

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/

12 May 2021

To All Members of Winwick Parish Council

Dear Councillor

The Annual Meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday 18 May 2021, at 7.30pm.

Note: COVID Secure control measures are in place at the Leisure Centre, which means that the total seating available for members of the public during the meeting will be limited to 15. Capacity will be kept under review for future meetings and will be amended as national restrictions continue to ease in line with the Government's Roadmap to recovery.

Yours sincerely

Julian Joinson

Clerk to the Parish Council

ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA

- 1. Election of Chairman 2021/22**
- 2. Election of Vice Chairman 2021/22**
- 3. Apologies for Absence**
- 4. 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 advise 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.

5. Result of Elections 2021

The following persons have been elected as councillors for the Parish Wards indicated for a three year term:-

Houghton Green Ward (4)	Peel Hall Ward (3)	Winwick Ward (3)
Diana Friend (Labour)	(No candidate)	James Herron (Independent)
Graham Friend (Labour)	(No candidate)	Ann Iddon (Independent)
Frank McGinn (Labour)	(No candidate)	Caty Mitchell (Labour)
Andrew Warnock-Smith (Labour)		

The Council may now co-opt three persons to serve in the Peel Hall Ward.

6. Procedure for Co-option of Members - Peel Hall Ward

7. Re-adoption of Winwick Parish Council Code of Conduct

A revised Model Code of Conduct was published by the Local Government Association in 2020. Warrington Borough Council has recently updated its own Code in the light of these changes. Members may wish to retain Winwick Council's existing Code for the time being and request that Officers to look into reviewing the Code to consider alignment with the new Model.

8. Re-adoption of Winwick Parish Council Governance and Operational Procedures

9. Appointments to Committees and Sub-Groups

Committees

- Management Committee (5 Members)
- Grievance Committee (any 3 Members from the full Council)
- Staffing Appeals Committee (any 3 Members from the full Council)
- Environment and Highways Committee (3 Members)

Sub-Groups

- Management Oversight Group – (Chair and Deputy Chair, Responsible Finance Officer, Clerk and Centre Manager)
- Leisure Centre Options Project Group – (2 Members of the Management Committee and 2 Members of the Peel Hall and/or Houghton Green Wards)
- Local Plan Working Group (4 Members)

10. Appointments to Outside Bodies and Other Positions of Responsibility

- Rights of Way Forum
- Millennium Fund Trustees
- Winwick Educational Foundation
- Signatories for electronic banking (Unity Trust Bank)

11. Minutes

To confirm the minutes of the meeting of the Parish Council held on 27 April 2021

12. Updates on Issues from Previous Meeting(s)

13. Question Time for Electors

14. Police / Community Issues

15. Winwick Litter Network - Update

16. Traffic Management

17. Correspondence

18. Planning Matters

19. Finance Officer's Report

20. Annual Governance Statement 2020/21

21. Accounting Statements 2020/21

22. Ward Reports/Updates

- Houghton Green Ward
(Councillors D Friend, G Friend, F McGinn and A Warnock-Smith)
- Peel Hall Ward
(3 vacancies)
- Winwick Ward
(Councillors J Herron, A Iddon and C Mitchell)

23. Schedule of Meetings 2021/22 and Date and Time of Next Meeting –

- Tuesday 22 June 2021 at 7.30 pm

24. Chairman to Move to Part 2 (as required)

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.

25. Finance Officer's Report - Confidential Matters

26. Winwick CE Primary School - School and Community Improvement Plan

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Winwick Parish Council

18 May 2021

Report Title: Procedure for Co-option of Members - Peel Hall Ward

Report Author: Julian Joinson, Clerk

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

1. PURPOSE

- 1.1 To consider a procedure for the co-option of persons to fill three vacancies in the Peel Hall Ward following the Parish Elections on 6 May 2021.

2. CONFIDENTIAL OR EXEMPT

- 2.1 The report does not contain any confidential information

3. INTRODUCTION AND BACKGROUND

- 3.1 No candidates were proposed for the three seats in the Peel Hall Ward during the relevant period allowed for the submission of nominations prior to the Elections on 6 May 2021. Accordingly, the Council may now co-opt suitable persons to serve in those seats.

4. PROCEDURE TO CO-OPT A MEMBER

- 4.1 The Council may co-opt whoever it pleases to fill a casual vacancy. However, that person must be qualified to serve as a councillor. Details of the qualification requirements are set out in a guidance note on Casual Vacancies provided by the Electoral Services Manager, attached at Appendix 1.
- 4.2 There is no formal guidance on how co-option should be carried out. Some councils advertise for expressions of interest in being co-opted. Although there is no legal requirement to do this, it is generally regarded as good practice to make the vacancy as widely known as possible. An advertisement and application form could be placed on the Council's website, with expressions of interest invited before the next Council meeting.

Agenda Item 6

- 4.3 On previous occasions when a vacancy has occurred mid-term a seat has been offered directly to a qualifying candidate from the political party of which the retiring councillor was a member. On this occasion, the mandate to make such an offer is less clear, since no persons stood for or were elected to these seats in May 2021. However, local political parties may have candidates in mind. In the 5 years prior to 2021 all three seats in this Ward were Labour.
- 4.4 Further guidance on the voting procedure for the appointment of co-optees is included in the guidance note at Appendix 1. An application form which may be used by prospective co-optees is also attached at Appendix 2. It is suggested that applicants be invited by advertisement on the Council's website and notice boards and via political parties and that any application forms received be considered at the next Council meeting to enable appointments to be determined.
- 4.5 Councillors are invited to approve a procedure for co-option.

5. FINANCIAL CONSIDERATIONS

- 5.1 None

6. RECOMMENDATION

- 6.1 To approve a procedure for the appointment of three co-optees to the vacancies in the Peel Hall Ward.

CASUAL VACANCIES IN THE OFFICE OF COUNCILLOR

Notes for the Guidance of Parish Council Clerks

Qualifications to be a Councillor

A person is qualified to be elected and to be a councillor if they are a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election) they are 18 or over. In addition, the person must meet at least one of the following criteria:

(1) on the relevant day and thereafter they continue to be on the electoral register for the parish, or

(2) during the whole of the twelve months before that day they have owned or tenanted land or premises in the parish, or

(3) during the whole of the twelve months before that day their principal or only place of work has been in the parish, or

(4) during the whole of the twelve months before that day they have resided in the parish or within three miles of it.

Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections. Certain people are disqualified from standing, and these include paid officers (including the Clerks) of the council, bankrupts and those subject to recent sentences of imprisonment.

The Six Causes of a Casual Vacancy and the Effective Date of the Vacancy

1. Failure to complete a declaration of acceptance of office within the proper time. This must be done before or at the first meeting of the Council, unless the council permits otherwise. The effective date of the vacancy is the closing date for making declarations of acceptance of office.

2. When a notice of Resignation has been received. A councillor may at any time resign their office by written notice delivered to the chairman of the parish council. There is no special form for the notice. There is no procedure for withdrawing a notice of resignation once it is made. There is no need to report the resignation to the council for it to take effect. The resignation takes effect upon receipt, and this is the effective date of the vacancy.

3. Death. The vacancy is deemed to have occurred on the date of the death.

4. Ceasing to be Qualified. This would normally only occur where a councillor had used their registration as an elector as their qualification for nomination and election and where that qualification had been lost because they had ceased to be on the register of electors. As noted above, all other qualifications continue for the full term of office. The council must declare the vacancy forthwith, and the vacancy is deemed to have occurred on the date of this declaration.

5. Becoming Disqualified. Through bankruptcy, office holding, surcharge, conviction, court order or being found guilty of corrupt or illegal practices in election law.

6. Failure to Attend Meetings. If a councillor fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the council (including committees, sub-committees or as a representative of the council), they shall, unless the failure was due to some reason approved by the council before the expiry of that period, cease to be a member of the council. The effective date of the vacancy is the date declared by the council.

Notice of the Casual Vacancy must be given

Copies of the Notice will be supplied by Warrington Borough Council's elections staff, and they should be put up in a conspicuous place in the Parish ie all Parish notice boards. Parish Clerks should notify the Electoral Services team immediately once a vacancy arises.

The notice allows ten electors of the parish or ward to request that an election be held to fill the vacancy. There is no form of words for this request, which might simply be a letter headed with such words as "We the undersigned being electors for the [Ward of] ... Parish, call for an election to fill the vacancy arising from the [death][resignation] of ...". It is helpful if the ten signatures are accompanied by printed names, addresses and electoral numbers from the current electoral register. The request should be sent to the Returning Officer of Warrington Borough Council and must be received within fourteen days computed in accordance with the election rules. The election must then be held within sixty days of the date of the notice of casual vacancy.

If no request is received, then, after the expiry of the fourteen day period, the council shall co-opt a person to fill the vacancy as soon as is practicable.

In the case of a casual vacancy occurring in the last six months before the ordinary elections, the council is required to give a notice of the casual vacancy but an election is not held. The council may co-opt if it wishes, leaving any unfilled vacancies to be filled at the ordinary elections.

If an election is called for

The Returning Officer will set a date for polling day, and the election process will begin with the publication of a notice of election, copies of which will be supplied to the clerk. That notice informs the electors where they may obtain nomination papers and the date by when they should be delivered. It gives the dates by which applications to vote by post or proxy must be made. It also gives the date of the poll in the event of a contest.

Co-option

The council may co-opt whoever it pleases to fill a casual vacancy. However, that person must be qualified to serve as a councillor. Some councils advertise for expressions of interest in being co-opted. Although there is no legal requirement to do this, it is generally regarded as good practice to make the vacancy as widely known as possible.

The person co-opted must receive an absolute majority vote of the councillors present and voting. For example, where there is a council of eleven members and there are nine councillors present and voting, the absolute majority is five. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.

The usual rules on voting apply. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. The person presiding over the meeting may vote, and if there is an equality of votes they may exercise their casting vote. Members must vote by show of hands unless the council has standing orders that provide otherwise.

The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

For further assistance

Staff from Electoral Services at Warrington Borough Council are always ready to assist clerks to parish councils who require advice. You should contact:

Alison McCormick

Electoral Services Manager
alisonmccormick@warrington.gov.uk
[uk](tel:01925442041) 01925 442041

or elections@warrington.gov.uk

Winwick Parish Council

Co-option Application Form – Peel Hall Ward

Name.....
Address for Correspondence.....

.....
.....

Postcode.....

Tel......

Mobile.....

Email

Are you over 18? Yes/No

Please detail any experience you have that may be relevant to Winwick Parish Council. (If necessary please continue on a separate sheet of paper)

.....
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.....
.....
.....

Is there any other information you would like to disclose regarding your application? (If necessary please continue on a separate sheet of paper)

.....
.....

.....

.....

.....

Signed.....

Dated.....

Please return your completed form, together with the Co-option Eligibility Form to: Julian Joinson, Clerk to Winwick Parish Council, C/o 97 Moss Hall Road, Accrington, Lancashire, BB5 5AZ,

or by e-mail to: jjoinson.winwickclerk@outlook.com

Co-option Eligibility Form

1. In order to be eligible for co-option as a Winwick Parish Councillor you must be a British subject, or a citizen of the Commonwealth, or the European Union. You must also be 18 years of age or over on the "relevant date", that being the day on which you are nominated, or if there is a poll, then the day of the election. You must additionally be able to agree with the following qualifications set out below.

Please tick any of the following four points which applies to you.

a. I am registered as a local government elector for the parish; or

b. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

c. My principal or only place of work during those twelve months has been within the parish; or

d. I have, during the whole twelve months, resided in the parish, or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c. Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances.

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part
- iii. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of discharge.

I (INSERT NAME).....

hereby confirm, that I am eligible to apply for the vacancy of Winwick Parish Councillor, and that the information given on this form is a true and accurate record.

Signed.....

Dated.....

Winwick Parish Council

18 May 2021

Report Title: Re-Adoption of Winwick Parish Council Code of Conduct

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

The Parish Council is required to have in place a Code of Conduct.

The Parish Council adopted a Code of Conduct on 26 February 2013, which mirrored the Code of Conduct adopted by Warrington Borough Council, following changes to the standards regime implemented under the Localism Act 2011. The Code has been re-adopted by Winick Parish Council in each successive year, thereafter.

On 28 February 2017, the Parish Council revised its Code to include information about the handling of Members' Gifts and Hospitality. A copy of the existing Code is attached at Appendix 1.

At its Annual Meeting in 2017, the Council was informed that Warrington Borough Council had revised Part B of its Code of Conduct, to simplify the text in relation to registering and declaring disclosable pecuniary interests, also to include a requirement for Members who have a disclosable pecuniary interest to leave the room during the discussion or vote, and additional rules in relation to a number of other types of interest. The Parish Council decided not to adopt those changes.

A revised Model Code of Conduct was published by the Local Government Association in 2020. Warrington Borough Council has recently updated its own Code in the light of these changes. Members may wish to retain Winwick Council's existing Code for the time being and request that Officers to look into reviewing the Code to consider alignment with the new Model.

The Code of Conduct was last re-adopted on 28 May 2019.

The following recommendations are made

That;

The existing Code of Conduct be re-adopted and that Officers be requested to look into reviewing the Code to consider alignment with the new Model Code provided by the Local Government Association.

Members views are sought.

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WINWICK PARISH COUNCIL

MEMBERS

CODE OF CONDUCT

Version Number	Date adopted by the Parish Council
1.0	26 February 2013
1.0	Readopted 28 May 2013
1.0	Readopted 27 May 2014
1.0	Readopted 26 May 2015
1.0	Readopted 17 May 2016
1.1	Amended 28 February 2017
1.1	Readopted 23 May 2017
1.1	Readopted 22 May 2018
1.1	Readopted 28 May 2019

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CODE OF CONDUCT FOR MEMBERS

The Code has been adopted under section 27 of the Localism Act 2011 and is based on the following core principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of members and co-opted members of the authority, together with provisions about registering and declaring interests.

A General obligations

Whenever you are acting as a member or co-opted member of this authority you must act in accordance with the following obligations:

Selflessness

- 1 You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

Integrity

- 2 You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Objectivity

- 3 When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the authority's officers, into consideration.

Accountability

- 4 You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including by local residents.

Openness

- 5 (a) You must be as open and transparent as possible about your decisions and actions and the decisions and actions of your authority. You should be prepared to give reasons for those decisions and

actions. You must not prevent anyone getting information that they are entitled to by law.

(b) Where the law or the wider public interest requires it, you must not disclose confidential information or information to which public access is restricted.

Honesty

6 (a) You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Section B below.

(b) You must only use or authorise the use of the authority's resources in accordance with the authority's requirements. You must, when using or authorising the use by others of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

Respect for others

7 (a) You must treat others with respect. You should engage with colleagues and staff in a manner that underpins mutual respect, essential to good local government.

(b) You must not do anything which may cause your authority to breach any equality laws.

(c) You must not compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the authority.

(d) You must not bully any person, including other councillors, officers of the authority or members of the public.

Leadership

8 You must promote and support high standards of conduct when serving as member or co-opted member of the authority, by leadership and example, championing the interests of the community.

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

B Registering and declaring pecuniary and non-pecuniary interests

- 1 Registration and declaration of interests shall be made in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Excerpt from CLG text:

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then you must disclose the interest to any meeting of the authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'*.

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

*A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

CODE OF CONDUCT ON MEMBERS' GIFTS AND HOSPITALITY

The following forms part of the locally adopted Members Code of Conduct under s.27(2) Localism Act 2011. This Code of Conduct on Members' Gifts and Hospitality retains, adapted as appropriate, those elements relating to gifts and hospitality included in the Model Code of Conduct for Members 2007¹, which was in place prior to the implementation of the Localism Act 2011.

What should you register and when?

You must register any gifts or hospitality worth £25 or over that you receive in connection with your official duties as a Member, and the source of the gift or hospitality, within 28 days of receiving it. A pro forma is appended to this Code.

Declaring a gift or hospitality as an interest at meetings

At a meeting of the council, a committee or sub-committee, you may have an interest in a matter under consideration if it is likely to affect a person who gave you a gift or hospitality that is registered. If that is the case you must declare the existence and nature of the gift or hospitality, the person who gave it to you, how the business under consideration relates to that person.

Once three years has passed since you registered the gift or hospitality in your register of interests, your obligation to disclose that interest to any relevant meeting ceases.

Is the gift or hospitality connected to my official duties as a Member?

You should ask yourself, would I have been given this if I was not a Member of the Council? If you are in doubt as to the motive behind a gift or hospitality, you are recommended to register it, or speak to your Monitoring Officer or your Parish Clerk where appropriate.

You do not need to register gifts or hospitality which are not related to your role as a Member, such as Christmas or other gifts from friends and family, or gifts which you do not accept. However, you should always register a gift or hospitality if it could be perceived as something given to you because of your position.

What if you do not know the value of a gift or hospitality?

You may have to estimate how much a gift or hospitality is worth. Also, an accumulation of small gifts you receive from the same source over a short period that add up to £25 or over should be registered.

¹ Published by the now defunct Standards Committee

Agenda Item 7 – Appendix 1

The general rule is, if in doubt you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life.

WINWICK



**PARISH
COUNCIL**

Members Register of Gifts and Hospitality

- 1. Name.....
- 2. Gift/Hospitality.....
.....
.....
- 3. Estimated Value.....
- 4. Name of Company/Organisation/Individual that has provided the gift or hospitality
.....
.....
- 5. Accepted Yes/No
- 6. Date Accepted/Rejected.....
- 7. If gift accepted, how dealt with.....

Signed:.....

Date:.....

Winwick Parish Council

18 May 2021

Report Title: Re-Adoption of Parish Council Governance and Operational Procedures

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

The Parish Council are requested to re-adopt the following governance and operational procedures;

Governance Procedures

1) National Association of Local Councils Standing Orders (Constitution)

The Council currently operates under the NALC Local Councils Standing Orders – 2010 edition – which was adopted on 24 September 2013 and last re-adopted on 28 May 2019. However, sections in relation to the power of wellbeing and contracts are now out of date.

A revised edition, which has not been adopted by the Parish Council, was published by NALC in 2013, in their booklet 'Local Councils Explained' and this was again revised in April 2018. The Council at its meeting on 23 April 2019 recommended that the latest version be purchased and adopted by the Council. The Model Standing Orders include a number of sections which are subject to local choice. These will be populated in line with the terms of the existing Standing Orders, in so far as is possible. Where there is ambiguity, it is suggested that this be delegated to the Clerk to complete the document, in consultation with the Chair, and to report back on the final draft at a future meeting of the Council.

2) Scheme of Delegation to Officers

A scheme of delegation to Officers was approved on 26 May 2020, as follows:-

- (1) The delegation of the following powers to the Clerk and RFO, as appropriate, except for those matters reserved exclusively to full Council by statute:
 - (i) To act in an emergency situation, or where there is special urgency, in consultation with the Chair and Vice-Chair (or in the

absence of either of those Members or where there is a conflict of interest by either, with any other member of the Council).

- (ii) To act in matters of urgency regarding all other decisions, where it is not practicable to hold a meeting of Council or the relevant body in a timely manner, in consultation with the Chair and Vice-Chair of the Council and having regard to the views of all members of the Council, having providing three clear working days notice in writing of the proposed decision.

- (2) Any decisions taken under (1)(i) or (ii) above and the reason for urgency or special urgency, to be recorded in writing and reported to the next available meeting of the Council.
- (3) To confirm the delegation of powers to Officers to act generally in accordance with the matters set out in their job descriptions.

3) Complaints Procedure – as last re-adopted on 28 May 2019.

Operational Procedures

- 1) **CCTV Policy** – as last re-adopted on 28 May 2019.
- 2) **Leisure Centre Operational CCTV Policy** – Implemented by Leisure Centre Manager on 4 April 2015 (endorsed by the Council on 17 May 2016) and last re-adopted by the Council on 28 May 2019.
- 3) **National Training Strategy for Town and Parish Councils ‘Being a Good Employers Guide’** – as last re-adopted on 28 May 2019.
- 4) **ACAS Procedures for dealing with employee grievance matters** – as last re-adopted 28 May 2019
(If ACAS procedures not appropriate, Warrington Borough Council’s procedures to be used in its place)
- 5) **Warrington Borough Discipline Policy for use with Parish Council Employee’s** – as last re-adopted on 28 May 2019
- 6) **Data Protection Policy** – This Policy is under development and will be submitted to the Council when available, following further consideration of the General Data Protection Regulation.

Members views are sought.

N.B – A Copy of each procedure will be available for inspection at the meeting and additional copies are available on request.

Winwick Parish Council

18 May 2021

Report Title: Appointments to Committees and Sub-Groups

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

The Parish Council is required to make appointments to the following Committees and Sub-Groups.

1. Management Committee – (5 Members)
2. Grievance Committee – (any 3 Members from the full Council*)
3. Staffing Appeals Committee – (any 3 Members from the full Council*)
4. Environment and Highways Committee – (3 Members)
5. Management Oversight Group – (Chair and Deputy Chair, Responsible Finance Officer, Clerk and Centre Manager)
6. Leisure Centre Options Project Group – (2 Members of the Management Committee and 2 Members of the Peel Hall and/or Houghton Green Wards)

NOTE* To be determined by the Clerk, on a case by case basis as appropriate, following consultation with the Chair

There is a presumption that, where possible, Committees should include the Chair and / or Deputy Chair, as appropriate.

Frequency of meetings and terms of reference for each Committee will be agreed at the first meeting of each Committee.

Management Committee

The primary functions of this committee are:

1. Reporting to the Parish Council - to assist in the development, review and maintenance of the Parish Council's HR Policies and procedures.
2. Under delegated authority, to provide line management provision to the Leisure Centre Manager, Finance Officer and Clerk to the Parish Council.
3. To monitor, review and make recommendations in relation to the budget and operation of the Leisure Centre.

Recommendation

- 1) That the Chair or Deputy Chairman be appointed to the Management Committee;
 - 2) That a further 4 members of the Parish Council be appointed to the Management Committee.
-

Grievance Committee

The primary function of this committee is:

1. To investigate any formal grievance complaints made against the Parish Council

Recommendation

- 1) That the members of the Grievance Committee be appointed once details of any complaints have been reviewed by the Clerk to ensure that any members appointed to this Committee do not have a conflict of interest
 - 2) That if no conflict of interest is found, the Chair be appointed to the Grievance Committee plus a further 2 members of the Parish Council
-

Staffing Appeals Committee

The primary function of this committee is:

1. To investigate any formal appeals made against a decision of the Grievance Committee of the Parish Council.
2. To hear and determine any employee appeals against a decision under the Council's Disciplinary Procedure.
3. To hear and determine any employee appeals against dismissal.

Recommendation

- 1) That the members of the Grievance Appeals Committee be appointed once details of any complaints have been reviewed by the Clerk to ensure that any members appointed to this committee do not have a conflict of interest and were not members of the Grievance Committee which considered the initial complaint.
 - 2) That if no conflict of interest is found, the Deputy Chair be appointed to the Grievance Appeals Committee plus a further 2 members of the Parish Council
-

Environment and Highways Committee

The primary functions of this committee are:

1. To review any planning applications sent to the Parish Council from Warrington Borough Council as part of consultation requirements, as may be directed by the Parish Council, or in the case of urgency.
2. To review and develop any traffic issues concerning the Parish area (including any traffic regulation orders sent to the Parish Council from Warrington Borough Council as part of consultation requirements), as may be directed by the Parish Council, or in the case of urgency.

Recommendation

- 1) That Chair and Deputy Chair, be appointed to the Environment and Highways Committee
 - 2) That one further Member, who wishes to contribute to the matter(s) under consideration, be appointed, to be determined by the Clerk, as appropriate.
-

Management Oversight Group

This is an informal Group set up on 28 May 2019 in response to the recommendations in the Six Point Plan for the Leisure Centre, as adopted by the Council on 23 April 2019, which called for a mechanism to allow faster and more direct involvement by elected Members in the management of the Leisure Centre.

The primary functions of this Group are:

1. To provide the Chair and Deputy Chair of the Council a role to work with and provide executive line management over Leisure Centre matters in between Management Committee meetings, when acting to support delivery of the Business Plan in conjunction with the Responsible Finance Officer, Centre Manager and Clerk.
2. In view of the likely urgent nature of the business to be conducted, virtual meetings may be held, as and when necessary, with limited advance notice being given and with discussions taking place by telephone or via e-mail.
3. Any decisions taken will require ratification by the relevant officer, as deemed appropriate by that officer, under delegated powers, prior to its implementation.
4. All decisions of the Group and the officers' subsequent actions will be reported to the next available meeting of the Management Committee.

Recommendation

- 1) That Chair and Deputy Chair, Responsible Finance Officer, Centre Manager and Clerk be appointed to the Group.
-

Leisure Centre Options Project Group

This is an informal Group which was established on 28 May 2019 in response to the recommendation in the Six Point Plan for the Leisure Centre, as adopted by the Council on 23 April 2019, which called for the establishment of a separate sub-group of the Council to look at alternatives to the current provision of the Leisure Centre and any associated costs.

The primary function of this committee is:

1. To look at alternatives to the current provision of the Leisure Centre, including any associated costs.

Recommendation

- 1) That two Members of the Management Committee and two Members of the Peel Hall and/or Houghton Green Wards be appointed to the Group.

Local Plan Working Group

This is an informal Group which was established on 27 October 2020, to develop the Council's formal position on the Warrington Local Plan.

The primary function of this committee is:

1. to develop the Council's formal position on the Warrington Local Plan and to make recommendations to the Council about any consultation responses and/or discussions with Warrington Borough Council.

Recommendation

- 1) That the Chair or Deputy Chairman be appointed to the Working Group;
- 2) That a further 3 members of the Parish Council be appointed to the Working Group.

Members views are sought.

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Winwick Parish Council

18 May 2021

Report Title: Appointments to Outside Bodies

Report Author: Julian Joinson

Contact Details: **Email:** **Telephone:**
jjoinson.winwickclerk@outlook.com 07818 066549

The following appointments to Outside Bodies are to be agreed by the Parish Council

1. Rights of Way Forum

One representative is required from the Parish Council. (currently Cllr G Friend)

2. Millennium Fund Trustees

Four Trustees are appointed to manage the Fund, of which three must be councillors and one must be somebody ordinarily resident in the Parish of Winwick. The Trustees of the Fund serve for a period of four years and are eligible for reappointment at the end of that period. It is unclear from the Council's records when the appointments were last reviewed, but in order to regularise the position it is proposed to synchronise the appointments with the timetable for Parish Elections. Accordingly, it is proposed to appoint Trustees for the period up to May 2024 (a period of three years), following which the appointments will revert to a four year term in step with the Elections.

Current Trustees are Councillor A Iddon and Mr J Worthington. (Councillors Matthews and Purnell are no longer elected Members).

3. Winwick Educational Foundation

One representative is required from the Parish Council. (formerly Cllr Matthews)

4. Signatories for electronic banking (Unity Trust Bank)

Three signatories are required to enable the Council to operate its electronic banking arrangements via Unity Trust Bank. Members are invited to register for on-line banking to maintain a pool of persons who are eligible to sign for transactions, so as to minimise the possibility of delays to payments.

Members' views are sought as to which Parish Members are to be appointed to the above Outside Bodies.

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Winwick Parish Council
Minutes of the Meeting held on 27 April 2021

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

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

WPC.173 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors S Emery, G Friend and S Gordon.

WPC.174 Code of Conduct - Declarations of Interest

There were no declarations of interest made.

WPC.175 Minutes

Decision – That the Minutes of the Council Meeting held on 23 March 2021 be agreed and be signed by the Chair as a correct record.

WPC.176 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.

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

WPC.177 Question Time for Electors

A process for the submission of written questions had been established for use in conjunction with virtual Council meetings. However, no questions had been submitted on this occasion.

WPC.178 Written Motions Received

There were no written motions received on this occasion.

WPC.179 Police / Community Issues

An update had been circulated by e-mail from PCSO Neil Brown (Winwick Ward) for March/April 2021 and a report was provided from Anna-Maria McGreal (Peel Hall/Houghton Green Wards) for March 2021.

Winwick Ward

- PCSO Brown had attended 2 Road Traffic Collisions, one on Newton Road and one on Golbourne Road, next to Hermitage Green. All parties had escaped without serious injuries.

- There had been some reports of car handles being checked in the Winwick Park area and some CCTV footage of this activity had been received, but PCSO Brown had been unable to make a visual ID from this information.
- PCSO Brown had paid passing attention to Winwick Community and Leisure Centre due to damage to one of the benches.
- As had been the case in Burtonwood and Westbrook, off road bikes had been witnessed by Houghton Green Pool. PCSO Brown had asked for assistance from the Constabulary's local bike scrambler team, to see if they could assist with catching the individuals responsible.
- PCSO Brown had contacted Winwick CE Primary School to see if they need any assistance with anything.
- Extra attention had been paid to Houghton Green Pool during PCSO Brown's shifts due to the reported fire and youths gathering there recently.

The report also contained information specific to Burtonwood and Westbrook Parish which is not recorded in these minutes.

Peel Hall/Houghton Green Wards

In total, there had been 309 incidents recorded across the Borough Council's Poplars and Hulme Ward, which included the Parish's Peel Hall Ward. Incidents and repeat locations within Winwick included the following:-

Crime

- Fraud/Online Scams;
- Criminal Damage;
- Neighbour Dispute;
- Domestic Incidents.

Anti-Social Behaviour (ASB)/Incidents of note

- Reports of ASB involving scrambler bikes in the area;
- Youths meeting on Mill House car park

Other Matters

- Speed enforcement carried out on Blackbrook Avenue/Poplars Avenue.
- Children had returned to school this month. PCSO McGreal had attended St Andrews CE Primary School (just outside of the Winwick boundary) to assist with 'School Streets'.
- Several reports had been received of rogue traders around the area. Residents were reminded to always be aware of who was coming to their door.
- PCSO McGreal and PCSO Paulo had met with Warrington Youth Club. Officers were hoping to work alongside them as restrictions eased, to reduce ASB in the area.
- A scrambler bike had been seized this month and the rider arrested for numerous offences.

A pie-chart was included in the report, which showed the percentages of each type of crime recorded. The report also contained some information specific to areas of Poplars and Hulme Ward outside of Winwick, which is not recorded in these minutes.

Decision – To note the reports on police and community issues submitted.

WPC.180 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 – 26/03/21, 06/04/21, 07/04/21, 14/04/21, 20/04/21 and 26/04/21
2. E-mails and reminders from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 26 March and 1, 9 and 16 April 2021 – 23/03/21, 26/03/21, 01/04/21, 08/04/21, 09/04/21, 16/04/21, 19/04/21 and 23/04/21
3. 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 appropriate), due to be advertised in the Warrington Guardian on Thursday 25 March and 8, 15 and 22 April 2021 and a number of emergency traffic notices – 23/03/21, 07/04/21, 14/04/21, and 20/04/21 (x2)
4. Text message and e-mail from, LD and LD, the new occupants of Radley Cottage, introducing themselves and the aims of the Jean Foundation, a charity they ran which worked with autistic children and young people. The residents intended to fence off their property from the track alongside John Parr Meadow to provide a safe space for the children to explore their woodland space. The residents had also expressed an interest in getting involved any community activity to maintain John Parr Meadow, Radley Common and Radley Plantation – 22/03/21 and 24/03/21
5. E-mail from Alison McCormick, Electoral Services Manager, Warrington Borough Council, about deadlines for nomination papers for the May 2021 Parish Elections – 25/03/21
6. E-mail from Clare Caddock, Deputy Clerk to Birchwood Town Council, seeking comments from the Warrington Parish Clerks Network about the Scribe Accounting package. Copies of several responses given were also received. – 26/03/21
7. E-mail received via ChALC containing a request from Gillian Lett, Clerk at Stretton Parish Council, about the relevant highways authority permissions

necessary to erect a roadside parish notice board. Copies of several responses given were also received – 26/03/21

8. E-mail from Dr Marcus Swann, Lymm, about the 'Warrington Speaks Out on Climate!' virtual event, due to be held on Thursday 15 April 2021, at 5:30pm. The event was due to feature MPs Andy Carter and Charlotte Nichols who would share stories alongside people from the NHS, Cheshire Wildlife Trust, business, faith groups and local young people – 28/03/21
9. E-mail from a resident, AG, about the Council's precept and commenting on a range of issues including the disposal of public open space, Winwick CE School's development proposals, litter picking, community engagement and communications – 29/03/21
10. Copy of an e-mail from a resident, RS, to the Governors of Winwick CE Primary School, proposing an alternative car parking arrangement in connection with the school's development plans – 30/03/21
11. E-mail from Simon Duggan, Highway Maintenance Principal Engineer, Warrington Borough Council, about various surface dressing works commencing on 19 April 2021 and including Golborne Road, Winwick (from change of speed limit north of Spires Garden to before the 'S' bend before Parkside Road) – 31/03/21
12. Email from a resident, AG, seeking an update in respect of traffic management proposals regarding Myddleton Lane. A response has been sent explaining the reason for the delay and indicating that traffic management will be placed on the agenda for the first meeting of the Council following the Parish Elections in May – 01/04/21
13. E-mail from a resident, RT, on behalf of the Winwick Litter Network, about their forthcoming members event at the Leisure Centre on Thursday 24 June at 7.30pm and requesting councillor involvement – 02/04/21
14. Notification of a request received via Facebook about an on-going tree management issue on Myddleton Lane Playing Fields and subsequent correspondence with DA, a relative of the elderly resident affected by the issue – 05/04/21
15. E-mails from Jenny Cordwell, Senior Democratic Services Officer and Abigail Howell, Democratic Services Officer, Warrington Borough Council, about the Development Management Committee meetings due to be held on 14 and 28 April 2021 – 07/04/21 and 21/04/21
16. E-mail from Professor Steven Broomhead MBE, Chief Executive, Warrington Borough Council, to Parish Clerks in the Borough, about the implementation of Operation Forth Bridge, following the death of HRH Prince Philip, The Duke of Edinburgh and a further e-mail from Jackie Weaver, Chief Officer, ChALC, enclosing guidance from Jim Babbington, Vice Chair, NACO – 09/04/21 and 10/04/21

17. Enquiry form submission from L, about a dead tree on parkland in front of bungalows for the elderly. Further enquiries will need to be undertaken to ascertain the precise location of this tree before any action can be taken – 10/04/21
18. E-mail from a resident, RT, on behalf of the Winwick Litter Network, enquiring about dates of future meetings of the Parish Council and any outcomes from the issues raised at the last Council meeting – 11/04/21
19. E-mail from Allison Bates, Community Response Officer (North of England), the Hourglass charity, which supported older people experiencing (or at risk of) harm, abuse or exploitation, and worked towards safer ageing and a fairer society for all older people. The e-mail sought to raise the awareness of the charity and to explore opportunities for partnership working in order to help those in need – 13/04/21
20. Letter and associated e-mail from the Information Commissioner’s Office (ICO) about historic data protection annual registration fees for the period commencing 20 August 2019 – 15/04/21
21. E-mail from Ian Harris, VORC Manager, Valuation Office Agency (VOA), in preparation for the review of rateable values of parish owned public car parks for the 2023 revaluation and notification of the availability of a system for digital returns to be made – 16/04/21
22. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - geViews – Planters and street furniture;
 - GoCompare – website links regarding winter preparedness of householders;
 - Kompan – outdoor play and fitness equipment and inspection and repairs.

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

WPC.181 Planning Matters

The following planning applications and correspondence had been received:

General Correspondence

1. E-mail from WJ-T on behalf of the Save Peel Hall Campaign Group thanking the Parish Council for its support throughout their campaign – 30/03/21
2. E-mails on behalf of Winwick Preschool Nursery enclosing a letter of objection dated 29 March 2021 (provided as Appendix 1 to the report) to the development proposals of Winwick CE Primary School – 29/03/21 and 31/03/21

Domestic Planning Applications

3. Application reference: 2021/38973
Location: 6, Beckett Drive, Winwick, Warrington, WA2 8XJ
Description of development: Householder - Proposed Single storey front porch and garage extension
4. Application reference: 2021/39066
Location: 91, Lockerbie Close, Warrington, WA2 0LT
Description of development: Householder - Proposed first floor side extension
5. Application reference: 2021/39043
Location: 27, Chesterton Drive, Winwick, Warrington, WA2 8XF
Description of development: Householder-proposed single storey rear extension to dwelling
6. Application reference: 2021/39087
Location: 8, Golborne Road, Winwick, Warrington, WA2 8SZ
Description of development: Section 192 Lawful Development Certificate - Proposed Single storey rear extension and garage conversion.
7. Application reference: 2021/39127
Location: 5, Horseshoe Crescent, Winwick, Warrington, WA2 0LB
Description of development: 42 Day Householder Prior Approval - Proposed single storey rear extension measuring 6m from the rear wall, height of 3.6m and height of the eaves to be 2.2m
8. Application reference: 2021/39197
Location: Greenacres, Delph Lane, Winwick, Warrington, WA2 0RQ
Description of development: Section 192 Lawful development Certificate - Proposed rear extension and 2 storey side extension.
9. Application reference: 2021/39202
Location: 16, Shetland Close, Winwick, Warrington, WA2 0UW
Description of development: Householder - Proposed demolition of existing side garage and new two storey side extension.
10. Application reference: 2021/39224
Location: 112, Dundee Close, Winwick, Warrington, WA2 0UL
Description of development: Householder - Proposed single-storey rear extension and partial garage conversion.

Non-Domestic Planning Applications

Nil

In respect of issue 1 above, the Chair referred to the letter of thanks from the Save Peel Hall Campaign and commented that she had inadvertently omitted mention of

the Parish's achievements in support of the protection of this land at the Parish Assembly Meeting earlier.

In connection with issue 2 above, the Preschool/Nursery's objection to the development proposals of Winwick CE Primary School were acknowledged. An item would be placed on the Agenda for the next meeting of the Council, after the Election of new councillors.

Councillor Matthews noted that signs had been erected about the proposed restricted access to the lane adjacent to the school at certain times of day. One of the notices had been attached to the Parish Council's fence. However, it was not yet resolved whether, or not, the school could implement that action. Officers should be requested to look into the matter. Ms Jones undertook to speak to the school's management about the matter.

Councillors expressed concern that business clients and deliveries might be adversely affected by the proposals. It was not envisaged that access on foot would be prevented to the Leisure Centre. Members queried the legal status of the Council's right of access. Councillor Matthews noted that this was a further example of the school acting before proper consultation had been undertaken, which is why their original development proposals had caused upset amongst certain sectors of the public.

Decision –

- (1) To note the planning matters submitted to the Parish Council.
- (2) To request the Operation and Finance Office to speak to representatives of Winwick CE Primary School about the notices posted around the access road to the Centre to see if a compromise could be quickly reached and, if not, to remove the notice on the Council's property.
- (3) To request the Clerk to investigate the matter, to seek a legal opinion about rights of access from the Council's solicitors and to bring a report back to the Council.

WPC.182 Finance Officer's Report

Members considered a report of Clare Jones, Operations and Finance Officer, on a number of financial issues as at March 2021, details of which are set out below. The report included a detailed profit and loss statement for the Leisure Centre, an income and expenditure statement for the Parish Council and the provisional Accounting Statements for the year ending 31 March 2021.

Budget Review 2020/21

In March 2021, the Council had received £19.6k of income through the Community and Leisure Centre, including £3.8k of furlough monies and £14.5k of grants. This had put the Centre at a profit of £9.7k for March, with the year to date showing a £23k loss.

At the end of the financial year the Centre had posted an additional £9k loss on top of the budgeted £14k support required from the Parish Council's revenue account. £6k of this comprised the uplift on the business rates when the Centre's status had been changed from Small Business to Community Centre.

Further furlough claims were being processed weekly.

The Council had incurred £6.63k of precept expenditure in March with £96.4k of expenditure on the year as a whole. This was an overspend on precept expenditure of £7.6k, although this was due to the RFO position's hours being increased and was offset by the removal of the bookings post from the Leisure Centre costs. Adjustments had been made to the budgets for 2021/22 to account for these changed posts.

The Council had utilised £7.2k of the Parish reserves to keep afloat during the COVID lockdowns.

Work was ongoing to bring in outstanding credit accounts for room hire and to clear outstanding suppliers. Further details were provided in Part 2 of the meeting due to data protection, together a summary of suppliers due.

Councillor Iddon asked about the Council's reserves. This was effectively the balance carried forward from 2019/20 into 2020/21 in the sum of £16,431. The provisional outturn figure for 2020/21 was £9,173 which would form the reserves carried forward into 2021/22. The reserve was necessary to ensure that the Council had sufficient funds available to cover for unforeseen events and any bad debts particularly at year end. Councillor Matthews commented that the Management Committee had noted that funds were running low towards the end of the financial year 2020/21 and had sought to strengthen its procedures around debtors.

End of Year Accounts

Members considered provisional profit/loss and income/expenditure sheets for the Year 2020/21. A provisional Annual Governance and Accountability Return (AGAR) form was also provided for councillors to review. It was envisaged that the relevant statements would be available for ratification and signing at the May Council meeting.

Decision – To note the Finance Officer's update report, including the Budget Review 2020/21 and the provisional Accounting Statements for the year ending 31 March 2021.

WPC.183 The Person Centre – Request for Funding

Members considered an e-mail dated 30 March 2021 submitted on behalf of the Person Centre, a newly formed community organization, which aimed to support people in mental distress in Warrington. The correspondence sought financial support to help launch the service.

A communication from the Operations and Finance Officer had suggested that a financial contribution would not be possible at this time, but that free room usage could potentially be offered. Julian Joinson, Clerk to the Council, commented that care needed to be taken when considering requests for funding, as there were numerous charitable organisations that might seek similar support.

Members discussed the matter in detail and were broadly sympathetic to the charity's aims, but were aware that there were numerous charities based in Warrington alone. It would not be possible to support every such request and the Council should be seen to be treating all applicants fairly. The offer of free accommodation might be a reasonable compromise. Members noted that any such offer could not be to the detriment of the Centre's commercial lettings, but could perhaps be for a limited period of time while the Centre was not being fully let. It was noted that some other charities had been charged for room usage. However, a short term, start up offer might be appropriate. The Winwick Carnival Committee might also consider a free stall, although there would be no Carnival in 2021.

Members commented that it might be useful to understand what alternative grants the charity had already applied for, such as the Community Chest. Members also recognised that there might be a difference between the needs of informal community groups and formal registered charities. Members felt that more information about the proposed operation of the organisation would have been useful. As such, the body might wish to make a more comprehensive case as to the support required and how this would meet the aims of local people.

Members were mindful of the Council's current financial situation and that new councillors were due to be elected in May 2021.

Decision –

- (1) To note the request for support received from the Person Centre.
- (2) To request Officers to contact representatives of the above organisation to ask for further information in support of their application.

WPC.184 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 20 April 2021 were provided.

Councillor Matthews highlighted the decision to request the Operations and Finance Officer to develop a Contingency Plan and to set aside a reserve Budget to cater for a possible four month period of further lockdown and closure later in the year. The rationale was that experience from 2020 was that a more pessimistic view of reopening the Centre had prevailed. The reopening in 2021 of indoor facilities could again be disrupted and this could be planned for. The Contingency Plan should be reported to the earliest possible meeting in the new Municipal Year.

Decision – To note minutes of the Management Committee of 20 April 2021.

WPC.185 Ward Reports / Updates

Retiring Members Councillors Tim Collins, Mike Matthews and Chris Vobe and those standing for election, Councillors Ann Iddon and Cathy Mitchell expressed thanks to residents and to colleagues for their time spent in office, which they had valued.

Houghton Green Ward

There were no issues reported on this occasion.

Peel Hall Ward

Councillor Collins commented on his appreciation of the beauty of the public open space in Winwick such as Peel Hall Park and John Parr Meadow.

Winwick Ward

Councillor Iddon expressed concern that fly tipping signs and CCTV cameras had been erected at Hermitage Green. The Chair indicated that she had attended a meeting recently between Winwick Litter Network and representatives of Warrington Borough Council to discuss the issue of fly tipping. The matter was not straightforward. Councillor Iddon was keen to ensure that the necessary legal requirements were being followed to ensure that cameras were effective. The Chair noted that fly tipping was a very large issue and all the more so in semi-rural areas, such as Winwick.

Decision – To note the ward reports and updates provided.

WPC.186 Date and Time of Next Meeting

The next meeting would be the Annual Council meeting and would be the first physical meeting following the expiry of the Regulations permitting virtual meetings during the Coronavirus pandemic. The Clerk reported that an application for case stated had been made to the High Court, by various professional associations, for a ruling on whether virtual meetings could be held under existing primary legislation. However, the Main Hall would be available if a physical meeting was required.

Decision – To note that the next meeting will be the Annual Council and will take place on Tuesday 18 May 2021 at 7.30pm.

WPC.187 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.172 Finance Officer's Report – Confidential Items

Finance Report

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

- Cashflow statement;
- Debtors (including age information);
- Creditors (including age information).

A lengthy debate ensued during which the following matters were raised:-

- A query concerning working dates of the litter picker;
- Timely use of management information by Members to identify cash flow and debtor issues early and to avoid crisis management;
- Continuous improvement of financial monitoring arrangements for the Leisure Centre to ensure robust management;
- The need to take tough decisions when required;
- Keeping the Leisure Centre offer under review and adapting to changing market conditions and the new normal;
- Ensuring that new Management Committee Members understood the workload involved and had the necessary experience and time commitment;
- Acknowledgment that the emphasis of the Leisure Centre had shifted to lettings, with the bar operations providing top-up income;
- Working towards making the Centre appealing to residents in the southern wards of the Parish and improving community cohesion;
- Aiming for a subsidy from the Parish Council for the Centre of no more than £20k per annum;
- Acknowledgment that much of the Operations and Finance Officer's time was spent on the Leisure Centre, but not costed to it;
- Understanding that the income received from the Centre (£¼M turnover) was significantly more than from the Parish precept (approximately £100k);
- Focusing on improving lettings and better marketing of the Centre (The Operations and Finance Officer and Centre Manager were currently carrying out a gap analysis on lettings, including the playing fields hire);
- Improved use of social media to promote the Leisure Centre, including more frequent posts, scheduling posts for automatic release and making this part of a dedicated member of staff's duties;
- Implementing actions quickly and avoiding making the same mistakes twice;
- Officers would explore the potential for grant funding available for certain groups, such as Winwick Athletic FC;
- Better prioritisation of proposed actions, to enable Members and Officers to focus on the most important matters first. (The Management Committee to list its 5 key priorities);
- Working with Warrington Borough Council on a Community Governance Review to amend the allocation of seats across the Parish Wards to rectify anomalies in the previous Local Government Boundary Commission's Review.

Agenda Item 11

Decision – To note the report of the Operations and Finance Officer, including the information on cashflow, creditors and debt.

Members wished each other well for the future.

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	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	
5	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 and consideration of grass cutting arrangements with the Borough Council	
6	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	WPC.85	27/10/20	Clerk	27/10/20	-	Working Group composition to be reviewed following the Elections in May 2021. An item appears elsewhere on this Agenda	

Agenda Item 12

	Local Plan.							
7	To request the Clerk to forward the correspondence about flooding at Correspondence Item 2 to Councillor Matthews.	WPC.145(2)	23/02/21	Clerk	-	-	Councillor Matthews did not stand at the recent Election. The correspondence remains on record and relates to crowd funding after a major incident	
8	To request the Clerk to write to Warrington Borough Council to seek advice upon the status of the earthwork and oil-drum barrier on Birch Avenue and to ascertain the planning implications of the development.	WPC.151(2)	23/02/21	Clerk	-	-	Not yet commenced	
9	To approve the wider reopening of the Community and Leisure Centre with effect from 17 May 2021, subject to the Government's anticipated lifting of certain restrictions on that date as set out in its Roadmap.	WPC.172(6)	23/03/21	Finance Officer	-	-	The Centre has substantially reopened, although operations are subject to on-going COVID Secure control measures and bar opening times will be subject to anticipated demand.	
10	To request the Operation and Finance Office to speak to representatives of Winwick CE Primary School about the notices posted around the access road to the Centre to see if a compromise could be quickly reached and, if not, to remove the notice on the Council's property.	WPC.181(2)	27/04/21	Finance Officer	-	-	A verbal update will be provided.	
11	To request the Clerk to investigate the matter, to seek a legal opinion about rights of access from the Council's solicitors and to bring a report back to the Council.	WPC.181(3)	27/04/21	Clerk	-	-	The clerk met with the Council's solicitors on 13/05/21 to discuss a number of matters. The solicitors are currently looking into the issues raised.	
12	To request Officers to contact representatives of the above organisation to ask for further	WPC.183(2)	27/04/21	Finance Officer/ Clerk	-	-	Not yet commenced	

	information in support of their application.							
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Progress Legend

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

Version 1.0 - (Final) – 16/05/21

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Poplars and Hulme Ward

April 2021

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

In total there have been 297 incidents recorded across the Poplars and Hulme ward. The repeat locations for the parish perimeter

Crime –

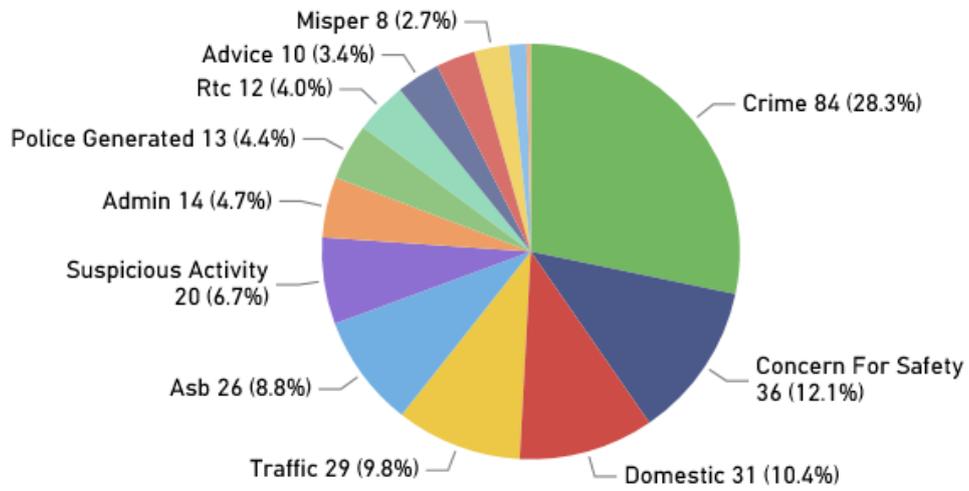
Neighbour Disputes
Criminal Damage
Burglary
Missing Person

ASB/Incidents of notes –

Youths smoking/setting fires on Radley Common.
Youths jumping in to gardens on Radley Lane.

OTHER –

- Turcam has been done on both Poplars Avenue & Blackbrook Avenue.
- Advisory notices given on Statham Avenue, Cleveland Road and Derek Avenue.
- A stolen vehicle has been seized on Grasmere Avenue.
- Knife amnesty done outside the Co-Op on Cotswold Road.
- Knife sweep done around the area of Radley Lane/Peel Hall Park.
- PCSOs attended the children's home this month to visit with children and staff.
- PCSO McGreal and PC Berry have attended addresses around the area along with Colin Goldthrope from TORUS Housing.



Questions of the Parish Council for their meeting in mid May 2021

Since our submissions in earlier months, we are very pleased to report a steady improvement in the amount of general litter remaining on the ground within Winwick Parish. The combined efforts of John the Parish Litter Picker and our active volunteer group has removed all but the most difficult to recover litter. This tends to lie on the verges of some difficult lanes such as Waterworks Lane, Delph Lane (near B&Q) and Mill Lane. Unfortunately, Police support for this has now been removed due to a complaint that Simon was “exceeding his remit”. *Is there anything the Parish Council can do to reverse this decision?* Even a couple of hours a month of support from Simon would be very helpful.

On litter bin provision we received a response from WBC to our FoI request querying the lack of bins in certain areas of the Parish; for example, the entire length of the Sankey Valley Trail within the Winwick boundary. We are advised that no new bins are being provided due to cutbacks and that the Council does NOT have a Statutory duty to provide them. Essentially, we seem to have more bins than we probably need in areas around Myddleton Lane, but none whatsoever on a fairly busy quite lengthy amenity path / cycleway used by walkers, dog owners and cyclists. Currently, our volunteers are tying blue plastic bags provided by WBC onto fence posts along the SVT and collecting them to a central point for pick-up by WBC around Old Alder Lane railway bridge. In the 21st Century this seems a bit of a poor quality solution. *At the very least could the Parish Council fund 2 or 3 robust bins that our volunteers could “manage” and collect from?*

We fully accept that litter bins are not the solution everywhere, as on many of our busy lanes it is litter thrown from moving vehicles that is the issue. Most of this seems to emanate from a fast-food source. Without greater education, and enforcement it is difficult to see how this can be managed down UNLESS fast-food operators are prevailed on to do far more to stop a minority of their customers being so flagrant in their disregard for the laws of the land (because, after all, they are criminals). Unfortunately, we’ve seen various petitions aimed at having to ensure fast food retailers mark up their packaging come to nought (partly due to their lobbying power). *Can Borough Councillors do anything to tackle this issue locally with the likes of MacDonalDs and Burger King?*

At the last meeting we asked about a separate bin / trade waste container to be located near the Leisure Centre for our volunteers’ use. We have now looked at this request afresh in the light of the very good level of collection support we are getting from WBC having used What3Words reporting and we no longer feel this is necessary or justified. *Please note.*

By far the most difficult issue we see is on Fly-Tipping. A separate report as at early May is available separately.

We met with two WBC Officers on 6 May for a very useful meeting at Causey Bridge (see the specific page of that report). In due course we see a multi-faceted solution being necessary to remedy the huge amount of tipping that has taken place behind the bridgeworks here, probably involving WBC, WPC, the relative landowner(s), the Rivers Authority / Environment Agency and voluntary groups such as ourselves. Once cleared, a steel fence probably needs erecting on the top of the one bridge parapet to prevent ongoing tipping. Mark Wheeler the Officer responsible for Winwick & Burtonwood tells us it is certainly one of the worst fly-tipped sites in the entire Borough.

We understand money spent by WBC on fly tipping seems to be some £600,000 pa (Cllr Russ Bowden (April 2020)). Whatever the figure, it is clearly money that could be much better spent elsewhere. Our concerns range around the following areas:

Are WBC and WPC doing enough to discourage fly-tipping in the first place?

We appear to have little or nothing with an “education” or “engagement” focus to it within Winwick or Warrington. Other Councils seem to go for a more “aggressive” PR stance (using on-line case studies).

As far as we can glean only three reports were posted on the Council website / into the local Press about successful prosecutions in the last 15 months; this looks to be a fairly feeble response to a big issue. *Why isn't much more being done to highlight successful prosecutions?*

As yet, we do not seem to have any material camera deployment utilised by WBC in areas such as Winwick & Burtonwood. We are aware other Councils such as Buckinghamshire use this wildlife camera technology quite successfully for anti-fly-tipping measures. Set against the annual cost of clear-ups (and also the dreadful environmental downsides) a relatively modest financial allocation could in a relatively short space of time prove to be self-funding. Jason Lewis and Mark Wheeler from WBC advised us they are now pushing for funding to cover camera capability and we hope this will come on stream speedily.

We, as a Network now have three such cameras, and a similar number of dummy cameras deployed – for less than a month now - and while we have no absolute successes as yet, we believe we are on track to achieve these as our skills and capabilities build up.

The suggestion of a PTAC camera (for 3 or 4 months) on a lamp post at the bottom of Hermitage Green Lane (with the A49 junction) was turned aside. Due to the very small number of vehicle movements up the lane each night we believe the concept was likely to be useful in helping build up a picture of regular perpetrators. (We are happy to provide information to the Parish Council to support this view but would

prefer to do this privately). *Could the Parish Council look at this to see whether this decision can be re-considered?*

In the past we have asked the Parish Council for a strategy that supports the enhancement of Hermitage Green Lane once the fly-tipping has been managed down, whereby the unique historic significance of this Civil War Battlefield is recognised and commemorated. We have in mind sensitive signage and perhaps public footpaths around the Battlefield site that are suitably waymarked. *Are the Parish Council prepared to support some initiatives in this regard?*

Returning to Police resources, we feel Warrington tends to be looked at as “urban” or “semi-urban”. As such it seems to lose out on funding received elsewhere in Cheshire for initiatives such as Rural Crimewatch. *Could approaches be made to seek to remedy this?*

Finally, as you may recall we have booked the evening of Thursday 24 June at Winwick Leisure Centre – Covid regulations permitting - for a Summer Celebration. All Parish Councillors and other members of the Parish Council team are cordially invited. This is aimed at being an informal evening, but with room for conversation and discussion along with a little bit of celebrating getting out of Lockdown with a cleaner village than perhaps we had a few months ago and – as importantly - a refreshed and renewed Community ethos.

To summarise, our eight questions arising from this paper are:

- 1) Can the Parish Council attempt to secure occasional Police support with traffic calming on lanes such as Delph Lane and Mill Lane?
- 2) Can the Parish Council fund 2 or 3 litter bins for the Sankey Valley Trail (that if necessary Winwick Litter Network then empty and “manage”)?
- 3) Can the Parish Council lobby fast-food operators locally to educate the approach taken by their customers on litter?
- 4) Can the Parish Councillors consider how they can lobby for more prevention, education, engagement, communication and enforcement on fly-tipping?
- 5) Can the Parish Council challenge the decision not to install a PTAC camera on a short-term basis on the junction of Hermitage Green Lane and the A49?
- 6) Can the Parish Council consider setting up a project to investigate how the Civil War Battlefield can be suitably recognised and commemorated?
- 7) Can the Parish Council formally approach Cheshire Police to discuss Rural Watch type initiatives in Winwick?
- 8) Are you free on 24 June?

George Melvin & Bob Towers
Joint Co-ordinators
Winwick Litter Network

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Winwick Fly - Tipping Report early May 2021



L♥VE WINWICK



Being close to the M6 junction makes these lanes classic fly-tipping hotspots

Images taken 1 April; since when some green waste removed and no new tipping witnessed

W3W locations: [aviators.sly.mixers](#) , [sailor.founders.expectant](#) & [perkily.motive.appoints](#)

**Highfield Lane &
Waterworks Lane**

Causey Bridge Old Alder Lane

**This is by far the worst case in the whole of Winwick;
probably one of the biggest Borough-wide**

W3W location misty.plenty.grief

Images taken 1 April; largely unchanged status
as at 6 May when meeting with WBC held there.

A significant case that looks like it will need a collective
approach involving a wide range of stakeholders



Hermitage Green Lane



Longstanding issues. Registered Civil War Battlefield site Meeting with Cllr Mitchell & 3 Officers from WBC on site on 23 March. 4 images taken 1 April W3W location: blanks. loopholes.apron. Subsequently 3 "new" items of tipping. The 1st has been removed while the 2nd & 3rd have been investigated by WBC. The white debris is from the most recent tipping on evening of 4 May.



Sankey Valley Trail near M62 flyover

Prone to tipping because of the track under the railway line by the scrapyard.
Reported to Highways England. W3W location: [organisms.finely.vessel](https://www.what3words.com/?q=organisms.finely.vessel)
Images taken 5 April; status unchanged 4 May



Delph Lane

(below B&Q)

Always very prone to fly-tipping as its a "rat-run" close to the M62 junction. The sofas were on Highways England land but the good news is they have now been removed. The other tipping - which seems to be re-curring - is on private farmland behind a steel fence. W3W Locations: bibs.hints.device & buzzing.bond.retrievees. Images taken 5 April



Mill Lane

On the edge of farmland; on the verge alongside this busy lane which is yet another hot-spot. W3W location: crumb.atom.sleepless. Images taken 5 April; debris still in situ 4 May. Also, some tyres appear to be "new" a few yards away towards Old Alder Lane.



Newton Road

near the N-le-W bound bus stop at the top of Hollins Lane



Images taken 4 May at W3W location denoting.chatted.berated.
Debris was probably at least partially there in early April,
but not spotted. WBC are aware of it.

Conclusions

- In most areas of Winwick we feel we are now reasonably "on top of" litter in itself. Its fly-tipping which is now the major bug-bear
- We have established a good working relationship with two of the Officers at WBC who are most involved in issues of this nature as they effect Winwick
- We met them at Causey Bridge on 6 May. This is a major hot-spot for which a solution will not be easy. We have suggested a multi-faceted solution with a range of stakeholders
- Hermitage Green Lane is our other principal concern given the historic significance of the site
- Preventative strategies are being trialled across our Parish area by volunteers, with more initiatives planned
- Council support for cameras is recommended; we understand a funding submission is being looked at. Other preventative and communications initiatives are recommended
- Parish Council endorsement is also sought in making fly-tipping a major issue that requires ongoing focus and engagement

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Winwick Parish Council

Correspondence since 27 April 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 – 04/05/21 (x2), 05/05/21, 10/05/21 (x2), 11/05/21 and 12/05/21
2. E-mails and reminders from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 30 April and 7 and 14 May 2021 – 29/04/21 (x3), 30/04/21 (x2), 07/05/21 and 14/05/21
3. E-mail from Amanda Jones, Network Plus, about getting involved or running projects that are beneficial to the local community to as a result of replacing the gas mains in the Winwick area – 20/04/21
4. Email from resident, MA, about litter discarded on the playing fields following football activity on Myddleton Lane Playing Fields – 25/05/21
5. E-mail from resident, RC, seeking assistance with identifying a cleaner to clean every 2 weeks for an elderly relative living in Falcondale Road – 04/05/21
6. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough, about the revised Warrington Borough Council Code of Conduct for Elected Members – 10/05/21
7. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - HAGS – outdoor playground and fitness equipment
 - Kompan – outdoor play and fitness equipment and inspection and repairs.

Up to date as at 15/05/21

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Winwick Parish Council

Planning Matters since 27 April 2021

General Correspondence (0)

Nil

Domestic Planning Applications (3)

1. Application reference: 2021/39194
Location: 3 and 5, Austen Drive, Winwick, Warrington, WA2 8XE
Description of development: Householder - Proposed First floor extension to both properties over existing adjoining garages with dormer windows to front and rear of both premises.
2. Application reference: 2021/39136
Location: 8, Dundee Close, Winwick, Warrington, WA2 0UL
Description of development: Householder - Proposed rear second storey and single storey side extensions
3. Application reference: 2021/39321
Location: 20, Linkside Avenue, Winwick, Warrington, WA2 8NF
Description of development: Section 192 Lawful Development Certificate - Proposed Single storey flat roofed rear extension

Non-Domestic Planning Applications (1)

- 4 Application reference: 2021/39232
Location: Land North Of Cromwell Avenue, East Of Sankey Brook, Sankey Valley Park, Winwick Quay Area, Warrington, WA5 5TN
Description of development: Full Planning (Major) - Engineering works to extend existing fishing pool (Stanners Pool) with fishing pegs and paths with associated earth mounding /landscaping

Up to date as at 15/05/21

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Finance report to Winwick Parish Council 11th May 2021

In April we have had £3.8k of income through the centre including £2.3k of furlough monies. This puts the centre at a Loss of £2.9k for April.

Further furlough claims are being processed weekly.

We have received a precept income in the beginning of the year with £124.2k of income. This is what we have spent on precept income £6.3k.

Work is ongoing to bring in outstanding credit accounts for room hire and to clear outstanding suppliers. Further details are available in part 2 due to data protection. As is a summary of suppliers due.

Additional items

- End of May accounts

Provisional profit/loss and income/expenditure sheets for Councillor's review.

Provisional AGAR form for Councillor's review

Part 2 items:

- 1) Debtors and creditors detail (issued separately)

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Profit and Loss
Winwick Parish Council
1 April 2021 to 30 April 2021

30 April 2021

Income	
210 Room hire income	£1,499.00
225 Buffet sales income	£0.00
Entertainer	£0.00
Projector hire	£0.00
230 Bar sales income	£0.00
231 Bar snacks income	£0.00
232 Soft drinks income	£0.00
240 grants income	£0.00
275 Machine income	£0.00
281 Furlough Income	£2,306.43
Bar tea and coffee	£0.00
Ticket sales	£0.00
Field income	£0.00
LC Bar till discrepancies	£0.00
Total Income	£3,805.43
<hr/>	
Less Cost of Sales	
bar snacks expenditure	£0.00
Beverage supplies (Coffee, milk etc)	£222.37
Buffets - events	£0.00
Drink purchases (and other bar items)	£0.00
Entertainers	£0.00
LC Direct Wages	£1,644.37
soft drinks expenditure	£0.00
Total Cost of Sales	£1,866.74
<hr/>	
Gross Profit	£1,938.69
<hr/>	
Less Operating Expenses	
LC Bar & Cleaning sundries	£60.00
Advertising and marketing	£0.00
Booking post	£0.00
LC Bottled Gas	£17.30
LC Cleaning	£776.22
LC consulting	£24.00
LC Electricity (Light, Power)	£400.00
LC Equipment	£0.00
LC Fire extinguishers	£285.00
LC Gas (Heating)	£178.42
LC Intruder/ fire alarms	£0.00
LC Landline telephone and Broadband	£55.03
Pension costs	£0.00
LC Rates	£805.75
LC Repairs & Maintenance	£0.00
LC Trade waste	£16.12
LC TV Licence	£0.00
LC Water and Sewerage	£0.00
Managers salary and NI	£1,718.89
PAYE Payable	£505.05
Printing and stationery	£0.00
Stocktaking Services	£90.00
Total Operating Expenses	£4,931.78
<hr/>	
Net Profit	-£2,993.09
<hr/>	

Income and expenditure
Winwick Parish Council
1 April 2021 to 30 April 2021

30 April 2021

Income	
Precept	£124,252.00
Total Income	£124,252.00

Less Cost of Sales

Total Cost of Sales	£0.00
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Gross Profit	£124,252.00
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Less Operating Expenses

Administration expenses	£0.00
Alarms	£0.00
s137	£0.00
Audit & Accountancy fees	£0.00
professional fees	£0.00
signage	£0.00
training	£0.00
Election expenses	£0.00
Bank Fees	£46.60
Bus shelters	£0.00
Charitable and Political Donations	£0.00
Clerk's salary	£529.73
Consulting	£0.00
External audit fee	£0.00
Grass cutting	£0.00
Grounds Maintenance	£162.50
Insurance	£0.00
Key holding contract	£690.73
LC Pension costs	£193.98
Legal / Licencing Expenses	£0.00
Litter Pick Costs (Shared)	£960.52
Loan charges	£0.00
PAYE Payable	£1,025.39
Payroll	£176.67
Repairs & Maintenance	£0.00
RFO Salary (and NI)	£2,519.58
Subscriptions	£30.00
Traffic management	£0.00
Swan green, winwick park, radley common	£0.00
Total Operating Expenses	£6,335.70

Net Profit	£117,916.30
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Profit and Loss
Winwick Parish Council
1 April 2020 to 31 March 2021

	31/03/2021	31/03/2020
Income		
Precept	£112,150.00	£112,150.00
Total Box 2	£112,150.00	£112,150.00
Room hire income	£8,810.00	£47,766.84
Buffet sales income	£228.00	£6,558.45
Bar sales income	£15,373.86	£110,281.21
Bar snacks income	£1,033.62	£3,510.33
Soft drinks income	£2,688.77	£20,811.80
Ticket sales income (Events)	£0.00	£731.76
Machine income	£54.00	£1,331.99
Bar tea and coffee	£1,717.86	£6,504.39
Entertainment	£0.00	£1,684.14
Field income	£2,391.67	£3,000.00
Furlough income	£33,163.90	£0.00
Closure grants	£14,500.14	£0.00
Miscellaneous	£0.00	£0.00
Bar till discrepancies	£0.06	£397.59
Total Box 3	£79,961.88	£202,578.50
Total income	£192,111.88	£314,728.50
Staff costs		
LC Booking post wages	£0.00	£9,311.77
PAYE Payable - centre staff	£5,752.87	£11,518.67
PAYE Payable - clerk/rfo	£11,680.07	£3,839.56
Pension costs - clerk	£2,422.24	£2,544.88
LC Pension costs	£0.00	£4,898.98
RFO Salary (and NI)	£26,129.88	£6,389.51
Managers salary and NI	£26,881.11	£30,816.69
Clerk's salary	£6,171.72	£6,374.04
LC Direct Wages	£20,805.92	£37,400.12
Total Box 4	£99,843.81	£113,094.22
Less Operating Expenses		
Courses / Training	£0.00	£41.67
General expenses	£0.00	£0.00
Food costs / buffet costs	£180.00	£6,810.43
soft drinks expenditure	£1,368.04	£7,215.98
bar snacks expenditure	£418.75	£2,105.98
Beverage supplies (Coffee, milk etc)	£2,738.65	£5,256.88
DJs, Bouncy Castles and the like (expense)	£0.00	£3,314.58

Drink purchases (and other bar items)	£6,498.78	£49,419.68
LC Bar & Cleaning sundries	£4,645.10	£2,910.76
LC Bottled Gas	£1,028.15	£1,504.00
LC Cleaning	£8,687.78	£9,363.29
LC consulting	£314.33	£486.33
LC Electricity (Light, Power)	-£4,602.24	£8,709.76
LC Equipment	£347.61	£1,876.68
LC Fire extinguishers	£512.00	£40.00
LC Gas (Heating)	£2,998.26	£4,429.69
LC Intruder/ fire alarms	£500.00	£2,213.11
LC Landline telephone and Broadband	£1,716.39	£3,310.73
LC Rates	£12,756.33	£6,301.17
LC Repairs & Maintenance	£5,403.74	£12,024.54
LC Trade waste	£1,329.14	£2,452.84
LC TV Licence	£131.25	£128.75
LC Water and Sewerage	£2,355.71	£5,398.76
Administration expenses	£147.58	£1,318.67
Advertising & Marketing	£0.00	£695.28
Bank Fees	£1,307.03	£2,843.91
Bus shelters	£0.00	£0.00
Charitable and Political Donations	£1,060.00	£310.00
Consulting	£5,000.00	£2,858.90
Election expenses	£0.00	£0.00
External audit fee	£1,640.00	£800.00
Internal audit fee	£1,000.00	£1,150.00
Grass cutting	£3,150.81	£2,311.11
Grounds Maintenance	£2,830.00	£1,727.00
Insurance	£2,398.03	£2,417.30
Key holding contract	£838.00	£1,690.19
Legal / Licencing Expenses	£2,293.65	£2,622.06
Litter Pick Costs (Shared)	£15,213.90	£16,758.21
Payroll	£2,305.04	£2,263.37
Repairs & Maintenance	£748.50	£4,200.58
Signage	£0.00	£0.00
Special projects - traffic management	£0.00	£900.00
Subscriptions	£146.36	£0.00
Swan green, winwick park, radley common	£1,830.00	£1,880.00
Telephone mobiles	£0.00	£0.00
MGD Machine Gaming Duty (HMRC)	£0.00	£500.00
Stocktaking Services	£210.00	£810.00
Total Box 6	£91,446.67	£183,372.19
Net Profit	£821.40	£18,262.09
Loan charges (Box 5)	£8,079.24	£8,079.24

£199,369.72

Cummulative fund balance

	2020/21	2019/20
Balance b/f	£16,430.78	£6,246.78
Add total income	£192,111.88	£314,729.00
	£208,542.66	£320,975.78
less total expenditure	£199,369.70	£304,545.00
Balance c/f	£9,172.96	£16,430.78

Current Assets	2020/21	2019/20
Bar Stock	£1,426.61	£2,525.83
Debtors	£12,817.69	£19,113.20
Prepayments	£4,103.84	£727.58
Cash at Bank	£6,716.71	£7,150.72
Cash in hand	£1,315.00	£1,120.00
Total Assets	£26,379.85	£30,637.33

Current Liabilities	2020/21	2019/20
Creditors	£17,163.46	£14,131.26
Accruals	£10.43	£10.26
Credit card	£33.00	£65.03
Total Liabilities	£17,206.89	£14,206.55

Balance	£9,172.96	£16,430.78
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Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

WINWICK

*Best Kept Village
in Cheshire – 2000*

**PARISH
COUNCIL**

**PUBLIC VIEWING OF AGENDAS AND NOTICE OF PARISH COUNCIL MEETINGS
MUNICIPAL YEAR 2021/22**

Detailed below is the formal Notice of Meetings and list of Agendas that are due to be produced during 2021/22. Members of the Public are asked to contact Julian Joinson, Clerk to the Council, Tel 07818 066549 or E-mail: jjoinson.winwickclerk@outlook.com, if they wish to view any Agendas. Meeting documents can also be viewed on the Parish Council's website, as follows: www.winwickparishcouncil.org.uk

Date and Time of Meeting	Meetings	Date Agenda Published
Tuesday, 27 April 2021 at 7.00pm	Annual Parish Assembly	Wednesday, 21 April 2021
Tuesday, 18 May 2020 at 7.30pm	Winwick Parish Council – Annual Meeting 2021	Wednesday, 12 May 2021
Tuesday, 8 June 2021 at 7.30pm	Management Committee *	Wednesday, 2 June 2021
Tuesday, 22 June 2021 at 7.30pm	Winwick Parish Council	Wednesday, 16 June 2021
Tuesday, 13 July 2021 at 7.30pm	Management Committee *	Wednesday, 7 July 2021
Tuesday, 27 July 2021 at 7.30pm	Winwick Parish Council	Wednesday, 21 July 2021
Tuesday, 14 September 2021 at 7.30pm	Management Committee *	Wednesday, 8 September 2021
Tuesday, 28 September 2021 at 7.30pm	Winwick Parish Council	Wednesday, 22 September 2021
Tuesday, 12 October 2021 at 7.30pm	Management Committee *	Wednesday, 6 October 2021
Tuesday, 26 October 2021 at 7.30pm	Winwick Parish Council	Wednesday, 20 October 2021
Tuesday, 9 November 2021 at 7.30pm	Management Committee *	Wednesday, 3 November 2021
Tuesday, 23 November 2021 at 7.30pm	Winwick Parish Council	Wednesday, 17 November 2021
Tuesday, 11 January 2022 at 7.30pm	Management Committee *	Wednesday, 5 January 2022
Tuesday, 25 January 2022 at 7.30pm	Winwick Parish Council	Wednesday, 19 January 2022
Tuesday, 8 February 2022 at 7.30pm	Management Committee *	Wednesday, 2 February 2022
Tuesday, 22 February 2022 at 7.30pm	Winwick Parish Council	Wednesday, 16 February 2022
Tuesday, 8 March 2022 at 7.30pm	Management Committee *	Wednesday, 2 March 2022
Tuesday, 22 March 2022 at 7.30pm	Winwick Parish Council	Wednesday, 16 March 2022
Tuesday, 12 April 2022 at 7.30pm	Management Committee *	Wednesday, 6 April 2022
Tuesday, 26 April 2022 at 7.30pm	Winwick Parish Council	Wednesday, 20 April 2022
Tuesday, 10 May 2022 at 7.30pm	Management Committee *	Wednesday, 4 May 2022
Tuesday, 24 May 2022 at 7.00pm	Annual Parish Assembly	Wednesday, 18 May 2022
Tuesday, 24 May 2022 on the rising of the above, but no sooner than 7.30pm	Winwick Parish Council – Annual Meeting 2022	Wednesday, 18 May 2022

All meetings will be held at the Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ, unless a different venue is notified on the Agenda. Occasionally, meeting dates may be subject to change. In the event of a change of date a revised Notice will be published at least three clear working days before the meeting.

* NOTE Agendas which are likely to contain items of a “confidential or private nature” (Part 2 Items) are marked with an asterisk. It is likely that the public will be excluded from parts of, or a significant portion of those meetings. Parts of the agendas of those meetings may not be able to be viewed, as this might result in publicity which would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons and arising from the nature of that business or of the proceedings.

Julian Joinson, Clerk to the Council
c/o Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ