

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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2 March 2022

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

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 8 March 2022, at 7.30pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

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

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

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

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

- 3. Minutes**

To receive the minutes of the meeting of the Committee held on the 8 February 2022.

- 4. Action List**

A schedule is provided of actions arising from previous meetings.

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

- (1) Community & Leisure Centre - reports from the Operations and Finance Officer; Centre Manager and/or Clerk:
 - a) Update Report - *(excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2).*

6. Chairman to move Part 2

Part 2

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

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

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

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

Winwick Parish - Management Committee 8 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 3

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.

Agenda Item 3

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.







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

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To approve the writing off of a debt in the sum of £20 (invoice number 210706), as identified in the report.	WPMC.44(A)(2)	08/02/22	Operations and Finance Officer	-	-	Completed	

Version 8.0- (Final) – 08/03/22

Progress Legend

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

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Winwick Parish Council

Leisure Centre Performance Report

To meeting 8th March 2022

1. Income information

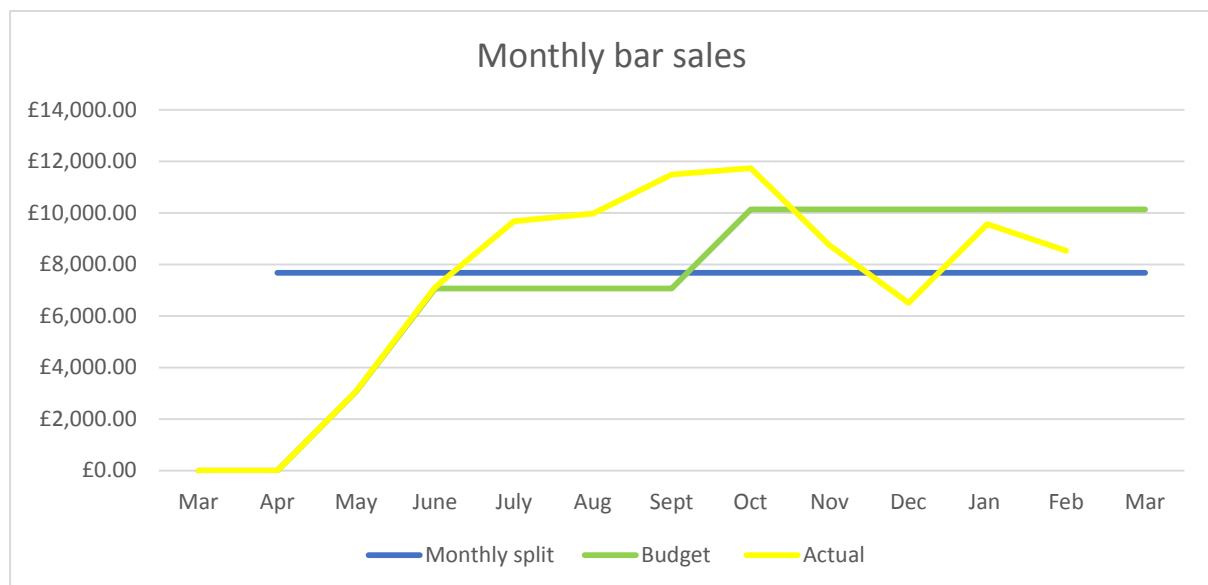
Key performance indicators.

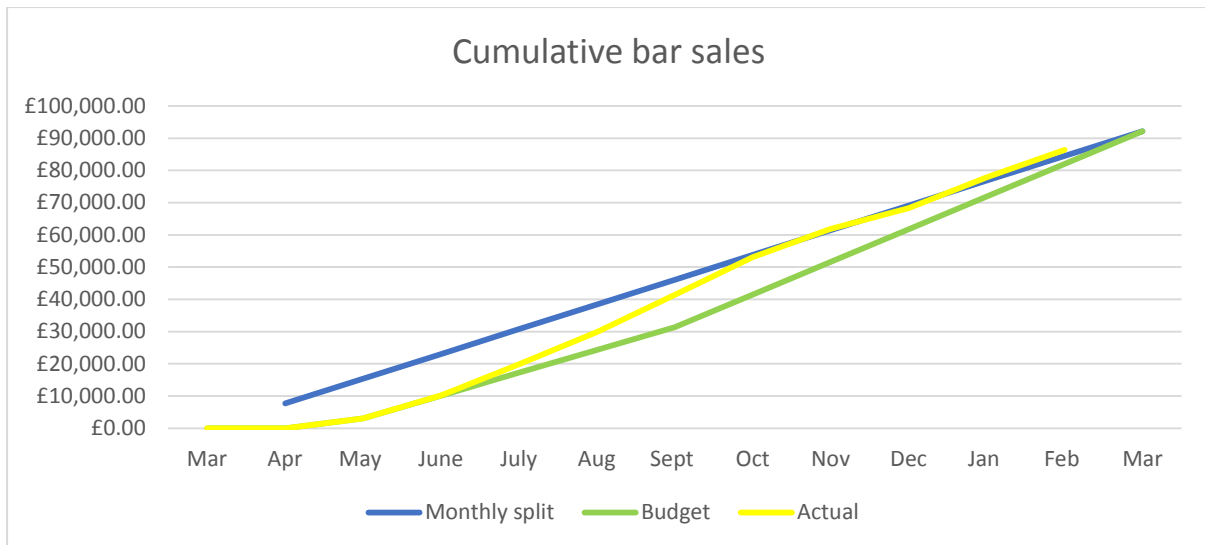
The annual budget for bar sales (£92,198.36) has been broken down over the 12-month period based on the potential Covid reopening schedule and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Budget	£0.00	£3,073.28	£7,068.54	£7,068.54	£7,068.54	£7,068.54
Actuals	£0.00	£3,078.99	£7,117.56	£9,677.04	£9,976.60	£11,494.28
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Budget	£10,141.82	£10,141.82	£10,141.82	£10,141.82	£10,141.82	£10,141.82
Actuals	£11,736.02	£8,746.58	£6,508.15	£9,562.02	£8,529.04	£0.00

February bar sales were below target by £1.6k (approx. 16% lower than forecasted). We are however, still currently £4.4k above the estimated income for the year to date (approx. 5% ahead of target).

Plots showing bar sales income below:



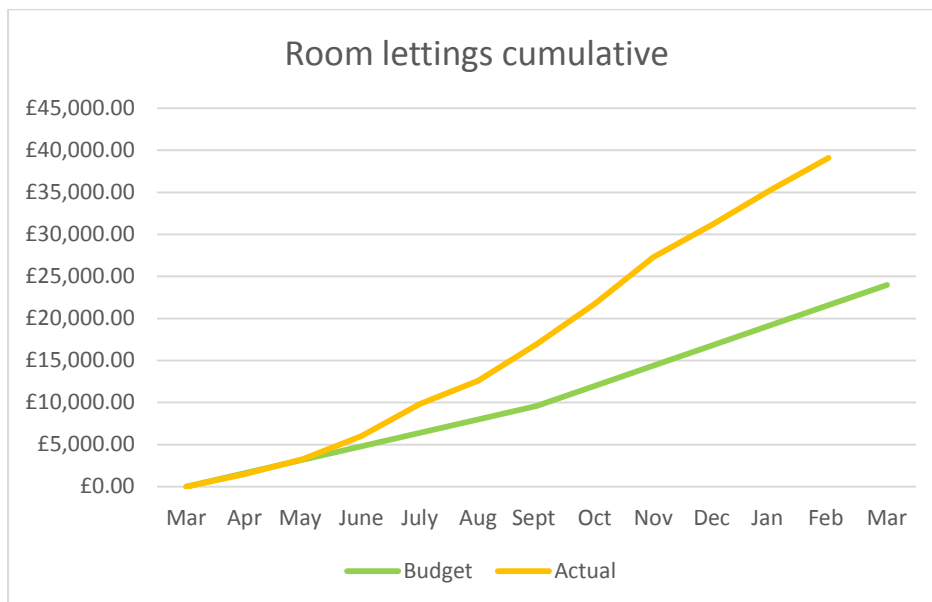
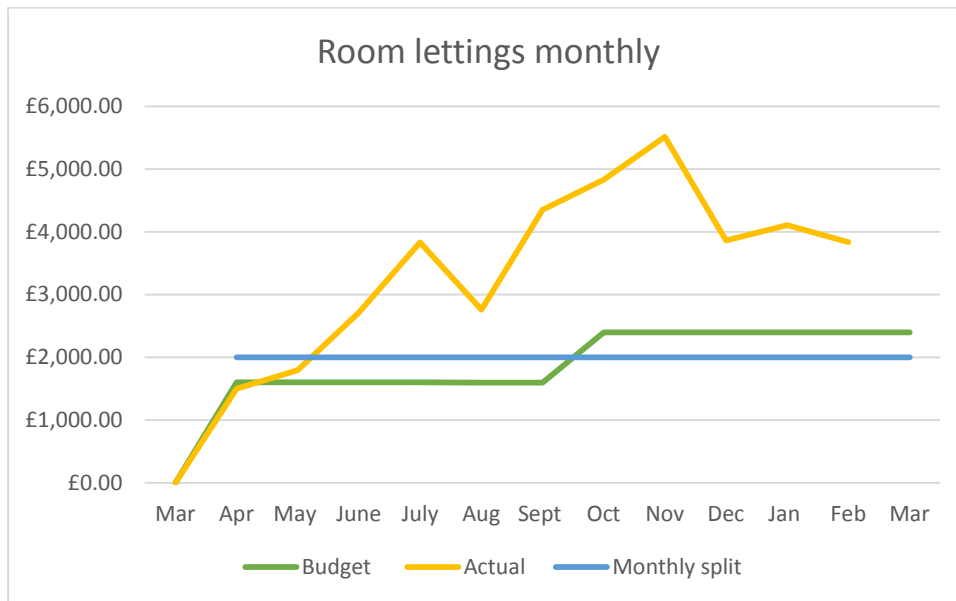


The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	6.67%	6.67%	6.67%	6.67%	6.66%	6.66%
Fee	£1,600.80	£1,600.80	£1,600.80	£1,600.80	£1,598.40	£1,598.40
Actual	£1,499.00	£1,793.48	£2,712.48	£3,829.65	£2,759.00	£4,353.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Fee	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00	£2,400.00
Actual	£4,831.00	£5,514.00	£3,859.98	£4,105.00	£3,835.01	£0.00

February room hires came in at £1.4k above target for this month. Year to date we are £18k ahead of target (approx. 81% above forecast).

Plots are provided below:

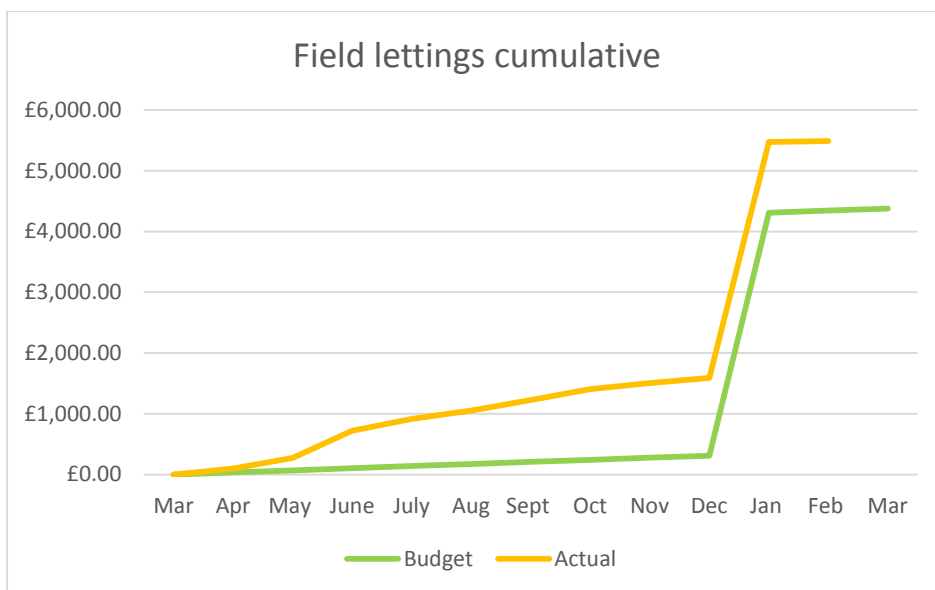
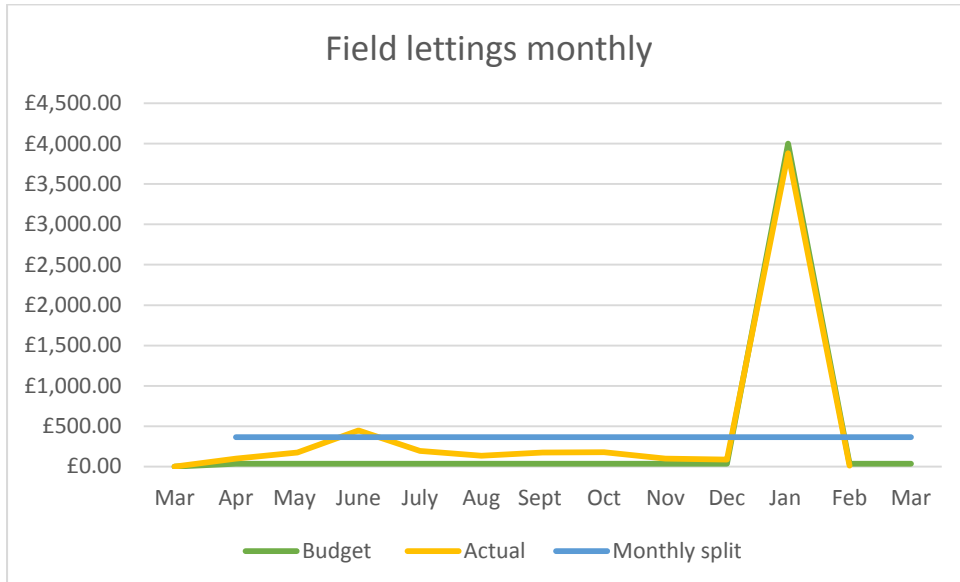


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	0.78%	0.78%	0.78%	0.78%	0.78%	0.78%
Fee	£34.55	£34.55	£34.55	£34.55	£34.55	£34.55
Actual	£100.00	£175.00	£447.50	£194.98	£135.00	£172.50
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	0.78%	0.78%	0.78%	91.33%	0.78%	0.78%
Fee	£34.55	£34.55	£34.55	£4,000.00	£34.55	£34.55
Actual	£180.00	£100.00	£87.50	£3,882.50	£12.50	£0.00

February field hire is approximately £22.05 below target for this month, due to bad weather restricting the exercise class. Year to date we are £1.1k ahead of target which is approximately 26% ahead of target.

Plots are provided below:



Agenda item 5(1)(a)

The coffee morning sales figures are below. These are unsurprisingly showing an improvement on 2020 figures, so to put these into perspective at the end of February we have currently sold 68% of the cups sold in 2019 (April to February) and February alone is at 101% of the cups sold in 2019.

	Cups sold total	Cups sold per day	Income
Apr	0	0.0	£0.00
May	114	3.7	£224.00
June	216	7.2	£444.00
July	178	5.7	£340.36
Aug	96	3.1	£202.00
Sept	301	10.0	£642.70
Oct	427	13.8	£896.10
Nov	446	14.9	£982.50
Dec	214	6.9	£479.50
Jan	413	13.3	£924.80
Feb	358	12.8	£798.00
Mar		0.0	
Total	2763	7.6	£5,933.96

Additional income

Machine income - £246.80

Updates on repairs

None

Additional items

50th Anniversary costings paper – issued under separate cover.

Agenda item 5(1)(a)

List of Payments made since those reported in the Full Council report for February 2022

Direct debits Leisure Centre		
28-Feb-22	WBC NNDR	£800.00
21-Feb-22	BAGNALL & MORRIS	£275.76
18-Feb-22	BG BUSINESS	£987.54
16-Feb-22	BT GROUP PLC	£23.34
Direct debits Parish		
17-Feb-22	TAKEPAYMENTS LTD	£21.60
16-Feb-22	LLOYDS BANK PLC	£122.67
Payments Leisure Centre		
28-Feb-22	T & JT Barton	£133.65
28-Feb-22	Maxigiene	£72.00
28-Feb-22	Wigan Beer Co	£132.86
28-Feb-22	T & JT Barton	£1,755.28
28-Feb-22	Easyflow	£13.50
21-Feb-22	Clear Brew	£129.60
21-Feb-22	T & JT Barton	£552.26
21-Feb-22	Wigan Beer Co	£282.13
Payments Parish		
28-Feb-22	B/P to: Gardenia Gardens	£195.00
28-Feb-22	B/P to: Service Care	£576.32
28-Feb-22	B/P to: Styles	£444.00
21-Feb-22	Warrington BC	£980.74
21-Feb-22	Zurich Municipal	£2,495.17
21-Feb-22	Service Care	£288.16

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list
- 2) Litter Picker Contracts