

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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22 June 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, 28 June 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 Annual Meeting of the Parish Council held on 24 May 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. Community Governance Review**
- 12. Reports from Parish Council Committees**
 - Management Committee – 10 May 2022
- 13. Reports from Approved Outside Bodies**
 - Parish Council Liaison Committee – 9 June 2022
 - Rights of Way Forum – 15 June 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, 26 July 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**
- 18. Staffing Matter**
- 19. Winwick Educational Foundation – Governance Proposal**

Winwick Parish Council
Minutes of the Annual Meeting held on 24 May 2022

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

WPC.1 Election of Chair

Nominations were sought for the Chair for 2022/23. The nomination of Councillor Diana Friend was moved and seconded. No alternative nomination was received.

Decision – That Councillor D Friend be appointed Chair of the Parish Council for the Municipal Year 2022/23.

Councillor D Friend thereupon took the Chair.

WPC.2 Election of Vice-Chair

The Chair sought nominations for the position of Vice-Chair for 2022/23. The nomination of Councillor Andrew Warnock-Smith was moved and seconded. No alternative nomination was received.

Decision – That Councillor A Warnock-Smith be appointed Vice-Chair of the Parish Council for the Municipal Year 2022/23.

WPC.3 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors C Mitchell and J Pitt.

WPC.4 Code of Conduct - Declarations of Interest

There were no declarations of interest made at this point in the meeting. (A later declaration was made at Minute WPC.25).

WPC.5 Re-adoption of Winwick Parish Council Code of Conduct

Members were reminded that the Parish Council had adopted a Code of Conduct on 26 February 2013, which mirrored the Code of Conduct adopted by Warrington Borough Council, following changes to the standards regime implemented under the Localism Act 2011. The Code had been re-adopted by Winick Parish Council in each successive year, thereafter.

On 28 February 2017, the Parish Council had revised its Code to include information about the handling of Members' Gifts and Hospitality.

At its Annual Meeting in 2017, the Council had been informed that Warrington Borough Council had revised Part B of its Code of Conduct, to simplify the text in relation to registering and declaring disclosable pecuniary interests, also to include a requirement for Members who had a disclosable pecuniary interest to leave the room during the discussion or vote, and additional rules in relation to a number of other

types of personal interest. The Parish Council had decided not to adopt those changes.

A revised Model Code of Conduct had published by the Local Government Association in 2020. Warrington Borough Council had subsequently updated its own Code in the light of these changes. Members were invited to retain Winwick Council's existing Code for the time being and to request that Officers to look into reviewing the Code to consider alignment with the new Model Code.

The existing Code was last readopted on 18 May 2021.

Decision – 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.6 Re-adoption of Winwick Parish Council Governance and Operational Procedures

Members were reminded that the Parish Council had previously adopted numerous governance and operational procedures. It remained good practice to review the policies on an annual basis.

Members were informed that the Council currently operated under the National Association of Local Councils (NALC) Standing Orders – 2010 edition – which had been adopted on 24 September 2013 and last re-adopted on 18 May 2021. However, sections of that document in relation to the 'power of wellbeing' and contracts were now out of date.

A revised edition had been published by NALC in 2013, in their booklet 'Local Councils Explained' and had been revised again in April 2018. The Council, at its meeting on 23 April 2019, had recommended that the latest version be purchased and adopted by the Council. The new booklet had been received and work was on-going to adapt the document for use by Winwick.

The Model Standing Orders included a number of sections which were subject to local choice. Work was on-going to populate the new document in line with the terms of the existing Standing Orders, in so far as is possible. Where there was ambiguity, authority had previously been delegated to the Clerk to complete the document, in consultation with the Chair, and to report back on the final draft at a future meeting of the Council.

Members were reminded that a Scheme of Delegation to Officers had been approved by the Council at its meeting on 26 May 2020, details of which were provided.

Work was on-going to develop a Data Protection Policy and to include any matters required in line with the General Data Protection Regulation. Julian Joinson, Clerk, confirmed that the back-office procedures to comply with the requirements for the processing of personal information were already in place, but the public facing document which explained the Council's policy was still being developed.

Councillor Warnock-Smith enquired about the differences between the Warrington Borough Council and ACAS Grievance procedures referred to in the report. The Clerk responded that the ACAS procedures were more generic and suitable for a wide variety of organisations, whereas the Warrington procedures were tailored to local authority circumstances.

The Council was invited to re-adopt the documents described in the report.

Decision -

- (1) 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.
- (2) To note and re-adopt the following policy documents:-
 - National Association Local Councils Standing Orders: 2010 Edition – as adopted on 24 September 2013 and last re-adopted on 18 May 2021, until the implementation of the 2018 Edition at (1) above.
 - Scheme of Delegation to Officers, as re-adopted on 18 May 2021.
 - Complaints Procedure – as re-adopted 18 May 2021.
 - CCTV Policy – as re-adopted on 18 May 2021.
 - Leisure Centre Operational CCTV Policy – Implemented by Leisure Centre Manager on 4 April 2015, endorsed by the Council on 17 May 2016 and re-adopted on 18 May 2021.
 - National Association of Local Councils 'Being a Good Employer Guide' – as re-adopted on 18 May 2021.
 - ACAS Procedures for dealing with employee grievance matters – as re-adopted on 18 May 2021.
 - Warrington Borough Council discipline policy – as readopted on 18 May 2021
- (3) To note the on-going work to develop a Data Protection Policy.

WPC.7 Appointments to Committees and Sub-Groups

Members were asked to consider re-establishing a number of Committees and Sub-Groups and also to consider the appointments to those bodies.

There was a presumption that, where possible, Committees would include the Chair and / or Vice-Chair, as appropriate. The frequency of meetings and terms of reference for each Committee would normally be agreed at the first meeting of each Committee.

Meetings of the Management Committee would take place on alternate months, arranged for the second Tuesday of the month. A correction was made to the report which had stated in error that Councillor Warnock-Smith was currently a member of

that Committee. The report should have referred to Councillor McGinn. Members were also advised that Recommendation 3) in the report was not required as the Council intended to appoint the Chair this evening;

The Grievance and Staffing Appeals Committees would normally be chaired by the Chair and Deputy Chair of the Council respectively to ensure that any evidence would be considered afresh.

The Local Plan Working Group had not met in 2021/22, but Members considered retaining this body in view of the on-going process to approve the Plan.

Decision –

- (1) To re-establish the following Committees/Sub-Groups for 2022/23 with the Terms of Reference as set out in the detailed report:-
 - Management Committee (subject to Recommendation 3 not being accepted and that the Chair be appointed at today's meeting);
 - Grievance Committee;
 - Staffing Appeals Committee;
 - Local Plan Working Group.
- (2) To appoint the following persons to the Management Committee - Councillors Herron (Chair), A Abbey, D Friend, Iddon, Mc Ginn and A Warnock-Smith.
- (3) To authorise the Clerk to make appointments to the Grievance and Staffing Appeals Committees, as necessary, in accordance with the Recommendations in the report and following consultation with the Chair of the Council.
- (4) Membership of the Local Plan Working Group will be determined by the Council, as and when necessary

WPC.8 Appointments to Outside Bodies and Other Positions of Responsibility

Members were asked to consider the appointment of persons to serve on behalf of the Parish Council on a number of outside bodies or in other positions of responsibility.

Rights of Way Forum

Councillor G Friend who had served on this body in 2021/22, indicated that he wished to step down from this role. Members understood that the Borough Council officer who had arranged these meetings had not been replaced. However, the body might be resurrected in the future. A resident, Emma Lavender, had expressed an interest in becoming a footpath warden for the parish area. It was proposed to invite her to attend the Forum on behalf of the Council if its meetings recommenced.

Millennium Fund Trustees

In respect of the Millennium Fund, four Trustees were appointed to manage the Fund, of which three had to be councillors and one had to be somebody ordinarily resident in the Parish of Winwick. The Trustees of the Fund served for a period of four years and were eligible for reappointment at the end of that period. In order to regularise the position, the Council had agreed on 28 September 2021 to synchronise the appointments with the timetable for Parish Elections. The trustees appointed until May 2024 were Councillors A Iddon, F McGinn and A Warnock-Smith. Enquiries were underway to ascertain if Mr Worthington, the resident trustee, wished to continue in this role.

Councillor McGinn asked if any decision had been taken to use up the capital sum. Ms Jones, Operations and Finance Officer, indicated that the Council had agreed to recommend the use some of the money for the jubilee benches. Members discussed whether to wind up the fund, as it had been put in place some 22 years ago when the financial climate was different. Members considered that a suitable lasting legacy project should be chosen. Councillor McGinn commented that the notice board outside the Plough was in a poor state of repair and difficult to use. Its replacement was proposed and a list of such small replacement/improvement schemes could be developed.

Winwick Educational Foundation

Former Winwick Parish councillor, Mike Matthews, had agreed at the last meeting to continue to serve on the body on behalf of the Council. He intended to put forward some suggestions shortly about the future of the Foundation. Councillor A Abbey reminded Members that the land owned by the Foundation was in St Helens, close to a large development site. The St Helens Local Plan had been called in, but the appeal had been turned down, meaning that the Local Plan as drafted would now be adopted. This could potentially add value to the Trust's land. Accordingly, the Parish Council should be kept informed of any valuation of the land. Members noted that other developments were taking place in the immediate vicinity to this land, including the Parkside development and a 6,000 homes scheme adjacent to Burtonwood.

The Clerk reported that a list of the other Trustees was available from the recent minutes of the Board. The Operations and Finance Office commented that there may have been some new annual nominations from other appointing bodies.

Signatories for Electronic Banking

Ms Jones reported that the Council now had four signatories able to access the Unity Trust electronic banking system and both Mr Joinson and Mr Wharton were able to sign if necessary. There should now be sufficient authorised signatories.

Decision –

- (1) To appoint the following persons to the outside bodies indicated:-

- Rights of Way Forum - Emma Lavender (subject to her accepting the role of footpath warden and wishing to join the Forum)
 - Winwick Educational Foundation – Mike Matthews)
- (2) To note that the existing councillor appointments to the Millennium Fund (Councillors A Iddon, F McGinn and A Warnock Smith) would continue until May 2024 and to request the Clerk to ascertain if Mr Worthington wished to continue in his role as resident trustee.
- (3) To note that there were sufficient authorised signatories to operate the electronic banking arrangements.

WPC.9 Minutes

Decision – That the Minutes of the meeting held on 26 April 2022 be agreed and be signed by the Chair as a correct record.

WPC.10 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.

In respect of Action 13 - Litter picker agreement, it was noted that Burtonwood Parish Council had now signed the agreement. Members were reminded that this would enable the Litter Picker to start his direct employment by the Council from 4 July 2022. Ms Jones indicated that she would now serve notice of termination of the contract on the employment agency, Service Care Solutions.

In respect of Action 14 - Winwick Educational Foundation, Councillor G Friend asked for clarification around what information was awaited. Ms Jones reminded Members that based on any information received from Mr Matthews, an assessment would need to be made of what additional work might be required by the Parish Council if it were to undertake the administration and governance of the Trust.

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

WPC.11 Question Time for Electors

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

Damage to Pavement and Barrier

A member of the public reported that a heavy lorry had caused damage to a section of pavement on the corner of Rectory Lane and Rectory Close creating a hole. A barrier had been erected to protect the area, but this had fallen down and had subsequently been reported by a neighbour. The barrier had now been strengthened, but the hole in the pavement had not yet been repaired. The responsible body was Cadent (Gas).

Response: Councillor Iddon asked if the resident had complained to Cadent. This had been done, but only the barrier had been repaired.

Overhanging Trees

A member of the public reported that branches had fallen from trees situated on Parish Council land onto his garage. Furthermore, there was a tree by the steps at the south end of the Leisure Centre car park which was leaning significantly. There was a concern that the tree might topple onto the resident's house.

Response: Councillor Iddon noted that responsibility for the tree depended on its exact location, as the path from Rectory Lane to Faringdon Road was Warrington Borough Council land, but the car park was Parish Council land. Councillor A Abbey commented that no guarantees could be given in relation to the tree, but if it appeared to be dangerous the owners should cut it down. Councillor Abbey was happy to report this to the relevant authority, but the resident could easily do this himself.

Councillor A Abbey indicated that by using the My Warrington service a response would be generated to say that the issue had been logged and a reference number would be provided, but that this did not necessarily mean that the matter had been completed. Members commented that you were able to track the case once a reference number had been provided. If the resident considered the tree to be dangerous (eg. if had started to lean more), Councillor A Abbey or Mitchell could be asked to progress the matter urgently.

Knotweed

A resident asked about progress on dealing with the outbreak of Knotweed.

Response: Ms Jones reported that she had yet to speak to resident Stuart Mann about the location of the vegetation, following which she would get in touch with the land owner. Mr Mann had undertaken to try to ascertain who owned the land. Councillor Iddon suggested that, alternatively, resident Richard Ward might have knowledge of the owner. Ms Jones added that the Giant Hogweed on Radley Common, at Peel Hall was now being treated. The infant plant had been spotted by resident Ste Dodd and treated quickly. A second resident noted that a similar outbreak on Delph Lane had been treated previously. The Chair commented that there was a lot of Hogweed on the Satnam owned land at Peel Hall. Ms Jones stated that she was aware that Councilor Mitchell had been pursuing this matter through the Borough Council and that Satnam had started some control measures.

Speed Watch

A resident asked about the progress on the Speed Watch scheme, on Golborne Road.

Response: Ms Jones indicated that the paperwork for the smiley face speed monitor had now been submitted to the Office of the Police and Crime Commissioner. A response was awaited.

Decision – To note the questions raised by residents and responses provided.

WPC. 12 Queen’s Jubilee Benches

A report from Allan Jones, Lee Ulyat and Bob Towers, the project team responsible for providing Platinum Jubilee benches, was presented. Allan Jones was in attendance to speak to the report.

Good progress was being made although the funding had not stretched as far as originally envisaged. A summary of the issues in the report was as follows:

Payment of the invoice for steelwork and related fabrication for four benches at c£1,000 was requested. This was less than the sum approved at the Parish Council meeting in February at up to £1,400.

The two re-furbished benches near The Swan were in a much poorer state than originally envisaged. In the event all the timber had to be replaced and stained. The project group was seeking approval to support at £200 from the Parish towards the costs incurred on timber replacement and associated labour. The shotblasting and powder coating had been secured at nil cost. A further invoice had been received for this work and was submitted for payment.

Parish Council support regarding the installation of the four new benches by Warrington BC was also requested given the very precise parameters set by the Borough Council.

The project group was also looking for agreement, in principle, for support towards a separate bench to be located at Hermitage Green Lane at up to £350 in case of need later in the summer. The matter had been discussed at length during the Parish Assembly meeting immediately prior to the Annual Meeting due to concerns by a resident in that locality. However, that discussion had been positive and some assurance had been given about consultation around any proposals.

Ms Jones noted that, excluding VAT, the 2 invoices in fact amounted to only around £1,000. Councillor Iddon enquired if Mr Mann had made a donation for this project from the money raised from the 2022 Winwick Calendar initiative. However, the answer was not known. Allan Jones reported that it might be possible to secure funding for installation works via a Go Fund Me webpage. Councillor Iddon added that further fund raising could be undertaken at Winwick Carnival and Ms Jones suggested that a fund-raising table could also be set up at the Jubilee Party in the Park on 5 June 2022.

Member also considered an e-mail dated 19 May 2022, submitted by a resident, AS, which raised concerns including lack of consultation with local residents in Hermitage Green, costs, land ownership issues and the necessary approvals required.

Councillor Herron asked about how consultation about a bench at Hermitage Green might be undertaken and suggested that agreement, in principle, be reached as to this process. Mr Jones commented that possible locations would be discussed with

Ian Brackenbury, Warrington Borough Council, before any firm proposals were publicised.

Decision –

- (1) To approve payment of the steelwork invoice for £999.31.
- (2) To endorse the work to be carried out by Warrington Borough Council to install the four benches in approved positions.
- (3) To approve payment of £200 to Lee Ulyat for timberwork on the re-furbished benches opposite The Swan.
- (4) To approve, in principle, support at up to £350 towards a Hermitage Green bench of similar construction (costing c.£700), subject to the necessary consultations with residents in that locality, prior to final commissioning of the project.

WPC.13 Police / Community Issues

Mr Joinson indicated that no written reports had been received from the Neighbourhood Policing Teams on this occasion. It was noted that PCSO Neil Brown (Winwick Ward) had now moved on.

Councillor McGinn enquired if there were any details available in connection with the intelligence gathering on Kinross Close, mentioned in the last minutes. Councillor G Friend indicated that the Police would not normally disclose the details of any such exercise. If the matter was drug related, intelligence on drug dealers rather than users would be of more value.

Decision – To note comments on Police and community issues.

WPC.14 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 – 22/04/22, 28/04/22, 29/04/22, 12/05/22, 13/05/22, 14/05/22 and 17/05/22
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 22 and 29 April and 6, 13 and 20 May 2022 – 22/04/22, 29/04/22, 04/05/22, 06/05/22, 13/05/22(x2) and 20/05/22
3. E-mail from resident, EL, expressing an interest in the role of footpath warden – 26/04/22

4. E-mail from Kirsten Riley, Democratic Services Officer, Warrington Borough Council, advising on the date of the next Development Management Committee meeting due to be held on 5 May 2022 – 29/04/22
5. E-mail reminder from Daniella Howarth, Future Airspace Consultation Senior Advisor (MAN), Manchester Airport about the on-going engagement under Stage 2 of the airspace consultation project – 04/05/22
6. E-mail from playing field business user, AC, notifying the Council of her cessation of usage on the grounds of cost – 08/05/22
7. E-mail 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, 12 May 2022 – 11/05/22
8. E-mail from resident, AS, advising the Council of a response received from Warrington Borough Council, during the course of enquiries about installing infrastructure at Hermitage Green, asserting ownership of the land as a highways asset – 16/05/22
9. E-mail from Warrington Environmental Crime Team, about a survey around a draft Public Space Protection Order (PSPO) for Warrington. The closing date was 29 July 2022 – 17/05/22
10. E-mail complaint from resident, JL, about a lack of consultation around the installation of the temporary Tommy at Hermitage Green, its potentially hazardous location and failure to remove the item, leading to grass cutting issues – 18/05/22
11. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Clerks and Councils Direct - Periodical and other services
 - Cloudy IT – technology-based solutions
 - geViews – Planters
 - HAGS – outdoor play equipment
 - Kompan – outdoor play and fitness equipment
 - Myparishcouncil – website design

In respect of Correspondence Item 12 above - Temporary Tommy, Ms Jones reported that the figurine at Hermitage Green was due to be removed tomorrow by the Council's gardening contractor, D L Hannon. The Tommy would be installed in the flowerbed at the Leisure Centre, although could be returned to Hermitage Green in November for Armistice Day and Remembrance Sunday, if required. A resident from Hermitage Green present at the meeting commented that, in his view, the location of the Tommy was appropriate and did not represent a trip hazard.

Councillor Iddon enquired if any reply had been received from Warrington Borough Council to earlier correspondence about a gap in the yellow lines on Myddleton

Lane, leading to parking obstructions. The Clerk confirmed that no reply had been received and he undertook to chase up a response.

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

WPC.15 Planning Matters

General Correspondence

Nil

Domestic Planning Applications

1. Application reference: 2022/41216
 Location: 1, The Priory, Winwick, Warrington, WA2 8SB
 Description of development: Fell 2 No. Trees
2. Application reference: 2022/41421
 Location: 99, Browning Drive, Winwick, Warrington, WA2 8XL
 Description of development: Proposed single storey rear extension

Non-Domestic Planning Applications

3. Application reference: 2022/41472
 Location: B&Q, Delph Lane, Warrington, WA2 8RD
 Description of development: Proposed signage

In respect of Application 3 above, it was envisaged that the application referred to Delph Lane to the west of Newton Road, not the lane in the east of the Parish.

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

WPC.16 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. Ms Jones was in attendance at the meeting to speak to the report.

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 30 April 2022.

In April the Leisure Centre had generated £13.7k of income. This put the Centre at a loss of £2.2k for April, which was due to additional staffing costs in order to train up a new member of staff and the addition of two members of staff to the pension scheme. This was a recoverable position and May had started well.

There had been £8.5k of expenditure against the precept in April and the new year's precept monies had been received in early May. The £8.5k had included nearly £2k to treat the Giant Hogweed.

Additional Items

1) Quotes

a) A quote had been received for the repair of a damaged playground item (rocker spring) in the sum of £519.47. The area was currently safe as the play equipment had been removed. Repair time would be approximately 6 - 8 weeks to be carried out by Wicksteeds.

b) Quotes had been received for the CCTV System as follows:

- Maintenance Plan - £375.00
- Repair to damaged hard drive - £124.00
- Replace water damaged cameras - £224.00

Total CCTV repair and maintenance cost - £723.00

An alternative quote had been sourced, but the above quote was preferred as this was from a contractor who was familiar with the existing system. The alternative contractor was less confident about the Council's current system.

Members considered whether it might be more economical to replace the whole system. Ms Jones advised that that point had not yet been reached, but the situation would be kept under review.

c) Ms Jones had been asked to look into a number of issues regarding tree maintenance. The following quotes had been received:

- Tree behind a property on Faringdon Road - The resident had complained that the tree encroached on their property. A quote had been received to reduce the canopy on the property side - £120.00
- Tree group at the side of a property on Rectory Lane – Whilst the tree specialist did not believe that reducing the canopy would enable much light to get through to the residents' garden a quote had been provided to thin the canopy by approximately one third - £240.00
- Tree at the front of the Centre – the phone cable appeared to be entangled in the canopy which was causing crackling on the line. A quote to clear branches from the path of the phone line had been received - £120.00

Total tree maintenance cost - £480.00

2) Item Updates

- a) Smiley face traffic monitors – following the decision to approve this item (23/04/22) a funding application had been completed and submitted.
- b) Jubilee Celebrations – A DJ had been booked and advertising materials published. Ms Jones had contacted local residential care homes to ascertain interest from them. Posters would be printed and distributed. An ice cream van would be on site, at no cost to the Council, for the Party in the Park and would be allocated a space in one of the disabled parking bays. There would be no stalls set up on that day, but the Jubilee bench project group could have a table for fund raising.

3) End of Year Accounts

Documents were provided elsewhere on the Agenda for signing off.

4) Winwick Carnival

The Clerk reminded Members that a notice would need to be published to advise of the closure of the playing field on the Carnival date. Ms Jones confirmed that any businesses attending the Carnival would be charged for their stalls. This was a community event and the Leisure Centre hoped to be able to encourage spending in the bar.

5) Review of Community Governance – Ward Analysis

Ms Jones provided a breakdown of the households and voters per councillor in the three wards of Winwick based on the electoral roll, as follows:

Area	House-holds	Voters	Parish Councillors	Households/ Councillor	Parishioners/ Councillor
Winwick	974	1,989	3	325	663
Peel Hall	611	1,109	3	204	370
Houghton Green	379	690	4	95	173
Total	1,964	3,788	10		

This gave rise to the following percentage imbalances:

Area	Households (% of total)	Voters (% of total)	Parish Councillors (% of total)
Winwick	49.59%	52.51%	30.00%
Peel Hall	31.11%	29.28%	30.00%
Houghton Green	19.30%	18.22%	40.00%

Should the Council wish to seek to reallocate councillors to balance representation across the wards, the following would be the optimal split

Area	Optimum Councillors/ Household	Optimum Councillors/ Voter
Winwick	5	5
Peel Hall	3	3
Houghton Green	2	2

The above would provide the following households and voters per councillor across the three wards:

Area	House-holds	Voters	Parish Councillors	Households/ Councillor	Parishioners/ Councillor
Winwick	974	1,989	5	195	398
Peel Hall	611	1,109	3	204	370
Houghton Green	379	690	2	190	345
Total	1,964	3,788	10		

A lengthy debate ensued on the potential for this information to inform a Community Governance Review.

Councillor G Friend indicated that he had recently met with Alison McCormick, Electoral Services Manager, Warrington Borough Council, to discuss the possible transfer of the Houghton Green ward into Poulton with Fearnhead Parish. Although Winwick potentially stood to lose 375 households to its neighbouring parish, it should also gain some 1,200 new homes as a result of the Peel Hall development. Politicians in Poulton with Fearnhead had stood for election on a platform of seeking to transfer Houghton Green ward into that parish.

Revised figures based upon the new development at Peel Hall would suggest the following numbers of parish councillors, depending on whether Houghton Green was retained or lost to Poulton with Fearnhead, assuming the Council wished to retain 10 seats overall. The total number of seats could be increased, if necessary.

Area	Retaining Houghton Green in Winwick Parish	Transferring Houghton Green to Poulton with Fearnhead
Winwick	3	4
Peel Hall	6	6
Houghton Green	1	-

It was unlikely that any review could be implemented in time for the Parish elections in May 2024.

The planning approvals for Peel Hall were in place for only 3 years so the developer would need to progress the build quickly. Councillor Abbey added that the developer might easily comply with the rules, by installing a relevant section of roadway, without the need to complete any new houses.

The Clerk asked if Members wished to join the negotiations between with Poulton with Fearnhead and Warrington Borough Council at this stage, rather than allow them to lead the process and simply await the consultation process.

One consideration would be the loss of around £28k in parish precept if Houghton Green was transferred before a significant number of houses were available at Peel Hall. The proposed Mill Lane development was also situated in Peel Hall and would help to redress any loss of households in Houghton Green. There might be a need to engage with Satnam about the timing of their development. It was noted that the Borough Council met regularly with Satnam and that it might be possible to engage with the developer via those meetings. A comment was made that it would not be proper to make a decision about community governance arrangements based solely on financial considerations around the level of precept.

It was noted that dialogue might also be underway between the Electoral Services Manager and other parishes across Warrington about Community Governance Reviews in those areas.

Options available included:

- Object to the principle of losing Houghton Green;
- Await the formal consultation process under any Community Governance Review;
- Seek to join any negotiations underway involving Poulton with Fearnhead Parish Council and Warrington Borough Council.

It was acknowledged that Winwick Parish Members who were also Members of Poulton with Fearnhead Parish Council might wish to declare an interest in any future decisions on this matter.

It seemed likely that changes would occur at some point in time. Members considered that it would be useful to reach a common understanding now with Poulton with Fearnhead Parish Council about the way forward.

Payments made since the report prepared for the Management Committee meeting of 10 May 2022

Payments Leisure Centre		
16-May-22	Wgton Security	£170.00
16-May-22	RIJO	£471.43
16-May-22	Clear Brew	£129.60
16-May-22	T & JT Barton	£771.52
16-May-22	KC's Klitchen	£540.00
09-May-22	Water Plus Limited	£251.83
09-May-22	Wigan Beer Co	£1,429.61
Payments Parish		
16-May-22	Chsh. Pension Fund	£726.11
16-May-22	Service Care	£179.12
16-May-22	HMRC Cumbernauld	£1,350.99
09-May-22	DL Hannan	£214.00
09-May-22	Service Care	£288.16
Direct debits leisure centre		
16-May-22	BT GROUP PLC	£24.24
09-May-22	SCOTTISHPOWER	£999.00
09-May-22	BT GROUP PLC	£245.76
03-May-22	WBC NDR	£805.75
Direct debits Parish		
10-May-22	BARCLAYCARD	£190.57
05-May-22	XERO UK LTD	£31.20

Decision –

- (1) To note the Finance Officer's update report, including the Budget Review 2022/23, Quotes, Update Items and Payments Made.
- (2) To approve the expenditure for the repair of the damaged playground item (rocker spring) in the sum of £519.47
- (3) To approve the expenditure for the repair and maintenance of the Centre's CCTV system in the sum of £723.
- (4) To approve the expenditure for the various tree maintenance works in the sum on £480.
- (5) To approve the publication of a notice to indicate closure of the Myddleton Lane Playing Fields for Winwick Carnival on 16 July 2022 and to request the Clerk to draft a suitable notice.

- (6) To note the analysis of figures in connection with a possible Community Governance Review and the initial discussions between representatives of Poulton with Fearnhead and Warrington Borough Council seeking a transfer of Houghton Green ward into that parish.
- (7) To note the implications for Winwick of the loss of the Houghton Green ward and the gaining of new housing as a result of developments planned in Peel Hall ward.
- (8) To request Officers to seek the inclusion of representatives of Winwick Parish Council in any future discussions with Warrington Borough Council about Houghton Green ward with a view to reaching a common understanding with Poulton with Fearnhead Parish Council about the way forward.
- (9) To request the Clerk to include an item on the Houghton Green ward matter on the Agenda for each meeting.

WPC.17 Annual Governance Statement

A draft of the AGAR Section 1 – Annual Governance Statement 2021/22 was considered. This statement needed to be approved before the Accounting Statements 2021/22 could be signed off.

Decision – To approve the draft of the AGAR Section 1 – Annual Governance Statement 2021/22 and to authorise its signature by the Chair and Clerk and its submission to the external auditors.

WPC.18 Accounting Statements 2021/22

A draft of the AGAR Section 2 – Accounting Statements 2021/22 was considered. The end of year accounts for 2021/22 showed a balance of £27,533 remaining after all income and expenditure had been taken into account.

Copies of other supporting documents to accompany the AGAR were also provided, including:

- Bank reconciliation pro forma;
- Reconciliation between Boxes 7 and 8 of AGAR Section 2 pro forma; and
- Explanation of variances pro forma.

The AGAR would need to be submitted to the external auditors by Friday 1 July 2022.

Mr Joinson indicated that the necessary public notice regarding the exercise of public rights in relation to the accounts would be published shortly. Ms Jones reported that it was anticipated that the internal auditors' report would be available by the end of May 2022 in time for submission with the other information required.

Decision – To approve the AGAR Section 2 – Accounting Statements 2021/22 for signature by the Chair and Responsible Finance Officer and its submission to the external auditors.

WPC.19 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 a request had been received from a resident to erect some bunting on Swan Green in connection with the Platinum Jubilee. Subject to the bunting not obstructing the view of drivers at the junction, the request was approved.

Decision – To note the reports and updates by ward councillors.

WPC.20 Schedule of Meetings 2022/23 and Date and Time of Next Meeting

A schedule of meetings for 2022/23 was considered.

Meetings of the Management Committee would now be held on alternate months, with the next meeting being held in July.

Decision – To approve the formal schedule of Council meetings for 2022/23 and to note that the next meeting of the Council will take place on Tuesday 28 June 2022 at 7.30pm.

WPC.21 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.22 Finance Officer's Report - Confidential Matters

Members considered a report of Clare Jones, Operations and Finance Officer, on a number of financial issues as at May 2022. The report included information on debtors, litter picker agreement and liaison with Winwick CE Primary School.

Debtors

Ms Jones reported that there was only one debtor listed at 30-89 days, but payment was anticipated in line with a half termly funding arrangement. A health sector body had some outstanding invoices which were approaching the 30 day monitoring trigger.

Litter Picker Agreement

The Service Level Agreement had now been signed by Burtonwood with Westbrook Parish Council representatives. Accordingly, the Chair was invited to sign the document, which she did. Mr Joinson recommended that the Litter Picker be updated as soon as possible regarding the rapid progress being made as to his employment arrangements.

Winwick CE Primary School

(The Chair declared a personal interest in this item as a member of Warrington Educational Trust.)

Councillor Herron provided an update on the discussions taking place with representatives of Winwick CE Primary School about the 4G pitch and car park issues. Heads of Terms had now been received from the school's representative in connection with a revised lease agreement for use of the access road to the Centre. The original agreement had been in place since 1984 and a nominal fee had been charged for use of the access road. The new lease proposed a significant increase to the annual fee. The document also proposed addition restrictions on delivery hours to the Centre.

The Clerk indicated that the proposed increase in the annual fee had been discussed previously with the school during the car park negotiations and was intended to secure the release of the Council from its obligation to fund half of the on-going repair and maintenance costs of the lane, so as provide an element of certainty as to annual expenditure.

Members expressed concern at the financial amount being proposed within the document, which appeared to be excessive. Councillor Herron undertook to meet again with the school to advise them that the amount proposed was not affordable by the Council. However, it was acknowledged that the Council might find it difficult to secure alternative vehicular access to its premises, which was both affordable and acceptable to residents in terms of potential disturbance by traffic.

Decision –

- (1) To note the Finance Officer's Confidential Report.
- (2) To authorise Councillors Herron and Mitchell to continue negotiations with representatives of Winwick CE Primary School on the basis discussed.

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WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2022/23

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	-	Superseded by WPC.6(3) below – Action to be deleted	
2	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	-	-	Superseded by WPC.5 below – Action to be deleted	
3	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	-	-	Superseded by WPC.6(1) below – Action to be deleted	
4	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 further with Dave Cotterill, WBC	
5	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. Councillor Herron has provided regular updates.	

Agenda Item 4

6	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	-	-	Contact has been made with Stephen Bartley, Public Rights of Way Officer, WBC. A potential job description has been located and can be adapted for use in Winwick. One resident has already expressed in interest in the role and has been invited to make contact to discuss the role. A reply is awaited.	
7	To approve Litter Picker – Draft Agreement with Burtonwood and Westbrook Parish Council, and to authorise the Chair to sign the agreement when finalised.	WPC.170(5)	22/03/22	Operations and Finance Officer	-	-	Completed	
8	To request further information about the potential burden on the Council, if it were to offer its services to support the administration of the above Foundation and to consider the matter further at the Annual Meeting on 24 May 2022.	WPC.174(3)	26/04/22	Clerk / Operations and Finance Officer	-	-	Further information has now been received from Mike Matthews and an item is included elsewhere on the Agenda	
9	To approve the anticipated expenditure on the Ash tree stump carving, subject to the final design being agreed by councillors prior to commencement.	WPC.183(2)	26/04/22	Cllr Herron	-	-	Design details awaited	
10	To approve the commencement of the in-house litter picker arrangements with effect from Monday 4 July 2022.	WPC.186	26/04/22	Operations and Finance Officer	-	-	A relevant consideration is due to be discussed at Part 2 of the Agenda	
11	That the existing Code of Conduct be re-adopted and that Officers be requested to	WPC.5	24/05/22	Clerk	-	-	In progress	

	review the Code to consider whether there was a need to align it with the new Model Code provided by the Local Government Association.							
12	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.6(1)	24/05/22	Clerk	-	-	In progress	
13	To note the on-going work to develop a Data Protection Policy	WPC.6(3)	24/05/22	Clerk	-	-	Commenced	
14	(Millennium Trust) ...to request the Clerk to ascertain if Mr Worthington wished to continue in his role as resident trustee.	WPC.8(2)	24/05/22	Clerk	-	-	Not yet commenced	
15	To approve, in principle, support at up to £350 towards a Hermitage Green bench of similar construction (costing c.£700), subject to the necessary consultations with residents in that locality, prior to final commissioning of the project.	WPC.12(4)	24/05/22	Clerk / Operations and Finance Officer	-	-	Officers to endure the appropriate consultations have been completed before any works are undertaken at Hermitage Green	
16	To approve the expenditure for the repair of the damaged playground item (rocker spring) in the sum of £519.47	WPC.16(2)	24/05/22		-	-	In progress	

Agenda Item 4

17	To approve the expenditure for the repair and maintenance of the Centre's CCTV system in the sum of £723.	WPC.16(3)	24/05/22		-	-	In progress	
18	To approve the expenditure for the various tree maintenance works in the sum on £480.	WPC.16(4)	24/05/22		-	-	In progress	
19	To approve the publication of a notice to indicate closure of the Myddleton Lane Playing Fields for Winwick Carnival on 16 July 2022 and to request the Clerk to draft a suitable notice	WPC.16(5)	24/05/22	Clerk	-	-	In progress. Notice drafted and published on website. Further notices to be erected on parish notice boards and conspicuous locations	
20	To request Officers to seek the inclusion of representatives of Winwick Parish Council in any future discussions with Warrington Borough Council about Houghton Green ward with a view to reaching a common understanding with Poulton with Fearnhead Parish Council about the way forward.	WPC.16(8)	24/05/22	Clerk	-	-	Not yet commenced	
21	To request the Clerk to include an item on the Houghton Green ward matter on the Agenda for each meeting.	WPC.16(9)	24/05/22	Clerk	-	-	On-going	
22	To approve the draft of the AGAR Section 1 – Annual Governance Statement	WPC.17	24/05/22	Clerk / Operations and Finance	-	-	Completed	

Agenda Item 4

	2021/22 and to authorise its signature by the Chair and Clerk and its submission to the external auditors.			Officer				
23	To approve the AGAR Section 2 – Accounting Statements 2021/22 for signature by the Chair and Responsible Finance Officer and its submission to the external auditors	WPC.18	24/05/22	Clerk / Operations and Finance Officer	-	-	Completed	
24	To authorise Councillors Herron and Mitchell to continue negotiations with representatives of Winwick CE Primary School on the basis discussed.	WPC.22	24/05/22	Councillor Herron and Mitchell	-	-	On-going	

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

Correspondence since 24 April 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 – 23/05/22, 26/05/22, 27/05/22, 01/06/22(x2), 07/06/22(x2), 14/06/22 and 22/06/22
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 27 May and 10 June 2022 – 27/05/22, 08/06/22, 10/06/22 and 21/06/22
3. E-mail from Rebecca Lee, Legal Support Officer and Alison Burquest, Enforcement and Regulatory Solicitor, 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, 26 May and 2 and 16 June 2022 and Town and Police Clauses Act 1847 Notices – 24/05/22, 26/05/22, 01/06/22 and 14/06/22
4. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire about the launch of a Rural Crime survey that will run throughout the summer. Residents can have their say using the link below:
www.surveymonkey.co.uk/r/ruralcrimesurvey2022 – 16/06/22
5. Website enquiry form from resident, AH, commenting that it was stated before the jubilee that benches around Winwick were to be refurbished and that, at present, the two benches by the church have been finished. The resident wished to know when the remaining benches would be refurbished – 20/06/22
6. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Cloudy IT – free events promoting technology-based solutions
 - geViews – Planters

Up to date as at 22/06/22

Winwick Parish Council

Planning Matters since 24 May 2022

General Correspondence (0)

Nil

Domestic Planning Applications (0)

Nil

Non-Domestic Planning Applications (0)

Nil

Up to date as at 22/06/22

Winwick Parish - Management Committee 10 May 2022

Present: Councillors J Herron (Chair), D Friend and G Friend and F McGinn

WPMC 59 Apologies

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

WPMC 60 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 61 Minutes

Decision – That the Minutes of the meeting held on 12 April 2022 be agreed as a correct record.

WPMC 62 Action List

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

Actions listed, which had been completed or which were reported verbally at the meeting as complete, would be omitted from the next update to the list.

In respect of Action 1 – Litter Picker Service, Clare Jones, Operations and Finance Officer, reported that she would chase up the Clerk to Burtonwood and Westbrook Parish Council about signing the agreement.

In connection with Action 2 – Repairs and Renewal List, Ms Jones reported that a list had been drafted and the tasks would be arranged in priority order prior to the next meeting of the Committee. Councillor McGinn asked about the funding available in the Council's Reserves. Ms Jones indicated that this had been outlined at the last Council meeting within the end of year figures for the Leisure Centre and Parish Council.

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 63 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 April 2022.

The April 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 (£118,700) had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2022/23 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 (%)	4.81	7.15	8.90	11.86	10.24	10.66	9.75	7.89	7.90	7.10	6.93	6.81
Budget (£1,000s)	5.71	8.49	10.56	14.08	12.15	12.65	11.57	9.37	9.38	8.43	8.23	8.08
Actual (£1,000s)	9.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at April 2022, using the profile outlined above. April bar sales were above target by £3.6k (approximately 63% higher than forecast).

Bar Takings Cumulative

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

Key Performance Indicators (Room Lettings)

As with the bar sales, the room lettings had been analysed and the expected fees (£50,000), including buffet sales, had been split across the relevant months by percentage. 2022/23 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 (%)	5.74	6.45	6.90	8.64	6.50	10.47	10.17	9.31	9.16	8.60	7.74	10.32
Budget (£1,000s)	2.87	3.23	3.45	4.32	3.25	5.24	5.09	4.66	4.58	4.30	3.87	5.16
Actual (£1,000s)	4.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Room Lettings Monthly

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

The table showed that room hires for April had generated £1.2k more than the target figure. Early indications were that income for May could be as high as £6k.

Room Lettings Cumulative

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

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees (£5,250.03) 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 (%)	1.80	3.15	8.06	3.51	2.43	3.11	3.24	1.80	1.58	69.96	0.23	1.13
Feet (£s)	94.5	165.4	423.2	184.3	127.6	163.3	170.1	94.5	83.0	3,672.9	12.1	59.3
Actual (£s)	125.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Field Income Monthly

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

April field hire was approximately £31 above target for the month. The loss of the Omnifit bookings would impact on future months' income, but other bookings had been secured for Morris dancing and a German Shepherd Dog Show. The latter group had been using the playing field for a number of years and there was a possibility that they would relocate the event closer to the Centre to enable use of the facilities and possibly to camp overnight. The group did not need to use the Centre's toilets overnight, but would be provided with a key for the car park gates. The Morris dancing was expected to attract around 300 visitors. Winwick Carnival would return to the playing fields on 16 July 2022.

Field Income Cumulative

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

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of April showed an average of 8 cups per day sold and income of £552.60.

Overall Leisure Centre Position

A further paper was provided which showed tables and graphs of monthly income from bar sales and room hires for the years 2018 to 2022, to indicate where the Centre was in terms of progress in recovering from COVID-19. To date sales were only slightly below the 2019 (pre COVID-19) figures. Although income was similar, it was noted that expenditure was now more closely managed.

Mr Wharton, Centre Manager, reported that increased bookings were anticipated from Mersey Care NHS Foundation Trust as a new contact had been in touch.

Leisure Centre Operational Issues

Councillor Herron reported that a booking for a party had requested the fish and chip van be allowed to park at the Centre. Mr Wharton confirmed that outside caterers were permitted, but the customer would need to make contact so that a suitable parking space could be reserved.

Councillor Herron also reported that he had received some complaints about the Centre closing early a few weeks ago on a Saturday evening. Ms Jones asked for further details of the date so that she could look into the matter. Mr Wharton suggested that better exterior illuminated signage could be provided to show when the Centre was open. The existing sign by the Millennium Lounge was illuminated all night, so was not suitable for this purpose. Officers would consider this matter further. Councillor G Friend noted that the side pathway and car park lights were on a motion sensor. Councillor D Friend commented that those lights were primarily there for health and safety reasons to prevent slip, trips and falls.

Additional Income

Additional income of £50.50 had been received for a recent children's party. Feedback from the parents was that the children really enjoyed the event. Income of £95.83 had been generated from buffet sales in connection with a meeting.

Updates on Repairs

A start date was awaited for the installation of the hallway lighting.

Additional Items

- (a) 50th Anniversary Update

A breakdown of income and expenditure for the 50th Anniversary event was provided. Total expenditure was £2,139.35, with income of £1,876.10, giving a net cost of £263.25 for the occasion.

Member commented that they had enjoyed the celebrations and that the buffet had been excellent. Officers reported that the Centre place a £1.00 per head mark up on the catering charges of £6.75 for hot and cold food and £4.75 for cold food. The caterer provided food for funerals and other functions at the Centre and across other venues Warrington.

(b) Jubilee Event – Initial Suggestions

The Queen's Platinum Jubilee extended bank holiday weekend would run from Thursday 2 June to Sunday 5 June 2022. The Leisure Centre was proposing two community events over this period:

- Thursday 2 June 2022, 2pm to 5pm – Community Cream Tea with Bingo and Dominoes
- Sunday 5 June 2022, 12noon to 7pm – Jubilee Party

Quotes had been received from two DJs for the latter event in the sum of £375 and £200, although further enquiries would need to be made about the hours offered under the second quote. The first DJ provided a display screen. The second DJ was known to the Centre.

(c) Tree Stump Carving

Councillor Herron reported that the wood carver proposed for the Ash Tree stump had not yet got back to him. In the interim he might try to obtain a quote from elsewhere.

(d) School Tree Planting

Julian Joinson, Clerk, reported that Sue Gordon, Governor at Winwick CE Primary School had not been in touch about the school's proposal for the children to plant a tree on the playing fields.

Payments

A list of payments made since the Council meeting on 26 April 2022 was as follows:-

Direct debits Leisure Centre		
03-May-22	WBC NNDR	£805.75
22-Apr-22	BG BUSINESS	£529.35
20-Apr-22	BAGNALL & MORRIS W	£339.86
19-Apr-22	BT GROUP PLC	£24.24
Direct debits Parish		
21-Apr-22	TAKEPAYMENTS LTD	£21.60
19-Apr-22	LLOYDS BANK PLC	£892.95
Payments Leisure Centre		
29-Apr-22	T & JT Barton	£507.96
29-Apr-22	DJ Fire & Safety L	£306.00
29-Apr-22	Merlin Brewery	£48.17
29-Apr-22	B. Muflihi	£160.00
29-Apr-22	Easyflow	£27.00
25-Apr-22	KC's Klitchen	£90.00
25-Apr-22	T & JT Barton	£1,196.99
Payments Parish		
29-Apr-22	Styles	£222.00
29-Apr-22	Service Care	£288.16
29-Apr-22	Paul Harden	£250.00
25-Apr-22	Gardenia Gardens	£195.00
25-Apr-22	Service Care	£288.16
25-Apr-22	IIKO LIMITED	£561.60
25-Apr-22	Wicksteed Leisure	£1,858.13
21-Apr-22	JBB Knotweed	£2,031.00
21-Apr-22	JBB Knotweed	£240.00

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

WPMC 64 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 65 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. A single debtor was recorded in the range 30-89 days unpaid, with no debtors 90 days and over. The overdue debt was by agreement with the customer who received grant funding on a termly basis, rather than monthly.

Decision – To note the report on debtors.

Members requested that future meeting of the Committee take place on alternate months, with the next meeting being held on 12 July 2022. Ms Jones would continue to circulate monthly performance reports to members of the Committee in lieu of the meeting and questions/comments could be submitted to her directly.

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