

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

Tel/Fax: 01925 - 442112

Email: joinson@warrington.gov.uk

Web site: <http://winwickparishcouncil.org.uk/>

6 February 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 12 February 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 8 January 2019.

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. 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. Minutes - Confidential Annex

To receive the Confidential Annex to the Minutes of the meeting held on 8 January 2019.

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.

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

8 January 2019

Present: Councillors Matthews (Chair) and Iddon

WPMC 33 Apologies

Apologies for absence were submitted on behalf of Councillor P Gosney.

WPMC 34 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 35 Minutes

In connection with Minute WPMC29 - Action 5, the project for marketing the Leisure Centre's coffee had not yet commenced. The Chair noted that a letter was due to be dispatched to residents shortly on the Myddleton Lane Traffic Management Scheme proposals, which could include a voucher for discounted coffee. Councillor Iddon suggested that the standard coffee offer should be publicised on Facebook. The Leisure Centre's Facebook page was usually updated by Mr Morley, the Leisure Centre Manager, but it was noted that this had not been updated since 1 January 2019. It was suggested that updates needed to be made more frequently. Residents often used the Winwick Village Facebook website and followed its links to the Leisure Centre webpages. An obvious target for marketing was mothers waiting in the playground for their children after school. The Chair indicated that a coffee discount of $\frac{1}{3}$ or $\frac{1}{2}$ off a refill could be marketed at the Traffic Management Consultation event.

The new logo for the Leisure Centre had not yet been finalised. Costs for logo design were considered to be too high (£100 - £150). The Chair indicated that he had access to contact details for a design offer in connection with Labour Party business, which might be useful. There was a need to finalise the logo quickly to enable the Committee to focus on the Centre's Business Plan. The overall annual cost of running the Centre, in the region of £40k, was thought to be sustainable, but it was hoped to reduce the deficit further. Members commented that development of the Business Plan had stalled as some actions had not been completed.

It was suggested that staff required greater direction to obtain the best from them. The Leisure Centre Manager was doing good work, but was perhaps not on site for long enough at key times, due to the part time nature of his post. Ms Jones, Interim Finance Officer, reported that Mr Morley was soon to reduce the hours of his other employment, which might lead to greater opportunities to be available at the Centre. It was also suggested that Ms Whitby, Finance and Bookings Administrator, could undertake more duties and that she should be encouraged and empowered to develop her role.

Ms Jones indicated that she would need to take some time off her full time employment in order to progress some of the issues identified.

Decision –

- (1) That the Minutes of the meeting held on 13 November 2018 be agreed as a correct record.
- (2) That 1/3 off discount vouchers for the coffee offer be developed.
- (3) That the Finance and Bookings Administrator be encourage to develop her role to assist in the marketing of the Leisure Centre and to reduce the burden on the Interim Finance Officer.
- (4) To request the Finance Officer to ensure that the logo design was progressed as a matter of urgency and, if necessary, to arrange a further meeting with the staff about the Community and Leisure Centre rebrand.

WPMC 36 Action List

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

Action 1 – Financial summary information regarding forthcoming events would be developed. It was noted that the Finance Officer's report at Agenda Item 5(1)(a) included information on recent events, which provided a baseline for future events that might be successful. For example, the Halloween Night had made a small loss (£57.91), but the Irish Night had made a larger loss (£233.13). Profits on the Piggy Gin Night were hard to quantify as the overall sales had been boosted by sales from another event taking place at the same time at the Leisure Centre and sales of remaining gin stock after the event. The Chair concluded that little money was made on organised events.

It was noted that the Comedy Night had been successful, but it remained to be seen whether success would be guaranteed if the event was run again. Ms Jones, commented that the success was due to sales being targeted to a wider audience than just Winwick. The Chair suggested that comedy events needed to be infrequent in order to retain the novelty value, or very regular (like at Pyramid/Parr hall) to maintain a dedicated following.

Members noted that the Harry Potter Quiz had been successful, although it was suggested that the theme of the quiz needed to be changed for each event to maintain interest. The Northern Soul Night had not made sufficient profit to allow for a lower turn out if the event was to be staged again. It was felt that the event had only a niche market appeal.

In relation to the Halloween Night, it was estimated that the event had not been costed correctly at 50p per ticket, which was considered to be far too cheap. The event was sold out (at 100 attendees), but tickets should

probably have retailed at £1 each. Future events would be more carefully priced.

Councillor Iddon reminded the Committee that it needed to see a business case for all future events. Even small losses added up to the overall deficit for the operation of the Leisure Centre. The Chair highlighted the basic equation that expenditure on events with a ticket price of 50p, should never exceed £50. Ms Jones confirmed that Ms Whitby would undertake costings for events before they were publicised. Members reiterated that events needed to be affordable and that cost should be less than anticipated ticket sales. Ms Jones agreed to send a reminder to staff regarding the system for approving events. It was noted that going forward events would mostly be themed around children to be held on key calendar dates such as Easter, Halloween and Christmas. The Leisure Centre Manger intended to focus on filling the room lettings with parties, funerals and christenings.

(Action to be deleted from log)

Action 2 – The Chair reported that he had received information which confirmed that there need not be a set timescale for tree inspections. A suggested method was to split the site up into zones and to categorise those as low, medium or high risk areas and to carry out inspection on that basis. The car park and children’s play areas were likely to be the highest risk areas. Nationally, only 10 people per year were hit and killed by falling trees. Ms Jones indicated that she had asked for a quote regarding a tree survey.

The Chair indicated that it would be sufficient to arrange for persons with a working knowledge to carry out an initial look at the site, then to record the issues and deal with any resultant risks and/or actions required. Mr Joinson indicated that complaints about trees were often neighbourhood disputes about loss of light, rather than genuine safety concerns.

It was suggested that Members carry out a walk around Myddleton Lane Playing Fields in April 2019, to check the general condition of the ground and vegetation. The inspection would include a look at the Ash Tree to the rear of a property on Faringdon Road which had been reported as being in a poor condition, to see if any remedial action was required.

(Action to be deleted from log)

Actions 3 and 4 – Progress on various playground equipment repairs and maintenance were noted.

Action 5 – The Events Policy had been covered in the discussion under Action1 above.

Action 6 – The changes to the way that budget monitoring information was presented to Council had now been implemented.

(Action to be deleted from log)

Actions 7 and 8 – It was agreed that the items in connection with the litter picker duties be deferred pending a more comprehensive review of the litter picking schedule in the future.

(Actions to be deleted from log)

Action 9 – Supplementary notes had been provided with the Budget information considered by Council on 27 November 2018.

(Action to be deleted from log)

Action 10 – Mr Joinson, Interim Clerk, circulated figures which had been provided at a recent Parish Council Liaison Meeting, which appeared to indicate that the effects of the Council Tax Support Allowance had been applied proportionately across all parishes in Warrington.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To request the Finance Officer to send a reminder to staff regarding the system for approving events.
- (3) That Members carry out a walk around Myddleton Lane Playing Fields in April 2019, to check the general condition of the ground and vegetation.
- (4) To request the Clerk to record the Council's policy on tree maintenance, which comprised carrying out a regular walk around the site, zoning, logging of risk levels (to include the car park and children's play area as high risk areas) and the carrying out of any remedial actions necessary, in a timely manner.

With the approval of the Committee, the following item was taken next.

WPMC 37 Budget 2019/20

The Committee considered the detailed information on the draft Budget 2019/20, which had previously been provided at Council on 27 November 2018. The Council had provisionally approved a Budget of £117,015 and a Precept of £116,650. It was estimated that to meet this overall Budget would require a Council Tax rate of £65.01 on a Band D property, an increase of £2.19 (3.49%) from 2018/19, due to the change in the Council Tax Base. The draft Budget envisaged the Parish Council providing financial support for the operation of the Leisure Centre in the sum of £37,870.

The Council had delegated its decision on the Precept requirement to the Management Committee today, subject to formal ratification of the Budget at

its next meeting on 22 January 2019. All Members had been consulted about the draft Budget following the November Council meeting and no additional comments had been received.

The Chair queried whether the changes to the Council Tax Base to support the Council Tax Support Allowance had been applied proportionately across the whole Borough, or whether the revised figure was based on information about empty properties in each Parish. It was suggested that the Borough Council's methodology of changing the Council Tax Base might be challengeable, possibly via the Ombudsman. He also expressed concern about whether Cuerdley Parish and the unparished areas of Warrington had been taken into account in the calculations. Mr Joinson commented that the issue might be outside of the Ombudsman's jurisdiction.

In 2018/19, the overall effect of all Warrington parishes' share of the Council Tax Support Allowance, funded by Warrington Borough Council, was around £200k. Winwick would be happy to pay its share of the Council Tax Support Allowance, so long as this reflected the claims made in each Parish area.

Mr Joinson also reminded the Committee of the external auditor's report on the Statement of Accounts for 2015/16, which recommended that the Council make some provision for Reserves of between 3 and 12 months expenditure. It was noted that the Council had not yet been in a position to meet this recommendation. However, there was an expectation that the cost of operating the Leisure Centre might not be as high as forecast, potentially leading to a small surplus.

Decision –

- (1) To request the Clerk to notify the Borough Council that the Council intends to set a Precept of £116,650 and that the decision be subject to ratification at full Council on 22 January 2019.
- (2) To request the Clerk to seek further information about how the change to the Council Tax Base was calculated.
- (3) To request the Clerk to place an item on the Agenda of the next Parish Council meeting on the Council Tax Base issue.

WPMC 38 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 both November and December 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 December 2018. Based on a budget of £10k income expected each month, the bar takings for November ran £0.5k over target (£1.7k under breakeven). In December, the bar takings ran £0.7k over target (£1.5k under breakeven) with the year to date running at £9.5k over target (compared to £8.2k over target in October 2018). The bar was £10.5k under the breakeven point for the year to date, but the figure was stable. There had been some concerns expressed at the last meeting that the income would dip during this period, but that had not come to pass. Events and room bookings for parties were currently being promoted to ensure healthy bar sales through January and February 2019. A large number of parties had already been booked for January and for part of February 2019. Bookings were being taken for as far forward as July 2019. The push for party bookings was beginning to pay off.

Cash Takings

A table of cash takings for bar sales for the weeks commencing 29 October to 31 December 2018 was presented, together with a list of events which had taken place throughout the period. The table showed that bar sales were strong at weekends and for parties, christenings, the Mayor's Charity Night and birthday parties. Tea/coffee sales were not included in those figures. The green boxes highlighted where takings had been over the breakeven point for the day. A more detailed breakdown of bar sales, tea/coffee, room hire and ticket sales for October to December 2018 was provided in a separate appendix.

Councillor Iddon commented that attention need to be paid to increasing the bar performance on Mondays. She also enquired about the event held on New Year's Eve. Ms Jones reported that former employee, Matt Jackson, had arranged the New Year's Eve party night. He had provided the tickets and arranged food, a DJ and security for the event. The Chair commented that care need to be taken when third parties were organising such events.

Councillor Iddon reported that the event had been good hearted and successful. However, there were some concerns that tickets had not been taken off people admitted to the premises and that these may have been passed on to other people to gain admittance, potentially leading to a breach of the numbers permitted at the venue. Some tickets had been sold by the Leisure Centre and some directly by the event organiser. Councillors suggested that a written note of ticket sales and costs should be obtained for next year's event. There might be additional pressure on admissions next year and all tickets presented should, therefore, be collected when wristbands were issued. Tickets should also be numbered to ensure that the capacity of 100 was not breached.

The Chair asked about the stock take for the period. Ms Jones confirmed that

the stock result showed a surplus of £326.

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 November and December 2018, 15.9 and 9.5 cups per day respectively had been sold.

Room Letting Cumulative

A graph was provided showing budgeted and actual lettings income as at December 2018. Room lettings ran £0.4k under budget for November (£0.3k over breakeven). In December, the room lettings ran at £0.9k over budget (£1.6k over breakeven) and the year to date figure was running under budget by approximately £0.2k in total (£0.9k previously). However, the current year to date figure was £6.2k 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.

Payments Made

A list of payments made to 31 December 2018 was presented, as follows:-

Payee	Description	Sum
Electronic Payments authorised on 29 October 2018		
4Ts	Real ale	£130.40
Dave Forshaw	DJ	£160.00
DJ Fire Safety	-	£291.60
Service Care	Litter picker	£288.16
Styles	Payroll	£192.00
SJ Leisure	Red carpet for vow renewal	£70.00
System Hygiene	-	£203.72
WBC	Clerk salary (Jul - Sep)	£3,774.00
Direct Debits paid on 29 October 2018		
WBC Rates	-	£770.00
BNP Parabis	-	£266.84
Electronic Payments authorised on 5 November 2018		
P Harden	On behalf of Jimbo Funtime	£155.00
P Harden	DJ	£120.00
RIJO	Coffee supplies (covers 2 invoices)	£180.34
Service Care	Litter picker	£288.16
DL Hannan	Green maintenance	£190.00
P Healey	Electrials	£352.55
Wigan Beer	Bar supplies	£197.88
Direct Debits paid on 5 November 2018		
BT	-	£233.59

Electronic Payments authorised on 12 November 2018		
4Ts	Real ale	£85.90
Bliss	Bar supplies	£1,795.00
Service Care	Litter picker	£288.16
SL Leisure	Party packages	£333.95
Wigan Beer	-	£532.97
PAYE	-	£1,564.85
Direct Debits paid on 12 November 2018		
Barclaycard	-	£83.37
Lloyds	-	£64.19
Electronic Payments authorised on 19 November 2018		
Joanne Taylor	Beer for breakfast act	£300.00
BOC	Bottled gas	£140.40
Gardenia Gardens	Maintenance	£247.50
KC Kitchen	Buffets	£160.00
P Healey	Electrics	£183.00
Styles	Payroll	£240.00
Bliss	Bar supplies	£1,676.33
Direct Debits paid on 19 November 2018		
Payzone	-	£21.60
British Gas	-	£584.17
Extra Energy	-	£855.29
B&M	-	£255.86
Electronic payments authorised on 26 November 2018		
Cheshire pensions	-	£2,184.05
Wigan Beer	-	£409.78
System Hygiene	-	£150.19
P Harden	DJ	£120.00
Maxigiene	-	£72.00
Warrington Security Systems	18 th Birthday Security	£160.00
4Ts	Brewery	£85.20
B Muflihi	Stock take	£90.00
Gardenia Gardens	Planters	£598.46
Direct Debits paid on 26 November 2018		
WC Rates	-	£770.00
Electronic Payments authorised on 3 December 2018		
Bliss	Bar supplies	£1,095.94
Wigan Beer	Bar supplies	£694.23
Service Care	Litter picker	£576.32
Direct Debits paid on 3 December 2018		
BNP Parabis	-	£266.84
Public Works Loan	-	£3,614.42
TV Licence	-	£150.50
Electronic payments authorised on 10 December 2018		
Bliss	Bar supplies	£599.45
DL Hannan	Green maintenance	£160.00
Drum BSS	IT subscription	£26.40

P Harden	DJ	£130.00
Service Care	Litter picker	£288.16
Styles	Payroll	£192.00
Blackfryers	Consultant	£120.00
HMRC	PAYE	£1,242.67
Debt Management	-	£9.65
Direct Debits paid on 10 December 2018		
BT	-	£233.59
Barclaycard	-	£106.52
Electronic Payments authorized on 17 December 2018		
Bliss	-	£214.01
BOC	-	£140.40
KC Kitchen	-	£447.00
P Harden	-	£120.00
Service Care	-	£288.16
Wigan Beer	-	£1,259.60
WBC	-	£897.52
WBC	-	£1,234.80
Cheshire Pension	-	£1,223.81
Direct Debits paid on 17 December 2018		
Lloyds	-	£274.19
B&M	-	£207.94
Payzone	-	£21.60
Electronic Payments authorised on 21 December 2018		
4Ts	-	£87.60
Bliss	-	£1,040.67
Service Care	-	£288.16
Wigan Beer	-	£228.66
Direct Debits paid on 24 December 2018		
BT	-	£106.85
Direct Debits paid on 31 December 2018		
BNP Parabis	-	£266.84
WBC Rates	-	£770.00

Councillor Iddon enquired about the recent payment to the Christmas Tree Group. Ms Jones indicated that an amount of £250 had been paid, which was to fund the necessary insurance. The Chair suggested that exact cost of the insurance should be ascertained before next year's payment was made.

Ms Jones reported that the Leisure Centre Manager had enquired about the cost of replacing the defibrillator battery, which was in the region of £1,000 each time, or £365 per year under a contract which included a 3 monthly service and free replacement of pads. The cost could be funded initially through a generous donation made in memory of Patric Wilson and, subsequently, from the Leisure Centre repairs budget. The Chair undertook to contact the Wilson family to see if they would support this arrangement.

It was noted that the defibrillator had been used this evening and had been deployed on two previous occasions. It was suggested that the positive

impact of making the defibrillator available should be publicised.

Weekly Room Information

The electronic booking system was now being updated and a tablet had now been purchased to replace the paper day book and to enable room bookings to be taken over the bar. A 'g-mail' account needed to be set up to ensure that the diary was read only by bar staff.

Quotes

There were no quotes to consider for the period.

Items from Previous Agendas and Progress

Progress on one item was outlined, which linked to the discussion reported under Minute WPMC 35 – Minutes.

- The new logo had yet to be decided, however, proposed website layouts were now available;

Reception

Councillor Iddon commented that when visitors arrived at the Leisure Centre it was not immediately obvious to where they should report. It was suggested that there needed to be a welcoming face for the Centre and that this role could be undertaken by Ms Whitby, when she was on site. It was proposed that appropriate signage should be displayed directing visitors to report to reception and that the office door should normally remain open.

Opening Hours

It was reported that the Leisure Centre Manager had wanted to trial later openings for the general bar in the hope that locals would use the services throughout the night, as an additional hour was being offered beyond the closing time of the Swan. However, the Bar Manager had noted, in line with concerns previously expressed by the Management Committee, that the bar was only being used as a stop off venue on the way home for customers who had been to other establishments (mainly the Swan). That was not a cost effective use of the general bar. Accordingly, the bar hours had been reduced with the Centre now being open as follows:-

Sunday to Thursday – 8 am to 11 pm
Friday and Saturday – 8 am to 12 midnight

Events

A list was provided of unsuccessful, break even and profitable events. A discussion had already taken place on this matter as recorded under Minute WPMC 36 - Action List (Action 1).

Decision –

- (1) To note the update report.
- (2) To request the Finance Officer to notify the Leisure Centre Manager of the issues surrounding the New Year's Eve event and to request him to more closely monitor any future such event.
- (3) To request the Clerk to write to staff to indicate that the Council is pleased with the improving performance of the Leisure Centre and, in particular, the room lettings side of the business.

WPMC 39 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 40 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

(i) Future Clerking Arrangements

The Committee was reminded that Warrington Borough Council would cease to provide clerking services with effect from 14 May 2019, or earlier if the Parish so agreed. A copy of a draft Job Description, Person Specification and Contract of Employment were provided for consideration.

Mr Joinson reported that circumstances had now changed and that the Borough Council would prefer to end the interim clerking arrangements with effect from 17 March 2019, to take account of personnel changes within the Democratic and Member Services Team.

The Committee was invited to consider what arrangements it wished to make for clerking beyond that date. As a result of the changes, the Council would also need to consider how it intended to make provision for printed Agendas and postage for future meetings.

Decision –

- (1) To request the Clerk to place an item on future clerking arrangements on the Agenda for the next meeting of the Council.

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

(ii) Confidential Staffing Matter

Members were informed of a confidential staffing matter.

Decision –

- (2) To request the Clerk to give effect to, or to carry out, as appropriate, the actions set out in the confidential minute to this section.

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

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 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	
2	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			
3	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			
4	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			
5	That 1/3 off discount vouchers for the coffee offer be developed.	WPMC.35(2)	08/01/19	Finance Officer				
6	That the Finance and Bookings Administrator be encourage to develop her role to assist in the marketing of the Leisure Centre and to reduce the burden on the	WPMC.35(3)	08/01/19	Finance Officer				

Agenda Item 4

	Interim Finance Officer.							
7	To request the Finance Officer to ensure that the logo design was progressed as a matter of urgency and, if necessary, to arrange a further meeting with the staff about the Community and Leisure Centre rebrand.	WPMC.35(4)	08/01/19	Finance Officer				
8	To request the Finance Officer to send a reminder to staff regarding the system for approving events.	WPMC.36(2)	08/01/19	Finance Officer				
9	That Members carry out a walk around Myddleton Lane Playing Fields in April 2019, to check the general condition of the ground and vegetation.	WPMC.36(3)	08/01/19	All Members				
10	To request the Clerk to record the Council's policy on tree maintenance, which comprised carrying out a regular walk around the site, zoning, logging of risk levels (to include the car park and children's play area as high risk areas) and the carrying out of any remedial actions necessary, in a timely manner.	WPMC.36(4)	08/01/19	Clerk			As per minutes	
11	To request the Clerk to notify the Borough Council that the Council intends to set a Precept of £116,650 and that the decision be subject to ratification at full Council on 22 January 2019.	WPMC.37(1)	08/01/19	Clerk			Revised amount set following the Council meeting on 22/01/19	
12	To request the Clerk to seek further information about how the change to the Council Tax	WPMC.37(2)	08/01/19	Clerk				

Agenda Item 4

	Base was calculated.							
13	To request the Clerk to place an item on the Agenda of the next Parish Council meeting on the Council Tax Base issue.	WPMC.37(3)	08/01/19	Clerk				
14	To request the Finance Officer to notify the Leisure Centre Manager of the issues surrounding the New Year's Eve event and to request him to more closely monitor any future such event.	WPMC.38(2)	08/01/19	Finance Officer				
15	To request the Clerk to write to staff to indicate that the Council is pleased with the improving performance of the Leisure Centre and, in particular, the room lettings side of the business.	WPMC.38(3)	08/01/19	Clerk				
16	To request the Clerk to place an item on future clerking arrangements on the Agenda for the next meeting of the Council.	WPMC.40(B)(1)	08/01/19	Clerk				
17	To request the Clerk to give effect to, or to carry out, as appropriate, the actions set out in the confidential minute to this section.	WPMC.40(B)(2)	08/01/19	Clerk				

Progress Legend

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

