

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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3 February 2021

To Members of Management Committee
(Councillors M Matthews (Chair), T Collins, G Friend, S Gordon and A Iddon)

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 9 February 2021, at 7.30pm**. This will be a virtual meeting using the Zoom video conferencing platform and joining instructions for the meeting will be circulated to Members under separate cover.

Members of the public may view the public part of the meeting on You Tube, using the following link:-

<https://youtu.be/xcPVDM9sCA8>

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

1. **Apologies for absence**
2. **Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to provide advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. Whilst the Clerk will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

3. Minutes

To receive the minutes of the meeting of the Committee held on the 12 January 2021.

4. Action List

A schedule is provided of actions arising from previous meetings.

5. To consider any non-confidential matters in line with the Committee's Terms of Reference.

(1) Community & Leisure Centre - reports from the Operations and Finance Officer; Centre Manager and/or Clerk:

- a) Update Report – *(excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2).*

6. Chairman to move Part 2

Part 2

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

7. To consider any matters in line with the Committee's Terms of Reference.

(1) Community & Leisure Centre – confidential reports from the Operations and Finance Officer; Centre Manager and/or Clerk:

- a) Update Report *(NB. Non-confidential information will be discussed in Part 1 of the meeting)*

(2) Employee Matters - reports of the relevant Officer.

Note: Members of the Parish Council are welcome to observe the meeting but will be asked to leave at the point in the process when individual HR matters are discussed

Winwick Parish - Management Committee 12 January 2021

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

WPMC 33 Apologies

Apologies were submitted on behalf of Councillor S Gordon.

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

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

WPMC 34 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 35 Minutes

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

WPMC 36 Action List

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

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

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

Decision – To note the schedule of actions and referrals from previous meetings, the verbal updates provided and the updates to be applied to the next list.

WPMC 37 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference

(A) Community and Leisure Centre Performance Reports

(1) Finance Report

The Operations and Finance Officer provided a report which showed the financial position at the Leisure Centre for December 2020.

The report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years, actual income received and a summary of the income lost due to the restriction imposed upon the Centre throughout the pandemic. Ms Jones, Operations and Finance Officer, was in attendance to highlight key elements of the report.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales (£168.5k) had been broken down over the 12 month period, based on the percentage fees taken last year. The relevant percentage and target income for each month was outlined in a table. 2020/21 actual income (also shown) would be assessed against the table provided below.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.86	9.05	10.06	12.11	8.71	8.66	7.84	7.98	8.60	6.59	6.72	6.82
Budget (£1,000s)	11.56	15.25	16.95	20.40	14.64	14.60	13.21	13.44	14.49	11.10	11.32	11.49
Actual (£1,000s)	0.00	0.00	0.00	3.27	5.92	6.18	4.65	0.08	0.67	0.00	0.00	0.00

Bar Takings Monthly

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

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

Bar Takings Cumulative

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

Cash Takings

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

Coffee Sales

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

Based on figures from last year's sales, the Centre was looking to be 2,150 cups (£3,050) behind sales to the end of December in 2019/20.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£59.6k), including buffet sales, had been split across the relevant months by percentage. 2020/21 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.19	7.97	7.79	9.48	5.80	10.14	9.34	8.31	8.82	8.44	7.62	9.10
Budget (£1,000s)	4.29	4.75	4.64	5.65	3.46	6.04	5.57	4.95	5.25	5.03	4.54	5.42
Actual (£1,000s)	0.00	0.00	0.00	-0.11	1.49	1.61	1.55	1.41	0.00	0.00	0.00	0.00

Room Lettings Monthly

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

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

Room Lettings Cumulative

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

Issues of Note

Furlough Support

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

On-going Room Lettings

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

(2) Historic Reports

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

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

Daily:

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

Weekly:

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

Ongoing:

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

Overview

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

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

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

WPMC 38 Exclusion of the Public (including the Press)

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

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

(A) Community and Leisure Centre Performance Reports

Members discussed the following matters:-

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

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

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

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

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

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

Decision –

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

(B) Employee Matters

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

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WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2020/21

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To authorise the Chair and Finance Officer to carry out further refinements to the document [<i>Business Plan</i>] and to carry out a staff engagement exercise to discuss the overall direction of travel.	WPMC.30(2)	08/10/19	Finance Officer / Cllr Matthews	-	-	Continuous monitoring	
2	To request the Clerk to provide a template for the business monitoring report to the Interim Community and Conference Centre Manager.	WPMC.57(A)(5)	11/02/20	Clerk	-	-	In progress	
3	To request the Clerk to consider any available training for the senior management team around local government issues.	WPMC.8(A)(7)	09/06/20	Clerk	-	-	A number of formal and informal training opportunities are available. These will be discussed with the postholder.	
4	To request the Operations and Finance Officer to seek further quotes for the replacement exterior door on Radley Suite, to include uPVC models.	WPMC13(4)	14/07/20	Operations and Finance Officer	-	-	Further quotes have been received for the proposed door replacement. Project subject to review due to current financial pressures.	
5	To approve the work to undertake repainting of the ladies and gents toilets and to accept the quote from R Harris in the sum of £530.	WPMC13(9)	14/07/20	Operations and Finance Officer	-	-	Originally due to commence in January 2021. Project subject to review due to current financial pressures.	
6	To approve the purchase of scales for the purpose of weighing barrels.	WPMC 21(2)	08/09/20	Operations and Finance Officer	-	-	Purchase subject to review due to current financial pressures.	
7	To approve the purchase of a domestic type dishwasher for	WPMC 21(4)	08/09/20	Operations and Finance Officer	-	-	Purchase subject to review due to current	

Agenda Item 4

	the kitchen area.						financial pressures.	
8	To note that further quotes would be obtained in relation to the repairs to the bar flooring.	WPMC 29(2)	13/10/20	Operations and Finance Officer	-	-	Project subject to review due to current financial pressures.	
9	To request the Clerk to include an item on appointments to this Committee, on the Agenda for the next Council meeting.	WPMC 33	12/01/21	Clerk	-	-	Council on 26/01/21 agreed to make the appointment of Cllr G Friend permanent and to appoint Cllr T Collins to the remaining vacancy.	
10	That the Operations and Finance Officer be requested to look into:- (i) direct employment of a litter picker in accordance with the budget resolution of the Council; (ii) costs for the purchase of a small van/pick up, compared to the existing lease of a full size vehicle. (iii) possible use of a collection site for bagged litter; and (iv) consultation with Burtonwood and Westbrook Parish Council about a shared service.	WPMC 39(A)(2)	12/01/21	Operations and Finance Officer	-	-	Not yet commenced	
11	That the Operations and Finance Officer be requested, in conjunction with the Chair, to look into the arrangements for opening up the Centre for use by the pre-school and possible utilisation of a trusted key-holder, including: (i) consultation with the	WPMC 39(A)(3)	12/01/21	Operations and Finance Officer	-	-	Actions completed Council on 26/01/21 endorsed revised working arrangements for the Leisure Centre Manager and use of the furlough scheme.	

	users; and (ii) consideration of the Council's insurance position.							
12	That the Operations and Finance Officer be requested to provide some figures for the next Management Committee meeting around the remaining costs to the Council of furloughed staff and some options around part furloughing members of the Council's senior management.	WPMC 39(A)(4)	12/01/21	Operations and Finance Officer	-	-	Figures were provided to Council on 26/01/21 and the proposed arrangements endorsed.	

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Progress Legend

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

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