

# 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](mailto:jjoinson.winwickclerk@outlook.com)  
Web site: [www.winwickparishcouncil.org.uk/](http://www.winwickparishcouncil.org.uk/)

8 September 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 14 September 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 13 July 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 13 July 2021

**Present:** Councillors D Friend (Chair), G Friend, J Herron and A Iddon

### **WPMC 10 Apologies**

There were no Apologies for absence submitted.

### **WPMC 11 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 12 Minutes**

Decision – That the Minutes of the meeting held on 8 June 2021 be agreed as a correct record.

### **WPMC 13 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. Circumstances might have changed in relation to some of the longer term items and these would be reviewed to see if they were still required.

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

In respect of Action 8 (Tommys), it was proposed to order a Tommy from the Royal British Legion, as soon as possible to enable it to be available in time for Remembrance Sunday in November. There were two main types which were considered to be suitable - a medium sized outline figure with ground-spike temporary fixing, or a larger solid silhouette with message plinth and angle-iron permanent fixings. The later model might require some installation works.

Costs were in the range £116 - £175 plus shipping, depending on the model.

Councillor Iddon reported that the wreath had been laid at Warrington Cenotaph last year, but it would be nice to have a suitable location in the village for it. A Tommy could be used a focal point on Swan Green. Last year the children had also placed pebbles on the St Oswalds Church steps.

In connection with item 9 (Repairs to Football Pitch Goalmouth), Julian Joinson, Clerk, reported that he had spoken to the Centre Manager, who had confirmed that Warrington Borough Council undertook the repairs annually as

part of the grounds-maintenance contract.. Councilor Iddon asked if the damaged area would be roped off while it was reseeded. Councillor Herron undertook to speak to Paul McMahon of Winwick Athletic FC to see if this could be arranged. In response to a question by Councillor G Friend, it was noted that there were no other goal post holes on the playing surface to enable the location of the pitch to be rotated. However, this matter would be looked into.

Decision –

- (1) 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.
- (2) To recommend to Council the purchase of a suitable Tommy for installation on Swan Green

**WPMC 14 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference**

**(A) Community and Leisure Centre Performance Reports**

(1) Leisure Centre Manager’s Report

Councillor Herron reported that the Leisure Centre Manager had indicated that the ice machine was currently broken and was beyond cost effective repair. Councillor Herron had looked at quotes for a new like-for-like machine and these were in the region of £600-£700. However, he had found a better model on Amazon with a 3 year warranty for £370, or £340 without the warranty. Around 50Kg/day of ice was required and the model identified had a capacity of 75Kg/day, which was the industry standard.

A number of large events were due to be held soon, including the monthly Northern Soul Night, which had moved to the Leisure Centre because the organisers were unhappy with their current venue.

Decision – To recommend to the Council the purchase of the above-mentioned ice machine.

(2) Finance Report

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

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
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	7.18	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*

A graph was provided which showed monthly budgeted and actual bar takings as at June 2021, using the profile outlined above.

With social distancing measures in operation at the Centre, June bar sales were above target coming in at £7.17K compared to the budgeted income for June of £7.07k (approximately 101.54%, or 1.54% higher than forecasted).

*Bar Takings Cumulative*

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

Ms David and the Centre Manager were both pleased with the progress being made towards recovery.

*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:-

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
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	2.76	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 June 2021, using the profile outlined above.

The table showed that £2,762.48 had been taken in June, which equated to approximately 172.57% 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 June 2021, using the profile outlined above. For the year to date the Centre had received £5,982.96; which equated to approximately 124.58% of forecasted room hire income.

As with the bar take, early signs on lettings recovery were promising.

*Field Income*

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

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
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	422.5	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 June 2021, using the profile outlined above.

The £422.50 taken in June was approximately 1223.03% of the originally budgeted field lettings for this month.

*Field Income Cumulative*

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

Year to date, the Centre had received £697.50, which equated to approximately 673.03% of forecasted field lettings income. This was largely due to increased field usage by Omnifit and Little Movers (both of whom paid on a pay as you use basis). The Centre had forecasted to receive the majority of letting income (£4k) in January 2022, as football fees for the year were due then.

The Clerk reported that there had been a shift to treating the field as another asset to be let out in the same way as the meeting rooms were let. Councillor Iddon reported that Winwick CE School often took the use of the field for granted, for example erecting marquees for the School Sports Day in late July. It was understood that they did not always ask permission to use the field. Councillor Herron recalled a recent incident where athletics tracks had been marked out in the wrong position without asking. The Chair suggested that the Centre Manager should not agree to non-standard lettings without seeking the permission of the Council first.

#### *Coffee Sales*

With regards to the coffee mornings, figures were provided which showed the income to June 2021, with the Centre having reopened on 17 May 2021 after being closed due to COVID restrictions. However, social distancing measures were still in operation at the centre.

At the end of May the Centre had made a start on rebuilding the coffee trade. In June some 216 cups had been sold, generating £444.00 income. This was approximately double the takings from the previous month.

The Chair asked when coffee sales generally took place. Ms David responded that this was mostly in the morning, between 8.30am and 10.30am after pre-school and school drop offs. A small number of sales took place later during the day. The drinks were made by the bar staff, but bar staff were only present while other lettings were occurring in the Centre in order to carefully balance wage costs. It was noted that the pre-school would close soon for the summer break, which was likely to affect coffee sales.

#### *Cash Takings for Bar Sales*

A table was provided showing daily cash takings at the bar during June 2021, which generally showed above target performance at the start of the week.

It was suggested that the Centre Manager be invited to attend these meetings in future to give an update on operational matters. Councillor Herron believed that he would be pleased to attend. However, the Chair noted that he would need to manage this within his overall hours of work.

#### Additional Income Received in June 2021

Furlough monies continued to be recouped against staff wages

- Furlough = £892.66

#### Steps out of Lockdown:

Members were reminded of the remaining key dates within the Government's Roadmap, for the reopening and potential reopening the Centre.

According to the Government announcement on Tuesday 5 July 2021, the final decision regarding the ending of legislative restrictions on 19 July 2021 would take place on 12 July 2021, which would allow the reopening of the whole of England. Prior to that date the Centre would continue to operate under the governance guidance issued on 17 May 2021. This meant that the Indoor bar service would operate under the 'Rule of 6' restrictions. Other restrictions included indoor exercise classes and meeting room hire of no more than 30 people, socially distanced, seated in maximum groups of 6.

The Centre was working hard to make more income than the lower levels budgeted, by keeping staff and stock levels as low as possible whilst still managing to increase income in order to bring losses in as low as possible during the period of restrictions.

The Centre had bookings in the diary for room hire and field income for this month because most of its customers were coming back, like Camera Club and Body Shop. Interest had also been expressed in connection with football for young people.

As always the ending of restrictions was dependent on the continued improvement to COVID levels nationally and might be subject to change.

### Debtors

Most private companies' debts had now been written off, but some were still being chased. Also, all NHS debts had been chased by phone calls and payments were now awaited. Further details of individual debtors and creditors would be available in Part 2 of the meeting.

### Quotes

A quote from St Helens Windows, in the sum of £1,256.00, had been approved at the last Council meeting, for the replacement of the exterior door on the Radley Suite. The work would include the removal of the old door/frame for recycling. A reply was awaited from St Helens Windows for the fitting date, which would be in a mid-August, so it would not impact on the pre-school hire and the Centre could ensure that any debris left was cleared before the children returned.

### Payments

A list of payments made since the Council meeting on 22 June 2021 was as follows:-

- Staff wages - £4,099.49
- Service Care Solutions - £288.16



- Direct Debit (BT Group PLC) - £148.62
- HMRC Cumbernauld – £1,835.39
- Cheshire Pension Fund - £ 199.81
- Easyflow - £ 52
- Wigan Beer - £ 581.25
- Merlin Brewery - £92.77
- Furlough offset - £ 317.62
- Water Plus Limited - £ 647.92
- Service Charge - £ 53.55
- Manual Credit - Handling Charge - £ 11.60
- Direct Debit (WBC NNDR) - £800.00
- Direct Debit (Bagnall & Morris W) - £ 218.40

#### Leisure Centre Overview

Three members of the public were in attendance a spoke about their vision for the Leisure Centre and their aspirations for its reinvigoration. The following points were discussed, which also includes comments from councillors:-

- A need to return the Centre to its heyday as a social Hub for the village;
- A need to capitalise on the fact that people had been isolated for a long time and now wanted to come out again;
- Making the most of the good weather;
- Reinstating the outdoor seating area at the rear of the building, adjacent to the bar;
- Problems with a lack of ice when ordering drinks recently;
- The dated feel of the venue and, in particular, the state of the carpet in the bar area. This had previously been on the Action List but had been deleted due to the closure of the bar during the pandemic. It should now be reinstated;
- Attracting in younger aged football groups, to entice in their families;
- Attracting in groups for bowling, darts or dominoes, etc;
- Shifting to a club membership scheme for a nominal sum (say, £5), which might then pay for Sky Sports TV;
- Improving residents' perceptions of the club from that of a working man's club, which potentially deterred walk-ins;
- A return to the intimacy of the Centre's past when couples would call in for a drink;
- A need to get rid of the drab image and inject some vibrancy;
- Noting that potential customers waited outside the Centre for a coach to the Irish Club, so they could watch major sporting events;
- Better advertisement was needed particularly for sporting events. An A-board or Facebook adverts would be an improvement;

### Agenda Item 3

- The recent football matches had been on free to air TV, but the Centre had been closed for some matches;
- A need to be more flexible with room allocations, as line dancing had been held in the Main Hall during the Euros, which could have catered for a larger football crowd, who would then have had access to the big screen;
- Missed opportunities – for example, the Irish Club had been full recently for the Rugby League Quarter Finals, which had also been on terrestrial TV. The Challenge Cup Final was due to be held on Saturday, but this had not be promoted as a live event on the big screen in the Centre;
- Creation of a monthly 'Community Night', supported by carrying out some research with other community centres to see what activities might work ;
- Tidying up the Centre (including hedge trimming and unblocking ACO drains)
- Making increased use of volunteers, for example to repaint the playing field gates. Lots of tradesmen lived in the village who might be prepared to help on a voluntary basis;
- Residents were angry at the thought of the possibility of the Centre being lost;
- Repairs to the bar area floor were also required. This had also been postponed from the Action List due to closures under COVID;

The Chair responded to a number of the points, as follows:-

- It would be difficult to commit large amounts of money to the refurbishment of the Centre until it started to make a profit. It would be unfair on other areas of Winwick for them to heavily subsidise the Centre;
- The Parish needed to decide whether the Centre was a village bar, or a community centre, or a hybrid;
- The Council could potentially look at a scheme of invest to pay leading to improved returns;
- The priorities for the Centre under its current business model were community usage and party bookings, which were known to provide the best return on investment;
- The Chair asked if the bar prices were competitive and this was acknowledged. By comparison the Swan was expensive, but other clubs were cheaper;
- The world and people's habits were changing. Lots of clubs and pubs had closed down;
- Consideration would need to be given as to whether the bar should open only for main events. Many community centres opened for functions only. At some venues, the community members themselves held the keys to the building and let themselves in and out;

- Possibly setting up a Management Group to run the building, comprising local people who cared about and could contribute their time to maintaining the Centre.

Winwick CE School – Development Proposals

Councillor Herron reported that planning permission had now been granted for the School's Phase 1 development proposals, which include the use of a barrier across the access road to the Centre. Councillor G Friend reported that the shop (Thoroughgoods) had a permanent right of access across that stretch of road, meaning that it could not simply be closed off. Councillor Herron was concerned that the barrier had not been mentioned in the initial planning application submitted by the school. The barrier could be closed for around 45 minutes in the morning and afternoon. The Clerk agreed to set out some key facts about the Council's land interests in a briefing note.

Members were concerned that in respect of the later phases of development proposed by the School, land should not be simply given away by the Council.

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 request that the Clerk invite the Community and Leisure Centre Manager to future meetings of the Committee to provide an update on operational issues.
- (3) To reinstate the bar lounge area carpet and bar flooring replacement in the Action List.
- (4) To request the Clerk to inform the Community and Leisure Centre Manager that non-standard lettings of the playing fields for school or community use should be discussed first with the Chair of the Council.

**WPMC 15 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 16 Confidential Matters in line with the Committee's Terms of Reference**

**(A) Community and Leisure Centre Performance Reports**

Ms David provided a report on debtors and creditors and an updated report was circulated at the meeting. She provided an explanation of those debts which had now been written off. NHS debts were now being processed and payments should be received shortly.

For new lettings a set period was allowed for payment before future bookings would be suspended.









Decision –

- (1) To note the report on debtors and creditors and the verbal update provided.
- (2) To request that Council ratifies the decision to write off those debts indicated in the report at its next meeting.

**(B) Employee Matters**

Decision – To request the Clerk to include an item on the Litter Picker on the Council Agenda for September 2021.

## 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.	
2	To approve the purchase of scales for the purpose of weighing barrels.	WPMC 21(2)	08/09/20	Operations and Finance Officer	-	-	Completed.	
3	To approve the purchase of a domestic type dishwasher for the kitchen area.	WPMC 21(4)	08/09/20	Operations and Finance Officer	-	-	Completed	
4	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	-	-	Under consideration	
5	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"> <li>• Outline figure for gardens 115cm tall (£116.99 + shipping)</li> <li>• Solid silhouette with message plinth 147cm tall (£175 + shipping) (requires installation)</li> </ul>	
6	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	-	-	Reported	
7	To recommend to Council the purchase of a suitable Tommy for installation on Swan Green	WPMC.13(2)	13/07/21	Clerk	-	-	Purchase approved by Council on 27/07/21. Silhouette to be ordered	
8	To request that the Clerk invite the Community and Leisure Centre Manager to future meetings of the Committee to	WPMC.14(A)(2)	13/07/21	Clerk	-	-	Manager invited to this meeting	

## Agenda Item 4

	provide an update on operational issues.							
9	To reinstate the bar lounge area carpet and bar flooring replacement in the Action List.	WPMC.14(A)(3)	13/07/21	Clerk	-	-	Item included on the list at 4 above. Lounge carpet is being funded by a customer	●
10	To request the Clerk to inform the Community and Leisure Centre Manager that non-standard lettings of the playing fields for school or community use should be discussed first with the Chair of the Council.	WPMC.14(A) (4)	13/07/21	Clerk	-	-	In progress	◎
11	To request that Council ratifies the decision to write off those debts indicated in the report at its next meeting.	WPMC.16(A)(2)	13/07/21	Acting Finance Officer	-	-	Approve by Council on 27/07/21	●
12	To request the Clerk to include an item on the Litter Picker on the Council Agenda for September 2021	WPMC.16 (B)	13/07/21	Clerk	-	-	In progress	◎

### Version 3.0- (Final) – 14/09/21

#### Progress Legend

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

21 Winwick Parish Council  
 Leisure Centre Performance Report  
 To meeting 14<sup>th</sup> September 2021

1. Income information

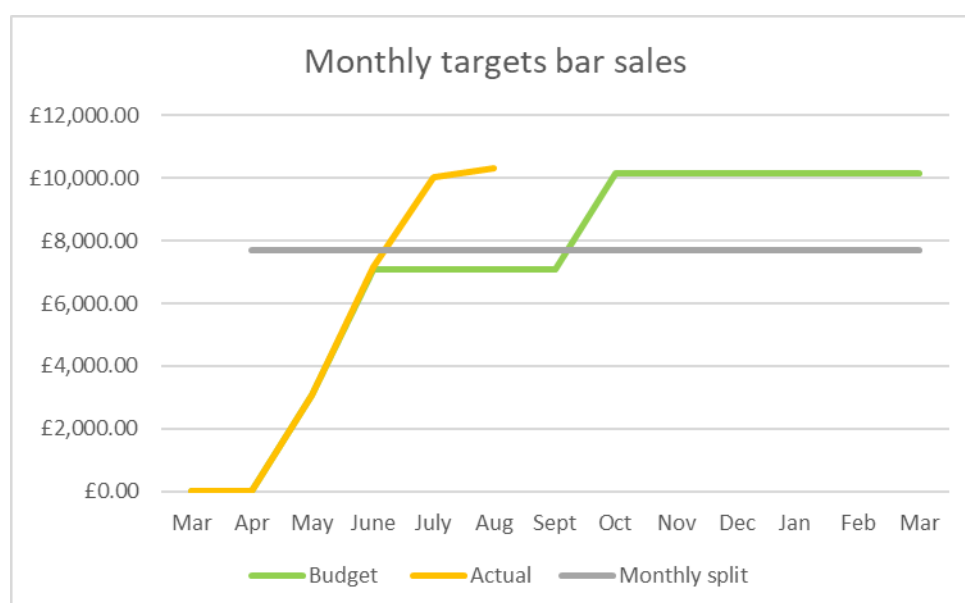
Key performance indicators.

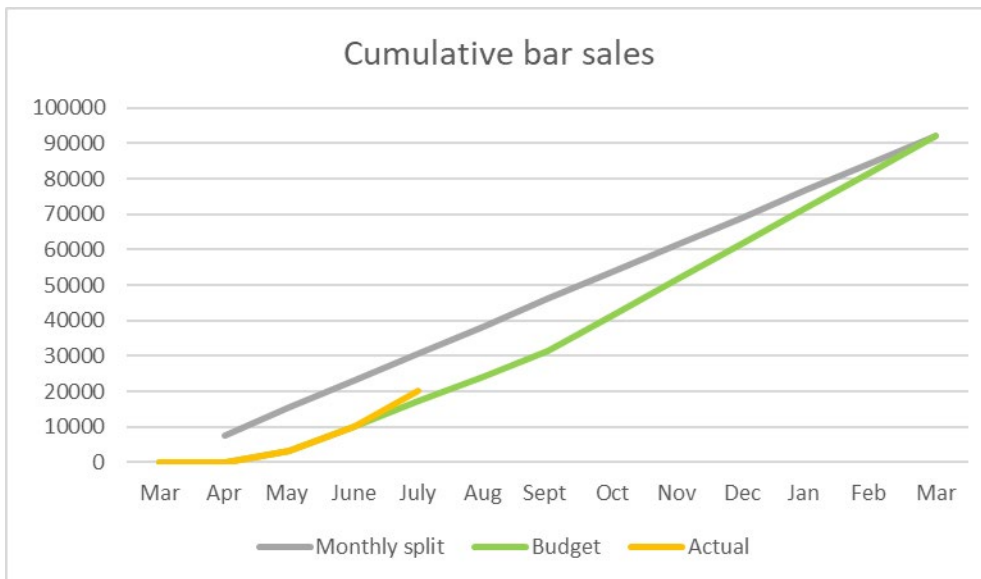
The annual budget for bar sales (£92,198.36) has been broken down over the 12-month period based on the potential Covid reopening schedule and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Budget	£0.00	£3,073.28	£7,068.54	£7,068.54	£7,068.54	£7,068.54
Actuals	£0.00	£3,078.99	£7,177.56	£10,012.02	£10,314.10	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Budget	£10,141.82	£10,141.82	£10,141.82	£10,141.82	£10,141.82	£10,141.82
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

With social distancing measures in operation at the centre, August bar sales were above target coming in at £10.03K compared to the budgeted income for August of £7.06k (approximately 145.92% higher than forecasted).

Plots showing initial figures on income below:





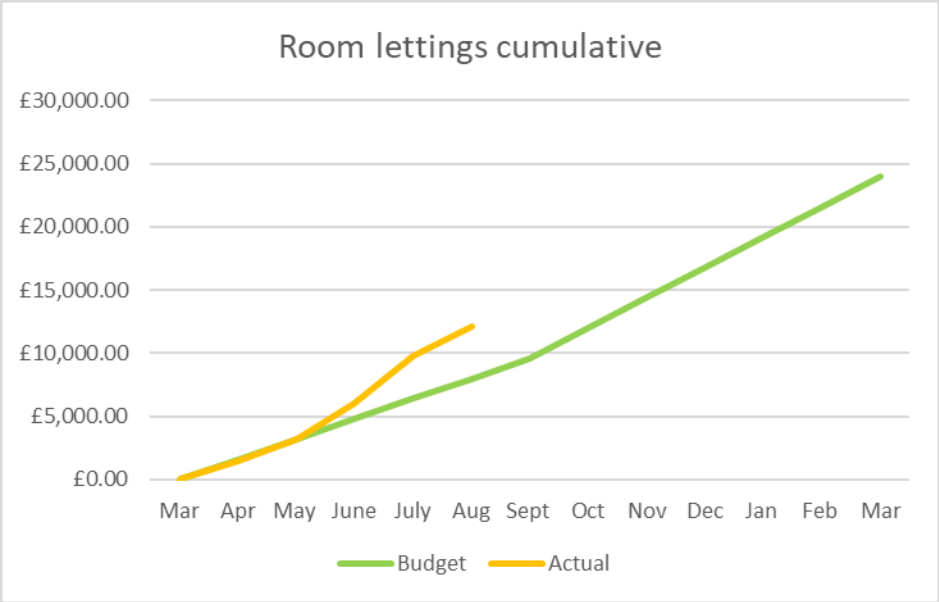
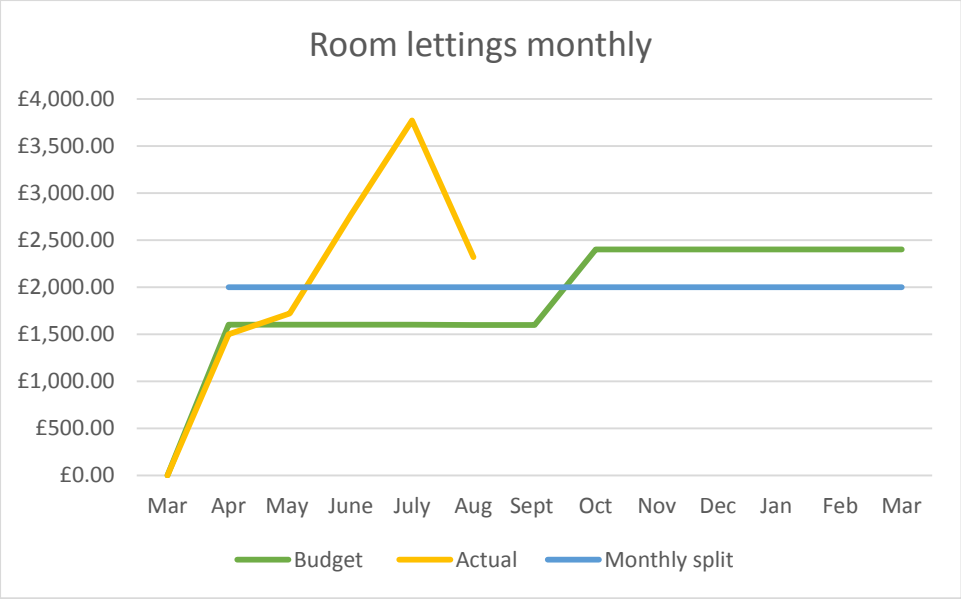
The room lettings have been analysed and the expected fees (including buffet sales) have been split across the relevant months based on their monthly percentages (refer to the table below)

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Percentage	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Fee	£1,600.80	£1,600.80	£1,600.80	£1,600.80	£1,598.40	£1,598.40
Actual	£1,499.00	£1,793.48	£2,767.48	£3,772.17	£2,319.83	£0.00
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Fee	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

The table above shows that £2,319.83 was taken in August, it equates to approximately 145.13% of forecasted room hire income for this month. Year to date we have received £12,079.96; it equates to approximately 150.97% of forecasted room hire income.

Plots are provided below:



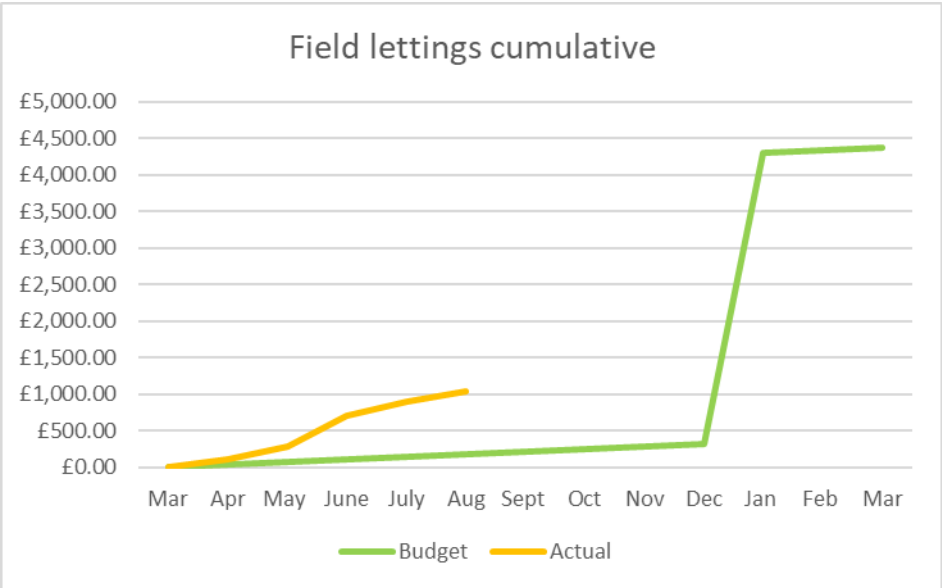
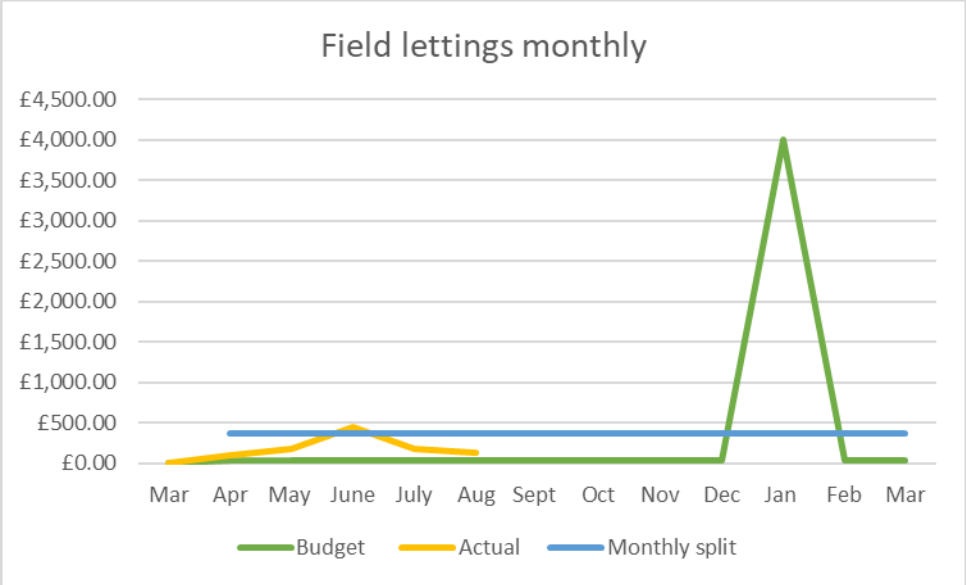


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Percentage	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Fee	£34.55	£34.55	£34.55	£34.55	£34.55	£34.55
Actual	£100.00	£175.00	£447.50	£182.48	£135.00	£0.00
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Fee	£34.55	£34.55	£34.55	£4,000.00	£34.55	£34.55
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

The £135.00 taken in August is approximately 390.79% of the originally budgeted field lettings for this month. Year to date we have received £ £1,039.98; it equates to approximately 602.09% of forecasted field lettings income. We have forecasted to receive the majority of letting income £4.00k in January as football fees for year are due then.

Plots are provided below:



The coffee morning sales figures are below. The sales commenced on the 17<sup>th</sup> May after being closed due to COVID restrictions. The centre is now full operational without restriction. However, during the summer holiday month of August the centre is very quiet for the morning coffee.

2021			
	Cups sold total	Cups sold per day	Income
Apr	0	0.0	£0.00
May	114	3.7	£224.00
June	216	7.2	£444.00
July	164	5.3	£336.30
Aug	95	3.1	£202.00
Sept		0.0	
Oct		0.0	
Nov		0.0	
Dec		0.0	
Jan		0.0	
Feb		0.0	
Mar		0.0	
<b>Total</b>	589	1.6	£1,206.30

The coffee trade at the end of August was 95 cups and £202.00 sales income. This has generated a lower income compared to the last month sales. This was due to the summer holiday and the machine break down. The broken parts were replaced by RIJO, so the machine is now operating as normal. However, our leasing contract was ended last month there is not more monthly rent payment from now on.

The cash takings for bar sales in July and August are shown below:

<b>28-Jun</b>	£84.92	£537.55	£234.49	£239.25	£323.40	£547.15	£438.14	<b>£2,404.90</b>
<b>05-Jul</b>	£157.31	£217.41	£191.99	£220.96	£162.07	£267.33	£1,105.41	<b>£2,322.48</b>
<b>12-Jul</b>	£96.37	£29.88	£253.49	£327.19	£343.48	£503.58	£218.69	<b>£1,772.68</b>
<b>19-Jul</b>	£144.89	£20.41	£275.76	£194.28	£490.00	£255.60	£503.67	<b>£1,884.61</b>
<b>26-Jul</b>	£288.71	£175.51	£65.10	£187.15	£196.58	£1,202.54	£349.56	<b>£2,465.15</b>
<b>02-Aug</b>	£49.50	£149.33	£248.02	£194.16	£278.15	£609.02	£203.70	<b>£1,731.88</b>
<b>09-Aug</b>	£127.16	£311.18	£261.53	£210.89	£437.67	£2,239.79	£139.53	<b>£3,727.75</b>
<b>16-Aug</b>	£153.87	£59.73	£277.89	£65.76	£283.19	£910.44	£328.77	<b>£2,079.65</b>
<b>23-Aug</b>	£140.35	£256.97	£214.66	£224.99	£303.47	£250.79	£549.13	<b>£1,940.36</b>
<b>30-Aug</b>		£125.91						<b>£125.91</b>

Additional notes:

- 1) Additional income received in August:

Furlough monies continue to be recouped against staff wages.

Furlough £448.04

2) Quote1:

WIGWAM PROPERTY MAINTENANCE: £295.97

Ladies and Gents Hand Basins (price per sink)

3) Quote2:

PHILSAN PLUMBING WARRINGTON

Waiting for a quote

4) Steps out of lockdown:

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

According to the government Monday 19<sup>th</sup> of July, the reopening of the whole of UK has been put in place. Currently, the Indoor bar service is operating as normal no restrictions. That means that the indoor exercise classes and meeting hire of more than 30 people will be seated as normally allowed.

We are working hard to make more income than the lower levels budgeted set by keep staff and stock levels as low as possible whilst still managing to increase income in order to bring losses in as low as possible.

We have bookings in the diary of room hire and field income for this month because most of our customers are booking for the party. Moreover, most of our previous users have returned as a Northern Soul, the Fostering Services, Camera Club due to return in September and October.

All private (client) companies' debtors have been written off. Also, all NHS debts has been chased by phone calls and now approved waiting payments.

5) List of Payments made since Full Council meeting of 27<sup>th</sup> July 2021

Direct Debit Payment

Direct Debit (WBC NNDR): £800.00

Direct Debit (BNP PARIBAS LEASIN): £266.84

Direct Debit (XERO UK LTD): £57.60

Direct Debit (GOCARDLESS): £ 30.00

BT Group: £239.38

Direct Debit (SCOTTISHPOWER): £480.00

Direct Debit (BARCLAYCARD): £164.44

Direct Debit (LLOYDS BANK PLC): £550.17

Bank Payment

Staff wages: £ 10,715.13

Pensions Cheshire Fund July: £ 199.81

HMRC Cumbernauld: £537.87

The Wigan Beer Company: £ 7,974.21

Easyflow: £88.00

Service care solutions: £1,440.80

System hygiene: £341.94

Maxigiene Environmental Services Limited: £144.00

D Hannan: £190.00

Cheshire coffee: £244.50

Clear Brew Wigan and Bolton 16/07: £129.60

Service care solutions 555697: £288.16

P Healey: £88.00

CM Stocktaking: £90.00

Wigan Beer 587425: £655.66

Wigwam Property Maintenance: £53.81

Merlin Brewery: £93.41

Election Charge: £2,378.94

Part 2 – Documents will be issued under separate cover.

1) Creditors

**Profit and Loss**  
**Winwick Parish Council**  
**1 August to 31 August 2021**

	31 August 2021	YTD
<b>Income</b>		
210 Room hire income	£2,434.00	£12,151.13
225 Buffet sales income	-£114.17	-£71.17
Entertainer	£0.00	£0.00
Projector hire	£0.00	£0.00
230 Bar sales income	£8,736.85	£24,446.43
231 Bar snacks income	£211.78	£847.60
232 Soft drinks income	£1,150.97	£3,766.61
240 grants income	£0.00	£0.00
275 Machine income	£0.00	£0.00
281 Furlough Income	£448.04	£6,282.91
Bar tea and coffee	£202.00	£1,210.36
Ticket sales	£0.00	£0.00
Field income	£135.00	£1,039.98
LC Bar till discrepancies	£0.00	-£172.75
<b>Total Income</b>	<b>£13,204.47</b>	<b>£49,501.10</b>
<b>Less Cost of Sales</b>		
bar snacks expenditure	£83.31	£369.61
Beverage supplies (Coffee, milk etc)	£394.93	£2,069.52
Buffets - events	£0.00	£95.00
Drink purchases (and other bar items)	£4,243.01	£11,158.67
Entertainers	£0.00	£0.00
LC Direct Wages	£2,717.14	£10,254.62
soft drinks expenditure	£491.26	£1,561.31
<b>Total Cost of Sales</b>	<b>£7,929.65</b>	<b>£25,508.73</b>
<b>Gross Profit</b>	<b>£5,274.82</b>	<b>£23,992.37</b>
<b>Less Operating Expenses</b>		
LC Bar & Cleaning sundries	£216.00	£1,034.95
Advertising and marketing	£0.00	-£35.00
Booking post	£0.00	£0.00
LC Bottled Gas	£65.00	£597.55
LC Cleaning	£757.48	£3,348.69
LC consulting	£24.00	£120.00
LC Electricity (Light, Power)	£400.00	£2,000.00
LC Equipment	£0.00	£65.83
LC Fire extinguishers	£0.00	£508.20
LC Gas (Heating)	£75.50	£575.46
LC Intruder/ fire alarms	£0.00	£1,046.67
LC Landline telephone and Broadband	£218.93	£673.56
Pension costs	£0.00	£0.00
LC Rates	£800.00	£4,005.75
LC Repairs & Maintenance	£141.81	£317.61
LC Trade waste	£207.64	£676.36
LC TV Licence	£0.00	£0.00
LC Water and Sewerage	£0.00	£647.92
Managers salary and NI	£2,074.95	£8,132.21
PAYE Payable	£175.52	£1,758.40
Printing and stationery	£0.00	£1.70
Stocktaking Services	£0.00	£180.00
<b>Total Operating Expenses</b>	<b>£5,156.83</b>	<b>£25,655.86</b>
<b>Net Profit</b>	<b>£117.99</b>	<b>-£1,663.49</b>

**Income and expenditure**  
**Winwick Parish Council**  
**1 July 2021 to 31 July 2021**

31 July 2021    YTD

<b>Income</b>		
Precept	£0.00	£124,252.00
<b>Total Income</b>	<b>£0.00</b>	<b>£124,252.00</b>
<hr/>		
<b>Less Cost of Sales</b>		
<b>Total Cost of Sales</b>	<b>£0.00</b>	<b>£0.00</b>
<hr/>		
<b>Gross Profit</b>	<b>£0.00</b>	<b>£124,252.00</b>
<hr/>		
<b>Less Operating Expenses</b>		
Administration expenses	£0.00	£127.56
Alarms	£0.00	£0.00
s137	£0.00	£0.00
Audit & Accountancy fees	£0.00	£1,450.00
professional fees	£0.00	£0.00
signage	£0.00	£0.00
training	£0.00	£0.00
Election expenses	£2,378.94	£2,378.94
BadDebts	£60.00	£1,219.50
Bank Fees	£186.04	£604.50
Bus shelters	£0.00	£0.00
Charitable and Political Donations	£0.00	£0.00
Clerk's salary	£1,059.46	£2,648.65
Consulting	£0.00	£0.00
External audit fee	£0.00	£0.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£0.00	£325.00
Insurance	£0.00	£0.00
Key holding contract	£0.00	£690.73
LC Pension costs	£399.62	£1,193.03
Legal / Licencing Expenses	£0.00	£468.00
Litter Pick Costs (Shared)	£960.52	£5,042.73
Loan charges	£0.00	£3,012.02
PAYE Payable	£356.35	£3,570.09
Payroll	£225.00	£988.34
Repairs & Maintenance	£0.00	£0.00
RFO Salary (and NI)	£5,352.87	£17,612.10
Subscriptions	£30.00	£150.00
Traffic management	£0.00	£0.00
Swan green, winwick park, radley common	£190.00	£765.00
<b>Total Operating Expenses</b>	<b>£11,198.80</b>	<b>£42,246.19</b>
<hr/>		
<b>Net Profit</b>	<b>-£11,198.80</b>	<b>£82,005.81</b>
<hr/>		