

COBTREE MANOR ESTATE CHARITY COMMITTEE MEETING

Date: Tuesday 9 April 2019
Time: 10.00 am
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

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|---|---------|
| 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 17 January 2019 | 1 - 6 |
| 9. Presentation of Petitions (if any) | |
| 10. Questions and answer session for members of the public (if any) | |
| 11. Cobtree Manor Estate Financial Position | 7 - 16 |
| 12. Cobtree Manor Estate Trust Committee Update - April 2019 | 17 - 22 |

PUBLIC SPEAKING AND ALTERNATIVE FORMATS

If you require this information in an alternative format please contact us, call **01622 602899** or email committee@maidstone.gov.uk.

In order to speak at this meeting, please contact Democratic Services using the contact

Issued on Monday 1 April 2019

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

details above, by 5 p.m. one clear working day before the meeting, i.e. by 5 p.m. on 5th April 2019. If asking a question, you will need to provide the full text in writing. If making 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.

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MAIDSTONE BOROUGH COUNCIL

Cobtree Manor Estate Charity Committee

MINUTES OF THE MEETING HELD ON THURSDAY 17 JANUARY 2019

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

Also Present: Mr Roger Hext, Cobtree Charity Trust
Ltd

49. APOLOGIES FOR ABSENCE

It was noted that apologies were received by Councillor Cox.

50. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Mrs Wilson was present as a substitute for Councillor Cox.

51. URGENT ITEMS

There were no urgent items.

52. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

53. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

54. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

55. EXEMPT ITEMS

RESOLVED: That all items be taken in public.

56. MINUTES OF THE MEETING HELD ON 18 DECEMBER 2018

RESOLVED: That the minutes of the Meeting held on 18 December 2018 be agreed as an accurate record of the meeting and signed subject to the following amendment to Minute Item 47 (Cobtree Park Car Park Improvement Works):

- Deletion of the words 'the more they could compete on price' and the insertion of 'the higher the overheads'.

57. PRESENTATION OF PETITIONS

There were no petitions.

58. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

59. COBTREE MANOR ESTATE FINANCIAL POSITION REPORT

Mr Paul Holland, Senior Finance Manager (Client) presented his report which summarised the current financial position of the Estate as at 30 November 2018.

The Committee noted that there would be a surplus by the end of the financial year.

It was noted that:-

- Planning Solutions had been invoiced for the first instalment of their 2018/19 fee.
- Contractors were providing quotes for the beetle infestation in the Play Barn.
- The Café Contractor, DAGT had paid their second quarter rental but discussions were still ongoing regarding the staff recharges during the transition period. Officers were confident that this would be resolved by the end of the financial year.
- Following concerns raised by the Committee the Chairman was due to meet with the Council's VAT Officer to gain clarity on what the Trust is eligible to pay VAT on.

In response to questions from Members, Mr Holland advised that:-

- Capital costs would remain on the balance sheet as this related to land and would not depreciate.
- Due to the recharges not being finalised, the figures shown in the report were for 17/18 but would be updated for the next meeting of the Committee.
- The Sage accounting system was scheduled to be in use in time for 1st April 2019.
- The budget for the car parking income included the increase in the car park charges.

RESOLVED: That

1. The current financial position be noted.
2. The draft budgets for 2019/20 be agreed and that a revised set to take into account the actual recharges would be produced for the March meeting.
3. The progress to date with the separate financial management system be noted.

Voting: Unanimous

60. ACCOUNTS 2017/18

The Committee considered the report of Mr Paul Holland which summarised the main points from the audit undertaken on the Annual Report and Financial Statements by the UHY Hacker Young, the appointed external auditors to the Trust.

It was noted that:-

- The total funds of the Trust had reduced slightly.
- The Statement of Financial Activities (SOFA) included a deficit of £54,825 which reflected the writing off of the sum due from Mytime, the Golf Course Contractor.
- The SOFA also reflected a small reduction of £17,922 in the value of the Charifund investment and an upward movement of £35,194 in the value of fixed assets held.
- The final value of the write-off of the Mytime debt within the accounts had reduced from £48,125 to £24,062 which reflected the value to the Trust of the in-kind services to be provided by Mytime as part of the settlement of the disputed sum.
- The accounts included a debtor for the VAT due at the end of March 2018.

In response to comments from Members, Officers undertook to:-

- Request that the Auditors remove the reference to Kent County Council under the 'governing object section'.
- Include the 17/18 visitor figures for the Cobtree estate on Page 4 of the accounts.
- Discuss with Planning Solutions the use of 'active greys, recently retired' under target audiences for future visitor offers and request that they reconsider the terminology as Members felt this was

offensive and not meaningful.

- Amend 'Tyland Farm' to 'Tyland Barn' and check why this does not have a valuation figure against it.
- Check whether the Gate Lodge and other properties on the estate are under a repairing lease.
- Request Property Services provide an annual condition survey report to the Committee on the properties that are leased.

In response to an enquiry by a Member, Mr John Foster, the Interim Head of Regeneration and Economic Development advised that the planning application for the new Golf Course buildings was due to be considered by the Planning Committee on 21 February 2019.

RESOLVED: That

1. The Report and Financial Statement for 2017/18 be approved and submitted to the Charity Commission subject to the changes identified by the Committee being made.
2. The Letter of Representation, as amended by the Committee, be approved.

Voting: Unanimous

61. MANAGEMENT LETTER 2017/18

Mr Paul Holland, Senior Finance Manager (Client) presented his report which brought to the attention of the Committee various matters that had arisen from the external auditor's audit of the Report and Financial Statements.

RESOLVED: That the contents of the Management Letter and the proposed course of action from officers be noted.

62. COBTREE ESTATE UPDATE

The Committee considered the report of Ms Lizzie Buckingham, Cobtree Manager which provided an update on the day to day work of the Estate.

Ms Buckingham provided an update on events and maintenance issues that had taken place during the period from November 2018 to January 2019.

The Committee noted that:-

- The Men in Sheds Group continued to grow in numbers.
- The vehicle counter failed to record vehicle movements after 11 November 2018 and the figures recorded up until that date did not

appear to be credible either. The manufacturer had been contacted to see if they could resolve the issue.

- Pre-start meetings had been held with the successful contractor who would be carrying out the car park improvements and a start date had been set for the end of January.
- Another break-in at the Café/Visitor Centre had occurred on 1 December 2018. Officers advised that in an attempt to deter further incidences, an assessment of all potential access points had been undertaken and large boulders had been put in place to prevent vehicular access.
- A number of well-being events were being planned by the Golf Course.
- A third contractor had visited the Play Barn and was confident that the works to treat the beetle infestation could be carried out without the removal of the soft play area equipment. Officers were awaiting a quotation.

Mr Roger Hext, on behalf of the Cobtree Charity Trust Ltd, requested that Members and Officers attend a meeting with members of the Trust to discuss the latest figures that they have obtained for the Cobtree Railway project.

RESOLVED: That the contents of the report be noted.

63. COBTREE MANOR PARK STAFF RESTRUCTURE

Ms Lizzie Buckingham presented her report on proposals for an increase in the establishment at Cobtree Manor Park.

The Committee noted that the current team consisted of the Cobtree Manager (1 FTE) and a Cobtree Ranger (1 FTE). Staff cover for park keeping, patrolling and visitor assistance during school holidays and evenings was brought in from the Council's grounds maintenance team.

In addition, security services for opening and closing the park were undertaken by an external contractor.

The proposed new structure provided an additional full time Ranger and an Apprentice. The proposals improved the level of service to visitors and provided enhanced landscape management.

As a result of the restructure the services of the external security contractor were no longer required.

RESOLVED: That

1. The appointment of one additional Cobtree Ranger be approved.

2. The recruitment of a Cobtree Apprentice be approved.

Voting: Unanimous

64. DURATION OF MEETING

2.30 p.m. to 4.30 p.m.

Cobtree Manor Estate Committee

9 April 2019

Cobtree Manor Estate Financial Position

| | |
|---------------------------------------|--|
| Final Decision-Maker | Cobtree Manor Estate Committee |
| Lead Head of Service | Head of Regeneration & Economic Development – John Foster |
| 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 28 February 2019 covering the activities at the golf course, Kent Life, the Manor Park and the Café/Visitor Centre. These figures include an update on the budgets for 2019/20, including the proposed recharges between the Council and the Trust. It also provides an update on the development of the Service Level Agreement and the 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 budgets (including recharges from the Council to the Trust) for 2019/20 be agreed.
3. That the progress to date with the Service Level Agreement and the separate financial management system be noted.

Timetable

| Meeting | Date |
|--------------------------------|--------------|
| Cobtree Manor Estate Committee | 9 April 2019 |

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 28th February 2019. **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 February 2019 | Actuals to end of February 2019 | Variance as at end of February 2019 |
|---------------------|----------------------------|---|--|--|
| Golf Course | -£99,983 | -£102,010 | -£104,698 | £2,688 |
| Manor Park | £95,610 | £126,629 | £100,144 | £26,485 |
| Kent Life | -£34,530 | -£4,862 | -£8,127 | £3,265 |
| Café/Visitor Centre | -£400 | £2,844 | -£1,025 | £3,869 |
| Totals | -£39,303 | £22,601 | -£13,706 | £36,307 |

The table above shows a positive variance of £36,307 for the Committee at the end of February. 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 all four quarters for 2018/19, and these have all been paid.
- 2.1.3 **Cobtree Manor Park** – There are no new issues to report. Car park income continues to be high, which is off-setting some additional costs that have been incurred and previously reported this year.
- 2.1.4 Capital costs of £25,159 have also been incurred for additional survey and testing work, and project management costs for the car park resurfacing works, as also previously advised. The loan agreement between the Trust and the Council is being finalised and will reflect the wish expressed by the Committee to repay the loan as soon as possible.
- 2.1.5 **Kent Life** - There are no issues to report at this stage. The variation to the contract with Planning Solutions to allow payment by instalments is being finalised and they will be invoiced accordingly.

- 2.1.6 The decision has been made for the proposed works to the Play Barn to be completed in January 2020. Contractors have agreed to hold their prices until January 2020. £10,794 will be required for these works in the 2019/2020 budget, and that is reflected in the figures shown in the next section of this report.
- 2.1.7 **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 rental payments that are due and these have been paid, but as previously reported the invoices for recharged staff costs remain in dispute and are therefore still unpaid.

3. BUDGETS 2019/20

- 3.1 The draft budgets were presented to the last meeting of the Committee, and the detailed figures are also shown as part of **Appendix 1**. They have now been reviewed and an updated summary of the revised figures is shown in the table below.

| | Budget for Year 2018/19 | Draft Budget for Year 2019/20 |
|---------------------|------------------------------------|--|
| Golf Course | -£99,983 | -£101,370 |
| Manor Park | £95,610 | £108,590 |
| Kent Life | -£34,530 | -£33,860 |
| Café/Visitor Centre | -£400 | -£29,280 |
| Totals | -£39,303 | -£55,920 |

- 3.2 There are two main changes from the figures presented previously. Firstly, the Manor Park budgets have been adjusted to reflect the new staff structure and associated savings that were agreed by the Committee at the last meeting, and secondly draft figures for the recharges from the Council to the Trust have now been included. These will be incorporated into the Service Level Agreement (SLA) that is being drafted. The intention is to bring this to the next full meeting of the Committee for further consideration.
- 3.3 The proposed recharges are detailed at **Appendix 2**. Where appropriate officers were asked to provide an estimate of the time they spend annually dealing with Trust matters, and an hourly rate covering their salary (including national insurance and pensions) and overheads has been calculated. In some instances where the service is provided on an ad hoc basis it was decided that another approach would be more appropriate, and this is indicated where one has been used.
- 3.4 The recharges have been apportioned across the four service areas, mainly on the basis of turnover. The exceptions are Human Resources, ICT and Parking Services which have been allocated 100% to the park; and Procurement which has been apportioned on the basis of contract

values.

- 3.5 The intention is that the SLA will incorporate a mechanism that will allow for adjustments at the end of the financial year where actual time spent on Trust activities is significantly different from the estimated figure.

4. FINANCIAL MANAGEMENT SYSTEM

- 4.1 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.
- 4.2 The system has now been installed and implementation work has begun, however due to staff absence and resourcing issues within the finance team progress with that work has fallen behind and the system will not be in place for 1st April 2019 as had been planned. The intention now is to continue to use the existing Agresso system until the Sage implementation is complete and then transfer all 2019/20 transactions that have arisen up to that point across to Sage.
- 4.3 Regular updates will continue to be provided to future Trust meetings.

5. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 5.1 It is recommended that the Committee note the contents of this report and agree the draft budgets as this is good financial management practice.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

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

7. 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 | Leisure Manager |

| | | |
|------------------------------------|--|---|
| | risk if the facilities are operated poorly. This is addressed in the annual risk management report. | |
| 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 | <p>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.</p> <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>There are no further implications arising from this report.</p> | Team Leader (Corporate Governance), Mid Kent Legal Services |
| 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. | |
|--|---------|--|

8. **REPORT APPENDICES**

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

- Appendix 1: Financial Position and Draft Budgets as at 28th February 2019
- Appendix 2: Draft Recharges for 2019/20

9. **BACKGROUND PAPERS**

None.

BUDGET SUMMARY

| Service Area: | Golf Club | | Manor Park | | Kent Life | | Café/Visitor Centre | | Totals | |
|--------------------|-------------|-------------|------------|------------|------------|------------|---------------------|------------|------------|------------|
| Budget: | 2018/19 | 2019/20 | 2018/19 | 2019/20 | 2018/19 | 2019/20 | 2018/19 | 2019/20 | 2018/19 | 2019/20 |
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Income | -160 | -164 | -149 | -161 | -64 | -71 | -56 | -34 | -429 | -430 |
| Employee Costs | | | 66 | 104 | | | 21 | | 87 | 104 |
| Running Costs | 13 | 13 | 154 | 131 | 12 | 25 | 16 | | 195 | 169 |
| Recharges | 18 | 22 | 24 | 34 | 17 | 12 | 19 | 5 | 78 | 73 |
| Sub-Total | -129 | -129 | 95 | 108 | -35 | -34 | 0 | -29 | -69 | -84 |
| Less 2/9ths to MBC | 29 | 28 | | | | | | | 29 | 28 |
| Total | -100 | -101 | 95 | 108 | -35 | -34 | 0 | -29 | -40 | -56 |

| | A | B | C | (B-C) | |
|---------------------------------|-------------------------|--------------------------------|---------------------------------|-------------------------------------|-------------------------|
| | Budget for Year 2018/19 | Budget to end of February 2019 | Actuals to end of February 2019 | Variance as at end of February 2019 | Proposed Budget 2019/20 |
| GOLF COURSE | | | | | |
| Repairs & Maintenance | £4,950 | £4,537 | £3,389 | £1,148 | £4,950 |
| Premises Insurance | £1,030 | £944 | £944 | -£0 | £710 |
| Equipment Maintenance | £1,000 | £917 | £0 | £917 | £1,020 |
| General Expenses - VAT | £5,000 | £4,583 | £4,058 | £525 | £5,100 |
| Licence Fees | £200 | £183 | £0 | £183 | £200 |
| Direct Telephones | £800 | £733 | £0 | £733 | £820 |
| Controlled Running Costs | £12,980 | £11,897 | £8,391 | £3,506 | £12,800 |
| Contract Income | -£154,500 | -£154,500 | -£154,500 | £0 | -£159,130 |
| Rent Income | -£5,300 | -£5,300 | -£5,250 | -£50 | -£5,300 |
| Controlled Income | -£159,800 | -£159,800 | -£159,750 | -£50 | -£164,430 |
| MBC Staff Recharges | £18,270 | £16,748 | £16,748 | £0 | £21,300 |
| Rechargeable Costs | £18,270 | £16,748 | £16,748 | £0 | £21,300 |
| Cobtree Golf Course | -£128,550 | -£131,155 | -£134,611 | £3,456 | -£130,330 |
| MBC 2/9ths share | £28,567 | £29,146 | £29,914 | -£768 | £28,960 |
| CMET Total | -£99,983 | -£102,010 | -£104,698 | £2,688 | -£101,370 |

| MANOR PARK | | | | | |
|--|-----------------|-----------------|-----------------|---------------|-----------------|
| Salaries | £49,180 | £45,078 | £45,030 | £48 | £82,960 |
| Overtime | £4,000 | £3,666 | £1,257 | £2,409 | £4,000 |
| Employers NI | £4,470 | £4,097 | £4,256 | -£159 | £6,370 |
| Employers Superannuation | £6,940 | £6,361 | £6,527 | -£165 | £10,070 |
| Employee Insurances | £780 | £715 | £715 | -£0 | £840 |
| Medical Recharges | £40 | £37 | £37 | £0 | £40 |
| Employee Costs | £65,410 | £59,955 | £57,822 | £2,133 | £104,280 |
| Repairs & Maintenance | £88,890 | £81,477 | £77,416 | £4,060 | £70,100 |
| Gas | £3,600 | £3,300 | £2,573 | £727 | £3,960 |
| Electricity | £7,980 | £6,650 | £4,515 | £2,135 | £8,860 |
| Water Metered | £1,180 | £1,180 | £645 | £535 | £1,180 |
| Sewerage & Env Services | £1,080 | £900 | -£1 | £901 | £1,080 |
| Trade Refuse Collection (Internal) | £13,000 | £11,916 | £9,588 | £2,328 | £13,260 |
| Premises Insurance | £1,080 | £990 | £990 | -£0 | £2,400 |
| Public Transport | £0 | £0 | £30 | -£30 | £0 |
| Casual User Allowance | £600 | £550 | £0 | £550 | £620 |
| Equipment Purchase | £1,000 | £917 | £767 | £149 | £1,020 |
| Equipment Maintenance | £2,000 | £1,833 | £2,543 | -£710 | £2,040 |
| Equipment Rental | £0 | £0 | £96 | -£96 | £0 |
| Equipment Hire | £500 | £458 | £290 | £169 | £510 |
| Materials & Supplies | £1,000 | £917 | £163 | £754 | £1,020 |
| Catering Provisions | £0 | £0 | £6 | -£6 | £0 |
| Cash Collection | £2,310 | £1,925 | £2,086 | -£161 | £2,370 |
| Protective Clothes | £500 | £458 | £0 | £458 | £510 |
| Printing | £0 | £0 | £1 | -£1 | £0 |
| Photocopying | £500 | £458 | £195 | £263 | £510 |
| Stationery | £200 | £183 | £0 | £183 | £210 |
| General Expenses | £500 | £458 | £695 | -£237 | £510 |
| General Expenses - VAT | £5,000 | £4,583 | £6,551 | -£1,968 | £5,100 |
| Audit Fee | £4,500 | £4,500 | £5,130 | -£630 | £5,130 |
| Licence Fees | £0 | £0 | £102 | -£102 | £0 |
| Professional Services | £7,490 | £6,366 | £6,755 | -£389 | £7,640 |
| Professional Services Security | £11,000 | £10,083 | £11,606 | -£1,523 | £0 |
| Direct Telephones | £200 | £183 | £142 | £41 | £210 |
| Mobile Telephones | £100 | £92 | £305 | -£214 | £110 |
| Mobile Telephones - Cashless Parking | £1,500 | £1,375 | £1,021 | £354 | £1,530 |
| Conferences | £0 | £0 | £432 | -£432 | £0 |
| Other Subscriptions | £0 | £0 | £369 | -£369 | £0 |
| General Insurances | £180 | £165 | £165 | -£0 | £960 |
| External Print & Graphics | £160 | £147 | £0 | £147 | £170 |
| Controlled Running Costs | £156,050 | £142,063 | £135,176 | £6,887 | £131,010 |
| Fees & Charges - Car Parking | -£73,450 | -£68,616 | -£86,138 | £17,522 | -£90,000 |
| Other Income - Cobtree Charity Trust Ltd | -£45,000 | £0 | £0 | £0 | -£40,000 |

| | A | B | C | (B-C) | |
|--|-------------------------|--------------------------------|---------------------------------|-------------------------------------|-------------------------|
| | Budget for Year 2018/19 | Budget to end of February 2019 | Actuals to end of February 2019 | Variance as at end of February 2019 | Proposed Budget 2019/20 |
| Other Income | -£5,000 | -£4,583 | -£4,336 | -£247 | -£5,000 |
| Licences | -£420 | -£385 | -£900 | £515 | -£420 |
| Rent Income | -£26,000 | -£23,823 | -£23,498 | -£325 | -£26,000 |
| Controlled Income | -£149,870 | -£97,407 | -£114,872 | £17,465 | -£161,420 |
| MBC Staff Recharges | £24,020 | £22,018 | £22,018 | £0 | £34,720 |
| Rechargeable Costs | £24,020 | £22,018 | £22,018 | £0 | £34,720 |
| Cobtree Manor Park | £95,610 | £126,629 | £100,144 | £26,485 | £108,590 |
| KENT LIFE | | | | | |
| Repairs & Maintenance of Premises | £1,500 | £1,500 | £2,612 | -£1,112 | £12,500 |
| Premises Insurance | £2,270 | £2,081 | £2,081 | -£0 | £4,640 |
| General Expenses | £3,580 | £3,281 | £0 | £3,281 | £3,650 |
| General Expenses - VAT | £5,000 | £4,583 | £3,406 | £1,177 | £5,100 |
| Direct I.T. Purchases | £0 | £0 | £80 | -£80 | £0 |
| Controlled Running Costs | £12,350 | £11,445 | £8,180 | £3,265 | £25,890 |
| Contract Income | -£64,000 | -£32,000 | -£32,000 | £0 | -£71,170 |
| Controlled Income | -£64,000 | -£32,000 | -£32,000 | £0 | -£71,170 |
| MBC Staff Recharges | £17,120 | £15,693 | £15,693 | £0 | £11,420 |
| Rechargeable Costs | £17,120 | £15,693 | £15,693 | £0 | £11,420 |
| Kent Life | -£34,530 | -£4,862 | -£8,127 | £3,265 | -£33,860 |
| CAFÉ/VISITOR CENTRE | | | | | |
| Salaries | £10,750 | £10,750 | £11,547 | -£797 | £0 |
| Overtime | £5,530 | £5,530 | £5,034 | £496 | £0 |
| Employers NI | £780 | £780 | £859 | -£79 | £0 |
| Employers Superannuation | £1,110 | £1,110 | £999 | £111 | £0 |
| Holiday In Excess | £1,040 | £1,040 | £568 | £472 | £0 |
| Agency Temp Staff | £920 | £920 | £922 | -£2 | £0 |
| Employee Insurances | £10 | £9 | £9 | £0 | £0 |
| Medical Recharges | £20 | £18 | £18 | -£0 | £0 |
| Employee Costs | £20,160 | £20,158 | £19,957 | £200 | £0 |
| Repairs & Maintenance of Grounds | £0 | £0 | £253 | -£253 | £0 |
| Cleaning Materials | £0 | £0 | £16 | -£16 | £0 |
| Contract Cleaning | £1,470 | £1,470 | £1,469 | £1 | £0 |
| Trade Refuse Collection (Internal) | £360 | £360 | £360 | £0 | £0 |
| Premises Insurance | £1,490 | £1,366 | £1,366 | -£0 | £0 |
| Equipment Purchase | £290 | £290 | £417 | -£127 | £0 |
| Equipment Rental | £500 | £500 | £1,005 | -£505 | £0 |
| Materials & Supplies | £50 | £50 | £971 | -£921 | £0 |
| Catering Provisions | £11,360 | £11,360 | £11,363 | -£3 | £0 |
| Cash Collection | £610 | £610 | £180 | £431 | £0 |
| Printing | £0 | £0 | £19 | -£19 | £0 |
| Bank Charges | £0 | £0 | £231 | -£231 | £0 |
| Professional Services | £0 | £0 | £335 | -£335 | £0 |
| Mobile Telephones | £10 | £10 | £16 | -£6 | £0 |
| General Insurances | £800 | £733 | £733 | -£0 | £0 |
| Controlled Running Costs | £16,940 | £16,749 | £18,734 | -£1,985 | £0 |
| Sales | -£15,750 | -£15,750 | -£14,623 | -£1,127 | £0 |
| Other Income - Profit Share | -£14,100 | -£14,100 | -£14,098 | -£2 | -£14,000 |
| Other Income - Staff Recharges | -£6,400 | -£6,400 | -£9,074 | £2,674 | £0 |
| Rent Income | -£20,000 | -£15,000 | -£19,109 | £4,109 | -£20,000 |
| Controlled Income | -£56,250 | -£51,250 | -£56,904 | £5,654 | -£34,000 |
| MBC Staff Recharges | £18,750 | £17,187 | £17,187 | £0 | £4,720 |
| Rechargeable Costs | £18,750 | £17,187 | £17,187 | £0 | £4,720 |
| Cobtree Manor Park Visitor Centre | -£400 | £2,844 | -£1,025 | £3,869 | -£29,280 |
| OVERALL TOTALS | -£39,303 | £22,601 | -£13,706 | £36,307 | -£55,920 |

APPENDIX 2

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| Service | Description of Service Provided | Hourly Rate | Total Hours p.a. | Total Days p.a. | Draft Charge p.a. | Allocation across service areas | | | |
|---|---|--|---------------------|--------------------|----------------------|---------------------------------|------------|-----------|----------------------|
| | | | | | | Golf Course | Manor Park | Kent Life | Café/ Visitor Centre |
| Communications | Provision of communications service as and when required | £30 | 11.5 | 1.6 | £350 | £80 | £200 | £50 | £20 |
| Democratic Services | Agenda management and attendance at Committee meetings | £30 | 56.4 | 7.6 | £1,690 | £370 | £990 | £240 | £90 |
| Director of Regeneration & Place | Management services - Cobtree included in the area of responsibility | £96 | 11.1 | 1.5 | £1,070 | £240 | £630 | £150 | £50 |
| Finance | Cobtree Finance Officer - Monthly accounts, budgets and year-end accounts | £50 | 74.0 | 10.0 | £3,700 | £1,540 | £4,130 | £980 | £350 |
| | Other financial services - accounts payable/receivable, VAT and banking | Activity based costing | N/A | N/A | £3,300 | | | | |
| Head of Regeneration & Economic Development | Management services - Cobtree included in the area of responsibility | £64 | 20.0 | 2.7 | £1,280 | £280 | £760 | £180 | £60 |
| Human Resources | Provision of HR services including payroll and learning & development | Per Capita charge | N/A | N/A | £1,500 | £0 | £1,500 | £0 | £0 |
| ICT | Provision of ICT services including Kent Public Sector Network Service charge | Notional charge | N/A | N/A | £800 | £0 | £800 | £0 | £0 |
| Legal Services | Provision of legal services | Estimate of expenditure based on previous activity | N/A | N/A | £8,000 | £1,760 | £4,720 | £1,120 | £400 |
| Parking Services | Enforcement services | Contract cost | N/A | N/A | £1,200 | £0 | £6,120 | £0 | £0 |
| | Software maintenance - parking services system | Contract cost | N/A | N/A | £2,500 | | | | |
| | Operational administration and finance | £18 | 144.0 | 19.5 | £2,420 | | | | |
| Parks & Leisure | Management of Cobtree Manor Park and strategic direction. Management of contracts for the golf course and Kent Life attraction. | £41 | 500.0 | 67.6 | £20,500 | £4,510 | £12,100 | £2,870 | £1,020 |
| Procurement | Monitoring and contractual/statutory compliance of the service providers at Kent Life, the golf course and the café | £29 | 660.0 | 89.2 | £19,140 | £11,480 | £0 | £5,170 | £2,490 |
| Property Services | Property management and maintenance services | £52 | 90.0 | 12.2 | £4,710 | £1,040 | £2,770 | £660 | £240 |

Total Charge: £72,160

£21,300 £34,720 £11,420 £4,720

Cobtree Manor Estate Charity Committee

9 April 2019

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 - Cobtree Manager |
| 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 January 2019.

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 | 9 th April 2019 |

Cobtree Manor Estate Update Report

1. INTRODUCTION AND BACKGROUND

1.1 This report covers the period from January 2019 to April 2019.

Cobtree Manor Park

1.2 Maintenance of the park over this period covers winter and spring works

Works to the park include:

- Pathway vegetation management
- Removal of fallen trees
- Seasonal shrub pruning
- Further tree works following survey recommendations

1.2.1 Following a successful recruitment campaign, an additional ranger has been appointed. It is hoped she can be in post before the Easter holidays. Recruitment for an apprentice is underway.

Events

1.3 An events programme for Spring and early Summer 2019 has been completed.

April 6th-22nd Easter Trail -£3 per child

Tuesday 9th April, Pollinator Party 10am - 3pm - Free

A day celebrating the UK's pollinators! This event will include bee and butterfly walks, crafts, games, story-telling and face painting, all themed on pollination.

Tuesday April 16th Spring Crafts 10am -12pm - £3 per child

Thursday April 18th Easter crafts 10am -12pm - £3 per child

Love Parks Week 24th July – 2nd August 10:00 - 16:00 Drop in games, craft sessions and competitions.

26th and 27th July Shakespeare in the park -Much Ado About Nothing

Performed by the Handlebards (ticketing by the Hazlitt Theatre)

Adults £17.50, 11-18 years £11.50, Under 10s Free

Community

1.4 A volunteers' gardening session saw work start on the bund of earth around the visitor centre to create a wildflower bank. The volunteers will attend further sessions to continue work on this area and to work on the community garden.

Three students studying conservation at Hadlow College will be carrying out three weeks of work experience during April.

Visitor Numbers

- 1.5 A verbal update on the first quarter's figures for 2019 will be given at the meeting.

Cobtree Manor Park Visitor Numbers 2017-19

| | 2017 | Quarterly | % on previous year | 2018 | Quarterly | % on previous year | 2019 | Quarterly | % on previous year |
|------|--------|-----------|--------------------|---------------|--------------|--------------------|------|-----------|--------------------|
| Jan | 21652 | | | <i>9644</i> | | | | | |
| Feb | 19574 | | | <i>17940</i> | | | | | |
| Mar | 25676 | 66902 | 33.94 | <i>11768</i> | <i>39352</i> | <i>-41.18</i> | | | |
| Apr | 30554 | | | <i>30444</i> | | | | | |
| May | 24952 | | | 34489 | | | | | |
| Jun | 25694 | 81200 | 10.85 | 30519 | <i>95452</i> | <i>17.55</i> | | | |
| Jul | 31187 | | | 33522 | | | | | |
| Aug | 37491 | | | 45813 | | | | | |
| Sept | 23675 | 92353 | 25.3 | 31009 | 110344 | 19.48 | | | |
| Oct | 24995 | | | <i>42395</i> | | | | | |
| Nov | 12290 | | | <i>11393</i> | | | | | |
| Dec | 16623 | 53908 | 6.28 | <i>7064</i> | <i>60852</i> | <i>12.88</i> | | | |
| | 294363 | | 18.87 | <i>306000</i> | | <i>3.95</i> | | | |

Bold italic figures are estimates.

Car park

- 1.6.1. Car park income to week 51 was £85,293, a 3% increase on the same period 2017-18.
- 1.6.2. The car park was completed on 29th March, the due date. Several minor modifications to the design were identified as necessary during construction.

The use of the car park is being observed to identify any additional signage that may be necessary.

The design incorporates several new areas for planting and these will be established over the coming weeks with predominantly native and native cultivars of trees, shrubs and ground cover with a focus on plants beneficial for pollinators.

- 1.6.3 A digger belonging to the car park construction contractor was stolen from the works compound while they were working on site on the night of Tuesday 26th March. This was used to move some of the recently installed boulders and then driven on to the golf course and transported away.

On the following evening, the golf course was again driven around.

The boulders have been repositioned and it has been identified that access to both sites would be prevented by replacing the gate on the driveway to the Manor House and cottages on the Forstal Road. This is currently under investigation.

The entire boundaries of both sites are being assessed to determine what further security measures such as fencing, hedging and placement of boulders can be implemented.

A report on these findings and proposals will be brought to the next committee meeting.

Cafe and Visitor Centre update

- 1.7.1 Further security measures have been installed which includes the connection of the container to the alarm system.

Cobtree Manor Golf Course

- 1.8.1 A verbal update on the fourth quarter's figures will be given at the meeting.
- 1.8.2 The planning application for the new club house and redesign of the course was approved by committee on February 21st. An additional archaeological survey was required as a condition of approval. This has been completed and a start date for the works is anticipated soon.
- 1.8.2 The Cobtree Wellbeing Programme

A well-attended health and wellbeing event was held at the golf course on February 22nd with taster sessions, free health checks, nutrition information and healthy food samples.

Kent Life Farm Attraction

- 1.9.1 A verbal update on the fourth quarter's figures will be given at the meeting.
- 1.9.2 Maintenance

Works to treat the timbers of the Kent Life play barn have been deferred to January 2020 so as not to disrupt site operations now that they are in to their busy season. The timber contractor is holding their price until then and we reserve the right to cancel the works at a later date without financial penalty.

The situation is being monitored month to month and we also reserve the right to bring those works forward if they become necessary before

January. They are part of the monthly monitoring of the contract and the Kent Life staff are monitoring the situation on site as well.

Works will take up all of January 2020. Exact dates will be scheduled with the timber contractors, play equipment contractors and Kent Life staff in autumn 2019.

Cobtree Railway

1.10.1 A meeting to discuss the Railway project was held on February 20th, attended by CMET members, the Cobtree Charity Trust and officers. Further investigations into the costings for engineering works, the business plan and sources of funding are to be undertaken.

1.11 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.

1.12 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

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

1.13 RISK

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

1.14 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

No consultation has taken place since the last report.

2. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

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

3. 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 | |

4. REPORT APPENDICES

- None

5. BACKGROUND PAPERS

- None