

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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17 February 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, 23 February 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/mCuHpxTUQGg>

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 26 January 2021.

- 4. Updates on Issues from Previous Meetings**

5. Question Time for Electors

Due to the limitations of the virtual meeting format, it will not be possible to raise a question orally at the meeting on this occasion.

Written questions from electors may be submitted to the Clerk using the following e-mail address jjoinson.winwickclerk@outlook.com, and must be received by no later than 5pm on Friday 19 February 2020. A maximum of 4 questions will be allowed at each meeting taken on a first come, first served basis, with excess questions carried forward to the next meeting. The questions will be put to the meeting at the discretion of the Chair, having regard to their relevance to the business of the Council. Questions put, but not answered at the meeting, will receive a written response within 10 working days.

6. Written Motions Received

7. Police / Community Issues

8. Correspondence

9. Planning Matters

10. Review of Risk, Internal Controls, Financial Regulations 2020/21 (to follow)

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

12. Reports from Outside Bodies

- Parish Council Liaison Meeting – 11 February 2021 (to follow)

13. Reports from Parish Council Committees

- Management Committee – 9 February 2021 (to follow)

14. 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)

15. Date and Time of Next Meeting – Tuesday, 23 March 2021

16. Chairman to move to Part 2

Part 2

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

17. Finance Officer's Report – Confidential Matters

18. Winwick School and Community Improvement Plan

Winwick Parish Council
Minutes of the Meeting held on 26 January 2021

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

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

WPC.120 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors S Gordon, S Emery and C Vobe.

WPC.121 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.122 Minutes

Decision – That the Minutes of the Council Meeting held on 24 November 2020 and the Special Meetings held on 17 December 2020 and 12 January 2021 be agreed and be signed by the Chair as correct records.

WPC.123 Review of Appointments to the Management Committee

Members were reminded that the Management Committee comprised 5 seats (3 Labour and 2 Independents). The Committee had carried 1 Labour vacancy for some time and, following the resignation of Councillor Gosney in 2020, a further Labour vacancy had arisen. To enable the Committee to continue to function, particularly during the business uncertainty created by the pandemic, substitutes Councillors D and G Friend had been appointed by the Labour Group in June 2020 to fill those vacancies.

The Council was invited to consider whether it now wished to make permanent appointments to the vacancies on the Committee.

Decision – To confirm the appointment of Councillors T Collins and G Friend to the Labour vacancies on the Management Committee.

WPC.124 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. 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.125 Question Time for Electors

A process for the submission of written questions had been established for use in conjunction with virtual Council meetings. One question had been received from a resident, which had been circulated before the meeting by way of an addendum.

The Chair summarised the question at the meeting and the full question is reproduced in full, as follows:-

1) Question by Resident JH

“I was pleased to see that in the last week a speed advisory sign has been put on Myddleton Lane. It has long been a concern of mine, as well as other residents, about the speed of which cars come through the village. Even with the sign in place cars are still speeding up the road, particularly delivery vans, which are on the increase as more and more people have not only food delivered but a wide range of products due to the lockdown we find ourselves in. I have seen on many occasions cars/vans overtaking (at speed) other cars/vans who are adhering to the speed limit.

I think a major problem we have on the Lane are the speed bumps themselves, which are quite frankly unfit for purpose. Most vehicles are able to straddle the bumps and drive straight over them, which allows vehicles to continue at speed all along the road without slowing down, this also allows for overtaking.

Whilst I accept this is probably an issue for WBC to deal with I do think they should be pushed by our local council to sort out this issue. The traffic simply has to be slowed down before either someone is hurt or seriously injured.

I believe that some plans were discussed last year so maybe these could be looked at again.”

Response: The Chair confirmed that the Council had received numerous e-mails over time expressing concerns about speeding. However, it was a fact that the Government had cut around 60p in the pound from local government funding for principal councils over recent years, making it necessary to prioritise traffic management measures around accident blackspots. For this particular stretch of road there were no records of any fatalities, making it a lower priority than other areas.

The Parish Council had tried to pump-prime a new traffic management scheme for Myddleton Lane, with initial plans having been drawn up in 2019. It had been hoped to be able to consult on firm proposals in 2021/22. However, the cost of consultation would be prohibitive during the pandemic. The costs of taking the scheme forward needed to be weighed carefully against the Council’s aim to keep any precept increase in 2021/22 to a minimum.

Accordingly, a lack of sufficient funding was the main barrier to progress at the moment.

Councillor Collins suggested that the Council liaise with the local PCSO to focus Police traffic enforcement on this area. It was noted that this was a relatively straight road which might encourage speeding and that it was generally very busy.

Councillor G Friend acknowledged that the existing speed cushion design allowed wider tracked vehicles to straddle the bumps at speed. Members commented that the traffic management measures currently in place were over 10 years old and that more modern designs were a now available.

The Chair indicated that the Council was still committed to putting a new traffic management plan together, subject to available funding.

Decision – To note the question submitted by a resident and the response provided.

WPC.126 Written Motions Received

There were no written motions received on this occasion.

WPC.127 Police / Community Issues

Updates had been circulated from PCSO Neil Brown, which related to activity in the Winwick Ward for November and December 2020

There was no written update on this occasion from the Neighbourhood Policing Team covering the southern wards.

Decision – That the Clerk be requested to contact the local PCSOs about up to date reports for the next Council meeting.

WPC.128 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 – 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-Maria McGreal (Poplars and Hulme [Borough] Ward) 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 had been sent on 24/12/20 in the light of the Council's cash flow position and an expression of disappointment and concern had subsequently been received from the resident – 10/12/20 and 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, 26/12/20 and 25/01/21
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 and one emergency traffic notice – 05/01/21, 12/01/21 and 25/01/21
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 Keane, 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 were 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 would 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 had 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; and
 - Playsource – outdoor play equipment.

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

WPC.129 Planning Matters

The following planning applications and correspondence had been received:

General Correspondence

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

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

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

The Borough Council was now required to comply with the principles and commitments made in the revised SCI. It should, however, be noted that the

Council, if it chose to do so, could go above the minimum consultation requirements set out in the SCI.

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

Domestic Planning Applications

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

Nil.

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

WPC.130 Peel Hall – Public Inquiry

The Chair reported that the Council had received notification that the Planning Inquiry would resume in March 2021. The Parish Council had already provided a lot of funding in order to support residents in their opposition to the proposed

development, but the Budget was now tight. It was hoped that other Councils might be in a position to contribute financial support.

However, it was acknowledged that the campaign group might wish to approach the Council in the future for further support.

Decision – To note the position in respect of the Peel Hall Planning Inquiry.

WPC.131 Finance Officer's Report

Members considered a report of Clare Jones, Operations and Finance Officer, on a number of financial issues as at December 2020, details of which are set out below. The report included detailed profit and loss statements for both the Leisure Centre and the Parish Council as a whole.

Budget Review 2020/21

In December, the Council received £5.2k of income through the Leisure Centre, including £3.1k furlough monies. Lettings income was mostly from the pre-school and from first aid courses. The position was similar to that reported at the Special Meeting earlier this month, but now included the cost of Portable Appliance Testing (PAT) at the Leisure Centre. This put the Centre at a loss of £4.6k for December and the year to date showing a £28.2k loss (following inclusion of business rates charges).

Furlough claims for a further £1.5k (Jan reclaim) were awaiting receipt and further claims were being processed weekly, with one such submission having been made today. Additional staff furlough measures were due to be implemented, details of which were included in Part 2 of the Agenda papers.

The Council had incurred £14.3k of precept expenditure in December with £76k expenditure on the year to date. The expenditure for the month had included the quarterly loan repayments for the construction and extension of the Leisure Centre.

Work was ongoing to bring in outstanding credit accounts for room hire. Details of amounts retrieved, amounts due and customers under further debt chasing measures were provided in Part 2 of the Agenda papers, due to data protection and commercial confidentiality issues.

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

WPC.132 Reports from Outside Bodies

There was no activity from outside bodies to report on this occasion, other than the following:-

- Correspondence concerning the Winwick Educational Foundation, as reported at Item 9 of Minute WPC.128 above.

- The date of the next Parish Council Liaison Meeting had been changed to 11 February 2021.

Decision – To note the update on outside bodies.

WPC.133 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 12 January 2021 were provided.

Decision – To note minutes of the Management Committee of 12 January 2021.

WPC.134 Ward Reports / Updates

Houghton Green Ward

Councillors D and G Friend reported that the flood defences at Solway Close and St Andrews Close had been successful during the recent adverse weather. There had been some complaints about the height of the defences during construction, but the water had been only 9 inches from the top during the recent event, proving the case. The Chair commented on the severity of Storm Christoph, which had resulted in Sankey Brook reaching its highest ever recorded level.

Peel Hall Ward

There were no issues reported on this occasion.

Winwick Ward

Councillor Iddon reported that Hollins Lane had flooded due to surface water at one stage, but this was not unusual. The road had been closed temporarily. The main issue had been passing cars causing waves to lap up against adjoining houses. There had been a shortage of sandbags, as these had been deployed to areas with a more urgent need. The Chair confirmed that sand bags had almost run out and that the Borough Council had been forced to prioritise their distribution.

It was acknowledged that the rainfall event had been unprecedented, with areas such as Callands experiencing flooding for the first time ever.

Decision – To note the ward reports and updates provided.

WPC.135 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 23 February 2021 at 7.30pm.

WPC.136 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.137 Finance Officer's Report – Confidential Items

Members considered a confidential report of Clare Jones, Operations and Finance Officer, on the following:-

- Staffing costs taking into account furlough pay and holidays based on:-
 - (i) the claims for the week commencing 11 January 2021; and
 - (ii) a model of operation where the pre-school only was open.
- Implications of part furloughing the Operations and Finance Officer;
- Outstanding credit accounts for room hire.

Staffing Costs

It was proposed to alter the work patterns of a number of staff members when the pre-school only was open, to reduce the overall hours worked. However, on those days when other lettings were taking place, additional hours would be needed.

Ms Jones had looked into the issue of a trusted key holder. The insurance company had confirmed that this would be possible, but feedback from the pre-school was that their staff would be reluctant to undertake that role. There were some benefits to having the Designated Premises Supervisor on site on a regular basis for licensing purposes. The proposed reduction in hours of the Leisure Centre Manager was seen as a reasonable compromise.

Operations and Finance Officer

Having completed the Budget setting process, the Operations and Finance Officer would be in a position to reduce her hours for a 10 week period.

The additional furlough hours across all staff would result in weekly savings of approximately £500.

Outstanding Credit Accounts

Historic credit accounts were currently being cleared. Some were as a result of queries in relation to which accounts had been paid. Going forward payments would be chased up on a timelier basis. Further room hiring would not be authorised until outstanding payments were received.

Large payments were expected shortly from two public bodies who were in arrears.

Decision – To endorse the actions of the Operations and Finance Officer in relation to approving additional furlough hours for staff and the chasing up of outstanding credit accounts.

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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 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	
6	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	

Agenda Item 4

7	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	
8	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	-	-	Progress subject to current budgetary constraints	
9	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 have now been obtained and the documents finalised for publishing on the website.	
10	To confirm the appointment of Councillors T Collins and G Friend to the Labour vacancies on the Management Committee	WPC.123	26/01/21	Clerk	-	-	Councillor D Friend has subsequently confirmed his resignation from the Management Committee. Councillor Cathy Mitchell has been nominated as a substitute.	
11	That the Clerk be requested to contact the local PCSOs about up to date reports for the next Council meeting.	WPC.127	26/01/21	Clerk	-	-	E-mail reminders sent 19/02/21	

Progress Legend

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

Issue for discussion at PCC meeting on 23 February 2021

The growing issue of litter and fly-tipping within our Parish

Background

- 1) I submitted a written question to WPC to its 24 November 2020 meeting (agenda item 16) which was discussed and some actions taken. Incidentally, I received no feedback to this written submission.
- 2) Clearly this issue is not going to go away. We are blessed with some very attractive roads and lanes, but we are close to two Motorways and some of these have become “vehicle rat-runs” (eg Delph Lane near B&Q). In all likelihood, those responsible for 90% of the litter and fly-tipping are not local to Winwick and the remainder of our Parish, but vehicle drivers – many of them probably light goods vehicles of which there are more and more with growing home deliveries – and also a small number of individuals who choose to go out at night and find a quiet Lane to dump stuff in.
- 3) This week on Tuesday 17 February a small group of us undertook a highly successful litter-pick on Hermitage Green Lane collecting 26 bags during a road closure; this was at George Melvin’s suggestion. We all socially distanced. We were unable to deal with some oil drums, a number of old tyres and some asbestos sheeting and I have been in liaison with Councillor Cathy Mitchell on this; (she continues to be extremely supportive in this respect). However, by Thursday 19 February we were notified that someone had dumped a bed, a mattress and a headboard on that very Lane (on a farmer’s field). This is very indicative of the problem we face.
- 4) I am extremely conscious - in good part from reading your Minutes – that a) there are severe budget pressures on WPC exacerbated by the Covid 19 pandemic and Lockdown on the Leisure Centre and that, b) there is discussion on the effectiveness and value for money being derived from the current Litter Picking contract costing around £17k pa including vehicle hire.
- 5) Littering and fly-tipping is NOT going to go away. It is likely to be a growing issue. I believe it merits a concerted Community response with support from Local Councillors and the Parish Council. It impacts on many of our residents in the Parish each time they go for a walk or a bike ride and the vast majority of residents would, I feel, be highly supportive of an initiative to address the problem.

Suggestions and Recommendations

- 1) The PCC “sponsor” the setting up of a group of residents who help formulate an active response to this issue.

Agenda Item 5

- 2) There are obvious constraints at present during Lockdown, but soundings taken suggest there are a good number of people who would become actively involved in keeping Winwick green and tidy on a regular basis. This would also serve to foster community spirit and set an example to young people growing up in Winwick. By removing litter from “hot spots” it might just stem the ongoing flow of fresh litter.
- 3) In due course this may lead to the need for a paid-for Litter-picking service to be reduced or even done away with completely.
- 4) It also needs to ensure that Health & Safety issues for anyone getting involved are at centre stage. The potential risks of traffic accidents with volunteers or individuals getting an injury from a jagged piece of aluminium can, a broken bottle or, worse still, becoming infected from dealing with a plastic bag with unknown contents go without saying.
- 5) There needs to be co-ordination with WBC on dealing with larger items. Could special arrangements be made for old tyres? Where might we stand on selected road closures and signage? Is there a role for Community funded cameras in certain locations where some level of permission from the Local Authority is necessary? Could litter collected go through an organised volunteer re-cycling process, perhaps in the Leisure Centre car park after a litter-pick rather than all be destined for landfill?
- 6) Liaison with the local Police also needs incorporating.

Your feedback and support in this matter is requested.

Regards

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Poplars and Hulme Ward

January 2021

PCSO Anna-Maria McGreal Anna-Maria.McGreal@cheshire.pnn.police.uk
PS Lee Hillyard Lee.Hillyard@cheshire.pnn.police.uk

In total there have been 243 incidents recorded across the Poplars and Hulme ward. The repeat locations for the parish perimeter

Crime -

ABS
Shoplifting – Co Op Cotswold Road
Domestic Incidents

ASB/Incidents of notes –

Reports of ASB around the carpark off Ballater Drive, including the use of canisters.
Reports of ABS around Winwick Road.
Reports of covid breaches around the ward.

OTHER –

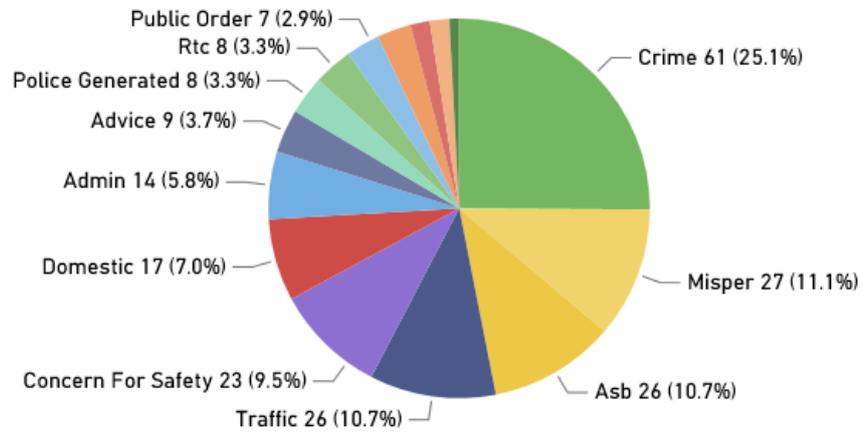
Over the month of January PCSO McGreal has focused on parking issues around the area, advisory noticed and fixed penalty notices have been given out at Hermes on Mill Lane and Poplars Avenue.

PCSO McGreal and been working with the community PCSO to do speed enforcement over the area.

Due to lockdown and most children home schooling, PCSO McGreal has been in contact with St Andrews and St Stephens Primary Schools to offer our “While’s you are at home” power point.

Warrington North Beat team have been paying attention to the car park off Ballater Drive due to issues with ASB.

Agenda Item 7



Winwick Parish Council

Correspondence since 26 January 2021
(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 – 26/01/21, 27/01/21, 28/01/21, 02/02/21, 04/02/21, 09/02/21, 11/02/21, 12/02/21 and 18/02/21
2. E-mails and reminders from Jackie Weaver and Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about crowd funding in response to local flooding, virtual meetings, website accessibility standards and various other training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 22 and 29 January and 5 and 12 February 2021. E-mail offering an annual subscription (21% discounted for 1 year) at £1,086.04 – 22/01/21, 25/01/21, 27/01/21, 29/01/21, 02/02/21, 05/02/21, 10/02/21, 12/02/21 and 15/02/21,
3. E-mail from Jenny Cordwell, Senior Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meeting due to be held on 10 February 2021 – 03/02/21
4. E-mail from a resident, PH, asking if the Parish council is responsible for litter bins and advising of a lack of litter bins in the area from the Millhouse roundabout towards the Motorway bridge and beyond and for the length of Mill Lane up to and past the Plough and for the length of Radley Lane. The resident points out that responsible dog walkers are having to carry dog waste bags for long distances and irresponsible owner may simply discard the waste – 08/02/21
5. E-mail from Anna McGreal, PCSO, seeking information about the existence of, or possibility of establishing, a neighbourhood watch scheme around Mill Lane – 10/02/21
6. E-mail from Stephen MacKellar, Solicitor, FDR Law, providing further information about Winwick Educational Foundation, as part of the induction process for the Council's newly appointed Trustee Councillor Mike Matthews – 11/02/21
7. E-mail from Jackie Neal, Chair - Governing Body, Winwick CE Primary School seeking initial feedback from the Council about their school and community improvement proposals, prior to wider public consultation taking place. An item is included in Part 2 of the Agenda and associated planning correspondence is included at Agenda Item 9, Issues 2) and 3) – 10/02/21
8. E-mail from David Keane, Police and Crime Commissioner for Cheshire, enclosing a special Budget Edition stakeholder bulletin for February 2021 – 16/02/21

9. E-mails from Katie Halliwell, Democratic Services Officer, Warrington Borough Council, about two Parish Councillor Briefing sessions offered by Michael Bell, Planning Policy and Programmes Team, on the Town Centre and House Extensions SPDs Tuesday 23 February and Monday 8 March 2021 at 6pm – 17/02/21 (x2)
10. Letter dated 19/01/21 from Ison Harrison Solicitors (This correspondence includes confidential matters and a verbal update will be provided by the Clerk as part of the Finance Officer's report at Agenda Item 17) – 18/02/21
11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Healthmatic – Automatic public conveniences
 - Kompan – outdoor play and fitness equipment.
 - Terrain Safety – Safecouncil.uk Service: sector specific health and safety advice

Up to date as at 19/02/21

Winwick Parish Council

Planning Matters since 26 January 2021

General Correspondence (2)

1. E-mail dated 12/02/21 from the Planning Policy and Programmes Team, Warrington Borough Council, in connection with that Council's consultations on Supplementary Planning Documents (SPDs) - a draft Town Centre SPD and a draft House Extensions SPD.

Town Centre SPD

The Town Centre SPD will support the Council in managing the increasing number of development proposals coming forward in the town centre by:

- Bringing together the Council's vision and aspirations for the sustainable development of the Town Centre to benefit all residents, business and visitors to the town.
- Establishing clear design principles to guide new development in the Town Centre and across key development sites.
- Requiring developers to give more detailed consideration to how their proposals will contribute to the wider Town Centre at the start of their design process.

House Extensions SPD

Warrington Borough Council's House Extensions SPD will provide benefit to householders and their agents when planning extensions and alterations to houses. It will illustrate the criteria which will be usually applied by the Council in assessing proposals for house extensions.

The Council's current House Extension Guidelines were adopted in 2003. Whilst it is a useful and well used document, it is out of date and requires revision to better reflect current national and local policies. This clarity will improve assurances to applicants on the likely acceptability of proposals before submission and, in turn, will allow officers and Councillors (through Development Management Committee) to make more robust decisions.

Consultations

The draft SPDs are now subject to formal public consultation, as required by The Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement.

Copies of the draft SPDs together with supporting information on the consultation is available to view on the Council's web site:

<https://www.warrington.gov.uk/TownCentreSPD>

<https://www.warrington.gov.uk/HouseExtensionsSPD>

The consultation period is from Friday 12 February until Sunday 14 March 2021. Late representations will not be accepted.

2. Letter dated 09/0221 from Niki Gallagher, Development Manager, Warrington Borough Council, seeking comments from the Council on the planning application referred to at 9 below. Any response should be submitted within 21 days of the date of the letter, ie. by 2 March 2021.

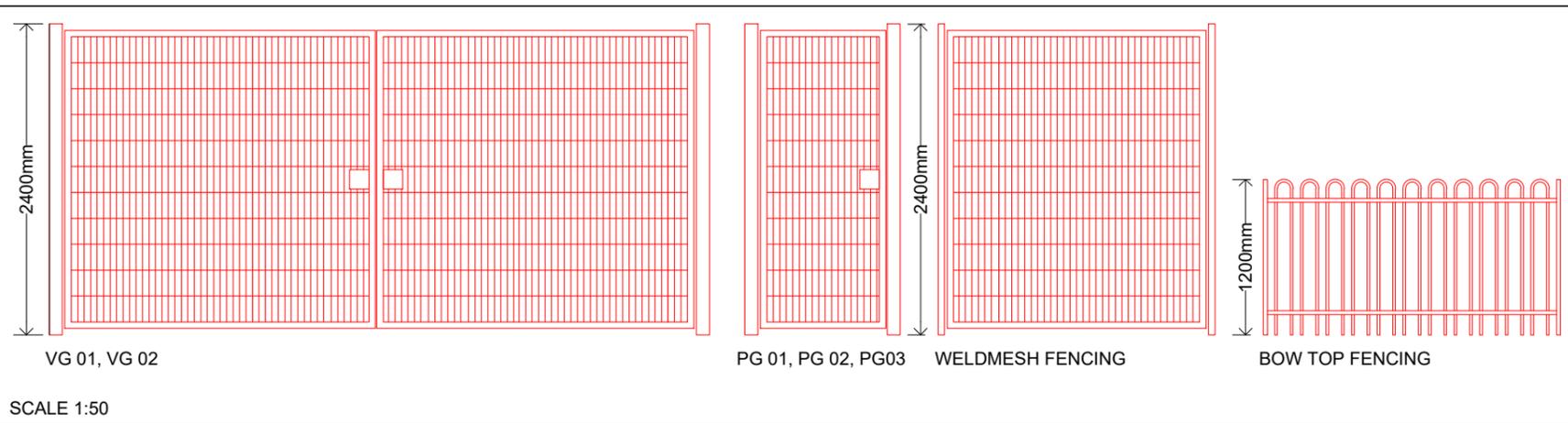
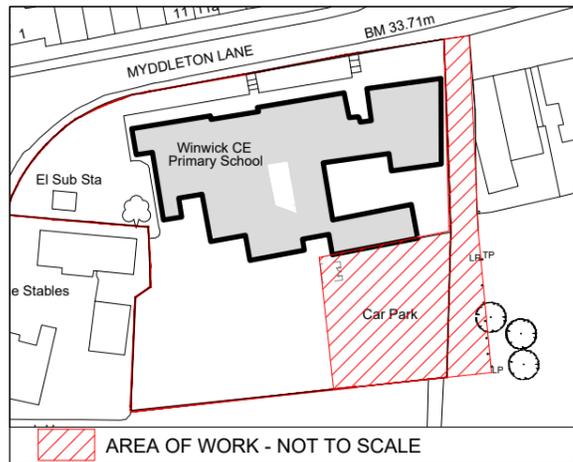
Domestic Planning Applications (5)

3. Application reference: 2021/38584
Location: 112, Dundee Close, Winwick, Warrington, WA2 0UL
Description of development: Lawful Development Certificate -Proposed single storey rear extension and partial garage conversion with roof window.
4. Application reference: 2021/38621
Location: 13, Maple Road, Winwick, Warrington, WA2 8NH
Description of development: Householder - Proposed single storey extension at the side and back of the existing house, front entrance porch and shed in the back garden
5. Application reference: 2021/38711
Location: 1, Pilgrim Close, Winwick, Warrington, WA2 8TF
Description of development: 42 Day Householder Prior Approval - Proposed single storey rear extension to extend beyond the rear wall by 3.80 metres, maximum height 3.60 metres, height at the eaves 2.50 metres
6. Application reference: 2021/38721
Location: 4, Hollins Drive, Winwick, Warrington
Description of development: Full Planning - Proposed rear extension
7. Application reference: 2021/38738
Location: 15, Ballater Drive, Winwick, Warrington, WA2 0LX
Description of development: Householder - Proposed single storey front / side extension

Non-Domestic Planning Applications (2)

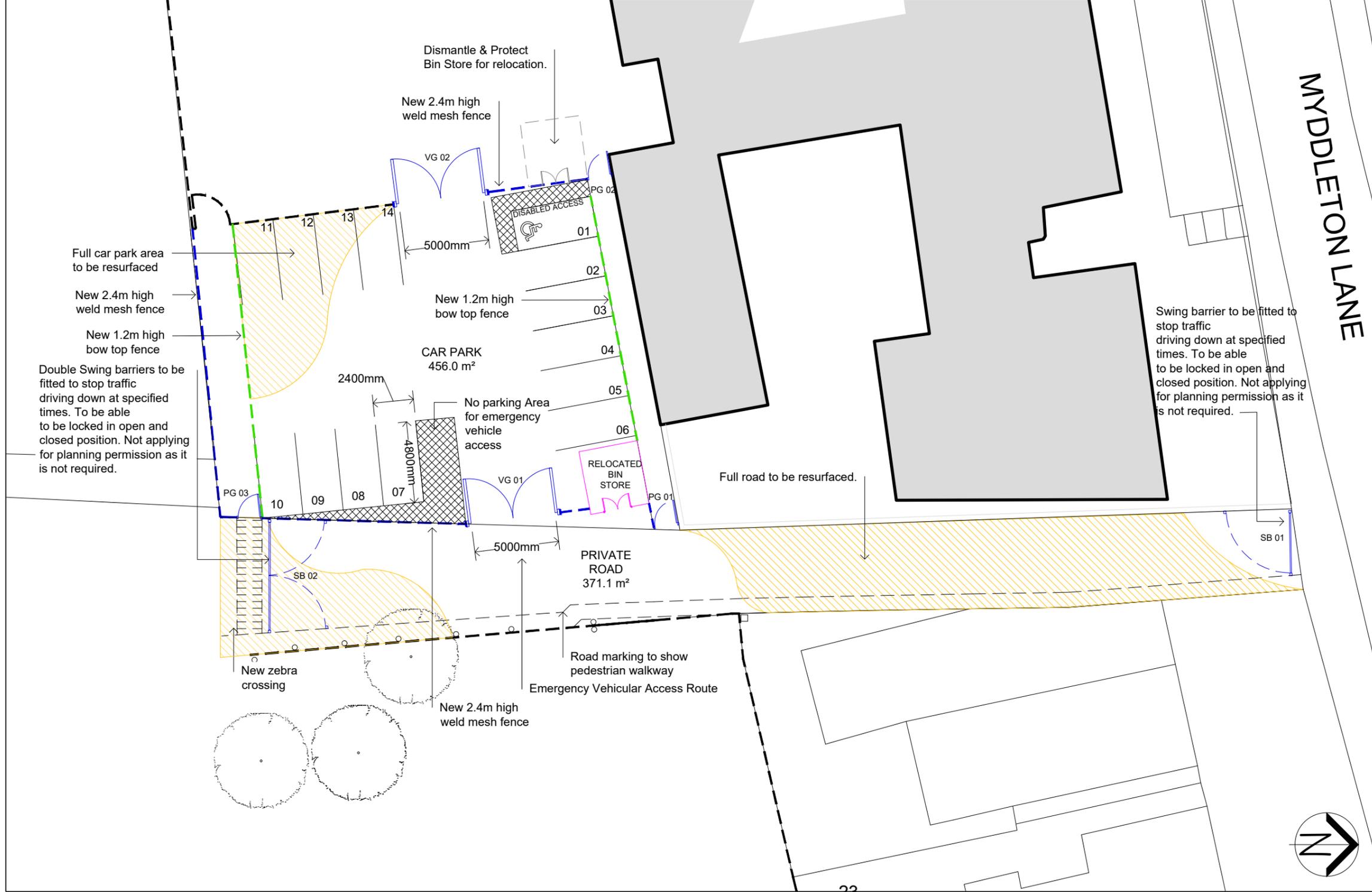
8. Application reference: 2021/38540
Location: Land South of M62, Mill Lane, Houghton Green, Warrington, WA2 0SU
Description of development: Outline Planning Application (Major); Outline planning application for 27 residential dwellings (15 three storey townhouses and 12 two storey semidetached houses), open amenity space and associated development (access, layout and scale only - landscaping and appearance are reserved matters).
9. Application reference: 2020/38376
Location: Winwick C E Primary School, Myddleton Lane, Winwick, Warrington, WA2 8LQ
Description of development: Full Planning - Proposed vehicle barriers, gates and fencing and resurfacing and line markings of car park

Up to date as at 19/02/21



- NOTES:**
- SITE BOUNDARY LINE
 - EXISTING FENCE LINE
 - RELOCATED BIN STORE
 - PROPOSED GATES
 - PROPOSED 2.4m WELDMESH FENCE
 - PROPOSED 1.2m BOWTOP FENCE
 - ▨ TARMAC RESURFACING

Rev	Date	Description	Dm	Ch	App



Client
The Board of Governors
Winwick CE Primary School

PROJECT:
New Car Park

Site: Winwick CE Primary School, Warrington, WA2 8LQ
Client: The Board of Governors, Winwick CE Primary School, Myddleton Lane, Warrington, WA2 8LQ

ARCADIS | Design & Consultancy
Sustainable Built Assets

Registered office: ARCADIS House, 34 York Way, London, N1 9AB
Coordinating office: 10th Floor, Three Piccadilly Place, Manchester, M1 3BN
Tel: 44 (0)161 245 8700

www.arcadis.com

TITLE:
PROPOSED CAR PARK SITE PLAN

Designed		Signed	Date
Drawn	ADJB	Signed	Date FEB 2021
Checked	GW	Signed	Date FEB 2021
Approved		Signed	Date
Scale:	1:250	Datum:	
Original Size:	A3	Grid:	
Suitability Code:		Project Num	

Suitability Description:
PLANNING

Drawing Number: 10027684_232_001
Revision:

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Littering and Fly Tipping in Winwick and Hermitage Green

(BT) has just forwarded me a copy of the email that he sent you as an item for discussion at the next Parish Council meeting on 23rd February.

His note summarises very succinctly the ongoing problem of littering and fly tipping in the area and records the fact that a group of residents recovered a large amount of rubbish (26 large bin bags in total) from Hermitage Green Lane on 15th Feb. What was encouraging was the response I received when I suggested litter-picking Hermitage Green Lane, midweek, and at short notice. This was because the road was closed, making it a safe proposition. Even more encouraging has been the significant response from people on the Winwick and Hermitage Green Facebook page who are very keen to do help in the future. I know that there are a number of residents who tackle some other areas on a regular basis. Highfield Lane, for example, seems to be remarkably clear of general litter.

What was very concerning, on the other hand, is that we found leaking oil drums that had been recently dumped on the bank of the stream with the obvious risk of pollutants leaching into the water course. WBC and the Environment Agency have both been informed about this and are taking action. It was also worrying to find that sheets of asbestos were still present despite having been reported on several occasions over the past 16 months. I notified WBC again and also contacted Cathy Mitchell and I believe that this is now being dealt with. My understanding is that Hermitage Green Lane presents a particular problem because of some ambiguity about ownership of the land.

Delph Lane (by B&Q) is another major site for general litter and fly tipping and I'm hoping we can arrange a group to address this in the next few weeks. I believe Simon Dadswell has indicated that he could offer partial road closure on a rolling basis so that it could be done safely where there is no pavement and I'll be speaking to him next week to arrange a suitable date. Cathy Mitchell has provided me with contact details at WBC to arrange a supply of bags etc and collection of rubbish which I expect to be significant.

I'm confident that there is the will and enthusiasm among local residents to take part in litter-picking on a regular basis but it is disheartening when you know that it will be a continuing problem.

With that in mind, I would like to ask the Parish Council three specific questions.

1. Have they ever approached Burger King and/or B&Q for help to address the issues along Delph Lane as it is evident that their presence does contribute, to some extent, to the litter found there? For example, there is a huge volume of litter around the goods entrance to B&Q where lorries wait to deliver to the store. Burger King's contribution is self-evident from the branding on some of the discarded rubbish. Is it possible that they could contribute by installation of CCTV and signage for example?
2. Large-scale fly tipping is clearly a significant problem all over the borough and must be a major headache for WBC. I know that the question of installation of CCTV has been raised with WBC but I recognise that the cost and logistics of that would be expensive. Therefore, has the Parish Council (or indeed WBC) investigated the possible use of mobile cameras that could be installed on a temporary basis at known fly-tipping sites?
3. Does the Parish Council have any specific plans or proposals to deal with the problems of littering and fly tipping, locally.

Agenda Item 5(b)

[Additional Questions Submitted]

4. Further to my earlier email regarding litter; could I ask what areas does the official, employed litter-picker cover and how many days he is employed for? I just wonder if he is being spread a bit too thinly.
5. Would it be possible for the Parish Council to publish, say monthly, which areas have been visited by the official litter-picker so that volunteers don't end up re-visiting an area that has already been cleared?
6. Also, could the litter-picker be asked to provide feedback on any areas that he considers would benefit from additional effort?

(GM)

19/02/21

Agenda Item 7(b)

Police report Burtonwood & Winwick February

Apologies for the late reports I have spent a few weeks ill and had some annual leave I had to take.

- Currently Pc Dadswell and I are dealing with neighbour disputes in the Burtonwood area.
- Speed enforcement is being taken place in numerous locations across the areas; this is going to be more frequent occurrence due to the push on road safety by the force now. I have put request in for more site codes so I can use the speed camera in more locations.
- I have been keeping in touch with the schools via emails over the past months
- There has been reported suspicious activity on Rectory lane, I have attended and reviewed the footage. I have asked the reporting people to pass on any more information if it continues.
- There has been numerous reports of off road bikes going down Myddleton lane; I have submitted the intelligence about this, as I believe I may know the location where they are coming from.
- There has been a targeted house for shed breaks on broad lane over the last month, we have been giving reassurance and collected CCTV footage and are doing further enquiries at this moment in time.
- The rest of my time has been spent doing foot patrol around the areas.

Hope you are all doing well and we will hopefully get back to normality soon.

If you want or need anything please do not hesitate to email, me and I will reply as soon as possible.
Neil.Brown@cheshire.pnn.police.uk

Thanks

PCSO Neil Brown

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WINWICK PARISH COUNCIL MEETING – 23 FEBRUARY 2021

REVIEW OF RISK, INTERNAL CONTROLS AND FINANCIAL REGULATIONS

1. SCOPE OF RESPONSIBILITY

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair signs the last page of the minutes and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting (or earlier). The same meeting of the Council approves the level of precept for the following financial year.

The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations. The Chairman will sign the minutes to confirm that the Financial Statement as circulated to members at the meeting has been agreed.

Three signatories in total must sign all cheques. A list of payments with consecutive cheque numbers is circulated to all members each month with the minutes. The signatories will ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. Where payments are made electronically the RFO and two councillors (or the RFO, Clerk and one councillor) are required to authorise payments and a list of such payments is reported monthly to the Council.

There have been some instances of delay to electronic payments due to awaiting a full set of three authorisations. In order to increase the robustness of the Council's payment arrangements and, particularly during any period of transition caused by the possible retirement of authorised signatories following an Election, the Council is being requested to approve the addition of further councillors and staff to the list of signatories for both cheques and electronic payments and to amend the Financial Regulations (Paragraph 5.3) so that any three authorised persons may sign.

Each quarter, the Chair shall sign the bank reconciliation and bank statement as evidence of all transactions having been recorded in the accounts.

3.2 Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and RFO also ensure that the Council's procedures, control systems and policies are maintained.

The duties of the Clerk and RFO are laid down in Job Descriptions.

The RFO submits all the requested information to the External Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating to the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset Register, risk assessments, accounts and supporting information)

3.3 Internal Auditor

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the Council agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work (and the charge) of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor will inspect the accounts at the year-end (prior to completion of the Annual Return Sections 1 and 2) and will complete page 3 of the Annual Return.

The Internal Auditor will write a separate report to the Council (a copy of which is sent to the Chair) detailing any findings they might have (if any).

The report of the Internal Auditor is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

The Responsible Finance Officer has already programmed dates with the Council's current auditors, Styles, for work to audit the Council's accounts for 2020/21, which will take place during the early part of 2021/22. Accordingly, the Council is being requested to endorse the appointment of Styles as the Council's internal auditor for the completion of the accounting statements 2020/21 and for all other matters for the duration of 2021/22.

3.4 External Audit:

The Council's External Auditors, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), submit an External Auditor's Report. which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

Accounts & Audit Regulations 2015 requires an annual review of the effectiveness of our overall system of internal control.

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control in each financial year, to be carried out before completion of the Annual Governance Statement. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by

- Full Council - identification of new activities
- Clerk to the Council and RFO who have responsibility for the

development and maintenance of the internal control environment and managing risks - risks identified

- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to the page 3 Report in the Annual Return.) - action arising from reports
- The Council's External Auditors, who make the final check using the Annual Governance and Accountability Return, a suite of forms completed and signed by the Responsible Financial Officer, the Clerk, the Chair and the Internal Auditor. The External Auditor issues an annual audit certificate - action arising from Audit Report.

A Statement of Internal Control, which summarises the present arrangements, is attached at Appendix 1, although its publication is no longer a statutory requirement.

5. FINANCIAL RISK ARISING FROM HEALTH AND SAFETY ISSUES

The Parish Council is responsible for putting in place arrangements for the management of health and safety risks and reviewing them at least annually. Notwithstanding the imperative of eliminating or significantly reducing the risk of harm to staff and members of the public, the Council also seeks to minimise its exposure to the potential financial liabilities arising from accidents and injuries.

The Council uses an external consultant to annually review and assess risks throughout all areas and provide a detailed report through the Centre Manager and ultimately the Parish Council. Regular Legionella risk monitoring is performed by an independent source. The Centre Manager performs risk assessments for any new type of event held at the Leisure Centre.

The Council uses an external consultant to carry out an annual inspection of its playground equipment and to make recommendations for repairs and maintenance. The Leisure Centre Manager undertakes a weekly visual inspection of the equipment to identify any issues of concern and will take any necessary remedial action.

The Council has in place appropriate insurance arrangements including, but not limited to, Employers' Liability and Public Liability cover.

6. REVIEW OF FINANCIAL REGULATIONS.

The Financial Regulations were last reviewed in May 2020 and are attached at Appendix 2. Proposed revisions to the Financial Regulations are identified in the papers relating to Agenda Item 11 – Finance Officer's Report (circulated separately).

A summary of the Procedures for Contracts is attached at Appendix 3.

Clare Jones, Operations and Finance Officer (RFO) / Julian Joinson, Clerk
23 February 2021

STATEMENT ON INTERNAL CONTROL

Winwick Parish Council reviews annually the effectiveness of its system of internal control.

In order to manage its risks, the Council has adopted the following arrangements:

1. Internal audit services are provided by Styles in accordance with terms of reference and an audit plan agreed by the Council. The effectiveness of the system of internal audit is reviewed annually and the findings of that review considered by the Parish Council.
2. BM Stock-taking Services undertake a monthly appraisal of the operation of the licensed bar at Winwick Leisure Centre.
3. Financial Regulations are in force and are reviewed annually. These cover the whole conduct of the transactions of the Council, including the authorisation of expenditure, the control of income, the security of stores and equipment, accounting, audit and banking arrangements, and the payment of salaries, wages and accounts.
4. Internal check via the separation of duties between different members of staff is applied as far as is practicable.
5. Risk assessments are reviewed annually.
6. Insurances arranged through Zurich Insurance cover the following risks: material damage, theft, loss of money, personal accident, public indemnity, legal expenses, business interruption and fidelity guarantee.
7. Budget monitoring reports and bank reconciliations are examined quarterly by the Parish Council.
8. The accounts and supporting records of the Council are made available for public inspection for a period of 30 working days in each year.

WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Clerk), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations provided to the Clerk or the Responsible Finance Officer, as specified in the tender documentation, in a sealed bid. Photographs of before and after repairs are also required.
- 3.4 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.5 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those members who have indicated they wish to act in this capacity, except that in the case of electronic payments the Clerk shall also be an authorised signatory.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that

the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. **This will not be required for a member's personal computer used only for remote authorisation of bank payments.**

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if exists), approved by the Council

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be countersigned by a Councillor on a monthly basis.
- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO.

- 9.3 The Council will review all fees and charges annually, following a report by the RFO.
- 9.4 Any bad debts shall be reported to the Council.
- 9.5 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.6 A reference to the related hire agreement or other identification, indicating the origin of each cheque, shall be entered on the documentation accompanying the weekly bar return.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (eg petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
 - (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
 - (iii) repairs to, or parts for, existing machinery or equipment or plant
 - (iv) extensions to existing contracts
 - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the Clerk shall invite tenders from at least three firms.
- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works, which may include choosing from only the bids submitted without the need to seek additional tenders or quotations.
- 11.4 For expenditure of £2000 or less, the chairman & Clerk shall have executive power and in the case of Minor Repairs/Renewals this power may also be exercised by the RFO and 2 Members of the Management Committee. Where two or more quotations are required and less than the requisite number of quotations are received the decision-maker may choose from only the bids submitted without the need to seek additional tenders or quotations.
- 11.5 The Council shall not be obliged to accept the lowest of any tender.

12. STORES AND EQUIPMENT

- 12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.

- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

14. INSURANCE

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

16. REVIEW OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Council to review these Regulations biennially.

26 May 2020

6. LEISURE CENTRE OPERATIONS			
Leisure Centre expenditure in the categories shown below	Up to £50	Preferred Supplier	Bar Manager
Food/Buffer/Event Disbursements	Over £50	Preferred Supplier	RFO, in consultation with Cllrs Gosney and Mitchell
Function Advertising	Over £50	Preferred Supplier	RFO
Entertainment and Package Costs	Over £50	Preferred Supplier	RFO or Bookings Administrator, in consultation with Cllr Matthews
Cleaning Costs	Over £50	Preferred Supplier	RFO, in consultation with Cllr Iddon
Special Night and Complimentaries	Over £50	Preferred Supplier	RFO, in consultation with Cllr Gordon
Advertising	Over £50	Preferred Supplier	Management Committee

Clerk's Notes of the Parish Council Liaison Meeting – 11 February 2021

1. Introduction by Matthew Cumberbatch, Solicitor to the Council
2. Minutes 12 November 2020 – approved
3. Comments from Steven Broomhead, Chief Executive, WBC
4. Update from Alison McCormick, Electoral Services Manager
 - High level of certainty elections will go ahead in May.
 - COVID safe arrangements in place for elections – increases complexity
 - Nomination packs should be downloaded from Electoral Commission website.
 - Boxes will be provided for drop off of nomination papers.
 - FAQs to be produced.
 - Dedicated Elections website page - Parishes asked to provide link from own websites.
 - Counts: Local elections (Friday), PCC (Saturday), Parish Councils (Sunday). Fewer counters on site, so will take longer.
 - Charges not yet know but will be comparable to 2016 election. Poll cards will be paid for by WBC, but other costs will be split proportionately.
5. Local Plan Update – Michael Bell, Planning Policy & Programmes Manager
 - 4 week consultation on Town Centre SPD and House Extension SPD due to commence (12/02/21 – 14/03/21)
 - Briefing sessions for parish councillors to be arranged.
 - High density development in town centre will take pressure off Green Belt, but good control needed over such developments and their quality.
 - Masterplan approved in January last year, but COVID-19 has provided lessons around the need for open space/gardens. High density housing now needs to take 'liveability' into account.
 - Town Centre split into 6 'quarters' for development.
 - Plans can make use of the river frontage.
 - Bank Quay may become available for housing if Unilever move from Crosfields.
 - The Southern Gateway may become available for housing if the bus depot moves.
 - No height limit to be set on town centre developments, but each application to be considered on its own merits.
 - House Extension SPD to be approved in June/July. Application numbers increasing.
 - Energy efficiency considerations will be covered by a combination encouragement, design proposals and by Building Control.

6. Update from Development Manager – Niki Gallagher

- Restructure of service now completed. Previously was a heavy reliance on agency staff. Of 14 staff only 5 were permanent staff members, creating difficulties. By January all posts successfully recruited to.
- Validation checklist now updated and improved. Previously relied on a basic national template, but now includes local requirements.
- New report layout for Committees.
- New template for tree works.
- Working closely with other services.
- Pre-application enquiries process in place, which pays for another (temporary) member of staff.
- New software introduced will provide greater clarity around amendments and document names on the register and document register and can provide alerts.
- Development Management Committee taking place virtually – now on a 3 week cycle (not 4 weeks)
- Increased delegations to Development Manager and Steve Park, Director of Growth, for householder applications where parishes have objected.
- In 2020, out of 1,500+ applications only 48 required Committee approval.
- 1.9% (29) were subject to appeal, of which only 12 were successful.

7. Update from Director of Public Health – Thara Raj

- Infection rate at start of January 2021 was 800/100k population.
- Now at 275/100k population.
- Concerns about what will happen when lockdown eases.
- Over 60s case rate now coming down, but at 170/100k is still too high
- Disproportionate impact on certain wards, care homes and prisons.
- Hospital pressures were significant, but now over the worst (but may increase again after lockdown ends).
- Total deaths linked to COVID-19 = 485.
- Infection rates had climbed since August Bank Holiday, then peaked in January 2021. Rates in St Helens were very high compared to Warrington.
- Importance of testing (various methods, including asymptomatic testing at Halliwell Jones Stadium, Grappenhall Cricket Club, St Roccas and Risley Prison) and tracing (85% success rate and door knocking available, if required).
- Outbreak management in place for schools, supermarkets, etc.
- Vaccination now rolled out to care homes and 70+ age group. Vaccination sites at the hospital, Halliwell Jones Stadium, Village Hotel and Bewsey.
- Top 4 priority groups expected to be vaccinated by 15/02/21.
- Flooding event at same time as pandemic – WBC worked with Torus Housing and voluntary groups.
- E484k variant not a major concern, but some cases identified in Warrington.
- Local authority advice provided about wider virus symptoms, to enable more people to get tested.

- Government announcement on roadmap out of lockdown expected on 22/02/21.
8. Budget and Precept Setting Update – Mark Dennett
- Presentation on Council Tax Support Allowance scheme provided by Mark in 2018.
 - Mark provides Council Tax Base letter each year – figures formally approved on 14/01/21.
 - WBC Budget of £140.6M proposed for 2021/22 (figure correct at the time of preparing the presentation).
 - £18.8M Directorate pressures, £2.4M COVID pressures, £11M savings required (figures correct at the time of preparing the presentation).
 - Cabinet recommendations - 08/02/21. Council approval – 01/03/21.
 - Revenue funding largely made up of Council Tax and Business Rates.
 - 1.98% Council Tax increase proposed and 3% Adult Social Care precept.
 - Business Rates boosted by lots of new units, but WBC only keep 29%, as amount is reduced by the central share and tariff.
 - £52.5M savings required over next 4 years, will stretch services.
 - Council Tax Base across Warrington growing. Hence, some parishes able to not increase their precept this year.
 - Offer to present information on Council Tax Base setting at a future meeting.
9. Update from Director of Environment and Transport – Dave Boyer
- COVID-19 had impacted on all aspects of the Council's work.
 - Traffic figures had been impacted (1st wave = 60% down, 2nd wave = 22% down and 3rd wave = 35% down)
 - Public transport use significantly declined – currently totally subsidised by central Government. Bus usage was already challenging – how rebuild confidence?
 - Environment and Transport Service heavily involved in flooding incident, both mitigation and clean up. Storm Christoph duration of 60 hours with 90ml rainfall over 2 days. 95ml is average for the whole of December.
 - Sankey Brook 0.5m higher than ever before recorded.
 - Multiple incidents with 500+ properties flooded and a similar number of external flooding incidents.
 - LTP4 contributes to Planning Policy – need to build infrastructure.
 - Centre Park Link almost completed – due to open in March 2021.
 - Western Link being progressed. Consultation completed, but further statutory processes to be undertaken.
 - Omega infrastructure project being progressed.
 - Highways maintenance work continuing. £40M investment over 12-18 month period. Good progress being made while roads are quiet.
 - Winter maintenance difficult due to weather issues. Not many snow or freezing incidents, but lots of grit used as a precaution.
 - Frontline services, including waste collection, continued during pandemic.
 - Inland border facility at Stretton had caused minimal impact so far, but WBC was continuing to monitor the situation.

Agenda Item 12

- Strategic Rail HS2a (to Crewe) approved earlier today by Government. Next stage HS2b still includes Golborne Link. WBC continue to oppose the link.
- Integrated Rail Plan for the Midlands and the North being drawn up by the Government to ensure HS2b is coordinated with other plans, such as Northern Powerhouse rail proposals from Liverpool to Hull and Newcastle.
- Thanks to Parish Councils for their support and cooperation.

10. Any Other Business

- Code of Conduct training to be offered to parishes after Elections.
- New National Model Code of Conduct in place. WBC Standards Committee to consider the local Code in May 2021.
- No additional sanctions envisaged.

11. Date of Next Meeting

- September 2021 (or June 2021, if requested).

Finance report to Winwick Parish Council 23rd February 2021

Budget review 2020/21

In January we have had £1.3k of income through the centre including £700 of furlough monies (January furlough balance of £2.4k will show in February figures as payment received 4th Feb). This puts the centre at a loss of £3.2k for January and the year to date showing a £32.8k loss.

Claims for a further £1.8k (Feb reclaim) received 15th Feb and further claims are being processed weekly.

We have incurred £8.1k of precept expenditure in January with £84.1k expenditure on the year to date.

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

Additional items

- Financial regulations sheet revised for Councillors comments (please see additional sheet).

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Profit and Loss
Winwick Parish Council
1 January 2021 to 31 January 2021

	31 Jan 21	YTD
Income		
210 Room hire income	£635.00	£6,920.00
225 Buffet sales income	£0.00	£228.00
230 Bar sales income	£0.00	£15,373.86
231 Bar snacks income	£0.00	£983.62
232 Soft drinks income	£0.00	£2,688.77
Furlough	£719.02	£24,203.62
Bar tea and coffee	£0.00	£1,717.86
Field income	£0.00	£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	£1,354.02	£52,507.46
Less Cost of Sales		
bar snacks expenditure	£0.00	£418.75
Beverage supplies (Coffee, milk etc)	£222.37	£2,269.36
Buffets - events	£0.00	£180.00
Drink purchases (and other bar items)	£0.00	£6,498.78
LC Direct Wages	£1,284.12	£18,152.09
Entertainment	£0.00	£0.00
soft drinks expenditure	£0.00	£1,360.04
Total Cost of Sales	£1,506.49	£28,879.02
Gross Profit	-£152.47	£23,628.44
Less Operating Expenses		
LC Bar & Cleaning sundries	£0.00	£2,576.55
Advertising	£0.00	£0.00
Bookings post	£0.00	£0.00
LC Bottled Gas	£17.30	£846.07
LC Cleaning	£603.35	£7,313.93
LC consulting	£24.00	£266.33
LC Electricity (Light, Power)	£0.00	-£6,738.76
LC Equipment	£0.00	£268.31
LC Fire extinguishers	£0.00	£512.00
LC Gas (Heating)	£315.62	£2,643.15
LC Intruder/ fire alarms	£0.00	£500.00
LC Landline telephone and Broadband	£136.42	£1,542.62
LC Rates	£0.00	£9,153.33
LC Repairs & Maintenance	£0.00	£5,262.19
LC Trade waste	£159.76	£1,298.46
LC TV Licence	£0.00	£131.25
LC Water and Sewerage	£0.00	£1,921.35
Managers salary and NI	£1,344.78	£23,827.87
PAYE Payable	£537.93	£4,928.16
Pensions costs	£0.00	£0.00
Printing and stationary	£0.00	£0.00
Stocktaking Services	£0.00	£210.00
Total Operating Expenses	£3,139.16	£56,462.81
Net Profit	-£3,291.63	-£32,834.37

income and expenditure
Winwick Parish Council
1 January 2021 to 31 January 2021

	31 Dec 20	YTD
Income		
Precept	£0.00	£112,150.00
Total Income	£0.00	£112,150.00
<hr/>		
Less Cost of Sales		
no cost of sales	£0.00	£0.00
Total Cost of Sales	£0.00	£0.00
<hr/>		
Gross Profit	£0.00	£112,150.00
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Less Operating Expenses		
Administration expenses	£0.00	£24.04
Bank Fees	£60.79	£1,158.68
Xmas tree	£0.00	£250.00
Community bus	£0.00	£750.00
Poppy appeal	£0.00	£60.00
Clerk's salary	£0.00	£4,628.84
Consulting	£0.00	£5,000.00
External audit fee	£0.00	£1,640.00
Internal audit fee	£0.00	£1,000.00
Insurance	£2,398.03	£2,398.03
Grass cutting	£0.00	£3,150.81
Grounds Maintenance	£162.50	£2,505.00
Key holding contract	£0.00	£838.00
Pension costs	£193.98	£2,034.28
Legal / Licencing Expenses	£0.00	£2,293.65
Litter Pick Costs (Shared)	£1,983.03	£13,532.99
Loan charges	£0.00	£7,051.64
PAYE Payable	£1,092.17	£10,005.68
Payroll	£176.67	£1,911.70
Repairs & Maintenance	£0.00	£748.50
RFO Salary (and NI)	£2,013.60	£21,599.58
Subscriptions	£30.00	£56.41
Swan green, winwick park, radley common	£0.00	£1,510.00
Total Operating Expenses	£8,110.77	£84,147.83
<hr/>		
Net Profit	-£8,110.77	£28,002.17
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WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

NB: Copy for Councillors review amendments/ additions noted in Blue, and suggested removals noted in Red.

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Cleric), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations. Photographs of before and after repairs are also required.
- 3.4 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.5 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.

- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. **This will not be required for a member's personal computer used only for remote authorisation of bank payments.**

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of staff/councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if exists), approved by the Council

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. **Weekly bar returns are to be countersigned by a Councillor on a monthly basis.**
- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO. **Where required the Manager and RFO will ensure that purchase order numbers are obtained.**

- 9.3 All credit customer invoices will come due 30 days from the date of the invoice, should these accounts remain unpaid the following steps will be followed:
- i) At 30 days a reminder letter/ email will be issued
 - ii) At 45 days a letter/ email will be issued informing the customer of the intention to apply interest charges.
 - iii) At 60 days interest charges to be calculated and an email/letter will be issued to the customer with a copy of the interest invoice.
 - iv) If invoice remains unpaid at 75 days Councillors will be notified to decide further action to be taken on client account (whether that be employing a debt chasing agency, putting usage on hold, requiring payment up front of usage, etc)
- 9.4 The Council will review all fees and charges annually, following a report by the RFO.
- 9.5 Any bad debts shall be reported to the Council.
- 9.6 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.7 A reference to the related hire agreement or other identification, indicating the origin of each cheque, shall be entered on the documentation accompanying the weekly bar return.
- 9.8 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (eg petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
- (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
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- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the RFO/ Clerk shall invite tenders from at least three firms.
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- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

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- 16.1 It shall be the duty of the Council to review these Regulations biennially.

Feb 2021