

**Cobtree Manor Park Visitor Centre/Café Update. January
2018**

Final Decision-Maker	Cobtree Manor Estate Charity Committee
Lead Head of Service/Lead Director	Head of Regeneration and Economic Development
Lead Officer and Report Author	Jason Taylor – Leisure Manager
Classification	Public
Wards affected	Boxley

Executive Summary

The information in the report is to update the committee on the performance of the Cobtree Manor Park Visitor Centre/Cafe as agreed at the Committee on 3rd August 2016 meeting.

This report makes the following recommendations to this Committee:

1. That it notes the contents of this Visitor Centre/Café Update

Timetable

Meeting	Date
Cobtree Manor Estate Charity Committee	25 th January 2018

Cobtree Manor Park Visitor Centre/Café Update. January 2018

1. INTRODUCTION AND BACKGROUND

1.1 The Cobtree Manor Visitor Centre/ Café first opened in August 2015.

1.2 This will be the last update on the café operations as the café will be operated by an external operator.

1.3 Below is a breakdown of the month on month café/ visitor centre costs and income from when the facility opened to the current time.

	Salaries	Agency	Staff Total	Cater Prov	Staff+Prov	Av. Servs	Total Costs	Sales	Outcome
Aug-15	2392	5719	8111	4709	12820	2844	15664	-13591	2073
Sep-15	3822	6485	10307	6562	16869	2844	19713	-16349	3364
Oct-15	3179	9883	13062	8766	21828	2844	24672	-18972	5700
Nov-15	2768	7725	10493	8471	18964	2844	21808	-8729	13079
Dec-15	3159	7779	10938	3949	14887	2844	17731	-9730	8001
Jan-16	2205	6344	8549	1314	9863	2844	12707	-8367	4340
Feb-16	3584	7727	11311	5029	16340	2844	19184	-12392	6792
Mar-16	6064	5191	11255	2625	13880	2844	16724	-14082	2642
	27173	56853	84026	41425	125451	22752	148203	-102212	45991
Apr-16	6185	5314	11499	8393	19892	3286	23178	-21027	2151
May-16	6403	4118	10521	6464	16985	3286	20271	-19805	466
Jun-16	8024	2403	10427	11493	21920	3286	25206	-19818	5388
Jul-16	9632	854	10486	11704	22190	3286	25476	-36492	-11016
Aug-16	10674	3526	14200	7535	21735	3286	25021	-32848	-7827
Sep-16	12667	2133	14800	17293	32093	3286	35379	-21179	14200
Oct-16	10672	453	11126	15058	26184	3286	29470	-21605	7864
Nov-16	9726	47	9773	10162	19935	3286	23221	-10942	12279
Dec-16	7287	0	7287	3081	10368	3286	13654	-11888	1766
Jan-17	10828	0	10828	1151	11979	3286	15265	-10100	5165
Feb-17	6303	0	6303	5894	12197	3286	15483	-13935	1548
Mar-17	8424	0	8424	5171	13395	3286	16881	-14485	2396
	106826	18849	125674	103399	229073	39432	268505	-234124	34381
Apr-17	11498	0	11498	14595	26093	2389	28482	34384	-5902
May-17	7837	389	8226	8950	17176	2389	19565	22599	-3034
Jun-17	7881	118	7999	8237	16236	2389	18625	21724	-3099
Jul-17	9763	0	9763	8591	18354	2389	20743	27467	-6724
Aug-17	12952	210	13162	17595	30757	2389	33146	42536	-9390
Sep-17	7009	0	7009	7171	14180	2389	16569	18454	-4574
Oct-17	9246	0	9246	7884	17130	2389	19519	20747	-1228
Nov-17	4751	0	4751	3488	8239	2389	10628	11023	-395
Dec-17	4780	0	4780	3010	7790	2389	10179	8429	1750*
	75717	717	76434	79521	155955	21501	177456	207363	-34346

*December 2017 figures still to be reconciled with Agresso

1.4 For clarity, in the right hand outcome column of the table, positive figures are shown in black and negative figures in red.

1.5 Business has slowed down considerably, as expected, during November and December. This is purely due to reduced visitors to the park, poor weather

and shorter opening hours. December was the first month that the business has operated at a loss in this financial year.

1.6 Staffing levels continue to be kept to a minimum.

Café Contractor

1.7 As the Committee is aware, the catering operation at Cobtree Manor Park is being externalised to DA GT, along with Mote Park and Maidstone Museum Cafes.

1.8 Unfortunately the proposed handover date of October 31st 2017 was delayed due to legal documents not being exchanged in time.

1.9 It is hoped that the handover of all three of the cafes will take place by the end of this month (January)

1.10 Regular meetings with the staff at all of the cafes have continued to take place to ensure they are kept updated of progress.

1.11 DA GT the incoming contractor have indicated that a larger 3 phase electricity supply would be needed for then to carry out the improvements that they wish to do to the kitchen and servery. The cost of these works would be £23,600. Currently discussions are taking place on this matter with DA GT, but if CMET were to pay for these works, it is proposed to recoup any costs over the 5 years of the contract through an increase in rent.

2. AVAILABLE OPTIONS

2.1 The committee could choose not to note the information contained in this reports, however the committee has requested regular updates on the Café Visitor Centre performance

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 It is recommended that the information in this report regarding the performance of the Café/ Visitor Centre is noted.

4. RISK

4.1 This report is presented for information only and has no risk management implications.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 The committee has previously resolved to receive regular updates on performance of the Café/ Visitor Centre.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

Any comments from the Committee will be passed on to the relevant parties.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The work of the charity links directly to its charitable objects and the corporate priorities of the Council.	Head of Regeneration and Economic Development
Risk Management	Risks to running the estate are dealt with in the annual Estate Risk Management Report.	Head of Regeneration and Economic Development
Financial	Financial risks are considered in the ongoing finance updates.	Head of Regeneration and Economic Development

8. REPORT APPENDICES

- None
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9. BACKGROUND PAPERS

None