

# 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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22 January 2020

**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, 28 January 2020 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 Meetings of the Parish Council held on 26 November and 10 December 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. Reports from Parish Council Committees**
  - Management Committee – 10 December 2019 and 14 January 2020
- 12. 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)
- 13. Date and Time of Next Meeting – Tuesday, 25 February 2020**
- 14. 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.

- 15. Finance Officer's Report – Confidential Matters**
- 16. Sale of Land to Winwick CE Primary School – Update**

**Winwick Parish Council**  
**Minutes of the Meeting held on 26 November 2019**

**Present:** Councillors M Matthews (Vice-Chair in the Chair), S Emery, D Friend, G Friend, A Iddon, R Purnell, and C Vobe.

**WPC.103    Apologies for Absence**

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

**WPC.104    Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

**WPC.105    Minutes**

The Clerk, Julian Joinson, reported that a complaint had been received about the inclusion of a discussion in Part 2 of the meeting on 22 October 2019, in relation to a possible notice board at Hermitage Green. The matter had not been included as an Agenda Item and no formal resolution had been taken to move part of the discussion under Minute WPC.97 Ward Reports/Updates (Winwick Ward) into Part 2 of the Agenda. The Clerk confirmed that, unlike for principal councils, there was no provision within the legislation to introduce urgent items to Parish Council agendas. Accordingly, any discussion on the notice board issue was outside the formal meeting.

It was recommended that the Minute 101 be stricken from the formal record of the meeting.

Members commented that some useful points had been discussed in relation to progressing the debate about a possible notice board, which it would be helpful to record in some form. It was suggested that a note of the informal discussion be retained as an addendum to the Minutes. The 'Decision' points would serve as guidance for Officers to take the matter forward under their existing delegated powers.

Decision – That, subject to the following amendments:-

- The deletion of the final Paragraph of Minute WPC.97 regarding the possible Hermitage Green notice board;
- The deletion of Minute WPC.101 from the formal record of the meeting;
- The addition of an addendum to the Minutes to include the text previously referred to as Minute WPC.101, comprising a 'Note of an Informal Discussion held by Members on 22 October 2019' in relation to a possible Notice Board on Hermitage Green and that the heading 'Recommendations -' be substituted for the word 'Decision -',

the Minutes of the Council Meeting held on 22 October 2019 be agreed and be signed by the Chair as a correct record.

**WPC.106     Updates on Issues from Previous Meetings**

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

Councillor D Friend declared a non-pecuniary interest in Items 26 and 27 of the schedule in the light of her appointment by Warrington Borough Council to the Warrington CE Educational Trust.

Members enquired about progress in relation to Items 26 and 27, on the matter of the Sale of Land to Winwick CE Primary School. Mr Joinson reported that a meeting with representatives of the school was due to take place on Thursday 28 November 2019 to discuss the way forward. The Clerk had written to Steels Solicitors to ask them to search for the deeds to the Leisure Centre and Myddleton Lane Playing Fields. No written response had yet been received. The Clerk had also written to a separate firm of solicitors who had expressed an interest in carrying out the necessary conveyancing work to arrange a consultation meeting. The solicitors had informally suggested a process which might enable the school's tight timescales to be met, if the land needed to be first-registered with HM Land Registry. The professional support of solicitors would be useful when registering the Council's land.

Mr Joinson reported that clarification had recently been received that Swan Green and Hermitage Green were owned by the Parish Council. Both sites were already registered as village greens. Investigations would need to be carried out into the status of the Leisure Centre, Playing Fields, John Parr Meadow and Winwick Park Estate roundabout.

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

**WPC.107     Question Time for Electors**

There were two residents in attendance at the meeting.

*Notice of Planning Appeal - Land at Birch Avenue*

Residents enquired if the Parish Council had submitted any objection to the appeal lodged against refusal of planning consent for the retention of a wooden fence off Birch Avenue. The Clerk reported that the matter was included at Item 10 on the Agenda. Members agreed to take this matter now. Residents encouraged the Council to submit an objection and for individual councillors to write also.

*Land at Peel Hall*

The Chair indicated that some money had been set aside in the draft Budget 2020/21 to allow for professional advice in relation to the proposed Peel Hall development. Residents expressed disappointment with Warrington Borough Council's barrister from the original appeal and would not wish to see him retained by Winwick Parish Council in any future action.

Decision –

- (1) To note the questions raised by residents above and any responses provided.
- (2) To agree to submit an objection to the appeal submitted by Satnam in connection with planning application 2019/35001 and to commend individual councillors to do the same.

**WPC.108 Written Motions Received**

There were no written motions received on this occasion.

**WPC.109 Police / Community Issues**

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

In respect of Winwick Ward the following information was provided:-

- From the 27th of October – 5th November, PCSO Brown had been on an operation helping to cover all areas that had been having trouble with anti-social behaviour (ASB) over the Halloween period. There had only been a few incidents, but none within Winwick.
- A neighbour dispute in Winwick, over fireworks being set off after the 11pm curfew, had been dealt with. Both parties had been spoken to.
- School parking monitoring had been carried out throughout the month, with no issues identified at the time of the patrol.
- Speed monitoring had been undertaken, to get an idea of the speed people were travelling at along certain roads.
- Surgeries had been held once a week at the library (in Burtonwod).
- Foot patrols had been undertaken around Winwick and other areas.

The report also contained information specific to Burtonwood and Westbrook Parish.

In respect of Houghton Green and Peel Hall Wards the following information was provided:-

- In total there had been 431 incidents recorded over the Poplars and Hulme (Borough Council) Ward, the repeat locations for the Parish Council being Grasmere Avenue and Greenwood Crescent.
- Crime – There had been a significant increase in theft of pedal cycles from garages and sheds. There had also been a spate of theft of tools from work vans, the repeat location being the Winwick Quay Pub.
- Anti-social behavior – There had been an increase in reported ASB over the Halloween period.
- Incident of Note – Cheshire Constabulary had some information about potential rogue traders operating in the area of Dundee Close and the surrounding area.

- Sgt Lee Hillyard had taken over from A/Sgt Paul Caswell.
- Speed management had been undertaken on Birch Avenue. The data showed that only a small percentage of vehicles were exceeding the 20mph speed limit.
- PCSO Burke was in contact with Cllr Emery regarding a traffic issue at St Bridget's Primary School. The school was in Poulton with Fearnhead Parish, but a number of its pupils were from Winwick. Councillor Emery commented that the issue related to both parking and to a zebra crossing where motorists failed to stop. It was hoped to establish a junior warden scheme, whereby older children in hi-vis jackets took up positions at the roadside to raise the attention levels of motorists.
- PCSO Burke was working with Greenwood Residents Association to secure funding for a bike marking event to take place after Christmas.

Councillor D Friend reported that an incident had occurred near the hairdressers on Fearnhead Lane involving the attendance of 4 police vehicles. PCSO Burke had been unaware of this as it was a special operation and he would not normally be informed.

Decision – To note the written and verbal reports on police and community issues submitted.

**WPC.110     Possible Notice Board at Hermitage Green**

The Chair indicated that a productive meeting had taken place immediately prior to the Council on the matter of a possible notice board at Hermitage Green. Some eight residents had attended the meeting, of which seven had been in favour of a notice board and one had initially indicated some degree of objection. A resident had also raised specific concerns about the removal of some plants adjacent to the Hermitage Green road-sign.

Councillor Vobe indicated that he had attended as an observer, as this was not within his ward. His view was that the discussion had helped to move the debate on and that the views of the residents could be now be assessed further.

The Chair commented that the residents had left the meeting in a positive frame of mind. The intention was to draw up some firm proposals to report back to the residents for further consideration.

Decision – To note the outcome of the consultation meeting with residents on the possible siting of a notice board at Hermitage Green.

**WPC.111     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 – 25/10/19, 31/10/19, 31/10/19, 07/11/19, 12/11/19, 12/11/19, 14/11/19 and 19/11/19

## Agenda Item 3(a)

2. E-mail from Dave Rayner, on behalf of the Charity Scope, seeking to identify new locations for textile recycling banks, including any potential new locations in Winwick – 29/10/19 and 17/11/19
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about various Traffic Regulation Notices due to be advertised in the Warrington Guardian on 7 November 2019 and regarding a Town Police Clause Notice relating to the Remembrance Sunday Parades– 05/11/19
4. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, about the operation of the Purdah period for the upcoming General Election and enclosing a guidance note – 07/11/19
5. E-mail from Elaine Marsden-Ormson, Community Centre Engagement Support Officer, Warrington Borough Council, enclosing a poster in relation to the Christmas Event in Bank Park on Sunday 1 December 2019, between 2pm and 4pm –11/11/19
6. E-mail from Nick McCarthy, Clerk to Rixton with Glazebrook Parish Council inviting the Chair (and guest) to their Civic Sunday event due to be held on Sunday 26 January 2020
7. E-mail from a resident, DL, complaining about the transaction of business in Part 2 of the meeting held on 22 October 2019, regarding a possible notice board at Hermitage Green, without the requisite public notice being given of the agenda item.
8. E-mail from resident, RW, expressing concerns about the small trees situated adjacent to the Hermitage Green road-sign, at Hermitage Green, in the light of possible damage to the sign and safety issues.

In connection with Item 7 – Possible Heritage Green notice board it was suggested that the Clerk write to the complainant to indicate that the content of the e-mail has been duly noted and that the record of the discussion has been deleted from the formal minute of the meeting, but that a record of the discussion has been retained (Minute WPC.105 also refers). The substantive issue of holding a public meeting to ascertain the view of residents had, in any event, been agreed at an earlier meeting.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) In respect of Item 7 - Possible Notice Board at Hermitage Green, to request the Clerk to respond to the resident concerned in accordance with the suggestions set out in the minute above.

### **WPC.112    Planning Matters**

The following planning applications and correspondence had been received:

*General Correspondence*

1. Notice of Appeal By Way Of Written Representations  
Application reference: 2019/35001  
Location: Land at Birch Avenue, Warrington, WA2 9TN  
Description of development: Full Planning - Retention of existing wooden enclosure fence

An appeal had been made to the Secretary of State against the decision of Warrington Borough Council, to refuse to grant planning permission. The appeal would be determined on the basis of Written Representations. All representations would have to be received by the Planning Inspectorate by 3 December 2019 (Minute WPC.107(2)) also refers).

*Domestic Planning Applications*

2. Application reference: 2019/35978  
Location: 46, Falcondale Road, Winwick, Warrington, WA2 8NB  
Description of development: Householder - Proposed single storey side extension
3. Application reference: 2019/35989  
Location: 88, Dundee Close, Winwick, Warrington, WA2 0UL  
Description of development: Householder - Proposed two storey side extension with single storey extension to rear and alterations to porch
4. Application reference: 2019/36048  
Location: Myddleton Hall, Delph Lane, Winwick, Warrington, WA2 0RE  
Description of development: TPO - Works to trees covered by TPO 173 including felling & management

*Non-Domestic Planning Applications*

5. Application reference: 2019/36003  
Location: Cop Holt Farm, Newton Road, Winwick, Warrington, WA2 8SH  
Description of development: Prior Notification (Agricultural) - Proposed steel framed agricultural building

In connection with application 4 above, Councillor Iddon enquired if this was about overhanging branches. The Chair recalled that this item had appeared in previous years and was a positive proposal. It was believed that the trees were predominantly beech trees and that they were prone to rot and to shedding branches.

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



**WPC.113 Finance Officer's Report**

Members considered a report of Clare Jones, Interim Finance Officer, on a number of financial issues as at October 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 31 October 2019, for both the Leisure Centre and Parish Council.

Overall the Leisure Centre ran at a £6k loss in October, which was largely due to a large electricity bill covering the first half of the year. There had been an issue with the syncing of the EPOS and Xero systems so an audit of income recorded would be undertaken over the December period and reported back to the January meeting. An undertaking was given to let councillors know if specific issues arising from this came to light before the next meeting.

The Centre was running at a £10.6k loss on the year to date, but against the position last year (a £15.5k loss) this was a decent improvement. The Chair commented that overall the business strategy was working, although there had been a small downturn in October.

There was £7.1k of expenditure against the Parish precept monies in October 2019.

The Interim Finance Officer hoped to be in a position to circulate the figures for November directly to councillors as no ordinary Council meeting was planned for December 2019.

Issues of Note

*Budget 2020/21*

Budgets had been prepared for 2020/21 with alternative values for maintaining the existing precept or a 2.7% increase.

*Business Plan*

The Business Plan mission, vision and values page was available for final discussions with councillors to determine the Parish's agreed way forward.

Payments made since Management Committee Report presented on 12 November 2019

A list of payments since 8 October 2019 was presented, as follows:-

<b>Payee</b>	<b>Description</b>	<b>Sum</b>
B&M	Trae waste	£287.06
Royal British Legion	Charitable donation	£60.00
Rijo	Tea/coffee supplies	£144.00

## Agenda Item 3(a)

KC's Kitchen	Buffet	£477.00
Cheshire Pension	Pension	£358.61
HMRC	PAYE	£1,604.10
Service Care	Litter picker	£576.32
DL Hannan	Swan Green	£240.00
BOC	Bottled gas	£153.60
B Muflihi	Stack take	£90.00
Chapelford Bouncers	Security	£60.00
Gardenia Gardens	Grounds maintenance	£162.50
Drum BSS	Consulting	£28.80
Rock the Boat	Real Ale	£129.60
Lloyds	Credit Card	£68.99
Scottish Power	Electricity	£671.11
Payzone	Card payment fees	£21.60

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

### **WPC.114     Draft Budget 2020/21**

A draft Budget for 2020/21 was provided which showed the figures for the existing level of Precept or a 2.7% increase.

The Chair indicated that the Parish Council was required to let Warrington Borough Council know of its Precept requirement before the next meeting of the Council. In previous years the Council had agreed key issues in November and authorised the Management Committee to fine tune the Budget submission, which would then be ratified by full Council. Alternatively the Parish Council could determine the Budget this evening.

Ms Jones commented that the profit and loss figures had been assessed to set a realistic position for next year. This year's balance was around 13% ahead of last year's position. Therefore, it was considered to be realistic to budget for a 10% increase in bar sales for 2020/21. The same factor had also been applied to likely expenditure for 2020/21

Members were reminded that the Leisure Centre had produced a loss of around £30k in 2018/19, but that the figure had already been halved if projections for the current year remained consistent. Accordingly, the amount of support proposed for the Leisure Centre in 2020/21 was £15k. In addition, the Budget for 2020/21 could now support the salary of a Chief Operating Officer to manage certain Parish and Leisure Centre affairs. Staffing arrangements could be discussed further in Part 2 of the meeting.

The Chair highlighted the following items in the draft Budget:-

- £2k – Traffic management
- £7k – Peel Hall (consultants/legal advice)

- £15k – Support for the Leisure Centre
- £8.448k – Special Projects (possible Chief Operating Officer)

If the Precept was increased by 2.7% the Special Projects Budget would increase to £11.476k.

Ms Jones indicated that there was a need to review the litter picker costs. The costs included the employment agency costs and a separate charge from Warrington Borough Council for the hire of the vehicle. Costs appeared to have risen significantly in 2019/20. The total cost of the service was split 50/50 with Burtonwood and Westbrook Parish Council. Councillor Iddon reported that other parishes operated a litter pick and collection service and that the current service in Winwick might not be achieving value for money. Many of the Parish's roads could not be picked because of speed limits and safety concerns.

The Chair suggested that a Member/Officer Working Group be established, to include the Interim Finance Officer, to look into the litter picking arrangements. The service had been developed as a result of the controlling Labour group's election promises. However, there was a need to secure best value for the service. It was suggested that the Working Group comprise the Chair, Vice Chair, Councillors Emery and Iddon and the Interim Finance Officer.

The Clerk added that in respect of the Precept, the Council Tax Base had remained relatively static in 2020/21 (1,727) compared to 2019/20 (1,725). This meant that a 2.7% increase in Precept would equate directly to a 2.7% increase in Council Tax for residents. The Chair commented that councillors need to take account of the fact that wages and energy costs were likely to rise due to inflation.

Members discussed the merits of increasing the Precept to cover inflationary costs, as against the desirability for residents of holding the Precept at its current level. In particular, the ability to finance a Chief Operating Officer to ensure that operational issues were dealt with effectively was a key aspiration.

Councillor Emery commented that the Leisure Centre was in a much better position now and its finances had shown a significant improvement. This improvement should now benefit the Council Tax payer.

Decision –

- (1) To agree the draft Budget for 2020/21, as now presented, on the basis of the Precept for 2020/21 being set at the same level as in 2019/20.
- (2) That the Precept for 2020/21 be agreed as £112,150.00, which will provide a Band D Council Tax of £64.94 (a small reduction in the amount payable in 2019/20 of £65.01).
- (3) To authorise the Officers to make the necessary submission about the Precept to Warrington Borough Council by no later than Friday 10 January 2020.

**WPC.115    Reports from Parish Council Committees**

The minutes of the meeting of the Management Committee of 12 November 2019 were provided. The Chair of the Committee, Councillor Matthews, indicated that the Leisure Centre now needed less support from the Parish Precept.

An extraordinary meeting of the Management Committee would take place on 10 December 2019 to look at staffing issues. There was pressure on the posts of Interim Finance Officer and Clerk, which were both part time posts, to carry out other duties such as meeting contractors on site. Some of these tasks would previously have been undertaken by the former Responsible Finance Officer who had some additional capacity within his workload. However, it was felt that there was currently a gap in the staffing structure to meet these demands. The gaps would be considered further at the meeting in December.

All Members were welcome to attend the meeting to provide their input.

Members suggested that other structures might be useful, such as the appointment of a club secretary or a user group. However, it was noted that the Leisure Centre did not operate like a traditional club and was not licensed as a club. The idea of a user group could be harnessed in the future, but might not attract the right caliber of persons to fulfil the role currently envisaged.

The Chair also highlighted the issue of the performance management of staff. It was suggested that the performance reviews be carried out by the Chair and Deputy Chair plus one other councillor, to be selected as appropriate on each occasion. The reviews should be timed to coincide with the commencement of the financial year which would enable clear targets to be set for the staff.

Decision –

- (1) That the Minutes of the meeting of the Management Committee of 12 November 2019 be noted.
- (2) To approve the establishment of a system of performance review of the Parish Council's senior officers at 6 monthly intervals by a Panel of councillors, comprising Chair and Deputy Chair plus one other councillor, to be selected as appropriate on each occasion.

**WPC.116    Ward Reports / Updates**

Houghton Green Ward

There were no matters raised on this occasion.

Peel Hall Ward

A member of the public was given permission to speak on this item. She reported that she had spoken today to the Leader of Warrington Borough Council, Councillor Russ Bowden, about the land at Peel Hall. He had indicated that the land could not

be taken out of the emerging Local Plan. The resident reported that she understood that the land had been sold to the current developers by Warrington New Town and that further land was sold to them by English Partnership. The Chair indicated that at some point the question of whether the land was to be open space or housing development land would be resolved through the Local Plan process.

Winwick Ward

Councillor Iddon indicated that urgent repairs were required to the Leisure Centre to improve its appearance and its general standards of maintenance. The following issues required attention:-

- Missing drain pipes;
- Wires hanging down;
- Rotten doors; and
- Alarm problems.

The Chair indicated that the Council had just set its Repairs and Maintenance Budget for 2020/21, which had provided a small uplift from the 2019/20 Budget. The detail of how this money should be spent should be discussed at the Management Committee.

Councillor Emery asked whether a volunteer group of residents could assist in carrying out repairs. The Chair responded that experience had shown that that type of arrangement did not work. The Chair suggested that Councillor Iddon might wish to bring forward some proposals for repairs and maintenance expenditure at the next Management Committee. Councillor Iddon agreed to speak to Ms Jones before the next Committee meeting. Councillor Purnell added that it was probably outside of the role of the existing bar staff to identify building maintenance issues, in the way envisaged by some Members.

Councillor Iddon also pointed out the path between Rectory Lane and Faringdon Road had recently been swept by a vehicle and that leaves had been blown from the lane and car park slope. The result had been very satisfactory.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To agree that a list of repair and maintenance issues be provided to the next ordinary meeting of the Management Committee.

**WPC.117     Date and Time of Next Meeting**

Decision – To note that the next meeting of the Council will take place on Tuesday 28 January 2019 at 7.30pm.

**WPC.118     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.119     Finance Officer's Report – Confidential Items**

Clare Jones, Interim Finance Officer, reported that the issue of the Chief Operating Officer role would need further exploration of the figures. The Chair added that the lines of responsibility would also need to be considered.

Decision – To note the Finance Officer's Report.

**Winwick Parish Council**  
**Minutes of the Extraordinary Meeting held on 10 December 2019**

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

**WPC.120 Apologies for Absence**

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

**WPC.121 Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

**WPC.122 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.123 Sale of Land to Winwick CE Primary School**

Members considered a confidential report of the Clerk to the Council about the possible sale of an area of the authority's land to Winwick CE Primary School. The report included information on the following:-

- the background to the proposal;
- the current licensing agreement which permitted the Council to use the school's access road and car park;
- relevant legislation regarding the disposal of land and public notice requirements;
- valuation of the land;
- appointment of solicitors to act on behalf of the Council;
- title to the land;
- relevant issues, including footpaths and rights of way, trees, lighting and planning considerations;
- informal discussions held to date with representatives of the School; and
- financial considerations.

Members noted that there were significant time constraints to realise the proposals. Members discussed the overall advantages and disadvantages of the proposals, including the social, environmental and economic wellbeing of the Parish which might arise from the proposals. Members also discussed the location and extent of the site considered for disposal, including access and boundary issues in relation to the site. In addition, Members considered whether the Council might wish to restrict any future inappropriate usage of the site proposed for sale by means of a covenant.

### **Agenda Item 3(b)**

Members considered an e-mail dated 9 December 2019 from Councillor D Friend to the Clerk, expressing her view that a decision should be delayed until more information was available regarding the deeds showing the Council's interest in the land.





The Clerk added that a decision along the lines identified at Section 11 of the report was required urgently, as the School needed to be able to cite a commitment from the Council, in order to progress the matter.




Decision,




To approve the recommendations as set out in Section 11 of the confidential report.







WINWICK PARISH COUNCIL – 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 development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
2	To request the Clerk to carry out the actions set out in the confidential minute to this section.	WPC.167(2)	26/03/19	Clerk	26/03/19	-	Work is on-going to progress this matter which relates to the deeds of Council owned land.	
3	To note the work to be undertaken on the Definitive Map and to request the Clerk to produce and circulate widely an advert for Footpath Wardens for the Winwick area.	WPC.179	23/04/19	Clerk	-	-	Work is on-going to develop a suitable job description for advertisement	
4	To adopt the National Association of Local Councils Standing Orders: 2018 Edition upon receipt and to authorise the Clerk, in consultation with the Chair, to complete those sections where local choice was	WPC.6(1)	28/05/19	Clerk/Chair	-	-	NALC document now received and under consideration	







	required.							
5	To authorise the Deputy Chair, Finance Officer and Clerk to give further consideration to the issue of implementing Council/Committee decisions and developing a Scheme of Delegation.	WPC.58(2)	23/07/19	Deputy Chair/ Finance Officer/ Clerk			Not yet commenced	
6	In respect of Item 3, to request the Interim Finance Officer or Clerk to write to Mrs Danielle Colborn to thank her for the kind donation in memory of her late grandmother, Mrs Margaret Woods, and to earmark the money for the repair or re-siting of benches on Myddleton Lane Playing Fields	WPC.91(2)	22/10/19	Finance Officer/Clerk			The Finance Officer has undertaken to send a letter. A verbal report will be provided when the action is completed.	
7	To authorise the Chair of the Management Committee and Interim Finance Officer to meet with staff to consider the Vision	WPC.100(3)	22/10/19	Cllr M Matthews/ Finance Officer			To be arranged.	

	for the Leisure Centre.							
8	To request the Clerk to arrange a consultation meeting/interview with any solicitors expressing an interest in the proposed conveyancing work, to include the Clerk and the Chair of the Council.	WPC.102(1)	22/10/19	Clerk			A meeting between the Chair and Clerk with Stephenson Solicitors was held on 09/01/20. The solicitors have now been engaged to carry out this work.	
9	Subject to the outcome of any meetings arranged as above and, taking into account additional factors including price and office locations, to authorise the Clerk, in consultation with the Chair, to enter into a suitable contract for legal services in the matter of the sale of land.	WPC.102(2)	22/10/19	Clerk			See above.	
10	To agree to submit an objection to the appeal submitted by Satnam in connection with planning application	WPC.107(2)	26/11/19	Clerk		02/12/19	Objection submitted on behalf of Winwick Parish Council.	

	2019/35001 and to commend individual councillors to do the same.							
11	In respect of Item 7 - Possible Notice Board at Hermitage Green, to request the Clerk to respond to the resident concerned in accordance with the suggestions set out in the minute above.	WPC.111(2)	26/11/19	Clerk			Not yet commenced	
12	To authorise the Officers to make the necessary submission about the Precept to Warrington Borough Council by no later than Friday 10 January 2020.	WPC.114(3)	26/11/19	Clerk		10/01/20	E-mail sent to Mark Dennett at Warrington Borough Council	
13	To approve the establishment of a system of performance review of the Parish Council's senior officers at 6 monthly intervals by a Panel of councillors, comprising Chair and Deputy Chair	WPC.115(2)	26/11/19	Clerk			To be established in 2020/21	

	plus one other councillor, to be selected as appropriate on each occasion.							
14	To agree that a list of repair and maintenance issues be provided to the next ordinary meeting of the Management Committee.	WPC.116(2)	26/11/19	Finance Officer/ Cllr Iddon			Not yet commenced	

**Progress Legend**

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

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Police report Burtonwood & Winwick December/January.

Hope you all have had a good Christmas and New Year. I did not send a report in December due to no meetings so I will include everything I have done over the period.

- I stopped a car on Winwick Leisure car park, with 2 males onside smoking cannabis, the males were known so officers were called to the scene to deal with the situation and dealt with them accordingly.
- I have dealt with a few thefts from B&Q and Co-op over this period collecting CCTV and doing enquires to identify the offenders.
- I have dealt with 2 neighbour disputes, these have now been resolved with no further action needed.
- There has been a few thefts from Hermes both from on site by workers and by people who are more opportunist thieves steal push/motor bikes from the site, we have been working closely with the company to try and get more measures in place to stop the thefts from happening.
- There has been a few suspicious cars reported on the Fiddle in the bag car park, so I have been spending some time on the late shifts parked up on the site to get VRMs and see if anything is actually going on.
- I have dealt with an abandoned vehicle that was left on Winwick Quay, this came back to only a previous owner so I got recover to remove the vehicle.
- I visited a male in Winwick on Salsway Close due to a report that they had be scammed out of money, I gave reassurance and spoke to the neighbours asking to keep an eye out if they notice anything.
- I have been conducting Lorry watch operations with my beat manger PC Dadswell to stop lorries contriving the weight limit.
- I have been into St Pauls/ Burtonwood Primary to see if they are having any issues and arrange visits.
- I have helped out with cubs and help to do the First aid training.
- I am still holding my surgeries once a week.
- I have done foot patrols around the areas speaking to people trying to gather more intelligence on what is going on in the areas.

If you want or need anything off me please don't hesitate to email me and I will reply as soon as possible. Neil.Brown@cheshire.pnn.police.uk

Thanks

PCSO Neil Brown

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**Winwick Parish Council**

**Correspondence since 26 November 2019**  
**(or not previously reported)**

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 28/11/19, 02/12/19, 03/12/19, 04/12/19 (x2), 16/12/19, 17/12/19, 19/12/19, 03/01/20, 13/01/20 (x2), 14/01/20 and 22/01/20
2. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, in connection with a change of date of the development Mngement Committee from 4 December to 18 December 2019.

Note: The meeting considered an Environmental Assessment Application, Full Planning (Major) - Proposed single carriageway link road between A49 Winwick Road (WA12 8EF) and A573 Parkside Road. The application was subsequently approved with conditions as per the Officer recommendation and update report. The matter would now be referred to the Secretary of State for possible call-in as detailed in the Officer's report – 29/11/19

3. E-mail form Kerry Duffin Clerk to the Council Lymm Parish Council enquiring about what other Parishes did in terms of PCSOs or whether any Council's had taken the role in house and had a parish warden or similar role – 03/12/19
4. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about various Traffic Regulation Notices due to be advertised in the Warrington Guardian on Thursday 5th December 2019– 03/12/19
5. E-mail from the Leader, Deputy Leader and Chief Executive of Warrington Borough Council, including seasonal greetings and e-Christmas Card – 18/12/19
6. E-mails from Andrew Dutton, Head of Environment, Liverpool John Lennon Airport, on the progress of the Liverpool John Lennon Airport (LJLA) Airspace Transition and a 12 week consultation on its proposed airspace change, which will involve potential changes to the routes taken by aircraft departing from and arriving at the Airport. The consultation started on Monday 13th January and will end on Thursday 9th April 2020 – 23/12/19, 14/01/20 and 17/01/20
7. E-mail from Ruth Smith Area Coordinatr, Arthritis Action Group, looking to raise awareness of arthritis and the steps people can take to manage the condition, and the existence of the local group which meets on a six weekly basis at the Jubilee Orford Neighbourhood Hub – 06/01/20
8. E-mail from Julia Pickering, Civic Officer Co-ordinator, Warrington Borough Council, enclosing a list of key civic dates for 2020 – 08/01/20

9. E-mail from Sumayya Rawat, Senior Compliance Solicitor, Warrington Borough Council, in connection with a an emergency traffic notice relating to Penkforth Lane, Warrington, which was to be effective from 11 January 2020 – 10/01/20
10. E-mails from Hazel Catt, Branch Secretary, Cheshire Branch, Society of Local Council Clerks (SLCC), enclosing the agenda for the next Branch Meeting which was due to be held at 10am on Friday 24 January 2020, at Northwich Town Council – 13/01/20 and 20/01/20
11. E-mail from Lara Jacob, Clerk to Stockton Heath Parish Council, enquiring about any planned events for VE Day 75 on 8 May 2020 – 20/01/20
12. E-mail from Kerry Duffin, Clerk to the Council, Lymm Parish Council, offering places on a one day emergency first aid course for staff – 23/01/20
13. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Safecouncil – a health and safety resource and advice service for local councils
  - Playsource – outdoor play equipment repair and new installations

Up to date as at 25/01/20

**Winwick Parish Council**

**Planning Matters since 26 November 2019**

**General Correspondence (0)**

Nil

**Domestic Planning Applications (4)**

1. Application reference: 2019/36195  
Location: 39, Browning Drive, Winwick, Warrington, WA2 8XL  
Description of development: Householder. Proposed partial conversion of existing garage to form utility room and change garage door to window as part of the conversion
2. Application reference: 2019/35926  
Location: 3, Newton Lane Cottages, Newton Road, Winwick, Warrington, WA2 8SG  
Description of development: TPO - Beech (Tree 2) Proposed fell and replacement with Avenue of Scot pines or Oak Sweet Chestnut of Field Maple Downy/ Silver Birch or Lime Beech Hornbeam or a variation of all three
3. Application reference: 2019/36245  
Location: 2, Linkside Avenue, Winwick, Warrington, WA2 8NF  
Description of development: Householder - Proposed rear single storey extension to the existing bungalow. Porch added. Replacement of garage vehicle access door with a pedestrian door. Window replacements, addition and alterations. Render applied over existing brickwork and stone to match the new rendered rear extension.
4. Application reference: 2019/34509  
Location: 7, Chesterton Drive, Winwick, Warrington, WA2 8XF  
Description of development: Lawful development certificate - Proposed demolition of existing conservatory and single storey rear extension

**Non-Domestic Planning Applications (1)**

5. Application reference: 2019/36173  
Location: Winwick Quay, Woburn Road, Winwick, Warrington, WA2 8RN  
Description of development: Non Material Amendment - Application for a non-material amendment to amend cycle storage provision. 5 No. Sheffield cycle stands will be installed. The proposed location of the cycle storage unit is noted on the drawing provided.

Up to date as at 25/01/20

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## **Winwick Parish - Management Committee Extraordinary Meeting 10 December 2019**

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

**Also in Attendance:** Councillors Emery, G Friend, Mitchell and Vobe

### **WPMC 38 Apologies**

There were no apologies for absence submitted.

### **WPMC 39 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 40 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.

With the agreement of the meeting the following two items were taken together.

### **WPMC 41 Business and Recovery Plan and Staffing Structure**

With the consent of the meeting all councillors present were allowed to speak on this matter.

The Committee considered a report by the Chair which described the current employee structure and which queried whether that structure was effective and explored the reasons for a possible shortfall in certain staffing provision. An organogram of the current structure was also provided at the meeting.

The report suggested a review of job titles and job descriptions for existing staff and consultations with the staff concerned. A key finding was that there appeared to be a gap in staffing support for 'service provision' for Council functions not directly connected to the operation of the bar.

The report set out three options to address the staffing issues identified.

Members discussed the apparent gap in provision and the options proposed. Issues discussed included:-

- The impact of the resignation of the previous Finance Officer, which had resulted in a loss of a certain amount of senior Parish Council

## Agenda Item 11(a)

- staffing support on site during the daytime;
- The potential for bar staff to undertake a wider role, including the setting up of meeting rooms and carrying out of Parish duties and the need to introduce broader jobs descriptions;
- The finite capacity of existing senior staff, who were all part time and the risk of extra hours being worked at times that remained unrecorded/unpaid;
- The need for suitable office accommodation on site for the holder of any new post created;
- The reported career plans of the existing Bar Manager;
- The possible creation of a Chief Operating Officer post and the advantages and disadvantages of combining Parish and Leisure Centre job roles and, alternatively, of keeping them separate;
- The possible additional capacity within the Bookings Clerk position;
- The addition of the word 'Parish' to all job titles to reinforce the connection to the local authority;
- The possible appointment of a caretaker for the Centre, or the addition of such duties to the role of one member of bar staff.

The Chair indicated that he would envisage that any revised staffing structure should be in place by April 2020.

Members considered that it might be useful to contact larger parishes, such as Birchwood Parish Council or Great Sankey Parish Council, to gain an understanding of how their staffing structures worked. It was not considered necessary to engage an HR consultant to advise on the staffing structure.

Decision –

- (1) To note the report on the staffing establishment and the options provided.
- (2) To recommend that Council approve a modified version of Option 3, namely – To retain the current part-time Bar Manager, Clerk and Responsible Finance Officer posts as they are but put the additional duties into a new (with appropriate hours) assistant clerk/RFO post, to be known as Parish Manager, that would report to the Clerk and RFO but sit above the Bar Manager's post.
- (3) To approve a number of additional hours work for the Interim Finance Officer, on a temporary basis, to undertake some of the preparatory work around a revised staffing structure the hours to be determined following a report by the Finance Officer to the next meeting of the Management Committee.
- (4) To request the Interim Finance Officer to include the weekly hours worked by key staff on the next iteration of the organogram.

## **Winwick Parish - Management Committee 14 January 2020**

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

### **WPMC 42 Apologies**

There were no apologies for absence submitted.

### **WPMC 43 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 44 Minutes**

Decision – That, subject to the inclusion of Apologies in respect of Councillor P Gosney in the Minutes of 10 December 2019, the Minutes of the meetings held on 12 November and 10 December 2019 be agreed as correct records.

### **WPMC 45 Action List**

Members considered a schedule, which outlined actions and referrals from previous meetings, including the following:-

Actions 3, 4, 5, 8, 9, 11 and 12 had been completed and would be deleted from the list.

Action 1 (Stock take) – Ms Jones reported that the most recent stock take had been up slightly. She would continue to monitor stock levels. The recent till issues had given rise to a suspicion that the software was not recording every transaction. Staff were currently trying to get EPOS to come out to investigate the issue, however, this had not proved easy.

Members noted that the till had broken previously and suggested that it might be an appropriate time to purchase a new till.

This action should be retained on the list.

Action 2 (Business Plan) – This action would be discussed in the private part of the meeting.

Actions 6 (Litter Picker) and 7 (Car Park Steps and Ramp) – These actions were in progress and should be retained on the list.

Action 10 (Fees and Charges) – A draft document had been produced and a letter sent out to users about planned price rises. A report on this matter should be provided to full Council as its next meeting. This action should be retained on the list.

## Agenda item 11(b)

Action 13 (Tree Works) – Contractors had been largely inactive over the Christmas period. Accordingly, quotes had yet to be obtained for the works. This action should be retained on the list.

Action 14 (Finance Officer Additional Hours) – The matter would be discussed in the private part of the Agenda. This action should be retained on the list.

Action 15 (Staff Weekly Hours) – This Action had not yet been completed. This action should be retained on the list.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To authorise the Finance Officer to look into the purchase of a new or reconditioned till.

### **WPMC 46 Non-Confidential Matters Raised in line with the Committee's Terms of Reference**

#### **(A) Community and Leisure Centre Performance Reports**

The Interim Finance Officer provided a report which showed the financial position at the Leisure Centre for December 2019. The report comprised the standard 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.

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

##### *Bar Takings Monthly*

A graph was provided which showed monthly budgeted and actual bar takings as at December 2019, using the profile outlined above.

The Bar take for the month was down by £0.6k over the anticipated fees for the month, and would be £0.9k over a straight monthly split. The Bar was



## Agenda item 11(b)

running £6.2k over the expected year to date target as at December and at 75% of the way through the year it had achieved 83% 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. Those percentages would need to be tracked dynamically each year in order to allow for fluctuations.

### *Bar Takings Cumulative*

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

### *Monthly Bar Sales Comparison*

A bar chart had been produced for December 2019 showing monthly bar sales compared to the same month last year. Sales for the month were up on the position at the same time last year by £1.7k (16%). A graph was provided which showed that overall, compared to last year, the bar sales were up on the year to date by £16.9k (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 weeks commencing 25 November to 30 December 2019 were presented, together with a commentary on performance.

The green boxes (in the original reports) highlighted where takings had exceeded the daily target figures based upon the following income profile:-

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
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 December – Party
- 2, 6, 12, 23, 30 December – General Sales
- 3 December – Ukulele
- 13 December – Party
- 20 December – x2 Parties
- 22 December – x2 Parties
- 24 December – Christmas Eve
- 31 December – New Year's Eve

*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 December 2019, 9.6 cups per day had been sold, compared to 15.9 cups in November 2019. Total cumulative income as at December was £4,763.33.

A second table was provided, which showed the number of additional cups sold per month in 2019/20 above the 2018/19 figure, which demonstrated the overall performance improvement. However, sales for the last 3 months had been similar to the equivalent months in 2018/19.

At 75% of the way through the year the Centre was at 99.75% of the total income made on coffee sales last year (£1,341.61 up on the position for last year).

The Chair commented that, although the coffee sales appeared to be reaching their zenith, the overall message was a positive one.

*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:-

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

*Room Lettings Monthly*

A graph was provided which showed monthly budgeted and actual room lettings income as at December 2019, using the profile outlined above.

Room lettings for the month ran at £1.6k under the anticipated fees for the month, based on the percentage splits and £0.5k over a straight monthly split of £4.8k expected income. Lettings for December were running at £1.1k under the expected year to date target and at 75% of the way through the year 73.88% of the fees for the year had been achieved. Continuing work was needed to fill any diary gaps to bolster the lettings performance for the financial year.

*Room Lettings Cumulative*

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

*Monthly Room Lettings Comparison*

A bar chart had been produced for December showing monthly lettings compared to the same month last year. Lettings for the month had decreased from the position at the same time last year by £0.9k (a 17% decrease). A graph was provided which showed that overall, compared to last year, the lettings were up on the year to date by £4k (10.25%).

Members commented that the target set for lettings in 2019/20 was higher than in 2018/19. Councillor Iddon commented that the lettings had decreased somewhat over recent months. Ms Jones indicated that there had been a fall for this month and in a few other individual months lettings had been less than expected. However, there was no particular pattern or obvious reason for this fluctuation. Lettings remained very close to target, but overall the bar take curve was consistently better.

Overall, Members were reasonably optimistic that the Centre's position would remain at least as successful at the end of the financial year.

Events

Members considered a breakdown of the income and expenditure figures for the Christmas Party event on Saturday 21 December 2019. The event had sold a total of 27 tickets with income generated of £526.50. With factoring back of staffing costs and the bar income for the night, a profit of £371.95 could be demonstrated.

The privately organised New Year's Eve Party had been very well attended and the problems reported in connection with the previous year's party had not resurfaced.

Payments Made

A list of payments made from 12 November 2019 to 13 January 2020 was presented, as follows:-

<b>Payee</b>	<b>Description</b>	<b>Sum (£)</b>
<b>Electronic Payments / Direct Debits Paid</b>		
Warrington BC	License fee	180.00
System Hygiene	Cleaning products	551.15
Styles	Payroll	212.00
Maxigiene	Cleaning products	72.00
BOC	Bottled gas	153.60
Gardenia Gardens	Maintenance	407.50
HMRC	PAYE	254.40
Rijo	Coffee supplies	164.40
Service Care	Litter picker	1,721.17
Bliss	Bar stock	2,760.07

## Agenda item 11(b)

PPL	Music licence	2,157.69
PKF Littlejohn	External audit	960.00
Water Plus	Water	1,177.34
Barclaycard	Bank fees	140.61
BT Group	Phones	239.38
BNP Paribas	Coffee machine	266.84
Bliss	Bar stock	2,575.01
Cheshire Pensions	Pension	228.62
Protive	Alarm installation	2,480.84
Service Charge	Bank fees	74.85
Manual Credit – Handling Charge	Bank fees	158.00
WBC	Rates	525.00
BT Group	Phones	300.29
British Gas	Gas	1,682.37
B&M	Waste	232.90
Lloyds	Credit card	278.99
Payzone	Bank fees	21.60
Barclaycard	Bank fees	151.07

The fee to PKF Littlejohn was for external audit services. The firm had been appointed directly on behalf of the Government to audit small authorities. Internal auditors were appointed by the Council and Styles had been used for the 2018/19 accounts as the original appointees had been unable to carry out the work.

### Quotes

There were no quotes for review on this occasion.

### Issues of Note

The following issues of note were reported verbally at the meeting:

- There had been an issue with bar suppliers, Bliss, suspending deliveries while chasing payments before Christmas. Bliss had previously been instructed to provide all invoices electronically to the Finance Officer, but had not done so. Hard copies of invoices received at the Leisure Centre had, in error, not been copied to the Finance Officer, leading to a temporary breakdown of the payment process. All payments had now been made and Bliss were satisfied with the outcome and had resumed normal deliveries.

Decision – To note the update report on the Leisure Centre performance and the improvements both completed and currently being made.

### **WPMC 47 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 48 Confidential Minutes – 12 November 2019**

Members considered the confidential section of the Minutes from the meeting held on 12 November 2019, which had focused on the stock take report, Budget and Business Plan.

Ms Jones provided an update on the gross profit figures. The Chair enquired about the position regarding breakages. Ms Jones responded that the figure for breakages had now dropped. However, she would continue to monitor the situation and, in particular, she was looking into the figures in relation to cans of pop, which ought not to be subject to breakage.

Decision – To note the confidential part of the Minutes from 12 November 2019.

**WPMC 49 Confidential Matters in line with the Committee’s Terms of Reference**

**(A) Community and Leisure Centre Performance Reports**

Update Report

There was no confidential update on this occasion.

Business and Recovery Plan

There was no further update at this stage.

Proposed Staffing Structure

Members considered a report of the Finance Officer which set out the current structure and 5 additional costed options in relation to the staffing structure of the Council, including the possible creation of a Chief Operating Officer post.

Members were informed that in order to test the viability of the models, including creation of job descriptions, discussions with staff members about possible job role changes and potential advertisement and interviews for staff, additional hours would be needed by the Finance Officer from February to March to complete the task.

The intention was to provide a report for consideration by Council with implementation taking place on 1 April 2020.

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

## **Agenda item 11(b)**

Decision – To note the options for a revised staffing structure as presented in the report, to reject option 1) (the status quo) and options 2) and 3) and to concentrate on the further development of options 4), 5) and 6).

### **(B) Employee Matters**

Members considered issues in relation to the retention of a senior employee, following informal discussions between the post-holder and the Finance Officer. To date, no formal notification had been received by the Council about the current post-holder's future plans.

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