

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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6 June 2021

To Members of Management Committee
(Councillors D Friend, G Friend, J Herron and A Iddon (1 vacancy))

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 13 July 2021, at 7.30pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

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

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

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

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

3. **Minutes**

To receive the minutes of the meeting of the Committee held on the 8 June 2021.

4. **Action List**

A schedule is provided of actions arising from previous meetings.

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

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

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

6. Chairman to move Part 2

Part 2

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

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

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

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

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

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

Winwick Parish - Management Committee 8 June 2021

Present: Councillors D Friend, G Friend, J Herron and A Iddon

WPMC 1 Appointment of Chair for 2021/22

Nominations for the Chair for 2021/22 were sought and Councillor D Friend was the sole nominee.

Decision – That Councillor D Friend be appointed Chair of the Committee for the Municipal Year 2021/22

WPMC 2 Appointment of Vice-Chair for 2021/22

Nominations for the Vice-Chair for 2021/22 were sought and Councillor J Herron was the sole nominee.

Decision – That Councillor J Herron be appointed Vice-Chair of the Committee for the Municipal Year 2021/22

WPMC 3 Apologies

There were no Apologies for absence submitted.

WPMC 4 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 5 Minutes

Decision – That the Minutes of the meeting held on 20 April 2021 be agreed as a correct record.

WPMC 6 Action List

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

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

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

In respect of Action 3 (Radley Suite Exterior Door), an item appeared elsewhere on the Agenda. Councillor Iddon reported that the fire doors also needed attention as they had a tendency to flip open or to jam. A recent risk assessment had suggested a lock on the fire doors, but this would need to be

unlocked when the Centre was in use.

In connection with Action 4, it was noted that the purpose of the scales was to enable a more accurate stock take to be undertaken.

With regard to Action 6 (Dishwasher), this would be purchased when the new credit card had been received.

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

WPMC 7 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference

(A) Community and Leisure Centre Performance Reports

(1) Finance Report

Prudencia David, Acting Finance Officer, provided a report which showed the financial position at the Leisure Centre for May 2021.

The report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years, adjusted to take account of the impact of the pandemic, and the actual income received. Ms David, was in attendance to highlight key elements of the report.

Income Information

Key Performance Indicators (Bar Sales)

The annual budget for bar sales (£92,198.36) had been broken down over the 12 month period, based on the potential COVID reopening schedule. The relevant percentage and target income for each month was outlined in a table. 2021/22 actual income (also shown) would be assessed against the table provided below. The Clerk highlighted that the forecast income had been kept low at the start of the year because of the pandemic, but would rise later in the year.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Budget (£1,000s)	0.00*	3.07*	7.07	7.07	7.07	7.07	10.14	10.14	10.14	10.14	10.14	10.14
Actual (£1,000s)	0.00	3.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Note: Adjusted due to opening restrictions

Bar Takings Monthly

The Centre had reopened on 17 May 2020 with social distancing measures in place, following full lockdown in April. A graph was provided which showed monthly budgeted and actual bar takings as at May 2021, using the profile outlined above.

May bar sales were around target, coming in at £3,078 of income compared to the budgeted income for May of £3,073 (approximately 100.19%).

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at May 2021, using the profile outlined above.

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£24.0k), including buffet sales, had been split across the relevant months by percentage. 2021/22 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Budget (£1,000s)	1.60	1.60	1.60	1.60	1.60	1.60	2.40	2.40	2.40	2.40	2.40	2.40
Actual (£1,000s)	1.50	1.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Room Lettings Monthly

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

The table showed that £1,793.98 had been taken in May which equated to approximately 107.54% of forecasted room hire income for the month.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at May 2021, using the profile outlined above. For the year to date the Centre had received £3,292.48 which equated to approximately 100.59% of forecasted room hire income.

Field Income

Field income had also been analysed and the expected fees had been split across the relevant months by expected percentage, as per the table below:-

Agenda Item 3

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	6.67	6.67	6.67	6.67	6.66	6.66	10.00	10.00	10.00	10.00	10.00	10.00
Feet (£s)	34.55	34.55	34.55	34.55	34.55	34.55	34.55	34.55	34.55	4,000	34.55	34.55
Actual (£s)	100.0	175.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Field Income Monthly

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

The £175.00 taken in May was approximately 506.58% of the originally budgeted field lettings for the month. This was largely due to field usage by Omnifit and Little Movers (both of whom paid on a pay as you use basis). The Centre had forecast to receive the majority of the lettings income of £4k in January, as football fees for year were due at that time.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at May 2021, using the profile outlined above

Coffee Sales

With regards to the coffee mornings, figures were provided which showed the income to May 2021, with the Centre having opened on 17 May 2021.

At the end of the month the Centre had made a start on rebuilding the coffee trade, with 114 cups sold and £224.00 income. This had been achieved despite losing one week of pre-school mums' trade due to half term.

Cash Takings for Bar Sales

A table was provided showing daily cash takings at the bar for the weeks beginning 17 May to 24 May 2021, which showed above target performance at the start of the week.

Issues of Note

Additional Income Received in May 2021

Furlough monies continued to be recouped against staff wages

- Furlough = £1,841.58

Steps out of Lockdown:

Members were reminded of the key dates within the Government's Roadmap, for the reopening and potential reopening the Centre, as follows:-

- 17 May 2021 – Indoor bar service with ‘Rule of 6’ restrictions. Indoor exercise classes and meeting hire of no more than 30 people, socially distanced, seated in maximum groups of 6 would be allowed. This was currently running well with the Centre Manager ensuring that a skeleton crew and a low stock cellar were being maintained, while under these restrictions.
- 21 June 2021 – Earliest date from which the Centre operations might allowed to operate at pre-COVID levels. However, this date was looking increasingly under treat.

Bookings were already in the diary for room hire and field income for June. However, the lifting of restrictions was dependent on continued improvements to COVID levels nationally and might be subject to change.

Quotes

2 quotes had been received for the replacement exterior door in the Radley Suite. The Clerk reported that these would need to be ordered soon to enable the work to be carried out in the Pre-school’s summer holidays, as there was 8-10 week lead in time.

Costings were also provided for an invest to save scheme, which would provide energy savings by replacing lighting in the Countryside Room, Myddleton Room and Radley Suite with new LED units.

Councillors were reminded that the Main Hall had been refitted last year with LED lighting where previously there had been fluorescents. This now meant that on a day to day basis the Centre only needed to use half of the lighting to light the Hall and the Centre was saving on electricity even when all lights were lit.

Accordingly, Councillors were asked to consider refitting the remaining meeting rooms (with particular priority given to the Radley Suite which was the most utilised room). The cost/ savings analysis for each was as summarised below:

Room	Panels	Total cost	Annual saving	Life span saving	Recoupment period
Countryside	15	£971.25	£520.20	£1,629.75	1.87 years
Myddleton	9	£678.75	£312.12	£881.85	2.17 years
Radley	20	£1,500.00	£762.88	£2,314.40	1.97 years

As the Radley Suite was used week days by the Pre-school and had room hires in the evenings (Mon, Weds, Thurs) and weekend use, this would be the priority to refit. If the Council wished to stage the refits of the rooms to allow

for balancing of the repairs budget against income then the Radley Suite should form the initial stage of the programme.

Eventually, to reduce overheads, it would be essential to have all rooms fitted with LED lights instead of fluorescents.

Leisure Centre Overview

Members discussed a number of points as follows:-

- There needed to be a balance between staffing levels and the anticipated income from customers, following the reintroduction of the Rule of 6 or 2 households indoors. A tight rein would need to be kept on staffing levels;
- Stock levels needed to be kept low during business restart;
- Debtors needed to be actively pursued;
- A summary of the current staffing hours was provided;
- The Council would endeavour to pay staff at least the foundation living wage; and
- The percentage of staff time covered by furlough was now decreasing, potentially increasing staffing costs.

Decision –

- (1) To note the update reports on the Leisure Centre performance, including the impact of the restrictions on the Centre's operations, due to the Coronavirus pandemic and the Roadmap for recovery.
- (2) To recommend to the Council the acceptance of Quote 1 for the purchase of a new exterior door for the Radley Suite.
- (3) To defer consideration of the replacement lighting scheme during the summer months.

WPMC 8 Exclusion of the Public (including the Press)

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

WPMC 9 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Ms David reported that she was continuing to chase debtors with reminder letters and was working to resolve some issues with one particular large public sector hirer by identifying a single point of contact.

Councillor Iddon asked about what progress was being made with a small hirer who had built up a large debt. Ms David reported that reminders had been sent and these would be escalated over time. Councillor Herron enquired if it was worth selling on the debt to an agency. Ms David indicated that there would be a cost to this which might not make it worthwhile. Overall the debts were starting to be repaid. Councillor Iddon reminded Members that the Small Claims Court could be used without charges. Councillor Herron commented that this would send out a clear message to other debtors. The Chair suggested that the Council should initially continue to do all it could in-house. Ms David reported that there was an on-going dialogue with the particular debtor referred to above. Inevitably some debts might need to be written off.

Most lettings were now paid upfront to prevent arrears, or were part of a signed agreement.

Decision –

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

(B) Community Governance Review

Councillor Iddon asked if the Council intended to discuss a possible Community Governance Review to address the issue of a disproportionate allocation of seats across the three parish wards, as a result of the last boundary review. Councillor G Friend remarked that councillors were supposed to represent a broadly similar number of electors. There were a number of anomalies relating to the current parish boundary. Some of the streets in the vicinity of Cinnamon Brow were located in Winwick based on the original parish boundary which followed the line of local streams, but which no longer appeared to have any relevance. In addition, one block of houses was divided across two Borough wards.

Decision – To request the Clerk to include a heading on Community Governance Review in the next Council Agenda.

(C) Royal British Legion – Tommys

Councillor Iddon reminded officers that they had undertaken to look into the purchase of Royal British Legion 'Tommys', the World War 1 soldier silhouettes, for use in the lead up to Remembrance Sunday and Armistice Day. These would be particularly useful, as there was no war memorial in Winwick and could be placed on suitable areas across the Parish, such as Swan Green.

Decision – That officers continue to look into the provision of 'Tommys'.

(D) Pitch Maintenance

Councillor Herron reported that the goalmouth on the upper football pitch had a significant dip and needed repair. The Clerk responded that this was normally carried out under the contract with Warrington Borough Council at the end of the football season, along with the removal of the goalposts.

Decision – That officers report the repair required to the goalmouth of the upper football pitch to Warrington Borough Council.

WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2021/22

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request the Clerk to provide a template for the business monitoring report to the Interim Community and Conference Centre Manager.	WPMC.57(A)(5)	11/02/20	Clerk	-	-	In progress. Detailed operational reports will not be appropriate until the Centre opens more widely.	
2	To request the Operations and Finance Officer to seek further quotes for the replacement exterior door on Radley Suite, to include uPVC models.	WPMC.13(4)	14/07/20	Operations and Finance Officer	-	-	Approval to a quote was given at Council on 22/06/21. This will be undertaken when the pre-school is not in session.	
3	To approve the purchase of scales for the purpose of weighing barrels.	WPMC 21(2)	08/09/20	Operations and Finance Officer	-	-	Purchase subject to review due to current financial pressures.	
4	To approve the purchase of a domestic type dishwasher for the kitchen area.	WPMC 21(4)	08/09/20	Operations and Finance Officer	-	-	This will be purchased after the Centre has returned to higher levels of income.	
5	To note that further quotes would be obtained in relation to the repairs to the bar flooring.	WPMC 29(2)	13/10/20	Operations and Finance Officer	-	-	Project subject to review due to current financial pressures.	
6	To recommend to the Council the acceptance of Quote 1 for the purchase of a new exterior door for the Radley Suite.	WPMC.7(2)	08/06/21	Clerk	-	-	Completed and agreed at Council on 22/06/21	
7	To request the Clerk to include a heading on Community Governance Review in the next Council Agenda.	WPMC.9(B)	08/06/21	Clerk	-	-	Completed and discussed at Council on 22/06/21	
8	That officers continue to look into the provision of 'Tommys'.	WPMC.9(C)	08/06/21	Clerk	-	-	Various Tommys are available from RBL: <ul style="list-style-type: none"> • Outline figure for gardens 115cm tall (£116.99 + shipping) • Solid silhouette with 	

Agenda Item 4

							message plinth 147cm tall (£175 + shipping) (requires installation)	
9	That officers report the repair required to the goalmouth of the upper football pitch to Warrington Borough Council.	WPMC.9(D)	08/06/21	Clerk	-	-	Further information sought from Leisure Centre Manager about responsibility for pitch repair	

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Progress Legend

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