

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 March 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 March 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 22 February 2022.
- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**

- 7. Police / Community Issues**
- 8. Correspondence**
- 9. Planning Matters**
- 10. Finance Officer's Report**
- 11. Reports from Parish Council Committees**
 - Management Committee – 8 March 2022
- 12. 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)
- 13. Date and Time of Next Meeting**
 - Tuesday, 26 April 2022 at 7.30pm
- 14. 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.

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

Winwick Parish Council
Minutes of the Meeting held on 22 February 2022

Present: Councillors D Friend (Chair), A Abbey, E Abbey, G Friend, J Herron, A Iddon, F McGinn, C Mitchell, J Pitt and A Warnock-Smith.

WPC.139 Apologies for Absence

There were no apologies for absence submitted.

WPC.140 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.141 Minutes

Decision – That, subject to the following amendments:

- On page 5 of the Agenda, at Minute WPC.128 – Question Time for Electors, Mobile Speed Signs, in the final sentence of the *Response*, delete the words ‘Councillor McGinn’ and insert ‘A member of the public’;
- On page 9 of the Agenda, at Minute WPC.131 – Correspondence, Item 11, in the first sentence, correct the spelling of the word ‘Playing’,

the Minutes of the meeting held on 25 January 2022 be agreed and be signed by the Chair as a correct record.

WPC.142 Attendance at Meetings

Members were reminded that a one month extension had been agreed at the meeting on 25 January 2022, to the term of office of Councillor J Pitt, until 25 February 2022, to enable enquiries to be made as to whether she wished to continue in the role. However, Councillor Pitt was present this evening and no decision would, therefore, be required in connection with the Council’s powers under s.85(1) of the Local Government Act 1972.

WPC.143 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 17 – Electoral Roll, Ms Jones, Operations and Finance Officer, reported that she had received the relevant electoral roll information, but needed to go through the data to obtain useable information for the purposes of populating the litter picker round spreadsheet.

Decision – To note the position regarding updates from previous meetings.

WPC.144 Question Time for Electors

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

Queen's Platinum Jubilee Benches

Messers Bob Towers and Allan Jones were in attendance to introduce a proposal for the funding of a number of benches in Winwick to commemorate the Queen's Platinum Jubilee. The proposal was also being supported by Mr Lee Ulyat who was unable to attend the meeting this evening. A prototype bench was on display in the meeting room. The benches would be fashioned with a steel frame and legs worked by a local firm and would be finished with marine quality pitch pine seating. The seating would be secured by bolts which could not be unscrewed as a result of casual vandalism and the legs would be sunk into the ground to prevent theft. A suitable inscription would be added to each bench. Additional details about the quality of finish were also provided.

The project sponsors proposed the use of capital from the Millennium Fund to part fund the project with other funding being raised through crowd-funding. The initial plan was to build 4 benches, which would be sunk into the ground to reduce the risk of theft. The benches would be fabricated by local volunteers at cost. The total cost of 4 benches was likely to be around £1,800 which was considerably cheaper than the cost of commercially available models at around £750 + VAT each. It had been hoped to raise up to £2,000 via crowd-funding, but so far only £635 had been raised, leaving a shortfall of over £1,000. The project would involve the removal and refurbishment of the two benches on Swan Green which were in a poor state of repair. The 4 new benches would be placed on Winwick Park. If sufficient funding were raised additional benches could be provided elsewhere in the Parish, such as at Hermitage Green.

The sponsors enquired about what permissions might be needed to install benches either from the Parish Council or Warrington Borough Council and enquired if any consultation should take place with residents.

It was noted that economies of scale could be made if more benches were commissioned. The promoters asked if a link to the Go Fund Me page could be added to the Leisure Centre and Parish Council websites. Officers confirmed that this would be possible. The Go Fund Me page currently referred only to the proposed benches for Winwick Park, but could be reworded to encourage donations for benches in other locations.

Response: Members expressed a preference for a silver colour finish to the steel frame to reflect the jubilee theme. It was suggested that the sponsors liaise with the ward councillors for Winwick and Warrington Councillors A Abbey and C Mitchell directly about the necessary permissions and any consultation issues.

Footpath Wardens

A resident enquired about volunteering to become a footpath warden. She offered to provide her contact details to the Clerk after the meeting.

Response: This interest would be welcomed.

Parkside Link Road

Members of the public reported that construction had now commenced on the Parkside Link Road. However, it seemed likely that the construction of the first warehouse would be completed before the link road was finished. Ultimately the route would take traffic to Junction 22 of the M6, but the section from Newton to Parkside was likely to be completed first. In the interim, construction traffic would have to use either the A49 into Newton or the A573 via Hermitage Green. The Parish Council was asked to be vigilant about any increased traffic through Winwick and to consider any mitigation possible and enforcement required. There was some evidence that Golborne Road was already being used by construction traffic. The development timeline was complex, but the first unit could be completed at the start of 2023 with the link road only available from the end of 2023. An article in the St Helens Star had reported the start of construction on Phase 1 of the principal development. Increased traffic would impact on the clean air zone.

Response: The construction of the link road first was a condition of the planning approval. Originally, the developers had wanted to use a route through Winwick for access. The completed bypass should help in the long term. Materials were being stored on the construction site to minimise journeys. Councillor Mitchell undertook to ascertain the current position around the development and the Council would endeavour to monitor the situation.

HGVs

Residents were working with PCSO Neil Brown to identify HGVs using restricted routes. Around 6 or 7 vehicles had been identified each week and reported to the PCSO. HGVs had even been observed using Green Lane, which was not suitable for large vehicles under any circumstances. Further pressure on the relevant authorities was needed to improve enforcement.

Response: Members queried whether the PCSO was effective in following up the reported infringements. It was understood that he sent a warning letter to the companies identified, but it was as yet unclear whether this was having a positive impact. Golborne Road and Myddleton Lane did not yet have a dedicated traffic code to enable enforcement to be escalated.

Speeding

A resident commented that the existing speed humps in Winwick were of little use to deter excessive speed. One resident had been in touch with a leading person for the '20's Plenty' campaign, based in Lymm. He would be prepared to speak to the Council about what was effective in reducing speed. In general, the approach was successful if it tackled a whole area, rather than a single road.

Response: Councillor Mitchell suggested that the Council purchase a smiley face speed sign. The moveable varieties tended to be more effective. Ms Jones Operations and Finance Officer was due to meet with the PCSO to discuss possible Police funding for a camera. The signs also recorded information on speed which then provided intelligence to support enforcement. Details of the contact for the '20's Plenty' campaign could be sent to the Clerk.

Fly-Tipping

A resident reminded Members that Causey Bridge on Alder Lane was a local hotspot for fly-tipping. On 5 February 2022 four skips of rubbish had been removed by volunteers. Around 80 tyres had been removed to a recycling centre at Ellesmere Port. The clean-up had also recovered 3 or 4 double mattresses and 20 bags of other litter, which had been collected by Warrington Borough Council. The local farmer had also helped with the operation. The question now was how to prevent the dumping of further waste. The sustained efforts of Councillor A Abbey to persuade the Environment Agency to clean up the site were acknowledged, although ultimately this had not resulted in any action from that body. Volunteers did not wish to have to repeat this clean-up exercise, as there were some potential risks to health and safety at this site.

Response: Councillor A Abbey confirmed that the Environment Agency had not responded to his repeated enquiries. The volunteers were praised for their efforts.

Pot-holes

A resident indicated that she had reported numerous issues to Warrington Borough Council, including pot-holes in the highway, but had not received a response from its officers. However, it was acknowledged that Councillor Mitchell had replied to those requests submitted to her directly.

Response: Members of the public were encouraged to use the 'My Warrington' reporting system on the Borough Council's website, as that authority's preferred means of customer contact. However, it would be useful to copy in local councillors into any e-mails, to enable them to keep abreast of issues and to allow them to chase up any replies.

Leisure Centre 50th Anniversary

A resident confirmed that she had discussed the proposed 50th Anniversary celebration for the Leisure Centre with the former Clerk to the Parish Council at that time, Mr Peter Walters. The Celebration would take place on Friday 29 April 2022, commencing with a Children's Party at 4.30pm – 6.30pm, followed by an Adults' Event at 7.30pm. A commemorative plaque would be unveiled and there would be short speeches by the former Clerk and a Member of the Council. There would be a DJ provided and a buffet. The event would be ticketed to limit numbers of attendees and a number of VIPs would be offered tickets in advance of any general sales. Mr Walters was keen to ensure that the event focused on the village and its residents.

Response: The Chair confirmed that she was happy for the Management Team to

continue to develop the details of the event. Ms Jones reported that a budget of around £1,500 would need to be set aside to fund the event. The buffet was likely to cost around £600 and a DJ would be £250 for both sets. The cost of the plaque was as yet unknown. Councillor Herron reported that he was trying to compile a list of relatives of those people who had been involved in the commissioning of the Centre, but who were now deceased. He had also been in touch with former Parish Chair, John Gordon. The resident indicated that she had a photograph of those present at the original opening ceremony. Councillor Iddon commented that there used to be some photographs of the event displayed in the Centre, but these had been moved into storage. Ms Jones undertook to see if they could be located in the attic.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To approve expenditure of £1,000 (potentially from the Millennium Fund) to support the Jubilee bench project with up to £1,400 available in total as a reserve.
- (3) To approve the removal, refurbishment and reinstatement of the benches on Swan Green.
- (4) To approve the programme for the Leisure Centre 50th Anniversary celebration and estimated costs of £1,500, as reported.

WPC.145 Written Motions Received

There were no written motions submitted on this occasion.

WPC.146 Police / Community Issues

A written report was provided by PCSO Dean Pritchard (Peel Hall/Houghton Green Wards) for January 2022. There was no report from PCSO Neil Brown (Winwick Ward) on this occasion.

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 Borough ward were as follows:

- Crime (55);
- Traffic (45);
- Domestic (23);
- Concern for safety (21);
- Anti-social behavior (18); and
- Administrative (10)

Other Police Activity (some outside of Winwick)

- Care home visits;
- Super Cucooning – Burglary SelectaDNA Kits (on various dates);
- PTAC Camera request sent for Capesthorne Road due to ASB – subsequently authorized;
- Person profile created for care home;
- Ibis slide for beggar around Capesthorne Road shops;
- Knife Sweep - Peel Hall Park/Cllr Nathan Sudworth;
- Neighbour issue;
- Residents Voice Survey - Capesthorne Road;
- Bike Marking - Peel Hall Park;
- Job created for burglary (Orford area);
- Drone observations conducted at an address (no heat source, but was strong smell of cannabis in street);
- Residents Voice Survey - Derek Avenue;
- Looking to community protection notice for local shop regarding fly tipping; and
- Super Cucooning/Care homes/Monthly report sent

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

WPC.147 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 – 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 worked with young people and aimed 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 four Jubilee Benches, dedicated to the Queen's Platinum Jubilee. A report provided by Allan Jones, Lee Ulyat and Bob Towers with full details of the request was included as an Appendix to this report. (This matter had been discussed earlier in the meeting - see Minute WPC.144) – 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

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

WPC.148 Planning Matters

General Correspondence

Nil

Domestic Planning Applications

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

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.

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

WPC.149 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 January 2022.

In January, £17.6k of income had been received through the Leisure Centre. The Centre was showing a £5.54k profit for January, which was partly due to invoicing of field hire for the three children's football teams at £3.75k.

The year to date figure showed a profit of £5.4k and February appeared to have started off in a strong position.

There had been £10.4k of expenditure against the precept in January and the Council currently had £32.9k of the £124.2k precept remaining. This balance was after accounting for all 4 quarters' bills for grass cutting, vehicle leasing for the litter picker and insurance fees.

Additional Items

1) Tommys

The air force and naval statues were not currently listed on the Royal British Legion (RBL) website and offices had been unable to source other suppliers via RAF/ Navy websites. A request had been submitted to RBL for information as to whether it could still supply those types of figures. It might be possible to pursue this further through the Council's local RBL contact, Andrew Seddon. Councillor G Friend asked if the removable Tommy at Hermitage Green had now been taken down and commented that it was too small to be conspicuous at that location. Ms Jones suggested that it be repositioned around the Leisure Centre.

2) Loan Refinancing

Loans could be obtained from the UK Debt Management Office (DMO), the successor body to the Public Works Loan Board (PWLB), for:

- Capital payments
- To replace short-term borrowings

In order to obtain approval the following was required:

- A borrowing approval needed to be obtained from the Department for Levelling Up, Housing and Communities (DLUHC) – this approval would 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 would have to be made on form LC1 by the Responsible Finance Officer (RFO) with the following accompanying documents:
 - Scanned copy of an original bank statement
 - Direct debit mandate
- Application to be sent to the DMO at least 2 weeks before a loan was required.

Repayment periods:

Fixed rate – between 1 and 50 years

Variable rate – between 1 and 10 years

Fees:

Fixed rate – 35p per £1,000 of borrowing

Variable rate – 45p per £1,000 of borrowing

3) Reserves Figure

The Reserves figure before the start of the financial year 2021/22, and following clearing of back-dated credit card statements, was £13,792.46. Councillor McGinn noted the position. Ms Jones added that the level of Reserves at the end of 2021/22 would be known shortly.

4) Item updates

- a) Wicksteeds – The playground contractors had been contacted regarding repairs and confirmation had been received on 3 February 2022 that the work would be undertaken with a 6-8 week lead in time.

- b) Tree issues – The removal of the Ash tree had been scheduled for 24 and 25 February 2022. However, the recent widespread storm damage might delay the works. Ms Jones had spoken to D Hannon, the Council's gardening contractor, about a replacement tree to commemorate the Queen's Platinum Jubilee. He had suggested planting a Cherry Tree, Silver Birch, Copper Birch or Weeping Willow. The cost would be around £120. An Oak was not recommended because of the length of time taken to reach maturity. A new Ash Tree was also not recommended. Members considered that a Silver Birch would be appropriate and asked what size the new tree would be. Ms Jones agreed to make further enquiries.
- c) Jubilee benches – The Chair asked about the Parish's funding for the commemorative benches (Minute WPC.144(2) also refers) and queried whether the Millennium Fund should be used. Ms Jones indicated that sufficient Parish funds were available to not require use of that fund. The Clerk added that the Trust Deed indicated that the Fund could be wound up by the Trustees or by the Council, but it did not provide for the Council to appropriate part of the Fund. A request would need to be made to the Trustees for funding. The current Trustees appointed on 28 September 2021 were Cllrs A Iddon, F McGinn and A Warnock-Smith and a member of the public, Mr J Worthington (subject to his confirmation).

Payments made since the report prepared for the Management Committee meeting of 8 February 2022

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 &J 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 &J 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

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 planting of a Silver Birch tree to commemorate the Queen's Platinum Jubilee, replacing the felled Ash tree on Myddleton Lane Playing Fields.

WPC.150 Review of Risk, Internal Controls, Financial Regulations 2021/22

Members considered a joint report of Julian Joinson, Clerk to the Council, and Clare Jones, Operations and Finance Officer, on the annual review of risk, internal controls and financial regulations.

Mr Joinson commented that the Accounts and Audit Regulations 2015 required an annual review of the effectiveness of the Council's overall system of internal control. The report dealt with the following:-

- Scope of responsibility;
- Purpose of the system of internal control;
- Personnel involved with the internal control environment;
- Review of effectiveness;
- Financial risk arising from health and safety issues;
- Business risk; and
- Review of financial regulations.

Appendices provided in the report included the following documents:

- Statement of Internal Control;
- Financial regulations (updated); and
- Contracts – Summary of relevant Financial Regulations (updated).

Mr Joinson highlighted the following amendments or decisions required:

- A new section on Business Risk included in the main report, to ensure that the Council assessed the business risk of any significant policy decisions, expenditure or contractual arrangements.
- The reappointment of the internal auditors, Styles for the completion of the accounting statements for 2021/22 and for any matters arising in 2022/23.
- Amendments to the Financial Regulations to provide for additional delegated powers for the RFO in the case of minor urgent repairs up to £300.
- Consequential amendments to the Contracts Summary and deletion of Section 6 (signing off of expenditure against operational budget headings), as the arrangements had been superseded by other financial controls

Decision –

- (1) To note the report on the Review of Risk, Internal Controls and Financial Regulations 2021/22.
- (2) To approve the reappointment of the internal auditors, Styles for the completion of the accounting statements for 2021/22 and for any matters arising in 2022/23.
- (3) To approve the amendments to the Financial Regulations, as set out in the report.
- (4) To approve the consequential amendments to the Contracts Summary and deletion of Section 6, as set out in the report.

WPC.151 Reports from Parish Council Committees

The minutes of the meeting of the Management Committee of 8 February 2022 were provided.

Councillor Herron highlighted that in respect of Minute WPMC.41 – Action List, a quote for Sky Sports of around £500 per month had been received. Ms Jones added that this was currently unaffordable, particularly in view of the anticipated increases in energy costs and brewery price rises. It was not possible to obtain Sky Sports on a pay as you go basis, meaning that the Leisure Centre would have to commit to a subscription for a set period, which would increase the financial risk involved. Councillor Herron commented that there were numerous sporting events broadcast on BT Sport and terrestrial TV, but the Centre needed to be more proactive in promoting these. This would be discussed further with the Leisure Centre Manager and a list of events advertised. Members noted that European matches were available on BT Sport and that other sport was featured on Channel 4.

The Chair commented that she had asked Councillor Herron to chair the meeting last time and was seeking to make this arrangement permanent. Other seats on the Committee could also be made available.

Decision –

- (1) To note the minutes of the Management Committee of 8 February 2022.
- (2) To approve the appointment of Councillor Herron as Chair of the Management Committee for the remainder of the Municipal Year 2021/22.
- (3) To approve the appointment of Councillor McGinn to an additional seat on the Management Committee for the remainder of the Municipal Year 2021/22.

WPC.152 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

Councillor Pitt reported that a street light was not working on the walkway to the rear of the Greenwood Pub, on Greenwood Crescent. The matter had previously been raised with Warrington Borough Councillors. Councillor Pitt requested that the Parish Council write to the Borough Council to ask them to look into the matter.

Councillor Pitt commented that excess litter was accumulating in the Peel Hall Ward. Ms Jones responded that the litter picker did patrol this area, but he had observed that the litter built up again quickly after it had been removed. Councillor Pitt added that the skip days had been effective in tidying the area. Ms Jones indicated that these would have been organised by Torus (Housing Association), but that she could contact them about organising further clean ups. The Chair reaffirmed that the litter picker should cover the whole of the parish. Councillor Mitchell added that some of the land on the estate was the responsibility of Torus, but that the litter picker did carry out some tidying up on their land.

Winwick Ward

It was noted that there had been no correspondence with Winwick CE Primary School, since the Council had put the land proposals on hold. It was unclear whether the school were happy with the current situation. Ms Jones commented that the school had now provided the Leisure Centre with a key for their car park for use on certain agreed occasions. It was understood that there were some key personal changes taking place at the school.

Councillor Herron confirmed that he would speak to Councillor Mitchell about the proposed Sports Strategy. He had also spoken recently to Paul McMahon (Winwick Athletic FC) about the proposed 3G pitch project and its location. The concept of an integrated Sports and Leisure site would be promoted further.

Councillor Herron noted that the street sign on Rectory Lane was still damaged. Councillor Mitchell confirmed that she had already reported this to Warrington Borough Council.

Councillor Herron reported that the damaged swing on Myddleton Lane Playing Fields had not yet been removed or repaired. However, the date for attendance by Wicksteeds had been reported earlier in the meeting (Minute WPC.149 refers).

Councillor Iddon indicated that further complaints had been raised about flooding on the footpath between Rectory Lane and Faringdon Road. The complaints were thought to be somewhat unreasonable given the very heavy rainfall that had been experienced over the past few weeks. There was other access to the estate which could be used on those occasions when the path became flooded.

Decision –

- (1) To note the reports and updates by ward councillors.
- (2) To request that the Clerk write to Warrington Borough Council to ask that the broken street light on the walkway to the rear of the Greenwood Pub, on Greenwood Crescent be repaired.

WPC.153 Date and Time of Next Meeting

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

WPC.154 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.155 Finance Officer's / Clerk's Report - Confidential Matters

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

- Debtors;
- Litter Picker – draft contract of employment; and
- Litter Picker – draft Agreement with Burtonwood and Westbrook Parish Council

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. One debt had been written off recently as unrecoverable. Public sector partner invoices had either been paid in full, or were due to be paid shortly and future bookings were now being taken. Payment had just been received for a long term hirer of accommodation at the Centre. Enquiries were still on-going with one private sector debtor as referred to in the previous minutes.

In response to a question by Councillor G Friend, Ms Jones reported that it was not possible to obtain payments in advance from NHS hirers, but there was a high degree of assurance around payments as these bodies were frequent users.

Litter Picker – Draft Contract of Employment

A copy of a draft contract of employment for an in-house litter picker was provided.

The Chair enquired if it was the intention to continue to lease a van for the litter picker. Ms Jones indicated that this was still being looked into and a comparison would need to be made between purchasing or leasing a vehicle.

Members discussed details of the wage proposed.

Councillor Warnock-Smith raised the issue of access to the Pension scheme and whether other staff had such access. Ms Jones confirmed that all staff had access to the Cheshire Pension Fund, however take up had been low. It was likely that this was linked to low income and affordability issues, given that most staff were part-time workers and some were under 20 years of age. Councillor Mitchell suggested that it might be useful to provide all staff with advice on the benefits of joining the pension scheme. Cheshire West and Chester Council who administered the scheme might be prepared to provide an information session for staff.

Councillor Warnock-Smith also asked about the arrangements for sick pay. Ms Jones indicated that the Council currently paid only Statutory Sick Pay. Mr Joinson, Clerk, reported that local authorities often paid up to 6 months on full pay followed by 6 months on half-pay, subject to the maximum qualifying service being accrued. Councillor Mitchell offered to ask Warrington Borough Council about its sick pay arrangements as a guide for the Parish.

Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council

A copy of a draft agreement with Burtonwood and Westbrook Parish Council for the litter picker service was provided. Councillors enquired if Burtonwood and Westbrook Parish Council were happy with the flat rate fee proposed and the fee for administrative costs for Ms Jones' time (approximately 2 hours per week). Ms Jones confirmed that provisional agreement had been reached.

Decision –

- (1) To note the confidential Budget report of the Operations and Finance Officer, including the information on debtors and draft litter picker employment contact and service agreement.
- (2) To approve the Litter Picker – Draft Contract of Employment, in principle, subject additional paragraphs being added in relation to admission to the Cheshire Pension Scheme and sick pay arrangements to mirror Warrington Borough Council.
- (3) To approve Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council, in principle, subject to any adjustments required as a result of (2) above.

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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 4

							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 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	
8	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, but currently unable to source particular variants	
9	To report to WBC that the street name sign on Rectory Lane had been knocked over	WPC.128	25/01/22	Clerk	-	-	Completed	
10	To request the officers to look into what permissions would be required to site a commemorative bench at Hermitage Green.	WPC.128(3)	25/01/22	Clerk/ Operations and Finance Officer	-	-	In progress	
11	To approve the repairs to the playground equipment as identified in the inspection report.	WPC.133(2)	25/01/22	Operations and Finance Officer	-	-	Repairs pending	
12	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	Clerk/ Operations and Finance Officer	-	-	Electoral roll received. Work in progress to extract relevant details	
13	To approve the establishment of a Working Group comprising the three Winwick Ward Councillors, a small group of residents and the Operations and Finance	WPC.135(2)	25/01/22	Operations and Finance Officer	-	-	In progress	

Agenda Item 4

	Officer, to develop proposals for the 50th anniversary of the opening of the Leisure Centre.							
14	To approve the planting of a Silver Birch tree to commemorate the Queen's Platinum Jubilee, replacing the felled Ash tree on Myddleton Lane Playing Fields.	149(2)	22/02/22	Operations and Finance Officer			In progress	
15	To request that the Clerk write to Warrington Borough Council to ask that the broken street light on the walkway to the rear of the Greenwood Pub, on Greenwood Crescent be repaired.	152(2)	22/02/22	Clerk			In progress	
16	To approve the Litter Picker – Draft Contract of Employment, in principle, subject additional paragraphs being added in relation to admission to the Cheshire Pension Scheme and sick pay arrangements to mirror Warrington Borough Council.	155(2)	22/02/22	Operations and Finance Officer			An updated version is included elsewhere on this Agenda	
17	To approve Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council, in principle, subject to any adjustments required as a result of (2) above.	155(3)	22/02/22	Operations and Finance Officer			An updated version is included elsewhere on this Agenda	

Progress Legend

Completed

Complete – Immediate review programmed

Progressing to target

Issues (exception)

Early progress / just started

Not started (lower priority)

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From February to March

Burtonwood

- Currently I have recent complaints about a vehicle being parked on single yellow lines on Phipps lane, I have spoken to the occupant of the vehicle and this should be resolved.
- I have done street the week on Green Jones Brown and on Mercer Street giving security advice and doing residents voice to get some feedback from the area.
- Working with the schools by sending them current and relevant information they can use.
- I have been to Hermes doing each shift to show a presence since there was a number of thefts of pedal cycle last month, this month there has been no reports.
- I have provided reassurance to a few residents who have reported suspicious activity of people trying car doors in the area.
- I still try to attend any public events when on duty such as the silver foxes at the Library or sowing club in the area so I can be accessed in the public, I also being holding both virtual surgeries and ones in person so people can talk about any concerns.

Winwick

- I have been doing high Vis patrols on Winwick Park due to recent theft from vehicles.
- I have been working with residents about HGVs coming down Golborne Road and hoping to get an official lorry watch scheme in place.
- I have a knife handed in to myself which was found in the area.
- I have dealt with an aggressive sales person who didn't like being told no, CCTV from locations have been collected and further investigations are being done
- Off road bike have been reported on Parkside road causing damage to crops, we are trying to get more information from work the bikes are coming and liaising with get our off road bike team to the area when possible to nip this in the butt before spring/summer come along.
- Similar to Burtonwood I have been holding surgeries at the Winwick Leisure centre so people can access me easily to get any concerns across.
- Speed enforcement done on Hollins lane catching 2 vehicles.
- I have done a few house visits on Falcon Dale road after a recent attempted break, offering reassurance to the area and supplying security advice.

As usual if you ever need anything please feel free to get in touch with myself via email.

Neil.brown@cheshire.police.uk



Poplars and Hulme Ward

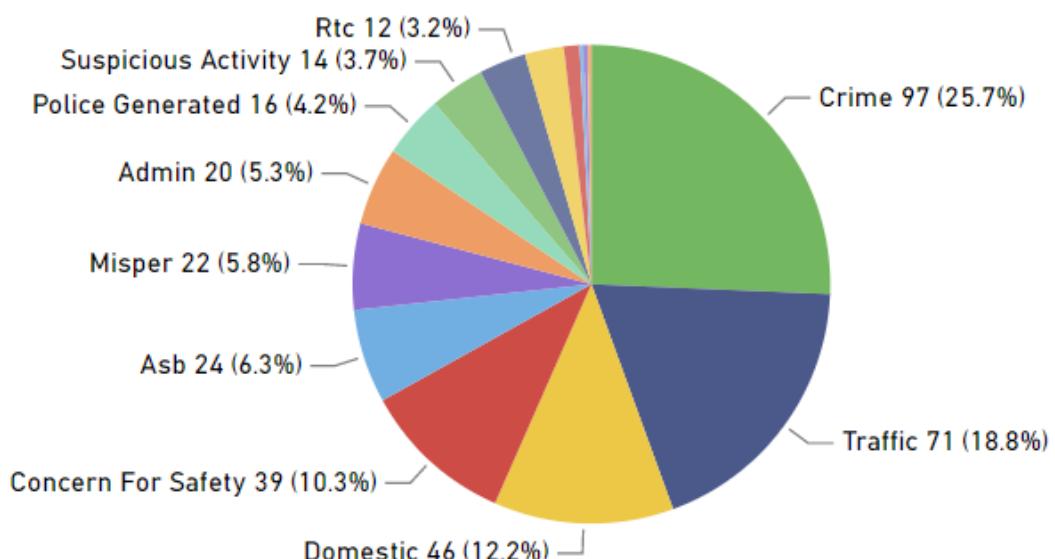
Feb 2022

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	20
Advice	4
Asb	24
Concern For Safety	39
Crime	97
Domestic	46
Hoax	10
Misper	22
Other	1
Police Generated	16
Public Order	1
Rtc	12
Sudden Death	1
Suspicious Activity	14
Traffic	71
Total	378

OTHER –

- 01/02/22 - Super Cucooning/Care home visits
- 03/02/22 - St Andrews School Parking Visibility
- 03/02/22 - Helping hands - Afghan family food request
- 03/02/22 - Email to fire regarding Windermere fires (partnership)
- 07/02/22 - Food parcel for Afghan family - Helping Hands
- 08/02/22 - Trucam Blackbrook Avenue
- 09/02/22 - Niche
- 12/02/22 - Food Parcel for Afghan family delivery
- 13/02/22 - Beat Training
- 14/02/22 - Beat Training
- 15/02/22 - RD Beat Training
- 17/02/22 – Burglary - Super Cocooning Hallfields Road/Long Lane
- 18/02/22 - Niche Tasks/Remedy Referral – Neighbour issues (Mill Lane)
- 19/02/22 - Niche Tasks, Super Cucooning (Burg) - Buttermere Crescent
- 22/02/22 - SelectaDNA Buttermere Crescent/ SOTW Martin Avenue
- 23/02/22 - Keys for Tier2 Radley Common
- 24/02/22 - PST
- 25/02/22 - PST/Training courses online
- 28/02/22 - Call backs/Niche

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Winwick Parish Council

**Correspondence since 22 February 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 – 18/02/22, 10/03/22 and 15/03/22
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 18 and 25 February and 4 and 11 March 2022 – 18/02/22, 23/02/22, 25/02/22(x2), 04/03/22, 08/03/22 and 11/03/22
3. E-mail from PCSO Neil Brown requesting the Council to promote on its website a link to the Constabulary's website regarding the Cheshire Police's residents survey – 24/02/22
4. E-mail on behalf of John Dwyer, Police and Crime Commissioner for Cheshire, enclosing the latest Stakeholder Bulletin for February 2022 – 25/02/22
5. E-mail from resident, BT, providing a progress report on the funding raised regarding 'Flying the Flag for Ukraine' - around £700 in just a few days; highlighting the floral flag at St Oswald's Church; indicating the launch of a Just Giving page for secure donations / Gift Aid; offering to provide a link for promotion on the local Facebook pages; and seeking support for possible campaign in conjunction with Winwick CE Primary School to collect baby milk powder for Ukrainian families displaced by the conflict – 07/03/22
6. E-mails from the Stop HS2 (North) Team seeking to raise awareness of a coordinated campaign and, to highlight the HS2 2b Crewe – Manchester Environmental Statement Consultation – 04/03/22 and 07/03/22
7. E-mail from PCSO Dean Pritchard enquiring if Members and officers know of anyone in the area who would be interested in becoming a Neighbourhood watch co-ordinator – 05/03/22
8. E-mail from, AC, a regular customer for field lettings, expressing disappointment at the price rises for 2022/23 for the hire of Myddleton Lane Playing Fields and listing a number of issues with the maintenance and management of the playing fields and the facilities available – 10/03/22
9. Email on behalf of John Dwyer, Police and Crime Commissioner for Cheshire, about a survey around the safety of women in public places, with a view to informing future funding bids – 11/03/22
10. E-mail from AG providing contact details for Rod King of the 20's Plenty road safety campaign – 14/03/22

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
 - geViews - Planters
 - Kompan – outdoor play and fitness equipment
 - Myparishcouncil – website design
 - Nemisis Pyrotechnics Limited – firework displays
12. E-mails from Craig King, Cheshire Pension Fund, about Monthly Interfacing – 15/03/22
13. E-mail from Helen Buckley, Clerk & RFO, Croft Parish Council, seeking advice on lettings for their playing field – 16/03/22
14. Flyer from resident, BT, about a forthcoming Winwick Litter Network Event (see overleaf) – 15/03/22.

Researching improved strategies for tackling litter in Warrington



7.30 pm Thursday 12th May 2022
Winwick Leisure Centre, WA2 8LQ

Hosted by the team from Winwick Litter Network, you are cordially invited to an evening workshop to debate and agree on new strategies for reducing the impact of litter and fly-tipping in Warrington.

We hope to have a broad array of key individuals present including Councillors, Senior Council Officers, Cheshire Police, educationalists, local business leaders, farmers and landowners, together with members from Warrington's broad spread of voluntary networks who go out collecting litter from our local neighbourhoods.

We want to energise the debate on this key topic, moving it far higher up the local agenda, seeking new and much more dynamic ways of tackling the deep rooted issues which lead to so much litter and fly-tipping ending up in our local environment.

We want to make Warrington an exemplar in this field, demonstrating that improving the quality of our local environment leads to the improved health and well-being of its people, making it an even better place to live and work .

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Winwick Parish Council

Planning Matters since 22 February 2022

General Correspondence (0)

Nil

Domestic Planning Applications (2)

1. Application reference: 2022/41056
Location: 99, Browning Drive, Winwick, Warrington, WA2 8XL
Description of development : Proposed single storey extension to rear to extend beyond the rear wall by 6.24m to a maximum height 2.73m and height at the eaves 2.40m

2. Application reference: 2022/41023
Location: 197, Myddleton Lane, Winwick, Warrington, WA2 0RL
Description of development : Alterations to window and door apertures to front and rear elevations. Application of new render to ground floor front elevation.

Non-Domestic Planning Applications (0)

Nil

Up to date as at 16/03/22

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

In February we have had £12.6k of income through the centre. The centre is showing a £0.4k profit for February (with the quarterly bill for water usage taken out).

The year to date stands at a profit of £5.8k and March appears to have started off in a strong position.

There has been £5.2k of expenditure against the precept in February and we currently have £27.2k of the £124.2k precept remaining.

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.
- Item updates
 - 1) Wicksteed have been contacted re: repairs – confirmation received 3rd Feb with 6-8 week lead in. Email received that repair will be undertaken w/c 14th March.
 - 2) Tree issues – Ash tree was removed on 3rd and 4th March. The grounds where machinery was utilised will need tending to once the weather dries up sufficiently and the bench needs replacing due to damage from a falling branch. I suggest we use this as the jubilee notification to go with the Silver Birch tree that is to be planted.
 - 3) Silver Birch tree to be put in situ on Weds 16th March.
 - 4) Smiley face traffic monitors – Costs £2,809.00 ex vat (£3,370.80 inc vat) – price includes sign, battery charger, data terminal, tripod and carriage - funding available through the PCC Grant with a £5k maximum but all applications must be match funded so we can only apply for half – Paperwork will be obtainable from 1st April to proceed with this if Councillors are happy with the £1,685.40 (inc VAT) of expenditure.

- 5) Anniversary event – issued as a separate document.

Payments made since those reported in the management report

Direct debit Leisure Centre		
10-Mar-22	BT GROUP PLC	£245.76
08-Mar-22	SCOTTISHPOWER	£999.00
28-Feb-22	WBC NNDR	£800.00
Direct debit Parish		
10-Mar-22	BARCLAYCARD	£157.49
07-Mar-22	PUBLIC WORKS LOANS	£1,233.12
03-Mar-22	XERO UK LTD	£31.20
Payments Leisure Centre		
14-Mar-22	Easyflow	£54.00
14-Mar-22	Concept Hygiene	£438.00
14-Mar-22	T & JT Barton	£649.49
07-Mar-22	Clear Brew	£129.60
07-Mar-22	T & JT Barton	£667.02
07-Mar-22	Water Plus Limited	£977.17
28-Feb-22	Maxigiene	£72.00
28-Feb-22	T & JT Barton	£133.65
28-Feb-22	Wigan Beer Co	£132.86
28-Feb-22	T & JT Barton	£1,755.28
28-Feb-22	Easyflow	£13.50
Payments Parish		
14-Mar-22	Service Care	£288.16
14-Mar-22	Protive security	£600.00
07-Mar-22	Wicksteed Leisure	£144.00
07-Mar-22	Service Care	£249.22
07-Mar-22	Chsh. Pension Fund	£199.81
07-Mar-22	DL Hannan	£95.00
28-Feb-22	Gardenia Gardens	£195.00
28-Feb-22	Service Care	£576.32
28-Feb-22	Styles	£444.00

Part 2 items:

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

Profit and Loss
Winwick Parish Council
1 April 2021 to 28 February 2022

	28 Feb 22	YTD
Income		
210 Room hire income	£3,835.01	£39,091.60
225 Buffet sales income	£0.00	£380.58
230 Bar sales income	£6,474.07	£66,425.40
231 Bar snacks income	£206.14	£2,284.85
232 Soft drinks income	£1,051.73	£11,783.80
281 Furlough Income	£0.00	£6,866.22
Copying	£0.00	£2.38
Ticket sales	£0.00	£72.00
Machine income	£246.80	£732.72
Bar tea and coffee	£798.00	£5,933.96
Field income	£12.50	£5,487.48
LC Bar till discrepancies	-£10.77	-£188.51
Total Income	£12,613.48	£138,872.48
Less Cost of Sales		
bar snacks expenditure	£91.15	£948.98
Beverage supplies (Coffee, milk etc)	£13.17	£3,494.65
Drink purchases (and other bar items)	£2,507.96	£26,520.09
Food costs / buffet costs	£0.00	£213.75
LC Direct Wages	£2,053.96	£24,332.47
soft drinks expenditure	£305.43	£4,074.11
Total Cost of Sales	£4,971.67	£59,584.05
Gross Profit	£7,641.81	£79,288.43
Less Operating Expenses		
Bad Debt	£0.00	£1,219.50
DJ costs	£0.00	£137.05
LC Bar & Cleaning sundries	£108.00	£2,665.77
LC Bottled Gas	£40.50	£995.05
LC Cleaning	£506.56	£7,101.63
LC consulting	£27.50	£252.50
LC Electricity (Light, Power)	£789.88	£4,789.88
LC Equipment	£47.45	£2,320.52
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£822.95	£3,444.37
LC Landline telephone and Broadband	£224.25	£2,290.77
LC Rates	£800.00	£8,805.75
LC Repairs & Maintenance	£476.95	£7,856.89
LC Trade waste	£229.80	£2,134.10
tv licence	£0.00	£132.50
LC Water and Sewerage	£977.17	£3,020.75
Managers salary and NI	£1,780.43	£19,679.01
aeo	£0.00	£1,165.99
recruitment costs	£0.00	£110.00
machine game duty	£82.00	£243.80
PAYE Payable	£322.29	£4,510.02
Stocktaking Services	£0.00	£180.00
Total Operating Expenses	£7,235.73	£73,460.85
Net Profit	£406.08	£5,827.58

Income and expenditure
Winwick Parish Council
1 April 2021 to 28 February 2022

28 Feb 22 YTD

Income

Precept	£0.00	£124,252.00
Total Income	£0.00	£124,252.00

Less Cost of Sales

Total Cost of Sales	£0.00	£0.00
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Gross Profit	£0.00	£124,252.00
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Less Operating Expenses

Administration expenses	£71.07	£1,035.67
Advertising & Marketing	£0.00	-£15.00
Audit & Accountancy fees	£0.00	£1,450.00
Bank Fees	£201.61	£2,139.84
xmas tree	£0.00	£250.00
Tommys	£0.00	£385.51
Clerk's salary	£529.73	£5,827.03
Election expenses	£0.00	£2,378.94
External audit fee	£0.00	£400.00
Grass cutting	£0.00	£4,062.60
Grounds Maintenance	£267.50	£1,567.50
Insurance	£0.00	£2,495.17
Key holding contract	£0.00	£690.73
Alarms maintenance	£0.00	£500.00
Pension costs	£199.81	£2,197.91
Legal / Licencing Expenses	£0.00	£648.00
Litter Pick Costs (Shared)	£902.11	£14,863.44
Loan charges	£0.00	£8,461.96
PAYE Payable	£654.31	£9,156.71
Payroll	£185.00	£2,138.34
Postage	£0.00	£1.70
Playground audit and repairs	£0.00	£120.00
RFO Salary (and NI)	£2,015.08	£32,371.62
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	£190.00	£1,905.00
Total Operating Expenses	£5,216.22	£96,987.67

Balance of precept remaining	£27,264.33
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Anniversary event planning document

Date: Friday 29th April 2022

Kids party 4.30pm to 6.30pm

To include sweets and kids DJ.

Estimated costs: £140.00

Kids party **4.30 to
6.30**

<i>Item</i>	<i>Provider</i>	<i>Cost</i>
DJ	Jimbo junior	£100.00
Sweets	SJ Leisure	40
Tickets	bar receipts	0
£140.00		

50p ticket for approx. 50 kids with accompanying adult – Tickets to be sold over the bar to control numbers.

Adults party 7.30pm to 11pm

To include band/DJ, buffet and speeches for plaque issuing.

Estimated costs: £1500.00 (ticket production and banner cost to be sourced)

Adults party **7.30 to
11.00**

<i>Item</i>	<i>Provider</i>	<i>Cost</i>
Replacement plaque	timpsons	£126.00
Commemorative plaque	timpsons	£126.00
Bunting x6	Amazon	£21.00
DJ/ Band	Jimbo Junior	£150.00
Buffet	Paula	£675.00
Balloons	Amazon	£105.92
Back drop	Amazon	£10.99
tableclothes	amazon	£47.98
Banner		
wristbands	amazon	£3.99
Tickets		

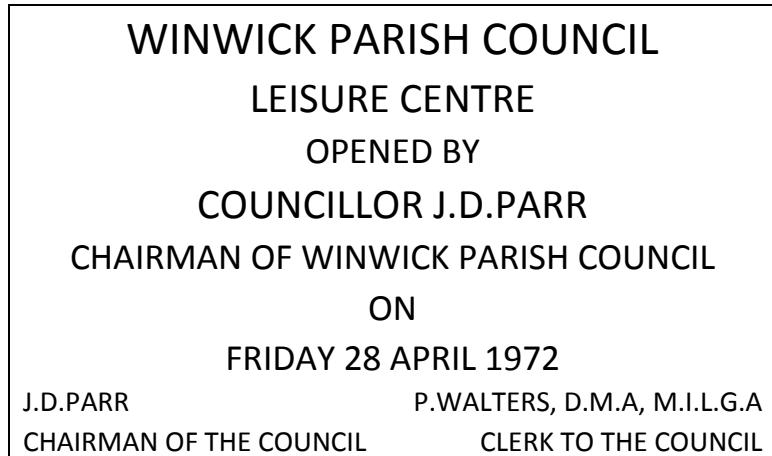
£1,266.88

NB: Buffet costs vary dependent on numbers and food stuffs – this is top end cost for hot and cold buffet.

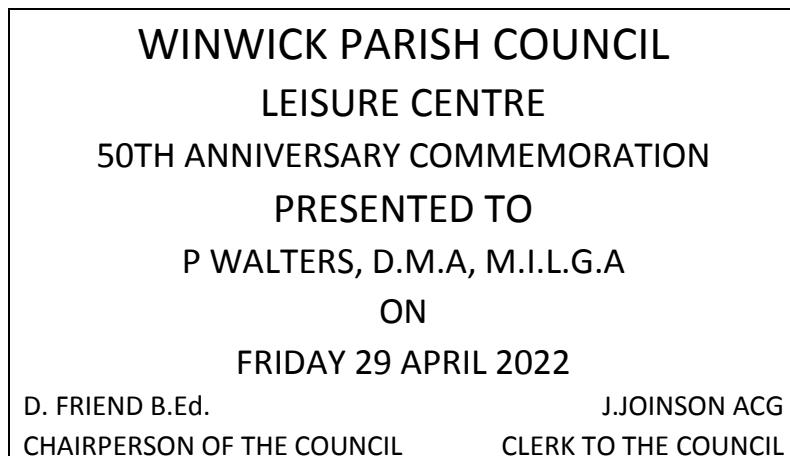
Staff required – PW/CJ to set up and clean between sessions

2 x bar staff for evening event, plus glass collector

Replacement plaque wording



New anniversary plaque wording



Anniversary invites wording



Decorations:



Back drop for Main Hall or Countryside



Bunting



Balloons



Table balloons



Tablecloths

VIP attendees:

Previous Council administration – from when opened

Current Councillors – please let me know which Councillors would be attending.

Family of previous Council administration – from when opened

Additional attendees:

Regular users

Winwick Parish residents

To do list:

- 1) Set date – complete
- 2) Contact DJ re: availability and costs – PW – complete
- 3) Contact KC Kitchen re: availability and costs – complete
- 4) Contact SJ Leisure re: sweet cart – CJ – price not received
alternative option chosen – costing complete
- 5) Obtain dimensions for plaque costing and obtain costs – CJ – complete

- 6) Prep plaque wording and put past Council – CJ – wording complete require confirmation Councillors are happy with it before having plaques done
- 7) Cost up ticket production and wristband costs – CJ
- 8) Cost up decorations for room – CJ - complete
- 9) Obtain list of previous Council members and family members – JH – in progress
- 10) Obtain photos for display purposes – JH – in progress
- 11) Get photos blown up to display size - CJ
- 12) Put together cost models for Council for approval – CJ – in progress
- 13) Issue tickets – CJ
- 14) Co-ordinate event set up and smooth running – PW/CJ