

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

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



# PARISH COUNCIL

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7 January 2020

To Members of Management Committee  
(Councillors M Matthews, S Gordon, P Gosney, A Iddon and one vacancy)

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 14 January 2020, at 7.30pm**, at Winwick Leisure Centre.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

1. **Apologies for absence**
2. **Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to provide advice and/or to receive details of the interest and the item to which it relates.

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

3. **Minutes**

To receive the minutes of the meetings of the Committee held on the 12 November and 10 December 2019.

4. **Action List**

A schedule is provided of actions arising from previous meetings.

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

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

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

**6. Chairman to move Part 2**

**Part 2**

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

**7. Confidential Minute – 12 November 2019**

To note the confidential minute attached.

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

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

a) Update Report (*NB. Non-confidential information will be discussed in Part 1 of the meeting*)

b) Business and Recovery Plan

c) Proposed Staffing Structure.

(2) Employee Matters - reports of the relevant Officer.

**Note: Members of the Parish Council are welcome to observe the meeting but will be asked to leave at the point in the process when individual HR matters are discussed**

## Winwick Parish - Management Committee 12 November 2019

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

### **WPMC 31 Apologies**

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

### **WPMC 32 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 33 Minutes**

In respect of Minute WPMC.26 – Minutes, the stock take issue would be discussed further in the private part of the meeting. On the matter of performance management of staff it was noted that this should be pursued further. Ms Jones, Interim Finance Officer, noted that Ken Morley, Leisure Centre Manager had been carrying this out for bar staff.

In connection with Minute WPMC.27 – Action List, Action 7, Ms Jones reported that a drainage contractor had now been commissioned and a start date was awaited for the project. It was hoped to be able to confirm the relevant details in writing tomorrow.

Decision –

- (1) That the Minutes of the meeting held on 8 October 2019 be agreed as a correct record.
- (2) To recommend that the Council approves the establishment of a system of performance review of the Parish Council's senior officers at 6 monthly intervals by a Panel of councillors.

### **WPMC 34 Action List**

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

Action 1 (Stock take) – This action should be retained on the list.

Action 2 (Business Plan) – This action had been superseded by Action 4 below and would be deleted from the list.

Action 3 (Car Park Drainage) – A contractor had now been engaged. This action would be deleted from the list.

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Action 4 (Business Plan) – The development of the Business Plan would be kept under review and the action retained on the list.

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

### **WPMC 35 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference**

The Chair requested that where possible financial reports should be circulated in advance of the meeting. Normally these should be made available three clear working days before the meeting to be circulated at the same time as the Agenda. It was acknowledged that in order to achieve this it might be necessary to reconsider the total working hours of the Interim Finance Officer.

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

The Interim Finance Officer provided a report which showed the financial position at the Leisure Centre for October 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.

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

##### *Bar Takings Monthly*

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

The Bar take for the month was down by £0.6k below the anticipated fees for the month, and would be £0.7k under a straight monthly split. However, the Bar was still running £6k over the expected year to date target as at October and at 58% of the way through the year it had achieved 66% of the fees for the year. It was acknowledged that the Centre could not support further losses over the next few months as that would drain the profits achieved so far.

*Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at October 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 October 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 £0.6k (6.5%). A graph was provided which showed that overall, compared to last year, the bar sales were up on the year to date by £14.2k (18.66%).

*Cash Takings*

Tables showing cash takings for bar sales (including tea and coffee) for the weeks commencing 30 September to 28 October 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

A lack of events at the Centre on Fridays and Saturdays in October had impacted on bar take. For November, there was nothing booked for the forthcoming weekend, but thereafter the main hall was fully booked for functions. A recent charity night had been very successful and raised over £1,700 in donations, as well as providing a good bar take for the Centre.

Exceeded sales were due to the following bookings:-

- 2 October – Line dance
- 3 October – Band and Unite the union
- 4 October – Party and rugby team hire
- 5 October – Party
- 10 October – 2x band
- 11 October – Band
- 14,18, 21 and 24 October – General sales
- 15 October – Band and darts
- 17 October – Flower club, gaming and band
- 23 October – Line dance
- 25 October – Party
- 27 October – Charity night

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### *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 October 2019, 11.1 cups per day had been sold, compared to 10.1 cups in September 2019. Total cumulative income as at October was £3,596.80.

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. A dip in sales for September 2019 had been reversed, but sales for October showed that only 4 more cups had been sold in that month for the current year compared to last year.

At 58% of the way through the year the Centre was at 75% of the total income made on coffee sales last year (£1,290.58 up on the position for last year).

Councillor Matthews queried whether it was necessary any longer to track the coffees sales using the level of detail currently provided. It was recommended that the tables should be discontinued and the figures be provided as a single line in the accounts commencing in 2020. The Chair noted that overall the coffee income stream had been a success. Councillor Iddon added that it could be even more successful if advertised better.

### *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 October 2019, using the profile outlined above.

Room lettings for the month ran at £0.5k under the anticipated fees for the month, based on the percentage splits and £0.3k over a straight monthly split of £4.8k expected income. Lettings for October were running at £0.3k under the expected year to date target and at 58% of the way through the year 57% 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 October 2019, using the profile outlined above. As indicated above, the overall income was marginally below target.

### *Monthly Room Lettings Comparison*

A bar chart had been produced for October showing monthly lettings compared to the same month last year. Lettings for the month were up on the position at the same time last year by £0.1k (a 2% increase). A graph was provided which showed that overall, compared to last year, the lettings were up on the year to date by £3.6k (12%).

As indicated previously, room hire for November had recorded a slow start, but every Friday and Saturday subsequently had a booking in the main hall.

Councillor Iddon reported that the overall occupancy of the Centre was not good, with often only one room let. Ms Jones indicated that she intended to meet with Mr Morley to discuss how best to market the rooms available. The Chair suggested that a late bookings (discount) system might help and that existing customers could be targeted by informing them of what rooms were free. Members felt that a member of staff dedicated to marketing was needed. Members also considered whether there might be too many staff working at any one time for the numbers of rooms actually let.

### Events

Members considered an update on the planned Christmas Party event on Saturday 21 December 2019. To date there remained only 16 tickets sold at £19.50 per head, with income generated of £312.00. The Committee was reminded that a minimum of 65 tickets would need to be sold for the event to break even (not including bar sales). At 80 tickets sold (room capacity) the event should return a profit of £288.68 on the function and a further £825.72 on bar sales.

Ms Jones expressed some concerns about the event based on the lack of further ticket sales. She was about to take a decision on the event in consultation with the Centre Manager. However, Councillor Iddon suggested that, from experience, ticket sales would normally start to pick up within the next two weeks. The Chair indicated that the room would need to be occupied by at least 65 people in order to create the right party atmosphere. Ms Jones agreed to let the event remain live for a further two weeks before taking a decision on its future.

In response to queries from Councillor Iddon about possible cancellation fees, Ms Jones clarified that there was no act, just a DJ and that table dressing was probably cancelable before the end of November. It was suggested that the event should be advertised across the Burtonwood and Winwick social media group and that Councillor Mitchell be contacted to undertake this. Councillor

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Iddon commented that the advertising for the event was currently inadequate and that the poster was particularly poor. Members discussed the wider issue of marketing for the Leisure Centre and the need for someone to be able to produce quality posters. It was felt that marketing and publicity should be within the job description of a specific member of staff.

Councillor Iddon enquired about progress on the Children's Christmas Party. Ms Jones responded that this had now been advertised on Facebook. The party was expected to sell out easily.

### Payments Made

A list of payments made from 22 October to 12 November 2019 was presented, as follows:-

Payee	Description	Sum (£)
Electronic Payments / Direct Debits Paid		
Barclaycard	Bank charges	£137.43
BT Group	Phones	£239.38
BNP Paribas	Coffee machine hire	£266.84
WBC	Rates	£525.00

### Quotes

There were no quotes for review on this occasion.

### Issues of Note

A summary was provided of progress on various items:-

- Stock report – A report was due to be provided in Part 2 (the private part) of the Agenda.

Decision –

- (1) To note the update report on the Leisure Centre performance and the improvements both completed and currently being made.
- (2) To agree that the financial tables regarding coffee sales should be discontinued from the monthly performance monitoring report and the figures be provided as a single line in the accounts commencing in 2020.
- (3) To request the Finance Officer and/or Clerk to ask the Leisure Centre staff to publicise the Christmas Party on Facebook and to display suitable posters at key locations with immediate effect.
- (4) To note the views expressed regarding the requirement for a dedicated Member of staff to carry out marketing for the Leisure

Centre and to give this matter further consideration within the Business Plan for the Centre.

**(B) Sweeping of the Path between Rectory Lane and Faringdon Road**

Members considered correspondence between Warrington Borough Council and the Chair of the Council, Councillor Cathy Mitchell, regarding the path between Rectory Lane and Faringdon Road. The correspondence followed concerns raised by residents about the leaves and debris accumulating on the footpath and in particular the slipperiness of the path and amount of trapped water following heavy rainfall. The e-mail from the Borough Council noted that the Council had made significant progress in planning the necessary drainage works to its car park, which should alleviate the problem in all but the worst weather conditions. The e-mail suggested that the Council's contracted litter picker be tasked with sweeping the path from time to time until the drainage works were completed.

Councillor Iddon noted that the path had in fact been swept recently. She commented that the paths were swept by the Borough according to a programme of works, but if extra sweeping was required the Parish Council could undertake this itself. However, there was a risk that if the Parish undertook to sweep the path on a regular basis, the Borough Council might cease to carry out its planned sweeps.

Members considered whether to request Edge Landscapes to sweep the path as part of the drainage construction works due to commence shortly. However, it was noted that there were other areas to consider for sweeping, including the steps and the slope from the car park to the path. Those areas were on Parish Council land and needed to be maintained free from hazards. This included gritting the areas in times of ice. It was suggested that the Leisure Centre staff should carry out this work. Ms Jones agreed to speak to the Leisure Centre Manager about allocating the sweeping work to staff.

Decision –

- (1) To agree that the Litter Picker be authorised to inspect to path between Rectory Lane and Faringdon Road during the autumn months for excessive build-up of leaves and debris and to clear these away, as appropriate, and to request the Clerk to contact the Environment Manager, Warrington Borough Council, to request that the litter picker be instructed to carry out this work.
- (2) To agree that Leisure Centre staff be authorised to inspect the steps and ramp from the car park to the aforementioned path to ensure that they remain free from leaves and ice in autumn and winter months and to request the Finance Officer to contact the Leisure Centre Manager to arrange for the necessary deployment of staff.

**WPMC 36 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 37 Confidential Matters in line with the Committee's Terms of Reference**

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

Stock Take Report

Members considered a confidential report of the Interim Finance Officer on the stock take results. Included in the report was a table on Gross Profit, which included wastage figures identified in stock takes for the period 18 January 2018 to 11 November 2019. It was noted that the Gross Profit for the Centre was currently on, or slightly above target. The report also included two further tables, which provided additional details on wastage, comprising line clean, drip tray, breakage and miscellaneous costs. A commentary was provided on the issues identified within the tables.

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

Decision –

- (1) To note the stock take matters reported and to approve the actions identified in the Confidential Minute to this item.

Budget

The Committee considered a Budget report of the Interim Finance Officer, which set out the anticipated outturn for the Leisure Centre and for the Parish Council for 2019/20, based upon the profit and loss figures for the period 1 April 2019 to 30 September 2019 and which provided an estimate of the Budget requirement for 2020/21.

The Budget assumptions for 2020/21 included an anticipated increase in turnover for the Leisure Centre and additional income from flip charts and projector usage. It was estimated that the Leisure Centre could be operated with losses of only £3.7k in 2020/21. This was based, in part, on anticipated increased income from items including bar sales, snacks and soft drinks and a drive to improve lettings.

The draft Parish Council Budget was based on a precept set at the same level as 2019/20 (£112,150). The draft Budget included a contingency of £10k to cover for any downturn in the Centre's financial performance. The Parish Budget also included provision of £2k for traffic management and £7k for a

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fighting fund for the protection of Peel Hall from development. The estimates allowed for a special project budget of around £17.5k, which could potentially be applied to the creation of a Chief Operating Officer post.

Members discussed whether the precept should be held at the same level as 2019/20, or increased by an amount for inflation.

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

Decision –

- (2) To note the provisional outturn position for 2019/20 and the draft Budget for 2020/21.
- (3) To request the Finance Officer to submit the draft Budget to the Council meeting on 26 November 2019 and to provide further narrative within the report about the Budget assumptions made and to include an explanation of why the Leisure Centre projections are considered to be achievable.
- (4) To recommend that the report on the draft Budget at (3) above, include two options for 2020/21, based upon a precept at the same level as in 2019/20 and with a 2.7% increase.
- (5) To request the Finance Officer to provide a list of current fees and charges for the Leisure Centre to the Council meeting on 26 November 2019, to enable the Council determine any price increases for 2020/21.

### Business Plan 2019/20

The Committee received the latest draft of the opening section of the Business Plan for the Leisure Centre, which comprised the Vision and Mission Statement. The section was broken down into the following sub-sections:-

- Mission;
- Vision;
- Functions; and
- Values.

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

Decision –

- (6) To note the on-going development of the Business Plan as presented and to approve the actions identified in the Confidential Minute to this item.
- (7) To agree to revise the wording of the Mission for the Leisure Centre as follows: “A family friendly community and business

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centre, which reinvests into the community, providing sports, social, leisure and wellbeing amenities which provide:...[1) to 4)]”.

- (8) To approve an additional meeting of the Management Committee on 10 December 2019 to look further at the Business Plan.

### Tree Inspection Report

Members considered the Tree Inspection Report produced by Blackfryers Consultants on 18 September 2019 and e-mail correspondence relating to a request by a resident who lived adjacent to Myddleton Lane Playing Fields for works in connection with alleged damage to his property caused by a particular tree.

The report noted that the tree in question was out of alignment with others in an avenue of similar trees and that the resident also had concerns around foliage and vegetation across the boundary and loss of light. Under the circumstances, the report recommended the removal of the tree and scrub in the vicinity of the path on the Playing Fields. However, it was noted that the tree report did not support the resident’s claim that the tree concerned was causing damage to the resident’s fence and gateway.

Decision –

- (9) To note the Tree Inspection Report dated 18 September 2019 and to approve the removal of the tree identified within the report behind a resident’s property, but not to agree to the request for removal of roots or compensation for any alleged damage to the resident’s garden fence and gateway.

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

There were no staffing matters to report on this occasion.

## **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

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- 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 – ACTION LIST / REFERRAL LOG 2019/20

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To note the stock take report and to request that the Finance Officer provide further detail and commentary in connection with the report..	WPMC.20(A)(3)	10/09/19	Finance Officer	-	-	In progress	
2	To authorise the Chair and Finance Officer to carry out further refinements to the document [ <i>Business Plan</i> ] and to carry out a staff engagement exercise to discuss the overall direction of travel.	WPMC.30(2)	08/10/19	Finance Officer / Cllr Matthews	-	-	In progress. Final draft to be considered by Council when available.	
3	To agree that the financial tables regarding coffee sales should be discontinued from the monthly performance monitoring report and the figures be provided as a single line in the accounts commencing in 2020.	WPMC.35(A)(2)	12/11/19	Finance Officer	-	-	These tables will no longer be produced	
4	To request the Finance Officer and/or Clerk to ask the Leisure Centre staff to publicise the Christmas Party on Facebook and to display suitable posters at key locations with immediate effect.	WPMC.35(A)(3)	12/11/19	Finance Officer/ Clerk	-	-	The event was publicised further	
5	To note the views expressed regarding the requirement for a dedicated Member of staff to carry out marketing for the Leisure Centre and to give this matter further consideration within the Business Plan for the	WPMC.35(A)(4)	12/11/19	Management Committee	-	-	To be carried out as part of the business planning process	

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	Centre.							
6	To agree that the Litter Picker be authorised to inspect to path between Rectory Lane and Faringdon Road during the autumn months for excessive build-up of leaves and debris and to clear these away, as appropriate, and to request the Clerk to contact the Environment Manager, Warrington Borough Council, to request that the litter picker be instructed to carry out this work.	WPMC.35(B)(1)	12/11/19	Clerk	-	-	In progress.	
7	To agree that Leisure Centre staff be authorised to inspect the steps and ramp from the car park to the aforementioned path to ensure that they remain free from leaves and ice in autumn and winter months and to request the Finance Officer to contact the Leisure Centre Manager to arrange for the necessary deployment of staff.	WPMC.35(B)(2)	12/11/19	Finance Officer	-	-	In progress	
8	To request the Finance Officer to submit the draft Budget to the Council meeting on 26 November 2019 and to provide further narrative within the report about the Budget assumptions made and to include an explanation of why the Leisure Centre projections are considered to be achievable.	WPMC.37(A)(3)	12/11/19	Finance Officer	-	-	Report submitted on 26/11/19	
9	To recommend that the report on the draft Budget at (3) above, include two options for	WPMC.37(A)(4)	12/11/19	Finance Officer	-	-	Budget options provided as recommended	

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	2020/21, based upon a precept at the same level as in 2019/20 and with a 2.7% increase.							
10	To request the Finance Officer to provide a list of current fees and charges for the Leisure Centre to the Council meeting on 26 November 2019, to enable the Council determine any price increases for 2020/21.	WPMC.37(A)(5)	12/11/19	Finance Officer	-	-	Individual fees list not yet available. However, increased income was factored into the Budget considerations for 2020/21	
11	To agree to revise the wording of the Mission for the Leisure Centre as follows: "A family friendly community and business centre, which reinvests into the community, providing sports, social, leisure and wellbeing amenities which provide:...[1 to 4]".	WPMC.37(A)(7)	12/11/19	Finance Officer	-	-	Revised wording included	
12	To approve an additional meeting of the Management Committee on 10 December 2019 to look further at the Business Plan.	WPMC.37(A)(8)	12/11/19	Clerk	-	-	Meeting held on 10/12/19	
13	To note the Tree Inspection Report dated 18 September 2019 and to approve the removal of the tree identified within the report behind a resident's property, but not to agree to the request for removal of roots or compensation for any alleged damage to the resident's garden fence and gateway.	WPMC.37(A)(9)	12/11/19	Clerk	-	-	Response sent to resident regarding Committee's decision. Tree works need to be commissioned.	
14	To approve a number of additional hours work for the Interim Finance Officer, on a temporary basis, to undertake	WPMC.41(3)	10/12/19	Finance Officer	-	-	In progress	

	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.							
15	To request the Interim Finance Officer to include the weekly hours worked by key staff on the next iteration of the organogram.	WPMC.41(4)	10/12/19	Finance Officer	-	-	In progress	

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Progress Legend

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