

AGENDA

COBTREE MANOR ESTATE CHARITY COMMITTEE MEETING



Date: Wednesday 16 December 2015

Time: 5.15 p.m.

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Mrs Blackmore, McLoughlin
(Chairman), Paterson, Perry and
Mrs Wilson

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

Continued Over/:

Issued on 8 December 2015

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Alison Broom

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

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| 7. | Minutes (Part I) of the meeting held on 23 September 2015 | 1 - 3 |
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PART II

To move that the public be excluded for the items 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.

		<u>Head of Schedule 12A and Brief Description</u>	
9.	Minutes (Part II) of the meeting held on 23 September 2015	3 – Financial/Business Affairs	6
10.	Minutes (Part II) of the meeting held on 30 October 2015	3 – Financial/Business Affairs	7
11.	Exempt Report of the Cobtree Officer - Appointment of the New Contractor at Kent Life	3 – Financial/Business Affairs	8 - 12

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE CHARITY COMMITTEE

MINUTES (PART I) OF THE MEETING HELD ON WEDNESDAY 23 SEPTEMBER 2015

Present: Councillor McLoughlin (Chairman) and Councillors Cox, Mrs Hinder, Paterson and Mrs Stockell

83. APOLOGIES FOR ABSENCE

It was noted that there were apologies from Councillors Mrs Blackmore, Perry and Mrs Wilson.

84. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillors Mrs Hinder, Mrs Stockell and Cox were present as substitute members for Councillors Mrs Blackmore, Perry and Mrs Wilson respectively.

85. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

86. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by members or officers.

87. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

88. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE
BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION.

RESOLVED: That the Part II item on the agenda be taken in private as proposed.

89. MINUTES OF THE MEETING HELD ON 29 JULY 2015

RESOLVED: that the minutes of the meeting held on 29 July 2015 be approved as a correct record and signed.

90. REPORT OF HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT -
ACCOUNTS 2014/15

Paul Holland, Senior Accountant introduced the Accounts 2014/15 report. He explained that they were draft accounts that were currently being

audited. He advised that the audited accounts would return to the Committee in January, once they had been to the Cobtree trustees. The Committee was informed that King and Taylor had been appointed as auditors.

It was highlighted that there had been net increase in profits, including capital. However with the operational costs taken out there was a deficit of £42,000 which was in line with the forecast.

In response to member's questions it was explained that the uptake of golf was in decline and the Council were looking at new ways to manage the Golf Course. A range of solutions would be sought as part of the tendering process in 2016.

RESOLVED: That the draft Annual Report and Financial Statement for the financial year 2014/15 be noted.

91. REPORT OF HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - COBTREE ESTATE RISK MANAGEMENT UPDATE

Joanna Joyce, Cobtree Officer introduced the Cobtree Estate Risk Management Update Report. It was explained that the report covered management of risk for the estate as a whole and that the risks relating to the Golf Course would be discussed in a separate report.

The Committee considered the introduction of car parking charges (due to be implemented on 5 October 2015) and the impact that this would have on visitor numbers. The critical success factor of risk 3h 'Visitor numbers are stabilised and back to current amount within 3 years' as set out in the Risk Assessment document, attached as Appendix 1 to the Cobtree Manor Estate Risk Management Annual Review 2015 was considered to be too cautious. Members felt that this should be monitored on a regular basis and reviewed.

RESOLVED:

1. That the Risk Assessment document, attached as Appendix 1 to the Cobtree Manor Estate Risk Management Annual Review 2015, be endorsed; and
2. That the critical success factor of risk 3h 'Visitor numbers are stabilised and back to current amount within 3 years' as set out in the Risk Assessment document, attached as Appendix 1 to the Cobtree Manor Estate Risk Management Annual Review 2015, be reviewed at regular intervals over the course of the next two years.

92. REPORT OF HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - COBTREE ESTATE PROGRESS REPORT

Joanna Joyce, Cobtree Officer introduced the Cobtree Estate Progress Report. The report highlighted the completion of the new visitor centre

and the installation of the final sculpture which brought the Cobtree Masterplan to a conclusion.

In response to member's questions it was explained that the current project had taken five years. The year ahead was described as a 'consolidation year', concentrating on delivering what had been promised. The future would involve plans to make the Cobtree Estate more cohesive.

It was clarified that the income from parking charges would be ring-fenced to the park and would cover the cost of maintaining the play equipment.

RESOLVED: That the Cobtree Estate Progress Report be noted.

93. EXCLUSION OF THE PUBLIC FROM THE MEETING

RESOLVED: That the public be excluded from the meeting for the following item of business because of the likely disclosure of exempt information for the reason specified having applied the Public Interest Test:

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

Report of the Head of Economic and Commercial Development – Cobtree Manor Park Golf Course

3 – Financial/Business Affairs

94. EXEMPT REPORT OF THE HEAD OF ECONOMIC AND COMMERCIAL DEVELOPMENT - COBTREE MANOR PARK GOLF COURSE.

Dawn Hudd, Head of Commercial and Economic Development introduced the Cobtree Manor Park Golf Course report.

The Committee was informed on the current management arrangements of the Golf Course and future proposals for its management and use.

The Committee considered the proposals and recommendations as set out in the report.

RESOLVED: That the recommendations, as set out in the report, be agreed.

95. DURATION OF MEETING.

5.00pm to 5.55pm

Agenda Item 8

MAIDSTONE BOROUGH COUNCIL

Cobtree Manor Estate Charity Committee

MINUTES (PART I) OF THE MEETING HELD ON 30 OCTOBER 2015

Present: Councillor Paterson (in the Chair) and Councillors
Mrs Blackmore, Mrs Ring and Mrs Wilson

96. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillor McLoughlin (the Chairman) and Councillor Perry.

In the absence of the Chairman, the Vice-Chairman (Councillor Paterson) chaired the meeting.

97. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Mrs Ring was substituting for Councillor McLoughlin.

98. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

99. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

100. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

101. EXEMPT ITEMS

RESOLVED: That the items on Part II of the agenda be taken in private as proposed.

102. MINUTES (PART I) OF THE MEETING HELD ON 23 SEPTEMBER 2015.

It was noted that only one Member present at the meeting had been in attendance at the previous meeting.

It was therefore:

RESOLVED: That the Minutes (Part I) of the meeting held on 23 September 2015 be deferred for consideration at the next meeting of the Committee.

103. EXCLUSION OF THE PUBLIC FROM THE MEETING

RESOLVED: That the public be excluded from the meeting for the following items of business 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**

Minutes (Part II) of the meeting held on 23 September 2015	3 – Financial/Business Affairs
Exempt Report of the Head of Commercial and Economic Development - Kent Life Branding	3 – Financial/Business Affairs

104. MINUTES (PART II) OF THE MEETING HELD ON 23 SEPTEMBER 2015

It was noted that only one Member present at the meeting had been in attendance at the previous meeting.

It was therefore:

RESOLVED: That the Minutes (Part II) of the meeting held on 23 September 2015 be deferred for consideration at the next meeting of the Committee.

105. EXEMPT REPORT OF THE HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - KENT LIFE BRANDING

The Committee considered the exempt report of the Head of Commercial and Economic Development regarding Kent Life Branding. Members gave instructions to the Officers as to how to proceed in respect of this matter.

106. DURATION OF MEETING

1.30 p.m. to 1.54 p.m.

Agenda Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Agenda Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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