

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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16 February 2022

To: All Members of Winwick Parish Council

Dear Councillor

The next meeting of the Parish Council will be held at the Winwick Leisure Centre on Tuesday, 22 February 2022 at 7.30 pm.

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 give 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. The Clerk can advise on the Code and its interpretation, but the decision to declare, or not, is the responsibility of the individual Member based on the particular circumstances.

- 3. Minutes**

To confirm the minutes of the Meeting of the Parish Council held on 25 January 2022.

- 4. Attendance at Meetings**

At its last meeting the Council agreed to approve the extension of the period of office of Councillor Pitt to 25 February 2022 following a period of non-attendance, in accordance with s.85(1) of the Local Government Act 1972. Further consideration of this matter may be necessary if Councillor Pitt is unable to attend the meeting.

- 5. Updates on Issues from Previous Meetings**
- 6. Question Time for Electors**
- 7. Written Motions Received**
- 8. Police / Community Issues**
- 9. Correspondence**
- 10. Planning Matters**
- 11. Finance Officer's Report**
- 12. Review of Risk, Internal Controls, Financial Regulations 2021/22**
- 13. Reports from Parish Council Committees**
 - Management Committee – 8 February 2022
- 14. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors D Friend, G Friend, McGinn, Warnock-Smith)
 - Peel Hall Ward
(Councillors A Abbey, E Abbey and Pitt)
 - Winwick Ward
(Councillors Herron, Iddon and Mitchell)
- 15. Date and Time of Next Meeting**
 - Tuesday, 22 March 2022 at 7.30pm
- 16. Chairman to move to 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.

- 17. Finance Officer's / Clerk's Report – Confidential Matters**

Winwick Parish Council
Minutes of the Meeting held on 25 January 2021

Present: Councillors A Warnock-Smith (Vice-Chair in the Chair), A Abbey, E Abbey, G Friend, J Herron, A Iddon and F McGinn.

WPC.123 Apologies for Absence

Apologies for absence submitted on behalf of Councillors D Friend (Chair) and C Mitchell.

The Vice-Chair and all Members of the Council sent their best wishes to Councillor D Friend for a speedy recovery.

WPC.124 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.125 Attendance at Meetings

Members were informed that records showed that Councillor Pitt had last attended a Council meeting on 27 July 2021 and, as she was not present at today's meeting, would reach the six months deadline for vacation of office due to non-attendance at a Council or other relevant meeting, before the next meeting on the Council on 22 February 2022. Accordingly, Members were invited to consider whether they wished to approve an extension to the permitted period of absence for a maximum of 6 months, in accordance with s.85(1) of the Local Government Act 1972.

Councillor G Friend undertook to contact Councillor Pitt to ascertain if she wished to continue in her role.

Decision – To approve a one month extension of the term of office of Councillor J Pitt, to 25 February 2022, to enable enquiries to be made as to whether she wished to continue in the role.

WPC.126 Minutes

Decision – That, subject to the following amendment at Minute WPC.102 – Apologies:

- The inclusion of apologies submitted on behalf of Councillors A Abbey and E Abbey,

the Minutes of the meeting held on 23 November 2021 be agreed and be signed by the Chair as a correct record.

WPC.127 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions had been completed or were progressing, although a small number of outstanding matters still remained. Completed actions, denoted by a solid green bullet or reported verbally today, would be removed from the schedule when published for the next meeting.

In connection with Action 2 – Footpath Warden, Councillor Iddon enquired if the Council already had a warden. Julian Joinson, Clerk, responded that the Council did not currently have a warden. Councillor Herron asked what the work would involve. Councillor Iddon responded that the role involved walking the local public rights of way to report any access or other issues. For example, a sign on Lady’s Walk needed to be restored. Warrington Borough Council had previously supported a Public Rights of Way Forum to engage with parish councils, but this had not met for some time following the departure of the post-holder responsible. Councillor G Friend had been appointed to the Rights of Way Forum at the Annual Meeting. A member of the public asked if anyone could apply. The Clerk responded that anyone could apply, as this was a voluntary position. It would potentially suit a dog-walker or a member of the Winwick Litter Network, who regularly walked local routes. An advert could be placed on the Council’s website and notice boards.

In respect of Action 9 – Loan Refinancing, Ms Jones reported that she had received the relevant Treasury Guidance, but this document signposted a further guidance document. Agreement in principle would be needed to any new arrangements. Councillor McGinn noted that any benefits would need to be understood by the Council before a final decision could be made.

On the matter of Action 10 – Tommys, Ms Jones had provided some information on the models available with the Finance Report, but this item could be taken now. Councillor Iddon asked if a female Tommy had been specifically requested. Councillor G Friend commented that there were several different designs available, such as a sailor, airman or nurse, of which this was simply one example. He asked if the temporary Tommy at Hermitage Green was still in situ. Councillor Iddon asked why the figure was due to be removed. Ms Jones responded that the Tommy was still on display at Hermitage Green. A temporary model had been purchased because of issues about impeding mowing in the summer months and the need to enter into discussions with Warrington Borough Council to find a permanent location for a larger figure which did not restrict traffic visibility. Councillor Iddon suggested a survey of residents, if a permanent silhouette was agreed. Councillor G Friend noted that the temporary figure was rusty, but officers explained that it that was part of the design to make the figure look ‘battle-worn’.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To request the Clerk to draft an advert for a Footpath Warden and to seek a contact at Warrington Borough Council, prior to the next meeting of Council on 22 February 2022.

- (3) To note the update regarding loan refinancing.
- (4) To request officers to continue to look into the provision of a permanent Tommy at Hermitage Green.

WPC.128 Question Time for Electors

There were four members of the public present at the meeting.

Rectory Lane

A resident of Rectory Lane reported that the street name sign had been knocked over by a vehicle and needed to be replaced.

Response: Councillor A Abbey commented that road sign issues could be reported by residents via the Borough Council's 'My Warrington' self-service website. The Clerk undertook to report the matter on this occasion.

Mobile Speed Signs

A member of the public asked if any decision had been taken about the possible purchase of interactive 'smiley face' speed signs to deter excessive speed in the area. It was noted that the Police had currently deployed one such sign on Golborne Road. The resident suggested that if more signs were purchased by the Council, there could be a more permanent deterrent, which would not be at the sole discretion of the PCSO. The Police had indicated that they could not provide speed signs on Waterworks Lane due to the curve of the road. It was suggested that a mobile sign would be most effective in making drivers think about speed.

Response: The Clerk enquired about the type of sign requested, such as one designed simply to deter speeding, or a Police compatible sign which would record speeding to inform enforcement action. A resident commented that data from a Police type camera could be used as evidence to obtain a traffic enforcement code. Councillor G Friend added that Poulton with Fearnhead Parish Council had part funded a sign in conjunction with the Police. The total price was around £3k. The Chair noted that the Police had to apply for funding from the Police and Crime Commissioner to fund this project. Officers agreed to make some enquiries with the Police about additional speeding signs. It was noted that if the Police had control of the signs, they would be responsible for moving them around. Councillor McGinn added that he was arranging a petition to secure a Police speed enforcement code for Myddleton Lane.

Parkside Development

A resident asked about how traffic problems would be mitigated when the Parkside development commenced. Winwick Road was already very busy. Further developments at Peel Hall and Mill Lane would only add to the traffic problems.

Response: The Chair commented that the Parish Council had not been in favour of

the Parkside development, but noted that a link road would be provided in Phase 2. Ms Jones reported that Councillor Mitchell had spoken previously about the signage to be provided. A member of the public indicated that the Parish Council had previously committed to looking at traffic management issues in Winwick.

Abnormal Loads

A member of the public reported that on Saturday, two abnormal load vehicles transporting silos had traversed the village. A second member of the public indicated that residents had not been notified of the disruption in advance. Previously, this would have been carried out by the Police, but they were no longer responsible for arranging the logistics of the journey.

Response: Councillor Iddon believed that this was equipment for the brewery at Samlesbury, near Preston, as tall loads were unable to pass under the motorway bridges. Another member of the public confirmed that the official high-load route passed through Winwick. The Council would need to be aware of this designation if it was considering any road narrowing as part of its traffic management proposals.

Dangerous Parking

Councillor Herron reported that parking on double yellow lines at school drop off time remained an issue.

Response: Councillor Iddon suggested that more enforcement was needed. Councillor G Friend added that this was a problem close to most schools. However, when PCSOs attended, drivers usually behaved responsibly. A resident added that the dangers were compounded when drivers were speeding and children were distracted by their mobile phones. The junction of Waterworks Lane and Myddleton Lane was already a 'red' traffic route. However, the Council was already looking at traffic management in this area.

HGVs on Golbourne Road

A member of the public reported that residents continued to liaise with the local PCSO and Councillor Mitchell about HGVs using Golbourne Road. However, the problem appeared to be getting worse. The residents were pressing for more enforcement. There would be an increased risk when the Parkside development was completed. It was anticipated that all motorway-bound HGVs would cut through using this route. A second resident had noted Royal Mail wagons using this route and had written to Royal Mail, which had solved the problem. Residents were now reporting any HGVs that they observed passing along this route. A number of repeat offenders had been identified. It was not always easy to track down company addresses from their vehicle liveries. The Police had asked residents to collect licence plate details, but this was not practical and could potentially put residents at risk of confrontation. A suggestion was made for a 'Community Traffic Watch' sign.

Response: Councillor A Abbey noted that a lorry-watch scheme operated in Burtonwood, but that it was not particularly effective. Without proper enforcement the offending stopped temporarily, but then restarted. Certain businesses at Omega

had flouted the rules, actively advising drivers of the shortest routes. A resident suggested an overarching traffic strategy for Winwick, which could include cameras, signs, traffic management and enforcement. The use of s106 development funding could also be considered, although it was acknowledged that this might not be tied to a particular development. Some traffic mitigation had been agreed on Delph Lane (traffic lights) and on Myddleton Lane (keep clear markings) as a result of recent planning approvals.

Winwick Calendar 2022

A resident had produced a Winwick calendar for 2022 using images submitted by local people. He confirmed that he was proposing to put aside half of the money raised to provide a commemorative bench at Hermitage Green in connection with the Battle of Winwick Pass. He had identified a raised area of the Green on the southernmost triangle which might provide a suitable location. The project would require around 6 paving slabs and a wooden bench. It was acknowledged that there might be various approvals needed for the project.

Response: Members supported the proposal, in principle. Ms Jones indicated that there could be traffic considerations, ie, not blocking lines of sight.

Queen's Platinum Jubilee 2022

A resident enquired about whether any events were being planned around the Queen's Platinum Jubilee celebrations. The resident had access to the information packs available. The event could also be used to support St Oswald's Church, which was under financial pressure. A second resident asked about how roads could be closed for street parties.

Response: Ms Jones reported that Leisure Centre bar staff member, Bev Kilgannon, had expressed an interest in arranging something. This might consist of a children's party in the daytime and something for the adults in the evening. Councillor Iddon reported that a 'Picnic in the Park' had been held on a previous occasion.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To request the Clerk to look into which body was responsible for wide load routes.
- (3) To request the officers to look into what permissions would be required to site a commemorative bench at Hermitage Green.

WPC.129 Written Motions Received

There were no written motions submitted on this occasion

WPC.130 Police / Community Issues

A written report was provided by PCSO Dean Pritchard (Peel Hall/Houghton Green Wards) for November 2021. There was no report from PCSO Neil Brown (Winwick Ward) on this occasion due to a period of absence.

Peel Hall/Houghton Green Wards Policing

In total, there had been 169 incidents recorded across the Borough Council's Poplars and Hulme Ward, which included the Parish's Peel Hall Ward. A pie-chart was included in the report, which showed the percentages of each type of crime recorded. The most frequent incidents at repeat locations within the parish perimeter were as follows:

- Crime (39);
- Traffic (36);
- Domestic (21);
- Concern for safety (13);
- Road Traffic Collision (9); and
- Anti-social behavior (8);

Other Police Activity (some outside of Winwick)

- Resident Voice Survey on Cinnamon Lane;
- St Andrew Primary School – Visibility;
- St Bridget's Primary School – Visibility;
- Buttermere Avenue - Residents Voice Survey;
- Council e-mailed regarding zebra crossing outside St Stephen's School;
- St Andrews Primary - When I Grow Up Day;
- Cinnamon Lane Warrant;
- Operation 'Jingles';
- Cheshire Alert - Vehicle crime around Christmas;
- Hermes Warehouse Security Advice, due to recent theft from trailers;
- Shopping Safety Leaflets at Co ops; and
- PC/PCSO Surgery.

Decision – To note the report on Police and community issues submitted.

WPC.131 Correspondence

The following items were reported:-

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 25/11/21, 01/12/21, 03/12/21, 06/12/21, 07/12/21 (x2), 16/12/21, 27/12/21, 04/01/22, 10/01/22, 11/01/22 (x2), 12/01/22 (x2), 13/01/22 (x2), 18/01/22, 20/01/22 and 21/01/22

2. E-mails and reminders from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 26 November, 3, 10 and 17 December 2021 and 7, 14 and 21 January 2022 – 26/11/21 (x2), 03/12/21 (x2), 10/12/21, 17/12/21 (x2), 04/01/22, 05/01/22, 07/01/22, 10/01/22, 14/01/22, 17/01/22, 18/01/22 and 21/01/22
3. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, enclosing PowerPoint slides from the Parish Council Development Management training session and links to supporting information – 24/11/21
4. E-mail from Adam Kellock, Senior Democratic Services Officer, Warrington Borough Council, enclosing a link to register to attend a webinar hosted by the LGA on Personal Safety for Councillors – 26/11/21
5. E-mails from Rebecca Lee, Legal Support Officer, and Cheryl Nicholson, Senior Legal Assistant, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate), due to be advertised in the Warrington Guardian on Thursday 9 and 16 December 2021 and a Town Police Clause Notice relating to the Lymm Dickensian Christmas which was due to take place on Saturday 11 December 2021. – 07/12/21, 09/12/21 and 10/12/21
6. Email from Dave Rayner on behalf of Charity Scope, seeking help to find new locations for, and to further expand their network of textile recycling banks – 07/12/21
7. E-mail from a resident, AH, reporting difficulties using the Parish Council's web-based contact form and seeking councillors' direct e-mail contact information – 10/12/21
8. E-mail from John Dwyer, Police & Crime Commissioner for Cheshire, consulting on his priorities for the Police budget and proposal for the precept for 2022/23. The proposals would add 83p per month to Council Tax bill for the average Band D property. – 06/01/22
9. Email from resident, BB, enquiring if councillors recalled any information about a contractors' depot in Mill Lane in the 1950s owned by Sir Lindsay Parkinson. The enquirer recalled, as a child, that the site was on the bend near Winwick Quay marshalling yard – 06/01/22.
10. E-mail from Nick McCarthy, Clerk to Rixton with Glazebrook Parish Council, seeking recommendations regarding the replacement of that Council's website – 11/01/22
11. E-mails from resident, AH, asking for an update on proposals to consider disposal of an area of land on Myddleton Lane Paying Fields to Winwick CE Primary School, to support their School and Community Improvement Plans and recording an objection to any such sale of land. A written response had been provided by the Clerk – 08/12/21 and 13/01/22 (x2)

12. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
- Cloudy IT – technology based solutions
 - GeViews – Planters
 - KOMPAN – outdoor playground equipment
 - HAGS – outdoor playground equipment
 - Playsource Ltd - outdoor playground equipment
 - Proludic – outdoor playground equipment
 - We Find Any Learner – training courses

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

WPC.132 Planning Matters

General Correspondence

1. E-mail dated 15/12/21 from a resident, MS, asking that the Parish Council object to application 2021/40335 (see 2. below) due to the increasing amount of housing planned in Houghton Green, traffic issues on Mill Lane and taking into account some of the planning merits of the proposed development.

Domestic Planning Applications

2. Application reference: 2021/40335
Location: 16, Radley Lane, Winwick, Warrington, WA2 0SY
Description of development: Proposed detached dwelling in rear garden
3. Application reference: 2021/40577
Location: 31, Golborne Road, Winwick, Warrington, WA2 8SY
Description of development: Proposed single storey rear extension to extend beyond the rear wall by 6.00m, height of 2.70m and height of the eaves to be 2.50m
4. Application reference: 2021/40618
Location: 107, Myddleton Lane, Winwick, Warrington, WA2 8LR
Description of development: Proposed single storey front, side & rear extensions
5. Application reference: 2021/38862
Location: 1, Waterworks House, Delph Lane, Warrington, WA2 0RF
Description of development: Householder - Proposed two storey rear extension
6. Application reference: 2021/40372
Location: 6, Gerosa Avenue, Winwick, Warrington, WA2 8SR
Description of development: Proposed Single storey side & rear extension. and front porch

7. Application reference: 2021/40437
Location: Land Adjacent To Toll Bar Road, East Of The A49 And North Of 697 Winwick Road, Warrington, WA2 8QG
Description of development: Erection and siting of fibre exchange telecommunications infrastructure to provide a full fibre (gigabit) to the premises service
8. Application reference: 2022/40819
Location: 25, Dundee Close, Winwick, Warrington, WA2 0UJ
Description of development: Demolition of existing garage proposed single storey side and rear extension.

Non-Domestic Planning Applications

9. Application reference: 2021/40522
Location: Land between A49 Winwick Road to A573 Parkside Road, including a proportion of the former Parkside Colliery with land, from A573 Parkside Road to A579 Winwick Lane connecting to M6 Junction 22, WA2 8ST
Description of development: Discharge of condition application Construction Environmental Management Plan (CEMP) following secretary of state approval associated to 2018/32514
10. Application reference: 2021/40514
Location: Land between A49 Winwick Road to A573 Parkside Road, including a proportion of the former Parkside Colliery with land, from A573 Parkside Road to A579 Winwick Lane connecting to M6 Junction 22, WA2 8ST
Description of development: Application to consider conditions 5 (groundwater), 7 (land contamination), 10 (freight traffic signage), 11 (road phasing and completion plan), 13 (tree work), 15 (landscape phasing) & 17 (ecology) following Secretary of State approval APP/M0655/V/20/3253232 associated with WBC application 2018/32514 (single carriageway link road between A49 Winwick Road and A573 Parkside Road, known as the Parkside Link Road)
11. Application reference: 2021/40476
Location: Carshop, Calver Park Road, Winwick, Warrington, WA2 8JH
Description of development: Proposed new single story building to provide a sheltered vehicle inspection tunnel
12. Application reference: 2021/40581
Location: Land between A49 Winwick Road to A573 Parkside Road, including a portion of the former Parkside Colliery Site, and then land from A573 Parkside Road, to A579 Winwick Lane connecting to M6 Junction 22
Description of development: C/2021/0106/CON Adjacent authority application for discharge of Condition 3 (CEMP) on application P/2018/0249/FUL

13. Application reference: 2021/40590
Location: Land between A49 Winwick Road to A573 Parkside Road, including a portion of the former Parkside Colliery Site, and then land from A573 Parkside Road, to A579 Winwick Lane connecting to M6 Junction 22
Description of development: C/2021/0108/CON Adjacent authority application for discharge of Condition 6 (Groundwater), Condition 7 (Earthworks) , Condition 11 (Mitigation), Condition 12 (Mitigation), Condition 15 (Breeding birds), Condition 18 (Arboricultural impact assessment), Condition 19 (Landscaping), Condition 20 (Bird and bat boxes), Condition 21 (Lighting) Condition 22 (Water vole mitigation), Condition 24 (Archaeological work) and Condition 25 (Written scheme of archaeological building) on application P/2018/0249/FUL
14. Application reference: 2021/40558
Location: Land between A49 Winwick Road to A573 Parkside Road, including a proportion of the former Parkside Colliery with land, from A573 Parkside Road to A579 Winwick Lane connecting to M6 Junction 22, WA2 8ST
Description of development: Proposed Discharge of Condition 6 (Local Employment Scheme) and Condition 9 (Construction of highway improvement) on grant of approval via Secretary of State Appeal APP/M0655/V/20/3253232 associated with WBC application 2018/32514 (single carriageway link road between A49 Winwick Road and A573 Parkside Road, known as the Parkside Link Road)
15. Application reference: 2021/39462
Location: Land South of M62, Mill Lane, Houghton Green, WA2 0SU
Description of development: Outline Planning Application (Major) Outline application for 27 dwellings (15 three storey townhouses and 12 two storey semidetached houses), open amenity space and associated development (access, layout and scale only - landscaping and appearance are reserved matters).

Councillor A Abbey commented that there was a shortage of building land, hence developers continued to receive approval for proposed developments. Legislation had changed in November 2021 making it easier for developers to refer matters directly to the Secretary of State, rather than submit to a public inquiry. Green belt land was not sacrosanct and brownfield sites were more costly to develop.

Decision - To note the planning matters submitted to the Parish Council.

WPC.133 Finance Officer's Report

Members considered a report of Clare Jones, Operations and Finance Officer, on a number of financial issues, which are set out below.

Budget Review 2021/22

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council as at 31 December 2021.

In December £10.6k of income had been received through the Leisure Centre. The Centre was showing a £2.4k loss for December, which was partly due to £1.3k having been spent on improving the quality of the tables for meetings.

The year to date figure showed a small loss of £113.87 after having spent the £1.3k above and the £4.8k on repairing the bar flooring and retrofitting the lighting with LEDs for future cost savings. In January the Centre had already recovered this small loss and looked to be back in a good profit position by the end of January.

There had been £9.6k of expenditure against the precept in December and the Council currently had £43.6k of the £124.2k precept remaining. In other words at $\frac{3}{4}$ of the way into the year there was approximately $\frac{1}{3}$ of the precept left. There were some annual items to be put against this in the New Year (e.g. insurance costs c.£2k).

Councillor McGinn enquired about the amount of the balance carried forward from the 2020/21 budget into 2021/22. Ms Jones agreed to provide the figure for the next meeting.

Additional Items

1) Tommys

This matter had been discussed earlier in the meeting (see Minute WPC.127)

2) Loan Refinancing

This matter had been discussed earlier in the meeting (see Minute WPC.127)

3) Item updates

- a) Wicksteed had attended on Thursday 9 December 2021 to carry out playground checks. The inspection report and quotes for repairs had now been received as follows:-
 - Gated playground - Post cap on the spinning pole missing (leading to water ingress and potential corrosion) - £107.02 plus VAT to repair
 - Open playground
 - Baby swings – shackle pins and seats need replacing - £284.80 plus VAT to repair
 - Cable runway – repair of seat, cabling and wooden runways - £796.60 plus VAT
 - Labour costs - £360 plus VAT
- b) Tree issues – Confirmation was still awaited for the date for removal of the Ash tree. Ms Jones would meet with Beechwood on Thursday 20 January 2022 to resolve an access issue.

- c) Repairs – The hand dryer in the Gents toilet was broken and customers were currently utilising paper towels. A quote of £195 had been received to replace hand dryer (which included labour and materials). However a customer had offered to source a unit for £135 and fit the unit for free.

The Chair commented that the repair to the cable run was not cheap. Ms Jones responded that this equipment had not had any significant money spent on it for some time. Councillor Iddon added that the equipment needed to be well maintained to prevent the possibility of injury to users and any liability for financial claims. The cable run was a high speed attraction, so any accident could have serious consequences.

Payments made since the report prepared for the (cancelled) Management Committee meeting of 11 November 2021

Direct debits Leisure Centre		
05-Jan-22	BT GROUP PLC	£245.76
10-Jan-22	SCOTTISHPOWER	£480.00
Direct debits Parish		
06-Jan-22	XERO UK LTD	£31.20
10-Jan-22	BARCLAYCARD	£127.34
17-Jan-22	TAKEPAYMENTS LTD	£21.60
Payments Leisure Centre		
10-Jan-22	Wigan Beer Co	£1,003.40
10-Jan-22	Easyflow	£27.00
Payments Parish		
10-Jan-22	Service Care	£288.16
10-Jan-22	Warrington BC	£1,234.80
10-Jan-22	DL Hannan	£95.00
10-Jan-22	Chsh. Pension Fund	£199.81
17-Jan-22	Service Care	£288.16
17-Jan-22	HMRC Cumbernauld	£1,353.48
17-Jan-22	Spirit Pub Company	£24.00

Council Budget 2022/23

Ms Jones provided a draft of the proposed Council Budget for 2022/23. Members were reminded that an outline Budget had been considered and approved on 23 November 2021, which had enabled the Council to agree in precept for 2022/23 based on the estimates provided. The full Budget details were now submitted for approval, subject to the decisions on staff wage increases due to be discussed in Part 2 of the meeting.

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2021/22, work underway and payments made.
- (2) To approve the repairs to the playground equipment as identified in the inspection report.
- (3) To approve the purchase and fitting of a new hand drier for the Gents toilet, offered by a customer, in the sum of £135.
- (4) To approve the Council Budget for 2022/23 as presented, subject to any consequential adjustments to be applied as a result of any decision taken on staff wage increases due to be discussed in Part 2 of the meeting.

WPC.134 Community Governance Review

Members considered a report of Julian Joinson, Clerk to the Council, on the possibility of a community governance review.

At its meeting on 28 September 2021, the Council had agreed to defer consideration of the matter of a possible community governance review to January 2022. The matter had been raised initially because of an apparent inequality in the number of elected Members for each ward based upon the electorate in those wards. This situation had arisen following the changes to wards implemented following a review by the Local Government Boundary Commission for England, which had come into force in May 2016.

From 13 February 2008, district councils, unitary county councils and London borough councils ('principal councils') had been granted responsibility for undertaking community governance reviews and had been able to decide whether to give effect to recommendations made in those reviews. This power included the responsibility for making recommendations for electoral arrangements for parish councils, as well as wide-ranging powers to create new parishes or make changes to parish boundaries. In making that decision, councils would need to take account of the views of local people.

The Local Government and Public Involvement in Health Act 2007 allowed principal councils to determine the terms of reference under which a community governance review was to be undertaken. It was considered to be good practice for a principal council to consider conducting a review every 10-15 years. Also, it would have to conduct a review if a valid petition was received from local electors, providing the relevant thresholds were met. For an area like Winwick, with more than 2,500 local electors, the petition would have to be signed by at least 10% of them. The petition would have to set out at least one recommendation that the petitioners wanted the review to consider making. A list of possible matters that could be used to shape formal recommendations was included in an Appendix to the report.

There was no right for a Parish Council to trigger a review, but conceivably this could be initiated through discussion with the principal authority, Warrington Borough Council, but would be subject to that authority's cooperation and agreement. The Parish Council would be a consultee during any review.

When undertaking the review the principal authority would have to have regard to the need to secure that community governance reflected the identities and interests of the community in the area under review, and the need to secure that community governance in that area was effective and convenient.

The principal council would make recommendations at the conclusion of the review. It would have to both publish its recommendations and ensure that those who might have an interest were informed of them. In taking a decision as to whether or not to give effect to a recommendation, the principal council would have to have regard to the statutory criteria (outlined in the preceding paragraph). After taking a decision on the extent to which the council would give effect to the recommendations made in a community governance review, the council would have to publish its decision and its reasons for taking that decision. The council would then need to draw up a formal reorganisation order.

Given that the final decision would be taken by Warrington Borough Council and that the principal council would have to take account of any representations received, it was worth noting that there was a significant element of risk in asking for a community governance review. Namely, the outcome of any review might not secure the specific changes that the Parish Council was seeking to achieve.

A link to the full guidance document published by the (former) Department for Communities and Local Government and Local Government Boundary Commission for England was provided within the report.

Members were invited to consider whether they wished to discuss a community governance review with Warrington Borough Council and what recommendations they might wish to propose.

Members commented on the rationale for a review. The proposed new housing development in the Peel Hall ward would have a bearing on the future number of electors in that ward. The current issues centred around the fact that Houghton Green had only a small electorate, but was served by 4 of the 10 Winwick Parish councillors. The situation was potentially undemocratic as councillor representation across the wards was disproportionate. A copy of the electoral roll could be obtained to identify the number of electors in each ward, which could assist reaching a decision on this matter.

Councillor G Friend indicated that there could be a Borough-wide review within the next 8 years, triggered by 40% changes in population numbers within borough wards.

Decision –

- (1) To note the report on the potential for and process for a community governance review.
- (2) To request officers to obtain a copy of the electoral roll for Winwick Parish and other relevant information to seek to inform a decision about whether

the Council should request a community governance review.

WPC.135 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

There were no significant matters to report on this occasion.

Winwick Ward

Councillor Herron reported that, in addition to the Queen's Platinum Jubilee, this year would see the 50th anniversary of the opening of the Leisure Centre, which had taken place on 28 April 1972. It was hoped to be able to celebrate this occasion with a suitable event, such as a family fun day. The original commemorative plaque had suffered some damage and it would be nice to see it repaired and reinstated. Ms Jones confirmed that the Main Hall was available on Saturday 23 April 2022.

Ms Jones reported that it might be possible to use the community bus to transport residents from Houghton Green and Peel Hall Wards into Winwick for any celebrations around the Queen's Jubilee, Carnival and Leisure Centre anniversary.

Members raised the question of closing times for the Leisure Centre, as a number of residents had reported that the Centre had been closing early. Ms Jones reported that the Centre did have published opening and closing times, but it might be that staff were 'jumping the gun' at closing time in order to start tidying up. Councillor Herron commented that the situation was putting off some customers from setting off in case the Centre was closed.

Councillor Iddon mentioned that the lighting at the front of the Centre was unwelcoming and need improvement. Ms Jones indicated that this had already been recognised and would be addressed in due course.

Councillor Herron reported that St Oswalds Church was struggling financially. He asked if support could be made available, such as a free stall at the Carnival. The situation had been exacerbated by the lack of a permanent vicar. Councillor Iddon suggested that contact be made with the Parochial Church Council.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To approve the establishment of a Working Group comprising the three Winwick Ward Councillors, a small group of residents and the Operations and Finance Officer, to develop proposals for the 50th anniversary of the opening of the Leisure Centre.

WPC.136 Date and Time of Next Meeting

Decision – To note that the next meeting of the Council will take place on Tuesday 22 February 2022 at 7.30pm.

WPC.137 Exclusion of the Public (including the Press)

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

WPC.138 Finance Officer's / Clerk's Report - Confidential Matters

Members considered a report of the Operations and Finance Officer, which included the following matters:

- Debtors; and
- Staff Pay Awards.

Debtors

Information was provided on debts categorised in the ranges 30-89 days and over 90 days. Members noted that a number of outstanding debts had now been paid. Information was also provided about actions taken to chase up any outstanding amounts. Bookings from one public sector partner had been suspended until outstanding payments were cleared. Some leniency was requested in the case of one private debtor due to challenging family circumstances.

Staff Pay Awards 2022

Ms Jones reported that an increase in staff pay from 1 April 2022 had been planned for in the Budget for 2022/23, but the detailed award had yet to be approved. The pay award would need to be considered for the following staff

- Leisure Centre/Bar Staff;
- Leisure Centre Manager; and
- Operations and Finance Officer and Clerk.

Options included increasing pay in line with either the percentage increase in the National Minimum Wage, or the Foundation Living Wage

Decision –

- (1) To note the confidential Budget report of the Operations and Finance Officer, including the information on debtors.
- (2) To approve an increase in the Leisure Centre/Bar Staff pay from 1 April 2022 to the level of the Foundation Living Wage (or equivalent percentage

Agenda Item 3

increase for any staff currently paid above National Minimum Wage).

- (3) To approve an increase in the Leisure Centre Manger's pay from 1 April 2022, in line with the percentage increase applicable at (2) above.
- (4) To approve an increase in the Operations and Finance Officer's and Clerk's pay from 1 April 2022 in line with the nationally agreed percentage increase in the National Minimum Wage.

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WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2021/22

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To note the development of a draft Data Protection Policy.	WPC.20(3)	22/05/18	Clerk	22/05/18	-	Commenced	
2	To note the work to be undertaken on the Definitive Map and to request the Clerk to produce and circulate widely an advert for Footpath Wardens for the Winwick area.	WPC.179	23/04/19	Clerk	-	-	Superseded by Action 10 (Minute WPC.127(2)) below	
3	That the existing Code of Conduct be re-adopted and that Officers be requested to review the Code to consider whether there was a need to align it with the new Model Code provided by the Local Government Association.	WPC.7	18/05/21	Clerk/ Finance Officer	-	-	In progress	
4	To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.	WPC.8(1)	18/05/21	Clerk	-	-	In progress	
5	To agree, in principle, to the siting of litter bin on Winwick Park roundabout, subject to consideration of the land ownership issue.	WPC.38	22/06/21	Clerk	-	-	Enquiries made on 02/08/21 and a response dated 13/08/21 appears to indicate that the land in question may be WBC Leisure Land. The land does not appear to be WBC Adopted Highway. The matter will be pursued	

Agenda Item 5

							further with Dave Cotterill, WBC	
6	To request an update as to progress on the 3G pitch proposals at each meeting.	WPC.108(3)	23/11/21	Councillors Mitchell & Herron	-	-	In progress	
7	To request the Operations and Finance Officer provide further information to a future meeting about the possibility of refinancing the existing loans.	WPC.116	23/11/21	Operations and Finance Officer	-	-	In progress	
8	To request the Officers to look into the possible provision of a permanent Tommy for Hermitage Green for 2022.	WPC.117(3)	23/11/21	Clerk/ Operations and Finance Officer	-	-	Superseded by Action 11 (Minute WPC.127(4) below	
9	To request the Operations and Finance Officer to provide a revised Budget schedule for formal ratification by the Council at its meeting on 25 January 2022.	WPC.122(2)	23/11/21	Operations and Finance Officer	-	-	Approved on 25 January 2022	
10	To request the Clerk to draft an advert for a Footpath Warden and to seek a contact at Warrington Borough Council, prior to the next meeting of Council on 22 February 2022.	WPC.127(2)	25/01/22	Clerk	-	-	Work is on-going to develop a suitable job description for advertisement. Potentially this task could be undertaken in conjunction with Winwick Litter Network	
11	To request officers to continue to look into the provision of a permanent Tommy at Hermitage Green.	WPC.127(4)	25/01/22	Clerk/ Operations and Finance Officer	-	-	In progress	
12	To report to WBC that the street name sign on Rectory Lane had been knocked over	WPC.128	25/01/22	Clerk	-	-	Not started	
13	To request the Clerk to look into which body was responsible for wide load routes.	WPC.128(2)	25/01/22	Clerk	-	-	Route abnormal load routes are set by the Highways Agency	
14	To request the officers to look into what permissions would be required to site a	WPC.128(3)	25/01/22	Clerk/ Operations and Finance	-	-	In progress	

Agenda Item 5

	commemorative bench at Hermitage Green.			Officer				
15	To approve the repairs to the playground equipment as identified in the inspection report.	WPC.133(2)	25/01/22		-	-	Repairs pending	
16	To approve the purchase and fitting of a new hand drier for the Gents toilet, offered by a customer, in the sum of £135.	WPC.133(3)	25/01/22		-	-	Now purchased and fitted	
17	To request officers to obtain a copy of the electoral roll for Winwick Parish and other relevant information to seek to inform a decision about whether the Council should request a community governance review.	WPC.134(2)	25/01/22		-	-	In progress	
18	To approve the establishment of a Working Group comprising the three Winwick Ward Councillors, a small group of residents and the Operations and Finance Officer, to develop proposals for the 50th anniversary of the opening of the Leisure Centre.	WPC.135(2)	25/01/22		-	-	In progress	

Progress Legend

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

Version 8.0 - (Final) – 18/02/22

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Poplars and Hulme Ward

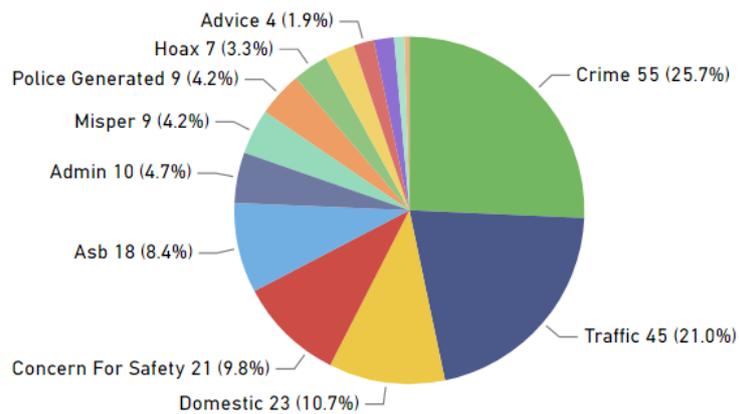
Jan 2022

PCSO Dean Pritchard
 PC Sophie Berry
 PS Lee Hillyard

Dean.pritchard@cheshire.police.uk
 Sophie.Berry@cheshire.police.uk
 Lee.Hillyard@cheshire.police.uk

In total there have been 169 incidents recorded across the Poplars and Hulme ward. The repeat locations for the parish perimeter

Crime –



Closing Group	No. of Incidents
Admin	10
Advice	4
Asb	18
Concern For Safety	21
Crime	55
Domestic	23
Hoax	7
Misper	9
Not Recorded	2
Police Generated	9
Rtc	4
Sudden Death	1
Suspicious Activity	6
Traffic	45
Total	214

OTHER –

29/12/21 - Care home visits

06/01/22 - Super Cucooning – Burglary SelectaDNA Kits

07/01/22 - Super Cucooning – Burglary SelectaDNA Kits

08/01/22 - Super Cucooning – Burglary SelectaDNA Kits

11/01/22 - PTAC Camera request sent for Capesthorpe Road due to ASB

12/01/22 - Super Cucooning – Burglary SelectaDNA Kits

13/01/22 - PTAC camera been authorised - Speak to Haddon

13/01/22 – Person profile created for care home

14/01/22 - ibis slide for begger around Capesthorpe Road shops

17/01/22 - Knife Sweep - Peel Hall Park/Cllr Nathan Sudworth

17/01/22 – Neighbour

18/01/22 - Residents Voice Survey - Capesthorpe Road

22/01/22 - Bike Marking - Peel Hall Park

23/01/22 - Job created for burg at for burg (orford area)

23/01/22 - Drone conducted at an address (no heat source but was strong smell of cannabis in street)

24/01/22 - Residents Voice Survey - Derek Av

28/01/22 - Looking to community protection notice for local shop regarding fly tipping

01/02/22 - Super Cucooning/Care homes/Monthly report sent

Winwick Parish Council

Correspondence since 25 January 2022
(or not previously reported)

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 27/01/22 and 02/02/22
2. E-mails and reminders from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 28 January, 4 and 11 February 2022 – 28/01/22, 04/02/22, 08/02/22 and 11/02/22
3. E-mails from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate), due to be advertised in the Warrington Guardian on Thursday, 27 January and 10 February 2022 – 25/01/22 (x2) and 08/02/22
4. E-mail from a resident, GS, enquiring about the Parish Precept for 2022/23. A response has been sent by the Clerk – 27/01/22
5. E-mail from Jen van Deursen, Communications Officer, Office of the Police & Crime Commissioner, enclosing the latest stakeholder bulletin (Jan 2022) from John Dwyer, PCC for Cheshire – 28/01/22
6. E-mail from Adam Keppel-Green, Training Officer, Cheshire Branch of the Society of Local Council Clerks (SLCC) advising members about the Cheshire Branch Conference on Thursday 29 September 2022 and about future training events in 2022 – 30/01/22
7. E-mail from Kerry Duffin, Clerk to Lymm Parish Council, to all Warrington parishes asking if they funded, or part funded, any PCSOs. Several responses were also received – 07/02/22
8. E-mail from Alyn Jones, Specialist Transport Services Manager, Warrington Borough Council, about a proposed Enhanced Partnership Plan and Scheme, following on from the publication of that Council's Bus Service Improvement Plan in accordance with Government's 'Bus Back Better' initiative. A consultation would run until Friday 25 March 2022 – 11/02/22
9. E-mail from John Dwyer, PCC for Cheshire, seeking expressions of interest from community organisations and service providers who work with young people and aim to reduce serious and/or violent crime, which might enable the submission of a bid by the Commissioner to the Youth Endowment Fund – 11/02/22
10. E-mails from a resident, BT, about the possibility of part funding, for Jubilee Benches, dedicated to the Queen's Platinum Jubilee. A written request for

consideration is attached as Appendix 1 – 31/01/22, 03/02/21 and 04/02/22
(x2)

11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Cloudy IT – technology based solutions
 - Myparishcouncil – website design
 - We Find Any Learner – training courses

Up to date as at 16/02/22

Request for funding towards part of the cost of Jubilee Benches

The Queen's Platinum Jubilee is being celebrated in early June with a one-off Bank Holiday.

A group of local residents have commenced a crowd-funding project;

- please see <https://gofund.me> and look up winwick-park-jubilee-bench-fundraising

This is to help towards the cost of four benches for the parkland area of Winwick Park which will also incorporate the refurbishment of the two existing benches outside St Oswald's Church, facing The Swan. These benches were installed in the Year 2000 but they are now in very poor condition (most people probably would NOT want to sit on them as the woodwork has deteriorated and the metalwork is corroded). **We have assumed these two benches are owned by the Parish? Please confirm.**

The four new benches will be hand-crafted locally by a team which includes a highly skilled joiner who works on many bespoke projects, such as marine quality woodwork on yachts; Lee Ulyat. The team also includes Allan Jones who is involved in a senior management capacity with a leading steel fabrication business close by in Bewsey. Finally, the fundraising and liaison role with Warrington BC and Winwick Parish Council is being dealt with by Bob Towers. All three are residents on Winwick Park.

Photographs of prototype sections of the initial bench are included and at the Parish Council Meeting we will bring along the prototype for Parish Councillors to view.

The approach to the Parish Council is to seek financial support towards a Jubilee Bench project from Millennium Funds which we understand are essentially placed there on a basically "dormant" basis, attracting little or no interest. The continuation of the current financial approach for the maintenance of these funds therefore seems to make little or no sense for residents of this Parish.

The team from Winwick Park will be seeking crowd-funding towards a total budgeted cost of £2,000 for the four benches and refurbishment of the two Church benches. It is not felt Crowd-funding alone will take us up to that level, hence the request for a reasonable financial contribution from the Parish Council. The £2,000 figure basically covers most of the cost of stainless-steel box sections and pitch pine for all the seats and backs of the four new benches and the recovery and material costs of re-furbishing the two benches near the Church. However, it includes only de-minimis labour costs. The team estimate a fully loaded cost per new bench, if we were to purchase from an outside source, would be close to £1,000 EACH, over and above which there is the cost of refurbishing the two Church benches. Indeed, newly installed park benches we saw recently in the Penketh area retail at around £750 plus VAT each, not including delivery costs and these are "bog standard" steel powder coated benches that are nowhere near the quality we are intending to produce.

In parallel with this project, it is understood there are possibly going to be requests for similar support from the Parish Council for benches to be

purchased for other locations in Winwick. One such potential location is in Hermitage Green. Accordingly, this submission is drafted on the basis that the Parish Council consider an all embracing tranche of financial support split between the Winwick Park project (four new benches and two refurbished benches) PLUS any other Jubilee bench requests that emerge in the next couple of months that would carry Parish Council support.

In terms of liaison with the Borough Council, Bob Towers is in contact with Ian Brackenbury, Operations & Commercial Services Manager, Environment & Transport. Our dialogue with Ian includes gaining his advice and approvals for what we are planning, plus a request that his team install the new benches with secure anchorages. His initial feedback has been very positive.

Approval will also presumably be needed from the parish Council for the siting of the benches. Could we please ask for in principle approval at this stage with final approval once we have specific locations identified?

The Winwick Park team will consult with local residents to ensure that the locations are sensibly chosen and unlikely to create any adverse impacts. The benches will be built and installed so they are as robust and as vandal-proof as possible. The discussions with Ian Brackenbury will embrace advice and guidance on how the benches are installed. We will also make sure any changes necessary to the ground surface immediately below the benches are catered for so that Council grass-cutting will not be impacted and muddy surfaces are avoided once the benches come into regular use.

While there are over two hundred houses located in Winwick Park and the estate benefits from extensive parkland and green space which surrounds it, apart from benches situated in Childrens' Play Areas, there are absolutely no benches made available for people taking exercise, or walking their dogs in the entire vicinity. We feel this creates a gap in leisure service provision, particularly as more and more residents move into middle and older age. We feel the Jubilee represents an ideal time to celebrate the Queen's reign in her 70th year in this manner, particularly in the light of the Pandemic which has blighted the lives of so many people over the past couple of years. The team are happy to take on on-going maintenance of the four new benches for the foreseeable future.

Much of the costs here are likely to be crowd-funded locally, but some meaningful financial support – and the requisite approvals – from Winwick Parish Council are now requested.

In addition, we are seeking permission to remove the old Year 2000 benches – which we have assumed are Parish Council street furniture - so they may be taken away to our workshops in Bewsey and Winwick for shotblasting, re-coating and re-timbering before they are re-installed.





Top image shows a sample pitch pine plank loosely in place on top of one stainless steel end section.

Middle image shows one prototype stainless steel box end section including the relatively long underground anchorage section (which sits to the right of the thin metal plate). The final version will have a wider horizontal seat-bearing section and slightly different angles and dimensions.

Bottom image shows a working draft of a sample inscription. This would then be infilled with platinum coloured epoxy resin, sanded over and varnished several times. Ignore the blue tape around the edges.

**Allan Jones
Lee Ulyat
Bob Towers**

3 February 2022

Winwick Parish Council

Planning Matters since 25 January 2022

General Correspondence (0)

Nil

Domestic Planning Applications (3)

1. Application reference: 2022/40825
Location: 9, Fleming Drive, Winwick, Warrington, WA2 8XP
Description of development: Erection of front extension to existing garage and erection of first floor extension over garage
2. Application reference: 2021/39202
Location: 16, Shetland Close, Winwick, Warrington, WA2 0UW
Description of development: Householder - Proposed demolition of existing side garage and new two storey side extension with single-storey rear extension.
3. Application reference: 2022/40923
Location: 44, Faringdon Road, Winwick, Warrington, WA2 8NE
Description of development: Proposed raised roof with front and rear Dormers.

Non-Domestic Planning Applications (1)

4. Application reference: 2022/40947
Location: South 62, Mill Lane, Warrington, WA2 8RJ
Description of development : Aluminium composite panel with White vinyl graphics and replacement panels for existing Post sign and Gate signs.

Up to date as at 16/02/22

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Finance report to Winwick Parish Council Full Council meeting 22nd February 2022

In January we have had £17.6k of income through the centre. The centre is showing a £5.54k profit for January this is partly due to invoicing of field hire for the 3 children's football teams £3.75k.

The year to date stands at a profit of £5.4k and February appears to have started off in a strong position.

There has been £10.4k of expenditure against the precept in January and we currently have £32.9k of the £124.2k precept remaining. This balance is after accounting for all 4 quarters bills for grass cutting and vehicle leasing, and the insurance fees.

Additional items

- Tommy's – air force and naval statues currently not on RBLI website, unable to source other supplier from RAF/ Navy websites. A request has been put in to RBLI for information as to whether they can supply them.
 - Loan refinancing – additional paper issued separately
 - Reserves figure following clearing of back dated credit card statements £13,792.46 before the financial year 2021/22
 - Item updates
- 1) Wicksteed have been contacted re: repairs – confirmation received 3rd Feb with 6-8 week lead in.
 - 2) Tree issues – removal of Ash tree scheduled for 24th and 25th Feb.

Payments made since those reported in the management report

Direct debits Leisure Centre		
08-Feb-22	SCOTTISHPOWER	£947.86
07-Feb-22	BT GROUP PLC	£245.76
31-Jan-22	WBC NNDR	£800.00
Direct debits Parish		
10-Feb-22	BARCLAYCARD	£177.01
03-Feb-22	XERO UK LTD	£31.20
Payments Leisure centre		
14-Feb-22	Easyflow	£27
14-Feb-22	T & JT Barton	£479.14
07-Feb-22	System Hygiene Ltd	£421.94
07-Feb-22	Ian Corbett	£134.34
07-Feb-22	RIJO	£595.74
07-Feb-22	Wigan Beer Co	£581.71
07-Feb-22	Easyflow	£27.00
31-Jan-22	T & JT Barton	£1,054.21
Payments Parish		
14-Feb-22	Warrington BC	1,234.80
14-Feb-22	Service Care	£288.16
14-Feb-22	HMRC Cumbernauld	1,015.73
14-Feb-22	DL Hannan	£95
14-Feb-22	Chsh. Pension Fund	£199.81
07-Feb-22	Warrington BC	£980.74
31-Jan-22	Service Care	£288.16

Part 2 items:

- 1) Debtors detail (issued separately).
- 2) Litter picker contracts

Profit and Loss
Winwick Parish Council
1 April 2021 to 31 January 2022

	31 Jan 22	YTD
Income		
210 Room hire income	£4,105.00	£35,256.59
225 Buffet sales income	£0.00	£380.58
230 Bar sales income	£6,995.69	£59,951.33
231 Bar snacks income	£221.28	£2,078.71
232 Soft drinks income	£1,420.25	£10,732.07
281 Furlough Income	£0.00	£6,866.22
Copying	£0.00	£2.38
Ticket sales	£0.00	£72.00
Machine income	£0.00	£485.92
Bar tea and coffee	£924.80	£5,135.96
Field income	£3,882.50	£5,474.98
LC Bar till discrepancies	£17.15	-£177.74
Total Income	£17,566.67	£126,259.00
Less Cost of Sales		
bar snacks expenditure	£84.43	£857.83
Beverage supplies (Coffee, milk etc)	£579.66	£3,481.48
Drink purchases (and other bar items)	£2,778.22	£24,012.13
Food costs / buffet costs	£0.00	£213.75
LC Direct Wages	£2,516.79	£22,278.51
soft drinks expenditure	£508.53	£3,768.68
Total Cost of Sales	£6,467.63	£54,612.38
Gross Profit	£11,099.04	£71,646.62
Less Operating Expenses		
Bad Debt	£0.00	£1,219.50
DJ costs	£0.00	£137.05
LC Bar & Cleaning sundries	£519.62	£2,557.77
LC Bottled Gas	£67.50	£954.55
LC Cleaning	£506.56	£6,595.07
LC consulting	£0.00	£225.00
LC Electricity (Light, Power)	£400.00	£4,000.00
LC Equipment	£52.92	£2,273.07
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£717.42	£2,621.42
LC Landline telephone and Broadband	£224.25	£2,066.52
LC Rates	£800.00	£8,005.75
LC Repairs & Maintenance	£0.00	£7,379.94
LC Trade waste	£283.22	£1,904.30
tv licence	£0.00	£132.50
LC Water and Sewerage	£0.00	£2,043.58
Managers salary and NI	£1,646.00	£17,898.58
aeo	£0.00	£1,165.99
recruitment costs	£0.00	£110.00
machine game duty	£0.00	£161.80
PAYE Payable	£335.19	£4,187.74
Stocktaking Services	£0.00	£180.00
Total Operating Expenses	£5,552.68	£66,225.13
Net Profit	£5,546.36	£5,421.49

**Income and expenditure
Winwick Parish Council
1 April 2021 to 31 January 2022**

	31 Jan 22	YTD
Income		
Precept	£0.00	£124,252.00
Total Income	£0.00	£124,252.00
<hr/>		
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
<hr/>		
Gross Profit	£0.00	£124,252.00
<hr/>		
Less Operating Expenses		
Administration expenses	£98.23	£964.60
Advertising & Marketing	£0.00	-£15.00
Audit & Accountancy fees	£0.00	£1,450.00
Bank Fees	£154.94	£1,938.23
xmas tree	£0.00	£250.00
Tommys	£0.00	£385.51
Clerk's salary	£529.73	£5,297.30
Election expenses	£0.00	£2,378.94
External audit fee	£0.00	£400.00
Grass cutting	£1,634.56	£4,062.60
Grounds Maintenance	£162.50	£1,300.00
Insurance	£2,495.17	£2,495.17
Key holding contract	£0.00	£690.73
Pension costs	£199.81	£1,998.10
Legal / Licencing Expenses	£0.00	£648.00
Litter Pick Costs (Shared)	£1,989.52	£13,961.33
Loan charges	£0.00	£8,461.96
PAYE Payable	£680.54	£8,502.39
Payroll	£370.00	£1,953.34
Postage	£0.00	£1.70
Playground audit and repairs	£120.00	£120.00
RFO Salary (and NI)	£2,015.08	£30,356.54
Subscriptions	£0.00	£210.00
Tree maintenance	£0.00	£800.00
Traffic management	£0.00	£500.00
Planters	£0.00	£445.00
Swan green, winwick park, radley common	£0.00	£1,715.00
Total Operating Expenses	£10,450.08	£91,271.44
<hr/>		
Balance of precept remaining		£32,980.56
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Information on Loan refinancing

Loans can be obtained from the DMO for:

- Capital payments
- To replace short-term borrowings

In order to obtain approval the following is required:

- A borrowing approval needs to be obtained from the ‘Department for Levelling Up, Housing and Communities’ – this approval will provide the DMO with the purpose of the loan, the amount required and the maximum borrowing period agreed. – The initial approach for this should be made to the local County Association of Local Councils.
- Application must be made on form LC1 by the RFO with the following accompanying documents:
 - i) Scanned copy of an original bank statement
 - ii) Direct debit mandate
- Application to be sent to the DMO at least 2 weeks before a loan is required.

Repayment periods:

Fixed rate – between 1 and 50 years

Variable rate – between 1 and 10 years

Fees:

Fixed rate – 35p per £1000 of borrowing

Variable rate – 45p per £1000 of borrowing

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WINWICK PARISH COUNCIL MEETING – 22 FEBRUARY 2022

REVIEW OF RISK, INTERNAL CONTROLS AND FINANCIAL REGULATIONS

1. SCOPE OF RESPONSIBILITY

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair signs the last page of the minutes and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting (or earlier). The same meeting of the Council approves the level of precept for the following financial year.

The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations. The Chair will sign the minutes to confirm that the Financial Statement as circulated to members at the meeting has been agreed.

Three signatories in total must sign all cheques. A list of payments with consecutive cheque numbers is circulated to all members each month with the minutes. The signatories will ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council. Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

Each quarter, the Chair shall sign the bank reconciliation and bank statement as evidence of all transactions having been recorded in the accounts.

3.2 Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and RFO also ensure that the Council's procedures, control systems and policies are maintained.

The duties of the Clerk and RFO are laid down in Job Descriptions.

The RFO submits all the requested information to the External Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating to the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset Register, risk assessments, accounts and supporting information)

3.3 Internal Auditor

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit ~~is~~ reviewed annually, and the Council

agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work (and the charge) of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor will inspect the accounts at the year-end (prior to completion of the Annual Return Sections 1 and 2) and will complete page 3 of the Annual Return.

The Internal Auditor will write a separate report to the Council (a copy of which is sent to the Chair) detailing any findings they might have (if any).

The report of the Internal Auditor is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

The Responsible Finance Officer has already programmed dates with the Council's current auditors, Styles, for work to audit the Council's accounts for 2021/22, which will take place during the early part of 2022/23. **Accordingly, the Council is being requested to endorse the appointment of Styles as the Council's internal auditor for the completion of the accounting statements 2021/22 and for all other matters for the duration of 2022/23.**

3.4 External Audit:

The Council's External Auditors, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), submit an External Auditor's Report. which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

Accounts & Audit Regulations 2015 requires an annual review of the effectiveness of our overall system of internal control.

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control in each financial year, to be carried out before completion of the Annual Governance Statement. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by

- Full Council - identification of new activities
- Clerk to the Council and RFO who have responsibility for the development and maintenance of the internal control environment and managing risks - risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to the page 3 Report in the Annual Return.) - action arising from reports
- The Council's External Auditors, who make the final check using the Annual Governance and Accountability Return, a suite of forms completed and signed by the Responsible Financial Officer, the Clerk, the Chair and the Internal Auditor. The External Auditor issues an annual audit certificate - action arising from Audit Report.

A Statement of Internal Control, which summarises the present arrangements, is attached at Appendix 1, although its publication is no longer a statutory requirement.

5. FINANCIAL RISK ARISING FROM HEALTH AND SAFETY ISSUES

The Parish Council is responsible for putting in place arrangements for the management of health and safety risks and reviewing them at least annually. Notwithstanding the imperative of eliminating or significantly reducing the risk of harm to staff and members of the public, the Council also seeks to minimise its exposure to the potential financial liabilities arising from accidents and injuries.

The Council uses an external consultant to annually review and assess risks throughout all areas and provide a detailed report through the Centre Manager and ultimately the Parish Council. Regular Legionella risk monitoring is performed by an independent source. The Centre Manager performs risk assessments for any new type of event held at the Leisure Centre.

The Council uses an external consultant to carry out an annual inspection of its playground equipment and to make recommendations for repairs and maintenance. The Leisure Centre Manager undertakes a weekly visual inspection of the equipment to identify any issues of concern and will take any necessary remedial action.

The Council has in place appropriate insurance arrangements including, but not limited to, Employers' Liability and Public Liability cover.

6. BUSINESS RISK

The Council will carry out an assessment of business risk prior to any significant policy decision being made, any significant expenditure being undertaken, any large project being commissioned or any major contract or financial arrangement being entered into. The assessment will take account of any threats to the Council's finances and long term stability and describe how any such risk will be mitigated.

7. REVIEW OF FINANCIAL REGULATIONS.

The Financial Regulations were last reviewed in February 2021 and are attached at Appendix 2. Proposed revisions at Paragraph 3.4 of the Financial Regulations are highlighted in blue at Appendix 2.

A summary of the Procedures for Contracts is attached at Appendix 3. **It is proposed delete the oversight measures shown in red at Section 6 of this document (Leisure Centre Operations).** These were agreed on 13 February 2018 by the Management Committee, but are outdated and have fallen into disuse, as sufficient other controls are now in place to manage day to day expenditure.

STATEMENT OF INTERNAL CONTROL

Winwick Parish Council reviews annually the effectiveness of its system of internal control.

In order to manage its risks, the Council has adopted the following arrangements:

1. Internal audit services are provided by Styles in accordance with terms of reference and an audit plan agreed by the Council. The effectiveness of the system of internal audit is reviewed annually and the findings of that review considered by the Parish Council.
2. BM Stock-taking Services undertake a quarterly appraisal of the operation of the licensed bar at Winwick Leisure Centre. Weekly stock checks are undertaken by the RFO and Leisure Centre Manager.
3. Financial Regulations are in force and are reviewed annually. These cover the whole conduct of the transactions of the Council, including the authorisation of expenditure, the control of income, the security of stores and equipment, accounting, audit and banking arrangements, and the payment of salaries, wages and accounts.
4. Internal check via the separation of duties between different members of staff is applied as far as is practicable.
5. Risk assessments are reviewed annually.
6. Insurances arranged through Zurich Insurance cover the following risks: material damage, theft, loss of money, personal accident, public indemnity, legal expenses, business interruption and fidelity guarantee.
7. Budget monitoring reports and bank reconciliations are examined quarterly by the Parish Council.
8. The accounts and supporting records of the Council are made available for public inspection for a period of 30 working days in each year.

Winwick Parish Council
22 February 2022

WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Cleric), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations. Photographs of before and after repairs are also required.
- 3.4 **In the case of minor urgent repairs/ purchases the RFO can incur up to £300 of expenditure on behalf of the Parish. Any expenditure of this nature will be reported to the next appropriate meeting of the Council.**
- 3.5 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.6 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council.
- 5.4 Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After

the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. **This will not be required for a member's personal computer used only for remote authorisation of bank payments.**

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of staff/councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if exists), approved by the Council

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be submitted to the Management Committee on a monthly basis.

- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO. Where required the Manager and RFO will ensure that purchase order numbers are obtained.
- 9.3 All credit customer invoices will come due 30 days from the date of the invoice, should these accounts remain unpaid the following steps will be followed:
- i) At 30 days a reminder letter/ email will be issued
 - ii) At 45 days a letter/ email will be issued informing the customer of the intention to apply interest charges.
 - iii) At 60 days interest charges to be calculated and an email/letter will be issued to the customer with a copy of the interest invoice.
 - iv) If invoice remains unpaid at 75 days Councillors will be notified to decide further action to be taken on client account (whether that be employing a debt chasing agency, putting usage on hold, requiring payment up front of usage, etc)
- Credit accounts are to be reported to Full Council at all stages of recovery.**
- 9.4 The Council will review all fees and charges annually, following a report by the RFO.
- 9.5 Any bad debts shall be reported to the Council.
- 9.6 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (e.g. petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
- (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
 - (iii) repairs to, or parts for, existing machinery or equipment or plant
 - (iv) extensions to existing contracts
 - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the RFO/ Clerk shall invite tenders from at least three firms.
- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.

- 11.4 For expenditure of £2000 or less, the Chairperson, RFO & Clerk shall have executive power.
- 11.5 The Council shall not be obliged to accept the lowest or any tender.

12. STORES AND EQUIPMENT

- 12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

14. INSURANCE

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

16. REVIEW OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Council to review these Regulations biennially.

Feb 2022

CONTRACTS - SUMMARY OF FINANCIAL REGULATIONS

Appendix 3

Type of Expenditure	Amount	Quotations Required	Authorisation for Expenditure
1. GENERAL CONTRACTS FOR GOODS AND SERVICES			
All contracts (except the categories listed below)	Over £2,000	Three quotations provided to the Clerk in a sealed bid	Council (or Management Committee in the case of urgency)
	Up to £2,000	Preferred Supplier/ Single quotation	Clerk, in consultation with the Chairm
2. URGENT REPAIR/REPLACEMENT WORKS			
Expenditure which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision	Up to £2,000	Preferred Supplier/ Single quotation	Clerk, in consultation with the RFO. (Clerk to report the action to the Council as soon as practicable thereafter)
3. MINOR REPAIRS AND RENEWALS			
Minor Repairs/ Renewals (Premises)	Over £1,000	Three quotations provided to the Clerk in a sealed bid	Clerk, in consultation with the Chair <u>or</u> RFO and 2 Members of the Management Committee
	£500 - £1,000	Two quotations	Clerk, in consultation with the Chair <u>or</u> RFO and 2 Members of the Management Committee
	Up to £500	Preferred Supplier/ Single quotation	RFO or Clerk, in consultation with the Chair
Minor urgent repairs/ purchases	Up to £300	Preferred Supplier/ Single quotation	RFO
4. SPECIALIST WORKS			
Supply of gas, electricity, water, sewerage and telephone services	Over £2,000	Preferred Supplier/ Single quotation	Council (or Management Committee in the case of urgency)
Specialist services such as are provided by solicitors, accountants and surveyors			
Repairs to, or parts for, existing machinery or equipment or plant			
Extensions to existing contracts			
Proprietary articles and/or those sold only at a fixed price			
	Up to £2,000	Preferred Supplier/ Single quotation	Clerk or RFO, as appropriate, in consultation with Chair
5. ROUTINE LEISURE CENTRE/BAR SUPPLIES AND SERVICES			
Bar supplies	Unlimited	Preferred Supplier	Bar Manager
Sundries	Up to £50	Preferred Supplier	Bar Manager

Agenda Item 12

Key Holding Contract	Up to £500	Preferred Supplier	RFO and 2 Members of the Management Committee
6. LEISURE CENTRE OPERATIONS			
Leisure Centre expenditure in the categories shown below	Up to £50	Preferred Supplier	Bar Manager
Food/Buffer/Event Disbursements	Over £50	Preferred Supplier	RFO, in consultation with Cllrs Gosney and Mitchell
Function Advertising	Over £50	Preferred Supplier	RFO
Entertainment and Package Costs	Over £50	Preferred Supplier	RFO or Bookings Administrator, in consultation with Cllr Matthews
Cleaning Costs	Over £50	Preferred Supplier	RFO, in consultation with Cllr Iddon
Special Night and Complimentaries	Over £50	Preferred Supplier	RFO, in consultation with Cllr Gordon
Advertising	Over £50	Preferred Supplier	Management Committee

Winwick Parish - Management Committee 8 February 2022

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

At the request of the Chair and with the permission of the Committee, the Vice-Chair chaired the meeting.

WPMC 38 Apologies

Apologies for absence were submitted on behalf of Councillors A Abbey and G Friend.

WPMC 39 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 40 Minutes

Decision – That the Minutes of the meeting held on 9 November 2021 be agreed as a correct record.

WPMC 41 Action List

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

Members noted that there were only two actions, both of which had been completed and which would, therefore, be omitted from the next update to the list.

In respect of Action 2 – Sky Sports, Clare Jones, Operations and Finance Officer, reported that a quote had been received for £501 per month, which was a significant sum. It was proposed to defer any decision on purchasing Sky Sports until further information was known about likely increases in energy costs for the Leisure Centre in 2022. Members noted that there would be World Cup matches broadcast on terrestrial TV later in the year. The Chair thanked Ms Jones for her work, which would enable the Council to report back to any customers who asked about Sky.

Councillor Iddon mentioned that brewery prices were also likely to rise soon. Ms Jones confirmed this situation and indicated that the Centre's prices would be adjusted accordingly. The Chair noted that prices had already increased recently in the Swan.

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 42 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 January 2022. The Committee had not met in December 2021 or January 2022, but monthly figures for the months of November and December 2021 had been circulated to Members by e-mail.

The January 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	8.75	6.51	9.73	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 January 2022, using the profile outlined above.

January bar sales were below target by £0.4k (approximately 4% lower than forecast). This could be attributed to the loss of 1 day’s income (Saturday 1 January 2022) combined with the usual post-Christmas lull.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at January 2022, using the profile outlined above.

Agenda Item 13

Ms Jones reported that bar take for November, December and January had been below target. Nevertheless, the Centre was still at £6.1k above the estimated income for the year (approximately 8.5% ahead of target).

Members were reminded that the income profile had started from a low level in April, but increased later in the financial year. Next year's profile should be more accurate, in the light of improved knowledge and understanding of the trading conditions.

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	5.51	3.86	3.98	0.00	0.00

The table showed that room hires for January had generated £1.5k more than the target figure.

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at January 2022, using the profile outlined above.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at January 2022, using the profile outlined above.

The Year to Date figure was at £15.9k ahead of target (approximately 82% above forecast). It was anticipated that income would be even better next year and that the bar too should be able to stand alone.

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	180.0	100.0	87.5	3,882.5	0.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at January 2022, using the profile outlined above.

January field hire was approximately £0.1k below target for the month, which was not bad considering the Centre had lost the revenue for 1 of the 4 usual football teams' field hire. As previously reported, the Open Age Team unfortunately had to disband.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at January 2022, using the profile outlined above.

Year to date the Centre was £1.1k ahead of target income, which was approximately 27% ahead of target.

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 65% of the cups sold in 2019 (April to January). The figures for the month of December alone were at 89% of the cups sold in 2019.

Overall, the income from tea and coffee was good and centred on mornings before the pre-school opened and some weekend sales.

Additional Income

There had been no additional income in January.

Updates on Repairs

The hand dryer in the Gents toilets had now been replaced and the new model worked well.

Payments

A list of payments made since the Council meeting on 25 January 2022 was as follows:-

Direct debits Leisure Centre		
31-Jan-22	£800	WBC NNDR
20-Jan-22	£339.86	BAGNALL & MORRIS
18-Jan-22	£860.90	BG BUSINESS

18-Jan-22	£23.34	BT GROUP PLC
Direct debits Parish		
18-Jan-22	£1,599.41	LLOYDS BANK PLC
17-Jan-22	£21.60	TAKEPAYMENTS LTD
Payments Leisure Centre		
31-Jan-22	£1,054.21	T &JT Barton
24-Jan-22	£40.50	Easyflow
24-Jan-22	£129.60	Clear Brew
24-Jan-22	£799.91	T &JT Barton
Payments Parish		
24-Jan-22	£195	Gardenia Gardens
24-Jan-22	£600	Mott MacDonald
17-Jan-22	£288.16	Service Care
17-Jan-22	£1,353.48	HMRC Cumbernauld
17-Jan-22	£24	Spirit Pub Company
31-Jan-22	£288.16	Service Care

Decision – To note the update report on the Leisure Centre performance, repairs and the list of payments.

WPMC 43 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 44 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 outstanding amounts continued to be chased up.

Councillor Iddon asked about an individual field hire debt, in the sum of £200.

Officers remained hopeful that the outstanding balance could be recovered and part payment of the original debt had already been received. Ms Jones undertook to speak to the customer shortly. She was also aware of the difficult family circumstances and would treat the matter in a sensitive way.

A debt in the sum of £20 from one event organiser remained outstanding, but there seemed little prospect of its recovery. The voluntary organisation concerned had struggled to recruit sufficient members locally to be sustainable.

Debts by a large public sector provider were currently being processed, but were taking time. The organisation did use a purchase order system, but payments were processed at a different location from the booking organiser, which caused delay.

Financial Regulations

The Chair reported that the financial limits for urgent repairs/purchases set out in the Financial Regulations were outdated and did not allow for minor repairs to be carried out quickly and efficiently. Julian Joinson, Clerk to the Council, reported that the Financial Regulations were due to be considered by the Council in February, as part of its annual review of the effectiveness of the system of internal controls. This was part of the statutory accounts and audit process.

Ms Jones proposed that appropriate delegation to officers and an expenditure limit of up to £300 be recommended to Council at its next meeting. It was noted that for expenditure above £500 two quotes were normally required.

Leisure Centre – 50th Anniversary

The Chair reported that he had been looking into an event to celebrate the 50th Anniversary of the Leisure Centre. The Clerk at the time of its construction was Peter Walters. Ms Jones indicated that a children's event in the daytime could be held, followed by an evening event for adults. Capacity could be around 100 guests. A new plaque could be commissioned as well as the old one being repaired. Mr Joinson suggested inviting some VIP guests, including the former clerk(s) and other prominent local figures. Names suggested included John Parr and John Gordon. Ms Jones would look into finalising the arrangements and would identify someone to make a short speech.

Queen's Platinum Jubilee

Ms Jones agreed to speak to Ms Kilgannon, Bar Supervisor, about possible arrangements for a Jubilee event. Councillor Iddon noted that a wedding event had already been booked in the Centre for the relevant Bank Holiday weekend. Mr Wharton, Leisure Centre Manager, commented that the hire was for 2 days and the hirer was in fact a local entertainer. Ms Jones noted that it might be possible to set up tables and a bar outside for the Jubilee

event.

Ash Tree on Playing Fields

Councillor Iddon reported that there had been some negative feedback on Facebook about the proposal to remove the Ash tree by the children's play area on Myddleton Lane Playing Fields. However, one resident had defended the action by pointing out that the tree was poorly. Members noted that the tree was already heavily wired up to provide it with structural support, but was becoming dangerous.

The Clerk suggested a tree planting event to mitigate to loss of the Ash tree and to mark the Queen's Jubilee. An indigenous species, such as an Oak, could be planted.

Councillor Iddon reported on-going conversations about other problem trees in the area, but these did not belong to the Council.

Winwick Litter Network

Councillor Iddon reported that the Winick Litter Network had removed some tyres blighting one location, but they had now been left stacked by the highway, which could be a hazard. The Chair reported that a message had been posted on Facebook to encourage people who wished to recycle the tyres to collect them, as they could be used for flower pots or horse jumps, etc. The Chair undertook to speak to a representative of the Network about the stacked tyres. It was likely that they had already arranged for the tyres to be removed as waste after of short period of time.

Councillor Iddon noted that the Network had also undertaken a litter-pick on the A579 Winwick Link Road. This highway had a 70mph speed limit and it was potentially very dangerous for volunteers working on the verges.

Decision –

- (1) To note the report on debtors and the verbal updates on Financial Regulations, Leisure Centre Anniversary, Queen's Platinum Jubilee, tree issues and the Litter Network.
- (2) To approve the writing off of a debt in the sum of £20 (invoice number 210706), as identified in the report.

(B) Employee Matters

There were no Human Resources issues discussed on this occasion.