

WINWICK

*Best Kept Village
in Cheshire – 2000*

C/o Town Hall
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PARISH COUNCIL

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20 February 2019

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 26 February 2019 at 7.30 pm.

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 give 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. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the meeting of the Parish Council held on 22 January 2019.

- 4. Updates on Issues from Previous Meeting(s)**
- 5. Question Time for Electors**
- 6. Written Motions Received**

- 7. Police / Community Issues**
- 8. Correspondence**
- 9. Planning Matters**
- 10. Finance Report**
- 11. Council Tax Support Allowance**
- 12. Reports from Parish Council Committees**
 - Management Committee – 12 February 2019
- 13. Reports from Approved Outside Body Appointments**
 - Rights of Way Forum (Councillor Matthews)
- 14. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, Matthews and Purnell)
 - Peel Hall Ward
(Councillors Emery, Gosney and Vobe)
 - Winwick Ward
(Councillors Gordon, Iddon and Mitchell)
- 15. Date and Time of Next Meeting – Tuesday, 26 March 2019 at 7.30pm**
- 16. Chairman to move to 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.

Nil

Winwick Parish Council
Minutes of a Meeting held on 22 January 2019

Present: Councillors C Mitchell (Chair), S Emery, D Friend, G Friend, P Gosney, A Iddon, M Matthews, R Purnell and C Vobe.

WPC.113 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Gordon and from Ms C Jones, Interim Finance Officer.

WPC.114 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.115 Minutes

Decision – That the Minutes of the meeting held on 27 November 2018 be agreed and be signed by the Chair as a correct record.

WPC.116 Appointment to the Management Committee

Members were informed that there was currently one vacancy on the Management Committee. There had previously been five Members on the Committee, but one Member had resigned. The Committee currently comprised Councillors Matthews (Chair), Gordon, Gosney and Iddon. Councillor Matthews indicated that the Committee would benefit from a broader range of expertise as it endeavoured to bring the Leisure Centre into a more sustainable financial position and that an additional Member from the wards south of the M62 might be an advantage in considering how to market the Leisure Centre to those residents. The Committee met on every second Tuesday of the month and dealt with finance and general purposes issues regarding the Leisure Centre. Councillor Iddon added that if just one Member submitted their apologies, the effectiveness of the Committee could potentially be reduced.

Members considered the possibility changing the date of the meetings, so as not to clash with existing councillor commitments, and also the possibility of splitting up the work of the Committee. Ultimately no formal changes were proposed. Councillor Matthews agreed to keep the situation under review.

Decision – To note the position regarding the vacancy on the Management Committee.

WPC.117 Appointment to the Millennium Trust Fund

Members heard that there was currently one vacancy on the Millennium Trust Fund Body. The Trust was intended to fund small educational and training requests or specific projects. The Trust should meet a minimum of once per year and previously had been meeting twice per year. However, the Trust had not met within the last twelve months following the resignation of the former Responsible Finance Officer.

Current Members of the Trust Body were local resident John Worthington and Councillors Iddon and Purnell. Councillor Matthews indicated that although the Fund's bank account no longer attracted sufficient interest to cover the annual award of small grants, it might be possible to run down the capital over a period of say 10 years.

Decision – To approve the appointment of Councillor Matthews to the Millennium Trust Fund Body and to arrange a meeting of the Trust in the near future.

WPC.118 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. A significant number of issues had been completed or were progressing well.

In connection with Action 29 – Parish Precept, some figures were included on the Agenda for discussion later in the meeting.

Councillor Iddon referred to Action 32 – Reinstatement of Commemorative Plaques, and indicated that she had not yet been able to track down all of the plaques, but would report back at a future meeting.

Decision – To note the position regarding updates from previous meetings.

WPC.119 Question Time for Electors

A number of residents were present at the meeting and the following issues were raised:-

Parish Precept

A resident enquired whether the Council Tax Support Allowance (CTSA) was the main reason for the proposed increase in the Council Tax rates payable for 2019/20, as that represented a large increase on the previous year. He enquired whether the main reason for the increase was, in fact, the £37,870 proposed from Parish funds to support the operation of the Leisure Centre. The level of support was set against a background of pubs going out of business and he queried what might be done to mitigate future rises in the cost of the support required from the Council's budget. He asked for further clarification of the information regarding the Council Tax Support Allowance and the Council Tax Base.

Response: Mr Joinson, Interim Clerk, responded that further information and some options regarding the Precept appeared later on the Agenda. The Council Tax Base was calculated from an assessment of the number of properties in the area eligible to pay Council Tax, but was adjusted to give an average figure as if all properties were in fact Band D properties. The Council Tax Base multiplied by the Band D rate of Council Tax gave the total amount of Precept which the Parish Council could raise. The CTSA was a scheme that reduced the Council Tax paid by certain low income households. The Council Tax Base, therefore, needed to be adjusted downwards to factor in this 'lost' income.

Councillor Matthews indicated that further information had been sought from Warrington Borough Council about how the CTSA changes had been applied across the whole Borough, to ensure that Winwick was only paying for its share. Mr Joinson confirmed that a reply had been received from the Borough Council to confirm that Winwick was only paying for CTSA claims in the area of the Parish. He undertook to circulate a copy of the reply to all councillors.

In respect of the Leisure Centre issue, Councillor Matthews reported that the financial situation had stabilised. The figures up to the Christmas period were encouraging. It would not be possible for the Council to simply close the Leisure Centre to cut costs as there would be on-going costs to mothballing the Centre. The Management Committee and Management Team were working hard to bring more people into the Centre to maximise revenue.

Leisure Centre Costs

A resident noted that a significant proportion of the cost of operating the Leisure Centre was linked to staffing and stock. He asked whether savings could be made by running the operation as a community centre only. He also queried how much greater the planned £38k support was than for previous years and whether that support would be unlimited in future years. That was a particularly worrying scenario as parish council precepts were not capped in the same way as principal councils and runaway expenditure could give rise to large increases in the Council Tax.

Response: Councillor Matthews commented that opening the Leisure Centre as a community centre only might not be viable, since those same community customers used the bar and contributed to the Centre's income. The Parish Council's support to the Leisure Centre operation would be similar to last year and all concerned were doing their best to keep the need for financial support to a minimum. Closure of the Leisure Centre would not be an effective solution and would impact on users such as the nurse and slimming groups, etc. The alternatives to continuing to operate the Centre were potentially worse. Even if the bar were to be closed the building would still need heating and lighting. Room occupancy during the day time was currently good. Bookings for evening parties were improving. The Centre also supported many sports and leisure groups.

Fairhaven and the Alders NHS Unit

A resident provided an update on issues affecting residents on Birch Avenue in connection with Fairhaven and the Alders NHS Unit. Traffic movement continued to be an issue with some 90 cars parked on the NHS site and others parked on the highway in Birch Avenue. However, residents had been made aware of some proposed changes to the unit which could result in closure of some of the facilities on the site. It was understood that Helen Jones MP was due to meet with NHS leaders soon to discuss issues in connection with the site. She asked whether Councillor Vobe would be willing to keep residents up to date on any developments. Other residents added that people were concerned about what might happen as a result of any proposed changes to the Unit, particularly if it was to close and reopen as some

other form of public facility or private enterprise. She added that a letter from residents to the Planning Inspectorate about breaches in conditions attached to the planning consent had resulted in a constructive reply. The response indicated that the local planning authority did have the power to change the situation through enforcement action. She provided a copy of the letter to the Chair. A resident asked whether residents should have been informed if the NHS had applied for a change of use of the premises in the past. Residents queried the value of the original appeal decision by the Planning Inspectorate, if enforcement was not carried out.

Response: Councillor Vobe indicated that he, Helen Jones MP, and David Keane, the Police and Crime Commissioner for Cheshire had met recently with residents to discuss the Alders and the associated issues of speeding and parking on Birch Avenue, as well as noise and disturbance from refuse collection vehicles. A commitment had been given by both Helen Jones and David Keane to meet with senior representatives of NW Boroughs Healthcare NHS Foundation Trust, and the meeting would now take place on Friday 25 January 2019. The group would discuss the whole situation regarding the NHS Unit, including any changes proposed to its use. It was not possible to provide any more definitive information until after that meeting. However, it was still early days in relation to any proposed change of use and there would be planning limitations as to what uses were permitted.

Peter Black, Blackfryers Planning and Environmental Consultants, added that where someone had planning consent, but did not comply with any conditions, it was a matter for the local planning authority, in this case Warrington Borough Council. They could take enforcement action, but in the current climate of financial constraints, would need to balance the costs of staff time against the seriousness of the breach. Enforcement action was more likely if the breach was serious, or where there was a strong lobby from local residents affected by the breach. It was noted that there was no automatic requirement on the owner of a property to inform residents of a change of use of the premises.

Highways Inspection

A resident complained that a highways officer who had been inspecting Birch Avenue recently had been rude to her when questioned about the purpose of his visit. She had enquired if he was inspecting a noticeable dip in the road surface which had been there for some time. However, he had responded in an unfriendly manner and had challenged the assertion that the dip had been there for some considerable time. A second resident confirmed that the purpose of the visit had been to inspect potholes on the Avenue. However, repairs would only be carried out if the severity of the damage to the road surface met certain criteria. It was noted that the worker had not measured any of the defects, but had made his assessment by eye only. The resident also raised the issue of the economics of repairing single potholes, rather than providing a rolling programme of complete resurfacing, which would seem to offer better value for money. It was noted that the road had deteriorated rapidly following the opening of the Alders Unit. Additionally there remained a small section of pavement which required repairing. However, there had been some question raised, as to whether the highway was adopted or unadopted.

Response: The Chair commented that residents' comments would be fed back to the

Borough Council. Councillor Vobe added that there would be a resurfacing programme across the Borough and that the Parish Council could request that the road be repaired under this programme. Members expressed concern at the poor quality of customer engagement by the individual worker concerned.

Footpath between Rectory Lane and Faringdon Road

A resident asked if any progress had been made in relation to the flooding issues affecting the footpath between Rectory Lane and Faringdon Road adjacent to the Leisure Centre Car Park. He reminded the Council that leaves accumulated in the passageway, which then led to standing water. The flooding was caused, in part, by water running down the disabled access ramp from the car park onto the footpath. He asked if a channel cut adjacent to the path filled with stone would help to solve the problem.

Response: The Chair indicated that Members and officers had met on site with a highways officer from Warrington Borough Council to develop a solution to the issue. However, a recent exchange of correspondence with the Borough Council about footpaths had led to confusion about ownership of the path. It was believed that in that Borough Council's correspondence the path referred to was the path to the west of the Leisure Centre Car Park, which was owned by the Parish Council. However, the footpath which was the subject of this query was to the south of the car park and belonged to Warrington Borough Council. Any misunderstanding would be clarified by the two Councils. Councillor Matthews indicated that the main issue was water run-off from the Leisure Centre Car Park, which could potentially be remedied by diverting that water onto the playing fields into a soak-away. There was an existing soak-away, but this did not currently have the capacity to take the excess water. It was anticipated that some 20m² – 30m² of stone would be required to provide an effective response, otherwise the football pitches would become boggy again. The idea of a drainage channel next to the footpath would not be an effective solution.

Decision –

- (1) To note the questions and issues raised by residents.
- (2) To request the Clerk to write to Warrington Borough Council to forward residents' concerns about the surface of the highway on Birch Avenue, the repairs required to a section of the pavement and the behaviour of the officer carrying out a recent highways inspection.

WPC.120 Written Motions Received

There were no written motions received on this occasion

WPC.121 Police / Community Issues

An e-mail had been received from PCSO Jordan Burke to indicate that he had only recently returned to duty since 22 December 2018 and had not yet had the opportunity to fully review the log of recent incidents. However, it was not believed that there had been any significant incidents within the period. It was hoped to be

able to complete a monthly report for future meetings.

Decision – To note the update in relation to police and community issues.

WPC.122 Correspondence

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 03/12/18, 04/12/18, 06/12/18, 07/12/18, 10/12/18, 20/12/18, 27/12/18, 09/01/19, 14/01/19, 15/01/19 and 16/01/19
2. Letter from Councillor Peter Watson, Chair, Great Sankey Parish Council, about the work of Warrington Foodbank – 01/11/18
3. E-mail invitation from Liz Clarke, Chair, Rixton with Glazebrook Parish Council, for the Chair and a guest to attend the Civic Sunday morning service at St Helen's Church, Hollins Green on Sunday 27th January 2018 at 10.30am – 04/12/18
4. E-mail from Ruth Whitworth, CNRA Manager, Orford Community Hub, about the Christmas Toy Appeal – 10/12/18
5. E-mail on behalf of the Chief Constable and the Police and Crime Commissioner for Cheshire, enclosing the Winter 2018 and January 2019 Stakeholder Bulletins – 03/01/19 and 08/01/19
6. E-mail from Julie Pickles, Democratic and Member Services, Warrington Borough Council, in connection with the Local Bus Information Strategy Consultation, which was due to run from 28 December 2018 to 31 January 2019 – 04/01/19
7. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, regarding various Traffic Notices due to be advertised in the Warrington Guardian on Thursdays 6, 13 and 20 December 2018, together with a Town Police Clause Notice relating to Lymm Dickensian and Lymm Carols at the Cross, which were due to be held on 8 and 24 December 2018 respectively and an emergency traffic notice regarding works to repair a water leak on Old Alder Lane with effect from 7 January 2019 – 04/12/18, 05/12/18, 11/12/18, 18/12/18 and 07/01/19
8. E-mail from Andy Cutts, Waste and Recycling Manager, Warrington Borough Council, regarding changes to the bulky waste service in Warrington, with effect from 10 December 2018. The bulky waste service was now being undertaken by a new third sector provider called Changing Lives in Warrington. Some charges were now in operation – 08/01/19
9. E-mails from Hazel Catt, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), reminding members of the date of the next Branch

Meeting, which was due to take place at 10am on Friday 25 January 2019 at Chapel, Northwich Town Council, 78 Church Road, Northwich, CW9 5PB – 09/01/19 and 10/01/19

10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
- Arien Designs Ltd – town, parish and countryside signs
 - Best Option SEO – website marketing (USA)
 - Broxap – litter and recycling bins, timber street furniture, shelters and playground equipment
 - Creative Play – children’s outdoor play equipment
 - EDR Landscape Management Solutions – grounds maintenance
 - Eibe – children’s outdoor play equipment and themed equipment
 - Glendale Managed Services Ltd – greenspace services
 - Kompan – children’s play equipment and matched funding offer
 - Northwich Town Council – various parish council services
 - Noticeboards Online – various notice boards
 - Primary Care Supplies – Defibrillators
 - Sovereign – Playground equipment and design
 - Stormsaver Ltd – Rainwater harvesting systems
 - Sutcliffe Play Limited – play equipment
 - TWM Traffic Systems – Belisha beacons
 - Utility360 Ltd – energy management.

In respect of Document 6 – Local Bus Information Strategy Consultation, Councillor Iddon asked if the consultation included issues regarding bus shelters. The Chair responded that the survey was about travel information only. Members were encouraged to complete the consultation questionnaire.

Councillor Iddon reminded Members that a number of glass panels were still missing from the bus shelter adjacent to St Oswald’s CE Church and on the opposite side of the road further along Newton Road. The Chair commented that the Borough Council had a contract with Clear Channel for the maintenance of its bus shelters.

Decision – To note the correspondence submitted to the Parish Council.

WPC.123 Planning Matters

General Correspondence

1. Application reference: P/2018/0048/OUP (St Helens Council)
Location: Site of the former Parkside Colliery, Winwick Road, Newton-le-Willows
Description of development: Outline application (all matters reserved except for access) for the construction of up to 92,900 m² of employment floorspace (Use Class B8 with ancillary B1(a)) and associated servicing and infrastructure including car parking; vehicle and pedestrian circulation space; alteration of existing access road including works to existing A49 junction; noise mitigation;

earthworks to create development platforms and bunds; landscaping including buffers; works to existing spoil heap; creation of drainage features; substations and ecological works.

Notification that St Helens Council had received further information relating to the Environmental Statement that accompanied the above application, as well as other information including amended plans. All comments should be submitted to the St Helens Council on or before the 6 February 2019.

2. Notification that the St Helens Borough Local Plan 2020-2035 Submission Draft ("the Local Plan") and supporting documents would be published on 17 January 2019. All representations must be received by 5.00pm on Wednesday 13 March 2019 and late representations could not be accepted.
3. Application Reference: 2016/28492
Appeal Reference APP/M0655/W/17/3178530
Location: Land at Peel Hall, Warrington WA2 9LH
Description: Planning Appeal made by Satnam Millennium Ltd
Decision: The appeal was dismissed. A copy of the Secretary of State's letter was provided to the Council.

Domestic Planning Applications

Nil

Non-Domestic Planning Applications

4. Application reference: 2018/33938
Location: AAH Pharmaceuticals, Woburn Road, Winwick, Warrington, WA2 8UH
Description of development: Full Planning - Proposed weld mesh fencing cage, around the staff entrance and external staircase at AAH warehouse.
Furthermore, a full height turnstile at car park level, which would enhance the security of the Warehouse, and monitor staff access.
5. Application reference: 2018/34024
Location: Unit 2, Cameron Court, Winwick, Warrington, WA2 8RE
Description of development: Full Planning - Proposed erection of 6 bulk storage vessels on a concrete bund and proposed galvanised metal hand rail to existing unit roof perimeter.
6. Application reference: 2018/34134
Location: 2 Cameron Court, Winwick Quay, Warrington, WA2 8RE
Description of development: Hazardous Substances Consent - Application to keep in line with COMAH lower tier status

In respect of Application 3 – Appeal Decision: Land at Peel Hall, Peter Black, Blackfryers Planning and Environmental Consultants, spoke about the outcome of the planning appeal. The developer had been trying for some time to build upon the site. Warrington Borough Council had refused the most recent application and the

developers had appealed the decision. However, the Secretary of State had agreed the recommendation of the Planning Inspectorate, which was to dismiss the appeal.

Mr Black considered that there were four notable issues arising from the decision:-

- The community should be proud of its accomplishments in winning the appeal. The feelings of local people had come through strongly during the hearing and had ultimately influenced the final decision of the Inspector.
- The Borough Council had been supportive of residents throughout the appeal process, but that situation might not continue. The Borough Council still regarded the site as developable and their aim was for some housing to be built there. However, the site would not feature in the Local Development Plan as immediately developable, but could be in 5–10 years time. Potentially a developer could include a new motorway bridge in a planning application and create access to further development land to the north of the M62. It was likely that Satnam would come back with a further development proposal in due course.
- There were some positive observations from the Planning Inspector who turned down the development on much more than traffic issues. The reasons for his decision included factors such as buses; deliverability; playing fields; air quality; and noise.
- Paragraphs 14.6 – 14.8 of the Planning Inspector's report referred to the assertion that the development would bring transformational change to the area and that nearby residents lived in a *'slightly forgotten part of Warrington'*. The Inspector had found no evidence of this or that residents had been asked by the developer or the Borough Council about what would benefit their community. This was a somewhat unusual observation for the Inspector to record. Accordingly, it would be useful for residents to ask for some form of consultation before the Borough Council recommenced its work to develop the Local Plan. It was envisaged that the next draft of the Local Plan would be produced within the next few weeks.

Councillor Matthews indicated that a meeting was due to take place with the Chief Executive of Warrington Borough Council on 5 February 2019 to discuss the future of the site. (NOTE: The date of the meeting was subsequently clarified as Monday 4 February 2019 at 5.30pm at the Town Hall).

Residents were given permission to speak on this item. One resident enquired if the Inspector had ruled on whether there should be any construction at the Birch Avenue/Elm Road end of the site. It was also pointed out that Satnam had purchased the Winwick Farm end of the site at a later date, which gave the impression that this was a second development site. Mr Black indicated that the inspector could only rule on the totality of the application in front of him and would be unable to look at elements of the scheme in isolation. The Inspector's full report was available to view or download from the Planning Inspectorate website.

Councillor Matthews indicated that Members would continue to mention to the Borough Council, housing densities and the opportunities to provide more residential properties in the town centre. The draft Local Plan included too many retail premises in the town centre. If these opportunities were considered further there would be no

need to build on Green Belt land. Local strategic planners appeared unwilling to see that the 'rules of the game' had changed. Potentially, land to the north of the M62 was also at risk of development. A resident enquired if Helen Jones MP had written to the Borough Council to ask them to remove Peel Hall from the list of development sites included in the Local Plan.

Councillor Vobe agreed with the view that the victory should be celebrated. Local people had come together to protect Peel Hall, which had been a large local matter. It was unfortunate that the Borough Council still did not fully support that view. The meeting on February was for all borough and parish councillors affected, but as yet it was unclear whether this would be a consultation and engagement event or a forum for the Strategic Planners to simply inform members about what they wanted to achieve. It would be interesting to explore whether a case could be made for the removal of Peel Hall from the list of development sites in the Local Plan, if the Borough Council insisted on its inclusion.

Mr Black suggested that a great deal of work would need to be done to resist the inclusion of Peel Hall in the Local Plan. The Parish Council and its neighbours would need to put forward a case for a compact city and might benefit from discussing the matter further and developing a common cause with parishes in the south of the Borough, who were also concerned about the loss of Green Belt land. Councillor Vobe suggested that people in Winwick needed to make their voice heard. There was a risk that the voice of the south of the Borough would be given more weight simply because residents there were wealthier and were able to put their case forward more easily. Councillor Matthews reiterated the point that the town centre should have more residential properties. The viability of other town centre leisure developments, such as the new cinema, depended on a strong residential base.

Councillor G Friend recalled that the Borough Council had previously removed Peel Hall from the Local Plan, but had been challenged by Satnam via the courts and had been forced to put the site back in. That might, in part, explain their reluctance to try to remove Peel Hall again.

Councillor Matthews indicated that Borough Council might explore the European small city model. Potentially, the development could even include a tram system. A resident commented that it was helpful for them to be able to talk to the Parish Council and its councillors as both were approachable, whereas it was not possible to gain access to the Chief Executive of the Borough Council. Under some circumstances at the Planning Inquiry, residents felt that Borough officers were afraid to answer certain questions fully and residents were fighting against their views also. However, Members expressed the view that Borough officers were generally prepared to listen and were required to act fairly.

Councillor Emery congratulated residents on their achievement in representing their case at the Planning Inquiry.

Decision –

- (1) To note the planning matters submitted to the Parish Council.

- (2) To invite Peter Black, Blackfryers Planning and Environmental Consultants, to attend the meeting between councillors and the Chief Executive of Warrington Borough Council at 5.30pm on Monday 4 February 2019.
- (3) To place on record the Council's thanks to Helen Jones MP for her leadership in relation to local planning issues and to Mr Black for his work in relation to the Peel Hall Planning Appeal decision and in helping to shape the Council's views on the emerging Local Plan.

WPC.124 Finance Report

Members considered a report of the Interim Finance Officer, on a number of financial issues. The report set out the financial position for November and December 2018 and latest payments information.

Budget Review 2018/19

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date. Overall the Leisure Centre had run at a loss of £4.9k in November and 0.6k profit in December 2018 and was running at an overall loss of £26.1k on the year to date. There had been £4.1k and £1.4k of other expenditure against the Parish Precept monies in November and December 2018 respectively.

In respect of the Leisure Centre, a number of party bookings throughout October to December had started to bolster bar sales, with business maintaining a good level during months which historically had generated reduced bar sales. Party bookings were already being taken for 2019, with January and February looking relatively full. Pension figures were relatively high as these figures included fees for staff pensions for which staff had since opted out. The accounts should show a reduction under this heading in the January 2019 figures.

With regards to the lettings side of the business, room bookings looked to be on the increase. The team was continuing their efforts to make improvements to the booking process and to increase lettings.

Mr Joinson commented that overall the Council's Budget was on target.

Issues of Note

Further information was provided in relation to changes to the opening hours of the Leisure Centre, which had been reduced as follows:-

Sun to Thurs – 8am to 11pm
Fri and Sat – 8am to 12 midnight

Bar hours for parties could be extended to 2am, but those late bars would need to be agreed ahead of the date of the party and would incur a late bar fee of between £20 and £40 depending on the terminal hour.

Agenda Item 3

Information was also provided in relation to recent event sales, which showed a mixture of profitable, break-even and non-profitable events. That information had provided a better understanding of what events the Leisure Centre's business model should focus on. Going forward it was intended that there would be a structured events schedule for children's events including kids parties at Easter, Halloween and Christmas. Other than those events, the Leisure Centre was planning to stage two comedy nights per year and at least one themed quiz per year. Outside of organised events, the Centre Manager intended to focus on filling the room lettings with parties, funeral and christenings.

Payments made since Management Committee Report presented on 8 January 2019

A list of payments since 8 January 2019 was presented, as follows:-

Payee	Description	Sum
Direct Debits		
BT	-	£233.59
Barclaycard	-	£76.05
Bank Payments		
Bliss	Bar supplies	£711.23
Derwent Brewery	Bar equipment	£70.80
D L Hannan	Green maintenance	£60.00
Gardenia Gardens	Grounds maintenance	£122.50
Mott MacDonald	Traffic management	£4,500.00
P Healey	Repairs	£211.25
P Harden	DJ	£150.00
Service Care	Litter picker	£288.16
Wigan Beer	Bar supplies	£777.06
Water Plus	-	£713.75
Wigwam	Repairs	£205.00
Rijo	Coffee supplies	£331.49
HMRC	PAYE	£1251.96
Debt Mgt	Pay deductions	£40.54
Bliss	Bar supplies	£1,114.30
BOC	Bottled gas	£140.40
Gardenia	Grounds maintenance	£122.50
Service Care	Litter picker	£288.16
Warr Security	Door staff for 18 th birthday party	£135.00
RSM	Internal accounts audited	£630.00
Bliss	Bar supplies	£1,141.27
B Muflihi	Stock take	£90.00
Service Care	Litter picker	£288.16
System Hygiene	Hygiene supplies	£120.17
Wigan Beer	Bar supplies	£576.62
Cheshire Pension	-	£121.85

Councillor G Friend enquired about the payment of £4,500 made to Mott MacDonald. Councillor Matthews responded that this was for work undertaken to develop the Myddleton Lane traffic management plans.

Decision –

- (1) To note the Finance Officer's report, including the Budget Review 2018/19.

WPC.125 Budget Planning 2019/20 and Precept Requirement

Members considered a further report on the draft Budget for 2019/20, which clarified some of the figures included in the report provided at the meeting on 27 November 2018 and at the Management Committee meeting on 8 January 2019.

At that meeting, Members had been informed that if the Band D property rate was retained at its 2018/19 level of £62.82, the Precept raised would be -£8,286 less than in 2018/19, due to the lower Council Tax Base which had been adjusted to take account of the Council Tax Support Allowance (CTSA). Members had been informed that, in anticipation of the changes, provision had been made in 2018/19 for an additional £4,500 to be included in the Budget to meet the future shortfall. However, it had now been clarified that that was an uplift in the Precept for the current year only, which would potentially enable a smaller Precept to be levied in 2019/20, so as to minimise any increase in Council Tax caused by the impact of CTSA.

Two Options were now provided to the Council to illustrate the impact of different levels of Precept:-

Option A – Retain same Precept as in 2018/19

Retain the same Precept as 2018/19 = £116,650.00
Amount available using 2018/19 Band D Rate = £108,364.50
Shortfall = -£8,285.50
New Band D Rate required to meet Shortfall = £67.63
Percentage Increase = 7.66%

Note: This option would create a Reserve of £4,500

Option B – Reduced level of Precept for 2019/20

Reduced Precept (-£4,500) = £112,150.00
Amount available using 2018/19 Band D Rate = £108,364.50
Shortfall = -£3,785.50
New Band D Rate required to meet Shortfall = £65.02
Percentage Increase = 3.50%

Note: There would be no Reserve under this Option

Councillor Matthews indicated that it was hoped that, given the improvements planned, the Leisure Centre would not require the full £38k of support budgeted for by the Council in 2019/20, thereby creating a small Reserve. Councillor Gosney indicated that some form of Reserve might be useful, for example, to provide funding to charities losing Borough Council funding and being directed toward this Council. Councillor Matthews indicated that the Millennium Fund also might be able to assist with any such requests.

Councillor G Friend provided a list of increases in Council Tax rates across the various parishes in Warrington, which showed that Winwick Parish Council had agreed one of the lowest increases in 2018/19. It was acknowledged that there had been a large increase in 2015/16, essentially to rebalance the Council's finances. Councillor D Friend commented that a large percentage increase, of say 7.66%, on a small level of Council Tax would be relatively insignificant. Councillor Vobe stressed the need to improve the Leisure Centre's trading position so that it was not funded by Council Tax payers and it provided value for money. Councillor Emery concurred with this view.

On balance, Members felt that Option B should be adopted.

Decision –

- (1) To note the updated report on the draft Budget 2019/20 and Precept requirement.
- (2) To approve the Budget on the basis of Option B above, including the setting of a reduced Precept for 2019/20 of £112,150.00, which will provide a Band D Council Tax Rate of £65.02.
- (3) To authorise the Clerk to notify Warrington Borough Council of the Precept requirement with immediate effect.

WPC.126 Traffic Management Scheme – Myddleton Lane – Consultation Evening

Members were informed that a consultation evening on the proposed Myddleton Lane Traffic Management Scheme had been planned for Monday 18 February 2019 from 7pm at Winwick Leisure Centre.

Councillor Matthews indicated that a letter would be prepared to distribute around the village and that councilors would be requested to help deliver it.

It was noted that Mott MacDonald, the consultants who had prepared the four initial draft options had not been invited to the event. In addition, the meeting clashed with a meeting of Poulton-with-Fearnhead Parish Council, which meant that some councillors would be unavailable.

Councilor Iddon suggested that one of the outline designs, in particular, was not feasible. The Chair indicated that the consultation would draw out those sorts of issues. Comments could also be referred to Mark Tune, Traffic Management, Road

Safety and Highway Adoptions Manager, Warrington Borough Council.

Decision – To defer the public consultation evening regarding the Myddleton Lane Traffic Management Scheme to a date to be arranged in March 2019.

WPC.127 Leisure Centre Car Park – Drainage Scheme

Members considered a verbal update on the possibility of providing a draining scheme on the Leisure Centre Car Park to alleviate letter water run-off onto the footpath to the south of the site. A resident had raised this matter under the 'Question Time for Electors' item earlier in the meeting. The Chair commented that a site visit had already taken place with highways officers from Warrington Borough Council.

Councilor Matthews indicated that representatives of Warrington Borough Council had initially suggested creating a drainage channel and a new soak-away in the southwest corner of the playing field adjacent to the car park. However having spoken to staff on site, they had confirmed that there was already a soak-away of sorts in the southwest corner of the playing field adjacent to the car park. It appeared that the football club emplaced a significant amount of stone in this area several years ago. Representatives of Warrington Borough Council had suggested tapping into that soak-away. The Borough Council was prepared to carry out those works and an initial estimate of the costs was £500, although that had been based upon the provision of a new soak-away. As a short term fix, the suggested scheme was likely to succeed and it was proposed that the Council should consider taking up the offer.

The problem in the longer term was that the football club's soak-away had not fully worked, because that area of the field was still one of the wet spots, with ponding occurring around the corner flag in that part of the pitch. Hence, once the part of the car park causing the drainage problem to the footpath was diverted into that area, it would obviously get wetter still. In effect, the Council would be moving the problem from the car park to the playing fields.

What this area of the field would need at some point was a revised land drainage scheme with a connection onto either of the United Utilities drains (Surface Water or the backwash line from the Wastewater Treatment Plant) that were located in the vicinity of Falcondale. The lack of such an outlet was why the football club's scheme had not worked.

An alternative would be to put a drain in from the Leisure Centre Car Park along the footpath (with a couple of gullies along the way) and drain the carpark and footpath to the Surface Water system in a conventional manner.

The latter was a more elegant solution and would be better in the medium to long term.

Decision – To note the draining issues in connection with the Leisure Centre Car Park and to instruct Warrington Borough Council to carry out works to drain the car park into the existing soak-away in the south west corner of the playing fields.

WPC.128 Reports from Parish Council Committees

The Minutes of the Management Committee of 8 January 2019 were presented.

Councilor Matthews indicated that a number of management meetings had taken place involving Ken Morley, Centre Manager. He would now focus on birthdays and other private functions, which provided the best return on the room usage, rather than organised events. There had been a dip in room lettings until Lucy Whitby, Bookings and Finance Administrator, had been appointed to post. However, the position was now recovering.

Councillor Iddon commented that a close eye needed to be kept on profitability. In addition, consideration needed to be given to better use of staff time, including encouraging use of their own initiative, coupled with appropriate supervision.

The Chair enquired if the Leisure Centre position was improving and Councillor Matthews responded that the signs were positive.

Decision – That the Minutes of the Management Committee of 8 January 2019 be noted.

WPC.129 Reports from Approved Outside Bodies

Rights of Way Forum

A meeting of the Rights of way Forum had taken place in December 2018, but Councillor Matthews had been unable to attend.

WPC.130 Ward Reports / Updates

Houghton Green Ward

There were no updates in connection with Houghton Green Ward on this occasion.

Peel Hall Ward

Councillor Vobe reminded members of the discussions regarding Birch Avenue and Peel Hall earlier in the meeting. He also reported that he was due to meet with Mark Tune, Warrington Borough Council, to discuss parking issues on Birch Avenue and Elm Road. A meeting had already taken place involving himself, Borough Councillors and Helen Jones MP. It would be fair to say that relations between residents and staff at the Alders had broken down and that both sides blamed each other for the situation. Helen Jones MP and David Keane, Police and Crime Commissioner for Cheshire would meet with representatives of NW Boroughs Healthcare NHS Foundation Trust to discuss the number of police call-outs and traffic issues.

It was suggested that the Clerk mention to local Police that residents would like to participate in the Speedwatch Scheme.

Winwick Ward

It was reported that there were some potholes on the access road to the Leisure Centre. The access road was owned by Winwick CE Primary School and it was suggested that the Clerk write to the school governors to ask them to repair the road surface.

Councillor Iddon queried whether the Golborne Road Traffic Management Scheme had been signed off, since a number of the speed bumps were already beginning to break up. A resident added that one of the speed cushions (the first one near the 40mph sign) had not been sited correctly and was too close to the centre of the road. A second resident queried why the speed cushions had been used rather than full width speed ramps as the cushion design could cause damage to vehicle track rod ends. The Chair and Councillor Matthews indicated that they would mention the above issues to Mr Tune, Warrington Borough Council, at the next opportunity.

Decision –

- (1) To note the ward reports/updates provided.
- (2) To request the Clerk to contact the Neighbourhood Policing Team to put them in touch with those residents who wished to participate in the Speedwatch Scheme.
- (3) To request the Clerk to write to the Governing Body of Winwick CE Primary School to request that the potholes on the access road to the Leisure Centre be repaired.

WPC.131 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 26 February 2019 at 7.30pm.

WPC.132 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.

Mr Joinson, Interim Clerk, declared an interest in the following item of business and left the meeting.

WPC.133 Future Clerking Arrangements

Members were reminded that the Borough Council had given notice that it intended to cease to provide clerking support with effect from 14 May 2019. However, that date had been brought forward due the Interim Clerk's decision to leave employment







with Warrington Borough Council on 17 March 2019.

However, Mr Joinson had indicated that he would be prepared to continue to act as Clerk the Parish Council in an employed capacity, to provide continuity of support.








Members considered a job description, person specification and draft contract of employment for the position of permanent Clerk, based upon the documents relating to the previous permanent Clerk (as updated).

Decision – To approve the appointment of Julian Joinson as permanent Clerk to the Council on the terms and conditions set out in the draft contract of employment.









WINWICK PARISH COUNCIL – 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 Clerk to invite feedback via the website from the public about the use of bollards to protect grass verges within the Parish.	WPC.27(4)	28/06/16	Clerk	29/06/16	-	To be delivered by the website project. Further discussions are required to ensure the matter is still a live issue	
2	To request that the Clerk write again to the administrator of the Winwick Educational Foundation to ascertain whether the Council was entitled to make appointments to the Board of Trustees.	WPC.127(2)	28/02/17	Clerk	28/02/17	-	Not yet commenced	
3	To ensure that the Millennium Trust Fund is publicised on the Parish Council's new website.	WPC.28(3)	27/06/17	Clerk and Finance Officer	27/06/17	-	To be delivered by the website project. Details of the Trust Deed have now been located.	
4	To request the Clerk to contact United Utilities to request that they consider posting an official notice about their access requirements to the gate to Myddleton Lane Playing Fields.	WPC.72(4)	24/10/17	Clerk	24/10/17	-	Not yet commenced	
5	To request the Clerk to invite a representative of Warrington Borough Council to meet with parish councillors to discuss how the Parish might assist in the prevention of fly-tipping activity and the detection of offenders.	WPC.79	24/10/17	Clerk	24/10/17	-	Not yet commenced	
6	To request the Finance Officer, Clerk and Chairman, as appropriate, to carry out the actions set out in the confidential minute to this section.	WPC.121(2)	23/01/18	Finance Officer, Clerk and Chairman	23/01/18	-	These actions relate to insurance and HR issues. Actions (1), (3), (4) and (5) completed. Action (2) (review of CCTV footage) was underway	

Agenda Item 4



7	To request the Clerk to write to Richard Ward, local historian, to thank him for his involvement if obtaining a listing for the Battle of Winwick Site as a registered battlefield.	WPC.130(2)	27/02/18	Clerk	27/02/18	-	Not yet commenced	
8	In respect of Document 13, to request the Clerk to offer the Warrington East District Scout Group free use of a room at the Leisure Centre for a fundraising event and to grant permission to sell raffle tickets behind the bar.	WPC.165(4)	24/04/18	Clerk	24/04/18	-	Not yet commenced. Fund raising is in connection with the World Scout Jamboree Event in 2019	
9	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
10	To approve, in principle, the creation of voluntary footpath warden posts and to publicise the matter on the Council's website to ascertain the levels of interest by the public.	WPC.22(2)	22/05/18	Clerk	22/05/18		The new website is being piloted. This item will be publicised accordingly	
11	To agree that the Council will monitor progress in relation to the former Parkside Colliery development and the planned link road and will publicise any significant developments on the Council's website.	WPC.44(5)	24/07/18	Chair/Clerk	24/07/18	-	Further details have recently been submitted by the applicant	
12	To note the letter from Warrington Borough Council about the cessation of the existing clerking service and that a further report will be presented to the Council.	WPC.65	25/09/18	Clerk	25/09/18	22/01/19	An appointment to permanent Clerk was agreed on 22/01/19	
13	To carry out consultations/ community engagement exercises with residents in the Peel Hall and Houghton Green Wards at suitable local venues.	WPC.68(2)	25/09/18	Ward Members	25/09/18	-	A verbal update may be available at the meeting	

Agenda Item 4







14	To request the Clerk to clarify with Councillor Higgins, Warrington Borough Council, whether the Parish Council would be included in any consultations around the development of the Central 6 Regeneration Masterplan.	WPC.84(4)	23/10/18	Clerk			Not yet commenced	
15	To request the Clerk to contact Culcheth and Glazebury Parish Council to enquire about their arrangements for the cleaning of bus shelters.	WPC.92(2)	23/10/18	Clerk	-	-	Not yet commenced	
16	To request the Clerk to write to the Police to ask that written reports for all wards be provided for future meetings.	WPC.101	27/11/19	Clerk	-	-	This item replaces Minute WPC.83 - 23/10/18	
17	To request the Clerk to contact Warrington Borough Council about the street light not working on Golborne Road.	WPC.111(2)	27/11/19	Clerk	-	-	Not yet commenced	
18	To request the Clerk to chase up the necessary bus shelter repairs with Warrington Borough Council.	WPC.111(3)	27/11/19	Clerk	-	-	Not yet commenced	
19	To approve the reinstatement in a prominent location of the various plaques commemorating the opening of the Leisure Centre and its extension.	WPC.111(4)	27/11/19	Leisure Centre Manager	-	-	Not yet commenced	
20	To approve the appointment of Councillor Matthews to the Millennium Trust Fund Body and to arrange a meeting of the Trust in the near future.	WPC.117	22/01/19	Clerk	-	-	Meeting to be arranged shortly	
21	To request the Clerk to write to Warrington Borough Council to forward residents' concerns about the surface of the highway on Birch Avenue, the repairs required	WPC.119(2)	22/01/19	Clerk	-	-	Not yet commenced	

Agenda Item 4

	to a section of the pavement and the behaviour of the officer carrying out a recent highways inspection.							
22	To invite Peter Black, Blackfryers Planning and Environmental Consultants, to attend the meeting between councillors and the Chief Executive of Warrington Borough Council at 5.30pm on Monday 4 February 2019.	WPC.123(2)	22/01/19	Clerk	03/02/19	04/02/19	The meeting has now taken place	●
23	To approve the Budget on the basis of Option B above, including the setting of a reduced Precept for 2019/20 of £112,150.00, which will provide a Band D Council Tax Rate of £65.02.	WPC.125(2)	22/01/19	Clerk	22/01/19	22/01/19	Precept approved	●
24	To authorise the Clerk to notify Warrington Borough Council of the Precept requirement with immediate effect.	WPC.125(3)	22/01/19	Clerk	23/01/19	23/01/19	Precept notified to Warrington Borough Council	●
25	To defer the public consultation evening regarding the Myddleton Lane Traffic Management Scheme to a date to be arranged in March 2019.	WPC.126	22/01/19	Finance Officer	-	-	Meeting postponed. Revised date to be arranged	◎
26	To note the draining issues in connection with the Leisure Centre Car Park and to instruct Warrington Borough Council to carry out works to drain the car park into the existing soak-away in the south west corner of the playing fields.	WPC.127	22/01/19	Clerk	-	-	Not yet commenced	○
27	To request the Clerk to contact the Neighbourhood Policing Team to put them in touch with those	WPC.130(2)	22/01/19	Clerk	-	-	Not yet commenced	○

	residents who wished to participate in the Speedwatch Scheme.							
28	To request the Clerk to write to the Governing Body of Winwick CE Primary School to request that the potholes on the access road to the Leisure Centre be repaired.	WPC.130(3)	22/01/19	Clerk	-	-	Not yet commenced	
29	To approve the appointment of Julian Joinson as permanent Clerk to the Council on the terms and conditions set out in the draft contract of employment.	WPC.133	22/01/19	Chair/Finance Officer	-	-	Contract of employment to be finalised and signed	

Progress Legend

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

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Parish Council Meeting
Winwick – Peel Hall Ward.

26th January – 26th February 2019

PCSO Jordan Burke
PC Paul Hancock
PS Paul Caswell

Jordan.burke@cheshire.pnn.police.uk
Paul.hancock@cheshire.pnn.police.uk
Paul.caswell@cheshire.pnn.police.uk

In total there have been 323 incidents recorded over the Poplars & Hulme ward, repeat locations for the parished area are Grasmere Avenue and Greenwood Crescent.

There are no repeating crime or ASB trends for this month.

Incidents of note-

Burglary – Dundee Close
Suspicious Activity – Kinross Close

OTHER –

Following from increased reports of Arson to Wheelie Bins on the Grasmere Estate #OPscattered has been set up and officers are providing high visibility foot patrols in the area.

I have conducted speed enforcement on Blackbrook Avenue heading towards Mill Lane, on each occasion there have been speeds in excess of 52mph. This will continue to be a priority area for deployment of the Tru Cam.

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Winwick Parish Council

Correspondence since 22 January 2018
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 17/01/19, 22/01/19, 23/01/19, 24/01/19, 30/01/19, 31/01/19, 01/02/19, 07/02/19, 12/02/19, 14/02/19 and 22/02/19
2. E-mail from Dave Rayner on behalf of Scope about possible sites for textile recycling banks – 21/01/19
3. E-mail from Elaine Marsden-Ormson, Community Centre Engagement Support Worker, Warrington Borough Council, about craft sessions taking place across Warrington over the February half term week – 22/01/19
4. E-mails from West Warrington Highways Team, about Traffic Management proposals for the work taking place at Burtonwood Road, week commencing 28 January and 4 February 2019 – 23/01/19, 30/01/19, 31/01/19, 04/02/19 and 08/02/19
5. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, regarding various Traffic Notices due to be advertised in the Warrington Guardian on Thursdays 24 January, 7 February 2019, together with an emergency traffic notice regarding Green Lane, which is to be effective from 14 February 2019 – 23/01/19, 06/02/19 and 14/02/19
6. E-mail from local resident, JT, enquiring about the possibility of identifying a parking spot for a Luton van – 23/01/19
7. E-mail from Infrastructure Delivery Service Team, Environment & Transport Directorate, Warrington Borough Council, about enclosing notification and plan for a traffic signal upgrade at M62 Junction 9/ A49 Newton Road due to commence on 11 February 2019 – 30/01/19
8. Various e-mails from residents in the vicinity of Heritage Green about the removal of the red telephone box from the Green – 31/01/19 – 12/02/19
9. E-mail from local resident, GS, about the Council's voting arrangements – 07/02/19
10. E-mail from Adam Kellock, Democratic Services Officer, Warrington Borough Council, about the next meeting of the Parish Council Liaison Meeting scheduled for Monday 1 April at 6pm at the Town Hall. And an update session on Wednesday 3 April 2019 from the Council's Monitoring Officer on the Code of Conduct and its requirements with emphasis on how to deal with gifts and hospitalities – 07/02/19

11. E-mail from Keep Britain Tidy about their Great British Spring Clean campaign scheduled to be held between 22 March - 23 April 2019 – 08/02/19
12. E-mail from Hazel Catt, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), informing members of the date of the next SLCC Cheshire Branch meeting on Wednesday 13 March at Lymm Village Hall starting at 11am – 08/02/19
13. E-mail from Mike Bull, SMP Lead Sponsor, North West, Highways England, regarding the latest update on the M56 J6-J8/M6 J21a-J26 Smart motorways schemes – 14/02/19
14. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Designs Ltd – town, parish and countryside signs
 - Broxap – litter and recycling bins
 - Creative Play – children’s outdoor play equipment
 - Imagesbyhand – Parish maps
 - Kompan – children’s play equipment and new catalogue
 - Playforce - Playground safety inspections
 - Primary Care Supplies – Defibrillators
 - RoSPA – Playground safety inspections
 - Sunshine Gym – Outdoor fitness equipment
 - Sutcliffe Play Limited – play equipment
 - TWM Traffic Systems – Illuminated road signs
 - Wicksteed – Outdoor play equipment

Up to date as at 25/02/19

Winwick Parish Council

Planning Matters since 22 January 2019

General Correspondence (1)

1. E-mail dated 28 January 2019 from MB on behalf of Banastre Drive Residents, Newton-le-Willows

Message Body:

Don't know if you're aware but St Helens Council have re submitted a planning application for major development at Parkside at Newton-le-Willows. The previous application was rejected by Warrington Council.

Also they have been loaned £6 million from the government to build link road from M6 Junc 22 to Parkside. This will have massive damage grid lock to our roads inc A49 Winwick to Newton, Hermitage Green, air pollution and the green belt. 1 Please can you let Warrington Council know Comments should be submitted to the council on or before 6th February.

We hope you support the people of Newton and oppose this application.

Domestic Planning Applications (4)

2. Application reference: 2019/34250
Location: 15, Myddleton Lane, Winwick, Warrington, WA2 8LG
Description of development: Full Planning - Proposed single storey rear extension with internal changes to main property.
3. Application reference: 2019/34292
Location: 35, Ballater Drive, Winwick, Warrington, WA2 0LX
Description of development: Householder - Proposed new brick garden wall, piers and gates
4. Location: 104, Myddleton Lane, Winwick, Warrington, WA2 8NA
Description of development: Householder - Proposed two storey side extension to provide reception room, bedroom and bathroom at ground floor, with additional bedroom and en-suite at first floor. Part section of rear to be extended also to create additional living space at first floor. Property to have new roof with 4 No dormer windows in total to front and rear, to provide additional headroom within loft space, which will be used for storage and new boundary wall
5. Application reference: 2019/34450
Location: 12, Rectory Close, Winwick, Warrington, WA2 8LD
Description of development : Householder - Proposed single storey ground floor rear extension.

Non-Domestic Planning Applications (3)

6. Application reference: 2019/34271
Location: Winwick Quay, Woburn Road, Winwick, Warrington, WA2 8RN
Description of development: Full Planning (Minor) Proposed extension and minor external alterations to the existing hotel together with the installation of solar panels and associated alterations to the car park

7. Application reference: 2019/34370
Location: The Millhouse, Ballater Drive, Winwick, Warrington, WA2 0LX
Description of development: Full Planning - Proposed demolition of detached single storey toilet block & the construction of a single storey extension to the existing kitchen & dining facilities; insertion of a new sliding folding external door system to the existing dining area; provision of external cladding and also rendered panels adjacent to the main entrance; and refurbishment of the rear beer garden including decked seating area with new pergola, external play area, landscaping and replacement fencing.

8. Application reference: 2019/34336
Location: 81, Kinross Close, Winwick, Warrington, WA2 0UT
Description of development : Lawful development certificate - Proposed demolition of existing conservatory and erection of a timber framed structure to the rear to be used as a Pet Grooming Salon

Up to date as at 25/02/19

From: Dennett, Mark
 To: Joinson, Julian
 Cc:
 Subject: RE: WINWICK PARISH PRECEPT

Sent: Tue 22/01/2019 14:37

Hi Julian,

Apologies, I have been in meetings all day – I will need to come back to you regarding a number of your questions. However:

- I will check eligibility, but the CTSA replaced Council Tax Benefit when transferred to the Council’s responsibility.
- The change in responsibility allowed Council’s to produce their own scheme. Other authorities have already done this, and the government was at one point considering legislating that it not be passed down to Parishes, but it has not currently put that legislation in place.
- The CTSA is based on the number of people claiming CTSA in the ward as at September, which ties in with the submission of the CTB Form to government. I have attached the last five years data for information purposes. The 19/20 data for Winwick is below:

Ward	CTB Line No.	Band A entitled to disabled relief reduction	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	TOTAL
Winwick	Pensioners	0.00	27.33	32.18	7.40	9.27	1.18	0.34	1.53	0.00	79.23
	Working Age	0.00	75.66	17.15	5.95	0.00	0.00	0.19	0.00	0.00	98.95
	Total	0.00	102.99	49.33	13.35	9.27	1.18	0.53	1.53	0.00	178.18
		5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
	Band D Equivalents	0.00	68.66	38.37	11.87	9.27	1.44	0.77	2.55	0.00	132.92

- The Parishes were informed a year ago of the proposed change and I presented to the last Parish Council Liaison Meeting regarding the changes.
- All the areas are treated the same, the only changes to a Parishes tax base for CTSA is based on the people claiming CTSA in that Parish.

I hope that helps. I'll get back to you over eligibility, but if you need anything else, please let me know.

Regards,

Mark

Mark Dennett

Senior Accountant (Capital & Closure) | Corporate Finance | Accountancy

Warrington Borough Council | Resources & Strategic Commissioning Directorate, 5th Floor Quattro, Buttermarket Street, Warrington, WA1 2NH

Tel: 01925-442274 | Fax: 01925-413449 | Email: mdennett@warrington.gov.uk

From: Joinson, Julian

Sent: 22 January 2019 11:08

To: Dennett, Mark <mdennett@warrington.gov.uk>

Subject: RE: WINWICK PARISH PRECEPT

Hi Mark,

Thank you for your e-mail below, which is helpful. I should be able to let you have confirmation of the approved Precept from Winwick first thing tomorrow, as the Council meets to tonight to agree the Budget. Initial indications are that the Precept will be the same as last year (£116,650.00).

You will probably be aware that the passing on of part of the costs of the CTSA to parishes has been a little bit controversial and some Winwick councillors still remain concerned about the process behind this. It would be very helpful if you could let me have some additional information about the way that this operates to help me settle these 'jitters'. In particular, Members have asked me to seek further information about the following:-

- Who is eligible for CTSA;
- The legal authority for passing on the cost of CTSA to precepting authorities;

- How the total amount required for CTSA is calculated (is there discretion around the total amount set aside for this, or is it prescribed by some system);
- What consultation may have been undertaken with parishes about the overall amount of CTSA and the scheme itself;
- Have the Council Tax Base reductions been applied proportionately across each of the precepting parishes (and other precepting authorities like Police);
- Would it be possible to apply the Council Tax Base reduction on the basis of the actual number of properties in each parish area for which the CTSA may be paid;
- Whether the unparished area of Warrington and the inactive Parish of Cuerdley are being treated differently and if the decrease in Council Tax Base associated with those areas has been passed on to other parishes.

I am sorry to have to raise these questions with you, but any information that you may have in connection with the above concerns and assumptions might help me to demonstrate to councillors that the Parish and its ratepayers are being treated fairly.

Thanks

Julian

Julian Joinson
Principal Democratic Services Officer
Democratic and Members Services
Warrington Borough Council
Town Hall
Sankey Street
Warrington
WA1 1UH
As Interim Clerk to Winwick Parish Council

Tel: 01925 442112

Fax: 01925 442014

E-mail: jjoinson@warrington.gov.uk

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	Band A entitled to disabled relief reduction	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	TOTAL COLUMN 10
	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	
	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	

Data taken from ct6140d reports

Winwick											
2018/19	Total reduction in tax base due to CTS	0.00	113.65	47.26	15.97	11.34	1.65	1.36	2.47	0.00	193.70
Winwick											
2017/18	Total reduction in tax base due to CTS	0.00	122.71	48.43	15.64	10.94	1.83	0.97	2.82	0.00	203.34
Winwick											
2016/17	Total reduction in tax base due to CTS	0.00	123.31	46.68	18.65	11.28	2.73	0.99	2.05	0.00	205.69
Winwick											
2015/16	Total reduction in tax base due to CTS	0.00	129.83	45.55	20.66	11.97	1.83	1.09	2.02	0.00	212.95
Winwick											
2014/15	Total reduction in tax base due to CTS	1.22	143.29	52.25	22.71	13.11	2.86	0.35	2.07	0.00	237.86

Band D Equivalents

Winwick											
2018/19	Total reduction in tax base due to CTS	0.00	75.77	36.76	14.20	11.34	2.02	1.96	4.12	0.00	146.16
Winwick											
2017/18	Total reduction in tax base due to CTS	0.00	81.81	37.67	13.90	10.94	2.24	1.40	4.70	0.00	152.65
Winwick											
2016/17	Total reduction in tax base due to CTS	0.00	82.21	36.31	16.58	11.28	3.34	1.43	3.42	0.00	154.55
Winwick											
2015/16	Total reduction in tax base due to CTS	0.00	86.55	35.43	18.36	11.97	2.24	1.57	3.37	0.00	159.49
Winwick											
2014/15	Total reduction in tax base due to CTS	0.68	95.53	40.64	20.19	13.11	3.50	0.51	3.45	0.00	177.59

	2014/15	2015/16	2016/17	2017/18	2018/19
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Total reduction in tax base due to CTS	177.59	159.49	154.55	152.65	146.16
Band D Precept	£39.72	£60.69	£60.69	£61.25	£62.82
Reduction in Precept	£7,053.92	£9,679.65	£9,379.91	£9,350.08	£9,181.63

Winwick Parish - Management Committee 12 February 2019

Present: Councillors Matthews (Chair), Gordon and Iddon

WPMC 41 Apologies

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

WPMC 42 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 43 Minutes

In connection with Minute WPMC 35, Councillor Iddon enquired whether a revised date had been agreed in connection with the consultation on the Myddleton Lane Traffic Management Scheme.

The Chair indicated that he and Councillor Mitchell had met with Mr Tune, Warrington Borough Council, last week. Mr Tune had a number of concerns arising from the four initial options as drafted by Mott MacDonald. One of the plans had been drafted by a different designer and that scheme appeared to be the most likely version to be adopted. The intention now was to put some notes for information on the draft plans. However, the need to publicise the traffic management scheme options at an early date might delay the distribution of the marketing letter for the Community and Leisure Centre. Ms Jones, Interim Finance Officer, indicated that the marketing letter had now been drafted.

Councillor Iddon asked if the plans could be displayed on the parish notice boards. It was suggested that detail on A4 notices would be relatively small, but that the notices could signpost people to the main plans on display at the Leisure Centre.

The Chair reminded members that the Saturday morning discussions with staff about the future of the Leisure Centre, held some time ago, had been very fruitful, but that some momentum had been lost while waiting for a suitable logo to be produced. The initial drafts had been uninspiring. Mr Morley, Centre Manager, reported that he knew a work colleague who might be prepared to create a logo. The Chair added that it was important to regain the momentum built up previously.

Councillor Iddon reminded Members of the need to improve the external appearance of the Leisure Centre, so that the facilities looked attractive and well maintained. In particular, external doors needed repainting and the patio required jet washing. Mr Morley indicated that it had been difficult to secure three quotes for planned works. There would be little point in promoting the Centre with a new logo until after the facelift had been completed.

In respect of Minute WPMC 37(2) – Budget 2019/20, the Chair commented that he was not satisfied that the question around the Council Tax Support Allowance had been satisfactorily answered and that the Council might wish to pursue this matter further.

Mr Joinson, Interim Clerk, reminded Members that a response had been received from the Corporate Finance Team, at Warrington Borough Council, which explained that the changes to the Council Tax Base were calculated according to the actual properties in each area eligible for CTSA and were not simply divided equally across the Borough. The Chair asked how that could be the case if areas such as Cuedly did not appear to contribute to CTSA. Mr Joinson, postulated that since Cuedly Parish did not raise a Precept no CTSA could be payable for the Precept. The Council Tax Base would still be reduced for the purposes of paying the Borough's Council Tax requirement in that area and other Precepts, such as Police and Fire Authority Precepts.

Councillor Iddon enquired if any other Council had raised concerns with the Borough Council. It was not known if others had complained. The Chair asked about who a formal complaint should be made to. Mr Joinson indicated that the matter was likely to be out of the jurisdiction of the Local Government Ombudsman. However, their process required matters to have traversed a council's formal complaints system before they would investigate.

Decision –

- (1) That the Minutes of the meeting held on 8 January 2019 be agreed as a correct record.
- (2) To request the Officers to take forward the production of a suitable logo for the Leisure Centre and to report back at the next meeting.
- (3) To request the Clerk to include an item on the Agenda of the next Council meeting in respect of the impact of the Council Tax Support Allowance on the Council Tax Base.
- (4) To request the Clerk to seek to ascertain from other parishes in the region, if they had any concerns regarding the impact of the Council Tax Support Allowance on the Council Tax Base.

WPMC 44 Action List

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

Actions 1 and 2 – Work on various playground equipment repairs and maintenance had not yet been completed. The Chair indicated that these actions need to be completed as soon as possible.

Action 3 – Mr Morley, Centre Manager, was in attendance to discuss the

future focus of events at the Leisure Centre. The item would be dealt with in more detail under the Community and Leisure Centre performance report later on the Agenda. In summary, the team was focusing on private parties and a limited number of organised functions. The Centre was currently very busy. Previously, Bingo and Harry Potter Quiz events had been run at no additional cost to the Bar. A number of children's events would be arranged by members of the Parent Teacher Association from Winwick CE Primary School, leading to administrative and organisational savings. The school was keen to use the Leisure Centre, since it was larger than their own hall. Bookings for some parties had been taken even as far ahead as Christmas 2019. The Chair suggested that where there were obvious gaps in the calendar of room bookings it would be acceptable to fill them with organised events. Mr Morley indicated that the Centre had repeatedly tried to provide events aimed at an adult audience, but these had rarely proved successful. Hence the focus would be on children's events and private functions. There remained an Elvis event to rearrange as that artist had been paid in part for a performance that had been postponed. The Chair indicated that if the event was not likely to be profitable, it would be acceptable to write it off.

(Action to be deleted from log)

Action 4 – The action concerning CTSA had been completed, but Minute WPMC 43(3) above also refers.

(Action to be deleted from log)

Action 5 – The coffee offer would be developed as appropriate.

Action 6 – It was suggested that the Finance and Bookings Administrator could assist in obtaining quotes for any works required. Ms Jones confirmed that this was already taking place. Mr Joinson added that where three quotes had been sought, but less than three quotes had been received, it would be acceptable to proceed on the basis of the responses submitted.

(Action to be deleted from log)

Action 7 – The issue of the logo had already been discussed (Minute WPMC 43(2) refers)

(Action to be deleted from log)

Actions 8 and 9 – There was nothing further to report.

Actions 10 to 13 – These actions had been completed

(Actions to be deleted from log)

Action 14 – Councillor Iddon reminded members that the issue around the New Year's Eve event was that tickets had not been collected by door staff when wrist bands were issued, leading to a lack of assurance about the

number of people on the premises. Guests going outside to smoke could potentially hand their tickets on to others waiting outside for them to gain admission. The total number of people present was a concern. Mr Morely confirmed that he had received an assurance from the security staff that all admissions were strictly above board. It was known that some surplus tickets had been exchanged on Facebook before the event, but that was not a concern. Ms Jones commented that for future event all tickets should be confiscated upon the issuing of a wrist band. Mr Morley indicated that no security had originally been planned for the New Year's Eve event, but when the closure time had been ascertained he had insisted on doorstaff.

It was understood that the organiser would be arranging a similar event in 2019. Councilor Iddon suggested that a business case be provided by the event organiser. However, that would not be possible as it was a private party. The Chair considered that some assurance would be required about the total numbers of tickets on sale. One issue had been that children were admitted for free as part of the adult ticket, meaning that total number of visitors was not easy to ascertain. Mr Morley had prevented further admissions to the Millennium Bar at one point during the evening because of numbers issues. The Chair indicated that, in future, separate children's and adults tickets would be required, to ensure that the total number of admissions was known. There was no process to apply for a temporary increase in numbers for the premises. The maximum number of persons shown on the premises licence was based on the risk assessment for the premises. In effect, a competent person on behalf of the Council would decide what was a safe number. Mr Morley indicated that the Centre operated a maximum working figure of 110 people, although the premises licence permitted a slightly larger number.

Concillor Iddon indicated that the limit also had implications for the annual Carnival. Mr Morley suggested that, in future years, one individual would be appointed to look after the toilets and that they would close for a few minutes on the hour to allow for inspection and cleaning. Mr Joinson suggested that, in the light of the firework night experience, it might be appropriate to ask the Carnival Committee to produce a formal event plan. Ms Jones indicated that ideally the Carnival organisers should provide additional toilets, but there was an issue about who would pay. Mr Morley indicated that the bar take for the 2018 Carnival was not good. In 2019 the bar would need to close early as a private party had already been booked. Members commented that the Carnival overall had not been as successful in recent years. The Committee would monitor the situation carefully.

(Action to be deleted from log)

Action 15 – The action to inform staff of the Committee's pleasure at the Centre's improving position had not yet been carried out. Mr Morley undertook to pass on the Committee's comments to staff, verbally.

Action 16 and 17 – These actions had been completed, or partially completed.

(Actions to be deleted from log, as appropriate)

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

WPMC 45 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 January 2019. Ms Jones was in attendance to highlight key elements of the report. Mr Morley was also present to provide a verbal report about the operation of the Centre.

General Repairs

Mr Morley indicated that the overall look of the Centre needed to be improved. The ability to take works forward having received only two quotes would help. The exterior improvements proposed were particularly necessary. The Chair added that the Centre would need to look good for the summer period and Mr Morley suggested that the rebranding exercise should be targeted at that time.

Councillor Iddon enquired about the state of the drainpipes at the Centre. Mr Morley acknowledged that these did present a problem. For example, in the winter, he had been forced to put grit down before a children's event because the drainpipes had been leaking across the footpath. It was noted that a number of the drainpipes were broken. The cause of the damage was the drainpipes being struck by footballs. A solution would be to provide mesh-style guards around the drainpipes. A quote of £600 had been received from Wigwam for the supply and installation of 3 galvanised steel guards. Ms Jones indicated that officers would seek further quotes before commissioning the works.

Ladies Toilets

Ms Jones indicated that Ms Whitby, Finance and Bookings Administrator, was seeking one further quote for the replacement of all three toilets in the ladies at the Centre. One toilet was completely broken and the other two had been leaking. Mr Morley indicated that the state of the toilets was important and customers, particularly women, were quick to report any concerns. Councillor Iddon suggested that B&Q may be willing to provide a quote, as they also did installations.

Heating

Councillor Iddon enquired about the state of the heating at the Centre. Mr Morley indicated that quotes had been sought in relation to flushing out the system. Only one quote had been received so far. There was also a small

leak which needed dealing with quickly.

Roof Repair

Cladding had been removed from the roof, due to its poor state of repair. Accordingly, the roof currently looked unsightly. The Chair asked if there were sufficient funds in the Budget to replace the cladding. Ms Jones indicated that she would review the Budget and prioritise any works required. If necessary, the least urgent works could be carried out from April 2019.

Stocktake

The most recent stocktake had shown a surplus of £200, which was considered to be a good outcome. However, the figures would need to be reviewed carefully, as too generous figures might imply a mistake. The surplus had largely shown up in beer stock. There had been a significant shortfall during the recent installation of the new beer lines, due to inevitable losses. However, the stock position had quickly recovered and was now regularly showing a surplus of over £200 at each stocktake. The Gross Profit for Year to Date was strong, although it had slipped slightly from the position a few weeks ago. Bar prices had recently been increased. The Chair requested that regular stocktake reports be provided to the Committee.

Carpet for the Bar Area

Councillor Iddon enquired about what sort of carpet was being proposed for the bar area. Mr Morley indicated that the carpet would need to be harder wearing than the existing one. It was proposed to fit the new carpet just inside and outside of the bar. Councillor Iddon added that the current carpet had been well used and had survived well. Mr Morley indicated that the new carpet was likely to be of a green/blue colour.

Flooring Behind the Bar

Ms Jones reported that the floor behind the bar was starting to lift and was becoming a hazard. Mr Morley indicated that the problem in the Millennium Bar might be as a result of previous water ingress. Quotes were being sought.

Staff Rosters

Mr Morley indicated that he was currently examining the rosters and hours worked with a view to reducing overheads. He had already approached the Council's Interim Finance Officer with some ideas and potentially a number of savings could be made. The proposals would be worked up into a more formal report for the Committee's consideration. Some opportunities were currently being missed to use staff hours more effectively. The Chair indicated that any proposals would be welcomed

IT Issues

Ms Jones reported that on two occasions recently the Electronic Point of Sale (EPOS) system had not synchronised properly with the XERO financial system. She would contact the suppliers Drum BSS to seek a solution to the problem.

Income Information

Bar Takings Cumulative

A graph was provided showing budgeted and actual bar takings as at January 2019. Based on a budget of £10k income expected each month, the bar takings for January ran at £0.45k under target (£2.6k under breakeven). However, the bar takings figure was not thought to be accurate due to the IT issue referred to above. It was estimated that, in fact, the bar takings should be just on target. Subject to any adjustment required as above, the bar was £9k over target for the year to date, compared to £9.5k in December 2018.

Events and room bookings for parties were currently being promoted to ensure healthy bar sales through February and March 2019.

Cash Takings

A table of cash takings for bar sales for the weeks commencing 31 December 2018 to 28 January 2019 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 birthday parties, funerals, etc. Tea/coffee sales were not included in those figures. The green boxes highlighted where takings had been over the breakeven point for the day. The first green box showed the takings for the New Year's Eve party.

Coffee Sales

Regarding the coffee sales, 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 a levelling off in sales following initial growth. In January 2019, 10 cups per day had been sold, compared to 9.5 cups in December 2018.

Councillor Iddon reminded Members of the need to more aggressively market the coffee offer. Mr Morley responded that a new sign would be erected once the rebranding exercise was complete, which would include an advertisement for coffee. The Centre had a 30ft tall advertising flag, but had nowhere to erect this safely. The Chair indicated that he would still wish to see a voucher type promotion and Mr Morley responded that a free refill promotion would be easy to organise in the short term. A longer term approach might be to provide a loyalty card which gave one free cup for every 9 cups purchased.

Room Lettings Cumulative

A graph was provided showing budgeted and actual lettings income as at January 2019. Room lettings ran £0.05k over budget for January 2019 (£0.6k over breakeven), which was an encouraging position. The year to date figure was running under budget by approximately £0.2k in total (£0.2k also in the previous month). However, the current year to date figure was £6.9k 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 11 February 2019 was presented, as follows:-

Payee	Description	Sum
Electronic Payments authorised on 28 January 2019		
Bliss	-	£414.48
Rijo	-	£176.64
Service Care	-	£284.27
Direct Debits paid on 28 January 2019		
Barclaycard	-	£90.11
BT Group	-	£233.59
BNP Paribas	-	£266.84
WBC	Rates	£770.00
Electronic Payments authorised on 4 February 2019		
DEO	Debt Management	£35.45
HMRC	PAYE	£1,622.21
D L Hannan	-	£60.00
Gardenia Gardens	-	£122.50
Service Care	Litter picker	£288.16
Styles	Payroll	£240.00
Electronic Payments authorised on 11 February 2019		
Bliss	-	£1212.58
Drum BSS	IT subscriptions	£52.80
Service Care	Litter picker	£572.43
Wigan Beer	-	£432.92

Weekly Room Information

The electronic booking system was now being utilised by staff in tandem with the paper diary, to enable room bookings to be taken over the bar. A 'g-mail' account had now been set up. The paper diary would be decommissioned at the end of February, as all staff should be familiar with the electronic system by then.

Events

A business case had been developed for a proposed Harry Potter Quiz Night on 22 February 2019. The total cost of staging the event (excluding stock costs) was £321.32. An estimate was provided for the ticket prices required to break even, if 50 persons attended the event (i.e. half capacity) - £6.43 for a single ticket, or £38.56 for a team ticket. Attendance was likely to be higher than that, so tickets would be priced at £5 for a single ticket and £25 for a team ticket. 64 single tickets or 13 team tickets would need to be sold to break even.

Taking into account bar sales and use of stock, if 20 team tickets (or their equivalent) were sold, the event could generate a profit of around £490. It was reported that 10 team tickets had been sold so far which, when including bar sales, would still enable the event to break even.

Quotes

A list was provided of quotes currently being sought, which mirrored the verbal update provided by Mr Morley earlier during this report.

- Roof repair;
- Ladies toilets – comparison quotes;
- Flooring behind the bar; and
- Carpet for the bar.

Items from Previous Agendas and Progress

The logo item remained outstanding, as discussed earlier in the meeting. However, website layouts were available.

Decision –

- (1) To note the update report.
- (2) To approve the various works notified to the Committee, subject to reasonable quotes being received.
- (3) To request the Finance Officer to provide regular stocktake reports to the Committee.
- (4) To approve the staging of the Harry Potter Quiz Night, subject to sufficient ticket sales being achieved.

WPMC 46 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 47 Minutes - Confidential Annex

The Committee considered the Confidential Annex to the minutes of the meeting held on 8 January 2019.

The Chair suggested that the resolution recorded under Heading (ii) - Confidential Staffing Matter, did not accurately reflect the Committee's decision in relation to the powers of the Leisure Centre Manager in the event of future conduct issues being identified regarding the member of staff in question.

Decision,

That the Clerk be requested to redraft the Decision in the Confidential Annex, under Minute MPWC 40(B)(ii) - Confidential Staffing Matter, in accordance with the points now discussed and to resubmit the document for the Committee's approval.

WPMC 48 Confidential Matters in line with the Committee's Terms of Reference

There were no matters raised under this heading.