

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

Email: jjoinson.winwickclerk@outlook.com
Web site: www.winwickparishcouncil.org.uk

19 February 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, 25 February 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 Meeting of the Parish Council held on 28 January 2020.

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

7. **Police / Community Issues** *(to follow)*
8. **Correspondence** *(to follow)*
9. **Planning Matters** *(to follow)*
10. **Land at Peel Hall**
11. **Finance Officer's Report**
12. **Reports from Approved Outside Body Appointments**
 - Rights of Way Forum (Councillor G Friend)
13. **Reports from Parish Council Committees**
 - Management Committee – 11 February 2020 *(to follow)*
14. **Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, Matthews and Purnell)
 - Peel Hall Ward
(Councillors Emery, Gosney and Vobe)
 - Winwick Ward
(Councillors Gordon, Iddon and Mitchell)
15. **Date and Time of Next Meeting – Tuesday, 24 March 2020**
16. **Chairman to move to Part 2**

Part 2

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

17. **Confidential Minutes – 28 January 2020** *(to follow)*
18. **Finance Officer's Report – Confidential Matters** *(to follow)*

Winwick Parish Council
Minutes of the Meeting held on 28 January 2020

Present: Councillors M Matthews (Vice-Chair in the Chair), S Emery, D Friend, G Friend, S Gordon, P Gosney and A Iddon.

WPC.124 Apologies for Absence

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

WPC.125 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.126 Minutes

In relation to paragraph 3, of page 11, of Minute 114 - Draft Budget 2020/21, Councillor Gordon enquired if the Working Group to look into the litter picking arrangements had been set up. The Chair indicated that this was still in the process of being established. Councillor Gordon mentioned that she had recently participated in a community litter pick, but that Highfield Lane had been in a particularly poor state of cleanliness. The last work log sheet had indicated that the Lane had been picked. However, some 52 bags of litter had been retrieved in total during the pick. Councillor Iddon stated that Highfield Road could not be picked by the litter picker while open to traffic, due to health and safety considerations. She also noted that work logs from the litter picker had not been received for some time.

Councillor Emery commented that the latest work log showed that Grasmere Avenue and Greenwood Crescent had been picked, but she was skeptical that the work had actually taken place. In effect, she believed that the area that was claimed to have been picked on the work log was too large to have been undertaken in the time recorded.

Members noted that the Council had recently paid for a number of small items in relation to personal protective equipment (PPE) for the litter picker. Overall, there was a sense that the Parish was paying too much for this service.

The Chair suggested the following course of action:-

- That the Clerk write to Warrington Borough Council to express concern about the way that the contract operated and to indicate that the effectiveness of the service was being reviewed;
- That the intelligence received and concerns raised be noted;
- That the litter picker be requested to inform the Council in the preceding week, which locations would be picked;
- That councillors in each ward check that the work had been completed to a satisfactory standard;
- That the Chief Operating Officer (subject to appointment) challenge any work not completed to the standards set.

It was incumbent upon the Parish Council to manage the contract effectively. However, it was acknowledged that the complaints about litter had been significantly reduced under the current regime. The Clerk and/or Finance Officer would be requested to carry out the actions proposed, including the establishment of the proposed Working Group. The Group would comprise the Chair, Vice Chair, Councillors Emery and Iddon and the Finance Officer. It was proposed that the Group meet at 7.00pm on Tuesday 11 February 2020, prior to the next Management Committee.

It was suggested that the Council might be able to withhold payments, if the litter picking was not carried out satisfactorily. The Chair added that it was important for councillors to feed back any dissatisfaction with the work carried out as soon as possible after the performance issue arose. The Clerk indicated that under the current arrangements the litter picker was employed by an agency on behalf of Winwick Parish Council. Payments were made directly to the agency for the staff and to Warrington Borough Council for the hire of the refuse vehicle. The cost of the litter picker and his time was shared equally with Burtonwood and Westbrook Parish Council. The litter picker worked in Burtonwood at the start of the week and from Wednesday afternoon and all day on Thursday and Friday in Winwick.

Councillor Emery reported that the litter picker in Poulton-with-Fearnhead was employed directly by the Parish Council. Councillor Iddon also raised the issue of why the litter picker emptied the Borough Council's litter bins.

In respect of minute WPC.114(2), Councillor G Friend asked whether the Precept had now been confirmed. The Clerk reported that he had written to the Borough Council by the requisite deadline to indicate the Council's Precept for 2020/21. The Precept set would allow a minor reduction in that portion of Council Tax payable to Winick Parish Council from local households.

Decision –

- (1) That the Minutes of the Council Meetings held on 26 November and 10 December 2019 be agreed and be signed by the Chair as correct records.
- (2) That the actions in relation to the litter picker service, set out as bullet points in the minutes above, be agreed and the Clerk be requested to circulate details of the litter picker's proposed itinerary each Monday.

WPC.127 Updates on Issues from Previous Meetings

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

The Chair commented that a number of those actions did not move forward. Given the current constraints on officer time, it would be useful to prioritise actions at each meeting to ensure progress on key items.

In response to a query about Action 6 – donation on behalf of Mrs Margaret Woods

(deceased), Ms Jones indicated that a letter of thanks had now been dispatched.

Ms Jones added that the current priorities from the Action List were the proposed works to the trees and car park drainage issues at the Leisure Centre. The Chair added that the drainage contractor had also agreed to replace some damaged bollards by the car park.

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

WPC.128 Question Time for Electors

There were three residents in attendance at the meeting.

Christmas Tree and Lights Switch-On Event

A resident reported that there had been lots of positive feedback about the Winwick Village Christmas Tree and the lights switch-on event. He wished to place on record his appreciation. The Chair indicated that the credit was, in fact, due to the Christmas Tree Group who had made all of the arrangements. The Council was happy to pass on those comments.

Parkside Development

Councillor G Friend declared a non-pecuniary interest in the following matter in the light of his membership of the Development Management Committee of Warrington Borough Council and did not speak or vote on the matter. References to ‘call-in’ below were not linked to the process of the same name operated by the Borough Council’s Scrutiny Committee of which Councillor Friend was the Chair.

A resident enquired about the latest position regarding the Parkside development. The Chair indicated that the applicant wished Phase 1 of the development to proceed without the need for construction of a link road. However, Officers of Warrington Borough Council had been instructed to resist to this move. It was understood that Culcheth and Croft Parish Councils had asked for Phase 1 to be called in by the Secretary of State. Councillor Mitchell had been in discussions with St Helens councillors to try to reach an agreement. The Deputy Chair had also met with Peter Black (Planning Consultant) and Charlotte Nichols MP (Warrington North) last Friday to highlight the issues. It was understood that Andy Carter MP (Warrington South) had also expressed some support for the Council’s position and that there was agreement that the matter should be called-in.

A second resident added that St Helens had considered the Phase 1 application and the link road application at a meeting held on 17 December 2019 and that Warrington Borough Council had considered and approved the link road on 18 December 2019. The road was known to be in the Local Plan and was part of the Green Belt which meant that a Consultation Directive applied. The matter was now with the Secretary of State’s casework unit and it was understood that all relevant applications would be brought into that process. It was believed that St Helens continued to treat the issues as two stand-alone applications, but that case law provided that the applications should be linked by virtue of the fact that they were

originally heard at the same time. The matter would be for the Secretary of State to determine and an 'on hold' notice should now have been served.

It was suggested that the Parish Council could add its views, although strictly speaking it was now outside of the 21 days deadline. The Chair commented that Winwick was slightly out of step with its neighbouring Parishes, since it was in favour of the development because, on balance, the link road would help to reduce traffic numbers in Winwick.

Fly Tipping

A resident reported that he had contacted Warrington Borough Council about the fly tipping of some 40 bags of foam in the valley off Hermitage Green Lane before Christmas. It was disappointing to note that the bags were still there. However, the reported timescale to remove fly tipped waste was around 5 weeks. The fly tipping was particularly obtrusive as it was all along that stretch of road. Councillor Iddon noted that this road had been the subject of numerous complaints about fly tipping in the past. Members expressed frustration that people tipped waste when a waste licence could easily be obtained. It was noted that the cost of disposing of commercial waste lawfully often led to irresponsible and illegal dumping of waste.

Notice Board at Hermitage Green

Councillor G Friend declared a non-pecuniary interest in the following matter in the light of his membership of the Development Management Committee of Warrington Borough Council and did not speak or vote on the matter.

The Chair reported that there had been slow progress in relation to the proposed notice board at Hermitage Green, since the public meeting in November 2019. A discussion had taken place recently with the Clerk and Finance Officer about the next steps. It was proposed to draw up some formal plans for the project and it might, therefore, be necessary to appoint an external consultant to develop drawings. It was envisaged that planning consent might be required under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. A local architect could be engaged or possibly some who could carry this work out *pro bono*. It was noted that Council staff time was extremely limited given other projects currently underway.

Councillor Emery suggested that a local resident might be willing to construct a notice board free of charge if an appropriate specification could be provided. She knew a local joiner and agreed to ask him if he was interested. The board would require a polycarbonate viewing window which was lockable, similar to the board currently situated on Falcondale Road. Councillor Iddon enquired if the Council had a spare notice board in stock. However the Clerk indicated that the spare, originally earmarked for Hermitage Green, had been used elsewhere to replace a damaged notice board.

Flowers on Hermitage Green

Ms Jones reported that she was currently working with the Council's gardener to reinstate some flowers on the Green. Councillor Iddon noted that in other areas of the Borough new gateway signs were being installed and she suggested that similar signs could be used to enhance Winwick.

Decision – To note the questions raised by residents above and the responses provided.

WPC.129 Written Motions Received

There were no written motions received on this occasion.

WPC.130 Police / Community Issues

A written report was provided by PCSO Neil Brown (Winwick Ward). No report was available from PCSO Jordan Burke (Houghton Green and Peel Hall Wards) on this occasion, as production of the report depended on Officers' shift patterns.

In respect of Winwick Ward the following information was provided for December 2019 and January 2020:-

- PCSO Brown stopped a car on Winwick Leisure car park, with 2 males on site smoking cannabis. The males were known, so officers were called to the scene to deal with the situation and dealt with them accordingly.
- He had dealt with a few thefts from B&Q and Co-op over this period collecting CCTV and carrying out enquires to identify the offenders.
- He had dealt with two neighbour disputes, which had now been resolved with no further action needed.
- He had dealt with an abandoned vehicle that had been left on Winwick Quay. Investigations only led back to a previous owner, so Recovery Services had been called to remove the vehicle.
- He had been conducting lorry-watch operations with the local Beat Manger, PC Dadswell, to stop lorries contravening the weight limit.
- He had helped out with the cubs and helped to carry out first aid training.
- He was still holding surgeries once a week.
- PCSO Brown had undertaken foot patrols around the various areas, speaking to people trying to gather more intelligence on what was happening in their neighbourhood.

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

Decision –

- (1) To note the written report on police and community issues submitted.
- (2) To request the Clerk to write to PCSO Brown to thank him for the report and to indicate that the Parish Council was pleased with his efforts in the community.

WPC.131 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 – 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 Management Committee from 4 December to 18 December 2019.

Note: The meeting had 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 had subsequently been 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 from 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 had started on Monday 13th January and would 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

In connection with Item 6 - Liverpool John Lennon Airport (LJLA) Airspace Transition, Councillor G Friend asked about any implications for Winwick. The Clerk indicated that last year Manchester Airport had similarly consulted about flight paths. Liverpool John Lennon Airport was now carrying out a similar exercise. The Chair commented that modern aircraft flying overhead were generally much quieter than their earlier counterparts and not especially intrusive. Noise levels depended on whether the aircraft were landing or taking off. Councillor Emery indicated that there remained environmental issues about fuel emissions from aircraft. Aircraft pollution added to the heavy emissions from rail and vehicle traffic which already affected Warrington.

In respect of Item 11 - VE Day 75, Councillor G Friend noted that the bank holiday fell on the same date as the local election count.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) In respect of Item 11 – VE Day 75, to request the Clerk to circulate details of the local government elections timetable for 7 May 2020.

WPC.132 Planning Matters

The following planning applications and correspondence had been received:

General Correspondence

Nil

Domestic Planning Applications

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

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.

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

WPC.133 Finance Officer's Report

Members considered two reports of Clare Jones, Interim Finance Officer, on a number of financial issues as at November and December 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 30 November and 31 December 2019, for both the Leisure Centre and Parish Council.

November 2019

Overall the Leisure Centre ran at a £2.5k loss in November, which was largely due to the new alarm system being fitted (£1.4k). An audit of the EPOS to Xero system had been undertaken during that month.

The Centre was running at a £20.7k loss on the year to date, but against the position at the same time last year (a £27.7k loss) this was a decent improvement.

There was £3.6k of expenditure against the Parish precept monies in November 2019. Year to date expenditure against the precept (not including anticipated support to the Centre) was £39.1k, leaving a balance of £73.0k remaining.

December 2019

Overall the Leisure Centre ran at a £2k profit in December.

The Centre was running at a £18.7k loss on the year to date, but against the position at the same time last year (a £26.1k loss) this was a decent improvement.

There was £8.5k of expenditure against the Parish precept monies in December 2019. Year to date expenditure against the precept (not including anticipated support to the Centre) was £47.7k, leaving a balance of £64.4k remaining.

The Chair reminded members that the Leisure Centre's financial position represented a significant improvement on previous years.

Issues of Note

Audit of the EPOS to Xero System

Ms Jones reported that she had carried out an audit of the discrepancies within the system. The EPOS and Xero figures matched, but the till reading currently did not match EPOS. She intended to review the discrepancies further. In addition, quotes were being obtained for a new till, which might ultimately be the simplest solution to the problem. The existing till was an electronic touch screen device which recorded any transactions and sent data to the EPOS system which recorded the sale. EPOS then provided data for the Xero accounting system. The EPOS system was secure and downloaded data automatically from the till when it closed down. It was believed that the problem could be a simple administrative error or technical issue and was not indicative of any unscrupulous behaviour. It was not believed to be a cable issue as the system was wireless. Because the till software was obsolete EPOS would not undertake to diagnose the problem. Ms Jones would continue to look into the matter. The problems with the existing till might also explain some of the recent

stock take fluctuations. Overall the discrepancies were only small amounts (in the range £5 - £20). A further report on this would be provided to the next meeting of the Management Committee.

Drainage Works

The drainage works to the Leisure Centre Car Park had now commenced and should be completed by the end of the week. It was envisaged that this would significantly improve the flooding issues on the footpath between Rectory Lane and Faringdon Road.

Payments made since Management Committee Report presented on 14 January 2020

A list of payments since 14 January 2020 was presented, as follows:-

Payee	Description	Sum (£)
Cheshire Pension Fund	Pensions	2,009.49
Bliss Supplies	Bar stock	2,031.88
BOC Limited	Bottled gas	153.60
B Muflihi	Stock take	90.00
DJ Fire & Safety Ltd	Fire extinguishers service	48.00
DL Hannan	Green maintenance	80.00
Drum BSS Ltd	Consulting	55.20
KC's Kitchen	Buffets	216.00
ICO	Data protection fee	440.00
UK Safety	PAT testing	188.51
Spitting Feathers	Real ale	95.34
B&M	Trade waste	287.06
Lloyds Bank PLC	Credit card	68.99
Payzone	Bank fees	21.60

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

WPC.134 Reports from Parish Council Committees

The minutes of the meetings of the Management Committee of 10 December 2019 and 14 January 2020 were provided.

In respect of Minute WPMC46(A) – Cash Takings, from 14 January 2020, Councillor G Friend highlighted the profile of sales throughout the week, with Monday and Tuesdays being the slowest days and commented that the Centre might not be breaking even on those days. He queried whether it would be worthwhile changing to part time operation of the bar. Councillor Iddon acknowledged that small bars often operated that system, but that there were lets in the Centre on those evenings which required staff to be on site anyway. The Chair added that if the bar were closed, some users, eg the Ukulele Club, might meet elsewhere. Also, walk-in

bookings could be lost.

If there was a serious proposal to close the bar additional work would need to be carried out to look into the financial implications of the changes. Members were asked to have regard to the fact that senior management were already carrying out some significant additional tasks at the moment and that such a project would need to be timetabled appropriately.

Members considered whether a sign could be placed on the bar saying that 'staff would return later' and that a caretaker be used to lock up the premises after evening use. However, there were inherent flaws within this suggestion.

Ms Jones commented that the bar takings were noticeably greater on nights when the Ukelele Club were in attendance. Councillor G Friend suggested that bookings could be grown on nights later in the week and at weekends. The Chair reminded Members that if the part time closure proposal was looked at there would be a need to factor in the variable costs. In addition, the Parish Council meetings were currently held on Tuesdays and would need to be moved.

A member of the public commented that it would be better to upsell the bar, rather than close it. Councillor Emery offered to meet with him to discuss his ideas for the Centre.

Councillor D Friend indicated that for the last three years she had witnessed the Centre being supported directly from the Precept, which was unfair on residents in the Peel Hall and Houghton Green Wards who used the Centre less frequently. A range of intervention had been tried, but had not fully resolved the situation. The Chair reminded Members that the Centre was a mixed use community facility, not simply a bar for profit. Councillor Iddon concurred that some costs were inevitable, due to the nature of the venture operated.

The Chair added that the business model had changed substantially over the last few years with a focus on evening parties, day time use and evening bar provision. He indicated that a Working Group had already been established, which could be activated to look into the matter of closure/part closure of the Centre, but he would not chair such a body. However, in his view, the staff need more time to fully turn around the Centre. Councillor Iddon commented that she did not support closure, but was happy to explore the best ways of running the Centre. The Chair was convinced that partial closure of the bar would precipitate a downward spiral of other aspects of the Centre.

Councillor G Friend enquired why certain months were more successful than others for lettings, eg. March, July, September, October and December. However, the details of this pattern were not fully understood. Councillor D Friend asked whether all evening lets used the bar. Members were informed that not all users required the bar, eg. Slimming Club.

Members were informed that an issue with payments from the football club for hire of pitches was currently being dealt with by the Bar Supervisor and was progressing towards a satisfactory conclusion.

Decision – That the Minutes of the meetings of the Management Committee of 10 December 2019 and 14 January 2020 be noted.

WPC.135 Ward Reports / Updates

Houghton Green Ward

There were no matters raised on this occasion.

Peel Hall Ward

There were no matters raised on this occasion.

Winwick Ward

There were no matters raised on this occasion.

WPC.136 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 25 February 2019 at 7.30pm.

WPC.137 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.

There was a brief adjournment at 9.00pm. The meeting then reconvened at 9.10pm.

WPC.138 Finance Officer's Report – Confidential Items

Clare Jones, Interim Finance Officer, reported on a number of issues

HR Matter

It was reported that Ken Morley, Leisure Centre Manager, had submitted his resignation and would finish on 12 February 2020. Members acknowledged that the Centre had improved significantly under his tenure. There remained an imperative to ensure that the Centre operated effectively as a community hub. However, the Centre faced strong competition from Alder Root Golf Club for evening parties. A comment was made that the Centre needed some 'pizazz'.

The Chair added that there was a need for some continuity of management support after Mr Morley's departure. Members discussed the options for filling the Manager vacancy, which included making an interim appointment, an internal recruitment process, or a full external recruitment process.

The Centre would also benefit from the creation of a new Chief Executive role, which would help to support the Manager and reinforce a culture where staff saw themselves as Parish employees, not just bar staff. The inclusion of the word 'Parish' in all job titles would also help to underline that message.

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

Decision –

- (1) To authorise the Finance Officer to carry out discussions with the two internal staff identified in the above discussions with a view to making a recommendation for interim appointments to the posts of Community and Conference Centre Manager and Deputy Manager.
- (2) To authorise the Management Committee to approve the necessary internal appointments, subject to the outcome of the discussions at (1) above.
- (3) To request the Finance Officer to develop formal job descriptions for the posts of Community and Conference Centre Manager and Deputy Manager and to authorise the Management Committee to approve the new job descriptions.

Review of Back Office Options

Members considered a report of Clare Jones, Interim Finance Officer, on the establishment of a Chief Executive role. The report included a description of the senior management structure and three options to create a more resilient structure for both the Leisure Centre and Parish activities. The discussion acknowledged that the part time nature of the two existing senior posts gave little headroom for follow up actions to be carried out and for issues on site at the Leisure Centre to be managed effectively.

Members discussed the three options in more detail.

In order to test the viability of the various models and to fully develop the role and it was suggested that the Interim Finance Officer would require some additional hours of employment. Access to those hours would be subject to agreement with her exiting full time employer.

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

Decision –

- (1) To note the Finance Officer's Report on Back Office Options.
- (2) To approve the additional hours required by the Interim Finance Officer from February to end of March 2020, as detailed in the confidential minute to this section.

WPC.139 Sale of Land to Winwick CE Primary School

Julian Jonson, Clerk, provided a verbal update of progress in relation to the proposed sale of land to Winwick CE Primary School.

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

Decision – To note the update regarding the proposed sale of land to Winwick CE Primary School.

Finance report to Winwick Parish Council Full Council Meeting 25th February 2020

Budget review 2019/20

Overall the Leisure Centre ran at a £10.4k profit in January. This is despite low bar take and is due in part to credit notes on duplicated bar stock invoices and the field income having been billed.

We are running at a £12.7k loss on the year to date, on balance against the position last year (£27.7k loss) this is a decent improvement.

February is looking to be a strong fees month for the centre with the position at 18th Feb as follows:

Bar income – expected -	£8,750.00
Current -	£6,696.19
Bookings income – expected -	£3,335.00
Current -	£3,447.50
Tea and coffee – last year -	£414.00
Current -	£436.23

There was £4.8k of expenditure against the Parish precept monies in January (a full itemised breakdown attached).

Issues of note

- 1) Tree quotes – 3 companies have been out to quote the last of which was at 3:30pm Tuesday 18th Feb. A separate quotation review will be issued to Councillors on Friday.
- 2) Wicksteed have been requested to fix the swing set as a key link is missing.
- 3) Quotations are being collected for centre repairs required key hygiene and security items have been authorised as follows:

Pre-school toilet repairs
Kitchen window sealing
Gents toilet repairs
Ladies toilet repairs

Further quotes have been obtained for:

Renovation of the kitchen to support a dishwasher
Public seating

Flagging near Myddleton

These quotes are over the threshold which require a second quote so I will be sourcing these and if possible will circulate on Friday.

We also have quotes for fixing the downspouts but due to the large list of quotes required I believe the contractor has duplicated an item and this is being resolved before quotes are put to the Parish/ Management committee.

- 4) The replanting at Hermitage green has been undertaken. Further work needs to be undertaken to co-ordinate with Highways re the damaged signpost that the residents were trying to cover with the previous planting. Also required is the residents group to discuss the viability of and potential requirements for a notice board at Hermitage Green.

Payments made since management meeting 11th February

Styles	£212.00	Payroll
Drum BSS Ltd	£28.80	Subscriptions
Chsh. Pension Fund	£284.83	Pensions
BOC Limited	£153.60	Bottled Gas
Service Care	£288.16	Litter Picker
DL Hannan	£80.00	Green Maintenance
Gardenia Gardens	£122.50	Grounds Maintenance
Wigan Beer Co	£1,014.64	Bar stock
LLOYDS BANK PLC	£77.42	Credit Card
TP LTD / PAYZONE	£21.60	Bank fees
PPL	£311.77	Licencing
B Mulfihi	£90.00	Stock take
Wigan Beer	£1,626.74	Bar stock
Wigwam	£120.00	Repairs
P Healey	£390.00	Electric repairs

Part 2

- 1) Back office options including extended duties for Chief exec/ Chief officer role. Paper to be circulated on Friday.

Profit and Loss
Winwick Leisure Centre
1 January 2020 to 31 January 2020

	31 January 2020	<i>Budget</i>	YTD
Income			
Room hire income	£4,195.50	£4,290.00	£39,053.84
Buffet sales income	£753.83	£495.00	£6,196.95
Entertainer - parties	£0.00	£0.00	£1,684.14
Bar sales income	£6,305.08	£9,408.00	£97,481.85
Bar snacks income	£224.26	£336.00	£3,183.21
Soft drinks income	£1,032.28	£1,456.00	£18,555.01
Bar tea and coffee	£700.43	£320.00	£5,463.76
Ticket sales	£0.00	£83.33	£731.76
Other income	£87.95	£0.00	£115.07
Field Income	£3,000.00	£250.00	£3,000.00
Machine income	£154.04	£20.83	£1,282.00
Total Income	£16,453.37	£16,659.17	£176,747.59
Less Cost of Sales			
Drink purchases (and other bar items)	-£2,374.74	3,548.16	£43,458.01
Beverage supplies (Coffee, milk etc)	£444.73	32.00	£4,142.48
Bar snacks expenditure	-£120.39	126.72	£1,386.92
soft drinks expenditure	-£328.84	549.12	£4,862.23
DJs, Bouncy Castles and the like (expense)	£0.00	595.00	£2,600.83
Food costs / buffet costs	£0.00	350.00	£5,473.92
LC Direct Wages	£2,943.62	3,750.00	£31,583.13
Total Cost of Sales	£564.38	£8,951.00	£93,507.52
Gross Profit	£15,888.99	£7,708.17	£83,240.07
Less Operating Expenses			
Entertainment-100% business	£0.00	£0.00	-£200.00
Advertising	£0.00	£0.00	£103.32
LC Bar & Cleaning sundries	£0.00	£166.67	£2,257.07
LC Booking post wages	£1,093.18	£1,126.67	£8,130.90
LC Bottled Gas	£0.00	£158.33	£1,226.00
LC Cleaning	£607.71	£833.33	£7,832.55
LC consulting	£24.00	£16.67	£380.00
LC Equipment	£0.00	£125.00	£327.13
LC Electricity	£0.00	£766.67	£6,383.91
LC Gas (Heating)	£0.00	£333.33	£2,572.85
LC Intruder/ Fire alarms	£0.00	£20.83	£1,918.11
LC Landline telephone and Broadband	£199.48	£208.33	£2,650.41
LC Pension costs	£226.37	£1,125.00	£5,087.15
LC Rates	£525.00	£791.67	£5,251.17
LC Repairs & Maintenance	£0.00	£500.00	£8,384.24
LC Trade waste	£433.82	£158.33	£2,491.40
LC TV Licence	£0.00	£12.50	£128.75
LC Water and Sewerage	£0.00	£216.67	£4,198.99
Managers salary and NI	£2,211.21	£2,666.67	£25,366.80
PAYE Payable	£81.75	£1,583.33	£10,838.30
Stocktaking Services	£0.00	£90.00	£630.00
Total Operating Expenses	£5,402.52	£10,900.00	£95,959.05
Net Profit	£10,486.47	-£3,191.83	-£12,718.98

Sub	Percenta	Annual
Beer	79.25%	£110,950
Bar	3%	£4,200
Soft	13%	£18,200
Tea and	4.75%	£6,650

7770.01
0.82
6371.408
1398.602

Income and expenditure
Winwick Parish Council
1 January 2020 to 31 January 2020

	31 January 2020	<i>Budget</i>	ytd
Income			
Precept	£0.00	£0.00	£112,150.00
Total Income	£0.00	£0.00	£112,150.00
Less Operating Expenses			
Administration expenses	-£19.99	£125.00	£30.07
Bank Fees	£162.21	£125.00	£2,306.53
Xmas tree fund	£0.00	£250.00	£250.00
Donations	£0.00	£0.00	£60.00
Legal and licensing	£366.67	£0.00	£2,604.56
Internal audit fees	£0.00	£45.83	£1,150.00
Playground repairs	£0.00	£83.33	£1,658.08
Clerk's salary	£514.36	£991.67	£5,345.52
Clerks pension	£1,783.12	£0.00	£1,783.12
external audit fee	£0.00	£54.17	£800.00
Grounds Maintenance	£0.00	£393.33	£1,292.00
Grass cutting	£770.37	£208.33	£2,311.11
Key holding contract	£0.00	£75.00	£1,425.19
Litter Pick Costs (Shared)	£480.26	£1,000.00	£13,422.79
Loan charges	£0.00	£808.33	£7,051.64
PAYE Payable	£172.65	£0.00	£2,533.85
Payroll	£176.67	£125.00	£1,910.03
RFO Salary (and NI)	£375.88	£507.92	£4,255.40
Special projects - traffic manage	£0.00	£250.00	£900.00
Peel hall and tree survey	£0.00	£0.00	£1,304.45
Swan green, winwick park, radle	£0.00	£190.00	£1,540.00
Total Operating Expenses	£4,782.20	£5,232.91	£53,934.34
Net Expenditure	-£4,782.20	-£5,232.91	£58,215.66

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