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NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 19 October 2020 at 10.00 am

Place: Remote Meeting

PLEASE NOTE: this will be a 'virtual meeting'.

The link to the meeting is: <https://attendee.gotowebinar.com/register/7851496393040153103>
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Telephone (listen-only) 0330 221 9914, Telephone Access Code: 896-825-733

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 Jenny Batt, London Borough of Sutton (Chair)

Councillor Kate Chinn, Epsom & Ewell Borough Council

Councillor Peter Geiringer, London Borough of Sutton

Councillor Colin Keane, Epsom & Ewell Borough Council

Councillor David Reeve, Epsom & Ewell Borough Council

Councillor Jill Whitehead, London Borough of Sutton

Yours sincerely



Clerk to the Committee

For further information, please contact Democratic Services, email:
democraticservices@epsom-ewell.gov.uk.

Public information

Please note that this meeting will be a ‘virtual meeting’

This meeting will be held online and is open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the above items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Nonsuch Park Joint Management Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the JMC which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000. The request must be received by noon on the tenth working day before the day of the meeting.

The deadline for registration of public questions for this meeting was: Noon, 5 October 2020

AGENDA

1. 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 via democraticservices@epsom-ewell.gov.uk or telephone 01372 732000

2. 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.

3. MINUTES OF THE PREVIOUS MEETING

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 22 June 2020.

4. MID-YEAR BUDGET MONITORING (Pages 5 - 12)

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2020/21 and the forecast outturn.

5. COMMITTEE WORK PLAN (To Follow)

6. EXCLUSION OF PRESS AND PUBLIC (Pages 13 - 14)

The Committee is asked to consider whether it wishes to pass a resolution 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 involves the likely disclosure of exempt information as defined in paragraph 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 outweighs the public interest in disclosing the information.

7. PROPERTY UPDATE (Pages 15 - 28)

This report has not been published because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. The report deals with information relating to the financial or business affairs of the Committee and third parties and the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

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MID-YEAR BUDGET MONITORING

Head of Service: Lee Duffy, Chief Finance Officer

Wards affected: Nonsuch Ward;

Appendices (attached):

Summary

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2020/21 and the forecast outturn.

Recommendation (s)

The Committee is asked to:

(1) Note the mid-year financial position

1 Reason for Recommendation

1.1 To make the JMC aware of the mid-year financial position for 2020/21 and the forecast outturn.

2 Background

2.1 The budget for the current financial year was agreed at February 2020's meeting of the Joint Management Committee. This report sets out the mid-year position against the agreed budget, which is detailed at Annex 1 in the standard JMC accounts format.

3 Mid-Year Budget Monitoring

3.1 At the mid-year position, a deficit variance of £11,737 is forecast against the agreed net expenditure budget of £206,860. This is due to the following reasons:

3.1.1 The maintenance of grounds is expected to exceed the budget by £6,648. This is principally due to the £7,448 order being placed for replacement litter bins, as agreed by the JMC on 22 June 2020. This expenditure on replacement litter bins will be funded by the repairs & renewals fund. There has also been £1,323 unbudgeted spend on fencing strainers, which were essential to complete the pinetum fencing project. However, this is covered by the donation of £2,937 (within Miscellaneous income) from Nonsuch Voles.

- 3.1.2 Council Tax for London Road Lodge is now at full price as it has been vacant for so long, creating a £3,053 overspend. Should the lodge remain vacant, this overspend will be addressed in the 2021/22 budget setting process.
- 3.1.3 Commercial tenanted property insurance has increased from London Borough of Sutton, creating a £4,424 overspend. Officers are investigating the reason for this increase and whether it can be recharged to the tenants.
- 3.1.4 The majority of Building and M&E maintenance works are expected to be completed within budget. However, after receiving tenders for the windows replacement project at Mansion House, costs were substantially higher than budgeted. As such, it is expected that the project will be postponed to next year, with the £30k budget set aside in the repairs and renewals fund to help fund the project in 2021/22. The updated cost of the windows replacement including timber repairs will be approximately £78k, which will be set out in the next Property Maintenance Update report to the JMC, due in January 2021.
- 3.1.5 Nursery Lodge and Bovingdons are open for business and the JMC expects to receive all income that has been budgeted for this year.
- 3.1.6 Due to COVID-19, the £2,000 budgeted filming income is forecast to be zero. It is also unlikely that the £8,000 budgeted hire charges will be achieved in full, the current forecast is for only £368 to be received.

4 Risk Assessment

Legal or other duties

4.1 Impact Assessment

4.2 The principal risks that the JMC manages are as follows:

4.2.1 Funding for repairs and maintenance, particularly at buildings and for potholes on roads.

4.2.2 Vacant properties / loss of rent

4.2.3 Lack of resource to fund management plan

4.3 The JMC mitigates these risks through the monitoring of buildings and roads by officers, and by managing relationships with tenants. The JMC also holds a working balance and a repairs and renewals reserve, which can be used to fund one-off, unexpected budget variances.

4.4 Crime & Disorder

4.4.1 None

4.5 Safeguarding

4.5.1 None

4.6 Dependencies

4.6.1 None

4.7 Other

4.7.1 None

5 Financial Implications

5.1 **Section 151 Officer's comments:** Financial implications are set-out in the body of the report.

6 Legal Implications

6.1 There are no specific legal implications arising from the contents of this report.

6.2 **Monitoring Officer's comments:** None arising from the contents of this report.

7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged:

7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** None.

7.4 **Sustainability Policy & Community Safety Implications:** None.

7.5 **Partnerships:** Both London Borough of Sutton and Epsom & Ewell Borough Council are represented by Members on the Joint Management committee.

8 Conclusion and Recommendations

- 8.1 A deficit variance of £11,737 would decrease the working balance reserve to £73,564 at year-end. The working balance is an essential reserve for the JMC to be able to meet any unbudgeted or unforeseen expenditure items. The repairs and renewals reserve is forecast to increase from £36,400 to £66,210, principally due to £30,000 being set-aside into the reserve, from 2020/21's maintenance budget to fund the Mansion House windows replacement project next year. The 2020/21 base budget includes a £7,260 contribution into this reserve, although this will be used to fund the £7,450 cost of the replacement of litter bins.
- 8.2 Nonsuch Park Joint Management Committee are asked to note this mid-year monitoring position.
- 8.3 An updated 2020/21 forecast and draft 2021/22 budget will be presented to the JMC in January 2021.

9 Background papers

- 9.1 The documents referred to in compiling this report are as follows:
 - NJMC Budget Monitoring Report Annex 1

NONSUCH PARK JMC - 2020-21

2019/20 Actual		2020/21 Original Budget	2020/21 Actual	2020/21 Forecast	2020/21 Forecast Variance
£	<u>Expenditure</u>	£	£	£	£
	Grounds				
1,487	Maintenance of grounds	800	-9	7,448	6,648
346	Plants Seeds and fertiliser	500	0	400	-100
3,300	Emptying bins - recharge	3,300	0	3,300	0
12,319	Maintenance of roads	16,530	9,240	16,530	0
4,263	Purchase of plants	4,500	0	4,500	0
10,829	TM contract scheduled works recharges	13,120	0	13,120	0
5,914	Asbestos Surveys	1,100	0	1,100	0
80	Kier out of hours charges	0	0	0	0
9,583	Engineering and fabric recharge	7,300	2,415	7,300	0
12,970	Building and M&E maintenance works	1,030	412	1,030	0
2,322	Electricity	2,300	681	2,300	0
108	Gas	1,400	58	1,400	0
4,632	Water charges - metered	5,100	777	5,100	0
5,525	Council Tax	5,550	8,603	8,603	3,053
3,319	Cleaning contract recharges	3,000	-132	3,000	0
695	Petrol diesel & oil	1,000	367	750	-250
50	Transport fleet recharge	0	0	0	0
1,535	Transport insurance	1,400	1,857	1,857	457
2,015	OP. equipment & tools : R & M	1,500	425	1,400	-100
3,930	Hire of collections trade Bins	3,930	0	3,930	0
3,921	Purchase of materials	0	0	0	0
713	Purchase of memorials e.g benches trees	3,500	-129	3,500	0
255	General office expenses	200	0	200	0
0	Commercial tenanted property insurance	700	0	700	0
22,730	Transport fleet SLA NJMC	23,300	0	23,300	0
2,117	Insurance recharges	2,070	0	2,070	0
114,958	Sub-Total	103,130	24,565	112,838	9,708

2019/20 Actual		2020/21 Original Budget	2020/21 Actual	2020/21 Forecast	2020/21 Forecast Variance
£	Mansion House	£	£	£	£
0	Vandalism repairs	200	0	200	0
0	Asbestos Surveys	450	0	450	0
16,121	Engineer and fabric	11,670	6,853	11,670	0
57,236	Building and M&E maintenance works	75,490	35,025	45,490	-30,000
-1,030	Fuel oil	0	0	0	0
19,472	Electricity	10,700	4,971	10,700	0
4,749	Gas	4,000	1,425	4,000	0
1,700	Council Tax	1,730	1,765	1,765	35
11,255	Cleaning Contract recharges	6,600	105	6,600	0
1,123	Legal	0	0	0	0
6,361	Property Agency Fees	0	0	0	0
495	Energy Efficiency Survey	0	0	0	0
5,303	Commercial tenanted property insurance	7,490	11,914	11,914	4,424
6,598	Insurance recharges	6,450	0	6,450	0
129,382	Sub-Total	124,780	62,059	99,239	25,541
	Central Expenses	0			
26,000	Additional pension contribs	26,000	0	26,000	0
0	Clothing & uniforms	150	0	150	0
0	General office expenses	800	0	800	0
583	Commercial tenanted property insurance	0	0	0	0
0	LB Sutton management charges	3,000	0	0	-3,000
0	External Audit	900	0	900	0
1,043	Insurance recharges	1,020	0	1,020	0
520	Internal audit recharges	520	0	520	0
98,100	OS SLA recovery Nonsuch	100,550	0	100,550	0
33,110	Management costs SLA recharge	33,940	0	33,940	0
7,260	Contribution to NJMC R&R fund	7,260	0	37,450	30,190
166,616	Sub-total	174,140	0	201,330	27,190
410,957	Gross Expenditure	402,050	86,623	413,407	11,357

2019/20 Actual		2020/21 Original Budget	2020/21 Actual	2020/21 Forecast	2020/21 Forecast Variance
£	<u>Income</u>	£	£	£	£
-1,000	Miscellaneous income	0	-2,937	-2,937	-2,937
-400	Filming Income	-2,000	0	0	2,000
-7,010	Memorial receipts	-3,500	-1,690	-3,500	0
-103,469	Mansion House - Bovingdons letting	-106,700	-54,350	-106,700	0
-16,865	Mansion House - Service charges variable	-19,000	-11,459	-19,000	0
-5,463	Mansion House - Service charges fixed	-5,370	-5,463	-5,370	0
-2,150	Old Boathouse - Licence to occupy	-2,200	879	-2,200	0
-3,799	Mansion House insurance recovered	-5,600	0	-11,914	-6,314
-11,615	Mansion House Flat 1 Rent	-10,740	-5,370	-10,740	0
-1,505	NJMC service charges	-1,320	0	-1,320	0
-7,635	Hire charges	-8,000	-368	-368	7,632
-9,716	Staff property rent	-9,720	-4,048	-9,720	0
-17,901	Nursery Lodge rental income	-18,000	-9,000	-18,000	0
-2,307	Nursery Lodge insurance recovered	-1,120	0	-1,120	0
-1,239	Interest on balances	-1,920	0	-1,920	0
-192,072	Sub-Total	-195,190	-93,807	-194,810	380
218,885	Net Expenditure	206,860	-7,184	218,597	11,737
	Precepts:				
-101,400	Precept to be levied on EEBC	-103,430	-103,430	-103,430	0
-101,400	Precept to be levied on LB Sutton	-103,430	0	-103,430	0
-202,800	Sub-Total	-206,860	-103,430	-206,860	-
16,085	Surplus (-) / Deficit in Year	0	-110,614	11,737	11,737
-					
101,386	Balance b/fwd. 1 April	85,301		85,301	
85,301	Balance c/fwd. 31 March	85,301		73,564	

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EXCLUSION OF PRESS AND PUBLIC

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