

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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17 July 2019

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 23 July 2019 at 7.30 pm.

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 give advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the Annual Meeting of the Parish Council held on 25 June 2019.

- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**

- 7. Police / Community Issues**
- 8. Correspondence**
- 9. Planning Matters**
- 10. Finance Officer's Report**
- 11. Review of Financial Regulations**
- 12. Reports from Parish Council Committees**
 - Management Committee – 11 June and 9 July 2019
- 13. Reports from Approved Outside Body Appointments**
 - Rights of Way Forum (Councillor G Friend)
- 14. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, Matthews and Purnell)
 - Peel Hall Ward
(Councillors Emery, Gosney and Vobe)
 - Winwick Ward
(Councillors Gordon, Iddon and Mitchell)
- 15. Date and Time of Next Meeting – Tuesday, 24 September 2019**
- 16. Chairman to move to Part 2**

Part 2

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

- 17. Confidential Minute from 25 June 2019**
- 18. Sale of Land to Winwick CE Primary School - Update**

Winwick Parish Council
Minutes of the Meeting held on 25 June 2019

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

WPC.24 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Gosney and Vobe.

WPC.25 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.26 Minutes

Decision – That the Minutes of the Annual Council Meeting held on 28 May 2019 be agreed and be signed by the Chair as a correct record.

WPC.27 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council.

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

WPC.28 Question Time for Electors

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

Vision for the Leisure Centre

A resident reminded Members that at the meeting on 23 April 2019 he had raised a question about the Business Model for the Leisure Centre. He now wished to refine his question to enquire what Vision the Council had for the Centre.

Response: Clare Jones, Interim Finance Officer, indicated that last year a visioning exercise had been undertaken which had involved staff and councillors. Broadly, everyone wanted the Centre to be the hub of the community. That would enable it to be used for local bands, the Parent Teacher Association, football/rugby clubs and private parties on Fridays and Saturdays. Overall the Centre needed to have a more community focus and be more than just a bar. The Centre Manager wanted more sports groups involved to get them using the playing fields. Further ideas would be developed in the Business Plan.

Councillor Matthews offered to take away the question and provide a more comprehensive response to the public in general. Previously, the Management Team had consulted the staff about their ideas for the Centre. Some of those employees had provided a number of suggestions for improvement, others had

proposed just one or two. However, a common theme was a clear split between the daytime use of the Centre and the operation of the bar and the idea of improved community use. The staff group had also wanted to develop a new logo for the Centre, but subsequent drafts had been poor and, therefore, not taken forward. Development of a logo would not now be taken forward until improvements to the Centre infrastructure had been undertaken. The future success of the Centre depended on a strong partnership between the Council and all stakeholders. One way forward might be to share the ideas generated with the wider public and ask for feedback.

Councillor Emery asked if the resident had his own Vision for the Centre. The resident responded that he would be willing to reflect upon that question. His reason for asking the question was due to the Council's response to the Draft Local Plan, included elsewhere on the Agenda, and in particular the environmental trends and issues of disruption and discontinuity. He asked how the Leisure Centre would take account of those factors and a growing uncertainty. There was an opportunity here to make things happen if a particular Vision was pursued. The key was to take an incremental approach thereby not exposing the Council to too much risk at any one time. The Council ought to have a more comprehensive approach to the Leisure Centre's development. For example, how would it meet the needs of several wards? It was important for the community to be involved in shaping the Centre's future, but there was also a danger in thinking along existing lines, without any real step-change. Given the large scale changes proposed by the Local Plan it was important to get people to think about what was possible and to focus on the needs of the Parish as a whole. There was nothing wrong with the costs of the Centre being met, in part, from the Precept, but the facilities needed to benefit all.

Councillor Matthews indicated that the above would be a useful exercise. It might also identify that people from Orford, Croft and Lowton, outside of the Parish, were potential users of the Centre. The Centre needed to advertise its offer intelligently, as its boundaries were not fixed by the Parish limits. Any users would be welcomed if they contributed to the Centre's income. Councillor Emery added that a balance would need to be struck between community and outside usage. Ms Jones noted that marketing could easily be targeted outside of the Parish and that the Business Plan would address those issues. Councillor Matthews summarised by indicating that it was not easy to change the status quo and that the Management Team needed to be more nimble.

Decision – To note the question and issues raised by a resident.

WPC.29 Written Motions Received

There were no written motions received on this occasion.

WPC.30 Police / Community Issues

Written reports were provided by Neil Drum, Neighbourhood Inspector, Warrington West Beat Management Team, PCSO Neil Brown (Winwick Ward) and PCSO Jordan Burke (Peel Hall Ward).

The report from Inspector Neil Drum explained the redeployment from Charles Stewart House (in the centre of Warrington) of the West Beat sergeant and Beat Managers (constables) back to Penketh Police station, to rejoin the PCSOs also redeployed there in 2018. This meant that the entire West Beat Management Team was now operating from Penketh Police Station, enabling them to spend the majority of their time in their respective wards undertaking engagement with the community, problem solving issues and conducting visible patrols. The report included named police contacts for the West Beat.

The report from PCSO Brown covered the period of June 2019. PCSO Brown had collected CCTV for a shoplifting incident in Winwick at the local shop, Thoroughgoods. He had also been giving passing attention, since this suspect had been hanging around the location at various times and dates.

PCSO Brown had been to the Leisure Centre to liaise to see what the event organisers wanted him to bring to the Winwick Carnival next month. He had also been attending later on in the evening when parties were underway to make sure that there were no issues at the Centre.

He had attended the local youth club, cubs and scouts to get to know the youths of the wider area and to see if they could provide him with local intelligence. He had also been carrying out foot patrols around the area to ensure that he was visible to the public.

The report contained a number of other activities which related to Burtonwood and Westbrook Parish.

The report from PCSO Burke covered the period 26 May to 23 June 2019. It indicated that, in total, there had been 326 incidents recorded over the Poplars and Hulme (Borough) Ward. The repeat locations for incidents in the Winwick Parish area were in Grasmere Avenue. However, there were no repeating crime trends for this month for the Parish ward.

In respect of anti-social behaviour, a report had been received relating to off-road motorbikes being driven around Grasmere Avenue and the surrounding areas. However, there were no other incidents of note for the Parish.

Regarding other matters, PCSO Burke had conducted speed enforcement on Blackbrook Avenue heading towards Mill Lane. There were only three activations over 30mph. However, this would continue to be a priority area for the deployment of the TruCam (hand-held speed enforcement device).

Decision – To note the reports provided by the Neighbourhood Policing Teams.

WPC.31 Correspondence

The following items were reported:-

1. E-mails from Julia Pickering, Civic Office Co-ordinator, Warrington Borough Council, inviting Parish representatives to the Mayor of Warrington's Civic

Service which was due to take place at St Elphin's Parish Church on Sunday, 9 June 2019, at 11.00 am – 30/05/19

2. E-mail from Infrastructure Delivery Service Team, Warrington Borough Council, in connection with the eastbound exit slip road closure at the M62 junction 9 on 13, 14 and 15 June 2019 between 10pm and 5am to allow resurfacing, road marking and traffic signal loop installation to take place – 13/06/19
3. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Playsource – playground resurfacing.

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

The Chair, Councillor Mitchell, declared an interest in Issue 1 below due to her position as Deputy Leader of Warrington Borough Council and her role in the approval and promotion of the draft Local Plan and took no part in the vote on the matter.

WPC.32 Planning Matters

General Correspondence

1. A submission by Peter Black, on behalf of Winwick Parish Council, to the draft Local Plan, had been made on 17 June 2019, following consultation with councillors. A copy of the document was provided.

The Council was invited to formally ratify the submission made.

Domestic Planning Applications

2. Application reference: 2019/34595
Location: 51, Dundee Close, Winwick, Warrington, WA2 0UJ
Description of development: Householder - Proposed construction of new brick porch to the front of the property with concrete tiles. New brick garage to be constructed in the position of the existing garage
3. Application reference: 2019/35081
Location: 7, Chesterton Drive, Winwick, Warrington, WA2 8XF
Description of development: Householder. Proposed single storey rear extension to replace conservatory
4. Application reference: 2019/35082
Location: 99, Windermere Avenue, Poplars and Hulme, Warrington, WA2 0ND
Description of development: Householder - Retrospective consent for panel fencing and gates

5. Application reference: 2019/34782
Location: 468, Poplars Avenue, Poplars and Hulme, Warrington, WA2 9UJ
Description of development: Full Planning - Proposed kitchen/bedroom extension to rear of property.

Non-Domestic Planning Applications

6. Application reference: 2019/34989
Location: Lower Alder Root Farm, Hollins Lane, Warrington, WA2 8RY
Description of development: Agricultural - Proposed Agricultural Storage Building
7. Application reference: 2019/35001
Location: Land at Birch Avenue, Warrington, WA2 9TN
Description of development: Full Planning - Retention of existing wooden enclosure fence
8. Application reference: 2019/34981
Location: Winwick Quay, Woburn Road, Winwick, Warrington, WA2 8RN
Description of development: Discharge of conditions - Proposed discharge of condition 3 (Landscaping Scheme) on previously approved application 2019/34271
9. Application reference: 2019/34988
Location: 1 to 9 and 11, Cameron Court, Winwick, Warrington, WA2 8RE
Description of development: Advertisement - Application for consent to display 4 fascia signs.
10. Application reference: 2019/35155
Location: Bowling Green Farm, Mill Lane, Winwick, Warrington, WA2 0SX
Description of development: Non Material Amendment - Proposed increase in footprint by 0.45m to front and 0.45m to side and internal alterations to layout to previously approved application 2018/32693
11. Application reference: 2019/35232
Location: Public Open Space Adjacent to, 11, Fleming Drive, Winwick, Warrington, WA2 8XP
Description of development: Tree Preservation Order (TPO). Horse chestnut (T3) crown lift to 5m. Reduce laterals from 11 Fleming Drive and 10 Crompton Drive by 2-3 m, to clear properties. Reduce laterals on remaining sides to rebalance canopy as required.

Councillor Matthews referred to Issue 1 above and indicated that a common response to the draft Local Plan had been submitted by Winwick and neighbouring parish councils, with some sections tailored to meet their individual needs. He suggested that the Peel Hall Group be reconvened to continue discussions with Warrington Borough Council's strategic planners, or alternatively the Parish Council should write to Planning Officers to maintain the pressure. There was a suggestion that time and effort expended now might prevent the need for an expensive appeal

later in the process. The Chair suggested that the time might not yet be right to undertake this work and that it would be better to await the Borough's response to the Local Plan consultation process. However, it would be useful for councillors to take informal soundings at this stage about the public's view.

Decision –

- (1) To note the planning matters submitted to the Parish Council.
- (2) To endorse the submission made by Peter Black on behalf of the Council to the draft Local Plan, as presented.

WPC.33 Review of Risk, Internal Controls and Financial Regulations

Members considered a report concerning the annual review of the effectiveness of the Council's overall system of internal controls. The report included the background to requirement for a sound system of overall control and the current arrangements in place, together with supporting documents comprising:-

- Statement on Internal Control;
- Financial Regulations; and
- Summary of Financial Regulations as to Contracts.

The Accounts and Audit Regulations 2015 stated that a Council must ensure that it has a sound system of internal control which:-

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

Mr Joinson reported that the Regulations required that the overall system of internal controls be reviewed annually. Due to the changes to the Finance Officer post the review had not been carried out since October 2016 and there was a need for the Council to review these as a matter of urgency. The Clerk and interim Finance Officer had reviewed the documents and had made some minor amendments to reflect updated legislation and changes to existing practices.

Ms Jones indicated that Paragraph 5 of Section 3.1 of the main report required further amendment to reflect the fact that three signatories were required to make electronic payments, to bring this into line with Paragraph 5.3 of the Financial Regulations.

Councillor Matthews indicated two areas where further clarity might be required in the Financial Regulations. The first was the procedure to be followed for the invitation and return of tenders. The Financial Regulations should make clear that all tenders for contracts in excess of £1,000 (minor repairs) or £2,000 (general contracts) should be returned to either the Clerk or the Responsible Finance Officer in a sealed bid. The second related to the procedure to be followed if less bids were

returned than the minimum number to be invited, i.e. two in the case of minor repairs between £500-£1,000, or three in the case of minor repairs over £1,000 or general contracts over £2,000 (Paragraphs 11.3 and 11.4 refer).

Decision –

- (1) To note the report on the annual review of the effectiveness of the Council's overall system of internal controls.
- (2) To approve the internal control arrangements as set out in the report as presented and the Statement on Internal Control, the Council's Financial Regulations and Summary of Financial Regulations as to Contracts, subject to (3) and (4) below.
- (3) To approve an amendment of the first sentence of Paragraph 5 of Section 3.1 of the main report to read: "Three signatories in total must sign all cheques and electronic payments.";
- (4) To request that the Clerk and Finance Officer provide a report to the next meeting of the Council which addresses the following matters:-
 - An amendment to Paragraph 3.3 of the Financial Regulations to clarify that all tenders for contracts in excess of £1,000 (minor repairs) or £2,000 (general contracts) should be returned to either the Clerk or the Responsible Finance Officer, as specified in the tender documentation;
 - An amendment to Paragraphs 11.3 and 11.4 of the Financial Regulations to clarify that if less bids are returned than the minimum number to be invited, the relevant decision-maker may, if they deem it appropriate, choose from only the bids submitted without the need to seek additional tenders or quotations.

WPC.34 Appointment of Internal Auditors

The Clerk reminded members that the Council had committed to review the effectiveness of the internal audit arrangements annually and to agree the appointment of internal auditors on an annual basis. The internal audit arrangements were detailed in the previous report. The current auditors were RSM UK Group LLP. Ms Jones reported that there were no significant issues with the services provided by the current auditors.

Decision – To note the effectiveness of the Council's internal audit arrangements and agree to the appointment of RSM UK Group LLP for the ensuing year.

WPC.35 Annual Governance Statement

A draft of the Annual Governance Statement 2018/19 was provided, which showed that the Council was confident that it had in place a sound system of internal control, including the arrangements for the preparation of the Accounting Statements. Mr Joinson reminded Members that the Statement needed to be prepared after

considering the findings of the annual review of the effectiveness of the Council's overall system of internal controls by members of the authority meeting as a whole (Minute WPC.33), but prior to the Council approving the Statement of Accounts prepared by the Responsible Finance Officer.

Decision To approve the Annual Governance Statement, as presented, and to authorise the Chair and Clerk to sign Section 1 of the Annual Governance and Accountability Return 2018/19.

WPC.36 Finance Officer's Report

Members considered a report of Clare Jones, Interim Finance Officer, on a number of financial issues, which are set out below. Ms Jones was in attendance at the meeting to speak to the report.

Budget Review 2019/20

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council.

Overall the Leisure Centre ran at a £0.5k profit in May and was running at a -£1.3k loss on the year to date. April's figure had been adjusted for bills which had not been received due to an issue with the e-mail account, with the new figure for April being a loss of -£1.8k. It was anticipated that the figures for June would be on budget.

The table below showed the improvement on the position at this time last year. Currently the year to date loss was running at 47.5% of the previous year, which would project the loss at -£16,649.15 for the full year. The figure would be reviewed at every report to account for variations from income, repairs and/or quarterly bills.

	April	May
2018	-£2,692.67	-£222.61
2019	-£1,854.58	£519.62

There was £1.8k of expenditure against the Parish precept monies in May.

Due to work requested by the Management Committee the Managers' salaries were slightly elevated again this month. The Centre Manager would take steps to balance the overspend out once the Management Committee's strategies were fully implemented.

With regards to the lettings side of the business, the small dip in booking fees sat against the projected buffet fees. A review of bookings would be undertaken to ensure no fees had been missed.

The Management Team was continuing its efforts to make improvements to the booking process and increase room lettings.

Issues of Note

Sports Package

Following a query from a member of the public a review of the previous sports showings was being undertaken. A separate paper was provided which showed the bar profit against costs on key sporting dates relating to the Football World Cup in 2018. The total figures shown below, indicated that the cost of the BT Sport package was covered by the profit in 2018 from the bar take on World Cup matches alone, making a small profit of around £1k. That would mean that any other matches shown for that year provided additional profit.

Total profit/loss on World Cup matches in 2018	£,2757.14
BT Sport	£1,700.00
Net profit/loss following BT Sport	£1,057.14

This year there would be no men’s World Cup and as such bar taking on general matches would need to cover the cost of the sports package. From the most recent sports event take, it would take approximately five sports matches (making the profit shown below) to cover the cost of the BT Sport package. If Sky Sports were to be brought in, the number of matches required would increase to approximately 15 matches.

Football – 1st June 2019			
Bar Sales	£1,157.94	Bar Stock	£536.08
		Staff	£181.93
		Food	£58.00
Total Income	£1,157.94	Total Expenditure	£776.01
Profit/ Loss	£381.93		

Ms Jones intended to review the sports events with the Leisure Centre Manager and the Chair of the Management Committee to look at the viability of upgrading to Sky Sports, but for now the Centre was able to cover the cost of the current package.

End of Year Accounts 2018/19

The end of year accounts for 2018/19 appeared elsewhere on the Agenda.

Payments made since Management Committee Report presented on 5 June 2019

A list of payments since 5 June 2019 was presented, as follows:-

Payee	Description	Sum
Direct Debits		
Barclaycard		£148.17
BT		£233.59

Bank Payments		
HMRC		£1,645.41
DWP		£58.68
Cheshire Magistrates		£73.22
Bliss		£1,123.92
KC Kitchen		£631.00
Mott McDonald		£1,080.00
RIJO		£61.08
Wigan Beer		£4,086.66
D L Hannan		£190.00
BOC		£140.40
Service Care		£833.32

Decision – To note the Finance Officer’s update report, including the Budget Review 2019/20.

WPC.37 Accounting Statements 2018/19

Members considered the final income and expenditure account for 2018/19 and a statement of the Council’s balances, assets and liabilities for the year.

The figures showed a total Parish Council income of £306,202.77 and the cost of sales, operating expenses and loan charges in the sum of £304,506, giving a balance of £6,247.35.

Current assets, including bar stock, debtors, pre-payments cash at bank, cash in hand were £31,007.36. Current liabilities including creditors, accruals and credit card debts were £24,760.01.

Members also considered a the draft Accounting Statement for the Year ended 31 March 2019, certified by the Responsible Finance Officer as a fair presentation of the finances of the authority.

Decision –

- (1) To note the final income and expenditure account for 2018/19 and a statement of the Council’s balances, assets and liabilities for the year as submitted by the Responsible Finance Officer.
- (2) To note the signed confirmation by the Responsible Finance Officer that she is satisfied that the above documents present fairly:-
 - (i) the financial position of the authority at the end of the financial year to which they relate; and
 - (ii) the authority’s income and expenditure for that financial year.
- (3) To approve the Accounting Statements 2018/19, as presented, and to authorise the Chair to sign Section 2 of the Annual Governance and Accountability Return 2018/19

WPC.38 Reports from Parish Council Committees

Due to an oversight the Minutes of the Management Committee of 11 June 2019 were not available.

Councillor Matthews (Chair of the Management Committee) reported that the Committee had discussed the performance of the Leisure Centre. Members acknowledged that performance could dip unexpectedly and that they needed to remain vigilant. Overall the Centre was focusing on functions and birthdays and low cost events. The Committee was considering key performance indicators. The previous Centre Manager had concentrated on lots of live acts, but it had subsequently been recognised that the cost of the performers exceeded the income generated. Hence, the events did not make a profit. In addition, the live events took up weekend slots that could have been used for more profitable birthdays and other private functions, thereby cutting off a valuable income stream.

Councillor Iddon added that the Centre was currently on much firmer ground. Ms Jones indicated that she was due to meet with Ken Morley, Centre Manager, on Thursday before he went away on leave and again shortly after his return to discuss the direction of travel of the Leisure Centre. Councillor Iddon commented that perhaps the main thing lacking at the moment was agility in making the changes being developed.

Decision – To note the update on the work of the Management Committee and to request the Clerk to circulate the Minutes of 11 June 2019 to all councillors, as soon as possible.

WPC.39 Millennium Trust Fund

Councillor Matthews reported that a meeting of the Millennium Trust Fund body had taken place on 11 June 2019, prior to the Management Committee meeting. Councillor Iddon indicated that the capital had come from the Council and its taxpayers in more financially secure times and the interest was intended to support education and training or specific projects with the fund operating in perpetuity. Councillor Matthews reported that the current value of the Fund was £10,747.62. Trustees had commented that the capital was not really working. The Trust Fund Body had agreed to seek ideas about what should be done with the money.

Ms Jones commented that the capital was no longer making sufficient interest to be used in the way originally intended. It might be better, therefore, to use the capital to fund a large scale project. On such proposal, which had emerged recently was a feasibility study for the Leisure Centre, to be carried out by Active Cheshire. Councillor Purnell asked whether such usage would be compatible with the Trust's original aims around education. Councillor Matthews commented that no applications for grant funding had been received in recent times. The Fund was not a registered charity and that it was within the power of the Trustees or the Council to wind up the Fund. However, it would be useful first to seek ideas about possible uses for the money.

Councillor Purnell asked what ideas had already been proposed. The Chair reported

that in Burtonwood and Westbrook the old pavilion was found to be unsafe and not generally fit for purpose. As a result the Parish Council there had instructed Active Cheshire, who were agents of Sport England, to put together a Vision for the future of the site, which would include a 3G pitch, track and new pavilion. Active Cheshire would talk to stakeholders and the public to develop the Vision. The cost of that exercise to the Parish Council was around £15k. In Winwick, the local football club was in need of modern facilities and other sports clubs were likely to be interested too. Also, there was an overall shortage of 3G pitch provision in the Borough.

Councillor D Friend expressed some reservations that the facilities developed would meet the needs of all residents and she was concerned that such a large project was not without risk given the scale of the costs.

Councillor Matthews indicated that the Trustees had considered smaller scale ideas such as:-

- Funding the drainage project on the car park;
- Improving the approach and entranceway to the Leisure Centre;
- Improving the children's play area; and
- Improvement works to John Parr Meadow.

Ms Jones added that the smaller projects could enable the money to be spread between the parish wards more evenly. It was suggested that the Business Plan for the Leisure Centre nominally should be financed from the Centre's own budget.

Councillor Purnell expressed some reservations at use of the Trust money for construction projects, as the original intention was for the funding to support young people. It was noted that requests might be received for sports kits from sports teams. Councillor D Friend suggested that the money could be given to families by way of a grant for school uniforms in areas of deprivation. That might go some way to redress the balance of services provided by the Parish Council to those residents south of the M62. There was some acknowledgement that the money needed to be distributed evenly across the three wards, but that the different needs of each area might affect what the money should be spent on.

Councillor Matthews summarised the main options for the Trust, which were:-

- To publicise the Fund and to make some limited grant funding available;
- To retain the capital undisturbed for the long term future;
- To seek ideas about redistributing the capital.

The Council could decide if it wanted to wind up the Fund, or whether to allow the Trustees to make the decision.

Regarding the idea of funding school uniforms, it was not known what the take up was likely to be and there were issues about whether future years grants could be funded from the Precept. It was noted that Poulton-with-Fearnhead were considering a similar scheme next month and might be able to advise on how a scheme in Winwick could work.

Decision – To request Members to submit any ideas (with costings) for use of the Millennium Trust Fund money to the Clerk, prior to the next meeting of the Trustees in September 2019.

WPC.40 Reports from Approved Outside Bodies

Rights of Way Forum
(Councillor G Friend)

No meeting of the Forum had taken place recently. Councillor Matthews indicated that he believed that the next meeting was due to be held in August.

Councillor Iddon reported that she had received some complaints about lack of mowing on the rights of way, particularly Lady's Walk and the footpath from Newton Road to Golborne Road from the Hermit to the Waterworks.

Councillor Friend enquired if there was a map of the local rights of way. Councillor Matthews indicated that he had a map, but that one could be obtained from the Borough Council's Rights of Way Officer. He indicated that it might not be the Borough Council which was responsible for mowing, but that it would ensure that the relevant land owner, such as the local farmer, did so.

Decision – To note the issues relating to public rights of way.

WPC.41 Ward Reports / Updates

Houghton Green Ward

There was nothing significant to report on this occasion.

Peel Hall Ward

There was nothing significant to report on this occasion.

Winwick Ward

The Chair reported that there had been significant fly tipping on Hermitage Green Lane. The rubbish was being attended to and enforcement officers had visited the site on Monday to investigate. The rubbish appeared to be the remains of a cannabis factory. The investigation was on-going, but thereafter a large clean-up would be required. Permission was being sought by the Borough Council to use the Parish Council's contracted Litter Picker to undertake this work, which should speed up the removal process. Members commented that the site was difficult to maintain. It was understood that the land belonged to Heritage England, but that they were willing to work with the Borough Council to help deter future incidents. Discussions were on-going about the possible installation of CCTV cameras or signage to warn of cameras. Members considered whether, if cameras were installed, it might be better not to advertise their presence, so as to enable perpetrators to be identified. If fly tippers were not caught, often it just moved the problem elsewhere.

The Chair also reminded Members that the Myddleton Lane traffic management scheme consultation event had not yet taken place. The Main Hall was available at the Leisure Centre on 23 July 2019, prior to the next Council meeting. It was noted that the date would need to be publicised soon. Ms Jones enquired about the arrangements for delivering leaflets. A number of councillors subsequently volunteered to deliver batches of leaflets. Councillor Matthews suggested that Leisure Centre staff also be requested to make some deliveries, although it was acknowledged that this might incur additional costs for staff wages. Ms Jones agreed to arrange for the printing of leaflets with immediate effect.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To approve the use of the Council's Litter Picker to assist in the removal of fly tipping waste on Hermitage Green.
- (3) To agree to hold the Myddleton Lane traffic management scheme consultation on 23 July 2019 and to ask staff to assist in the distribution of leaflets, including payment as appropriate.

WPC.42 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 23 April 2019 at 7.30pm.

WPC.43 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.

Councillor D Friend declared an interest in the following matter due to her position as member of the Warrington CE Educational Trust and took no part in the vote on the matter.

WPC.44 Sale of Land to Winwick CE Primary School

The Chair informed Members that, on 12 June 2019, she and the Clerk had met with representatives of the Winwick CE Primary School, including the headteacher and a number of Governors and the school's surveyors and property consultants, to discuss the school's request to purchase some land from the Parish Council. The matter was raised in the light of the decision of the Council taken on 23 April 2019, to suspend further substantive action to progress the sale of land to Winwick CE Primary School. (Minute WPC.185(2)).

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

Decision – To authorise the Officers to resume activities to look into the possible transfer of land to Winwick CE Primary School.

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Finance report to Winwick Parish Council Full Council Meeting 22nd July 2019

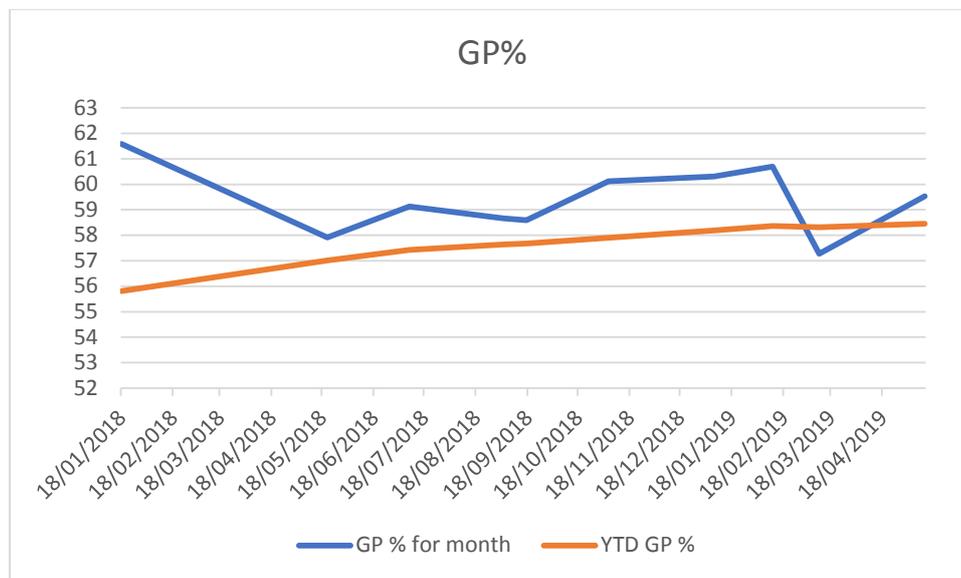
Budget review 2019/20

Overall the Leisure Centre ran at a £4.1k profit in June, this is in part due to the income for June being one of the peak points in the income stream, work will need to continue following the summer peak to maintain this position as we hit September onwards. We are running at a £0.8k profit on the year to date, again this is due to the peak income point and although positive must be reviewed post summer as we move into what are historically slower income points.

There was £5.7k of expenditure against the Parish precept monies in June, largely due to the loan charges paid this month (a full itemised breakdown attached).

Issues of note

- 1) Letters had been delivered to most sectors of Winwick re: Traffic Management prior to 15th July with delivery passed back to Councillors to complete due to RFO leave.
- 2) Stock levels were requested by Management committee to be reported as part of this report. Please see the plot below for the Gross Profit figure from stock takes:



Agenda Item 10

The table below shows the wastage levels for the stock takes and shows that the largest wastage comes from the line clean. Steps have been taken to improve this position and stock takes will be checked to ensure the wastage levels on line clean are reduced to minimal levels.

No days	Line clean	Daily LC	Drip tray	Daily DT	Breakage	Daily B	misc	Daily M
15	£301.80	£20.12	£64.40	£4.29	£56.90	£3.79	£0.00	£0.00
45	£752.40	£16.72	£346.10	£7.69	£157.70	£3.50	£221.81	£4.93
49	£465.00	£9.49	£453.40	£9.25	£104.20	£2.13	£221.81	£4.53
56	£987.40	£17.63	£405.45	£7.24	£150.25	£2.68	£0.00	£0.00
14	£230.40	£16.46	£56.90	£4.06	£23.30	£1.66	£0.00	£0.00
49	£812.00	£16.57	£329.85	£6.73	£121.50	£2.48	£0.00	£0.00
63	£1,057.80	£16.79	£282.30	£4.48	£142.75	£2.27	£0.00	£0.00
35	£688.20	£19.66	£162.05	£4.63	£81.60	£2.33	£0.00	£0.00
28	£559.20	£19.97	£54.55	£1.95	£29.10	£1.04	£0.00	£0.00
63	£1,258.20	£19.97	£159.90	£2.54	£178.90	£2.84	£0.00	£0.00

Following my return from leave I intend to address the Breakage levels and the drip tray wastage.

Payments made since management report of 9th July 2019

Payments

HMRC PAYE - £1,372.95

Cheshire Pensions - £656.15

Aquila – £937.82

Bliss - £659.96

BOC - £140.40

Gardenia Gardens - £162.50

Paul Harden - £490.00

Rocket Embroidery - £252.30

Service Care - £1,464.16

System Hygiene - £172.13

Wigan Beer - £1,485.55

Direct debits

Barclaycard - £131.88

Profit and Loss
Winwick Leisure Centre
1 June 2019 to 30 June 2019

	30 Jun 19	Budget	YTD
Income			
Room hire income	£3,567.92	£3,640.00	£11,122.33
Buffet sales income	£969.34	£480.00	£1,863.46
Entertainer - parties	£241.66	£0.00	£799.97
Bar sales income	£10,647.47	£9,153.38	£30,131.81
Bar snacks income	£408.21	£420.00	£1,183.74
Soft drinks income	£2,818.12	£1,820.00	£6,066.18
Bar tea and coffee	£610.74	£1,065.00	£1,627.91
Ticket sales	£0.00	£83.33	£120.68
Other income	£0.00	£0.00	£27.72
Machine income	£186.33	£20.83	£572.79
Total Income	£19,449.79	£16,682.54	£53,516.59
Less Cost of Sales			
Drink purchases (and other bar items)	£3,555.57	4,184.40	£12,542.01
Beverage supplies (Coffee, milk etc)	£222.36	290.80	£793.09
Bar snacks expenditure	£94.39	158.40	£547.03
soft drinks expenditure	£477.41	686.40	£1,446.01
DJs, Bouncy Castles and the like (expense)	£117.50	595.00	£1,020.83
Food costs / buffet costs	£0.00	350.00	£2,026.42
LC Direct Wages	£2,614.26	3,750.00	£9,023.08
Total Cost of Sales	£7,081.49	£10,015.00	£27,398.47
Gross Profit	£12,368.30	£6,667.54	£26,118.12
Less Operating Expenses			
Entertainment-100% business	-£200.00	£0.00	-£200.00
Advertising	£0.00	£0.00	£103.32
LC Bar & Cleaning sundries	£83.44	£166.67	£818.31
LC Booking post wages	£668.48	£1,126.67	£2,066.36
LC Bottled Gas	£117.00	£158.33	£351.00
LC Cleaning	£854.20	£833.33	£2,830.44
LC consulting	£72.00	£16.67	£194.00
LC Equipment	£0.00	£125.00	-£6.00
LC Gas (Heating)	£772.38	£333.33	£772.38
LC Landline telephone and Broadband	£244.98	£208.33	£715.00
LC Pension costs	£889.02	£1,125.00	£2,144.79
LC Rates	£525.00	£791.67	£1,576.17
LC Repairs & Maintenance	£60.00	£500.00	£549.28
LC Trade waste	£188.40	£158.33	£550.60
LC Water and Sewerage	£0.00	£216.67	£613.04
Managers salary and NI	£2,474.14	£2,666.67	£8,087.10
PAYE Payable	£1,396.73	£1,583.33	£4,021.96
Stocktaking Services	£90.00	£90.00	£90.00
Total Operating Expenses	£8,235.77	£10,100.00	£25,277.75
Net Profit	£4,132.53	-£3,432.46	£840.37

Income and expenditure
Winwick Parish Council
1 June 2019 to 30 June 2019

	30 Jun 19	<i>Budget</i>	ytd
Income			
Precept	£0.00	£0.00	£112,150.00
Total Income	£0.00	£0.00	£112,150.00
Less Operating Expenses			
Administration expenses	£19.99	£125.00	£30.07
Bank Fees	£242.82	£125.00	£485.14
Clerk's salary	£552.13	£991.67	£1,324.69
Grounds Maintenance	£40.00	£393.33	£192.50
Litter Pick Costs (Shared)	£960.52	£1,000.00	£2,784.21
Loan charges	£3,012.02	£808.33	£3,012.02
PAYE Payable	£248.68	£0.00	585.56
Payroll	£176.67	£125.00	£553.34
RFO Salary (and NI)	£353.84	£507.92	£1,166.41
Special projects - traffic manage	£0.00	£250.00	£900.00
Swan green, winwick park, radle	£160.00	£190.00	£530.00
Total Operating Expenses	£5,766.67	£4,516.25	£11,563.94
Net Profit	-£5,766.67	-£4,516.25	£100,586.06

*included in rfo and clerk salary calc

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WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Clerk), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations provided to the Clerk or the Responsible Finance Officer, as specified in the tender documentation, in a sealed bid. Photographs of before and after repairs are also required.
- 3.4 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.5 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.

- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those members who have indicated they wish to act in this capacity.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. **This will not be required for a member's personal computer used only for remote authorisation of bank payments.**

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if exists), approved by the Council

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be countersigned by a Councillor on a monthly basis.
- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO.
- 9.3 The Council will review all fees and charges annually, following a report by the RFO.
- 9.4 Any bad debts shall be reported to the Council.

- 9.5 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.6 A reference to the related hire agreement or other identification, indicating the origin of each cheque, shall be entered on the documentation accompanying the weekly bar return.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (eg petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
 - (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
 - (iii) repairs to, or parts for, existing machinery or equipment or plant
 - (iv) extensions to existing contracts
 - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the Clerk shall invite tenders from at least three firms.
- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works, which may include choosing from only the bids submitted without the need to seek additional tenders or quotations.
- 11.4 For expenditure of £2000 or less, the chairman & Clerk shall have executive power and in the case of Minor Repairs/Renewals this power may also be exercised by the RFO and 2 Members of the Management Committee. Where two or more quotations are required and less than the requisite number of quotations are received the decision-maker may choose from only the bids submitted without the need to seek additional tenders or quotations.
- 11.5 The Council shall not be obliged to accept the lowest of any tender.

12. STORES AND EQUIPMENT

- 12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

14. INSURANCE

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

16. REVIEW OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Council to review these Regulations biennially.

16 July 2019

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6. LEISURE CENTRE OPERATIONS			
Leisure Centre expenditure in the categories shown below	Up to £50	Preferred Supplier	Bar Manager
Food/Buffer/Event Disbursements	Over £50	Preferred Supplier	RFO, in consultation with Cllrs Gosney and Mitchell
Function Advertising	Over £50	Preferred Supplier	RFO
Entertainment and Package Costs	Over £50	Preferred Supplier	RFO or Bookings Administrator, in consultation with Cllr Matthews
Cleaning Costs	Over £50	Preferred Supplier	RFO, in consultation with Cllr Iddon
Special Night and Complimentaries	Over £50	Preferred Supplier	RFO, in consultation with Cllr Gordon
Advertising	Over £50	Preferred Supplier	Management Committee

Winwick Parish - Management Committee 11 June 2019

Present: Councillors Matthews (Chair), Gosney and Iddon

WPMC 1 Apologies

Apologies for absence were submitted on behalf of Councillor S Gordon.

WPMC 2 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 3 Minutes

In respect of Minute WPMC69 – Minutes, Members noted that the patio area had now been jet-washed and that its appearance had greatly improved. Clare Jones, Interim Finance Officer added that some of the outdoor furniture had now been sanded down. Councillor Iddon indicated that the patio had also been weeded, but that other areas such as the gas cylinder cage needed weeding too. The smoking area also needed some painting and some information for its poster board. The Chair suggested that the month's offers could be advertised on the board. Members were disappointed that there had been no advertisements posted while the Swan had been closed, to attract in its customers.

Councillor Iddon asked who had produced the 'What's On' information. Ms Jones responded that Ken Morley, Centre Manager, and Carolann Schofield, Bar Supervisor, had developed the poster. Members felt that the poster was too small at A4 size and should be at least A3 and in 14 pitch type. The posters also lacked colour and a little 'pizazz'. Overall the leaflets produced were thought to be satisfactory, but further work was required on the posters. The Chair indicated that such issues needed to be addressed quickly to turn the Centre into an organisation that was performing, rather than simply problem-solving. Constructive criticism from councillors should be welcomed and attention to detail was a key strength of external challenge. Councillors who visited the Centre regularly had an eye for detail. Members reiterated the point that staff were not deliberately trying to stall improvements, but often slipped into routine behavior. Ms Jones reported that Mr Morley would appreciate a conversation with Councillor Iddon to discuss her ideas for improvements. The Chair stated that the minutes of the Committee should be awaited eagerly by staff to give them direction. The meeting with staff about the proposed logo had been very constructive and provided a template for future workforce engagement.

Councillor Gosney commented that A3 printers were not particularly expensive to buy and could be sourced for under £100. Ms Jones noted that the Chair's business had a redundant printer which could be donated to the Leisure Centre. Councillor Gosney suggested that the Centre would also

need a laminator, although it might be possible to use one from Winwick CE Primary School .

The Chair reported that Peter Black, Blackfriars Consultants, was meeting with representatives of Croft and Culcheth Parish Councils regarding the draft Local Plan. It was suggested that Winwick should commission Mr Black to develop its response to the draft Local Plan in conjunction with the other parishes. Councillor Gosney reported that Poulton-with-Fearnhead was also likely to collaborate. The Chair undertook to consult with Mr Black about a quote. Ms Jones commented that the consultant's work on public engagement regarding Peel Hall had not yet been paid for. Mr Joinson raised the matter of signing off of the consultation response to the Local Plan, as the Council had envisaged this being delegated to the Environment and Highways Committee, although realistically there was no longer time to obtain approval via that route. The final submission might need to be signed off under delegated procedures for dealing with urgent business.

In connection with Minute WPMC.71 – Leisure Centre Performance Reports (Quotes), Councillor Iddon asked about the progress on the roof quotes. Ms Jones indicated that prices were included within the report at Agenda Item 5(1)(a). It was agreed to take this matter now on the Agenda. Various schemes had been proposed and quotes received. The cheapest quote for repair of the roof and removal of the tower was from Youngs. The quote recommended the development of a programme of works for on-going roof repairs.

Decision –

- (1) That the Minutes of the meeting held on 14 May 2019 be agreed as a correct record.
- (2) To approve Quote 1 from Youngs and the necessary expenditure in the sum identified in the report.

WPMC 4 Action List

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

Actions 1 and 2 – Ms Jones indicated that Wicksteed had now been commissioned to undertake the repair works to the playground equipment

(Actions to be deleted from log)

Action 3 – Ms Jones was compiling the stock reports, but was currently tracing some missing information. Councillor Iddon enquired if there were any problems with the stocktake. Ms Jones indicated that one or two reports had not yet been located, but a summary table would be compiled. Staff would be asked to explain how the allowances were applied for any wastage. The Chair suggested that a demonstration of how the lines were cleaned should

be arranged to give a reasonable estimate of wastage. The new lines were shorter than their predecessors, which should result in lower losses. Ms Jones would endeavor to find some time to look into the matter and would also speak to the stocktaker. Members added that staff should be made aware that wastage was being looked at.

Action 4 – Jet-washing had been completed.

(Action to be deleted from log)

Action 5 – The logo issue had been suspended and should be deleted from the log.

(Action to be deleted from log)

Actions 6 to 8 had been completed

(Actions to be deleted from log)

Action 9 – Councilor Iddon had spoken to the gardening contractors about various proposed works. The hedge had been cut, but the result had not been particularly neat. Work was also needed on the hedge beside the passageway. Councillor Iddon sought approval to further liaise with the gardener to indicate where his efforts should be focused.

Action 10 – Roof repair quotes had been reported elsewhere.

(Action to be deleted from log)

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

WPMC 5 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 May 2019. The report comprised the recently introduced 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

Agenda Item 12

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

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at May 2019, using the profile outlined above. The Bar take for May 2019 was £2.5k above the anticipated fees for the month, but would be £2.4k over a straight monthly split of £11.7k expected income. The Bar was currently running at £3.9k over the expected year to date target and at 16.67% of the way through the year it had achieved 17.5% of the fees for the year. With work continuing to fill any gaps, this gave the Centre a solid start to the financial year.

Bar Takings Cumulative

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

Monthly Bar Sales Comparison

A similar profile had been produced for all bar sales and a bar chart provided of monthly bar sales compared to the same month last year. Sales were up on the position at the same time last year, in the case of April by £2.2k (a 28% increase) and for May by £3.7k (a 36% increase).

Cash Takings

A table of cash takings for bar sales (including tea and coffee) for the weeks commencing 29 April to 27 May 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:-

- 1, 8 and 15 May – Line dancing
- 7 and 21 May – Ukulele night
- 14,16 and 28 May – Band practice nights
- 2 May – Legends dance

- 3 May – Funeral
- 4 May – Wedding reception
- 5 May – Holy communion and birthday party
- 11 and 24 May – Birthday parties
- 12 May – Children’s parties and band practice
- 18 May – Party and Wedding anniversary party, plus gaming in the day
- 23 May – Election day
- 30 May – Enjoy football

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

It was reported that Monday nights had increased in popularity since a particular member of staff had started working, as he engaged well with some of the regulars from the 9 Gallon in Warrington who now came to the Leisure Centre due to that venue being closed or quiet on Mondays.

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 May 2019, 11.7 cups per day had been sold, compared to 10.9 cups in April 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. The figures for June should show more accurately the annual progress being made, as the coffee machine had only been installed in May of 2018.

The Chair reported that the coffee offer would be considered further in the Business and Recovery Plan, as it was felt that it could perform better. However, it was acknowledged that it did currently make a small profit.

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 May 2019, using the profile outlined above. Room

lettings for May 2019 ran at £0.1k under the anticipated fees for the month, based on the percentage splits and £0.28k under a straight monthly split of £4.8k expected income. Lettings were currently running at £0.3k under the expected year to date target and at 16.67% of the way through the year 14.48% of the fees for the year had been achieved. Continuing work was needed to fill any gaps to bolster the financial position for the full year. However, it was felt that the position was recoverable.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at May 2019, using the profile outlined above. As indicated above, the overall income was slightly below target.

Monthly Room Lettings Comparison

A bar chart was provided of monthly lettings compared to the same month last year. Lettings were up on the position at the same time last year in the case of April by £0.3k (a 9% increase) and for May by £0.5k (a 13% increase).

Events

Whilst there had been no ticketed events provided in May, a request had been received from a member of the public for a review of the sports package. As the Champions League Cup Final had been shown on 1 June 2019, it was pertinent to report the profit/loss on that day. The summary figures below accounted for the full day, rather than the evening window of the match, but other than the match there were two children's parties on and all staff time for the day had been accounted for in the wages.

Total Income	£1,157.94
Total Expenditure	£977.47
Profit	£180.47

Accordingly, the day had made a profit of £180.47 (based on stock mark-up being 1.57 times cost of supplies). That would mean that if the above was a standard profit for a match day, then the Centre would need to put on 10 matches a year to cover the cost of (and make a small profit on) the BT sports package. The Centre Manager was providing the Finance Officer with the dates of matches shown last year, so that a full appraisal could be presented to full Council.

In response to a question by Members, the Finance Officer agreed to look into the figure estimated for the stock mark-up.

Members considered that it would only be possible to put on a few sporting events per year to remain profitable. It was noted that BT Sports would offer more matches in the future, but that Sky Sports would be needed to show Rugby League matches to appeal to the new rugby club customers. The cost of Sky Sports was estimated to be around £400/month. Members suggested

that the customers be asked to outline how they felt a Sky subscription could be funded. It was suggested that the rugby club might be willing to part fund the subscription. Overall, it was noted that there would be significant risks to providing Sky Sports.

Payments Made

A list of payments made to 5 June 2019 was presented, as follows:-

Payee	Description	Sum
Electronic Payments		
Bliss	-	£1,373.01
Service care	-	£1,670.55
System Hygiene	-	£62.78
Gardenia Gardens	-	£152.50
Styles	-	£192.00
Direct Debits Paid		
BNP	-	£314.84
WBC	-	£525.00
B&M	-	£226.08
HMRC VAT		£3,407.65
Public works loans		£3,614.42

Quotes

Quotes for the roof repair had been discussed earlier on the Agenda. Quotes for the staff uniform shirts were reported under the next sub-heading below.

Issues of Note

A summary was provided of progress on various items requested by the Management Committee:-

Noticeboard Updates

The Leisure Centre Manager and Bar Supervisor had been requested to prepare two-weekly notices (as items rolled fortnightly). These would be based upon a standard template that any unusual items could also be added to. This would mean that, unless any changes were required, Councillors would only need to display these as standard sheets. The Finance Officer had asked for copies to be sent through to her each week and copies would be available at the Committee meetings.

Coffee Board

There was an issue with the A-board being put out onto Myddleton Lane as it was apparently considered a hazard. The Finance Officer had requested the Centre Manager to look into obtaining a banner for the fencing at the entrance to the Park area and displaying the RIJO flag as part of the roof repair.

Leafleting

A report had been included in the finance report to Full Council. The Finance Officer had asked the Centre Manager to provide a full breakdown of the streets being targeted by the leaflet distributor, as it was understood that there had been issues with that type of service before. If leafleting proved effective within the Winwick Parish area, the Committee could potentially look at distributing information to the remaining Orford areas, targeting some of the schools there for distribution and potentially Newton-Le-Willows (but this was further down the line). Due to insufficient detail provided by the leaflet distributor, a plan covering which streets had been leaflet-dropped would be required with every invoice.

Gas Cage

Staff had been instructed to maintain the gas bottles in a neat and tidy style within the cage and a canvas material had been obtained to line the cage to obscure the bottles from users' view. The Centre Manager had acquired the materials and this work should be completed imminently.

Uniform/Dress Code

The Centre Manager had obtained prices for shirts for bar staff from JK Ross and Rocket Embroidery and it had been agreed that the dress code for bar staff would be Winwick shirt and either black trouser/black skirt/black Jeans (decently maintained and not faded). Quotes in the region of £250-£265 had been obtained. A dress code would be issued to staff and everyone would be expected to be fully adhering to the dress code by 1 July 2019. Any staff member not adhering to the dress code would be sent home and the time deducted from their pay.

It was suggested that the embroidery should state simply 'Winwick Leisure Centre'. Members considered that it might be useful to embroider 'Manager' on the shirts for Mr Morley. Councillor Gosney enquired if the provision of aprons could be looked into as these would also look smart and serve a practical purpose in protecting trousers/skirts from stains. The Finance Officer agreed to consult staff on the idea of aprons.

Funerals - Room Hire

The Centre Manager had confirmed that currently the room hire was free for funerals, so the Management Team had agreed that a nominal fee of £10 be charged for funerals from now on, with a view to increasing it by increments annually/bi-annually.

Coffee Area

Arrangements had been made for coffee supplies to be accessible to all staff. All staff had been notified that they needed to ensure that coffee stocks were

checked and filled at the start of their shift.

The Centre Manager had agreed to source some tablecloths/paraphernalia for the bar side to make the seating more appealing to coffee drinkers. Also, improvements to the external seating had been agreed with treatments for the large benches and sanding down and treating of the smaller seats planned to be completed by a member of staff.

Signage for Front of Centre

The Centre Manager had raised the issue of the yellow sign being weathered and needing refurbishing/replacing and the need to apply advertising of key items to the board. The Finance Officer had instructed the Centre Manager to prepare a design for the signage and obtain costs for this to be reviewed.

Councillor Iddon commented that the existing notice about the coffee offer looked rather amateurish. Members considered that the variable section of the notice board needed to be larger, to allow for the promotion of current offers.

Sky TV

As indicated earlier in the meeting, the issue of a Sky Sports subscription had again been raised. The Finance Officer, had instructed the Centre Manager to provide a business case for those items to show how he expected to cover the additional expenditure.

Decision – To note the update report on the Leisure Centre performance.

(B) Playing Fields Boundary Inspection

The matter was deferred.

WPMC 6 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 7 Minutes - Confidential Annex

The Committee considered a Confidential Annex to the minutes of the meeting held on 14 May 2019.

Decision – To approve the Confidential Annex to the minutes of the meeting held on 14 May 2019, as now presented.

WPMC 8 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

The Committee received a document which provided the basic structure for the Business Plan/Deficit Recovery Plan for the Leisure Centre, which would build upon the outline plan provided by the Centre Manager at the last meeting.

The Chair of the Council, the Chair of this Committee and Finance Officer had gone through the outline plan to remove duplication and would discuss a more refined draft further with the Centre Manager. As yet there were no detailed targets in the document. It was anticipated that it would require one more cycle of meetings to produce a completed draft. It was acknowledged that this process would take up a considerable amount of the Finance Officer's time.

Ms Jones reported that she was currently working on the Council's Statement of Accounts for 2018/19, with a view to it being signed off at the Council meeting in two weeks time and for it then to be sent off to the internal auditors.

Decision – To note the on-going development of the Business and Recovery Plan as presented.

(B) Employee Matters

The issue reported previously in relation to a Cheshire Magistrates Court fine deducted from staff wages had now been discussed with the member of staff concerned. The matter related to a personal dispute over liability for a sum of money, about which the staff member had been unsuccessful in pleading her case in court. The Finance Officer had no concerns about the member of staff's integrity.

A further issue had arisen in connection with another member of staff not turning up for work for his shift. The staff member had stated that he did not normally work on that day of the week, as he worked elsewhere, and had been unaware of the change to his rota. Members noted that staff roles were part-time in nature and that they often had other jobs. It was felt to be unfair to change a shift significantly without first consulting the member of staff concerned. However, there was a duty on the employee also to raise the issue of a known clash. The Centre Manager would discuss the matter with the member of staff concerned.

Decision – To note the employee matters reported.