

WINWICK

*Best Kept Village
in Cheshire – 2000*

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PARISH COUNCIL

Interim Clerk to the Council:

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3 October 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 9 October 2018, on the rising of the Special Council**, 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 25 September 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 (*excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2*).

(2) Ash Tree at Leisure Centre Boundary.

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*).

(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 25 September 2018

Present: Councillors Gordon (in the Chair) and Iddon

In the absence of the Chair and Vice Chair, Councillor Gordon was elected as Chair for the duration of the meeting.

WPMC 14 Apologies

Apologies for absence were submitted on behalf of Councillors Gosney and Matthews.

WPMC 15 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 16 Minutes

Decision – That the Minutes of the meeting held on 10 July 2018 be agreed as a correct record.

WPMC 17 Action List

Members considered a schedule which outlined actions and referrals from previous meetings. The schedule was provided in response to Minute WPMC 10(2). However, it was acknowledged that the reporting process might need to be refined for future meetings. Ms Jones, Interim Finance officer gave a verbal report on the following Actions:-

In connection with Action 2, a meeting had been arranged between interested parties in connection with the development of the website.

In respect of Action 3, the matter of booking fees had been investigated and the organiser of the keep fit 'boot camp' had been requested to pay a suitable fee for commercial use of the playing fees. However, she had decided to move to a new free venue, which was understood to be Winwick Park.

Regarding Action 4, Drum BSS had developed the template for the Leisure Centre's new website. Content had been received from the Bar Manager, Ken Morley, but this required further refining. A new logo for the Centre also needed to be approved. Some drafts had been produced but were not thought to be suitable. A second graphic designer had been approached, but would charge £50 for the work. A way forward would need to be discussed with the Chair of the Council. However, progress continued to be made.

Actions 5 and 6 had yet to be progressed.

In connection with Action 8, Warrington Borough Council had confirmed that

the litter picker had not been trained to remove or dispose of dog faeces. The litter picker was employed by the Parish Council through an agency, so the contract could be adjusted accordingly. However, the Borough Council had suggested that a better solution might be to discuss improved prevention through signage and enforcement. Councillor Gordon indicated that she used to put periodic reminders about dog waste in the Parish Magazine. Ms Jones suggested that appropriate information be included in the new signage being considered for the playarea.

Decision – To note the schedule of actions and referrals from previous meetings and verbal updates provided.

WPMC 18 Non-Confidential Matters Raised in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

The Interim Finance Officer provided two reports which showed the financial position at the Leisure Centre for July and the latest position for August 2018. Ms Jones, Interim Finance Officer was in attendance to highlight key elements of the reports.

Income Information

Bar Takings Cumulative

Two graphs were provided showing budgeted and actual bar takings at both July and August 2018. 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 at July running at £7.5k over target (£1.2k below target in previous month). In July, the bar was £1.3k under the breakeven point for the year to date. For August, bar takings ran at £0.75 over target (£1.5k under breakeven) with the year to date running at £8.3k over target (compared to £7.5k over in the previous month). This pattern was in line with the generally slow performance anticipated for August. The bar was currently £2.8k under the breakeven point for the year to date.

Councillor Iddon enquired about the recent stocktakes, which she understood had showed some losses. Ms Jones confirmed that one stocktake had been low, but subsequently the position had returned to normal.

Ms Jones referred to the detailed response by the Bar Manager, Ken Morley, in relation to a number of matters raised by the Committee or by the Council. The response included information about salaries; cleaning; business plan; and the Local Residents Committee. The information on staffing indicated that the Centre was running with a skeleton staff. Ms Jones would consider the staff rota to ensure that this was operating to maximum efficiency.

It was reported that a member of staff had been carrying out some of the maintenance (repainting), which had increased working hours of staff, but had

saved on the cost of using of a private contractor. Councillor Iddon suggested that funding could be reallocated from the repairs and maintenance budget to support the additional staffing costs. Ms Jones indicated that that would be possible, but that the accounting action would not offset the losses overall.

Ms Jones reported that she had received an e-mail today from the Bar Manager requesting the reintroduction of Sky Sports. The last estimate had suggested costs of around £400-£500, however, she would provide some detailed figures to the Committee for consideration. Increased interest from the rugby and football teams had prompted the renewed request. Mr Morley was confident that the Sky subscription was viable and had offered to subsidise this personally for an interim period, but that was not felt to be appropriate. It was noted that there might also be issues in relation to a multi-year contract.

Councillor Iddon enquired about the planned Harry Potter Quiz Night and suggested that the income and expenditure figures did not balance. Ms Jones reported that the evening was a ticketed event and that any profit would be generated by ticket sales. Admission to the planned Spyrock event was free and the artist cost was £200, which meant that the bar take would need to be significant to ensure a profit. The Bar Manager had been given permission to run a potential loss-leader event to promote the Leisure Centre. However, ordinarily the Centre should aim to charge around £4 per ticket for a £200 artist, which would allow for the venue (200 capacity) to be only half full and still make a profit. Ms Jones indicated that she would discuss the figures further with the Bar Manager. Councillor Iddon commented that the initial intention had been to charge £3 per ticket for the event, but that sales had been slow, forcing a rethink of the marketing strategy.

Ms Jones commented that the Bar Manager was working hard to develop the Centre, but would need to take account of appropriate financial advice when organising events.

Cash Takings

Tables of cash takings for bar sales for the weeks commencing 26 March to 30 July 2018 and updated to 27 August 2018 were 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.

A more detailed breakdown of bar sales, tea/coffee, room hire and ticket sales for August 2018 was 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. In July 11 cups per day had been sold although that had dropped slightly to 8.5 cups in August 2018.

Room Letting Cumulative

Two graphs were provided showing budgeted and actual lettings income at both July and August 2018. Room lettings ran £0.5k over budget for July and was running under budget by approximately £1.4k in total (£1.9k previously). However, the figure was £1.4k above the breakeven point. For August, room lettings ran at £0.7k under budget (£0.02 over breakeven) and was running under budget by approximately £2.1k in total (£1.4K at July, above). The overall figure remained at £1.4k over the breakeven point. 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.

Payments Made

Lists of payments made to 6 August and to 3 September 2018 were presented and the combined information is as follows:-

Payee	Description	Sum
Direct Debits on 30 July 2018		
WBC Rates	-	£770.00
Extra Energy	-	£764.09
Direct Debits on 1 August 2018		
BNP lease	-	£223.60
Electronic Payments authorised on 30 July 2018		
KC Kitchen	-	£614.50
Service Care	-	£1,651.08
Wigan Beer	-	£2,247.12
Wigwam	-	£62.00
Drum BSS	-	£26.40
BOC	-	£155.40
Electronic Payments authorised on 6 August 2018		
HMRC	PAYE	£1,698.20
DWP	-	£120.20
Bliss	-	£3,428.29
BOC	-	£140.40
Direct Debits on 3 September 2018		
BNP	-	£266.84
Direct Debits on 6 September 2018		
VAT	-	£926.82
BT Group	-	£165.71

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Direct Debits on 7 September 2018		
Public Works Loan	-	£1,233.12
Direct Debits on 10 September 2018		
Barclaycard	-	£63.01
Electronic payments authorised 28 August 2018		
ROJO	-	£96.87
Aquila	-	£246.00
Bliss	-	£339.02
Mott MacDonald	-	£2,850.00
Electronic payments authorised on 4 September 2018		
Cheshire 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
Electronic payments authorised on 10 September 2018		
BOC	-	£155.40
WBC	-	£1,234.80
WBC	-	£897.52
4T's	-	£87.90
Bliss	-	£602.79

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 for the tablet device had been obtained.

A breakdown of room hires for the period 1 to 12 September 2018 was provided from the Appointed Booking System, which showed the hours of usage for each room/asset and the income generated.

Quotes

There were no quotes to consider for the period.

Items from Previous Agendas and Progress

Progress on a number of items was outlined, some of which linked to the issues reported under Minute WPMC 17 – Action List.

- A content and layout meeting had been scheduled with the web designer on 10 August 2018, following which the web template had been prepared;
- A full staff and Council meeting had been arranged to discuss the

- rebranding at 10am, on 11 August 2018;
- The new logo had yet to be decided;
- The web content was being drafted and would be provided to the Finance Officer for checking by 14 September 2018 and uploaded as soon as possible thereafter; and
- Training session for staff on WordPress (website builder) had yet to be agreed with the web designer.

Decision –

- (1) To note the update report.
- (2) To request the Finance Officer to provide some costings for consideration by the Committee in relation to the possible reintroduction of Sky Sports to the bar.

(B) Rebranding of the Leisure Centre

This matter had been covered during consideration of the Leisure Centre Reports above.

(C) Trees around the Boundary of the Leisure Centre Main Car Park

An enquiry had been submitted by residents of an address on Rectory Close, which adjoined 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 overlooked the garden of the residents' property and they had asked if the trees could be cut back or removed as they blocked out the light.

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

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

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

It was reported that Mr Morley had been in touch with the residents, who had been satisfied by the assurances given. Arrangements had been made to cut back the trees.

Mr Joinson, Interim Clerk, reported that a further complaint had been made from a second resident about an Ash tree overhanging her garden, which would be reported to a future meeting.

(D) Winwick Athletic football Club – Referral from Council

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

The Council had 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.

Ms Jones reported that the Bar Manager was currently in discussions with the Football Club about the fees.

(E) Wreath for Remembrance Sunday

Members were reminded that the Council usually commissioned a poppy wreath for use on Remembrance Sunday, which this year fell on 11 November 2018.

The Council's contact at British Legion had recently been in touch to ask if the Council wished to purchase a wreath for 2018. A provisional order had 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 was being asked to recommend the Council to formally authorise the purchase.

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

WPMC 19 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 20 Confidential Matters in line with the Committee's Terms of Reference

(A) Confidential Annex to the Minutes of 10 July 2018

Decision – To note the confidential Annex to the minutes of 10 July 2018.

(B) Community and Leisure Centre Performance Report






The response of the Bar Manager referred to under minute WPMC 18 above had included some information in relation to developments following the incident referred to at Minute WPMC 13(A). Appropriate training and safeguards were in place in relation to outcome of the original incident and matters had calmed significantly and moved on.

Decision – To note the improving situation following the incident recorded at Minute WPMC 13(A).







(C) Employee Matters

There were no employee matters other than those identified at Minute WPMC.20(B) 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	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	25/09/18	A meeting had now taken place between interested parties in connection with the development of the website	
2	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	25/09/18	The matter of booking fees had been investigated	
3	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	25/09/18	Drum BSS had developed the template for the new website. Content had been received from the Bar Manager which was being refined	
4	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			
5	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			
6	To request the Finance Officer to provide some costings for consideration by the Committee in relation to the possible reintroduction of Sky Sports to the bar.	WPMC.18(A)(2)	25/09/18	Finance Officer	25/09/18		[Update pending]	

Progress Legend

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

Version 2.0- (Final) – 03/10/18

Agenda Item 5(A)

From: [REDACTED] > Sent: Sun 23/09/2018 12.31
To: Joinson, Julian
Cc:
Subject: Winwick Parish Council Website "Ash tree"

From: [REDACTED]
Subject: Ash tree

Name: [REDACTED]

Phone: [REDACTED]

Message Body:

Whilst tidings the garden picking up dead branches etc I was hit on the shoulder by a falling branch from the ash tree causing me some considerable pain. Could you please send someone to prune out all the dead branches and branches overhanging our property before some serious damage is done to person or our property.

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This e-mail was sent from a contact form on Winwick Parish Council
(<http://winwickparishcouncil.org.uk>)