

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 October 2021

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

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 12 October 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 14 September 2021.

4. **Action List**

A schedule is provided of actions arising from previous meetings.

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

- (1) Community & Leisure Centre - reports from the Operations and Finance Officer; Centre Manager and/or Clerk:
 - a) Update Report - *(excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2).*
 - b) Draft Business Plan – to consider information on the future direction of the Centre.

6. Chairman to move Part 2

Part 2

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

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

- (1) Community & Leisure Centre – confidential reports from the Operations and Finance Officer; Centre Manager and/or Clerk:
 - a) Update Report *(NB. Non-confidential information will be discussed in Part 1 of the meeting)*
- (2) Employee Matters - reports of the relevant Officer.

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

Winwick Parish - Management Committee 14 September 2021

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

A brief discussion took place prior to the commencement of the meeting on the proposals to consult residents on options for the disposal of an area of Myddleton Lane Playing Fields to facilitate improvement works at Winwick CE Primary School. A leaflet was currently being developed and it was proposed to hold a public consultation meeting. Due to the amount of preparation time required to develop the consultation materials it was proposed to delay the public consultation meeting until 25 October 2021 at 7.30pm.

Members were satisfied that the direction of travel was consistent with the decision of the Council taken on 27 July 2021.

WPMC 17 Apologies

There were no Apologies for absence submitted.

WPMC 18 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 19 Minutes

Decision – That the Minutes of the meeting held on 13 July 2021 be agreed as a correct record.

WPMC 20 Action List

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

Members noted the completion of the majority of items. All completed actions would be omitted from the next update to the list.

In respect of Action 1, the Clerk, Julian Joinson, confirmed that he had invited Paul Wharton, Centre Manager, to attend future meetings of the Committee, but he was unavailable this evening. Councillor Herron indicated that the Manager had been covering for a member of staff who was off sick and had been working longer hours than usual. The Chair reminded all that it would be useful to speak to the Manager to get an understanding of the opening hours of the Centre, staff hours and what would happen to staff when furlough ended.

Prudencia David, Acting Finance Officer, reported that her contract would finish at the end of September 2021. Ms Jones, Operations and Finance Officer would return from maternity leave on 4 October 2021. However, there

would be a short hand over period. Ms Jones had been working on a draft Business Plan for the Centre during her free time to provide to the meeting of the Committee on 12 October 2021. The Centre Manager would be present at that meeting. Warrington Borough Councillors noted that there was a Member Development session planned for that date, but the session should be over in time for councillors to attend this Committee. Councillor Herron was invited to Chair the start of the meeting if the Chair should be delayed.

In respect of Action 4, Councilor Iddon asked if any progress had been made on commissioning the repair to the bar floor area. Councillor Herron responded that this had not yet commenced. However, the carpet in the Millennium Lounge had now been fitted and he had visited a local supplier to acquire some off-cuts to replace the hallway carpet. Ms David indicated that the Centre Manager had authority to spend up to £100 from petty cash for such items.

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 21 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 August 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.

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
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	10.01	10.31	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 August 2021, using the profile outlined above.

August bar sales were above target coming in at £10.03k compared to the budgeted income for August of £7.07k (approximately 145.92% higher than forecasted).

Bar Takings Cumulative

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

Ms David commented that the July and August figures were both significantly higher than the budgeted amount, but it should be remembered that the budget had been set lower due to anticipated slow business recovery in the first few months after reopening.

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	2.76	3.77	2.32	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 August 2021, using the profile outlined above.

The table showed that £2,319.83 had been taken in August, which equated to approximately 145.13% 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 August 2021, using the profile outlined above.

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:-

	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	447.5	182.5	135.0	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 August 2021, using the profile outlined above.

The £135.00 taken in August was approximately 390.79% 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 August 2021, using the profile outlined above

Year to date, the Centre had received £1,039.98, which equated to approximately 602.09% of forecasted field lettings income. The Centre had forecasted to receive the majority of letting income (£4k) in January 2022, as football fees for the year were due then.

Coffee Sales

With regards to the coffee mornings, figures were provided which showed the income to August 2021, with the Centre having reopened on 17 May 2021 after being closed due to COVID restrictions. The Centre was now fully operational without restrictions. However, during August the Centre was very quiet for morning coffee sales.

The coffee trade at the end of August had sold 95 cups and produced £202.00 sales income. This had generated a lower income compared to the last month sales. This was due to a combination of the summer holidays and the machine break down. The broken parts had been replaced by RIJO, so the machine was now operating as normal. However, the Centre's leasing contract had ended last month, which meant that there would be no more monthly rent payments from now on.

Ms David confirmed that the machine now belonged to the Centre. However, RIJO could still be contacted for any future repairs necessary to the machine. The Chair reminded Members that she would like to see a rota of volunteers to serve coffee at the Centre. It was understood that Senior Officers covered the coffee service when they were working at the Centre, but this was not the most cost effective use of their time.

Cash Takings for Bar Sales

A table was provided showing daily cash takings at the bar during July and August 2021, which generally showed above target performance during the mid-week period and some growth on Sundays.

Members asked if the bar had been open on August Bank Holiday Monday. Ms David responded that the Centre had been closed. Councillor Herron clarified that this had been due to staffing difficulties rather than a policy decision. Ordinarily the bar would have been open. Councillor Herron added that 'high days', including the Carnival helped to boost the Centre's income. Councillor Iddon commented that the Centre received the bar profits for the Carnival, but that it had not produced the expected income in recent years.

Councillor G Friend noted that the takings on Saturday 14 August 2021 had been as high as £2,239.79. This was due to a church function taking place. Councillor Herron reported that the Northern Soul Night was also very popular. Significant income of £1,202.54 on 31 July 2021 was due to a wedding. Ms David indicated that the table did not show card payments, which were in addition to the amounts shown. Members considered that a table which showed total income from all payment methods would be more useful for monitoring purposes than the cash only record. Councillor G Friend pointed out that it was not possible to directly reconcile the monthly bar take record with the daily cash takings information in the report. For example cash takings in August were around £9,600, but income was shown as £10,314. This differential did not appear to reflect the shift in customer habits to paying more frequently by card. The information was further complicated by the fact that it was unclear whether bar snacks, tea and coffee income was included in both sets of figures.

The Chair asked if there were any on-going issues arising from stock taking. Ms David confirmed that no such issues had been identified in recent months.

It was hoped that further evidence of the positive direction of travel for the Centre would be apparent from the Business Plan due to be submitted to the October meeting of the Committee.

Additional Income Received in August 2021

Furlough monies continued to be recouped against staff wages

- Furlough = £448.04

Washbasin Quotes

- Quote 1 – Wigwam Property Maintenance – ladies and gents had basins (price per sink) – quote now received
- Quote 2 – Philsan Plumbing Warrington – quote awaited

Steps out of Lockdown:

Members were reminded that the Government had ended all legislative restrictions for COVID-19 on 19 July 2021, which had allowed the reopening of the whole of England.

Currently, the Indoor bar service was operating as normal with no restrictions. That meant that the indoor exercise classes and meeting hire of more than 30 people would be seated as normally allowed.

The Management Team 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 any losses in as low as possible.

The Centre had bookings in the diary for both room hire and field hire for this month and many customers were booking parties. Moreover, most of the Centre's regular users had returned, including Northern Soul, the Fostering Services and Camera Club who were due to return in September and October.

The Chair asked what would happen with staff at the end of the furlough period. The Clerk indicated that bar staff were on zero hours contracts, which enabled the Centre to use the staff flexibly, principally by matching their hours to the amount of business at the Centre.

Members were hesitant about the use of zero hours contracts as the Council wished to be seen as a good employer, but it was understood that it such contracts were the norm for the hospitality sector and that many staff wanted the flexibility that zero hours contracts provided. Councillor Herron reported that the core business was now returning, which had led to the Centre Manager working for longer hours than usual due to staff absences.

In response to a question by Councilor Iddon, Ms David reported that only two staff were now on part-furlough. It was noted that one Member of staff was due to go on maternity leave shortly.

Debtors

The majority of private (client) companies' debtors had now been written off. Also, all NHS debts had been chased up by phone calls. These had now been approved and payments were awaited..

Payments

A list of payments made since the Council meeting on 27 July 2021 was as follows:-

Direct Debit Payments

- Direct Debit (WBC NNDR): £800.00
- Direct Debit (BNP Paribas Leasing): £266.84
- Direct Debit (XERO UK Ltd): £57.60
- Direct Debit (Gocardless): £ 30.00
- BT Group: £239.38
- Direct Debit (Scottish Power): £480.00
- Direct Debit (Barclaycard): £164.44
- Direct Debit (Lloyds Bank PLC): £550.17

Bank Payments

- 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

The Chair enquired if the payments list needed to be submitted to the Committee. Mr Joinson indicated that in previous years a monthly list of

payments had been submitted to Council only, in accordance with activity described in the annual report on the Review of Risk, Internal Controls and Financial Regulations. However, in recent times half-monthly lists had been provided to Management Committee and Council. The Chair indicated that it might be useful to separate the Centre's and Parish's payments within the lists provided for clarity.

Decision –

- (1) To note the update report on the Leisure Centre performance, including the recovery from Coronavirus restrictions.
- (2) To request that the Operations and Finance Officer review the information provided in the monthly finance report to the Committee to consider the following issues:
 - (a) Whether direct comparisons can be made between the daily cash table and the monthly income figures.
 - (b) Whether there is a need to provide the list of bank payments to this Committee and whether the Centre's and Parish Council's payments can be shown separately.

WPMC 22 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 23 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Members considered a report on debtors, both private and public sector (NHS). Ms David provided an explanation of those debts which had now been written off. The vast majority of NHS debts had now been paid or were now being processed for payment. Ms David added that the introduction of a purchase order system had helped to speed up payments from larger organisations.

Members thanked Ms David for her efforts to recover money owed to the Council.

Councillor Herron reported that customer satisfaction at the Centre was high. The flexible approach to Sunday opening had been successful with the Centre closing early, only if quiet. The August Bank Holiday closure had been enforced due to a staff shortage. Members asked if Council approval was needed for more staff. The Clerk responded that a Council approval was only

required to appoint permanent senior staff. The Finance and Operations Officer and Centre Manager had delegated powers to appoint bar staff, which they used to maintain a pool of individuals available to work.

Councillor Herron commented that Bank Holiday Monday nights might be quiet in the same way that ordinary Sunday nights were sometimes quiet. However, the other days over Bank Holiday weekends tended to be busy.

The Chair suggested that in future years a minibus could be provided to the Carnival for residents south of the M62 to help them to feel connected to the village.

Decision –

- (1) To note the report on debtors and the verbal update provided.
- (2) To agree to ratify the decision to write off those debts indicated in the report.

(B) Employee Matters

Ms David thanked Members for her time at Winwick Parish Council as this was potentially her last formal meeting before she took up new position in the education sector. Members thanked her for her hard work and wished her well for the future.

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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	-	-	Members to consider the most effective use of the Manager's time and the officer reporting structure.	
2	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	
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.14(A) (4)	13/07/21	Clerk	-	-	Completed	
5	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	-	-	Completed. A progress report and financial information has been requested for a future meeting of the Council	
6	To request that the Operations and Finance Officer review the information provided in the monthly finance report to the Committee to consider the following issues: (a) Whether direct comparisons can be made between the daily cash table and the monthly income figures. (b) Whether there is a need to provide the list of bank payments to this Committee	WPMC.21(2)	14/09/21	Operations and Finance Officer	-	-	In progress	

	and whether the Centre's and Parish Council's payments can be shown separately.							
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Progress Legend

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