

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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21 October 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, 27 October 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/H1a0LRa2YDs>

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 22 September 2020.

- 4. Updates on Issues from Previous Meetings (to follow)**

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, and must be received by no later than 5pm on Friday 23 October 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 and Land at Peel Hall

10. Local Plan

11. Royal British Legion - Poppy Appeal 2020

12. Finance Officer's Report *(circulated under separate cover)*

13. Reports from Parish Council Committees

- Management Committee – 13 October 2020

14. 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)

15. Date and Time of Next Meeting – Tuesday, 24 November 2020

16. 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.

17. Finance Officer's Report – Confidential Matters

18. Litter Picking Analysis – October 2019 - February 2020

Winwick Parish Council
Minutes of the Meeting held on 22 September 2020

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

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

WPC.58 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Emery and from Ms C Jones, Operations and Finance Officer.

WPC.59 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.60 Minutes

Decision – That the Minutes of the Council Meeting held on 28 July and the Special Meeting held on 25 August 2020 be agreed and be signed by the Chair as correct records.

WPC.61 Procedure for Co-Option of a Member

Members considered a report of Julian Joinson, Clerk, on the procedure for the co-option of a Member to the Council. The Clerk highlighted key elements of the report.

The Council heard that a vacancy had existed in the Peel Hall Ward, following the resignation of Councillor Poul Gosney on 23 June 2020.

On 16 July 2020, notice had been given in accordance with Section 87(2) of the Local Government Act, 1972 of the vacancy. The notice had been published on local notice boards and on both the Borough Council; and Parish Council websites. An election was required to be held if, within 14 working days of the notice being published, a request in writing for such an election was given to the proper officer of the Borough Council by ten electors for the electoral area. However, due to the coronavirus restrictions no election would, in fact, be permitted until May 2021.

The Electoral Services Manager, Warrington Borough Council, had confirmed that no request for an election had been received.

Paragraph 5(5) of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006 stated that (subject to the vacancy not occurring within six months of the normal date of retirement of the councillor concerned), where a casual vacancy in any such office was not required to be filled by election, the parish council was required, as soon as practicable after the expiry of the period of 14 days referred to (above), to co-opt a person to fill the vacancy.

The Council was allowed to co-opt whoever it wished to fill a casual vacancy.

However, that person would have to be qualified to serve as a councillor. Details of the qualification requirements had been provided in a separate guidance note on Casual Vacancies.

There was no formal guidance on how co-option should be carried out. Some councils advertised for expressions of interest in being co-opted. Although there was no legal requirement to do this, it was generally regarded as good practice to make the vacancy as widely known as possible. An alternative approach would be to offer the seat directly to a qualifying candidate from the political party of which the retiring councillor was a member. Councillor Gosney had been a Labour Member. It was understood that a Labour party member had already expressed an interest in this role.

Further guidance on the voting procedure for the appointment of a co-optee was provided in the aforementioned guidance note, along with a sample application form. Councillors were invited to approve a procedure for co-option.

Councilor Vobe informed the Council that an expression of interest had been received from Mr Tim Collins, who was a Labour Party member and who met the legal qualification criteria. It was proposed that he be appointed at this meeting.

Decision – To approve the co-option of Tim Collins to the vacancy in the Peel Hall Ward for the remainder of the term of office for that seat.

WPC.62 Updates on Issues from Previous Meetings

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

Julian Joinson, Clerk, reported that most items were progressing to target. Councillor Matthews added that both the Clerk and Operations and Finance Officer had been involved in additional meetings and financial planning due to Coronavirus over the August period, which had been an extra call on their available time.

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

WPC.63 Question Time for Electors

A process for the submission of written questions had been established for use in conjunction with virtual Council meetings. There had been three questions submitted, as follows:-

1) Questions by Resident SM

“First, I note from recent previous PC meetings that the specific point regarding the sale / transfer of land to Winwick CofE school has been subject to ‘confidentiality criteria’ in the minutes, meaning little or no information available to the residents keeping them abreast of any matters that may affect the public land.

Whilst I understand some aspects of the point must remain confidential is there absolutely no general information that can be shared regarding any PC discussions on a matter that concerns all village residents?"

Response: Details of negotiations with the school had been kept confidential so as not to prejudice the interests of either party. Essentially, the school would like to buy a small piece of land in the NW corner of Myddleton Lane playing field for use as a car park, so that they could repurpose their existing car park to extend the children's playground.

"Second, point WPC.54 notated on the minutes of July 2020 states that the PC will be / has submitted its land (Leisure centre / playing fields) with the land registry.

Could the PC please confirm if this submission will ensure that any existing restrictive covenant on the village playing fields will also be considered and included in this submission to ensure village residents and members of the public will be able to view them as and when complete, in line with standard applications covering land registration, which allow clarity on acceptable future use / transfer / sale?"

Response: The application for first registration of the Council's land with the Registry Office would reference the covenant, in so far as the details that could be evidenced. The exact wording of the covenant was not known to the Council.

"Third, with the withdrawal of the proposed school car park development on the playing field does the decision to register the playing fields have anything to do with finding a method / way to allow resubmission of the car park plans on a future date and ease the ability to seek approval and therefore sale / transfer?"

Response: The registration of the land was necessary to safeguard the Council's interests in assets of significant value, regardless of any proposed future usage of the land.

"Finally, what processes, if any, will be established to avoid any future PC planning / transfer / sale of land application "surprises" (accidental or otherwise) to avoid any confusion or resident concern, particularly taking into account any current Covid restrictions and limitations?"

Response: All local planning applications were reported to the Council and appeared on the Council's monthly agendas which were published on the website. Any sale of public open space had to follow a statutory consultation process, which required the publication of notices, which would also appear on the Council's website and local notice boards.

2) Questions by Resident JH

"After reading July's Council minutes which are recorded in September's agenda, I have noted from WPC 54 that it appears that the Council are now attempting to register the land holding for the Leisure Centre and the playing fields with the land registry. Can the council confirm that submission will include the protective covenant which is in place on the fields. This covenant was put in place so that the field would

be protected for the residents against any negative development or loss of land space. I believe this was a wish of the original farmer who gave the fields to the village. I would hate to think any future land registration would be an attempt to bypass the covenant and effectively null and void it."

Response: The application for first registration of the Council's land with the Registry Office would reference the covenant, in so far as the details that could be evidenced. The exact wording of the covenant was not known to the Council.

"Can the Council advise what steps they are putting in place to avoid/stop another occurrence like the car park fiasco from happening again. I would personally suggest that a public consultation must happen, before even thinking about giving public land away that the council feels is disposable. I would also expect this to happen at the beginning of the process, not when decisions have already been agreed months before the public are asked their opinions."

Response: In any discussion about change of use of land a certain amount of the discussions would need to take place in private, so as not to prejudice interests of either party. All local planning applications were reported to the Council and appeared on the Council's monthly agendas which were published on the website. Any sale of public open space had to follow a statutory consultation process, which required the publication of notices, which would also appear on the Council's website and local notice boards.

"Can the Council confirm that there is a litter picker employed by the Council to cover the Winwick and Burtonwood area? Could I also ask how much this costs and what instructions He/She is given regarding time spent in each Village."

Response: The Council did make use of, a litter picker, through an employment agency. The cost was split 50/50 with Burtonwood and Westbrook Parish Council and the picker spent 50% of his time in Winwick, including the wards to the south of the M62. He covered most public highway land, but was not able to pick on high speed limit roads. Total costs to Winwick for 2020/21 were expected to be in the region of £17,000, which included the cost of the hire of the vehicle. The Council was not charged for the disposal of the litter by WBC.

Councillor Matthews commented that residents had mentioned the existence of a covenant on the playing field imposed by the original owner of the land. He asked that any resident who had access to a copy of that covenant bring it to the attention of the Council, so that it could be included in the registration process. The Council did not have the deeds for the land, as these had gone missing prior to the temporary clerking arrangements provided by Warrington Borough Council.. The Council would continue to act in the public interest. It was worth noting that if a car park was constructed by the school, it could be available for the Centre to use when the school was not open. There were times, for example when football was being played, when the existing number of parking spaces was insufficient. Hence there could still be a benefit to the whole community.

Councillor Iddon commented that the cost of the litter picker seemed high for 2½ days work and that there was always a lot residual litter. She asked if the Council

got value for money for the service. The Chair reminded Members that the area of Winwick covered was extensive and included both Peel Hall and Houghton Green wards. It was believed that the residents would notice the difference if the litter picker service ceased. The Chair added that she was due to undertake a litter pick with the MP and asked if Members had any suggestions for areas to target. Councillor Iddon suggested the A49 and Golborne Road (which could only be picked on one side of the road). It was acknowledged that Highfield Lane was not picked under this service, although the residents themselves sometimes undertook this work. The Chair reminded Members of the health and safety issues around picking on high speed roads. A litter picker had been killed previously.

Councillor Matthews suggested that the service could be reviewed particularly during the budget process in November. It would also be possible to look at setting some key performance indicators, such as the tonnage picked. On balance, it was believed that the litter picker did a good job. However, councillors required better intelligence about where and when roads would be picked, following which they could monitor the results after picking. The Chair added that one benefit of the service was that fly-tipping was removed more swiftly. If there were complaints about performance this would need to be evidenced, for example by taking photographs of litter on the streets immediately after they had been picked.

Councillor Vobe added that the residents of Greenwood Crescent and Grasmere Avenue had been very complementary about the level of service provided.

3) Questions by Resident JW

The undermentioned question related to a thread on Facebook, which had followed information posted around Burtonwood in Bloom.

“You will have seen the messages about the appearance of Winwick village as a whole.

I am specifically concerned about the entrance to the playing field from Myddleton Lane, where the planter and bench are.

If you could have a look at this area I think you will agree it is a mess. Could Dave Hannon tend to this ? He does a very good job on Swan Green.

Failing that, I would be happy to replace the weeds and brambles in the planter for a few winter pansies.”

Response: Members discussed their willingness to find a budget for this work if a suitable scheme could be worked up. It was understood that D L Hannon maintained the planters on Swan Green and the two planters near St Oswalds CE Church, but it was unclear if he also maintained the planters by the playing field gates. It was likely that he would be able to take on board that work if requested to. Councillor Matthews suggested that this might be an issue for next season given that the first frost was not too far away. However, bulbs could be planted for spring 2021. Councillor Iddon recalled that there were bulbs already at the playing field gates, but that planters were in need of weeding. It was noted that D L Hannon also

periodically tidied the weeds overhanging the Church wall. The main issue and cost in relation to the planting of summer flowers concerned the need to regularly water the planters.

The Chair asked about the possibility of planting flowers at Hermitage Green. The Clerk reminded Members that because Warrington Borough Council mowed the Green it had not been possible to agree to plant traditional flower beds at that location. An alternative might be to place a planter at that site.

It was noted that the gates and railings around the playing field entrance on Myddleton Lane required cleaning and repainting.

Decision

- (1) To request the Clerk to refer the proposals for the on-going maintenance of various planters in Winwick, with effect from next spring, to the Operations and Finance Officer to obtain suitable quotes.
- (2) To request the Operations and Finance Officer to look into the cleaning of the gates and railings around the playing field entrance on Myddleton Lane and to obtain quotes for repainting in the spring 2021.
- (3) To request the officers to continue to explore the options for providing some flowers on Hermitage Green.

WPC.64 Written Motions Received

There were no written motions received on this occasion.

WPC.65 Police / Community Issues

Members considered a report submitted in respect of policing activity in the Winwick Ward throughout the period of the pandemic, by PCSO Neil Brown, as follows:-

Since the start of lock down PCSO Brown had been called to a high amount of Covid breaches, where others we having people over during lockdown. He had spent the vast majority of his time engaging with residents and explaining the risks of this type of behaviour.

Off road bikes had been an issue in numerous locations, including Old Alder Lane, Sankey Valley and Magic Lake off Delph Lane. PCSO Brown had managed to direct the off road bike team to those locations and they had succeeded in seizing an off road bike and an electric scooter being used in an anti-social matter. PCSO Brown was still receiving reports of these off road vehicle incidents, which were becoming more of a nuisance during the nice weather.

One other key issue arising since the start of lock down was neighbour disputes. There had been an increase in complaints over trivial things, such as decorating and parking, which had not previously been an issue when people were not working from home. This was happening in all areas.

There had been reports of drug drop-offs next to Winwick CE Primary School when the school was closed. Accordingly, PCSO Brown had worked with the headteacher of the school to find out more information. Since PCSO Brown had maintained a more visible presence around the time that the activities were believed to have been happening, there had been no further reports lodged. No drug paraphernalia had been seen around the location.

PCSO Brown had been assisting other areas with youths when they gathered in large numbers.

There were no written reports on this occasion from Police representatives covering the Peel Hall and Houghton Green Wards.

WPC.66 Correspondence

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 29/07/20, 30/07/20 (x2), 04/08/20, 05/08/20, 25/08/20, 01/09/20 (x2), 02/09/20, 08/09/20, 10/09/20, 17/09/20 and 18/09/20
2. E-mails from Jennie Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meetings due to take place on Wednesdays, 5 and 12 August and 2 September 2020 – 29/07/20, 05/08/20 and 25/08/20
3. E-mail from a resident, PR, about replenishing planters outside the school, by the path opposite the Swan on the village green and at both entrances to the church – 30/07/20
4. E-mail from a representative of Winwick Athletic FC, KC, querying the hiring of football pitches to other teams and lodging a complaint that this had prevented the club from carrying out repairs to goal mouths and drainage work – 01/08/20
5. E-mail from Cheryl Nicholson, Senior Legal Assistant, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as necessary), due to be advertised in the Warrington Guardian on Thursday 6 August 2020 – 04/08/20
6. E-mail from Richard Griffiths, Tree and Woodland Officer, Warrington Borough Council, promoting the use of the Council's Christmas tree and fencing service – 04/08/20
7. E-mail from Helen Crampton, Performance and Research Officer, Cheshire and Warrington Traveller Team, Cheshire West and Chester Council, about an unauthorised encampment of five caravans at the B&Q store on Delph Lane, Winwick, and their offer of advice and support to the private landowner. A

subsequent e-mail reported that the encampment had moved on – 05/08/20 and 11/08/20

8. E-mail from a resident, GT, reporting a broken swing (by the rocket ship) on Winwick Park. The matter had been reported to Warrington Borough Council, and a response received from Colin Balmer, Senior Facilities Maintenance Officer, but no fault had been found with the equipment – 13/08/20 and 24/08/20
9. E-mails from Joelle Boyd, Trainee Solicitor, Warrington Borough Council, enclosing a Prohibition of Driving and Clearway Order in respect of various roads, including Myddleton Lane, from 7 September 2020. Subsequent correspondence received from Daniel Peers, Highway Maintenance Engineer, had confirmed that the section of Myddleton Lane to be resurfaced was the cul-de-sac No.99 to No. 113. Therefore, the school and Leisure Centre would be accessible as normal – 18/08/20, 26/08/20 and 01/09/20
10. E-mail from a resident, HS, on Golborne Road, about damage to her garden fence caused by an HGV on Tuesday 18 August 2020. The resident had reported worsening traffic on Golborne Road, particularly at the bend section and was requesting a ban on HGV's on the road because of its limited width – 19/08/20
11. E-mail bulletins from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), for the weeks ending 28/08/20, 04/09/20, 11/09/20 and 18/09/20, enclosing various training and development opportunities and relevant parish news– 28/08/20, 04/09/20, 11/09/20 and 18/09/20
12. E-mail from Daniel Peers, Highway Maintenance Engineer, Warrington Borough Council, enclosing the Highway Investment Programme in the Borough ward of Burtonwood and Winwick, comprising various footway schemes commencing on 28/09/20 for approximately 4 weeks – 28/08/20
13. E-mail enclosing the latest Stakeholder Bulletin (28 August 2020) from David Keane, Police and Crime Commissioner for Cheshire, and Chief Constable Darren Martland, Cheshire Constabulary – 28/08/20
14. E-mail from UTMC, Environment & Transport Directorate, Warrington Borough Council, about a proposal by Nationwide Data Collection Ltd, a traffic counting specialist, to carry out CCTV traffic counts in the vicinity of Junction 22 of the M6 between 21 -27 September 2020 – 03/09/20
15. E-mail from Matthew Cumberbatch, Director of Law and Governance, Warrington Borough Council, providing advice to parish councils in Warrington on the use of physical meetings – 17/09/20
16. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-

- Daventry Norse - Grounds maintenance, grass cutting, hedge cutting, fencing; environmental services, clearances, road sweeping, litter picking; tree work, surveys; playground inspections; weed treatment; commercial waste removing; tractor operations, mowing and flailing.
- Kompan – outdoor play and fitness equipment.
- London Hearts – defibrillators and CPR training.
- Paysource – outdoor play and fitness equipment and safety surfacing.

In respect of Item 3 - Planters, it was not known whether the planters at the church entrances belonged to the Parish Council. Councillor Iddon reported that those planters had already been attended to. Planters at Swan Green and those on the railings by the school had been covered under Public Questions (Minute WPC.63(1)).t

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

WPC.67 Planning Matters

The following planning applications and correspondence had been received:

General Correspondence

Nil

Domestic Planning Applications

1. Application reference: 2020/37606
Location: 2, Winwick Park Avenue, Winwick, Warrington, WA2 8XA
Description of development: Tree Application - proposed works to trees covered by TPO 204 (no felling)
2. Application reference: 2020/37670
Location: Stonecroft, Newton Road, Winwick, Warrington, WA2 8SA
Description of development: TPO - T1 Lime situated in the rear garden, crown thin by 20% to increase light and wind permutation through the crown. Crown lift to 6 metres to increase light levels to the suppressed section of hedge underneath.
3. Application reference: 2020/37706
Location: 13, Rectory Close, Winwick, Warrington, WA2 8LD
Description of development: TPO - Proposed T1 Ash Reduce overhanging branches as appropriate.
4. Application reference: 2020/37699
Location: 47, Solway Close, Winwick, Warrington, WA2 0UP
Description of development: Householder - Proposed single storey rear extension and 1st floor side extension.
5. Application reference: 2020/37770
Location: 83, Myddleton Lane, Winwick, Warrington, WA2 8LR

Description of development: Householder - Proposed single storey rear rear extension

6. Application reference: 2020/37728
Location: 32, Mill Lane, Winwick, Warrington, WA2 0SU
Description of development : Householder - Proposed Rear single storey/orangery extension

Non-Domestic Planning Applications

7. Application reference: 2020/37475
Location: The Old Rectory, Rectory Lane, Winwick, Warrington, WA2 8LE
Description of development: TPO - Proposed Felling of 1x Ash tree and 1x Sycamore tree.
8. Application reference: 2020/37554
Location: Winwick Quay, Townfield Lane, Winwick, Cheshire, Warrington, WA2 8TR
Description of development: Full Planning - Proposal to remove existing 22.5m telecommunications tower and replace with 30m new tower.

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

WPC.68 Land at Peel Hall

Members considered Progress Notes 3 and 4 (12 and 16 September 2020 respectively) from Peter Black, Consultant, on the re-opened inquiry into the proposed development at Peel Hall.

Councillor G Friend indicated that the Inquiry had now been adjourned until March 2021. At that time, the Inspector would consider evidence around the traffic issues. She would not revisit other issues, such as noise or environmental concerns. Councillor D Friend reported that concerns had been expressed that Satnam had carried out their noise survey at a time when the motorway had been closed. It had been hoped that the matter would have been challenged, but Warrington Borough Council appeared to have conceded some lines of defence. The Chair commented that Warrington Borough Council could only defend its original reasons for refusal of the application, not any wider issues. However, it was noted that the Rule 6 Party could challenge on any matter.

Decision To note the progress reports from the consultant and verbal updates in respect of the Peel Hall Planning Inquiry.

WPC.69 Finance Officer's Report

Members were informed that a report prepared by Clare Jones, Operations and Finance Officer, appeared in Part 2 of the Agenda.

WPC.70 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 8 September 2020 were provided.

Councillor Matthews reported that the meeting had focused on how the reopening of the Leisure Centre had been progressing, in the light of enhanced opening during August. The Committee had also considered what future performance might look like. The issues raised would be debated further in Part 2 of the meeting as part of the Finance Officer's report.

Decision – To note minutes of the Management Committee of 8 September 2020.

WPC.71 Ward Reports / Updates

Houghton Green Ward

There were no issues reported on this occasion.

Peel Hall Ward

There were no issues reported on this occasion.

Winwick Ward

There were no issues reported on this occasion.

WPC.72 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 27 October 2020 at 7.30pm.

WPC.73 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.74 Finance Officer's Report and Clerk's Report – Confidential Items

Members considered a report provided by the Operations and Finance Officer, which focused on five key matters, 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);
- Parish Expenditure (including detailed budget forecast across 3 Models, as

- above);
- Staff Models;
- Redundancy costs.

Councillor Matthews reported that the Management Committee had considered the above documents at its meeting on 8 September 2020. The papers presented an optimistic view reported by the Operations and Finance Officer and a more pessimistic view in response to the Committee's concerns. As Chair of the Committee, Councillor Mathews believed that the position was currently closer to the optimistic view. However, in the worst case scenario the Centre could be heading for a £40k operational deficit.

The Management Committee had looked at the most recent performance figures to see what the current trajectory was and to consider what economic model to use. Options could include redundancies or mothballing the Centre. Although there could be an operational deficit, on balance, the use of more aggressive financial measures were not yet warranted.

Councillor Vobe considered that the above was a fair summary of the position. He suggested that the Management Committee should continue to closely monitor the situation. Overall, he believed that the Council's position should be to obtain value for money. Residents' money should not be put into a concern which did not provide a return in the form of some kind of community benefit for all wards. However, he was prepared to support the current levels of investment as discussed.

Councillor Matthews indicated that the original Council budget had envisaged £14k support to run the Leisure Centre. The realistic estimate figures showed that only £2k would be required (better than the original Budget forecast). However, the Pessimistic View projected a requirement for support of up to £34k. The Chair considered that a key aim was not to place an additional burden on next year's Precept.

The mothballing position was not favoured, because that would mean that none of the community groups who used the Centre could continue to meet. A concern was that without the return of income from parties and other functions, it might be necessary to contemplate redundancies. Councillor Iddon expressed her thanks to the Operations and Finance Officer for her detailed figures, which would help to support effective decision making. Councillor Iddon had a view that the Committee should be more incisive. She was not optimistic that the trade would return as swiftly as predicted and, although she did not wish to see full closure of the Centre, some form of reduced bar hours might be required. The latest COVID-19 restrictions would require bars to close at 10pm.

A brief discussion took place about the overall staffing numbers and about whether the management structure was top-heavy for the current circumstances. In summary, managers could be redeployed to support more routine tasks, or alternatively the management structure should be reviewed. Councillor Iddon commented that her preference would be for managers to work more flexibly in the short term and hours to be reduced across casual staff, as necessary.

Councilor Matthews summarised by indicating that the Operations and Finance Officer had a clear vision about reopening and about being positive. The Committee favoured a slightly more cautionary approach.

Decision

- (1) To note the reports provided by the Operations and Finance Officer.
- (2) To request the Clerk to ask the Operations and Finance Officer to consider the Business Restart Plan and staffing organisation, in the light of the above comments and, in particular, the need to minimise any deficit in 2020/21.

WPC.75 Possible Refurbishment of Bar Area

Members considered a report on the possible refurbishment of the floor area in the main bar.

At its meeting on 14 July 2020 the Management Committee had considered a report of the Operations and Finance Officer, which had identified a number of quotes received in connection with various repairs and maintenance projects at the Leisure Centre. Included in the report was information about a single quote received for repairs to the floor in the bar area.

The Committee had agreed to refer the matter to full Council to allow time for an additional quote to be received. However, to date only the original quote had been received. A further quote had been sought, but was still awaited.

The work was to replace flooring in the immediate area of the bar and was not linked to a proposal to replace the carpeting in the Millennium Lounge, which had been deferred while that area was out of use due to Coronavirus restrictions and pending a strengthening of the financial position of the Leisure Centre.

The decision to proceed with this work had a number of benefits, including:-

- Improving the overall appearance of the bar area; and
- addressing health and safety issues for the staff and contractors in relation to slips, trips and falls.

However, the expenditure was not insignificant and needed to be weighed carefully against the balance of income and expenditure falling to the Leisure Centre, in the light of business recovery following lockdown.

A number of options were considered available:-

- To accept the single quote received;
- To request the Operations and Finance Officer to continue to seek an additional quote and to delegate the final decision to the Management Committee, having regard to broader financial considerations facing the Leisure Centre;

Agenda Item 3

- To set a financial limit above which the work should not proceed; and
- To defer carrying out this work until a later date.

Decision To refer the matter of refurbishment of the bar floor area back to Operations and Finance Officer to continue to seek an additional quote and to delegate the final decision to the Management Committee or Operations and Finance Officer, as appropriate.

Winwick Parish Council

Correspondence since 22 September 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 – 24/09/20, 25/09/20, 01/10/20, 06/10/20, 08/10/20, 13/10/20 and 19/10/20
2. E-mails from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), about the virtual annual meeting to be held on 19/11/20 at 7.00pm an enclosing bulletins for the weeks ending 25/09/20, 02/10/20, 09,10/20 and 16/10/20, enclosing various training and development opportunities and relevant parish news – 23/09/20, 25/09/20, 02/10/20, 09,10/20 and 16/10/20
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council about an Emergency 21 day Traffic Notice relating to a COVID-19 response requiring the use of Time Square Surface Level Car Park which is to be effective from 24th September 2020 – 24/09/20
4. Julia Pickering, Civic Office Co-ordinator, Warrington Borough Council seeking information about any local Remembrance Sunday events arranged by parish councils in the light of the pandemic – 29/09/20
5. E-mail from resident, YC, in connection with the Winwick Christmas Tree and the parish's £250 financial contribution to insurance and lighting costs. The e-mail confirms that there will be no fundraising activities or switch on event in 2020 in view of the pandemic – 25/09/20
6. E-mail from NHS Test and Trace promoting use of the NHS App for test and trace compliance – 29/09/20
7. E-mail from Richard Griffiths, Tree and Woodland Officer, Warrington Borough Council, reminding parish councils about the deadline of 12 October 2020 for Christmas Tree orders for 2020 – 28/09/20
8. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as necessary), due to be advertised in the Warrington Guardian on Thursday 1, 8 and 15 October 2020 – 29/09/20, 07/10/20 and 13/10/20
9. E-mail for resident, MB, about a broken swing on Myddleton Lane Playing Fields, which caused injury to his daughter. The equipment was taken out of use the following day and is awaiting repair - 09/10/20
10. E-mail from Andrew Dutton, Head of Environment, Liverpool John Lennon Airport about progress on the Airspace Change Proposal (ACP). The process has seven stages and the Airport has now completed the first three stages, which included a consultation process. The LJLA ACP has been officially

paused to enable design considerations identified in the consultation to be considered with neighbouring ACP designs which have been delayed – 09/10/20

11. E-mail from Jennie Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meeting due to take place on Wednesday, 21 October 2020 – 14/10/20
12. E-mail from Kerry Duffin, Clerk to Lymm Parish Council, providing an update on the South Warrington Parishes vision for a new Local Plan – 15/10/20
13. E-mail enclosing the latest Stakeholder Bulletin (19 October 2020) from David Keane, Police & Crime Commissioner for Cheshire, and Chief Constable Darren Martland, Cheshire Constabulary – 19/10/20
14. E-mail from Laura Dryburgh, CPR Group, seeking a donation in support of the provision of a "How To Save A Life" billboard for every school, in support of their work with NW Ambulance Service – 20/10/20
15. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Civil Enforcement Agents – removal of unauthorised encampments
 - Defibshop – AED batteries and pads (staff discount available from a local resident)
 - Healthmatic – toilet fixtures
 - Kompan – outdoor play and fitness equipment.
 - Myparishcouncil – parish council website provider
 - Wesson Gardens – gardening services

Up to date as at 21/10/20

Winwick Parish Council

Planning Matters since 22 September 2020

General Correspondence (1)

Land at Peel Hall –Progress Note 5 - 28 September 2020 (Appendix 1)

Domestic Planning Applications (4)

Application reference: 2020/37728

Location: 32, Mill Lane, Winwick, Warrington, WA2 0SU

Description of development: Householder - Proposed Rear single storey/orangery extension

Application reference: 2020/37835

Location: 4, Hornby Lane, Winwick, Warrington, WA2 8LJ

Description of development: Householder-Two storey rear and side extension.

Application reference: 2020/37913

Location: 11, Waterworks Lane, Winwick, Warrington, WA2 8LH

Description of development: Householder - Construction of first floor extension on top of existing kitchen extension to rear of property.

Application reference: 2020/37935

Location: 11, Linkside Avenue, Winwick, Warrington, WA2 8NF

Description of development: Lawful Development Certificate - Proposed Single storey side extension with new pitched roof to garage no higher than 4m ridge height

Non-Domestic Planning Applications (1)

Application reference: 2020/37832

Location: Hermes, Mill Lane, Warrington, WA2 8RJ

Description of development: Advertisement - Fascia sign and three post signs

Up to date as at 21/10/20

Peel Hall progress note 5: 28 Sep 2020

Inquiry adjourned until March 2021

Prepared by Peter Black¹ (peterblack62@gmail.com; 07505 22 1405). Please contact me if you would like any clarification, documents or can contribute in any way.

Recent developments

1. The **Public Inquiry (PI) re-opened** on-line from Monday 14 September, heard evidence on issues including open space, ecology, noise, climate change, air quality and from residents. On 22 September **it was adjourned until 9 March 2021**. A further 8 days have been reserved (9-12 and 16-20 March) and it will continue as a virtual event. The adjournment was necessary to allow appellant Satnam to correct the flaws in their traffic model. We felt that four years was enough time to get the modelling right, but the Inspector did not agree. The uncertainty goes on. The timetable now is:
 - **14 December 2020** – the final date by which the Appellant must submit its VISSIM evidence.
 - **9 February 2021** – all proofs of evidence on VISSIM related matters submitted
 - **23 February 2021** – rebuttal proofs (if necessary) on VISSIM related matters submitted
 - **23 February 2021** – Statement of Common Ground on VISSIM related matters submitted
2. The resumed inquiry will only consider evidence on highways and planning policy/ planning balance. It will not revisit the topics already examined.
3. Save Peel Hall were given ‘Rule 6 status’ which meant they had the same status as Warrington Council and Satnam. They used this opportunity well to provide evidence and question ‘experts’ from the developer on a wide range of issues.
4. We still believe the car-based development proposed at Peel Hall in what is a land-locked site next to a major motorway would result in traffic chaos and poor living conditions for both the existing community and new residents.
5. Changes in the way we live, accelerated by Covid-19 means that Warrington both needs and has the opportunity (through the array of large and small sites becoming available in the urban area) to change the way it develops to a more sustainable model. This would provide a better quality of life than is possible through 1970s-style large car/motorway-based developments provided by national volume house builders. It would also support the town centre.
6. It should be abundantly clear now – we can’t go on like this!

End of note.

¹ Peter Black has been asked by Winwick Parish Council and Poulton PC to develop to present the case for the local resident group at the forthcoming on-line re-opened Public Inquiry (September 2020).

Winwick Parish - Management Committee 13 October 2020

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

WPMC 26 Apologies

There were no apologies for absence submitted.

WPMC 27 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 28 Minutes

Decision – That, subject to a spelling correction of the word ‘Sock’ to read ‘Stock’ against Action 1 under Minute WPMC.21, the Minutes of the meeting held on 8 September 2020 be agreed as a correct record.

WPMC 29 Action List

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

Actions 1, 6, 9, 10, 11 and 12 had been completed and should be omitted from the next schedule. Actions 2 and 15 required continuous monitoring and should be retained. Actions 3, 4, 8, 13 and 14 were in progress and should be retained on the schedule.

The following issues were considered:-

Action 5, Replacement door to Radley Suite – Further quotes had been received for the proposed door replacement, but a number of different composite models had been identified. The Operations and Finance Officer would send details to Councilor Iddon for comments. Councilor Iddon enquired about whether cost differed substantially from the quote for a wooden door. Ms Jones reported that the cost was around £840 for the composite model, but she had not looked at all of the options available yet. Councilor Iddon suggested that this seemed more expensive than the wooden version. (Action to be retained).

Action 6, Refurbishment of Bar Area – Council had considered this matter on 22 September 2020 and delegated the action to this Committee and/or the Operations and Finance Officer to determine. Diamond Flooring had not responded with a quote. Ms Jones would obtain some further quotes. The Chair enquired about the level of risk from the damaged floor. It was reported that the damaged areas had been secured with safety tape. Councilor Iddon considered that the work was relatively urgent, as the area did get damp,

reducing the effectiveness of the temporary repairs. The Chair indicated that further quotes should be obtained with a view to a comparator price being obtained before the next Council meeting. (New Action)

Action 7, Interior Painting - This work had been deferred and should be deleted from the schedule. (Delete)

Action 8, Painting of toilets – This work would not now commence until January. In the interim, a further quote would be sought. (Action to be retained).

Action 12, Job Retention Bonus – This matter would be reported later in the meeting under the Finance Officer's report. (Action to be deleted).

Action 13, Purchase of Scales for weighing Barrels – The Operations and Finance Officer would speak to the Centre Manager to identify the specification of scales required. There were no other stock issues to report on this occasion. (Action to be retained).

Action 14, Dishwasher – The Operations and Finance Officer had had insufficient time to complete this Action before her holiday and had also been required to work from home recently, due to a dependant family member self-isolating. (Action to be retained).

Action 16, LED Light Fittings – This work had been completed and had greatly improved the brightness of the illumination in the Main Hall. (Action to be deleted).

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 note that further quotes would be obtained in relation to the repairs to the bar flooring.

WPMC 30 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 September 2020.

Prior to consideration of the report the Chair summarised some key issues for the public record. He thanked all the staff and councilors for their hard work behind the scenes to ensure the continued operation of the Centre in difficult

trading circumstances. A number of the following points had been discussed under Part 2 of the Agenda at Council on 22 September 2020. Business was in a state of extreme fluidity. Council had discussed the on-going role of the Centre. The Chair of Council and Councillor Vobe had spoken about obtaining best value for the use of the Centre. This meant that the Council should not endeavor to keep the Centre open at any cost, but that it could take into account broader issues than cost when determining the Centre's value to the community. Councillors G and D Friend had expressed similar views about maintaining a balance between cost and usage of the Centre. Elected Members were meeting every two weeks to keep a close eye on the trading situation due to developments linked to the pandemic.

The Chair and Operations and Finance Officer had met earlier today to discuss the business model for the Centre. Further details would be considered in Part 2 of today's meeting, as the information was commercially sensitive and could have staffing implications.

Some core principles had been identified. Overall the intention was to try to keep the cost of operating the Centre as close as possible to the original budgeted amount. The Council would not expect to have to cover a large in-year deficit from next year's precept. The Council would use what funds it had available as prudently as possible in order to manage costs and would endeavor not to use more than the amount available in the Council's reserves. Within these financial parameters the Council wished to deliver the maximum community benefit possible from the continued operation of the Centre.

The Chair reiterated that a more comprehensive discussion would take place under Part 2 of the Agenda. The Chair had circulated an e-mail earlier today with some issues for consideration. However, it was acknowledged that Members of the Committee would not have had much time to digest the information fully.

Finance Officer's Report

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.

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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	5.18	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 September 2020, using the profile outlined above.

September bar sales had come in at £5.1k of income, against the original budget on the year of £14.5k. This put the Centre at 15.36% of the budgeted income for the year to date and a deficit on income of £79k. However, cost savings had been made, with lower bar sales meaning lower levels of stock carried and other savings.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at September 2020, using the profile outlined above. As noted above, the overall income was significantly below target, but starting to recover.

Bar sales were now returning around 1/3 of the original monthly budgeted amounts. Up to 11 October bar takings had been £2,333.16k and projections were that takings for the full month would be £6,575.27. The projections were dependent on whether Warrington would be escalated from Tier 2 into Tier 3 Coronavirus restrictions, under which all bars would be closed. Clearly the higher level of restriction would have a detrimental effect on bar sales.

Cash Takings

Tables showing weekly cash takings for bar sales (including tea and coffee) for the weeks commencing 31 August to 28 September 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. Currently Tuesday night bar sales were not high and there were no room lets apart from band practice. Accordingly, it had been decided to move the band practice to another night to enable the Centre to close to the public on Tuesday night. The Management Team was also reviewing other opening nights to maintain cost effectiveness.

Coffee Sales

With regards to the coffee mornings, the figures were currently below income for September. The Centre was 65 cups and £59.45 behind September last year.

Based on figures from last year's sales, the Centre was looking to be 2,092 cups (£3,080.99) behind sales to the end of September in 2019/20.

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	1.19	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 September 2020, using the profile outlined above.

Room lettings were down by £4.8k in September, due to the enforced closures. At the end of September the Centre was £26.3k behind the original budget figure for the year.

The £1.19 taken in September equated to approximately 19.6% of the originally budgeted room hire for this month.

It was acknowledged that the Adoption and Fostering Service could not use the Centre due to their own rules until January. Accordingly, most income was derived from training courses, band practice and a number of social groups. A number of social uses were still not permitted, such as the strategy gaming group, who were keen to return as soon as possible.

Councillor D Friend expressed surprise that band practices were allowed under the current restrictions, given that singing was not allowed in churches, etc. Ms Jones reported that practicing was permitted and that the St Oswald's Church Choir were also using the Centre for practice sessions.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at September 2020, using the profile outlined above. As

indicated above, the overall income was significantly below target, but making some limited progress.

Performance Against Revised Models

A table was provided which showed that the bar was currently running at 21% of the Finance Officer’s adjusted figures (realistic estimate) and 53.27% of the Management Committee’s adjusted figures (pessimistic view). This meant overall bar income of £10,129.90/mth and £2,434.93/mth respectively was required to hit the targets set.

Room hire was running at 11.58% of the Finance Officer’s adjusted figures (realistic estimate) and 14.06% 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 the targets set.

	percentage ytd against RFO model	percentage ytd against MGT model
Income		
210 Room hire income	11.58%	14.06%
225 Buffet sales income	4.62%	5.77%
Entertainer - parties		
Projector/ white board hire	0.00%	0.00%
Field income	6.40%	6.40%
230 Bar sales income	19.92%	50.56%
231 Bar snacks income	20.25%	51.39%
232 Soft drinks income	20.64%	52.39%
Bar tea and coffee	23.13%	58.72%
260 Ticket sales income (Events)		
Furlough income	80.10%	80.10%
275 Machine income		
Total Income	28.71%	47.85%

Ms Jones reported that it now seemed likely that the income realised by the Centre would be closer to the Management Committee’s pessimistic view. However, every effort was being made to progress towards the Finance Officer’s model, so as to reduce the deficit at the end of the year.

Events

There had been no events held so far this financial year, including in September.

Payments Made

No list of payments was available on this occasion.

Quotes

Updates on work previously agreed were as follows:-

- 1) LED lights had been fitted in the Main Hall – a review of unit savings would be undertaken;
- 2) The kitchen had been outfitted for a dishwasher, with just the dishwasher appliance to be ordered;
- 3) The repair and renovation of the patio benches had been completed; and
- 4) UPVC door repair (Radley Suite) was yet to be organised, with further quotes to be arranged.

Issues of Note

Job Retention Bonus

This could be claimed between 15 February 2021 and 31 March 2021 and was a £1,000 per eligible employee one off payment made to the employer.

The grant could only be claimed for employees who were eligible for and who were enrolled in the Coronavirus Job Retention Scheme (CJRS), ie. the furlough scheme.

Those employees must be continuously employed from the end of the Job Retention Scheme to the 31 January 2021.

The minimum income threshold for this bonus was £1,560.00 over the following tax months:-

- 6th Nov – 5th Dec
- 6th Dec – 5th Jan
- 6th Jan – 5th Feb

There must be one taxable payment in each tax month. This meant that at least 4 of the 7 furloughed staff were eligible for this. A potential of £4k retention bonus could be received by the Council.

The matter would be discussed further in Part 2 of the meeting.

Bar Hours Revised Sheet

A sheet was provided which set out the current hours worked by staff, any furlough hours, wage costs and any furlough pay.

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 31 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 32 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Members considered a report provided by the Operations and Finance Officer on business recovery, which comprised the Adjusted Budget Predictions for the Leisure Centre as at September 2020 (including detailed budget forecast across 3 Models – Budget; Realistic Estimate and Pessimistic View).

Members also considered the discussions held at the Council meeting on 22 September 2020 and the e-mail circulated by the Chair earlier in the day. The Chair summarised the contents of the e-mail, as follows:-

- An assessment of the current position including a view that the income was currently closer to the pessimistic view;
- A view that most of the current lettings income was not from commercial bookings;
- A view that final income was likely to be very close to that predicted in the Pessimistic View;
- An acknowledgement of the cost cutting and re-budgeting carried out by the Operations and Finance Officer and Management Team leading to savings of around £11k;
- Threats to projected income, including possible full closure of the bar if Tier 3 COVID-19 restrictions were imposed and possible slippage in takings during the quieter winter months;
- The cost implications of the Centre remaining partially open, if the bar was forced to close;
- Protection of staff though the use of the Job Retention Bonus.

One option would be to simply mothball the Centre for 6 months. However, the view of the Chair, after discussing the matter with the Chair of the Council, was that the business model for the Centre should shift to only opening the bar and perhaps wider Centre on certain week days and diverting users to those dates.

Members discussed the following matters:-

- Ensuring provision remained available for the nursery, football teams, band practice and other community groups;
- Concerns over staffing numbers and the need to maximise efficient usage of staff;

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- Concerns that even the Pessimistic View figure was too optimistic and that more drastic action might be required;
- Use of a caretaker approach to opening up and closing for the nursery;
- Consideration of whether the management structure was top heavy, given the current amount of trade, but acknowledgement that certain tasks had to be carried out at that level;
- Taking care not to fritter away precept monies;
- Comparison with the general business landscape, with numerous redundancies being announced across all sectors;
- Consideration of only one member of staff being on site at any one time and the need for the Management Team to be flexible in their hours of work and duties undertaken;
- Prioritising the retention of the more skilled/experienced staff, including the Management Team;
- Financial implications for the Council of retaining those staff on zero hours contracts;
- A view that the Management Team would need to carry out more day to day duties at the Centre in preference to using zero hour contract staff, but acknowledgement that some flexible cover was required to provide for holidays and sickness absence;
- Uncertainty around whether the school and nursery would be shut if Warrington was moved to Tier 3;
- The need to maximise efficiency of the Centre's operating model for it to be sustainable over a long term recover period;
- Acknowledgement that many residents would be directly affected by the pandemic with reduced salaries, limited disposable income and in some cases reliance on food parcels;
- Acknowledgement of the duty on councillors to hand over a Centre in the best shape possible to the newly elected councillors in May 2021;
- Noting that the Centre Manager's hours included working at the weekends when the playing fields were being used, to monitor usage, accept payments and to carry out essential maintenance at the Centre;
- Acknowledgement that an outbreak would lead to temporary closure of the nursery;
- Consideration of the impact of the end of the furlough scheme on 31 October 2020. This might be less costly to the Centre as the existing take up was based on full opening hours, but the intention was to move to closure on certain days. The Centre was already closed on Tuesdays and 2 other possible nights were being considered. A $\frac{2}{3}$ pay furlough extension would only apply for locked down businesses in Tier 3 areas.

The Chair considered that the following weekly income might be achievable under a range of trading conditions:-

Cost Centre	Estimated Weekly Income		
	Pessimistic View	Realistic View	Optimistic View
Bar	£800	£1,000	£1,200
Lettings	£200	£250	£300

It was hoped to achieve around £5k income in October, but there was potential for this estimate to drift.

Members considered that the Operations and Finance Officer and Management Team should be requested to look at the minimum number of days and minimum staffing requirement required to maintain the opening of the Centre to continue to meet community demand.

Ms Jones reported that she was due to meet with the Centre Manager on Friday to discuss progress and would also raise the above issues with him.

Decision –

- (1) To note the report of the Operations and Finance Officer on business recovery and the progress currently being made.
- (2) To note the guidance provided by the Council, at its meeting on 22 September 2020, to note the content of the e-mail dated 13 October 2020 from the Chair of the Committee and to note the discussion points outlined above.
- (3) To request the Operations and Finance Officer develop a new staffing structure and rota based on a model of maximising the use of contracted hours staff and opening the Centre on limited nights, while maximising lettings on those nights and based on an assumption that Warrington will remain in Tier 2 restrictions.

(B) Employee Matters

Councillor Iddon reported that she no longer wished to sign off the payments in respect of the litter picker contract. Ms Jones indicated that third signatory would be required to authorise those payments.

The Clerk, Julian Joinson, reported that an analysis had now been undertaken of work schedules for the last complete reporting period. The analysis had identified a regular pattern of work including on which days the litter picker usually attended to which streets and areas. The analysis would be shared with councillors and should enable before and after checks to be undertaken to monitor performance.

However, service issues in relation to the litter picker were not within the remit of this Committee and would need be discussed by the Council.

Decision – To include an item on the Litter Picker on the next Council agenda.