

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
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5 January 2022

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 11 January 2022, 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 9 November 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).*

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 9 November 2021

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

WPMC 31 Apologies

There were no apologies for absence submitted.

WPMC 32 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 33 Minutes

Decision – That the Minutes of the meeting held on 12 October 2021 be agreed as a correct record.

WPMC 34 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 4 – Repairs to Bar Floor, Clare Jones, Operations and Finance Officer, reported that the original contractor had not responded to queries about their quote. She had now spoken to Culcheth Carpets, who would attend shortly to provide a quote.

In connection with Action 7 – Replacement Lighting, Ms Jones reported that the installation had been completed in the Countryside Suite. Only 4 of the 16 lights were switched on at the moment and the room was sufficiently bright. All meeting rooms would be similarly upgraded, but no decision had yet been taken in relation to the hallways. Paul Wharton, Leisure Centre Manager reported that he had asked about substituting existing light bulbs for LED variants, but the electrician had indicated that rewiring would be required in that case, as less fittings would be needed overall. It was proposed to look into the hallway issue again next year.

Actions 4 and 7 should now be listed as completed for the purposes of the schedule.

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

(A) Community and Leisure Centre Performance Reports

(1) Finance Report

Clare Jones, Operations and Finance Officer, provided a report which showed the financial position at the Leisure Centre for October 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 Jones highlighted 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.

	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	9.68	9.98	11.47	11.73	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 October 2021, using the profile outlined above.

October bar sales were above target by £1.6k (approximately 15.72 higher than forecast).

Bar Takings Cumulative

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

The Centre was at £11.5k above the estimated income for the year (approximately 27.87% ahead of target).

Members were very pleased with the current performance of the Centre,

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although it was recognised that the targets had been set lower for the year to take account of business recovery following the worst of the pandemic. Ms Jones indicated that the key was to ensure that rooms were fully let to cover the operating costs of the Centre. The bar operations would then form ‘the icing on the cake’, acknowledging that bar income would fluctuate.

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	2.71	3.79	2.76	4.35	4.80	0.00	0.00	0.00	0.00	0.00

The table showed that room hires for October had generated £2.4k more than the target figure.

Room Lettings Monthly

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

Room Lettings Cumulative

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

The Year to Date figure was at £9.7k ahead of target (approximately 80.94% above forecast)

Ms Jones reported that across the bar and lettings the Centre had made a profit of around £6k in October and, even with the lighting and floor costs deducted, profit was expected to be around £1.3k. The Centre was now making money and this message needed to be disseminated more widely. Future bookings were also looking healthy. The Centre Manager had already secured most of the annual room bookings for the New Year. An increase in the fees had been budgeted for and was expected by regular customers. However, the details of the increase had not yet been agreed. Councillor G Friend enquired if this would be in line with inflation. Ms Jones responded that any increase would be competitively priced.

Mr Wharton reported that for a party in January, the customer had asked about using the cooker and had offered to pay for the energy costs.

The Chair asked if room lettings now covered the staffing costs. Ms Jones

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confirmed that the Manager and bar staff costs were all covered by lettings. The Chair enquired if additional casual staff had now been recruited. Ms Jones reported that 3 interviews had been scheduled for yesterday, but no candidates had turned up. However, the recruitment effort would continue. The new casual staff would need to be paid at the same rate as existing bar staff, which was the National Minimum Wage.

Members were reminded that the National Minimum Wage and the Foundation Living Wage had been submitted as options within the Council Draft Budget papers. Councillor G Friend reported that the Foundation Living Wage would increase in November. Ms Jones indicated that she had made an estimate for this in the Budget papers.

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	195.0	135.0	172.5	180.00	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 October 2021, using the profile outlined above.

The £180.00 taken in October was approximately 521% 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 October 2021, using the profile outlined above.

Year to Date the Centre had received £ £1,404.98, which equated to approximately 581% of forecasted field lettings income. The Council had forecasted to receive the majority of lettings income (£4k) in January, as football fees for the year were due then. Since the Open Age Team was currently none operational, the football fees would be £3,750 for the year (following a revised pricing agreed with the junior teams).

Coffee Sales

The coffee morning sales figures were provided. These were unsurprisingly showing an improvement on 2020 figures. To put these into perspective against traditional sales levels, eg. in 2019, at the end of October the Centre

had sold 54.67% of the cups sold in 2019 (April to October). However, figures for the month of October alone were at 124.12% of the cups sold in 2019.

Payments

A list of payments made since the Council meeting on 26 October 2021 was as follows:-

Direct Debit Leisure Centre		
01-Nov-21	WBC NNDR	£800.00
20-Oct-21	BAGNALL & MORRIS	£329.76
19-Oct-21	BG BUSINESS	£168.31
Invoices Paid Leisure Centre		
01-Nov-21	B/P to: T & JT Barton	£1,296.75
01-Nov-21	B/P to: RIJO	£297.50
01-Nov-21	B/P to: System Hygiene Ltd	£313.00
25-Oct-21	B/P to: T & JT Barton	£892.85
25-Oct-21	B/P to: Easyflow	£78.00
Invoices Paid Parish		
01-Nov-21	B/P to: Gardenia Gardens	£195.00
01-Nov-21	B/P to: PKF Littlejohn LLP	£480.00
01-Nov-21	B/P to: Service Care	£288.16
01-Nov-21	B/P to: Styles	£222.00
01-Nov-21	B/P to: Warrington BC	£1,234.80
25-Oct-21	B/P to: Warrington BC	£980.74

Operational Issues

The Chair asked about the Centre’s opening hours. Ms Jones reported that these were now back to normal. The Centre would be closed on Christmas Day and Boxing Day, but would be open again from 27 December 2021. There were a number of events planned, such as a Children’s Party. The Management Team were looking into the offer for New Year’s Eve, but DJ prices were excessive at around £500. Members were reminded that the Northern Soul event organiser had pulled out. The solution might be just to have the bar open on this date. Recorded music could be played through the PA system.

Councillor Iddon requested more regular information about what activities were taking place at the Leisure Centre. Often she only discovered by accident what events were taking place. Councillor G Friend asked if all events were promoted on the internet. Ms Jones reported that only internally organised events were promoted, not private lettings. Occasionally private hirers tagged the Centre into their own social media. Members noted that it

might be useful for the Centre to promote the privately run activities which took place on site. It was noted that some club members travelled long distances to attend activities at the Centre, due to its central location and good motorway links.

Councillor Friend asked if in-house events were ticketed. Officers responded that they were, which helped to limit attendance to the safe capacity. Financial projections were drafted for each event, so that officers could see if the event would be profitable, based on ticket sales.

Councillor G Friend asked if the Centre would close early on Christmas Eve. Mr Wharton reported that Ms Kilgannon was happy to work until 1am, if there were sufficient customers on site, but the Centre would close earlier if there was no demand. The Chair asked if the Centre opening would clash with the local church service. Ms Jones reported that often customers came into the Centre after the church service.

Decision –

- (1) To note the update report on the Leisure Centre performance, including the recovery from Coronavirus restrictions.
- (2) To request the Operations and Finance Officer to circulate a list of planned lettings and events to all councillors.

(2) Sky Sports in the Leisure Centre Bar

A request had been submitted by Councilor McGinn for Members to consider options to subscribe to Sky Sports in the bar area. Councillor Iddon commented that this had been considered on previous occasions, but had always worked out too expensive to support. Mr Wharton concurred and noted that it had been tried previously, but had not been a success. Councillor Iddon added that other establishments, such as the Mill House Pub, had a good TV sports offer and that it would be difficult to compete with them.

Councillor Herron noted the comments, but felt that it was worth at least investigating the costs. Officers indicated that there were different providers available which might give a competitive solution for the provision of Sky Sports. Ms Jones agreed to look into this, but advised that the Centre would need to cover the additional subscription costs from its income. Councillor G Friend noted that unlike in the early days of satellite TV, more domestic users now subscribed to Sky Sports. Members suggested that the offer would need to benefit the whole parish if there were additional costs.

It was noted that Sky often provided an introductory deal, but then this was withdrawn later. Members were reminded that the core business of the Centre was room lettings and that this should be the focus of most efforts. However, the bar could provide bonus income.

Members noted that Councillor McGinn had raised a number of other issues, including the servicing of the parish notice boards. Julian Joinson, Clerk, indicated that these would be reported to the Council meeting, as they were wider parish matters. Council Iddon currently attended to the notice boards and was happy to continue to do so. However, the notice board outside the Plough Pub was not within her ward and could perhaps be serviced by another councillor.

Decision – To note the request to look into providing Sky Sports and to ask the Operations and Finance Officer to obtain quotes for further consideration.

WPMC 36 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 37 Confidential Matters in line with the Committee's Terms of Reference

(A) Community and Leisure Centre Performance Reports

Debtors

Members considered a report on debtors, both private and public sector. Most debtors were up to date with only a small number in the range 30-89 days overdue, or 90 days and over. The Acting Finance Officer (Maternity Cover) had done a good job in tracking down outstanding debts. Contact had been made with most of the current debtors and the cause of delay had been identified.

Debts by a football pitch hirer whose club was no longer part of Winwick Athletic FC were now being pursued with the correct hirer.

Coding Errors

Ms Jones reported that there had been some miscoding of profit and loss during her maternity leave, but these were now being rectified. The internal auditors had been booked for May 2022. Any issues would have been resolved before then.

Discrimination Complaint

The complainants in the case of alleged discrimination by a private hirer had not responded to the offer made to resolve the issue. Officers would let this matter lie unless a response was received. The Chair commented that responsible lettings were important to the Centre, but that the Council was

sensitive to the potential for reputational damage due to the actions of hirers.

Tommys

Councillor Iddon asked how the location for the Tommys had been decided. Ms Jones reported that the contractor, D Hannon, had been requested to determine the best position for the Tommy on Swan Green to enable it to be visible and for the Green to be cut easily. The smaller portable Tommy at Hermitage Green had also been erected.

Christmas Events

The Christmas Lights Switch-On would take place at 4.00pm on Saturday 27 November 2021. Mr Wharton commented that the Centre was expected to be busy on that date.

Councilor Iddon asked if the date of the Christmas Santa event could be circulated. Mr Wharton indicated that the date was not yet finalised, but might be on 27 November 2021.

November Financial Update Report

Ms Jones indicated that she would circulate by e-mail in December a financial update report for November 2021, as there was no planned meeting at that time. The next meeting of the Committee would be held on 11 January 2022, followed by a Council meeting on 25 January 2022.

Budget

The Budget would need to be determined by early January. A special meeting of Council could be called, if necessary.

Decision – To note the report on debtors and the verbal updates provided on coding errors, the discrimination complaint, Tommys, Christmas events, the November Financial Update and the Budget.

(B) Employee Matters

The Human Resources issues identified at the last meeting had all been actioned.

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 Operations and Finance Officer to circulate a list of planned lettings and events to all councillors.	WPMC.35(A)(1)(2)	09/11/21	Operations and Finance Officer	-	16/11/21	Details of regular Centre users and events up until end of November were provided by e-mail.	
2	To note the request to look into providing Sky Sports and to ask the Operations and Finance Officer to obtain quotes for further consideration.	WPMC.35(A)(2)	09/11/21	Operations and Finance Officer	-	-	On-going	

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Progress Legend

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

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Winwick Parish Council

Leisure Centre Performance Report

To meeting 11th January 2022

1. *Income information*

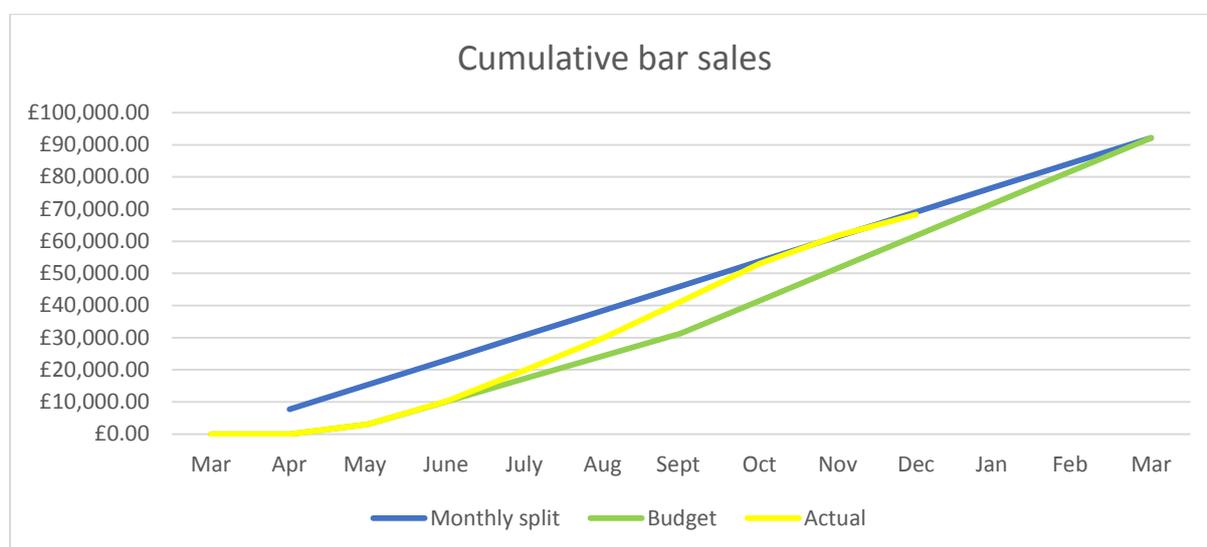
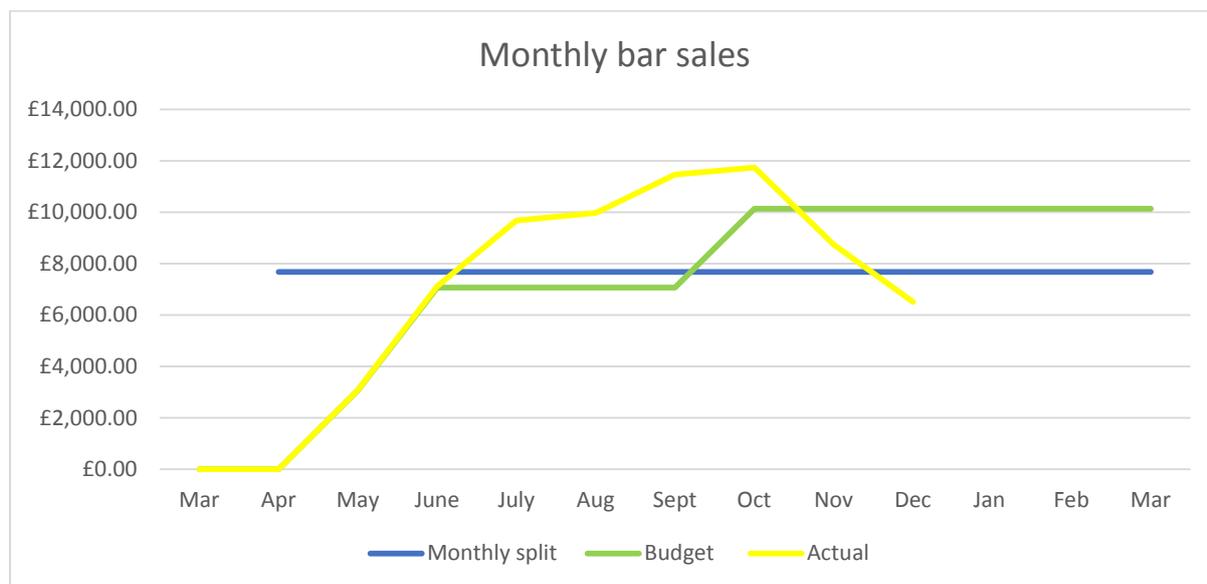
Key performance indicators.

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	£7,117.56	£9,677.04	£9,976.60	£11,466.28
	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	£11,736.02	£8,746.44	£6,508.15	£0.00	£0.00	£0.00

December bar sales were below target by £3.6k (approx. 35.8% lower than forecasted). This can be attributed to the loss of 4 days income (20th and 21st flooring repair, 25th and 26th xmas closure) combined with cautious usage due to the Omicron variant. We are however, still currently £6.5k above the estimated income for the year to date (approx. 10% ahead of target).

Plots showing bar sales income below:

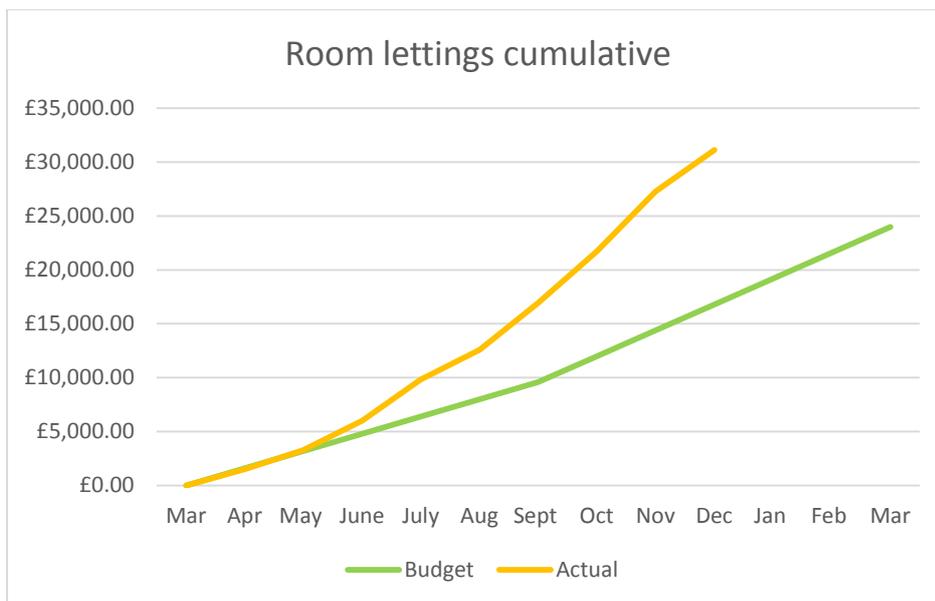
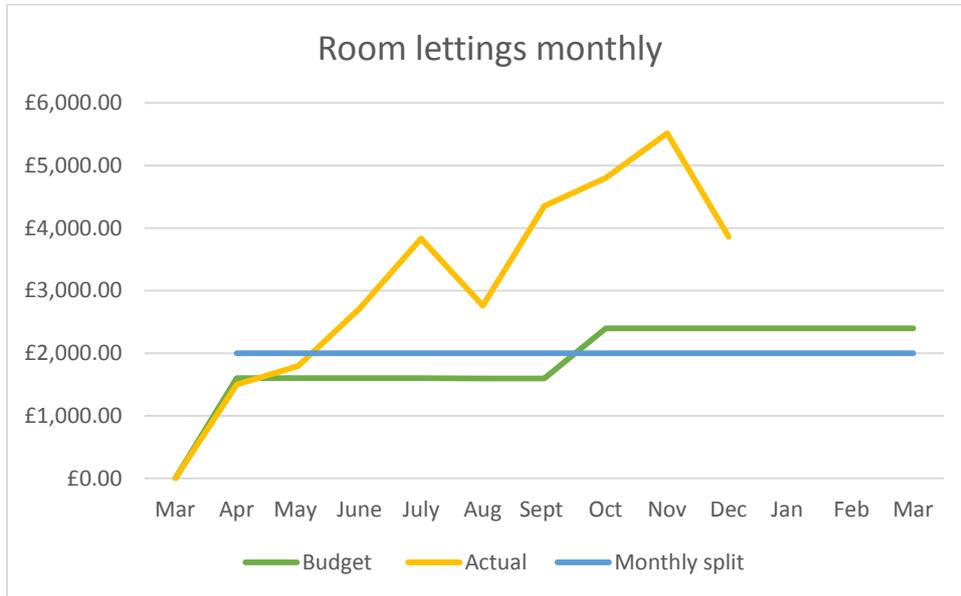


The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Fee	£1,600.80	£1,600.80	£1,600.80	£1,600.80	£1,598.40	£1,598.40
Actual	£1,499.00	£1,793.48	£2,712.48	£3,829.65	£2,759.00	£4,353.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Fee	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00
Actual	£4,801.00	£5,513.75	£3,859.98	£0.00	£0.00	£0.00

December room hires came in at £1.4k above target (despite the xmas lull from 20th onwards) for this month. Year to date we are £14.3k ahead of target (approx. 85% above forecast).

Plots are provided below:

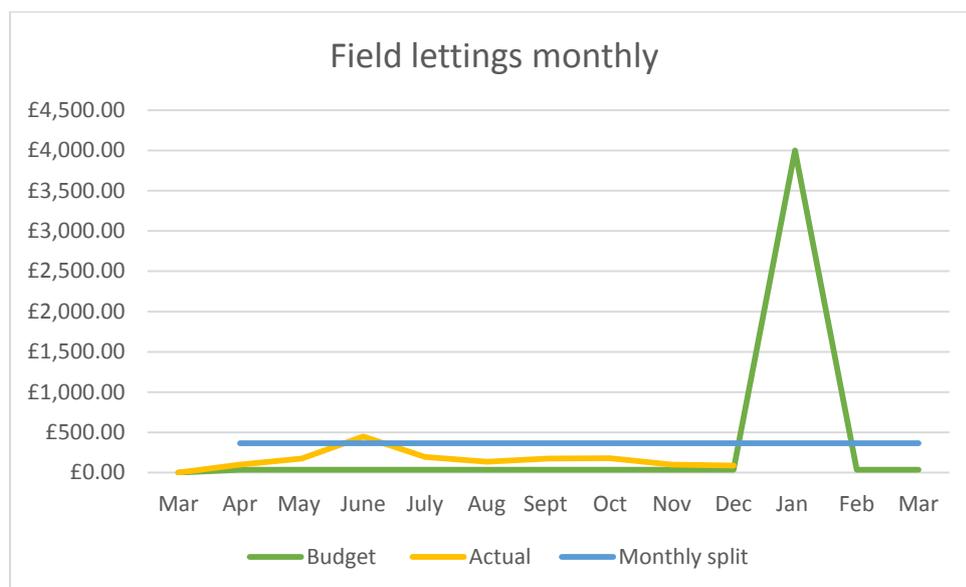


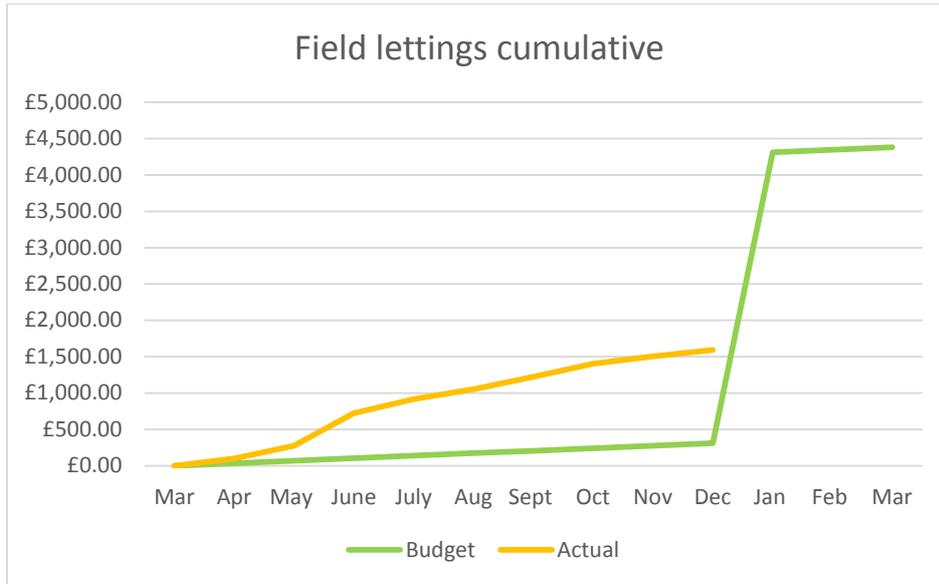
The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	0.78%	0.78%	0.78%	0.78%	0.78%	0.78%
Fee	£34.55	£34.55	£34.55	£34.55	£34.55	£34.55
Actual	£100.00	£175.00	£447.50	£194.98	£135.00	£172.50
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	0.78%	0.78%	0.78%	91.33%	0.78%	0.78%
Fee	£34.55	£34.55	£34.55	£4,000.00	£34.55	£34.55
Actual	£180.00	£100.00	£87.50	£0.00	£0.00	£0.00

The £87.50 taken in December is approximately 253% of the originally budgeted field lettings for this month. Year to date we have received £1.6k; it equates to approximately 512% of forecasted field lettings income to date. We have invoiced the majority of letting income in January with football fees of £3,750 for the year sent (and paid).

Plots are provided below:





The coffee morning sales figures are below. These are unsurprisingly showing an improvement on 2020 figures, so to put these into perspective at the end of December we have currently sold 46.7% of the cups sold in 2019 (April to December) and December alone is at 72% of the cups sold in 2019.

	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	178	5.7	£340.50
Aug	96	3.1	£202.00
Sept	301	10.0	£642.70
Oct	427	13.8	£896.10
Nov	446	14.9	£982.43
Dec	214	6.9	£479.50
Jan		0.0	
Feb		0.0	
Mar		0.0	
Total	1992	5.5	£4,211.23

Additional income

December has seen the following additional income:

Machine Income - £164.04

Updates on repairs

Flooring behind the bar – has now been completed.

List of Payments made since those reported in the Full Council report for December 2021

Leisure Centre Direct debits		
29-Dec-21	BT GROUP PLC	179.51
Parish Direct debits		
30-Dec-21	WBC NNDR	800
Leisure Centre payments		
31-Dec-21	Clear Brew	129.5
31-Dec-21	T &JT Barton	1,118.55
24-Dec-21	Culcheth Carpets	830.5
24-Dec-21	Easyflow	27
24-Dec-21	Paul Harden	100
24-Dec-21	T &JT Barton	343.84
Parish payments		
31-Dec-21	Service Charge	69.6
31-Dec-21	Bank fees	116.9
31-Dec-21	Beechwood indust	960
31-Dec-21	Service Care	288.16
24-Dec-21	Gardenia Gardens	195
24-Dec-21	Service Care	288.16
24-Dec-21	Styles	270

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list

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