

# 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)

16 June 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, 23 June 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 on You Tube using the following link:-

<https://youtu.be/5Sq8k-ZQhkl>

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

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

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

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

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

**3. Minutes**

To confirm the minutes of the Meeting of the Parish Council held on 26 May 2020.

**4. Updates on Issues from Previous Meetings**

**5. Question Time for Electors**

Due to the limitations of the virtual meeting format, it will not be possible to raise a question orally at the meeting on this occasion.

Written questions from electors may be submitted to the Clerk using the following e-mail address [jjoinson.winwickclerk@outlook.com](mailto:jjoinson.winwickclerk@outlook.com), and must be received by no later than 5pm on Friday 19 June 2020. A maximum of 4 questions will be allowed at each meeting taken on a first come, first served basis, with excess questions carried forward to the next meeting. The questions will be put to the meeting at the discretion of the Chair, having regard to their relevance to the business of the Council. Questions put, but not answered at the meeting, will receive a written response within 10 working days.

**6. Written Motions Received**

**7. Police / Community Issues**

**8. Correspondence**

**9. Planning Matters**

**10. Myddleton Lane Playing Fields – Border Vegetation**

**11. Finance Officer’s Report**

**12. Annual Governance Statement 2019/20**

**13. Accounting Statements 2019/20 and Exercise of Public Rights from 1 July – 30 July 2020**

**14. Reports from Parish Council Committees**

- Management Committee – 9 June 2020

**15. Ward Reports / Updates**

- Houghton Green Ward  
(Councillors D Friend, G Friend, Matthews and Purnell)
- Peel Hall Ward  
(Councillors Emery and Vobe)
- Winwick Ward  
(Councillors Gordon, Iddon and Mitchell)

**16. Date and Time of Next Meeting – Tuesday, 28 July 2020**

**17. 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.

**18. Confidential Minutes – 26 May 2020**

**19. Finance Officer's Report – Confidential Matters**

THIS PAGE IS LEFT BLANK INTENTIONALLY

**Winwick Parish Council**  
**Minutes of the Meeting held on 26 May 2020**

(The meeting was held virtually on Zoom and streamed via YouTube)

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

**WPC.1 Apologies for Absence**

In view of the virtual meeting format, apologies for absence were submitted on behalf of Councillors S Emery, S Gordon, P Gosney, A Iddon and R Purnell.

**WPC.2 Code of Conduct - Declarations of Interest**

There were no declarations of interest made.

**WPC.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), made 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.

Decision – To note the temporary arrangements permitted for meetings.

**WPC.4 Minutes**

Councillor Matthews referred to Minute 145 - Football Pitches (Agenda p.9) and commented that the grass was around 7/8 inches high and needed cutting urgently. Clare Jones, Operations and Finance Manager, reported that she had been trying to contact Warrington Borough Council to confirm a date for cutting. The mowing service was operating, but the date needed to be coordinated, as the playing field gates were locked to prevent unauthorised access.

Decision – That the Minutes of the Council Meeting held on 25 February 2020 be agreed and be signed by the Chair as a correct record.

**WPC.5      Term of Office**

Members were informed that in accordance with Section 85(1) of the Local Government Act 1972, if a member of a local authority failed throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the authority, he/she would, 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 would begin to be caught by this provision between May and September depending on when they last attended a Council or Committee meeting. Today was the last date for Councillor Purnell to attend a meeting. Councillors Gordon and Gosney would need to attend at least one meeting up to and including the Management Committee on 14 July and for the remaining Members not present today their last date for attendance was the Council meeting on 28 July 2020.

In the light of the varying levels of ability for Members to access virtual meetings, some councillors might be at risk of ceasing to be a Member. Accordingly, the Council was asked to consider approving the absence of any Member not present today, for a further six months, on the basis that physical meetings had been disrupted due the Coronavirus pandemic.

The Chair reported that she had received a communication from Councillor Gosney that he might wish to resign from the Council for personal reasons. She would write to him to check his final decision on the matter. Members noted that any by-election would be deferred until May 2021. Julian Joinson, Clerk, reported that the Elections Officer had advised all parishes that, if councillors resigned, a the Notice of Casual Vacancy would need to be published. If ten local government electors called for an election, the vacancy would be frozen until 2021, but if no election was called co-option could take place immediately in the usual manner.

Decision – To approve the absence of Councillors S Emery, S Gordon, P Gosney, A Iddon and R Purnell until 27 November 2020, on the basis that physical meetings have been disrupted due the Coronavirus pandemic.

**WPC.6      Scheme of Delegation**

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

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

Accordingly, a series of formal delegations were proposed.

Decision –

- (1) To approve 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) To agree that any decisions taken under (1)(i) or (ii) above and the reason for urgency or special urgency, 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.

**WPC.7      Land at Peel Hall**

Councillor Matthews reminded Members of the discussions held at the last Council meeting about the Planning Inquiry into Land at Peel Hall. Subsequently, Peter Black, Blackfryers Consultants, had carried out some work with the Residents Action Group to scope an opinion. A summary argument had now been submitted to the Planning Inquiry.

The planning appeal was currently on hold due to the COVID-19 pandemic, but Satnam were making strong representations for the enquiry to proceed in a virtual format. Mr Black was of the view that the appeal could not take place virtually and that it might be on hold for some time. However, that was not guaranteed. Councillor Matthews commented that it had been prudent to set aside an amount of £7k in this year's Budget in relation to Peel Hall. The Residents Action Group would like Mr Black to represent them at the inquiry, rather than a barrister. The Council had not committed to fund that yet, but it would be useful to have an in principle decision to use the funding for that purpose.

Ms Jones confirmed that an amount of £7k had been included in the 2020/21 Budget. Councillor Matthews suggested that the Council should limit its spending in the current year, particularly if the appeal was on hold. Further expenditure might be required in the following year, which would be a priority. The Chair suggested obtaining a quote from Mr Black for the proposed work and a timeframe from the Residents Group. Ms Jones recalled that the Residents Action Group had asked if the Council would cover their fees for representation at the last meeting. Councillor Vobe commented that the general principle of supporting the Group had been

agreed previously.

The Clerk reminded councillors that the Budget for 2020/21 had already been set, so expenditure would need to be managed within the overall funding available. Ms Jones commented that it would be useful to understand the timescales involved to assist with management of the budget.

Decision –

- (1) To note the update in respect of the Peel Hall Planning Inquiry
- (2) To authorise Councillor Matthews to speak to Peter Black to obtain a quote for on-going work to support the Residents Action Group.

### **WPC.8 Finance Officer's Report**

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

#### **Budget Review 2019/20**

Members considered detailed breakdowns of profit and loss and income and expenditure against the Council's Budget for the year to date at year end, for both the Leisure Centre and Parish Council. These showed that the Centre income had increased by £13.4k from the previous year whilst direct expenses had only increased by £3.5k giving the Centre a £9.9k gross profit increase.

Centre overheads (operating expenses) had also run £5.3k under the 2018/19 figures and £15.8k under the budgeted figures for the year. This gave the Centre an improvement of £15.2k on the position last year and came in £13k under the budgeted loss for the year.

The Centre had still recorded a loss on the year of £25.9k with approximately £7k of that being revenue lost in the 2 weeks closure in March.

Total precept outgoings were £73.1k, leaving an end of year balance of £13k.

#### **Budget Review 2020/21**

In April there was £5.1k of expenditure on the Centre and £2.8k of precept expenditure. The precept income and the recovered furlough money would show on May's account. The furlough pay recovered was approximately £8k to mid-May. Another claim would be submitted at the end of May and one at the end of June.

Other income due was the £25k Retail, Hospitality and Leisure Grant, which was being chased up, but the Business Rates Department had been dealing with a number of claims and the Parish Council's was not a clear cut application. The Centre was considered to be a company, but had no company number, which meant that the online form could not be completed and an e-mail claim had needed to be submitted. The grant was expected to be received by the end of the week.

Members also had sight of a report submitted by Councillor Matthews, Chair of the Management Committee, the detailed content of which would be discussed in Part 2 of the agenda. Ms Jones undertook to take away the comments to provide a detailed response after the meeting. However, she was in a position to respond to some of the questions raised in the public section of the meeting, as follows:-

- The increase in expenditure for advertising was due to a one off press notice, which was a legal requirement as part of the sale of land process involving Winwick CE Primary School.
- The expenditure on alcohol stock was up this year by £10k, but turnover was only 10% up. This was probably due to the purchase of an amount of stock immediately before the lockdown. Ms Jones was looking into these and other issues as part of her on-going review of the Centre's finances. A stock take would be carried out before the bar reopened.

Councillor Matthews reported that it would be useful to have more Members on the Management Committee to monitor the finances of the Leisure Centre.

Reports Submitted to the Management Committee

Members considered the financial update reports for March and April submitted to the informal meeting of the Management Committee held on 12 May 2020.

The reports set out further details of Quotes, Issues of Note and Income Information for each month, as follows:-

- Key Performance Indicators (Bar Sales);
- Bar Takings Cumulative;
- Monthly Bar Sales Comparison;
- Cash Takings;
- Coffee Sales;
- Key Performance Indicators (Room Lettings);
- Room Lettings Monthly;
- Room Lettings Cumulative; and
- Monthly Room Lettings Comparison

Also included was a list of Payments Made in March and April 2020, as follows:-

<b>Payee</b>	<b>Description</b>	<b>Sum (£)</b>
<b>Electronic Payments / Direct Debits Paid</b>		
KC's kitchen	Buffets	£189.00
Maxigiene	Cleaning materials	£72.00
Protive Security	Repairs	£240.00
Service Care	Litter Picker	£2,484.16
Styles	Payroll	£424.00
HMRC	PAYE	£920.66
DL Hannan	Green maintenance	£450.00
Black fryers	Peel Hall	£1,854.45

### Agenda Item 3

Wicksteed	Playground repair	£111.00
BOC Limited	Bottled gas	£199.96
Wigan Beer	Bar stock	£2,658.32
Water Plus	Water	£1,195.27
Cheshire Pension	Pensions	£188.46
Gardenia Gardens	Grounds Maintenance	£310.00
Wigwam	Repairs	£510.00
B Muflihi	Stock take	£90.00
RIJO	Coffee supplies	£495.02
Barclaycard	Bank fees	£43.00
BT Group	Phones	£19.14
BNP Paribas	Coffee machine lease	£266.84
B&M	Trade waste	£179.98
Lloyds	Credit card	£77.42
Payzone	Card reader fee	£21.60
Barclaycard	Bank fees	£111.41
BT Group	Phones	£154.13
BNP Paribas	Coffee machine lease	£266.84
Service Charge	Bank fees	£72.75
Manual Credit – Handling Charge	Bank fees	£119.00
WBC	Rates	£525.00
BT Group	Phones	£313.63
B&M	Trade waste	£232.27
Payzone	Card reader fee	£21.60
Wigan Beer	Bar stock	£433.91
Edge Landscaping	Drainage repair	£2,940.00
Drum BSS	Subscription	£28.80
HMRC	PAYE	£1,140.13
DL Hannan	Green maintenance	£80.00
Service care	Litter Picker	£288.16
DJ Fire &safety	Fire extinguishers	£402.00
Protive Security	Alarm repairs	£78.00
Lloyds	Credit card	£100.42
Scottish power	Electric	£410.10
Barclaycard	Bank fees	£142.17
Wigan Beer	Bar stock	£938.20
Service care	Litter Picker	£288.16
Gardenia Gardens	Grounds Maintenance	£165.00
Bliss	Bar stock	£602.64
Cheshire Pension	Pensions	£188.46
IICO	New till	£1,036.80
Wigwam	Repairs	£330.00
Public Works Loan	Loan	£1,233.12
BT Group	Phones	£239.38
System Hygiene	Cleaning materials	£270.50
KC's kitchen	Buffets	£627.00

WBC	Rates	£525.00
BNP Paribas	Coffee machine lease	£266.84
Wigwam	Repairs	£120.00
PPL	Licensing - music	£311.77
B Muflihi	Stock take	£90.00
LocaliQ	Advertising	£1,326.00
Wigan Beer	Bar stock	£1,626.74
P Healey	Repairs	£390.00
Scottish power	Electric	£2,380.92
BG Business	Gas	£2,483.24
B&M	Trade waste	£233.52
Styles	Payroll	£212.00
Drum BSS	Subscription	£28.80
Cheshire Pension	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	Bar stock	£1,014.64
Lloyds	Credit card	£77.42
Payzone	Card reader fee	£21.60

#### Update on Repair and Installations

All minor repairs tasked to Wigwam had been completed along with fixing the Millennium Room external door, as hinges had become damaged.

Payment had been processed for the new IIKO till and the equipment had been scheduled to arrive for installation in the week commencing 9 March 2020. Background information for the till display had been sent to supplier.

The tree removals had been scheduled for Friday 13 March 2020.

Members considered quotes for the following works:-

- Repair of Benches;
- Downspouts and guards; and
- Flagging.

In respect of the benches, it was recommended that Wigwam be appointed, noting that their price was higher, but included all items requested at the quotation stage. Regarding downspouts and guards it was recommended that Wigwam also be appointed, noting that their price was higher, but included all items requested at the quotation stage. In connection with the flagging work, it was recommended that Edge be appointed, based upon an identical priced quotation, but comprising the core work of that business.

Issues of Note

- Details of the Review of Risk, Internal Controls and Financial Regulation appeared elsewhere on the Agenda.
- There was a need to increase the number of electronic banking signatories, which was also included in the above mentioned reported.

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2019/20 and 2020/21.
- (2) To approve the engagement of the following firms and the necessary expenditure identified in the report for the undermentioned works:-
  - Benches – Wigwam
  - Downspouts and guards – Wigwam
  - Flagging – Edge

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

Members considered a joint report of the Operations and Finance Officer and Clerk, which set out the annual review of the effectiveness of the Council's overall system of internal control. The review should normally be carried out before the end of the financial year and had originally been scheduled to be considered at the Council meeting on 24 March 2020, but the meeting had been cancelled on Police advice. The review had to be a full Council decision (it could not be delegated). The review must also precede completion of the Annual Governance Statement, which was an integral part of the final accounts and audit process for 2019/20.

Members were advised that consideration and approval of the report would discharge the Council's duty to carry out the annual review.

Approval was sought to a change within the Council's Financial Regulations to permit the Clerk to be an authorised signatory for electronic payments and, in the absence of the Operations and Finance Officer, the Deputy Community and Leisure Centre Manager to act as the instigator of electronic payments, with a minimum of one councillor being required to authorise payments.

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

Councillor Matthews asked if the list of items for signature could be circulated to all Members of the Management Committee at the time that they were due to be paid. In response to a question about whether e-signatures were required, Ms Jones reminded Members that electronic payments were carried out using e-banking arrangements, which required authorised signatories to log in and then to complete tick boxes to authorise each payment.

Decision

- (1) To note and approve the report on the annual review of the effectiveness of the Council's overall system of internal control.
- (2) To approve an amendment to the Council's Financial Regulations to permit the Clerk to be an authorised signatory for electronic payments and, in the absence of the Responsible Finance Officer, the Deputy Community and Leisure Centre Manager to act as the instigator of electronic payments, with a minimum of one councillor being required to authorise any payments.
- (3) To delegate to the Responsible Finance Officer the power to appoint the Internal Auditors for 2019/20.

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

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

Notwithstanding the amendment to the legislation, Officers were 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.

Ms Jones reported that one potential barrier to meeting the above timetable was the need to complete a stock take to enable the final balances for 2019/20 to be calculated. Councillor Matthews noted that opening the Centre to carry out a stock take would not be a breach the Coronavirus regulations, but it was not known if the Council's stock taker was currently working. Access to the Centre could be made by appointment, as it was unlikely that the Centre would be operating in June. There was a need to maintain regular stock taking to understand some of the anomalies which had occurred last year.

Decision

- (1) To note the implications of the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, including the extended deadlines around the Annual Governance and Accountability Return and period for the exercise of public rights.
- (2) To note the proposed timetable for the submission of the Annual Governance and Accountability Return to the External Auditors.
- (3) To request the Operations and Finance Officer to contact the Council's stock taker to arrange for a stock take, to enable the Statement of Accounts to be completed.

**WPC.11      Urgent Decisions Taken**

The Chair declared an interest in the Community Bus matter referred to below and did not speak or vote on the matter.

In accordance with the Scheme of Delegation, copies of two decisions taken under the urgency provisions were reported as below. Details of the reasons for urgency were set out in the individual decision notices provided.

- A decision by the Operations and Finance Officer to approve the furloughing of staff under the Government's scheme and the payment of their full wage for the first 12 weeks of the closure of the Centre. (Management Oversight Group Recommendation).
- A decision by the Clerk, subject to formal ratification by the Council, to authorise payment of a grant, in the sum of £750, to enable a Community Bus Service vehicle to be repaired, with an equivalent grant being provided by Burtonwood and Westbrook Parish Council (Emergency or Special Urgency Decision).

Decision      To note the urgent decisions taken by Officers as reported and, in the case of the Community Bus Service decision, to ratify the decision retrospectively.

**WPC.12      Reports from Parish Council Committees**

The minutes of the meeting of the Management Committee of 10 March 2020 were provided.

Decision      To note the minutes of the Management Committee of 10 March 2020.

**WPC.13      Ward Reports / Updates**

Houghton Green Ward

There were no matters raised on this occasion.

Peel Hall Ward

Councillor G Friend reported that he had received e-mails some time ago about fire damage to the wooden bridge in Peel Hall Park. He had been to inspect the damage at the time and the bridge had subsequently been repaired. However, a further telephone call had been received from the local PCSO to say that the bridge had again been extensively damaged by fire. The ward was the worst hotspot in Cheshire for repeat fires and a pilot scheme was being tried to enable wheelie bins to be emptied later in the day, so that they did not need to be left out overnight. Councillor Friend had reported the latest vandalism to the bridge to Borough Ward Councillors John Kerr-Brown and Hilary Cooksey.

Winwick Ward

The Chair reported that lots of HGVs were continuing to use Golborne Road. She was currently discussing the matter with highways officers, although the matter was complex because the route traversed three different local authorities.

Ms Jones reported that some graffiti on the wall by Rectory Lane had been reported to her, but the resident who had reported it had very kindly removed it with a jet washer.

The barrier tape on the children's playground was also subject to repeated instances of removal and required regular monitoring.

Councillor Matthews reported that fly tipping remained a concern. The Chair clarified that incidents needed to be reported via the Borough Council's website, so that the Council could investigate its source and prosecute as appropriate. The Parish Council's Litter Picker could then quickly remove the refuse. Although residents often took the time to comment about fly tipping on Facebook, this was not the same as reporting it to the Borough Council to facilitate its removal.

Councillor Matthews reported that Cllr Gordon had asked if the Litter Picker could be more proactive. The Chair responded that complaints were often received about those stretches of road where there was no pavement and which could not be picked safely without a road closure, for example Highfield Lane. The Litter Picker had a list of streets and a usual route for his activities. Councillors should let the Chair know if there were any areas they believed were missing from this route. The Chair monitored any forthcoming road closures and, where these were in place, she asked the Litter Picker to undertake a pick at the same time.

Councillor Mathews suggested that motion sensor cameras be purchased. These could be deployed easily and recovered after an incident. He asked if it would be possible for the Parish to assist the Borough Council to facilitate this. The Enforcement Team needed vehicle registration numbers to carry out follow up action. The Chair commented that a very large number of cameras would be required to cover all potential dumping sites and given that incidents were often at night, infra-red motion activated cameras might be required. The Chair agreed to speak to Borough Councillors to indicate that Winwick was prepared to help.

Ms Jones reminded Members that there was normally a requirement to post a notice that the public were being filmed. Further advice would need to be sought from the Enforcement Team.

Decision –

- (1) To note the Ward reports and updates provided.
- (2) To agree to request the Chair to raise the issue of the possible use of fly tipping enforcement cameras with the Warrington Borough Council.

**WPC.14      Schedule of Meetings for 2020/21 and Date of Next Meeting**

Decision – To approve the Schedule of Meetings for 2020/21 and to note that the next meeting of the Council will take place on Tuesday 23 June 2020 at 7.30pm and is likely to be a virtual meeting.

**WPC.15      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.16      Finance Officer's Report – Confidential Items**

Members considered Profit and Loss Projections for the Leisure Centre and Parish Council for 2020/21.

The figures outlined the position if the Centre were to be closed for 3, 6, 9 and 12 months respectively. The impact on the Parish Council Budget for 2020/21 was not as severe as first thought, with all except a full year closure scenario returning a surplus, based on the receipt of the Government grant of £25k. Ms Jones would continue to adjust the figures in the light of the latest intelligence from Government.

A lengthy discussion was held around the pathway to reopening the Leisure Centre.

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

Decision –

- (1) To note the financial reports and issues raised at the meeting.
- (2) To request the Management Committee to develop a plan to reopen the Leisure Centre business, having regard to the following:-
  - (a) A detailed look at the financial projections now presented;
  - (b) Consideration of the balance of income and expenditure during the Leisure Centre start-up phase;
  - (c) Which staff to unfurlough and when.
- (3) To request the Management Committee to consider and determine whether to continue the on-going top ups to staff wages under the furlough scheme at the expiry of the current 12 week period.
- (4) To agree that Councillors D Friend and G Friend be authorised to act as temporary substitutes on the Management Committee in place of other representatives from the same political party when they are not present at any meeting.

WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2020/21

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
2	To note the work to be undertaken on the Definitive Map and to request the Clerk to produce and circulate widely an advert for Footpath Wardens for the Winwick area.	WPC.179	23/04/19	Clerk	-	-	Work is on-going to develop a suitable job description for advertisement	
3	To adopt the National Association of Local Councils Standing Orders: 2018 Edition upon receipt and to authorise the Clerk, in consultation with the Chair, to complete those sections where local choice was required.	WPC.6(1)	28/05/19	Clerk/Chair	-	-	NALC document now received and under consideration	
4	To authorise the Deputy Chair, Finance Officer and Clerk to give further	WPC.58(2)	23/07/19	Deputy Chair/ Finance Officer/ Clerk	-	-	Officer Delegations for emergencies and urgency were agreed at the Council meeting on 26/05/20. A more comprehensive Scheme of Delegation will be drafted for consideration at a later date	

	consideration to the issue of implementing Council/Committee decisions and developing a Scheme of Delegation.							
5	To authorise the Chair of the Management Committee and Interim Finance Officer to meet with staff to consider the Vision for the Leisure Centre.	WPC.100(3)	22/10/19	Clr M Matthews/ Finance Officer	-	-	To be arranged.	
6	In respect of Item 7 - Possible Notice Board at Hermitage Green, to request the Clerk to respond to the resident concerned in accordance with the suggestions set out in the minute above.	WPC.111(2)	26/11/19	Clerk	-	-	Not yet commenced	
7	That the actions in relation to the litter picker service, set out as bullet points in the minutes above, be agreed and the Clerk be requested to circulate details of	WPC.126(2)	28/01/20	Clerk	-	-	Work is underway to analyse the litter picker's regular pattern of work	

	the litter picker's proposed itinerary each Monday.							
8	To request the Clerk to write to PCSO Brown to thank him for the report and to indicate that the Parish Council was pleased with his efforts in the community.	WPC.130(2)	28/01/20	Clerk	-	-	Not yet commenced	
9	To authorise Councillor Matthews to speak to Peter Black to obtain a quote for on-going work to support the Residents Action Group.	WPC.7(2)	26/05/20	Cllr Matthews	-	-	In progress	
10	To delegate to the Responsible Finance Officer the power to appoint the Internal Auditors for 2019/20.	WPC.9(3)	26/05/20	Finance Officer	-	-	In progress	
11	To request the Operations and Finance Officer to contact the Council's stock taker to arrange for a stock take, to enable the Statement of Accounts to be	WPC.10(3)	26/05/20	Finance Officer	-	-	In progress	

	completed.							
12	To agree to request the Chair to raise the issue of the possible use of fly tipping enforcement cameras with the Warrington Borough Council.	WPC.13(2)	26/05/20	Chair	-	-	In progress	
13	To request the Management Committee to develop a plan to reopen the Leisure Centre business, having regard to the following:-  (a) A detailed look at the financial projections now presented; (b) Consideration of the balance of income and expenditure during the Leisure Centre start-up phase; (c) Which staff to unfurlough and when.	WPC.16(2)	26/05/20	Management Committee	-	-	Discussions about reopening took place at the Committee meeting on 9 June 2020	
14	To request the Management	WPC.16(3)	26/05/20	Management Committee			The Management Committee has requested the Operations and Finance Officer to provide	

	<p>Committee to consider and determine whether to continue the on-going top ups to staff wages under the furlough scheme at the expiry of the current 12 week period.</p>						<p>a report to Council on 23 June 2020 in connection with an extension to the furlough scheme.</p>	
--	---	--	--	--	--	--	--	--

**Progress Legend**

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

THIS PAGE IS LEFT BLANK INTENTIONALLY

**Winwick Parish Council**

**Correspondence since 28 April 2020**  
**(or not previously reported)**

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 04/05/20, 05/05/20, 06/05/20, 11/05/20 (x2), 18/05/20 (x2), 19/05/20 (x2), 26/05/20, 02/06/20, 04/06/20, 15/06/20 and 16/06/20.
2. E-mail from Cllr S Gordon asking the Council to place on record its thanks to resident, Scott Metcalfe, who runs a driveway clearing and window service, for removing graffiti on the wall which runs from Rectory Lane at the back of the Centre, using his power washer – 06/05/20
3. E-mail by a resident, LM, reporting the death of a large tree near the under 5's playground area on Winwick Park. (The matter has been reported to Warrington Borough Council) – 07/05/20
4. E-mail from a resident requesting reinstatement of the barrier tape on the children's play area at Myddleton Lane Playing Fields and reporting a large number of cars parked on Myddleton Lane, possibly owned by visitors to the playing fields. (The tape was reinstated and signage erected. The Leisure Centre car park remains closed to prevent unauthorised encampments) - 14/05/20
5. E-mail from Anna McGreal, the new Police Community Support Officer for Poplars and Hulme, introducing herself and seeking contact information for parish councillors - 15/05/20
6. E-mails enclosing copies of the latest stakeholder bulletins from David Keane, Police and Crime Commissioner for Cheshire, and Chief Constable Darren Martland, Cheshire Constabulary - 15/05/20 and 04/06/20
7. E-mails from Cathy Jones, Technical Support Manager, Warrington Borough Council, advising of changes to procedures in relation to the Development Management Committee due to the pandemic and from Jennie Cordwell, Senior Democratic Services Officer, advising of the dates of meetings of the Committee on Thursday 28 May 2020 and Wednesday 10 June, at 6.00 pm – 18/05/20, 20/05/20 and 04/06/20
8. 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 21 May and 4 and 18 June 2020 – 19/05/20, 02/06/20 and 17/06/20
9. E-mail from a resident about a potential abuse of the domestic waste recycling scheme (The resident was signposted to Warrington Borough Council) - 02/06/20

10. E-mail from Mike Pope, Clerk and Responsible Financial Officer, Croft Parish Council, in connection with anti-social behaviour at Houghton Green Pool and a response from PCSO Neil Brown confirming that he has asked the off road bike unit whenever they are in Warrington if they can pay some attention to the area - 03/06/20 and 09/06/20
11. E-mail from resident, KL, of Farrington Road about overgrown vegetation on Myddleton Lane Playing Fields adjacent to their rear garden. (The matter was discussed at the Management Committee on 09/06/20 and reply is due to be sent shortly) – 03/06/20
12. E-mail from a resident, DA, on behalf of a neighbour on Falcondale Road about overgrown trees on Myddleton Lane Playing Fields encroaching on the garden (The matter was discussed at the Management Committee on 09/06/20 and the trees will be inspected prior to a decision being taken) - 04/06/20
13. Email from Cllr S Gordon providing copies of correspondence with PCSO Neil Brown about drug use on the school car park – 04/06/20
14. E-mail from Kimberly Lloyd-Owen, Operations Manager of registered charity London Hearts, promoting the installation of defibrillators in the community – 08/06/20
15. 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 and webinar training
  - Safecouncil.uk – health and safety advice

Up to date as at 17/06/20

**Winwick Parish Council**

**Planning Matters since 28 April 2020**

**General Correspondence (0)**

Nil

**Domestic Planning Applications (2)**

1. Application reference: 2020/37006  
Location: 4, Browning Drive, Warrington, WA2 8XL  
Description of development: Lawful Development Certificate - Proposed single storey rear extension
  
2. Application reference: 2020/37043  
Location: 4, Hollins Drive, Winwick, Warrington  
Description of development: TPO - Proposed works to Horse Chestnut trees

**Non-Domestic Planning Applications (0)**

Nil

Up to date as at 17/06/20

THIS PAGE IS LEFT BLANK INTENTIONALLY

## **Winwick Parish - Management Committee 9 June 2020**

**Present:** Councillors Matthews (Chair), D Friend (substituting for P Gosney), G Friend (temporarily filling a vacancy) and Iddon

### **WPMC 1 Apologies**

Apologies for absence were submitted on behalf of Councillors S Godon and P Gosney and from Clare Jones, Operations and Finance Officer.

### **WPMC 2 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 3 Minutes**

The Chair reported that the last meeting had taken place shortly before the Government lockdown and resultant closure of the Centre. The minutes had included a debate about operational measures proposed to be taken during the Coronavirus pandemic and an initial debate about customer engagement around the future of the Centre.

Decision – That the Minutes of the meeting held on 10 March 2020 be agreed as a correct record.

### **WPMC 4 Informal Meeting**

An informal meeting had taken place on 12 May 2020 between the Chair of the Committee, Operations and Finance Officer and Clerk, to discuss the performance figures for the Leisure Centre for the last month of 2019/20 and the start of 2020/21, including the implications of the closure of the Centre.

The Chair reported that furlough payments were currently being made to Leisure Centre staff. The Operations and Finance Officer had provided some figures to the last meeting of the Council on the phased reopening of the Leisure Centre, which had also been reproduced for the Committee. Some support would be received from the Government in respect of business rates and a Retail, Hospitality and Leisure Grant. The implications were that staying closed would enable the Centre to be in no worse a position than budgeted for under normal operations. However, closure did not fulfil the societal good provided by the Centre, such as support for a nursery, football and wider community use.

Councillor Iddon suggested that the detailed discussion be moved to Part 2 of the meeting, due to its commercial sensitivity and staffing considerations. The Chair added that he had made some written comments on the Profit and Loss Statement for 2019/20, which also should be discussed in Part 2, due to commercial sensitivity.

Decision – To note the minutes of the informal meeting held on 12 May 2020.

**WPMC 5 Action List**

There was no formal Action List Schedule provided on this occasion, although the Clerk reported that a draft had been produced which indicated that most actions had been completed. The Chair referred to the sections headed ‘Quotes’ and ‘Issues of Note’ included in the report at Agenda Item 6(1)(a), which provided an update as to progress by the Operations and Finance Officer on key projects.

Decision – To note the verbal update on actions and referrals from previous meetings and the written update on Quotes and Issue of Note.

**WPMC 6 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 May 2020.

The report comprised an abridged format, which included the monthly profile of anticipated finances based upon the income figures experienced in previous years and a summary of the income lost due to the closure of the Centre in April/May.

Income Information

*Key Performance Indicators (Bar Sales)*

The annual budget for bar sales (£168.5k) had been broken down over the 12 month period, based on the percentage fees taken in previous years. The relevant percentage and target income for each month was outlined in a table. 2020/21 actual income (also shown) 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 (%)	6.86	9.05	10.06	12.11	8.71	8.66	7.84	7.98	8.60	6.59	6.72	6.82
Budget (£1,000s)	11.56	15.25	16.95	20.40	14.64	14.60	13.21	13.44	14.49	11.10	11.32	11.49
Actual (£1,000s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Bar Takings Monthly*

Due to Covid-19 closure the Centre was 15.91% down on the budgeted figures for the year, a deficit of £26.8k.

There had only been £4.9k of expenditure on the centre in May.

The Centre had received £8,544.74k which had been repaid by the HMRC furlough scheme. There were a further 2 weeks furlough pay due against May wages.

It still appeared that the earliest bars would be allowed to open would be July, which would mean a total deficit of expected bar income of £43,758.68 (25.97% of expected bar sales for the year).

Upon reopening events and room bookings for parties would continue to be promoted to improve bar sales. A marketing strategy was being compiled for this based on data from the *Appointed* system and the dates and days that required further promotion.

*Cash Takings*

The cash takings for bar sales were not reported as no sales had been made in April/ May.

*Coffee Sales*

With regards to the coffee mornings, the figures were currently unreported due to no sales in April/May. The revised minimum cups per day target would be reported with the first set of figures available (adjusted to account for covering costs on machine lease whilst closed).

Based on figures from last year's sales, The Centre was looking to be 690 cups (£1,017.17) behind April and May's combined figure and potentially 1,103 cups (£1,627.91) behind by the end of June.

*Key Performance Indicators (Room Lettings)*

As with the bar sales, the room lettings had been analysed and the expected fees (£59.6k), including buffet sales, had been split across the relevant months by percentage. 2019/20 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.19	7.97	7.79	9.48	5.80	10.14	9.34	8.31	8.82	8.44	7.62	9.10
Budget (£1,000s)	4.29	4.75	4.64	5.65	3.46	6.04	5.57	4.95	5.25	5.03	4.54	5.42
Actual (£1,000s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Room Lettings Monthly*

Room lettings were down by £9k (15.16%) due to the enforced closures. By the end of June the figure would be £13.67k (22.95%). Overheads were as recorded with the bar take.

Events

There had been no events in April and May, and none would take place in June.

Payments Made

There was no list of payments on this occasion.

Quotes

The following quotes had been approved:-

- Bench repairs – Wigwam – The Company had been contacted and were working. Following the email sent, the works would be programmed in.
- Downspouts repair – Wigwam – as above.
- Flagging by the nursery – Edge Landscape – The company had not yet been contacted. Updates would be provided as appropriate.

Comparative quotes for the following were being obtained:-

- Renovation to kitchen to allow for dishwasher to be installed

Issues of Note

*Paying Fields*

Voicemails and e-mails have been left for Kevin Cready, Warrington Borough Council. Subsequently, the field had been cut at the start of the week.

*Leisure Centre*

It was recommended that prior to reopening, the Centre should be repainted throughout by a professional and the bar flooring and carpet areas redone. Subject to councillors' agreement, the Operations and Finance Officer would obtain quotes and ascertain the availability of contractors to complete those works.

(2) Profit and Loss Statement of the Leisure Centre for 2019/20

A schedule was provided showing the profit and loss position for the Leisure

Centre for 2019/20, together with some areas proposed by the Chair for more detailed analysis.

(3) Playing Fields Border and Vegetation

The Clerk reported that correspondence had been received in respect of overgrown vegetation around the border of the playing fields.as follows:-

- A request for vegetation to be trimmed which was blocking an access gate onto the playing fields from a residential property on Faringdon Road; and
- A request for encroaching trees on the playing fields to be cut, adjacent to a property on Falcondale Road

The Chair commented that the matter of the borders to the playing field had been discussed at length at a previous meeting and a decision had been taken to retain rough borders in order to provide a habitat for wildlife. Members noted that residents had no formal right of access to the playing fields from their garden gates, although the Council did not currently object to their use or to residents maintaining the area surrounding their gate.

In respect of the encroaching tree, it was suggested that the Operations and Finance Officer arrange to inspect the area to ascertain whether there was a problem.

(4) Football

Councillor Gordon had submitted an enquiry on a behalf of Winwick Athletic Football Club, as to when football could restart on the playing fields. Members considered that, in principle, football could recommence as soon as the Government regulations permitted it.

The Chair noted that the grass on the field had been left to grow for some time, although mowing had taken place this week. Councillor Iddon asked whether the field was cut according to a regular schedule or whether the Council needed to request mowing on an *ad hoc* basis. It was unclear whether the Council paid a set annual fee for mowing or paid for each cut individually.

Decision –

- (1) To note the update report on the Leisure Centre performance and the impact of the closure of the Centre due to the Coronavirus pandemic.
- (2) To agreed that detailed discussions on the reopening of the Leisure Centre and the profit and loss information for 2019/20 be considered in Part 2 of the Agenda.
- (3) To request the Operations and Finance Officer to look into whether

there was a schedule for cutting the playing field or whether this was done upon request and what payment arrangements were in place.

- (4) To note that residents had no formal right of access via garden gates to the playing fields and to reaffirm the Council's policy to maintain a rough a border around the playing fields for wildlife.
- (5) To request that the Clerk respond to the resident on Faringdon Road to explain the Council's policy in relation to the playing field access and its borders, but to indicate that it would have no objection to the resident maintaining a small area of vegetation around their own gateway.
- (6) To request the Operations and Finance Officer to inspect the tree adjacent to the resident's property on Falcondale Road to ascertain if there was a problem and for the Clerk to provide a suitable response.

**WPMC 7 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 8 Confidential Matters in line with the Committee's Terms of Reference**

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

Members considered the following reports provided by the Operations and Finance Officer:-

- Profit and Loss Statement 2019/20
- Profit and loss Projection 2020/21 (showing closure for 3, 6, 9 and 12 months); and
- Profit and Loss projection 2020/21 (showing closure for 3 months with a phased restart from July to October)

Members discussed the following matters:-

- The use of the furlough scheme, national changes to the rules regarding the scheme, financial considerations for the Council and the need to consider an extension of the scheme beyond the original 12 weeks approved;
- The financial implications of trade returning gradually to the Leisure Centre and the risks to floating costs of fully reopening too soon;
- The operational issues around running elements of the Centre on the

- basis of social distancing;
- The plans of Centre users to restart their activities and prevailing market conditions;
- Staffing issues, including consultation on reopening and the approach to staff who were shielding long term;
- Day to day management arrangements;
- The importance of the Leisure Centre to the community, but the imperative for it to be self-funding in the longer term;
- Learning from experience in 2019/20 and investigating specific issues raised by the Chair; and
- Litter picking on the playing field. (The discussion also identified some wider Parish issues which were not within the Committee's remit).

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

Decision –

- (1) To request the Operations and Finance Officer to provide a report to Council on 23 June 2020 in connection with an extension to the furlough scheme.
- (2) To request the Operations and Finance Officer to develop a more detailed operational plan for the reopening of the bar, having regard to the anticipated new Government guidance for the hospitality sector.
- (3) To request the Operations and Finance Officer to consider the funding position should there be a prolonged period of reduced bar take and lettings income (a pessimistic view).
- (4) To affirm that the Council should be cautious about reopening the Leisure Centre too quickly and that reopening of each element should be closely linked to the prevailing market conditions.
- (5) To request the Operations and Finance Officer to undertake a survey of regular Centre users to ascertain their plans to restart their activities.
- (6) To request the Operations and Finance Officer to investigate the issues raised by the Chair in relation to the Profit and Loss Statement for 2019/20 and to prepare a report for the Committee, with the option to request the assistance of the internal auditors for any significant issues arising.
- (7) To request the Clerk to consider any available training for the senior management team around local government issues.

**(B) Employee Matters**

There were no individual staffing matters to report on this occasion.

THIS PAGE IS LEFT BLANK INTENTIONALLY