

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:

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19 September 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 25 September 2018, at 6.30 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. **Minutes**

To receive the minutes of the meeting of the Committee held on the 10 July 2018.

4. **Action List**

A schedule is provided of actions arising from previous meetings

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 as at 5 August 2018 (for information only – circulated previously)
 - b) Update Report (*excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2*)
 - c) Rebranding of the Leisure Centre and Logos
 - d) Trees around the Boundary of the Leisure Centre Main Car Park
- (2) Winwick Athletic Football Club - Referral from Council
- (3) Wreath for Remembrance Sunday

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) Confidential Annex to the minutes of 10 July 2018
- (2) 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*)
- (3) 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 10 July 2018

Present: Councillors Matthews (Chair), Gordon, Gosney and Iddon

WPMC 7 Apologies

There were no apologies for absence submitted.

WPMC 8 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 9 Appointments to the Committee

It was reported that Councillor Sue Emery had confirmed that she was unable to take up the seat offered on the Committee for personal reasons

Decision – To note that Councillor Emery was unable to take up the seat offered on the Committee and to refer the matter of whether to make an alternative appointment to the Committee to the Council.

WPMC 10 Minutes

In relation to Minute WPMC4 – Coffee Sales, it was noted that sales were going well. Further information was included in the Leisure Centre Performance report at Agenda Item 5(1)(a).

It was suggested that an action list be provided to the Committee in future to facilitate the tracking of progress against any actions which were not otherwise featured on the Agenda.

Decision –

- (1) That the Minutes of the meeting held on 12 June 2018 be agreed as a correct record.
- (2) That the Clerk be requested to provide an action list for future meetings of the Committee.

WPMC 11 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. Ms Jones, Interim Finance Officer was in attendance to highlight key elements of the report.

Income Information

Bar Takings Cumulative

A graph was provided showing budgeted and actual bar takings. Based on a budget of £10k income expected each month, the bar takings for June ran £2.2k over target (£0.5k over breakeven) with the year to date running at £1.2k over target (£1.5k below target in previous month).

The upturn could be attributed to increased footfall due to football matches and a large number of private functions, including birthdays and funerals, as well as organised events such as the 80s Night, Northern Soul Night and Neil Diamond Tribute. Councillor Iddon enquired why the profits for individual events had not been larger. Ms Jones commented that the ticket sales had not been high enough to cover the cost of some of the acts booked. Events were being used as a filler when there were no other functions booked at the Centre.

The Bar Manager was in the process of switching to a new drinks wholesaler, Bliss Supplies, which should give rise to some reduced stock costs and included a free refurbishment of the cellar. The new lines had already been installed and work was progressing well. The firm was based locally and was considered to be reliable. The Bar Manager and Ms Jones had recently met with a representative of the company. Bottles could be collected easily, if necessary, and all orders placed before lunch would be delivered on the same day.

Councillor Iddon enquired how the Council would monitor that deliveries corresponded with what had been ordered and that prices were not rising excessively. Ms Jones indicated that the Finance / Bookings Administrator processed items individually for her to monitor and that both the Bar Manager and Deputy Manager would also monitor the situation. The Chairman commented that Ms Jones had been undertaking some shifts at the Leisure Centre and that it had provided some useful insight into the detailed workings of the business.

In respect of organised events, the Chairman indicated that each event might cost up to £1,200 to provide, but only then generated £1,200 income. Under the circumstances, it might not be worth the effort and might be better to keep the date free for other local functions. Ms Jones responded that only the Neil Diamond Tribute Act had involved a large outlay and that the 80s Night and Northern Soul Night could be organised at a lower cost. The numbering of tickets had also helped to provide assurance that all takings were accounted for.

Councillor Iddon warned about complacency in relation to the positive figures for June. Traditionally, takings were usually good in June and for the forthcoming Carnival, but there tended to be a dip thereafter in the summer period. The Chairman added that August was a good time to take stock of performance and to compile a plan for the winter months ahead.

Ms Jones indicated that an item on rebuilding the Leisure Centre's website featured later on the Agenda. The website was crucial to marketing the Centre. She had discussed with the Bar Manager the possibility of posting all forthcoming events on the site including, where appropriate, community events. Facebook and Twitter accounts would then be active from September 2018. It was recognised that residents often went away on holiday in August, but there were opportunities to promote coffee mornings in September for the parents of new starters at Winwick CE Primary School. Councillor Iddon reminded Members that they had previously discussed suitable signage at the entrance to the Lane about the availability of coffee at the Centre.

The Chairman indicated that it might be useful for members of the Committee to hold an ad hoc meeting with the Bar Manager, since his shift patterns did not normally allow him to attend the Committee's programmed meetings. He also suggested that the Centre needed to be rebranded and relaunched. The Bar Manager had previously indicated that the facility needed to be more community centric and that its strengths as such should be marketed. The term 'Community Hub' was suggested, but was not universally liked. Other suggestions include rebranding as 'The Myddleton' or 'Winwick Pig' after the local legend connected with origins of St Oswald's CE Church. Members also commented on the lack of appeal caused by the poor façade of the Centre when viewed from Myddleton Lane and the main entrance being at the side of the building. Councillor Iddon commented that the building 'lacked eyes' but that significant improvements could be made by simply repainting the exterior of the building and cleaning the patio. Ms Jones responded that the Bar Manager was looking into the maintenance of the patio. The Chairman added that improved signage and well stocked planters by the entrance would help to draw customer towards the entrance. Councillor Gosney noted that CAMRA had changed the Centre's designation from 'club' to 'pub', due to the introduction of real ale.

Cash Takings

A table of cash takings for bar sales for the weeks commencing 26 March to 2 July 2018 was presented. Tea/coffee sales were not included in those figures. The green boxes highlighted where takings had been over the break-even point for the day.

The report was presented in a different format from the last meeting, with more detailed breakdown of bar sales, tea/coffee, room hire and ticket sales for June 2018 being provided in a separate appendix.

The figures showed strong cash flow on 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.

Coffee Sales

With regards to the coffee mornings, as previously reported, to break even the Centre needed to sell 6 cups per day. A monthly breakdown of tea/coffee sales was provided, which showed the steady improvement in sales, virtually doubling since May. After just over 3 months of the machine being in place the number of cups per day sold was generating a profit, with 9.8 cups per day sold in June and 7.5 per day sold in July to date. The School Sports Day held in June had helped to boost the sales figures.

Room Letting Cumulative

A graph was provided showing budgeted and actual lettings income. Room lettings ran £0.75k under budget for June and was running under budget by approximately £1.9k in total (£1.1k previously). The deficit would be partly 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, as discussed earlier, would need a strong marketing strategy and to ensure that the website was updated and effective.

Room lettings were, however, running at just under the break even point. The budget and break even targets seem paradoxical, but had been developed on the assumption that the room lettings side was profitable and would outperform bar sales, such that it could support any loss making activities on that side of the business.

Councillor Iddon enquired whether all users of the Leisure Centre paid. Ms Jones confirmed that there was a consistent policy in respect of room lettings. Councillor Iddon asked about organised activities and commercial users of the Playing Field. For example a keep fit 'boot camp' was held twice weekly on the field. It was understood that the participants paid to access the sessions, but it was unclear if a charge was made for hire of the playing field. The Chairman indicated that commercial use should be charge at the same rate as for other users, such as the Winwick Athletic Football Club.

Events Breakdown

A breakdown was provided of profit and loss for recent events at the Leisure Centre, based upon tickets and bar sales, against the costs of the act, bar stock and staffing. A summary of the overall profit/loss for each event was as follows:-

- Neil Diamond Tribute: £7.26 (profit)
- 80s Disco: £7.19 (profit)
- Northern Soul: £123.28 (profit).

Payments Made

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

Agenda Item 3

Payee	Description	Sum
Direct Debits on 25 June 2018		
BT Group	-	£104.02
Direct Debits on 2 July 2018		
WBC Rates	-	£770.00
BNP lease	-	£223.60
Direct Debits on 9 July 2018		
BT Group	-	£165.71
Electronic Payments authorised on 25 June 2018		
KC Kitchen	-	£751.00
Electronic Payments authorised on 2 July 2018		
Lawtons First Aid	-	£96.00
Warrington Security	-	£160.00
James Norton	Neil Diamond Tribute Act	£395.00
Service Care	-	£1,031.93
Electronic payments authorised on 9 July 2018		
HMRC	Games tax	£100.47
SJ Leisure	-	£50.00
EE	-	£13.70
Service Care	-	£284.27
Wigan Beer	-	£3,085.79

Weekly Room Information

The electronic booking system was now being updated and it was intended shortly to purchase a tablet device to replace the paper day book and to enable room bookings to be taken over the bar. A specification had been obtained from Drum BSS and it was envisaged that the new device would cost around £100 - £145.

Quotes

The Chairman declared an interest in respect of this item, on the basis that he personally knew one of the bidders and he took no part in the discussion or decision thereon.

The Committee considered three quotes which had been received in connection with the development of the Leisure Centre's new website, as follows:-

- Contractor A - £500 + VAT for update to website (all content provided by the Leisure Centre) and 1 years free hosting;
- Contractor B - £400 +VAT for website update, plus £180 + VAT for annual hosting fee; and
- Contractor C - £1,850 for website update, plus £145 annual hosting fee (with first year hosting free).

The new website needed to be attractive and easily updatable, with the facility to display events and for changes to be made quickly. Bid C was the most expensive, but provide the most comprehensive package. Updates would be carried out by the contractor and were chargeable. The Council had an existing relationship with Contractor B for other ICT systems and current interactions were good. Contractor C was the new parent company for the existing provider and would commit to training the Leisure Centre staff to make their own updates to the website content.

Items from Previous Agendas and Progress

Annual Playground Safety Inspection

The annual playground safety inspection had now been completed by Wicksteed and a report was provided, which included some recommended repairs. In addition, Ms Jones reported that there were a number of bald spots in the grassed areas and some damage from rabbit burrows. Warrington Borough Council were contracted to carry out the grass cutting, but it was not clear if that Council would carry out any wider grounds maintenance.

It was noted that it had proved difficult in the past to get other contractors to carry out the minor repairs identified and that it might be more effective to commission Wicksteed to complete the repairs. Ms Jones also reported that the Spiro Whirl needed repainting, although that was not identified as a requirement in the written report. Councillor Iddon suggested that the Litter Picker be requested to carry out the monitoring of the open area for dog faeces. The Chairman agreed that this should be added to his schedule, but it was unclear whether he would be able to remove and dispose of any faeces. The matter would need to be discussed further with the Litter Picker. It was also pointed out that the signage recommended was not included within the costs of the recommended repairs. Ms Jones indicated that verbal advice received had indicated that the sign should be mounted on a free-standing pole, rather than be affixed to fencing. The Chair suggested that the signage matter be deferred until the issue of branding for the Leisure Centre had been determined.

Decision –

- (1) To note the update report.
- (2) To request the Finance Officer to arrange an informal meeting between members of the Committee and the Bar Manager to discuss progress and other matters of interest in relation to the Leisure Centre.
- (3) To request the Finance Officer to investigate the application of booking fees for commercial enterprises wishing to use Myddleton Lane Playing Fields.

- (4) To approve the commissioning of Contractor B, Drum BSS, for the provision of the Leisure Centre's new website.
- (5) To note the Annual Playground Safety Inspection Report and to request the Finance Officer to commission Wicksteed to carry out the playground equipment repairs identified.
- (6) To request the Finance Officer to commission Wigwam Property Maintenance to repaint the Spiro Whirl in the playground.
- (7) To request the Clerk to discuss the possible monitoring and disposal of dog faeces from the open area of the Myddleton Lane Playing Fields with the Litter Picker.

WPMC 12 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 13 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 reference to a report on a confidential staffing matter. A written report on the matter and the actions taken as a result of that matter was provided. In addition, a request had been submitted by the member of staff concerned, in relation to a financial matter.

A verbal complaint had been made to Councillor Gordon by a member of the public with a direct personal interest in the incident which had precipitated the above staffing matter. The complaint also extended to some subsequent actions and issues arising. The Bar Manger had spoken directly to the person concerned to apologise for incident and to provide some assurance about the situation. If the complainant remained dissatisfied it was open to her to write to the Bar Manager on the issue.

(Further information is included in a confidential minute to this section.)

Decision –

- (1) To note the record of a recent incident which took place in the Leisure Centre Bar, the staff disciplinary actions taken and the support proposed by the Bar Manager and to endorse those actions.

Agenda Item 3

- (2) To note the issues raised in a verbal complaint made by a member of the public about the above incident and the Council's response to that incident and to note that assurances have been provided by the Bar Manager.
- (3) To request the Clerk, Finance Officer and Bar Manager to carry out the actions set out in the confidential minute to this section.

(B) Employee Matters

There were no employee matters other than those identified at Minute WPMC.13(A) above.

WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2018/19

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	That the Clerk be requested to provide an action list for future meetings of the Committee.	WPMC.10(2)	10/0718	Clerk	10/07/18	03/09/18	New template produced for submission to next meeting	
2	To request the Finance Officer to arrange an informal meeting between members of the Committee and the Bar Manager to discuss progress and other matters of interest in relation to the Leisure Centre.	WPMC.11(2)	10/0718	Finance Officer	03/09/18		[Update pending]	
3	To request the Finance Officer to investigate the application of booking fees for commercial enterprises wishing to use Myddleton Lane Playing Fields.	WPMC.11(3)	10/0718	Finance Officer	03/09/18		[Update pending]	
4	To approve the commissioning of Contractor B, Drum BSS, for the provision of the Leisure Centre's new website.	WPMC.11(4)	10/0718	Finance Officer	03/09/18		[Update pending]	
5	To note the Annual Playground Safety Inspection Report and to request the Finance Officer to commission Wicksteed to carry out the playground equipment repairs identified.	WPMC.11(5)	10/0718	Finance Officer	03/09/18		[Update pending]	
6	To request the Finance Officer to commission Wigwam Property Maintenance to repaint the Spiro Whirl in the playground.	WPMC.11(6)	10/0718	Finance Officer	03/09/18		[Update pending]	
7	To request the Clerk to discuss the possible monitoring and disposal of dog faeces from the open area of the Myddleton Lane Playing Fields with the Litter	WPMC.11(7)	10/0718	Clerk	24/07/18	24/07/18	Borough refuse officers are not required to pick up dog faeces other than via use of mechanical cleansing equipment on pavements.	

	Picker.						Further advice is being sought from the Borough Council's Investigations and Enforcement Manager about prevention. However, the Parish Council can require its own litter picker to carry out any reasonable duties subject to consultation with the affected employee, training and any health and safety issues.	
8	To request the Clerk, Finance Officer and Bar Manager to carry out the actions set out in the confidential minute to this section.	WPMC.13(3)	10/0718	Clerk	03/09/18	03/09/18	<ul style="list-style-type: none"> • WPMC.13(4) • WPMC.13(5) • WPMC.13(6) 	

Progress Legend

-  Completed
-  Progressing to target
-  Early progress / just started
-  Not started (lower priority)
-  Complete – Immediate review programmed
-  Issues (exception)

Winwick Parish Council

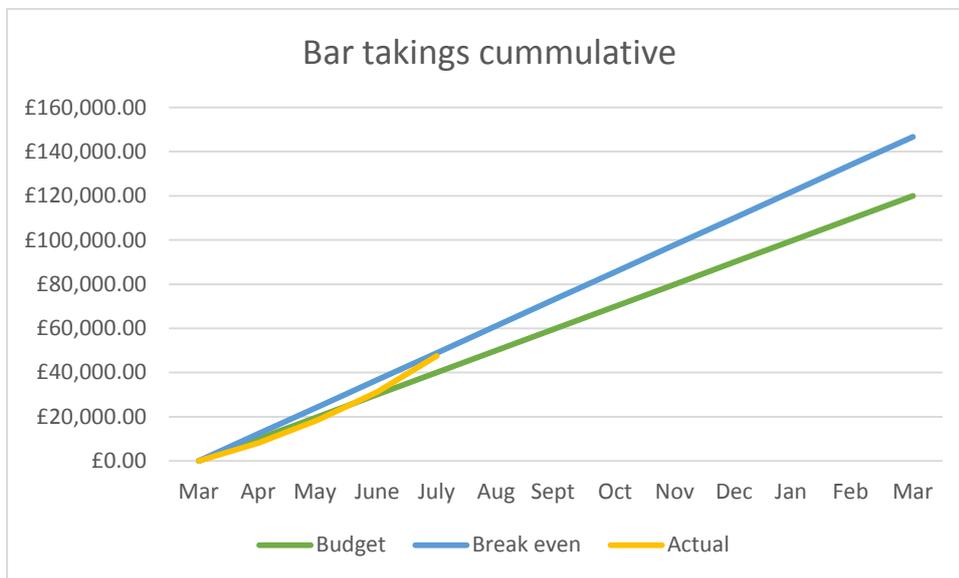
Leisure Centre Performance Report

5th August 2018 (update report in lieu of meeting)

1. *Income information*

Key performance indicators.

Based on a budget of £10k income expected each month the bar takings for July ran £6.3k over target (£4.1k over breakeven) with the year to date running at £7.5k over target (£1.2k below in previous month). The bar is currently £1.3k under breakeven point for the year to date. Whilst August is generally a slow month figures to the 5th of the month look set to carry us to at least the budget figure for the month on bar sales.



The cash takings for bar sales (excluding tea and coffee) are shown below, with a full breakdown of cash payments at the end of the report:

Agenda Item 5(1)(a)

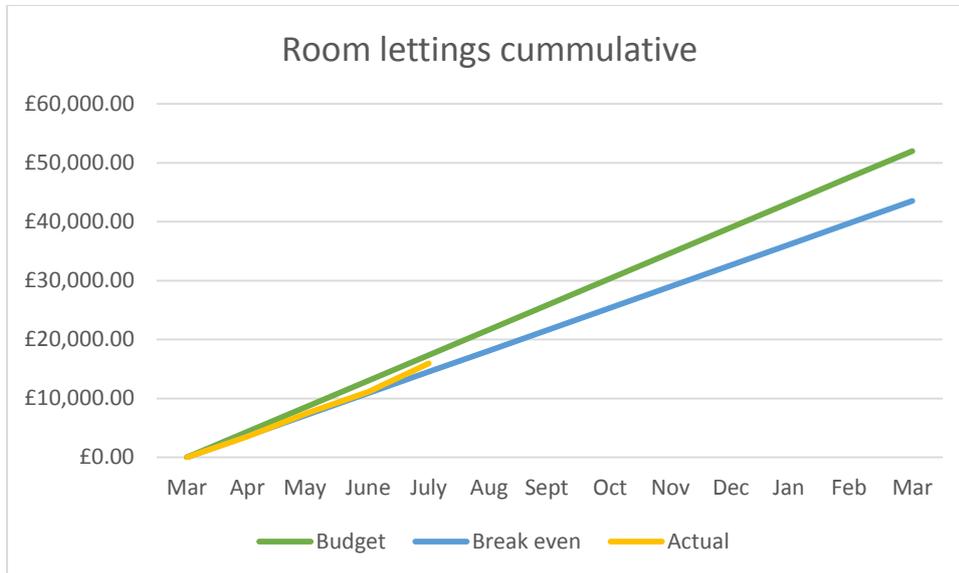
w/c	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
26-Mar							£1,187.96	£1,187.96
02-Apr	£0.00	£172.81	£206.50	£181.65	£0.00	£242.42	£369.28	£1,172.66
09-Apr	£77.83	£479.18	£97.57	£94.94	£229.30	£535.08	£453.24	£1,967.14
16-Apr	£93.89	£114.64	£165.25	£137.75	£258.35	£1,100.53	£492.25	£2,362.66
23-Apr	£57.62	£325.30	£150.44	£190.06	£156.41	£154.71	£257.58	£1,292.12
30-Apr	£78.04	£220.80	£255.07	£154.17	£186.01	£474.44	£548.40	£1,916.93
07-May	£280.05	£197.25	£123.18	£133.94	£307.90	£890.52	£211.91	£2,144.75
14-May	£124.84	£203.88	£90.28	£146.71	£244.12	£1,142.81	£394.19	£2,346.83
21-May	£187.32	£214.42	£112.63	£249.18	£773.11	£897.46	£617.41	£3,051.53
28-May	£287.63	£215.97	£132.99	£205.19	£292.42	£265.82	£288.94	£1,688.96
04-Jun	£161.04	£303.80	£220.75	£259.83	£784.87	£267.09	£560.84	£2,558.22
11-Jun	£156.46	£180.40	£226.35	£214.70	£197.76	£922.89	£156.90	£2,055.46
18-Jun	£351.88	£237.89	£124.57	£225.81	£1,290.25	£1,288.63	£921.77	£4,440.80
25-Jun	£146.85	£272.17	£384.77	£373.16	£925.87	£324.43	£476.27	£2,903.52
02-Jul	£341.67	£661.64	£167.64	£342.03	£749.05	£1,832.28	£308.10	£4,402.41
09-Jul	£128.95	£177.24	£1,220.03	£232.17	£566.20	£2,098.39	£318.41	£4,741.39
16-Jul	£92.45	£250.68	£206.60	£468.24	£332.44	£2,372.31	£230.43	£3,953.15
23-Jul	£69.93	£253.37	£309.94	£218.66	£361.24	£550.52	£206.82	£1,970.48
30-Jul	£148.21	£236.98						£385.19

These figures show strong cash flow Saturday and Sunday, with strong nights when an event/ sports are on (Tuesday and Friday) although work is still ongoing to bring people in to improve cash flow on the other nights of the week.

With regards to the coffee mornings, as previously reported to break even we need to sell 6 cups/ day. The following monthly breakdown shows the improvement in tea/coffee sales following the installation of the new machine:

	Cups sold total	Cups sold per day	Income
Apr	67	2.2	72.46
May	126	4.1	137.67
June	294	9.8	379.09
July	342	11.0	412.25
Aug		0	
Sept		0	
Oct		0	
Nov		0	
Dec		0	
Jan		0	
Feb		0	
Mar		0	

Room lettings ran £0.5k over budget for July (£1.2k over breakeven) and is running under budget by approx. £1.4k (£1.9k previously, and currently 1.4k over the breakeven point). We are currently looking at optimising the use of the rooms at the centre and we will need a strong marketing strategy and to ensure that the website is updated and effective.



2. *Payments made*

The following is a formal record of payments made to 6th August:

Direct debits:

30/07

WBC rates – 770.00

Extra Energy – 764.09

01/08

BNP lease – 223.60

Bank payments:

30/07

KC Kitchen – 614.50

Service care – 1,651.08

Wigan Beer – 2,247.12

Wigwam – 62

Drum BSS – 26.40

BOC – 155.40

06/08

HMRC – 1,698.46 – PAYE

DWP – 120.20

Bliss – 3,428.29

BOC – 140.40

3. Weekly room information

The electronic booking system is now being updated and a tablet will need to be purchased to replace the paper day book. Specification has been received and purchase will be made shortly.

4. Quotes

None to report

5. Items from previous agenda and progress

- Content and layout meeting scheduled with web designer 10th August
- Full staff and council meeting re: rebranding scheduled for 11th August at 10am

Winwick Parish Council

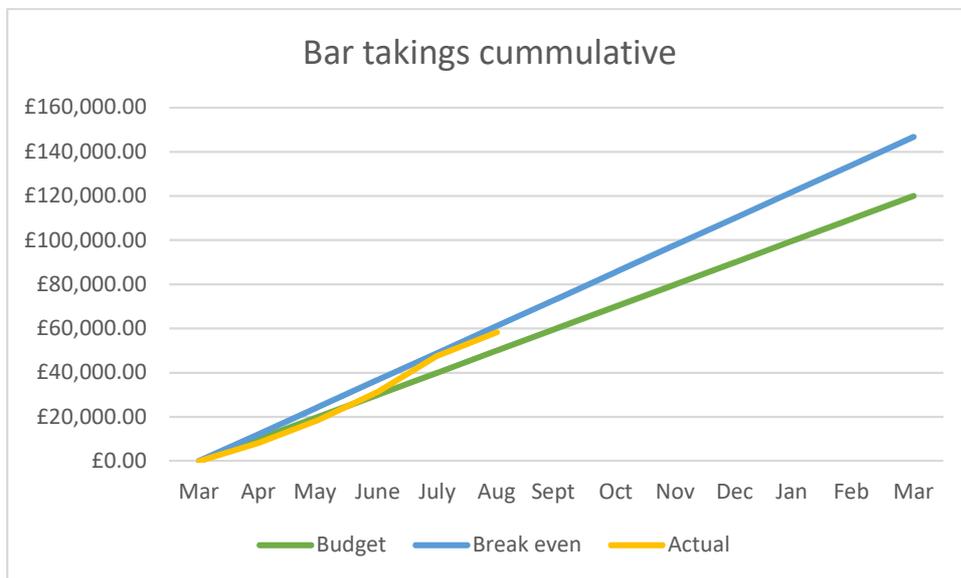
Leisure Centre Performance Report

11th September 2018

1. Income information

Key performance indicators.

Based on a budget of £10k income expected each month the bar takings for August ran £0.75k over target (£1.5k under breakeven) with the year to date running at £8.3k over target (£7.5k over in previous month). The bar is currently £2.8k under breakeven point for the year to date. Events and room bookings for parties are being promoted to ensure bar sales through Sept to Dec.



The cash takings for bar sales (excluding tea and coffee) are shown below, with a full breakdown of cash payments at the end of the report:

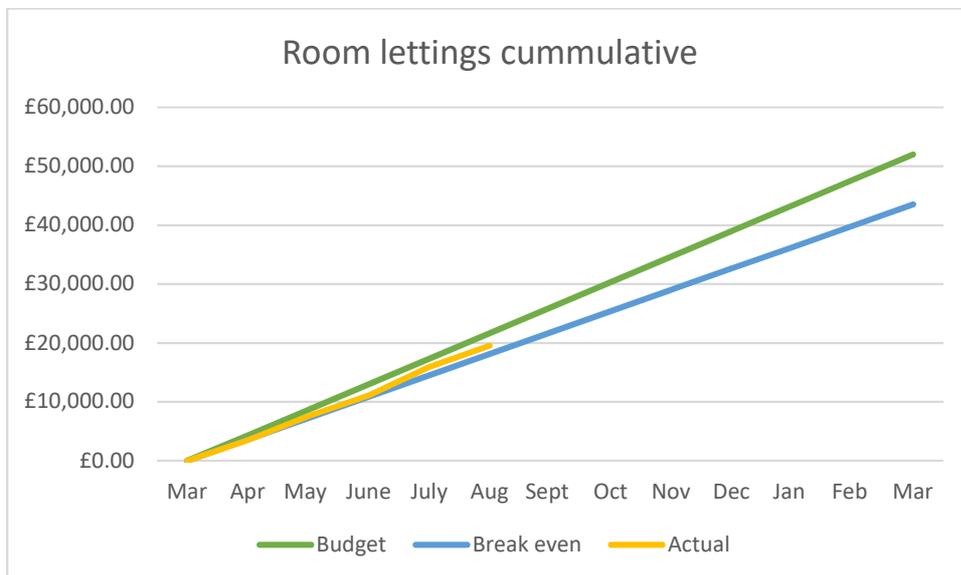
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25-Jun	£146.85	£272.17	£384.77	£373.16	£925.87	£324.43	£476.27	£2,903.52
02-Jul	£341.67	£661.64	£167.64	£342.03	£749.05	£1,832.28	£308.10	£4,402.41
09-Jul	£128.95	£177.24	£1,220.03	£232.17	£566.20	£2,098.39	£318.41	£4,741.39
16-Jul	£92.45	£250.68	£206.60	£468.24	£332.44	£2,372.31	£230.43	£3,953.15
23-Jul	£69.93	£253.37	£309.94	£218.66	£361.24	£550.52	£206.82	£1,970.48
30-Jul	£148.21	£236.98	£404.64	£615.37	£1,110.52	£759.13	£502.13	£3,776.98
06-Aug	£191.26	£197.95	£120.09	£306.54	£340.95	£354.57	£450.28	£1,961.64
13-Aug	£132.46	£329.25	£190.83	£207.13	£265.31	£404.53	£279.98	£1,809.49
20-Aug	£135.25	£295.02	£99.06	£256.47	£198.44	£585.24	£317.35	£1,886.83
27-Aug	£282.46	£329.94	£137.56	£225.36	£398.92			£1,374.24

These figures show strong cash flow Saturday and Sunday, with strong nights when an event/ sports are on (Tuesday and Friday) although work is still ongoing to bring people in to improve cash flow on the other nights of the week.

With regards to the coffee mornings, as previously reported to break even we need to sell 6 cups/ day. The following monthly breakdown shows the improvement in tea/coffee sales following the installation of the new machine:

	Cups sold total	Cups sold per day	Income
Apr	67	2.2	72.46
May	126	4.1	137.67
June	294	9.8	379.09
July	342	11.0	412.25
Aug	265	8.5	329.5
Sept		0	
Oct		0	
Nov		0	
Dec		0	
Jan		0	
Feb		0	
Mar		0	

Room lettings ran £0.7k under budget for August (£0.02k over breakeven) and is running under budget by approx. £2.1k (£1.4k previously, and currently 1.4k over the breakeven point).



As noted for bar sales work is ongoing to promote use of the centre and if the website content is optimised and the marketing system kicks in we should see an improvement in room hires. The table in section 3 shows the recent breakdown of room hire for the first half of September.

2. *Payments made*

The following is a formal record of payments made to 3rd September:

Direct debits:

03/09

BNP – 266.84

06/09

VAT – 926.82

BT Group – 165.71

07/09

Public works loan – 1,233.12

10/09

Barclaycard – 63.01

Bank payments:

28/08

RIJO – 96.87

Aquila – 264.00

Bliss – 339.02

Mott MacDonald – 2,850.00

04/09

Chesh Pension – 1,312.00

Bliss – 1,486.42

Dave Forshaw – 160.00

Service Care – 288.16

Wigan Beer – 710.52

Defib Store – 470.10

P Harden – 125.00

10/09

BOC – 155.40

WBC – 1,234.80

WBC – 897.52

4T's – 87.90

Bliss – 602.79

3. *Weekly room information*

The electronic booking system is now being updated and a tablet will need to be purchased to replace the paper day book. Specification has been received and purchase will be made shortly.

Breakdown of room hires 1st September to 12th September 2018 from Appointed booking system.

Resource	Number of Bookings	Value of Bookings	Duration of Bookings (hours)	Bookings Cancelled
Main Hall	15	£514.00	41	1
Countryside Suite	10	£438.00	41.5	1
Myddleton Suite	10	£197.00	42	3
Radley Suite	14	£106.00	47.5	5
Millenium Lounge	2	£0.00	6	0
Field	0	£0.00	0	0

4. *Quotes*

None to report

5. *Items from previous agenda and progress*

- Web template layout prepared
- Logo to be decided upon
- Content being drafted will be with CJ for checking 14th September to be checked and uploaded asap.
- Training sessions for staff on word press to be agreed with web designer.

w/c	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
30-Jul	£0.00	£0.00	£539.55	£862.30	£1,500.60	£950.05	£668.25	£4,520.75
VAT			£82.41	£132.43	£223.08	£158.42	£102.37	£698.71
Bar sales			£404.64	£615.37	£1,110.52	£759.13	£502.13	£3,391.79
Tea/ coffee			£7.50	£47.50	£5.00	£20.00	£8.75	£88.75
Room Hire			£45.00	£67.00	£162.00	£0.00	£55.00	£329.00
Ticket sales			£0.00	£0.00	£0.00	£12.50	£0.00	£12.50
06-Aug	£289.95	£272.05	£234.65	£516.90	£418.50	£587.10	£571.45	£2,890.60
VAT	£39.94	£40.85	£25.81	£64.36	£69.80	£83.70	£91.17	£415.63
Bar sales	£191.26	£197.95	£120.09	£306.54	£340.95	£354.57	£450.28	£1,961.64
Tea/ coffee	£8.75	£6.25	£8.75	£15.00	£7.75	£18.00	£5.00	£69.50
Room Hire	£50.00	£27.00	£80.00	£131.00	£0.00	£85.00	£25.00	£398.00
Ticket sales	£0.00	£0.00	£0.00	£0.00	£0.00	£45.83	£0.00	£45.83
13-Aug	£192.25	£461.10	£318.55	£262.10	£327.40	£729.90	£423.00	£2,714.30
VAT	£32.04	£68.10	£39.47	£31.22	£42.09	£98.95	£58.02	£369.89
Bar sales	£132.46	£329.25	£190.83	£207.13	£265.31	£404.53	£279.98	£1,809.49
Tea/ coffee	£7.75	£11.75	£6.25	£11.25	£7.50	£11.25	£10.00	£65.75
Room Hire	£20.00	£52.00	£82.00	£0.00	£0.00	£136.00	£75.00	£365.00
Ticket sales	£0.00	£0.00	£0.00	£12.50	£12.50	£79.17	£0.00	£104.17
20-Aug	£199.25	£387.05	£212.35	£373.70	£452.95	£768.25	£449.90	£2,843.45
VAT	£16.50	£60.03	£25.87	£52.73	£40.51	£123.51	£65.05	£384.20
Bar sales	£135.25	£295.02	£99.06	£256.47	£198.44	£585.24	£317.35	£1,886.83
Tea/ coffee	£10.00	£5.00	£13.75	£7.50	£4.00	£20.00	£7.50	£67.75
Room Hire	£25.00	£27.00	£57.00	£27.00	£210.00	£27.00	£60.00	£433.00
Ticket sales	£12.50	£0.00	£16.67	£30.00	£0.00	£12.50	£0.00	£71.67
27-Aug	£346.45	£429.10	£195.70	£319.90	£481.70	£0.00	£0.00	£1,772.85
VAT	£57.74	£66.91	£23.14	£48.79	£80.28			£276.86
Bar sales	£282.46	£329.94	£137.56	£225.36	£398.92			£1,374.24
Tea/ coffee	£6.25	£5.25	£5.00	£18.75	£2.50			£37.75
Room Hire	£0.00	£27.00	£30.00	£27.00	£0.00			£84.00
Ticket sales	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00

WINWICK PARISH COUNCIL

Best Kept Village in Cheshire – 2000



06.09.2018

Parish Council

Hi Julian

In response to the information sent to myself following the previous Parish Council Meeting

Salaries

We are currently running on a skeleton staff, and the norm is 1 member of staff on during bar opening hours, we have had a number of occasions where new staff require training, this obviously has had an impact on the current hours. I am still trying to recruit, however this seems to be quite a difficult task, when asking for casual staff.

For private events we increase staff accordingly to the known size of the party, I am sure all parties will be aware that to further our business we must also show efficient service behind the bar – going forward this is still the way the roster will be implemented. As we plan-ahead for 2019/2020 I will be evaluating all staff and roles.

As previously spoken about we still have issues with lone working however this is still occurring, therefore I believe the budgets should be relooked at.

During July and up to date we have been repainting the Centre, using existing staff which again has increased working hours however compared to bringing in a private contractor to repaint this will have made huge savings in comparison. There is still a lot to do to match our rebrand however I am sure that we are up to speed in the requirements that we need to future proof the business.

Planned Maintenance from 01/05/18 – 28/09/18

It is envisaged total hours will be 116 over and above normal bar/centre hours.

Millennium Bar – Repaint scheduled for October - this will be completed overnight so not to cause any disruption to usual business hours.

Cleaning

Cleaning – previously whilst under contract this I believe came from precept is this still the case as it has now come back in-house.

Rebranding of the Leisure Centre and Logos

A meeting with staff was held on 11 August to discuss the possible rebranding of Winwick Leisure Centre. The preferred name for the centre would be Winwick Community and Business Centre.

A number of draft logos, produced by Drum BSS, were considered by staff for the rebrand and are attached. On balance the staff preferred the blue/red faded logo (fourth on the first page).

Decision Required

Members are invited to consider the whether they wish to pursue the rebranding proposals and to make any recommendations to Council about the future name of the centre and a bespoke logo.

The roundel contains two figures which form the shape of a 'W' for Winwick, and represent both 'community' and 'business'

Shown in the requested three colours and also gradients, or blends of the colours.



**Winwick Community
& Business Centre**



**Winwick Community
& Business Centre**



**Winwick Community
& Business Centre**



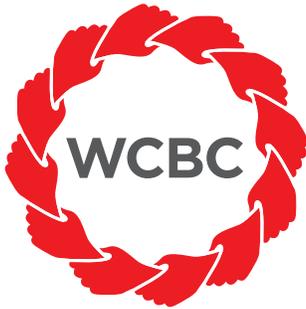
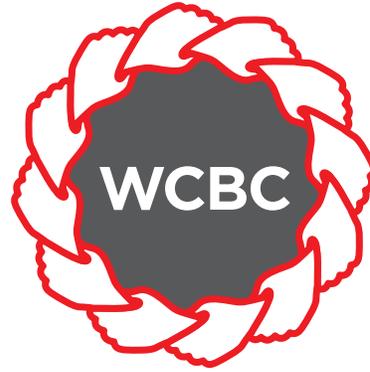
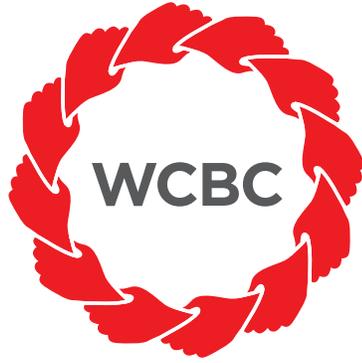
**Winwick Community
& Business Centre**



**Winwick Community
& Business Centre**



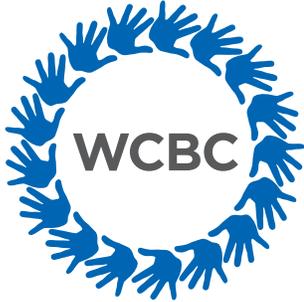
**Winwick Community
& Business Centre**



**Winwick Community
& Business Centre**



**Winwick Community
& Business Centre**



**WINWICK COMMUNITY
& BUSINESS CENTRE**



**WINWICK COMMUNITY
& BUSINESS CENTRE**

Trees around the Boundary of the Leisure Centre Main Car Park

An enquiry has been submitted by residents of an address on Rectory Close, which adjoins the Leisure Centre's main car park in connection with the trees on the bottom right as you look at the car park from the Leisure Centre building.

Essentially the trees overlook the garden of the residents' property and they are asking if the trees could be cut back or removed as they block out the light.

They have also expressed alarm and concern about some of the planned activities, such as car boot sales. The Chairman has asked the Bar Manager to make contact with them to listen to their concerns.

Members are reminded that requests for the removal of or cutting back of trees have been lodged from time to time by residents who adjoin the Leisure Centre site, including the Playing Fields. The Council has previously engaged a contractor to survey all trees on the site to ensure that they remain safe. Remedial action has then been carried out as and when necessary. The Council also recently arranged for the removal of some trees adjacent to a property by the entrance road where the trees were starting to cause damage to the resident's garden fence.

Under the law, overhanging branches may be removed by the owner of any property over which the branches hang, but should be offered back to the owner of the trees. The high hedges legislation does not cover single or deciduous trees or shrubs.

Decision Required

The Committee is invited to consider if it wished to take any action in connection with the trees adjacent to the property on Rectory Close.

Winwick Athletic Football Club - Referral from Council

At the Council meeting on 24 July 2018, it was reported that a request had been received from Winwick Athletic Football Club for a reduction in their annual booking fees. The treasurer had recently left the club and it had become difficult for them to collect subscriptions for the forthcoming year.

The Council agreed:

To refer the request by Winwick Athletic Football Club for a reduction in the annual fee for the use of the playing fields to the Management Committee for a decision, following consideration of any savings available through the mowing contract due to the dry summer weather.

Decision Required

The Committee is asked to consider whether or not it wishes to agree to a reduction in the annual fee for pitch bookings in respect of Winwick Athletic Football Club.

Wreath for Remembrance Sunday

The Committee is reminded that the Council usually commissions a poppy wreath for use on Remembrance Sunday, which this year falls on 11 November 2018.

The Council's contact a British Legion has recently been in touch to ask if the Council wishes to purchase a wreath for 2018. A provisional order has been placed by the Interim Clerk in the sum of £17. In order to confirm the order and to allow the wreath to be made up in good time the Management Committee is being asked to recommend the Council to formally authorise the purchase.

Decision Required

To recommend Council to approve the purchase of a wreath for Remembrance Sunday in the sum of £17.

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