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MOUNT EDGCUMBE JOINT COMMITTEE



Joint Clerks

Kevin Lavery
Chief Executive
County Hall
Truro
Cornwall TR1 3AY
Truro 01872 322000

Barry Keel
Chief Executive
Civic Centre
Plymouth
Devon PL1 2AA
Plymouth 01752 668000

Please reply to:

Helen Wright
01752 304022
Email:
helen.wright@plymouth.gov.uk

17 November 2011

MOUNT EDGCUMBE JOINT COMMITTEE

DATE: FRIDAY 25 NOVEMBER 2011
TIME: 9.45 AM
**PLACE: BELVEDERE ROOM, BARROW PARK COMPLEX,
MOUNT EDGCUMBE, CREMYLL**

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, video 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 30 September 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 revenue 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 Part I 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 BUSINESS PLAN (E3) (TO FOLLOW)

The Joint Committee will receive an update on the Business Plan.

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Mount Edgcumbe Joint Committee

Friday 30 September 2011

PRESENT:

Councillor Mrs Beer, Co Chair in the Chair.

Councillors Austin, Mrs Foster, Holley, Penberthy, Riches (Substitution for Councillor Preston), Trubody (Co-Chair) and Vincent.

Co-opted Representatives: Sir Richard Carew Pole Bt., Commander Crocker, Mr D L Richards and Mrs B Spring.

Apologies for absence: Councillors Mrs Bragg, Browne, Flashman, German, Pearn MBE, Preston and Peter Smith, Co-opted Representative Mr T Savery.

Also in attendance: Ian Berry (Park Manager PCC), David Bennett (Accountant, PCC), James Coulton (Assistant Director for Culture, Sport and Leisure, PCC) and David Marshall (Business Development Mount Edgcumbe House and Country Park, Plymouth City Museum and Art Gallery, PCC).

The meeting started at 10am and finished at 11.05 am.

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.

15. DECLARATIONS OF INTEREST

There were no declarations of interest made by councillors in accordance with the code of conduct.

16. MINUTES

Agreed that the minutes of the meeting held on 22 July 2011 are confirmed as a correct record, subject to the following amendments –

- (1) 'apologies for absence' is added;
- (2) Mr D L Richards is removed from the Co-opted Representatives that were present, as he had been entered twice.

17. CHAIR'S URGENT BUSINESS

The Joint Chair advised that the report on the Mount Edgcumbe invest to save options would be considered under Part II of the agenda.

(In accordance with Section 100(B)(4)(b) of the Local Government Act, 1972, the Chair brought forward the above item for urgent consideration because of the need for a councillor decision).

18. **REVENUE BUDGET MONITORING 2011/12**

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

- (a) a deficit of £9,374 had been identified which would need to be addressed; this represented an increase of £2,478 since the last monitoring update in July 2011;
- (b) there were a number of variations that had been identified which included –
 - Mount Edgcumbe House
 - ▶ an additional staffing cost had been incurred, due to a delay with action against one post; this had been offset by further vacancy savings for seasonal stewards and agency workers with a net pressure of £2,673;
 - ▶ a number of utility costs for the Orangery and Stables would be picked up by the catering operator which would achieve a saving;
 - ▶ management action would be needed to address the operating deficit for supplies and services;
 - ▶ whilst a favourable income variance was reported, there had been a 10 per cent reduction with admission income compared to the 2010 season (the forecast growth for 2011 had not been achieved);
 - Mount Edgcumbe Park
 - ▶ additional overtime costs had been incurred (gardeners were currently undertaking ranger duties at the weekends which had previously been undertaken by seasonal workers as part of their normal working week;
 - ▶ a new charge for pot hole repairs had been incurred (if this cost could be contained within budget then there would be a saving);
 - ▶ the car park income was at the same level as 2010, although the budget had included a full year's growth from the 50 per cent parking charge increase (the increase had been effective from 19 September 2011);
 - Mount Edgcumbe Trading

- ▶ the additional cost for the delay in the TUPE transfer of catering staff had been offset by lower agency staff costs at the Barrow Shop which had been due to the alignment of its opening hours to that of the house; costs will be reduced for the Cremyll shop during the winter months, as it would only be open at the weekends and school half term;
 - ▶ both the Barrow and Cremyll Shops were forecast to operate at a trading deficit (Barrow £2k and Cremyll £3k), despite the reduction in staffing costs;
- (c) a number of projections had been identified which had a high risk of change –
- Trenninow Chalet rent review;
 - winter retail trading and stock review;
 - car parking price increase from 19 September 2011;
 - catering trading information from operator.

19. **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 items 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.

20. **UPDATE ON THE DRAFT BUSINESS PLAN (E3)**

The Business Development Manager for the Museum and Mount Edgumbe provided a verbal update on the Mount Edgumbe's draft business plan.

21. **MOUNT EDGUMBE INVEST TO SAVE OPTIONS**

The Director for Community Services and the Assistant Head of Service Waste and Environment submitted a report on Mount Edgumbe invest to save options.

Agreed that –

- (1) the offer from Cornwall Council to loan the Joint Committee a capital sum, as indicated in the report, to –
 - (a) pay off the existing capital loan (as indicated in the report);
 - (b) relocate the Barrow Shop to the House (as indicated in the report);
 - (c) purchase a marquee (as indicated in the report);

is accepted and the loan is paid back on the successful sale of Picklecombe Cottage;

- (2) the constituent authorities each contribute towards the installation of photovoltaic cells (as indicated in the report).

PLYMOUTH CITY COUNCIL

Subject:	Revenue Budget Monitoring 2011/12
Committee:	Mount Edgumbe Joint Committee
Date:	25 November 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 822236 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 £7,425 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 006 SRA	Leg		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 30 October 2011.
- 1.2 Variations are reported in the attachment and broken down by park operation and reflects 50 per cent 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 £7,425 has been identified which requires management action to address this is a decrease of £1,949 from that reported in September.
- 2.2 Main variations have been identified as follows -

Mount Edgcumbe House (7k favourable)

- 2.1.1 Employees – Salary costs for post that was deleted now absorbed by Plymouth City Council. (3.9k favourable).
- 2.1.2 Supplies and Services – management action to curtail spend to address operating deficit. (1.2k favourable).
- 2.1.3 Income – Up on forecast as more functions booked. (1.9k favourable).

Mount Edgcumbe Park (2.6k favourable)

- 2.1.4 Employees – Reduction in overtime (2k favourable).
- 2.1.5 Premises – a new charge for pot hole repairs that was highlighted in previous report has now been absorbed within the current budgets. (4k favourable).
- 2.1.6 Car park income through August and September was down compared to 2010 however the budget set included full year growth from the 50 per cent parking charge increase which will have now been implemented from 19 September 2011. Early indications are that this is running to forecast (3.4k adverse).

Mount Edgcumbe Trading (7.6k adverse)

- 2.1.7 Income reduced – 6.2k for Income reduction identified by VAT team in Plymouth City Council who advised in 1992/3 The Orangery outlet had opted to tax and licensee fees back then where vatable so when they left in 2008/9 any hire of the venue should have been vatable where so vat has now been backdated on old venue hire. 1.4k was also in forecast for events that did not happen this season.

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, so far in first 6 weeks the figures are backing up the 50% increase in income forecast. This will always be weather dependant for rest of the financial year.
- 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: 7

		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
GCOMCI - Mount Edgumbe										
GCOMCIAA - Mount Edgumbe House										
D11	Employees	474,826	376,235	219,537	239,320	0	239,320	19,783	375,045	(1,190)
D12	Premises	80,477	79,916	43,471	41,238	5,658	46,896	3,425	65,575	(14,341)
D13	Transport	25,092	24,669	14,399	20,368	2,870	23,238	8,839	23,888	(781)
D14	Supplies and Services	107,505	101,326	58,959	35,735	10,607	46,341	(12,618)	94,986	(6,340)
D15	Third Party Payments	175	357	210	0	0	0	(210)	0	(357)
D17	Support Services	489	0	0	649	0	649	649	0	0
D19	Income	(626,847)	(440,716)	(294,938)	(453,552)	0	(453,552)	(158,614)	(458,291)	(17,575)
D20	Capital Financing outside NCS	29,301	29,301	0	0	0	0	0	29,301	0
Total : GCOMCIAA - Mount Edgumbe House		91,018	171,088	41,638	(116,242)	19,134	(97,108)	(138,746)	130,504	(40,584)
GCOMCIAB - Mount Edgumbe Park										
D11	Employees	90,832	92,491	53,978	58,820	0	58,820	4,842	99,093	6,222
D12	Premises	73,091	56,483	35,395	29,400	13,881	43,282	7,887	59,854	3,281
D13	Transport	1,080	0	0	0	0	0	0	0	0
D14	Supplies and Services	9,701	13,098	7,648	2,381	0	2,381	(5,267)	12,472	(626)
D19	Income	(64,460)	(68,894)	(48,647)	(39,986)	0	(39,986)	8,661	(52,390)	16,504
Total : GCOMCIAB - Mount Edgumbe Park		110,244	93,178	48,374	50,615	13,881	64,497	16,123	119,029	25,851
GCOMCIAC - Mount Edgumbe Trading										
D11	Employees	231,343	40,522	28,850	29,617	0	29,617	767	34,777	(5,745)
D12	Premises	3,018	0	0	0	0	0	0	0	0
D13	Transport	168	0	0	136	0	136	136	136	136
D14	Supplies and Services	228,358	55,291	31,080	20,695	9,135	29,830	(1,250)	32,928	(22,363)
D19	Income	(315,690)	(123,079)	(82,776)	(63,751)	0	(63,751)	19,025	(76,662)	46,417
Total : GCOMCIAC - Mount Edgumbe Trading		147,198	(27,266)	(22,846)	(13,303)	9,135	(4,168)	18,678	(8,821)	18,445
Total : GCOMCI - Mount Edgumbe		348,460	237,000	67,166	(78,930)	42,150	(36,780)	(103,946)	240,712	3,712

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