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NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 24 June 2019 at 9.00 am

Nonsuch Park Mansion House, Nonsuch Park

The members listed below are summoned to attend the Nonsuch Park Joint Management Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Committee Members

Councillor Jill Whitehead, London Borough of Sutton (Chair)

Councillor Jenny Batt, London Borough of Sutton

Councillor Kate Chinn, Epsom & Ewell Borough Council

Councillor Colin Keane, Epsom & Ewell Borough Council

Councillor Peter Geiringer, London Borough of Sutton

Councillor David Reeve, Epsom & Ewell Borough Council

Yours sincerely



Clerk to the Committee

For further information, please contact Democratic Services tel: 01372 732121 or democraticservices@epsom-ewell.gov.uk

AGENDA

1. APPOINTMENT OF A CHAIR FOR 2019/2020 (Pages 3 - 4)

To appoint a Chair for Nonsuch Park Joint Management Committee from Councillors representing Epsom & Ewell Borough Council for the Municipal Year 2019/2020

2. ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)

Prior to commencement of the meeting a period of 15 minutes will be put aside to allow members of the public who have pre-registered to do so, the opportunity to ask questions.

For further details, contact Democratic Services on, 01372 732121, or democraticservices@epsom-ewell.gov.uk

3. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

4. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 10)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 4 February 2019

5. NJMC FINAL ACCOUNTS 2018-19 (Pages 11 - 16)

The Joint Management Committee is asked to receive final accounts for the financial year 2018/19.

Nonsuch Park Joint Management Committee
24 June 2019

In accordance with the terms of reference of the Nonsuch Park Joint Management Committee,(May 1993) Members are requested to appoint a Chair for the Municipal year 2019/2020 from the representatives of Epsom & Ewell Borough Council.

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**Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT
COMMITTEE held on 4 February 2019**

PRESENT -

Councillor Jill Whitehead (London Borough of Sutton) (Chair); ; Councillor Alex Clarke (Epsom & Ewell Borough Council), Councillor Chris Frost (Epsom & Ewell Borough Council), Councillor Peter Geiringer (London Borough of Sutton), Councillor Drew Heffernan (London Borough of Sutton) (as nominated substitute for Councillor Councillor Jenny Batt) and Councillor Mike Teasdale (Epsom & Ewell Borough Council).

In Attendance: Paul Airey (Nonsuch Voles) and Gerald Smith (Friends of Nonsuch)

Absent: Councillor Jenny Batt (London Borough of Sutton)

Officers present: Dominic Aslangul (Neighbourhood Manager), Amardip Healy (Chief Legal Officer), Mark Shephard (Head of Property and Regeneration), Brendan Bradley (Chief Accountant), Tony Foxwell (Senior Surveyor) and Sandra Dessent (Democratic Services Officer)

33 ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)

Two questions were asked by members of the public and it was agreed Officers would consider any actions to be taken outside of the meeting.

34 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors in items on this agenda.

35 TRIBUTE TO PREVIOUS MEMBER OF THE COMMITTEE

Following the passing of Nigel Petrie, Councillor Chris Frost paid tribute to his hard work and contribution as a member of the Nonsuch Park Joint Management Committee.

36 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Nonsuch Park Joint Management Committee held on 29 October 2019 were agreed as a true record and signed by the Chairman.

Postscript Minute 30, Events in the Park: A £1,000 bond is in place, payable in the event of the applicant (representing the Town and Country Show) not meeting the requirements recommended by SAG (Safety Advisory Group).

37 GOVERNANCE ARRANGEMENTS FOR THE JOINT MANAGEMENT COMMITTEE

The Committee received a report detailing current and proposed arrangements for the Governance of the Nonsuch Park Joint Management Committee.

Members were advised that in order to achieve the objective of the review i.e. the efficient and effective use of resources, it was important to have a clear set of procedure rules for the running of the Committee. To highlight the significance of the review aims, Members were handed a copy of a recent local government paper detailing the lack of government investment and austerity measures that were likely to impact the delivery of leisure and cultural facilities in the future.

The review was welcomed and it was acknowledged that it was necessary to bring the management of the park into the 21st century for the benefit and continued enjoyment of all park users.

Whilst there were good examples of partnership working between Epsom & Ewell Borough Council and the London Borough of Sutton it was commented that the current arrangements meant that the management fell between two stalls and in order to maximise opportunities both authorities needed to work more cohesively. It was further noted that the majority of funding bids were dependant on match funding and it was therefore imperative that the Joint Management Committee explored new ways to increase income.

The Committee discussed current practices that could be improved and opportunities for increasing income and having considered the proposals the following recommendations were agreed;

- (1) A new inter authority agreement for the management of Nonsuch Park
- (2) That the Committee Procedure Rules of Epsom & Ewell Borough Council apply to the Joint Committee pending a new Joint Management Agreement
- (3) Implementation of the proposals for public participation attached at Annex 2 and a review to be carried out after a year
- (4) The nature and roles of local groups who wish to support and promote Nonsuch Park.
- (5) A standing invitation to Nonsuch Voles to attend Joint Management Committee meetings (with no voting rights).

- (6) To investigate with both Councils the ability to utilise existing arrangements each Council has in place to support the work of the Joint Management Committee.
- (7) Epsom & Ewell Borough Council to take forward a parking management scheme to address parking issues (along the lines of the Beddington Park trial).
- (8) Work to be commissioned on a draft strategic plan for Nonsuch Park encompassing a new 10 year management and business plan.

38 PLANNED MAINTENANCE REPORT 2019-20

The Committee received a report requesting approval for the 2019/20 planned maintenance work and progress on the 2018/19 maintenance works.

It was noted that the works to the Public toilets had been prioritised for 2018/19 at a cost of £10,000 compared to £40,000 in previous reports. The Committee was informed that £10,000 covered the cost of rectifying the damp issue only and not as previously reported a complete refurbishment. It was anticipated therefore that further works would be required in approximately two years and it was agreed to regularly review and report back to the Committee.

The Committee acknowledged that the maintenance budgets only allowed for basic repairs and that further investment was needed to undertake any substantial projects. To that end it was emphasized the importance of producing a sound business plan for Nonsuch Park that reflected the necessary works and required expenditure.

Accordingly the Committee;

- (1) Approved the priority planned maintenance works for 2019/20, at an estimated cost of £67,025
- (2) Noted the update on the progress of 2018/19 priority planned maintenance works

39 NONSUCH JMC FINANCE REPORT AND BUDGET 2019-20

The Committee was presented with a report detailing an updated forecast for 2018/19 and recommended precept to be levied on the constituent authorities.

It was noted that there had been a forecast deficit in quarter two which was due in the main to increased maintenance costs. It was anticipated that the deficit would increase by a further £28,800 in quarter three due to undertaking of urgent pothole repairs. It was further noted that the works were essential and could have triggered liability claims if not rectified.

It was further noted that whilst the income budget for 2019/20 was expected to increase by 2%, rental income from Flat 3 had not been included as letting opportunities were limited owing to type of lease being offered.

Having considered the forecasts detailed in Annex 1 of the report, the Committee:

- (1) Noted the latest 2018/19 forecast position
- (2) Agreed the revenue budget for 2019/20 as set out in Annex 1
- (3) Agreed to seek contributions of £101,400 from both Epsom & Ewell Borough Council and the London Borough of Sutton for the financial year 2019/20.

40 EXCLUSION OF PRESS AND PUBLIC

The Committee resolved to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involved the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

41 MINUTES OF THE PREVIOUS MEETING

The Minutes from the meeting of the Nonsuch Park Joint Management Committee held on the 24 September 2018 have not been published because the meeting was closed to the press and public on the grounds that the nature of the business to be transacted/nature of the proceedings dealt with information relating to the financial or business affairs of any particular person (including the authority holding that information).

42 PROPERTY MATTERS PROGRESS REPORT

The Committee agreed a way forward as set out in the Minutes.

Note: The details are considered officially sensitive at this time and the Minute for this item will be exempt from publication.

The meeting began at 10.00 am and ended at 11.15 am

COUNCILLOR JILL WHITEHEAD (CHAIR)

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NJMC FINAL ACCOUNTS 2018-19

Head of Service / Contact: Brendan Bradley, Chief Accountant

Annexes/Appendices (attached): Annexe 1

Other available papers (not attached):

Report summary

This item presents the Joint Management Committee's final accounts for the financial year 2018/19

Recommendation (s)

(1) That the final accounts for 2018/19 be received

1 Background

1.1 The final revenue account for the year ended 31 March 2019 is attached at Annexe 1, showing income and expenditure against budget. The financial position at 31 March 2019 is shown at Annexe 2.

2 Revenue Account for 2018/19

2.1 Overall there was a net deficit of £54,570 on the revenue account for 2018/19, which is in line with the forecast position reported at Q3. The following paragraphs detail the key variances that make up the net deficit.

2.2 Gross expenditure was £49,180 above budget due to:

2.2.1 Urgent pothole repairs that could lead to liability claims if not rectified created a £26,370 overspend, as reported in February 2019.

2.2.2 A £38,380 overspend occurred on other building and maintenance budgets, as detailed in the Planned Maintenance report presented to Committee in October 2018.

2.2.3 Unbudgeted legal fees of £5,150 for agreeing a new lease with Bovingdons for the Mansion House's first floor. These costs are unavoidable if a lease is to be signed.

2.2.4 Council Tax payable at vacant Flat Three of £1,640.

2.2.5 Underspends occurred on utilities totalling £9,620, following rebates received after actual meter readings were taken following a period of billing based on estimated readings, including at London Road Lodge.

2.2.6 Other notable underspends included the £5,000 provision, management charges should a bid for capital funds materialise, remained unused. This provision has been lowered to £3,000 in the 2019-20 budget.

2.2.7 Purchases of plants were £3,580 under budget and operational equipment and tools were £1,870 under budget. The nature of this spend means that in some years these budgets can be used and in other years they may not be required.

2.3 Income was £8,800 below budget principally due to the ongoing £12,080 shortfall on rental income from the vacant Mansion House flat.

2.4 Countering this shortfall was a £4,200 favourable variance on an insurance pay-out regarding the stolen lead flashings.

3 Nonsuch Reserves

3.1 At 31 March 2019, the Repair and Renewals fund holds a balance of £28,900 following interest and a budgeted contribution of £7,000.

3.2 The working balance now stands at £101,390 following a contribution to the revenue account to cover the 2018/19 deficit of £54,570.

4 Conclusion

4.1 The deficit seen in 2018/19, if regularly repeated, would not be sustainable over the longer term. The deficit was mainly due to one-off factors as identified in section 2 and the JMC has set a balanced budget for 2019/20.

4.2 A 2019/20 budget monitoring report will be prepared for the JMC later in the financial year.

4.3 The reserves now total £130,000 (compared to £178,000 at 31 March 2018) and are required principally to cover any material one-off expenses such as unforeseen repairs and maintenance, or other annual variances against the revenue budget. The reserves can also assist with funding applications for grants.

NONSUCH PARK JMC - 2018-19

2017/18 Actual		2018/19 Original Budget	2018/19 Actual	2018/19 Variance
£		£	£	
	Expenditure			
	Grounds			
3,948	Kier Engineer and fabric	4,000	4,060	60
1,580	NJMC Grounds/Building and M&E maintenance	1,000	9,361	8,361
0	Asbestos Surveys	1,100	1,025	-75
4,120	Electricity	2,700	-1,278	-3,978
980	Gas	2,000	-667	-2,667
3,777	Council Tax	3,800	3,988	188
5,102	Water charges - metered	4,500	5,372	872
547	Maintenance of grounds	800	601	-199
0	Plants Seeds and fertiliser	500	0	-500
3,200	Emptying bins - recharge	3,200	3,200	0
21,600	Maintenance of roads	16,000	42,368	26,368
11,551	TM contract scheduled works recharges	12,700	12,700	0
951	Petrol diesel & oil	1,500	1,923	423
4,539	Purchase of plants	4,000	420	-3,580
960	Transport insurance	1,400	1,293	-107
270	OP equipment & tools : R & M	2,200	329	-1,871
3,650	Hire of Bins	3,800	3,800	0
4,046	Purchase of memorials	3,000	1,950	-1,050
4,380	Surveyor Fees	0	0	0
0	Energy efficiency savings	0	195	195
488	General office expenses	200	162	-38
643	Commercial tenanted prop	700	564	-136
22,000	Transport fleet SLA NJMC	22,000	22,000	0
1,978	Insurance recharges	2,000	2,067	67
100,310	Sub-Total	93,100	115,431	22,331
	Mansion House			
0	Vandalism repairs	0	230	230
1,000	Asbestos Surveys	450	0	-450
10,909	Kier Engineer and fabric	11,300	11,217	-83
52,357	Building and M&E maintenance works	72,000	102,217	30,217
14,844	Electricity	10,700	9,433	-1,267
3,224	Gas	5,000	3,292	-1,708
1,549	Council Tax	0	1,636	1,636
2,848	Kier Cleaning Contract recharges	3,000	2,928	-72
0	Legal	0	5,150	5,150
7,249	Commercial tenanted property insurance	7,300	7,107	-193
6,246	Insurance recharges	6,300	6,510	210
100,226	Sub-Total	116,050	149,719	33,669
	Central Expenses			
26,000	Additional pension contribs	26,000	26,000	0
0	Clothing & uniforms	150	0	-150
385	General office expenses	800	0	-800
0	LB Sutton management charges	5,000	0	-5,000
0	External Audit	900	0	-900
989	Insurance recharges	990	1,023	33
506	Internal audit recharges	500	500	0
93,800	OS SLA recovery Nonsuch	95,700	95,700	0
31,600	Management costs SLA recharge	32,300	32,300	0
5,157	Contribution to NJMC R&R fund	7,000	7,000	0
158,437	Sub-total	169,340	162,523	-6,817
358,973	Gross Expenditure	378,490	427,673	49,183
	Income			
	Miscellaneous income			
0	Other Recoveries	0	-4,200	-4,200
-4,751	Filming Income	-2,000	-2,175	-175
-3,130	Memorial receipts	-3,500	-3,519	-19
-90,000	Catering lettings	-90,000	-90,000	0
-26,020	Service charges	-19,000	-17,703	1,297
-5,157	Service charges/Fixed char	-5,200	-5,329	-129
-2,150	Licence to occupy	-2,150	-2,150	0
-5,594	Insurance recovered	-5,600	-3,676	1,924
-1,315	NJMC service charges	-1,300	-1,315	-15
-862	Little Oaks Forest School insurance recovered	-900	-564	336
-8,000	Hire charges	-5,000	-8,000	-3,000
-9,716	Staff property rent	-9,700	-9,716	-16
-12,906	Nursery Lodge	-14,750	-14,750	0
-10,320	Rent of flats	-22,400	-10,320	12,080
-1,921	Interest on balances	-1,600	-887	713
0	Contribution to/from working balance	3,410	0	-3,410
-181,841	Gross Income Sub-Total	-179,690	-174,303	5,387
177,131	Net Expenditure	198,800	253,370	54,570
	Precepts:			
-99,400	Precept to be levied on EEBC	-99,400	-99,400	0
-99,400	Precept to be levied on LB Sutton	-99,400	-99,400	0
-198,800	Sub-Total	198,800	-198,800	-
-21,669	Surplus (-) / Deficit in Year	0	54,570	54,570
134,287	Balance b/fwd. 1 April		155,956	
155,956	Adjustment			
	Balance c/fwd. 31 March		101,386	

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Financial Statements 2018/19

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2019**

	2017/18 £'000	2018/19 £'000
Income:-		
Fees & Charges	47	38
Rents	133	133
Interest on Balances	2	1
London Borough of Sutton	99	99
Epsom & Ewell Borough Council	99	99
	381	370
Expenditure:-		
Employees	26	26
Premises	148	212
Transport	2	3
Suppliers and Services	21	17
Support Services	157	160
	354	418
Budgeted contribution to Repairs & Renewals Fund	5	7
Surplus / (Deficit) for the year	22	(55)
Balance Brought Forward at 1 April	134	156
Balance Carried Forward at 31 March	156	101

Financial Statements 2018/19

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE
BALANCE SHEET AS AT 31 MARCH 2019**

31 March 2018 £'000		31 March 2019 £'000
	CURRENT ASSETS	
178	Debtors (Epsom and Ewell B.C.)	130
178		130
	LESS: CURRENT LIABILITIES	
0	Creditors	0
178		130
	Financed By:-	
	RESERVES	
22	Repairs and Renewals	29
156	Revenue Balance	101
178		130