



MOUNT EDGCUMBE JOINT COMMITTEE

Joint Clerks

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Tracey Lee
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Thursday, 11 July 2013

Please reply to:

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MOUNT EDGCUMBE JOINT COMMITTEE

DATE: FRIDAY 19 JULY 2013

TIME: 10.00 AM

PLACE: MOUNT EDGCUMBE HOUSE, CREMYLL, CORNWALL

Committee Members–

Plymouth City Councillors–

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

Cornwall Councillors–

Councillors Austin, Candy, Ellison, Frank, Hannaford, Hobbs and Trubody.

Co-opted Members–

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

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

Tracey Lee and Paul Masters
Joint Clerks

MOUNT EDGCUMBE JOINT COMMITTEE

AGENDA

PART I – PUBLIC MEETING

1. APPOINTMENT OF THE JOINT CHAIRS

To note the appointment of the Joint Chair for Plymouth City Council and to appoint the Joint Chair for Cornwall Council.

2. APOLOGIES

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

3. DECLARATIONS OF INTEREST

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

4. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 14 December 2012 as a correct record.

5. CHAIR'S URGENT BUSINESS

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

6. REVENUE OUTTURN 2012/13 AND BUDGET 2013/14 (Pages 5 - 22)

The Joint Committee will receive a report on the revenue outturn 2012/13 and budget 2013/14.

7. SERVICE REVIEW UPDATE (Pages 23 - 26)

The Joint Committee will receive an update on the service review.

8. MOUNT EDGCUMBE PROGRESS REPORT (Pages 27 - 40)

The Joint Committee will receive a Mount Edgcumbe progress report.

9. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of 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.

10. REVENUE OUTTURN 2012/13 AND BUDGET 2013/14 (E3) (Pages 41 - 56)

The Joint Committee will received a report on the revenue outturn 2012/13 and budget 2013/14.

11. CREMYLL FERRY SUBSIDY REVIEW (E3) (Pages 57 - 72)

The Joint Committee will receive a report on Cremyll Ferry subsidy review.

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Mount Edgcumbe Joint Committee

Friday 14 December 2012

PRESENT:

Councillor Trubody, Co-Chair in the Chair.

Councillors Austin, Mrs Beer, Mrs Foster, Pearn MBE, Penberthy, Preston, Smith (Co-Chair), Toms and Vincent.

Co-opted Representatives: Sir Richard Carew Pole Bt. and Cdr Crocker

Apologies for absence: Councillor Flashman, Holley, Jarvis, David Owens (CC), Mrs Pengelly, Kate Taylor and Co-opted Representatives Mr Richards, Mr Savery and Mrs Spring.

Also in attendance: Ian Berry (Park Manager PCC), David Bennett (Accountant PCC), Charlie David (CC), David Draffan (Assistant Director for Economic Development), David Marshall (Business Development Mount Edgcumbe House and Country Park,, Plymouth City Museum and Art Gallery, PCC), Paul Martin (CC), Nicola Moyle (City Curator Museum and Archives), A Richings (CC) and Helen Wright (Democratic Support Officer PCC).

The meeting started at 10am and finished at 11.55 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.

11. DECLARATIONS OF INTEREST

Sir Richard Carew-Pole Bt declared a personal interest in accordance with the code of conduct as he owned chalets along the coast.

12. MINUTES

Agreed that the minutes of the meeting held on 27 July 2012 are confirmed as a correct record.

13. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

14. REVENUE BUDGET MONITORING 2012/13

The Director for Place submitted a report on revenue budget monitoring 2012/13 which highlighted the following main areas –

- monitoring variations 2012/13
- budget risks

The Joint Committee raised concerns regarding the reduction in the proposed rent increase following the Trenninow Chalet rent review and the impact this would have on the budget.

The Joint Committee agreed to note the report.

15. **BUSINESS PROGRESS REPORT**

The Director for Place and the Assistant Head of Service, Waste and Environment submitted a business progress report, which highlighted the following main –

- (a) visitor analysis;
- (b) revised business plan progress report 2012/13;
- (c) revised business plan actions for 2013/14.

Responses were provided to questions raised by the Joint Committee, which included –

- (d) improvement to the layout of the Christmas Fayre had already been identified and would be implemented for the 2013 event;
- (e) capital investment in the sum of £30,000 would be required for the installation of the tree top attraction; a specialist operator would be required to run the attraction; following initial discussions, the operator had requested a 10 year licence to run the attraction; this issue was currently on hold whilst the future governance arrangements were being considered;
- (f) a number of options were being investigated regarding utilising the dry walk car park for people visiting the Christmas Fayre;
- (g) an extension to the planning permission for the marquee had already been applied for (12 months for five years).

The Joint Committee agreed to note the report.

16. **MEDIUM TERM SERVICE REVIEW**

The Director for Place and the Assistant Head of Service, Waste and Environment submitted a report on Mount Edgcumbe Medium Term Service Review which highlighted the following main areas –

- (a) the reasons for undertaking the review;
- (b) the aim of the review;
- (c) how the review was undertaken;
- (d) timescales for the review.

The Joint Committee agreed to note the report.

17. **EXEMPT BUSINESS**

Agreed that under section 100(A) of the Local Government Act 1972 to exclude the press and public from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 3 of Part I Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

Order of Business

With the permission of the Chair, the order of business on the agenda was amended, as set out below in the minutes.

18. **MEDIUM TERM SERVICE REVIEW (E3)**

Further to minute 16, the Director for Place and the Assistant Head of Service, Waste and Environment submitted a report on the Mount Edgumbe Medium Term Service Review.

The Joint Committee agreed to –

- (1) note the report;
- (2) delegate authority to the Assistant Director for Economic Development in consultation with the Joint Chairs with regard to arranging a new date for the Joint Committee in March 2013.

19. **REVENUE BUDGET MONITORING 2012/13 (E3)**

Further to minute 14, the Director for Place submitted a confidential report on the revenue budget monitoring 2012/13.

The Joint Committee agreed to note the report.

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PLYMOUTH CITY COUNCIL

Subject: Revenue Outturn 2012/13 and Budget 2013/14

Committee: Mount Edgumbe Joint Committee

Date: 19 July 2013

Joint Chairs: Councillor Peter Smith Plymouth City Council
(To be confirmed Cornwall Council)

Cabinet Member: Councillor Peter Smith, Plymouth City Council
Councillor Hannaford, Cornwall Council

CMT Member: David Draffan, Director for Place, Plymouth City Council
Peter Marsh, Interim Corporate Director for Environment

Author: Ian Berry, Mount Edgumbe Park Manager, David Bennett,
Senior Accountant Plymouth City Council

Contact: Tel: 01752 822236
e-mail: ian.berry@plymouth.gov.uk

Ref: ME

Key Decision: No

Part: I

Purpose of the report:

The Mount Edgumbe Joint Committee revenue accounts for 2012/13 have now been finalised subject to audit. This report presents the outturn for this Joint Committee and advises on the budget for financial year 2013/14.

Members' attention is drawn to the confidential information referred to in item 10 which is considered to be commercially sensitive.

Corporate Plan 2012-2015:**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**

The report that went to the Joint Committee in December forecast that 2012/13 outturn would be £10,000 over budget plus any pressure from the chalet review which ended up being a further 17k. The final outturn was £6,728 over budget.

I. INTRODUCTION

- I.1** This Report has been produced to update the Joint Committee with the Outturn position as at 31 March 2013.
- I.2** Variations are reported in the attachment and broken down by park operation that reflects 50% of the budget agreed by each constituent authority of £192,000 each. The 2013/14 budget has been set at £314,000 a reduction of £70,000 from 2012/13 this is split £157,000 per authority
- I.3** Both authorities' officers have been trying to both maximise income and reduce expenditure where possible for future years. More detail follows in this report

2. 2012/13 REVENUE MONITORING VARIATIONS

- 2.1** The December report to the Joint Committee forecast that Mount Edgcumbe would be £10,000 over budget plus any pressure from the chalet review which ended up being a further 17k pressure. The final outturn was £6,728 over budget summarised in table below. There was many variations throughout the year that were explained at each meeting and lots of changes in the final quarter of the year as Ian and his team reduced spending to only essential items and maximised income where possible

	Actual	Budget	Variance
Mount Edgcumbe House *	116,096	123,371	*(7,275)
Mount Edgcumbe Park	97,286	98,555	(1,269)
Mount Edgcumbe Trading	(14,653)	(29,926)	15,273
Total	198,728	192,000	6,728
50% per authority			3,364
* In reports House shows as 10640 variance not 7275 variance as Cornwall's half of overspend paid into here as Income. (7275.41 -3364.18 = -10639.60 variance in report)			

- 2.2 Mount Edgcumbe House Outturn £7275 saving** - The net saving is a combination of Income shortfall of £47,500 offset by savings in expenditure of £54,775
Main variations in income are the final chalet rents being 19k less than originally budgeted for. The budget included 4 weddings in the Marquee in 2012/13 but due to delay in purchasing the Marquee none was booked so 15k adverse variation on events income. House admissions and general room bookings/events are also lower than budgeted.
Savings in expenditure include 5k on staff related costs such as salaries, overtime and training. 13k on various premise related spend, this includes utilities, insurances and some pest control work. 4k on transport related spend such as fuel and maintenance of vehicles and 33k on various supplies & service spend including cash collection, not building a contingency fund, advertising and maintenance/repair/purchase of plant and equipment

2.3 Mount Edgcumbe park Outturn £1,269 saving - Car Park Income shortfall of £10,380 has been offset by savings in expenditure of £11,649.

The car park income budget was set on the same amount of visitors as the previous year and assumed that they would pay the 50% increase in car park charges that were raised from October 2011. It is fair to say that a very wet year has reduced the number of visitors in 2012/13 which in turn has affected the car park. Some cars have also parked on the road or at Maker Church to avoid the charges

The expenditure savings are 2k on staffing within the staff that work on the grounds, 7.5k on maintenance costs mainly on paths and roads and 2k on the materials that would have been used on these repairs. These savings were achieved by only carrying out essential maintenance on roads and paths

2.4 Mount Edgcumbe trading Outturn £15,273 over budget - The overspend is due to an income shortfall of £20,727 partially reduced by expenditure savings of £5,454

Both the house (5.5k) and Cremyll shop (8k) income is down due to poor visitor numbers and the Cremyll shop also closed after Xmas due to a flood that made it unsuitable for the sale of hot food and drink which are the main income lines during the winter. Also there was 6k less commission than budgeted for from Estate catering as their trading figures in Orangery and stables have not met their expectations this year due to the poor weather and less weddings and receptions than originally expected.

Expenditure savings are mainly due to not staffing Cremyll for 3 months and not having to buy as much stock due to reduction in sales not as much stock has been needed to replace that which has been sold

3. 2013/14 BUDGET

3.1 In December 2010 MEJC meeting a 3 year budget was set as 237k per authority in 2011/12 and 192k per authority in both 2012/13 and 2013/14. In February 2013, Cornwall Council agreed to reduce the budget allocated for Mount Edgcumbe by £66,000 to £126,000 for 2013/14. However, the Director of the Environment Service in Cornwall has decided to amend this figure to a budget of £157,000 in 2013/14 to reflect the anticipated 35k savings in expenditure and increased income identified of 35k as a result of the Medium Term Service Review. The Director has decided to allocate additional resources from Cornwall's Environment Directorate budget in order to give Mount Edgcumbe sufficient time to develop its new commercial business plan Table one below identifies what has been allocated as targets for 2013/14. The main headlines are to increase the income streams by more use of the marquee for conferences and retail sales at Cremyll shop now that the children's play area has opened. Also to reduce expenditure on non-essential maintenance and by not building a contingency budget yet

Table one

Amount	Additional Targeted Income
9500	PCAB Conference after expenditure netted off
5900	Cremyll shop
5000	Learning development course
4000	Countryside stewardship - 1/10 on 0131/8101
4000	Camellia collection sales
2500	Segway income
2000	Various other miscellaneous income streams
600	30% of £2400 Theatre group booking
500	One off Training day
500	Art exhibition
500	Rent for flat
35000	Total Additional Targeted Income
	Expenditure savings
-5896	Existing savings contingency
-5000	Existing savings Grounds
-4110	Maintenance of equipment (Alarm, H2Ok payment)
-4000	Existing savings water
-3000	Existing savings insurance
-2400	Existing savings Repairs
-2272	CTAX on Picklecombe and flat
-2000	Existing savings Grounds
-1848	EPOS Till system
-1600	Existing savings Repairs
-1000	EPOS TNS element for terminal support
-1000	Refuse collection savings
-874	Electric usage changed, more recharge to treasury
-35000	Expenditure savings target

- 3.2** The MEOW group have identified an approximate £70k reduction in Local Authority subsidy as detailed in Table One. Work on further reductions to expenditure and income opportunities will continue. Table two shows the progress made in reducing net expenditure since 2011/12 when the MEOW group was formed. Table two includes the anticipated budgetary position for 2013/14

Table two

Description	Actual 2011/12	Actual 2012/13	2013/14 Budget
Totals	237,000.00	195,364.17	157,000
Expenditure	829,298	770,390	741,414
Income	-355,298	-379,661	-427,414
Net cost	474,000	390,728	314,000
Inc as % Exp	-43%	-49%	-58%

RECOMMENDATIONS

It is recommended that the Joint Committee:

- a) Notes the report.
- b) The accounts are recommended for approval for Annual small bodies return.
- c) The Annual Governance Statement is recommended for approval for Annual small bodies return.
- d) Agree the 2013/14 amended budget.



Latest Forecast Monitoring High Level

Latest Forecast Monitoring High Level



Year: 2012/13

Period: 13

	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)
	£	£	£	£	£	£	£	£	£
Section: GPLADA - Mount Edgumbe									
Team 2: GPLADAAA - Mount Edgumbe House									
Detail code level 4-CPFA Standard groups:									
D11 - Employees	382,320	374,965	374,965	370,356	0	370,356	(4,609)	373,683	(1,282)
D12 - Premises	72,400	68,826	68,826	56,110	0	56,110	(12,716)	55,179	(13,647)
D13 - Transport	27,969	32,917	32,917	29,327	0	29,327	(3,590)	31,118	(1,799)
D14 - Supplies and Services	81,855	118,776	118,776	85,449	0	85,449	(33,328)	98,045	(20,731)
D17 - Support Services	533	16,613	16,613	16,080	0	16,080	(533)	16,080	(533)
D19 - Income	(450,921)	(488,726)	(488,726)	(444,590)	0	(444,590)	44,136	(455,536)	33,190
D20 - Capital Financing outside NCS	29,301	0	0	0	0	0	0	0	0
Total for	143,456	123,371	123,371	112,731	0	112,731	(10,640)	118,569	(4,802)
Total for Team 2: GPLADAAA - Mount Edgumbe House	143,456	123,371	123,371	112,731	0	112,731	(10,640)	118,569	(4,802)
Team 2: GPLADABA - Mount Edgumbe Park									
Detail code level 4-CPFA Standard groups:									
D11 - Employees	97,671	98,670	98,670	96,614	0	96,614	(2,057)	97,670	(1,000)
D12 - Premises	52,304	56,453	56,453	48,898	0	48,898	(7,555)	53,039	(3,414)
D13 - Transport	0	30	30	30	0	30	0	30	0
D14 - Supplies and Services	13,931	14,802	14,802	12,765	0	12,765	(2,037)	13,216	(1,586)
D19 - Income	(54,108)	(71,400)	(71,400)	(61,020)	0	(61,020)	10,380	(62,419)	8,981
Total for	109,798	98,555	98,555	97,286	0	97,286	(1,269)	101,536	2,981
Total for Team 2: GPLADABA - Mount Edgumbe Park	109,798	98,555	98,555	97,286	0	97,286	(1,269)	101,536	2,981
Team 2: GPLADACA - Mount Edgumbe Trading									
Detail code level 4-CPFA Standard groups:									
D11 - Employees	32,278	23,533	23,533	18,457	0	18,457	(5,076)	18,350	(5,183)
D12 - Premises	0	292	292	292	0	292	0	292	0

Latest Forecast Monitoring High Level

Year: 2012/13

Period: 13



	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)
	£	£	£	£	£	£	£	£	£
Team 2: GPLADACA - Mount Edgcumbe Trading									
Detail code level 4-CPFA Standard groups:									
D13 - Transport	0	292	292	291	0	291	(1)	292	0
D14 - Supplies and Services	38,736	36,099	36,099	35,723	0	35,723	(376)	33,595	(2,504)
D19 - Income	(87,268)	(90,142)	(90,142)	(69,415)	0	(69,415)	20,727	(70,634)	19,508
Total for	(16,254)	(29,926)	(29,926)	(14,653)	0	(14,653)	15,273	(18,105)	11,821
Total for Team 2: GPLADACA - Mount Edgcumbe Trading	(16,254)	(29,926)	(29,926)	(14,653)	0	(14,653)	15,273	(18,105)	11,821
Total for : Section: GPLADA - Mount Edgcumbe	237,000	192,000	192,000	195,364	0	195,364	3,364	202,000	10,000
Grand Total	237,000	192,000	192,000	195,364	0	195,364	3,364	202,000	10,000

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MOUNT EDGCUMBE SUMMARY BUDGET FOR 2013/14

Team 1 Name	Detail Code CIPFA Name	Data	
		Sum of 2012/13 LE	Sum of 2013/14 LE
Mount Edgcumbe House	Employees	374965	361376
	Income	-488726	-422988
	Premises	68826	56296
	Supplies and Services	118776	83068
	Support Services	16613	533
	Third Party Payments	0	0
	Transport	32917	25486
Mount Edgcumbe House Total		123371	103771
Mount Edgcumbe Park	Employees	98670	96772
	Income	-71400	-65500
	Premises	56453	49453
	Supplies and Services	14802	8902
	Support Services	0	
	Transport	30	30
Mount Edgcumbe Park Total		98555	89657
Mount Edgcumbe Trading	Employees	23533	23533
	Income	-90142	-95926
	Premises	292	0
	Supplies and Services	36099	35673
	Support Services	0	
	Transport	292	292
Mount Edgcumbe Trading Total		-29926	-36428
Grand Total		192000	157000

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*Appendix 4.3*

Small Bodies in England

Annual return for the year ended 31 March 2013

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the body.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2013.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do **not** leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites (www.nalc.gov.uk or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.adra.org.uk).

Section 1 – Accounting statements 2012/13 for:

Enter name of
reporting body here:

MOUNT EDGLUMBE JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
1 Balances brought forward	0	1,520	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	474,000	390,728	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	355,298	378,141	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	512,269	485,425	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	29,301	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	286,208	284,964	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	1,520	0	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	52,903	32,906	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	17,789,223	17,381,654	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by the body on:

and recorded as minute reference:

Signed by Chair of meeting approving these accounting statements:

Date

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of
our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved
by the body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of:

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report 2012/13 to

MOUNT EDGECUMBE JOINT COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	YES		
B The body's financial regulations have been met. payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.			NOT COVERED
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	YES		
H Asset and investments registers were complete and accurate and properly maintained.	YES		
I Periodic and year-end bank account reconciliations were properly carried out.			NOT COVERED
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	YES		

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit: Robert HUTCHINGS

Signature of person who carried out the internal audit: R. Hutchings Date: 13/6/2013

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

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Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guides** which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guides**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guides** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of their audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guides*, is available from NALC and SLCC representatives or *Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides*, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

**CITY OF PLYMOUTH
MOUNT EDGCUMBE JOINT COMMITTEE**

Subject: Service Review Update

Committee: Mount Edgcumbe Joint Committee

Date: 19 July 2013

Joint Chair: Councillor Peter Smith, Plymouth City Council
(To be confirmed, Cornwall Council)

Cabinet Members: Councillor Peter Smith, Plymouth City Council/
Councillor Hannaford, Cornwall Council

CMT Member: Anthony Payne, Director for Place

Author: Nicola Moyle, Head of Arts, Heritage & Museums

Contact: tel: (01752) 306918
e-mail: nicola.moyle@plymouth.gov.uk

Ref: ME

Key Decision: No

Part: I

Purpose of the report:

This report updates members on progress to take Mount Edgcumbe forward to a sustainable future.

Mount Edgcumbe Corporate Plan 2012-2015:

Plymouth City Council.

This report links to delivering the priorities within the Councils Corporate Plan particularly with regard to raising aspirations and providing value to communities

Cornwall Council

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

- i) Creating a Green Cornwall
 - ii) Creating a better place to live
 - iii) Delivering excellent services
-

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

N/A

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

N/A

Equality and Diversity:

Has an Equality Impact Assessment been undertaken?

N/A

Recommendations and Reasons for Recommended Action:

That members note the report.

Alternative options considered and rejected:

N/A

Background Papers:

None.

Sign Off

Fin		Leg	N/A	HR	N/A	AM	N/A	IT	N/A
Cornwall Council									

1. Background and Journey to Date

Given the reductions in public sector funding, which are likely to continue for the foreseeable future and their potential impact on services, a medium term service review of Mount Edgcumbe House & Country Park was commissioned for the joint committee, and the findings were presented at the 14th December meeting.

The review was the first stage in a process of assessing the viability and options for future direction for Mount Edgcumbe.

The review acknowledged the considerable challenges facing Mount Edgcumbe and identified a number of work streams, including greater commercial development, options for future governance and the resources and skills required to take these forward.

2. Immediate Actions

Following the review a number of quick wins have been identified that could be implemented immediately without impacting on the existing service to the public and this has resulted in a saving of approximately £70,000 on the total budget for Mount Edgcumbe. These savings are set out in some detail in the financial monitoring report, but in summary they are based on a mixture of savings and additional income opportunities including:

- The introduction of the Segway tours is expected to generate an additional £2,500
- Conferences and room hire will earn an additional £10,000
- The redeveloped Cremyll Shop and opening of the children's play area is expected to bring in approximately £6,000 additional income
- The Higher Level Stewardship scheme with Natural England will generate £4,000 additional income
- A number of savings based on reduced actual expenditure in the previous financial year

3. Next Steps

Following the review of the existing capacity and skills needed to take the medium/longer term work streams forward, a decision was taken jointly by Cornwall Council's Director of Environment and Plymouth City Council's Director of Place to bring in a consultant for six months to develop and commence implementation of a programme of change.

Specifically they will:

- Review existing staffing structures and identify/implement any necessary changes that will meet the future requirements and priorities of Mount Edgcumbe
- Review existing commercial opportunities and identify/implement improvements that will provide Mount Edgcumbe with the best possible net return (e.g. current catering contract, longer term catering plans, new opportunities)
- Identify and develop a capital investment plan for Mount Edgcumbe that supports the future business and commercial priorities of Mount Edgcumbe and that is in accordance with any restrictions on listed buildings
- Identify and develop any potential funding sources and bids that may assist and/or deliver some or all of the identified priorities within the capital investment plan
- Review existing governance arrangements and identify options that will provide Mount Edgcumbe with the most effective way of managing its business in future and if changes are required, draft an implementation plan for their delivery
- Ensure that all key stakeholders are fully aware and have been consulted on any proposed changes to the operational management of the house and country park

In April a procurement process was undertaken with a number of potential consultants, and following a successful interview, Stephen Pickering was appointed to take on this role. He will be based at Mount Edgcumbe for a period of 6 months working an average of 2.5 days a week.

**CITY OF PLYMOUTH
MOUNT EDGCUMBE JOINT COMMITTEE**

Subject: Mount Edgcumbe Progress Report
Committee: Mount Edgcumbe Joint Committee
Date: 19 July 2013
Joint Chair: Councillor Peter Smith, Plymouth City Council
(To be confirmed, Cornwall Council)
Cabinet Members: Councillor Peter Smith, Plymouth City Council/
Councillor Mrs Hannaford, Cornwall Council
CMT Member: Anthony Payne, Director for Place

Author: Ian Berry, Park Manager
Contact: tel: (01752) 822236
e-mail: ian.berry@plymouth.gov.uk

Ref: ME
Key Decision: No
Part: I

Purpose of the report:

This report updates members on park and property matters and commercial activity at Mount Edgcumbe.

Mount Edgcumbe Corporate Plan 2012-2015:

Plymouth City Council.

This report links to delivering the priorities within the Councils Corporate Plan particularly with regard to raising aspirations and providing value to communities

Cornwall Council

Business Plan Immediate Priorities: Use of resources and performance management

Environment, Planning and Economy Directorate Plan priorities:

- i) Creating a Green Cornwall
- ii) Creating a better place to live
- iii) Delivering excellent services

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

N/A

**Other Implications: e.g. Child Poverty, Community Safety, Health and
Safety and Risk Management: N/A**

Equality and Diversity:

Has an Equality Impact Assessment been undertaken?

N/A

Recommendations and Reasons for Recommended Action:

Members note the report.

Alternative Options Considered & Reasons for Recommended Action:

N/A

Published work / information

N/A

Background Papers

N/A

Sign Off

Fin	CoSF LA1112 008 TOCS	Leg	N/A	HR	N/A	AM	N/A	IT	N/A
Cornwall Council									

1. Introduction

- 1.1. This report informs members of key events and developments that have taken place since the last meeting of the Joint Committee and of key issues looking forward to December 2013.

2. Park and Property Matters

- 2.1. The unprecedented amount of rainfall that we experienced last summer and winter led to several areas of the coast being eroded and flooding of the lower park and Cremyll Shop.
- 2.2. The worst affected areas of erosion and cliff movement occurred at Sandways, between Kingsand and Picklecombe and in an area known as Happy Valley at Whitsand Bay.
- 2.3. The Sandways slip is immediately above the area used by Sandways Chalet Owners Association who are carrying out remedial work in consultation with ourselves



- 2.4. At Happy Valley, tension cracks have appeared across the coast path which has meant that the Cornwall Council access team have had to close and divert a substantial section. The access team have also had the area surveyed and the

path will remain closed until they are satisfied that the area has stabilized.
There are 7 chalets in this area



- 2.5. The lower park saw extensive flooding over the winter with the Cremyll Lodge Shop kitchen flooded twice. The resulting damage and water ingress prevented it being opened to the public over the winter, although staff managed to save the stock. An insurance claim was pursued and the refit of the kitchen, internal toilet and internal doors has been completed. Following this fit-out a permanent water boiler has been installed and an oven has been provided to allow the direct servicing of hot and cold food and drink.





- 2.6. In January work began to prepare the old Plant Centre to convert it for the Segway operation. This entailed clearing the building, fitting sub-meters, provision of telephone and IT connections (paid for by the licensee), transfer of alarm systems and clearance and preparation of the practice area.
- 2.7. The rangers and gardeners cleared and levelled the area at the rear of the Cremyll Garden in preparation for the Adventure Play Area contractor.
- 2.8. Flat 1, Barrow Park, was cleared, cleaned and made ready for the arrival of three European work placements, provided by Point Europa.
- 2.9. Also in January, work commenced on repairs to the roof of Mount Edgcumbe House to address leaks that were damaging the fabric of the east side of the building. Once this was done, work was undertaken to prepare the rooms underneath for the Metta Catharina exhibition.
- 2.10. On 26th February a substantial quantity of lead was stolen from the roofs of the Orangery (Grade II*), The English Garden House (Grade II*) and the French Conservatory (Grade II). The police are still investigating. Temporary repairs have been carried out
- 2.11. Because the status of these buildings, lead substitute cannot be used to carry out repairs. The cost estimate to replace with lead is £18,000.



2.12. Work began on the Higher Level Stewardship scheme with Natural England. This will result in the Park potentially receiving up to £16,000 a year over ten years to manage woodland and coastal areas for their conservation value

2.13. The sale of Picklecombe Cottage was completed on the 20th March 2013

3. Market Research, Marketing and PR Activity

3.1. The third site wide Visitor Survey was undertaken on April 9th (a headline analysis of which is included below)

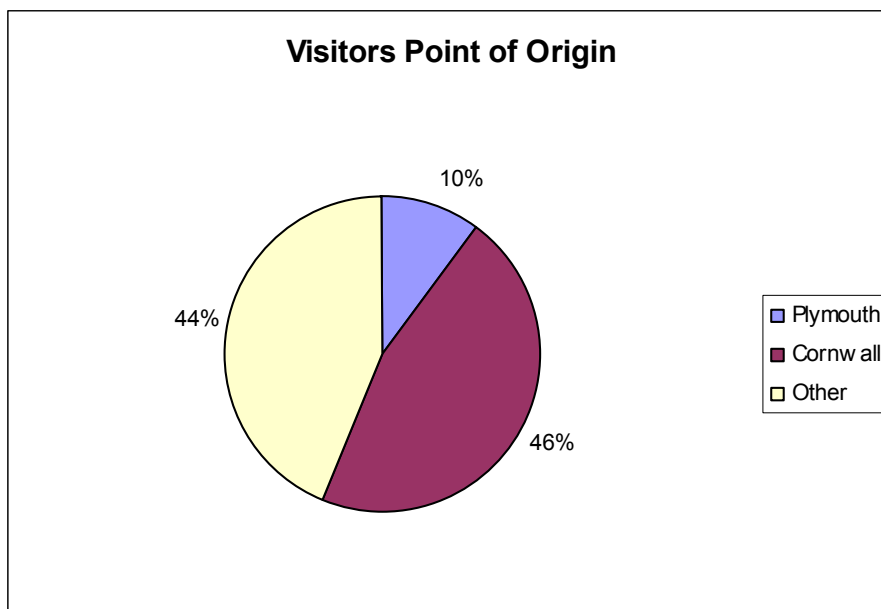
3.1.1. Thirty six volunteers and members of staff took part in the survey. The chosen day was overcast with occasional drizzle (and with a cold northerly wind the temperature remained at around zero degrees throughout the day). It should

be noted that both previous surveys (August and October) were completed on days when the weather was fair

On the day we recorded a total of 660 visitors attending the Park between 10.30am and 3pm.

Of those visitors 477 completed the survey

3.1.2. Point of Origin



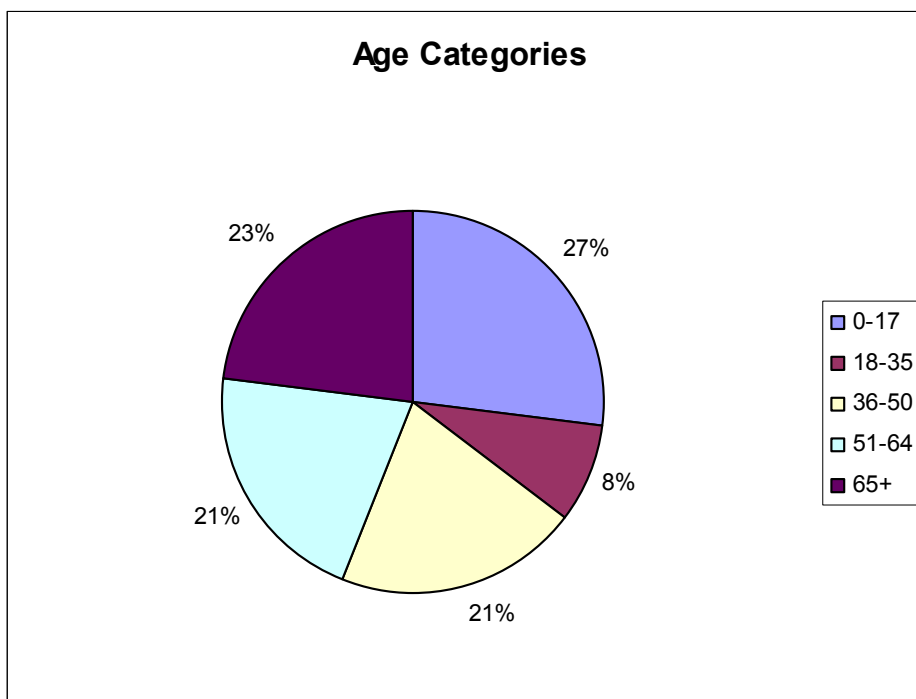
An analysis of the figures clearly shows that the weather has an immediate and profound effect on the visitor profile.

In comparison with the previous two surveys it is evident that the Plymouth market almost entirely disappears when the weather is poor. The percentage attendance of Plymouth visitors on this day reduced from 38.51% of the total (previous surveys) to just 10% of visitors on the day.

Interestingly – with the Plymouth visitors staying away the remaining attendance is almost equally divided between Cornwall (44%) and 'other' (46%) – which almost exactly reflects the underlying split in numbers from the August survey.

NB: 'Other' for the purposes of this report is anyone completing the survey whose postal code was outside SE Cornwall or Plymouth.

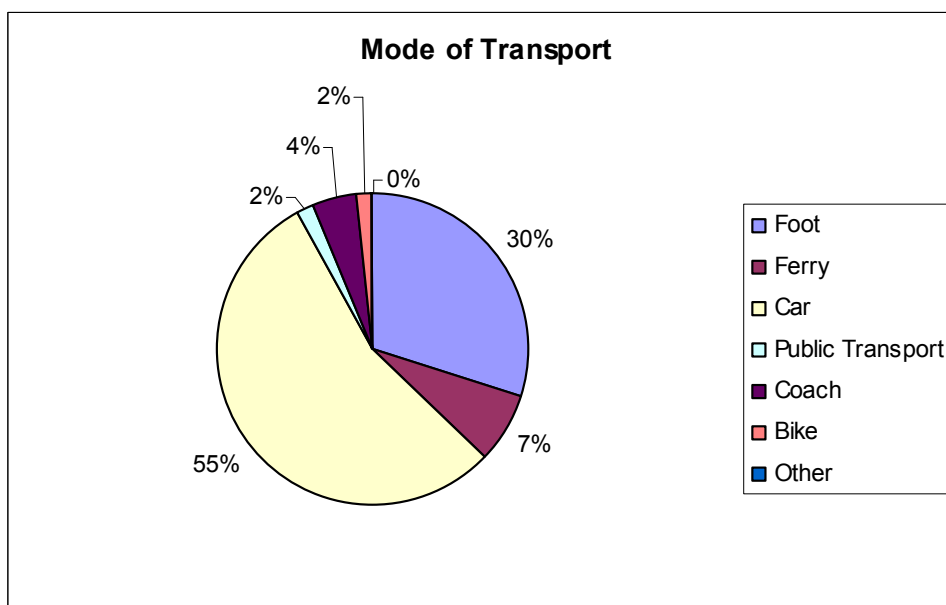
3.1.3.Age Categories



This survey also shows that adverse weather has a varied impact on the decision making of different age groups.

In comparison to our previous surveys (which showed that just over 70% of our visitors were under 50 years old) the recorded age of the visitors in this survey has taken a marked shift toward the more senior end of the scale. The 0 - 17 category shrank from 35.2% of the overall total to 27% of the total (which is a ratio reduction of 23%). The 18 – 35 and 36 – 50 groups showed similar shifts – suggesting that it is predominantly the young family (from Plymouth) that are put off by bad weather.

3.1.4.Mode of Transport



Again this survey showed an incredible and very marked change in the mode of transport used by our visitors (from previous survey days) – a change influenced by the weather – and perhaps a change that one would not expect until you realise that the weather has ‘washed away’ a whole ‘layer’ of visitors to reveal an underlying market below.

The percentage of Park visitors arriving by Ferry reduced from 33% of the overall total to just 4% (this supports the evidence of the decrease in Plymouth visitor numbers – the market that has been ‘washed away’).

Overall the use of car transport increased by just over 4% and coach transport increased by 5%. But by far the biggest change was the total of visitors arriving on foot – this increased from 14.4% previously to 30% in this survey.

In conjunction with the change in the age categories this suggests the older visitor is more likely to be from Cornwall or beyond (not Plymouth) and is also more likely to be using the coastal path to navigate the Park. In reverse this also suggests our Plymouth market is predominantly younger and more likely to congregate in and around the lower park and stay in that area.

- 3.2. May 1st saw the official opening of the Segway operation, with Councillor Penberthy joining Malcolm Bell (Head of VisitCornwall) and Amanda Lumley (Chief Executive of Destination Plymouth) to launch the initiative (unfortunately no representation from Cornwall Council was available because of the timing of local elections). As this report is being written the operator confirms they have ‘carried’ over 600 people and already have repeat visitors on their books



- 3.3. On June 18th, the Metta Catharina Exhibition was officially launched by TV presenter Monty Halls. The event was attended by representatives of the two authorities, trustees from the Metta Catharina Trust, Friends of Mount Edgcumbe Park and volunteers and contractors who had been involved in the launch.
- 3.4. A new generic leaflet has been designed and distributed. The new leaflet contains essential information for visitors that gives more emphasis on commercial activities. 90,000 have been printed

- 3.5. The afternoon of 19th July will see the launch of The Children's Play Area at Cremyll. Representatives of SITA Cornwall Trust and FOMECP as the funders of the project will be present, as will members of the press.
- 3.6. At the beginning of September Toozalii Community Arts (Circular Arts Project) will work with Mount Edgcumbe staff on the installation of 100 flags on the foreshore section of the lower park in front of Thompson's Seat. This will be the culmination of a 6 month project designed to involve service families (especially those with spouses directly engaged in overseas service) in the creation of a parade of colourful flags. The installation will have no permanent impact on the landscape and will have a high profile press launch event hosted at the Park – it will be in situ for ten days.
- 3.7. The weddings advertising schedule previously reported to the Joint Committee has gone live and is ongoing and is creating a steady stream of enquiries. We are currently averaging four wedding viewings per week.
- 3.8. The new wedding website for Mount Edgcumbe is live and in the first three months (March, April and May 2013) has had 13,325 unique visitors

4. Events

- 4.1. The annual Christmas Fayre was held on the second weekend of December. For the first time the visitor numbers reached the 5,000 mark. It was a very successful event and its reputation and profitability are increasing year on year.
- 4.2. The 3rd 'Three Wishes' Faery Festival took place over the weekend of 21st, 22nd and 23rd June.
- 4.3. On the afternoon of Sunday 23rd June, a performance of Sherlock Holmes by Pantaloons Theatre Company took place in the Italian Garden. Numbers were disappointing, but the performance was well received. Open air theatre events will be developed for future years. The weather for the week running up to the event was poor and the day itself was cold with high winds.
- 4.4. Mount Edgcumbe's annual Classic Car Show and Summer Fayre will take place on Sunday August 4th
- 4.5. The 10th annual rally of the Military Vehicle Trust will take place at Mount Edgcumbe on August 24th, 25th & 26th.
- 4.6. 18th October – 27th October the Belvedere is being hired to Drawn to the Valley over the half-term for their membership art exhibition.
- 4.7. The 2013 Mount Edgcumbe Christmas Fayre will be held over the weekend of December 7th and 8th

5. Conferences

- 5.1. On 20th June Cornwall Care held a recruitment day at Mount Edgcumbe in the Belvedere.
- 5.2. On the 12th of July Mount Edgcumbe will host a day long Plymouth University conference with 87 delegates.
- 5.3. 6th August, Cornwall Council Democratic Services Support Team will be attending an away day on site which includes a House tour, lunch at the Orangery and Orienteering in the afternoon.

- 5.4. On the 5th and 6th of September Mount Edgcumbe will host a second Plymouth University conference for 40 delegates.
- 5.5. On the 26th and 27th of September we will host a Plymouth College of Art two-day conference for approx 150 delegates.
- 5.6. On the 11th and 22nd of October; 26th and 27th of November; 10th of December; 28th of January and 11th of February Mount Edgcumbe will host Plymouth City Council Learning and Development day conferences for approximately 21 delegates.
- 5.7. Friday 27th September there will be a Gala Dinner in the Orangery for approx 80 guests from Marjons University

6. Weddings

- 6.1. The wedding business is experiencing a general 'downsizing' in people's aspirational budgets – the average number of guests is reducing year-on-year. There is also an increasing number of competing venues opening up to the wedding business.
- 6.2. However the Office for National Statistics latest figures show that there were 27,133 weddings in the South West region – almost exactly the same number as that for the whole of Greater London. 66.2% of those weddings were Civil Ceremonies. Of that 66.2% - 56.8% of couples chose civil approved premises for their marriage.
- 6.3. Analysis of the 'Insights' report 'Wedding Opportunities for Destinations' shows that transport to a venue and overnight accommodation feature as the two most important practical priorities for wedding planning.
- 6.4. In 2012 Mount Edgcumbe hosted 38 weddings and 27 receptions.
- 6.5. Wedding booking for 2013 currently stand at:
 - 26 x Wedding ceremonies
 - 6 x Gallery bookings
 - 5 x Extended use of Earls Garden
 - 3 x Marquee Receptions
 - 22 x Orangery Receptions
- 6.6. Wedding booking for 2014 currently stand at:
 - 15 x Wedding ceremonies
 - 1 x Gallery bookings
 - 6 x Extended use of Earls Garden
 - 2 x Marquee Receptions
 - 12 x Orangery Receptions

There are a further 12 pencilled enquiries on the books for 2014.
- 6.7. Although enquiries are healthy for 2014 the response to the marquee/House offer is not as strong as expected. This has triggered a second price

benchmarking exercise which will be completed in July along with a review of all supporting marketing and sales information for the marquee/House package

7. Development

- 7.1. Towards the end of February confirmation was received that the FOMECP bid for a SITA Cornwall Trust grant to build the Children's Adventure Play Area had been successful. Work began in liaison with the contractors for delivery of equipment and materials in preparation for construction.
- 7.2. Work began in April on the construction of the play area – immediately following confirmation from SITA Cornwall Trust that the ENTRUST (regulatory) approval had been received for the grant.
- 7.3. The Segway operator began on site (initially a one-man operation) and for the first month Mount Edgcumbe staff were asked to support the set-up by selling tickets and fielding all enquiries for the operator whilst he bedded in.
- 7.4. The Metta Catharina exhibition – in all its various guises – began to arrive on site for assembly under the guidance of Jo Cairns and a small team of volunteers.
- 7.5. May also saw the completion and the 'soft' opening of the Children's Play Area – which was reseeded with grass and planted to allow this to mature before the official launch in July – in time to remind people of the Mount Edgcumbe offer for the summer holidays.



- 7.6. At the end of May the Metta Catharina exhibition also had a 'soft' opening – allowing us to iron out any issues ahead of the press launch on June 18th.
- 7.7. Building staff and gardeners worked closely with officers from Cornwall and Cormac on the preparation of the Cremyll toilets for handover to the Park. These toilets, situated behind the Edgcumbe Arms, will be used strategically as an alternative provision of facilities in the lower park when the Orangery toilets are closed to public access in preparation for wedding receptions and events.

- 7.8. Mount Edgcumbe's new Geocache trail will go live in July. This will provide a large circular walk around the Park – taking 'cachers' past the House with both the start and finish located directly beside a catering outlet.
- 7.9. Tuesday 18th June saw the extremely successful launch of the Metta Catharina exhibition. Well attended by officers from Plymouth and Cornwall plus members of the Metta Catharina Trust, Friends of Mount Edgcumbe, volunteers and suppliers. The launch, officiated by Monty Halls – TV presenter and marine biologist, received a full page coverage in the Plymouth Herald the following day.

8. Commercial

- 8.1. In the Cremyll shop a price review was completed and new ranges of products were introduced (the sales performance will be closely monitored with an eye to further review).
- 8.2. Mount Edgcumbe's new 'Groupon' offer (an online discount deal) for House tickets went live in May. In total Groupon sold 1000 vouchers – however Mount Edgcumbe will only benefit from those vouchers that are redeemed on entry – we have currently welcomed 451 people to the House using the Groupon Vouchers. The offer remains valid until August 14th.
- 8.3. The end of July will see the introduction of a new Cadbury's ice-cream cart to be positioned at the Cremyll entrance for the duration of the summer holidays. This was trialled during the May half-term and has been leased free of charge to the Park (a windfall from a surplus of equipment following the London Olympics). The half-term experiment showed that the different pricing and products did not take away from the Cremyll Shop takings – and the additional capacity created additional income.
- 8.4. Analysis of the May half-term takings in the Cremyll Shop shows a marked improvement. The weather for the period has been better this year – although we did have a sunny/partially cloudy half-term last year. Gross total income for the 9 days of half-term was £4,739.66 (£1,899.75 in 2012). The gross total has improved by £2,839.91 over the 9 day period year-on-year. The net improvement is £2,368.93 and the margins have improved by 2.59% to 59.64%. The average net daily income increased by £263 per day during the peak period.
- 8.5. This extraordinary improvement in income is down to better trained staff (see below), better focus on ranges, better provision of supporting equipment (oven and boiler) and the focus and dwell time created by the play area.
- 8.6. Guidebook sales in the House to July 7th 2013 stood at a total of 167. In the same period last year we sold 133 (when it was a brand new product).

9. Staff

- 9.1. A new comprehensive Mount Edgcumbe Volunteer Handbook was produced prior to the annual induction day in the run-up to the new season.
- 9.2. Site wide stock takes were completed to close down the financial year.
- 9.3. The volunteer induction day for the 2013 season was hosted in the Belvedere with 48 people attending the event.

- 9.4. For the first time a day long induction training session was arranged for all seasonal Pertemps staff (this in the knowledge that Mount Edgcumbe's visitor facing seasonal staff needed more confidence in their knowledge of the Park whilst carrying out their duties for us).

Recommendations and Reasons for Recommended Action:

That members note the report.

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