

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

C/o Town Hall  
West Annexe  
Sankey Street  
Warrington  
WA1 1UH



# PARISH COUNCIL

Interim Clerk to the Council:  
Julian Joinson  
Tel/Fax: 01925 - 442112  
Email: [jjoinson@warrington.gov.uk](mailto:jjoinson@warrington.gov.uk)  
Web site: [www.winwick-parishcouncil.co.uk](http://www.winwick-parishcouncil.co.uk)

18 January 2017

**To: All Members of Winwick Parish Council**

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 24 January 2017 at 7.30 pm.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

- 1. Apologies for absence**
- 2. Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to give advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the meeting of the Parish Council held on 22 November 2016.

- 4. Updates on Issues from Previous Meeting(s)**
- 5. Question Time for Electors**
- 6. Written Motions Received**
- 7. Police / Community Issues**

**8. Correspondence / Planning Matters**

**9. Finance Officer's Report**

**10. Budget 2017/18**

**11. Winwick Traffic Management Scheme**

To consider feedback from the Borough Council second consultation process on the proposed Winwick Traffic Management Scheme.

**12. Consultation on the St Helens Local Plan 2018-2033 - Preferred Options**

To consider the St Helens Local Plan 2018-2033 - Preferred Options document. A link to the homepage for key documents is provided below:-

<https://www.sthelens.gov.uk/planning-building-control/planning-policy/local-plan/>

There are specific plans in relation to safeguarded housing land around Vulcan Village and employment allocation (former Green Belt land) at Parkside Colliery and Parkside Farm, which are situated close to the Parish's northern boundary. (see link to map below)

<https://www.sthelens.gov.uk/media/5081/policies-south-plan-300dpi.pdf>

The consultation is due to end at noon on Monday 30 January 2017.

**13. Mission and Values**

To consider a recommendation to Council from the Management Committee to adopt the Mission and Vision statement, a draft of which is attached.

**14. Publication Scheme**

To consider a report on the detailed publication scheme proposed for release onto the Council's website.

**15. Website**

A discussion on the Parish website.

**16. Reports from Parish Council Committees/Sub Committees**

- Management Committee – 10 January 2017;
- Grievance Committee – Nil; and
- Environment and Highways Committee – Nil

**17. Reports from Approved Outside Body Appointments**

- West Area Neighbourhood Board (Cllr S Gordon)
- Rights of Way Forum (Cllr M Matthews)
- Peel Hall Conservation Group (B Haskew-Jones – Winwick PC representative)
- Winwick Educational Foundation (vacancy)

**18. Ward Reports /Updates**

- Houghton Green Ward  
(Councillors Bennett, Friend, Matthews and Purnell)
- Peel Hall Ward  
(Councillors Gosney, Ward and Williams)
- Winwick Ward  
(Councillors Gordon, Iddon and Mitchell)

**19. Date and Time of Next Meeting – Tuesday, 28 February 2017, at 7.30pm**

**20. Chairman to move to Part 2**

**Part 2**

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Council may, by resolution, exclude the public (and press) from the following part of the meeting on the basis that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution (including the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees) and arising from the nature of that business or of the proceedings.

Nil

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

**Winwick Parish Council**  
**Minutes of a meeting held on 22 November 2016**

**Present:** Councillors M Matthews (Chairman), S Gordon, P Gosney, A Iddon, C Mitchell and R Purnell.

**WPC.80      Apologies for Absence**

Apologies for absence were received from Councillors L Bennett, G Friend, R Ward and D Williams.

**WPC.81      Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

**WPC.82      Minutes**

An amended version of the draft minutes had been made available at the meeting which substituted the words '2017/18' for '2016/17' at the Decision section of Minute WPC.174(10) – Budget 2017/18: Projects for Next Year.

Decision – That, the Minutes of the meeting held on 25 October 2016 be agreed and be signed by the Chairman as a correct record.

**WPC.83      Updates on Issues from Previous Meetings**

Members considered a schedule setting out an Action List/Referral Log from previous meetings.

In relation to Action 3 (Website), it was acknowledged that a number of items were not yet complete. A further discussion on the website would be held at the meeting in January 2017.

In respect of Action 30 (Traffic Consultation), the meeting with Mr Tune of Warrington Borough Council would now be held on Thursday 22 November 2016.

Decision – To note the updates provided in the Action List/Referral Log as at 22 November 2016.

**WPC.84      Question Time for Electors**

Electors raised a number of issues below, to which the following replies were given:-

- Could the Council confirm that the Publication Scheme and the Council's Mission Statement had not yet been posted on the website, as had been agreed in June 2016? Other parish council websites had much more information available. The Parish had also agreed to set up a Working Group to look at the website. The Elector raising the matter indicated that he would consider pursuing the lack of progress on the website further, particularly in view of its annual running costs.

*Response:* The Publication Scheme, as agreed in June 2016, was the statutory framework and should now have been posted on the website. This would be looked into and rectified if the document was not yet present. As the Scheme was a framework document, additional work needed to be carried out to include relevant information and signposting to other publicly available information. That detailed work had not yet been carried out. A Mission Statement was one of the documents that could be developed and included. In general there would only be a limited number of documents recorded in the Publication Scheme, as the Council, given its size and functions, did not have a large number of public facing policy documents. Information could be added, for example, about the Millennium Trust Fund, the Leisure Centre, Neighbourhood Plans and consultations. However, many issues discussed by the Parish Council were as a result of items raised by local electors, rather than from an overarching Council Strategy. The website had been inherited by the current administration and was outdated. The annual cost of the website provision was around £500. Members considered whether to switch to a new website provider, who might be more responsive to the Council's increasing digital needs. It was noted that the current contract did not expire until February 2017. Competitive quotes would need to be obtained for any new provider.

- Was the Council's website advertised?

*Response:* The website address was on all Council stationery, agendas and public notices, and could be located by any internet search engine, but it was not practical to advertise it by any other means. Various leaflets to residents in the past had included the website details. Public notice boards also provided a means of communication with the public for those who were not IT savvy.

- What was the status of the traffic management consultation as it did not appear as a formal scheme on the Borough Council's website, nor had it been advertised by any formal public notice?

*Response:* The consultation was a valid exercise and was part of early community engagement on the proposals. The draft scheme had been developed following long-standing complaints from residents and the MP. It had been drafted by Mark Tune, Traffic Management, Road Safety and Highway Adoptions Manager, and John Barnes, Traffic Management / Collision Investigation Officer, who were carrying out an informal consultation on its content. Any final proposals would require the implementation of a Traffic Regulation Order, for which formal notices would need to be published in the press and for which there would be a statutory period of consultation. The matter would normally appear before the Borough Council's Traffic Committee for a formal decision.

- Would members of the public see the detailed research in favour of the traffic management scheme? A minor incident at peak times often caused a major log jam. The objectives of the scheme were unclear - was it to increase

congestion or to reduce speeds? The resident was not against the proposals *per se*, but felt that more attention needed to be focused on the non-peak time traffic issues.

*Response:* Traffic modelling had been carried out by the Borough's officers and that had been displayed at earlier meetings. For example, an earlier proposal to place a roundabout at the junction of Myddleton Lane and Golborne Road had been demonstrated not to work. Part of the ideology behind the scheme was to cause a degree of congestion to encourage people to use an alternative route. Also, reducing speed often had the effect of improving traffic flow. Overall more than 80% of respondents had been in favour of the scheme. It might, however, be useful for the modelling to be shown again. It was remarked that the issue of possible restrictions for HGVs was still being discussed with St Helens Council.

- Could some lighting be provided for the Leisure Centre car park towards Rectory Lane, as that area was very poorly illuminated and a potential hazard?

*Response:* There was a motion-sensor activated spotlight on the side of the Leisure Centre which covered that area, however, it was acknowledged that the light did not illuminate the whole of the car park.

- A parent of a pupil at Winwick CE Primary School was promoting a petition for a crossing on Myddleton Lane, which would be submitted to Warrington Borough Council on 5 December 2016. A proposal document was circulated at the meeting. There had been a series of incidents earlier in the year, including: the lollipop man being knocked down; parents stopping traffic on the road to cross; cars overtaking stopped cars; cars being driven on the pavement; and elderly people and children struggling to cross. Helen Jones MP, Cheshire Constabulary, Warrington Guardian and Councillor Hans Mundry (Executive Board Member – Highways Transportation and Public Realm, Warrington Borough Council) were supportive of a crossing. Two adverts for a lollipop man had been published in the press and circulated locally, but there had been no interest shown. A long term solution was required to avoid the situation of a child being knocked down and killed. Would the Parish Council be willing to contribute to the provision of a crossing and/or lollipop man? Could a crossing be included in the proposed traffic management scheme? Would the Council place on record its support for a crossing, even if it was unable to subsidise it?

*Response:* Members asked if other solutions had been explored, such as parents undertaking a crossing supervisor role on a rota basis. Training was available from the Borough Council for volunteers. The issues described occurred at many schools in Warrington and to some extent were inevitable. The Parish Council could promote inclusion of a crossing in the Borough Council's overall traffic management scheme, but it might not meet the relevant criteria. The Council's budget was due to be considered elsewhere on the Agenda, but as a rough guide a £30k crossing would require a 25% increase in the parish precept (£15 on the current £60.69 charge for a Band D

property). However, there were other Budget pressures such as: the deficit carried forward from 2015/16; pensions; operation of the Leisure Centre; and the litter picking scheme. Overall there was some support for the aims of the petitioner and the Parish might be willing to make a financial contribution. The issue was not exclusively a school issue and a crossing might serve the broader community. It was pointed out, however, that a crossing might not necessarily prevent any accidents occurring.

Decision –

- (1) To note the questions from electors and responses provided;
- (2) To request the Clerk to check whether the Publication Scheme is available on the Parish's website;
- (3) To request the Council's Officers to consider the issue of lighting in the Leisure Centre car park towards Rectory Lane;
- (4) To support the petition for a crossing adjacent to Winwick CE Primary School and to request the Clerk to write to Councillor Hans Mundry, Warrington Borough Council to express the Parish Council's support and to enquire when a plan for a formal assessment of the suitability of a crossing will be produced and for an assessment of the costs of the works at that time.

**WPC.85      Written Motions Received**

There were no written motions received from Councillors.

**WPC.86      Police / Community Issues**

There were no updates from Cheshire Constabulary officers on this occasion.

Members were informed that there had been an incident of anti-social behavior and criminal damage outside the Leisure Centre recently, which the Police were currently investigating. The incident involved one particular individual and might be drugs related. It was likely that that individual would be excluded from the Leisure Centre area, including the Playing Fields.

Decision – To note the update report.

**WPC.87      Correspondence / Planning Matters**

The following items were reported:-

Correspondence

1. E-mail on behalf of Paul Hancock, Chief Fire Officer and Chief Executive, Cheshire Fire Authority, consulting town and parish councils on the draft

Integrated Risk Management Plan (IRMP) for the financial year 2017/18. The consultation process had commenced and would run until 3 January 2017 – 02/11/16

2. E-mail from Warrington Borough Council about a British Telecom (BT) consultation on their proposals to remove 39 public payphones from within the Borough. The proposed removals were based on low usage over a significant period of time and increased use of mobile phones. The consultation process had commenced and would close on 2 December 2016. The payphones affected in Winwick were as follows:-

- By (former) Hermit Inn, Golborne Road, Winwick, Warrington, WA2 8SN
- Myddleton Lane/Falcondale Road, Winwick, Warrington, WA2 8NB
- Golborne Road/Pilgrim Close, Winwick, Warrington, WA2 8TF
- Ballater Drive/Mill Lane, Houghton Green, Warrington, WA2 0SU

- 07/11/16

3. E-mail from Nicky Whittall, Operations Officer, Safety Central, Safety Central Project Team, Cheshire Fire and Rescue Service, seeking volunteers to help support and facilitate activities at their interactive safety and lifeskills education centre being developed in Lymm. The centre was aimed at parents of young children, key stage 2 pupils, key stage 3 students, community groups and carers and professionals and would provide programmes which promoted a wide range of safety messages – 08/11/16
4. E-mail from Keith Balmforth, Office Manager, John Holt Cancer Support Foundation, requesting an opportunity to give a presentation to Council Members to raise awareness of the charity – 08/11/16
5. E-mail from Jo Nugent, Senior Legal Assistant, Warrington Borough Council, enclosing traffic regulation order notices which were to be advertised in the Warrington Guardian on Thursday, 10 November 2016. Also attached were Statement of Reasons and a plan in respect of the Liverpool Road notice and a statement of reasons for the Off-Street Parking Places Amendment no. 5 notice – 08/11/16
6. E-mail from Cheryl Nicholson, Legal Assistant, Warrington Borough Council, enclosing a notice detailing various road closures in respect of the Annual Services for Remembrance Sunday on 13 November 2016 – 10/11/16
7. E-mail from Will Harris, Senior Communications Officer, Cheshire Constabulary, enclosing a link to the latest newsletter from the Police and Crime Commissioner for Cheshire, David Keane, and Chief Constable, Simon Byrne (Round-Up - October/November 2016) – 10/11/16
8. Promotional E-mail from Cheshire Grounds Maintenance, advertising their business in relation to a range of environmental services – 10/11/16
9. Letter from Lynton Green, Director of Finance and Information Services,

Warrington Borough Council, about the parish precept arrangements for 2017/18, including the Council Tax Base for Winwick, which had increased from 1,843 in 2016/17 to 1,863 for 2017/18. Details of the parish precept were requested by no later than 13 January 2017 (which was before the Council's next scheduled meeting on 24 January 2017) – 10/11/16

10. E-mail from Dave Starkie, Associate Director, Appletons, on behalf their clients in connection with the planning application for land at Peel Hall, requesting any ecological data held by the Council recording species at Peel Hall – 14/11/16
11. E-mail from Cheryl Nicholson, Legal Assistant, Warrington Borough Council, enclosing traffic regulation order notices which were to be advertised in the Warrington Guardian on Thursday 17 November 2016 – 15/11/16.
12. E-mail from a resident, who lived in the cottages off the A49 heading to Newton, seeking the Council's support in resisting the development site planned at Parkside and providing a link to the latest information on the Parkside Action Group's website concerning an imminent consultation on the revised St Helens Local Plan – 15/11/16
13. E-mail from Pauline Wilkinson, Team Support Worker, Neighbourhoods in Warrington West Team, Warrington Borough Council, providing the dates of the next West Neighbourhood Area Board meetings, namely Tuesday 24 January 2017 and Tuesday 28 March 2017 – 15/11/16

In respect of Item 2 above - British Telecom (BT) Consultation, it was noted that all of the telephone boxes had very low or nil usage in the last twelve months. Members discussed whether to express an interest in adopting the red telephone box by Hermitage Green. There had been only 2 calls made from that location in the last twelve months. The telephone box was generally in good repair and was not prone to vandalism. Members of the public present felt that it added character to the Green. It was noted that there would be revenue implications for the maintenance of the box after purchase. However, work such as cleaning and painting could potentially be carried out by volunteers.

### Planning Matters

#### *General Correspondence*

Nil

#### *Domestic Planning Applications*

Nil

#### *Non-Domestic Planning Applications*

1. Application reference: Application reference: 2016/29209  
Location: Calver Park Road, Winwick, Warrington, WA2 8TL

Description of development: Discharge of condition - Proposed discharge of conditions 6 (Submission of Travel Plan) and 7 (Travel plan to include details of measures, mechanisms and timescales, details of review), on approved application 2016/27383;

2. Application reference: 2016/29211  
Location: Calver Park Road, Winwick, Warrington, WA2 8TL  
Description of development: Discharge of Condition - Proposed Discharge of condition 5 (Remediation and Verification, Reporting of unexpected contamination, long term monitoring and maintenance, on application 2016/27381;
3. Application reference: 2016/29212  
Location: Calver Park Road, Winwick, Warrington, WA2 8TL  
Description of development: Discharge of Condition - Proposed discharge of Conditions 3 (Imported topsoil report & reclamation validation report), 15 (Landscape Management Plan) and 19 (Travel Plan document) on approved application 2015/26685.

Decision –

- (1) To note the correspondence and planning matters submitted to the Parish Council; and
- (2) To submit no formal objection to the proposals in the BT Consultation on the removal of public telephones in the Parish and to express an interest in the adoption of the red telephone box by Hermitage Green, Golborne Road, Winwick.

**WPC.88      Finance Officer’s Report**

Members considered a report of Tony Craddock, Finance Officer, on a number of financial issues, which are set out below. Mr Craddock was in attendance at the meeting to speak to the report.

Football Charges for 2016/17

Members considered the following schedule of charges based on rates charged by Warrington Borough Council. It was also proposed to increase the training charges slightly in line with the overall increases.

<b>Proposed Playing Field Charges</b>		
	<b>Current</b>	<b>Proposed</b>
<b>Senior Teams:</b>		
Annual charge (with changing facilities)	£486	£501
Quarterly Charge	£121.50	£125.25
Training session	£22	£23

<b>Junior Teams:</b>		
Annual charge (with changing facilities)	£244	£252
Quarterly Charge	£61	£63
<b>Lower Age:</b>		
Annual charge	£164	£170
Quarterly charge	£41	£42.50
Training session	£18	£19

Decision –

- (1) To approve the revised football charges for 2016/17.

#### Pay Award from 1 April 2016

Members were reminded that the salary levels of the Clerk, Finance Officer, Leisure Centre Manager and Assistant Manager were linked with any pay increases awarded to local government employees. However, the clerking role was currently provided under a service level agreement with Warrington Borough Council.

The Finance Officer had received details of increases across the local government sector that worked out to be a 1% increase effective from 1 April 2016. The increase had been budgeted for and now required approval by the Council.

Members were also invited to consider the erosion of pay differentials for the Manager and Assistant Manager, following the introduction of a National Living Wage for over 25's.

Decision –

- (2) To agree a 1% increase in salary for the permanent salaried staff identified in the report, with retrospective effect from 1 April 2016.

#### Draft Budget 2017/18

Members considered a budget monitoring report for 2016/17, showing actual expenditure at 28 weeks and the forecast outturn at 52 weeks, together with a draft budget for 2017/18 (in the far right column). Members were reminded that there was no meeting of the Council scheduled before the precept deadline and that if no final decision was reached today it might be necessary to call a special meeting of Council, or to consider the matter further at the next meeting of the Management Committee.

The draft Budget included a provision for traffic calming, which combined with a reclassification of the grass cutting accruals gave a total of £10,000. It also included the cost of joining the Cheshire Pension Fund as opposed to the Government's National Employment Savings Trust (NEST) scheme. As it stood, the Budget only left a surplus of £3,500 for Reserves, which was not considered to be sufficient. The low level of Reserves had been a factor highlighted recently by the external auditors.

The current Band D equivalent charge was £60.69. For illustrative purposes, an

increase of £2.50 on a Band D equivalent would yield £5,589 additional income.

It was estimated that the Reserves target should be in the region of £20,000.

The starting position for the 2017/18 Budget was a brought forward figure of minus £17,000 and at the last forecast for 2016/17, there could be a surplus of c.£10,000 to reduce that deficit down to £7,000. That would mean a surplus over £27,000 was required to achieve a balanced Budget for 2017/18.

Members discussed the possible release of accruals for grounds maintenance (£8k) and electricity supply (£13k – 50% to be released). Members also noted the improving performance of the Leisure Centre, which could potentially give rise to an overall Budget surplus in 2016/17 of £18k. The Chairman pointed out that the Leisure Centre's turnover was double that of the Council's and that its performance was, therefore, critical in achieving a balanced Budget. Reducing the losses of the Leisure Centre should be a priority.

Members discussed three options available regarding the precept:-

- No increase in the precept;
- A £5 increase in the precept (Band D);
- A £2 increase in the precept (Band D).

Members also discussed a number of specific items within the Budget including:-

- Use of contract cleaner, rather than Leisure Centre staff to provide value for money;
- Normalising the repairs and maintenance budget to its previous level of £12k, following a one off reduction in 2016/17;
- Reduction in the CCTV maintenance budget to reflect the new installation proposed;
- The retention of the budget for a permanent Clerk to enable to the Council to keep open that option for any future restructure;
- The need to consider the issue of funding a pedestrian crossing on Myddleton Lane, in conjunction with opportunities for local fund-raising by parents, governors and businesses and at the Carnival, or via crowd-funding and events held within the Leisure Centre.

The Budget as presented was considered to be realistic. It was noted that principal councils could not raise their Council Tax beyond 2% without a referendum (excluding the additional funding now allowed for adult social care). Members commented that residents in the Houghton Green and Peel Hall wards did not realise the full benefit of the Leisure Centre, so that it would be unfair to increase the precept to cover any operating deficit. Conversely a profitable Leisure Centre would generate additional income for the Council to spend on other services.

Members indicated a preference for a £2 Band D increase in the precept.

Decision –

- (3) To approve the Budget 2017/18 as presented, subject to further discussion at the Management Committee meeting on 10 January 2017 and ratification and formal agreement by the Council at its meeting on 24 January 2017;
- (4) To authorise the Finance Officer to write to Warrington Borough Council regarding the precept level, in accordance with the recommendations of the Management Committee meeting above.

CCTV System

Members were informed that, in July 2016, the Council had considered the current CCTV system at the Leisure Centre and noted that it would need replacing at some point in the near future as the current kit was becoming beyond economical repair and a large amount of kit was currently being loaned to the Council. Indeed the front car park camera had been out of action for some time. There was a current need for three additional cameras, one behind the bar, one in the cellar and one covering the front entrance. Those were required for both security of stock and staff safety when locking up.

The discussions in July had centred around adding three cameras to the existing system pending their incorporation into a new system at some point in the near future.

Following on from that discussion, there had been several events which had highlighted weaknesses in the current system. It was now considered that replacing the whole system would be the most effective and economic option. The Council currently paid £1,500 per annum for maintenance.

Details of three quotations were provided including a quotation from the current provider.

Decision –

- (5) Subject to appropriate references being received, to accept the quotation from and to enter into a contract with AIS Security Solutions.

Cheque Payments made since Last Meeting

Members considered the following list of cheques drawn since the last meeting (as at 8 November 2016):-

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Sum</b>
5769	Bounce Alot Northwest Ltd	Entertainer 13/11/16	£50.00
5770	P Derbyshire	Entertainer 26/11/16	£160.00
5771	P Derbyshire	Entertainer 3/12/16	£160.00
5772	P Derbyshire	Entertainer 9/12/16	£160.00

5773	P Derbyshire	Entertainer 10/12/16	£160.00
5774	KC's Kitchen	Buffet provided	£112.50
5775	HMRC	PAYE October 2016	£979.55
5776	Staples	Stationery	£38.40
5777	Warrington Borough Council	Clerk support Oct - Nov 2016	£2,020.00
5778	Maxigiene	Legionella monitoring	£72.00
5779	Warrington Borough Council	Election cost instalment	£232.89
5780	EE	Mobile phone charges October 16	£13.19
5781	B Muflihi	Stocktaker	£90.00
5782	BOC Limited	Bar gas	£158.40
5783	T & JT Barton	Bar supplies	£1,487.68
5784	Wigan Beer Company	Bar supplies	£1,115.51
5785	Cancelled	-	-

Decision –

- (6) To note the list of cheques drawn since the last meeting.

Accounts for Payment – Cheques drawn at Parish Council meeting on 22 November 2016

Members considered the following list of accounts for payment:-

<b>Cheque No.</b>	<b>Payee</b>	<b>Description</b>	<b>Sum</b>
5786	D Wade	Tablecovers etc. for 3/12/16	£90.00
5787	System Hygiene Limited	Cleaning supplies	£74.40
5788	R Gregory	Buffet supplied	£80.75
5789	KC's Kitchen	Buffets provided	£263.00
5790	Scottish Disposables	Disposable cups	£70.36
5791	P Healey	Electrical repairs	£206.60
5792/3	Salaries cheques		£2,017.88
5794	A Bradley	Function deposit refund	£25.00
5786	D Wade	Tablecovers etc. for 3/12/16	£90.00

Decision –

- (7) To note and approve the list of accounts for payment as at 22 November 2016.

**WPC.89 Reports from Parish Council Committees**

The Minutes of the Management Committee of 8 November 2016 were presented.

Councillor Iddon enquired about the action reported under Minute WPMC 29(B) (Operational Issues – Reports), which related to street lights on the driveway to the Leisure Centre. Mr Craddock indicated that, since that meeting, he had approached

Warrington Borough Council again and that Dave Vasey, Asset Maintenance and Street Works Manager, had confirmed that the Council would carry out the lightbulb replacement works. The Chairman suggested that he be alerted if no communication about the works was forthcoming within the next 7 days, so that he could follow up the matter personally.

It was noted that there were no minutes submitted from the following Committees:-

- Environment and Highways Committee; and
- Grievance Committee.

Decision – That the Minutes of the Management Committee of 8 November 2016 be noted.

**WPC.90      Reports from Approved Outside Bodies**

Members considered reports from a number of outside bodies.

West Area Neighbourhood Board  
(Councillor S Gordon)

There had been no meeting of the Board since the last report, but a community meeting had taken place held at the Leisure Centre recently.

Members briefly discussed the consultation which was currently taking place about the future of Neighbourhood Boards. Some Members expressed the opinion that funding was being spent on large staffing structures, rather than on the communities themselves.

Rights of Way Forum  
(Councillor M Matthews)

The next meeting was due to be held on 6 December 2016.

Peel Hall Conservation Group  
(Mr B Haskew-Jones)

There was no report on this occasion.

Older People's Forum  
(Mr A Clemo)

There was no report on this occasion.

Winwick Educational Foundation  
(vacancy)

The Clerk had written to the Trust administrators to seek clarification about whether seats were available on that body for Members of the Parish.

Decision – To note the reports and discussions in respect of the West Area Neighbourhood Board, Rights of Way Forum and Winwick Educational Foundation;

**WPC.91      Ward Reports/Updates**

Houghton Green Ward

There were no reports/updates on this occasion.

Peel Hall Ward

There were no reports/updates on this occasion.

Winwick Ward

Councillor Gordon requested that the Council write to Warrington Borough Council to report that the bin on the bus stop outside the Winwick CE Primary School had been damaged and required replacing.

Councillor Gordon also enquired about the arrangements for the Christmas Lights Switch-On. The Chairman responded that new lights had been purchased and were due to be installed on the first Sunday of Advent. Last year's Switch-On event had been held on a Tuesday evening. It was proposed that this year's Switch-On take place on Tuesday, 29 November 2016. A flyer would be distributed via Winwick Primary School. Budget provision of £250 was available for the event and, as on previous occasions, mulled wine and mince pies would be provided.

Councillor Iddon reported a build-up of fallen leaves on Hollins Lane, causing the pavement to become very slippery. Members commented that Church Walk was also covered by leaves. It was proposed to ask the new Litter Picker Service to deal with these matters.

Councillor Iddon also reported that cars had resumed parking on the pavement on Hollins Lane, opposite Hollins Park House (NHS). This was a particular hazard because there was no footpath on the opposite side of the road. PCSO Blanchard had previously posted advisory notices on carelessly parked cars. The Clerk indicated that he had recently written to PCSO Blanchard about parked cars in response to the Council's observations at an earlier meeting.

Decision – To note the reports and updates by ward councilors.

**WPC.92      Date and Time of Next Meeting**

Decision – The next meeting of the Parish Council would take place on Tuesday 24 January 2017 at 7.30pm.

There were no Part 2 (Confidential) issues to discuss.

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

## **WINWICK PARISH COUNCIL MEETING 24<sup>th</sup> JAN. 2017**

### **FINANCE OFFICER'S REPORT**

1. Bank reconciliations as at 31<sup>st</sup> December 2016
2. Third quarter budget monitoring report for 2016/17.
3. Business bank card & Millennium Trust Bank A/c with Unity Trust Bank
4. Accounts for payment

# Winwick Parish Council

31/12/2016

Page 1 of 1

## Bank Reconciliation Report - 5300

Closing Bank Statement Balance at : 31/12/2016				<u>5,317.71</u>
ADD: Deposits not yet shown on Bank Statement				
<u>Details</u>	<u>Payslip No</u>	<u>Reference</u>	<u>Amount</u>	<u>PaySlip Total</u>
				<u>0.00</u>
LESS: Cheques issued but not yet presented				
<u>Details</u>		<u>Reference</u>	<u>Amount</u>	
Bank Payment		5786	<u>80.75</u>	
				<u>80.75</u>
Balance as per Nominal Ledger Bank at : 31/12/2016				<u><u>4,816.96</u></u>

Date	Description	Debits	Credits	Balance
16 Dec	Balance brought forward from previous page			4220.40
20 Dec	DD Bagnall & Morris W	183.10 /		4037.30
21 Dec	National Childbirth <b>6374</b>		400.00 /	4437.30
22 Dec	Excel Foster Inv. Ha 696305 40120431799657		60.00 /	4497.30
23 Dec	5 Boroughs Partner		947.50 /	5444.80
28 Dec	WMBC Creditors <b>7170</b>		130.00 /	
	DD BT Group Plc	112.64 /		5462.16
29 Dec	Charges	57.45 /		5404.71
30 Dec	Purchase Ledger 5 Boroughs Partner		190.00 /	
	DD Wbc Nndr	797.00 /		5317.71

**Statement date**

30 December 2016

**Account name**

WINWICK PARISH COUNCIL

**Sort Code**

05-09-67

**Account number**

47651856

**IBAN**

GB12YORK05096747651856

**BIC**

YORKGB21967

**Current balance**

£5317.71 CR

DD = Direct Debit

SO = Standing Order

TB = Telephone Banking

MB = Mobile Banking

TL = Over the Counter

Payment

EB = Electronic Banking

OD = Overdrawn

Cls = Contactless Debit

Card Transaction

WLT = Digital Wallet

Payment



**Bank Reconciliation Report - 5305**

Closing Bank Statement Balance at : 31/12/2016 53,683.74

ADD: Deposits not yet shown on Bank Statement

Details	Payslip No	Reference	Amount	PaySlip Total
Bank Transfer				420.00
Bank Transfer				1,497.22
				<u>1,917.22</u>

LESS: Cheques issued but not yet presented

Details	Reference	Amount
Bank Transfer		106.80
Bank Transfer		152.00
Bank Transfer		259.67
Bank Transfer		279.00
Bank Transfer		2,174.76
		<u>2,972.23</u>

Balance as per Nominal Ledger Bank at : 31/12/2016 52,628.73

# Statement of your account



01000871 | 01493  
 Mr Anthony Craddock  
 74 New Lane  
 Croft  
 WARRINGTON  
 WA3 7JL

Customer Services Centre, Nine Brindleyplace  
 Birmingham B1 2HB

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible to be protected up to a total of £75,000 by the Financial Services Compensation Scheme (FSCS). For more information visit [www.unity.co.uk/fscs](http://www.unity.co.uk/fscs) and refer to our FSCS Information Sheet, which includes the exclusion list of deposits not protected. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

Contact us -

Tel. 0345 140 1000

Email: [utb@unity.co.uk](mailto:utb@unity.co.uk)

Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Winwick Parish Council

Date: 31 December 2016

Statement 003 (page 1 of 2)

Account number: 20375139

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
4 DEC 16	Balance brought forward			62,075.36 *
7 DEC 16	Credit 000004 <i>AWP</i>		150.00	
7 DEC 16	Credit 000005		1,266.00	63,491.36 *
8 DEC 16	RACHEL SYMONDS <i>7625</i>		30.00	63,521.36 *
14 DEC 16	Credit 000006 <i>wfc</i>		125.50	
14 DEC 16	Credit 000007		1,343.00	64,989.86 *
16 DEC 16	B/P to: G4S Secure Sols.	58.65		
16 DEC 16	B/P to: Peak Associates	69.36		
16 DEC 16	B/P to: B. Muffihi	90.00		
16 DEC 16	B/P to: Phil Morris	120.00		
16 DEC 16	B/P to: BOC Limited	158.40		
16 DEC 16	B/P to: KCs Klitchen	324.00		
16 DEC 16	B/P to: Wigwam Property Mt	380.00		
16 DEC 16	B/P to: PPM Limited	528.90		
16 DEC 16	B/P to: A Craddock	537.66		
16 DEC 16	B/P to: United Utilities	626.32		
16 DEC 16	B/P to: Gardenia Gardens	680.66		
16 DEC 16	B/P to: HMRC Cumbernauld	1,155.36		
16 DEC 16	B/P to: TJT Bartons Ltd.	1,518.29		
16 DEC 16	B/P to: The Wigan Beer Co.	1,550.28		
16 DEC 16	B/P to: Advanced Int. Sys.	4,968.00		52,223.98 *
19 DEC 16	Direct Debit (NEST) <i>wsc</i>	134.23		52,089.75 *
21 DEC 16	Credit 000008		1,127.00	
21 DEC 16	Credit 000009		1,137.50	54,354.25 *
28 DEC 16	B/P to: Mathew P Williams	1,497.22		52,857.03 *
	Balance carried forward, cont. overleaf			52,857.03 * S

You can ask us to send you details of our rates and how we work them out.  
 Abbreviations: \* credit balance DR overdrawn S Sub total (intermediate balance)

Name of account: Winwick Parish Council

Date: 31 December 2016

Statement 003 (page 2 of 2)

Account number: 20375139

Bank sort code: 608301

Type of account: Current T2

Date	Details	Payments	Receipts	Balance
30 DEC 16	Balance brought forward			52,857.03 *
31 DEC 16	Credit 000010		845.61	53,702.64 *
	Service Charge	18.90		53,683.74 *
	Balance carried forward			53,683.74 *

You can ask us to send you details of our rates and how we work them out.  
Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

**WINWICK PARISH COUNCIL**

**BUDGET MONITORING REPORT 2016/17**

**INCOME**

	ACTUAL	YEAR 2015/16	BUDGET	YEAR 2016/17	39 weeks to 31st Dec. 2016 ACTUAL	2016/17	52 weeks to 31st March 2017 FORECAST	2016/17
Precept		£111,000		£111,850		£111,850		£111,850
Field Income		£4,420		£3,000		£2,189		£3,000
Miscellaneous		£239		£50		£98		£150

**LEISURE CENTRE income**

Bar takings	£102,991		£86,000		£84,692		£111,000	
Buffet income	£13,105		£2,000		£8,551		£10,000	
Net Machine income	£617		£0		£526		£750	
Lettings	£49,058		£52,000		£39,608		£50,000	
Door and raffle etc income	£764	£166,535	£0	£140,000	£779	£134,156	£800	£172,550

**TOTAL INCOME**

**£282,194**

**£254,900**

**£248,293**

**£287,550**

**EXPENDITURE**

Bar supplies	£50,158		£37,840		£37,761		£49,300	
Food & Buffet supplies	£13,118		£0		£6,982		£8,000	
Function advertising	£2,262		£5,000		£2,412		£2,800	
Entertainment/package costs	£8,825	£74,363	£500	£43,340	£14,854	£62,009	£15,500	£75,600

**LEISURE CENTRE running expenses**

Manager's salary & NI	£21,868		£22,500		£16,574		£22,500	
Wages & NI	£52,037		£52,000		£43,316		£54,500	
Pension					£100		£400	
Contract Cleaner					£693		£2,900	
Equipment	£1,995		£1,000		£2,873		£3,000	
Bar & cleaning sundries	£3,238		£4,000		£2,198		£2,900	
Repair & maintenance	£8,185		£12,000		£4,827		£6,000	
Rates	£9,490		£9,500		£7,176		£9,500	
Gas	£4,646		£5,000		£3,186		£4,500	
Electricity	£6,342		£9,000		£7,497		£9,500	
Water & sewerage	£1,964		£4,000		£1,948		£2,600	
Telephone -landline	£743		£650		£593		£800	
Telephone -mobile	£238		£300		£225		£300	
Fire extinguishers	£321		£350		£633		£800	
Intruder/fire alarms	£676		£1,500		£914		£1,250	
Key-holding contract	£1,004		£900		£244		£800	
CCTV maintenance	£1,455		£1,500		£0		£0	
Sanitary equipment/dust mats	£2,624		£2,000		£1,275		£1,500	
Bottled gas	£1,582		£1,700		£1,188		£1,600	
TV Licence	£146		£150		£146		£150	
SKY TV subscription/BT Sport	£1,525		£1,900		£1,277		£1,700	
Stock-taking	£1,170		£1,200		£900		£1,200	
Trade Waste disposal	£2,139		£1,300		£1,174		£1,650	
Beverages	£993		£650		£705		£1,000	
Miscellaneous	£0		£200				£0	
Special nights/complimentaries	£2,410	£126,791	£2,750	£136,050	£1,272	£100,933	£1,800	£132,850

**Leisure Centre net position**

**-£34,619**

**-£39,390**

**-£28,786**

**-£35,900**

**WINWICK PARISH COUNCIL**

**BUDGET MONITORING REPORT 2016/17**

	YEAR 2015/16		YEAR 2016/17		39 weeks to 31st Dec. 2016		52 weeks to 31st March 2017	
	ACTUAL		BUDGET		ACTUAL	2016/17	FORECAST	2016/17
<b>GENERAL EXPENSES</b>								
Clerk's salary & NI	£10,100		£11,000		£6,733		£10,100	
RFO's salary & NI	£9,609		£11,000		£7,369		£11,000	
Admin (off supp, phone, post, travel, etc)	£2,262		£2,000		£1,596		£2,000	
S 137 payments (grants etc)	£200		£1,000					
External audit fee	£600		£700		£600		£620	
Internal fee	£490		£500		£510		£510	
Professional fees - general	£0		£1,000					
Bank charges	£930		£1,000		£766		£1,100	
Insurances	£3,079		£3,500				£2,300	
Subscriptions	£35		£200		£35		£200	
Newsletter	£400		£400				£400	
Signage/noticeboards	£1,658		£1,600		£300		£0	
Courses/training	£500		£1,000		£31		£500	
Legal/licensing costs - general	£1,024		£1,500		£873		£1,100	
Loan charges	£9,695		£9,800		£8,462		£9,700	
Election expenses	£2,042		£7,000		£4,484		£6,900	
Miscellaneous			£100					
<b>TOTAL</b>		£42,623		£53,300		£31,760		£46,430
<b>RECREATION FACILITIES EXPENDITURE</b>								
<u>Myddleton Lane Rec. Ground.</u>								
Wages (litter-picking)	£3,516		£3,700		£2,527		£3,500	
Grass-cutting	£2,628		£3,000				£2,800	
Grounds maintenance etc	£1,795		£5,000		£1,385		£3,000	
Play equipment maintenance	£1,000		£1,500		£935		£1,200	
Swan Green	£1,306		£1,500		£1,135		£1,800	
Winwick Park	£435		£700		£335		£500	
Radley Common	£0		£500		£615		£615	
Miscellaneous								
<b>TOTAL</b>		£10,680		£15,900		£6,932		£13,415
<b>MISCELLANEOUS EXPENDITURE</b>								
Christmas tree lights	£112		£250				£250	
Hanging baskets	£200		£250		£1,515		£1,515	
Bus shelters					£30		£30	
Other	£200		£200					
<b>TOTAL</b>		£512		£700		£1,545		£1,795
<b>SPECIAL PROJECTS</b>								
Main Hall Flooring	£3,843							
New Heating system	£10,500							
Front car park re-surface	£7,540							
CCTV System					£4,140		£4,140	
<b>TOTAL</b>		£21,883		£0		£4,140		£4,140
<b>TOTAL EXPENDITURE</b>		<b>£276,853</b>		<b>£249,290</b>		<b>£207,318</b>		<b>£274,230</b>
<b>Balance of income v expenditure</b>		<b>£5,340</b>		<b>£5,610</b>		<b>£40,974</b>		<b>£13,320</b>

## WINWICK PARISH COUNCIL MEETING 24<sup>th</sup> JAN. 2017

### **Business bank card & Millennium Trust Bank A/c with Unity Trust Bank**

1. There are now several payments each month for goods/services that require me to use my own personal bank cards eg purchases from Ebay and occasional purchases from suppliers where we don't use them enough to obtain a credit account.

Our new bank Unity Trust offer a Corporate Multipay Card which could be used for telephone/ online purchases. There is a charge of £3 per month for this facility.

I would envisage just the one card held by me with a pre-set limit agreed by Council.

Any payments using this card would be included on payments lists circulated to members each month.

2. When we opened new bank accounts with Unity Trust, one was opened for the Millennium Trust A/c. There is a charge of £18 per month for this account which is not feasible for this account and there are no opportunities to invest this money in any fixed term deposits. I have at this point in time not closed off the mirror account with Yorkshire Bank which only costs £5 to maintain and does have from time to time fixed term deposits where some interest can be earned.

My suggestion is to close the Unity Trust MT account and keep the Yorkshire Bank MT account.

Members views are sought on both items.

THIS PAGE IS LEFT BLANK INTENTIONALLY

**Winwick Parish Council: Mission and Vision Statement**

**Draft Mission Statement:**

*The Council is a first tier local government body, comprising elected councillors and paid employees. Its role is to act as a democratically elected and accountable organisation for taking community action and a forum for public engagement within the secular Parish of Winwick.*

**Or**

*The Council is a first tier local government body, comprising elected councillors and paid employees. Its role is to act as a democratically elected and accountable organisation. It's councillors and employees will in undertaking their roles endeavour to promote, participate and assist with the provision of community based activities within the secular Parish of Winwick.*

**Vision:**

The Council was elected for a term of four years in May 2016 and has set itself the following goals for the next four years:

- 1) The Council will stabilise the operation and losses being made at the Leisure Centre, it will introduce improved governance procedures and look to develop a recovery plan to return the Centre to a break even position. Alternative business models including third party operation will be considered. But the overall objective is do more with the Centre not less via improved community engagement.
  
- 2) The Council will make every effort to improve the traffic management and safety for residents by promoting and supporting a village wide 'traffic calming' and 'highways management' scheme. In undertaking this work the Council will seek to work with both Warrington and Neighbouring Councils but the Council will also survey residents, organise community meetings and provide where appropriate a budget to design measures it considers appropriate.
  
- 3) The Council will look to establish a programme to improve the visual amenity value of the Parish by establishing a Parish Wide system of 'litter picking' and scheme for dealing with the problem of fly tipping. The Parish will work with neighbouring Parish's and the Borough Council on this issue and seek feedback from residents on their views and for other projects that improve the wards that make up the Parish.

**THIS PAGE IS LEFT BLANK INTENTIONALLY**



- 4.3 The model publication scheme commits the Council to publishing certain classes of information. It also specifies how the Council should make that information available, what it can charge and what it must do if information is requested which is not detailed in the scheme.

## 5. DETAILED SCHEME AND SCHEDULE OF FEES

- 5.1 Guidance from the ICO reminds public authorities that, not only should they adopt the model scheme, but that they should also make sure that they publish the information it covers. The following documents should, therefore, also be produced:-

- a public guide to information, specifying what information is published and how it is available, for example, online or by contacting the Council; and
- a schedule of fees, saying what the Council charges for information.

- 5.2 The ICO provides a user friendly template for smaller authorities, such as parish councils, which it suggests should simply be filled in. The template includes the following classes of information as identified in the model publication scheme:-

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

- 5.3 The Council must then publicise the fact that information is available to the public under the scheme, for example by making sure that the model scheme, guide to information, and schedule of fees are all available on its website, or on public notice boards.

- 5.4 A first draft of the detailed scheme and schedule of fees has now been produced and is attached at **Appendix 2**. The information inserted into the template has been highlighted in purple font, for ease of reference, but will not be identified separately in the final published version. The document sets out the core information as suggested by the template which is currently available from the Council. Some of the information recommended in the ICO's template is not yet available, or is simply not applicable to the Parish Council. The publication scheme also covers those instances where the public have existing rights of inspection of

information under specific legislation, including access to notices of meetings, minutes, orders for the payment of money, the Council's accounts and the auditor's report.

- 5.5 As a guiding principle, where information is already available on-line, members of the public are signposted to the Council's website. Where information is currently held in hard copy form only, requesters are directed to the contacts page of the website to enable them to contact the relevant Council officer directly. The ICO's guidance acknowledges that some small public authorities will not have the technical resources to support complex or regularly updated websites.
- 5.6 The Act does not say how charges should be calculated or what level they should be set at and there is no requirement for the ICO to approve specific charges in a publication scheme. This means that authorities have the discretion to determine the level of charges. However, the ICO strongly recommends that the level of charges should be compatible with the principle of promoting public access to the information held by public authorities. It is suggested, therefore, that no fees be charged where the total cost of providing the information is less than £10. Above this limit, hard copies of documents can be supplied on request, at a cost of 3p per sheet (for black and white copies), plus second class postage if mailed out. It is envisaged that most enquiries requiring hard copies will be small scale and infrequent, but take-up will be monitored to prevent high costs accruing due to excessive use.

## **6. MAINTENANCE AND DEVELOPMENT OF THE SCHEME**

- 6.1 The ICO's guidance reminds authorities of the need to maintain the publication scheme and to continue to publish the information it lists. The Council will, therefore, need to put in place a process to:-
- review what information is being published;
  - ensure that newly created information that falls within the scope of the scheme is available promptly; and
  - replace or update information that has been superseded.
- 6.2 Where information is currently held in hard copy format consideration will be given, in so far as possible, to making the information available on the website in future.
- 6.3 The Act only covers information already held. It does not require the Council to create new information or to record information that it does not need for its own business purposes. Notwithstanding that, the development of the draft scheme has led to Officers identifying areas where the Council's governance arrangements could be strengthened by

the development and adoption of additional policy documents or creation of certain registers, including the following:-

- Scheme of Delegation to Officers
- Mission Statement \*
- Parish Plan
- Customer Service Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Handling Requests for Information Policy
- Information Security Policy
- Records Management Policy
- Data Protection Policy
- Assets Register
- Register of Gifts and Hospitality

\* An item on a proposed Mission and Values Statement appears elsewhere on the Agenda

- 6.4 The development of additional policies and registers will require a significant investment in terms of staff time and it is suggested that a risk based approach be taken to prioritising the documents which might be needed first. Officers intend to prioritise a review of the Health and Safety documents currently available.

## **7. FINANCIAL CONSIDERATIONS**

- 7.1 The cost of maintaining the publication scheme and of complying with information requests can be met from within the existing budget, but there will be some additional burden on staff administrative time. The development of additional policies and registers will require a significant investment in terms of staff time and any work will need to be prioritised.

## **8. CONSULTATION**

- 8.1 The Council, on 28 June 2016, approved the establishment of a Working Group comprising Councillors Matthews, Gosney, Barrow and Iddon to consider the possible content of a publication scheme. However, the three remaining Members were normally present at meetings of the Management Committee. It was, therefore, considered appropriate to deal with the matter at that Committee, prior to making a recommendation to Council.
- 8.2 The Management Committee considered the matter on 10 January 2017 and agreed to recommend the Council:-

- 8.2.1 To note the report on the Publication Scheme;
- 8.2.2 To approve the Detailed Scheme and Schedule of Fees at Appendix 2;
- 8.2.3 To request the Clerk to ensure the regular review and updating of the Detailed Scheme;
- 8.2.4 To endorse the list of proposed policies and registers identified Paragraph 6.3 of the report and to request the Clerk, in consultation with the Chairman, to prioritise the development of the documents required to enable them to be delivered.

**9. RECOMMENDATION**

- 9.1 To approve the recommendations of the Management Committee reported at Paragraph 8.2 above and to agree that the Detailed Scheme and Schedule of Fees be posted on the Council's website.

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

## Model Publication Scheme

---

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of Information**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**THIS PAGE IS LEFT BLANK INTENTIONALLY**



## Information available from **Winwick Parish Council** under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> <p>Winwick Parish Council</p> <p>The Council is a first tier local government body, comprising elected councillors and paid employees. Its role is to act as a democratically elected and accountable organisation. Its councillors and employees will in undertaking their roles endeavour to promote, participate and assist with the provision of community based activities within the secular Parish of Winwick.</p> <p>Where appropriate it will also mobilise and provide a forum for public engagement for issues that impact on the Parish.</p> <p>Its functions include the provision of some bus shelters, notice boards, street furniture, play equipment and some services, such as litter picking. The Council is a statutory consultee on any local planning matters. The Parish owns and maintains public open space, including land at Swan Green, Winwick Park, Radley Wood and John Parr Meadow. It protects, in trust, under s9 Commons Registration Act 1965, land at Radley Common. It also works closely with other public</p>	<p>Further information is available on our two websites: -</p> <p><a href="http://www.winwick-parishcouncil.co.uk/">http://www.winwick-parishcouncil.co.uk/</a></p>	

<p>agencies who provide services in the Parish and can act as a conduit for reporting local concerns and a champion for local issues. In particular, the Parish liaises closely with Warrington Borough Council on matters such as street cleaning, fly-tipping, highways maintenance, traffic management and environmental issues and with the Police on crime and nuisance.</p> <p>The Council owns and operates Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ, which is a meeting and function venue, together with the adjacent Playing Fields.</p>	<p><a href="http://www.winwickleisurecentre.co.uk/">http://www.winwickleisurecentre.co.uk/</a></p>	
<p>Who's who on the Council and its Committees</p> <p>10 councillors are elected to the Council for a four year term, representing the following wards:</p> <ul style="list-style-type: none"> <li>• Winwick (3)</li> <li>• Peel Hall (3)</li> <li>• Houghton Green (4)</li> </ul> <p>All out Elections were held in 2016, and will be held again in 2020, etc.</p> <p>Details of the Committees established and councillors appointed to them can be found in the minutes of the Annual Meeting of Council each May.</p>	<p>A list of councillors is available from the Clerk, or on the website</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p> <p><a href="http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/">http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/</a></p>	

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a>	
<p>Location of main Council office and accessibility details</p> <p>The Interim Parish Clerk is based at the Warrington Town Hall, Sankey Street, Warrington, WA1 1UH, which is open from 9.00am to 5.00pm on weekdays, except bank holidays and between Christmas and New Year.</p>	<a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a>	
<p>Staffing structure</p> <p>Council employees: -</p> <ul style="list-style-type: none"> <li>• Finance Officer</li> <li>• Leisure Centre Manager (reporting to the Finance Officer)</li> <li>• Deputy Leisure Centre Manager (reporting to the Leisure Centre Manager)</li> <li>• Various part-time bar and ancillary staff (reporting to the Leisure Centre Manager).</li> </ul> <p>An Interim Parish Clerk is provided by Warrington Borough Council under a Service Level Agreement</p>	<p>Further details can be obtained from the Clerk</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p>	

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
<p>Annual return form and report by auditor</p> <p>The Annual Accounting Statement</p>	<p>Hard copy available from the Finance Officer</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p> <p><a href="http://www.winwick-parishcouncil.co.uk/budget-and-finance/">http://www.winwick-parishcouncil.co.uk/budget-and-finance/</a></p>	
<p>Accounting records for the financial year to which the audit relates, including all books, deeds, contracts, bills, vouchers and receipts and other documents relating to those records or documents.</p>	<p>Available for inspection from the Finance Officer for a period of 30 working days following publication of the annual statutory notice</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p>	
<p>Finalised budget</p>	<p>Hard Copy available for inspection in Council Agendas for each January at the Main Council Offices, or on-line.</p>	

	<a href="http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/">http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/</a>	
Precept	Available from the Finance Officer or on-line, as recorded in the Minutes of Council for each January  <a href="http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/">http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/</a>	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy available from the Finance Officer or on-line  <a href="http://www.winwick-parishcouncil.co.uk/wp-content/uploads/2012/05/WINWICK-PARISH-COUNCIL-Financial-Regulations-2015.pdf">http://www.winwick-parishcouncil.co.uk/wp-content/uploads/2012/05/WINWICK-PARISH-COUNCIL-Financial-Regulations-2015.pdf</a>	
Statement on Internal Control	Hard copy available from the Finance Officer	

	<a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a>	
Grants given and received	<p>Details available from the Finance Officer</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p> <p>or on-line in Minutes of the Council, including Minutes of the Winwick Millennium Trust Fund</p> <p><a href="http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/">http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/</a></p>	
List of current contracts awarded and value of contract	<p>Hard copy available from the Finance Officer</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p>	

Members' allowances and expenses	No Allowances are paid	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>The Council has developed a Mission Statement listing its priorities.</p> <p>Monitoring of the Council's Budget takes place quarterly at Council meetings</p> <p>Performance of the Leisure Centre is monitored at monthly meetings of the Management Committee</p>	<p>Hard copy available from the Clerk or on-line</p> <p><a href="http://www.winwick-parishcouncil.co.uk/resources/">http://www.winwick-parishcouncil.co.uk/resources/</a></p> <p>Hard copies of budget monitoring reports are available from the Finance Officer, or on-line.</p> <p>Performance reports are confidential, but sections may be made available from the Finance Officer</p>	

	<p>upon request. A comprehensive summary is provided within the Management Committee minutes available from the Clerk or on-line.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p> <p><a href="http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/">http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/</a></p>	
<p>Parish Plan (current and previous year as a minimum)</p> <p>There is currently no stand-alone Winwick Parish Council Plan. However, the Council has contributed to the development of and actively supports the delivery of Warrington Borough Council's Neighbourhood Area Plans. The Parish straddles two Warrington Neighbourhood Areas, West Warrington (North of the M62, including Winwick Village) and Central Warrington (South of the M62, including Winwick Quay and Peel Hall)</p> <p>The West Neighbourhood Area has the following priorities: -</p>	<p><a href="https://www.warrington.gov.uk/download/download">https://www.warrington.gov.uk/download/download</a></p>	

<ul style="list-style-type: none"> <li>• To reduce social isolation</li> <li>• To maximize household income</li> <li>• To promote health and wellbeing</li> <li>• To build community cohesion</li> <li>• To increase community capacity and resilience</li> </ul> <p>The Central Neighbourhood Area has the following priorities: -</p> <ul style="list-style-type: none"> <li>• To increase or maximise household income and monitor this on a regular basis to create and maintain a positive direction of travel.</li> <li>• To improve the quality of life for the whole community and to narrow the gap between the most disadvantaged neighbourhoods and the remainder of the borough.</li> </ul>	<p><a href="#">oads/id/1291/west_area_plan_2014-2017_pdf.pdf</a></p> <p><a href="https://www.warrington.gov.uk/download/downloads/id/2636/central_area_neighbourhood_plan_2014-17.pdf">https://www.warrington.gov.uk/download/downloads/id/2636/central_area_neighbourhood_plan_2014-17.pdf</a></p>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<p>Hard Copy annual reports available from the Clerk at the Main Council Offices</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p>	
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Most decisions are made by full Council. Some matters are delegated to the Council's Committee's, as follows: -</p> <ul style="list-style-type: none"> <li>• Management Committee (4 Members)</li> <li>• Grievance Committee (any 3 Members from the full Council)</li> <li>• Grievance Appeals Committee (any 3 Members from the full Council)</li> <li>• Environment and Highways Committee (3 Members)</li> </ul>	<p>Terms of reference of the Council's Committee are set at the Annual Council meeting in May of each year. Details can be obtained from the Clerk, or on-line.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/">http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/</a></p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <ul style="list-style-type: none"> <li>• Council meetings are normally on the 4th Tuesday of the month (Except in August and December),</li> <li>• The Annual Council meeting will be held on the 4<sup>th</sup> Tuesday in May, except in a Parish Election Year, when it must be held within fourteen days after the day on which the councillors elected at that election take office.</li> <li>• The Management Committee meets on the 2nd Tuesday of each month (Except in August and December).</li> <li>• Other Committees meet on an ad hoc basis</li> <li>• A Parish Assembly is held once per year on some day between</li> </ul>	<p>An annual notice for all scheduled meetings is posted on the various Parish notice boards, covering the Municipal Year. Notices for ad hoc meetings are posted individually at least three clear days before the relevant meeting. The notice for the Parish Assembly will be posted on notice boards at least</p>	

1st March and 1st June, determined by the Parish Council.	seven clear days before the meeting	
<p>Agendas of meetings (as above)</p> <p>The Council is currently working to make all Agendas available on-line, but it is not yet possible to guarantee that documents will be available before each meeting.</p>	<p>Hard copy Agendas for the last six years are available for inspection at the Main Council Offices and electronic or hard copies can be requested.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p>	
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Minute Books (from July 2004 to date) are available for inspection at the Main Council Offices and electronic or hard copies can be requested.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p> <p>Council minutes from</p>	

	<p>2012 are also available on-line.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/">http://www.winwick-parishcouncil.co.uk/minutes-and-agendas/</a></p>	
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy reports for the last six years are available for inspection at the Main Council Offices and electronic or hard copies can be requested.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p>	
<p>Responses to consultation papers</p>	<p>Electronic or hard copy documents can be requested from the Main Council Offices.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p>	

Responses to planning applications	Electronic or hard copy documents can be requested from the Main Council Offices.  <a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a>	
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)  *Contact Clerk for hard copies referred to below  <a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a>	
Policies and procedures for the conduct of council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard Copy* Website (see s.4 above) N/A Hard Copy* N/A	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services (<b>Customer Charter</b>)</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies) <b>National Training Strategy for Town and Parish Councils 'Being a Good Employers Guide'</b></li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> <ul style="list-style-type: none"> <li>• <b>ACAS Procedures for dealing with employee grievance matters and Warrington Borough Council's employee grievance procedures</b></li> <li>• <b>Warrington Borough Discipline Policy for use with Parish Council Employee's</b></li> </ul>	<p>N/A</p> <p>N/A Hard Copy*</p> <p>Hard Copy*</p> <p>N/A <a href="http://www.winwick-parishcouncil.co.uk/wp-content/uploads/2012/05/Winwick-Parish-Council-Complaints-Procedure.pdf">http://www.winwick-parishcouncil.co.uk/wp-content/uploads/2012/05/Winwick-Parish-Council-Complaints-Procedure.pdf</a></p> <p>Hard Copy*</p> <p>Hard Copy*</p>	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies		

<ul style="list-style-type: none"> <li>• CCTV Policy</li> </ul>	<a href="http://www.winwick-parishcouncil.co.uk/wp-content/uploads/2012/05/CCTV-Policy-.pdf">http://www.winwick-parishcouncil.co.uk/wp-content/uploads/2012/05/CCTV-Policy-.pdf</a>	
<ul style="list-style-type: none"> <li>• Leisure Centre Operational CCTV Policy</li> </ul>	Hard Copy*	
Schedule of charges (for the publication of information)	See Appendix below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	N/A	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	<a href="https://www.warrington.gov.uk/downloads/download/1190/winwick_parish_council_register_of_interests_forms">https://www.warrington.gov.uk/downloads/download/1190/winwick_parish_council_register_of_interests_forms</a>	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b>		
	(hard copy or website; some information may	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	<a href="http://www.winwickleisu-recentre.co.uk/">http://www.winwickleisu-recentre.co.uk/</a>	
Parks, playing fields and recreational facilities	<a href="http://www.winwickleisu-recentre.co.uk/">http://www.winwickleisu-recentre.co.uk/</a>	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) <ul style="list-style-type: none"> <li>• Playing Field Charges</li> <li>• Function Room Hire</li> </ul>	Hard Copy* <a href="http://www.winwickleisu-recentre.co.uk/">http://www.winwickleisu-recentre.co.uk/</a>	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Nil	
---	-----	--

**Contact details:**

Julian Joinson  
Interim Clerk  
Winwick Parish Council  
C/o Warrington Borough Council  
Town Hall  
Sankey Street  
Warrington, WA1 1UH

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 3p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Note: A charge will only be levied if the total disbursement costs exceed £10 per individual request</b>		
<b>Statutory Fee</b>	Nil	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b> Freedom of Information Requests	<p>The cost limit for complying with a request or a linked series of requests from the same person or group is set at £450 for a Parish Council. The FOI may be refused if it is estimated that the cost of compliance would exceed this limit. However, the Council may agree to comply with the request subject to a written agreement from the requester that they are will pay the extra costs, including: -</p> <ul style="list-style-type: none"> <li>• the cost of compliance; plus</li> <li>• the communication costs; plus</li> <li>• £25 an hour for staff time taken for printing, copying or sending the information.</li> </ul>	Relevant provisions are Section 12 and Section 13(1) – (3) of the Freedom of Information Act 2000

\* the actual cost incurred by the public authority

## Winwick Parish - Management Committee 10 January 2017

**Present:** Councillors Matthews (Chairman), Gordon, Gosney and Williams

**Also in attendance (observing):** Councillors Iddon and Mitchell (who were given permission to speak on any matter)

### **WPMC 30 Apologies**

Councillor Gosney presented his apologies in advance on the basis that he would need to leave the meeting early.

### **WPMC 31 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

With the consent of the Committee, the Chairman adjourned the meeting to enable councillors to attend a meeting organised by members of the local community to discuss funding a new Christmas tree and lights for Winwick Village, which was also taking place at Winwick Leisure Centre at 7.30pm.

Members then returned from the community meeting and the Committee reconvened at 7.55pm. Some 70, or so, members of the public had attended that meeting. The Chairman reported that representatives of the Christmas Tree Group would attend the next Parish Council meeting.

### **WPMC 32 Minutes**

#### *Matters Arising*

In respect of Minute WPMC 26 – Minutes, the Chairman asked if any progress had been made regarding the registration of parish land with the Land Registry. The Clerk confirmed that this had not yet commenced. There was a need to understand the process and to formally identify the land to be registered. There would be more certainty around registration if the Council could produce the deeds for the various parcels of land. Mr Craddock, Finance Officer, indicated that he had previously contacted Steels Solicitors, Warrington, about the deeds, but they had confirmed that they did not hold the documents. It was suggested that the former Parish Clerk, Peter Walters, or former Finance Officer, Chris Haggett, be contacted to see if they knew the whereabouts of the deeds.

It was understood that the intention to register the land would need to be published in the London Gazette, but that if another claim was received the matter would be referred to the Land Tribunal.

Councillor Iddon reported that maintenance of the land at Hermitage Green was not currently carried out by the Parish Council and that any assertion of

ownership might place the current arrangements at risk. It was suggested that a report on the process, including the question of which pieces of land to register be provided to full Council. Mr Craddock indicated that he recalled seeing two files on the land at John Parr Meadow, which might be at the Town Hall.

Decision -

- (1) That, subject to the following amendment under Minute WPMC 27 – (A) Winwick Carnival:-
  - At the start of Paragraph 4, deletion of the words “Councillor Williams” and insertion of the words “Mr Williams, Leisure Centre Manager,”,

the minutes of the meeting held on 8 November 2016 be agreed as a correct record.
- (2) To request the Officers to continue to search for the deeds in relation to Council owned land and to provide a report to the Council on the possibility of registering the land.

**WPMC 33 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference**

**(A) Budget 2017/18**

The Committee considered a report on the revised draft budget, following the discussions at Council on 22 November 2016. The report included information on the proposed officer costs and supporting information on national pay scales and the pay award for 2017/18.

In terms of accruals at the moment, it was the intention to recategorise the old accruals totaling £8,400 from grass cutting to traffic calming which, with the £1,600 already included in the 2017/18 draft budget for traffic calming gave a total of £10,000 for 2017/18 for that project.

In terms of the electricity accrual of £13,000, it was intended to release £6,000 in the current year with the balance being released over the following two years. That would more than cover the current trial litter picking service in 2016/17.

Members were reminded that reserves had to be vastly improved from last year's -£17,350.

The following indicative figures were provided in terms of precept changes:-

- A 2% increase would yield £2,261 additional revenue
- A £2.50 band D increase would increase revenues by £4,568 and take the band D total rate to £63.19.

## Agenda Item 16 (A)

Members had given some initial consideration to the Budget at a private meeting which had taken place at 6.45pm. Issues discussed included the following:-

- Options for the level of any potential increase in the precept, with 2% being the preferred option;
- The amount of support from the precept required to operate the Leisure Centre (£31,180);
- Traffic calming (£1,600, with the balance to be funded from reserves as detailed above);
- Provision for pensions for employees (via the Local Government Pension Scheme);
- Reorganisation of staffing provision;
- Funding for the litter picking service;
- Use of the electricity accrual (as detailed above);
- The precept had not increased in 2016/17, following large increase in 2015/16 (c.£40k);
- The potential risks of using all remaining accruals;
- Providing an equitable mix of spending across the Parish, both to the north and south of the M62 (eg. litter picking was being provided across the whole parish);
- The possible adoption of a different business model for the operation of the Leisure Centre. A well performing Leisure Centre was the key to being able to support other projects within the community;
- Whether to provide financial support in respect of the community's Christmas tree proposals (The budget included an amount for £250 to illuminate the existing live tree in St Oswalds CE Church grounds. This amount could be made available to help move the electrical power supply for an artificial tree within the site);
- Planned reserves of £11,835 for 2017/18, subject to the performance of the Leisure Centre;
- Scope to change the areas covered or reduce the level of litter picking in response to demand or seasonal variations;
- A request from the Councillor Hans Mundry, Executive Member for Highways, Transportation and Public Realm, Warrington Borough Council, for a financial commitment to the provision of a crossing or crossing patrol on Myddleton Lane. This would need to be considered as part of the wider traffic calming issues and when firm proposals were available. Funding would be dependent on the improving performance of the Leisure Centre, possible fund-raising events and matched funding from the PTFA at Winwick CE School, or from Winwick Carnival. The cost was unlikely to fall to be met in 2017/18;
- A draft Mission and Values document had been produced by the Chairman for consideration. A 'You said, We Did' document could also be produced to raise the profile of the Parish Council.

The Clerk reminded members that the final decision on the Budget must be taken by full Council and could not be delegated. However, in the light of the

Borough Council's deadline, approval had been given to the Finance Officer to write to the Borough Council following the Management Committee's meeting.

Decision –

- (1) To recommend Council to approve the Budget 2017/18 as presented, to include an increase in the precept of 2%.
- (2) To recommend Council to approve the admission of the authority into the Local Government Pension Scheme in respect of its qualifying employees.
- (3) To approve, in principle, a minimum contribution of 10% for a crossing on Myddleton Lane, based on an estimated total cost of £30k for the scheme.

**(B) Community and Leisure Centre Performance Report and Budget Monitoring**

The Committee considered a joint report of Tony Craddock, Finance Officer, and Mathew Williams, Leisure Centre Manager, on the performance of the Leisure Centre and the monitoring of its Budget. Mr Craddock and Mr Williams were both in attendance to highlight the main issues contained within the report. The report included key performance indicators from 28 March 2016 to the week ending 1 January 2017.

**Financial Issues**

**Weekly Comparison to Budget - Gross Bar Takings**

The Gross Bar Takings figures (£102,838) remained well above the Budgeted figures (£79,385), some 29.5% up, although this percentage had dropped from the previous report in November 2016 (39.9%).

**Comparison to Last Year (Total Figures) - Gross Bar Takings**

Gross Bar takings (£102,838) compared to last year (£92,032) had increased by 11.7%, although the percentage had fallen since the last report (24.3%).

**Weekly Comparison to Budget - Net Lettings/ Food Income**

The level of income generated from net lettings/food (£37,850) was -7.2% below budget (£40,769). This represented a worsening position from the previous report in November 2016 (-4.8%). The change was, in part, due to a number of customers who had transferred to Golborne Golf Club, which was run by the previous Leisure Centre Manger. It was anticipated that the position would normalise as some customers had already returned and new customers would emerge.

Bar Gross Profit as a Percentage of Budget

The October 2016 figures for Gross Profit, £320 surplus, had been reported orally at the last meeting. The surplus for November 2016 was £300.

Daily Bar Take Figures and Total Weekly Income / Total Staff and Entertainment Costs (Weeks Ending: 6 November 2016 to 1 January 2017)

Weekly bar take figures and lettings income were provided, together with the associated entertainment and staffing costs. The figures showed that staffing costs (£44,120.89) were slightly above the budgeted level (£40,000).

Councillor Iddon commented that the daily bar take figures for Monday to Thursday remained low. Mr Craddock responded that that pattern was due to the nature of the licensed trade. For most pubs the cost of doing business on weekdays would generally be supported by the profits made from Friday to Sunday. Mr Williams, indicated that consideration had been given to daytime only opening at the start of the week, although there were risks to that approach. The Chairman added that as a community facility there was a need to be open as much as possible and that a £20k - £30k subsidy from the precept could be justified on that basis. Takings were likely to increase at the start of the spring football season. The weekly pattern of bar take was the same throughout the year, but the takings were generally lower in the first part of the year. Mr Williams indicated that a further report would be provided in April 2017, which would show the overall trends. Mr Craddock commented that it might be useful to consult on smarter opening hours to match known demand.

Mr Williams indicated that a number of measures had already been implemented, including:-

- Promoting BT Sports in the bar;
- Sending staff home early if the bar was empty (The Leisure Centre Manager could view CCTV images from home to gauge usage);
- Continuing to search for a regular Monday user.

Cash Payments Made During the Period (Weeks Ending: 6 November 2016 to 1 January 2017)

A list of cash payments made was provided. The weekly totals were as follows:-

- Week Ending 06/11/16 - £35.22
- Week Ending 13/11/16 - £43.88
- Week Ending 20/11/16 - £17.05
- Week Ending 27/11/16 - £34.88
- Week Ending 04/12/16 - £64.93
- Week Ending 11/12/16 - £16.75
- Week Ending 18/12/16 - £24.85

- Week Ending 25/12/16 - £6.65
- Week Ending 01/01/17 - £28.10

Leisure Centre Interim Budget Monitoring Report 2016/17 (to 31 December 2016)

The overall Leisure Centre deficit at 39 weeks (to 31 December 2016) was -£27,976, which represented a worsening of the position reported last time. The figure was now just about on Budget.

Weekly Room Lettings Summary (Weeks Ending: 6 November 2016 to 1 January 2017)

Details of the weekly lettings were provided in the schedules included within the report.

**Operational Issues**

Operational issues in relation to the Leisure Centre were reported as follows:-

Standards

Standards both inside and outside of the Leisure centre were thought to be excellent.

Service

There was nothing additional to report since the last meeting.

Cleanliness

The Leisure Centre had decided to trial the use of a contract cleaner on review of the budget and staff hours. At present, the contract was working extremely well with the Leisure Centre looking in excellent condition throughout. The contract cleaner currently worked on the following days:-

- Monday - 5am/8am
- Thursday - 5am/8am
- Friday - 5am/8am
- Saturday - 5am/8am
- Sunday - 5am/8am

Overall staff hours had been reduced to accommodate the contract cleaner during the trial period.

Mr Williams confirmed that the contract was for cleaning the whole of the Centre, including the kitchen and toilets. Councillor Iddon reported that the kitchen area was not up to standard and Mr Williams agreed to speak to the cleaner directly. The Chairman indicated that some minor repairs were need

to the kitchen and the boiler area, which would help to maintain the appearance.

### Decor

New blackout blinds had been fitted in the Countryside suite, due to the low lying winter sun shining through the windows and disrupting meetings.

### Repair

There was nothing additional to report since the last meeting.

### Reputation

Examples of positive feedback about the Centre and its staff were provided from eight customers.

### Relationship with Other Businesses

The Leisure Centre's reputation for outstanding service continued to grow with its customers.

### Reports

#### *Proposed Events:*

In 2016, the Leisure Centre Manager received feedback from the community about what people would like to see at the Leisure Centre. On a number of occasions residents had requested a Fireworks Show to be available for them to view on the playing fields. Members were reminded that there could be a financial risk to that type of event. The Leisure Centre Manager was keen to avoid such risk, and was currently in negotiations with two firework companies who could provide a show where they took all the risk. The show companies would take 100% of the total revenue of ticket sales and the Leisure Centre will take a greater wet sale, at no financial risk to the Council.

#### *New Year's Eve Community Event:*

In 2016, at the first community meeting held by the Chairman, Councillor Mike Matthews, the community had requested to be able to attend a New Year's Eve Party at the Leisure Centre. The Leisure Centre Manager had acted upon that suggestion and provided an event with free entry on the basis of providing a service for the community. However, the financial summary for the event provided by the Finance Officer and Leisure Centre Manager showed an overall loss of -£52.39. It was not, therefore, considered viable to hold an event like that again, as it increased the deficit of the Leisure Centre. It was proposed in future to continue to lease the room out on New Year's Eve, so as to minimise all financial risks to the Council.

*Christmas Trading Position:*

The Christmas period for the Leisure Centre had been poor compared to the wet sales generated in 2015. Accordingly, the Leisure Centre Manager was evaluating closure around the low income dates for 2017.

*Additional Chairs:*

The Leisure Centre Manager sought approval to the purchase of 100 chairs. There were currently only 80 chairs available on site, which made it very difficult to cater for everyone when two parties were booked in on the same day. The new chairs would cost approximately £10.00 each. The chairs could be stored in the space where the aikido mats were previously stored. Mr Craddock confirmed that the expenditure could be funded from within the repairs budget.

Decision

- (4) To note the report on the performance of the Leisure Centre and the monitoring of its Budget.
- (5) To approve the purchase of approximately 100 new chairs.

**(C) General Policy Matters**

**Christmas Tree Group**

Councillor Gordon reported that the Christmas Tree Group had confirmed that they did not wish to see an increase in the precept to enable the Council to fund a more substantial Christmas tree display. Their aim was to carry out their own fund-raising. Their intention was to purchase a 20ft artificial tree which would be placed in front of the stained glass window of St Oswalds Church. The rector was in agreement with what was proposed. The tree would cost in the region of £1,000 and would break down into three sections for storage. Outdoor lights would cost around £400. A real tree would cost in the region of £3k annually to purchase, install, maintain and remove after Christmas, which was thought to be prohibitive. The Group had requested that the Parish Council pay the annual electricity costs. A further meeting of the Group was being arranged.

The Chairman noted that there were some health and safety considerations regarding the current arrangements for decorating a live tree. A solution which involved a community tree in the church grounds would remove any financial risks to the Council. However, the issue of moving and maintaining the electrical supply to a new site might not be affordable by the community group. A one off payment from the Parish to move the electrical installation might be one solution, subject to feasibility and costs.

Decision –

- (6) To note the update on the aspirations of Christmas Tree Group.

**Publication Scheme**

The Committee considered a report of the Clerk, Mr Joinson, on the authority's Publication Scheme. Section 19 of the Freedom of Information Act 2000 required all public authorities to adopt a publication scheme that specified the classes of information which that public authority published or intended to publish and whether the material was, or was intended to be, available to the public free of charge or on payment.

The Council, at its meeting on 26 July 2016, had adopted the Information Commissioner's Office (ICO's) model publication scheme, which was a short document setting out the adopting organisation's high-level commitment to proactively publish certain classes information. The model publication scheme committed the Council to publishing the following:-

- a public guide to information, specifying what information was published and how it was available, for example, online or by contacting the Council; and
- a schedule of fees, saying what the Council charged for information

The Committee considered a draft of the two documents.

Development of the draft scheme had led to Officers identifying areas where the Council's governance arrangements could be strengthened by the production and adoption of additional policy documents or the creation of certain registers, including the following:-

- Scheme of Delegation to Officers
- Mission Statement
- Parish Plan
- Customer Service Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Handling Requests for Information Policy
- Information Security Policy
- Records Management Policy
- Data Protection Policy
- Assets Register
- Register of Gifts and Hospitality

The development of additional policies and registers would require a significant investment in terms of staff time and it was suggested that a risk based approach be taken to prioritising the documents which might be needed first. It was suggested that the Health and Safety Policy be considered with immediate effect. Mr Williams confirmed that a health and

## **Agenda Item 16 (A)**

safety policy and risk assessments were in place for the Leisure Centre, but it was noted that the Parish Council itself also carried out activities, which might fall within the scope of the relevant legislation. Risks to employees, councillors, the public and contractors would need to be considered.

Members also considered a draft Mission and Vision statement provided by the Chairman which could be published under the Scheme.

Decision –

- (7) To recommend the Council:-
  - (a) To note the report on the Publication Scheme;
  - (b) To approve the Detailed Scheme and Schedule of Fees at Appendix 2;
  - (c) To request the Clerk to ensure the regular review and updating of the Detailed Scheme;
  - (d) To endorse the list of proposed policies and registers identified Paragraph 6.3 of the report and to request the Clerk, in consultation with the Chairman, to prioritise the development of the documents required to enable them to be delivered.
  - (e) To recommend the Council to adopt the Mission and Vision statement.

### **WPMC 34 Exclusion of the Public (including the Press)**

Decision - That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

### **WPMC 35 Confidential Matters in line with the Committee's Terms of Reference**

#### **(A) Community and Leisure Centre Performance Report and Budget Monitoring**

The new CCTV installation had been a great success. Within 48 hours of the new system being installed a staffing incident had been recorded in the cellar, which had resulted in an intervention by the Leisure Centre Manager.

The Leisure Centre Manager had full control over the system and was able to view the cameras on the work phone from home.

Decision -

- (1) To note the installation of the CCTV and the incident referred to by the Leisure Centre Manager.

**(B) General Policy Matters**

**Procurement and Payment Authorisation System**

The Committee considered a report of the Chairman, Councillor Mike Matthews, on the need for an improved set of governance procedures and support for the operation of the Leisure Centre. It was suggested that there were three important areas where Councillors needed to become and be seen to become more proactive. Those areas were:-

- Ensuring the Council had a robust set of audit and reporting protocols in place that everyone on the Leisure Centre Management Committee (Staff and Councillors) were happy with and the external auditors had signed off on.
- Ensuring those systems were placed in the public domain and that the internal checks, reporting and where required the triggering of remedial actions were done in a manner where the public had confidence in the Council's operation of the Centre.
- Being more pro-active in terms of: setting short term (seasonal) campaign targets, supporting staff in the achievement of those targets and where required changing and supporting changes in the seasonal strategy in order to ensure the Council made every effort to deliver or actually better the business (and financial plan) for the Centre in any given financial year.

With those challenges in mind, the following actions were proposed:-

- Councillors to 'sign off' and check the weekly sums banked against the till income and any cash income from bookings each week. This could be via a check each month.
- On payments, to revisit the scheme of delegation and consider what delegation and audit trail exists for making payments electronically: The establishment of set of 'approved suppliers' where staff can sign off on a purchase (without resort to the Finance Officer), but at some level all quotes should be sent to the Clerk before a decision was made. In the middle The Finance Officer would act as the 'Clerk'.
- Use of a standard form that would accompany any payment for matters like repairs, beer, etc, that would simply create an audit trail as to who and why the payment was being signed off on.
- The use of 'before and after' photographs of repairs, etc. to append to

any payment.

- Improved dialogue and between the Finance Officer, Leisure Centre Manager, Chairman and Vice Chairman and increased support about the strategic direction of the Leisure Centre, including seasonal campaigns.

Councillor Williams gave an example of a transaction which occurred over the Christmas period in the sum of £5k, the purpose of which had not been made clear. Mr Craddock indicated that the money transfer was between two of the Council's accounts to ensure that one account was not overdrawn following a large payment. Mr Craddock reported that the background documents to the payments list were available for inspection at each meeting. Councillors signatures for payment were usually obtained on a rota basis. It might be possible to develop a rota to view and sign off the invoices as part of that payment regime.

Clarification was sought as to whether councillors wished to see the background documents before any payments were made. The Chairman confirmed that that would not be necessary, but that a slip signed off by the officer incurring the expenditure which provided a summary of the transaction would be useful, particularly in the case of electronic transactions. Mr Craddock provided a summary of recent transactions which demonstrated that most were routine or self-explanatory and that a signed slip would add little useful information to the system of control.

The delegated authority to enter into contracts was already set out in the Financial Regulations, with large scale expenditure (over £2,000) requiring three competitive quotations to be received. For example, competitive quotations had been sought recently for the new folding doors. The Chairman felt that additional clarity was required around expenditure below that level particularly in view of some historic allegations about contracts let that lacked transparency. It might, therefore, be advisable to amend the Financial Regulations to provide for two quotations for contracts between £500 and £2,000.

The Chairman was keen to ensure that elected members should monitor whether the money recorded in the till was the same as what was banked at the end of the day.

Mr Williams indicated that there was lack of clarity around what was delegated to the Assistant Manager and under what circumstances. The procedure for the reception of stock needed further clarification.

Decision –

- (2) To note the report of the Chairman on the Procurement and Payment Authorisation System;

## **Agenda Item 16 (A)**

- (3) To request the Finance Officer to review the Financial Regulations with a view to strengthening the levels of oversight and control by elected Members and to request the Clerk to consider the development of a Scheme of Delegation to officers to underpin the Financial Regulations.

### **(C) Employee Matters**

With the exception of the matter reported at (A) above, there were no Employee Matters reported on this occasion

### **(D) Notice Boards**

Councillor Iddon pointed out that the new notice boards did not display the Winwick Parish Council logo. Officers would look into applying appropriate branding.