

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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4 June 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 11 June 2019, at 7.30pm**, at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
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 14 May 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*).

(2) Playing Fields Boundary Inspection (the inspection may take place after the closure of the formal meeting)

6. Chairman to move Part 2

Part 2

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Council may, by resolution, exclude the public (and press) from the following part of the meeting on the basis that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution (including the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees) and arising from the nature of that business or of the proceedings.

7. Minutes - Confidential Annex

To receive the Confidential Annex to the Minutes of the meeting held on 14 May 2019.

8. To consider any matters in line with the Committee's Terms of Reference.

(1) Community & Leisure Centre – confidential 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*)

b) Business and Recovery Plan.

(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 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).

Agenda Item 3

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:-

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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 roof repair 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 PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2019/20

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	-	A single quote only was returned. The work is due to be actioned shortly	
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	-	A single quote only was returned. The work is due to be actioned shortly	
3	To request the Finance Officer to provide regular stocktake reports to the Committee.	WPMC.45(A)(3)	06/02/19	Finance Officer	-	-	In progress	
4	To authorise officers arrange for the jet-washing of the patio by the cheapest suitable method.	WPMC.55(B)(2)	12/03/19	Finance Officer/ Leisure Centre Manager	-	-	A verbal report will be provided on progress	
5	To request the Finance Officer/ Leisure Centre Manager to provide some colour versions of the logo designs for submission to the Council further consideration.	WPMC.60(2)	09/04/19	Finance Officer/ Leisure Centre Manager	-	-	Black and white versions were provided in 09/04/19. Issue now deferred in the light of work on the Business/Recovery Plan	
6	To authorise the Leisure Centre Manager to experiment with the Centre's offer on Monday evenings to attempt to increase trade at that time.	WPMC.61(A)(2)	09/04/19	Leisure Centre Manager	-	-	To be actioned as appropriate under the Business/Recovery Plan	
7	To support, in principle, the outline business case provided and to request the officers to refine the document, to enable staff to be consulted on its content, subject to (4) below (<i>now actioned</i>).	WPMC.61(A)(3)	09/04/19	Finance Officer/ Leisure Centre Manager	-	-	Officers had worked up various financial models. A more detailed Business/ Recovery Plan was provided on 14/05/19, but further refinement is being actioned	
8	To authorise Ms Jones and Mr Joinson to liaise to provide a response to the auditors'	WPMC.63	09/04/19	Finance Officer/ Clerk	-	-	A draft response has been produced	

Agenda Item 4

	observations on the final annual accounts 2017/18.							
9	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.70(2)	14/05/19	Finance Officer			A verbal update will be provided	
10	That the Interim Finance Officer be requested to circulate written details of the roof repair quotes received to Members tomorrow seeking their views on the way forward.	WPMC.74(C)	14/05/19	Finance Officer			Indicative quotes were reported to the Council on 28/05/19. Further information will be available to this Committee on 11/05/19	

Progress Legend

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

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