

WINWICK

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in Cheshire – 2000*

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PARISH COUNCIL

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6 March 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 March 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 12 February 2019.

4. **Action List**

A schedule is provided of actions arising from previous meetings.

5. To consider any non-confidential matters in line with the Committee's Terms of Reference.

(1) Community & Leisure Centre - reports from the Finance Officer; Centre Bar Manager and/or Clerk:

a) Update Report (*excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2*).

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 (revised) 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 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

Agenda Item 3

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 events 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.

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	That 1/3 off discount vouchers for the coffee offer be developed.	WPMC.35(2)	08/01/19	Finance Officer	-	-	Coffee promotions were currently being developed	
4	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	-	-	The Centre would focus on private events and some children's event. Estimates were being produced prior to in-house events being signed off	
5	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	-	-	To be carried out in April 2019	
6	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	12/02/19	-	Mr Morley was informed of this matter verbally by the Committee and would pass the views on to staff. A formal note from the Clerk will follow shortly	
7	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.	WPMC.43(2)	06/02/19	Finance Officer/ Bar Manager	12/02/19	-	The matter is being taken forward	

Agenda Item 4

8	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.	WPMC.43(3)	06/02/19	Clerk	-	-	There was no further discussion on this matter at the Council meeting on 26/02/19	
9	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.43(4)	06/02/19	Clerk	-	-		
10	To request the Finance Officer to provide regular stocktake reports to the Committee.	WPMC.45(A)(3)	06/02/19	Finance Officer	-	-		
11	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.47	06/02/19	Clerk	06/02/19	-	Re-draft in progress	

Progress Legend

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