

WINWICK

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in Cheshire – 2000*

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PARISH COUNCIL

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4 July 2018

To Members of Management Committee
(Councillors M Matthews, S Gordon, P Gosney, A Iddon and one vacancy)

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 10 July 2018, at 7.30 pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Interim Clerk to the Parish Council

AGENDA

- 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 provide 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. Whilst the Clerk will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

- 3. Appointments to the Committee**

To note that Councillor Sue Emery had confirmed that she was unable to take up the seat offered on the Management Committee for personal reasons.

- 4. Minutes**

To receive the minutes of the meeting of the Committee held on the 12 June 2018.

5. To consider any non-confidential matters in line with the Committee's Terms of Reference.

(1) Community & Leisure Centre - reports from the Finance Officer; Centre Bar Manager and/or Clerk

a) Update Report (*excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2*) **(to follow)**

6. Chairman to move 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.

7. To consider any matters in line with the Committee's Terms of Reference.

(1) Community & Leisure Centre - reports from the Finance Officer; Centre Bar Manager and/or Clerk

a) Update Report (*NB. Non-confidential information will be discussed in Part 1 of the meeting*) **(to follow)**

(2) Employee Matters - reports of the relevant Officer

Note: Members of the Parish Council are welcome to observe the meeting but will be asked to leave at the point in the process when individual HR matters are discussed

Winwick Parish - Management Committee 12 June 2018

Present: Councillors Matthews (Chair), Gordon and Iddon

The Chair reminded Members that, at the Annual Council meeting, Councillor Emery had been invited to serve on the Committee in place of Councillor Mitchell.

WPMC 1 Apologies

Apologies were submitted on behalf of Councillor Gosney.

WPMC 2 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 3 Minutes

In relation to Minute WPMC59 – Minutes 10 April 2018 (Page 1), the Chair enquired how the new Leisure Centre Bookings/Finance Administrator was settling in. Ms Jones, Interim Finance Officer, indicated that Lucy Whitby was settling well in the team. The electronic booking system had now been updated as far as mid-October. Enquiries had been made with Dave Smith at Drum BSS, who had installed the system, about the specifications needed for a tablet device, which would then replace the paper book. Ms Whitby undertook all of the room booking duties, including daily dealings with the public. She also undertook a number of financial duties, including putting suppliers' invoices on the system. She had now asked for additional duties and would be producing clients' monthly statements, debt chasing letters and the payroll spreadsheet for the accountants. It might also be possible to delegate the drafting of bank reconciliation statements to her. The Chair hoped that the Committee would be in a good position to determine exactly what staffing hours were required in around one month's time.

Councillor Iddon commented that Ms Whitby always had a smile and was good humoured and would be well placed in the role of meeting customers. The Chair added that this was a key post alongside the Bar Manager and that care should be taken not to create unnecessary stress early in her role. He was pleased to see that she was bedding into the role. Ms Jones commented that she would be able to use her own initiative to develop the clients' statements and debt chasing letter.

In respect of Minute WPMC60(A) – Income Information: Bar Takings Cumulative (Page2), the Chair commented that the £1.6k deficit appeared to be an improvement on the previous position.

With regard to Minute WPMC60(A) – Income Information: Cash Takings (Page 2), in connection with the Leisure Centre break-even figure of £2,822, it

was suggested that a similar line be included in the graph information for future reports. The importance of checking overall financial health at this time of year was noted. Ms Jones commented that some of the improved performance was due to staff understanding the line management arrangements, initially through the Bar Manager and escalating to the Interim Finance Officer. Councillor Iddon commented on the income profile for the Leisure Centre, which tended to dip in the middle of the year, for example, as charities had spent their initial annual funding and then did not spend again until later in the year. Ms Jones added that one key client had recently merged with another group, but that the Leisure Centre was optimistic that the move would increase the client's usage of the Centre.

The Chair enquired if the Neil Diamond Tribute schedule for 29 June 2018, was showing signs that it might make a profit. Ms Jones indicated that, at the last time checked, 43 tickets had been sold. The Chair suggested that around 60 tickets would need to be sold in order to be able to make up the balance of the cost of the artist through increased wet sales. The Chair reminded Ms Jones of the need to carefully review profitability of that and similar events. The information would be useful in determining how often to stage that type of ticketed event, eg. monthly, two-monthly, or at longer intervals. Ms Jones added that weekend events, such as birthdays, were usually successful and that the Bar Manager was focusing his efforts on lower cost events such as the 80s Night and Northern Soul Night. The Chair indicated that care would need to be taken not to book up potential birthday party slots by providing too many organised ticketed events.

In respect of Minute WPMC60(A) – Income Information: Cash Takings (Page 3, Paragraph 4), the Chair noted that the separation of figures for wet sales and ticket sales requested had now been incorporated into the latest Leisure Centre Performance Report.

With regard to Minute WPMC60(A) – Coffee Sales (Page 4), it was noted that a coffee machine had now been purchased. Around 5 or 6 cups per day were being consumed. St Oswalds Care Home had brought a number of their residents into the Centre after a day trip had been cancelled. On the basis of that experience the Bar Manager was seeking to develop a bingo morning. Councillor Iddon suggested that additional advertising about the availability of coffee be placed at the top of the access lane to the Centre. Ms Jones responded that the Bar Manager was currently looking into that matter. The Chair suggested that a flyer could be distributed around the village, which might refer to the availability of coffee, as well as the forthcoming attractions and regular community group activity. The flyer might also seek further ideas from the community and offer 50p off coffee for any suggestions received. Councillor Gordon offered to distribute the flyers to parents via Winwick CE Primary School.

In respect of Minute WPMC60(A)(5) – Quotes to be Discussed (Pages 6 and 7), The Interim Clerk, Mr Joinson, circulated copies of the Financial Regulations, together with a summary of the types and levels of contracts for which quotations were required and the authorising person or body for

expenditure. The green text highlighted the delegations introduced by this Committee following consideration of the recent Leisure Centre business case. The red text showed where there was some gap or ambiguity in the existing Financial Regulations.

The Chair commented that he believed that the three tiered scale for quotations and approvals listed for Minor Repairs had, in fact, been intended to apply to all regular categories of contract, but that the Financial Regulations had not been fully amended when those changes had been introduced. In addition, there might be a difference between the procedures required for new purchases and those for existing contracts that might require annual review. It was suggested that a rolling programme of best value reviews be introduced for existing contracts that required expenditure of over £2,000 per year, such as gardening, grass cutting and repairs and maintenance.

Mr Joinson, indicated that the Financial Regulations were silent on the matter of whether to limit the amount of monthly spending on bar supplies by the Bar Manager. The Committee might wish to recommend a limit. Ms Jones indicated that orders were in the region of £3.2k – 3.3k per month. The Chair indicated that there was also a need to agree with the Bar Manager how often the Committee should review the Centre's main beer supplier. Ms Jones provided a word of caution, since the Centre had recently negotiated a drop in prices with the current supplier, Wigan Beer Co. The Chair noted that both Wigan Beer Co. and Bartons had been used previously. Members discussed whether to set say a £2,000 per week limit or to leave Bar Manager's purchase amounts unlimited. It was suggested that a limit might unduly delay the purchase of wholesale drinks for a large scale event. In any event, prices were regularly reviewed by the management team.

The Chair suggested that a breakdown list could be supplied of the beers purchased in order to identify whether the Centre was purchasing the cheapest offer. However, Ms Jones indicated that this would simply lead to suppliers price matching. Councillor Iddon commented that the existing suppliers were not considered to be expensive.

In respect of Minute WPMC60(A)(6) – Quotes to be Discussed (Pages 6 and 7), Ms Jones reported that it had not yet been possible to arrange for additional quotations for those repairs discussed with Wigwam Property Maintenance. Quotations would be obtained shortly, as appropriate.

In connection with Minute WPMC62(A) – Ms Jones reported that she had been unable to review the CCTV footage of the Fireworks event as the files on the hard disc would not run any of the media software to which she had access. The footage only covered the evening of the Fireworks event and not an earlier incident in which the Police were still interested. The Chair recalled that a Police Officer had previously indicated that he had reviewed the earlier incident involving a bladed item on display and had been satisfied that the person involved had not made any attempt look at, gesture towards or reach for the item during an alleged altercation.

Ms Jones indicated that a case against the former Leisure Centre Manger in relation to an alleged assault on the evening of the Fireworks event had been dropped due to evidentiary issues. The Chair indicated that he was disappointed that the Council had not been informed of the listing of the case.

Given the current circumstances there was a need to close off the Fireworks matter, as there was little else that the Council could achieve. The Police had not been interested in the issue of free drinks given out as that was within the discretion of the licensee and the money from the gate was reported as being bagged up, but was unaccounted for. Mr Jonson indicated that the CCTV footage might play on his ICT equipment and that he would check.

Decision –

- (1) That the Minutes of the meeting held on 8 May 2018 be agreed as a correct record.
- (2) To request the Finance officer to include a line for the break-even figure for bar takings to be incorporated into in the graph information for future Leisure Centre Performance Reports.
- (3) To establish a rolling programme of best value reviews for existing contracts that require expenditure of over £2,000 per year.
- (4) That no authorisation limit be set on the purchase of wholesale supplies for the bar by the Bar Manager, but that the management team should maintain a regular review of prices.
- (5) To request the Finance Officer to provide a report on a quarterly basis to the Committee to indicate from which supplier purchases have been made and the percentage of share of total purchases by each supplier.
- (6) That the Contract Process Summary document be appended to the existing Financial Regulations.
- (7) That the Clerk be requested to write to the Police to confirm that the Council no longer has access to any CCTV footage of the incident involving an alleged altercation at the Leisure Centre during which a bladed item was on display.
- (8) To request the Clerk and Finance Officer, subject to access to compatible software, to review the CCTV footage for the Firework event (6pm – 7pm), to attempt to ascertain the whereabouts of any money from the gate.

WPMC 4 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Report

The Interim Finance Officer provided a report which showed the latest financial position at the Leisure Centre.

Income Information

Bar Takings Cumulative

A graph was provided showing budgeted and actual takings. Based on a budget of £10k income expected each month, the bar takings for March ran £0.3k over target with the year to date including figures for April 2018 running at £1.5k (£1.8k previous month) below target.

The Chair requested that the fact that tea/coffee figures were included in the bar takings needed to be annotated on the graph. In relation, to room hire the majority of hire through credit was shown on a separate graph, but cash hirings paid over the bar were shown in the bar takings graph. Ms Jones indicated that a spreadsheet for cash and credit hirings was now available to the Deputy Manager to enable him to keep track of payments.

Cash Takings

A table of cash takings for the period weeks commencing 26 March to 28 May 2018 was presented. The table now identified bar sales, tea/coffee, room hire, and ticket sales separately.

The figures showed strong cash flow Saturday and Sunday, with strong nights when an event/ sports were on (Tuesday and Friday) although work was still needed to bring people in to improve cash flow on the other nights of the week. It had been suggested that Sky Sports would help to improve evening sales and that coffee mornings/afternoons would increase sales during the day.

Ms Jones indicated that the green boxes highlighted were takings had been over the break-even point for the day. The positive figure of £1,187.96 for Sunday 1 April 2018 related to a 70th birthday party. Other profitable dates had included various parties, funerals and a quiz night. For example, Saturday 11 May 2108 had been an 18th birthday and there had been a run of three good nights from 25 – 27 May 2018 which had included an 80s night, the European Champions League final and a christening. Forthcoming bookings including the following:-

- Wedding anniversary – 16/06/18
- Funeral – 18/06/18
- Northern Soul Night – 22/06/18
- Birthday party - 25/06/18

- World Cup football – 14/06/18 -15/07/18

It was noted that one of the England Group matches would clash with an existing booking for the Leisure Centre.

A comment was made that the Liverpool Champions League final had not generated as much profit as had been anticipated. However, it was noted that customers had left the bar immediately after the match because of the final score.

The Chair stated that, overall, the figures for the bar appeared to be improving. Councillor Iddon advised caution as there was frequently a dip in footfall in August. The Chair acknowledged that fact, but suggested that some activities could be planned to mitigate that downturn. Ms Jones indicated that the Bar Manager wanted to obtain Sky Sports, particularly for Rugby, but the Centre could not yet afford the subscription. The Chair estimated that at least 12 additional customers would need to be attracted into the Centre to pay for Sky Sports, but that those numbers could not be sustained for a less attractive fixture.

Coffee Sales

With regards to the coffee mornings, as previously reported to break even the Centre needed to sell 6 cups per day and 7 cups per day to make a profit. After 13 days of the machine being in place a total of 66 cups had been sold, which averaged at 5 cups per day. That should improve as the period covered had been when the school and pre-school were on a break.

Room Letting Cumulative

A graph was provided showing budgeted and actual lettings income. Room lettings ran £0.25k under budget for May and was running under budget by approximately £1.1k in total (£0.8k previously). The deficit would be covered by the pre-school payment at the end of the term of approximately £1.5k. The management team were currently looking at optimising the use of the rooms at the Centre and would need a strong marketing strategy and to ensure that the website was updated and effective. Room lettings were also likely to dip in August during the holiday period.

Payments Made

A list of payments made to 11 June 2018 was presented as follows:-

Payee	Description	Sum
Direct Debits on 7 May 2018		
Barclaycard	-	£36.69
BT Group	-	£165.71
Direct Debits on 14 May 2018		
British Gas	-	£1,315.22
Payzone	-	£21.60

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Lloyds	-	£63.00
Direct Debits on 21 May 2018		
B+M	-	£200.93
British Gas	-	£354.25
Extra Energy	-	£784.85
Direct Debits on 28 May 2018		
Public works loan	-	£3,614.42
Rates	-	£770.00
Direct debits on 4 June 2018		
BT Group	-	£165.71
Direct Debits on 11 June 2011		
Barclaycard	-	£50.28
Electronic Payments authorised on 14 May 2018		
Wigwam	-	£140.00
System Hygiene	-	£222.58
BOC	-	£155.40
Wigan beer	-	£1,800.49
Chubb	-	£818.01
KC Kitchen	-	£205.00
Dave Forshaw	-	£160.00
CM Worrall	-	£150.00
WBC (litter picker)	-	£4,108.51
Warr Security	-	£160.00
HMRC	-	£1,158.16
Gardenia Gardens	-	£245.00
DJ Fire and safety	-	£132.00
Electronic Payments authorised on 21 May 2018		
Streetstar	-	£160.00
G4S	-	£190.33
B Muflihi	-	£180.00
Wigan beer	-	£1,499.47
Gleam Clean	-	£730.00
WBC (Clerk)	-	£2,400.00
Berry recruitment	-	£2,397.60
Drum BSS	-	£26.40
Cheshire Pension Fund	-	£733.89
Jimbo	-	£190.00
Styles	-	£192.00
Wigan beer	-	£3,071.19
DL Hannan	-	£160.00
Electronic payments authorised on 4 June 2018		
HMRC	payment for lost cheque – cheque cancelled	£926.99
HMRC	payment for lost cheque – cheque cancelled	£1,103.01
Blackfryers	-	£627.50
SJ Leisure	-	£100.00
Warr security	-	£160.00

Electronic payments authorised on 11 June 2018		
System hygiene	-	£240.91
DL Hannan	-	£190.00
SJ Leisure	-	£50.00
Wigan beer	-	£950.53
BOC	-	£140.40
Styles	-	£192.00
Gleam Clean	-	£627.00
B Muflihi	-	£90.00
Refund for In the Night Garden tickets	-	£27.50

The Chair commented that Members had already identified Gardenia Gardens and Wigwam Property Maintenance as on-going contracts to review. He enquired if the above list highlighted other contracts for review, for example the contracts with Chubb or G4S. The Chair also highlighted that if the normal contracting procedure was not followed, it was important to record the reasons why.

Ms Jones noted that the Council had indicated a desire to move away from using SJ Leisure due to a potential conflict of interest with a former employee. However, there were a small number of event bookings already in place which would be honoured.

Weekly Room Information

As reported under Minute WPMC.3 above, the electronic booking system was now being updated and a tablet would need to be purchased to replace the paper day book.

Items from Previous Agendas and Progress

In connection with the play area safety checks, Wicksteed were due to carry out the inspection on Tuesday 26 June 2018. Ms Jones would also attend.

In respect of Gardenia Gardens, a walkover was undertaken with Gardenia Gardens to determine what was provided under the existing contract. The work undertaken was as follows:-

- Hedges along the back carpark were strimmed in January, July and November.
- Car parks were sprayed for weeds.
- Grass verges were cut.
- Trees were trimmed if causing an obstacle (free of charge).
- Overgrowth on the entrance was cleared.
- Leaf blowing in winter to keep pathways and carparks clear.
- Clearing football debris (dirt from studs, etc) from pathways.
- Play area grass cutting – April and September/October.
- Planters:-

- WPC named planter (free of charge)
- School circle planter (not the small trough planters)
- Circle planter near Church
- Railings in front of the school x2
- Railings at back of church x2

The only additional costs were the plants themselves. A detailed quotation was provided for the gardening works for 2018. Ms Jones sought the Committee's views on accepting the quotation.

Councillor Iddon enquired if tending the 3 tier planter by the school represented a good investment, since it was largely obscured from view by a large bush. Councillor Gordon noted that access to the planter was very difficult. Ideally the planter should be moved to a new location. In the interim, it was suggested that the planter be deleted from the schedule of works and that the contractor be requested to remove the soil from it.

Councillor Iddon suggested that the patio at the front of the Leisure Centre required weeding. The patio should be swept regularly and the outdoor furniture sanded and re-varnished.

In connection with Minute WPMC59(3) – Minutes, the Bookings post job description had been finalised. As discussed earlier, tasks were being filtered through to Ms Whitby, who had a pro-active attitude to learning new tasks.

Decision – To note the update report.

WPMC 5 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 6 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Report

The report of the Interim Finance Officer included information in relation to a confidential staffing matter the outcome of which had resulted in a member of staff tendering his resignation.

The Chair indicated that he had recently discussed with the Clerk the strengthening of the procedures around disciplinary matters. It was suggested that in future a report full report about any disciplinary action taken be reported to the next available meeting of the Committee. The report should detail the alleged incident, the action taken by the Bar Manager and the reasons for that decision. It was acknowledged that the Bar Manager had

the authority to dismiss staff immediately on the grounds of gross misconduct, if such misconduct was clear and unambiguous. However, if there was insufficient evidence for instant dismissal, the matter should be investigated, including an opportunity for the staff member to present their case, and the outcome reported formally to the Management Committee for a formal decision. The member of staff might be suspended from work during the period of the investigation, where circumstances warranted that course of action.

Members discussed the circumstances of the individual staffing matter identified above and were minded to endorse the decision of the Bar Manager. Ms Jones undertook to request a formal written record of the matter from the Bar Manager.

Mr Joinson indicated that the Parish Council had previously adopted the Warrington Borough Council Disciplinary Procedure for use with its staff, which followed the ACAS Guidance. However, that Procedure was not ideal since it was designed for a much larger organisation with multiple layers of management. A more simplified policy, tailored to the Parish Council, should be produced.

Members also noted that a member of the public had been involved in the incident and that an appropriate sanction, such as barring, might be applied to that person. It was also suggested that the Bar Manager continue to provide the necessary training to existing staff to ensure that they were aware of their responsibilities while working.

Decision –

- (1) To endorse the decision and actions of the Bar Manager in relation to a staffing issue and to note the resignation of the member of staff concerned.
- (2) To request the Bar Manager to complete a written record of the staffing incident, his decision and reasons for that decision.
- (3) To request the Clerk to consider the development of a bespoke staff disciplinary policy for the Parish Council.

(B) Employee Matters

There were no employee matters other than those identified at Minute WPMC.6(A) above.

(C) General Policy Matters

Councillor Gordon indicated that the Headteacher of Winwick CE Primary School had requested a meeting with Parish Councillors and representatives of St Oswalds CE Church to discuss closer community working. One of the ideas being considered was the purchase, from the Parish Council, of a small

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piece of land on the Leisure Centre Playing Field adjacent to the school car park, to enable the existing school car park to be partly relocated, so as to provide a larger school playground.

The Chair indicated that such a scheme could be combined with a more ambitious project to provide a dedicated entranceway and a separate exit to the Leisure Centre and School complex, to ease congestion. The project might require the laying of a roadway within the site and the use of the double gates on the playing field.

Decision – To approve a meeting about closer community working between the Chair and Vice-Chair of the Council, relevant Ward Councillors and the Headteacher of Winwick CE Primary School and St Oswalds CE Church representatives.