

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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1 October 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 8 October 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 10 September 2019.

- 4. Action List**

A schedule is provided of actions arising from previous meetings.

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

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

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

6. Chairman to move Part 2

Part 2

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

7. 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 10 September 2019

Present: Councillors Matthews (Chair) and Iddon

WPMC 16 Apologies

Apologies for absence were submitted on behalf of Councillors S Gordon and P Gosney.

WPMC 17 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 18 Minutes

In respect of Paragraph 5 of Minute WPMC 11, Councillor Iddon commented that the new staff uniforms looked very smart. Ms Jones, Interim Finance Officer, reported that the basic staff uniform was a black polo shirt, but Mr Morley, Centre Manager, and Mr Wharton, Deputy Manager, wore maroon variants.

Regarding Paragraph 4 of that Minute, the Chair added that the traffic calming meeting had been well attended, with lots of positive energy and ideas proposed, but limited consensus. There were a number of issues arising from the delivery of that event, which related to the operation of the Leisure Centre:

- (a) The Leisure Centre staff did not see themselves as part of the wider Parish Council and more needed to be done to encourage staff to make that connection, perhaps within the vision section of the emerging Business Plan. The branding for the Centre also needed to reflect that connection;
- (b) There remained a need to consider the appointment of a Chief Operating Officer to cover duties which fell between the responsibilities of the Clerk and Responsible Finance Officer. The role of the Leisure Centre Manager did not fully encompass all remaining governance matters and the part time nature of the post did not always meet operational needs; and
- (c) It was suggested that Centre users needed to be represented on the Management Committee.

It was envisaged that the Business Plan would help to address some of these issues. It was noted that the role of the Deputy Manager helped to ensure the smooth running of the Centre at times when the Centre Manager was not present.

In connection with Minute MPMC 12 – Action List (Stock take), a full report appeared elsewhere on the agenda.

In respect of Minute WPMC13(B) – Boundary Field Inspection, the Chair enquired if an arboriculturist had now been commissioned to assess the trees on the site. Councillor Iddon indicated that special attention need to be paid to the large tree over the children’s play area. Mr Joinson, Clerk, confirmed that Financial Regulations allowed a single quote to be obtained for specialist services up to £2,000 and expenditure could be approved by the Clerk or RFO in consultation with the Chair of the Council. Ms Jones agreed to contact Peter Black to carry out the inspection works.

Decision – That the Minutes of the meeting held on 9 July 2019 be agreed as a correct record.

WPMC 19 Action List

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

Action 1 – A full report appeared elsewhere on the agenda.

Actions 2 and 3 – These matters had been concluded

(All Actions to be deleted from log)

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

WPMC 20 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 two reports which showed the financial position at the Leisure Centre for both July and August 2019. The reports 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 percentage and target income for each month was outlined in a table. 2019/20 income would be assessed against the table provided below.

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	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

Graphs were provided which showed monthly budgeted and actual bar takings as at both July and August 2019, using the profile outlined above.

The Bar take for July 2019 was £1.8k below the anticipated fees for the month, and would be £4.7k over a straight monthly split. The Bar was running £2.5k over the expected year to date target as at July and at 33% of the way through the year it had achieved 39.5% of the fees for the year.

Unfortunately, the bad weather on Carnival day meant that a couple of hours of bar sales were lost, with the bulk of people arriving after 3pm when the weather cleared a little. At the point of producing the report the prediction was that, with the room hires showing in August for Saturdays, the bar should be able to easily exceed the target of £11.9k for that month and put the profitability back on track.

The report for August confirmed predictions, with that month's bar take at £0.9k above the anticipated fees for the month, and £2.2k over a straight monthly split. The Bar was currently running £3.4k over the expected year to date target and at 42% of the way through the year it had achieved 48.7% of the fees for the year.

Following this year's income stream, percentage figures would be adjusted for 2020/21 based on a calculation over the 2 years income streams witnessed, with these percentages needing to be tracked dynamically each year in order to allow for event fluctuation.

Bar Takings Cumulative

Graphs were also provided showing the cumulative budgeted and actual bar takings as at both July and August 2019, using the profile outlined above. As noted above, the overall income was above target.

Monthly Bar Sales Comparison

Bar charts had been produced for both July and August 2019 showing monthly bar sales compared to the same month last year. In July, sales were up on the position at the same time last year by £7.8k (16.5%). By August, sales were up on the position at the same time last year by £9.8k (17%). Events and room bookings for parties continued to be promoted to improve bar sales.

Cash Takings

Tables showing cash takings for bar sales (including tea and coffee) for the

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weeks commencing 1 July to 29 July and also for 29 July to 26 August 2019 were presented, together with a commentary on good and poor performance.

The week commencing 29 July made a total of £3,962.60 in bar sales with £3,221.16 of bar sales accrued from Thursday – Sunday. However, the following weeks were not at target, as sales were balanced over the whole week, but still maintained more sales than the same period last year.

An anomalous result on 11 August was due to a glitch with the till, which meant staff were unable to shut down the electronic system at the end of the night on Saturday. That meant that all Saturday and Sunday sales were recorded under Saturday's figure.

The green boxes (in the original reports) 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, 15, 22 and 23 July – General bar sales
- 2 July – Ukulele
- 16 and 30 July – Ukulele and band
- 3 and 31 July – Line dance and band
- 4 July – Kids party
- 5 July – Bonkers Bingo
- 6, 7, 12, 13, 26 and 27 July – Evening parties
- 11 July – 2x bands
- 18 July – Flower club, Dave game & band
- 19 July – Day party
- 20 July – Carnival
- 21 July – Day party & RCCG
- 25 July – School leavers & band
- 29 July – Psychic
- 1 August – Enjoy football, band
- 2 August – Party
- 3 August – 3 afternoon parties and 40th in the evening
- 4 August – 2 x children's parties
- 8 August – Band
- 13 August – Enjoy football and ukulele
- 14 August – Wedding reception
- 21 August – Line dancing
- 22 August – Good bar sales
- 27 August – Ukulele
- 22, 23, 26 and 30 August – Good bar sales
- 31 August – Party

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

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 July 2019, 12.9 cups per day had been sold, compared to 13.8 cups in June 2019. However, the figure fell to 9.3 cups per day in August 2019. Total income as at August was £2,634.88. A second table was provided, which showed the position for the same period in 2018/19, and which demonstrated the overall performance improvement.

In August, at 42% of the way through the year the Centre was at 50% of the income made last year on total coffee sales. 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.

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

Graphs were provided which showed monthly budgeted and actual room lettings income as at both July and August 2019, using the profile outlined above.

Room lettings for July 2019 ran at £0.2k over the anticipated fees for the month, based on the percentage splits and £0.7k over a straight monthly split of £4.8k expected income. Lettings for July were running at £1.4k over the expected year to date target and at 33% of the way through the year 33.6% of the fees for the year had been achieved.

The report for August showed that room letting ran at £1.3k under the anticipated fees for the month based on the percentage splits and £2.1k under the straight monthly split. Lettings for August were running at £1k over the expected year to date target and at 42% of the way through the year 38% of the fees for the year had been achieved. Accordingly, continuing work was needed to fill any gaps to bolster the financial position for the full year. It should also be noted that the figures did not include the fees for the first quarter nursery income, which had not yet been forwarded to the Finance

Officer due to her annual leave arrangements.

Members enquired about the reasons for the dip in room lettings in August. Ms Jones undertook to speak to the Centre Manager to ascertain the reasons. In general, it was believed that the dip was as a result of clients' business activity slowing over the holiday period and that this would now start to return to normal levels. It was noted that the profile for bookings had correctly predicted a downturn for August, but that the dip was more severe than anticipated. Overall the figures were still up on this time last year.

Room Lettings Cumulative

Further graphs were provided showing the cumulative budgeted and actual lettings income as at both July and August 2019, using the profile outlined above. As indicated above, the overall income was marginally above target.

Monthly Room Lettings Comparison

Bar charts had been produced for both July and August showing monthly lettings compared to the same month last year. By August, overall lettings were up on the position at the same time last year by £2.7k (a 13.7% increase). However, the position had been adversely affected by a £0.9k (25%) fall in lettings for the month of August.

Room hire for September would see every Saturday night with a booking for parties in the main hall, however Friday nights continued to need work to fill bookings.

Members commented that overall the Centre was just ahead of its targets. Members were cautiously optimistic, as they believed that performance might dip during the winter. The Chair asked for clarification of the net operating deficit budgeted for, if the targets were met. Ms Jones confirmed that the figure was -£37.8k. On the current performance it was estimated that the actual loss would be -£37k. Current profit was standing at around £4k, but a number of bar bills had not yet been received and the roof repairs (revenue expenditure) would cost in the region of £8k. However, savings continued to be made in many areas of the business.

Ms Jones indicated that the Business Plan would consider daily takings compared to the anticipated take. In some cases these were 50% up. Accordingly, performance would be reviewed to try to achieve a more even distribution of income across the whole week. The Chair commented that the raw figures could only give part of the picture of the business. There would inevitably be some steady days (eg. for live football), some good days (eg. for parties) and some random windfall days (eg the Liverpool FC UEFA Champions League run). The projections should show anticipated peaks and troughs, but there would always be big events that could boost income.

The Chair added that although overall performance could be tracked, it was also important to focus on how the bar was run. Performance monitoring

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could track which nights were not hitting the target, but the issue was how to use that information to create change. Any potential loss of income needed to be recognised quickly and acted upon immediately, before the accounts showed the downturn. In general, Fridays did not appear to be busy for parties. However, Saturdays attracted adults' parties and Sundays attracted children's parties and christenings. Councillor Iddon noted that the Centre was in competition with the Alder Root Golf Club as a venue, which was a well patronised venue with a comfortable atmosphere.

Events

There had been no ticketed events provided in July or August 2019. A Psychic night had been held on Monday 29 July 2019 at the artist's own cost, which had been a good idea, given that the attendance was fairly low, but had generated reasonable bar sales.

Payments Made

A list of payments made to 2 September 2019 was presented, as follows:-

Payee	Description	Sum (£)
Electronic Payments / Direct Debits Paid		
Rates	-	525.00
Rijo	-	780.84
B&M	-	278.54
4Ts Brewery Ltd	-	102.40
BOC Limited	-	141.60
David Forshaw Ents	-	160.00
D L Hannon	-	210.00
Brum BSS Ltd	-	24.40
Gardenia Gardens	-	162.50
KC's Kitchen	-	436.50
Paul Harden	-	350.00
Service Care	-	1,152.64
Styles and Co	-	212.00
System Hygiene	-	387.62
Wigan Beer Co	-	6,908.11
Chapleford Bouncer	-	30.00
Lloyds Bank PLC	-	68.99
Payzone UK	-	21.60
Bank Charges	-	139.50
HMRC Cumbernauld	-	1,789.54
Barclaycard	-	159.24
BT Group PLC	-	233.59
Elpro	-	227.28
4Ts Brewery Ltd	-	184.40
Microbrewery Ltd	-	96.00
BNP Paribas	-	266.84

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Rates		525.00
Chubb Fire and Security		851.53
KC's Kitchen		598.50
Styles and Co		212.00
Wigan Beer Co		2,266.57
B&M		226.08
BT Group PLC		110.77
Payzone UK		21.60

Quotes

There were no quotes for review on this occasion.

Issues of Note

A summary was provided of progress on various items:-

- Stock report – This was provided separately (see below)
- Customer feedback – Positive feedback had been received from 2 users.

Stock Take Report

A stock take report was presented for the period January to August 2019. Stock Gross Profit (GP) had been fairly consistent since January 2018 fluctuating between 57 and 62 percent. The report reminded Members of the standard GP that the centre currently ran to (NB. the figure is not produced here as it is considered to be commercially sensitive). The Centre was currently on target, as shown in Table 1. However, the wastage figures needed to be as low as could be achieved, to ensure improved profitability.

Table 1: GP% table

Date of stock take	GP % for month	Allowance for wastage	P/L	YTD GP %
18/01/2018	61.59	£423.10	£134.72	55.81
21/05/2018	57.91	£1,478.01	£244.22	57.01
09/07/2018	59.13	£1,244.41	£237.32	57.43
03/09/2018	58.66	£1,543.10	-£813.70	57.64
17/09/2018	58.59	£310.60	£56.10	57.67
05/11/2018	60.12	£1,263.35	£172.29	57.9
07/01/2019	60.31	£1,482.85	£326.90	58.19
11/02/2019	60.7	£931.85	£244.20	58.36
11/03/2019	57.27	£642.85	£183.94	58.32
13/05/2019	59.53	£1,597.05	£345.07	58.45
12/08/2019	59.2	£2,000.20	£220.21	58.57

Two further tables were presented which focused on wastage, the first

showing totals for line clean, drip tray, breakage and miscellaneous wastage at each stock take, the second showing a breakdown of the daily average wastage figures for each of the above categories for each stock take period.

The tables demonstrated that the highest losses were from the line clean. Daily figures were in the range £9.49-£20.12. With this in mind the average line clean loss had been checked by the Centre Manager. Results from the audit undertaken by the Centre Manager were provided in table, which showed expected losses from each line clean across the range of various draught products. A summary table was also provided which showed the expected monthly loss and daily rate based on those figures both at cost and at the sales value. The expected daily rate of wastage (at cost) was £6.95. The most recent stock take showed a daily line clean figure of £15.73, which was a modest improvement on the earlier figures of around £20. Ms Jones undertook to discuss with the Deputy Manager and the Centre Manager ways to streamline the process to reduce the losses further.

Drip tray wastage would be easily trackable and any member of staff that incurred larger drip tray wastage than others would undertake retraining to reduce losses. Members were reminded that there had been some additional drip tray wastage, due to fobbing, when the coolers had broken down.

The breakage figure covered both any breakages and any stock that went out of date. The Deputy Manager would be providing copies of the breakages reports for review and would provide the breakage report with each stock take from now on.

Members commented that the line clean figures remained very high and showed a lack of consistency, which could not easily be explained. Ms Jones responded that the Deputy Manager would undertake the line cleaning to attempt to introduce a consistent approach. The line clean was normally undertaken once per week. The Chair commented that if each weekly line clean cost approximately £20, the daily losses should only be around £3, which did not tally with the expected figure shown, £6.95.

Councillor Iddon suggested that it might not be necessary to use all of the pumps, as a means of saving cleaning. The Chair requested some further commentary on the line cleaning regime, prior to reporting the stock position to the next Council meeting. For example, was there a need to carry out some cleaning more than weekly. It was noted that knowing the frequency and value of line cleaning was essential to setting the target figure for monitoring purposes.

Councillor Iddon asked about the two Miscellaneous figures of £221.81. Ms Jones reported that these related to energy drinks which had gone out of date. It was suggested that prices could be discounted if products were going out of date and that items were still salable provided they were marked 'Best Before End of'.

Decision –

- (1) To note the update report on the Leisure Centre performance and the improvements both completed and currently being made.
- (2) To thank the Interim Finance Officer for her efforts to improve the Centre's performance.
- (3) To note the stock take report and to request that the Finance Officer provide further detail and commentary in connection with the report.

(B) Noise Complaint Playing Fields Boundary Inspection

The Committee considered a letter from Warrington Borough Council's Environmental Health and Protection Team in connection with an allegation of noise nuisance at the Leisure Centre by a local resident on the 17 August 2019, in connection with the AAH Pharmaceuticals Fund Day. The matter was being drawn to the attention of the Committee due to the potential threat to the Premises License.

The complaint alleged that amplified music emanated from both day time and evening events held at the Centre, including the use of external speakers, microphones and music from inside the venue that could be heard by neighbouring properties as windows and doors at the Centre were left open.

The Committee also considered a full written response to the allegation sent to Warrington Borough Council by the Leisure Centre Manager, explaining the type and duration of the annual AAH family event and that there were no external speakers at any stage, nor was there any music played in the Centre after 16.30. The response also explained other related matters including additional annual community events which might use amplified sound, how noise was contained within the building generally, the curfew arrangements for bands and the security of the car park and playing fields at night.

The complaint appeared to be a one off issue and related to what was effectively a day-time family event for which some general noise would be expected. Members suggested that the evening background noise could have been from the Creamfields event, which reportedly could be heard from as far afield as Winwick. (However, it is acknowledged that the Creamfields event was held on the following weekend). Members were satisfied that there were no significant issues of concern arising from the allegation.

Decision –

- (1) To note the letter from Warrington Borough Council's Environmental Health and Protection Team in connection with an allegation of noise nuisance at the Leisure Centre and to endorse the response of the Leisure Centre Manager and the existing controls and additional remedial actions put in place.

- (2) To request the Clerk to write to the Environmental Protection Officer (Noise) to seek clarification that the matter is now closed.

WPMC 21 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 22 Minutes - Confidential Annex

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

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

WPMC 23 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

The Committee received the latest draft of the Business Plan for the Leisure Centre. The document included information on the following:-

- Vision and Mission Statement;
- Actions required to achieve the Vision;
- Development/improvement issues to be addressed;
- Cost and income predictions from proposed changes;
- Prioritisation and timeline for actions;
- Targets for improvement; and
- Key performance indicators (KPIs) to review progress against.

Significant content had now been provided against the above headings, so that a substantive draft was now available. Further detail was required in a few sections of the document.

Councillor Iddon commented that under the marketing bullet in section 1.2, the use of the Warrington Guardian might prove to be expensive.

The Chair suggested that section 1.2 currently 'Actions Required' should be retitled as 'Priorities', with the detailed actions as to how to achieve them included within section 4, to be possibly retitled as 'Actions and Timelines' Section 4 should also clearly allocate responsibility for the delivery of those actions to specific bodies or individuals. The Priorities at 1.2 should also include separate bullets on 'Bar Take' and 'Room Lettings'. In addition, careful thought needed to be given to the wording of the bullet on 'Aesthetics',

which could be a cross-cutting Priority. It was noted that responsibility for delivery of the Priorities could be a mixture of either councillors or staff.

Members also discussed the need to engage with customers. It was noted that the Bar Supervisor, Ms Schofield, carried out work around bookings, some basic financial administration and assisted the Leisure Centre Manager with marketing. She was also available to assist the Clerk. However, there was some scope to expand her role with the appropriate support. The Chair expressed concern the Centre's administrative arrangements still lacked a formal structure.

Councilor Iddon reminded Members that the tower at the Centre required urgent attention. Ms Jones reported that this was in hand, as the tower was due to be demolished.

The Chair reminded the Committee that money could potentially be made available from the Millennium Fund for improvement works to the Millennium Bar. On the matter of a possible environmental project, he had not heard back from the local resident contacted.

Decision – To note the on-going development of the Business Plan as presented and to request the Finance Officer to carry out further refinements to the document for submission to the Committee, prior to a formal draft being provided to the Council.

(B) Employee Matters

Cleaning Post

Following the departure of a member of staff, cleaning duties had been reallocated to another member of the internal team. The arrangements would enable the post-holder concerned to work around her family life and reduced the cleaning hours down from 30 per week to 18 per week.

Standards of cleanliness were currently good and it was hoped to review users' comments periodically to ensure that the standards expected by customers continued to be maintained.

Decision – To note the matters reported in relation to the cleaning post.

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 note the stock take report and to request that the Finance Officer provide further detail and commentary in connection with the report..	WPMC.20(A)(3)	10/09/19	Finance Officer	-	-	In progress	
2	To request the Clerk to write to the Environmental Protection Officer (Noise) to seek clarification that the matter is now closed.	WPMC.20(B)(2)	10/09/19	Clerk	-	-	In progress	
	To note the on-going development of the Business Plan as presented and to request the Finance Officer to carry out further refinements to the document for submission to the Committee, prior to a formal draft being provided to the Council.	WPMC.23(A)	10/09/19	Finance Officer	-	-	In progress	

Progress Legend

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

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