

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
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16 October 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, 22 October 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 Meeting of the Parish Council held on 24 September 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. Draft Budget 2020/21

Members are asked to give early consideration to any expenditure plans, growth items, or savings to enable the Responsible Finance Officer to compile a draft Budget in time for the next meeting on 26 November 2019, in line with the usual Budget timetable.

12. Remembrance Sunday Wreath and Donation to The Royal British Legion

A wreath has been ordered from the Penketh Branch of the Royal British Legion (RBL) for Remembrance Sunday. The cost of the wreath is £17.00. As in previous years, the Council is asked to consider making a donation to the RBL Poppy Appeal 2019 in the sum of £60, to include the cost of the wreath.

13. Reports from Parish Council Committees

- Management Committee – 10 September and 8 October 2019.

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, 26 November 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. Draft Business Plan - Update.

18. Sale of Land to Winwick CE Primary School - Update

Winwick Parish Council
Minutes of the Meeting held on 24 September 2019

Present: Councillors C Mitchell (Chair), S Emery, D Friend, S Gordon, P Gosney, A Iddon, M Matthews and C Vobe.

WPC.63 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor G Friend.

WPC.64 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.65 Minutes

Decision – That, subject to the following amendments at Minute WPC.48 – Updates on Issues from Previous Meetings:

- At paragraph 2, the insertion of the words “in Warrington.” at the end of the first sentence after “...some roads”;
- At paragraph 2, the replacement of the word “solicitor” with the words “the councillors” in the final sentence;

the Minutes of the Council Meeting held on 23 July 2019 be agreed and be signed by the Chair as a correct record.

WPC.66 Updates on Issues from Previous Meetings

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

Councillor Matthews noted that a number of the actions were over twelve months old and should be highlighted for deletion, as appropriate.

In respect of Action 6 – Commemorative Plaques, Action 7 – Car Park Drainage, and Action 19 – ‘Description’ column for Payments Made, these should be referred to the Management Committee. Councillor Iddon noted that one plaque was lost and that the other needed to be cleaned and re-sited. Item 1 – Use of Bollards on Myddleton Lane, had been overtaken by events and should be deleted, as most properties had installed large stones or wooden posts painted white on the grass verge. In connection with Item 2 – Installation of a No Parking sign on the Myddleton Lane Playing Field Gates, it was reported that it had been difficult to identify an appropriate contact within United Utilities for the works. However, the Clerk undertook to look into the matter again. A member of the public present commented that vehicles tended to park in that spot and block the pavement.

Decision – To note the position regarding updates from previous meetings and to ensure that older Actions were either completed or scheduled for review and disposal.

WPC.67 Question Time for Electors

There were four residents in attendance at the meeting, together with Councillor Cooksey from Poplars and Hulme Ward, Warrington Borough Council. The following issues was raised:-

Birch Avenue

Councillor Cooksey reminded Members that Satnam had erected a fence on a piece of their land off Birch Avenue. A resident added that the land had previously been left open and that residents had used that area to park their cars off-street. Councillor Cooksey reported that the fencing issue had been submitted to Warrington's Development Management Committee for retrospective planning approval, which had not been granted. However, Satnam had now submitted an appeal against that decision. Councillor Cooksey sought the Council's support when the appeal was due to be heard. The resident provided copies of her submission to the Development Management Committee and photographs of the site which illustrated her case. The resident expressed her disappointment that, having previously raised the matter with the Parish Council, it had not submitted a formal objection to the Development Management Committee. The Chair responded that it was likely that there had been no meeting of the Council within the relevant short timeframe to enable a response to be submitted. The resident reiterated her request for support and reminded Members that Birch Avenue remained part of Winwick Parish. It was envisaged that the refusal of planning permission had been mainly on the grounds of the height of the fence.

Winwick Christmas Tree

A resident indicated that the Christmas Light Switch On would take place on Saturday 30 November 2019, with the Christmas Tree being erected on the Friday beforehand. The tree remained in good condition. The Switch On would be undertaken by local children and head-torches would be supplied to them to improve safety. The residents group which managed the arrangements would again appreciate any funding available from the Parish Council to support their venture. In particular, funding would be required for the insurance, which in 2018 had cost £316. A Race Night was due to be held on Saturday 5 October 2019 to raise some funds. Ms Jones, Interim Finance Office, reported that the Council had set aside £250 each year in its Budget to fund Christmas lights activities. The resident confirmed that the cheque should be made out to the same payee as in 2018.

Decision –

- (1) To note the questions and issues raised by residents.
- (2) To agree to support the residents of Birch Avenue in their opposition to the fence erected by Satnam and to make a submission to the Planning Inspectorate when the matter is scheduled for appeal, which dovetails with the case provided by Warrington Borough Council.

- (3) To approve the payment of £250 to the residents group in respect of the funding of the village Christmas Tree.

WPC.68 Written Motions Received

There were no written motions received on this occasion.

WPC.69 Police / Community Issues

Written reports were provided by PCSOs Neil Brown (Winwick Ward) and Jordan Burke (Peel Hall/Houghton Green Wards).

PCSO Brown had attended to a burnt out motorbike on Sankey Valley at the top end near Mill Lane. This had later been recovered.

There had been a high number of suspicious activities reported on Delph Lane behind B&Q over the last number of weeks, but there had been no trace upon PCSO Brown's arrival. Subsequently, he had been paying closer attention to the area.

PCSO Brown had been to speak with a representative of Home Watch Winwick about local issues and suspicious activity around the area.

He had also collected CCTV over theft of pedal cycles in the Winwick Park area, which had now been transcribed to the Police system.

In addition, he had been hosting his usual weekly surgeries.

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

PSCO Burke reported that in total there had been 390 incidents recorded over the Poplars and Hulme Ward, with the repeat location for the Parish perimeter being Grasmere Avenue and Greenwood Crescent.

There were no repeating crime trends this month. There had been no repeat locations within the Parish perimeters for anti-social behavior, nor had there been any other incidents of note to mention. However, a number of complaints had been received from residents on Birch Avenue about speeding. PCSO Burke was currently in the process of consulting with residents to begin a community speed watch in the area.

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

WPC.70 Correspondence

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 27/08/19,

02/09/19, 05/09/19, 10/09/19, 10/09/19, 12/09/19, 13/09/19, 16/09/19 and 17/09/19

2. E-mails from Hazel Catt, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), reminding members of the next branch meeting of SLCC due to be held on 13 September 2019 at Frodsham Town Council – 23/07/19 and 08/08/19
3. E-mails from Cheryl Nicholson, Senior Legal Assistant, and Rebecca Lee, Legal Support Officer, Warrington Borough Council, about Traffic Regulation Notices due to be advertised in the Warrington Guardian on 1 and 29 August and 5 and 19 September 2019 and a Town and Police Clauses Act Notice about a possible Warrington Wolves Homecoming Parade – 30/07/19, 22/08/19, 22/08/19, 04/09/19 and 17/09/19
4. E-mail from Tom Cowie, Principal Highway Engineer, Warrington Borough Council, about the dates of the Rights of Way Forum - 06/08/19
5. Letter from FDR Law about the Winwick Educational Foundation – 03/06/19
6. E-mail from Emma Hutchinson, Managing Director, Live Wire about the Great Sankey Neighbourhood Hub, having reached the finals of the 25th National Lottery Awards – 09/08/19
7. E-mail from Matthew Cumberbatch, Head of Legal & Democratic Services, Warrington Borough Council, about Code of Conduct training on 7 October at 6pm – 12/08/19
8. E-mail from Dave Rayner about possible textile recycling locations for Scope – 19/08/19
9. Letter from a resident opposing the provision of a notice board at Hermitage Green – 30/08/19
10. E-mail from Andrew Cowan, CEO, Manchester Airport, about a consultation process around changing the airspace around the airport – 03/09/19
11. E-mail from a resident about the possible introduction of 20mph stickers on wheelie bins – 09/09/19
12. E-mail from Katherine Parry, Licensing Manager, Warrington Borough Council about a consultation on a review of the Licensing Policy the deadline for which was 23 October 2019 – 12/09/19
13. E-mail from a resident about alleged damage to property caused by trees on Myddleton Lane Playing Fields - 16/09/19
14. E-mail from Jo Butler, Volunteer Engagement Officer, Warrington Voluntary Action, asking the Parish Council to become a Member of Warrington Voluntary Action (WVA) – 18/09/19

In respect of Item 9 – Notice Board on Hermitage Green, Councillor Vobe suggested that the detail of the matter should not be discussed now, but that the letter should be acknowledged and the residents informed that the Council had received their views which would be considered at the appropriate time.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) To request the Clerk to write to the resident concerned in respect of Item 9 – Notice Board on Hermitage Green, to acknowledge receipt of the letter and to confirm that the Council has received their views.
- (3) In respect of Item 13, an allegation of damage to property caused by trees on Myddleton Lane Playing Fields, the matter be consider further in Part 2 of the meeting at which time a tree inspection report would be provided.

WPC.71 Planning Matters

The Chair reported that a number of the planning applications listed below had already been determined by the Borough Council, during the Parish Council's summer recess.

General Correspondence

Nil.

Domestic Planning Applications

1. Application reference: 2019/35506
Location: 162, Greenwood Crescent, Winwick, Warrington, WA2 0EG
Description of development: Retrospective--Erection and installation of a shortwave Amateur Radio aerial within the back garden of the property
2. Application reference: 2019/35499
Location: Bowling Green Farm, Mill Lane, Winwick, Warrington, WA2 0SX
Description of development: Variation of conditions - Application to amend plans (to increase the footprint to provide an additional bedroom) previously approved plans in associated to 2018/32693
3. Application reference: 2019/35712
Location: Bowling Green Farm, Mill Lane, Winwick, Warrington, WA2 0SX
Description of development: Variation of conditions- Proposed variation to Condition 8 (Foul and Surface water to be drained on separate systems) on previously approved application 2018/32693
4. Application reference: 2019/35804
Location: 1, Fleming Drive, Winwick, Warrington, WA2 8XP

Description of development: 42 Day Householder Prior Approval - Proposed single storey rear extension to replace conservatory to extend beyond the rear wall by 4.8 metres; maximum height 3.3 metres and height at the eaves 3.0 metres.

5. Application reference: 2019/35807
Location: 1, Pilgrim Close, Winwick, Warrington, WA2 8TF
Description of development: Householder-Proposed Side Extension

Non-Domestic Planning Applications

6. Application reference: 2019/35534
Location: Arbury Court, Townfield Lane, Winwick, Warrington, WA2 8TR
Description of development: Full Planning (Major) - Proposed construction of a detached 3 ward single storey healthcare facility with amenity space
7. Application reference: 2019/34817
Location: B and Q, Delph Lane, Warrington, WA2 8RD
Description of development: Full Planning (Major) - Proposed erection of security fencing.
8. Application reference: 2019/35685
Location: B and Q, Delph Lane, Warrington, WA2 8RD
Description of development: TPO - Cut back branches of lime away from sign, remove 3 lime trees, crown lift 5m Oak.
9. Location: Delph Farm, Delph Lane, Warrington, WA2 8RW
Description of development: Full Planning (Major)- Proposed conversion to form 17 dwellings; erection of 2 dwellings; demolition of various modern buildings; provision of parking and landscaping; movement of boundary wall at site access and provision of pedestrian footway in existing highway verge.
10. Application reference: 2019/35787
Location: Wailes Brothers LTD, West Quay Road, Warrington, WA2 8TL
Description of development: Full Planning - Proposed telecommunications upgrade to 25m slimline lattice tower on 5.60m x 5.60m concrete base and associated works.

Decision – To note the planning matters submitted to the Parish Council.

WPC.72 Pre-planning Advice in Relation to Possible Hermitage Green Notice Board

Members were informed that Warrington Borough Council had indicated that planning permission would be required to erect a parish notice board on land owned by the highway authority at Hermitage Green.

Members considered whether the Council should purchase pre-planning advice prior to considering further the question of siting a notice board at the Green. It was

envisaged that advice could assist in the determination of a suitable site. Initial enquiries had suggested that payment would be required for pre-planning advice in the sum of £268.00 and that a further fee would be payable for the full planning application, which was likely to cost £66.00. Subsequent correspondence had clarified that the pre-planning advice would cost only £56.

Members of the public were given permission to speak on this item. A resident reminded Members that he had previously pointed out that planning permission would be required. The application would also need to be specific, such as identifying the location and style of the notice board. A Parish notice board would be classified as an 'advertisement' and would need to meet the requirements of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Members were reminded that rough plans had been provided at the last meeting of the Council. It was also reported that much of the land close to Hermitage Green was owned by the local farmer, who may have issues with the proposed development.

The Chair enquired if the board could be located where the phone box stood previously. The resident indicated that this could be problematic, as it was understood that the site had village green status. The Chair suggested that if a proposed location was identified, then the main issues could be drawn out for further discussion. Residents present indicated that there were other points to note regarding the location, namely:

- The board could cause an visible obstruction for motorists;
- There was no consensus over the need for or location of a notice board;
- Much of the local consultation had taken place via Facebook and had excluded some individuals;
- Residents generally had not shown much interest in parish matters, a situation which would not be improved by the use of a notice board;
- Someone would need to add information to the board and keep it tidy; and
- The location of underground cabling in the area could be of significance.

The Chair reminded Members that the idea for a notice board had come from residents, following their complaints about lack of communication over the loss of the phone box. The proposal tonight was to seek further advice. The actual location had not yet been identified. Councillor Matthews indicated that the issues seemed very contentious and that it might be better, before seek pre-planning advice, to consult residents to see

- (a) If they still wanted a notice board; and
- (b) Consensus as to its location.

Councillor Iddon pointed out that there was no footpath where the phone box stood. However, there had been a notice board by the former Hermit Pub, which did get read. It was acknowledged that walkers and joggers did pass this area. It was also pointed out that there was no other suitable community venue in that location where a notice board could be easily sited. The Chair added that members of the public had not been invited specifically for this item tonight, as the Council had not finished researching the matter.

Councillor Vobe indicated that, when residents had attended for the phone box debate, the parish had made a commitment to look into the noticeboard issue. It would not be advisable to simply kill off the matter. However if there was no ultimate consensus it would not be possible to proceed.

Members considered a possible leaflet drop or mailshot, which should be wider than the previous phone box mailshot. A resident indicated that it would be useful within the leaflet drop or mailshot to point out what constraints there may be to use of this site. Overall he was not in favour of the use of a notice board. It was pointed out that a notice board would not ultimately have saved the phone box, which had not been adopted by the Council for purely financial reasons. There were other boards in the north of Winwick at the Leisure Centre, Winwick CE Primary School and on Myddleton Lane. The Chair commented that notwithstanding that argument, it would have helped to be able to confirm to residents that they had been given a full opportunity to know what was going on.

A resident commented that the phone box issue had been contentious and that perhaps the information circulated was misleading, as it implied that the Council was going to adopt the box. If a notice board was to be provided the Council should consider how to minimise the negative impacts on certain residents.

The Chair asked for volunteers to carry out a leaflet drop. It was envisaged that there would be no more than 60 homes involved. The Chair offered to draft the leaflet for councilors to approve and the views of Winwick Ward councilors were sought in particular.

Decision –

- (1) To note the position in relation to the possible provision of a notice board at Hermitage Green,
- (2) To agree not to pursue pre-planning advice at this stage,
- (3) To authorise the production and distribution of a leaflet to local residents asking if they still wanted a notice board; seeking consensus as to its location and inviting them to the next meeting of the Council.

WPC.73 Finance Officer's Report

Members considered two reports of Clare Jones, Interim Finance Officer, on a number of financial issues as at July and August 2019, details of which are set out below.

Budget Review 2019/20

Members considered detailed breakdowns of profit and loss against the Council's Budget for the year to date at both July and August, for both the Leisure Centre and Parish Council.

July 2019

Overall the Leisure Centre ran at a £3.8k profit in July, which was due in part to the income for July being one of the peak points in the income stream. Work would need to continue following the summer peak to maintain the position, as the Centre moved into September onwards. The Centre was running at a £3.1k profit on the year to date, again due to the peak income point and, although positive, must be reviewed post summer as the Centre moved into what were historically slower income periods.

There was £2.9k of expenditure against the Parish precept monies in July 2019.

August 2019

Overall the Leisure Centre ran at a £0.9k loss in August, which was due to the income for August room lettings being well below the expected income. The bar sales were looking to be on track to hit £4k over the expected income in September and the room, lettings were on track to be £1k over, which should mitigate the losses in August 2019.

The Centre was running at a £1.2k profit on the year to date, again due to the peak income point and, although positive, must be reviewed post summer as the Centre moved into what were historically slower income periods. In addition, Ms Jones reminded Members that the roof repairs in the region of £8k would reduce the overall profits for the year.

There was £3k of expenditure against the Parish precept monies in August. Parish expenditure year to date had only been around £18k

Issues of Note

Stock

The Management Committee had considered a detailed stock report at its meeting on 10 September 2019. However there were issues with the most recent stock take and it was being rechecked on Tuesday morning. Those issues included errors noted in the stock take formulas (e.g. the bottled soft drinks had been reported at a loss of more bottles than the Centre had ordered in. That was simply not possible, hence the additional review). An updated stock report was being prepared.

Ms Jones recommended that an independent stock-taker be engaged to double-check the existing position. Members also suggested that it might be useful for the Finance Officer to be present when the stock take was being undertaken.

Members agreed to move the remainder of the debate on this Item into Part 2 of the Agenda.

Business Plan

The Business Plan would be available for Councillors to consider in Part 2 of the meeting.

Tree Survey

A tree survey had been undertaken and the report would be available for consideration in Part 2 of the meeting.

Payments made since Management Committee Report presented on 10 September 2019

A list of payments since 10 September 2019 was presented, as follows:-

Payee	Description	Sum
Lloyds Bank PLC	-	£68.99
Barclaycard	-	£149.47
HMRC Cumbernauld	-	£1,348.78
Bliss Supplies	-	£4,151.94
NALC	-	£19.99
Public Works Loans	-	£1,233.12
BT Group PLC	-	£233.59
Water Plus Limited	-	£2,342.61
Brit Gas Business	-	£223.15
Bagnall & Morris W	-	£226.70
Payzone UK	-	£21.60
Drum BSS Ltd		£26.40
Chsh. Pension Fund		£1,159.12
B. Muflihi		£90
Wigan Beer Co		£1,319.61
David Forshaw Ents		£160
Maxigiene		£72
DJ Fire & Safety L		£254.40
Service Care		£576.32
BOC Limited		£153.60
P Healey	-	£170.45

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

WPC.74 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 10 September 2019 were not yet available. These would be circulated to Members under separate cover prior to the next meeting.

WPC.75 Reports from Approved Outside Bodies

Rights of Way Forum
(Councillor G Friend)

Councillor D Friend reported that no meeting of the Forum had taken place recently.

(The correspondence received at Item 4 of Minute WPC.70 , indicated that it was likely that the next meeting would be held in December 2019).

WPC.76 Appointment to Winwick Educational Foundation

Mr Joinson, Clerk, reported that the Parish had previously appointed representatives to Winwick Educational Foundation. The appointments had lapsed in recent years as it had become unclear how many representatives the Parish was entitled to. Correspondence with FDR Law, who administered the Trust, had clarified that the Parish was entitled to appoint one trustee.

The letter from FDR Law had also indicated that the trustees had not met for some time, activity was minimal and that consideration was being given to winding up the Trust.

Members were asked to consider nominating a representative to serve as a Trustee. Councillor Matthew agreed, in principle to undertake the role, subject to meeting first with the Trust administrator.

Decision – To approve the nomination of Councillor Mike Matthews as the Council's representative on the Winwick Educational Foundation, subject to his personal decision on the matter, following a meeting to be arranged with the Trust's administrator.

WPC.77 Ward Reports / Updates

Houghton Green Ward

There were no matters raised on this occasion.

Peel Hall Ward

There were no matters raised on this occasion

Winwick Ward

Councillor Gordon mentioned that the Pamper business, on Golborne Road, was understood to be closing down and that an expression of interest was believed to have been made to turn the venue into a gin bar, as part of a larger chain of such premises. Residents had queried whether a change of use planning permission would be required for that alteration. Councillor Matthews indicated that he understood that such an application would need to be made. A gin bar was likely to raise issues of noise nuisance and parking concerns. Information would be supplied

by Warrington Borough Council if any change of use application was submitted and a submission on behalf of the Parish Council could then be made.

Councillor Iddon commented that she had received a letter from a resident who had criticised Winwick as being 'the scruffiest village'. In particular, her complaint related to debris on boundary walls in Golborne Road. She had asked that the matter be raised with the Council.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To note the adverse comments by a resident about the appearance of the village.

WPC.78 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 22 October 2019 at 7.30pm.

WPC.79 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

WPC.80 Stock

Members were reminded that this matter had been deferred from Part 1 of the Agenda.

A lengthy discussion took place on the possible causes of the adverse stock take figures. Members considered that either the stock calculations themselves contained an error, or there were internal stock handling issues to address.

Decision –

- (1) To approve the appointment of a second independent stock-taker to review the next stock take result.
- (2) To provide an item to the next meeting of the Management Committee (in Part 2 of the Agenda) on the latest stock take position.

WPC.81 Confidential Minutes from 25 June and 23 July 2019

Members considered Confidential Annexes to the minutes of the meetings held on 25 June and 23 July 2019.

Decision – To approve the Confidential Annexes to the minutes of 25 June and 23 July 2019.

WPC.82 Tree Inspection Report

In connection with Minutes WPC.70(3) and WPC.73, a Tree Inspection Report, dated 18 September 2019, by Blackfryers Consultants, was presented.

A summary of the recommendations was as follows:-

- Ash tree next to playground – The bench underneath should be moved as soon as practicable and the tree inspected annually;
- Sycamore tree next to the playground – The bench underneath could be moved at the same time as the above, although it was not a high priority ;
- Multi-stemmed cherry tree backing onto a property on Myddleton Lane – The cherry tree to be felled and the cherry avenue reinstated;
- Willow and young beech overhanging entrance road and car park – Trees should be inspected annually, but no other action taken now;
- Large ash tree on playing field boundary, which could potentially cause damage if it fell – All ash trees should be monitored for Ash Dieback (AD);
- Two young sorbus at the Myddleton Lane entrance which were poorly staked and one at an angle of 30 degrees – One tree should be re-straightened/ staked and both re-tied; and
- Parish Council Tree Inspection Policy and inspection outcomes should be documented.

Councilor Iddon commented that the benches by the Myddleton Lane entrance were in a poor state of repair. Officers agreed to look into their possible repair.

Decision – To note the Tree Inspection Report and to delegate to the Management Committee consideration of any necessary action arising from the report.

WPC.83 Business Plan

In connection with Minute WPC.73, a copy of the draft Business Plan was circulated.

Decision – That Members be requested to take away the draft Business Plan to allow time for the document to be considered prior to the next Council meeting.

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Winwick Parish Council

Correspondence since 24 September 2019
(or not previously reported)

1. Clerks and Councils Direct newsletter - Issue 124: July 2019 – 03/07/19
2. Letter from JW Turton, Engineering and Flood Risk Manager, Warrington Borough Council, in connection with highways works on Watery Lane and Mill Lane, Winwick, for 5 weeks commencing 23 September 2019 – 21/08/19
3. Letter from Shirley Parnell, Funeral Director, Broadoak Funeral Service , enclosing cheques to the value of £125.00 donated to the Parish Council in memory of the late Mrs Margaret Woods, who passed away on Sunday 16 June 2019, aged 100 (with thanks to her granddaughter Mrs Danielle Colborn).
4. Letter from Katherine Parry, Licensing Manager, Warrington Borough Council about a consultation (reported previously) on a draft revised Statement of Licensing Policy and draft Cumulative Impact Assessment, the deadline for which is 23 October 2019 – 11/09/19
5. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 25/09/19, 27/09/19, 04/10/19, 07/10/19, 08/10/19, 10/10/19 and 15/10/19
6. E-mail from Kathy Sephton, Environment Manager, Warrington Borough Council, in connection with complaint received by that Council about planting around the 'Hermitage Green' sign at Hermitage Green – 23/09/19
7. E-mails from Hazel Catt, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), reminding members of the SLCC Cheshire Branch Conference due to be held on Wednesday 9 October 2019, at 9:00am, at the Brio Leisure Centre, Northwich – 23/09/19
8. E-mail chain originating from John Thorp, Public Rights of Way Lead Officer, Warrington Borough Council, confirming that the next meeting of the Warrington Public Rights of Way Forum will be held on 4 January 2019, starting at 10am, at New Town House, Buttermarket St. Warrington WA1 2NH – 30/09/19
9. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about Traffic Regulation Notices due to be advertised in the Warrington Guardian on 3 October 2019 – 01/10/19
10. E-mail from Elaine Marsden-Ormson, Community Centre Engagement Support Officer, Warrington Borough Council, enclosing a letter seeking the involvement of craft groups from across Warrington in the preparation of individual decorations and baubles to create 'Christmas at Bank Park' – 01/10/19

11. E-mail reminder on behalf of Manchester Airport, about the consultation deadline of 6 October 2019, for comments about changing the airspace around the airport – 01/10/19
12. E-mail from Kirsten Riley, Democratic Services Officer, Warrington Borough Council, enclosing the presentation slides from a Code of Conduct training session held on 7 October 2019 – 08/10/19
13. E-mail from Mr MB requesting permission to wild camp and practice bush craft skills on suitable Parish woodland – 08/10/19.
14. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Creative Play – outdoor play spaces
 - Playsource – outdoor play equipment repair and new installations

Up to date as at 15/10/19

Winwick Parish Council

Planning Matters since 24 September 2019

General Correspondence (0)

Nil.

Domestic Planning Applications (2)

1. Application reference: 2019/35764
Location: 84, Kinross Close, Winwick, Warrington, WA2 0UR
Description of development: Householder. Proposed Rear & Side Extension

2. Application reference: 2019/35893
Location: 43, Solway Close, Winwick, Warrington, WA2 0UP
Description of development: Householder. Proposed demolition of existing rear conservatory and erection of single storey rear and two storey side extension with associated internal works

Non-Domestic Planning Applications (0)

Nil.

Up to date as at 15/10/19

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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

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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',

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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.