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MOUNT EDGCUMBE JOINT COMMITTEE



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22 September 2011

MOUNT EDGCUMBE JOINT COMMITTEE

DATE: FRIDAY 30 SEPTEMBER 2011
TIME: 10AM
**PLACE: BELVEDERE ROOM, BARROW PARK, COMPLEX,
MOUNT EDGCUMBE HOUSE, CREMYLL**

PLEASE NOTE THE CHANGE IN TIME OF THE MEETING FROM 10.45AM TO 10AM

Committee Members–

Plymouth City Councillors-

Councillors Mrs Beer (Co-Chair), Mrs Bragg, Browne, Mrs Foster, Penberthy, Peter Smith and Vincent.

Cornwall Councillors-

Councillors Austin, Flashman, German, Holley, Pearn MBE, Preston and Trubody (Co-Chair).

Co-opted Members-

Sir Richard Carew Pole Bt, Commander G Crocker, Mr D L Richards, Mr T Savery and Mrs B Spring.

Members of the Joint Committee are invited to attend the above meeting to consider the items of business overleaf.

Please note that, unless the Co-Chairs agree, mobile phones should be switched off and speech videos and photographic equipment should not be used during meetings.

BARRY KEEL
KEVIN LAVERY
Joint Clerks

MOUNT EDGCUMBE JOINT COMMITTEE

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non-attendance submitted by Joint Committee Members.

2. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

3. MINUTES

(Pages 1 - 4)

To confirm the minutes of the meeting held on 22 July 2011 as a correct record.

4. CHAIR'S URGENT BUSINESS

To receive reports on business, which in the opinion of the Chair, should be brought forward for urgent consideration.

5. REVENUE BUDGET MONITORING 2011/12

(Pages 5 - 10)

The Joint Committee will receive a report on budget monitoring 2011/12.

6. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) 3 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE COMMITTEE)

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

7. UPDATE ON THE DRAFT BUSINESS PLAN (E3)

The Joint Committee will receive a verbal update on its draft business plan.

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Mount Edgcumbe Joint Committee

Friday 22 July 2011

PRESENT:

Councillor Trubody , Co-Chair in the Chair.

Councillors Austin, Mrs Beer (Co-Chair), Councillor Bragg, Councillor Mrs Foster, Pearn MBE, Penberthy, Riches, Peter Smith and Vincent.

Co-opted Representatives: Mr D L Richards and Cdr Crocker and Mr D L Richards.

Councillors Browne, Flashman and Holley, Co-Opted Representatives Sir Richard Carew Pole Bt, Mr T Savery and Mrs Spring.

Also in attendance: Ian Berry (Park Manager PCC), Nick Butcher (Head Gardener/Ranger PCC), James Coulton (Assistant Director for Culture, Sport and Leisure PCC), Charlie David (Operations Manager East CC), Wendy Eldridge (Senior Accountant PCC) and David Marshall (Business Development Mount Edgcumbe House and Country Park, Plymouth City Museum and Art Gallery PCC).

The meeting started at 1.15 pm and finished at 2.05 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

9. DECLARATIONS OF INTEREST

There were no declarations of interest made by councillors in accordance with the Code of Conduct.

10. MINUTES

Agreed that the minutes of the meeting held on 24 June 2011 are confirmed as a correct record.

11. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

12. BUDGET MONITORING 2011/12

The Director for Community Services, Director for Corporate Support and the Head of Environment and Heritage Service submitted a report on budget monitoring 2011/12, which highlighted the following main issues –

- (a) a deficit of £6,896 had been identified which would require management action to address;

- (b) the main variations had been identified as the following –
- employee and catering staff costs
 - property and equipment
 - delayed implementation of price increases for parking permits, parking at Cremyll and Dry Walk Car park and the inclusion of the new car park near the Barrow Complex
- (c) there were a number of high rated risks within Mount Edgumbe's monitoring which may require further action to address through the Mount Edgumbe Officers' Working Group and the Joint Committee which included the following areas –
- property;
 - car parking income;
 - increases utility costs;
 - house admission price;
 - income from commercial catering;
 - trading operations at Barrow and Cremyll shop;
 - impact of the weather on special events that take place during the summer months and Christmas;
- (d) action had been taken by the Park management's team to reduce the budget overspend.

The Co-Chair, Councillor Beer, expressed concerns at the late arrival of the budget monitoring 2011/12 report, which resulted in her having insufficient time to thoroughly read the report.

In response, the Assistant Director for Culture, Sport and Leisure assured the Joint Committee that in future, reports would be despatched in a timely manner.

The Joint Committee agreed to note the report.

13. **EXEMPT BUSINESS**

Agreed that under Section 100A(4) of the Local Government Act, 1972 the press and public are excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I Schedule 12A of the Act, as amended by the Freedom of Information Act, 2000.

14. **MOUNT EDGUMBE PROPERTY OPTIONS (E3)**

The Director for Community Services, Corporate Support and Assistant Head of Service Waste and Environment submitted a report on Mount Edgumbe property options.

The Joint Committee agreed to recommend to the Cabinets of each constituent authority that –

- (1) Picklecombe Cottage is released, subject to an acceptable price being received; this is to be agreed by the Joint Chairs, in consultation with the relevant Cabinet Members and the Directors of Finance from each constituent authority;
- (2) the additional land leading to the waterfront, in front of the property, is included to maximise receipts;
- (3) any capital receipts from Picklecombe Cottage are ring-fenced for investment in to the Park, to generate further revenue savings;
- (4) capital is used to maximise the revenue savings and income generation opportunities in the Park, the exact projects to be decided on the basis of individual business plans and the overall business plan for the park;
- (5) the full business cases are brought to the Joint Committee for consideration, as soon as possible, to ensure the savings required in the 2011/12 financial year can be achieved.

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**PLYMOUTH CITY COUNCIL
MOUNT EDGUMBE JOINT COMMITTEE**

Subject:	Revenue Budget Monitoring 2011/12
Committee:	Mount Edgumbe Joint Committee
Date:	30 September 2011
Joint Chairs:	Councillor Mrs Beer, Plymouth City Council Councillor Trubody, Cornwall Council
Cabinet Member:	Councillor Jordan, Plymouth City Council Councillor German, Cornwall Council
CMT Member:	Director for Community Services, Plymouth City Council Assistant Head of Service, Waste and Environment, Cornwall Council
Author:	Ian Berry, Mount Edgumbe Park Manager
Contact:	Tel: 01752 832226 e-mail: ian.berry@plymouth.gov.uk
Ref:	ME
Key Decision:	No
Part:	I

Executive Summary:

This report presents an update on the financial position of the Joint Committee for financial year 2011/12.

Corporate Plan 2011-2014:

Plymouth City Council:

This monitoring report links to delivering the priorities within the Council's corporate plan.

Cornwall Council:

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

Creating a Green Cornwall

Creating Better Places to Live

Delivering Excellent Services

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

Current monitoring has highlighted an operating shortfall of £9,394 that will require management action to ensure operations are contained to approved level of constituent authority support. Action continues through development of the business plan and work by Mount Edgumbe Officers Working Group to align operations to future Constituent Authority support levels no greater than £0.384m and to increase the Joint Committee's level of reserves.

Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

- Increased risk management will need to take place to manage the impact of the challenging financial position.

Recommendations and Reasons for recommended action:

It is recommended that the Joint Committee notes the report.

Alternative options considered and reasons for recommended action:

None

Background papers: Mount Edgcumbe 2011 budget setting

Sign off:

Fin	CoSF LA1112 004 TOCS	Leg	12839	HR	N/A	Corp Prop	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member James Coulton											

1. INTRODUCTION

- 1.1 This Report has been produced to update the Joint Committee with the monitoring position up to the 31st August 2011.
- 1.2 Variations are reported in the attachment and broken down by park operation and reflects 50% of the deficit that ultimately would need to be borne by each constituent authority if no action taken to address.

2. 2011/12 REVENUE MONITORING VARIATIONS

- 2.1 Currently an operating deficit of £9,374 has been identified which requires management action to address, this is an increase of £2,478 from that reported in July.
- 2.2 Main variations have been identified as follows:

Mount Edgumbe House

- 2.1.1 Employees – there has been a cost for a delay with action against one post included within the 10 December recommendations, this has been offset by further vacancy savings for seasonal stewards and agency workers with a net pressure of £2,673.
- 2.1.2 Premises – a number of utility costs for both Orangery and Stables are to be picked up by the Catering operator to give a saving.
- 2.1.3 Supplies and Services – management action to curtail spend to address operating deficit.
- 2.1.4 Income – whilst a favourable income variance is being reported, it should be noted that there has been 10 per cent reduction with admission income compared to the 2010 season. The growth for the 2011 price increase included in the budget set has not been achieved.

Mount Edgumbe Park

- 2.1.5 Employees - additional overtime cost for gardeners undertaking ranger duties at weekends which was previously done by seasonal workers as part of their normal working week.
- 2.1.6 Premises – a new charge for pot hole repairs has been incurred and is shown as a budget pressure. If at the end of the winter period when there is most demand on this budget, that these costs can be contained within the original provision then a saving will be realised.
- 2.1.7 Car Park income is on a par with 2010 however the budget set included full year growth from the 50 per cent parking charge increase which will not be implemented until 19 September 2011.

Mount Edgcumbe Trading

2.1.8 Staffing – the additional costs reported in July for delayed TUPE transfer of catering staff has been offset by lower agency staff at Barrow Shop through its opening hours being aligned to that of the house. Cremyll shops costs plan to be reduced during winter months when the facility will only open for weekends and school half term.

2.1.9 Despite the reduction of staffing costs both retail units are forecast to operate at a trading deficit Barrow £2k and Cremyll £3k, and reflects reductions of income of 57 per cent and 32 per cent respectively.

3. BUDGET RISK

3.1 There are a number of projections that have been incorporated within the latest forecast which have a high risk of change that members should note -

- Trenninow Chalet rent review
- Winter retail trading and stock review
- Car parking price increase from 19 September 2011
- Catering trading information from operator

4. RECOMMENDATIONS

4.1 It is recommended that the Joint Committee notes the report.



PLYMOUTH CITY COUNCIL

Budget Monitoring Report - Mount Edgumbe



Year : 2011 Period: 5

		Previous Year's Actual	Latest Budget Full Year	Latest Budget Year to Date	Actual Year to Date	Outstanding Purchase Orders	Actual + Outstanding Purchase Orders	Variance Year to Date (Favourable) / Adverse	Latest Forecast - Full Year	Variance Full Year (Favourable) / Adverse
GCOMCIA - Mount Edgumbe										
GCOMCIAA - Mount Edgumbe House										
RV - Revenue										
D11	Employees	474,826	376,235	156,851	181,095	0	181,095	24,244	378,908	2,673
D12	Premises	80,477	79,916	33,349	36,515	6,656	43,171	9,822	64,575	(15,341)
D13	Transport	25,092	24,669	10,285	15,392	4,833	20,225	9,940	23,888	(781)
D14	Supplies and Services	107,505	101,326	42,491	27,780	7,312	35,092	(7,399)	97,282	(4,044)
D15	Third Party Payments	175	357	150	0	0	0	(150)	0	(357)
D17	Support Services	489	0	0	649	0	649	649	0	0
D19	Income	(626,847)	(440,716)	(226,113)	(229,031)	655	(228,376)	(2,263)	(456,465)	(15,749)
D20	Capital Financing outside NCS	29,301	29,301	0	0	0	0	0	29,301	0
Total : RV - Revenue		91,018	171,088	17,013	32,399	19,456	51,856	34,843	137,489	(33,599)
Total : GCOMCIAA - Mount Edgumbe House		91,018	171,088	17,013	32,399	19,456	51,856	34,843	137,489	(33,599)
GCOMCIAB - Mount Edgumbe Park										
RV - Revenue										
D11	Employees	90,832	92,491	38,568	42,159	0	42,159	3,591	100,988	8,497
D12	Premises	73,091	56,483	27,066	18,776	15,107	33,883	6,817	63,805	7,322
D13	Transport	1,080	0	0	0	0	0	0	0	0
D14	Supplies and Services	9,701	13,098	5,464	2,356	0	2,356	(3,108)	12,591	(507)
D19	Income	(64,460)	(68,894)	(38,366)	(23,152)	0	(23,152)	15,214	(55,701)	13,193
Total : RV - Revenue		110,244	93,178	32,732	40,139	15,107	55,247	22,515	121,683	28,505
Total : GCOMCIAB - Mount Edgumbe Park		110,244	93,178	32,732	40,139	15,107	55,247	22,515	121,683	28,505
GCOMCIAC - Mount Edgumbe Trading										
RV - Revenue										
D11	Employees	231,343	40,522	18,712	23,504	0	23,504	4,792	35,024	(5,498)
D12	Premises	3,018	0	0	1,156	0	1,156	1,156	0	0
D13	Transport	168	0	0	136	0	136	136	136	136
D14	Supplies and Services	228,358	55,291	23,235	13,890	10,902	24,793	1,558	32,487	(22,804)
D19	Income	(315,690)	(123,079)	(59,566)	(52,498)	0	(52,498)	7,068	(85,132)	37,947
Total : RV - Revenue		147,198	(27,266)	(17,619)	(13,812)	10,902	(2,910)	14,709	(17,485)	9,781
Total : GCOMCIAC - Mount Edgumbe Trading		147,198	(27,266)	(17,619)	(13,812)	10,902	(2,910)	14,709	(17,485)	9,781
Total : GCOMCIA - Mount Edgumbe		348,460	237,000	32,126	58,726	45,466	104,192	72,066	241,687	4,687

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