

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

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



# PARISH COUNCIL

Interim Clerk to the Council:

Julian Joinson

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2 January 2019

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 8 January 2019, 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 13 November 2018.

### 4. Action List

A schedule is provided of actions arising from previous meetings is enclosed.

**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. Budget 2019/20**

The Council, at its meeting on 27 November 2018, considered its draft Budget. A copy of the draft Budget papers are attached and any updates will be reported at the meeting. The Council agreed:-

- (1) To note the report on the draft Budget 2019/20 and Precept requirement.
- (2) To delegate the detailed consideration of the Precept figure to the Management Committee on the understanding that all Members of the Council will be consulted on the final figures and that the decision will be subject to ratification at the next available Council meeting.
- (3) To authorise the Management Committee to notify Warrington Borough Council of the Precept figure by the requisite deadline.

**7. 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.

**8. 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.
  - a) Future Clerking Arrangements (a draft Job Description and Person Specification are appended)

**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**

### **13 November 2018**

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

#### **WPMC 26 Apologies**

There were no apologies for absence submitted. Members were reminded that there was currently a vacancy on this Committee. The vacancy would be reported to Council.

#### **WPMC 27 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

#### **WPMC 28 Minutes**

Decision – That the Minutes of the meeting held on 9 October 2018 be agreed as a correct record.

#### **WPMC 29 Action List**

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

Action 1 – Arrangements for playground repairs had not yet been made. Prices were normally included in the safety report from Wicksteed. However, competitive quotes would be required.

Action 2 – Arrangements had not yet been made for the repainting of the spiro wheel. This action could be carried out relatively quickly. (Action to be deleted from log)

Action 3 – The development of a business case was still with the Bar Manager. The matter would not proceed until the Finance Officer and Committee received a satisfactory written business case. (Action to be deleted from log)

Action 4 – A business cases for individual events would be signed off by the Committee. Ms Jones, Finance Officer, indicated that the ticketing reports would be available soon, but had been delayed by some unforeseen staffing issues. The Chair suggested that a paper be provided for the next meeting on the types of events that were preferred, with some guidance on the method of selecting events provided for Leisure Centre staff. Councilor Iddon commented that much of the Centre's advertising was out of date, with past events still posted on Facebook. There was a need for more frequent and dynamic advertising. The Chair also indicated that there was a difference between marketing for the Centre and the advertising which flowed from that choice of product/event. Ms Jones indicated that there was an immediate

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need to advertise the Comedy Night due to be held on 17 November 2018. Use of the Parish notice boards was recommended as one method of advertisement. The Chair indicated that responsibilities for advertising needed to be formally allocated to staff, recorded and monitored by the Bar Manager. The Bar Manager should then report back to the Finance Officer. The staff were considered to be dedicated, but were locked into a pattern of routine behaviour which need to be challenged. Their ideas would also be welcomed.

An overall business plan for the Centre was required, which might stipulate more parties/private lettings and less featured events. It was known that children's ticketed events worked well and still left scope for the rooms to be let in the evening also. The rooms looked well when dressed and this was often a selling point with visitors attending the Centre immediately before a function.

Ticket sales were included in the monthly budget Cash Takings Appendix to the Leisure Centre Performance Monitoring Report and would be monitored by the Committee. The Chair commented that the Centre did not have a big mark up on room dressing, food or DJ provision. Members noted that the Centre was in competition with other similar sized venues, so it would need to carefully balance any mark up on such items. It was suggested that a paper be provided to the next meeting of the Committee and then to Council on the overall business plan and marketing for the Leisure Centre.

Action 5 – Work had not yet commenced on the marketing of the Leisure Centre's coffee offer. This could be undertaken with the overall Leisure Centre marketing, such as via leaflet or the parish notice board. Councillor Iddon suggested that the Bar Manager or Deputy Manager should carry out marketing of the coffee, perhaps via the use of an A-board outside. Additional signage could be placed at the top of the car park steps or on the railings at Winwick CE Primary School (subject to permission). Councillor Gosney suggested that marketing needed to be added to someone's job description. The Chair suggested that any marketing leaflets could include ' $\frac{1}{3}$  off' coffee vouchers. (Action to be deleted from log and added to overall marketing project)

Action 6 – The Finance Officer indicated that the following persons had free use of the Leisure Centre: Ukulele Group (fortnightly); and Women's Darts (monthly). The Chess Group met once or twice per month, but now paid. (Action to be deleted from log)

Action 7 – The location of the Ash tree had been identified, but Gardenia Gardens did not carry out tree works. Councillor Matthews suggested obtaining quotes from Kenyon Cutters, Beechwood Industries Ltd or RF Woolstencroft Tree Services. Councillor Iddon asked if just one tree was being considered. Ms Jones reported that Gardenia Gardens had provided photographs of a number of trees that might require attention. Members queried whether the matter was urgent and noted that a formal tree survey had been carried out relatively recently. The Chairman undertook to look into how frequently tree safety surveys should be carried out.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To Ask the Bookings/Finance Administrator to obtain quotes in relation to the playground repairs.
- (3) To authorise the Finance Officer to arrange for the repainting of the spiro wheel directly.
- (4) To request the Finance Officer to provide a report to the next meeting and then to Council on a policy for the type of events to be held at the Leisure Centre, with an emphasis on party led business, with some provision for children's ticketed events and low risk events.
- (5) That the Management Committee agrees to monitor compliance with the events policy.
- (6) To agree that requests for free room usage based upon social functions or hardship should be referred to the Committee.

**WPMC 30 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 October 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 October 2018. Based on a budget of £10k income expected each month, the bar takings for September ran £0.27k over target (£1.9k under breakeven) with the year to date running at £8.2k over target (compared to £8k over target in the previous month). The bar was £7.3k 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.

*Cash Takings*

A table of cash takings for bar sales for the weeks commencing 1 October to 29 October 2018 was presented, which included some narrative about days when sales were higher than the breakeven point. Tea/coffee sales were not

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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 October 2018 was provided in a separate appendix.

The figures showed strong bar sales linked to the following events:-

- 6 October 2018 – 2 children's birthday parties, 1 baby shower and 1 adult party in the evening
- 7 October 2018 – 1 christening, 1 children's arty and 2 band practice sessions
- 12 October 2018 – 1 90<sup>th</sup> birthday party
- 15 October 2018 – 1 funeral and 1 band practice session
- 19 October 2018 – 1 engagement party
- 20 October 2018 – 1 civil wedding – vow renewals
- 26 October 2018 – 1 Halloween party

It was anticipated that the Bookings/Finance Administrator, Lucy Whitby, would compile this section of the report for future meetings.

### *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 levelling off in sales following initial growth. In October 2018, 11 cups per day had been sold.

### *Room Letting Cumulative*

A graph was provided showing budgeted and actual lettings income as at October 2018. Room lettings ran £0.4k over budget for October (£1.2k over breakeven) and the year to date figure was running under budget by approximately £0.9k in total (£1.6k previously). However, the figure was £4.1k 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.

The Bookings/Finance Administrator had a good grip of the situation and had been looking into payments. All users were now paying equal room rates. Ms Jones would continue to make the most of Ms Whitby's capabilities and key strengths.

The Chair commented that the room lettings side of the business was going well and that the Committee now needed to focus more on the bar side. Ms Jones suggested that in the Council's budget monitoring report, it would be more beneficial to report the bar and lettings figures in tandem, rather than as separate entities. For example, when a party was booked there was an impact on the provision of bar staff which could not be accounted for separately. The Chair disagreed with the potential amalgamation of the

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figures. After further discussion it was considered that the Management Committee should receive a full breakdown of costs across the bar and bookings, including separate figures for daytime and evening lets. However, the report to Council would amalgamate the bar and bookings figures.

The Chair also indicated that the figure should show expenditure and any mark-up income generated from room dressing, entertainment provision and buffets.

#### Payments Made

Lists of payments made to 12 November 2018 was presented, as follows:-

Payee	Description	Sum
Direct Debits		
BT	-	£233.59
BNP	-	£266.84
WBC	-	£770.00
Electronic Payments authorised on 12 November 2018		
4Ts	-	£85.90
Bliss	-	£1,795.86
Service Care	-	£288.16
SJ Leisure	-	£333.75
Wigan Beer	-	£532.97
PAYE	-	£1,564.97
Electronic Payments authorised on 5 November 2018		
Wigan Beer	-	£197.88
P Harden		£155.00
P Harden		£120.00
P Healey		£352.55
DL Hannan		£190.00
Service Care		£288.16
RIJO		£180.34
Electronic Payments authorised on 31 October 2018		
SJ Leisure		£70.00
DJ Fire and safety		£291.60
System Hygiene		£203.72
WBC (Clerk)		£3,774.00
Service Care		£288.16
Styles		£192.00
D Forshaw		£160.00
4Ts		£130.40

#### 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.

**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 29 – Action List.

- Draft budgets for first review by the Management Committee had now been prepared;
- The new logo had yet to be decided, however, proposed website layouts were now available;
- The next events budget sheet had been compiled and was awaiting ticket sales information.

Decision –

- (1) To note the update report.
- (2) To approve a change to the budget monitoring information provided to the Council, to show amalgamated bar and bookings figures, so as to give the financial position for the Leisure Centre as a whole, alongside the usual Parish Council information.

**(B) Budget 2019/20**

The Committee considered a report on the draft Budget 2019/20 from the Finance Officer. Members considered Page 1 of the report which concerned the proposed Parish Council income and expenditure based upon a precept of £116.650. The initial figures showed that without an increase in the Precept, the Council would return a small deficit of -£115 on the assumption that financial support was provided to the Leisure Centre in the sum of £37,870.

Members considered that the relevant issues had been included in the draft budget, including the cost of the litter picker (£11,353.71) and salary for a permanent clerk including on-costs (£11,900.00). Mr Joinson, Interim Clerk indicated that the job description for the previous permanent clerk had indicated 40 hours per month, which in effect was a 0.25FTE local government sector post. Experience from time recording showed that the current interim clerk was working around 38 hour per month. Travelling and printing costs were between £400 -£500 per year.

In respect of the litter picker, the figures shown included the cost of the hire of the vehicle. A discussion took place about whether the litter picker added value to the basic street cleaning service that should be provided by the Borough Council. It was reported that some of his daily activities, such as emptying lay-by bins and assisting in clearing up following grass verge cutting, were normal Borough litter functions. It was suggested that the litter

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picker's deployment should be more carefully managed.

Page 2 of the report included details of the Leisure Centre draft Budget. The Chair recommended that the Finance Officer provided a note on the assumptions made, to support the Budget papers which would be provided to Council, on the following matters:-

- Bar sales;
- Ticket income;
- Buffet income;
- Machine income;
- Room lettings (split between day-time and evenings);
- Tea/coffee;
- Entertainment; and
- Room dressing.

It was also suggested that a separate note be provided on the following matters, explaining the expenditure levels planned and the actions proposed:-

- Bar supplies
- Functions advertising

A formal Action Plan would then be developed for those two items of expenditure.

Overall the draft Budget included a slightly pessimistic view, but it was felt to be realistic under the circumstances. Staffing costs for the bar were based on 1 person normally on duty, with 2 staff for events of over 50 persons and 3 staff for events with over 100 guests.

Councillor Iddon asked whether there would be some money available for enhancing the buildings. In particular, the doors to the Leisure Centre needed repainting and the main access doors to the function room should be more attractive, perhaps with glass panels. It was noted that any new doors would need to comply with the fire risk assessments.

Ms Jones indicated that the draft Budget included some provision for a possible by-election.

The Chair indicated that at 2.5% increase in the Precept would generate an additional £2.9k. Mr Joinson indicated that the Council also needed to take into consideration the effect of parishes proportionally funding the Council Tax Support Allowance. That had the effect of reducing the overall Council Tax Base from 1,857 in 2018/19 to 1,725 in 2019/20. The net loss to the Council would be -£8,286 if the Council maintained its Band D Council Tax at £62.82. An increase of 7.66% to £67.63 would be required to return the same level of precept as in 2018/19. Ms Jones noted that the previous Finance Officer had made provision with the Budget last year of £4,500 to lessen the impact of the changes. However, a shortfall of £3,786 still remained, which would require

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an increase in Council Tax. The figures showed that the Council was close to a balanced Budget, but that some additional work was required to fine tune the final details.

Decision –

- (1) To note the draft Budget and Precept requirement for 2019/20 and that the Council was close to producing a balanced Budget.
- (2) To request the Clerk to contact Warrington Borough Council to ascertain why the litter picker had been engaged in emptying Borough litter bins and assisting in the clearance duties following the cutting of grass verges.
- (3) To request the Clerk to include an item on a future agenda on the optimisation of the litter picker service.
- (4) To request the Finance Officer to provide some notes to accompany the Budget report to Council on the items identified as bullet points in minute above.
- (5) To request the Clerk to look into whether the loss of the Borough's subsidy for the effects of the Council Tax Support Allowance had been applied proportionately across all parishes in the Borough and whether the apportionment of the costs across parishes in that manner was lawful.

### **WPMC 31 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 32 Confidential Matters in line with the Committee's Terms of Reference**

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

There were no matters raised under this heading.

#### **(B) Employee Matters**

Ms Jones reported that a staffing matter had occurred, which had involved a question of reporting lines and had required her intervention. The matter had been satisfactorily resolved and it had been clarified that the Deputy Manager post reported to the Bar Manager and the Bookings/Finance Administrator post reported directly to the Finance Officer.

## 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 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			
2	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.	WPMC.25(B)	09/10/18	Clerk/ Finance Officer	09/10/18	25/10/18	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. The frequency of tree maintenance works needs to be determined.	
3	To Ask the Bookings/Finance Administrator to obtain quotes in relation to the playground repairs.	WPMC.29(2)	13/11/18	Finance Officer / Bookings/Finance Administrator	13/11/18		Competitive quotes are required following the Wicksteed safety report	
4	To authorise the Finance Officer to arrange for the repainting of the spiro wheel directly.	WPMC.29(3)	13/11/18	Finance Officer	13/11/18			

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5	To request the Finance Officer to provide a report to the next meeting and then to Council on a policy for the type of events to be held at the Leisure Centre, with an emphasis on party led business, with some provision for children's ticketed events and low risk events.	WPMC.29(4)	13/11/18	Finance Officer	13/11/18				
6	To approve a change to the budget monitoring information provided to the Council, to show amalgamated bar and bookings figures, so as to give the financial position for the Leisure Centre as a whole, alongside the usual Parish Council information.	WPMC.30(A)(2)	13/11/18	Finance Officer	13/11/18	27/11/18	Now implemented		
7	To request the Clerk to contact Warrington Borough Council to ascertain why the litter picker had been engaged in emptying Borough litter bins and assisting in the clearance duties following the cutting of grass verges.	WPMC.30(B)(2)	13/11/18	Clerk	13/11/18				
8	To request the Clerk to include an item on a future agenda on the optimisation of the litter picker service.	WPMC.30(B)(3)	13/11/18	Clerk					
9	To request the Finance Officer to provide some notes to accompany the Budget report to Council on the items identified as bullet points in minute above.	WPMC.30(B)(4)	13/11/18	Finance Officer	13/11/18	27/11/18	Completed		

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10	To request the Clerk to look into whether the loss of the Borough's subsidy for the effects of the Council Tax Support Allowance had been applied proportionately across all parishes in the Borough and whether the apportionment of the costs across parishes in that manner was lawful.	WPMC.30(B)	13/11/18	Clerk / Finance Officer	13/11/18				
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**Progress Legend**

 Completed  
 Complete – Immediate review programmed

 Progressing to target  
 Issues (exception)

 Early progress / just started

 Not started (lower priority)

Version 4.0- (Final) – 02/01/19



Leisure Centre					Factor
Income	TC figures 2018/19	Actuals to 13th Oct	Factored figures	Draft budget 2019/20	1.714286
Bar sales	£120,000.00	£78,638.00	£134,808.00	£140,000.00	
Ticket income	£0.00	£187.00	£320.57	£1,000.00	
Field income	£3,000.00	£0.00	£0.00	£3,000.00	
Buffet income	£2,000.00	£2,939.00	£5,038.29	£6,000.00	
Machine income	£250.00	£0.00	£0.00	£250.00	
Room lettings	£52,000.00	£29,056.00	£49,810.29	£52,000.00	
Tea and coffee	£250.00	£2,307.00	£3,954.86	£4,000.00	
<b>Total income</b>	<b>£177,500.00</b>	<b>£113,127.00</b>	<b>£193,932.00</b>	<b>£206,250.00</b>	
<b>Expenditure</b>					
Bar supplies	£52,800.00	£30,752.00	£52,717.71	£52,800.00	
Entertainment	£3,640.00	£4,793.00	£8,216.57	£8,500.00	
Food and buffet	£1,750.00	£2,875.00	£4,928.57	£5,000.00	
Function advertising	£5,000.00	£0.00	£0.00	£300.00	
Tea and coffee	£200.00	£236.00	£404.57	£400.00	
<b>Total expenditure</b>	<b>£63,390.00</b>	<b>£38,656.00</b>	<b>£66,267.43</b>	<b>£67,000.00</b>	<b>£139,250.00</b>
<b>Overheads</b>					
Managers salaries	£29,536.00	£17,742.00	£30,414.86	£32,000.00	
Staff salaries	£24,960.00	£25,918.00	£44,430.86	£45,000.00	
Booking post salaries	£12,220.00	£6,147.00	£10,537.71	£13,520.00	
Pension	£13,876.00	£7,809.00	£13,386.86	£13,500.00	
NI and PAYE	£4,670.00	£11,129.74	£19,079.55	£19,000.00	
Cleaner	£7,800.00	£5,475.00	£9,385.71	£10,000.00	
Equipment	£1,500.00	£803.00	£1,376.57	£1,500.00	
Bar and cleaning sundries	£4,000.00	£1,180.00	£2,022.86	£2,000.00	
Repair and maintenance	£6,000.00	£2,577.00	£4,417.71	£6,000.00	
rates	£9,500.00	£6,908.00	£11,842.29	£9,500.00	
gas	£5,000.00	£1,576.00	£2,701.71	£4,000.00	
electric	£9,000.00	£5,353.00	£9,176.57	£9,200.00	
water	£3,000.00	£1,479.00	£2,535.43	£2,600.00	
phones and BT sport	£2,500.00	£1,409.00	£2,415.43	£2,500.00	
mobile	£180.00	£35.00	£60.00	£0.00	
fire extinguishers	£400.00	£96.00	£164.57	£250.00	
cctv	£200.00	£495.60	£849.60	£200.00	
sanitary equipment	£1,500.00	£0.00	£0.00	£1,500.00	
bottled gas	£1,920.00	£1,097.00	£1,880.57	£1,900.00	
tv licence	£150.00		£0.00	£150.00	
stock take	£1,350.00	£450.00	£771.43	£900.00	
trade waste	£1,850.00	£1,101.00	£1,887.43	£1,900.00	
beverages	£800.00	£0.00	£0.00	£0.00	
misc	£200.00	£0.00	£0.00	£0.00	
complimentaries	£3,000.00	£0.00	£0.00	£0.00	
<b>Total overheads</b>	<b>£145,112.00</b>	<b>£98,780.34</b>	<b>£169,337.73</b>	<b>£177,120.00</b>	<b>-£37,870.00</b>
	-£31,002.00		-£41,673.15		

Parish				Factor
	2018/19	Actuals to Oct	Factored figures	Draft budget 2019/20
<b>Income</b>	Budget			1.714286
Precept	£116,650.00	£116,650.00	£116,650.00	£116,650.00
Miscellaneous	£50.00	£250.00	£428.57	£250.00
<b>Total income</b>	<b>£116,700.00</b>	<b>£116,900.00</b>	<b>£117,078.57</b>	<b>£116,900.00</b>
<b>Expenditure</b>				
<b>Overheads</b>				
RFO salary including ni	£5,749.12	£2,742.00	£4,700.57	£6,095.00
clerks salary including ni pens	£11,000.00	£7,548.00	£12,939.43	£11,900.00
alarms	£1,000.00	£0.00	£0.00	£1,000.00
key holding	£900.00	£840.00	£1,440.00	£900.00
Admin stationery,etc	£3,000.00	£0.00	£0.00	£1,500.00
s137 payments	£1,000.00	£0.00	£0.00	£1,000.00
external audit fee	£650.00	£0.00	£0.00	£650.00
internal fee	£550.00	£0.00	£0.00	£550.00
professional fees	£1,000.00	£845.00	£1,448.57	£1,500.00
bank charges	£1,300.00	£802.00	£1,374.86	£1,500.00
insurance	£2,200.00	£0.00	£0.00	£2,200.00
subscriptions	£200.00	£0.00	£0.00	£200.00
newsletter	£400.00	£0.00	£0.00	£0.00
signage	£500.00	£0.00	£0.00	£500.00
training	£1,000.00	£0.00	£0.00	£1,000.00
licensing	£1,100.00	£0.00	£0.00	£1,100.00
loan charges	£9,700.00	£4,040.00	£6,925.71	£9,700.00
election expenses	£3,000.00	£0.00	£0.00	£5,000.00
misc	£100.00	£0.00	£0.00	£0.00
litter picking	£12,000.00	£6,623.00	£11,353.71	£12,000.00
grass cutting	£2,900.00	£748.00	£1,282.29	£2,500.00
grounds maintenance and flower containers, including the greens	£9,750.00	£2,912.00	£4,992.00	£7,000.00
play equip maintenance	£1,000.00	£0.00	£0.00	£1,000.00
swan green			£0.00	
winwick park			£0.00	
radley common			£0.00	
christmas tree lights	£250.00	£250.00	£428.57	£250.00
flower containers			£0.00	
bus shelters	£100.00	£0.00	£0.00	£100.00
Traffic management				£3,000.00
other	£200.00	£0.00	£0.00	£0.00
Face lift and rebranding				£2,500.00
council tax support	£4,500.00	£0.00	£0.00	£4,500.00
Leisure centre support	£41,673.15			£37,870.00
<b>Total expenditure</b>	<b>£116,722.27</b>	<b>£27,350.00</b>	<b>£46,885.71</b>	<b>£117,015.00</b>

2.5% uplift on precept

£2,916.25

-£115.00

Notes for budgets presented to Winwick Parish Council Full Council Meeting 27<sup>th</sup> November

Income items

1. Bar sales – figure from budget derived from bar sales to mid-October factored up to an end of year projection. Additional uplift to account for mid-point figure.
2. Ticket income – due to the lack of interest in most of the ticketed events tried the bar manager has decided to limit the events to 1/ 2 comedy nights per year plus children's events at Easter/ Halloween/ Christmas so projection limited to £1k.
3. Field income – currently projected to cover costs of grass cutting with small uplift to start bringing in funds towards the concept of an all-weather pitch. With football teams and new touch rugby team (starting in Jan) potential for additional fees is being reviewed but meetings need to be held to agree this so a basic level has been used for these projections.
4. Buffet income – projection made based on figures for buffet sales and costs this year to date and uplift to cover percentage uplift that needs to be applied.
5. Machine income – a basic level based on figures from previous budget this may be a low projection but the financial position will improve if actual fees are higher.
6. Room lettings – figures derived as per Bar sales – this needs breaking down further for reporting next year as it was decided at the Management meeting that it would be clearer to report this as day/ evening bookings (or meetings/ parties/ clubs) and the entertainment link to this should be identified as an income item to ensure all entertainments are covered.
7. Tea and coffee – this is currently reported under bar sales but will be reported as its own item in the new financial year – figures are based on coffee sales since the Rijo machine was implemented.

Expenditure

8. Bar supplies – projection based on expenditure for this year factored up.
9. Entertainment – projection based on expenditure for this year factored up. Will be broken down for reporting next year so it clearly shows event/ party entertainment (as noted above event entertainment should be minimal).
10. Buffets – projection based on expenditure this year factored up.
11. Function advertising – as the distribution is done by in house staff a minimal amount for printing has been included.
12. Tea/ coffee supplies – a minimal budget has been included, if sales go up expenditure will but costs will be covered within coffee prices.

## BUDGET 2019/20

Proposed Precept (as 2018/19)	£116,650.00
New Council Tax Base	1725
Current Band D	£62.82
Shortfall with new CTB	-£8,286.00
Provision already made	£4,500.00
Overall shortfall	-£3,786.00

Increased rate to meet shortfall	£2.19
New Band D to meet shortfall	£65.01
% Increase	3.49%

Each 0.5% Increase will raise	£541.82
Each 1% increase will raise	£1,083.65