

Cobtree Manor Estate

Trustee's Report and Financial Statements

For the Year Ended 31 March 2024

Cobtree Manor Estate

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Cobtree Manor Estate

**Reference and Administrative Details of the Charity, its Trustees and Advisers
For the Year Ended 31 March 2024**

Trustee	Maidstone Borough Council There are no individual trustees. All elected members of the Maidstone Borough Council perform duties of trustees but are not trustees in their own right. A full list of members is available on request.
Charity registered number	283617
Principal office	Maidstone Borough Council Maidstone House King Street Maidstone Kent ME15 6JQ
Independent auditors	UHY Hacker Young Chartered Accountants Statutory Auditors Thames House, Roman Square Sittingbourne Kent ME10 4BJ
Bankers	All funds are managed by Maidstone Borough Council at: Lloyds Bank plc, City Office Bailey Drive Gillingham Kent ME5 0LS
Solicitors	Head of Legal Partnership Mid-Kent Legal Services Maidstone Borough Council Maidstone House Maidstone Kent ME15 6JQ

Cobtree Manor Estate

Trustee's Report

For the Year Ended 31 March 2024

The Maidstone Borough Council acting as Corporate Trustee to the registered Charity known as "Cobtree Manor Estate" presents its annual report in relation to the financial year ending 31 March 2024.

Trustees

The trustee who served during the year is shown on the information page.

OBJECTIVES AND ACTIVITIES

Governing Object

The governing object of the Charity remains that defined in the lease of the Cobtree Estate dated 13 July 1971 between the Cobtree Charity Trust Limited (the lessor) and the Maidstone Borough Council (the lessee). The governing object is stated as:

"To hold Cobtree Manor and Cobtree Manor Estate for the benefit of the inhabitants of Maidstone and other members of the general public in one or other or all of the following ways:

- i) By maintaining the Cobtree Manor Estate as an open space as defined by the Open Spaces Act 1906 and if the lessees think fit providing thereat facilities for organised games and other sports".
- ii) With the consent of ...[the Cobtree Charity Trust Limited and the Kent County Council]... in such other way for the benefit of the inhabitants of Maidstone and other members of the general public as the Council shall from time to time think appropriate."

Object of the Charity

The late Sir Garrard Tyrwhitt-Drake bequeathed his former estate to the Cobtree Charity Trust Limited and set down in the codicils to his Will requirements for its future use. In seeking to interpret these, sometimes conflicting, codicils the Maidstone Borough Council and Cobtree Charity Trust Limited agreed that the Estate in its entirety, and the intended charitable objects, should be leased to and governed by, the Maidstone Borough Council.

The Maidstone Borough Council, as Corporate Trustee to the Charity, has determined and regularly reviews a series of policies to guide the actions of its Members and employees in fulfilling the governing object of the Charity.

Members of the Cobtree Manor Estate Charity Committee manage all aspects of the Charity on behalf of the Council. Informal liaison continues with the Trustees to the Cobtree Charity Trust Limited, particularly with regard to considering potential developments. Members of the Cobtree Charity Trust Limited are invited to attend the meetings of the Cobtree Manor Estate Charity Committee.

ACHIEVEMENTS AND PERFORMANCE

Organisation of the Charity

The Trustee to the Registered Charity known as the Cobtree Manor Estate remains the Corporate Body of the Maidstone Borough Council. How the functions of the Corporate Trustee are implemented is reiterated in the section above.

All individual elected Members to the Maidstone Borough Council are instructed to perform any duties and responsibilities they have in relation to the charity as though they were acting as individual trustees; albeit that they are not individual trustees in Charity Law. All elected Members and Officers of the Council are reminded of the Council's obligations to the Charity and how these need to be considered quite separately from the normal duties of the Council acting as the Local Authority. An A to Z "aid memoir" is made available to all Members and Officers via the Council's internal intranet site.

Under the terms of the lease upon which the Charity holds the Cobtree Manor Estate, and in the specified circumstances, the Council continues to liaise with both the freehold owner of the Estate, the Cobtree Charity Trust Limited, and the Kent County Council.

Advice to Trustees

The advice for trustees published by the Charity Commission is given to new members of the charity committee and new guidance is notified and made available to them as it is received from the Commission. Committee members have free access to all members of staff to ensure that they can be fully aware of the special considerations, activities and implications of, and for, the charity.

Cobtree Manor Estate

Trustee's Report

For the Year Ended 31 March 2024

Activities

The following paragraphs are included to demonstrate how the Charity is meeting its obligation to provide a public benefit. The primary activities of the Charity are to manage and maintain three facilities to which the general public have access:

- the Cobtree Manor Park – which is a parkland environment with woodland and meadows containing a wide variety of trees and shrubs and which is freely accessible to the general public, and
- the Cobtree Manor Park Golf Course - which is a pay and play facility accessible to all, and
- Kent Life – a farm heritage attraction, including a collection of historic artefacts, which is open to the public either on a pay on entry or through an annual membership fee.

Cobtree Golf Course

The number of rounds played at the Cobtree Golf course over the past ten years has been as follows:

Year	Rounds Played
2014/2015	37,482
2015/2016	39,927
2016/2017	40,593
2017/2018	35,972
2018/2019	36,808
2019/2020	26,006
2020/2021	27,281
2021/2022	38,500
2022/2023	30,430
2023/2024	23,315*

* data for August 2023 and September 2023 is missing. Copying this data from 2022 gives an annual total for 2023/2024 of 30,757, which is slightly higher than 2022/2023.

Despite sound day-to-day management of the venue, the operator at Cobtree Golf Course was unable to meet its long-term commitments with capital investment and projected rents. The Charity took steps to terminate the contract with this operator and a new operator took over operation of the golf course in October 2023. The new operator has a good track record and has brought certainty and sustainable operations to the golf course.

In the first 12 months of the new operator's tenure they achieved 41,099 rounds which is higher than any of the annual totals shown in the table above. The new operator's investment and focus will see this trend continue and the increased customer numbers will translate into turnover rent returns to the Charity.

Cobtree Manor Park

The park was awarded a Green Flag Award for 2023/2024.

Park visitor numbers have reduced for the third year in a row following the peak visitor numbers that were seen in 2020/2021 during the height of the Covid-19 pandemic. Despite this, the park continues to be very popular with residents and families.

Car park income totalled £94,652 for 2023/2024 Financial Year which was 13% down on 2022/2023, continuing the downwards trend seen since 2020/21. The park café building has been refurbished and the new café's offer is improved compared to what went before. This will help ensure visitor numbers do not fall further, as will investment into the children's play area.

Outdoor theatre returned in the summer of 2023, delivered by partners at the Hazlitt Theatre. After a successful launch at Cobtree Manor Park, the Hazlitt team now run the outdoor shows across Maidstone at 10 different venues, all priced reasonably so that local families can access live theatre in their home town. In summer 2023 Cobtree was a key venue in the summer tour of Treasure Island.

Kent Life

Kent Life continues to deliver its annual calendar of days out and events and is now an all-year-round venue. It has installed an events marquee on site which has helped increase patronage at its in-house events and has added to the wedding experience of those guests who book the site for their own events.

Cobtree Manor Estate

Trustee's Report

For the Year Ended 31 March 2024

Additional Volunteer Help and Intangible Income

Cobtree Manor Park has hosted some corporate volunteering days for local companies and some volunteer days organised by our partners the Medway Valley Countryside Partnership.

Review of Public Benefit

The Trustee continues to consider and ensure that the Charity meets its requirement to comply with the test of public benefit. The Cobtree Manor Park remains freely accessible to the general public and the pay and play golf course is accessible to all those who wish to take advantage of its facilities at reasonable cost, whilst Kent Life provides a varied family day out for a reasonable fee.

Related Party Disclosure

The Maidstone Borough Council is the Corporate Trustee of the Charity. In addition the Council itself owns part of the land upon which the Cobtree Manor Park Golf Course is built. The accounting arrangements between the Council and the Charity are that the Council is responsible for all receipts and payments for both the golf course and the Cobtree Manor Park. At the end of each financial year the total net operating surplus or deficit of the Manor Park is transferred to the Charity accounts. For the golf course 7/9ths of the total net operating surplus or deficit is transferred to the Charity accounts, reflecting the split of land ownership. The remaining 2/9ths are shown in the accounts of the Council.

The Council also employs a Manager who jointly manages Mote Park and the Manor Park. A park ranger employed by the council is assigned to the Manor Park also. These posts exist as part of a service level agreement for parks and open spaces management of Cobtree Manor Park, the total cost of which is shown in the Charity accounts under the arrangements specified above. When required, additional labour for covering ranger holiday and some weekends in the summer season is also paid for by the Charity.

Other officers of the Council are engaged from time to time in duties specifically related to the operation and management of the Estate. They are not part of the aforementioned service level agreement, and their time and associated costs are apportioned accordingly to the Cobtree accounts.

FINANCIAL REVIEW

Financial Review and Investment Policy

Total income for the year amounted to £478k, a slight reduction on total income of £483k in the previous year.

Within the total, income from charitable activities fell £39k compared to 2022/23, with a decline in car park income and golf club revenue. In part the golf club revenue has reduced following the change of operator from October 2023; the different nature of the new contract means income from 1 October 2023 is recognised as investment income, and is shown as rental income in note 6.

Charitable costs rose to £508k from £464k in the prior year.

Before gains reported on investments this meant the result for the year was a deficit of £30k (2023: surplus of £19k). The £15k loss on investments (2023: loss of £54k) brings net expenditure for the year per the SoFA to £45k (2023: net expenditure of £35k). The loss on investments represents the movement in the year on the charity's listed investment securities, as shown in note 15.

The final movement in funds for the year relates to fixed asset revaluations. The carrying value of the fixed assets has been decreased by £43k to reflect the latest valuations. The overall movement in funds was therefore a reduction of £88k (2023: £310k).

The net surplus generated as per the Statement of Financial Accounts continued to be used to complete the repayment of debt due to the Maidstone Borough Council.

Interest due to the Charity in respect of the permanent endowment held on the Charity's behalf by the Borough Council is included as part of the unrestricted income.

The Balance sheet shows net assets at 31 March 2024 of £4.18m. Much of this value is related to the charity's tangible fixed assets and other investments held in endowment funds, which comprise £3.67m of the total. The remaining funds sit as unrestricted free reserves of £465k and restricted funds of £46k.

Cobtree Manor Estate

Trustee's Report

For the Year Ended 31 March 2024

Reserves Policy

Restricted reserves are maintained in respect of the permanent endowment funds.

Risk Management

The Trustee continues to review the business and operational risks which the Charity faces, and identifies where appropriate steps to minimise the impact of any identified risks. All contractors working on the Estate are also required to undertake risk assessments appropriate to their activities.

PLANS FOR FUTURE PERIODS

The Trustee has now implemented the master plan for the Cobtree Manor Park and has used reserve funds for its implementation, with the permission of the Charity Commission, which will gradually be re-paid. In future a master plan for the estate as a whole will need to be devised.

TRUSTEE'S RESPONSIBILITIES

The Trustee is responsible for preparing the financial statements in accordance with applicable law and the United Kingdom Generally Accepted Accounting Practice.

Law applicable to charities in England and Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing these statements the Trustee is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern unless it is inappropriate to presume that the Charity will continue in business.

The Trustee has overall responsibility for ensuring that the Charity has appropriate systems of controls, financial and otherwise. It is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustee and signed on its behalf by



Councillor Simon Wales
Chairman of the Cobtree Manor Estate Charity Committee

Date: 22/01/25

Independent Auditors' Report to the Members of Cobtree Manor Estate

Opinion

We have audited the financial statements of Cobtree Manor Estate (the 'charity') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustee are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditors' Report to the Members of Cobtree Manor Estate (continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustee's Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the trustee

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intends to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

How the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- we identified the laws and regulations applicable to the charity through discussions with management, and from our commercial knowledge and experience of the charity and not-for-profit sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the accounts or the operations of the charity, including the Charities Act 2011;
- identified laws and regulations were communicated within the audit team and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's accounts to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

Independent Auditors' Report to the Members of Cobtree Manor Estate (continued)

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. As a result there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the charity's Trustee in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its Trustee, for our audit work, for this report, or for the opinions we have formed.

UHY Hacker Young
Chartered Accountants
Statutory Auditors
Thames House, Roman Square
Sittingbourne
Kent
ME10 4BJ

Date: 23 January 2025

UHY Hacker Young are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

Cobtree Manor Estate

**Statement of financial activities
For the Year Ended 31 March 2024**

		Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	<i>As restated Total funds 2023 £</i>
	Note					
Income and endowments from:						
Donations and legacies	4	-	32,754	-	32,754	30,000
Charitable activities	5	296,585	-	-	296,585	335,884
Other trading activities	6	87,010	-	-	87,010	63,763
Investments	7	62,144	-	-	62,144	53,681
Total income and endowments		445,739	32,754	-	478,493	483,328
Expenditure on:						
Charitable activities	8	357,381	74,554	76,547	508,482	464,386
Total expenditure		357,381	74,554	76,547	508,482	464,386
Net income/(expenditure) before net losses on investments		88,358	(41,800)	(76,547)	(29,989)	18,942
Net losses on investments	15	-	-	(15,186)	(15,186)	(54,117)
Net income/(expenditure)		88,358	(41,800)	(91,733)	(45,175)	(35,175)
Transfers between funds	20	(68,528)	68,528	-	-	-
Net movement in funds before other recognised gains/(losses)		19,830	26,728	(91,733)	(45,175)	(35,175)
Other recognised gains/(losses):						
Losses on revaluation of fixed assets	14	-	-	(42,500)	(42,500)	(274,999)
Net movement in funds		19,830	26,728	(134,233)	(87,675)	(310,174)
Reconciliation of funds:						
Total funds brought forward		445,376	19,599	3,805,987	4,270,962	4,581,136
Net movement in funds		19,830	26,728	(134,233)	(87,675)	(310,174)
Total funds carried forward		465,206	46,327	3,671,754	4,183,287	4,270,962

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 11 to 25 form part of these financial statements.

Cobtree Manor Estate

Balance Sheet
As at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	2,054,000	2,176,722
Investments	15	816,240	831,426
Investment property	14	925,000	967,500
		<hr/>	<hr/>
		3,795,240	3,975,648
Current assets			
Debtors	16	238,488	253,258
Cash at bank and in hand		339,298	250,755
		<hr/>	<hr/>
		577,786	504,013
Creditors: amounts falling due within one year	17	(189,739)	(140,172)
		<hr/>	<hr/>
Net current assets		388,047	363,841
		<hr/>	<hr/>
Total assets less current liabilities		4,183,287	4,339,489
Creditors: amounts falling due after more than one year	18	-	(68,527)
		<hr/>	<hr/>
Total net assets		4,183,287	4,270,962
		<hr/>	<hr/>
Charity funds			
Endowment funds	20	3,671,754	3,805,987
Restricted funds	20	46,327	19,599
Unrestricted funds	20	465,206	445,376
		<hr/>	<hr/>
Total funds		4,183,287	4,270,962
		<hr/>	<hr/>

The financial statements were approved and authorised for issue by the Trustee and signed on their behalf by:



Councillor Simon Wales

Chairman of the Cobtree Manor Estate Charity Committee

Date: 22/01/25

The notes on pages 11 to 25 form part of these financial statements.

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

1. General information

Cobtree Manor Estate is an unincorporated charity with the charity number 283617.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) (second edition) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Cobtree Manor Estate meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The Trustee assesses whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charitable company to continue as a going concern.

The trustee makes this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements.

Conclusion

Prudent revised forecasts have been prepared for the coming year, taking the above into account, and using the assumption that the charity will be able to continue providing services even in the event of any future lockdown periods.

Taking the above into account the Trustee has concluded there are no material uncertainties about the charity's ability to continue as a going concern and that it remains appropriate to continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Lease incentives granted, such as rent-free periods, are accounted for as an integral part of the lease arrangement. The total lease income is on a straight-line basis over the lease term, including the rent-free period.

Income tax recoverable in relation to donations received under Gift Aid when the charity has established entitlement to the donation, it is probable that the income will be received, and the amount can be reliably measured. This typically occurs when a valid Gift Aid declaration has been obtained. If the Gift Aid claim is submitted, or the income received after the reporting date, but the entitlement existed at the reporting date, the income is accrued in the financial statements of the period in which the donation was received.

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

2. Accounting policies (continued)

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

Expenditure is shown inclusive of any irrecoverable VAT. Any VAT irrecoverable as a result of partial exemption calculations is shown in note 8.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Intangible assets and amortisation

Material intangible assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably. Intangible assets are initially recognised at cost and are subsequently measured at cost net of amortisation and any provision for impairment.

Amortisation is provided on the following basis:

Website development	- 25 % straight line
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2.7 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost or valuation, net of depreciation and any provision for impairment.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Long-term leasehold property	- 0 - 12.5% on cost
Motor vehicles	- 20% on cost
Fixtures and fittings	- 10% on cost

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Long-term leasehold property includes Cobtree Manor Park Golf Course, Kent Life Museum and Cobtree Manor Park Visitor centre. As disclosed in note 13 these are held under a 999 year lease. No depreciation is charged on these assets on the basis that they are revalued annually.

Leasehold property also includes, at cost, improvements at the Cobtree Play Area and to the car park at Cobtree Manor Park. These assets are depreciated over their deemed useful lives.

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

2. Accounting policies (continued)

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at their fair value at the Balance sheet date for investment properties and closing quoted market price for other listed investments.

All gains and losses are taken to the Statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Investment properties are measured at fair value at each reporting date with changes in fair value recognised in 'gains on revaluation of fixed assets' and added to the endowment fund to which they relate.

2.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustee in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

Property valuations

Long-term leasehold properties and investment properties are subject to annual revaluations. The valuations used for this year's financial statements are based on professional valuations conducted by a firm of chartered surveyors in March 2024.

Cobtree Manor Park Golf Course income

The charity reflects 7/9ths of the net operating surplus received from Cobtree Manor Park Golf Course, with the remaining 2/9ths recorded by Maidstone Borough Council, reflecting the split of land ownership.

A new operator took over the running of the Golf Course from 1 October 2023, and under this new arrangement the charity and Council will share the gross rental income using the same 7/9ths : 2/9ths split.

An initial rent-free period has been granted as part of the new lease arrangement. This has been allocated on a straight-line basis over the total lease term to reflect the substance of the lease arrangement and to ensure income is recognised evenly over the period of benefit to the tenant.

Cobtree Manor Estate

Notes to the Financial Statements For the Year Ended 31 March 2024

3. Critical accounting estimates and areas of judgment (continued)

The lease arrangement also contains provisions which mean future rent will vary according to turnover generated at the Golf Course, and consequently management have had to exercise judgement in how to calculate the minimum lease payments that will fall due. Since the element linked to future turnover is contingent on unknown future income this has not been included in the initial straight-line calculations.

4. Income from donations and legacies

	Restricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Will Trust income	32,754	32,754	30,000
	<hr/>	<hr/>	<hr/>
<i>Analysis of 2023 total by fund</i>	<hr/> 30,000 <hr/>	<hr/> 30,000 <hr/>	

5. Income from charitable activities

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Golf club revenue	89,554	89,554	135,249
Cafe income	14,364	14,364	20,999
Car park income	94,652	94,652	108,832
Kent Life income	73,133	73,133	70,734
Other income	24,882	24,882	70
	<hr/> 296,585 <hr/>	<hr/> 296,585 <hr/>	<hr/> 335,884 <hr/>
<i>Analysis of 2023 total by fund</i>	<hr/> 335,884 <hr/>	<hr/> 335,884 <hr/>	

Cobtree Manor Estate

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

6. Income from other trading activities**Income from non charitable trading activities**

	Unrestricted funds 2024 £	Total funds 2024 £	<i>Total funds 2023 £</i>
Rental income	87,010	87,010	63,763
	<hr/>	<hr/>	<hr/>
<i>Analysis of 2023 total by fund</i>	63,763	63,763	
	<hr/>	<hr/>	

7. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £	<i>As restated Total funds 2023 £</i>
Bank interest	13,935	13,935	6,873
Investment income	48,209	48,209	46,808
	<hr/>	<hr/>	<hr/>
	62,144	62,144	53,681
	<hr/>	<hr/>	<hr/>
<i>Analysis of 2023 total by fund</i>	53,681	53,681	
	<hr/>	<hr/>	

The prior year has been restated to include bank interest that was incorrectly set against expenditure.

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

8. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	<i>As restated Total 2023 £</i>
Charitable activities	357,381	74,554	76,547	508,482	464,386
<i>Analysis of 2023 total</i>	307,068	80,771	76,547	464,386	

Summary by expenditure type

	Depreciation 2024 £	Other costs 2024 £	Total 2024 £	<i>As restated Total 2023 £</i>
Charitable activities	122,722	385,760	508,482	464,386
<i>Analysis of 2023 total</i>	122,722	341,664	464,386	

The prior year has been restated to move bank interest receivable that was incorrectly set against expenditure in this note investment income in note 6.

9. Analysis of expenditure by activities

	Direct costs 2024 £	Total funds 2024 £	<i>As restated Total funds 2023 £</i>
Charitable activities	508,482	508,482	464,386
<i>Analysis of 2023 total</i>	464,386	464,386	

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2024 £	<i>As restated Total funds 2023 £</i>
Parks & open spaces	123,393	121,370
Depreciation	122,722	122,722
Repairs and maintenance	61,198	18,665
Staff recharges	76,610	74,615
Grounds maintenance	4,950	5,969
Rent and rates	307	1,360
Heat and light	7,761	14,213
Insurance	9,569	13,431
Cleaning	8,560	8,976
Legal and professional fees	42,579	13,600
Other fees and services	23,076	22,350
Equipment hire and maintenance	18,622	4,167
Bad debt write off	5,993	12,736
Parks and open spaces	3,142	12,113
Irrecoverable VAT	-	18,099
	508,482	464,386

The prior year has been restated to move bank interest receivable that was incorrectly set against expenditure, within other fees and services, in this note to investment income in note 6. Some further reclassifications have been made between expenditure rows in this note.

10. Auditors' remuneration

	2024 £	2023 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	6,620	6,365

Cobtree Manor Estate

Notes to the Financial Statements For the Year Ended 31 March 2024

11. Trustee's remuneration and expenses

During the year, the Trustee did not receive any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

12. Intangible assets

	Website development £
Cost	
At 1 April 2023	50,000
At 31 March 2024	50,000
Amortisation	
At 1 April 2023	50,000
At 31 March 2024	50,000
Net book value	
At 31 March 2024	-
At 31 March 2023	-

Notes to the Financial Statements
For the Year Ended 31 March 2024

13. Tangible fixed assets

	Long-term leasehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 April 2023	2,622,512	8,323	58,523	2,689,358
At 31 March 2024	2,622,512	8,323	58,523	2,689,358
Depreciation				
At 1 April 2023	460,820	4,993	46,823	512,636
Charge for the year	115,205	1,664	5,853	122,722
At 31 March 2024	576,025	6,657	52,676	635,358
Net book value				
At 31 March 2024	2,046,487	1,666	5,847	2,054,000
At 31 March 2023	2,161,692	3,330	11,700	2,176,722

The estate is held under a 999 year lease which is due to expire in 2970. The long leasehold land and buildings are used solely for direct charitable purposes and form part of the permanent endowment of the Charity.

All properties are revalued annually by a professional firm of chartered surveyors periodically, using a 'market approach'. The last valuation took place in March 2024.

The carrying amount under the cost model of the assets which have been revalued would have been £1,673,127 (2023 - £1,673,127).

14. Investment property

	Long term leasehold investment property £
Valuation	
At 1 April 2023	967,500
Surplus/(deficit) on revaluation	(42,500)
At 31 March 2024	925,000

The investment properties are held to generate a rental income stream for the Charity. All investment properties are revalued by a professional firm of chartered surveyors on an annual cycle (subject to existing tenancies where appropriate). A valuation took place in March 2024.

Cobtree Manor Estate

Notes to the Financial Statements For the Year Ended 31 March 2024

14. Investment property (continued)

One exception to this is the Tyland Farm property which is carried at £Nil value on an EUV basis. This property is currently let, with a peppercorn rent, on a 125 year lease ending in 2117. No readily available market value was available for this property at 31 March 2024 and hence the EUV basis is deemed to be the most appropriate basis available without undue cost to the Charity.

15. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2023	831,426
Revaluations	(15,186)
	<hr/>
At 31 March 2024	816,240
	<hr/> <hr/>
Net book value	
At 31 March 2024	816,240
	<hr/>
At 31 March 2023	831,426
	<hr/> <hr/>

Material investments

The above listed investments are fully invested in the M&G Charifund, which qualifies as an alternative investment fund.

Risk profile

The fund invests mainly in the shares of UK listed dividend paying companies, and a portion of the fund is also invested in the shares of dividend paying companies listed overseas. It is, therefore, subject to the price volatility of the UK and overseas stockmarkets and the performance of individual companies. The fund may also be subject to fluctuations in currency exchange rates.

The fund's focus is on good quality companies with attractive dividend growth prospects. Dividend distributions from the fund's holdings however are not guaranteed and may vary. Diversification across industries and market capitalisation is key in managing liquidity risk and reducing market risk. The fund's risks are measured and managed by M&G as an integral part of the investment process.

16. Debtors

	2024 £	2023 £
Trade debtors	143,888	189,234
Other debtors	24,098	1,678
Prepayments and accrued income	70,502	62,346
	<hr/>	<hr/>
	238,488	253,258
	<hr/> <hr/>	<hr/> <hr/>

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

17. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	14,170	1,434
Amount owed to Maidstone Borough Council	68,527	66,505
Other creditors	107,042	72,233
	<u>189,739</u>	<u>140,172</u>

A formal repayment agreement was established with Maidstone Borough Council for the charity to repay the money loaned by the Council in respect of capital expenditure in respect of the improvement to Cobtree Manor Park car park.

Repayments began from 1 April 2019 once the work was complete, and interest is payable at a rate of 3% (Public Works Loan Board rate 2% plus 1%). The balance owing to the Council in respect of the car park loan at 31 March 2024 was £68,527 (2023 - £135,032 - of which £68,527 was disclosed as falling due after more than one).

18. Creditors: Amounts falling due after more than one year

	2024 £	2023 £
Amount owed to Maidstone Borough Council	-	68,527

See narrative at the end of note 17 explaining the balance owed to the Council.

19. Financial instruments

	2024 £	2023 £
Financial assets		
Financial assets measured at fair value through income and expenditure	<u>816,240</u>	<u>831,426</u>

Financial assets measured at fair value through income and expenditure comprise listed investments.

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

20. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 March 2024 £
Unrestricted funds						
General funds	445,376	445,739	(357,381)	(68,528)	-	465,206
Endowment funds						
Endowment capital funds	3,805,987	-	(76,547)	-	(57,686)	3,671,754
Restricted funds						
Will Trust	-	32,754	(32,754)	-	-	-
Cobtree Manor Park car park	154,631	-	(38,658)	-	-	115,973
MBC car park loan	(135,032)	-	(3,142)	68,528	-	(69,646)
	19,599	32,754	(74,554)	68,528	-	46,327
Total of funds	4,270,962	478,493	(508,482)	-	(57,686)	4,183,287

Unrestricted Funds

These comprise funds that the Trustee is free to use in accordance with the charitable objects.

Restricted Funds

The Will Trust Fund, the income from which is used to maintain the rural park. The assets of this fund are held by Cobtree Charity Trust Limited, a separate entity.

Cobtree Manor Park car park and associated loan from MBC - this represents the net book value of the car park and the amount of the outstanding associated loan.

Permanent Endowment Capital Fund

The permanent endowment capital fund comprises the long-term fixed assets of the charity, being the long-leasehold land and buildings, investment properties and the portfolio of listed investments as detailed in notes 13, 14, and 15.

Notes to the Financial Statements For the Year Ended 31 March 2024

20. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2022</i> £	<i>As restated Income</i> £	<i>As restated Expenditure</i> £	<i>Transfers in/out</i> £	<i>Gains/ (Losses)</i> £	<i>Balance at 31 March 2023</i> £
Unrestricted funds						
General funds	438,410	453,328	(307,068)	(139,294)	-	445,376
Endowment capital funds						
Endowment capital funds	4,211,650	-	(76,547)	-	(329,116)	3,805,987
Restricted funds						
Will Trust	-	30,000	(30,000)	-	-	-
Cobtree Manor Park car park	193,289	-	(38,658)	-	-	154,631
MBC car park loan	(262,213)	-	(12,113)	139,294	-	(135,032)
	(68,924)	30,000	(80,771)	139,294	-	19,599
Total of funds	4,581,136	483,328	(464,386)	-	(329,116)	4,270,962

21. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £
Tangible fixed assets	7,513	115,973	1,930,514	2,054,000
Fixed asset investments	-	-	816,240	816,240
Investment property	-	-	925,000	925,000
Current assets	577,786	-	-	577,786
Creditors due within one year	(120,093)	(69,646)	-	(189,739)
Total	465,206	46,327	3,671,754	4,183,287

The restricted creditor balances relate to balances owed to the corporate trustee, Maidstone Borough Council, in respect of funds provided during 2018-19 to fund the new car park works that have been capitalised as tangible fixed asset additions. It is a requirement of the repayment agreement for these amounts to be treated as and disclosed as a restricted balance in the annual accounts.

Cobtree Manor Estate

Notes to the Financial Statements For the Year Ended 31 March 2024

21. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Endowment funds 2023 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	15,030	154,631	2,007,061	2,176,722
Fixed asset investments	-	-	831,426	831,426
Investment property	-	-	967,500	967,500
Current assets	504,013	-	-	504,013
Creditors due within one year	(73,667)	(66,505)	-	(140,172)
Creditors due in more than one year	-	(68,527)	-	(68,527)
Total	445,376	19,599	3,805,987	4,270,962

22. Related party transactions

Maidstone Borough Council (MBC) is the Corporate Trustee of the Charity.

MBC owns part of the land upon which the golf course is built. The accounting arrangements between MBC and the charity are that MBC is responsible for all receipts and payments for both the golf course and the Manor Park. At the end of each financial year the income and expenditure relating to Cobtree Manor Estate is shown in the Charity's accounts.

For the golf course 7/9ths of the total revenue is transferred to the trust accounts, reflecting the split of land ownership. The remaining 2/9ths are shown in the accounts of the Council.

The Statement of Financial Activities includes income of £209,318 (2023 - £229,012) in relation to operating the estate in accordance with this arrangement, as broken down below.

	2024 £	2023 £
Golf club revenue	89,554	135,249
Will trust income	32,754	30,000
Rental income	87,010	63,763
	209,318	229,012

Expenditure reflected through the Statement of Financial Activities includes operating costs in relation to income streams above.

During the year MBC provided various other services to the Charity, which have been included within direct charitable expenditure. Total recharges of £206,768 (2023 - £206,267) were made for these services. This total comprises: Parks & Open Space - £123,393; staff recharges - £76,610; legal and professional fees - £4,788 and equipment hire and maintenance - £1,977.

At 31 March 2024, the Charity owed £68,527 (2023 - £135,032) to Maidstone Borough Council.

**Notes to the Financial Statements
For the Year Ended 31 March 2024**

23. Contingent asset

A legal claim has been initiated against the former operator of the golf club, seeking compensation for losses incurred in respect of unpaid dilapidations due at the cessation of the contract. The claim remains in progress as at the date of signing these financial statements. While the charity is confident in the strength of its case, the outcome and amount of any potential recovery cannot be reliably estimated at this stage. Consequently, no amount has been recognised in these accounts in respect of this claim, but the Trustee will continue to monitor its progress and consider any necessary adjustments in future reporting periods.

24. Controlling party

The Charity is under the control of the Corporate Trustee, Maidstone Borough Council.

25. Taxation

Cobtree Manor Estate is a registered charity and is therefore potentially exempt from taxation on its income and gains as the charity falls within the definition of a charitable trust as defined in Part 1, Schedule 6 of the Finance Act 2010. No tax charge has arisen during the year.

