

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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5 October 2022

To Members of Management Committee
Councillors Herron (Chair), A Abbey, D Friend, Iddon, McGinn and Warnock-Smith

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 11 October 2022, at 7.30pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

Note: The Management Committee meeting planned for 13 September 2022 was deferred due to the unavailability of a number of officers and councillors.

AGENDA

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

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

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

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

- 3. Minutes**

To receive the minutes of the meeting of the Committee held on the 12 July 2022.

4. Action List

A schedule is provided of actions arising from previous meetings.

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

(1) Community & Leisure Centre - reports from the Operations and Finance Officer; Centre Manager and/or Clerk:

a) Update Report - *(excluding any sensitive commercial information or individual staffing matters, which will be dealt with under Part 2).*

6. Newsletter

At its meeting on 27 September 2022, the Council agreed to authorise the Management Committee to consider the provision of a Parish newsletter or quarterly leaflet for residents and to request the Clerk to add an Item on this matter to the agenda for the next meeting of the Committee.

Members are invited to consider the provision of a newsletter or leaflet.

7. Chairman to move Part 2

Part 2

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

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

(1) Community & Leisure Centre – confidential reports from the Operations and Finance Officer; Centre Manager and/or Clerk:

(NB. Non-confidential information will be discussed in Part 1 of the meeting)

a) Debtors

(2) Employee Matters - reports of the relevant Officer.

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

Winwick Parish - Management Committee 12 July 2022

Present: Councillors J Herron (Chair), A Iddon and F McGinn

Also present: Councillor C Mitchell

WPMC 1 Apologies

Apologies for absence were submitted on behalf of Councillors A Abbey, D Friend and A Warnock-Smith.

WPMC 2 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 3 Minutes

Decision – That the Minutes of the meeting held on 10 May 2022 be agreed as a correct record.

WPMC 4 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 – Pioritised List of Repairs, a schedule had been provided by the Operations and Finance Officer. The items included were as follows:

- Projectors;
- Lighting Millennium Bar;
- CCTV Cameras – Millennium Bar;
- Sinks – Gents toilets (these were now beyond repair);
- Lighting – Patio;
- Canopy repair - Millennium Bar; and
- Chairs (x50).

Ms Jones indicated that quotes had already been received for some items, but were still needed for others.

Councillor McGinn enquired if a bid needed to be made for enhanced changing facilities particularly for the proposed 5G pitch. Councillor Herron confirmed that this would be required for Winwick Athletic FC's proposals and could be part of the funding bid submitted for these purposes. Councillor Iddon commented that the existing room was not big enough for this use. The

Agenda Item 3

Chair agreed that some remodeling of the Centre might be required. Ms Jones noted that men's changing rooms alone would not be sufficient and that ladies' facilities would need to be provided. The Chair added that grants to improve the facilities as well as the pitch should be available. He indicated that Paul McMahon (Winwick Athletic FC) had recently e-mailed the FA to receive the latest update, but it was envisaged that the overall process would take some time.

Councillor Iddon asked if car parking could be factored into any bid. The existing car park was already under pressure on match days and on-street parking could be a nuisance to residents. Councillor McGinn suggested that any improvements should be linked to a review of the access road. The Chair responded that the overall scheme would require phasing and a proper project plan. A new entrance via the main playing fields gates might be the best solution, with a new car park at the playground side of the field. Members would need to be sensitive to the views of residents on this matter, but might have to stand by some difficult decisions. Phase 1 could be the construction of a new car park and Phase 2 could be to reclaim the old car park as a grassed area. Councillor McGinn commented that residents would need to be reassured that they were being listened to. Mr Wharton noted that any new access road would need to come as far as the Centre to allow for deliveries.

Councillors were keen support an ambitious project, but were conscious of the fact that this would depend on what grants were available. Ms Jones noted that if no vehicular access was required past the rear of the Centre the area could be used for a build-out for enhanced changing/shower facilities. The Chair added that the first steps would need to be consultation and then determining the level of grants available.

Councillor McGinn asked if there would be sufficient sunlight if the playground was moved to the current car park site. The Chair suggested that the playground could be moved out slightly away from the tree canopy.

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 5 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 June 2022.

The June report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in

Agenda Item 3

previous years 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	9.54	9.70	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 June 2022, using the profile outlined above. June bar sales were below target by £0.8k (approximately 8% lower than forecast).

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at June 2022, using the profile outlined above. This put the Centre at £3.8k (15%) ahead of target on the year to date.

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	6.22	7.26	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 June 2022, using the profile outlined above.

Agenda Item 3

The table showed that room hires for June had generated £3.8k (110%) more than the target figure. Early indications were that income for July would be good with £1.3k already invoiced, £2k of credit invoices drafted and the regular users that paid over the bar all booked in.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at June 2022, using the profile outlined above. This showed the centre at £8k (84%) ahead of the year to date target.

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	320.0	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 June 2022, using the profile outlined above. The field hire was £103.15 behind target for this month. However, July currently had £210.00 of field income invoiced.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at June 2022, using the profile outlined above. This showed the year to date figure down by £238.03. This was partly due to the loss of the Omnifit bookings. However, bookings were up in August for football academies and school clubs.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of June showed an average of 8.9 cups per day sold and income of £644.00. The year to date income was £1,700.90.

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 bar sales were only slightly below the 2019 (pre COVID-19) figures. Room lettings figures were currently exceeding all previous years' figures.

Additional Income

Additional income of £1,104.00 had been received from buffet sales.

Updates on Repairs

An annual boiler check had been completed alongside a review of radiators. The inspection report was awaited.

Additional Items

(a) Halloween

Staff were looking into the provision of a Halloween event on 29 October 2022. As with the Anniversary party consideration was being given to a children's party in the afternoon and an adults' event in the evening. Preliminary costs were as follows:-

Expenditure

- DJ - £250
- Decorations - £60
- Table coverings - £70.50 (30 tablecloths)
- Sweets - £40
- Buffet -£640

Total - £1,060.50

Income

- Kids party tickets @ £1 - £100
- Adult party tickets @ £10 - (50 people) - £500

Potential Income £600 - £1,100, depending on numbers for adult party.

The above were preliminary figures for councillors to consider. The details would be firmed up and reported back at a later meeting. As there was no August meeting, Ms Jones asked councillors to give initial approval to the estimated budgets above with a view to delivering the event for less, if possible.

Councillor McGinn asked if any adults had expressed an interested in a Halloween party. Ms Jones responded that feedback had suggested that the Centre did not provide enough adult events. A DJ and event with food could attract up to 80, or so, people.

Councillor Iddon considered that the table coverings appeared rather expensive. Ms Jones replied that indicative prices had been obtained from Amazon, but these items might be available elsewhere for less. Councillor Mitchell asked whether washable/reusable coverings would be cheaper. However, it was estimated that these could work out more expensive, if damage was taken into consideration.

The Chair considered that the event could potentially be a sell-out.

(b) Preliminary figures for June 2022

The preliminary profit and loss figures for June 2022 showed that the Centre had made a profit for the month of £4k, with a year to date profit of around £100.

(c) Priority Repairs List

This matter had been discussed partly under Minute WPMC 4 – Action List above.

The Football World Cup was due to take place in November 2022. Use of the Main Hall could not be guaranteed for football fans, but there was no projector equipment in the Countryside Suite. Ideally, new projectors should be provided in the Millennium Bar, Countryside Suite and Main Hall. Mr Wharton reported that the fitments were already in place in the ceilings. The Chair noted that a charge could be made for projector usage for ordinary meetings bookings.

A CCTV camera was required above the Millennium Bar exterior door to monitor the seating area. The benches had been damaged by deliberate burning during lockdown and had needed to be replaced. The area was also adjacent to the gas bottle store which would also benefit from additional security. The rear car park was locked as early as possible each evening for security reasons and also to prevent drug transactions from vehicles. One more camera was being sought. The most recent camera purchased provided high quality images even at night. Mr Wharton indicated that there were 16 cameras in total covering the site, some of which were internal.

The Chairs in the Countryside Suite were in a poor condition and had now reached the end of their useful life. Although only the upholstery was damaged the cost of repair would be greater than replacing the chairs. A quote had been received for £1,747.50 for 50 new chairs which were similar to the ones in the Main Hall. The next nearest quotes were considerably more expensive in the sum of £3,250 and £4,400 respectively. Ms Jones commented that new chairs could be afforded from the Centre's Reserves of around £6,900 from last year and bearing in mind this year's profits of £100 to date. Mr Wharton added that there would be no cost to disposing of the exiting chairs, which would be made available to a local charity.

(d) Zip Wire

Councillor Herron asked if the zip wire on the playground had been repaired. Mr Wharton confirmed that this work had been carried out, but that the equipment might be working at less than optimum performance due to the temporary effects of heat.

Payments

A list of payments made since the Council meeting on 28 June 2022 was as follows:-

Payments Leisure Centre		
04-Jul-22	Wigan Beer Co	£792.41
04-Jul-22	Water Plus Limited	£251.36
04-Jul-22	T & JT Barton	£802.91
04-Jul-22	Cheshire Coffee	£374.88
27-Jun-22	T & JT Barton	£979.45
27-Jun-22	KC's Klitchen	£399.90
27-Jun-22	Easyflow	£27.00
Payments Parish		
04-Jul-22	Service Care	£62.30
30-Jun-22	Service Charge	£70.65
30-Jun-22	Handling Charge	£83.30
29-Jun-22	HMRC VAT	£4,043.20
29-Jun-22	Lee Ulyat	£200.00
29-Jun-22	Jones Nuttall	£999.31
27-Jun-22	Service Care	£288.16
27-Jun-22	Gardenia Gardens	£195.00
27-Jun-22	Styles	£222.00
27-Jun-22	Styles	£1,620.00
27-Jun-22	Elite Digital	£450.00
Direct debits Leisure Centre		
27-Jun-22	BT GROUP PLC	£148.73
30-Jun-22	WBC NNDR	£800.00

Decision –

- (1) To note the update report on the Leisure Centre performance, repairs, additional items and the list of payments.
- (2) To approve the estimated costs and preliminary work to develop Halloween events.

- (3) To approve the purchase of 50 new chairs for the Centre in the sum of £1,747.50.

WPMC 6 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 7 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. There were no debtors 90 days and over.

A number of debtors were recorded in the range 30-89 days. One public sector hirer had now settled previous invoices from May and June, but 3 invoices from May were still outstanding. These were being chased up. A further booking for next week from this organisation could be used as leverage to speed up payments. It was understood that the site which processed payments had changed. A second regular hirer had an outstanding debt, but this had already been chased up. A further debtor normally paid on a termly basis by agreement.

Decision – To note the report on debtors.

(B) Employee Matters

Councillor Mitchell raised a concern in to relation to the staffing issue which had been discussed at the last Council meeting. She requested an earlier resolution to the matter as the individual concerned had been subject to a lengthy period of uncertainty about his future employment.

It was proposed to consult all councillors and that if a majority of the Council (namely, 6 Members) were in favour of expediting the worker’s appointment as a permanent employee, this could be approved by officers under delegated powers, without the need to await the next meeting of the Council on 26 July 2022.

Members considered that a suitable probationary period, of say 12 months, could be written into the contract of employment to deal with the issues discussed at the last Council meeting.




Agenda Item 3

There were insufficient positive responses from councillors at the Committee meeting to approve the course of action suggested above. Councillor Mitchell undertook to seek all Members' views by e-mail following the meeting.

Decision – To request officers to approve the above worker's appointment as a permanent employee under delegated powers, if a majority of councillors respond positively to that proposal following consultation after this meeting.







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WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2022/23

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request that the Operations and Finance Officer provide a prioritised list of repairs and renewals for consideration by the Committee.	WPMC.56(4)	12/05/22	Operations and Finance Officer	-	-	Considered by the Committee on 12 July 2022	
	To approve the estimated costs and preliminary work to develop Halloween events.	WPMC.5(2)	12/07/22	Operations and Finance Officer	-	-	Planning for the event is in progress	
	To approve the purchase of 50 new chairs for the Centre in the sum of £1,747.50.	WPMC.5(3)	12/07/22	Operations and Finance Officer	-	-	Chairs purchased and in situ	

Version 2.0- (Final) – 11/10/22

Progress Legend

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

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