

WINWICK

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in Cheshire – 2000*

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PARISH COUNCIL

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7 November 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 13 November 2018, at 7.30pm**, 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 9 October 2018.

4. **Action List**

A schedule is provided of actions arising from previous meetings will follow.

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*).

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 9 October 2018

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

WPMC 21 Apologies

There were no apologies for absence submitted.

WPMC 22 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 23 Minutes

Decision – That, subject to the figure at Line 6, of Paragraph 4, of Minute WPMC 17, being amended to read “£150”, the Minutes of the meeting held on 25 September 2018 be agreed as a correct record.

WPMC 24 Action List

Members considered a schedule, which outlined actions and referrals from previous meetings.

Actions 1 – 3 had now been completed. In connection with Actions 4 and 5, Clare Jones, Interim Finance Officer, confirmed that she would be contacting Wicksteed and Wigwam Property regarding the repairs and refurbishment of the playground equipment. In respect of Action 6, Ms Jones had asked Ken Morley, Bar Manager, to provide some figures in support of his proposal to reintroduce Sky Sports to the bar. It was understood that the rugby team had been asking for this service. Councillor Iddon reminded Members that the Sky subscription had not been commercially viable in the past. The Chair added that the proposal needed careful consideration. For instance, Liverpool FC's UEFA Champions League Final appearance, which had created increased wet sales, had in fact been shown on BT Sport. Ms Jones confirmed that she had referred the matter back to Mr Morley for further consideration of the financial implications.

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

WPMC 25 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 a report which showed the financial position at the Leisure Centre for September 2018. Ms Jones 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 as at September 2018. Based on a budget of £10k income expected each month, the bar takings for September ran £0.3k under target (£2.5k under breakeven) with the year to date running at £8k over target (compared to £8.3k over target in the previous month). The bar was £5.3k under the breakeven point for the year to date. Events and room bookings for parties were currently being promoted to ensure healthy bar sales through to December 2018.

Councillor Iddon reminded Members that experience showed that the bar takings always tended to slip at this time of year, 6 months into the financial year. Ms Jones commented that there were a good number of parties booked in the diary for October and November which should sustain the position. The Chair and Councillor Iddon both considered that a close eye should be kept on any planned events, as the Council did not wish to support another loss-leader event. Ms Jones responded that the SpyRock event had been a commercial failure. The bar take had been good, but only because of a party in the other room. However, the Harry Potter Quiz Night was a sell-out and had been very successful.

The Chair enquired whose decision it had been to run the SpyRock event. He commented that the Committee had previously received financial summaries of individual events held, which on the surface appeared to have been viable, but upon closer review had contained hidden costs. Councillor Iddon reported that she was satisfied that the Interim Finance Officer had tightened up the relevant systems. For example, all ticket sales were now run through the till. Ms Jones added that customers now received a receipt from the till, rather than a ticket. In respect of the SpyRock event, the Bar Manager had been reminded in the strongest terms of the need to follow the appropriate approval process. In effect, the event had been changed to a free event because of poor ticket sales, despite that artist costing £200.

The Chair indicated that additional wet sales of around £600 would be needed to cover the cost of providing artists for £200. The Committee had previously stated that the Centre should move away from those types of events, however, the message was not yet fully embedded. Members considered that future events should be the subject of rigorous financial challenge. Ms Jones indicated that this was happening and that she was already challenging a proposed Comedy Night.

Councillor Iddon enquired how the Craft Fair events worked. Ms Jones responded that the stall space was sold to the craft stall-holders and that visitors generally purchased teas and coffees from the bar. Councillor Iddon also queried whether the Gin Nights worked. Ms Jones indicated that ticket sales covered the cost of the gin and infusers, but the aim was to secure additional bar sales after the main event. It was noted that some good ideas

were being developed, although not all were successful. However, it was acknowledged that some additional marketing was required, such as greater use of the notice boards available.

The Chair suggested that a business case should be produced for each planned event, for the Committee to sign off, based on the format of the financial summaries provided previously. The summaries should include details of the artist fee and other costs and anticipated income from ticket sales and wet sales. Ms Jones suggested a simple spreadsheet format should suffice. The spreadsheet could be updated every 2 weeks to ensure that ticket sales were carefully tracked. By way of example, summary sheets would demonstrate whether the Gin Nights were likely to be successful.

Councillor Iddon enquired if the Bookings/Finance Administrator post was being used to the maximum effect. Ms Jones indicated that some additional financial work could be transferred to that post and that the post-holder was capable, but that she was currently undertaking a significant number of duties for the Bar Manager.

The Chair sought suggestions on how marketing could be focused appropriately. Ms Jones indicated that Councillor Vobe had raised this issue at the last Council meeting. Ms Jones had discussed the matter with Mr Morley and a number of suggestions had been made, including an events letter which could be circulated through Winwick CE Primary School. Councillor Gordon indicated that she would be happy to support circulation of information via the school. Ms Jones suggested that residents around Grasmere Avenue and Greenwood Crescent could perhaps be targeted through St Bridget's Catholic, St Margaret's CE and St Andrew's CE Primary Schools. The Chair suggested that Leisure Centre staff could also leaflet local residents. Councillor Iddon commented that the Quiz Night on Sundays would benefit from better advertising.

Ms Jones noted that the annual pattern of slippage had been raised previously. Mr Morley and his team were working hard to identify events which might be successful, but they also needed to be aware of the parameters within which they could operate. Ideally, party-type bookings were preferred, but the team was looking to fill any gaps in bookings. The Chair reiterated that low cost events needed to be secured.

Cash Takings

A table of cash takings for bar sales for the weeks commencing 26 March to 24 September 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.

A more detailed breakdown of bar sales, tea/coffee, room hire and ticket sales for September 2018 was provided in a separate appendix.

The figures showed strong cash flow on Friday, Saturday and Sunday, with

strong nights when an event/ sports were on, although work was still needed to bring people in to improve cash flow on the other nights of the week.

The Chair queried the purpose of the information, although it was accepted that Members themselves had asked for a daily breakdown, to highlight the difficulties in generating sales on Mondays and Tuesdays. It was suggested that some commentary could be provided about why some nights had turned out to be more profitable than others. It was not possible for the Bar Manager to attend these meetings to give a more detailed explanation, due to his shift patterns at his other job. Ms Jones indicated that Lucy Whitby, Bookings/ Finance Administrator, could prove a written commentary to accompany future reports. The World Cup, party nights and funerals generally accounted for the most profitable days in the reporting period.

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 September 2018, 12.6 cups per day had been sold.

Ms Jones reported that overall sales were going well and that Saturday was usually a good day, due to the use of the football pitches. One visitor with a pug dog had proved particularly adept at bringing people in to the Leisure Centre for refreshments.

Members discussed possible means of promoting the coffee offer, such as the use of a notice in Thoroughgoods shop. A notice in the shop was not permitted, but the siting of an A-board by the access road might be possible. Councillor Gordon indicated that there had been some interest amongst the school staff around the availability of coffee. The Chair suggested that delivery could be an option for the future. He would hope to see Leisure Centre staff be more enthusiastic about advertising coffee sales. Ms Jones indicated that promotion of the coffee offer would need to follow the rebranding and logo developments for Winwick Business and Leisure Centre.

Room Letting Cumulative

A graph was provided showing budgeted and actual lettings income as at September 2018. Room lettings ran £0.5k over budget for September (£1.2k over breakeven) and the year to date figure was running under budget by approximately £1.6k in total (£2.1k previously). However, the figure was £2.6k above the breakeven point. As reported under the Bar Takings sub-heading, work was on-going to promote the use of the Centre and if the website content was optimised and the marketing system began to deliver results, there should be an improvement in room hires.

Details of the income from room hires for September were included in the table referred to under the Cash Takings sub-heading above. Members discussed whether to continue to receive this table. Ms Jones commented

Agenda Item 3

that she had previously been asked to show room hire, tea/coffee and ticket sales income separately. Members considered that the information remained useful and agreed to retain the report for future meetings.

Ms Jones reported that budgetary issues with regard to the split on cleaning and the and hours allocated to repairs had been raised by the Bar Manager. The apportionment of costs was being looked into and any adjustments necessary would be made and reported to full Council at the end of the month.

It was noted that the Bookings/Finance Administrator had had a positive impact of the level of bookings made. Ms Jones reported that Ms Whitby had also improved cash flow by introducing a system of taking half of the booking fee as a deposit up-front. Councillor Iddon enquired if all users paid for the room hire. Ms Jones responded that around 90% of hires were charged, but there was some free community usage. The Chair acknowledged that there should be some discretion around community use, but some Members felt that a small charge might be appropriate. A list of all free usage would be useful.

Payments Made

Lists of payments made to 2 October 2018 was presented, as follows:-

Payee	Description	Sum
Direct Debits		
BNP	-	£266.84
WBC	-	£770.00
BT	-	£109.80
Electronic Payments authorised		
System Hygiene	-	£232.13
Bliss	-	£476.96
Cheshire Pension	-	£920.47
4T's	-	£88.54
WBC	-	£3,774.00

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.

Quotes

There were no quotes to consider for the period, but a business case was awaited from the Bar Manager in relation to a proposed subscription to Sky Sports.

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 24 – Action List.

- A web template layout had been prepared;
- The new logo had yet to be decided;
- The web content was being drafted and was due to have been 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 a business case for forthcoming events based on an event summary spreadsheet format and that these should be signed off by the Committee prior committing to the event.
- (3) To request the Finance Officer to explore, with the Leisure Centre staff, ways to market the coffee offer.
- (4) To request the Finance Officer to provide a list to the Committee of those persons/groups who had free usage of the Leisure Centre.

(B) Ash Tree at Leisure Centre Boundary

An e-mail had been received from a neighbor of the Leisure Centre site indicating that she had been struck on the shoulder by a falling branch from an ash tree on the Council's land, which had caused her some considerable pain. A request had been received for the Council to arrange for any dead branches and overhanging branches to be pruned, to prevent personal injury or damage to property.







Details of the complainant's name and address were not available at the meeting, but could be supplied. It was noted that Gardenia Gardens were due to do some trimming of vegetation shortly and that it might be possible for them to carry out this work.


Decision –

To request the Clerk to identify the relevant ash tree and the complainant and to submit details to the Finance Officer, with a view to Gardenia Gardens assessing what work might be required and carrying out the work, if practicable.







There were no Part 2 items to discuss.

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 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			
2	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			
3	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		A business case has been requested from the Bar Manager	
	To request the Finance Officer to provide a business case for forthcoming events based on an event summary spreadsheet format and that these should be signed off by the Committee prior committing to the event.	WPMC.25(A)(2)	09/10/18	Finance Officer	09/10/18			
	To request the Finance Officer to explore, with the Leisure Centre staff, ways to market the coffee offer.	WPMC.25(A)(3)	09/10/18	Finance Officer	09/10/18			
	To request the Finance Officer to provide a list to the Committee of those persons/groups who had free usage of the Leisure Centre.	WPMC.25(A)(4)	09/10/18	Finance Officer	09/10/18			

	<p>To request the Clerk to identify the relevant ash tree and the complainant and to submit details to the Finance Officer, with a view to Gardenia Gardens assessing what work might be required and carrying out the work, if practicable.</p>	<p>WPMC.25(B)</p>	<p>09/10/18</p>	<p>Clerk</p>	<p>09/10/18</p>	<p>25/10/18</p>	<p>Details of the location of the overhanging Ash Tree and the name and address of the complainant were forwarded to the Finance Officer on 24/10/18. The Finance Officer has noted that Gardenia Gardens do not carry out tree work but have provided a suggested contact. A walk of the grounds is due to take place to ascertain what action may be required</p>	
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Progress Legend

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