

**MAIDSTONE BOROUGH COUNCIL**

**Cobtree Manor Estate Charity Committee**

**9 July 2014**

**REPORT OF THE COBTREE OFFICER**

**Report prepared by Joanna Joyce**

**1. Cobtree Manor Estate Risk Management Annual Review 2014**

1.1 Issue for Decision

- 1.1.1 To consider if amendments need to be made to the risk assessment for the operation and management of the charity.

1.2 Recommendation of the Cobtree Officer

It is recommended that the Risk Assessment documents attached as **Appendix A** and **Appendix B** to this report be endorsed.

1.3 Reasons for Recommendation

- 1.3.1 The Committee previously resolved to review the risks associated with the operation and management of the charity on an annual basis.
- 1.3.2 The risk assessment documents that have been used in the past are attached at **Appendix A** and **Appendix B**. Officers have reviewed both documents, updated them and now recommend them for endorsement.
- 1.3.3 The remaining master plan works (the completion of the visitor centre and final sculpture) are the main activity generating the highest level of risk to the charity. The works in phases 1 and 2 have so far been delivered on time and below budget. Continuing careful financial management and project oversight should ensure the risks are minimized sufficiently to justify the improvements to the park that they will bring.
- 1.3.4 In addition to the Master Plan **Appendix B** includes the risks generated by the dilapidations works being undertaken as part of the Kent Life Management Contract. These have been tendered under two contracts. The first for the decorating and minor works and is underway; the second is for the civil works (including improvements to

car parking) and is due to begin shortly. Both of these contracts are due to have as much work as possible completed prior to the school holidays to minimize disruption to visitors.

- 1.3.5 The re-tender of the golf course and re-tender of Kent Life also present significant risks. To ensure the successful ongoing future of the charity it is vital that the long term future of both facilities is ensured. The golf course income currently finances the maintenance of Cobtree Manor Park. Kent Life is now just starting to turn a profit and it is vital that this facility is not just self-funding but also that it generates sufficient surplus to ensure ongoing re-investment.

#### 1.4 Alternative Action and why not Recommended

- 1.4.1 The alternative course of action would be to change the format and/or content of the risk management document, however this is not currently considered necessary.

#### 1.5 Impact on Charity Objects

- 1.5.1 The essence of the risk assessment is to ensure the charity continues to operate effectively within the terms of its objects and the obligations set out in the 1971 lease.

“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.”

#### 1.6 Impact on Corporate Objectives

There are none.

#### 1.7 Risk Management

- 1.7.1 Failure to manage the risks as set out in this report could result in the failure to fulfill the objects of the Charity and the loss of the Charity's assets.

## 1.8 Other Implications

### 1.8.1

1. Financial
2. Staffing
3. Legal
4. Equality Impact Needs Assessment
5. Environmental/Sustainable Development
6. Community Safety
7. Human Rights Act
8. Procurement
9. Asset Management

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1.8.2 Failure to manage risk appropriately could result in losses to the Charity.

1.8.3 There are no other implications outside the normal operations of the Estate Committee.

## 1.9 Relevant Documents

### 1.9.1 Appendices:

**Appendix A Risk Assessment July 2014**

**Appendix B Master Plan and Risk management Action Plan July 2014**

### 1.9.2 Background Documents

*Cobtree Manor Park Master Plan*

**IS THIS A KEY DECISION REPORT?**

Yes

☐

No

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

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This is a Key Decision because: .....

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Wards/Parishes affected: .....

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