

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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6 January 2021

To: All Members of Winwick Parish Council

Dear Councillor

A Special Meeting of the Parish Council will be held on Tuesday, 12 January 2021 at 7.00 pm. The meeting will be a virtual meeting 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/iKtW-QTP2nQ>

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. Financial Monitoring 2020/21 and Cash Flow Position**

The Operations and Finance Officer will provide an update in connection with 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.

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

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

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

Members may wish to approve access by the Parish Council to the Millennium Trust Fund from 1 February 2021 and, if so agreed, Members are invited to consider on what terms this will occur.

4. Draft Budget 2021/22 and Parish Precept 2021/22

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 is 1,720. This means that for every £1 of Council Tax paid by a Band D property, the Parish Council will raise £1,720. In other words, every £10,000 requirement for the Parish Precept will cost a Band D property £5.82.

The Budget Options report provided by the Council’s Responsible Finance Officer to the Council on 24 November 2020 is attached (Appendix 1). An extract from the Minutes of the Special Council meeting held on 17 December 2020 is also attached (Appendix 2).

When setting the Budget, Members are asked to bear in mind the estimated level of reserves or deficit carried forward from 2020/21 (see Item 3 above) and any support to be provided via the Millennium Trust Fund.

On 17 December 2020, MHCLG published its *Provisional Local Government Finance Settlement 2021-22 Consultation Paper*. Paragraph 3.5 - Council Tax Referendum Principles for Town and Parish Councils, states 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 has requested details of the Parish Precept by 11 January 2021, but have been made aware of the date of this meeting, which falls after the deadline.

Members are 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.

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Precept models and recommendations to Winwick Parish Council Full Council meeting 24th November 2020

1) Basic premise of Leisure centre model

Leisure centre figures

The income streams noted for the 21/22 budgets are based on the following premise:

The first six months at the average income we have been seeing in August and September.

The next six months at the above projections x1.5 to allow for a steady increase following lockdown end.

Should restrictions be reduced significantly enough before September next year that the bar and room hire income is higher than projected this will only reduce the potential loss on the year as long as we are sensible with our direct costs.

All overheads set at expected levels for full opening.

2) Parish figures

General notes

I have separated out on this sheet the litter picker costs and the vehicle rental for the litter picker to show the split of costs more accurately. I am currently reviewing the costs for the vehicle rental and will adjust figures dependant on the outcome.

The pension figure has increased as following the relaxation of the covid restrictions I plan to opt into the pension scheme. I have also included a 3% increase to the Clerk and Finance officer posts to allow for if Councillors wish to make an increase in the new financial year. As far as I am aware our Clerk did not request a pay rise this year so thought it best to make provision in case it was required.

As agreed there is a budget for £7k for the Peel Hall planning objections.

Models for discussion and decision

- a) Balanced model at the current precept (due to the revised tax base this would see a 26p per household uplift)

This sees the cutting of the following services:

Litter picker and associated vehicle hire
Traffic management scheme

And sees a reduction in the budget for:

Playground maintenance

- b) October meeting budgets less the activities survey

This incurs a 17.5% increase which equates to approximately £11.67 per household, which had we increased the precept by £4 per household for the last three years would put us on track.

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

- c) October total budget including the activities budget

This would incur a 31% increase which equates to approximately £20.48 per household, which at the current point in time is an excessive increase. I am also aware from the October meeting that the activities survey was not particularly popular with Councillors at this juncture.

I would suggest that (Covid measures allowing) we look to work 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 has supported it through some rough years.

Recommendation

I would recommend to Parish Councillors that we opt for option B above as whilst Parishioners may not be happy in the short term with the increase, I feel long term it would be more detrimental to take services away from the Parish.

Summary table of increases below for reference:

	Maintained (old base)	Maintained (new base)	17.50%	31%
Precept per 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

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Appendix 1 - Annex A

Profit and Loss projection
Winwick Leisure Centre
Average monthly figures to 30th September 2020

	30/09/2020	Factored	21/22					
Income								
210 Room hire income	£1,985.33	£23,823.96	£24,000.00					
225 Buffet sales income	£100.00	£1,200.00	£1,200.00					
Entertainer - parties	£0.00	£0.00	£0.00					
Projector/ white board hire	£0.00	£0.00	£0.00					
Field income	£240.00		£4,380.00					
230 Bar sales income	£4,668.47	£56,021.64	£70,027.05	4668.47	7002.705	1750.676	£1,167.12	£1,346.67
231 Bar snacks income	£300.92	£3,611.04	£4,513.80	300.92	451.38	112.845	£75.23	£86.80
232 Soft drinks income	£853.74	£10,244.88	£12,806.10	853.74	1280.61	320.1525	£213.44	£246.27
Bar tea and coffee	£323.43	£3,881.16	£4,851.45	323.43	485.145	121.2863	£80.86	£93.30
260 Ticket sales income (Events)	£0.00	£0.00	£0.00			2304.96	1536.64	1773.0462
275 Machine income	£0.00	£0.00	£0.00					
Total Income	£8,471.89	£98,782.68	£121,778.40					
Less Cost of Sales								
bar snacks expenditure	£129.14	£1,549.68	£1,937.10					
Beverage supplies (Coffee, milk etc)	£225.37	£2,704.44	£2,704.44					
Drink purchases (and other bar items)	£2,177.23	£26,126.76	£32,658.45					
soft drinks expenditure	£353.42	£4,241.04	£5,301.30					
Food costs / buffet costs	£90.00	£1,080.00	£1,090.00					
DJs, Bouncy Castles and the like (expense)	£0.00	£0.00	£0.00					
LC Direct Wages	£1,917.62	£23,011.44	£29,890.76					
Total Cost of Sales	£4,892.78	£58,713.36	£73,582.05					
Gross Profit	£3,579.11	£40,069.32	£48,196.35					
Less Operating Expenses								
Advertising & Marketing	£0.00	£0.00	£0.00					
DJ's bouncy castles, etc - events	£0.00	£0.00	£0.00					
LC Bar & Cleaning sundries	£208.11	£2,497.32	£2,500.00					
LC Bottled Gas	£208.06	£2,496.72	£1,248.00					
LC Cleaning	£770.77	£9,249.24	£9,340.00					
LC consulting	£28.33	£339.96	£340.00					
LC Equipment	£89.43	£1,073.16	£1,500.00					
LC Gas (Heating)	£320.45	£3,845.40	£1,500.00					
Electric	-£1,271.83	-£15,261.96	£3,000.00					
LC Intruder/ fire alarms	£85.33	£1,023.96	£530.00					
LC Landline telephone and Broadband	£132.68	£1,592.16	£1,600.00					
tv licence	£0.00	£0.00	£200.00					
LC Pension costs	£0.00	£0.00	£0.00					
LC Rates	£0.00	£0.00	£9,000.00					
LC Repairs & Maintenance	£663.37	£7,960.44	£5,000.00					
LC Trade waste	£102.10	£1,225.20	£1,500.00					
LC Water and Sewerage	£132.83	£1,593.96	£2,000.00					
Managers salary and NI	£2,433.66	£29,203.92	£20,500.00					
PAYE Payable	£479.24	£5,750.88	£5,300.00					
Printing & Stationery	£0.00	£0.00	£30.00					
Stocktaking Services	£90.00	£1,080.00	£360.00					
Total Operating Expenses	£4,472.53	£53,670.36	£65,448.00					
Net Profit	-£893.42	-£13,601.04	-£17,251.65					

Winwick Parish Projections
Winwick Parish Council
Average monthly figures to 30th September 2020

	30/09/2020		as per oct meeting	Balanced at maintained precept	oct meeting less activities survey	as per oct meeting
			Maintained with no balancing	0% increase	17.5% increase	31% increase
Income						
Precept	£112,150.00	£112,150.00	£112,150.00	£112,150.00	£131,776.25	£146,916.50
Total Income	£112,150.00	£112,150.00	£112,150.00	£112,150.00	£131,776.25	£146,916.50
Less Operating Expenses						
Administration expenses	£24.04	£288.48	£300.00	£250.00	£300.00	£300.00
Alarms			£1,000.00	£1,000.00	£1,000.00	£1,000.00
key holding			£900.00	£900.00	£900.00	£900.00
external audit fee			£650.00	£650.00	£650.00	£650.00
internal audit fee			£1,150.00	£1,150.00	£1,150.00	£1,150.00
Professional fees			£0.00	£0.00	£0.00	£0.00
insurance			£2,400.00	£2,400.00	£2,400.00	£2,400.00
Subscriptions	£26.41	£316.92	£330.00	£330.00	£330.00	£330.00
Signage			£0.00	£0.00	£0.00	£0.00
Training			£0.00	£0.00	£0.00	£0.00
Election expenses			£5,000.00	£5,000.00	£5,000.00	£5,000.00
Grass cutting	£770.37	£3,081.48	£3,100.00	£3,100.00	£3,100.00	£3,100.00
Christmas tree			£250.00	£250.00	£250.00	£250.00
Bus shelters			£100.00	£100.00	£100.00	£100.00
Bank Fees	£109.50	£1,314.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00
Clerk's salary	£514.32	£6,171.84	£6,500.00	£6,500.00	£6,500.00	£6,500.00
pensions	£193.98	£2,327.76	£9,045.00	£9,045.00	£9,045.00	£9,045.00
Grounds Maintenance	£162.50	£1,950.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Flower pots	£0.00	£0.00	£900.00	£900.00	£900.00	£900.00
Legal / Licencing Expenses	£188.33	£2,259.96	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Litter Pick Costs (Shared)	£1,040.58	£12,486.96	£12,500.00	£0.00	£12,500.00	£12,500.00
Litter picker vehicle	£1,024.00	£4,096.00	£4,100.00	£0.00	£4,100.00	£4,100.00
Loan charges	£673.27	£8,079.24	£8,100.00	£8,100.00	£8,100.00	£8,100.00
PAYE Payable	£973.01	£11,676.12	£12,000.00	£12,000.00	£12,000.00	£12,000.00
Payroll	£124.70	£1,496.40	£1,500.00	£1,500.00	£1,500.00	£1,500.00
Play equipment maintenance	£124.75	£1,497.00	£2,000.00	£1,500.00	£2,000.00	£2,000.00
RFO Salary	£2,173.71	£26,084.52	£26,100.00	£26,100.00	£26,100.00	£26,100.00
Traffic management	£0.00	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00
Peel Hall	£1,000.00	£1,000.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00
Special projects - activities survey	£0.00	£0.00	£15,000.00	£0.00	£0.00	£15,000.00
Swan green, winwick park, radley comm	£168.33	£2,019.96	£2,600.00	£2,600.00	£2,600.00	£2,600.00
Total Operating Expenses	£9,291.80	£86,146.64	£129,025.00	£94,875.00	£114,025.00	£129,025.00
	£102,858.20	£26,003.36	-£16,875.00	£17,275.00	£17,751.25	£17,891.50
Leisure Centre support provisional figure			£17,251.00	£17,251.00	£17,251.00	£17,251.00
Balance			-£34,126.00	£24.00	£500.25	£640.50

	Maintained (old base)	Maintained (new base)	17.50%	31%
Precept per 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

**EXTRACT FROM THE MINUTES OF THE SPECIAL MEETING OF WINWICK
PARISH COUNCIL HELD ON 17 DECEMBER 2020**

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

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 12th 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 out turn 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 none 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.