

MOUNT EDGCUMBE JOINT COMMITTEE

Joint Clerks

Andrew Kerr
Chief Executive
Cornwall Council
Council Offices
Treyew Road
Truro TR1 3AY
T: 01872 322000

Tracey Lee
Chief Executive
Plymouth City Council
Ballard House
West Hoe Road
Plymouth PL1 3BJ
T: 01752 668000

Please reply to:

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

#mountedgcumbe

Published Thursday, 09 July 2015

MOUNT EDGCUMBE JOINT COMMITTEE

DATE: FRIDAY 17 JULY 2015
TIME: 11AM
**PLACE: BELVEDERE ROOM, BARROW PARK COMPLEX,
MOUNT EDGCUMBE HOUSE, CREMYLL**

Committee Members-

Plymouth City Councillors-

Councillors Damarell, Fletcher, Fry, Mrs Pengelly, Smith (Joint Chair), Sparling and Vincent.

Cornwall Councillors-

Councillors Austin, Candy, Duffin (Joint Chair), Ellison, Frank, Hobbs and Trubody.

Co-opted Members-

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

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

For further information on attending Council meetings and how to engage in the democratic process please follow this link - <http://www.plymouth.gov.uk/accesstomeetings>

Tracey Lee and Andrew Kerr
Joint Clerks

MOUNT EDGCUMBE JOINT COMMITTEE

AGENDA

PART I – PUBLIC MEETING

1. APPOINTMENT OF JOINT CHAIRS

The Joint Committee will be asked to note the appointment of the Joint Chairs.

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 - 8)

To confirm the minutes of the meeting held on 28 November 2014 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. BUDGET OUTTURN 2014/15 (Pages 9 - 30)

The Joint Committee will receive the Budget Outturn 2014/15.

7. REVENUE BUDGET MONITORING 2015/16 (Pages 31 - 36)

The Joint Committee will receive the Revenue Budget Monitoring for 2015/16.

8. MOUNT EDGCUMBE RISK REGISTER (Pages 37 - 74)

The Joint Committee will receive the Mount Edgcumbe Risk Register.

9. MOUNT EDGCUMBE STORM REPAIRS PROGRESS REPORT (TO FOLLOW)

The Joint Committee will receive the Mount Edgcumbe Storm Repairs progress report.

10. MOUNT EDGCUMBE PROGRESS REPORT (Pages 75 - 82)

The Joint Committee will receive a progress report.

11. MOUNT EDGCUMBE MEANS BUSINESS (Pages 83 - 90)

The Joint Committee will receive the Mount Edgcumbe Means Business report.

12. 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) 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 Joint Committee is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL.

This page is intentionally left blank

Mount Edgcumbe Joint Committee

Friday 28 November 2014

PRESENT:

Councillor Hannaford, Co-Chair, in the Chair.
Councillors Austin, Candy, Damarell, Ellison, Fry (substitute for Councillor Churchill), Hobbs, Mrs Pengelly, John Smith (substitute for Councillor Peter Smith), Sparling and Stark.

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

Apologies for absence: Councillors Churchill, Peter Smith, Trubody and Vincent and Sir Richard Carew Pole Bt and Mr T Savery.

Also in attendance: Simon Arthurs (Lead Accountant PCC), Nick Butcher (Head Gardener/Ranger PCC), Jon James (Natural Environment Manager CC), David Marshall (Business Development Manager PCC), Nicola Moyle (City Curator Museum and Archives PCC), Leigh Parker (Accountant CC), Steve Pickering (Consultant) and Helen Wright (Democratic Support Officer PCC).

The meeting started at 10.00 am and finished at 11.30 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.

Welcome

The Chair welcomed two members of the public who were attending the Joint Committee meeting.

12. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members in accordance with the code of conduct relating to items on the agenda.

13. **MINUTES**

The Joint Committee agreed that the minutes of meeting held on 18 July 2014 are confirmed as a correct record.

14. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

15. **INTERIM MANAGEMENT REPORT**

The Strategic Director for Place submitted an interim management report providing an overview of the work being undertaken in 2014/15. The report highlighted the following key areas –

- (a) this had been a challenging year with the introduction of several changes in the way the Park operated; this included developing the overall visitor attraction by expanding the programme of events and introducing a variety of commercial tenants in the Barrow Centre and across the Park;
- (b) new operators for both the Stables Café and Orangery Restaurant had brought an element of commercial stability and consumer confidence to the Park;
- (c) the efforts of the staff and volunteers in assisting the delivery of a wide package of initiatives needed to be acknowledged together with the enthusiasm and experience of staff;
- (d) a larger programme of events had been established which included -
 - Green Man;
 - Smugglers Market;
- (e) other events which had taken place included -
 - Kings Troop;
 - celebration of 25 years of Landrover;
 - Holiday of My Lifetime (BBC episode);
- (f) future events would include -
 - Home and Garden;
 - National Scouts Camp;
 - international conference hosted by Plymouth College of Art and Design;
- (g) new lettings included -
 - the Cremyll Shop had been let to an external commercial operator;
 - a Blacksmith was currently occupying unit 2 of the Barrow Centre whilst works progressed to accommodate him within the Blacksmith unit;
 - the use of the old barn and poly tunnel for a garden centre;
 - the use of vacant office space within the House for use as the head office for the Silvanus Trust;

- (h) the Friends of Mount Edgumbe had focussed on providing major projects for the benefit of the Park, which included proposals for -
- the creation of a 'Friends Garden Area' adjacent to the fire station with the possibility of a new sculpture to commemorate 500 years of Mount Edgumbe;
 - the renovation of historic statues around the Park;
 - expansion of the play area;
 - provision of lighting to light up the Folly structure;
- (i) current initiatives being reviewed included -
- vehicles;
 - waste;
 - staff resources;
 - purchase of land train;
 - Cremyll Lodge holiday let;
- (j) in order to comply with the Small Bodies Audit Report a risk assessment for the operation of the Park would be required; several management reviews were currently taking place to evaluate risks; a final report would be drafted once the individual assessments had been completed.

In response to questions raised by the Joint Committee, it was reported that –

- (k) consideration would be given to providing residents of the Rame Peninsula with 'concession' parking as an acknowledgement of the inconvenience caused with the major events being held at the Park;
- (l) no permanent members of staff had been effected with the recent letting of the Cremyll Shop to an external operator; Pertemps staff had been employed to work within the shop on a temporary/seasonal basis in line with Plymouth City Council's pay structure;
- (m) a brief was being developed for the proposal to create a Friends Garden Area which linked the Friends of Mount Edgumbe with the Cultural Board;
- (n) it would not be possible to use the land train on the highway; the intention was to use it to take visitors from the bottom of the Park to the Barrow Centre, etc; future sites would be considered such as the Deer Park;
- (o) TV campaigns would run to promote all major events including the 500 anniversary of Mount Edgumbe;
- (p) water transport links on the Tamar estuary would be explored including connectivity to the Royal William Yard;

- (q) Cornwall Council were currently assessing the storm damage which had affected the Cremyll Quay, slip way, entrance to the lower lodge and the sea walls; engineers were currently costing a scheme in conjunction with South West Water; work would be undertaken to look at funding streams for the scheme; an undertaking was given to provide an update report to the next Joint Committee meeting.

The Chair took the opportunity on behalf of the Joint Committee to thank the Friends of Mount Edgcumbe, Steve Pickering and the staff for their achievements to date.

The Joint Committee noted the report.

16. **MOUNT EDGCUMBE ENVIRONMENTAL STEWARDSHIP AGREEMENT**

The Strategic Director for Place submitted a report on Mount Edgcumbe environmental stewardship agreement which provided an update on the 10 year agreement that the Park had entered into. The report highlighted the following key areas –

- (a) the Park had entered into an environmental stewardship agreement with Natural England for a 10 year period (1 October 2013); the aim of the agreement was to maintain and improve the landscape and woodlands for the benefit of wildlife and to help protect landscape features and structures;
- (b) part of the agreement was to carry out capital works across the site including -
- 4260m of replacement fencing;
 - 125 bird/bat boxes to be erected;
 - 265 cubic metres of tree removal in Penlee Woods
- (c) all the works carried a capital works payment grant which would cover the cost of the materials, these works included -
- erected 1685m of fencing;
 - placed around the site 125 bird and bat boxes;
 - cleared five hectares of scrub;
- (d) the scheme had recently funded (£39,500) the commissioning of a comprehensive survey which would -
- inform and guide the day to day maintenance and management;
 - inform and manage a programme of restoration and repair;
 - Inform future interpretation and use of the Park;
- (e) the aims of the plan included -

- assessment of the previous archaeological reports undertaken at Mount Edgcumbe and consideration of the historical development, design and landscape features of land that had not been previously assessed and update previous surveys undertaken;
 - carry out structural surveys of the critical non domestic structures within the HLA agreement land, using existing surveys where appropriate to avoid duplication of work;
- (f) as part of the scheme the Park would be able to claim an annual payment of £26,000 per year for the next 10 years for undertaking land management around the site, such as -
- grazing of grassland areas by cattle for Dartmoor ponies;
 - control of invasive species;
 - Restoration of woodland, species rich, semi natural grassland.

In response to questions raised by the Joint Committee, it was reported that –

- (g) the works had to be completed by 2016 as the existing funding would finish (there would be no capital funding after 2016);
- (h) the claim for the funding of the works was submitted following the completion of the works.

The Joint Committee noted the report.

17. **TRAFFIC MANAGEMENT EVENT PLANNING AND CONSULTATION UPDATE**

The Strategic Director for Place submitted a report on traffic management event planning and consultation update which highlighted the traffic management issues in relation to major events being held at Mount Edgcumbe and the work being undertaken to address these issues. The report highlighted the following key areas –

- (a) following an increase in the number of successful promotional events at Mount Edgcumbe Country Park, concerns had been raised by local residents relating to the number of vehicles passing through the local villages and potentially causing congestion problems in the future as the events increased in popularity;
- (b) the 2014 Classic Car Rally had been an extremely popular event and attracted between 12,000 and 14,000 visitors; the road traffic travelling to and from the event created a sustained impact on especially in the villages of Crafhole and Millbrook;
- (c) the ‘red letter’ day events drove footfall to the Park, helped to raise Mount Edgcumbe’s media profile and generated direct income;

- (d) there were now several main events hosted at Mount Edgcumbe which included -
- Christmas and Wedding Fayres;
 - Military Vehicle Trust;
 - Faery Festival;
 - Green Man;
 - Smugglers Market;
- (e) a working group (comprising of representatives from Friends of Mount Edgcumbe, staff, road traffic specialists and parish councillors) had been identified to work together to look at the detail of possible alternative traffic management strategies for major events;
- (f) the existing traffic management plan had been adapted to alleviate pressure on key points of the peninsula road network and this would be implemented for major events at Mount Edgcumbe; a new strategy has been drafted and had been submitted to Cornwall Council's Highways for comments;
- (g) events hosted at Mount Edgcumbe would be classified in three categories, major, minor and incidental with all events being included in Cornwall Council's event notification process which would receive comments from the Local Safety Advisory Group;
- (h) preparation for major events would include providing the traffic management plan with supporting documentation (event plan, Chapter 8, signage schedules, timings etc);
- (j) it was encouraging to note that local stakeholders were in favour of these events and had engaged with the Park management to explore ways to alleviate any potential future traffic problems.

The Joint Committee noted the report.

18. **REVENUE BUDGET MONITORING 2014/15**

The Strategic Director for Place submitted the revenue budget monitoring 2014/15 report which provided an update of the financial position for the Joint Committee for 2014/15. The report highlighted the following key areas –

- (a) an adverse variation was reported of just under £40,000 which was due largely to reductions in the number of weddings and other income streams;
- (b) the main variations were -

- a reduction in staffing costs due in part to the Park Manager's post being vacant for part of the year which was offset by the cost of an external advisor;
 - an increase in premises and utility costs which were largely offset by recharges for the use of facilities;
 - increased costs of supplies and services which were offset by a reduction in conservation costs and increased donations;
 - reductions in income compared to that budgeted (approximately £29,000); there were various fluctuations within the income lines but the variation was mainly due to income from weddings which was £19,000 less than budgeted; meetings and conferences had reduced expenditure and reduced income which resulted in a net £10,000 pressure;
 - lower than budgeted income on rents and lettings and pressure on car park repair costs, were being offset by reductions in repair costs and hire of equipment together with donations from the Friends of Mount Edgcumbe towards particular items of expenditure;
 - net pressure of approximately £3,000 relating to the main shop and a small variation on the Cremyll Shop which should be mitigated by the new letting arrangement;
 - higher than anticipated spend on equipment and hire in relation to the special events of £11,000;
- (c) mitigating actions being taken included the regular review of outstanding orders, the review of all expenditure and the maximisation of income through lettings and other opportunities; the Christmas Fayre was due to be held in December 2014.

The Joint Committee noted the report.

19. **BUSINESS DEVELOPMENT REPORT**

The Strategic Director for Place submitted a report on business development which outlined the progress to date in respect of the transformational change project at Mount Edgcumbe. The report highlighted the following key areas –

- (a) the Mount Edgcumbe Means business initiative introduced in July 2013 provided proposals for implementing an investment initiative in two phases;

- (b) the first phase aimed to create a buzz about Mount Edgumbe Country Park, with phase two requiring larger investment to implement a number of property renovations;
- (c) the majority of the initiatives outlined in phase I investment had been implemented which included -
 - populating units around Barrow Centre with commercial tenants;
 - purchase of a land train;
 - converting Cremyll Lodge into holiday accommodation;
- (d) feasibility studies were currently being undertaken to establish renovation costs of three properties identified as holiday accommodation (West Lodge, Flat 1 Barrow Centre and part of the Rame Head look-out station);
- (e) other properties earmarked for renovation were -
 - English Garden House
 - Friends Lodge
 - Gardeners' Lodge
 - purchase of three eco huts/or Safari Tents (subject to planning consent)
- (d) plans to introduce a visitor information centre service within the main house foyer (currently used for gift shop and ticket sales) were progressing with a view to operating as a commercially viable facility promoting a wide range of visitor services available on the Rame Peninsula, Cornwall and Plymouth.

The Joint Committee noted the report.

20. **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 item of business on the grounds that it involves 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.

21. **REVENUE BUDGET MONITORING 2014/15 (E3)**

Further to minute 18, the Strategic Director for Place submitted a confidential report on the revenue budget monitoring 2014/15.

The Joint Committee noted the report.

PLYMOUTH CITY COUNCIL

Subject: Budget Outturn 2014/15
Committee: Mount Edgumbe Joint Committee
Date: 17 July 2015
Cabinet Member: Councillor Smith, Plymouth City Council
Councillor Duffin, Cornwall Council
CMT Member: Anthony Payne, Strategic Director for Place (Plymouth)
Peter Marsh, Head of Commissioning and Asset Management
(Cornwall)
Author: Jerry Masters, Interim Mount Edgumbe Park Manager, Angela
Bruce, Principal Technical Accountant Plymouth City Council
Contact: Tel: 01752 822236
e-mail: jerry.masters@plymouth.gov.uk
Ref: ME
Key Decision: No
Part: I

Purpose of the report:

This report presents the final outturn position of Mount Edgumbe for the financial year 2014/15.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:**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**

In November 2014 a forecast overspend of just under £40,000 was reported to the Joint Committee. The final outturn is £21,833 overspent - an improvement of £18,000 since November.

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

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

Equality Impact Assessment been undertaken: No.

Recommendations and Reasons for recommended action:

It is recommended that the Joint Committee –

- a) Notes the report;
 - b) The accounting statements are recommended for approval for the Annual small bodies return (Appendix B);
 - c) The Annual Governance Statement is recommended for approval for the Annual small bodies return (Appendix B);
 - d) The Internal Audit Report to support the Joint Committee sign off of the Annual small bodies return (Appendix C);
-

Alternative options considered and reasons for recommended action:

None.

Published Works/Information:

None.

Background papers:

None,

Sign off:

Fin	ABPlaceFE DD151600 3.26.06.15	Leg		HR	N/A	Corp Prop	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member David Draffan											

I. INTRODUCTION

- 1.1 This Report has been produced to update the Joint Committee with the Outturn position as at 31st March 2015.
- 1.2 Variations are reported according to the difference between actuals and budget in Appendix A and are broken down by park operation that reflects 50% of the budget agreed by each constituent authority of £142,000 each. Appendix A has the table used to explain variations.

2. 2014/15 OUTTURN VARIATIONS - OVERVIEW

- 2.1 At the 28 November 2014 Joint Committee meeting the Revenue Budget Monitoring report detailed a forecast overspend of just under £40,000, due largely to reductions in wedding and other income streams. Since then the staff at Mount Edgumbe have reviewed expenditure and looked at increasing revenue wherever possible. It has also been possible to capitalise some expenditure relating to the Higher Level Stewardship scheme. This has resulted in an outturn position of £21,833 over budget but an improvement of £18,000 from the previous forecast position.

3. 2014/15 BACKGROUND

- 3.1 After large overspends in financial years 2009/10 and 2010/11 the Mount Edgumbe Officers Working group planned various initiatives to bring the budget back to the original plans that each authority contribute £192,000 towards the running of the park making a total budget of £384,000. These plans included increasing 2011/12's contribution by £45,000 per authority on a one off basis to give the park management time to implement these initiatives. The majority of these initiatives have come to fruition and in 2011/12 the park ran to budget. However some initiatives experienced delays, particularly the procurement and installation of the Marquee to enable the park to offer a quality wedding venue. In spite of these delays the park almost achieved a balanced budget in 2012/13 with final out turn £390,728 against the £384,000 budget. For 2013/14 the final outturn was £15,605 overspent.

An external advisor was brought in to look at options for the park to improve current income streams and introduce new ones, using the capital receipt from the sale of Picklecombe Cottage to fund the improvements needed to enable these new income streams.

4. 2014/15 REVENUE OUTTURN VARIATIONS – to be read with Appendix A

4.1 Mount Edgumbe House Outturn £28,090 over budget

Main variations are:

- Reduction in staff costs mainly due to the Park Manager post being vacant for part of the year, offset by the cost of an external advisor and Interim Park Manager (£14,000) underspend.
- Overspend on premises and utility costs of £19,000
- Supplies and services increases are offset by a reduction in conservation costs and increased donations.
- Reduction in income compared to that budgeted of £25,000. There are various fluctuations within the income lines but the variation is mainly down to income for weddings which is £19,000 less than budgeted. The lower than expected number of Meetings and Conferences have resulted in both reduced expenditure and income which results in a net £12,000 adverse variation.
- There has also been a one-off wayleave payment received of (£9,000).

4.2 Mount Edgcombe Park Outturn (£29,903) savings

- Favourable outturn due largely to some originally revenue funded spend relating to Higher Level Stewardship capital work being capitalised, following the creation of an appropriate capital code, to recognise the two elements of Natural England grant approval.

4.3 Mount Edgcombe Trading Outturn £23,645 over budget

Main variations are:

- Net pressure of approximately £6,000 re the main shop and £3,000 on the Cremyll shop, partly offset by the new letting arrangement.
- Higher than anticipated net spend on equipment and hire in relation to Special Events of £20,000, partly offset by donations.
- Saving on the revenue contribution to capital – funded by donation from the Friends of Mount Edgcombe of (£5,000).

5. FUTURE BUDGET

5.1 Whilst this years outturn is still above the budget of £284,000 (£142,000 per authority) the table below shows the reduction in financial support given during the past 3 years and budgeted for next year. Staff continue to work on initiatives to reduce the subsidy needed from both Councils by increasing the various income strands generated from new investment in the park using the capital receipt received for Picklecombe cottage. The budget for next year remains at £284,000

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16
	£	£	£	£
Expenditure	770,390	788,446	749,728	786,208
Income	-379,661	-458,841	-443,895	-502,208
Net Cost of operation	390,728	329,605	305,833	284,000
Income as % of expenditure	49%	58%	59%	64%

6. SMALL BODIES AUDIT

6.1 Appendix B contains the small bodies audit that needs to be approved by the committee.

7. CAPITAL OUTTURN

7.1 The position on the Mount Edgcombe capital schemes is as the table below, made up of the Phase I Initiatives and the capital element of the Higher Level Stewardship scheme.

Project	Total Approval	2013/14 Spend	2014/15 Outturn	Remaining Funding
Land Train	£ 29,261	£ -	£ -	£ 29,261
Barrow Centre	£ 30,000	£ 5,040	£ 49,641	-£ 24,681
TS Edgcumbe Play	£ 27,000	£ -	£ 21,415	£ 5,585
Caravan site facilities	£ 10,000	£ -	£ -	£ 10,000
Cremyll Lodge holiday let & shop	£ 65,000	£ -	£ 46,794	£ 18,206
Phase I transformation other	£ 26,306	£ 1,877	£ 42,524	-£ 18,095
				£ 20,276
Mount Edgcumbe Higher Level Stewardship	£ 429,332	£ -	£ 48,421	£ 380,911
				£ 380,911
Total	£ 616,899	£ 6,917	£ 208,796	£ 401,187

RECOMMENDATIONS

It is recommended that the Joint Committee –

- a) Notes the report;
- b) The accounting statements are recommended for approval for the Annual small bodies return (Appendix B);
- c) The Annual Governance Statement is recommended for approval for the Annual small bodies return (Appendix B);
- d) The Internal Audit Report to support the Joint Committee sign off of the Annual small bodies return (Appendix C);

Appendix A

Team 1 Name	Detail CIPFA standard Groups	Sum of 2014/15 LE	Sum of 2014/15 Actual	Difference 2014/15 Actual V Budget
Mount Edgcumbe House	Employees	361,264	343,086	-18,178
	Income	-406,076	-380,684	25,392
	Premises	64,461	83,654	19,193
	Supplies and Services	62,107	64,689	2,582
	Support Services	14,765	14,765	0
	Transport	26,943	26,044	-899
Mount Edgcumbe House Total		123,464	151,554	28,090
Mount Edgcumbe Park	Employees	96,736	98,786	2,050
	Income	-119,600	-120,363	-763
	Premises	73,107	44,182	-28,925
	Supplies and Services	8,564	6,300	-2,264
	Transport	0	0	0
Mount Edgcumbe Park Total		58,807	28,904	-29,903
Mount Edgcumbe Trading	Capital Financing outside NCS	9,900	4,900	-5,000
	Employees	23,610	18,115	-5,495
	Income	-118,532	-104,513	14,019
	Premises	0	0	0
	Supplies and Services	44,459	64,473	20,014
	Transport	292	400	108
Mount Edgcumbe Trading Total		-40,271	-16,626	23,645
Grand Total		142,000	163,833	21,833

Small Bodies in England

Annual return for the financial year ended 31 March 2015

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 2015.

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 2015, 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 external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, 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 annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor 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.ada.org.uk).

Section 1 – Accounting statements 2014/15 for:

Enter name of reporting body here:

MOUNT EDGCOMBE JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			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	0	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	329,605	305,833	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	458,841	463,560	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	494,356	459,987	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	4,900	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	294,090	304,506	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	0	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	56,634	93,873	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	18,114,101	17,864,087	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 2015 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:

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of MOUNT EDGCOMBE JOINT COMMITTEE 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 2015, 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.			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.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing 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.			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.			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.			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.			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.			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

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

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

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

ENTER REPORTING BODY NAME HERE

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 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, 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 Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.



devon **audit** partnership

Draft Internal Audit Report

Mount Edgcumbe Joint
Committee 2014/15

Place Directorate
Plymouth City Council

May 2015

OFFICIAL



Auditing for achievement

Devon Audit Partnership

The Devon Audit Partnership has been formed under a joint committee arrangement comprising of Plymouth, Torbay and Devon councils. We aim to be recognised as a high quality internal audit service in the public sector. We work with our partners by providing a professional internal audit service that will assist them in meeting their challenges, managing their risks and achieving their goals. In carrying out our work we are required to comply with the Public Sector Internal Audit Standards along with other best practice and professional standards.

The Partnership is committed to providing high quality, professional customer services to all; if you have any comments or suggestions on our service, processes or standards, the Head of Partnership would be pleased to receive them at robert.hutchins@devonaudit.gov.uk.

Confidentiality and Disclosure Clause

This report is protectively marked in accordance with the National Protective Marking Scheme. Its contents are confidential and, whilst it is accepted that issues raised may well need to be discussed with other officers within the organisation, the report itself should only be copied/circulated/disclosed to anyone outside of the organisation in line with the organisation's disclosure policies.

This report is prepared for the organisation's use. We can take no responsibility to any third party for any reliance they might place upon it.

1 Introduction

The Mount Edgcumbe Joint Committee was formed by agreement between Cornwall County Council and Plymouth City council as joint owners of the Mount Edgcumbe Country Park.

In accordance with Regulation 6 of the Accounts and Audit Regulations 2003 Devon Audit Partnership has carried out a review of the Mount Edgcumbe Joint Committee's financial accounting systems and internal control arrangements in place for the 2014/15 financial year.

2 Audit Opinion

High Standard - The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.

3 Executive Summary

Overall arrangements are of a high standard. Mount Edgcumbe Joint Committee's focus for 2014/15 has been to drive forward the transformational change of Mount Edgcumbe Park, the objectives of which are now starting to be realised.

Cornwall County and Plymouth City Council's agreed a total annual contribution of £284k for 2014/15, a reduction of £30k from 2013/14.

As part of on-going business planning, budget monitoring and transformation projects risks to objectives are considered, a formal risk register has now been developed and is due to be considered by the Joint Committee at its meeting in July 2015. With the continued pressures on budget and the significant changes from transformational change risk management will be integral to management decision making and business planning process

The detailed findings and recommendations regarding these issues and less important matters are described in the Appendices. Recommendations have been categorised to aid prioritisation. Definitions of the priority categories and the assurance opinion ratings are also given in the Appendices to this report.

4 Assurance Opinion on Specific Sections

The following table summarises our assurance opinions on each of the areas covered during the audit. These combine to provide the overall assurance opinion at Section 2. Definitions of the assurance opinion ratings can be found in the Appendices.

Areas Covered		Level of Assurance
1	Inappropriate accounting records have been maintained.	High Standard
2	Payments made do not comply with financial regulations, are not approved, supported by invoices or appropriately accounted for.	High Standard
3	Risks to objectives are not identified or managed.	Good Standard
4	Budgetary control processes are inadequate	High Standard
5	Income has not been received, properly recorded or promptly banked.	High standard
6	Petty cash payments are not approved, supported by receipts or appropriately accounted for.	Not Covered
7	Salaries are paid without approval and PAYE and NI requirements are not met.	High Standard
8	Asset and investment registers are incomplete and inaccurate.	High Standard
9	Periodic and year end bank account reconciliations are not carried out.	Not Covered
10	Accounting statements have not been prepared on the correct basis, agreed to the cash book or supported by an adequate audit trail.	High Standard

The findings and recommendations in relation to each of these areas are discussed in the "Detailed Audit Observations and Action Plan" appendix. This appendix records the action plan agreed by management to enhance the internal control framework and mitigate identified risks where agreed. Management are required to agree an action plan, ideally within three weeks of receiving the draft internal audit report. Written responses should be returned to Brenda Davis (brenda.davis@devonaudit.gov.uk) or Louise Clapton (louise.clapton@devonaudit.gov.uk). Alternatively a meeting to discuss the report and agree the action plan should be arranged with the named auditors.

5 Issues for the Annual Governance Statement

The evidence obtained in internal audit reviews can identify issues in respect of risk management, systems and controls that may be relevant to the Annual Governance Statement.

In terms of this review we are able to report that there are no issues arising that warrant inclusion in the Annual Governance Statement.

6 Scope and Objectives

To provide Mount Edgcumbe Joint Committee with an opinion on whether internal control objectives were achieved throughout the financial year.

7 Inherent Limitations

The opinions and recommendations contained within this report are based on our examination of restricted samples of transactions / records and our discussions with officers responsible for the processes reviewed.

8 Acknowledgements

We would like to express our thanks and appreciation to all those who provided support and assistance during the course of this audit.

Robert Hutchins
Head of Partnership

Detailed Audit Observations and Action Plan

<p>1. Area Covered: Inappropriate accounting records have been maintained.</p>	<p>Level of Assurance</p>
<p>Opinion Statement: Mount Edgcumbe Joint Committee have maintained appropriate accounting records throughout the 2014/15 financial year. Plymouth City Council's CIVICA general ledger system is the main accounting system used to record the financial transactions of the Committee, from which budget monitoring reports, financial statements and statutory returns are prepared. A review of the internal controls operating within the main accounting system were found to be of a good standard.</p>	<p>High Standard</p>
<p>No observations and recommendations recorded.</p>	

<p>2. Area Covered: Payments made do not comply with financial regulations, are not approved, supported by invoices or appropriately accounted for.</p>	<p>Level of Assurance</p>
<p>Opinion Statement: Mount Edgcumbe Joint Committee make payments through Plymouth City Council's CIVICA creditors system. Internal controls operating within the creditors system were found to be of a good standard, payments cannot be made without authorised approval, due to automated controls within the system. Payments were found to be correctly recorded with VAT appropriately accounted for and appropriate documentation retained to support each payment.</p>	<p>High Standard</p>
<p>No observations and recommendations recorded.</p>	

3. Area Covered: Risks to objectives are not identified or managed.	Level of Assurance
<p>Opinion Statement: The last risk management report to Mount Edgcumbe Joint Committee was made in February 2010. Although Committee minutes do clearly demonstrate that the Joint Committee receive and discuss reports that identify the key issues impacting on its core objectives, with the continuous uncertainty of Mount Edgcumbe Parks future and the budget pressures being experienced, risk management should be integral to the business planning to ensure that ongoing and future risks are identified and managed.</p> <p>As at May 2015 a review of Mount Edgumbes risks have been completed and a draft risk register prepared. This is currently being finalised and will be presented to the next Committee meeting in July 2015 for scrutiny and agreement.</p>	Good Standard
No observations and recommendations recorded.	

4. Area Covered: Budgetary control processes are inadequate	Level of Assurance
<p>Opinion Statement: Revenue and Capital budget monitoring reports were presented to the Mount Edgcumbe Joint Committee at its meetings during the 2014/15 financial year. The reports highlighted the key financial issues arising and were supported by fully detailed budget monitoring.</p> <p>The 2014/15 budget was presented and formally approved by the Joint Committee at its meeting in July 2014. Cornwall County and Plymouth City Council's agreed to continue to equally fund Mount Edgcumbe with a total approved budget of £284K for the 2014/15 financial year. The level of subsidy has continued to reduce significantly with a decrease of £30k from that approved in 2014/15. The commercial business plan developed in 2013/14 has started to realise its objectives through increasing its income streams and reducing expenditure.</p>	High Standard
No observations and recommendations recorded.	

5. Area Covered: Income has not been received, properly recorded or promptly banked.	Level of Assurance
<p>Opinion Statement: Mount Edgcumbe Joint Committee receives income through Plymouth City Council's CIVICA debtors system and ICON cash receipting system.</p> <p>All expected income was properly recorded and promptly banked. VAT has been correctly accounted for.</p> <p>Overall the level of internal control was found to be of a good standard,</p>	High standard
No observations and recommendations recorded.	

6. Area Covered: Petty cash payments are not approved, supported by receipts or appropriately accounted for.	Level of Assurance
<p>Opinion Statement: We have not provided assurance with regard to petty cash transactions (internal control objective F) as we consider the balance too small to warrant detailed review.</p>	Not Covered
No observations and recommendations recorded.	

7. Area Covered: Salaries are paid without approval and PAYE and NI requirements are not met.	Level of Assurance
<p>Opinion Statement: Mount Edgcumbe staff are employed by Plymouth City Council with salary payments made through its iTrent Payroll System.</p> <p>A review of internal controls operating within the payroll system were found to be of a good standard.</p> <p>Payments cannot be made without authorised approval and appropriate documentation is retained to support each employee appointment and claim for additions to pay. Payroll expenditure payments were found to be correctly recorded, and PAYE and NI deductions made in accordance with HMRC regulations.</p>	High Standard
No observations and recommendations recorded.	

8. Area Covered: Asset and investment registers are incomplete and inaccurate.	Level of Assurance
<p>Opinion Statement: An asset register detailing Mount Edgumbes fixed assets has been maintained for the 2014/15 financial year.</p> <p>A review of internal controls operated to ensure completeness and accuracy of the fixed asset register were found to be of a good standard.</p>	High Standard
No observations and recommendations recorded.	

9. Area Covered: Periodic and year end bank account reconciliations are not carried out.	Level of Assurance
Opinion Statement: Mount Edgcumbe Joint Committee do not have their own bank account and therefore, we have not undertaken work against control objective I.	Not Covered
No observations and recommendations recorded.	

10. Area Covered: Accounting statements have not been prepared on the correct basis, agreed to the cash book or supported by an adequate audit trail.	Level of Assurance
Opinion Statement: The annual return has been prepared on an income and expenditure basis, with debtors and creditors found to be correctly stated. Figures have been verified to the general ledger system and sufficient financial records have been maintained, providing a complete audit trail.	High Standard
No observations and recommendations recorded.	

Definitions of Audit Assurance Opinion Levels

Assurance	Definition
High Standard.	The system and controls in place adequately mitigate exposure to the risks identified. The system is being adhered to and substantial reliance can be placed upon the procedures in place. We have made only minor recommendations aimed at further enhancing already sound procedures.
Good Standard.	The systems and controls generally mitigate the risk identified but a few weaknesses have been identified and / or mitigating controls may not be fully applied. There are no significant matters arising from the audit and the recommendations made serve to strengthen what are mainly reliable procedures.
Improvements required.	In our opinion there are a number of instances where controls and procedures do not adequately mitigate the risks identified. Existing procedures need to be improved in order to ensure that they are fully reliable. Recommendations have been made to ensure that organisational objectives are not put at risk.
Fundamental Weaknesses Identified.	The risks identified are not being controlled and there is an increased likelihood that risks could occur. The matters arising from the audit are sufficiently significant to place doubt on the reliability of the procedures reviewed, to an extent that the objectives and / or resources of the Council may be at risk, and the ability to deliver the service may be adversely affected. Implementation of the recommendations made is a priority.

Definition of Recommendation Priority

Priority	Definitions
High	A significant finding. A key control is absent or is being compromised; if not acted upon this could result in high exposure to risk. Failure to address could result in internal or external responsibilities and obligations not being met.
Medium	Control arrangements not operating as required resulting in a moderate exposure to risk. This could result in minor disruption of service, undetected errors or inefficiencies in service provision. Important recommendations made to improve internal control arrangements and manage identified risks.
Low	Low risk issues, minor system compliance concerns or process inefficiencies where benefit would be gained from improving arrangements. Management should review, make changes if considered necessary or formally agree to accept the risks. These issues may be dealt with outside of the formal report during the course of the audit.

Confidentiality under the National Protective Marking Scheme

Marking	Definitions
Not Protectively Marked or Unclassified	Documents, information, data or artefacts that have been prepared for the general public or are for the public web pages or can be given to any member of the public without any exemptions or exceptions to release applying, have the classification NOT PROTECTIVELY MARKED. Some organisations will also use the word UNCLASSIFIED for publicly available information.
Official	The majority of information that is created or processed by the public sector. This includes routine business operations and services, some of which could have damaging consequences if lost, stolen or published in the media, but are not subject to a heightened threat profile.
Secret	Very sensitive information that justifies heightened protective measures to defend against determined and highly capable threat actors. For example, where compromise could seriously damage military capabilities, international relations or the investigation of serious organised crime.
Top Secret	The most sensitive information requiring the highest levels of protection from the most serious threats. For example, where compromise could cause widespread loss of life or else threaten the security or economic wellbeing of the country or friendly nations.

PLYMOUTH CITY COUNCIL

Subject: Revenue Budget Monitoring 2015/16

Committee: Mount Edgumbe Joint Committee

Date: 17 July 2015

Cabinet Member: Councillor Smith, Plymouth City Council
Councillor Duffin, Cornwall Council

CMT Member: Anthony Payne, Strategic Director for Place (Plymouth)
Peter Marsh, Head of Commissioning and Asset Management (Cornwall)

Author: Jerry Masters, Interim Mount Edgumbe Park Manager, Angela Bruce, Principal Technical Accountant Plymouth City Council

Contact: Tel: 01752 822236
E-mail: jerry.masters@plymouth.gov.uk

Ref: ME

Key Decision: No

Part: I

Purpose of the report:

This report presents an update of the financial position for the Mount Edgumbe Joint Committee for financial year 2015/16.

The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:**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 current year end forecast in 2015/16 is that the budget will be delivered on target. Management continue to review expenditure and income opportunities in order to achieve this.

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

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

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No.

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.

Published Work/Information:

None.

Background papers:

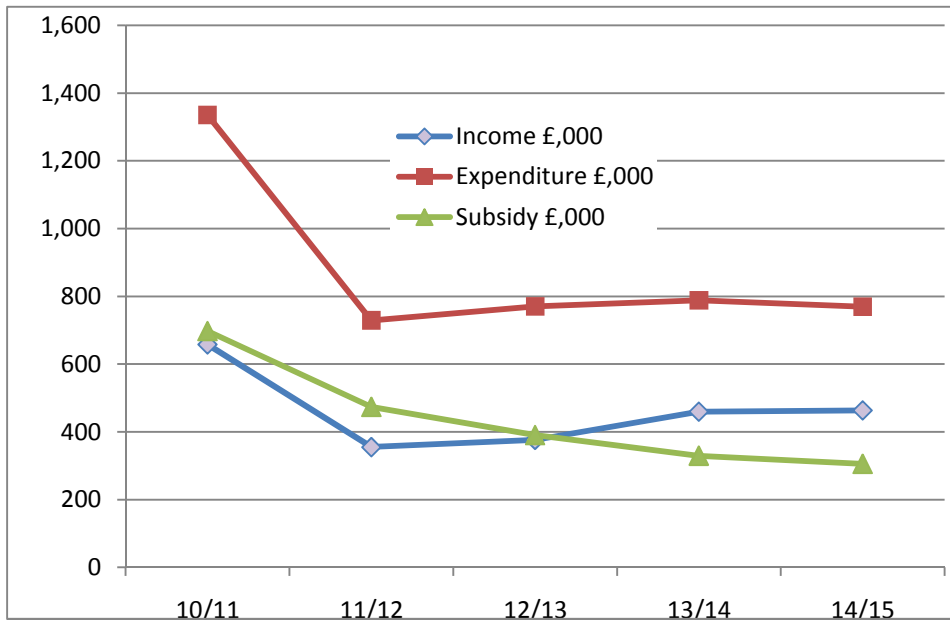
None.

Sign off:

Fin	ABPlaceFE DD151600 4.26.06.15	Leg	N/A	HR	N/A	Corp Prop	N/A	IT	N/A	Strat Proc	N/A
Originating SMT Member David Draffan											

I. INTRODUCTION

- 1.1 This Report has been produced to update the Mount Edgumbe Joint Committee with the forecast year end monitoring position as at 31 May 2015.
- 1.2 Variations are reported in the attachment and analysed by park operations. 50% of the budget is funded by each constituent authority at £142,000 each. The graph below shows the actual financial performance for the last 5 years.



2. 2015/16 MONITORING VARIATIONS – OVERVIEW

- 2.1 This is the first monitoring report in 2015/16 and the forecast is that there will be a balanced net budget at year end.

Area	Sum of 2014/15 Actual	Sum of 2015/16 Latest Budget	Sum of 2015/16 Forecast	Difference Forecast V Budget
	£	£	£	£
Mount Edgumbe House	151,555	114,911	114,911	0
Mount Edgumbe Park	28,904	60,907	60,907	0
Mount Edgumbe Trading	-16,626	-33,818	-33,818	0
Grand Total	163,833	142,000	142,000	0

The 2015/16 budgets are shown in more detail below:

		2015/16 Budget
Team 1 Name	Detail Code CIPFA Standard Groups	£
Mount Edgcumbe House	Employees	364,811
	Premises	62,361
	Supplies and Services	62,107
	Support Services	14,765
	Transport	26,943
	Income	-416,076
Mount Edgcumbe House Total		114,911
Mount Edgcumbe Park	Employees	96,736
	Premises	75,207
	Supplies and Services	8,564
	Income	-119,600
Mount Edgcumbe Park Total		60,907
Mount Edgcumbe Trading	Capital Financing	5,000
	Employees	6,662
	Supplies and Services	24,260
	Transport	292
	Income	-70,032
Mount Edgcumbe Trading Total		-33,818
Grand Total		142,000

3. 2015/16 BACKGROUND

- 3.1 An external advisor was brought in to look at options for the park to improve current income streams and introduce new ones, using the capital receipt from the sale of Picklecombe Cottage to fund the improvements needed to drive these new income streams.

4. 2015/16 REVENUE MONITORING

4.1 Mount Edgcumbe House

This includes the main Mount Edgcumbe operating budget, weddings, meetings & conferences and Treninnow Chalets income.

There are more weddings using the marquee this year and conference bookings and enquiries are promising.

4.2 Mount Edgcumbe Park

This includes the upkeep of the park, car parks, higher level stewardship (revenue) and initiatives e.g. Barrow Park units rental income.

4.3 Mount Edgcumbe Trading

This includes the house shop, catering income and special events. The new holiday lets will also be part of this.

5. BUDGET RISK

- 5.1 There is a regular review of outstanding orders, all expenditure and the maximisation of income through lettings and other opportunities, in order to achieve a balanced budget position for this year.

RECOMMENDATIONS

It is recommended that the Joint Committee notes the report.

This page is intentionally left blank

PLYMOUTH CITY COUNCIL

Subject: Mount Edgumbe Risk Register
Committee: Mount Edgumbe Joint Committee
Date: 17 July 2015
Cabinet Members: Councillor Smith, Plymouth City Council
Councillor Duffin, Cornwall Council
CMT Member: Anthony Payne, Strategic Director for Place (Plymouth)
Peter Marsh, Head of Commissioning and Asset
Management (Cornwall)
Author: Jerry Masters, Interim Park Manager
Contact: tel: 01752 822236
e-mail: jerry.masters@plymouth.gov.uk
Ref: ME
Key Decision: No
Part: I

Purpose of the report:

This report introduces member to the Mount Edgumbe Park's 'Risks and Opportunities Register' which is a key document in recognising areas of weakness in either operational or strategic management and seek ways of addressing the matters identified. It is a document used by internal and external auditors to ensure that a responsible approach is being made to managing the park.

The Brilliant Co-operative Council Corporate Plan 201/14 – 2016/17:**Plymouth City Council**

This report links to good management practice and Business planning.

Cornwall Council

Business Plan Immediate Priorities: Use of resources and performance management

- a. Delivering excellent services
-

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

Identifies areas of risk that may require financial resources to overcome or stabilise areas of risk in the Park.

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

A guide to areas where risk management and corporate protection is identified.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken: No.

Recommendations and Reasons for Recommended Action:

Members note the report.

Alternative Options Considered and Rejected:

None.

Published Work/Information

None.

Background Papers:

None.

Sign Off

Fin	n/a	Leg	n/a	Mon Off	n/a	HR	n/a	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member David Draffan													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1. Introduction

- 1.1. This report and its appendix gives details of a register that is part of a risk management strategy to reduce the liability in the Park and monitor the management's ability to reduce exposure to a series of potential scenarios that could result in either a fatality, accident, bad press or outside intervention should the authorities fail to keep structures or the landscape in accordance with the listings.

2. Reason for Report

- 2.1 The Plymouth City Council is required to provide a Small Bodies Return for the Mount Edgcumbe Park on an annual basis at the end of each financial year for audit. The risk register has been identified in past assessments as a requirement that should be in place and updated on an annual basis.

3. Background

- 3.1 Part of the requirement from an audit perspective is to assess that the Joint Committee is reviewing all the high risk management issues and putting in place controls that will monitor, reduce or resolve the identified issue.
- 3.2 The attached register is on a standard template prepared by Plymouth City Council and I have taken the opportunity to look from a new perspective at a number of risks that have been noted during my brief tenure as Interim Manager.
- 3.3 In many cases, the staff are currently managing the risks through inspection and carrying out maintenance on a daily basis, however, in some cases the requirements are beyond the scope of the revenue maintenance budget.
- 3.4 It will require capital funding and /or application for grant funding from organisations such as Heritage Lottery Fund or possibly, if appropriate European Union funding which might be potentially available through Cornwall Council.
- 3.5 These requirements have been noted as part of the opportunities that may be available to control the risk.
- 3.6 Whichever route is taken, the register shows that the Joint Committee is carrying out due diligence of its responsibilities and liabilities and has a record of the requirements which can be used to support future management programmes.

Recommendations

Members note the report.

This page is intentionally left blank

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt. Edgcombe Park	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
I	Staff numbers insufficient to carry out required inspections, support events and carry out routine maintenance on Park			5	4	20	Park Manager	Inspections limited to daily, weekly or monthly inspections to match limited resources further reductions	5	5	25
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Seek opportunities to have apprentices, work placements or European exchange students to augment existing staff and increase amount of income generating activities in order to fund additional staff which are implemented on the Park								Existing Manager with support from Commercial and Head	2	4	8
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Will need to provide accommodation, support continuing development partly fund cost of accommodation outgoings etc							Exploit				
Action Plan:-								Resource Implications	Target Date for Implementation		
Make contact with European agency and other possible sources of placements that require limited wages/salary but mainly experience.								Make available accommodation to support placements.	2015/16 and beyond		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE										
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt. Edgcumbe
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating	
2	Deterioration of Listed Buildings and structures on Park. Politically damaging press and media coverage and reports	5	5	25	Manager	Currently limited to essential maintenance, Health and Safety work and statutory requirements	5	3	15	
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating	
Seek funding by bids to national bodies (Heritage Lottery Fund as an example) specialising in grants to maintain listed buildings and structures for up to £5M in grant offers						Specialist officer to prepare and submit	4	5	20	
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)					
It looks as though the 'Terraced Arch' Grade I listed, will succumb to coastal erosion and be lost. The only evidence that will remain will be photographic or painted landscapes showing its original position and design.					Whilst it is probable that the structure mentioned will be lost many other buildings, structures and follies could be stabilised and/or reinstated if the application were successful therefore - EXPLOIT					
Action Plan:-						Resource Implications	Target Date for Implementation			
Commence development of a Capital Project to initially fund a specialist (in seeking grant funding opportunities) to submit Phase I approval on an application to stabilise and reinstate as many properties and structures as possible on the Park. Establish a match funding pot from Cornwall and Plymouth Council's as well as the Friends of Mt. Edgcumbe Park to support this action.						Existing Manager to prepare a bid for initial Capital Funding and then appoint specialist(@£30K for 6- 9 months) to develop bids	2015			

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
3	Main house structure allowing water ingress resulting in damage to internal finishes and stored artwork and furnishings in upper part of building. Withdrawal of Revenue and Capital support by PCC and CC. May result in politically damaging media coverage			5	5	25	Manager with Building Technical Maintenance Officer	De-humidifiers used to manage moisture levels but longer term solution required to avoid additional/continuing damage.	5	0	0
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Additional heating and de-humidification may assist but main solution would be to recover areas of flat roofing, improve/determine ways of more effective drainage provision from roof areas								Specialist survey with reports and funding	5	5	25
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Look for grant support from appropriate organisations specialising in listed/historic buildings to fund roof and drainage refurbishment.							Exploit potential grant funding				
Action Plan:-								Resource Implications	Target Date for Implementation		
As part of exploring grant opportunities for overcoming structural deterioration generally in park seek grants for main house refurbishment.								Link to halting structural deterioration costs	2015		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
4	Loss of income resulting from low occupancy of workshop units or reduction in number of weddings or events. (particularly weather related)			2	5	10	Commercial Manager	Advertising weddings in appropriate media and events through organisers or local media.	4	5	20
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Ensure availability of units and potential to hold events is as widely advertised as possible including through Plymouth City and Cornwall Council websites. Increase advertising budget to include TV and radio ads								Increase income to increase available spend on advertising/staffing	0	0	0
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Consider implementing an events management team specifically to set up, manage on day/s and dismantle event releasing other staff to concentrate on everyday work. Would address issue of amount of TOIL time being worked and taken by staff.							This would enhance the current offer at the Park but would need to be carefully examined against the cost/income benefits arising.				
Action Plan:-								Resource Implications	Target Date for Implementation		

Review existing cost of events and ensure that sufficient income can be raised to cover additional cost of securing the services of an event support team. Working with 'Pertemps Agency'	Manager, Commercial Manager, Wedding Co-ordinator and allocated Finance Accountant.	2015/16
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	----------------

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt. Edgcombe	
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating		
5	Increase income through development of further holiday lets, development of a 'glamping' site and increase in chargeable parking areas to achieve at least self funding by 2018 to cover withdrawal of revenue and capital support from PCC and CC.	3	5	15	Manager and all senior staff.	Work already commenced on the development of two holiday lets. Further opportunities to be submitted for inclusion in PCC/CC Capital Programmes.	4	5	20		
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating		
As a considerable number of visitors come to the park by car, increase in parking provision is an essential part of maintaining the ability to lay on large scale events which have high profile and greater income potential.						Provision of Capital to allow developments to proceed - value to be determined	5	2	10		
Opportunities to be considered (Event with expected consequence)						Opportunity Response (Enhance, Ignore, Share or Exploit)					
Two further properties are the subject of a feasibility study to determine whether they have potential as holiday lets. One area for additional parking has been identified and requires costing. 'Glamping' is possible and a site provisionally identified but viability needs to be examined.						Enhance and exploit - provided additional capital funding is made available to allow the identified projects to proceed					
Action Plan:-						Resource Implications	Target Date for Implementation				
Check feasibility of development of further holiday lets get listed building and planning consent in parallel with request for capital funding. Similar procedure for parking spaces and glamping projects.						Capital funding, Architectural support	Holiday lets and parking - 2015/16 Glamping 2016/17				

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE												
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt. Edgcumbe		
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures		Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
6	Unsuccessful bids for grant funding from outside funders means that the only source of maintenance funding is from within the Joint Committee through generated income. The only other support is from 'The Friends of Mount Edgcumbe Park' but this should be considered a bonus with no guarantee of it continuing and not a replacement for properly allocated revenue budget. Consequence of this is that slowly the whole park would deteriorate and loose structures and public support a spiralling decline.			3	5	15	Manager	Whilst there is already steps to increase income, further opportunities need to be continually developed and implemented		0	0	0
Options for additional replacement control procedures								Resource Implications		Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Through capital funding and external grant procurement greater benefits can be secured from existing budgets								up to £750K from capital		0	0	0
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)					
Use Friends money to help secure capital but also look at internal opportunities to earn income from the Park as it stands.							Exploit					
Action Plan:-								Resource Implications		Target Date for Implementation		

Mainly bids to secure essential capital funding to 'match fund' exterior grants or to continue to develop on-site commercial opportunities.	Allocation of at least £750K capital funding in a rolling programme of development	2015/16 gain approval and programme from there
----------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	-------------------------------------------------------

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE												
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt. Edgumbe		
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures		Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
7	Lack of provision of a renewals fund to replace Landlord's fixtures and fittings in 'Tenancy at Will' workshop units. Unexpected pressure on budgets to deal with calculated replacement timescale of commercial quality items			5	4	20	Technical Buildings Manager	None - has to be taken from general maintenance codes		0	0	0
Options for additional replacement control procedures								Resource Implications		Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Suggest that a % of income from leases and lettings (suggest 10% initially reduced as fund increases) be placed into a budget specifically allocated for renewal which should be rolled over year on year to build into a realistic renewals fund budget. Not aware of any central provision for this particular requirement within PCC								Specific ring fenced - rolled forward budget allocation with code and development of deposit transfer.		0	0	0
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)					
A significant number of items failing in same financial year could put unmanageable pressure on budget. This gives an opportunity to offset potential threat							Enhance					
Action Plan:-								Resource Implications		Target Date for Implementation		
Procedure to agree this needs to be determined but initial agreement through a report to Joint Committee								Redistribution in existing budget		2016 and beyond		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
8	Current electrical distribution within parts of Park around the main house require extension and development in order to match the commercial activity codes for external power supply points associated with markets and fayres where trader need to have an all weather power source to allow the business to successfully operate. Potential for death if electrical supply not properly rated.			4	5	20	Buildings Manager	Currently hire in equipment to distribute power but insufficient power available due to other loads on cable means additional supply needs to be provided.	0	0	0
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
In order to ensure that an all weather protected power supply is provided that meets increasing events and Fayres, a new supply with RCD distribution boards needs to be installed.								Capital funding approx. £16K	5	5	25
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Injection of Capital will allow development of revenue to the Park							Enhance				
Action Plan:-								Resource Implications	Target Date for Implementation		
Bid for Capital funding. Already selected route and point of supply to match increasing markets and Fayre development								Manager and Building Manager	2015/16		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
9	Insufficient deposits are being required of tenants of workshops and commercial units to protect Council. Consequentially, the Council has to fund the cost of any repairs or cleaning up should a tenant cease trading or leave the area and not be able to be traced			0	0	0	Manager and Estates officers	Although required as part of a lease and the current Tenancy at Will agreements, no figure is included as it has not previously been policy	0	0	0
Options for additional replacement control procedures.								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Ensure all new tenancies have a realistic rental deposit based on the level of risk to which the Council is exposed. Ensure that accounts for Mt. Edgcombe contain a deposit holding capability so that upon withdrawal from the tenancy, the tenant can be refunded the original deposit, subject to satisfactory inspection of the workshop or unit.								Systematic assessment of deposit through a risk assessment	5	3	15
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Existing tenancies can't be altered but as they come for review and or renewal build in these improvements							Enhance existing				
Action Plan:-								Resource Implications	Target Date for Implementation		
Ensure Manager and Commercial Manger have an input into the development of any lease or Tenancy at Will to ensure that the risk to the Park is minimised								Staff time	ASAP		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating		
10	Risk of loss of life or injury along coastal strip owned by Mt Edgcombe and also part of South West Coast Path. Serious risk of injury or death through landslip or getting too close to edge of cliff particularly after SE storms or prolonged dry periods	2	5	10	Head Gardener/Ranger	Monitoring of coastal on an average weekly basis however reports from the public give an increased inspection but on an adhoc basis.	0	0	0		
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating		
None available as the limited number of staff do not allow the regime to be increased. Whilst loss of land is undesirable, current Shoreline Management Plan provides for no intervention so grant funding to carry out improvements would not be available						none	5	2	10		
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)						
No option can be identified currently that could reduce the risk without considerable additional funding					None identified						
Action Plan:-						Resource Implications	Target Date for Implementation				
Continue current regime and seek additional ways of checking within existing resources and budgets						none	ongoing				

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
11	Risk of injury through vehicle movements along roads on Park. Potential for a child or person to be hit by vehicle movements in popular public areas			2	5	10	manager	Speed restriction of 10mph. Access limited to Blue Badge holders only in some areas of the Park but difficult to manage with current resources.	3	5	15
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Greater enforcement of speed restriction which tends to be ignored by visitors and Blue Badge Holders. Consider banning all vehicles except those being used by Park staff from entering agreed								Additional funding on installation of gates	2	5	10
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Whilst the restriction of access to some areas could be achievable in some areas, the public outcry, particularly disability groups would be bad press for the Park and Joint Councils. Greater enforcement of speed restriction whilst laudable would not be possible without considerable use of speed humps/cushions with accompanying cost implications.							Ignore at this time as limited incidents at this time but recognise that vehicles not displaying a Blue Badge/Blue Badge holders should be using public car parks and pay the appropriate parking charge resulting in loss of income.				
Action Plan:-								Resource Implications	Target Date for Implementation		
Monitor use of vehicles by public in Park when staff are out on the Park particularly evidence of access by non Blue Badge holders and abuse of access allowed to Blue Badge holders								Existing staff	Ongoing		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		MT. Edgcumbe Park	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
12	Cost of joining Plymouth CC Central Transport provision would significantly increase the budget and certainly could not be absorbed within the current revenue budget without increased support to offset this. May result in day to day activities being curtailed due to staff having to deliver and collect vehicles from Plymouth. Staff reduction may also follow.			5	5	25	Head Gardner/Ranger	Current budgets can sustain the operation of Vehicles and Plant and small cost replacement however larger items can't be contained	5	5	25
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Ensure vehicles are regularly serviced and maintained to secure maximum reliability and life expectancy.								Circa £90K to join Central Transport provision	5	5	25
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Seek sponsorship towards cost of replacement of large items of equipment such as vehicles. Consider lease options for these vehicles over a set period. Consider occasional rental of vehicles from a hire company although this could seriously affect operations							Exploit wherever possible ability to get support from external providers and use livery as a way of advertising partnership working with the sponsor				
Action Plan:-								Resource Implications	Target Date for Implementation		
Approach potential sponsor/suppliers and discuss what opportunities may be available								Manager	2015 and ongoing		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Strategic		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
I4	Both Local Authorities websites, whilst functional for services, does not provide the right image and impact that is required to attract visitors to the Park or promote the opportunities the Park has to offer to event organisers, businesses, conferences, film companies etc. Consequentially, the Park is missing out on opportunities that will raise funds to protect its future.			5	5	25	Commercial Manager (with weddings and events)	Unable to influence as design is a corporate decision for each authority	5	2	10
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
Investigate the cost and opportunities of having a Mount Edgcombe Park site specifically designed to promote the Park as a location for all the activities mentioned above but with greater impact and details of the site, more pictures that drive its special qualities and features for both visitors or events, but retain a link to the two LA's web sites								Staff time and the cost of a specialist website designer	3	3	9
Opportunities to be considered (Event with expected consequence)						Opportunity Response (Enhance, Ignore, Share or Exploit)					
Loss of income will affect the Parks appearance and will detract from the visitors or business or event organisers interested in coming to the Park						Enhance this with a website that drives the positive image of Mt Edgcombe					
Action Plan:-								Resource Implications	Target Date for Implementation		
Seek information on what can be done by discussion with the Web Masters at Plymouth and Cornwall and through Joint Committee drive forward enhance to achieve the objectives above								Staff time and the cost of a specialist website designer	2015 and ongoing updating		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Strategic		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
15	Loss of Camellia collection which is of national importance would loose considerable public interest in the Estate and attract negative publicity. Currently, the Head Gardener is able to ensure the collections security but should his services be lost this may not continue.			2	5	10	Head Gardener/Ranger	Head Gardener is recognised as a national expert in Camellias and has all the skill to ensure the collection survives	2	4	8
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
An apprentice trained and working alongside the Head Gardener could be given the skills and experience to continue the collections high profile attraction.								Cost of an apprentice	0	0	0
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Funding may be available for the support of the cost of an apprentice and the resource could then assist with other general garden work when not working with the collection							Enhance and explore				
Action Plan:-								Resource Implications	Target Date for Implementation		
Discuss with HR and other parts of Plymouth CC whether an apprentice scheme might be available or whether one of the other gardening staff might wish to develop this skill.								To be determined	2016		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating		
16	Pest damage causing deterioration to hedges and banks etc - some listed (rabbits) and destruction of trees (squirrels). Public resistance to killing these pests by shooting.	2	4	8	Head Gardner/Ranger	??	0	0	0		
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating		
Look at licences - issued annually, to catch rabbits with ferrets and nets only. Look at humane ways of reducing current squirrel population to a manageable level.						Advertising and agent/legal costs in drawing up and signing agreement	4	3	12		
Opportunities to be considered (Event with expected consequence)						Opportunity Response (Enhance, Ignore, Share or Exploit)					
Possible income from licences as this is a popular sport, ensure applicants have membership of a field sports association and hold appropriate insurances.						Exploit					
Action Plan:-						Resource Implications	Target Date for Implementation				
Advertise for expressions of interest in having a licence.						Cost and preparation of advertisement	2016				

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational and strategic		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating		
17	Sudden Oak death, Rhododendron ponticum and other destructive diseases. Potential loss of historic plant collections and degradation of natural environment and landscape.	4	5	20	Head Gardner/Ranger	Regular testing by Plant Health Inspectorate. Prompt removal of any infected plants and control of invasive species	5	3	15		
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating		
Ongoing visual inspection of trees and shrubs. Keep up with bulletins from Arboriculture and Horticultural media on signs and symptoms						Monitoring can be limited due to reduction in staff	5	3	15		
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)						
Work with Silvanus Trust (tenant) to enhance existing inspections and use joint skills to look at ways of enhancing value of felled/extracted timber to raise income to off-set work					Share						
Action Plan:-						Resource Implications	Target Date for Implementation				
Enter into discussion with Silvanus Trust to look at opportunities for joint working							ASAP				

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
18	Death or serious injury to public and staff. Publically attacked by tabloid press and other media for incident. The problem lies with individual groups or families where the Park is freely available to roam and greater risk lies with either injury (slips, trips or falls) or an unknown health risk activated by extra exercise.			2	5	10		Regular inspections of 'high risk areas,' fencing and notices to keep public away from potential danger . Risk assessments for staff activities. Trained first aid staff. Provision of first aid on spot basic equipment.	4	3	12
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
24/7hrs standby cover (excluding bank holidays) means an ability to react to a call for assistance. For booked events, the promoter and Park' s Commercial Manager prepare detailed risk assessments on the activity to ensure potential risks are minimised or removed from calendar. This means taking on temporary staff which is an additional cost and extra briefing to ensure they fully understand the role they play through the event and what to do in case a situation arises.								Staff time in supporting events and minimising potential for injury	4	2	8
Opportunities to be considered (Event with expected consequence)							Opportunity Response (Enhance, Ignore, Share or Exploit)				
Increase training to all outside staff for Risk Assessment and First Aid response. Consider whether tenants have First Aid Skills and can respond to incidents at or near the area they occupy.							Enhance but within limited budget available for training opportunity to upgrade skills is reduced.				
Action Plan:-								Resource Implications	Target Date for Implementation		

Discuss with tenants what skills they have or suggest training that would assist with overall Park management. Discuss with HR what courses or rewards might be available to increase skill set of employed staff. Temporary Agency staff to have basic first aid skills if possible	To be determined	Ongoing
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------	----------------

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		strategic and operational		Directorate:		Economic Development		Department:		Mt Edgcombe	
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating		
19	Degradation of Historic paintings, chattels and documents. Loss of items of historic interest and national importance	4	5	20	Commercial Manager	Regular condition checks and active restoration programme. Monitoring temp. and humidity levels.	3	4	12		
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating		
See previous items about improving building structural integrity and weatherproofing - ability to reduce moisture ingress.						Match funding for grant funding applications	3	4	12		
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)						
As above (building structure) plus increase restoration funding and programme					enhance						
Action Plan:-						Resource Implications	Target Date for Implementation				
Either find a better place to store items not currently on display or upgrade storage facilities in house to manage environmental conditions.											

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE											
Strategic or Operational:		Operational		Directorate:		Economic Development		Department:		Mount Edgcombe	
Risk Ref	Risk Description (Event with consequence)			Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
20	Much of the pipework in the main house (and the feed to the Barrow Centre work units) is through Cast Iron pipework which is getting old and has a tendency to split or fracture if slight movement occurs which would result in flooding of the main house, loss of heating and income if the heat to the businesses was interrupted. Replace boilers with modern system.			0	0	0	Terry Pearce Buildings Manager	Little in place as pipework is either buried underground or of more difficulty buried into the internal walls of the house.	0	0	0
Options for additional replacement control procedures								Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
A CCTV survey of the pipework will identify why the roof drainage isn't working properly (assuming a small enough camera can be located that will fit down the roof drainage pipes) and if its through build up of deposits on the wall of the pipe a solution can be sought to resolve the poor drainage by a suitable descaling process.									0	0	0
Opportunities to be considered (Event with expected consequence)						Opportunity Response (Enhance, Ignore, Share or Exploit)					
Look at whether there is a lining product on the market that can deal with relatively small diameter pipes so that it can be either sprayed on the inside face or pulled through to line the vertical sections of the roof drainage pipes to below ground level						To be determined if a suitable method of lining and sealing can be identified.					
Action Plan:-								Resource Implications	Target Date for Implementation		

Survey already undertaken for potential new boiler and awaiting possible funding which would assist Plymouth reduce it's carbon footprint from Plymouth Energy Community. Undertake CCTV survey or look for another method of determining the reason for poor flow in roof drainage system	£10K	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------	--

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE

Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

PLYMOUTH CITY COUNCIL RISK & OPPORTUNITY REGISTER TEMPLATE									
Strategic or Operational:		Directorate:			Department:				
Risk Ref	Risk Description (Event with consequence)	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Raw Risk Rating	Lead Officer	Existing Control Procedures	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Residual Risk Rating
		0	0	0			0	0	0
Options for additional replacement control procedures						Resource Implications	Probability (5=high, 1=low)	Severity (5=high, 1=low)	Potential Residual Risk Rating
							0	0	0
Opportunities to be considered (Event with expected consequence)					Opportunity Response (Enhance, Ignore, Share or Exploit)				
Action Plan:-						Resource Implications	Target Date for Implementation		

This page is intentionally left blank

PLYMOUTH CITY COUNCIL

Subject: Mount Edgcumbe Progress Report

Committee: Mount Edgcumbe Joint Committee

Date: 17 July 2015

Cabinet Members: Councillor Smith Plymouth City Council
Councillor Duffin Cornwall Council

CMT Member: Anthony Payne, Strategic Director for Place (Plymouth)
Peter Marsh, Head of Commissioning and Asset Management (Cornwall)

Author: Jerry Masters, Interim Park Manager

Contact: Tel: (01752) 822236
e-mail: jerry.masters@plymouth.gov.uk

Ref: ME

Key Decision: No

Part: I

Purpose of the report:

This report informs members of works carried out during 2014/15. It also updates the members on events and current bookings within the park.

The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:**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:

- (a) Creating a Green Cornwall
- (b) Creating a better place to live
- (c) Delivering excellent services

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

None.

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

None.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? No.

Recommendations & Reasons for Recommended Action:

Members note the report.

Alternative Options Considered & Reasons for Recommended Action:

None.

Published Work/Information:

None.

Background Papers

None.

Sign Off

Fin	CoSF LA78 001 WE	Leg	n/a	Mon Off	n/a	HR	n/a	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member David Draffan													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

1. Introduction

- 1.1. This report informs members of works carried out during 2014/15. It also updates members on events and current bookings within the park.

2. Park Matters Including High Level Stewardship

- 2.1. Work has continued in replacing 4260m of fencing across the Park, the opening up of the meadows in Penlee Woods, 7 hectares of bracken control and extensive scrub clearance works. Several fields continue to be grazed by rare breeds over the autumn and winter months. All winter storm damage has been cleared or made safe. Any and all handrails and safety equipment damaged has been replaced (i.e. along steep sections of coast path).
- 2.2. The HLS Mount Edgcumbe Parkland Plan (Stage 2) - Consolidation of Historic Structures - is being finalised and the appointment of the specialist project management team has been made to oversee the capital elements of Stage 2. The selection process was completed by a panel made up of representatives from Natural England, Cornwall Archaeological Service, Plymouth's Procurement team and Mount Edgcumbe officers.
- 2.3. It should be noted that the Formal Gardens are looking absolutely spectacular this year. We hope the Joint Committee will be able to appreciate them during the annual inspection.

3. Schools and College Use of Mount Edgcumbe House & Country Park

- 3.1. Looking at the Park diary and the indemnity forms completed during this period around 3,000 school children have used the lower park in (schools led) independently organised use of the Park.
- 3.2. 450 children have enjoyed Mount Edgcumbe Ranger led Bushcraft days and educational activities provided for schools.
- 3.3. Around 120 volunteers from local workforces have joined the Rangers on work parties helping with clearance work and other land management challenges.
- 3.4. 435 individuals from 10 separate organisations have used the Park's orienteering course during this period.
- 3.5. Over 1,000 people completed the Mount Edgcumbe geocache route during this period – which has caches hidden in the Barrow Centre and the Orangery as well as across the wider landscape. There were 1,382 individual hits on the Barrow Centre cache.

4. Building and Park Infrastructure

- 4.1. The mains water pipe adjacent to the house began leaking over the winter. Repair work was required to prevent a major rupture and this entailed digging up a sizeable area within the Barrow Centre to replace a seized stopcock before work could commence on replacing the damaged mains pipe beside the House.

- 4.2. There was a challenge with the sewer system at the lower end of the park with a leak causing effluent to rise to the surface in the lower avenue. After initial excavation works and a camera survey it was found to be a blockage in the pipe leading to the pump pit. The system had to be pumped out and the pipework was then jetted clear.
- 4.3. There was an issue with water ingress into the Orangery. This was caused by a number of slipped tiles, blocked guttering and the weathering of the temporary repairs that had replaced the lead flashing (stolen two years ago). The work undertaken has rectified the problem specific to the Orangery structure.
- 4.4. The Orangery toilets also had issues with a leaky roof caused by the felt on the flat roof coming to the end of its useful life and the panelling around the header tank on the roof leaking. Both the panelling and the felt on the flat roof have been replaced.
- 4.5. The catering tenant of the Orangery redecorated the interior of the building over the winter period.
- 4.6. Shekinah Mission (working with Park management) have completed the re-painting of the lower park railings and the Dry Walk car park toilets.
- 4.7. The Parks vehicle roads have been patched by Park staff in a constant cycle of reactive maintenance.
- 4.8. The Barrow Park holiday-let building work has been completed.
- 4.9. The commercial cooker and upright freezer in the Barrow Centre Stables Café had to be replaced.
- 4.10. Deterioration of the tidal defences in the lower Park continues to cause concern – especially the damage to the wall fronting the Artists Platt (the bowling green area beside the Tudor Blockhouse).
- 4.11. We are exploring alternate heating strategies for the House and Barrow Centre with the Plymouth Energy Community and the possibility of European Regional Development Funding (ERDF)

5. Walks, Talks and Workshops

- 5.1. Between April 2014 and March 2015 Mount Edgcumbe delivered 35 workshops and talks across the site – with a similar number planned for 2015 -16. Together with our red-letter day events and working with third party organised events (markets and festivals) Mount Edgcumbe now delivers around 65 ‘events’ per year.
- 5.2. If one were to combine all the wedding ceremonies, receptions, conferences, workshops, talks, external third party events and our own red-letter day festivals - one would realise that Mount Edgcumbe is now delivering an average of 110 significant ‘happenings’ per year. All this with a staff of 12 with the support of FOMECP, volunteers and occasional agency staff.

6. Conferences

- 6.1. For the year April 2014 – March 2015 we had 17 conference/meeting bookings using the Belvedere, Octagon Room and Earl's Garden Marquee. Looking forward we currently have 10 bookings plus a two day international conference (see below) and an 'extended use' art show (Drawn to the Valley).
- 6.2. We are working closely with Plymouth College of Art and the Crafts Council to host their internationally renowned 'Making Futures' conference. This is a major undertaking which will use all available rooms in the House, the Earl's Marquee and the Barrow Centre (it will include art and craft installations, demonstrations, lectures and breakout workshops). The organisers are bringing delegates to Mount Edgcumbe from around the world and are keen to include Mount Edgcumbe's resident community (our commercial tenants) in an exercise looking at best practice in the modern crafts world. This conference alone will generate over £16,000 for the Park.

7. Weddings

- 7.1. The weddings business continues to provide a consistent and strong income stream for the Park.
- 7.2. April 2014 – March 2015 saw 23 wedding ceremonies; 22 Orangery receptions and 3 Earl's Garden Marquee receptions. The total hire value represented £58,202 of income.
- 7.3. Forward bookings for 2015/16 are 24 wedding ceremonies; 21 Orangery receptions and 7 Earl's Garden Marquee receptions. The total hire value is currently £72,722 representing a year on year uplift of 24%.

8. Events

- 8.1. The main red-letter day events for Mount Edgcumbe 2014/15 have been :-
 - ❖ The Classic Car Rally & Fayre.
 - ❖ The Military Vehicle Trust Weekend (Mount Edgcumbe at War).
 - ❖ King's Troop Royal Horse Artillery Summer Camp and 'thank you' event
 - ❖ The Christmas Fayre.
 - ❖ The Stylish Homes & Garden Show.
 - ❖ Green Man.
 - ❖ The Smugglers Market.
 - ❖ The Faery Festival.
- 8.2. The Classic Car event was very successful drawing an estimated attendance of 12 – 14,000 people on the day. The event was reported as having generated a record £18.5k which was shared between the organising parties - Cornwall Hospice Care and FOMECP.

- 8.3. We helped the Military Vehicle Trust reinvent their 'Mount Edgcumbe at War' event into a much expanded and more ambitious affair in 2014 – with the addition of a (blank) firing display of 105mm field armament, heavy machine guns and light arms. Over 4,000 people visited the event on the Saturday and Sunday with Mount Edgcumbe recouping the parking fees (just over £1,000 from the car parks and £451 from overflow parking).
- 8.4. Mount Edgcumbe hosted the King's Troop Royal Horse Artillery Summer Camp in September 2014. Dry Walk car park was converted into a camp with stables. The troop engaged in daily community activities and helped bring in many diverse groups to the Park. On the Saturday of their stay they put on an unofficial 'thank you' performance in the lower Park which was attended by around 3,000 individuals. We were discouraged from actively promoting the event for security reasons – which proves just how effective the draw of a good quality horse show can be in the South West (Mount Edgcumbe recouped £1,327 from 'field' parking for the event and £450 for the use of Dry Walk car park for the duration of their stay).
- 8.5. The Christmas Fayre 2014 was also very successful. It attracted over 6,000 visitors and was extended to include 83 traders alongside our commercial tenants and a comprehensive entertainment programme. The traders are carefully selected to prevent repetition of goods and allow a theme for each marquee/area of the Fayre. The 11th Christmas Fayre at Mount Edgcumbe generated £7,600 for the Park after costs were taken into account.
- 8.6. The Stylish Homes and Gardens Show was a first for Mount Edgcumbe, run by a third party and serviced by Park staff. Despite the truly awful weather on the weekend of the event it was deemed a success and the organisers broke even. For those attending it was noted that the quality of design and innovation on display was very high and was especially suited to and complementary with the interior of the House.
- 8.7. Green Man – in its second year in 2015 - was reduced to a one day event. The weather on the day was challenging, but despite that attendance was put at around 2,000 hardy souls. Feedback from traders and entertainers was good and the public thoroughly enjoyed the event. The event broke even.
- 8.8. The Smugglers Market also experienced very poor weather – but yet again everyone attending (around 2,500 people) enjoyed the event and the traders were happy. Again this event broke even.
- 8.9. The Faery Festival was a great success and brought around 1,000 campers onto the Park. They experienced good weather across the three day event and contributed £3,200 to the Park after cost.
- 8.10. Looking forward – Mount Edgcumbe will be hosting 'Run to the Fun' – the south west scouts association annual jamboree - between 25 July and 1 August 2015. The scouts will be contributing £7,000 to Mount Edgcumbe and will also help steward the Car Rally on 2 August 2015.

- 8.11. We are currently negotiating terms to secure two further red-letter day events at Mount Edgcumbe for 2016. With both of these the risk will be with the third party organisers and Mount Edgcumbe will recoup a hire fee and parking income

9. Promotion, Press and Publicity

Each one of the red-letter day events above has been used as an opportunity to give Mount Edgcumbe more general visibility in the press. Each event has been supported by specific press releases and a dialogue with our press contacts resulting in coverage in local newspapers, radio and TV.

In 2015 every event has also been linked to the 'Edgcumbe 500' strapline to recognise the anniversary of Henry VIII's 'license to empark' issued to Piers Edgcumbe and the building of the great palisade fence in 1515 (for example the Green Man event press release spoke about the Green Man event celebrating 500 years of careful stewardship of the Grade I listed landscape).

In addition the House and collection have been supported by press releases, advertising and leaflets drawing attention to our marking of the 'Edgcumbe 500' anniversary by unveiling the 'Winstanley's Light' painting (recently restored - please see the accompanying hand out) – and the return to the collection of the Nicholas Condy painting 'The Court Dinner at Cotehele'.

Looking forward to 2015/16 we will produce 30,000 generic leaflets for the Park with a distribution partner scheduled to display these across Plymouth and South East Cornwall.

We are working with our commercial tenants (with their financial input) to produce a specific leaflet supporting their presence and activities on the Park to be distributed in a similar fashion.

In 2015 we have developed and delivered new sections of the Mount Edgcumbe website (with less of a 'local authority' feel) which carries the Barrow Centre message and includes all our commercial tenants and further links to their websites.

Over 10,000 Mount Edgcumbe events leaflets and posters will be produced and distributed between now and December 2015.

We are scheduled to place 60 adverts in press and publications supporting the weddings business, general awareness and specific events. These are always worked into editorial deals to give us as much mileage as possible.

Our social media presence has been a great success – with the Mount Edgcumbe Facebook page getting over 20,000 visits in the week running up to the Green Man event. We have a weekly 'audience' of regulars of over 6,000 people and have over 4,000 dedicated followers.

10. Occupation of Rentable Business Spaces

- 10.1. In 2014/15 we introduced 12 new commercial tenants to the Park representing £62k of income through rents. We lost two of those tenants during the 1st year of trading.
- 10.2. In 2015/16 we have increased that occupancy to 16 tenants renting 21 commercial spaces representing a potential total annual rental income of £95k.

11. Recommendations

It is recommended that Members note the report.

PLYMOUTH CITY COUNCIL

Subject: Mount Edgcumbe Means Business
Committee: Mount Edgcumbe Joint Committee
Date: 17 July 2015
Cabinet Members: Councillor Smith Plymouth City Council
Councillor Duffin Cornwall Council
CMT Member: Anthony Payne, Strategic Director for Place (Plymouth)
Peter Marsh, Head of commissioning and Asset
Management (Cornwall)
Author: Jerry Master, Interim Park Manager
Contact: Tel: 01752 822236
E-mail: jerry.masters@plymouth.gov.uk
Ref: ME
Key Decision: No
Part: I

Purpose of the report:

This report outlines progress to date in respect of the Transformational Change project at Mount Edgcumbe.

The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:**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:

- a) Creating a Green Cornwall
- b) Creating a better place to live
- c) Delivering excellent service

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

There are no resource implications

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

N/A

Equality and Diversity:

Has an Equality Impact Assessment been undertaken: No

Recommendations and Reasons for Recommended Action:

It is recommended that the Joint Committee -

- Notes the report;
- Supports the proposed schedule of projects for the next phase of transformation for Mount Edgumbe;
- Requests that the Mount Edgumbe Manager develops a detailed business case for each of the proposals;

Alternative Options Considered and Rejected:

N/A

Published Work/Information:

None.

Background Papers:

None.

Sign off:

Fin	n/a	Leg	n/a	Mon Off	n/a	HR	n/a	Assets	n/a	IT	n/a	Strat Proc	n/a
Originating SMT Member David Draffan													
Has the Cabinet Member(s) agreed the content of the report? Yes													

1.0 Introduction

In 2014 the 'Mount Edgcumbe Means Business' strategic vision and action plan was adopted by the Mount Edgcumbe Joint Committee, which outlined a number of quick wins as well as some longer-term proposals to steer the development of the park towards a more sustainable future.

Many of the proposals have now been delivered and either are or will now begin generating an income for Mount Edgcumbe. Others are underway and are nearing completion, whilst a few may need reviewing given the level of investment required to implement them against the time needed to recover the capital investment.

This report provides members with an update on the current position of the strategic framework, and outlines the next round of project in a second phase of transformation and the funding opportunities that might part fund the costs.

2.0 Transformation phase I: current position

The 'Mount Edgcumbe Means Business' strategic vision and action plan presented to the joint committee in 2013-14 set out a number of short and longer term proposals to help develop the income earning potential of the park. In summary the proposals included:

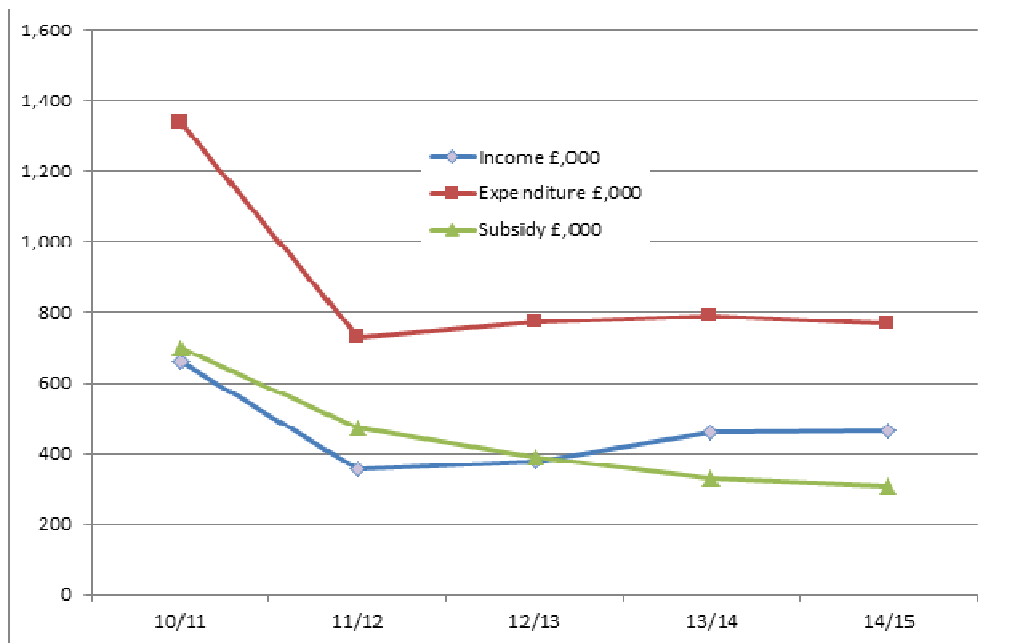
- Allocate and let commercial unit spaces
- Make the Barrow Centre more visible
- Install a quality WiFi system
- Develop the existing series of events
- Create a themed play area
- Purchase of land train to drive footfall up to the Barrow Centre & House
- Convert the Cremyll shop building into a holiday property whilst retaining the gift shop at the front
- Consider a one-way system into the park
- Provide cosmetic improvements to the Triumphal Arch entrance

A copy of the vision is attached to this briefing note as appendix I for your reference. Many of these early proposals have now been implemented, some of which have been reported in early joint committees, but in summary:

- Most of the spaces at the Barrow Centre are now let on a commercial basis and are also providing an additional draw for visitors (see Manager's report for further details).
- The Cremyll building has been converted into a holiday letting cottage whilst the Cremyll gift shop is now operated by a commercial tenant.

- Fibre optic cabling has been installed to provide on-site WiFi for the park traders as well as providing a digital connection for staff to Plymouth City Council’s network.
- Unfortunately the project to purchase a land train was shelved as the vehicle selected was not suitable for dealing with the gradients of the park roads or unsurfaced tracks – something that was only apparent following a full assessment of the vehicle on site. We are continuing to work with the Friends to provide an alternative daily service, and will look again at different options that are more fit-for-purpose. In the meantime, the residual budget that was allocated for the land train was used to refurbish a flat in the Barrow Park to create a second holiday property, which will shortly be available for renting.

Please see graph below to show the level of impact these proposals are having on the annual revenue budget for Mount Edgcombe:



Work has also begun on some capital improvements to a number of outlying structures on the park as part of the Higher Level Stewardship programme. This will include interpretation panels at each site of the structures and an interpretation leaflet which will add to the overall visitor offer to the park.

3.0 Transformation phase 2:

The ‘Mount Edgcombe Means Business’ strategic vision and action plan also sets out a number of longer term proposals.

Some initial scoping work has been completed to better understand the possible costs to implement and their likely return on investment, and a proposed priority list of these proposals is now set out below, although a detailed business case for each of the proposals will still need to be developed:

Completion of the WiFi installation

The cabling infrastructure is now in place and the final piece of work that will provide cabling to the wireless access points in the House and Barrow Centre, the hardware, licences and testing now needs completing. Costs to carry out this work are estimated at £12,000, but the return on this investment will be significant as there is already considerable interest from conference and wedding bookings where this service can be built into the fee charged.

Development of three 'Glamping' units

A discreet site has been identified to provide three 'shepherd hut' mobile units that come fully fitted out and can sleep either two or four people. Electricity, water and drainage services will need to be provided to the three units. An estimate of overall costs suggests a capital outlay of £135,000 with an annual income per unit of £16,000 less management costs of £3,000.

Development of camping and caravan pitches by the Dry Walk Car Park

A toilet block already exists that with some adaption could provide a shower facility to service a camp site with ten pitches and a similar number of caravan pitches. The proposal would create hard standings with service connections available on a pay-to-use meter. Early estimates suggest a capital cost of around £70,000 earning an annual income of around £12-14,000 per year less management costs of £4,000 per year – this is based on an average pitch charge of about £7 per night.

External electricity services for markets & fayres adjoining House & Barrow Centre

Mount Edgcumbe is currently encouraging a number of markets and fayres to operate within the park and particularly around the House and Barrow Centre. To encourage take up by mobile traders the park provides electricity feeds from the house. However the existing network cannot meet peak demands and the electrical supply can sometimes trip out during very busy periods, something that will get worse if we intend to increase the number of markets. The proposed solution is to lay a new electrical service from the distribution board in the Barrow Centre to eighteen exterior-rated electrical outlets at an estimated cost of £45,000. The estimated cost is relatively high due to the need to 'hand dig' around the existing services already in and around the Barrow Centre. However the work is estimated to earn £7,000 per year, which will increase as the number of events increases – something that this proposal will make possible.

4.0 Possible capital funding opportunities within Mount Edgumbe

Land at Polhawn Fort

A long standing issue regarding encroachment on land owned by the park but let on a tenancy for agriculture has recently been resolved with the sale of a small parcel of land proposed to the adjoining Polhawn Fort management.

Both councils are currently in the process of confirming agreement of the proposed terms of the sale which should be passed to Plymouth City Council's legal services for completion within the next few months.

The proceeds from this sale will be shared between the tenant and the two councils, and the latter split evenly between Plymouth City and Cornwall Councils. Plymouth have already ring-fenced this income to Mount Edgumbe, and Cornwall is expected to do the same shortly, and will provide a capital income of £30,000

Captain Blake's Hut, Whitsand Bay

Mount Edgumbe owns a structure known as 'Captain Blake's Hut' situated mid-way between Polhawn Fort and the Whitsand Bay chalets. It was formerly leased to the YMCA as its location was a convenient point to stop off on YMCA organised treks along the coast for its members overnight, but has since been returned to Mount Edgumbe by the YMCA.

Since then, an options appraisal has been carried out for a future use of the hut with Plymouth City Council's surveyors, and no obvious alternative uses have been identified as the site is remote from the park and is difficult to manage with present resources. The most attractive option is to put the property on the market for a leasehold sale (similar to the chalets further along the bay) recognising that the capital earned could make a significant contribution to potential projects on the park whilst retaining its annual ground rent.

Early estimates suggest that such a sale is likely to raise in the region of £80-100,000 given that a recent chalet sale in a dilapidated state with only six years remaining on the lease made over £100,000.

5.0 Recommendations

It is recommended that the Joint Committee -

- Notes the report;

- Supports the proposed schedule of projects for the next phase of transformation for Mount Edgcumbe;
- Requests that the Mount Edgcumbe Manager develops a detailed business case for each of the proposals.

This page is intentionally left blank