

WINWICK

*Best Kept Village
in Cheshire – 2000*

C/o Winwick Leisure Centre
Myddleton Lane
Winwick
Warrington
WA2 8LQ



PARISH COUNCIL

Clerk to the Council:
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21 May 2019

To All Members of Winwick Parish Council

Dear Councillor

The Annual Meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday 28 May 2019, on the rising of the Parish Assembly meeting, but to commence no sooner than 7.30pm.

Note: the Parish Assembly meeting is due to commence at 7.00pm and it is estimated will finish at 7.30 pm.

Yours sincerely

Julian Joinson

Clerk to the Parish Council

ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA

- 1. Election of Chairman 2019/20**
- 2. Election of Vice Chairman 2019/20**
- 3. Apologies for Absence**
- 4. 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 advise 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.

- 5. Re-adoption of Winwick Parish Council Code of Conduct**

6. Re-adoption of Winwick Parish Council Governance and Operational Procedures

7. Appointments to Committees and Sub-groups

- Management Committee (5 Members)
- Grievance Committee (any 3 Members from the full Council)
- Staffing Appeals Committee (any 3 Members from the full Council)
- Environment and Highways Committee (3 Members)
- Management Oversight Group – (Chair and Deputy Chair, Responsible Finance Officer, Clerk and Centre Manager)
- Leisure Centre Options Project Group – (2 Members of the Management Committee and 2 Members of the Peel Hall and/or Houghton Green Wards)

8. Appointments to Outside Bodies

- Rights of Way Forum

9. Minutes

To confirm the minutes of the meeting of the Parish Council held on 23 April 2019

10. Updates on Issues from Previous Meeting(s)

11. Police / Community Issues

12. Correspondence

13. Planning Matters

14. Draft Local Plan – Consultation Response

15. Finance Officer's Report

16. Reports from Parish Council Committees

- Management Committee – 14 May 2019

17. Reports from Approved Outside Body Appointments

- Rights of Way Forum (M Matthews)

18. 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)

19. Schedule of Meetings 2019/20 and Date and Time of Next Meeting –

- Tuesday 25 June 2019 at 7.30 pm

20. Chairman to Move to Part 2 (as required)

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.

21. Confidential Minute – 23 April 2019

22. Leisure Centre - Business and Recovery Plan

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Winwick Parish Council

28 May 2019

Report Title: Re-Adoption of Winwick Parish Council Code of Conduct

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

The Parish Council is required to have in place a Code of Conduct.

The Parish Council adopted a Code of Conduct on 26 February 2013, which mirrored the Code of Conduct adopted by Warrington Borough Council, following changes to the standards regime implemented under the Localism Act 2011. The Code has been re-adopted by Winick Parish Council in each successive year, thereafter.

On 28 February 2017, the Parish Council revised its Code to include information about the handling of Members' Gifts and Hospitality. A copy of the existing Code is attached at Appendix 1.

At its Annual Meeting in 2017, the Council was informed that Warrington Borough Council had revised Part B of its Code of Conduct, to simplify the text in relation to registering and declaring disclosable pecuniary interests, also to include a requirement for Members who have a disclosable pecuniary interest to leave the room during the discussion or vote, and additional rules in relation to a number of other types of interest. The Parish Council decided not to adopt those changes.

The Code of Conduct was last re-adopted on 22 May 2018.

The following recommendations are made

That;
The Code of Conduct be re-adopted.

Members views are sought.

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WINWICK PARISH COUNCIL

MEMBERS

CODE OF CONDUCT

Version Number	Date adopted by the Parish Council
1.0	26 February 2013
1.0	Readopted 28 May 2013
1.0	Readopted 27 May 2014
1.0	Readopted 26 May 2015
1.0	Readopted 17 May 2016
1.1	Amended 28 February 2017
1.1	Readopted 23 May 2017
1.1	Readopted 22 May 2018

Agenda Item 5 – Appendix 1

CODE OF CONDUCT FOR MEMBERS

The Code has been adopted under section 27 of the Localism Act 2011 and is based on the following core principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of members and co-opted members of the authority, together with provisions about registering and declaring interests.

A General obligations

Whenever you are acting as a member or co-opted member of this authority you must act in accordance with the following obligations:

Selflessness

- 1 You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

Integrity

- 2 You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Objectivity

- 3 When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the authority's officers, into consideration.

Accountability

- 4 You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including by local residents.

Openness

- 5 (a) You must be as open and transparent as possible about your decisions and actions and the decisions and actions of your authority. You should be prepared to give reasons for those decisions and

actions. You must not prevent anyone getting information that they are entitled to by law.

(b) Where the law or the wider public interest requires it, you must not disclose confidential information or information to which public access is restricted.

Honesty

6 (a) You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Section B below.

(b) You must only use or authorise the use of the authority's resources in accordance with the authority's requirements. You must, when using or authorising the use by others of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

Respect for others

7 (a) You must treat others with respect. You should engage with colleagues and staff in a manner that underpins mutual respect, essential to good local government.

(b) You must not do anything which may cause your authority to breach any equality laws.

(c) You must not compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the authority.

(d) You must not bully any person, including other councillors, officers of the authority or members of the public.

Leadership

8 You must promote and support high standards of conduct when serving as member or co-opted member of the authority, by leadership and example, championing the interests of the community.

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

B Registering and declaring pecuniary and non-pecuniary interests

- 1 Registration and declaration of interests shall be made in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Excerpt from CLG text:

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then you must disclose the interest to any meeting of the authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'*.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

*A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

CODE OF CONDUCT ON MEMBERS' GIFTS AND HOSPITALITY

The following forms part of the locally adopted Members Code of Conduct under s.27(2) Localism Act 2011. This Code of Conduct on Members' Gifts and Hospitality retains, adapted as appropriate, those elements relating to gifts and hospitality included in the Model Code of Conduct for Members 2007¹, which was in place prior to the implementation of the Localism Act 2011.

What should you register and when?

You must register any gifts or hospitality worth £25 or over that you receive in connection with your official duties as a Member, and the source of the gift or hospitality, within 28 days of receiving it. A pro forma is appended to this Code.

Declaring a gift or hospitality as an interest at meetings

At a meeting of the council, a committee or sub-committee, you may have an interest in a matter under consideration if it is likely to affect a person who gave you a gift or hospitality that is registered. If that is the case you must declare the existence and nature of the gift or hospitality, the person who gave it to you, how the business under consideration relates to that person.

Once three years has passed since you registered the gift or hospitality in your register of interests, your obligation to disclose that interest to any relevant meeting ceases.

Is the gift or hospitality connected to my official duties as a Member?

You should ask yourself, would I have been given this if I was not a Member of the Council? If you are in doubt as to the motive behind a gift or hospitality, you are recommended to register it, or speak to your Monitoring Officer or your Parish Clerk where appropriate.

You do not need to register gifts or hospitality which are not related to your role as a Member, such as Christmas or other gifts from friends and family, or gifts which you do not accept. However, you should always register a gift or hospitality if it could be perceived as something given to you because of your position.

What if you do not know the value of a gift or hospitality?

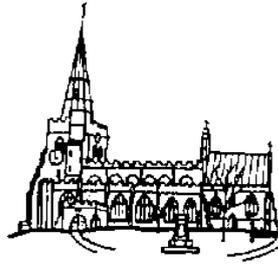
You may have to estimate how much a gift or hospitality is worth. Also, an accumulation of small gifts you receive from the same source over a short period that add up to £25 or over should be registered.

¹ Published by the now defunct Standards Committee

Agenda Item 5 – Appendix 1

The general rule is, if in doubt you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life.

WINWICK



**PARISH
COUNCIL**

Members Register of Gifts and Hospitality

- 1. Name.....
- 2. Gift/Hospitality.....
.....
.....
- 3. Estimated Value.....
- 4. Name of Company/Organisation/Individual that has provided the gift or hospitality
.....
.....
- 5. Accepted Yes/No
- 6. Date Accepted/Rejected.....
- 7. If gift accepted, how dealt with.....

Signed:.....

Date:.....

Winwick Parish Council

28 May 2019

Report Title: Re-Adoption of Parish Council Governance and Operational Procedures

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

The Parish Council are requested to re-adopt the following governance and operational procedures;

Governance Procedures

1) National Association of Local Councils Standing Orders (Constitution)

The Council currently operates under the NALC Local Councils Standing Orders – 2010 edition – which was adopted on 24 September 2013 and last re-adopted on 22 May 2018. However, sections in relation to the power of wellbeing and contracts are now out of date.

A revised edition, which has not been adopted by the Parish Council, was published by NALC in 2013, in their booklet 'Local Councils Explained' and this was again revised in April 2018. The Council at its meeting on 23 April 2019 recommended that the latest version be purchased and adopted by the Council. The Model Standing Orders include a number of sections which are subject to local choice. These will be populated in line with the terms of the existing Standing Orders, in so far as is possible. Where there is ambiguity, it is suggested that this be delegated to the Clerk to complete the document, in consultation with the Chair, and to report back to the next meeting of the Council.

2) Complaints Procedure – as last re-adopted on 22 May 2018.

Operational Procedures

1) CCTV Policy – as last re-adopted on 22 May 2018.

2) Leisure Centre Operational CCTV Policy – Implemented by Leisure Centre Manager on 4 April 2015 (endorsed by the Council on 17 May 2016) and last re-adopted by the Council on 22 May 2018.

- 3) National Training Strategy for Town and Parish Councils 'Being a Good Employers Guide'** – as last re-adopted on 22 May 2018.
- 4) ACAS Procedures for dealing with employee grievance matters** – as last re-adopted 22 May 2018
(If ACAS procedures not appropriate, Warrington Borough Council's procedures to be used in its place)
- 5) Warrington Borough Discipline Policy for use with Parish Council Employee's** – as last re-adopted on 22 May 2018
- 6) Data Protection Policy** – This Policy is under development and will be submitted to the Council shortly, following further consideration of the General Data Protection Regulation.

Members views are sought.

N.B – A Copy of each procedure will be available for inspection at the meeting and additional copies are available on request.

Recommendation

- 1) That the Chair or Deputy Chairman be appointed to the Management Committee;
 - 2) That a further 4 members of the Parish Council be appointed to the Management Committee.
-

Grievance Committee

The primary function of this committee is;

1. To investigate any formal grievance complaints made against the Parish Council

Recommendation

- 1) That the members of the Grievance Committee be appointed once details of any complaints have been reviewed by the Clerk to ensure that any members appointed to this Committee do not have a conflict of interest
 - 2) That if no conflict of interest is found, the Chair be appointed to the Grievance Committee plus a further 2 members of the Parish Council
-

Staffing Appeals Committee

The primary function of this committee is;

1. To investigate any formal appeals made against a decision of the Grievance Committee of the Parish Council.
2. To hear and determine any employee appeals against a decision under the Council's Disciplinary Procedure.
3. To hear and determine any employee appeals against dismissal.

Recommendation

- 1) That the members of the Grievance Appeals Committee be appointed once details of any complaints have been reviewed by the Clerk to ensure that any members appointed to this committee do not have a conflict of interest and were not members of the Grievance Committee which considered the initial complaint.
 - 2) That if no conflict of interest is found, the Deputy Chair be appointed to the Grievance Appeals Committee plus a further 2 members of the Parish Council
-

Environment and Highways Committee

The primary functions of this committee are;

1. To review any planning applications sent to the Parish Council from Warrington Borough Council as part of consultation requirements, as may be directed by the Parish Council, or in the case of urgency.
2. To review and develop any traffic issues concerning the Parish area (including any traffic regulation orders sent to the Parish Council from Warrington Borough Council as part of consultation requirements), as may be directed by the Parish Council, or in the case of urgency.

Recommendation

- 1) That Chair and Deputy Chair, be appointed to the Environment and Highways Committee
 - 2) That one further Member, who has an interest in the matter(s) under consideration, be appointed, to be determined by the Clerk, as appropriate.
-

Management Oversight Group

This is a new informal Group which is proposed in response to the recommendation in the Six Point Plan for the Leisure Centre, as adopted by the Council on 23 April 2019, which called for a mechanism to allow faster and more direct involvement by elected Members in the management of the Leisure Centre.

The primary functions of this group committee are;

1. To provide the Chair and Deputy Chair of the Council a role to work with and provide executive line management over Leisure Centre matters in between Management Committee meetings, when acting to support delivery of the Business Plan in conjunction with the Responsible Finance Officer, Centre Manager and Clerk.
2. In view of the likely urgent nature of the business to be conducted, virtual meetings may be held, as and when necessary, with limited advance notice being given and with discussions taking place by telephone or via e-mail.
3. Any decisions taken will require ratification by the relevant officer, as deemed appropriate by that officer, under delegated powers, prior to its implementation.
4. All decisions of the Group and the officers' subsequent actions will be reported to the next available meeting of the Management Committee.

Recommendation

- 1) That Chair and Deputy Chair, Responsible Finance Officer, Centre Manager and Clerk be appointed to the Group.
-

Leisure Centre Options Project Group

This is a new informal Group which is proposed in response to the recommendation in the Six Point Plan for the Leisure Centre, as adopted by the Council on 23 April 2019, which called for the establishment of a separate sub-group of the Council to look at alternatives to the current provision of the Leisure Centre and any associated costs.

The primary function of this committee is;

1. To look at alternatives to the current provision of the Leisure Centre, including any associated costs.

Recommendation

- 1) That two Members of the Management Committee and two Members of the Peel Hall and/or Houghton Green Wards be appointed to the Group.

Members views are sought.

Winwick Parish Council

28 May 2019

Report Title: Appointments to Outside Bodies

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
 jjoinson.winwickclerk@outlook.com 07818 066549

The following appointments to Outside Bodies are to be agreed by the Parish Council

1. Rights of Way Forum

One representative is required from the Parish Council

Members' views are sought as to which Parish Members are to be appointed to the above Outside Bodies.

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Winwick Parish Council
Minutes of a meeting held on 23 April 2019

Present: Councillors M Matthews (Deputy Chair in the Chair), D Friend, G Friend, A Iddon and C Vobe.

WPC.168 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Emery, S Gordon, P Gosney and C Mitchell.

WPC.169 Code of Conduct – Declarations of Interest

There were no declarations of interest made.

WPC.170 Minutes

Decision – That the Minutes of the meeting held on 26 March 2019 be agreed and be signed by the Chair as a correct record.

WPC.171 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, although the number of items which had not yet been commenced had started to increase.

In connection with Action 16, Broken Street Light on Golborne Road, it was not known whether this was still an issue, but if so urgent action was required.

Regarding Action 19, Millennium Trust Fund Body, it was noted that no meeting had taken place recently. Julian Joinson, Clerk, suggested that the meeting be arranged at 7pm immediately prior to the next Management Committee.

In respect of Action 21 – Public Consultation on Myddleton Lane Traffic Scheme, Clare Jones, Interim Financial Officer, reported that she was trying to arrange a suitable date with the Chair, Councillor Mitchell, but due to her commitments it might be necessary instead to liaise with the Deputy Chair. Councillor Matthews agreed to liaise with Ms Jones about a date. Ms Jones indicated that a draft letter had previously been agreed with the Chair of the Council and she would e-mail Winwick Ward councillors about the arrangements for the meeting when finalised.

Regarding Item 28 – Warrington Borough Council engagement with Birch Avenue Residents, Councillor Vobe offered to provide an update under Agenda Item 16 - Ward Updates. The matter could now be deleted from the Action List.

In respect of Action 32 – External Auditors comments, Ms Jones reported that a response was close to completion and would be circulated to Members shortly.

The Deputy Chair enquired if maintenance had now been carried out on the playground equipment. It was noted that the matter was, in fact, reported later at Agenda Item 14 – Management Committee Minutes. Ms Jones reported that the playground inspection company had provided a quote, but a further quote was still being sought from a local contractor. Members indicated that the matter needed to be resolved quickly, although the difficulties in getting some contractors to respond was understood.

Members and Officers were encouraged to review the schedule to see what actions could be completed or signed off.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To request officers and councillors to whom actions are allocated to redouble their efforts to ensure that outstanding actions are cleared.

WPC.172 Question Time for Electors

There were two residents in attendance at the meeting and the following issues were raised:-

Council Website

A resident commented that the Agendas available on the Council's website were not listed in chronological order, which made searching for papers difficult - *Response:* Mr Joinson indicated that he normally uploaded the various documents, which the system then arranged. He had already noted that the order of documents might be an issue, but had not yet learned how to rearrange documents using the software. This issue would be resolved as soon as possible.

The resident also enquired if the following documents could be uploaded to the website:-

- Complaints Procedure;
- Standing Orders;
- Financial Regulations;
- Publication Scheme;
- Freedom of Information Process;
- Conduct of Councillors

Response: Mr Joinson commented that most of the above information had been available on the old website, but had not yet been migrated to the new website. This should be relatively straightforward to achieve.

In addition, a request was made to add under the "Contacts" tab details of the Council's postal address and the timescale for providing acknowledgements and responding to general queries - *Response:* Ms Jones indicated that the normal business address for the Council was the Leisure Centre. Mr Joinson indicated that

the target timescale for responding to general queries was the same as for Freedom of Information requests, 20 working days. These details would shortly be added to the website.

Paper Records

A resident enquired where the Council's paper records were held. - *Response:* Mr Joinson responded that most documents were stored in the attic at the Leisure Centre, including early minutes, old records and recent (lever arch) subject files. He added that some working papers and files, as well as more recent minute books, were stored in his home office. Ms Jones indicated that boxes of financial records from the previous Finance Officer were also stored in the attic and that she maintained the current financial records.

Standing Orders

A resident commented that the Council's Standing Orders were, in part, out of date and asked how these would be updated. He also indicated that regard needed to be had to the Openness of Local Government Bodies Regulations 2014. - *Response:* Mr Joinson responded that the Standing Orders were based upon the model standing orders provided by the National Association of Local Councils (NALC), but the version in use by the Council had been published in 2010. A number of revisions had been published by NALC since that date. It would be possible for the Clerk simply to amend the out of date sections of the existing Standing Orders, or alternatively for the Council to purchase the latest model standing orders from NALC. It was not envisaged that the cost of purchasing the latest model standing orders would be excessive.

Business Model for the Leisure Centre

A resident commented that he had been attending the Council meetings for around three years. Within that period he had not gained a clear picture of what the business model was for the Leisure Centre. He acknowledged that a lot of work was being undertaken to try to make the Centre financially sustainable, but there was a danger that within the current approach the Centre was attempting to be 'all things to all people'. In his view the premises should operate as a community centre. There was also an issue that the premises did not appear to serve the whole of the community. He suggested that if he lived in a different ward, he would have concerns about what value he was receiving from the operation of the Leisure Centre. He had also taken the opportunity to review his comments made at previous meetings on a similar theme. He asked what the Council's perspective was on the business model for the Centre - *Response:* The Deputy Chair indicated that he had provided a paper on this matter at part 2 of the Agenda. There was a sense that 'every lever was being pulled', but that nothing worked. Eventually the interventions came full circle, such that previous failed approaches were being repeated. Overall, the Deputy Chair disagreed with the view that the premises should be used solely as a community centre. The staff engagement exercise had produced some good ideas. In general, businesses used the centre during the daytime and clubs, such as the football club and ukulele club, which were wider than just Winwick Parish, used

the centre in the evening. There would be no objection to users from outside of the Parish area attending the Centre.

The resident referred, in particular, to the question of the operation of a public bar at the Centre. He enquired to what extent the other activities at the Centre supported the need for bar. For example, children's activities did not lead to use of the bar. What was the contribution of the bar to the financial bottom line? - *Response:* The Deputy Chair indicated that that question had surfaced previously. The issue was included in the paper at Part 2 of the Agenda. His view was that if you took out the bar you would also damage other income from functions and evening usage. The net result could be to make the Centre not viable, resulting in total closure. His view would be guided by the financial figures, but it was clear that it was not possible to continue to ask parishioners to underwrite the Centre to the amount of £35k each year. It was suggested that staff were a little complacent about the Council's ability and willingness to continue to support the Centre financially.

A wider discussion took place at which numerous points were made including those summarised below:-

- Some Members favoured the operation of the bar as a functions bar only. However, a counter argument was that the cost of essentials, such as hygiene and cleaning, would then need to be supported from a narrower income stream;
- Members from the wards to the south of the M62 had been elected on a political mandate to reduce the deficit at the Leisure Centre. Members were concerned that their terms of office were due to expire in one year, but the deficit had only reduced by a small amount;
- The cost of staff pensions had significantly increased the costs of the Centre, although all staff had now opted out of the pension scheme, which should help the financial position;
- Residents in the south of the Parish were concerned about the costs of the Centre. However, there was an acknowledgement that, as with all public services, the provision and usage of certain services could never be evenly distributed on a ward by ward basis;
- An alternative option for the Myddleton Lane site was demolition of the Centre and sale to a developer, although this might be the worst case scenario;
- Ms Jones indicated that a realistic target would be to reduce the £35k deficit within the first 12 months, then to endeavour to return the Centre to profit. Members were sceptical that the Centre could ever achieve profit although history showed that it could roughly break even. Ms Jones and Ken Morley, Centre Manager, were currently working on a business plan. She was developing financial models based on some figures provided by Mr Morley. The information would be provided to the next meeting of the Management Committee;
- It was suggested that the Management Committee would need to be more performance focused with regard to staff, to reduce any complacency and inertia.

Members considered whether to bring forward the Five Point Plan Item (Agenda Item 17) to discuss in Part 1 of the meeting. On balance, Members preferred to discuss

commercially sensitive information Part 2, then to release information into the public domain.

The resident repeated his comments about the business model, as the operation of the Leisure Centre currently created a deficit. The minutes of the Management Committee referred to repairs to, or provision of a new roof at the Centre. That might require a significant amount of capital expenditure. As a general observation, it was unlikely that the public would treat the Centre as a pub in the evenings, given that it was in completion with the Swan. The suggestion of a bar for functions only seemed to be a potential way forward. Overall, he was not unsympathetic with the difficult position in which the Council found itself - *Response*: The Leisure Centre had possibly been over-developed in the past and was now too large for use as a simple village hall. A possible solution might be to demolish the existing provision and build a new village hall. Other alternatives included the use of the site for social housing. Members were reluctant to invest capital in the existing infrastructure. Members were happy to subsidise some community usage such as the provision of a nursery, but found it harder to justify subsidising the use by other special interest groups and casual drinkers at the bar. The Chair indicated that a broad plan would be:-

- To increase income from existing users;
- To bring in more users; and
- To control costs.

The improved financial monitoring information being rolled out would enable Members to identify which parts of the day were the most productive. It was not the responsibility of Members themselves to run the Centre directly, but it was acknowledged that the Centre Manager was not a full-time employee, which led to some gaps.

Decision –

- (1) To note the questions and issues raised by residents.
- (2) To authorise the Clerk to update the Council's website in accordance with the issues raised above.
- (3) To agree the purchase of the latest model standing orders from NALC, for adoption at the Annual Council Meeting in May 2019.

WPC.173 Written Motions Received

There were no written motions received on this occasion.

WPC.174 Police / Community Issues

There were no written or verbal updates from Cheshire Constabulary on this occasion.

WPC.175 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 – 27/03/19, 02/04/19, 03/04/19, 04/04/19, 10/04/19, 15/04/19, 15/04/19 and 17/04/19
2. E-mail from Elaine Marsden-Ormson, Community Centre Engagement Support Worker, Warrington Borough Council, providing details of family activities taking place over the Easter break in a number of WBC Community Centres across Warrington – 27/03/19
3. E-mail from Julie Pickles, Democratic and Member Services, Warrington Borough Council, inviting Parish Councils to send one or two representatives to an event on Tuesday 23 April 2019 from 6-8pm in the Council Chamber at Town Hall, to comment on the draft Local Plan and draft fourth Local Transport Plan (LTP4), which were currently the subject of public consultation – 11/04/19
4. E-mail delivery of Neighbourhoods in Warrington Update Issue 4, provided by the Borough Council's Neighbourhoods Team, including information on the Clean19 scheme, April family fun sessions, a free first aid course, Friends of St Elphin's Park and the Community Initiative Fund – 11/04/19
5. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - AMG – outdoor fitness sport and play equipment

In connection with Item 3 – Local Plan and Local Transport Plan 4 consultation event, it was noted that the session clashed with tonight's Council meeting. It was suggested that attempts be made to obtain any presentation slides from the event. Councillor Vobe highlighted the deadline for the Local Plan consultation, which was 17 June 2019. It was recognised that the Council had only one more meeting before that date in order to formulate a response. The Deputy Chair pointed out that there were other development sites identified in addition to the Peel Hall site. It would be useful to discuss a reply at the next meeting, particularly if there were issues in relation to other areas of land. It was envisaged that there would be representations made to the Council to advise Warrington Borough Council to remove Peel Hall from the Local Plan, but that could trigger a response asking which other sites would be preferable for development in its place.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) To request the Clerk to seek to obtain any presentation slides used at the Local Plan and Local Transport Plan 4 consultation event.

- (3) To request the Clerk to include an item on the next Council Agenda in respect of the Council's response to the Local Plan.

WPC.176 Planning Matters

General Correspondence

1. The Council had been informed by Warrington Borough Council, that a request had been received for an Environmental Impact Assessment (EIA) Scoping Opinion from Satnam, for the Peel Hall site. This was not an application for planning permission – it was a statutory step needed to agree the scope of an Environmental Statement (ES).
2. The Council had been informed by Warrington Borough Council, that on 25 March 2019 the Council had approved the Proposed Submission Version Local Plan for public consultation in accordance with Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

The consultation had commenced for a nine week period from Monday 15 April 2019 until 5.00pm on Monday 17 June 2019. Consultation events would take place at the South Stand Concourse, Halliwell Jones Stadium, Mike Gregory Way, WA2 7NE, on the following dates:-

- Wednesday 8th May: 2pm until 8pm
 - Tuesday 14th May: 2pm until 8pm
 - Thursday 16th May: 2pm until 8pm
 - Monday 20th May: 2pm until 8pm
 - Wednesday 22nd May: 2pm until 8pm
 - Saturday 8th June: 11am until 4pm
3. The Management Committee, at its meeting on 9 April 2019, had received a report which indicated that the Council, on 26 March 2019, had delegated to the Committee the power to determine whether to engage existing planning consultants to carry out further work on the draft Local Plan. Quotes had been received from Blackfryers Consultants, as follows:-
 - Meeting with residents (1 day) £500 + VAT
 - Produce report (1 day) £500 + VAT
 - Meet Warrington Borough Council planners (1/2 day) £250 + VAT

It had been anticipated that Poulton-with-Fearnhead would contribute 50% of the costs, but confirmation had not yet been received.

The Committee agreed to commission the first day of work from Blackfryers Consultants, i.e. meeting with residents, subject to ratification by full Council and to Poulton-with-Fearnhead agreeing to pay half of the costs.

Domestic Planning Applications

4. Application reference: 2019/34686

Location: 43, Solway Close, Winwick, Warrington, WA2 0UP
Description of development: Householder - Proposed Demolition of existing rear conservatory and erection of single storey rear and two storey side extension with associated internal works

Non-Domestic Planning Applications

5. Application reference: 2019/34719
Location: Land between A49 Winwick Road to A573 Parkside Road, Including a portion of the former Parkside, Colliery site and then land from A573 Parkside Road to A579 Winwick Lane Connecting, to M6 Junction 22
Description of development: Adjacent Authority. Formation of a new link road between A49 (Winwick Road) and M6 Junction 22 including the re-alignment of Parkside Road and other associated works.
6. Application reference: 2019/34768
Location: Land Adjacent To Peel Hall Farm, Warrington
Description of development: Environmental Impact Assessment (EIA) Request for EIA Scoping Opinion.

In respect of Item 3 – Engagement of Consultants, it was reported that Peter Black, Blackfryers Planning Consultants, had provided a scoping document free of charge, which could be used as the basis of the Council’s response to the Local Plan consultation. Councillor Vobe reported that residents had been appreciative of the Council’s support in relation to the Peel Hall issue. The Campaign Group had suggested a series of dates for a meeting with Mr Black and it was hoped that the Deputy Chair would be in a position to finalise a date. Ms Jones offered to liaise with the Deputy Chair to look into whether the Leisure Centre was available for the meeting. Other venues such as Cinnamon Brow Farm were also suggested. Councillor D Friend commented that the issue of funding the consultancy work had not appeared on the most recent Poulton with Fearnhead Parish Council Agenda last week. Members were keen to carry on with the process and would seek to claim some funding from Poulton with Fearnhead retrospectively.

Decision –

- (1) To note the planning matters submitted to the Parish Council.
- (2) To approve the commissioning of the full range of services indicated in the report from Blackfryers Consultants, in the sum of £1,250 (plus VAT), on the understanding that efforts would be made to recover 50% of the costs from Poulton with Fearnhead Parish Council

WPC.177 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 March 2019, issues of note and the latest payments information. Ms Jones was in attendance to highlight key elements of the report.

Budget Review 2018/19

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date, which would be an approximation of the full year position for 2018/19. Overall the Leisure Centre had run at a loss of -£2.7k in March 2019 and had run at an overall loss of -£35k for the year. There had been £6.9k of other expenditure against the Parish Precept monies in March 2019.

In respect of the Leisure Centre, there had been a further dip in the bar takings in March. However, the Centre continued to take a steady stream of bookings for parties that should help to bring levels back up for the new financial year.

The Centre Manager and Interim Finance Officer had been meeting to review cost-saving ideas and options and the Management Committee had requested a full business plan. Work was on-going to develop the plan, which would look at more efficient marketing and the reduction of losses. Alongside this there would be a comprehensive breakdown of expenditure and income for the Leisure Centre starting 1 April 2019, which would link up, to ensure that all expenditure was shown. Its purpose was to provide assurance to councillors that all expenditure, such as DJs and buffet costs, were being covered, rather than being subsumed into the room lettings.

Staff costs had already been reduced thanks to the Manager's new staffing policy, and options to reduce costs on the trade waste disposal and the cleaning contracts were being looked into, as well as other staffing models. A number of staff had opted out of the pension scheme which had generated immediate savings, although this could be reversed if other new staff opted in.

With regards to the lettings side of the business, room bookings looked to be on the increase, despite a brief lull in February 2019. Members of the staff team were continuing their efforts to make improvements to the booking process and to increase lettings. Increases to income streams were also being looked into to improve profitability, with clients having been notified of price increases on buffets for meetings.

The financial projections for next year presented a more optimistic view, based on known improvements. The management team would also continue to look at how to increase income.

The Deputy Chair noted that the general Parish Council expenditure had recorded a positive variance on the forecast end of year position of around £17.5k. Ms Jones reported that there were a number of litter picking invoices which had not yet been included within the figures. Overall the Parish Council's finances were stable. Members enquired what the Budget provision had been made for the Leisure Centre in 2018/19. Ms Jones responded that the level of support available from the Parish precept had been set at around £41.7k. However, the final call on the Council's funds should be significantly less than that amount (around £35k). For 2019/20, the Council had set aside £37.9k to support the Leisure Centre. It was anticipated that, as in 2018/19, that the whole of that provision would not be required.

Councillor Iddon raised a question about the Litter Picker, in that a recent time sheet had indicated that he had removed a large number of bags of litter from the rear of Long Lane Café, which was not within the Winwick area. She also suggested that there was a need to look at the value of the service. It was also unclear why a second person had been spotted in the Litter Picker's vehicle recently. Ms Jones reported that the Parish paid for one member of agency staff. Councillor Vobe enquired whether there were any health and safety or insurance issues arising from a second person in the van. It was suggested that officers try to ascertain the identity of the second person and the reasons for his presence.

Councillor Iddon reminded Members that they received schedules of the activity of the Litter Picker, but that these were after the event and often several weeks later. It was suggested that Members should be made aware one week in advance of where the Litter Picker was intending to pick. The Deputy Chair indicated his thoughts that the Council could do more to understand what service was provided for the level of investment made. Members noted that the incidence of fly tipping could affect the route taken, as refuse sometimes had to be left in place for enforcement officers to investigate its origins. Councillor G Friend added that, in Poulton with Fearnhead Parish, the Council was able to direct its Litter Picker to hot spots. Councillor Vobe raised the issue of whether the Council should know the Litter Picker's route in advance for health and safety reasons regarding lone working.

The Clerk reminded members that the service was shared 50/50 with Burtonwood and Westbrook. The litter picker was employed by both Councils through an agency. However, his day to day management was currently arranged through Warrington Borough Council officers at the depot. The Deputy Chair reminded Members that the funding for the service was a large percentage of the precept. It was suggested that discussions about the service be held with the Borough Council.

Issues of Note

The roof of the Centre would need to be repaired soon and quotes were being obtained. Due to the likely costs involved, additional prices were being sought in accordance with the Financial Regulations.

Payments made since Management Committee Report presented on 9 April 2019

A list of payments since 9 April 2019 was presented, as follows:-

Payee	Description	Sum
Direct Debits		
Payzone	-	£21.60
Barclaycard	-	£90.10
Bank Payments		
P Harden	-	£110.00
Bliss Supplies	-	£914.12
Gardenia Gardens	-	£122.50
HMRC	-	£1,275.38
D L Hannan	-	£160.00

Service Care	-	£288.16
Aquila	-	£174.00
DWP	-	£32.77
BOC		£140.40

Decision –

- (1) To note the update report.
- (2) To request the Clerk to send the contact details regarding the management of the Litter Picker to the Miss C Schofield, Senior Bar Person, with a copy to the Finance Officer, to enable them to make enquiries about the areas picked outside of Winwick.

WPC.178 Reports from Parish Council Committees

The Minutes of the Management Committee of 9 April 2019 were presented. Ms Jones indicated that she had issued an updated version of the finance report, which took account of the charges for the pre-school.

Councillor G Friend indicated that although Members were raising concerns in this meeting about the Leisure Centre’s finances, he acknowledged that many of those Members did not serve on the Management Committee. The issue for some Members was that the day and timing of those meetings clashed with other regular commitments. Members were informed that the Committee was representative of the Parish and included Councillors Matthews (Chair), Gordon, Gosney and Iddon (and one vacancy). The Chair commented that it was not a lack of representation on the Committee that was an issue, but that ‘the levers were not connected’.

Decision – that the Minutes of the meeting of the Management Committee of 9 April 2019 be noted.

WPC.179 Recruitment of Footpath Wardens

The Deputy Chair enquired if the Council wished to post some adverts for Footpath Wardens, as most parishes had them. Wardens frequently attended the Rights of Way Forum led by John Thorpe, of the Borough Council. The matter was timely because work was due to be undertaken on the Definitive Map for 2022. Members suggested that advertisement be forwarded to voluntary groups such as the women’s institute and to editors at Warrington Worldwide and the Warrington Guardian.

Decision - To note the work to be undertaken on the Definitive Map and to request the Clerk to produce and circulate widely an advert for Footpath Wardens for the Winwick area.

WPC.180 Reports from Approved Outside Body Appointments

Rights of Way Forum

The Deputy Chair indicated that he had been unable to attend the last meeting of the Forum.

WPC.181 Ward Reports / Updates

Houghton Green Ward

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

Peel Hall Ward

Councillor Vobe indicated that he was making good progress in relation to the Birch Avenue issues. He had met with Mark Tune, Warrington Borough Council, regarding the matter of car parking and he was sympathetic to and supportive of the residents. It was noted that Steven Broomhead, Chief Executive of the Borough Council, had visited the site to see first-hand the fence erected by Satnam. An apology had also been made over the lack of early contact after promising to engage with residents. Councillor Vobe stated that he had chased up the matter of the protection of the playing fields off Butcher Drive with Councillor Bowden, Leader of the Borough Council. No reply had yet been received, but he would continue to follow up the matter. The protection of the playing fields was key to resisting inappropriate development of Peel Hall.

The Deputy Chair commented that he had noticed some surveying taking place in respect of former quarry land in the area, which might indicate potential future development aspirations.

Winwick Ward

Councillor Iddon reported that the grass verges were beginning to become overgrown, especially around Hermitage Green. Members were reminded that the grass was normally cut before the likely arrival dates of travellers heading for Appleby Fair to discourage illegal encampments of travellers with horses. A resident of Hermitage Green commented that he usually contacted Warrington Borough Council directly to request cutting, but was becoming frustrated by the need to repeat this request. It was noted that some weed killing had already taken place in the area.

Decision –

- (1) To note the ward reports/updates provided.
- (2) To request te Clerk to write to Warrington Borough Council to request that the grass verges, particularly around Hermitage Green and Myddleton Lane be tended.

WPC.182 Date and Time of Next Meeting

Decision – To note that the next meetings, being the Annual Parish Assembly and the Council’s Annual Meeting, will take place on Tuesday 28 May 2019 at 7.00pm and 7.30pm respectively.

WPC.183 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.

WPC.184 Five Point Plan – Winwick Leisure Centre: Outline Business Case

Members considered a Confidential Paper of the Chair of the Management Committee, which set out a commentary on the financial figures for 2018/19 in respect of the Leisure Centre, as well as a Six Point Plan for improvement (amended from a Five Point Plan). The paper highlighted the overall level of subsidy provided to the Centre in 2018/19 and concerns around costs for staffing, NI/PAYE, entertainment, buffets and cleaning.

The Six Point Plan would tackle issues summarised as follows:-

- Improved timeliness of monitoring information;
- Development and approval of a Business Plan for the Leisure Centre;
- Development of targets and key performance indicators (KPIs);
- Reviewing the Terms of Reference of the Management Committee and increased executive powers;
- Carrying out a customer engagement exercise; and
- Establishment of a Sub-Group to look at possible alternatives to the provision of the Leisure Centre.

A lengthy discussion ensued about the content of the Confidential Paper.

An amendment to the detail of the Six Point Plan was proposed by Councillor Vobe and is recorded in a confidential minute to this item.

Decision – To note the Confidential Paper and to agree the Six Point Plan, as amended.

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

WPC.185 Confidential Minute – 26 March 2019

Members considered a Confidential Annex to the minutes of the meeting held on 26 March 2019.

Decision –

- (1) To approve the Confidential Annex to the minutes of 26 March 2019.
- (2) In the light of the discussions on the Six Point Plan (Minute WPC.184), to suspend further substantive action to progress the sale of land to Winwick CE Primary School.

Winwick Parish - Management Committee 14 May 2019

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

WPMC 67 Apologies

There were no apologies for absence received.

WPMC 68 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 69 Minutes

In respect of Minute WPMC60 – Action List, Councillor Iddon reported a lack of significant progress in providing a face-lift at the Leisure Centre and in some of the operational practices. For example, Centre notice boards remained empty, despite the fact that the Centre offered cheap beer and that a number of events such as the Harry Potter Quiz Night and Children’s Bank Holiday Disco had recently taken place. The Centre served coffee, but this was poorly advertised. For example, a suitable sign might attract walkers from Myddleton Lane. In addition, the Swan was currently closed for refurbishment for at least one week, but no attempt had been made to capture displaced customers. The Chair expressed frustration that the Committee continued to issue instructions and guidance on improvements, but that these did not translate into actions.

Councillor Iddon indicated that she was willing to continue to provide ideas to promote that Centre, but would be unwilling to do so if the controlling political group’s agenda was simply to close the Centre. The Chair stressed that there was no decision to close the Centre, but that this Committee had been tasked with making the Centre viable, whilst at the same time another group would consider what should happen if the Centre was not ultimately self-sustaining. This might involve sale of the land for accommodation for assisted living and perhaps the retention of a small integrated community hall. The project group would need to consider how to engage suitable developers and the drafting of plans, together with the overall costs of the alternative. Clare Jones, Interim Finance Officer, added that Council had not specified how this work would be carried out, but that Council’s senior officers would have limited capacity to undertake this scale of project unaided.

The Chair added that the changes to the accounting practices being introduced, to separate out the bar figures from the Centre’s other activities, might help to answer the question as to whether the Centre would be viable if the bar only was to close. In short, the Council could not simply board up the Leisure Centre, as there would be security, rates and other on-going maintenance costs. However, the costs of demolition could be in the region of £80k. The mandate from Council was that the Committee had around 2 to 3

years to turn around the financial position of the Centre.

Members discussed the need to look into whether there were covenants on the land and the need to fund solicitors to look into the registration of the land. The Council had agreed that these actions would need to be carried out before any sale of the land for use by Winwick CE Primary School. It was envisaged that the legal costs of the transfer of any land would be borne by the school.

Councillor Iddon commented that, to date, the Committee had been unable to change the formula for how the Centre operated. That was not helped by a lack of advertising. The Chair added that the situation was not helped by the fact that residents south of the M62 did not tend to use the Centre. Any ideas to increase usage would be considered. Ms Jones reminded members that the Centre staff were producing and delivering some leaflets. Councillor Iddon stated that leafleting would still need to be carried out in conjunction with use of the notice boards. The Chair enquired if a separate Marketing Group should be established. Ms Jones indicated that Carolann Schofield, Bar Supervisor, was covering the bookings side of the business and Ken Morley, Centre Manager, was working closely with her on room lettings. Ms Jones was due to meet with Mr Morley next week and would raise the issue of advertising and notice boards with him.

The Chair suggested that the Committee authorise him to meet with staff to discuss an action plan comprising the following:-

- a) Updating the Leisure Centre notice boards;
- b) Passing promotional posters to Councillors Gordon and Iddon for the Parish Council notice boards;
- c) Considering where the coffee A-board should be located;
- d) Identifying and reviewing where the promotional leaflets were being distributed; and
- e) Tidying the front aspect of the Leisure Centre and developing a programme of improvement works.

Councillor Iddon suggested other activities including:-

- f) Trimming the hedges;
- g) Notices on the notice board by the rear outdoor seating area; and
- h) Screening off the contents of the bottle cage to the rear of the Centre.

Members discussed whether the Parish Notice boards should be updated by Leisure Centre staff. However, Councillors Gordon and Iddon confirmed that they were still happy to undertake this activity if provided with suitable material by the Centre Manager, Finance Officer and Clerk. In general, the following information should be posted:-

- Marketing material (weekly); and
- Agendas (monthly).

Members considered that updating the Leisure Centre notice boards should be included in the job descriptions of Centre staff and its execution be formally allocated to individuals via the staffing rota. Councillor Gosney suggested that a more general notice be placed on all notice boards indicating what goes on in the Centre. The Chair added that staff could then decide what particular activities or offers they were promoting in each week on the weekly notices. Councillor Gosney added that this would help to ensure that staff took responsibility for what was driving the development of the Centre.

In connection with Minute WPMC61 – Bar Takings Cumulative, the Chair reminded members of the importance of the Five (now Six) Point Plan. Councillor Iddon suggested that capturing the best ideas from staff was crucial to success. Julian Joinson, Clerk, queried whether there was a need to improve how key messages from this Committee were disseminated to staff. The Chair suggested a Core Brief. Ms Jones indicated that she was due to meet with Mr Morley soon. It was acknowledged that generating additional paperwork might not be the most productive use of time, provided that the key messages were delivered verbally, and soon after the Committee had met.

Councillor Gosney suggested that Ms Jones would need to be properly remunerated for any additional hours worked to implement the action plan and that overtime be paid as necessary. Councillor Iddon added that it was vital to start the action plan rolling with staff quickly. Councillor Gordon asked if the staff, including bar staff, were genuinely interested in the health of the business. Ms Jones responded that Mr Morley and Miss Schofield were thoroughly engaged and other bar staff were on board too. It was noted that one member of staff was restricted to mostly cleaning duties at present. Mr Morley was arranging a staff meeting for 3 June 2019 at which Ms Jones would also be present. Miss Schofield had also passed her Designated Premises Supervisor exam, which provided greater depth of cover in the running of the Centre

The Chair reiterated that it might take 2 to 3 years to turn around the fortunes of the Centre and that in the long term running at a small loss might be an acceptable situation. Ms Jones stated that the staff meeting would deliver a frank message to staff on the basis that:-

- if nothing improved, the Centre would close;
- these were the plans to recover the situation; and
- what suggestions did staff have.

The Chair commented that the Centre still had no logo for its marketing. Members suggested that a more fundamental change was required first. Ms Jones added that the Centre Manager had indicated that repairing the roof was a much higher priority than the re-branding exercise. Councillor Gordon mentioned the appearance of staff, which did not project a corporate identity as there was no staff uniform. For visitors at the Centre it was difficult to identify who was who. Ms Jones indicated that staff were not issued with ID badges. Some cheap T-shirts had recently been provided in anticipation of

the re-branding exercise. The Chair mentioned that previously staff had received matching polo shirts, but these had now exceeded their useful lifespan due to washing and wear and tear. Councillor Gordon reported that there was a perception by new visitors that they were stared at by regular Centre users and not necessarily made to feel welcome. Staff could play a key role in improving first impressions.

Members considered whether rebranding the Centre as 'The Leisure' would work, as the Centre was often referred to by that name locally.

Regarding Minute WPMC62 – Planning Consultants, the Chair reported that Peter Black, Blackfryers Consultants Limited, was due to meet with residents tomorrow in the Leisure Centre to discuss the Local Plan. The session should provide the Council with some ideas for its submission to the consultation exercise.

The Chair pointed out that an application had been submitted in relation to land at the rear of Waterworks Lane, although no specific objections appeared to have been raised by the local community. Letters had been delivered to local residents about the proposed development. Councillor Gordon and Iddon indicated that they had not received any notification directly, although the Chair confirmed that he had. Councillor Iddon also mentioned that she had received nothing official about the Delph Lane development either.

The Chair indicated that he had also received correspondence about the Local Plan consultation, which indicated a number of potential future development sites in Winwick. To date no protests had been lodged. Councillor Gosney indicated that he had recently attended the Parish Liaison meeting with Warrington Borough Council, at which the draft Local Transport Plan (LTP4) and draft Local Plan had been discussed. However, much of the meeting was dominated by objections raised from parishes in south Warrington. The Chair reminded Members that his preferred option for development would be high density housing in Warrington town centre and the use of some small outlying sites.

On the matter of the LTP4 above, Councillor Iddon reminded Members that very long lorries were now using Winwick Lane. The Chair reported that Mark Tune, Traffic Management and Road Safety Manager, Warrington Borough Council, was in favour of restrictions being applied to that route, but that neighbouring authorities might have different views. In general, the traffic issues on that route were not as problematic as people tended to imagine.

Decision –

- (1) That the Minutes of the meeting held on 9 April 2019 be agreed as a correct record.
- (2) To note the action plan as indicated in items a) to h) above.
- (3) To authorise the payment of overtime to Ms Jones for any

additional hours worked to implement the action plan, subject to an estimate of additional working hours being provided in advance to the Chair of the Committee.

WPMC 70 Action List

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

Actions 1 and 2 – Ms Jones had been unable to secure a second quote for the proposed playground equipment repairs from Wigwam. She would now seek to finalise the works with Wicksteed.

Action 4 – The Chair queried whether any work to provide stocktake information to the Committee had been carried out. Ms Jones responded that she had received the relevant paperwork, but that this information would need time to collate.

Action 7 – Councillor Iddon indicated that she was happy to speak to Gardenia Gardens about work needed around the Leisure Centre. Ms Jones confirmed that she had sent an e-mail to the proprietor asking him to get in touch. A response to the e-mail indicated that Gardenia Gardens would be on site on Thursday 16 May 2019, but could meet to discuss the works required tomorrow between 5.00pm and 5.30pm.

(Action to be deleted from log)

On a related matter, Councillor Iddon added that the litter picker had recently been observed chopping down a tree to the rear of Thoroughgoods shop last week, which was not within his job description. Ms Jones undertook to raise the matter with the Borough Council. Mr Joinson reported that officers had been in touch with Kathy Sephton, Environment Manager, last week to raise the existing concerns about the litter picker operating outside of the parish area. Ms Jones had now received copies of the relevant timesheets and would be scrutinising these closely.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To agree to additional expenditure of up to approximately one half day, for gardening work at the Leisure Centre by Gardenia Gardens, subject to the outcome of the proposed discussions between the contractor and Councillor Iddon.

WPMC 71 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 April 2019. The report comprised a new format which included a monthly profile of anticipated finances based upon the income figures experienced in 2018/19. Ms Jones, Interim Finance Officer, was in attendance to highlight key elements of the report.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales (£140k) had been broken down over the 12 month period, based on the percentage fees taken last year. The relevant percentage and target income for each month was outlined in a table. 2019/20 income would be assessed against the table provided below.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.50	8.25	10.00	13.00	8.50	7.50	8.25	8.25	8.50	8.00	6.25	7.00
Budget (£1,000s)	9.10	11.55	14.00	18.20	11.90	10.50	11.55	11.55	11.90	11.20	8.75	9.80

Ms Jones reported that the intention was to take account of the natural fluctuations in income over the year to enable realistic monthly targets to be set. If approved by the Committee, she would discuss the new targets with the Centre Manager.

Members indicated that they were pleased with the new format of reporting.

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at April 2019, using the profile outlined above. The Bar take for April 2019 was £1.3k above the anticipated fees for the month, but would be £1.2k under a straight monthly split of £11.7k expected income.

Events and room bookings for parties continued to be promoted to improve bar sales.

Bar Takings Cumulative

A further graph was provided showing the cumulative budgeted and actual bar takings as at April 2019, using the profile outlined above. Overall the income was above target.

Bar sales breakdowns had been reviewed and percentage breakdowns were as follows:-

Sub Section	Percentage	Annual Target
Beer sales	79.25%	£110,950
Bar snacks	3.00%	£4,200
Soft drinks	13.00%	£18,200
Tea and coffee	4.75%	£6,650

These annual targets would be reported as individual items to the full Council meeting.

The Clerk indicated that the above information should enable marketing to be targeted on those items which delivered the most profit. The Chair requested that 'Beer sales' be retitled to 'Alcoholic beverages sales'.

Cash Takings

A table of cash takings for bar sales (including tea and coffee) for the weeks commencing 1 to 29 April 2019 was presented, together with a list of events which had taken place throughout the period. The green boxes (in the original report) highlighted where takings had exceeded the daily target figures based upon the following income profile:-

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Percentage	6%	7%	9.5%	7.5%	14.75%	37.5%	17.75%
Bar sales	£160.00	£200.00	£250.00	£210.00	£385.00	£1,005.00	£480.00

Exceeded sales were due to the following bookings:-

- 7 April 2019 – Christening
- 10 April 2019 – Line dancing
- 18 April 2019 – Flower Club/ Aikido (probably providing a good social bar night)
- 20 April 2019 – 21st Birthday
- 22 April 2019 – Bank Holiday
- 26 April 2019 – Harry Potter Quiz

A more detailed schedule, which included beer, bar snacks, soft drinks, tea/coffee sales, room hire and ticket sales was also provided.

The Chair commented that the daily sales information was useful, but the overall monthly and annual sales were the critical figures. Ms Jones indicated that the daily figures would help to determine what days were popular for certain types of bookings, so as to avoid filling those dates with less profitable bookings. For example, parties were usually booked on Saturday evenings, children's parties and christenings were often held on Sundays and funerals took place on weekdays. It was noted that the room hire for funerals was free and Members discussed whether a small charge should be made. It was also suggested that a sympathy card could be provided to the hirer. Ms Jones indicated that she had been asked to look into whether the Centre could place an advert in the NHS Bereavement Pack. It was understood that many funeral hirers were from out of the area and used the Leisure Centre due to its

proximity to the motorway and local hotels .

Members considered the possible use of the ‘Boost’ facility on Facebook to provide targeting marketing for the Centre.

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 in 2019/20 was provided. In April 2019, 10.9 cups per day had been sold, compared to 11 cups in March 2019. A second table was provided, which showed the position for the same period in 2018/19, and which demonstrated the overall performance improvement. As coffee sales were holding steady at around the 9 – 12 cups per day mark, the Centre would endeavor to build on this during the financial year to increase profitability.

Ms Jones commented that the coffee sales had benefited from spectators of the rugby club matches. It was envisaged that sales might swing towards soft drinks in the summer. Councillor Iddon requested that all of the coffee items be kept in one location in the Centre, next to the coffee machine. For example, on one occasion, the staff had to search for lids for the take-out coffee cups. The Chair suggested that reusable, branded cups should be available, rather than disposable cups.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£58k), including buffet sales, had been split across the relevant months by percentage. 2019/20 income would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.00	8.00	7.00	9.25	7.00	10.00	9.75	7.50	10.25	8.25	5.75	10.25
Budget (£1,000s)	4.06	4.64	4.06	5.365	4.06	5.8	5.655	4.35	5.945	4.785	3.335	5.945

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at April 2019, using the profile outlined above. Room lettings for April 2019 ran at £0.2k under the anticipated fees for the month, based on the percentage splits and £1k under a straight monthly split of £4.8k expected income. The Chair commented that room lettings were low at the same time last year, but were expected to rise. Ms Jones indicated that Miss Schofield was currently focusing on this.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at April 2019, using the profile outlined above. Overall the

income was slightly below target.

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.

Events

A detailed analysis was provided of income and expenditure for the two events which had been run during April 2019. A summary of the figures was as follows:-

- Harry Potter Quiz = -£28.71 (loss)
- Easter Monday Children’s Disco = £17.70 (profit)

The figures seemed to underline the thinking that events should be organised as a last resort. Councillor Iddon asked if the Harry Potter figures included the sales and refunds for the previous cancelled event. Ms Jones confirmed that those figures were not included. The Chair commented that the event was not wholly without merit, but had been hindered by setting the prize money too high at £100 and over-catering. In effect, ordinary bar customers had received free pies due to the over-supply. Better control of the costs and some business acumen might have led to a profitable event. Ms Jones indicated that ticket sales had been lower than for the previous event. She would raise the above-mentioned concerns with the Centre Manager. She had personally attended the Harry Potter Quiz Night and a recent Comedy Night, so as to get a feel for what was going on. Councillor Iddon suggested that the viability of each event should be reviewed a couple of days before it was held, however, the Chair suggested that the review would need to be sooner. It would also be preferable to advertise a ‘cash prize’ without stipulating the amount, so that the prize money could then be based upon a percentage of ticket sales.

Overall Members felt that caution should be exercised when arranging any events. It was confirmed that a forthcoming school leavers event had been arranged by the Parent Teacher and Friends Association (PTFA), not the Lesiure Centre. The PTFA also arranged other activities at the Centre.

Payments Made

A list of payments made to 13 May 2019 was presented, as follows:-

Payee	Description	Sum
Electronic Payments		
Bliss	-	£590.44
BOC	-	£140.40
DJ Fire	-	£144.00
DL Hannon	-	£180.00
Drum BSS	-	£146.40

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P Healey	-	£297.60
Service Care	-	£521.80
PAYE	-	£1,686.73
DEO	-	£76.08
Cheshire Magistrates	Fines deducted from staff wages	£57.34
Bliss	-	£537.16
Cheshire West	-	£100.00
Concept	-	£1,934.40
KC Kitchen	-	£430.00
Water Plus	-	£956.79
Bliss	-	£806.12
WBC	Clerk's salary until postholder left	£4,528.80
Styles	-	£192.00
Direct Debits Paid		
BT	-	£233.59
BNP	-	£266.34
WBC	-	£526.17

Councillor Gosney enquired about the Cheshire Magistrates fine listed above. Ms Jones indicated that this was as a result of a Department of Work and Pensions (DWP) Fraud and Error Prevention Service (FEPS) investigation. Where an employee had not entered into an agreement to pay back an overpayment of benefit with the DWP, the Court could order a repayment directly from staff wages. The Chair reminded Members that the Committee had previously asked for all FEPS investigations concerning staff to be reported to it under Part 2 of the Agenda. Given that staff were employed in a position of trust by the Parish Council and were handling money, the highest standard of ethics was required. The Committee would need to take a view as to whether the Council's reputation might be harmed and whether the employee concerned had crossed a line.

Quotes

Quotes had been obtained for the proposed roof repairs. A discussion on the quotes received was moved to Part 2 of the meeting.

Issues of Note

An outline Business Plan/Deficit Recovery Plan for the Leisure Centre was provided by the Centre Manager, for consideration in Part 2 of the meeting. The report included the following information:-

- Summary of targeted improvement areas;
- Bar costs;
- Staffing hours;
- Possible growth items;
- Contractual options;
- Stock control;

- Bar takings;
- Budget reductions;
- Bar hours; and
- Price review (as at January 2019)

Decision –

- (1) To note the update report and the new format for the performance monitoring information.
- (2) To note the Business and Recovery Plan for the Leisure Centre.

(B) Playing Fields Boundary Inspection

The inspection would take place immediately after the meeting.

WPMC 72 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 73 Minutes - Confidential Annex

The Committee considered a Confidential Annex to the minutes of the meeting held on 9 April 2019.

Decision – To approve the Confidential Annex to the minutes of the meeting held on 9 April 2019, as now presented.

WPMC 74 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

The Committee received an outline Business Plan/Deficit Recovery Plan for the Leisure Centre, provided by the Centre Manager.

Decision – To note the Business and Recovery Plan as presented and the comments set out in the confidential Annex to this Minute.

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

(B) Employee Matters

There were no matters raised under this heading.

(C) Roof Repair Quotes

Members discussed two quotes received for roof repairs.

Decision – That the Interim Finance Officer be requested to circulate written details of the quotes received to Members tomorrow seeking their views on the way forward.

Note: The Playing Fields site inspection was postponed to the start of the next meeting, as darkness had fallen by the end of the meeting.

WINWICK

*Best Kept Village
in Cheshire – 2000*

**PARISH
COUNCIL**

**PUBLIC VIEWING OF AGENDAS AND NOTICE OF PARISH COUNCIL MEETINGS
MUNICIPAL YEAR 2019/20**

Detailed below is the formal Notice of Meetings and list of Agendas that are due to be produced during 2019/20. Members of the Public are asked to contact Julian Joinson, Clerk to the Council, Tel 07818 066549 or E-mail: jjoinson.winwickclerk@outlook.com, if they wish to view any Agendas. Meeting documents can also be viewed on the Parish Council's website, as follows: www.winwickparishcouncil.org.uk

Date and Time of Meeting	Meetings	Date Agenda Published
Tuesday, 28 May 2019 at 7.00pm	Annual Parish Assembly	Monday 20 May 2019
Tuesday, 28 May 2019 on the rising of the above, but no sooner than 7.30pm	Winwick Parish Council – Annual Meeting 2019	Tuesday, 21 May 2019
Tuesday, 11 June 2019 at 7.30pm	Management Committee *	Wednesday, 5 June 2019
Tuesday, 25 June 2019 at 7.30pm	Winwick Parish Council	Wednesday, 19 June 2019
Tuesday, 9 July 2019 at 7.30pm	Management Committee *	Wednesday, 3 July 2019
Tuesday, 23 July 2019 at 7.30pm	Winwick Parish Council	Wednesday, 17 July 2019
Tuesday, 10 September 2019 at 7.30pm	Management Committee *	Wednesday, 4 September 2019
Tuesday, 24 September 2019 at 7.30pm	Winwick Parish Council	Wednesday, 18 September 2019
Tuesday, 8 October 2019 at 7.30pm	Management Committee *	Wednesday, 2 October 2019
Tuesday, 22 October 2019 at 7.30pm	Winwick Parish Council	Wednesday, 16 October 2019
Tuesday, 12 November 2019 at 7.30pm	Management Committee *	Wednesday, 6 November 2019
Tuesday, 26 November 2019 at 7.30pm	Winwick Parish Council	Wednesday, 20 November 2019
Tuesday, 14 January 2020 at 7.30pm	Management Committee *	Wednesday, 8 January 2020
Tuesday, 28 January 2020 at 7.30pm	Winwick Parish Council	Wednesday, 22 January 2020
Tuesday, 11 February 2020 at 7.30pm	Management Committee *	Wednesday, 5 February 2020
Tuesday, 25 February 2020 at 7.30pm	Winwick Parish Council	Wednesday, 19 February 2020
Tuesday, 10 March 2020 at 7.30pm	Management Committee *	Wednesday, 4 March 2020
Tuesday, 24 March 2020 at 7.30pm	Winwick Parish Council	Wednesday, 18 March 2020
Tuesday, 14 April 2020 at 7.30pm	Management Committee *	Monday, 6 April 2020
Tuesday, 28 April 2020 at 7.00pm	Annual Parish Assembly	Monday, 20 April 2020
Tuesday, 28 April 2020 on the rising of the above, but no sooner than 7.30pm	Winwick Parish Council	Wednesday, 22 April 2020
Thursday, 7 May 2020	PARISH ELECTIONS	
Tuesday, 19 May 2020 at 7.30pm (note this is the third Tuesday of the month)	Winwick Parish Council – Annual Meeting 2020	Wednesday, 13 May 2020

All meetings will be held at the Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ, unless a different venue is notified on the Agenda. Occasionally, meeting dates may be subject to change. In the event of a change of date a revised Notice will be published at least three clear working days before the meeting.

* NOTE Agendas which are likely to contain items of a “confidential or private nature” (Part 2 Items) are marked with an asterisk. It is likely that the public will be excluded from parts of, or a significant portion of those meetings. Parts of the agendas of those meetings may not be able to be viewed, as this might result in publicity which would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons and arising from the nature of that business or of the proceedings.

Julian Joinson, Clerk to the Council
c/o Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ