

# 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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7 October 2020

To Members of Management Committee  
(Councillors M Matthews, S Gordon, A Iddon and substitutes D Friend and G Friend)

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 13 October 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/tgILO9c2ZNE>

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 8 September 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 September 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. 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*)
  - b) Consideration of the impact on the Business Recovery Plan of the latest Coronavirus restrictions in Warrington and the discussions at the Council meeting on 22 September 2020.
- (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 8 September 2020**

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

### **WPMC 17 Apologies**

There were no apologies for absence submitted.

### **WPMC 18 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 19 Minutes**

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

### **WPMC 20 Notes of Informal Meeting**

The Chair thanked Members for their attendance at additional meetings arranged over the summer, to consider the business implications of the COVID-19 pandemic. The additional meetings had proved useful in providing a steer to officers during the on-going situation. The Chair added that he had also spent some time in the Leisure Centre to provide additional management support.

Decision – That the notes of the informal meeting held on 21 July 2020 be received.

### **WPMC 21 Action List**

Members considered a schedule, which outlined actions and referrals from previous meetings.

The Clerk, Julian Joinson, reported that Actions 7 – 14, regarding various repairs and maintenance quotes, should be read in conjunction with the report of the Operations and Finance Officer at Agenda Item 6(1)(a), which outlined the latest position. The Chair requested that efforts should be made to close off any outstanding actions before full Council.

The following issues were considered:-

Action 1, Continuous Monitoring Arrangements for Stock, should be retained. Clare Jones, Operations and Finance Officer, reported that a weekly stock take was now being undertaken. Paul Wharton, Leisure Centre Manager, reported that he wished to purchase some scales, in the sum of approximately £200, for the purposes of weighing barrels, to facilitate more accurate stock

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measurements. Ms Jones indicated that the stock taker's figures had indicated that the Centre was around 4 gallons down on some items. However, the Centre had only been open for around 4 weeks. Those levels of losses were simply not possible, given the turnover. The figures suggested that the bar had sold beer that it did not even have in stock. Mr Wharton comment that the stock taking inaccuracies had been going on for some time.

The Chair suggested that regular stock taking should be carried out in-house. Mr Wharton responded that this was now taking place every week. The Chair confirmed that he would be happy with those arrangements. Ms Jones added that the shortfall recorded in the barrels by the stock taker was simply not possible, particularly as the bar was only open for 3 days per week. Councillor Iddon agreed that more frequent checking would help to provide greater accuracy. Ms Jones suggested that the external stock taker should be used quarterly, with in-house stock taking being carried out weekly.

The cost of use of the stock taker was around £90 per visit. A reduced frequency of visits would save money and pay for the cost of some scales. Ms Jones indicated that internal stock taking over a shorter period of time could help to identify any individual involved in poor stock usage practices or potential wrongdoing. Ms Jones reported that she already had weekly records of purchases and sales, which could be used to match with the stock records. Officers reported that daily stock takes could be undertaken, if necessary, to track down a particular problem.

Stock taking could be undertaken by The Operations and Finance Officer , Leisure Centre Manager and Deputy Manager, but should normally be carried out in pairs as an additional safeguard. Staff were already in a routine of carrying out this work.

Action 4 – Playing Fields Mowing had now been completed and should be deleted. The playing fields were normally cut every other Monday. The cutting had been delayed last week due to heavy rain. Ms Jones had to intervene to request the line painter to stop work until the grass had been mown. There were on-going difficulties in contact the mowing service directly. Mr Wharton indicated that there had been some issues with access to the fields during lockdown because of the locked barrier and no staff being on site. Ms Jones reported that the bills were received on a quarterly basis. At the end of the football season repairs would be carried out to the goal-mouths.

Action 5 – Customer Survey had been completed. Ms Jones reported that users had now been contacted. The pre-school had started again this week. Training courses had recommenced. NW Boroughs Partnership NHS Trust were carrying out interviews and one to one meetings. Band practices were now taking place, but not live performances for an audience. The Aikido Group was practicing weapons training. The Yoga Group had returned and dog training had resumed. It was anticipated that business meetings could recommence from 1 October 2020, unless further lockdown restrictions were applied. The adoption and fostering service were not expected to return until after Christmas, due to their own internal COVID-19 measures.

The Chair noted that users were starting to return. Councillor Iddon commented that the main element missing was the parties and functions. The Chair added that bar takings were increasing and the position was slightly better than anticipated. Ms Jones indicated that other training providers also wanted to return.

Councillor Iddon asked about the balance between income and costs. Mr Wharton indicated that the Centre was operating with an empty cellar policy, since deliveries could be obtained every day, if required. The Chair advised that it might be necessary to discuss financial projections under Part 2 of the Agenda, if more detail was required. Ms Jones indicated that she had almost completed the report for the next Council meeting, which would show the latest financial position. The figures for August would include the overheads, but £720 for one-off repairs should be discounted from the total, if considering monthly profitability. The figures would show losses of around £1,800 per month. That figure, in fact, compared favourably with previous year's deficits. The original budgeted amount for support to the Leisure Centre in 2020/21 had been around £14k.

The Chair commented that any shortfall above the forecast amount would need to be funded via reserves, use of the Millennium Trust Fund, or deferring payments.

Action 7 – Bannister repair - This item had been completed and should be deleted from the list.

Action 8 – Exterior Door on Radley Suite. No quotes had yet been submitted for this work.

Action 9 - Refurbishment of Bar Flooring, would be reported to Council for a decision.

Action 10 – Repainting interior of Centre, was deferred.

Action 11 – Repainting Toilets. Work would commence later in September.

Actions 12 and 13 – Repairs to outdoor furniture. This work was now being carried out. Two sets of tables/seating had been completed. Others were drying indoors. The Chair suggested that the outdoor furniture should be routinely repainted in March or April ahead of the summer period. Ms Jones added that this had been the intention this year, but staff had been furloughed at that time. Councillor Iddon reported that the patio did now look much better. Ms Jones reported that DL Hannon, the Council's gardener had carried out some planting. The end flower bed was rather shallow which limited its usage, but the issue was known to the gardener.

Mr Wharton reported that a new bench would be required on the rear patio/smokers area, as the existing bench had been cannibalised for parts. The rear patio area was heavily used in winter and might be required this year

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if the Centre opened further. The Chair suggested that officers be on the lookout for September sale items of outdoor furniture. The front patio furniture was now bolted in place for security reasons and could not easily be moved.

Action 14 - Refit of Kitchen. Ms Jones reported that the kitchen was ready but that a dishwasher had not yet been purchased. The work done had included cleaning and moving pipes and guttering. A domestic dishwasher should be sufficient, as this was for cups only and would save staff time in washing up.

Action 15 – Job Retention Bonus Scheme. Councillor Iddon suggested that staff might not be earning enough to be covered by the scheme. Ms Jones would look into the operation of the scheme to see if the Council was eligible.

All other items would be retained.

Decision –

- (1) To note the schedule of actions and referrals from previous meetings, the verbal updates provided and the updates to be applied to the next list.
- (2) To approve the purchase of scales for the purpose of weighing barrels.
- (3) To agree to quarterly external stock taking, with weekly in-house stock checks.
- (4) To approve the purchase of a domestic type dishwasher for the kitchen area.

### **WPMC 22 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 August 2020.

The report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years, actual income received and a summary of the income lost due to the closure of the Centre in April - June 2020. 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 (£168.5k) 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. 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	3.27	5.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00

#### *Bar Takings Monthly*

A graph was provided which showed monthly budgeted and actual bar takings as at August 2020, using the profile outlined above.

Due to Covid-19 closure, the Centre was 25.97% down on the budgeted figures for the year, a deficit of £43.7k by the end of June.

Limited reopening in July had produced £3.2k of income against the budgeted £20.4k (15.7% of budgeted income). In August, this had increased to £5.9k of income against the budgeted £14.6k (40.21% of the budgeted income).

#### *Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at August 2020, using the profile outlined above. This put the Centre at 11.63% of the budgeted income for the year to date and a deficit on income of £69.6k. As noted above, the overall income was significantly below target, but starting to recover.

#### *Cash Takings*

Tables showing weekly cash takings for bar sales (including tea and coffee) for the weeks commencing 29 June to 24 August 2020 were presented.

The green boxes (in the original reports) highlighted where takings had exceeded the daily target figures based upon the income profile set previously.

There were still some fluctuations as to which days produced strong bar takes. However there had been a steady increase from July takings through August.

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### Coffee Sales

With regards to the coffee mornings, the figures were currently below income for July and August. The Centre was 318 cups and £459.97 behind July last year and 96 cups and £125.09 behind August last year.

Based on figures from last year's sales, the Centre was looking to be 1,517 cups (£2,212.97) behind sales to the end of August in 2019/20.

The revised minimum cups per day target was calculated below (adjusted to account for covering costs on machine lease whilst closed):

Total expected machine leasing	£2,931.64
Total consumables	£2,409.20 (set at one set per 3months)
Total expected expenditure	£5,340.84
Price per cup	£2.10
Cups required to cover expenditure	2,543.25
Cups sold in July	81
Remaining cups to cover	2462.25
Required sales per month	308 cups
Required sales per day (average)	11 cups (10.25 rounded up)

### *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. 2020/21 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	-0.11	1.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### *Room Lettings Monthly*

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

Room lettings were down by £19.4k (32.43%) at the end of July, due to the enforced closures. At the end of August the Centre was £21.5k behind the original budget figure for the year.

The £1.4k taken in August equated to approximately 40.5% of the originally budgeted room hire for this month.

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The Centre had received a couple of people requesting refunds for deposits on parties that could not go ahead (recorded as -£110 in July income), but the majority of people contacted had requested that the booking be moved to an alternative date.

### *Room Lettings Cumulative*

A further graph was provided showing the cumulative budgeted and actual lettings income as at August 2020, using the profile outlined above. As indicated above, the overall income was significantly below target, but starting to recover.

### *Performance Against revised Models*

A table was provided which showed that the bar was currently running at 12% of the Finance Officer's adjusted figures (realistic estimate) and 30.6% of the Management Committee's adjusted figures (pessimistic view). This meant overall bar income of £9,565.65/mth and £2,973.39/mth respectively was required to hit targets set.

Room hire was running at 5.46% of the Finance Officer's adjusted figures (realistic estimate) and 6.63% of the Management Committee's adjusted figures (pessimistic view). This meant overall room hire income of £2,820.61/mth and £2,294.29/mth respectively was required to hit targets set.

	percentage ytd against RFO model	percentage ytd against MGT model
<b>Income</b>		
210 Room hire income	5.46%	6.63%
225 Buffet sales income	4.62%	5.77%
Entertainer - parties		
Projector/ white board hire	0.00%	0.00%
Field income	4.80%	4.80%
230 Bar sales income	12.06%	30.62%
231 Bar snacks income	12.06%	30.60%
232 Soft drinks income	12.06%	30.61%
Bar tea and coffee	12.07%	30.64%
260 Ticket sales income (Events)		
Furlough income	77.04%	77.04%
275 Machine income		
<b>Total Income</b>	22.31%	37.18%

The Chair commented that the overall financial position as presented in the Part 2 reports appeared to be around half way between the realistic estimate and the pessimistic view. Bar take was increasing and now taking over £1k on a weekly basis. Ms Jones reported that the Centre was now open on weekday evenings until around 10.00pm or 10.30pm, except for Wednesdays when last orders were called at 8.00pm. Councillor G Friend noted that the

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Centre appeared to be open when it needed to be. Councillor Iddon enquired about how a decision was taken to close the Centre each evening. Mr Wharton responded that if the room was full, the staff might continue to serve within the limits of the licensing hours. Councillor Iddon asked what would happen if the room was empty. Mr Wharton replied that the bar might close early, but that it could be counterproductive to keep changing the closing time, as this might put off regular customers. The Centre currently closed at 8.00pm on a Sunday, as that evening was traditionally quiet. However, it would stay open if busy.

The Chair referred to the staffing rota included in the papers under Part 2 of the Agenda. He enquired if the hours shown were still current. Ms Jones responded that the first table was the standard week information, which had been used to calculate the furlough entitlements of staff. The figures took into account the fact that three staff were on flexible contracts and other staff were on fixed contracts. The second table showed the staffing hours as at present, while operating a restricted week. Councillor G Friend highlighted that the end column displayed the furloughed hours.

Councillor Iddon enquired about the need for a cleaner on Mondays and asked if bar staff could carry out this role when the Centre was quiet. Ms Jones indicated that the cleaner's hours depended on usage of the Centre. Mr Wharton added that the cleaner came in at 9pm to deep clean the meeting rooms. Bar staff's time included cleaning the bar area only. Ms Jones commented that the cleaner was contracted to carry out 24 hours of cleaning, of which 15 were currently furloughed.

Staff would lock up the Centre if it was completely quiet. However, the rota operated on an hours-owed system, so that this time would be recouped at a later date when busy.

Councillor D Friend suggested that it would be useful to convert the time figures in the tables to the 24 hour clock for clarity.

A more detailed discussion on financial performance and staffing would be held under Part 2 of the Agenda.

### Events

There had been no events in April - August, and none would take place in September.

### Payments Made

No list of payments was available on this occasion.

### Quotes

As part of the cost reduction strategy, the Operations and Finance Officer had been reviewing the lighting at the Centre. Currently the premises utilised

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fluorescent strip lighting in all of its rooms.

Mr Healey, the contractor who undertook the majority of the Centre's electrical repairs had been requested to look into costs of replacing the fluorescents in the Main Hall with LED lighting panels. As part of this, he had also been asked to provide a breakdown of the usage savings with regards to the different types of lighting.

A quote had been received, broken down into replacing the lighting in two parts, at a price of £341.25 per 7 light fittings replaced. (a detailed breakdown had been appended to the report)

Based on a 57.33% reduction in power usage the Centre could save an estimated £242.72 per 7 light fittings replaced in energy charges.

The Main Hall had a total of 14 fluorescent lights and, based on the average lifespan of an LED once installation costs had been taken out, the Centre stood to save an estimated £1,744.70 over the 5 year life span of the 14 lights (£872.35 if only 7 replaced at this time).

A decision on this matter would be considered under Part 2 of the Agenda.

There were no further quotes for deliberation, following decision to put the Millennium Lounge refurbishment on hold.

Updates on work previously agreed were as follows:-

- 1) Drain pipes had been repaired and reinforced.
- 2) Kitchen had been outfitted for dishwasher – just dishwasher to order.
- 3) Repair and renovation of the patio benches was in progress.
- 4) Paving at back of the building had not yet been undertaken and was awaiting a confirmed start date from contractor.

Additional work being undertaken outside of those agreed at Parish meetings was as follows:-

- 1) Renovation of flower bed and containers on patio had been completed with spraying of patio with weed killer - £90.
- 2) Spraying of exterior of building with weed killer had been completed - £25.
- 3) Renovation of back bar had been completed to accommodate ice machine (as currently the ice machine was in a precarious position in the cellar) – Free of charge.
- 4) Replacement of fluorescent lights with LED had been completed in the ladies (due to fitting being fused) - £120.

**Issues of Note**

***Football Pitch Hire***

Information had been received via elected Members, that additional hiring of the football pitches was not popular with Winwick Athletic FC. However, Warrington had a number of teams currently looking to have pre-season friendlies with no access to their usual grounds (e.g. AFC Millbrow usually used Sankey High School). This presented a short term income stream to support the Centre and recoup some of the reduction that would be applied to Winwick Athletic FC's fees for the year.

One of the teams would like to make the Leisure Centre their home ground for Sunday League matches. It was understood that Winwick Athletic were a Saturday League team, so there should not be any overlap. Going forward this would mean the Centre could start to put some money to one side to sort the re-drainage of the upper pitch, about which numerous complaints had been received regarding the flooding of one of the corner points.

Decision – To note the update report on the Leisure Centre performance, including the impact of the closure of the Centre due to the Coronavirus pandemic and the business restart performance.

**WPMC 23 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 24 Confidential Notes – 21 July 2020**

Decision – To note the confidential minute from the informal meeting held on 21 July 2020.

**WPMC 25 Confidential Matters in line with the Committee's Terms of Reference**

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

Members considered a number of reports provided by the Operations and Finance Officer on business recovery. The reports were as follows:-

- Budget Predictions for the Leisure Centre (including detailed budget forecast across 3 Models – Budget; Realistic Estimate and Pessimistic View);
- Month in Hand - August Performance (including detailed income and expenditure breakdown);

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- Parish Expenditure (including detailed budget forecast across 3 Models, as above);
- Staff Models;
- Redundancy costs.

Members discussed the following matters:-

- The Chair enquired about the potential deficit if normal operating hours were to resume at the Centre. It would be useful to review the income and staffing cost on each 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, to coincide with scheduled Committee and Council meetings.
- The Centre was currently able to open in the daytime, but if there were no daytime lettings, a single member of staff would be on site.
- Around 8 hours of staff time would be required to cover for Ms Jones planned leave next week.
- The Chair remained concerned that if the wage costs increased the Centre would post a loss. However, Ms Jones commented that the staff hours would not increase until parties returned.
- The structure provided was the starting point. When the furlough scheme ended, the hours would reduce to meet demand, with use being made of the three staff on zero hours contracts, rather than redundancies.
- Chair stressed the need for a business plan for recovery showing the current position and the trajectory upwards. For example, account would need to be taken of the lack of availability of the patio when the days became shorter and the weather worsened.
- The Council's reserves should only be used as a last resort to fund the Centre's recovery.
- Members asked about whether the staff on zero hours contract were happy with those arrangements. Ms Jones indicated that generally they were happy to take what hours they could get. Mr Wharton and Ms Jones commented that cover for holidays and staff sickness could not be provided from furloughed staff, so some zero hours staff were essential.
- The Chair noted the importance of keeping a close watch on staffing costs during recovery, but was satisfied that the Operations and Finance Officer and Centre Manager were on top of the situation. The financial gap around operations was closing.
- Overall, staff morale was good with staff prepared to work flexibly and grateful for the 20% top up to the furlough pay, during the initial months of lockdown.
- Councillor D Friend commented that the wages bill when furlough ended might be a cause for concern. The Chair added that the Centre needed to be open to take money. The initial budget had envisaged £14k support from the Parish to support the Centre. The realistic estimate suggested that only £2k of support would be needed (a more favourable position than the original budget). However, the pessimistic view was that around £34k of support might be required.
- The Clerk commented that the Council did hold reserves for

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unforeseen issues, which would easily cover the realistic estimate deficit. The Chair stressed that the Council must not run out of money, but that loans might take too long to arrange in the case of cashflow problems.

- The Chair enquired about the Booking Clerk post listed in the figures at Appendix 3 of the report. Ms Jones clarified that that post had been disestablished during the reorganisation of the staffing structure and the duties subsumed into the Deputy Manager and Operations and Finance Officer posts. Although bookings were not high at the moment, the Deputy Manager had sufficient other duties to occupy that time. In effect, the overall staffing budget had been cut by around £16k in 2020/21.
- The Chair noted that in the even, if the pessimistic view materialised (a deficit of £34k), this could be funded through reserves, by recalling the Millennium Fund and by delaying other areas of expenditure.
- The Chair called for greater assurance around the wages expenditure if the Centre were to open for longer hours. Ms Jones reiterated that the Centre was currently open for less than the standard week and that the staffing would be tailored to meet the actual opening hours and usage.
- Councillor D Friend queried the need to bring in the Deputy Manager for 1 hour on a Monday . However, this related to a management team meeting and did fit in with that member of staff's personal circumstances.
- The Chair asked if it would be possible to amend the projection papers to add a column which showed the position if the situation remained as at present. Ms Jones suggested that this would be of limited value as the circumstances kept changing. The figure for August could be used as a baseline, but would need to factor in that a large amount of repairs expenditure had fallen within that month, which would not be a recurring expense. It might, therefore, be possible to provide a monthly figure for any trading losses.
- Ms Jones reported that she was also looking into reducing costs on major bills. Gas and electricity had been reviewed already. Phone bills, bar gas, trade waste and electricity for lighting were all due to be reviewed.
- Ms Jones reported that on Monday staff carried out cash checks and a stock take.
- The Chair commented that if the Centre reached its original budgeted trading deficit of £14k, or better, this would be an achievement. Councillor D Friend reported that she would be comfortable with supporting community users of the Centre up to that amount. Councillor Iddon commented that she would be happier if the Centre was able to break even. The Chair added that the return of business users in the daytime would help. He also clarified that visitors for social and community activities did not need to be from Winwick. Councillor D Friend reported that a number of community centres/clubs were not yet open and that trade could be enticed in from those areas. Mr Wharton added that the church choir, Women's Institute and northern soul group had all relocated to the Centre from elsewhere.
- Members noted that the biggest single business recovery item required

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was the return of parties/functions, with daytime lettings a high priority also.

Members discussed the proposals to replace the lighting in the Main Hall with LED units. The project could be done in one with 14 fittings at £682.50, or in two installments of 7 fittings at £341.25 each. Members acknowledged that the full project represented a good ‘invest to save’ scheme.

Decision –

- (1) To note the reports of the Operations and Finance Officer on business recovery and the positive progress being made.
- (2) To agree not to recommend any redundancies, at present, as there is sufficient flexibility within the current staffing structure and any reduction would restrict the operational viability of the Centre at times of holidays and sickness.
- (3) To approve works to replace 14 light fittings in the Main Hall with LED units, in the sum of £682.50.

### **(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	-	-	Changes have been made to the stock taking regime	
2	To authorise the Chair and Finance Officer to carry out further refinements to the document [Business Plan] 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 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	
4	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.	
5	To request the Operations and Finance Officer to seek further quotes for the replacement exterior door on Radley Suite, to include uPVC models.	WPMC13(4)	14/07/20	Operations and Finance Officer	-	-	An update will be provided at the meeting	
6	To refer the matter of refurbishment of the bar area flooring to Council to enable further quotes to be obtained.	WPMC13(5)	14/07/20	Clerk	-	-	This was submitted to Council on 22/09/20. Council referred the matter back to the Committee or to the Operations and Finance	

**Agenda Item 4**

							Officer to determine	
7	To approve the work to undertake interior painting at the Centre and to accept the quote from R Harris in the sum of £385.	WPMC13(7)	14/07/20	Operations and Finance Officer	-	-	Deferred	
8	To approve the work to undertake repainting of the ladies and gents toilets and to accept the quote from R Harris in the sum of £530.	WPMC13(9)	14/07/20	Operations and Finance Officer	-	-	Due to commence in September	
9	To request the Operations and Finance Officer to obtain a revised quote for the renovation of the outdoor furniture, to include the benches in the smoking area and to compare the quotes with the costs of purchasing of entirely new furniture.	WPMC13(10)	14/07/20	Operations and Finance Officer	-	-	Completed	
10	To delegate the decision to either renovate or replace the items above (outdoor furniture) to the Operations and Finance Officer, based upon the overall cost.	WPMC13(11)	14/07/20	Operations and Finance Officer	-	-	Completed	
11	To approve the work to refit the kitchen to provide for a dishwasher and to accept the quote from Wigwam in the sum of £485.	WPMC13(12)	14/07/20	Operations and Finance Officer	-	-	Completed, subject to purchase of a dishwasher (see Action 14 below)	
12	To request the Operations and Finance Officer to look into the Government's Job Retention Bonus scheme to provide a £1,000 grant to employers whose furloughed staff were retained for at least 6 months.	WPMC16((2)	14/07/20	Operations and Finance Officer	-	-	An update will be provided at the meeting	

#### Agenda Item 4

13	To approve the purchase of scales for the purpose of weighing barrels.	WPMC 21(2)	08/09/20	Operations and Finance Officer	-	-	An update will be provided at the meeting	<span style="color: green;">●</span>
14	To approve the purchase of a domestic type dishwasher for the kitchen area.	WPMC 21(4)	08/09/20	Operations and Finance Officer	-	-	An update will be provided at the meeting	<span style="color: green;">●</span>
15	To agree not to recommend any redundancies, at present, as there is sufficient flexibility within the current staffing structure and any reduction would restrict the operational viability of the Centre at times of holidays and sickness.	WPMC 25(2)	08/09/20	Operations and Finance Officer	-	-	Subject to further review following the decision of Council on 22/09/20 about achieving best value for the community	<span style="color: orange;">●</span>
16	To approve works to replace 14 light fittings in the Main Hall with LED units, in the sum of £682.50.	WPMC 25(3)	08/09/20	Operations and Finance Officer	-	-	An update will be provided at the meeting	<span style="color: green;">●</span>

**Version 4.0- (Final) – 06/10/20**

**Progress Legend**

● Completed

● Complete – Immediate review programmed

● Progressing to target

\* Issues (exception)

● Early progress / just started

○ Not started (lower priority)

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