

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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20 January 2021

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be a virtual meeting held on Tuesday, 26 January 2021 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/UPhcxwWwXic>

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 24 November 2020 and the Special Meetings held on 17 December 2020 and 12 January 2021.

- 4. Review of Appointments to the Management Committee**

- 5. Updates on Issues from Previous Meetings** *(to follow)*
- 6. 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 22 January 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.
- 7. Written Motions Received**
- 8. Police / Community Issues**
- 9. Correspondence**
- 10. Planning Matters**
- 11. Peel Hall – Public Inquiry**
- 12. Finance Officer’s Report** *(circulated under separate cover)*
- 13. Reports from Outside Bodies**
- 14. Reports from Parish Council Committees**
 - Management Committee – 12 January 2021
- 15. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, Matthews and Purnell)
 - Peel Hall Ward
(Councillors Collins, Emery and Vobe)
 - Winwick Ward
(Councillors Gordon, Iddon and Mitchell)
- 16. Date and Time of Next Meeting – Tuesday, 23 February 2021**
- 17. Chairman to move to Part 2**

Part 2

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

- 18. Finance Officer’s Report – Confidential Matters**

Winwick Parish Council
Minutes of the Meeting held on 24 November 2020

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

Present: Councillors C Mitchell (Chair), T Collins, D Friend, G Friend and A Iddon.

WPC.94 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor M Matthews (Deputy Chair), S Emery and C Vobe

WPC.95 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.96 Minutes

Decision – That the Minutes of the Council Meeting held on 27 October 2020 be agreed and be signed by the Chair as a correct record.

WPC.97 Attendance at Meetings

Members were informed that Councillors Gordon and Purnell would reach the six months deadline for vacation of office due to non-attendance at a Council or other relevant meeting, before the next meeting of the Council on 26 January 2021. The Chair had been in touch with both councillors who had both confirmed that they wished to continue in their role as elected Members, but were unable to attend today's meeting.

Members were invited to consider whether they wished to approve an extension to the period of absence for a further 6 months, in accordance with s.85(1) of the Local Government Act 1972.

Julian Joinson, Clerk, confirmed that Members were permitted to attend any meeting within this period, effectively resetting the clock.

Decision – That approval be given to an extension to the period of time for which Councillors Gordon and Purnell might be absent from a Council or other relevant meeting, until 24 May 2021.

WPC.98 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. The Clerk, reported that most items were progressing to target. Some of the older items were either more complex, or were governance issues that would be best considered at the next Annual Council Meeting.

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

WPC.99 Question Time for Electors

A process for the submission of written questions had been established for use in conjunction with virtual Council meetings. A number of questions had been received from a single resident, which had been circulated before the meeting by way of an addendum. The Chair read aloud the details of questions submitted, as follows:-

1) Questions by Resident JH

"I am writing in response to the comments regarding my question about consultation with the village. I am aware of the current communication methods, the notice boards and website being the primary sources.

Please find attached pictures of the four notice boards around the village. Each one still contains the car park plans that were withdrawn in August. Each one also contains a notice of vacancy for peel hall, a vacancy which has now been filled. In another there is a notice of publication for accounts ending 31st March 2019. There is a list of opening times for the Leisure centre, which is now closed. There is a list of Council meetings for 2020/21, with no update that the meetings are now being held via zoom and they can be viewed on a youtube link. Finally there is also a list of all the Parish Councillors and their contact details dated 2016/17.

On the website there is a full list of management meeting and Council meeting agendas, both lists are not in any sort of order. For example the first four agendas for Council meetings are;

- *Agenda - 10 December 2019*
- *Agenda - 22 January 2019*
- *Agenda - 22 October 2019*
- *Agenda - 22 September 2020*

There is no indication that the minutes for the previous meeting are in the newest agenda. There has been a Youtube link for meetings since May 2020, the information for this was only put on the website in September 2020.

My point is that if these are the Councils primary sources of communication, surely they have to be, at the very least, kept up to date. Each board has old faded posters in them, how on earth are the public expected to know which information is relevant anymore. The website should be clear and easy to use, it has outdated announcements for example the post about the red phone box.

It was also mentioned that people have had the opportunity to attend meetings, but very little do, therefore shouldn't moan when they don't know about things like the car park. Just because people don't attend meetings doesn't mean they don't care and shouldn't have an opinion. There was overwhelming support against the car park, so much so that the plans were withdrawn. It's no coincidence that this all came about from a post made on the Hermitage Green facebook page.

While I appreciate that certain information can't be put on facebook, for example every little detail which is brought up in the meetings can't possibly be posted. However if a topic is at the point where a post is to be put in the notice board, on the website or in the Guardian why could at this point a post not be put on either the Hermitage Green facebook page or a Council facebook page?

Perhaps as well the council needs to look at itself and ask why people don't attend meetings? I personally feel that the Council has become very disconnected from the Parish and people have lost faith with the Council. I appreciate that there are a few Councillors who do exceptional work towards the Parish and I salute them for that. However there are also villagers who believe they are banging their heads against a brick wall with the Council.

With regards to the litter picker I believe that the other two and half days are paid by Burtonwood Parish, which would bring the total for Winwick and Burtonwood to £34,000. Can the council advise if this is correct?"

Response: The Chair confirmed that she had set up the Winwick & Hermitage Green Facebook page and would be able to post Parish Council led items to that platform.

It was acknowledged that some of the information on the notice boards was out of date, or simply weathered. Clare Jones, Operations and Finance Officer and Councillor Iddon agreed to inspect the notice boards and remove any out of date or damaged material. Notices did fade quickly in strong daylight.

It was suggested that damaged notices should be replaced and new information should also be developed. Any new information should be sent to Ms Jones or to the Leisure Centre's e-mail account for printing.

The Chair added that the Council was doing its best to provide relevant accessible information. Greater use could be made of the Winwick & Hermitage Green Facebook page. It was not thought necessary to develop a further dedicated Council Facebook page.

The Clerk reported that the Council's website provided wider information, although was not yet fully developed. Links to virtual meetings were provided on every Agenda, although not otherwise highlighted on the website. The Newsfeed page did contain older posts, but the nature of the Newsfeed was that it was a rolling list of items, such that older items gradually worked further down the list, rather than being deleted. It was acknowledged that better use could be made of the Newsfeed as and when important items emerged.

Councillor Iddon commented that residents often did not understand the difference between Warrington Borough Council and Winwick Parish Council functions and responsibilities and that the Parish's website might provide some explanation of the respective roles and some signposting to Borough services.

On the question of the litter picker, the Chair confirmed that expenditure was split 50/50 between Winwick and Burtonwood and Westbrook Parish Councils, bringing

the total cost to around £34,000. The costs were not all wages for the worker, as payments also included the employment agency fees and hire of the vehicle.

Decision –

- (1) To request the Clerk to update the Council's website and to submit up to date public information via the Leisure Centre, for the Operations and Finance Officer to produce laminated copies for posting on the Parish notice boards.
- (2) That Officers and Members have regard to potential for news items to be posted on the Winwick & Hermitage Green Facebook page and the Council's website Newsfeed page.

WPC.100 Written Motions Received

There were no written motions received on this occasion.

WPC.101 Police / Community Issues

There were no written updates from the Neighbourhood Policing Teams on this occasion. The Clerk indicated that he would contact local PCSOs about future updates. Members noted that PCSOs also posted updates on Facebook.

WPC.102 Correspondence

General 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 – 29/10/20 (x2), 30/10/20, 03/11/20 (x2), 09/11/20, 12/11/20 (x3), 16/11/20 (x3), 19/11/20 (x2) and 23/11/20
2. E-mails and reminders from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), about a Wellbeing Workshop on 16/11/20, Health and Safety Workshops on 03/11/20 and 05/11/20, various workshops on Internal Audit and the Annual Governance and Accountability Return (AGAR) in 2021 and enclosing bulletins for the weeks ending 30/10/20, 06/11/20, 13/11/20 and 20/11/20 highlighting relevant parish news – 30/10/20 (x2), 02/11/20, 06/11/20, 09/11/20, 10/11/20, 13/11/20 (x2) and 20/11/20
3. E-mail from Neil Drum, Warrington Local Policing Unit, Temporary Chief Inspector, concerning a change of role for Sergeant Paul Flynn, who had led the Warrington West Beat Management Team since April, 2017. Sergeant Upile Mtitimila had taken over temporarily as the West Beat Team Sergeant and would be in this post into 2021, until the appointment of a permanent sergeant. A follow-up introductory e-mail from Sgt Mtitimila was also received – 02/11/20 (x2)

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4. E-mail from Councillor Sue Gordon seeking permission regarding a proposal from the PTFA of Winwick CE Primary School, to allow pupils to lay pebbles with a poppy painted them on Swan Green, to complement those planned for the driveway to the Church and on the flower bed in front of the East window of the Church to mark Remembrance Sunday – 03/11/20
5. E-mails from Helen Crampton, Performance and Research Officer, Cheshire and Warrington Traveller Team, Cheshire West and Chester Council, regarding an unauthorised encampment of two caravans at Harvard Court, Winwick Quay and the support and advice to be offered to the private land owner. Subsequently, confirmation had been received that the encampment had been moved on by bailiffs on the day of arrival, 4 November. The three caravans had moved to Bishops Court where they had been joined by a further two. The group of five caravans had left on Friday 6 November, following further intervention from bailiffs – 04/11/20 and 09/11/20
6. E-mail from Jennie Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meeting due to take place on Wednesday 11 November, at 6.00pm – 04/11/20
7. E-mail from Sharon Parker, Democratic Services Manager (Statutory Scrutiny Officer), Warrington Borough Council, circulating the Government's revised Guidance on Remembrance Sunday events and advising that the small private event that was due to take place on Sunday at St Elphins Church had been cancelled – 04/11/20
8. E-mail from Nikki Hewitt, Cheshire Association of Local Councils (ChALC), about an invitation from David Keane, Police & Crime Commissioner for Cheshire, to the Cheshire Anti-Bullying Commission Phase One Report virtual launch on Friday 20 November 2020, 10am-12noon. The event would be an opportunity to hear about the work of Cheshire Anti-Bullying Commission and the recommendations from its report, as well as providing an opportunity for local organisations to signal their commitment to tackling bullying through signing Cheshire's own Anti-Bullying Charter – 06/11/20
9. E-mail from a member of the public, IS, seeking information about whether the Council had made an appointment to the Winwick Educational Foundation and subsequent e-mail further to the Council's response – 09/11/20 and 17/11/20
10. E-mails from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, about the Parish Council Liaison meeting, due to take place on Thursday 12 November 2020, at 6pm – 11/11/20 and 12/11/20
11. E-mail from Kirsten Riley on behalf of the Warrington Western Link Team, Warrington Borough Council, regarding on-going public engagement to invite feedback on the latest improvements to the scheme, including a leaflet drop to residents and creation of a project website – 11/11/20
12. Email from Mark Dennett, Senior Accountant (Closure), Warrington Borough Council, enclosing the annual letter regarding the Council Tax Base for Parish

Precept setting purposes. The Precept must be notified to the Borough Council by Friday 8 January 2021 – 12/11/20

13. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Cloudy IT – IT support;
 - Healthmatic - disabled toilets;
 - Kompan – outdoor play and fitness equipment;
 - Myparishcouncil – parish council website provider; and
 - Safecouncil – a health and safety resource and advice service for local councils.

14. E-mail from Sharon Duane, Licensing Officer, Warrington Borough Council, consulting the Council on an application for grant of a street trading consent received by the Licensing Section on 20 November 2020 in relation to a snack van on the A49 Winwick Link Road. This was an existing pitch for which the current trader wished to surrender the licence. Any representations would have to be made by no later than 11 December 2020 and should refer to either public order; public nuisance; public safety; crime and disorder; or needs of the area matters – 20/11/20

In connection with Item 9, the Clerk reported that, following discussion with Councillor Matthews, the Council's appointed representative to the Winwick Educational Foundation, in the light of concerns raised by a local resident, the Clerk had agreed to write to the Trust's administrator to seek a meeting of the Trust Board.

In respect of Item 14, Members were reminded that it was open to the Council to make representations to the Licensing authority. No comments or objections were raised.

Planning

The Clerk reported that the usual planning heading had been omitted from the Agenda in error, but that planning items notified could be considered under the general item dealing with correspondence.

General Correspondence

Nil

Domestic Planning Applications

1. Application reference: 2020/38028
Location: 93, Newhaven Road, Poplars And Hulme, Warrington, WA2 0NS
Description of development: Lawful Development Certificate - Proposed single storey side extension.

2. Application reference: 2020/38143

Location: 8, Spires Gardens, Winwick, Warrington, WA2 8WB
Description of development: Householder - Proposed Single storey to the side, single storey to rear, enlarged drive and off road parking area and reinstating a previously garage conversion from habitable space back to a garage.

3. Application reference: 2020/38140
Location: Greenacres, Delph Lane, Winwick, Warrington, WA2 0RQ
Description of development : Householder - Proposed Erection of a two storey rear extension.

Non-Domestic Planning Applications

4. Application reference: 2020/38060
Location: Secured Group, Calver Road, Winwick, Warrington, WA2 8RA
Description of development: Advertisement Consent - Illuminated sign to rear of building.
5. 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.
6. Application reference: 2020/38034
Location: 185, Mill Lane, Warrington, WA2 8RJ
Description of development: Full Planning (Major) - Retrospective consent for the installation of 12no. new loading bay positions with steel roller shutters and new external loading platform, relocation of existing smoking hut and Installation of new Armco barrier to car park and security fence to rear entrance.
7. Application reference: 2020/38017
Location: 4, Hollins Drive, Winwick, Warrington
Description of development: Full Planning - Proposed community facility outbuilding within the grounds, new fencing and replacement of 3no. windows with french doors for disabled access in the existing building.

Decision –

- (1) To note the correspondence submitted to the Parish Council.
- (2) To note that the Clerk will write to the administrator of the Winwick Educational Foundation to seek a meeting of the Trust Board.
- (3) To note the planning matters submitted to the Parish Council.

WPC.103 Finance Officer's Report

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

Budget Review 2020/21

In October, the Council received £7.3k of income through the Leisure Centre, including £1k of furlough monies. This put the Centre at a loss of £0.3k for October and the year to date showing a £8.7k loss. This was roughly the same Budget position that the Centre would have been in, if it had been operating normally in 2020.

Claims for a further £504.10 of furlough pay had been received in November (covering September wages) and a further claim was being processed for the October wages reclaim.

Ms Jones reported that the Leisure Centre Manager had kept direct costs to a bare minimum before the implementation of Tier 3 restrictions and the national lockdown, by ceasing to order non-essential stock.

The Council had incurred £13.6k of precept expenditure in October with £54.4k expenditure on the year to date. The above expenditure included quarterly bills for the litter picker vehicle hire (x2), quarterly grass cutting bill, Peel Hall balance (£4k) and the annual bill for the planters (half payable in November, half payable in March/April once summer planting was complete).

Issues of note

1) Precept Setting

An item had been included elsewhere on the Agenda and separate documents provided.

2) Annual accounts balance sheet issue

Ms Jones reported that the accounts balance sheet would be circulated before the end of the week.

Decision – To note the Finance Officer's update report, including the Budget Review 2020/21.

WPC.104 Draft Budget 2021/22 and Parish Precept 2021/22

Members considered a report of the Operations and Finance Officer on the Draft Budget 2021/22 and Parish Precept 2021/22, including the Budget assumptions made in connection with the Leisure Centre operation with a detailed budget projection for the Leisure Centre and options for the overall Council Budget and detailed projections for each option. The Clerk had recently forwarded the Council Tax Base figure for 2021/22 to the Finance Officer, which had enabled the calculation to be made as to the Band D Council Tax payable in connection with any Precept set.

1) Basic premise of Leisure Centre model

The income streams noted for the 2021/22 budgets were based on the following premise:-

- The first six months at the average income witnessed in August and September;
- The next six months at the above projections x1.5 to allow for a steady increase following the end of lockdown;
- Should restrictions be reduced significantly enough before September next year that the bar and room hire income was higher than projected, this would only reduce the potential loss on the year, as long as management were sensible with direct costs; and
- All overheads set at expected levels for full opening.

2) Parish figures

General notes

The detailed Budget projections sheet showed separately the litter picker employment costs and the vehicle rental to clarify the split of costs more accurately. The Operations and Finance Officer was currently reviewing the costs for the vehicle rental and would adjust figures dependant on the outcome.

The pension figure had increased as, following the relaxation of the COVID restrictions, the Operations and Finance Officer intended to opt into the pension scheme. A 3% increase to the Clerk and Finance Officer posts had also been included to allow for if Councillors wished to make a salary increase in the new financial year. The Clerk had not requested a pay rise this year, so it was thought prudent to make provision in case it was required in 2021/22.

As agreed previously there was a budget of £7k for the Peel Hall planning objections.

Models for discussion and decision

The following three models were outlined:-

Option A - Balanced model at the current precept (due to the revised tax base this would see a 26p per household uplift for Band D properties).

This would see the cutting of the following services:

- Litter picker and associated vehicle hire;
- Traffic management scheme;

and would see a reduction in the budget for:

- Playground maintenance.

Option B - October meeting draft Budget, less the Sports and Leisure Activities Survey.

This incurred a 17.5% increase on the existing Precept total, which equated to approximately £11.67 per household (Band D). To put this into context, if the Council had increased the Precept by £4 per household for the last three years (rather than freezing the Precept), it would have put the Budget on the same track.

This model protected the litter picking service, the traffic management service and still allowed for Peel Hall defence.

Option C - October total draft Budget including the Sports and Leisure Activities Survey budget.

This would incur a 31% increase on the existing Precept, which equated to approximately £20.48 per household (Band D). It was suggested that, at the current point in time, this might be an excessive increase. Officers were aware from the debate at the October meeting, that the Sports and Leisure Activities Survey was not particularly popular with Councillors at this juncture.

The Operations and Finance Officer suggested that (COVID measures allowing) the Council should seek to continue to reduce the losses on the Centre, to allow for monies to be put aside for the Activities Survey at a later date. This would be a good way of the Centre putting back into the community that had supported it through some challenging years.

Officer Recommendation

The Operations and Finance Officer was prepared to recommend to Parish Councillors the adoption of Option B. It was acknowledged that Parish residents might not be happy in the short term with the increase, but in the longer term it would be more detrimental to take services away from the Parish.

A summary table of increases, for reference, was as follows:-

	Maintained (old base)	Maintained (new base)	17.50%	31%
Precept per Band D household	£64.94	£65.20	£76.61	£85.42
Per household uplift	£0.00	£0.26	£11.67	£20.48
Precept (total at new base)	£111,695.00	£112,150.00	£131,776.25	£146,916.50

Ms Jones provided details of the increases in Precepts in a sample of neighbouring parishes made in 2020/21, which ranged between 4% and 13%.

The Chair indicated that an £11.67 (Band D) increase would be required to support a stand-still position, but was realistic in the context of increasing prices. Option B also protected the existing levels of service provision.

Members raised the following points:-

- the need for better monitoring of the litter picker service;

- the impact of wear and tear on traffic management measures, which detracted from their cost effectiveness; and
- the likely overall Council Tax increase faced by residents, including Police and Fire Serve Precepts.

There was a general sense that it would not be appropriate to agree to increases at the level provided by Option B.

The Chair asked by what date the Budget needed to be agreed. The Clerk responded that a decision was required by early January. The matter could be delegated to the Management Committee in January provided the decision was ratified by Council at its next meeting. Alternatively, a Special meeting of Council could be arranged. In response to a question by Councillor G Friend, the Clerk indicated that the projected Budget took into account the staffing changes currently proposed, a decision about which was required at Part 2 of the meeting.

Decision – To request the Clerk to arrange a Special Budget Meeting of Council on a date to be determined in consultation with the Chair.

WPC.105 Reports from Parish Council Committees

The meeting of the Management Committee planned for 10 November 2020 had been cancelled due to technical issue.

The Clerk reported that he had attended a virtual meeting of the Borough Council's Parish Liaison Committee on 12 November 2020. The following items had been discussed:-

- Local Plan - An update from Michael Bell, Planning Policy & Programmes Manager, Warrington Borough Council, on the Local Plan. The Plan had been paused to enable over 3,000 consultation responses to be considered and to allow some new circumstances to be taken into account;
- Elections – An update from Alison McCormick, Electoral Services Manager, Warrington Borough Council, on progress toward the 2021 Elections. Planning was on-going around the elections in the context of the pandemic. Arrangements would be more complex than usual due to safety considerations around virus transmission; and
- Environment and Transport issues – An update from David Boyer, Executive Director - Transport and Environment, Warrington Borough Council, on the latest projects and development issues, including HS2 and the Western Link highways consultation.

Decision – To note the update on Parish Committees and outside bodies.

WPC.106 Ward Reports / Updates

Houghton Green Ward

There were no issues reported on this occasion.

Peel Hall Ward

Councillor Collins reported that he had taken an interest in the performance of the litter picker following the discussions at the last meeting. The Autumn leaf fall had made it difficult to carry out an accurate assessment of the standard of picking, but overall it was believed that the litter picker was having a positive impact on the area. Feedback from members of the public, such as dog walkers would be useful.

Winwick Ward

Councillor Iddon raised a question about the laying of the poppy wreath for Remembrance Sunday, in the light of a number telephone calls received from members of the public. Members of the public had been concerned to see Winwick Parish Council mentioned in the Warrington Guardian, as one of the organisations laying wreaths at the Warrington Cenotaph. Some had asked why the Cenotaph had been chosen, rather than a location in Winwick.

The Chair responded that St Oswald's Church had been considered as a possible location to lay the wreath, but was closed. The Parish Council had not directed that a specific location be used to lay the wreath. The Cenotaph was not an inappropriate alternative location and would ensure the wreath would be visible to a large number of people, as a mark of respect. Unfortunately, at the time the Chair had decided to lay the wreath, a gathering had been taking place. The Chair was not part of that gathering, nor had she been involved in its organisation. It was felt that the best course of action had been followed under difficult circumstances.

Councillor Iddon commented that local children had laid some painted pebbles on the Church steps. Winwick did not have a formal war memorial, although it was believed that there were some war graves in the cemetery. For future years, it might be appropriate to purchase a Tommy silhouette to be located on Swan Green, where it would be particularly visible to passers-by. A suitable location in the South of the Parish could also be identified. It would be preferable to lay the wreath within the boundary of Winwick Parish, as some residents might be unable to travel to Warrington Town Centre and local children would be able to appreciate the significance of a wreath, if it was laid in the village. It was understood that the Tommy figures could be purchased from the Royal British Legion. Some residents had been upset by potential negative inferences about Winwick, arising from the article in the Warrington Guardian.

The Chair expressed regret that the situation had occurred, but she had endeavoured to do the best under difficult circumstances. Councillor Iddon suggested that it would be helpful to indicate that the Council would look into its arrangements for next year. Councillor G Friend indicated that Warrington Borough Council might have some spare Tommies in storage. Ms Jones indicated that she could pursue the matter with the Council's contact at RBL, Andrew Seddon. Councillor D Friend indicated that the Neighbourhood Teams had purchased some Tommies a few years ago and she believed that they had cost around £70 each. It was acknowledged that Remembrance events had been very difficult to arrange this year due to the COVID-19 restrictions.

The Clerk added that there would be nothing to prevent the Council from purchasing a number of wreaths in future years, to be placed at suitable locations. This year had proved very unusual. Government guidance on Remembrance Sunday events had only been finalised as late as the Wednesday before the occasion, leaving little time to plan alternative arrangements. The Council now had 12 months to consider next year's remembrance activities. For example, Councillor Collins had submitted a request for the Council to consider siting large sized poppies on lampposts in the area.

Decision – To note the ward reports and updates provided.

WPC.107 Date and Time of Next Meeting

Decision – To note that the next ordinary meeting of the Council will take place on Tuesday 26 January 2020 at 7.30pm. A special meeting would be arranged to consider the Budget 2021/22.

WPC.108 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.109 Finance Officer's Report – Confidential Items

There was no separate written confidential report on this occasion.

Members discussed a number of staffing and business continuity issues, including the following:-

- Planned maternity leave of a key member of staff in 2021;
- The current level of Government support for furlough payments (restored to 80%);
- Payments to staff for extra hours, due to accrued holidays;
- The likelihood of bar operations returning – no wet bar would be available in either Tier 2 or 3;
- Recent payments for alcohol supplies – These were staged payments for stock received prior to closure, but no further stock had been ordered since lockdown had commenced; and
- Careful consideration would need to be given as to when the bar should reopen, in the light of anticipated market conditions.

Decision – To note the comments and observations made in relation to staffing and business continuity issues.

WPC.110 Staffing Reorganisation – Consultation Response

The Clerk reported that, in connection with the decision taken at the Council meeting

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on 27 October 2020, a formal consultation had taken place with three staff about the proposed reorganisation of the staffing structure at the Leisure Centre. Due to COVID-19, it had not been possible to carry out face to face discussions, but telephone communications had been offered, as well as the opportunity to provide a written response. No formal responses had been submitted.

Council was now being requested to confirm the planned reorganisation, which would result in the disestablishment of a permanent post and the consequential redundancy of one member of staff.

The Operations and Finance Officer indicated that following the Council's decision, work would be undertaken to revise the job descriptions of the remaining senior management posts.

Decision To approve the implementation of a revised staffing structure, on the basis of the model described in Option 2 on 27 October 2020, with the disestablishment of the post identified and consequential redundancy of the post-holder.

Winwick Parish Council
Minutes of the Special Meeting held on 17 December 2020

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

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

WPC.111 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Gordon.

WPC.112 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.113 Draft Budget 2021/22 and Parish Precept 2021/22

Members were invited to consider the draft Budget and Parish Precept for 2021/22.

The Council Tax Base set by Warrington Borough Council for the Parish of Winwick for 2021/22 was 1,720. This meant that for every £1 of Council Tax paid by a Band D property, the Parish Council would raise £1,720. In other words, every £10,000 requirement for the Parish Precept would cost a Band D property £5.82.

A report provided by the Council's Responsible Finance Officer to the Council on 24 November 2020 had been reissued. The report included the Draft Budget 2021/22 and Parish Precept 2021/22, including the Budget assumptions made in connection with the Leisure Centre operation with a detailed budget projection for the Leisure Centre and options for the overall Council Budget and detailed projections for each option.

1) Basic premise of Leisure Centre model

The income streams noted for the 2021/22 budgets were based on the following premise:-

- The first six months at the average income witnessed in August and September;
- The next six months at the above projections x1.5 to allow for a steady increase following the end of lockdown;
- Should restrictions be reduced significantly enough before September next year that the bar and room hire income was higher than projected, this would only reduce the potential loss on the year, as long as management were sensible with direct costs; and
- All overheads set at expected levels for full opening.

2) Parish figures

General notes

The detailed Budget projections sheet showed separately the litter picker employment costs and the vehicle rental to clarify the split of costs more accurately. The Operations and Finance Officer was currently reviewing the costs for the vehicle rental and would adjust figures dependant on the outcome.

The pension figure had increased as, following the relaxation of the COVID restrictions, the Operations and Finance Officer intended to opt into the pension scheme. A 3% increase to the Clerk and Finance Officer posts had also been included to allow for if Councillors wished to make a salary increase in the new financial year. The Clerk had not requested a pay rise this year, so it was thought prudent to make provision in case it was required in 2021/22.

As agreed previously there was a budget of £7k for the Peel Hall planning objections.

Models for discussion and decision

The following three models were outlined:-

Option A - Balanced model at the current precept (due to the revised tax base this would see a 26p per household uplift for Band D properties).

This would see the cutting of the following services:

- Litter picker and associated vehicle hire;
- Traffic management scheme;

and would see a reduction in the budget for:

- Playground maintenance.

Option B - October meeting draft Budget, less the Sports and Leisure Activities Survey.

This incurred a 17.5% increase on the existing Precept total, which equated to approximately £11.67 per household (Band D). To put this into context, if the Council had increased the Precept by £4 per household for the last three years (rather than freezing the Precept), it would have put the Budget on the same track.

This model protected the litter picking service, the traffic management service and still allowed for Peel Hall defence.

Option C - October total draft Budget including the Sports and Leisure Activities Survey budget.

This would incur a 31% increase on the existing Precept, which equated to approximately £20.48 per household (Band D). It was suggested that, at the current point in time, this might be an excessive increase. Officers were aware from the debate at the October meeting, that the Sports and Leisure Activities Survey was not particularly popular with Councillors at this juncture.

The Operations and Finance Officer suggested that (COVID measures allowing) the Council should seek to continue to reduce the losses on the Centre, to allow for monies to be put aside for the Activities Survey at a later date. This would be a good way of the Centre putting back into the community that had supported it through some challenging years.

Officer Recommendation

The report included a recommendation made by the Operations and Finance Officer at the November Council meeting, but it was acknowledged that subsequently further work had been undertaken to understand the Council's likely outturn position for 2020/21, so as to inform discussions around the Budget proposals.

A summary table of increases, for reference, was as follows:-

	Maintained (old base)	Maintained (new base)	17.50%	31%
Precept per Band D household	£64.94	£65.20	£76.61	£85.42
Per household uplift	£0.00	£0.26	£11.67	£20.48
Precept (total at new base)	£111,695.00	£112,150.00	£131,776.25	£146,916.50

A draft motion had been circulated earlier today, which was read out at the meeting by the Clerk and moved and seconded. Members raised the following matters during the discussion:-

- The Chair reported that the intention was not to decide the Budget at this meeting. Delaying making the decision on the Budget would allow more time to understand the current year's financial circumstances and the wider picture in the light of the COVID-19 pandemic.
- There remained a strong possibility that Warrington could return to Tier 3 restrictions;
- The draft motion included a timeframe for making the final decisions on the Budget 2021/22.
- The Council would look carefully at its individual budget headings, if the increase to Council Tax was proposed to increase by more than a nominal sum. If a large deficit was forecast for 200/21 it was proposed to hold further Labour Group discussions on the Monday before the Budget meeting. In addition, a working group would be set up early in the New Year to ensure that a balanced budget would already be in place for the newly elected

Council in May 2021.

- Any shortfall in 2020/21 might require funding from the Millennium Fund. Any significant Budget shortfall in 2021/22 might require difficult decisions to be made about trimming items, such as the Peel Hall fighting fund and the playing fields maintenance.
- The Council could not lawfully set a deficit Budget.
- The year to date income from the Leisure Centre for November was at around £45.9k, with actual income from November at around £1.2 k. This suggested a total income at year end of around £50k from the Leisure Centre. Earlier factored estimates of income from the Centre had predicted around £98k. However, this figure would not now be reached.
- Councillor Emery sought assurance that the £7k Peek Hall fighting fund would be protected by use of the Millennium Fund. The Chair commented that the motion indicated that public-facing services would be given priority, but if there was a need to cut services to balance the Budget, all items would need to be on the table, including items such as the litter picker service.
- Councillor Matthews queried if a best estimate of the Council's outturn position for 2020/21 was available. The Operations and Finance Officer indicated that no update was available beyond that provided from the November figures. Rough figures could be available next week with a more accurate estimate available with effect from the week before the proposed Council meeting.
- A Council Tax rise of £11.67 (Band D) would be required to provide a Precept of £131,776.25, (a standstill Budget), not taking into consideration any balance carried forward at the end of 2020/21. The Chair noted that the estimated outturn figure should be available in good time before for the next meeting. Ms Jones indicated that the December trading figures would be available at that stage, which would add more certainty to the estimates. The Centre would not be open during the remainder of December.
- Councillor G Friend comment that Members had previously expressed their preference for no increase to the Parish Precept, from the Options provided. Councillor Matthews added the estimated outturn figure for 2020/21 was needed to enable the starting balance to be ascertained, which would then allow the Precept requirement to be determined. The Clerk reminded Members that the Options set out in November were reproduced at p7 of the Agenda pack. The orange coloured boxes highlighted possible cuts to expenditure under different Options.
- Councillor Iddon advised that the Leisure Centre needed to be managed more tightly. With regard to any Council services, if the Council could not afford it, the service could not be provided. The Leisure Centre might need to consider a different model of operation. The current situation might provide the impetus for such a radical change.
- Councillor Iddon challenged the assumptions around possible salary increases.
- Councillor Matthews reiterated that nothing was off the table if overall expenditure needed to be reviewed. The Chair added the Operations and Finance Officer had already made significant in-roads into savings and efficiencies within the Council's budget.
- Councillor Iddon expressed concern that the Leisure Centre budget could drift

rapidly. She expressed the view that the Council employed too many staff and also needed to reconsider all services provided. Councillor Emery sought clarification as to whether Councillor Iddon believed that the Leisure Centre was a 'dead duck' no matter how much costs were trimmed. Councillor Iddon did not feel that the Centre was a lost cause, but there had to be a willingness to cut down on any waste.

- Councillor Matthews commented that the estimated outturn figures for 2020/21 would be the starting point for next year's Budget. The Precept would be based on that information. Any cuts required to services could be looked at in detail in January to April 2021.
- There should no budget headings immune to consideration for cuts. For example, earlier in the year Members had discussed cutting the vegetation around the borders of Myddleton Lane Playing Fields. Non-essential items, such as this, would need to be considered very carefully and might not receive approval if money was tight.
- If the Council took no decisions about priorities, it could be starting from a hypothetical position of a £34k deficit in 2021/22. This could be reduced by the amount of any reserves remaining from 2020/21, but at present a deficit was showing for 2020/21, which might need to be supported by the Millennium Fund.
- A £19k increase in the Precept would cost a Band D Property an additional £11.67.
- Councillor D Friend stressed that residents would be unable to afford a large increase in the Precept. Her view was that a nominal increase only in Council Tax, such as the 26p required to maintain the Precept at its current level, might be acceptable. The Finance Officer commented that those less able to pay would be eligible for Council Tax Benefit and other financial support mechanisms. Members indicated that there were many working families who were above the benefit thresholds, but who remained in poverty. Councillor Iddon suggested that more redundancies were likely in the wider community, due to the on-going economic effects of the pandemic.
- Councillor Matthews reiterated that the starting point for the Budget discussions was the likely outturn position for 2020/21, The balance carried forward would the inform what level of cuts might be required in 2021/22. This could potentially involve a wide-scale repurposing of the Council's role.

Members considered that it it was not possible to take this debate any further until the outturn figure for 2020/21 was known. The Chair highlighted the proposal in the motion to hold a full Council meeting at 7.00 pm on Tuesday 12 January 2021 with the Leisure Centre Management Committee meeting being set for 8.00 pm on the same evening. Councillor Matthews added that if cuts were necessary a sub-group could be established at that time to look into the detail. There was a legal requirement to set a balanced Budget, which any new councillors would inherit following the 2021 Elections.

The Operations and Finance Officer should aim to provide relevant papers by no later than Friday 8 January for the meeting on 12 January 2021. Informal discussions between officers and Members would be possible over the Christmas period.

Ms Jones reported that she had been continuing to chase up debtors and had spoken to most businesses, the majority of whom were in a position to pay. One large debtor had already paid off a substantial sum.

Decision –

- (1) This Council wishes to place on record its thanks to its officers and employees for their exceptional work in maintaining and managing the delivery of services in unprecedented and ever changing circumstances since the start of the financial year in April 2020. The year 2021/2022 promises to be as challenging but set possibly against a landscape of services opening up and normality returning. A sound financial plan and budget to work around therefore remains a priority for the Council.
- (2) The Council therefore notes and is happy to accept the RFO's suggested income projection in section 1 'Basic Premise of Leisure Centre model' as the starting point for the year ahead. The Council also notes and thanks the RFO for the cost reduction exercise she has undertaken and the savings she has secured from changing and modifying contracts from suppliers.
- (3) In order to set the precept for next year the Council also notes the Borough Council requires our precept figure by the second week of January 2021 and this meeting therefore proposes the following actions:
 - i) That a meeting of the Full Council be called at 7.00 pm on Tuesday 12 January 2021 with the Leisure Centre Management meeting being set for 8.00 pm on the same evening. Both meetings to be virtual
 - ii) That Members require from the RFO an accurate (as possible) projection for the year end figure in terms of surplus or deficit from this year's trading at the Leisure Centre and the wider Parish, in order to judge what the year's closing balance will be. This being the obviously sum carried forward from last year with any addition or subtraction of this year's operational surplus or deficit.
 - iii) That in calculating this position the RFO should use the current trading position (since Warrington entered tier 3 and thence tier 2) where the bar is closed and the wider Centre partially opened as the basis for calculating income in Jan-March 2021. Along with the revised base costs she has negotiated in order to predict the end of year position.
 - iv) That the paper with these figures be circulated to Members no later than 5.00 pm on the Friday before the proposed meeting. This being a requirement to allow Members time to consider the financial position of the Authority.
- (4) That Members resolve to set a budget and precept that protects all areas of service delivery, but at the same time limits any precept increase.

Furthermore that if the financial position requires the outturn for the year 2020/21 to require support the Millennium Fund reserve be utilised in the first instance to provide this support.

- (5) If the financial position requires the precept to be raised by more than a modest sum of around £5, the Council will embark on a cost reduction exercise where service delivery of functions that the public appreciate and enjoy from the Council will be a priority and other areas of non core funding and cost reduction will need to be looked at. This area of this motion will however be for the meeting in January to decide on the basis of the figures supplied by the RFO. In deciding on such cuts the Council will work on such issues in January and March 2021 to undertake such a review.

WPC.114 Recommendation of a Local Auditor - AGAR 2019/20

The Clerk reported that this was a technical item based on communications with the external auditor, PKF Littlejohn LLP.

An IT issue had resulted in the Annual Governance & Accountability Return (AGAR) not being received by the auditors, but this had only come to the Council's attention on 27 November 2020, when the local (external) auditor, had issued a recommendation under Paragraph 2 of Schedule 7 to the Local Audit and Accountability Act 2014, as follows:-

The smaller authority should submit the approved Annual Governance & Accountability Return or Certificate of Exemption (if appropriate) for the year ended 31 March 2020 for our review within 7 days of the public meeting required as a result of this recommendation.

The Council had been required to convene a meeting to consider this recommendation within one month of the day that it was sent to the authority and to publicise the meeting and the recommendation. The meeting on 17 December met this requirement and a suitable notice had been published on 9 December 2020.

The Council was now required to decide if the recommendation was to be accepted, and what, if any, action to take in response to it.

As soon as practicable after making the decisions above the Council was required to notify the auditor of those decisions and publish a notice approved by the auditor which contained a summary of those decisions.

The main AGAR documents were re-submitted on 30 November 2020, but completion of the internal audit documentation was still required. Some supporting documentation had also been requested by the auditors. Any outstanding details required by the auditors would be provided, as necessary.

Decision –

- (1) To accept the local auditor's recommendation.

- (2) To note that the AGAR has already been submitted to the auditors, the Council having previously complied with the requirements for the exercise of public rights.
- (3) To request that, subject to any decision at Agenda Item 5, officers submit a revised Section 2 of the AGAR to the local auditor within seven day of this meeting.

WPC.115 Interim External Auditor Report – AGAR 2019/20

The Clerk reported that this was a further technical item in relation to the closure of the accounts for 2019/20, following scheduled communications from the external auditor.

The local auditor, on 30 November 2020, had issued an interim external auditor report. The Council was required to consider the report and decide what, if any, action was required.

The letter also requested the Council to publish a Notice of Audit and Sections 1, 2 and 3 of the Accountability and Governance Return (AGAR) before 30 November 2020. The Clerk confirmed that the Notice of Audit had been published on 27 August 2020, following approval of the unaudited accounts at the Special Council meeting held on 25 August 2020, along with Sections 1 and 2 of the AGAR. Section 3 of the AGAR had been published on the Council's website on 10 December 2020, as soon as practicable following receipt of the auditor's report.

Section 3 of the AGAR (the interim external auditor report) had only just been received and highlighted that the original submission of AGAR documents made before 30 November had not, in fact, been received by the external auditors.

Members were also informed that a discrepancy between the balance sheet for the Parish accounts and Section 2 of the AGAR noted at the meeting in August, in the sum of £4,644, had now been investigated. Officers had identified a transcription error in Section 2 of the AGAR for 2018/19, which had inadvertently been carried forward into the 2019/20 document. The investigation had concluded that no money was missing or unaccounted for. A revised Section 2 for 2019/20 had now been produced, which corrected the error. Section 2 now fully matched the balance sheet provided to the Council in August (subject to rounding of figures to the nearest £1).

Members were invited to consider the revised Section 2 Accounting Statements for 2019/20 and, if approved, to authorise their signing by the Chair and forwarding to the auditors.

Decision

- (1) To note the interim external auditor report.
- (2) To note that due to an IT issue, the auditors did not receive the AGAR until 30 November 2020, notwithstanding the fact that the documents had

been submitted prior to that date.

- (3) To note that the notice regarding the exercise of public rights and Section 1, 2 and 3 of the AGAR have been published on the Council's website.
- (4) To note the work undertaken by officers to identify the reason for the discrepancy between the Section 2 AGAR document and the balance sheet for the Parish accounts 2019/20, as submitted to the Council on 25 August 2020, and that the issue has been satisfactorily resolved.
- (5) To approve the revised Section 2 AGAR for signing by the Chair and submission to the auditor in accordance with Minute WPC.114(3) above.

Financial Considerations 2020/21

Following the meeting an informal discussion took place around the income projections for the Leisure Centre to the end of the current financial year and the potential trading environment due to on-going COVID-19 restrictions.

Members acknowledged that the situation could give rise to cash flow issues for the Parish Council and would require careful financial management.

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Winwick Parish Council
Minutes of the Special Meeting held on 12 January 2021

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

With the consent of the meeting Councillor Matthews, Deputy Chair, took the Chair due to Councillor Mitchell feeling a little unwell.

Present: Councillors M Matthews (Deputy Chair in the Chair), T Collins, S Emery, D Friend, G Friend, A Iddon, C Mitchell, R Purnell and C Vobe.

WPC.116 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Gordon.

WPC.117 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.118 Financial Monitoring 2020/21 and Cash Flow Position

The Operations and Finance Officer provided a report updating the Council on the estimated outturn position at 31 March 2021, to enable Members to take into account any anticipated reserves or deficit carried forward from 2020/21 when setting the Budget for 2021/22.

Income

Due to the pandemic and the subsequent lockdowns and tier restrictions, the Leisure Centre was expecting to see a deficit of £203,487.71 on the usual expected income areas. This would be offset slightly by the £29,554.21 of furlough monies to be received (£23,484.60 already received as of end of December). The overall expected loss of income at year end was £173,933.44.

Cost of Sales

As the income had been reduced, the Centre had seen a saving of £71,847.92 on the direct costs expected at the beginning of the year. There had also been a saving of £17,965.43 against bar staff wages (this was a saving before the furlough monies were offset against the expenditure) as staff levels had been kept to the minimum one person per shift when the Centre had managed to be open. The overall expected saving on direct costs at year end was £89,813.35.

Overheads

Due to lock down closures and cost saving exercises undertaken, the Centre had made a saving of £73,183.92 on overhead items. There were a few items which were showing over the expected expenditure and these were detailed below.

Expenditure items over the initial budget were:-

- Cleaning - £977.78 due to slightly under estimation of hours at budget setting.
- Fire extinguishers - £512 – refilling of fire extinguishers and updating of fire alarm sensors.
- Rates - £6,056.33 due to revising of business type. £3,150.58 for adjustment of 2019/20 rates. The Operations and Finance Officer had undertaken to review the guidance to challenge this and potentially recoup rates, as the Council had been issued with a letter at the start of the year stating no rates would be charged due to a rates holiday. However, an e-mail received prior to the meeting from Adrian Webster, Head of Benefits and Exchequer Services, Warrington Borough Council, had confirmed that the Council was not eligible for the Business Rate Discount Scheme because it was a precepting authority. It was also unlikely that the Council would be eligible under any scheme announced for 2021/22.

The overall expected saving on overheads was, therefore, £65,637.81

Loss Levels

At the outset of the year, the Council had accounted for a £14k loss on the Centre. However, the worst case scenario was now showing an increased loss of £18.5k above the original budgeted amount, giving a total £32.5k loss. (This would have been only £19.7k if rates could have been be recouped).

Parish Council expenditure at year end, not including the Leisure Centre costs, were predicted to show a £14.1k profit. Accordingly, this would give rise to a £18.4k deficit on the precept set prior to the Covid pandemic. Ms Jones reported that the Council had carried forward a balance of £16.4k from 2019/20 into 2020/21, which would offset the above deficit, **leaving an estimated total Parish deficit of £2k only as at 31 March 2021**. She indicated that further work was on-going to reduce the likely deficit before year end. It was worth noting that if income had been only slightly better there would have been no deficit.

Detailed figures were included within the report which set out the following:-

- Estimated cash flow position at 31 March 2021, if Leisure Centre open in January under Tier 2 restrictions and under Tier 1 from February 2021 (-£4,557.27);
- Estimated cash flow position at 31 March 2021, if Leisure Centre open in January and February under Tier 2 restrictions and open under Tier 1 from March 2021 (-£5,405.61);
- Estimated cash flow position at 31 March 2021, if Leisure Centre open from January to April under Tier 2 restrictions (-£6,616.03);
- Estimated cash flow position at 31 March 2021, if Leisure Centre closed due to Tier 3 restrictions in January, but open under Tier 2 restrictions from

- February 2021 (-£6,655.79);
- Current Profit and Loss Statement for the Leisure Centre (-£28,053.48*) and Estimate as at 31 March 2021 (-£32,489.54*)
 - Current Profit and Loss Statement for Winwick Parish Council, not including the Leisure Centre costs (£37,289.61), and estimate as at 31 March 2021 (£14,131.39)

* NOTE: Where Business Rates are not recoverable.

Members were advised that in the event of a predicted deficit and/or possible cash flow issues towards the end the end of the current financial year, the Council might wish to consider allowing access to the Millennium Trust Fund. The Fund had capital assets in excess of £10k, but had been largely inactive for a number of years due to poor capital growth caused by low interest rates, with the result that the Trustees had been unable to encourage significant grant applications.

The Trust Deed did not specifically authorise the recall of the whole or part of the capital for a temporary period. However, Paragraph 7 of the deed stated:-

“If it is the wish of the Trustees or the Parish Council that the Trust be wound up the Trust Fund and any under distributed income shall on the winding up of the Trust be paid to the Parish Council or anybody acting in succession to the Parish Council carrying out the duties of a Parish Council...”

Accordingly, the Council might simply wind up the Fund and use the assets as it saw fit. Alternatively, it would not be inconsistent with the Trust Deed, for the Council to recall all, or part of the Trust Fund on a temporary basis, on the understanding that the money would be repaid within a defined period.

Members were invited to approve access by the Parish Council to the Millennium Trust Fund from 1 February 2021 and, if so agreed, to consider on what terms this might occur (Minute WPC.119 refers).

Decision - To note the report and associated papers of the Operations and Finance Officer, regarding the estimated outturn position for the Parish Council as at 31 March 2021 and the implications for the draft Budget 2021/22.

WPC.119 Draft Budget 2021/22 and Parish Precept 2021/22

Members were invited to consider the draft Budget and Parish Precept for 2021/22.

The Council Tax Base set by Warrington Borough Council for the Parish of Winwick for 2021/22 was 1,720. This meant that for every £1 of Council Tax paid by a Band D property, the Parish Council would raise £1,720. In other words, every £10,000 requirement for the Parish Precept would cost a Band D property £5.82.

Members were reminded of the content of the Budget Options report provided by the Council's Responsible Finance Officer to the Council on 24 November 2020. That report had included the Budget assumptions made in connection with the Leisure Centre operation with a detailed budget projection for the Leisure Centre and options

for the overall Council Budget and detailed projections for each option.

1) Basic premise of Leisure Centre model

The income streams noted for the 2021/22 budgets were based on the following premise:-

- The first six months at the average income witnessed in August and September;
- The next six months at the above projections x1.5 to allow for a steady increase following the end of lockdown;
- Should restrictions be reduced significantly enough before September next year that the bar and room hire income was higher than projected, this would only reduce the potential loss on the year, as long as management were sensible with direct costs; and
- All overheads set at expected levels for full opening.

2) Parish figures

General Notes

The detailed Budget projections sheet showed separately the litter picker employment costs and the vehicle rental to clarify the split of costs more accurately. The Operations and Finance Officer was currently reviewing the costs for the vehicle rental and would adjust figures dependant on the outcome.

The pension figure had increased as, following the relaxation of the COVID restrictions, the Operations and Finance Officer intended to opt into the pension scheme. A 3% increase to the Clerk and Finance Officer posts had also been included to allow for if Councillors wished to make a salary increase in the new financial year. The Clerk had not requested a pay rise this year, so it was thought prudent to make provision in case it was required in 2021/22.

A budget of £7k for the Peel Hall planning objections featured in some, but not all, of the options.

An extract from the Minutes of the Special Council meeting held on 17 December 2020 was provided, which set out the Council's proposed approach to Budget setting.

Updated Draft Budget Options

In line with the decision from 17 December 2020, the Operations and Finance Officer had circulated an updated set of budget options papers on 7 and 11 January 2021, which had included the following:-

Option	Precept	Council Tax	Comments
1	£455 decrease (£111,695)	£0 increase	Incurs a reduction in the overall precept amount
2	0% increase (£112,150)	£0.26 per year increase	Keeps the current overall precept amount, but sees various services cut (including traffic management and litter picker)
3	0% increase (£112,150)	£0.26 per year increase	As Option 2, but with alternative services reduced (including grass cutting; grounds maintenance; Peel Hall; and maintenance of public gardens) but with retention of remodelled litter picker service
4	7.6% increase (£120,750)	£5.26 per year increase (52.6p per month based on 10 month billing period)	Precept increase figure suggested for further consideration within the Labour Group. Includes a rough estimate of what may be clipped should this option be taken up.
5	17.5% increase (£131,776.25)	£11.67 per year increase (£1.17p per month based on 10 month billing period)	Maintains all current services.
6	31% increase (146,916.50)	£20.48 per year increase (£2.05 per month based on a 10 month billing period)	Maintains all current services and includes £15,000 consultancy work to develop leisure services provision.

The above figures were all based on the Centre not running at full capacity due to the knock on effect from COVID-19 and the tier systems. Should the Centre make more income than expected, this could be funnelled back into any additional services for the Parish.

Relevant Considerations

When setting the Budget, Members were asked to bear in mind the estimated level of reserves or deficit carried forward from 2020/21 (see discussions at Minute WPC.118 above) and any support to be provided via the Millennium Trust Fund.

The Council was informed that, on 17 December 2020, MHCLG had published its *Provisional Local Government Finance Settlement 2021-22 Consultation Paper*. Paragraph 3.5 - Council Tax Referendum Principles for Town and Parish Councils, had stated the following:-

“3.5.1 In 2018-19, the Government announced that it did not intend to set referendum principles for town and parish councils for three years. This was contingent on the sector taking all available steps to mitigate the need for council tax increases and the Government seeing clear evidence of restraint in the increases set by the sector.

3.5.2 In 2020-21, the average Band D parish precept increased by 4.0%. This was the lowest percentage point increase in parish precept since 2012-13 but remains in excess of the rate of inflation.

3.5.3 In expectation that parish and town councils continue to show restraint when setting council tax precept levels, the Government proposes to continue with no referendum principles for town and parish councils in 2021-22. The Government will take careful account of the increases set by parishes in 2021-22 when reviewing the matter ahead of next year’s settlement.”

Warrington Borough Council had requested details of the Parish Precept by 11 January 2021, but had been made aware of the date of this meeting, which fell after that deadline.

Members were requested to set a Budget and the Parish Precept for 2021/22 and to authorise the Clerk to notify Warrington Borough Council of the decision as soon as possible thereafter.

Emerging Proposals

Councillor Matthews introduced two further options, which had emerged prior to the meeting, during a meeting of the controlling political group, as follows:-

Option	Precept	Council Tax	Comments
7	5.7% increase (£118,576.80)	£4 increase	As Option 2, with retention of remodelled litter picker service, but with Peel Hall cut (relies on there being no deficit from 2020/21)
8	10.8% increase (£124,252.80)	£7.30 per year increase	As Option 2, with retention of remodelled litter picker service, but with Peel Hall cut (provides headroom to offset any deficit from 2020/21, up to £5.5k)

Members noted that the ineligibility for Business Rate Relief meant that it was unable to afford Option 7 as a deficit of around £2k was predicted at 31 March 2021. Under the circumstances Option 8 above was proposed by the Acting Chair, as the preferred option.

Members discussed a number of issues as follows:-

- Whether plans existed to ensure that the Leisure Centre did not make a loss in future. An undertaking had been given by the controlling group to reduce the cost of operating the Centre from around £40k per annum at its peak a few years ago, to a net nil cost. It was noted that the Centre had been well on the way to achieving this aim, until the pandemic had struck.
- The need to be mindful of previous election priorities. There was an assertion that the controlling group’s priorities at the last election had focused on litter picking, traffic calming and the Centre breaking even. However, it was suggested that the litter picker was a later addition to the Council’s priorities. The initial priorities had also included a proposal to redraw the parish boundaries.

- Some Members viewed the litter picking service as something of a luxury item.
- The budgeted figures for bar sales (including tea/coffee) at the Centre had been down-sized to from £175.1k in 2020/21 to £92.1k in 2021/22, to provide a more realistic estimate of business recovery. Any income above that amount could be channeled back into other parish services. Estimated income from room hire had been similarly scaled back for 2021/22.
- Operations at the Centre were likely to be scaled back until at least the summer, but this remained a more economic model than full closure of the Centre.
- The public would expect the Council to play a role in fighting recession, by maintaining jobs and continuing to provide frontline services.
- Increased use of the furlough scheme could be considered.

Councillor Mitchell read aloud a proposed Motion, which was seconded by Councillor Collins.

Members enquired if the budget had to be determined today. The Clerk reported that the statutory deadline for setting the precept (1 March), in accordance with s.41(4) Local Government Finance Act 1992, had not yet been reached, but the local deadline for notifying Warrington Borough Council to enable the collection authority make the necessary administrative arrangements had expired yesterday. It might be possible to negotiate an extension with the Borough Council, if necessary. However, the Acting Chair considered that the decision should now be made, to provide some certainty around the precept for 2021/22. Ms Jones reiterated that the basic figures had been available since November.

Councilor Emery raised the following issues:-

- Utilising a trusted key-holder system with Centre users, to reduce the need for staff to be on site at all times;
- Operating the Centre as a voluntary community centre with a voluntary management group, so as to reduce Business Rates;
- Closer attention to the business model and finances for the bar, given that the pub/leisure sector in general was struggling;
- An continuing aspiration for the Centre to break even.

The Acting Chair reported that he had suggested an arms-length model for the Leisure Centre some time ago, but that this had not be taken up. Councillor Iddon commented that the Centre always tended to be run the same way and that no radical changes were ever tried. The Acting Chair accepted that further work could be undertaken to ensure that the Centre ran more like a business, but reminded Members that the key issue tonight was to set a balanced budget.

In response to a question by Councilor Iddon, Members were reminded that the 2020/21 Band D Council Tax figure was £64.94. A £7.30 increase, as proposed, would increase the Band D amount for 2021/22 to £72.24 (an 11.24% increase in Council Tax and a 10.8% increase in the precept).

Councillor G Friend reminded Members that many residents had been severely

impacted financially by the pandemic and that there would be real cuts to benefit levels shortly. He advised against any large increase in Council Tax.

Decision –

- (1) This meeting of the Council notes the need to set a precept for 2021/22 this week and also reiterates its position and thanks to the Council's staff for their hard work in the last 10 months. The Council is also aware of the need to keep precept increases to a minimum.

However based on the figures for the out turn this year, the likely required closure of the Centre's main use until mid-Spring and the budget figures provided by the RFO, the Council feels that a Band D Council Tax increase of 2p per day (£7.30) is the best and balanced option to safeguard the Council's financial position, protect services but require our staff to find around 40% of the shortfall in funding from efficiency savings. A £12 figure being the base figure advised by the RFO.

In finding these savings the Council will:

1. Operate a policy of protecting front line services first, but look to make savings by bringing services in house and managing them internally with the officers it has. The litter picking service will therefore be restructured and brought in house with the target saving being 20% such that a budget for this year of £13,500 is set for this item.
2. The completion of other items of work that do not protect front line services but fund initiatives will be placed on hold with budgets for these items being set as funds become available.
3. Should any of these items require re-prioritising (such as further funds for Peel Hall) or exceptional and unexpected costs (rates) arise, then the Millennium Fund (current balance circa £10,000) will be made available. Funds only being spent on the approval of full Council.
4. The above measures will however not fully balance the budget and in seeking to achieve this balance the following measures will be undertaken:-
 - i) As per the previous budget motion, a working group made up of the Management Committee plus the Chair (note vacancies need to be filled on this Committee). This group will meet informally to set a balanced budget based on the above precept and present a budget to Council by its February meeting.
 - ii) In setting a budget the priority will be to set a budget that protects the services and work (field maintenance, etc) that ratepayers benefit from.

Agenda Item 3(c)

- iii) Protection of all managerial posts (Clerk/RFO/Centre Manager).
 - iv) Seeks to make fuller use of the support and furlough scheme offered by the Government. The aim being to better match the wages bill for the Centre to the very limited income from the essential users who still use the facility. Part of this savings programme will involve the establishment of a 'trusted key holder policy' for the most regular users.
5. As the above work involves personnel issues this work on restructuring of the budget will commence immediately in Part II of the enhanced Management Committee tonight. But will be reported in Part I publicly available minutes.
- (2) To authorise the Clerk to notify Warrington Borough Council of the precept decision as soon as possible.

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

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
2	To note the work to be undertaken on the Definitive Map and to request the Clerk to produce and circulate widely an advert for Footpath Wardens for the Winwick area.	WPC.179	23/04/19	Clerk	-	-	Work is on-going to develop a suitable job description for advertisement	
3	To adopt the National Association of Local Councils Standing Orders: 2018 Edition upon receipt and to authorise the Clerk, in consultation with the Chair, to complete those sections where local choice was required.	WPC.6(1)	28/05/19	Clerk/Chair	-	-	NALC document now received and under consideration. Due to be submitted to the Annual Meeting in May 2021. A Working Group may be established to consider the local choice options within the model document.	
4	In respect of Item 7 - Possible Notice Board at Hermitage Green, to request the Clerk to respond to the resident concerned in accordance with the suggestions set out in the minute above.	WPC.111(2)	26/11/19	Clerk	-	-	Not yet commenced	
5	To note that there is a discrepancy of £4,644 between the figures showing the balance brought forward in the Cumulative Fund Balance and in the draft Accounting Statement 2019/20, that this is likely to be a historic issue and that Officers will look into the matter with a view identifying the issue and reconciling the figures.	WPC.57(2)	25/08/20	Operations and Finance Officer	-	-	AGAR documents submitted in time to meet the external auditors extended deadline of 30 October 2020. Reason for the discrepancy now identified as a transcription error in a previous year's AGAR. There are no financial concerns arising.	

Agenda Item 5

6	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.	WPC.63(2)	22/09/20	Finance Officer	-	-	Progress subject to current budgetary constraints	
7	To request the officers to continue to explore the options for providing some flowers on Hermitage Green.	WPC.63(3)	22/09/20	Clerk/ Finance Officer	-	-	Progress subject to current budgetary constraints	
8	To note the update on the draft Local Plan and to approve the establishment of a Working Group comprising Councillors Matthews (to lead), G Friend, Iddon and Vobe, to develop the Council's formal position on the Local Plan.	WPC.85	27/10/20	Clerk	27/10/20	-	Not yet commenced	
9	To approve the entering into a contract with D Hannan, in the sum of £880.00, for the maintenance of the various flower planters in Winwick.	WPC.87(2)	27/10/20	Finance Officer	-	-	In progress	
10	To approve the staffing model described in Option 2 and the disestablishment of the post identified and consequential redundancy, subject to the outcome of consultation with relevant staff members.	WPC.92(2)	27/10/20	Clerk/ Finance Officer	-	-	The revised staffing structure has been implemented and one member of staff made redundant	
11	To authorise the Chair, Deputy Chair, Clerk and Operations and Finance Officer to consider further how best to manage the litter picker service, with a view to obtaining best value.	WPC93.(1)	27/10/20	Chair/ Deputy Chair/ Clerk/ Finance Officer	-	-	A revised model for the service has been approved as part of the Budget for 2021/22	

Agenda Item 5

12	To request the Clerk to include an item in Part 1 of the Agenda in November in connection with the litter picker service.	WPC.93(2)	27/10/20	Clerk	-	-	The matter was considered as part of the Budget discussions at the meeting held on 12/01/21	
13	To request the Clerk to update the Council's website and to submit up to date public information via the Leisure Centre, for the Operations and Finance Officer to produce laminated copies for posting on the Parish notice boards.	WPC.99(1)	24/11/20	Clerk/ Finance Officer	-	-	Agendas and reports for meetings are now displayed in date order. Notice boards have been updated.	
14	That Officers and Members have regard to potential for news items to be posted on the Winwick & Hermitage Green Facebook page and the Council's website Newsfeed page.	WPC.99(2)	24/11/20	Clerk/ Finance Officer/ Councillors	-	-	On-going	
15	To note that the Clerk will write to the administrator of the Winwick Educational Foundation to seek a meeting of the Trust Board.	WPC.102(2)	24/11/20	Clerk	-	-	Correspondence with the Trust administrator is reported at Agenda Item 9	
16	To request the Clerk to arrange a Special Budget Meeting of Council on a date to be determined in consultation with the Chair.	WPC.104	24/11/20	Clerk	-	-	A Special Budget Meeting was arranged for 17/12/20	
17	To approve the implementation of a revised staffing structure, on the basis of the model described in Option 2 on 27 October 2020, with the disestablishment of the post identified and consequential redundancy of the post-holder.	WPC.110	24/11/20	Clerk/ Finance Officer	-	-	Revised staffing structure now implemented	
18	In order to set the precept for next year the Council also notes the Borough Council requires our precept figure by the second	WPC.113(3)	17/12/20	Clerk/ Finance Officer	-	-	Special Budget Meeting arranged for 12/01/21 and requested documentation provided. 2021/22 Budget and Precept	

<p>week of January 2021 and tis meeting therefore proposes the following actions:</p> <p>i) That a meeting of the Full Council be called at 7.00 pm on Tuesday 12th January 2021 with the Leisure Centre Management meeting being set for 8.00 pm on the same evening. Both meetings to be virtual.</p> <p>ii) That members require from the RFO an accurate (as possible) projection for the year end figure in terms of surplus or deficit from this year's trading at the Leisure Centre and the wider Parish in order to judge what the year's closing balance will be. This being the obviously sum carried forward from last year with any addition or subtraction of this years operational surplus or deficit.</p> <p>iii) That in calculating this position the RFO should use the current trading position (since Warrington entered tier 3 and thence tier 2) where the bar is closed and the wider Centre partially opened as the basis for calculating income in Jan-March 2021. Along with the revised base costs she has negotiated in order to predict the end of year position.</p> <p>iv) That the paper with these</p>						<p>approved.</p>	
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Agenda Item 5

	figures be circulated to members no later than 5.00 pm on the Friday before the proposed meeting. This being a requirement to allow members time to consider the financial position of the Authority.							
19	To request that, subject to any decision at Agenda Item 5, officers submit a revised Section 2 of the AGAR to the local auditor within seven day of this meeting.	WPC.114(3)	17/12/20	Clerk	-	-	Revised AGAR documents submitted to external auditor on 24/12/20	
20	To approve the revised Section 2 AGAR for signing by the Chair and submission to the auditor in accordance with Minute WPC.114(3) above.	WPC.115(5)	17/12/20	Finance Officer	-	-	Wet signatures are being sought	
21	To authorise the Clerk to notify Warrington Borough Council of the precept decision as soon as possible	WPC.119(2)	12/01/20	Cerk	-	-	precept notified to WBC on 14/01/21	

Progress Legend

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

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Police report Burtonwood & Winwick November.

- From the 27th of October – 5th November, I was on an operation helping to cover all areas that have been having trouble with ASB over the Halloween period. There were no incidents in the Burtonwood or Winwick area reported to us
- I have dealt with thefts from Hermes as they have been targeted for bike thefts.
- I have been investigating recent criminal damage to an address on fir tree lane, but come to no outcome.
- I have been working with coop and BNQ to see if there ways we can help each other to reduce the number of thefts from the stores
- Frauds are higher at this time of year I have given reassurance to member of the public who have been targeted luckily none have had any money taken from them.
- I have sent PowerPoints to the schools for anti-bullying week, unfortunately I was unable to do the presentation myself due to covid
- PC Dadswell and I have been asked to look into the fly tipping around all areas we are currently in the process of organising an operation.
- Speed enforcement done on Clay lane.

If you want or need anything off me please don't hesitate to email me and I will reply as soon as possible. Neil.Brown@cheshire.pnn.police.uk

Thanks

PCSO Neil Brown

Police report Burtonwood & Winwick December 2020.

Hope you all ready for Christmas.

- I have dealt with a few thefts from B&Q and Co-op over this period collecting CCTV and doing enquires to identify the offenders.
- I am currently dealing with a care service about care over and elderly woman who I believe needs more attention and care. I am scheduling a meeting with them to see if we can get a positive outcome from this.
- There has been a few thefts from Hermes both from on site by workers and by people who are more opportunist thieves steal push/motor bikes from the site, we have been working closely with the company to try to get more measures in place to stop the thefts from happening.
- There has been a rise in lamping in both Winwick and Burtonwood, we are doing more routine checks around the sites and taking details of anyone who we catch and deal with them accordingly
- I have been increasing my visibility on foot around the areas late at night be a visible presence and reassure the public
- I have been conducting Lorry watch operations with my beat manger PC Dadswell to stop lorries contriving the weight limit.
- I have been into St Pauls/ Burtonwood Primary to see if they are having any issues and arrange visits.
- I am still holding my surgeries once a week, mostly virtually due to covid.
- There has been thefts on clay lane where they are building the footpath we are currently investigating these.
- In addition, theft from the new builds on Phipps lane, enquires are ongoing.

I have just had a week's leave so currently catching up on all events.

If you want or need anything off me please hesitate to email, me and I will reply as soon as possible.
Neil.Brown@cheshire.pnn.police.uk

Thanks

PCSO Neil Brown

Winwick Parish Council

Correspondence since 24 November 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 – 25/11/20 (x2), 27/11/20, 30/11/20, 01/12/20, 11/12/20, 11/01/21, 19/01/21, 21/01/21 and 22/01/21
2. E-mails from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meetings due to be held on 02/12/20 and 20/01/21 – 25/11/20 and 13/01/21
3. E-mail from Councillor Graham Friend, sharing a presentation about food poverty and food insecurity provided to Warrington Borough Council's Scrutiny Committee on 25 November 2020. – 25/11/20
4. E-mails and reminders from Nikki Hewitt and Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; the NHS COVID-19 vaccination programme; alerts regarding Storm Christoph; and enclosing bulletins highlighting relevant parish news for the weeks ending 27/11/20, 04/12/20, 11/12/20, 18/12/20 and 08/01/21 – 27/11/20. 30/11/20 04/12/20, 07/12/20, 11/12/20, 18/12/20, 04/01/21, 08/01/21, 13/01/21 and 20/01/21
5. E-mail from David Keane, Police and Crime Commissioner for Cheshire, and Chief Constable Darren Martland, Cheshire Constabulary, enclosing the stakeholder bulletin for December 2020 – 08/12/20
6. E-mail from PCSO Anna McGreal seeking intelligence about any key issues or concerns for the Parish – 25/11/20.
7. A follow up request from resident, DA, submitted to the Chair about remedial action proposed by the Council in relation to a tree on Myddleton Lane Playing Fields overhanging an elderly relative's property on Falcondale Road. A holding reply was sent on 24/12/20 in the light of the Council's cash flow position and an expression of disappointment and concern has been received from the resident – 26/12/20
8. E-mails from Peter Hanlon, Census Engagement Manager (Warrington & St Helens), Office for National Statistics, offering assistance to raise awareness of the Census on 21 March 2021 and also to support those members of the community who may need some additional help in completing it. – 15/12/20 and 04/01/21

9. E-mails from Stephen Mackellar, Solicitor, FDR Law, seeking to arrange a meeting of the governors of Winwick Educational Foundation and seeing to make contact with Cllr Matthews as the Council's representative – 11/12/20 and 26/12/20
10. E-mail from Victoria O'Toole, Administrator, Clarke Telecom, enclosing consultation information regarding a proposed upgrade to the existing telecommunications installation at Hermitage Green for the Council's information/comment – 23/12/20
11. 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 7 and 14 January 2021 – 05/01/21 and 12/01/21
12. E-mail from a member of the public, TB, requesting information about the postal address of 'Winwick Airfield' – 01/01/21
13. E-mail containing a letter from David Keene, Police and Crime Commissioner for Cheshire, on public consultation open until midnight on Sunday 24 January 2021, around the Policing Budget and Precept for 2021/22 – 12/01/21
14. E-mail from the external auditors, PKF Littlejohn LLP, confirming they are due to commence work on the Council's accounts 2019/20 and approving the wording of the draft public notice to be issued in accordance with Paragraph 10(1)(b) of Schedule 7 to the Local Audit and Accountability Act 2014 – 14/01/21
15. E-mail from Peter Black, Blackfryers Planning and Environmental Consultants, enquiring about whether further consultancy work will be required by the Council in relation to the Peel Hall Public Inquiry and emerging Local Plan – 15/01/21
16. Emails from Helen Crampton, Performance and Research Officer, Cheshire and Warrington Traveller Team, Cheshire West and Chester Council, about an unauthorised encampment at Bishops Court, Winwick Quay and subsequent confirmation that the travellers have moved on – 15/01/21 and 19/01/21
17. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Gordon Ellis Co – flower baskets
 - Graham Price – grass cutting and grounds maintenance
 - Kompan – outdoor play and fitness equipment.
 - London Hearts – defibrillators
 - MyParishCouncil – website design
 - Playsource – outdoor play equipment

Up to date as at 22/01/21

Winwick Parish Council

Planning Matters since 24 November 2020

General Correspondence (1)

1. E-mail dated 22/12/20 from the Planning Policy and Programmes Team, Warrington Borough Council, confirming that the Borough Council has approved revisions to its Statement of Community Involvement (SCI) on Monday 14th December 2020.

The SCI sets out how and when the community will be involved in the preparation of the Local Plan and other planning documents and how they will be consulted on planning applications. It is a statutory requirement under the Planning and Compulsory Purchase Act (2004) for the Council to prepare a SCI.

The revised SCI is available to view on the Borough Council's website:
www.warrington.gov.uk/statement-community-involvement

The Borough Council is now required to comply with the principles and commitments made in the revised SCI. It should, however, be noted that the Council, if it so chooses to do so, can go above the minimum consultation requirements set out in the SCI.

The December 2020 SCI replaces the 2014 version of the SCI.

Domestic Planning Applications (6)

2. Application reference: 2020/38206
Location: 16, Radley Lane, Winwick, Warrington, WA2 0SY
Description of development: Section 192 Certificate - Proposed Garden building.
3. Application reference: 2020/38017
Location: 4, Hollins Drive, Winwick, Warrington
Description of development: Full Planning - Proposed conversion of 3nr. existing windows to French doors within existing building and external works
4. Application reference: 2021/38447
Location: 10, Golborne Road, Winwick, Warrington, WA2 8SZ
Description of development: TPO - T3 Beech - Heavy growth over house roof - request to significantly reduce to reduce probability of risk to property and persons.
5. Application reference: 2020/38384
Location: 195, Myddleton Lane, Winwick, Warrington, WA2 0RL
Description of development: Householder -Proposed single storey entrance bay, two storey side and single storey rear extensions.

6. Application reference: 2020/38414
Location: 12, Spires Gardens, Winwick, Warrington, WA2 8WB
Description of development: Householder - Proposed Single Storey Rear Extension

7. Application reference: 2020/38191
Location: Keru, Old School House Lane, Winwick, Warrington, WA2 8SQ
Description of development: Householder - Proposed first floor extension to the bungalow to include rear balcony and single storey garage/mudroom extension with roofspace accommodation above

Non-Domestic Planning Applications (0)

Nil

Up to date as at 22/01/21

Winwick Parish - Management Committee 12 January 2021

Present: Councillors M Matthews (Chair), C Mitchell (substitute - temporarily filling a vacancy) and A Iddon

WPMC 33 Apologies

Apologies were submitted on behalf of Councillor S Gordon.

The Chair noted that there were five seats on this Committee, in the ratio 3:2 (Labour/Independents). Currently there were two Labour vacancies which, in the absence of an Annual Meeting of the Council in 2020, had been filled on a temporary basis by Councillors D and G Friend.

Decision – To request the Clerk to include an item on appointments to this Committee, on the Agenda for the next Council meeting.

WPMC 34 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 35 Minutes

Decision – That the Minutes of the meeting held on 13 October 2020 be agreed as a correct record.

WPMC 36 Action List

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

Members noted the completion of a number of items, but that items linked non-essential expenditure at the Leisure Centre were subject to review, in the light of the Council's financial pressures.

All completed actions would be omitted from the next update to the list.

Decision – 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.

WPMC 37 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 December 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 restriction imposed upon the Centre throughout the pandemic. 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.

	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	5.92	6.18	4.65	0.08	0.67	0.00	0.00	0.00

Bar Takings Monthly

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

Unsurprisingly, December bar sales had been low and came in at £668.49 of income against the original budget on the year of £14.5k. This was due to the Tier 3 restrictions in the first two weeks prohibiting the sales of alcohol and the subsequent Christmas closure of the Centre.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at December 2020, using the profile outlined above. This put the Centre at 15.43% of the budgeted income for the year to date and a deficit on income of £113.86k.

Cash Takings

Tables showing weekly cash takings for bar sales (including tea and coffee) for the weeks commencing 30 November to 28 December 2020 were presented.

Coffee Sales

With regards to the coffee mornings, the figures were currently below income to December. The Centre was 67 cups and £62.88 behind December last year. However, this trade was relatively good under the circumstances and had benefited from being one of the few hospitality services operating in the village during Tier 3 restrictions, capitalising on parents of pre-school and primary school children dropping in.

Based on figures from last year's sales, the Centre was looking to be 2,150 cups (£3,050) behind sales to the end of December 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	1.49	1.61	1.55	1.41	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 December 2020, using the profile outlined above.

The £1.4k taken in December equated to approximately 26.82% of the originally budgeted room hire for this month.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at December 2020, using the profile outlined above. At the end of December, room lettings were down by £38.1k behind the original budget figure for the year.

Issues of Note

Furlough Support

Furlough monies continued to be recouped against staff wages and an application had now been submitted for the November closure grant.

On-going Room Lettings

During the current lockdown the Centre had continued to open for the pre-school and Chroma (mental health) hires. A review was being undertaken as to whether first aid courses could go ahead. If first aid courses were still able to proceed, losses on the Centre during this lockdown period would be minimised.

(2) Historic Reports

There had been no meetings of the Committee in November and December 2020. Accordingly, the financial reports up to October and November 2020 were provided for information purposes. However, cumulative figures had been incorporated into the latest report up to December 2020 (as at (1) above).

The report for the November meeting contained two quotations for the pre-school exterior door, as well as a breakdown of staff activities required to maintain operations at the Centre, as follows:-

Daily:

- Cleaning of the Radley Suite between pre-school usage;
- Checks of other rooms for security.

Weekly:

- Rotational cleaning of dormant rooms;
- Line clean – to ensure freshness for when the Centre reopens;
- Post mix line clean – to ensure no sugar crystallisation;
- Coffee machine cleaning;
- Management meetings with the Operations and Finance Officer – to work through any further COVID changes/ adaptations.

Ongoing:

- Myddleton Room fire door repair;
- Clearing the guttering;
- Caulking windows;
- Cleaning windows – internal and external;
- Checks on and clearing, if required, of Acco drainage;
- Freshening of paintwork in dormant rooms and hallway.

Overview

The Chair commented that a low level of opening and a pessimistic view of business restart was likely to be the new reality. The Centre would need to learn to cope with this reduced level of operation for the next 6 months or so. However, Councillor Iddon feared that the Centre might not be fully operational in 6 months and that there could be further business restrictions next winter if the virus resurfaced.

The Chair added that although the income for the year had been poor, it had provided the impetus to make some changes so as to improve the cost effectiveness of the Centre for the future.

Decision – To note the update reports on the Leisure Centre performance, including the impact of the restrictions on the Centre's operations due to the Coronavirus pandemic.

WPMC 38 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 39 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Members discussed the following matters:-

- Income from parties/functions had not been factored into the budget for 2021/22, as this activity was unlikely to return soon.
- Winwick Carnival would not take place in 2021;
- The Centre would need to get used to operating at a low level and should maximise use of the furlough scheme, for example by using a trusted key-holder system for opening/closing for certain room hires;
- A discussion was held around whether it might be possible to furlough, or part furlough, the Leisure Centre Manager and the implications. On-going cleaning and repairs/maintenance were required. For example, the Millennium Lounge had been repainted in preparation for reopening. Regular cleaning was required in the kitchen and toilets and after room use by the pre-school. The evening lettings to Croma did cover the costs of staffing the Centre. This was a difficult decision, but on the basis of only 2 lets per week it was hard to justify a full-time on-site role.
- It was considered whether the Centre could be opened and closed by

staff around pre-school operations, but with staff on-call only in between. The nursery operated on weekdays from 9.15am to 12.15pm. Members were advised of the number of contracted hours worked by the Leisure Centre Manager. A discussion took place around the disproportionate number of hours spent by staff facilitating the pre-school letting (5 hours/day), as against the income received, which did not cover those costs. Hours allocated for opening, closing; and cleaning, could potentially be cut to 2 hours/day, if an on-call system was in operation mid-morning;

- Other options available included part furloughing other management staff, including the Operations and Finance Manager;
- Insurance considerations would need to be taken into account if moving to a trusted key-holder system. The revised insurance documents had just been received and would be reviewed in the light of this option. Examples of similar schemes elsewhere could be sought. Councillor Iddon was asked to supply contact details for the pre-school to Ms Jones. It might be possible to pay a member of nursery staff a nominal sum to open up the Centre, or to enter a contractual relationship with the pre-school about responsibility for opening up, so as to satisfy any insurance requirements;
- The furlough scheme currently paid 80% of employees' salaries. However, furloughed staff were still paid around 3 hours in lieu of holidays, as this was not covered by the furlough scheme. Members asked the Finance Officer to provide some figures for the next meeting around the remaining costs to the Council of furloughed staff and some options around part furloughing senior management;
- Discussions would need to commence about the reorganisation of the litter picker service, to bring the service in-house. Councillor Mitchell would seek some advice from the Borough Council about cost of any waste permits required and other considerations. The Council would also need to consider whether the purchase of a vehicle was more cost effective than the current lease arrangement. It was queried whether the Borough Council might pick up any collected, bagged, waste from specified sites. It might also be possible to use of the Council's existing commercial waste disposal contract for picked litter. Although, the public generally remained satisfied by litter picking service currently provided, it was felt that the Council could better manage the operative's performance. It was reiterated that there was a list available of streets that the litter picker serviced and additions could be made to that list upon request.
- The Operations and Finance Officer indicated that she might be in a position to reduce her hours via furlough until around April, at which time the end of year accounts would need to be processed and energy contracts reviewed and renewed. Her maternity leave would then commence in mid to late June.
- If the business started to turn around in 2021/22, surplus funds could be reinvested in the Parish wards, to stimulate the economy and alleviate need. For the time being, the Council needed to be prudent with its cash flow, as its balance at the bank remained low. It would be necessary to carefully match wages to income. The Operations and

Finance Manager reported that some anticipated payments by Wigan Council and the NHS were outstanding. One large debtor had settled his account, in part, before Christmas, but still owed £1,570. The chasing up of this debt would now be escalated.

- It was acknowledged that the Centre could not be fully closed without consultation with the pre-school and other users. Also, there were fixed costs which needed to be met. There remained outstanding loans on the Leisure Centre's construction, which needed to be serviced.

The Chair summarised by stating that the Centre's current operations need to be nimble and would have to remain so throughout business restart, as society began to emerge from lockdown.

Decision –

- (1) To note the points raised around the current operation of the Leisure Centre and the approach to business restart, in the light of the Coronavirus pandemic and market conditions.
- (2) That the Operations and Finance Officer be requested to look into:-
 - (i) direct employment of a litter picker in accordance with the budget resolution of the Council;
 - (ii) costs for the purchase of a small van/pick up, compared to the existing lease of a full size vehicle.
 - (iii) possible use of a collection site for bagged litter; and
 - (iv) consultation with Burtonwood and Westbrook Parish Council about a shared service.
- (3) That the Operations and Finance Officer be requested, in conjunction with the Chair, to look into the arrangements for opening up the Centre for use by the pre-school and possible utilisation of a trusted key-holder, including:
 - (i) consultation with the users; and
 - (ii) consideration of the Council's insurance position.
- (4) That the Operations and Finance Officer be requested to provide some figures for the next Management Committee meeting around the remaining costs to the Council of furloughed staff and some options around part furloughing members of the Council's senior management.

(B) Employee Matters

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

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Finance report to Winwick Parish Council 26th January 2021

Budget review 2020/21

In December we have had £5.2k of income through the centre including £3.1k of furlough monies. This puts the centre at a loss of £4.6k for December and the year to date showing a £28.2k loss (following inclusion of rates charges).

Claims for a further £1.5k (Jan reclaim) are awaiting receipt and further claims are being processed weekly.

We have incurred £14.3k of precept expenditure in December with £76k expenditure on the year to date.

Work is ongoing to bring in outstanding credit accounts for room hire. Details on amounts retrieved, amounts due and customers under further debt chasing measures are available in part 2 due to data protection.

Profit and Loss
Winwick Parish Council
1 April 2020 to 31 December 2020

	31 Dec 20	YTD
Income		
210 Room hire income	£1,410.00	£6,285.00
225 Buffet sales income	£0.00	£228.00
230 Bar sales income	£0.00	£15,373.86
231 Bar snacks income	£70.78	£983.62
232 Soft drinks income	£214.52	£2,688.77
Furlough	£3,148.16	£23,484.60
Bar tea and coffee	£383.19	£1,717.86
Field income	£30.00	£391.67
Entertainer	£0.00	£0.00
Machine income	£0.00	£0.00
Ticket sales	£0.00	£0.00
projector/ white board	£0.00	£0.00
LC Bar till discrepancies	£0.00	£0.06
Total Income	£5,256.65	£51,153.44
Less Cost of Sales		
bar snacks expenditure	£0.00	£418.75
Beverage supplies (Coffee, milk etc)	£222.37	£2,046.99
Buffets - events	£0.00	£180.00
Drink purchases (and other bar items)	£0.00	£6,498.78
LC Direct Wages	£1,922.07	£16,867.97
Entertainment	£0.00	£0.00
soft drinks expenditure	£0.00	£1,360.04
Total Cost of Sales	£2,144.44	£27,372.53
Gross Profit	£3,112.21	£23,780.91
Less Operating Expenses		
LC Bar & Cleaning sundries	£0.00	£1,271.23
Advertising	£0.00	£0.00
Bookings post	£0.00	£0.00
LC Bottled Gas	£157.33	£828.77
LC Cleaning	£789.18	£6,710.58
LC consulting	£24.00	£242.33
LC Electricity (Light, Power)	£892.19	-£6,738.76
LC Equipment	£0.00	£268.31
LC Fire extinguishers	£0.00	£512.00
LC Gas (Heating)	£105.23	£2,327.53
LC Intruder/ fire alarms	£0.00	£500.00
LC Landline telephone and Broadband	£173.14	£1,406.20
LC Rates	£1,201.00	£9,153.33
LC Repairs & Maintenance	£183.94	£5,262.19
LC Trade waste	£63.48	£1,138.70
LC TV Licence	£131.25	£131.25
LC Water and Sewerage	£0.00	£1,921.35
Managers salary and NI	£3,364.67	£22,483.09

PAYE Payable	£460.51	£4,390.23
Pensions costs	£0.00	£0.00
Printing and stationary	£0.00	£0.00
Stocktaking Services	£210.00	£210.00
Total Operating Expenses	£7,755.92	£52,018.33
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Net Profit	-£4,643.71	-£28,237.42
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Profit and Loss
Winwick Parish Council
1 April 2020 to 31 December 2020

	31 Dec 20	YTD
Income		
Precept	£0.00	£112,150.00
Total Income	£0.00	£112,150.00
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Less Cost of Sales		
no cost of sales	£0.00	£0.00
Total Cost of Sales	£0.00	£0.00
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Gross Profit	£0.00	£112,150.00
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Less Operating Expenses		
Administration expenses	£0.00	£24.04
Bank Fees	£140.05	£1,097.89
Xmas tree	£0.00	£250.00
Community bus	£0.00	£750.00
Poppy appeal	£0.00	£60.00
Clerk's salary	£1,028.72	£4,628.84
Consulting	£0.00	£5,000.00
External audit fee	£0.00	£1,640.00
Internal audit fee	£1,000.00	£1,000.00
Insurance	£0.00	£0.00
Grass cutting	£1,586.96	£3,150.81
Grounds Maintenance	£162.50	£2,342.50
Key holding contract	£838.00	£838.00
Pension costs	£193.98	£1,840.30
Legal / Licencing Expenses	£1,163.65	£2,293.65
Litter Pick Costs (Shared)	£1,509.26	£11,549.96
Loan charges	£3,012.02	£7,051.64
PAYE Payable	£934.96	£8,913.51
Payroll	£176.67	£1,735.03
Repairs & Maintenance	£0.00	£748.50
RFO Salary (and NI)	£2,516.70	£19,585.98
Subscriptions	£0.00	£26.41
Swan green, winwick park, radley common	£80.00	£1,510.00
Total Operating Expenses	£14,343.47	£76,037.06
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Net Profit	-£14,343.47	£36,112.94
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