

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

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



# PARISH COUNCIL

Clerk to the Council:  
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8 July 2020

To Members of Management Committee  
(Councillors M Matthews, S Gordon, A Iddon and two vacancies)

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 14 July 2020, at 7.30pm**. This will be a virtual meeting using the Zoom video conferencing platform and joining instructions for the meeting will be circulated to Members under separate cover.

Members of the public may view the public part of the meeting on You Tube, using the following link:-

<https://youtu.be/70IP29wQTZO>

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

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

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

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

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

### **3. Minutes**

To receive the minutes of the meeting of the Committee held on the 9 June 2020.

### **4. Action List**

A schedule is provided of actions arising from previous meetings.

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

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

a) Update Report – covering June 2020 and the reopening of the bar on 4 July 2020 (*excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2*).

### **6. Chairman to move Part 2**

#### **Part 2**

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

### **7. Confidential Minute – 9 June 2020**

To note the confidential minute of the meeting held on 9 June 2020.

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

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

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

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

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

## **Winwick Parish - Management Committee 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:-

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of Total (%)	7.19	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.

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WINWICK PARISH – MANAGEMENT COMMITTEE – 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 stock take report and to request that the Finance Officer provide further detail and commentary in connection with the report..	WPMC.20(A)(3)	10/09/19	Finance Officer	-	-	Continuous monitoring	
2	To authorise the Chair and Finance Officer to carry out further refinements to the document [ <i>Business Plan</i> ] and to carry out a staff engagement exercise to discuss the overall direction of travel.	WPMC.30(2)	08/10/19	Finance Officer / Cllr Matthews	-	-	Continuous monitoring	
3	To request the Finance Officer to obtain quotes for the purchase and installation of a dishwasher.	WPMC.54(2)	11/02/20	Finance Officer	-	-	Wigwam quote for renovation of kitchen to accommodate a dishwasher received of £485.00	
4	To request the Clerk to provide a template for the business monitoring report to the Interim Community and Conference Centre Manager.	WPMC.57(A)(5)	11/02/20	Clerk	-	-	In progress	
5	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(2)	10/03/20	Finance Officer	-	-	As at 3 above	
6	To approve the Coronavirus Measures document, as presented, and to publicise its key messages to both staff and customers.	WPMC.62(A)(2)	10/03/20	Finance Officer	-	-	Superseded by Government action	

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7	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.	WPMC.62(A)(3)	10/03/20	Finance Officer	-	-	Superseded by Government action	
8	To approve the ACAS guidance as incorporated into the Coronavirus Measures document.	WPMC.63(A)(4)	10/03/20	Finance Officer	-	-	Superseded by Government action	
9	To request the Bar and Centre Manager to ensure that a rigorous cleaning regime is adopted at the Leisure Centre.	WPMC.62(A)(5)	10/03/20	Finance Officer	-	-	Now included within the Covid-19 Secure Risk Assessment	
10	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.	WPMC.62(A)(6)	10/03/20	Finance Officer	-	-	Completed – 26/05/20	
11	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.	WPMC.62(A)(7)	10/03/20	Clerk/ Finance Officer	-	-	Completed – 26/05/20	
12	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.62(A)(8)	10/03/20	Finance Officer	-	-	Electronic banking arrangements now being amended.	
13	To agree that the customer engagement matter be deferred	WPMC.63	10/03/20	Finance Officer	-	-	Currently being progressed as part of the	

**Agenda Item 4**

	until after the new Council had been elected in May 2020.						Centre's Reopening Plan	
14	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.	WPMC.6(A)(3)	09/06/20	Finance Officer	-	-	In progress	
15	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.	WPMC.6(A)(5)	09/06/20	Clerk	-	-	Superseded by the decision at Council on 23/06/20 to obtain quotes for the maintenance of the borders Myddleton Lane Playing Fields	
16	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.6(A)(6)	09/06/20	Finance Officer	-	-	Inspection completed, but correspondence suspended following Council on 23/06/20, as at 15 above	
17	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.	WPMC.8(A)(1)	09/06/20	Finance Officer	-	-	Completed. Council on 23/06/20 agreed to extend the furlough scheme for a further month, including 20% top-up payments and to review this again in July.	
18	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	WPMC.8(A)(2)	09/06/20	Finance Officer	-	-	Completed and Covid-19 Secure Risk Assessments in place	

	the hospitality sector.							
19	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).	WPMC.8(A)(3)	09/06/20	Finance Officer	-	-	Completed. Figures provided to Council on 23/06/20	●
20	To request the Operations and Finance Officer to undertake a survey of regular Centre users to ascertain their plans to restart their activities.	WPMC.8(A)(5)	09/06/20	Finance Officer	-	-	In progress	◎
21	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.	WPMC.8(A)(6)	09/06/20	Finance Officer	-	-	Completed. A report was provided to Council on 23/06/20. Detailed issues and improvements will be monitored by this Committee	●
22	To request the Clerk to consider any available training for the senior management team around local government issues.	WPMC.8(A)(7)	09/06/20	Clerk	-	-	A number of formal and informal training opportunities are available. These will be discussed with the postholder.	◎

Version 2.0- (Final) – 08/07/20

Progress Legend

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

Winwick Parish Council

Leisure Centre Performance Report

To Management Meeting 14<sup>th</sup> July 2020

1. *Income information*

Key performance indicators.

The annual budget for bar sales (£168,500) has been broken down over the 12-month period based on the percentage fees taken last year and will be assessed as per the table below:

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Percentage of total	6.86%	9.05%	10.06%	12.11%	8.71%	8.66%
Budget	£11,558.97	£15,252.36	£16,947.35	£20,398.62	£14,638.71	£14,595.22
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of total	7.84%	7.98%	8.60%	6.59%	6.72%	6.82%
Budget	£13,214.11	£13,439.81	£14,490.52	£11,102.56	£11,322.95	£11,493.82
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Due to Covid-19 closure we are 25.97% down on the budgeted figures for the year a deficit of £43.7k

There has only been £10.7k of expenditure on the centre in June including quarterly gas and electric bills which include usage for March.

The cash takings for bar sales are not reported as no sales made in April/ May/ June.

With regards to the coffee mornings the figures are currently unreported due to no sales in April/ May/ June. The revised minimum cups per day target will 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 years sales we are looking to be 1103 cups (£1,627.91) behind April, May and Junes combined figure.

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

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Percentage	7.19%	7.97%	7.79%	9.48%	5.80%	10.14%
Fee	£4,285.24	£4,750.12	£4,642.84	£5,650.08	£3,456.80	£6,043.44
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage	9.34%	8.31%	8.82%	8.44%	7.62%	9.10%
Fee	£5,566.64	£4,952.76	£5,256.72	£5,030.24	£4,541.52	£5,423.60
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Room lettings are down by £13.67k (22.95%) due to the enforced closures. Overheads are as recorded with the bar take.

*2. Events*

There have been no events in April, May and June, and none will take place in July.

*3. Payments made*

A full list will be available as a separate paper

*4. Quotes*

- Wigwam quote for renovation of kitchen to accommodate a dishwasher received of £485.00 as this is below the £500 threshold if councillors are happy to proceed this work can be arranged.

*5. Issues of note*

The centre:

Prior to reopening the millennium bar it would be ideal to have the room repainted and the bar flooring and carpet areas redone. If councillors are in agreement with this I will obtain quotes and availability of contractors to complete this.

Copies of risk assessments for bar usage are attached as a separate document.



Payments made for Monday 6th July including the following suppliers:

B Mulfihi - £120

Service care - £1,440.80 (account clear to mid-June)

Wigan beer - £2604.00 (invoices that were not received Feb/Mar)

Wigwam - £990.00

# WINWICK LEISURE CENTRE - COVID19 RISK ASSESSMENT

Agenda Item 5

Area of concern	Risk to users/ staff	Risk before mitigation	Solution	Risk after mitigation	Comments
Entrance/ Exit	Flow of users	High	1 way system - entrance through main hall patio doors, exit through doors near kitchen, clear signage required	Low	
Entrance/ Exit	Handles on doors	High	Doors to be kept open for users and to be cleaned periodically through each shift by staff	Low	
Entrance/ Exit	Open doorways - users wandering in	Medium	Table service staff to meet and seat users, clear signage as to which are entrances and exits to be used.	Low	
Entrance	Queuing - maintaining social distance	Medium	Markers for people to queue on to be laid from doors down the patio slope.	Low	
Main Hall	Social distancing	Medium	Tables laid out to accommodate the maximum number of users, with tables to accommodate the maximum number per table. Markers on the floor to maintain table positioning.	Low	
Main Hall	Surfaces - tables, chairs	High	Tables and chairs to be disinfected before opening, between user groups and at the end of the evening	Low	

Main Hall	Surfaces - bar	High	Bar to be disinfected before opening, between servings and at the end of the evening	Low	
Bar	Staff hygiene	High	Soap and sanitiser are available behind the bar. Staff to ensure hands are washed between servings and sanitiser utilised frequently. Disposable aprons to be worn by staff when cleaning toilets to keep clothing hygienic	Low	
Bar	Equipment	High	Pumps, bottles, fridges, etc to be disinfected before opening, between servings and at the end of the night.	Low	
Bar	Surfaces - back of the bar	High	Surfaces to be disinfected at the beginning and end of a shift, with frequent cleaning inbetween.	Low	
Toilets	Access	Medium	1 in 1 out system to be used for accessing toilets to avoid bottleneck in the door way	Low	
Toilets	Hygiene	High	Disposable wipes to be made available for users to wipe toilet seats/ taps before and after use	Low	
Toilets	Doors	High	Doors to be kept open for users and to be cleaned periodically through each shift by staff	Low	

Toilets	Cleaning	High	Cleaning to be under taken throughout opening hours, bathrooms to be deep cleaned before opening and at the end of the night.	Low	
Users	Hygiene	High	Hand sanitiser dispensers to be available in hall outside the Millenium bar, inside the main hall, at the exit doors - staff are to guide users to use these. Soap dispensers and sanitisers dispensers to be checked and refilled frequently.	Low	
Users	Movement - take away	Medium	Markers to be placed on the floor to ensure adequate distancing	Low	
Users	Movement - sit in	Medium	Staff to guide users to tables, and table service to be used to ensure minimum movement of users	Low	

# WINWICK PARISH COUNCIL

*Best Kept Village in Cheshire – 2000*



## Winwick Leisure Centre reopening

Following government easement of Covid restrictions Winwick Leisure Centre is now open to the public for the use of the bar facilities, to ensure social distancing is possible only the Main Hall will be open for the time being.

Unfortunately, we cannot open at present for meeting room hire or parties due to the government limitations.

We will be opening at the following times:

Saturday 4<sup>th</sup> July – 4pm to 10:30pm (last orders at 10pm)

Sunday 5<sup>th</sup> July – 4pm to 10:30pm (last orders at 10pm)

From week commencing 6<sup>th</sup> July we will be open:

Friday – 4pm to 10:30pm (last orders at 10pm)

Saturday – 4pm to 10:30pm (last orders at 10pm)

Sunday – 4pm to 10:30pm (last orders at 10pm)

In order to comply with the government guidelines the following measures are in operation within the centre:

- 1) One way system for entry and exit – Entrance from the patio into the main hall and exit through the fire doors onto the car park.
- 2) At the entrance socially distanced queuing is in operation and users must wait to be seated by a member of staff.
- 3) Table service is in operation, so unless using the takeout point no users to be at the bar.
- 4) Tables have been distanced and users must stick to their own social group.
- 5) If using the takeout point users must utilise the social distancing markers and approach the bar one at a time.
- 6) Toilet facilities are being run on a one in one out system to ensure social distancing.

- 7) Hand sanitiser units are available throughout the centre and are clearly marked.

Staff have been instructed that anyone breaching these measures is to be asked to leave.

Please ensure that Covid measures are followed and ensure staff are treated with respect. They are following management instructions and are providing a safe environment for you.

The Managers, Staff and Councillors associated with Winwick Leisure Centre hope users enjoy a safe and socially distanced evening out.