

# 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](mailto:jjoinson.winwickclerk@outlook.com)  
Web site: [www.winwickparishcouncil.org.uk/](http://www.winwickparishcouncil.org.uk/)

4 March 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 10 March 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 meeting of the Committee held on the 11 February 2020.

- 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. Customer Engagement**

At its meeting on 25 February 2020 the Council agreed that an item on Customer Engagement be included on the Agenda for the next meeting of the Committee for discussion.

**7. 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.

**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*)

(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 11 February 2020

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

### **WPMC 50 Apologies**

Apologies for absence were submitted on behalf of Councillor P Gosney.

### **WPMC 51 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

Councillor Matthews referred to the on-going discussions about a revised structure for the Council's senior management team. He indicated that, as the proposals were now taking shape, he intended to declare a Disclosable Pecuniary Interest at future meetings and take no part in any debate or vote on the matter, in view of his interest in the management of a company which employed a potential candidate for a new role being considered as part of the revised structure.

### **WPMC 52 Minutes**

Decision – That the Minutes of the meeting held on 14 January 2020 be agreed as a correct record.

### **WPMC 53 Action List**

The Committee was informed that a proposed meeting immediately prior to the Committee, to discuss the litter picker arrangements, which had been agreed at the Council meeting on 28 January 2020, had not been finalised in time, as work was on-going to analyse the work log of the litter picker to understand his normal route.

The Chair commented that the car park drainage works had now been substantially completed and had already demonstrated their effectiveness in preventing flooding of the pathway, despite recent heavy rainfall. However, he requested that the contractor be asked to install a gravel border next to the eco drain, to prevent blockages caused by organic material falling directly into the drain.

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

Actions 3, 4, 7, 8 and 10 had been completed and would be deleted from the list.

Progress on Actions 1 (Stock take) and 2 (Business Plan) would continue to be monitored.

Action 6 (Tree Inspection) - The resident had been informed of the Council's decision to remove the Cherry Tree adjacent to his property, but not to pay for any fence repairs. The Chair reminded staff that the tree would need to be felled before the end of March to avoid the possibility of nesting birds delaying its removal.

Action 9 (New Till) – The Interim Finance Officer, Clare Jones, circulated a report which included multiple quotes for the purchase of a new till (or tills) and printers for receipts. One company had provided quotes based on 5 year leasing options. A second company had provided quotes based on the purchase of new equipment. Both companies included free servicing.

It was noted that generally the bar could operate effectively using one till only, although at peak times the system was under some pressure. It was suggested that the purchase option be agreed for one till only, but that if usage increased a second till could be purchased.

The Chair commented that most Actions did now appear to move to completion within a reasonable period of time.

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 purchase a new till from liko on the basis set out in the report and to approve, in principle, the purchase of a second till if usage of the bar increased sufficiently.

#### **WPMC 54 Non-Confidential Matters Raised in line with the Committee's Terms of Reference**

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

###### **(1) Lettings Price Review**

The Interim Finance Officer provided a copy of a notice which had been produced for customers, which set out the details of a price review at the Leisure Centre with effect from 1<sup>st</sup> January 2020.

The notice recognised financial restraints that some clubs/ organisations had. However, it explained the need to ensure that the Centre's incomings were efficient to keep the Centre running. The notice also stated the Centre's aim to provide everyone with a good service and ensure that the Centre's requirements and targets were being met.

The following pricing information was provided:

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<b>Category 1</b> All businesses	<b>8am-10pm</b>		<b>Category 2</b> All non- profit local community Group	<b>8am-10pm</b>
<b>weekdays</b>			<b>weekdays</b>	
Per hour	£16.00		Per hour	£11.00
Full day {8 hours)	£104.00		Full day (8 hours)	£69.00
Half day (4 hours)	£55.00		Half day (4 hours)	£37.00
<b>weekend</b>			<b>weekend</b>	
Per hour	£18.50		Per hour	£13.50
Full day (8 hours)	£120.00		Full day (8 hours)	£86.00
Half day (4 hours)	£64.00		Half day (4 hours)	£46.00

<b>Projector</b>	<b>Half Day (4 hour)</b>	<b>Full Day (8 hour)</b>
	£2.50	£5.00

For booking of 3 hours or less the 2<sup>nd</sup> and 3<sup>rd</sup> hour would be half price. So, for example, if customers booked 3 hours and the first hour was £16.00 then the 2<sup>nd</sup> and 3<sup>rd</sup> hour would be £8.00, totaling £32.00. Refreshments were included within the price.

In response to a question by Councillor Iddon, Ms Jones reported that all payments had now been received from the football club. However, the next bill was due to be sent out shortly. The club had now made arrangements for a dedicated person to be responsible for their finances.

It had also been proposed to increase the rental charges for the nursely. Councillor Iddon commented that the nursely had a cash limited budget which ran up to July. Any increase in the room charges might lead to a reduction in the overall number of days of usage.

**Decision** To note the outcome of the price review for lettings and the implementation of the new prices with effect from 1 January 2020.

#### (2) Finance Report

The Interim Finance Officer provided a report which showed the financial position at the Leisure Centre for January 2020. 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 January 2020, using the profile outlined above.

The Bar take for the month was down by £2.9k on the anticipated fees for the month, and would be £3.4k under a straight monthly split. The Bar was running £3.2k over the expected year to date target as at January and at 83% of the way through the year it had achieved 89% of the fees for the year. It would appear that ‘Dry January’ was becoming more popular and projections and targets would need to be adjusted as such for 2020/21.

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 January 2020, 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 January 2020 showing monthly bar sales compared to the same month last year. Sales for the month were down on the position at the same time last year by £1.3k (13.5%). A graph was provided which showed that overall, compared to last year, the bar sales were up on the year to date by £15.6k (14%).

Events and room bookings for parties continued to be promoted to improve bar sales.

*Cash Takings*

Tables showing daily cash takings for bar sales (including tea and coffee) for the weeks commencing 30 December 2019 to 27 January 2020 were presented.

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:-

- 2, 10 and 23 January 2020– General sales
- 14 January 2020 – Party/Darts
- 16 January 2020 – Band
- 18 January 2020 – Party x3 (1 daytime and 2 evening)
- 26 January 2020 – Band x2, Daytime parties x3.

*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 January 2020, 15 cups per day had been sold, compared to 9.6 cups in December 2019. Total cumulative income as at December was £5,463.76.

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. Sales for January 2020 were up by 4.9 cups on sales for the same month in 2019.

At 83% of the way through the year the Centre was at 114% of the total income made on coffee sales last year.

Councillor Iddon reminded those present of the need to promote the sale of coffee with suitable signage. The Chair added that there might be a need for greater audit control over coffee stock and sales. In addition, there was a need to create a better coffee bar ambiance. Councillor Iddon suggested the use of some table cloths and flowers. It would also be helpful to purchase a dishwasher. It was noted that a dishwasher might only cost around £150.

The Clerk commented that the Parish budget remained underspent in 2019/20 and might allow certain improvement projects to be completed at the Leisure Centre, by means of a one off grant. The Chair noted that other local improvement projects could also be funded from any underspend, such as the provision of kissing gates in the Parish. The Clerk added that if the Centre was to be run as a commercial enterprise, it might wish to consider charging

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the Parish Council for room lettings for its meetings. That could generate some £440 per year.

#### *Key Performance Indicators (Room Lettings)*

As with the bar sales, the room lettings had been analysed and the expected fees (£58k), including buffet sales, had been split across the relevant months by percentage. 2019/20 income would be assessed against the table provided below:-

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

#### *Room Lettings Monthly*

A graph was provided which showed monthly budgeted and actual room lettings income as at January 2020, using the profile outlined above.

Room lettings for the month ran at £0.2k over the anticipated fees for the month, based on the percentage splits and £0.1k over a straight monthly split of £4.8k expected income. Lettings for January were running at £1k under the expected year to date target and at 83% of the way through the year 82.4% 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. However, lettings were largely now back on target.

#### *Room Lettings Cumulative*

A further graph was provided showing the cumulative budgeted and actual lettings income as at January 2020, using the profile outlined above. As indicated above, the overall income was only fractionally below target.

#### *Monthly Room Lettings Comparison*

A bar chart had been produced for January showing monthly lettings compared to the same month last year. Lettings for the month had increased from the position at the same time last year by £0.7k (a 16% increase). A graph was provided which showed that overall, compared to last year, the lettings were up on the year to date by £4.7k (10.83%).

The Chair commented that overall the Centre was close to its targets. He suggested that a letter be sent to the departing Leisure Centre Manager, Mr Morley, thanking him for his hard work and wishing him well for the future.

It was noted that discussions were now taking place between the Finance Officer and existing staff about their potential future roles. Feedback received to date had been very positive.



Events

There had been no events in January 2020.

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>		
B Muflihi	Stock take	90.00
Service Care	Litter picker	864.48
Wigan Beer Co	Bar stock	1,310.34
Warrington BC	Grass cutting	924.44
HMRC	PAYE	845.95
Zurich	Insurance	2,417.30
Styles	Payroll	260.00
Wigan Beer Co	Bar stock	2,505.74
BNP Paribas	Coffee Machine leasing	266.84
Warrington BC	PPE litter picker	26.40
Warrington BC	Grass cutting	924.44
Warrington BC	PPE litter picker	58.90
Warrington BC	Vehicle hire – litter picker	1,234.80
Warrington BC NNDR	Business rates	525.00

Councillor Iddon enquired about the Personal Protective Equipment (PPE) supplied to the litter picker. It was reported that these comprised ballistic trousers and a waterproof jacket. The costs had been split evenly with Burtonwood and Westbrook Parish Council. Councillor Iddon mentioned that the fly-tipping on Hermitage Green Lane had given rise to many complaints. However, it was noted that fly tipping was not within the litter picker's remit and if on private land was not easy for the Borough Council to action quickly.

Quotes

Quotes for the till had been considered at Minute WPMC 53(2).

Issues of Note

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

- As reported at Minute WPMC 53, the re-drainage work at the back of the Centre had been completed. The Deputy Centre Manager had checked following recent heavy rainfall and there was a significant improvement.
- Wigwam were due on site shortly and would be asked to attend to external drainpipes, leaking urinals, a broken park bench and kitchen

door seals. Councillor Iddon reported a loose panel in one of the female toilet cubicles, which should also be referred to Wigwam.

- Wicksteeds were due to attend shortly to repair an item of outdoor play equipment.

The Chair indicated that it would be useful to draft a monthly checklist for monitoring the condition of the building and other equipment.

Decision –

- (1) To note the update report on the Leisure Centre performance and the improvements both completed and currently being made.
- (2) To request the Finance Officer to obtain quotes for the purchase and installation of a dishwasher.
- (3) To request the Clerk to draft a letter of thanks to the Leisure Centre Manager and to authorise officers to purchase a card and gift in the sum of approximately £25.

#### **WPMC 55 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 56 Confidential Minutes – 14 January 2020**

Members considered the confidential section of the Minutes from the meeting held on 14 January 2020.

Decision – To note the confidential part of the Minutes from 14 January 2020.

#### **WPMC 57 Confidential Matters in line with the Committee's Terms of Reference**

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

###### Proposed Staffing Structure

Members considered draft job descriptions and contracts of employment in relation to the posts of Interim Community and Conference Centre Manager and Deputy Manager.

The Chair suggested some clarifications within the job descriptions, including the grouping of tasks under the following proposed headings:-

- Bar and functions management;

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- Community and Conference Centre and premises management;
- Management and recruitment of staff; and
- Reporting, planning and Business Strategy

It was suggested that the new Manager should normally attend Management Committee meetings, or provide a written update report. It was noted that a previous Centre Manger used to provide a report directly to the Committee, which might be reinstated. The Clerk could provide the template used previously.

Members were reminded that there would be no Bookings/Finance Administrator post under the proposed new structure. Hence, the booking duties would need to be written into the job descriptions of the Manager and Deputy Manager.

Additional wording was required in the job description for the Deputy Manager's post to clarify where that postholder would 'assist or deputise' and where duties would be undertaken 'in the absence of the Manager'.

Decision –






- (1) To approve the draft job descriptions and contracts of employment in relation to the posts of Interim Community and Conference Centre Manager and Deputy Manager, subject to the amendments referred to above.
- (2) To note the hourly rates for the Manager and Deputy Manager posts, as set out in the draft contracts of employment.
- (3) To authorise the Clerk to sign the contacts of employment, as presented.
- (4) To request the Finance Officer to circulate copies of the revised documents to Members of the Committee.
- (5) To request the Clerk to provide a template for the business monitoring report to the Interim Community and Conference Centre Manager.
- (6) To request the Clerk to make the necessary arrangements to vary the Premises Licence to include the new Designated Premises Manager for the Centre.

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








There were no employee matters raised on this occasion.

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## 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	-	-	Continuous monitoring	
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	-	-	Continuous monitoring	
3	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	
4	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	-	25/02/20	A quote for the work had been accepted at Council on 25/02/20.	
5	To authorise the Finance Officer to look into the purchase of a new or reconditioned till.	WPMC.45(2)	14/01/20	Finance Officer	-	11/02/20	A quote for a new till had been accepted by the Committee on 11/02/20	

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6	To authorise the Finance Officer to purchase a new till from liko on the basis set out in the report and to approve, in principle, the purchase of a second till if usage of the bar increased sufficiently.	WPMC.53(2)	11/02/20	Finance Officer	-	11/02/20	Completed, as above	
7	To request the Finance Officer to obtain quotes for the purchase and installation of a dishwasher.	WPMC.54(2)	11/02/20	Finance Officer	-	-	In progress	
8	To request the Clerk to draft a letter of thanks to the Leisure Centre Manager and to authorise officers to purchase a card and gift in the sum of approximately £25.	WPMC.54(3)	11/02/20	Clerk	-	13/02/20	Completed	
9	To authorise the Clerk to sign the contacts of employment, as presented.	WPMC.57(A)(3)	11/02/20	Clerk	-	11/02/20	Completed	
10	To request the Finance Officer to circulate copies of the revised documents to Members of the Committee.	WPMC.57(A)(4)	11/02/20	Finance Officer	-	25/02/20	Completed at Council	
11	To request the Clerk to provide a template for the business monitoring report to the Interim Community and Conference Centre Manager.	WPMC.57(A)(5)	11/02/20	Clerk	-	-	In progress	
12	To request the Clerk to make the necessary arrangements to vary the Premises Licence to include the new Designated Premises Manager for the Centre.	WPMC.57(A)(6)	11/02/20	Clerk	-	17/02/20	Application submitted to WBC	

**Progress Legend**

- Completed
- Complete – Immediate review programmed

- Progressing to target
- Issues (exception)

- Early progress / just started

- Not started (lower priority)

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Winwick Parish Council

Leisure Centre Performance Report

10<sup>th</sup> March 2020

1. Income information

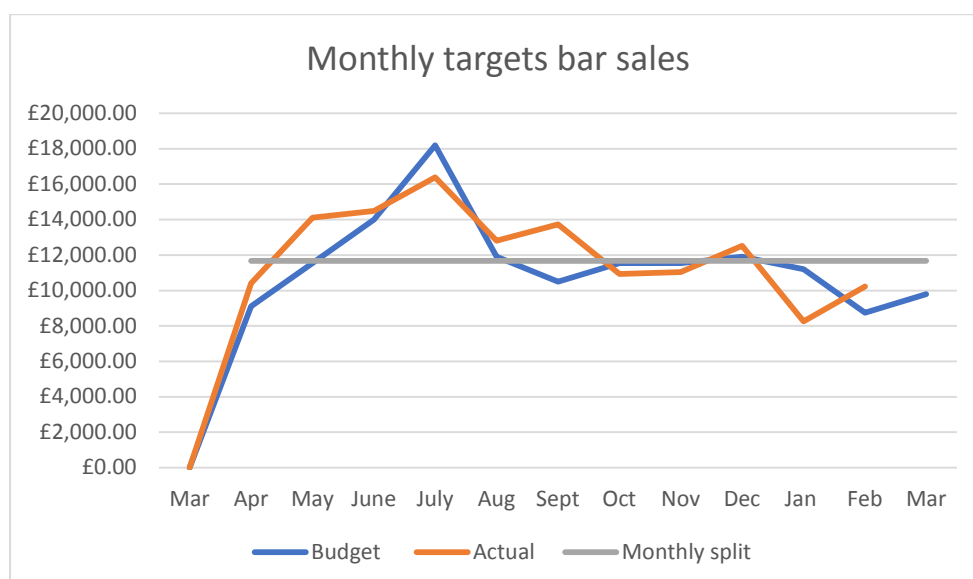
Key performance indicators.

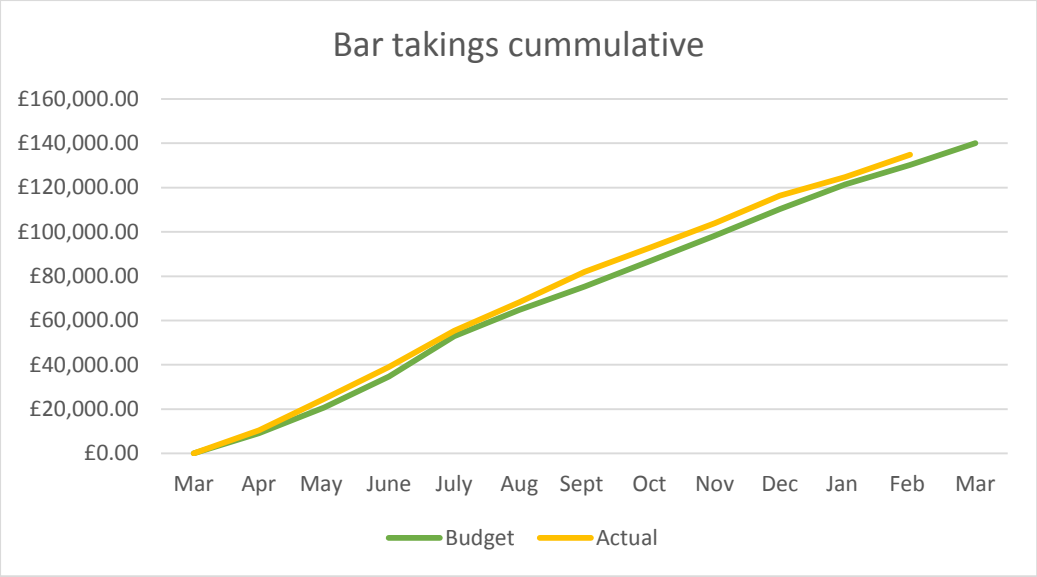
As previously reported the annual budget for bar sales (£140,000) has been broken down over the 12-month period based on the percentage fees taken last year and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	6.50%	8.25%	10.00%	13.00%	8.50%	7.50%
Budget	£9,100.00	£11,550.00	£14,000.00	£18,200.00	£11,900.00	£10,500.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	8.25%	8.25%	8.50%	8.00%	6.25%	7.00%
Budget	£11,550.00	£11,550.00	£11,900.00	£11,200.00	£8,750.00	£9,800.00

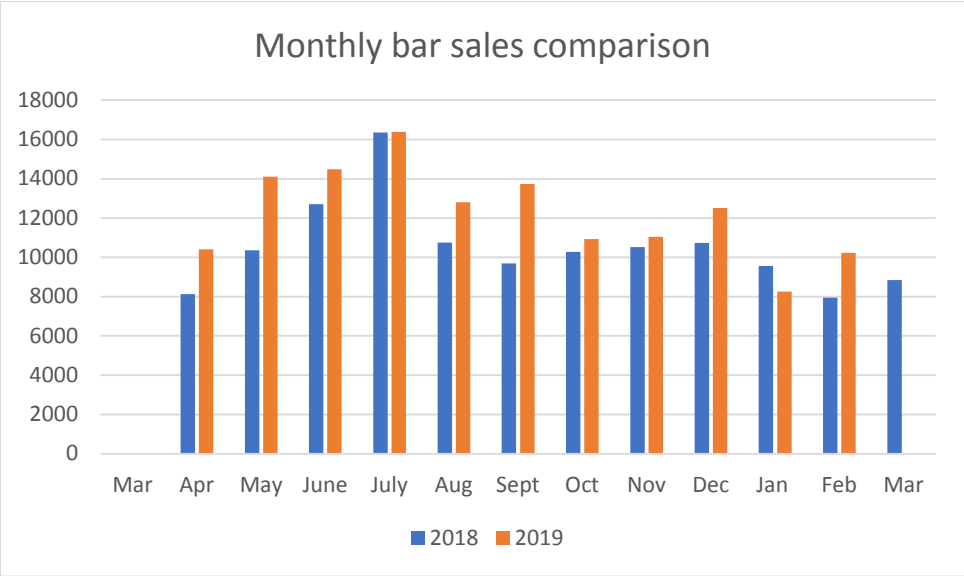
February's bar take was £1.5k over the anticipated fees for the month and would be £1.4k under a straight monthly split. We are currently running £4.7k over the expected year to date target and at 91.6% of the way through the year have 96.3% of the fees for the year achieved. It would appear dry January is becoming more popular and projections and targets will need to be adjusted as such for 20/21.

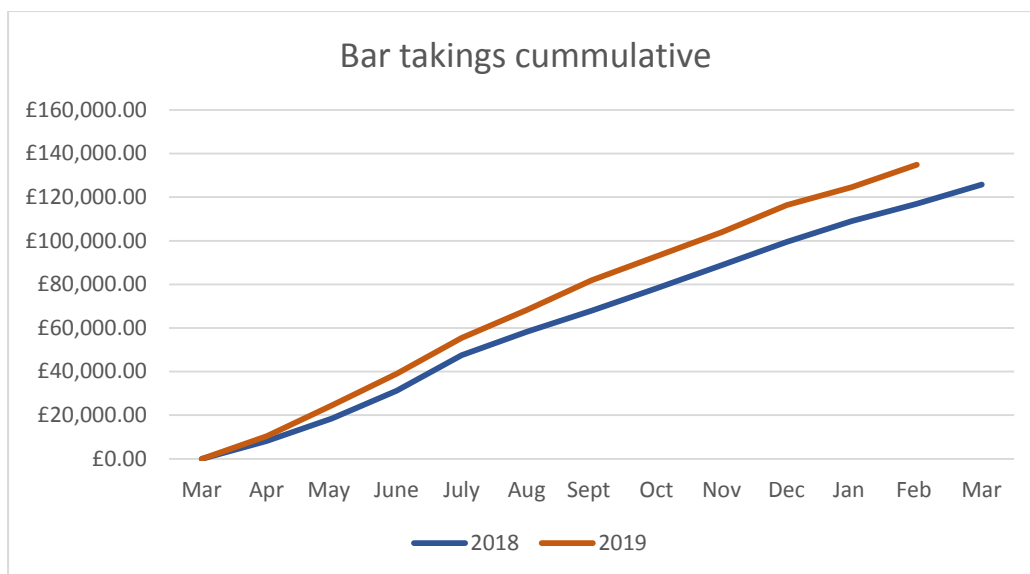
Following this year's income stream percentage figures will be adjusted for 20/21 based on a calculation over the 2 years income streams we will have seen, these percentages will need to be tracked dynamically each year in order to allow for event fluctuation.





As you can see from the below chart bar sales are up on the position at the same time last year by £2.3k (29%), overall we are (in comparison to last year) up on the year to date by £17.9k, 15%.





Events and room bookings for parties continue to be promoted to improve bar sales.

The cash takings for bar sales (including tea and coffee) are shown below, with a full breakdown of cash payments at the end of the report:

<b>27-Jan</b>	£138.99	£146.49	£101.00	£157.67	£339.58	£486.42	£338.95	<b>£1,709.10</b>
<b>03-Feb</b>	£69.53	£201.91	£174.14	£281.15	£387.93	£693.25	£610.99	<b>£2,418.90</b>
<b>10-Feb</b>	£144.35	£56.21	£319.29	£257.69	£208.04	£1,823.82	£532.42	<b>£3,341.82</b>
<b>17-Feb</b>	£110.10	£135.36	£114.35	£75.03	£433.60	£530.67	£352.53	<b>£1,751.64</b>
<b>24-Feb</b>	£84.34	£165.08	£408.87	£132.07	£575.03	£526.52		<b>£1,891.91</b>

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The green highlighted figures show where the bar sales exceed the daily targets as laid out below:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
<b>Percentage</b>	6%	7%	9.5%	7.5%	14.75%	37.5%	17.75%
<b>Bar sales</b>	£160.00	£200.00	£250.00	£210.00	£385.00	£1,005.00	£480.00

Exceeded sales due to the following bookings/ events:

4<sup>th</sup> & 6<sup>th</sup> – Band

7<sup>th</sup>, 13<sup>th</sup> & 21<sup>st</sup> – General sales

9<sup>th</sup> – Party

12<sup>th</sup> & 26<sup>th</sup> – Line Dance

15<sup>th</sup> – Party & Band

16<sup>th</sup> – Christening

28<sup>th</sup> - Funeral

With regards to the coffee mornings, as previously reported to break even we need to sell 6 cups/ day. The following monthly breakdown shows the performance of the coffee sales:

	Cups sold total	Cups sold per day	Income
<b>Apr</b>	327	10.9	£480.29
<b>May</b>	363	11.7	£536.88
<b>June</b>	413	13.8	£610.74
<b>July</b>	399	12.9	£581.83
<b>Aug</b>	288	9.3	£425.14
<b>Sept</b>	302	10.1	£446.11
<b>Oct</b>	344	11.1	£515.81
<b>Nov</b>	477	15.9	£720.46
<b>Dec</b>	297	9.6	£446.07
<b>Jan</b>	464	15.0	£700.43
<b>Feb</b>	353	12.6	£585.53
<b>Mar</b>		0.0	
<b>Total</b>	4027	11.0	£6,049.29

The table below shows the performance improvement from the same period in the last financial year:

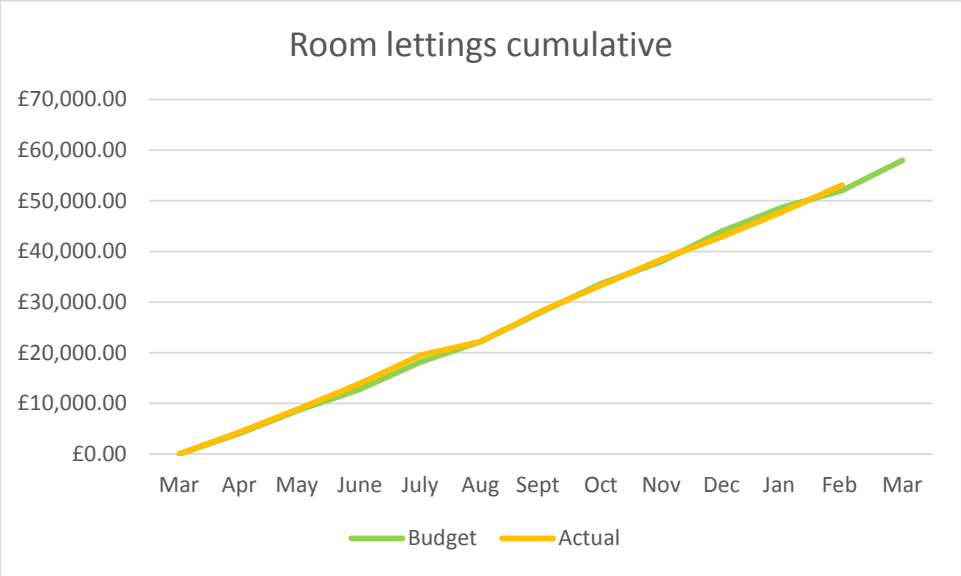
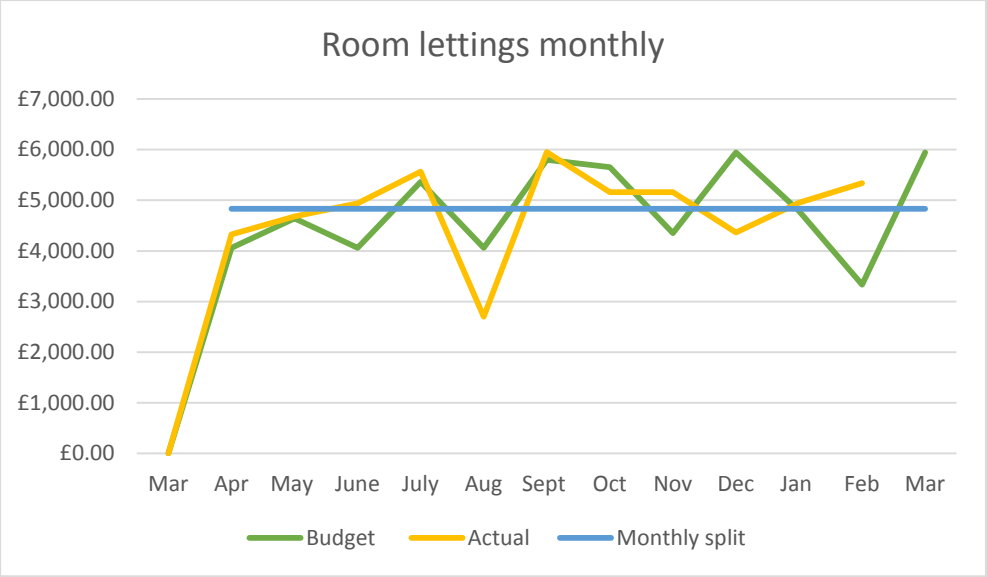
	<b>Cups sold total</b>	<b>Cups sold per day</b>	<b>Income</b>
<b>Apr</b>	260	8.7	£407.83
<b>May</b>	237	7.6	£399.21
<b>June</b>	119	4.0	£231.65
<b>July</b>	57	1.8	£169.58
<b>Aug</b>	23	0.7	£95.64
<b>Sept</b>	-77	-2.6	-£59.14
<b>Oct</b>	4	0.1	£45.81
<b>Nov</b>	-1	0.0	£28.21
<b>Dec</b>	4	0.1	£22.82
<b>Jan</b>	153	4.9	£257.18
<b>Feb</b>	59	2.1	£171.53
<b>Mar</b>			
<b>Total</b>	838	1.4	£1,770.32

At 91.6% of the way through the year we are currently at 126.7% of the income made last year in total on coffee sales. This means that with 1 month to go we are £1,275.57 up on last years' sales.

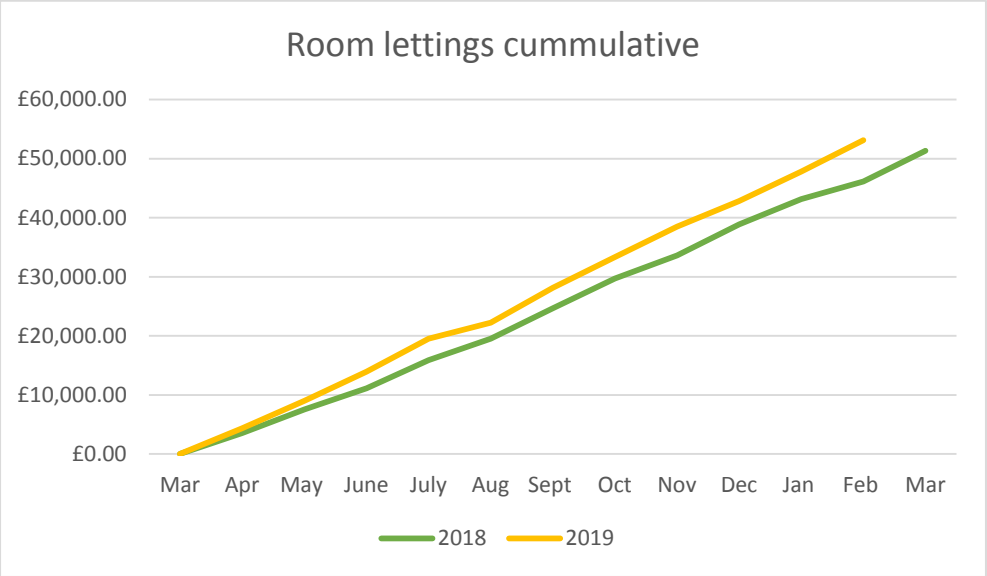
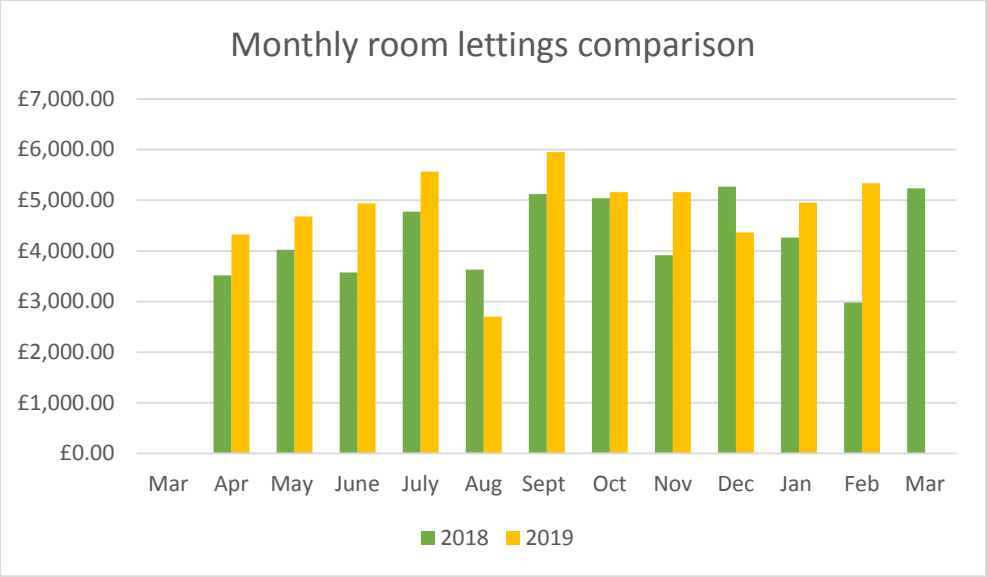
Again, as previously reported, the room lettings have been analysed and the expected fees (including buffet sales) have been split across the relevant months by expected percentages, as below:

	Apr	May	June	July	Aug	Sept
Percentage	7.00%	8.00%	7.00%	9.25%	7.00%	10.00%
Fee	£4,060.00	£4,640.00	£4,060.00	£5,365.00	£4,060.00	£5,800.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	9.75%	7.50%	10.25%	8.25%	5.75%	10.25%
Fee	£5,655.00	£4,350.00	£5,945.00	£4,785.00	£3,335.00	£5,945.00

Room lettings ran £2k over the anticipated fees for the month based on the percentage splits and £0.5k over the straight monthly split. We are currently running £1.1k over the expected year to date target and at 91.6% of the way through the year have 91.6% of the fees for the year achieved. March being an expected high fee month means we are on fee base for fees per month, but ahead of the expected fee base by 2% on expected fees. Continued work to fill any gaps is needed to bolster the end of the financial year and ensure growth in 2020/21.



This month the room lettings have increased from this time last year. Room lettings have increased by £2.3k (79%), we are currently £7k (15%) ahead of the position at the same time last year.



2. Events

There have been no events in February, and none are planned for March.

*3. Payments made*

System		
Hygiene	Hygiene equipment	£270.50
KC Kitchen	Buffets	£627.00
WBC	Rates	£525.00
BNP Paribas	Machine lease	£266.84
Bliss	Bar supplies	£602.64
Gardenia	Grounds maintenance	£165.00
Service care	Litter Picker	£288.16
Wigan Beer	Bar supplies	£938.20
Wigwam	Repairs	£330.00

*4. Quotes*

Comparative quotes for the following are being obtained:

Downspouts and guards with gutter clean

Benches

Renovation to kitchen to allow for dishwasher to be installed

Reflagging soil area at side of the Myddleton to allow better access for wheelchairs and dual prams.

Any received will be presented in a separate paper to the meeting

*5. Issues of note*

Smaller repairs are scheduled and under way, progress is as follows:

Toilet door hinges and door stops – completed

Pre-school bathroom fascia securing – completed

Sealing kitchen window and trims for sink unit – completed

Fascia board repair and drip cill to cellar door – scheduled for 11<sup>th</sup> Mar

Repairs to walls in gents and ladies' toilets and repaint – scheduled for 4<sup>th</sup> Mar

Reseat toilet and repair floor in ladies toilet – scheduled for 4<sup>th</sup> Mar



w/c	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Total
27-Jan	£0.00	£0.00	£0.00	£0.00	£0.00	£650.70	£466.60	£1,117.30
VAT	£0.00	£0.00	£0.00	£0.00	£0.00	£97.28	£67.65	£164.93
Alcohol sales						£358.46	£222.27	£580.73
Bar Snacks						£11.62	£9.13	£20.75
Soft drinks						£64.47	£60.16	£124.63
Tea/ coffee						£51.87	£47.39	£99.26
Room Hire						£67.00	£60.00	£127.00
Ticket sales								£0.00
								£0.00
03-Feb	£103.40	£335.30	£310.05	£387.40	£495.35	£975.95	£733.15	£3,340.60
VAT	£13.87	£40.39	£34.91	£56.25	£77.42	£138.70	£122.16	£483.70
Alcohol sales	£45.05	£166.78	£124.53	£241.95	£354.65	£479.05	£491.04	£1,903.05
Bar Snacks	£2.50	£2.49	£4.15	£7.47	£9.13	£19.09	£4.99	£49.82
Soft drinks	£7.65	£9.07	£36.30	£14.99	£10.82	£131.78	£106.95	£317.56
Tea/ coffee	£14.33	£23.57	£9.16	£16.74	£13.33	£63.33	£8.01	£148.47
Room Hire	£20.00	£93.00	£101.00	£50.00	£30.00	£144.00	£0.00	£438.00
Ticket sales								£0.00
10-Feb	£213.30	£97.45	£536.15	£503.30	£284.65	£2,322.45	£725.90	£4,683.20
VAT	£28.95	£11.24	£63.86	£51.61	£41.61	£364.63	£106.48	£668.38
Alcohol sales	£96.85	£24.05	£248.69	£213.49	£175.32	£1,455.15	£342.72	£2,556.27
Bar Snacks	£5.81	£2.49	£5.81	£9.13	£5.81	£8.30	£8.30	£45.65
Soft drinks	£16.31	£10.81	£36.14	£27.06	£3.58	£330.15	£141.43	£565.48
Tea/ coffee	£25.38	£18.86	£28.65	£8.01	£23.33	£30.22	£39.97	£174.42
Room Hire	£40.00	£30.00	£153.00	£194.00	£35.00	£134.00	£87.00	£673.00
Ticket sales								£0.00
17-Feb	£222.10	£256.05	£237.85	£138.80	£519.45	£685.15	£511.05	£2,570.45
VAT	£22.00	£24.69	£22.50	£13.77	£85.85	£105.48	£68.52	£342.81
Alcohol sales	£71.85	£107.60	£84.52	£58.20	£383.41	£485.38	£302.85	£1,493.81
Bar Snacks	£4.15	£9.13	£3.32	£1.66	£8.30	£6.64	£6.65	£39.85
Soft drinks	£20.02	£6.73	£24.91	£9.17	£38.39	£34.65	£33.33	£167.20
Tea/ coffee	£14.08	£11.90	£1.60	£6.00	£3.50	£4.00	£9.70	£50.78
Room Hire	£90.00	£96.00	£101.00	£50.00	£0.00	£49.00	£90.00	£476.00
Ticket sales								£0.00
24-Feb	£175.50	£282.45	£609.50	£233.50	£604.45	£671.40	£0.00	£2,576.80
VAT	£13.16	£31.37	£79.63	£24.43	£109.42	£97.88	£0.00	£355.89
Alcohol sales	£34.92	£131.45	£354.21	£113.32	£462.26	£332.97		£1,429.13
Bar Snacks	£5.81	£8.30	£6.64	£0.83	£8.30	£14.96		£44.84
Soft drinks	£24.81	£16.73	£37.22	£8.42	£76.67	£141.49		£305.34
Tea/ coffee	£18.80	£8.60	£10.80	£9.50	£27.80	£37.10		£112.60
Room Hire	£78.00	£86.00	£121.00	£77.00	£-80.00	£47.00		£329.00
Ticket sales								£0.00