

# 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)

19 May 2020

**To: All Members of Winwick Parish Council**

Dear Councillor

The next meeting of the Parish Council will be a virtual meeting held on Tuesday, 26 May 2020 at 7.30 pm. The meeting will be held using the Zoom meeting and conference platform and joining instructions will be sent to councillors under separate cover.

Members of the public may view the meeting and details of how to do so will be posted shortly on the Parish Council website: [www.winwickparishcouncil.org.uk](http://www.winwickparishcouncil.org.uk).

This will not be an Annual Meeting of the Council.

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. Local Authority Meetings**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (SI 2020/392), make some temporary amendments to the rules around local authority meetings required to be held, or being held, before 7th May 2021, including:-

- Disapplying provisions requiring local authorities to hold annual meetings.
- Making provision for remote access to meetings of local authorities by members of a local authority and by the press and public
- Enabling local authorities to hold and alter the frequency and occurrence of meetings without requirement for further notice.
- Providing for any appointment normally required to be made at an annual meeting to continue until the next annual meeting of the authority or until such time as that authority may determine.
- Making provision for members of local authorities to attend meetings remotely.

Members are asked to note the temporary meetings arrangements.

#### **4. Minutes**

To confirm the minutes of the Meeting of the Parish Council held on 25 February 2020.

#### **5. Term of Office**

In accordance with Section 85(1) of the Local Government Act 1972, if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

A number of councillors will start to be caught by this provision between May and September depending on when they last attended a Council or Committee meeting. In the light of the varying levels of ability for Members to access virtual meetings, some councillors may be at risk of ceasing to be a Member. Accordingly, the Council may wish to consider approving the absence of any Member who is unable to attend on 26 May 2020, for a further six months, on the basis that physical meetings have been disrupted due the Coronavirus pandemic.

#### **6. Scheme of Delegation**

The Council has not yet developed a formal Scheme of Delegation to its officers, although the powers of officers generally are in accordance with the matters described in their job descriptions. There are however other circumstances under which the Council may need to delegate matters to officers to act, namely in instances of an emergency or urgency where there is no meeting of the Council or relevant Committee available within the necessary timeframe.

The current Coronavirus pandemic has highlighted the need for effective governance to ensure lawful decision making when Council is unable to meet.

Accordingly, it is recommended that Council agree to the following:

- (1) The delegation of the following powers to the Clerk and RFO, as appropriate, except for those matters reserved exclusively to full Council by statute:
  - (i) To act in an emergency situation, or where there is special urgency, in consultation with the Chair and Vice-Chair (or in the absence of either of those Members or where there is a conflict of interest by either, with any other member of the Council).
  - (ii) To act in matters of urgency regarding all other decisions, where it is not practicable to hold a meeting of Council or the relevant body in a timely manner, in consultation with the Chair and Vice-Chair of the Council and having regard to the views of all members of the Council, having providing three clear working days notice in writing of the proposed decision.
- (2) Any decisions taken under (1)(i) or (ii) above and the reason for urgency or special urgency, to be recorded in writing and reported to the next available meeting of the Council.
- (3) To confirm the delegation of powers to Officers to act generally in accordance with the matters set out in their job descriptions.

**7. Land at Peel Hall**

**8. Finance Officer's Report *(to follow)***

**9. Review of Risk, Internal Controls, Financial Regulations 2019/20**

The Council is requested to note and approve the contents of the attached report, which discharges the Council's duty to carry out an annual review of the effectiveness of its overall system of internal control. The review should normally be carried out before the end of the financial year and was originally scheduled to be considered at the Council meeting on 24 March 2020, but the meeting was cancelled on Police advice. The review has to be a full Council decision (it cannot be delegated). The review must also precede completion of the Annual Governance Statement, which is an integral part of the final accounts and audit process for 2019/20.

Approval is also sought to delegation to the RFO of the appointment of the Internal Auditors for 2019/20.

**10. Annual Governance and Accountability Return (AGAR) - Timetable**

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) have relaxed a number of the deadlines in relation to the signing off of the Annual Governance Statement and Statement of Accounts of the and the period for the exercise of public rights.

Notwithstanding the amendment to the legislation, Officers are aiming to take the final documents to the 23 June 2020 meeting for signature, to publish the statutory notice shortly thereafter and to submit the AGAR to the external auditors, PKF Littlejohn, by Wednesday 1 July 2020.

Members are requested to note the above timetable.

**11. Urgent Decisions Taken**

Copies of decisions taken under the urgency provisions are attached for information and in the case of the grant to the Community Bus Service, for ratification retrospectively.

**12. Reports from Parish Council Committees**

- Management Committee – 10 March 2020

**13. 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)

**14. Schedule of Meetings for 2020/21 and Date and Time of Next Meeting – Tuesday, 23 June 2020**

**15. 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.

**16. Finance Officer's Report – Confidential Matters (*to follow*)**

**Winwick Parish Council**  
**Minutes of the Meeting held on 25 February 2020**

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

**WPC.140 Apologies for Absence**

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

**WPC.141 Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

With the agreement of the Council the following Agenda Item was taken next.

**WPC.142 Police / Community Issues**

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

In respect of Winwick Ward the following information was provided for February 2020:-

- PCSO Brown had been dealing parking issues on Golborne Road and Pilgrim Close. One vehicle had received a ticket so far. Some of this work had taken place in the evenings. Councillor Iddon raised the matter of a van parked on a narrow stretch of the road.
- The PCSO had been patrolling around B&Q due to an increase of snapbags and Nitrous canisters in the area.
- He had dealt with a neighbour dispute, which had now been resolved.
- Tru cam had been used on Alder Lane after reports of the speed on the lane.
- He had been conducting Lorry watch operations with the Beat Manger, PC Dadswell, to stop lorries contravening the weight limit.
- He had helped out with cubs and helped to do the First aid training.
- He continued to hold surgeries once a week.
- He had carried out foot patrols around various locations, speaking to people trying to gather more intelligence about what was going on in those areas.
- He had been to the care homes to make sure they were keeping up with the protocols.
- He was currently in the process of setting up a Pub Watch scheme which would be used across the west of Warrington with the premises that wanted to join.
- There had been around 4 incidents of rogue traders in the Sankey area, so if this problem spilt over to Winwick residents should let PSCO Brown know.

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

In respect of Houghton Green and Peel Hall Wards the following information was provided for the period 26 January to 25 February 2020:-

In total there had been some 354 incidents recorded over the Poplars and Hulme (Warrington Borough Council) Ward. The repeat location for the Parish perimeter was Grasmere Avenue and Greenwood Crescent.

### *Crime*

- Theft of a Mercedes Sprinter Van (which was a county-wide issue) and theft of Pedal Cycles

### *Anti-social behavior*

- There were no repeat locations within the Parish perimeter

### *Incidents of note*

- Rogue traders targeting the elderly, including a vulnerable resident on Solway Close

### *Other issues*

- Speed enforcement on Blackbrook Avenue (48mph)
- Multi agency operation tackling rogue traders and scrap carriers – Blackbrook Avenue
- Marking of 150 pedal cycles with funding received from Grasmere and Greenwood Community Association. Further funding had been obtained from Warrington PTAC Fund to target-harden high schools in the area
- There had been some incidence of bin fires and work was on-going with Cheshire Fire and Rescue Service to identify the group responsible.
- An enquiry was made about whether funding could be available from the Parish Council for a local event.

A resident reported that parked vehicles from car sharing activities had damaged the grass verges on Birch Avenue, leading to mud flooding onto a neighbour's driveway. PSCO Burke acknowledged the issue, but indicated that the vehicle would have to be causing an obstruction to the highway to enable the Police to take any action. If the same vehicle was involved repeatedly, informal advice could be provided to the vehicle owner, and residents should forward its details to PSCO Burke.

Councillor Matthews raised the question of scrambler bikes in the area, which had been the subject of a news item on Radio 4's 'The Patch'. PCSO Burke indicated that an operation had been carried out around 2 years ago involving bikes travelling from Grasmere Avenue and Greenwood Crescent to Radley Common.

Councillor Matthews noted that there had been some recent incidents around Houghton Green Pool. The advice provided during the radio show had been to call 101 and that Police could deploy a spray similar to 'Smart-water'. Police representatives commented that the matter was a county-wide issue and that

resources would only be deployed at hot-spots. The motorbikes generally had no number plates and riders wore face covers and did not wear crash helmets, making pursuit unsafe.

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

**WPC.143     Minutes**

Decision – That the Minutes of the Council Meeting held on 28 January 2020 be agreed and be signed by the Chair as a correct record.

**WPC.144     Updates on Issues from Previous Meetings**

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

In respect of Action 9 – Maintenance Issues, Councillor Matthews reported that the main drainage works to the Leisure Centre car park had now been completed, although a gravel filled trench was due to be installed to prevent the eco drain from silting up. Thereafter, some regular cleaning of the eco drain would be required. Some flooding had still occurred during the very heavy recent rainfall, but this was not unexpected. The drainage contractor had also replaced the damaged bollards on the car park while on site.

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

**WPC.145     Question Time for Electors**

There were eight residents in attendance at the meeting.

*Land at Peel Hall*

A resident enquired about support from the Council for the campaign to resist development on land at Peel Hall. She asked if the Council would fund the provision of a barrister.

Councillor Matthews responded that £7k had been put aside in next year's Budget to fund advice and action around the Peel Hall issue. The initial intention was to purchase consultant's advice from Peter Black to put together the Council's reasons for objecting to the development and to present any issues at the current reconvened planning appeal. The ultimate aim might be to seek to have this land put into Green Belt, on the basis that it was not a sustainable development site. However a case would need to be made. It might be necessary to release some funding early (say £2k) to start to put together the case. Ms Jones, Interim Finance Officer, confirmed that there were sufficient funds available in the current year's Budget to finance some initial work and that £7k would be available in 2020/21.

It was reported that Mr Black had recently met John Groves, another planning consultant, who was supporting parishes in the south of the Borough in their response to the draft Local Plan.

Members of the public made further comments and asked a series of questions regarding Peel Hall, which are summarised below with any responses given:-

- What involvement could the public have in the Parish's response? – *Response:* It was suggested that a joint Council/Residents Action Group be formed and that Mr Black's findings could be reported back to that body for consideration. A similar group had been established in Culcheth with Galzebury Parish. Public representatives Margaret Steen and Dave Sawyer were proposed for membership of the Action Group, along with Councillors Matthews and G Friend.
- Could the public have access to Mr Black about other matters, such as the creation of a Rule 6 Group (a formally recognised interested party for the purposes of a Planning Appeal)? – *Response:* This proposal was agreed.
- Could the Parish Council assist with the public's request to extend the consultation period, or adjourn the appeal process? This would enable the Borough Council to receive traffic and pollution reports from the developer before any further decisions were taken. The consultation period would run for 28 days only from last week's commencement date. – *Response:* It was noted that the most up to date climate change guidance was not yet available and that any adjournment might be helpful.
- Would the Parish support Warrington Borough Council's position and write a letter to that effect? – *Response:* The Action Group could look into this request.
- Why was the Option B plan being considered by the Borough Council? – *Response:* It seemed unlikely that the Borough Council would favour that option. A briefing was due to be held for Borough Councillors next week, which should provide further information.
- Had the playing fields requirement gone? – *Response:* The answer to this question was not known. However, it was noted that the Borough Council was legally obliged to work with the developers and to assess any application fairly.
- What was the position regarding bus services to the area? The developer had previously claimed to have made an agreement with the bus company which was not true. – *Response:* Network Warrington was a commercial operation. Its directors would need to act in the best interests of the company, including its staff. The company would, however, challenge any statements made which were incorrect.
- There did not appear to be enough weight attached to the environmental issues regarding the site. Did the Parish produce an Environmental Impact Assessment (EIA)? – *Response:* An ecological survey (not a EIA) had been carried out by the Parish Council, but its findings had not found support with the Borough's environmental team. It was not known whether the developers had yet carried out an EIA for the site. The matter could be considered further by the Action Group.

- Could the public and Parish Council produce their own traffic and environmental surveys? – *Response:* The Action Group could discuss this possibility with Mr Black.
- Could residents have access to the wider support of a barrister or Mr Black? – *Response:* The starting point would be to ask Mr Black to put together a technical case, then form a view as to what additional support or legal representation might be needed. However, it was noted that the energy and enthusiasm of residents might, in effect, carry more weight than the legal arguments of a barrister. Political support at all levels would also be helpful. The technical case could argue that the site was ‘undevelopable’ as well and ‘undeliverable’. In respect of the Local Plan, the issue of how the requirement for additional houses might be met, could give rise to concern about other sites.
- The public remained concerned that the draft Local Plan said that the land was ‘developable’. – *Response:* That had been the conclusion of the original Planning Inspector, but had not helped the local case.
- The public remained concerned that the draft Local Plan essentially reproduced Satnam’s planning application in respect of this piece of land.
- The public remained concerned that the draft Local Plan was based over 20 years rather than 15 years. – *Response:* It was accepted that the length of the Plan gave rise to a higher figure for the housing requirement, but it also opened the door to additional development land becoming free, such as the potential sites at Lever Brothers or Fiddlers Ferry. The longer duration Local Plan might in fact help the local case against development of Peel Hall. It was important to ensure that a viable Local Plan was agreed by the Borough Council, as failure to do so could allow unrestricted development. Counsel’s advice was being taken at every step.
- The public intended to write to the Planning Inspectorate (PINS) to request an adjournment and requested the Parish Council do the same. – *Response:* This would be a matter for the Action Group to determine.

The residents’ spokesperson confirmed that she would email contact details of the Action Group representatives to Councillor Matthews.

### *Football Pitches*

A member of the public raised the matter of the state of the football pitches on Myddleton Lane Playing Fields, particularly the length of the grass and the surface in the goal mouth areas. Only one game for the under 8s had been played since Christmas. – *Response:* It was noted that the extreme weather had been a factor and may other pitches were unplayable at the moment. The timing of cutting was an ongoing issue as this was normally done on request, rather than via a set schedule. The Management Committee would look into this matter.

### *Access Road*

A resident enquired about the responsible person for the line marking on the access road to the Leisure Centre adjacent to Winwick CE Primary School. The yellow pedestrian line was in a poor state of repair. – *Response:* It was confirmed that the

access road was owned by the school. Responsibility for its maintenance would be clarified during the process to sell a piece of land to the school.

*Fly Tipping off Birch Avenue*

A member of the public asked what could be done to prevent fly tipping on land owned by Satnam off Birch Avenue. Fly tipping had occurred where a portion of a wooden fence had been removed. It was also suggested that a surveillance camera could be purchased. – *Response:* Fly tipping was a matter principally for the Borough Council, however if the material was on private land the land owner was ultimately responsible. The Parish's litter picker had previously recovered some small scale fly tipped materials after investigations had taken place, but this was not strictly his role. The litter picker could not enter private land to pick up rubbish. However, the Chair would ask the litter picker to carry out a general litter pick on Birch Avenue. The issue of installing surveillance cameras had been discussed previously, but was not without problems.

*Drain on Birch Avenue*

A resident enquired about ownership of a drain on Birch Avenue, as the Borough Council did not clean the drain because it was not on the adopted highway.

*Response:* The drain would be the responsibility of the road or land owner, but it might not be possible to trace the owner. It was suggested that the area of land in question might be owned by the NHS.

Decision –

- (1) To note the questions raised by residents above and the responses provided.
- (2) To agree to establish a joint Council/Residents Action Group on Peel Hall, comprising public representatives Margaret Steen and Dave Sawyer along with Councillors Matthews and G Friend.

**WPC.146     Written Motions Received**

There were no written motions received on this occasion.

**WPC.147     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 – 28/01/20, 04/02/20, 17/02/20 (x2) and 18/02/20.
2. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, in connection with a Parish Council Liaison meeting, which was scheduled to take place on Thursday 5 March 2020, in the Council Chamber at the Town Hall, at 6pm – 31/01/19

3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about various Traffic Regulation Notices along with statements of reasons and plans where required, due to be advertised in the Warrington Guardian on Thursdays 6, 13 and 20 February 2020 – 04/02/20, 12/02/20 and 19/02/20
4. Email from a resident, BB, of Cinnamon Brow, enquiring about a breakdown of expenditure for the Council's Precept for 2020/21 – 19/02/20
5. E-mail from a Member of Croft Parish Council, MG, reporting damage to footpaths and stiles by dirt bikes and horses and suggesting the installation of better stiles or kissing gates. Subsequent correspondence with Councillor Matthews discussing wider issues around missing fencing and fly-grazing – 21/02/20
6. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Kompan – outdoor play and fitness equipment

Decision – To note the correspondence submitted to the Parish Council.

**WPC.148 Planning Matters**

The following planning applications and correspondence had been received:

*General Correspondence*

Nil

*Domestic Planning Applications*

1. Application reference: 2020/36447  
Location: Greenacres, Delph Lane, Winwick, Warrington, WA2 0RQ  
Description of development: Householder - Proposed two storey, flat roof rear extension to the existing dwelling, to include first floor balconies to both bedrooms upstairs.
2. Application reference: 2019/35506  
Location: 162, Greenwood Crescent, Winwick, Warrington, WA2 0EG  
Description of development: Retrospective--Erection and installation of a shortwave Amateur Radio aerial within the back garden of the property.

*Non-Domestic Planning Applications*

3. Application reference: 2019/36184  
Location: Field next to Sankey Brook River, RLB Grazing Field, Alder Lane, WA5 4BJ

Description of development: Full Planning - Retrospective consent for extension of track road and laying of Hardcore and the retention of shipping containers used as Horse Shelter and Store

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

**WPC.149 Finance Officer's Report**

Members considered a report of Clare Jones, Interim Finance Officer, on a number of financial issues as at January 2020, details of which are set out below.

Budget Review 2019/20

Members considered detailed breakdowns of profit and loss against the Council's Budget for the year to date at 31 January 2020, for both the Leisure Centre and Parish Council.

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

The Centre was running at a £12.7k 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.

February was looking to be a strong fees month for the Centre with the position at 18 February as follows:

Bar income	expected	£8,750.00
	current	£6,696.19
Booking income	expected	£3,335.00
	current	£3,447.50
Tea and Coffee	expected	£414.00
	current	£436.23

There was £4.8k of expenditure against the Parish precept monies in January 2020. Year to date expenditure against the precept (not including anticipated support to the Centre) was £53.9k, leaving a balance of £58.2k remaining.

Issues of Note

*Tree quotes*

Three companies had been out to quote for the felling of trees on Myddleton Lane Playing Fields, in accordance with the most recent tree survey. The last quote had been provided following a site visit at 3:30pm on Tuesday 18 February 2020.

Members considered a separate report of the Finance Officer, which set out the details of the three quotes received. A decision was taken on the preferred contractor.

*Playground swing*

Wicksteed had been requested to repair the swing set, as a key link was missing.

*Hygiene and Security*

Quotations were being collated for Centre repairs, required key hygiene and security items which had been authorised as follows:-

- Pre-school toilet repairs;
- Kitchen window sealing;
- Gents toilet repairs; and
- Ladies toilet repairs.

Further quotes had been obtained for:

- Renovation of the kitchen to support a dishwasher;
- Public seating; and
- Flagging near the Myddleton Suite.

However, these quotes were over the threshold which required a second quote, so the Finance Officer would be sourcing these and would circulate them, as soon as possible.

Quotes had also been received for repairing the downspouts, but due to the large list of quotes provided it was believed that the contractor had duplicated an item. The matter was being clarified before quotes were submitted to the Management Committee.

*Hermitage Green*

The replanting at Hermitage Green had been undertaken. Further work was needed to co-ordinate with the local highways authority regarding the damaged signpost that the residents had sought to cover with the previous planting. Members noted that some attractive village signs in neighbouring parishes had been funded by s106 planning monies. The Chair agreed to look into whether any Borough Council funding might be available for Winwick.

The residents group needed to discuss the viability of and potential requirements for a notice board at Hermitage Green. Councillor Emery indicated that she had contacted a colleague about the possibility of making a notice board for use at Hermitage Green. Her contact would design the board and provide a quote. The Clerk agreed to look into the name of supplier for the most recent purchase of notice boards by the Council.

*Review of Options for new Card Reader*

Members considered a separate report of the Finance Officer on the review of options for a new card reader. The report set out the charges of the current company and those quoted by an alternative company.

*Former Site Office at Hermitage Green*

Councillor Matthews reported that, following investigations by a local resident, the land on which the former housing site office at Hermitage Green had been located, did not appear to be registered with the Land Registry.

Payments made since Management Committee Report presented on 11 February 2020

A list of payments since 11 February 2020 was presented, as follows:-

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

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2019/20.
- (2) To approve the lease of a new card reader from Inspire on the basis set out in the report.
- (3) To approve the engagement of Beechwood Industries to carry out arboricultural works on Myddleton Lane Playing Fields, in accordance with the quote provided

**WPC.150    Reports from Approved Outside Body Appointments**

Councillor G Friend indicated that the last meeting of the Public Rights of Way Forum had been deferred to 2 April 2020.

**WPC.151    Reports from Parish Council Committees**

The minutes of the meeting of the Management Committee of 11 February 2020 were provided.

Councilor Matthews indicated that there had been a slight dip in performance in January, but overall the Centre's finances were on target.

**WPC.152    Ward Reports / Updates**

Houghton Green Ward

There were no matters raised on this occasion.

Peel Hall Ward

Councillor Matthews suggested that the Council spend some money to support enhancements to the footpath linking the Borough land with John Parr Meadow. A new kissing gate was being sought. Detailed proposals would be worked up.

Winwick Ward

Councillor Iddon reported that rats had been spotted in and around the garage and container store. The area had an accumulation of rubbish and there were numerous upturned dustbins in situ. The whole area required a significant tidy up.

Councillor Matthews reported that a resident had contacted him to complain that drains on Delph Lane were blocked. Councilor Matthews would pass the comments to the Clerk for him to refer the matter on behalf of the Parish to Warrington Borough Council. Councillor G Friend pointed out that the Borough operated only one drain cleaning vehicle given the current financial climate.

The Chair enquired where the Council was up to in relation to its traffic management proposals. Councilor Matthews suggested that a meeting be held with the Borough Council and consultants, Mott MacDonald.

Councillor Emery indicated that she had met with an interested member of the public, John Chamberlain, who had put forward some ideas for the future of the Leisure Centre, particularly from the perspective of community usage. One proposal was to establish a properly constituted community group or friends of group, including councillor representation, to help to organise local events. Councillor Emery would be happy to help set up such a group, but did not intend to stand for office in May.

A lengthy debate ensued on the matter. Members expressed caution about the aims

of a community group which could be at odds with the need to run the Centre commercially. The Council already knew that ambitious entertainer based events did not work financially. Councillor Matthews reported that the user engagement event held a couple of years ago had been very successful. As an interim measure it was suggested that interested members of the public attend the Management Committee to feed their views in at that body. Establishment of a formal consultative group could be considered formally after the May 2020 Election. It was acknowledged that many of the customers had relevant trades, which could be of use in the upkeep of the Centre, if harnessed appropriately.

Decision –

- (1) To note the Ward reports and updates provided.
- (2) To request the Clerk to place an item on the Agenda for the next Management Committee, about customer service and engagement.

**WPC.153 Date and Time of Next Meeting**

Decision – To note that the next meeting of the Council will take place on Tuesday 24 March 2019 at 7.30pm.

**WPC.154 Exclusion of the Public (including the Press)**

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

**WPC.155 Confidential Minutes – 28 January 2020**

Decision – That the confidential minutes of 28 January be noted.

**WPC.156 Finance Officer's Report – Confidential Items**

Councillor Matthews declared a pecuniary interest in the following matter by virtue of the fact that the employee concerned was a member of his business' full time staff and any decisions by the Parish might have an impact on the administration of his business. Councillor Matthews did not speak or vote on this item.

**HR Matter**

The Finance Officer provided a paper on options for the proposed new Chief Officer post and a job description. The post-holder would be based in the office in the Leisure Centre, although other spaces in the building could be looked into for the future.

The Clerk reminded Members that there was no legal requirement to advertise a job vacancy, although care would need to be taken not to inadvertently breach

discrimination legislation if offering a post to a single internal candidate. Members discussed the relative advantages and disadvantages of putting the post out to open competition.

Decision –

- (1) To approve the creation of a full time Operations and Finance Officer post.
- (2) To approve the job description as presented.
- (3) To agree not to advertise the vacancy, either internally or externally, on the basis that a suitable internal candidate has been identified.
- (4) To approve the new post on the basis of 40 hours per week, which would normally be worked on Monday to Friday, but would include time off in lieu (TOIL) for Tuesday evening meetings and any large scale events that needed support out of normal hours, including at weekends, the details of such flexible arrangements to be included in the contract of employment.
- (5) That the post to be subject to the management direction and performance appraisal regime of the Management Committee.
- (6) To offer the post to the Interim Finance Officer to commence at the earliest possible date following the completion of the postholder's notice with her current full-time employer.

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

## **WINWICK PARISH COUNCIL MEETING – 26 MAY 2020**

### **REVIEW OF RISK, INTERNAL CONTROLS AND FINANCIAL REGULATIONS**

#### **1. SCOPE OF RESPONSIBILITY**

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

#### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### **3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

##### **3.1 The Council:**

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair signs the last page of the minutes and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting (or earlier). The same meeting of the Council approves the level of precept for the following financial year.

The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations. The Chairman will sign the minutes to confirm that the Financial Statement as circulated to members at the meeting has been agreed.

Three signatories in total must sign all cheques. A list of payments with consecutive cheque numbers is circulated to all members each month with the minutes. The signatories will ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. Where payments are made electronically the RFO and two councilors are required to authorise payments and a list of such payments is reported monthly to the Council.

There have been some instances of delay to electronic payments due to awaiting a full set of three authorisations. Therefore, the Council is being requested to approve the addition of the Clerk to the list of signatories for electronic payments and to amend the Financial Regulations (as highlighted at Paragraph 5.3) to provide for either the RFO and two councilors, or the RFO, Clerk and one councillor to authorise such payment.

Each quarter, the Chair shall sign the bank reconciliation and bank statement as evidence of all transactions having been recorded in the accounts.

### **3.2 Clerk to the Council / Responsible Financial Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and RFO also ensure that the Council's procedures, control systems and policies are maintained.

The duties of the Clerk and RFO are laid down in Job Descriptions.

The RFO submits all the requested information to the External Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating to the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset Register, risk assessments, accounts and supporting information)

### **3.3 Internal Auditor**

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- records
- procedures

- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the Council agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work (and the charge) of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor will inspect the accounts at the year-end (prior to completion of the Annual Return Sections 1 and 2) and will complete page 3 of the Annual Return.

The Internal Auditor will write a separate report to the Council (a copy of which is sent to the Chair) detailing any findings they might have (if any).

The report of the Internal Auditor is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

### **3.4 External Audit:**

The Council's External Auditors, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), submit an External Auditor's Report. which is presented to the Council.

## **4. REVIEW OF EFFECTIVENESS**

Accounts & Audit Regulations 2015 requires an annual review of the effectiveness of our overall system of internal control.

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control in each financial year, to be carried out before completion of the Annual Governance Statement. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by

- Full Council - identification of new activities
- Clerk to the Council and RFO who have responsibility for the development and maintenance of the internal control environment and managing risks - risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to the page 3 Report in the Annual Return.) - action arising from reports
- The Council's External Auditors, who make the final check using the Annual Governance and Accountability Return, a suite of forms completed and signed by the Responsible Financial Officer, the Clerk, the Chair and the Internal Auditor. The External Auditor issues an annual audit certificate - action arising from Audit Report .

A Statement of Internal Control, which summarises the present arrangements, is attached at Appendix 1, although its publication is no longer a statutory requirement.

## **5. FINANCIAL RISK ARISING FROM HEALTH AND SAFETY ISSUES**

The Parish Council is responsible for putting in place arrangements for the management of health and safety risks and reviewing them at least annually. Notwithstanding the imperative of eliminating or significantly reducing the risk of harm to staff and members of the public, the Council also seeks to minimise its exposure to the potential financial liabilities arising from accidents and injuries. The Council uses an external consultant to annually review and assess risks throughout all areas and provide a detailed report through the Centre Manager and ultimately the Parish Council. Regular Legionella risk monitoring is performed by an independent source. The Centre Manager performs risk assessments for any new type of event held at the Leisure Centre.

## **6. REVIEW OF FINANCIAL REGULATIONS.**

The financial regulations were last reviewed in July 2019 and are attached at Appendix 2.

Clare Jones, Operations and Responsible Finance Officer  
Julian Joinson, Clerk

15 May 2020

## **STATEMENT ON INTERNAL CONTROL**

Winwick Parish Council reviews annually the effectiveness of its system of internal control.

In order to manage its risks, the Council has adopted the following arrangements:

1. Internal audit services are provided by Styles in accordance with terms of reference and an audit plan agreed by the Council. The effectiveness of the system of internal audit is reviewed annually and the findings of that review considered by the Parish Council.
2. BM Stock-taking Services undertake a monthly appraisal of the operation of the licensed bar at Winwick Leisure Centre.
3. Financial Regulations are in force and are reviewed biennially. These cover the whole conduct of the transactions of the Council, including the authorisation of expenditure, the control of income, the security of stores and equipment, accounting, audit and banking arrangements, and the payment of salaries, wages and accounts.
4. Internal check via the separation of duties between different members of staff is applied as far as is practicable.
5. Risk assessments are reviewed annually.
6. Insurances arranged through Zurich Insurance cover the following risks: material damage, theft, loss of money. personal accident public indemnity; legal expenses, business interruption and fidelity guarantee.
7. Budget monitoring reports and bank reconciliations are examined quarterly by the Parish Council.
8. The accounts and supporting records of the Council are made available for public inspection for a period of four weeks each year.

Winwick Parish Council  
15 May 2020

## **WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS**

### **1. GENERAL**

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

### **2. ANNUAL STATEMENTS**

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

### **3. BUDGETARY CONTROL**

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Clerk), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations provided to the Clerk or the Responsible Finance Officer, as specified in the tender documentation, in a sealed bid. Photographs of before and after repairs are also required.
- 3.4 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.5 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

### **4. ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.

- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification

## **5. BANKING ARRANGEMENTS AND CHEQUES**

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those members who have indicated they wish to act in this capacity, **except that in the case of electronic payments the Clerk shall also be an authorised signatory.**

## **6. PAYMENTS OF ACCOUNTS**

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. **This will not be required for a member's personal computer used only for remote authorisation of bank payments.**

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

**7. PAYMENT OF SALARIES AND WAGES**

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

**8. LOANS AND INVESTMENTS**

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if exists), approved by the Council

**9. INCOME**

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be countersigned by a Councillor on a monthly basis.
- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO.
- 9.3 The Council will review all fees and charges annually, following a report by the RFO.
- 9.4 Any bad debts shall be reported to the Council.

- 9.5 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.6 A reference to the related hire agreement or other identification, indicating the origin of each cheque, shall be entered on the documentation accompanying the weekly bar return.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

**10. ORDERS FOR WORK, GOODS OR SERVICES**

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (eg petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

**11. CONTRACTS**

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
  - (i) the supply of gas, electricity, water, sewerage and telephone services
  - (ii) specialist services such as are provided by solicitors, accountants and surveyors
  - (iii) repairs to, or parts for, existing machinery or equipment or plant
  - (iv) extensions to existing contracts
  - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the Clerk shall invite tenders from at least three firms.
- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works, which may include choosing from only the bids submitted without the need to seek additional tenders or quotations.
- 11.4 For expenditure of £2000 or less, the chairman & Clerk shall have executive power and in the case of Minor Repairs/Renewals this power may also be exercised by the RFO and 2 Members of the Management Committee. Where two or more quotations are required and less than the requisite number of quotations are received the decision-maker may choose from only the bids submitted without the need to seek additional tenders or quotations.
- 11.5 The Council shall not be obliged to accept the lowest of any tender.

**12. STORES AND EQUIPMENT**

- 12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

**13. PROPERTIES AND ESTATES**

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

**14. INSURANCE**

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

**15. VALUE ADDED TAX**

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

**16. REVIEW OF FINANCIAL REGULATIONS**

- 16.1 It shall be the duty of the Council to review these Regulations biennially.

26 May 2020



<b>6. LEISURE CENTRE OPERATIONS</b>			
Leisure Centre expenditure in the categories shown below	Up to £50	Preferred Supplier	Bar Manager
Food/Buffer/Event Disbursements	Over £50	Preferred Supplier	RFO, in consultation with Cllrs Gosney and Mitchell
Function Advertising	Over £50	Preferred Supplier	RFO
Entertainment and Package Costs	Over £50	Preferred Supplier	RFO or Bookings Administrator, in consultation with Cllr Matthews
Cleaning Costs	Over £50	Preferred Supplier	RFO, in consultation with Cllr Iddon
Special Night and Complimentaries	Over £50	Preferred Supplier	RFO, in consultation with Cllr Gordon
Advertising	Over £50	Preferred Supplier	Management Committee

## Winwick Parish Council

### Officer Decision arising from a discussion by the Management Oversight Group

Urgent decisions about Leisure Centre matters may be taken by a relevant officer following consultation with the Management Oversight Group. Completed decisions must be reported to the next available meeting of the Management Committee.

#### Decision Taker:

Operations Manager and RFO

#### Decision Being Taken

Furloughed staff to be paid at full wage for first 12 weeks of government closure of centre.

#### Background and Reasons for the Decision

Due to the government closures of bars/ restaurants staff are currently unable to work. As we wish to retain these staff for when the closures are lifted I feel that for the suggest twelve weeks we should pay the contracted staff at 100% of their contracted rates with the flexi staff receiving a share of the 39 remaining bar hours. As staff are considered furloughed the government will subsidise 80% of these wages.

At the ten week mark we will need to review how long the closures are likely to continue and review payment levels.

#### Approvals and Comments Received:

Group Member/ Consultee	Record of Approval (and any comments, if supplied)	Date and Medium of Approval
Cllr Cathy Mitchell, Chair	Agreed	26 <sup>th</sup> March 2020 – by e- mail
Cllr Mike Matthews, Deputy-Chair	Agreed	26 <sup>th</sup> March 2020 – by e- mail
Julian Joinson, Clerk	Agreed	27 <sup>th</sup> March 2020 – by e- mail
Clare Jones, Operations Manager and RFO	Financial plans have been checked	26 <sup>th</sup> Mar 2020 – Proposal for vote
Paul Wharton, Bar and Centre Manager	N/A	N/A

--	--	--

**Date of Approval of Decision: 27<sup>th</sup> March 2020**

## Winwick Parish Council

### **Officer Decision arising from an Emergency or Special Urgency Council Matter**

Decisions may be taken by the Clerk or RFO, as appropriate, on behalf of the Council in an emergency situation, or where there is special urgency, in consultation with the Chair and Vice-Chair (or in the absence of either of those Members or where there is a conflict of interest by either, with any other member of the Council).

Completed decisions must be reported to the next available meeting of the Council.

#### **Decision Taker**

Clerk

#### **Decision Being Taken**

To approve a grant in the sum of £750 to the Community Bus Service.

#### **Reason for Urgency**

To maximise the vehicle capacity of the Community Bus Service, as soon as possible, in the light of its work around COVID-19.

#### **Background and Reasons for the Decision**

A request has been received for grant funding, in the sum of £750, from Cllr Mitchell on behalf of the Community Bus Service. The funding is required to facilitate the repair of one of their vehicles, which has been off the road for some time, but is urgently needed to support vulnerable people during the coronavirus outbreak.

The Service has two buses. One of the buses is accessible, with a passenger lift and can carry one wheelchair. However, it has been off the road for a few months needing expensive repairs.

Since the COVID outbreak, the Community Bus Service has been doing shopping for residents and delivering medication. The Service has also been making essential trips to hospital appointments and transporting key workers. A COVID-19 policy is in place, ensuring that public health guidelines are met. The administrative team also makes well-being calls to the most vulnerable members.

The Service is signed up to help borough-wide with patients being discharged from hospital. The accessible minibus is likely to have a pivotal role in transporting those patients. A second bus would also allow the Service to split the workload as demand increases.

The Service has a lot of new volunteers since the outbreak started and has worked hard to get them all DBS checked and trained on its safeguarding policy.

## Agenda Item 11(b)

One of the new volunteers works for Mercedes and has managed to negotiate getting the repairs done for £1500, which is significantly less than has been quoted before.

The Service also covers the Burtonwood and Westbrook Parish Council area, and that Council has been asked to make an equivalent contribution of £750 to enable the full costs of the repairs to be met.

### Approvals and Comments Received:

<b>Group Member/ Consultee</b>	<b>Record of Approval (and any comments, if supplied)</b>	<b>Date and Medium of Approval</b>
<b>CONSULTEES</b>		
Cllr Cathy Mitchell, Chair	Has an interest. See 'OTHER CONSULTEES' below	N/A
Cllr Mike Matthews, Deputy-Chair	Agreed	22/04/20 by e-mail
<b>OTHER CONSULTEES</b>		
Cllr Sue Emery		
Cllr Diana Friend	Agreed	19/04/20 by e-mail
Cllr Graham Friend	Agreed	19/04/20 by e-mail
Cllr Sue Gordon	Agreed	22/04/20 by e-mail
Cllr Poul Gosney	Agreed	21/04/20 by e-mail
Cllr Ann Iddon		
Cllr Russell Purnell		
Cllr Chris Vobe	Agreed	19/04/20 by e-mail
<b>APPROVING OFFICER</b>		
Julian Joinson, Clerk	Agreed	22/04/20
Clare Jones, Operations Manager and RFO	N/A	N/A

**Date of Approval of Decision: 22 April 2020**

## **Winwick Parish - Management Committee 10 March 2020**

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

**Also in attendance:** Councillor G Friend

The meeting was opened and, with the consent of the meeting, was immediately adjourned, to enable a discussion to be held by the Peel Hall Task Group.

The meeting then resumed at 7.50pm.

### **WPMC 58 Apologies**

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

### **WPMC 59 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 60 Minutes**

Clare Jones, Operations and Finance Officer, reported that in respect of Minute 53 - Action 6 (Tree Inspection), the contractors for the felling of the trees would be on site on Friday.

The Chair commented that the previous minutes had recorded a generally positive position in relation to financial matters. It was noted that dry January might be having an impact country-wide. Mr Joinson reported that a major charity had just announced another dry month as part of a campaign. National trends would continue to be monitored.

Councillor Iddon commented that wine prices were expected to rise in the near future.

Decision – That the Minutes of the meeting held on 11 February 2020 be agreed as a correct record.

### **WPMC 61 Action List**

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

Actions 4, 5, 6, 8, 9, 10 and 12 had been completed and would be deleted from the list.

The Chair noted that most actions had been completed or were being reviewed.

Action 3 (Fees and Charges) had now been completed and would also be deleted from the list.

Action 7 (Dishwasher) – Ms Jones was looking into costs, but would link the outcome to wider quotes for a refurbishment of the kitchen. It was hoped to secure quotes of less than £500 for refurbishment and around £100 for a dishwasher.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings and the verbal updates provided.
- (2) To authorise the Operations and Finance Officer to approve the necessary expenditure to carry out the refurbishment of the kitchen and the provision of a dishwasher, following the receipt of suitable quotes.

**WPMC 62 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference**

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

(1) Finance Report

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

The Bar take for the month was up by £1.5k on the anticipated fees for the month, and would be £1.4k under a straight monthly split. The Bar was running at £4.7k over the expected year to date target as at February and at 91.6% of the way through the year it had achieved 96.3% 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 February 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 February 2020 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 £2.3k (29%). A graph was provided which showed that overall, compared to last year, the bar sales were up on the year to date by £17.9k (15%).

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 27 January to 24 February 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:-

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

Exceeded sales were due to the following bookings:-

- 4 and 6 February – Band
- 7, 13 and 21 February – General Sales
- 9 February – Party
- 12 and 26 February – Line Dance
- 15 February – Party and Band

- 16 February – Christening
- 28 February – Funeral

*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 February 2020, 12.6 cups per day had been sold, compared to 15 cups in January 2019. Total cumulative income as at February was £6,049.29.

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 February 2020 were up by 2.1 cups per day (£171.53) on sales for the same month in 2019.

At 91.6% of the way through the year the Centre was at 126.7% of the total income made on coffee sales last year. In other words, with one month remaining, sales were up £1,275.57 on last 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 February 2020, using the profile outlined above.

Room lettings for the month ran at £2k over the anticipated fees for the month, based on the percentage splits and £0.5k over a straight monthly split of £4.8k expected income. Lettings for February were running at £1.1k over the expected year to date target and at 91.6% of the way through the year 91.6% of the fees for the year had been achieved. March was anticipated to be a high fee month, which meant that a good level of actual income would need to be realised in order to stay on target. Continuing work was needed to fill any diary gaps to bolster lettings, so as to boost the end of financial year performance and to ensure growth in 2020/21. Ms Jones reported that day time bookings were normally at capacity, but this week bookings were sporadic.

*Room Lettings Cumulative*

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

*Monthly Room Lettings Comparison*

A bar chart had been produced for February 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 £2.3k (a 79% increase). A graph was provided which showed that overall, compared to last year, the lettings were up on the year to date by £7k (15%).

Events

There had been no events in February 2020 and none were planned for March 2020.

Payments Made

A list of payments made from 25 February to 10 March 2020 was presented, as follows:-

<b>Payee</b>	<b>Description</b>	<b>Sum (£)</b>
<b>Electronic Payments / Direct Debits Paid</b>		
System Hygiene	Hygiene equipment	270.50
KCs Kitchen	Buffets	627.00
WBC	Rates	525.00
BNP Paribas	Machine lease	266.84
Bliss	Bar supplies	602.64
Gardenia Gardens	Grounds maintenance	165.00
Service Care	Litter Picker	288.16
Wigan Beer	Bar supplies	938.20
Wigwam	Repairs	330.00

Quotes

Comparative quotes for the following were being obtained:-

- Downspouts and guards with gutter clean;
- Benches;
- Renovation to kitchen to allow for dishwasher to be installed (see Minute WPMC.61(2)); and
- Reflagging soil area at side of the Myddleton Suite to allow better access for wheelchairs and dual prams.

### Issues of Note

A number of smaller repairs had been completed and others were currently scheduled or underway. Progress was 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 sill to cellar door – scheduled for 11 March 2020;
- Repairs to walls in gents and ladies toilets and repaint – scheduled for 4 March 2020; and
- Reseat toilet and repair floor in ladies toilet – scheduled for 4 March 2020.

A safety arm for table fittings had fallen on a member of staff. The Clerk advised that this should be recorded in the accident book, even if no injury was sustained by the staff member.

The Bar and Centre Manager, Paul Wharton, reported that he had updated the first aid posters on site and provided new stickers in relation to the CCTV coverage. Overall the Centre was running smoothly and the increased presence of the Operations and Finance Officer on site was helping to ensure effective day to day management.

### (2) Additional Financial Reporting

The Chair suggested that additional financial monitoring reports should be provided to the Council, with effect from the next financial year, including the following:-

- Bank reconciliation statements;
- Lists of debtors and income due; and
- Lists of creditors.

### (3) Coronavirus

The Operations and Finance Officer provided a report on the measures to be implemented at the Centre in the light of the COVID-19 outbreak. The report included information on the employer's responsibilities, ACAS guidance, employees' responsibilities, responsibilities to the public and general health and wellbeing advice.

The Chair thanked Ms Jones for her work on the Coronavirus guidance. It was anticipated that numbers of cases of infection would rise nationally and locally. The Council must be seen to be doing the right thing in relation to its operations and for the safety of the public in general. It was essential to provide a high level of confidence to staff and customers that the Council was taking adequate and timely precautions.

Members noted that lettings could potentially be hit very hard by the effects of the outbreak. Potentially, Council meetings might also need to be cancelled. ACAS guidance suggested treating self-isolation as sickness and that staff should receive their normal pay. If the Centre was required to close, it might be necessary to pay staff their average weekly wage for the duration of the closure. It was suggested that a report be provided to Council on the implications of a full closure of the Centre due to the virus. The Clerk indicated that Council monies might need to be diverted to fund staffing from other areas of the Budget where spending was not possible under a lock down situation. In addition, the Council currently had a high level of reserves which could be used to support the Centre through an emergency situation.

Mr Joinson added that other contingencies needed to be planned for, including sickness absence of the Clerk and/or Operations and Finance Officer. Ms Jones role was crucial in the payroll process and in payments to creditors. Loss of the Clerk would mean disruption to the production of agendas and no support for taking minutes and other governance matters. Ms Jones indicated that certain matters could be delegated to The Bar and Centre Manager and the Deputy Bar and Centre Manager.

It was recommended that the list of signatories for electronic payments be expanded to include Officers and the Financial Regulations amended to allow authorisation by 2 officers and one councillor, in addition to the current permission for 2 councillors and 1 officer. Current signatories were Ms Jones and Councillors D Friend, Gordon, Iddon and Matthews. The Clerk reported that the system required payments to be created by a single designated user, currently Ms Jones. Members considered that, in view of her previous financial experience, it would be possible to provide the Deputy Bar and Centre Manager with Ms Jones' login details and password, as a short term emergency measure,. The password would then need to be changed after the emergency.

Mr Wharton enquired if staff and customers should be ejected from the premises if they showed symptoms of Coronavirus infection. The Chair indicated that this would be extremely difficult to enforce, but it was hoped that everyone would take personal responsibility for their actions and behave appropriately.

Decision –

- (1) To note the update report on the Leisure Centre performance and the improvements both completed and currently being made.
- (2) To approve the Coronavirus Measures document, as presented, and to publicise its key messages to both staff and customers.
- (3) To agree that customers do not need to formally sign a declaration that they abide by the Coronavirus Measures – this should be taken on trust.

- (4) To approve the ACAS guidance as incorporated into the Coronavirus Measures document.
- (5) To request the Bar and Centre Manager to ensure that a rigorous cleaning regime is adopted at the Leisure Centre.
- (6) To request the Operations and Finance Officer to draft a report for Council on the financial and other implications of an enforced closure of the Leisure Centre.
- (7) To request the Clerk and Operations and Finance Officer to draft a report for Council on the delegations that may be required in exceptional circumstances to ensure the continued operation of the Parish Council and Leisure Centre.
- (8) To authorise the forwarding of the Operations and Finance Officer's login and password details for electronic payment to the Deputy Bar and Centre Manager in an emergency situation, if the Operations and Finance Officer is not available.

### **WPMC.63 Customer Engagement**

Members were reminded that, at its meeting on 25 February 2020, the Council had agreed to refer an item on customer engagement to the Management Committee for discussion. The matter had been raised following representations made by resident John Chamberlain.

Councillors commented that some of the ideas proposed were slightly outdated in terms of the operation of the Centre, although some useful suggestions had been made. The Chair indicated that the matter should be put on hold until after the new Council had been elected in May 2020. This Committee could then revisit the matter in the summertime. It might also be possible to run a customer engagement event to elicit further ideas. At the present time, efforts needed to be focused on the implications of the Coronavirus outbreak.

Councillor Iddon commented that the Centre needed a greeter to welcome customers onto the premises. Mr Wharton indicated that he usually fulfilled that role and that any member of staff on duty could do similarly. Councillor Iddon clarified that sometimes customers made it to the bar without seeing a member of staff and that if staff were in the cellar, for example, there appeared to be no one on site. A bell on the bar to ring for attention might be one solution. Generally, staff should have a visible presence and appear to be on duty. Mr Wharton added that a window/hatch into the office might be a practical solution.

The Chair agreed that further discussion was required on the front of house offer at a later date.

Decision –

To agree that the customer engagement matter be deferred until after the new Council had been elected in May 2020

**WPMC 64 Exclusion of the Public (including the Press)**

There were no confidential matters proposed for discussion.

**WPMC 65 Confidential Matters in line with the Committee's Terms of Reference**

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

There were no confidential Community and Leisure Centre matters submitted on this occasion.

**(B) Employee Matters**

There were no employee matters submitted on this occasion.

THIS PAGE IS LEFT BLANK INTENTIONALLY

# WINWICK

*Best Kept Village  
in Cheshire – 2000*



# PARISH COUNCIL

## PUBLIC VIEWING OF AGENDAS AND NOTICE OF PARISH COUNCIL MEETINGS MUNICIPAL YEAR 2020/21

Detailed below is the formal Notice of Meetings and list of Agendas that are due to be produced during 2020/21. Members of the Public are asked to contact Julian Joinson, Clerk to the Council, Tel 07818 066549 or E-mail: [jjoinson.winwickclerk@outlook.com](mailto:jjoinson.winwickclerk@outlook.com), if they wish to view any Agendas. Meeting documents can also be viewed on the Parish Council's website, as follows: [www.winwickparishcouncil.org.uk](http://www.winwickparishcouncil.org.uk)

Date and Time of Meeting	Meetings	Date Agenda Published
Tuesday, 28 April 2020 at 7.00pm	Annual Parish Assembly	CANCELLED due to COVID-19
Tuesday, 19 May 2020 at 7.30pm	Winwick Parish Council – Annual Meeting 2020	CANCELLED due to COVID-19
Tuesday, 26 May 2020 at 7.30pm	Winwick Parish Council	Tuesday, 19 May 2020
Tuesday, 9 June 2020 at 7.30pm	Management Committee *	Wednesday, 10 June 2020
Tuesday, 23 June 2020 at 7.30pm	Winwick Parish Council	Wednesday, 17 June 2020
Tuesday, 7 July 2020 at 7.30pm	Management Committee *	Wednesday, 1 July 2020
Tuesday, 28 July 2020 at 7.30pm	Winwick Parish Council	Wednesday, 22 July 2020
Tuesday, 8 September 2020 at 7.30pm	Management Committee *	Wednesday, 2 September 2020
Tuesday, 22 September 2020 at 7.30pm	Winwick Parish Council	Wednesday, 16 September 2020
Tuesday, 13 October 2020 at 7.30pm	Management Committee *	Wednesday, 7 October 2020
Tuesday, 27 October 2020 at 7.30pm	Winwick Parish Council	Wednesday, 21 October 2020
Tuesday, 10 November 2020 at 7.30pm	Management Committee *	Wednesday, 4 November 2020
Tuesday, 24 November 2020 at 7.30pm	Winwick Parish Council	Wednesday, 18 November 2020
Tuesday, 12 January 2021 at 7.30pm	Management Committee *	Wednesday, 6 January 2021
Tuesday, 26 January 2021 at 7.30pm	Winwick Parish Council	Wednesday, 20 January 2021
Tuesday, 9 February 2021 at 7.30pm	Management Committee *	Wednesday, 3 February 2021
Tuesday, 23 February 2021 at 7.30pm	Winwick Parish Council	Wednesday, 17 February 2021
Tuesday, 9 March 2021 at 7.30pm	Management Committee *	Wednesday, 3 March 2021
Tuesday, 23 March 2021 at 7.30pm	Winwick Parish Council	Wednesday, 17 March 2021
Tuesday, 13 April 2021 at 7.30pm	Management Committee *	Wednesday, 7 April 2021
Tuesday, 27 April 2021 at 7.00pm	Annual Parish Assembly	Wednesday, 21 April 2021
Tuesday, 27 April 2021 on the rising of the above, but no sooner than 7.30pm	Winwick Parish Council	Wednesday, 21 April 2021
Thursday, 6 May 2021	PARISH ELECTIONS	
Tuesday, 18 May 2021 at 7.30pm (note this is the third Tuesday of the month)	Winwick Parish Council – Annual Meeting 2021	Wednesday, 12 May 2021

All meetings will be held at the Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ, unless a different venue is notified on the Agenda, **which may include the use of virtual only meetings**. Occasionally, meeting dates may be subject to change. In the event of a change of date a revised Notice will be published at least three clear working days before the meeting.

\* NOTE Agendas which are likely to contain items of a “confidential or private nature” (Part 2 Items) are marked with an asterisk. It is likely that the public will be excluded from parts of, or a significant portion of those meetings. Parts of the agendas of those meetings may not be able to be viewed, as this might result in publicity which would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons and arising from the nature of that business or of the proceedings.

**Julian Joinson, Clerk to the Council**  
c/o Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ