

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

Email: jjoinson.winwickclerk@outlook.com
Web site: www.winwickparishcouncil.org.uk/

7 April 2021

To Members of Management Committee
(Councillors M Matthews (Chair), T Collins, S Gordon, A Iddon and C Mitchell (substitute))

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 20 April 2021, at 7.30pm**. This meeting was deferred from 13 April 2021, as a mark of respect during the national period of mourning for HRH Prince Philip, The late Duke of Edinburgh.

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/os8wU7tLXdk>

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 informal meeting of the Committee held on the 9 March 2021 and to endorse and ratify the decisions and actions recorded therein, as appropriate.

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).*

- (2) COVID-19: Guidance on the Safe Use of Council Buildings – On 25 March 2021 the Government updated the aforementioned Guidance and clarified that it does not intend to extend the temporary permission for councils to hold virtual public meetings due to the Coronavirus, beyond the expiry date of 7 May 2021. Arrangements will need to be put in place to hold physical meetings at the Leisure Centre in a COVID secure manner after this date.

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
(Informal Meeting)
9 March 2021**

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

The Clerk reported that, due to an IT issue, the meeting could not be livestreamed and would not, therefore, meet the statutory requirements for a formal public meeting. It was agreed to continue with meeting on an informal basis. Any recommendations would need to be ratified at the next formal meeting or approved by Council.

WPMCI 1 Apologies

There were no apologies for absence submitted.

WPMCI 2 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMCI 3 Minutes

Decision – That the Minutes of the meeting held on 9 February 2021 be agreed as a correct record.

WPMCI 4 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 to 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.

In respect of Actions 1 and 9 (Business Plan), Clare Jones, Operations and Finance Officer, reported that the timeline for the reopening of the Centre was set out in the main Finance Report at Agenda Item 5(1). She was due to meet with Paul Wharton, Community and Conference Centre Manager, next week to look at staffing and income levels and to consider other factors, such as the impact of the weather on outdoor opening and what days of the week to open.

The Chair noted that there was some justification for covering the fixed costs of operating the Centre through the general Parish budget, but staffing costs needed to be self-funded by the Centre. Ms Jones confirmed that the Centre Manager was clear that staffing costs needed to be maintained within the

income received from bookings. A single booking was sufficient to cover basic staff costs and any additional bookings would cover a wider range of costs. The Chair added that the bar area should not be open unless there were sufficient customers on site.

Councillor Iddon expressed concern that some debtors might continue to book the Centre without clearing their existing debt. A discussion on this point would take place in Part 2 of the meeting.

It was reiterated that the Centre Manager was well aware of the financial constraints around opening and staffing and would adopt a practical approach.

The Chair reaffirmed that the Centre could not return to operating in exactly the same way as before. The future remained uncertain and income from the pre-school could not be taken for granted. There was a need to consider further the expansion of leisure services provision. Councillor Mitchell noted that now would be an ideal time for a clean break from some of the uneconomic practices employed at the Centre prior to lockdown, as customers might not miss certain facilities if they simply remained closed. For example, the bar could switch to weekend opening only. Councillor Iddon noted that the Centre had originally only opened at weekends.

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.

WPMCI 5 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 February 2021.

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 restrictions 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

Agenda Item 3

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 February 2021, using the profile outlined above.

There had been no bar take in February due to the pandemic lockdown, as against a budgeted figure of £11.3k.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at February 2021, using the profile outlined above. This put the Centre at 13.23% of the budgeted income for the year to date and a deficit on income of £136.2k.

Cash Takings

There were no cash takings for bar sales in February 2021.

Coffee Sales

With regards to the coffee mornings, figures were provided which showed the income to February 2021. The Centre was 353 cups and £585.53 behind the figures as at February last year.

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	0.56	1.41	0.64	0.60	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at February 2021, using the profile outlined above.

The £595 taken in February equated to approximately 13.1% 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 February 2021, using the profile outlined above. At the end of February, room lettings were £46.4k behind the original budget figure for the year.

Issues of Note

On-going Operations

During the current lockdown the Centre continued to open for the pre-school and Chroma (mental health) hires, and was also able to open for NHS training and first aid courses. A number of NHS bookings had been completed in February and the Centre's management was checking with first aid trainers as to which bookings were going ahead in March.

Steps out of Lockdown:

Following the Government's Roadmap, the potential for reopening the Centre was as follows:-

- 8 March 2021– No change to usage as stated under 'On-going Operations' above
- 29 March 2021 – Football field usage could restart, without indoor Centre usage.
- 12 April 2021 – Potential for outdoor bar service (at least restricted opening) if financially viable to do so. Increased community usage meaning as long as COVID risk control measures were in place at the Centre, holiday clubs (largely external use with room for lunch break socially distanced) would be allowed.
- 17 May 2021 – Indoor bar service with 'Rule of 6' restrictions. Indoor exercise classes and meeting hire of no more than 30 people, socially distanced, seated in maximum groups of 6 would be allowed.

- 21 June 2021 – Centre operations allowed to operate at pre-COVID levels.

As always, this was dependent on continued improvements to COVID levels nationally and might be subject to change. Ms Jones reminded Members that she would be meeting with the Centre Manager on 16 March to review likely usage levels for the various stages and to work up expected income levels and corresponding expenses.

Members noted the recent statement by Prof Chris Whitty, Chief Medical Officer for England, that there might be a third wave of the virus. The Chair suggested that the Committee should not expect a turnover for the Centre of any more than double what was realised in 2020/21. The Chair commented that, if the Centre had been established as an arms-length company, it would have benefited from additional Government grants during lockdown. Councillors noted that, having cut back operations to the bare minimum, the Council could afford to be cautious about how it reopened the facility. There was also an opportunity to think carefully about the future of the Centre. Ms Jones reiterated that a phased reopening would be introduced and that this would be discussed further with the Centre Manager next week.

Football Fees

Members noted that an e-mail had been received by the Chair of the Council, dated 28 February 2021, from the co-administrator of the Winwick Open Age Football Team. The e-mail questioned the charges levied for the use of the football pitches at the Centre during 2020/21. For the avoidance of doubt, this was now a different enterprise from Winwick Athletic FC. The correspondence was reproduced in Part 2 of the agenda, however, background information was provided in Part 1 of the Agenda, as follows:-

As the Winwick children's team and adults' teams had separated they had been billed separately too. As there were four teams (3 children's and 1 adults' team) these had been billed at a standard £1,000 per team for the financial year. A discount of 25% had been applied to each account to allow for COVID closures. However, this discount had needed to be measured against the ongoing maintenance costs to ensure that the grass was kept to a level which was playable should COVID restrictions be eased and more games allowed.

The tables below showed the standard games for a season with training sessions calculated at a 2 training sessions to 1 match basis. This showed an expected usage of the pitch at 90 uses per team for an average season.

Home games	12
Away games	12
Cup games	12
Total potential games	36
Total potential home games	18
Training sessions (2:1 ratio)	72

Once these usages were applied to the annual fee, the cost per usage to the team was £11.11 (if 2 training sessions) or £18.52 (if only 1 training session). For other users, the Centre had been charging £20 per pitch usage (not per match) and had been advised that this was cheaper than most pitch charges in the Warrington area.

Annual fee	£1,000.00
Cost per usage	£11.11

Also to be considered, was the fact that the Winwick teams enjoyed additional facilities that the other teams did not have access to, including:-

- Storage space on Centre grounds;
- Exclusive use of the larger changing room; and
- A lockable room for the referee and associated equipment.

None of the above facilities had been factored into the pitch hire price.

A point had been raised that the Centre's fees were too high based on potential income. However, the tables below showed a standard team with minimal subs and the associated expected income for the season. The example below illustrated that the Centre's charges for an annual season would be less than a third of the income made from match fees alone. (If training sessions attracted a fee then the charges would be significantly less than a third of overall income).

Team	11
Subs	3
Total match players	14
Minimum training players	20

Winwick games fees	£7
Games fees per match	£98
Games fees per season	£3,528

Agenda Item 3

Due to COVID closures the annual fees had been charged at 75% of the £1,000 and did increase the cost per usage charge to the teams, however, as previously stated, this charge covered the maintenance of the field to be match-ready should restrictions have been eased sooner.

Games this season	8
Training sessions	16
Total usage 20/21	24

Fees charged 20/21	£750.00
Cost per usage 20/21	£31.25

Games fees 20/21	£2,352
------------------	--------

Overall, on the fees that should have been taken by the team for the matches played, the Centre's charges were still only 32% of the income the team would have received.

The Chair enquired if the Centre had a written record of an agreed price with the customer for the annual hire, although it was acknowledged that a contract did not have to be on writing. Ms Jones reported that the split from Winwick Athletic FC had only come to light recently. The Chair expressed some sympathy with the hirers, in that they had not used the pitches as often as anticipated. It might be prudent to negotiate a greater reduction in price for the usage in 2020/21 and to develop a formal contract for annual hiring with effect from 1 April 2021, to include terms and conditions around normal usage, pitch maintenance and interruptions such as COVID.

Councillor Iddon noted that previous hirers had cited difficulties in the collection of fees from members, as a reason to receive a discount. However, this was not thought a credible argument, as players were present each week and used the Centre's facilities.

Ms Jones reminded Members that annual hirers had the benefit of use of storage facilities at the Centre. The Chair acknowledged that fact and highlighted that ancillary services, such as storage, should be included in the contract. Councillor Mitchell suggested that Ms Jones meet with the user concerned. She also offered to check if Warrington Borough Council had a standard contract which could be adapted for use by Winwick Parish Council.

Councillor Iddon noted that the pitches should be let in much the same way as rooms at the Centre. The Chair noted that if no games had been played the Council would not have need to have the fields cut. Councillor Collins enquired if there was a schedule of individual hire rates in place which could be used until any new contract was signed. Ms Jones confirmed that casual hirers simply paid on the day (£20) at the bar before usage.

Decision –

- (1) To note the update report on the Leisure Centre performance, including the impact of the restrictions on the Centre's operations, due to the Coronavirus pandemic, steps out of lockdown and football pitch fees.
- (2) To request the Operations and Finance Officer to draft a standard contract for annual/seasonal hire of the football pitches, based on the current basic prices and to include terms and conditions in respect of ancillary services and interrupted usage.
- (3) To request the Operations and Finance Officer to meet with the hirer identified in the e-mail dated 28 February 2021 and to offer a 50% reduction in the hire charges for 2020/21 and to report back on the outcome.

WPMCI 6 Exclusion of the Public (including the Press)

The informal meeting had not been open to the public and it was not, therefore, necessary to formally consider this item.

WPMCI 7 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Information was circulated in advance of the meeting on:-

- Cash flow;
- Creditors; and
- Debtors

The cash flow sheets provided ran from 28 February to 3 May 2021. However, the cash flow was incomplete from 5 April 2021, as how furlough monies were claimed and whether cash flow from the bar could be accounted for was dependent on decisions made as to when the Centre would reopen and the expected income and staff time required to fulfil the hours of opening.

A meeting had been set with the Centre Manager for 16 March (as he was already on site supervising a room hire that day) to discuss the various models to see what worked best and was most economical. Updated versions of the cash flow would be provided to full Council on 23 March 2021, including the expected Leisure Centre income/ staff costs.

The cash flow showed that there was a fine balance, but that the Council could continue to meet its liabilities prior to the arrival of the Precept monies for 2021/22, by continuing to recover money from its debtors and by carefully phasing payments to creditors to match income received.

Agenda Item 3

Members were informed that the Leisure Centre had been accepted for the Closure Grant this time and that £2,000 had been credited to the Council's account on 5 March 2021. There were two more grants that the Council had been accepted for (December restrictions and January closures grants). However, as yet, the amounts and dates for receipt had not been confirmed and, therefore, did not feature in the cash flow predictions.

Councillors were asked to note the section for bad debt provision. This section set out the invoices currently that had been identified as either unlikely to come in (liquidation of company) or definitely not going to be paid (invoiced in error).

A number of other items were marked as provisional, at present, as confirmation of proposed payment dates was still awaited from some customers. However, payments would be balanced around the income received.

The production of the additional management information above had only required 5 additional unfurloughed hours. In order to review and update the figures submitted on the spreadsheets, these hours would need to be repeated once a fortnight. This should keep the cost of compiling the additional report to a minimum, ensuring that the Operations and Finance Officer was able to maximise the number of furloughed hours available.

Ms Jones commented on individual debtors, their circumstances and the progress being made on recovering monies owed in each case. The Centre Manager would check with Ms Jones before new lettings were made to significant debtors. Any longstanding debt would be reported to the Committee in future. Members considered whether it would be possible to charge hirers in advance, but this might not always be practical where the users themselves charged fees from their customers. All parties were paid for in advance. However, the use of credit accounts for some regular hirers had been custom and practice at the Centre for some time prior to the tenure of the current Management Team. Lettings had been delegated to junior staff at a time before the Operations and Finance Officer had become a full-time employee.

The Chair suggested that for each longstanding debt the Committee should take a view on how it should be recovered and, in appropriate cases, how much should be written off. Any write-offs should be determined sooner rather than later. Ms Jones confirmed that a process of debt chasing was already underway, which escalated the Council's response over time. However, the use of a debt chasing agency, as a last resort, might not be financially viable given the small sums involved. Members discussed the potential to use the small claims court.

Decision –

- (1) To note the report on cash flow, creditors and debtors.

- (2) To request the Operations and Finance Officer to assess the list of debtors and report back to the Committee on whether any amounts should be written off.

(B) Winwick Open Age Football Team Fees

This matter had been dealt with in Part 1 of the Agenda. A correction to the Item heading clarified that this was not the same club as Winwick Athletic FC.

(C) Employee Matters

Maternity Cover

Ms Jones, Operations and Finance Officer, provided a draft job advert and job description for maternity leave cover for her post from May to October 2021.

It was proposed to hand out the job description at interview so that a conversation could take place and context could be provided to the candidates. The intention was to publicise the advert tomorrow morning via Indeed or other suitable on-line job-search platforms. A number of Elected Members would be requested to take part in the interview process.

The cost of setting aside a period of time for the new post-holder to shadow Ms Jones could be met from within the Budget set and anticipated maternity leave payments.

Litter Picker

The Chair had spoken to the Council's Litter Picker, who had now received a letter about the proposed changes to the arrangements for the service. He had expressed his eagerness to work directly for the Parish Council, which would be on the basis of 2½ days per week in Winwick. It was anticipated that Burtonwood and Westbrook Parish Council would be prepared to purchase a service for the remaining 2½ days directly from Winwick.

The Litter Picker was very enthusiastic about his job and had offered some advice on the type of vehicle that the Council might wish to obtain for the service. Members considered that it might be economical to take out a loan with the Public Works Loan Board (PWLB) for a new electric vehicle. Ms Jones confirmed that she was currently looking into the options for vehicles and the potential costs.

Decision –

- (1) To note the proposals, draft advert and job description in respect of maternity leave cover for the Operations and Finance Officer.
- (2) To note the update in respect of proposed changes to the Litter Picker Service.

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) WPMC.43(2)	08/10/19 09/02/21	Finance Officer / Cllr Matthews	-	-	Continuous monitoring. Actions include managing the recovery programme following lockdown.	
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. Detailed operational reports will not be appropriate until the Centre opens more widely.	
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 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.	
6	To approve the purchase of a domestic type dishwasher for the kitchen area.	WPMC 21(4)	08/09/20	Operations and Finance Officer	-	-	Purchase subject to review due to current financial pressures.	
7	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.	
8	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	WPMC 39(A)(2)	12/01/21	Operations and Finance Officer	-	-	This is a complex, multi-stage project, but is progressing to target. Interdependencies between the various elements will shape the final service design.	

Agenda Item 4

	<p>Council;</p> <p>(ii) costs for the purchase of a small van/pick up, compared to the existing lease of a full size vehicle.</p> <p>(iii) possible use of a collection site for bagged litter; and</p> <p>(iv) consultation with Burtonwood and Westbrook Parish Council about a shared service.</p>						Progress to target will be reported routinely to Council, which has responsibility for the project	
10	To request the Clerk to provide safety advice for members of the public choosing to pick litter on a voluntary basis, via the Council's website.	WPMC.43(3)	09/02/21	Clerk	-	-	The Chair has provided some information obtained from the Borough Council directly to active volunteers. The advice and risk assessment has been posted on the Parish website	
11	To request the Clerk to draft a letter to the litter picker to advise him of the proposals in connection with the reorganisation of the litter picking service and to provide reassurance that he will be consulted fully around any proposed changes.	WPMC.43(4)	09/02/21	Clerk	-	-	Completed..	
12	To request the Operations and Finance Officer to consider the creation of a provision for bad debt and a procedure for the writing off of unrecoverable debts.	WPMC.46 (2)	09/02/21	Clerk	-	-	Revisions made to the Council's Financial Controls.	
13	To request the Operations and Finance Officer to consider the provision of information to the	WPMC.46(3)	09/02/21	Clerk	-	-	Routine report are now being provided.	

Agenda Item 4

	Committee about the age of any debt or credit.							
	That the Minutes of the meeting held on 9 February 2021 be agreed as a correct record.	WPMCI.3 (informal meeting)	09/03/21	Clerk	-	-	Completed - subject to endorsement and ratification required under Agenda Item 3	
	To request the Operations and Finance Officer to draft a standard contract for annual/seasonal hire of the football pitches, based on the current basic prices and to include terms and conditions in respect of ancillary services and interrupted usage.	WPMCI 5(2) (informal meeting)	09/03/21	Operations and Finance Officer	-	-	In progress - subject to endorsement and ratification required under Agenda Item 3	
	To request the Operations and Finance Officer to meet with the hirer identified in the e-mail dated 28 February 2021 and to offer a 50% reduction in the hire charges for 2020/21 and to report back on the outcome.	WPMCI 5(3) (informal meeting)	09/03/21	Operations and Finance Officer	-	-	Completed - subject to endorsement and ratification required under Agenda Item 3	
	To request the Operations and Finance Officer to assess the list of debtors and report back to the Committee on whether any amounts should be written off.	WPMCI 7(A)(2) (informal meeting)	09/03/21	Operations and Finance Officer	-	-	In progress - subject to endorsement and ratification required under Agenda Item 3	

Version 9.0- (Final) – 07/04/21

Progress Legend

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

THIS PAGE IS LEFT BLANK INTENTIONALLY

Winwick Parish Council

Leisure Centre Performance Report

To meeting 13th April 2021

1. Income information

Key performance indicators.

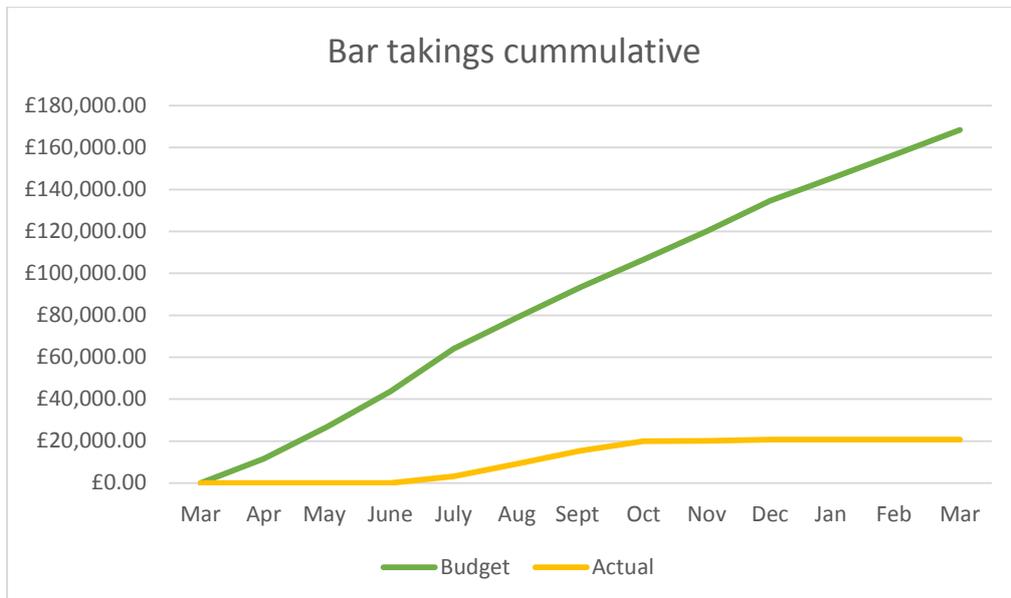
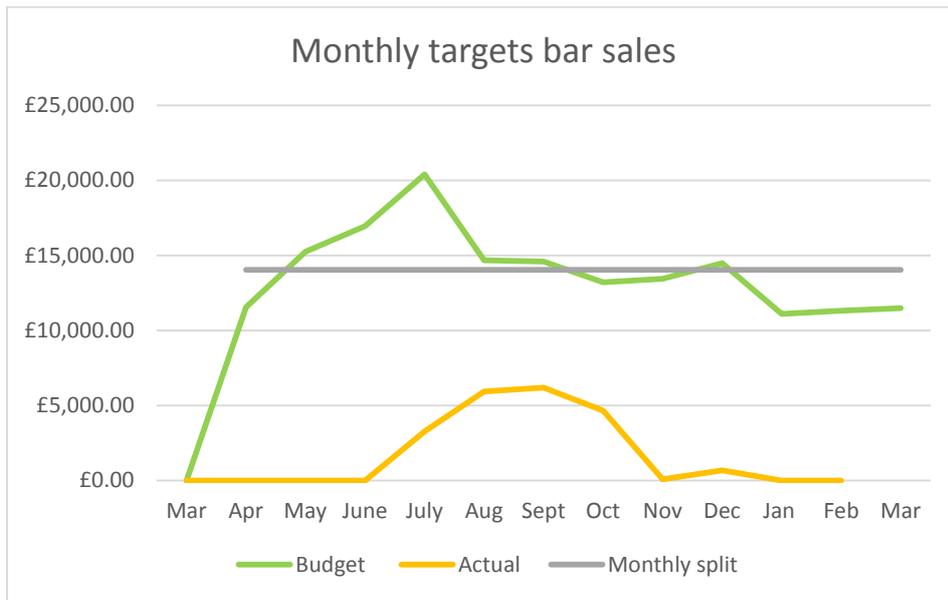
The annual budget for bar sales (£168,500) has been broken down over the 12-month period based on the percentage fees taken last year and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	6.86%	9.05%	10.06%	12.11%	8.71%	8.66%
Budget	£11,558.97	£15,252.36	£16,947.35	£20,398.62	£14,638.71	£14,595.22
Actuals	£0.00	£0.00	£0.00	£3,266.19	£5,920.05	£6,180.17
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	7.84%	7.98%	8.60%	6.59%	6.72%	6.82%
Budget	£13,214.11	£13,439.81	£14,490.52	£11,102.56	£11,322.95	£11,493.82
Actuals	£4,648.02	£81.19	£668.49	£0.00	£0.00	£0.00

Due to full lockdown March saw no bar sales against the original budget on the year of £11.4k.

This puts us at 12.32% of the budgeted income for the year to date and a deficit on income of £147.7k.

Plots showing initial figures on income below:



There were no cash takings for bar sales for February.

Agenda Item 5(1)(a)

Following the decision made at full council meeting to wait until the May opening point to ensure we increase income potential and reduce potential losses the bar take targets for the financial year 21/22 are as follows:

	Apr	May	June	July	Aug	Sept
Percentage of total	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Budget	£0.00	£3,073.28	£7,068.54	£7,068.54	£7,068.54	£7,068.54
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Budget	£10,141.82	£10,141.82	£10,141.82	£10,141.82	£10,141.82	£10,141.82
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Obviously, these may need to be adjusted should the government gateways move however, these are predictions as they stand at the beginning of April.

With regards to the coffee mornings the figures below show income to March. Lockdown sees a loss of 238 cups and £455.10 based on March last year.

	Cups sold total	Cups sold per day	Income
Apr	0	0.0	£0.00
May	0	0.0	£0.00
June	0	0.0	£0.00
July	81	2.6	£121.86
Aug	192	6.2	£300.05
Sept	237	7.9	£386.66
Oct	284	9.2	£464.68
Nov	35	1.2	£56.42
Dec	231	7.5	£383.19
Jan	0	0.0	£0.00
Feb	0	0.0	£0.00
Mar	0	0.0	£0.00
Total	1060	2.9	£1,712.86

At the end of the year we are 3205 cups and £4,791.53 behind the annual tea/coffee income from last year.

Agenda Item 5(1)(a)

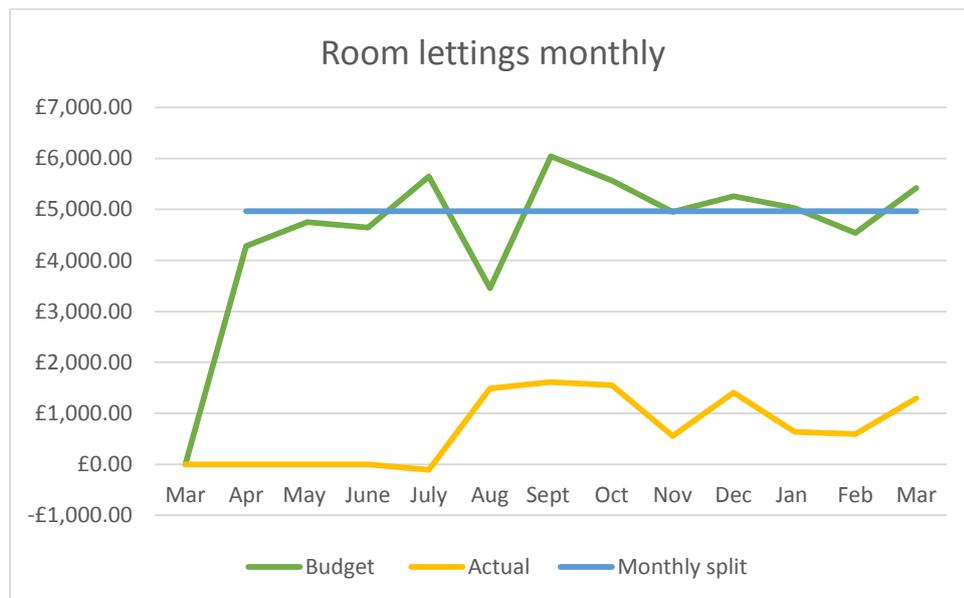
As with the bar sales room lettings have been analysed and the expected fees (including buffet sales) have been split across the relevant months by expected percentages, as below:

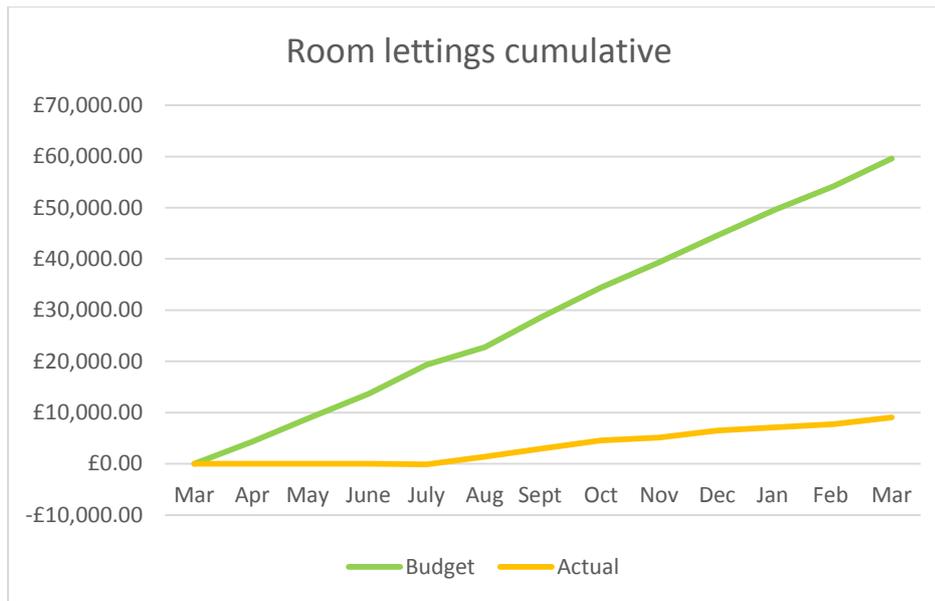
	Apr	May	June	July	Aug	Sept
Percentage	7.19%	7.97%	7.79%	9.48%	5.80%	10.14%
Fee	£4,285.24	£4,750.12	£4,642.84	£5,650.08	£3,456.80	£6,043.44
Actual	£0.00	£0.00	£0.00	£-110.00	£1,490.00	£1,613.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	9.34%	8.31%	8.82%	8.44%	7.62%	9.10%
Fee	£5,566.64	£4,952.76	£5,256.72	£5,030.24	£4,541.52	£5,423.60
Actual	£1,553.00	£557.00	£1,410.00	£635.00	£595.00	£1,295.00

At the end of March we are £50.5k behind the original budget for the year.

The £1,295 taken in March equates to approximately 23.8% of the originally budgeted room hire for this month.

Plots are provided below:





Room hire targets for 21/22 are shown below:

	Apr	May	June	July	Aug	Sept
Percentage	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Fee	£1,600.80	£1,600.80	£1,600.80	£1,600.80	£1,598.40	£1,598.40
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Fee	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Additional notes:

- 1) Additional income received in March:

Grants £14,500.14

Furlough £3,833.54

Total Furlough received to end March £33,163.90

- 2) Steps out of lockdown:

Following the government stages the potential for opening the centre sits as follows:

29th March – Football field usage can restart, without internal centre usage (e.g. showers).

12th April – Potential for outdoor bar service (at least restricted opening) agreed not financially viable (bar opening agreed to be May gateway). Increased community

Agenda Item 5(1)(a)

usage meaning as long as covid restrictions in place at the centre holiday clubs (largely external use with room for lunch break socially distanced) allowed.

17th May – Indoor bar service with rule of 6 restrictions. Indoor exercise classes and meeting hire of no more than 30 people socially distanced seated in maximum groups of 6 allowed.

21st June – Centre operations allowed to operate at pre-covid levels.

As always this is dependent on the continued improvement to Covid levels nationally and may be subject to change.

3) Football fees

Discussions have been held with Winwick Athletic and a verbal agreement has been made for £1,250 per team for field usage (including use of showers and storage unit). Written agreement is being put together and will be issued in Part 2 (for information only).

Part 2 – Documents will be issued under separate cover

- 1) Cash flow review including debtors/ creditors detail
- 2) Room hire standard rates for 21/22
- 3) Maternity cover recommendations.
- 4) Agreement with Winwick Athletic.