

Reserves Policy

Restricted reserves are maintained in respect of the permanent endowment funds.

Risk Management

The Trustee continues to review the business and operational risks which the Charity faces, and identifies where appropriate steps to minimise the impact of any identified risks. All contractors working on the Estate are also required to undertake risk assessments appropriate to their activities.

Cobtree Manor Estate

Trustees Report

PLANS FOR FUTURE PERIODS

The Trustee has now begun the implementation of a revised master plan for the Cobtree Manor Park and has obtained permission from the Charity Commission for the use of reserve funds for its implementation. The second phase of the master plan is due to be completed in the coming financial year with the third phase also being scheduled to begin in this period.

Trustees' responsibilities

The Trustee is responsible for preparing the financial statements in accordance with applicable law and the United Kingdom Generally Accepted Accounting Practice.

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. In preparing these statements the Trustee is required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern unless it is inappropriate to presume that the Charity will continue in business.

The Trustee has overall responsibility for ensuring that the Charity has appropriate systems of controls, financial and otherwise. It is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. It is also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the Trustee on And signed on its behalf by

Councillor
Chairman of the Cobtree Manor Estate Charity Committee

Cobtree Manor Estate

Independent Auditors Report

Independent Auditor's Report to the Trustees of Cobtree Manor Estate

We have audited the financial statements of Cobtree Manor Estate for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 6, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013, and of its incoming resources and application of resources, for the year then ended;

Cobtree Manor Estate
Independent Auditors Report

Independent Auditor's Report to the Trustees of Cobtree Manor Estate
continued

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

King & Taylor (Audit) Limited
Statutory Auditors

Date

4th Floor,
Joynes House
New Road
Gravesend
Kent DA11 0AT

Cobtree Manor Estate
For the year ended 31 March 2013

| Statement of Financial Activities and Summary Income and Expenditure Account | | Unrestricted | Restricted | Endowment | 2012 Total | 2013 Total |
|------------------------------------------------------------------------------|-----------|------------------|---------------|------------------|------------------|------------------|
| Note | | £ | £ | £ | £ | £ |
| INCOMING RESOURCES | | | | | | |
| Incoming resources from generated funds: | | | | | | |
| Investment income | | 72,147 | | | 72,147 | 67,458 |
| Will Trust | | | 49,868 | | 49,868 | 45,922 |
| Rental income | | 18,901 | | | 18,901 | 20,360 |
| Donations & gifts | | | | | 0 | 0 |
| Incoming resources from charitable activities: | | 203,825 | | | 203,825 | 194,170 |
| Golf club revenue | | | | | | |
| Other incoming resources: | | | | | | |
| Other income | | | | | 0 | 0 |
| Total Incoming Resources | 2 | 294,873 | 49,868 | 0 | 344,741 | 327,910 |
| RESOURCES EXPENDED | | | | | | |
| Costs of charitable activities | 3 | 446,745 | 39,323 | | 486,068 | 186,060 |
| Governance Costs | 3 | 9,825 | 10,545 | | 20,370 | 19,751 |
| Total Resources Expended | | 456,570 | 49,868 | 0 | 506,438 | 205,811 |
| Net Incoming/(Outgoing) resources before transfers | | (161,697) | 0 | 0 | (161,697) | 122,099 |
| Transfers between funds | | | | | 0 | 0 |
| Net Incoming/(Outgoing) resources before revaluations | | (161,697) | 0 | 0 | (161,697) | 122,099 |
| Gains and (losses) on revaluations of fixed assets for use in the charity | | | | 198,770 | 198,770 | (24,228) |
| Gains and (losses) on investment assets | | | | 198,770 | 37,073 | 97,871 |
| Net movement in funds | | (161,697) | 0 | 397,540 | 214,143 | 173,724 |
| Fund balances brought forward | 10 | 103,184 | 0 | 2,761,003 | 2,864,187 | 2,766,316 |
| Fund balances carried forward | | (58,513) | 0 | 2,959,773 | 2,901,260 | 2,864,187 |

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The notes on Pages 11 - 18 form an integral part of these financial statements.

Cobtree Manor Estate
For the year ended 31 March 2013

Balance Sheet
as at 31 March 2013

| Notes | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | Total 2013 £ | Total 2012 £ |
|-------------------------------------------------------------|----------------------------|--------------------------|-------------------------|--------------------|--------------------|
| Fixed Assets | | | | | |
| Cobtree Manor Golf Course | | | 500,392 | 500,392 | 500,392 |
| Garden Lodge | | | 97,273 | 97,273 | 97,273 |
| 2 Stream Cottages | | | 98,980 | 98,980 | 98,980 |
| 3 Stream Cottages | | | 100,872 | 100,872 | 100,872 |
| 4 Stream Cottages | | | 94,180 | 94,180 | 94,180 |
| Golf Course Land | | | 544,444 | 544,444 | 544,444 |
| Tangible assets | 0 | 0 | 1,436,141 | 1,436,141 | 1,436,141 |
| Investments | 3,304 | 0 | 1,523,632 | 1,526,936 | 1,328,166 |
| | 3,304 | 0 | 2,959,773 | 2,963,077 | 2,764,307 |
| Current Assets | | | | | |
| Cash and bank in hand | 154,053 | | | 154,053 | 923 |
| Debtors | 85,555 | | | 85,555 | 103,277 |
| | 239,608 | 0 | 0 | 239,608 | 104,200 |
| 9 | (301,246) | 0 | 0 | (301,246) | (4,320) |
| Creditors: Amounts falling due within one year | | | | | |
| Net current assets (liabilities) | (61,638) | 0 | 0 | (61,638) | 99,880 |
| Total assets less current liabilities | (58,334) | 0 | 2,959,773 | 2,901,439 | 2,864,187 |
| Creditors: Amounts falling due in more than one year | 0 | 0 | 0 | 0 | 0 |
| Net assets | (58,334) | 0 | 2,959,773 | 2,901,439 | 2,864,187 |
| Reserves | | | | | |
| Charity's Funds | (58,513) | 0 | 2,959,773 | 2,901,260 | 2,864,187 |
| 10 | | | | | |

Approved by the Trustees on _____ and signed on their behalf by:

Councillor
Chairman of the Cobtree Estate Committee

The notes on Pages 11 - 18 form an integral part of these financial statements.

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

1. Accounting Policies

1.1. Accounting Convention

The financial statements are prepared under the historical cost convention modified to include the revaluation of certain fixed assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Statement of Recommended Practice (SORP) and the Financial Reporting Standards for Smaller Entities (effective April 2008).

1.2 Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are those funds held for a specific purpose upon which restrictions have been imposed by the donor.

The endowment fund represents those assets that must be held permanently by the charity.

1.3 Incoming Resources

All incoming resources are included within the SOFA when the charity is legally entitled to the income and the amount can be reasonably quantified.

All grants and voluntary income are accounted for gross when receivable as long as they are capable of financial measurement.

1.4 Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs relate to more than one functional cost category, they have been split on an appropriate estimated basis.

Governance Costs are those associated with the governance arrangements which relate to the general running of the charity.

Support costs (those which do not produce or constitute the output of the charity) are allocated directly to the relevant charitable activity.

1.5 Tangible Fixed Assets and Depreciation

Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

- Land - Nil
- Leasehold properties - Nil

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

Land and buildings are re-valued on a five yearly cycle. No depreciation has been provided on the buildings as this is considered immaterial due to the estimated useful life and the level of residual value.

Impairment would be provided if necessary. Impairment reviews will be carried out when there are any indicators of impairment.

1.6 Investments

Fixed asset investments are stated at market value. Provision is made for any permanent diminution in value.

2. Resources Arising

The total incoming resources of the charity for the year have been derived from its principal activity wholly undertaken in the UK.

3. Analysis of Resources Expended

Resources expended include the following: -

| | 2013 | 2012 |
|-----------------------------------------|-------|-------|
| | £ | £ |
| Auditors' Remuneration – audit services | 4,500 | 4,320 |

a) Costs of activities in furtherance of charity's objective

| | Unrestricted Funds | Restricted Funds | Total 2013 | Total 2012 |
|--------------------------|-----------------------|---------------------|---------------|---------------|
| | £ | £ | £ | £ |
| Staff costs (see note 5) | - | 25,327 | 25,327 | 30,088 |
| Grounds maintenance | 72,446 | 13,996 | 86,442 | 79,607 |
| Capital Expenditure | 296,746 | - | 296,746 | - |
| Utilities | 45,480 | - | 45,480 | 55,639 |
| Property repairs | 32,073 | - | 32,073 | 20,726 |
| | 446,745 | 39,323 | 486,068 | 186,060 |

b) Support costs included within the cost of activities

| | Unrestricted Funds | Restricted Funds | Total 2013 | Total 2012 |
|---------------------|-----------------------|---------------------|---------------|---------------|
| | £ | £ | £ | £ |
| Staff costs | - | 25,327 | 25,327 | 30,088 |
| Grounds maintenance | - | 13,996 | 13,996 | 28,561 |
| Utilities | 45,480 | - | 45,480 | 25,458 |
| | 45,480 | 39,323 | 84,803 | 84,107 |

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

c) Governance Costs

| | Unrestricted Funds | Restricted Funds | Total 2013 | Total 2012 |
|-----------------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ |
| Human resources | - | 998 | 998 | 1,144 |
| Democratic services | - | - | - | 2,853 |
| Legal costs | 3,480 | 4,476 | 7,956 | 4,660 |
| Financial advice | 1,845 | 5,071 | 6,916 | 6,774 |
| Audit and accountancy | 4,500 | - | 4,500 | 4,320 |
| | <u>9,825</u> | <u>10,545</u> | <u>20,370</u> | <u>19,751</u> |

4. Trustees' Remuneration

No Trustee received either remuneration or out of pocket expenses during the year.

There were no employees of the Charity.

5. Staff Costs

Number of Employees

The average number of employees during the year was:

| | 2013 | 2012 |
|--------------------------------|-------------|-------------|
| Manor Park Grounds Maintenance | 1 | 1 |
| Park Ranger | 1 | 1 |
| | <u>2</u> | <u>2</u> |

There were no higher paid employees.

The above staff are employed by Maidstone Borough Council, the corporate trustee of the Charity (see note 11).

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

6. Tangible Fixed Assets

| | Long Leasehold Land & Buildings £ | Total £ |
|--------------------------------|-----------------------------------------------|------------|
| Cost or Valuation | | |
| At 1 st April 2012 | 1,436,141 | 1,436,141 |
| Revaluations | 0 | 0 |
| At 31 st March 2013 | 1,436,141 | 1,436,141 |
| Net Book Values | | |
| At 31 st March 2013 | 1,436,141 | 1,436,141 |
| At 31 st March 2012 | 1,436,141 | 1,436,141 |

The closing net book value includes assets used for:

| | 2013 £ | 2012 £ |
|----------------------------|-----------|-----------|
| Direct Charitable Purposes | 1,436,141 | 1,436,141 |

The property is held under a 999 year lease which is due to expire in 2970.

The fixed assets are used solely for direct charitable purposes and form part of the permanent endowment of the Charity.

The golf course is revalued by Maidstone Borough Council on a five yearly cycle based on market value with the remaining properties being revalued by Maidstone Borough Council on a five year cycle based on market value subject to existing tenancies. The next valuation is due in April 2013.

The most recent valuations included in the accounts are as set out below: -

- Cobtree Manor Golf Course
(Including clubhouse, messroom/garage) April 2008
- Garden Lodge/Garden Cottage April 2008
- 2 Stream Cottages April 2008
- 3 Stream Cottages April 2008
- 4 Stream Cottages April 2008

Historical Cost Information

| | 2013 £ | 2012 £ |
|----------------------------|-----------|-----------|
| Leasehold Land & Buildings | 940,688 | 940,688 |

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

7. Fixed Asset Investments

| | Listed Investments £ | Total £ |
|---------------------------------------------|----------------------------|------------|
| Market Value at 1 st April 2012 | 1,328,166 | 1,328,166 |
| Additions | | |
| Revaluations | 198,770 | 198,770 |
| Market Value at 31 st March 2013 | 1,526,936 | 1,526,936 |

Net Book Values

At 31st March 2013 1,526,936 1,526,936

At 31st March 2012 1,328,166 1,328,166

Fixed Asset Investments

| | 2013 £ | 2012 £ |
|----------------------------------------|-----------|-----------|
| Market Valuation of listed investments | 1,526,936 | 1,328,166 |
| Historical cost information | 1,290,000 | 1,290,000 |

Breakdown of historical cost information:

| | 2013 £ | 2012 £ |
|-----------------|-----------|-----------|
| Endowment funds | 1,290,000 | 1,290,000 |
| | 1,290,000 | 1,290,000 |

8. Debtors

| | 2013 £ | 2012 £ |
|---------------|-----------|-----------|
| Other debtors | 85,555 | 103,277 |
| | 85,555 | 103,277 |

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

Creditors: Amounts Falling Due Within One Year

| | Unrestricted Funds £ | Endowment Funds £ | 2013 Total £ | 2012 Total £ |
|-----------------------------------|----------------------------|-------------------------|--------------------|--------------------|
| Other creditors – Maidstone BC | 296,746 | - | 296,746 | - |
| Accruals & Deferred Income | 4,500 | - | 4,500 | 4,320 |
| | 301,246 | - | 301,246 | 4,320 |

9. Reserves

| | Restricted Funds £ | Unrestricted Funds £ | Revaluation Reserve £ | Permanent Endowmen t £ | Total £ |
|---------------------------------------------------|--------------------------|----------------------------|-----------------------------|---------------------------------|------------|
| At 1st April 2012 | - | 103,184 | 495,453 | 2,265,550 | 2,864,187 |
| Revaluation of property | - | - | - | - | - |
| Net incoming resources | - | (161,697) | - | - | (161,697) |
| Increase/(Decrease) in value of investments | - | - | - | 198,770 | 198,770 |
| At 31st March 2013 | - | (58,513) | 495,453 | 2,464,320 | 2,901,260 |

Unrestricted Funds

These comprise of funds that the trustees are free to use in accordance with the charitable objects.

Restricted Funds

These are funds that have been given for particular purposes and projects. The restricted fund relates to:

- The Will Trust Fund, the income from which is used to maintain the rural park. The assets of this fund are held by Cobtree Charity Trust Limited, a separate entity.

Revaluation Reserve

The revaluation reserve represents the amounts set aside on revaluation of the land and buildings that are held on trust to be retained for the benefit of the Charity as a capital fund.

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

Permanent Endowment

The endowment fund represents those assets that must be held permanently by the Charity. Income arising on the endowment fund can be used in accordance with the objects of the Charity and is included as unrestricted income. Any capital gains and losses arising on the investments form part of the fund. The assets of the fund are set out below:

Permanent Endowment Assets

| | 2013 | 2012 |
|--------------------------------------|------------------|------------------|
| | £ | £ |
| Long Leasehold Land & Buildings | 1,436,141 | 1,436,141 |
| Investments at Market Value (Note 7) | <u>1,526,936</u> | <u>1,328,166</u> |
| | <u>2,963,077</u> | <u>2,764,307</u> |

10. Capital Commitments

Details of capital commitments at the accounting date are as follows:

| | 2013 | 2012 |
|---------------------------------------------------------------------|---------|-----------|
| | £ | £ |
| Authorised, but not contracted as at 31 st March 2013 | 768,254 | 1,065,000 |

The Charity has approved a Master Plan for the enhancement of the Cobtree Manor Park. The works will be carried out in three phases, with the anticipated completion date of May 2013 for the first two phases:

- Phase 1: Play Area
- Phase 2: Parks works
- Phase 3: Visitor Centre/Cafe works

The Capital Commitment will be financed by the release of £1,065,000 from the endowment fund, which was secured on 17th May 2012, by Order of the Charity Commission.

The Commission directs the Trustee to replace the sum withdrawn by setting aside for 30 years thirtieth part of the sum spent.

11. Related Party Transactions

During the year, transactions with related parties are as follows: -

| | £ |
|-----------------------------------|--------|
| Receipts | |
| The Cobtree Charity Trust Limited | 49,868 |

Cobtree Manor Estate

Notes to the financial statements for the year ended 31 March 2013

Payments

| | |
|-----------------------------------------------------------|---------|
| Maidstone Borough Council – Governance & Support Costs | 101,464 |
|-----------------------------------------------------------|---------|

As at 31 March 2013, £85,555 (2012:£103,277) was due from Maidstone Borough Council, as included within Other Debtors. However at the same date £296,746 (2012:£nil) was owed to Maidstone Borough Council, as included within Other Creditors.

The Maidstone Borough Council is the Corporate Trustee of the Charity. In addition the Council itself owns part of the land upon which the golf course is built. The accounting arrangements between the Council and the Trust are that the Council is responsible for all receipts and payments for both the golf course and the Manor Park. At the end of each financial year the total net operating surplus or deficit of the Manor Park is transferred to the Trust accounts. For the golf course 7/9ths of the total net operating surplus or deficit is transferred to the Trust accounts, reflecting the split of land ownership. The remaining 2/9ths are shown in the accounts of the Council.

The Council employs the Park Ranger at the Manor Park and a Cobtree Officer (within the Governance & Support costs balance above - see note 5). The posts exist solely for the benefit of the Charity and the cost of their employment is shown in the Charity accounts under the arrangements specified above.

12. Controlling Interest

The Charity is under the control of the Corporate Trustee Maidstone Borough Council.

**COBTREE MANOR ESTATE
YEAR ENDING 31 MARCH 2013
ADJUSTMENTS TO DRAFT FINANCIAL ACCOUNTS PRODUCED BY COUNCIL**

ADJUSTMENTS TO SoFA

| | |
|----------------------------------------------------------------------------------------|------------------------|
| Surplus per client draft accounts, (before transfers), year ending 31st March 2013 | £ 165,464 |
| Surplus per finalised Audited Accounts, (before transfers) year ending 31st March 2013 | £ 161,697 |
| Variance | <u><u>-£ 3,767</u></u> |

Adjustment made (variance explained)

| | |
|-------------------------------------------------------------------------|-----------------------|
| Will Trust Income understated due to under-provision of YE 2012 debtor: | £ 3,946 |
| Provision | 45,922 |
| Actually received 5 Sept 2012 | - 49,868 |
| | <u><u>- 3,946</u></u> |

| | |
|---------------------------------------|-----------------------|
| Accruals over stated | -£ 500 |
| Total net adjustments within the SoFA | <u><u>£ 3,446</u></u> |

Adjustments to MBC Other Debtor balance

| | |
|------------------------------------------------------------------------------|-----------------------|
| Council Other Debtor balance per draft accounts, year ending 31st March 2013 | £ 82,109 |
| Council Other Debtor balance per finalised Audited Accounts | £ 85,555 |
| Variance | <u><u>£ 3,446</u></u> |
| Add Accountancy adjustment for £500 accrued less £180 SOFA adjustment | £ 320 |
| Rounding | £ 1 |
| Total net adjustments with the SoFA, as per above | <u><u>£ 3,767</u></u> |

I approve the above adjustments to the year ending 31st March 2013 accounts:

Name

Capacity in which signed

Signature

Date

King & Taylor (Audit) Ltd

Chartered Accountants & Registered Auditors

4th Floor, Joynes House
New Road, Gravesend
Kent DA11 0AT

Tel: 01474 569777
Fax: +44 (203) 348 8767
www.kingandtaylor.co.uk

RGH/JH/5664

The Committee
Cobtree Manor Estate
Maidstone Borough Council
Maidstone Gateway,
King Street,
Maidstone, Kent ME15 6JQ

6th December 2013

Dear Sirs,

COBTREE MANOR ESTATE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

Unadjusted misstatements noted during the course of the audit

The purpose of this letter is to report to you unadjusted misstatements noted during the course of our audit work for the year ended 31 March 2013. This letter is not meant to be an exhaustive list of misstatements, it simply points out those which actually came to our attention during the course of our audit work. Our tests, which are designed to assist us in forming our opinion on the financial statements, may not necessarily disclose all errors or irregularities and should not be relied upon to do so.

The amount of the misstatement and the effect on the statement of financial activities for the year is set out below.

These items have not been adjusted in the accounts as they are not considered material.

| | Description | Amount £ |
|---|-----------------------------------------|--------------|
| | (income understated/expense overstated) | |
| 1 | My Time income difference when reviewed | (158) |
| 2 | Rental Income understated | (99) |
| | TOTAL | (257) |

Yours faithfully

K+T

King & Taylor

King & Taylor (Audit) Ltd

Chartered Accountants & Registered Auditors

4th Floor, Joynes House
New Road, Gravesend
Kent DA11 0AT

Tel: 01474 569777
Fax: +44 (203) 348 8767

www.kingandtaylor.co.uk

Our Ref: JH/5664

The Committee
Cobtree Manor Estate
Maidstone Borough Council
Maidstone Gateway,
King Street,
Maidstone, Kent ME15 6JQ

th December 2013

Dear Sirs

The purpose of this letter is to report to you the principal findings of our audit work for the year ended 31 March 2013. This management letter is not meant to be an exhaustive list of improvements which are possible, it simply points out matters which actually came to our attention during the course of our audit work. Our audit tests, which are designed to assist us in forming our opinion on the financial statements, may not necessarily disclose all errors or irregularities and should not be relied upon to do so. However, if any irregularity did come to our attention during our audit tests, we would, of course, inform you immediately.

We would like to draw your attention to the following points:

| Observations | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p>1. We draw your attention to current statutory audit thresholds:</p> <ul style="list-style-type: none">- Gross income exceeds £500,000; <i>or</i>- Gross income exceeds £250,000 and gross assets exceed £3,260,000. <p>In addition, an audit is also required, irrespective of income or gross asset limits, if it is specifically stipulated within the Charity's governing document.</p> <p>Historically, the Corporate Trustee has taken the decision to appoint auditors. This decision was made taking account of any independence issues raised by the Charity Commission, particularly the relationship and transactions undertaken between the Council and Charity.</p> <p>We understand that in future years the Charity is intending to continue this practice and appoint us as auditors. However we draw your attention to the current statutory audit limits.</p> | |

We would welcome your comments to these recommendations in due course. One of our members of staff would be happy to assist in implementing any of these changes.

Yours faithfully,

A handwritten signature consisting of the letters 'K' and 'T' joined together with a plus sign, written in a cursive style.

King & Taylor (Audit) Limited

The Committee
Cobtree Manor Estate
Maidstone Borough Council
Maidstone Gateway,
King Street,
Maidstone, Kent ME15 6JQ

King & Taylor (Audit) Limited
Chartered Accountants
Statutory auditors
4th Floor Joynes House
New Road
Gravesend
Kent
DA11 0AT

6th December 2013

Dear Sirs,

We confirm that the following representations in connection with your audit of the financial statements for the year ended 31 March 2013 are made on the basis of enquiries of management and staff with relevant knowledge and experience (and where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you.

1. General

To the best of our knowledge and belief all transactions undertaken by the charity have been properly recorded in the accounting records and these financial statements and all relevant records have been given to you.

The financial statements are free of material misstatements, including omissions.

We believe that the effect of uncorrected misstatements is immaterial both individually and in total.

2. Internal Control

We acknowledge as trustees our responsibility for the design and implementation of internal control systems to prevent and detect fraud. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. There have been no irregularities (or allegations of irregularities) involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.

3. Accounting Policies

The accounting policies used are detailed in the financial statements and are consistent with those adopted in the previous financial statements.

4. Statement of Financial Activities (Unrestricted funds)(-£58,513)

Except as disclosed in the financial statements, the results for the year were not materially affected by:

- (a) transactions of a sort not usually undertaken by the company,
- (b) circumstances of an exceptional or non-recurrent nature,
- (c) charges or credits relating to prior periods or
- (d) any change in the basis of accounting.

Any expenditure included in the financial statements (where receipts or vouchers were not available) was properly made in connection with the carrying on of the company's business, unless specifically notified to you as being of a private nature.

5. Fixed Assets (£2,963,077)

- (a) The company has a satisfactory title to all fixed assets included in the financial statements.
- (b) The fixed assets to which the company has satisfactory title are included in the financial statements.
- (c) All amounts of expenditure capitalised in respect of fixed assets as detailed in the financial statements represent expenditure incurred in acquiring additional assets or improving existing assets. No expenditure capitalised is of a revenue nature.

6. Debtors (£85,555)

Balances included in the financial statements are all valid debtors or prepayments. The bad debts written off are complete as far as the Trustees are aware and full provision has been made against specific debts which are known or may be expected to be irrecoverable.

7. Other Current Assets (£154,053)

In our opinion, other current assets are expected to realise in the ordinary course of business at least the amounts at which they are stated in the company's Balance Sheet.

8. Liabilities (£301,246)

All known liabilities of material amount at 31 March 2013 are shown in the financial statements including the liability for all purchases to which title has passed prior to 31 March 2013.

9. Capital Commitments

All commitments for capital expenditure at 31 March 2013 are shown in Note 15 of the financial statements.

10. Contingent Liabilities

No contingent liabilities existed at 31 March 2013.

11. Post Balance Sheet Events

No events have occurred between 31 March 2013 and the date of this letter which could materially affect the financial statements.

12. Transactions with Trustees

The Charity has had at no time during the year any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for the Trustees nor to guarantee or provide security for such matters.

13. Other Related Party Transactions

All other related party transactions for the year ended 31 March 2013 are shown in Note 11. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matter which require disclosure in order to comply with the requirements of the Charities Act 2011 or the SORP.

14. Going Concern

In our opinion, the company will have adequate resources available to finance its trading and other obligations during the course of the twelve months from the date of this letter.

15. Law and Regulations

We confirm that the company has complied with all law and regulations relevant to the activities of the company during the year under audit and that we have made available all such relevant information necessary for audit purposes.

16. Restricted Funds

All restricted income has been properly identified in the accounts. The expenditure relating to this income has been properly recorded and allocated to the relevant income.

Yours faithfully,

Maidstone Borough Council

Trustee

Agenda Item 8

MAIDSTONE BOROUGH COUNCIL

Cobtree Manor Estate Committee

15th January 2014

REPORT OF THE COBTREE OFFICER

Report prepared by Joanna Joyce

1. Staffing at Cobtree Manor Park

1.1 Issue for Decision

1.1.1 To consider the need for additional staffing at Cobtree Manor Park over the summer period of 2014.

1.2 Recommendation of the Cobtree Officer

It is recommended that additional members of staff are employed to cover the period when the staff currently in the park are not scheduled to work, during the busiest periods of the year.

1.2.1 That, as with the summer of 2013, additional members of staff are employed to cover periods when the park is unmanned; from the last weekend in March to the last weekend in September; all school days from 3-8pm (or closing time if earlier) and weekends and bank holidays from 11am to 6.30pm.

1.2.2 That MBS staff are used on overtime for littering at weekends for 2 hours per visit.

1.2.3 That the future staffing requirements of the park are reviewed to take into consideration the requirements of the visitor centre, when completed; and future operational needs of the park once the charity's income from the golf course is finalized following the re-tender next year.

1.3 Reasons for Recommendation

1.3.1 The large number of visitor's now using Cobtree Park has led to the need for additional staffing to collect litter, increase maintenance and be available to deal with any issues from members of the public as they arise. The current staffing pattern does not allow for weekend or evening working, the points at which the park is at its busiest.

1.3.2 **Exempt Appendix A** details the staffing options and shows that the recommended staffing solution using agency staffing is the cheapest option for providing staff to cover those periods when the park is currently unmanned. This was used last summer when it worked well.

1.3.3 Delaying a full staffing review will allow for the re-tender of the golf course to be undertaken, giving a better picture of the charity's resources going forward. It will also enable the requirements of the visitor centre to be taken into consideration.

1.4 Alternative Action and why not Recommended

1.4.1 The alternative is not to provide additional staffing cover over weekend and evenings and littering at weekends. This is not recommended as with visitor numbers increasing from around 40,000 to around 333,000 per year not littering or having staff available at weekends and evenings is likely to lead to an increased number of complaints due to increased litter and no one being around to deal with issues as they arise.

1.5 Impact on Charity Objectives

1.5.1 Staffing the park directly supports the objects of the charity.

1.6 Risk Management

1.6.1 There is a risk that failing to increase the staffing in the park will lead to increased litter and complaints related to this at the weekend when the park is at its busiest.

1.6.2 There is a risk that if the financial implications of additional staff are not carefully considered this could lead to increased expenditure not being correctly budgeted for. By imposing a fixed rate on the agency and not exceeding the number of additional hours requested the costs can be controlled. There are sufficient funds to cover this for the year.

1.7 Other Implications

1.7.1

1. Financial
2. Staffing
3. Legal
4. Equality Impact Needs Assessment

| |
|---|
| X |
| X |
| |
| |

- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

| |
|--|
| |
| |
| |
| |
| |

1.7.2 Additional staff will lead to increased expenditure. The financial implications for each option are discussed in **Exempt Appendix A**.

1.7.3 The costs of either agency or directly employed staff are outlined in **Exempt Appendix A**.

1.7.4 As the post is only for one year there are no long term staffing implications.

1.8 Relevant Documents

1.8.1 Appendices

Exempt Appendix A outlines the costs of different staffing options.

1.8.2 Background Documents

Cobtree Manor Park Master Plan.

IS THIS A KEY DECISION REPORT?

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because:

.....

Wards/Parishes affected:

.....

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted