

**MAIDSTONE BOROUGH COUNCIL**

**COBTREE MANOR ESTATE CHARITY COMMITTEE**

**MINUTES OF THE MEETING HELD ON 25 JANUARY 2023**

**Present:**

<b>Committee Members:</b>	<b>Councillor Burton (Chairman) and Councillors Cooper, Parfitt-Reid and S Webb</b>
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30. APOLOGIES FOR ABSENCE

There were no apologies for absence.

31. URGENT ITEMS

The Chairman said that he had agreed to take the report of the Senior Finance Manager (Client) relating to the Accounts 2021/22 as an urgent item as the audited and approved accounts had to be submitted to the Charity Commission by 31 January 2023. He also intended to change the order of business to take the Accounts 2021/22 after agenda item 11 – Cobtree Manor Estate Financial Position Report.

32. NOTIFICATION OF VISITING MEMBERS

Councillor Knatchbull attended the meeting as an observer in her capacity as Chairman of the Cobtree Charity Trust Limited.

33. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

34. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

35. EXEMPT ITEMS

**RESOLVED:** That the items on the agenda be taken in public as proposed.

36. MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2022

**RESOLVED:** That the Minutes of the meeting held on 23 November 2022 be approved as a correct record and signed.

37. PRESENTATION OF PETITIONS

There were no petitions.

38. ANY QUESTIONS ON NOTICE FROM LOCAL RESIDENTS

**Question from Miss Lesley Spencer, President, Cobtree Manor Park Golf Club, to the Chairman of the Committee**

*Cobtree Manor Park Golf Club understands that the contract for the management of the course and its facilities is currently being re-tendered. I would like to ask how the Club can contribute to any consultation process?*

The Chairman of the Committee responded to the question.

Miss Spencer asked the following supplementary question of the Chairman of the Committee:

*The Club has a lot of property of its own in the Clubhouse – computer, printer, touchscreen, trophies and honours boards – and currently uses a small room off the main bar area for IT and paperwork. We have access to Wi-Fi and utilities and have an agreement with the current contractor for league competitions and an allocation of tee times for our Club competitions. Could representatives of the Club please be involved in any decision-making and handover discussions, should a new contractor be the successful bidder?*

The Chairman of the Committee responded to the question.

To listen to the answers to these questions, please follow this link:

<https://www.youtube.com/watch?v=Obxw5QMhVkg&t=425s>

39. ANY QUESTIONS ON NOTICE FROM MEMBERS

There were no questions from Members to the Chairman.

40. COBTREE MANOR ESTATE FINANCIAL POSITION REPORT

**RESOLVED:**

1. That the financial position of the Cobtree Manor Estate as at 30 November 2022, as set out in the report of the Senior Finance Manager, be noted.
2. That the proposed budgets for 2023/24 are agreed.

See Record of Decision:

[Your Councillors - Maidstone Borough Council](#)

41. COBTREE MANOR ESTATE ANNUAL ACCOUNTS 2021/22

**RESOLVED:**

1. That the Report and Financial Statements for 2021/22 be approved and submitted to the Charity Commission.
2. That the Letter of Representation be approved.

3. That the contents of the Audit Findings Report be noted.

See Record of Decision:

[Your Councillors - Maidstone Borough Council](#)

42. COBTREE ESTATE UPDATE

The Leisure Manager introduced his report providing an update on activities at the Cobtree Manor Estate highlighting trends in car park usage and income at the Manor Park and the position regarding repairs to the Llama House.

**RESOLVED:** That the update on activities at the Cobtree Manor Estate be noted.

43. COBTREE ESTATE FINANCIAL MANAGEMENT ARRANGEMENTS

**RESOLVED:**

1. That the Cobtree Estate financial procedures are changed from their current ones and aligned with the Council's financial procedure rules, as set out in the Constitution, and procurement guides.
2. That the specific financial limits previously agreed by the Cobtree Manor Estate Charity Committee no longer apply, but it be noted that all expenditure must be in accordance with agreed budgets.

See Record of Decision:

[Your Councillors - Maidstone Borough Council](#)

44. DURATION OF MEETING

5.00 p.m. to 5.25 p.m.